

Product Ordering Instructions

Placing an Order

- 1) Go to: <http://business.officedepot.com>
- 2) Type in your Login Name and Password
- 3) Click on 
- 4) Please click the "Core Contract List" link from the Welcome dashboard to access your core items. Core items have been categorized within firm-wide "Shopping Lists" for your convenience. Please shop your core items first.

3 Ways to Shop:

a. Using Item #:



b. Using a Keyword / Product Search:

Search for product using key words or manufacturer part numbers by entering the information in the space provided in the gray toolbar and then clicking "Go"

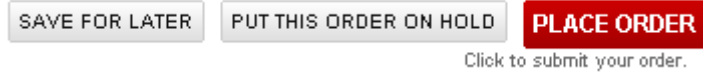


c. Using the Online Catalog:

Click on  Home in the upper left hand corner or  in the grey toolbar and you will be directed to category listings of the catalog.

- 5) Type in quantity, and comment, if desired.
- 6) Select  to add your desired product to your shopping cart.
- 7) Select [Continue Shopping](#) and repeat the steps above to add more items.
- 8) Select  from the shopping cart in the top left when you have finished shopping.
- 9) Review items in your cart and complete any required information.
- 10) Enter your OFFICE # and EMPLOYEE #.
- 11) Confirm your shipping information is correct.

- 12) You now have three options,

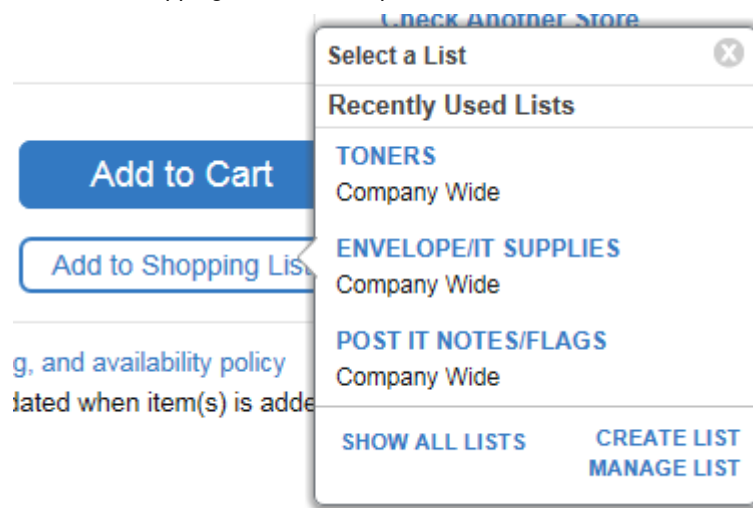


- a. If you are satisfied with your order, select **PLACE ORDER** to complete the process
- b. If you would like to save the items in your cart and purchase at a later date, select **PUT THIS ORDER ON HOLD**. When placing an order on hold, your inventory will be held for 24 hrs.
- c. If you would like to save the items in a list but not create the order select **SAVE FOR LATER**

- 13) Your order has been successfully placed when you see **“Thank you for your order”** and your **Order #**.

Adding Items to a Shopping List

- 1) Follow the steps above to search for an item.
- 2) Select **Add to Shopping List** to add your desired product to a shopping list.
- 3) Select the shopping list to add the product to or click “Show All Lists”



- 4) Click **ADD TO LIST** to add the item to the shopping list.
- 5) Repeat these steps for each additional item you wish to add.