

Punchout User Guide

Technical support: 888.263.3423 • Strategic Customer Service: 800.279.1528
Email: strategicsupport@odpbusiness.com

Home

The landing page includes 2 tiles for messages to keep you informed. Just click [Read More](#) to view details.

Products

Shop for products by category.

Services

For ODP services such as:

Print and Copy, Coffee Services, PrintIQ, Shredding Services, Tech Services, Water Services, Workplace Interiors.

Orders

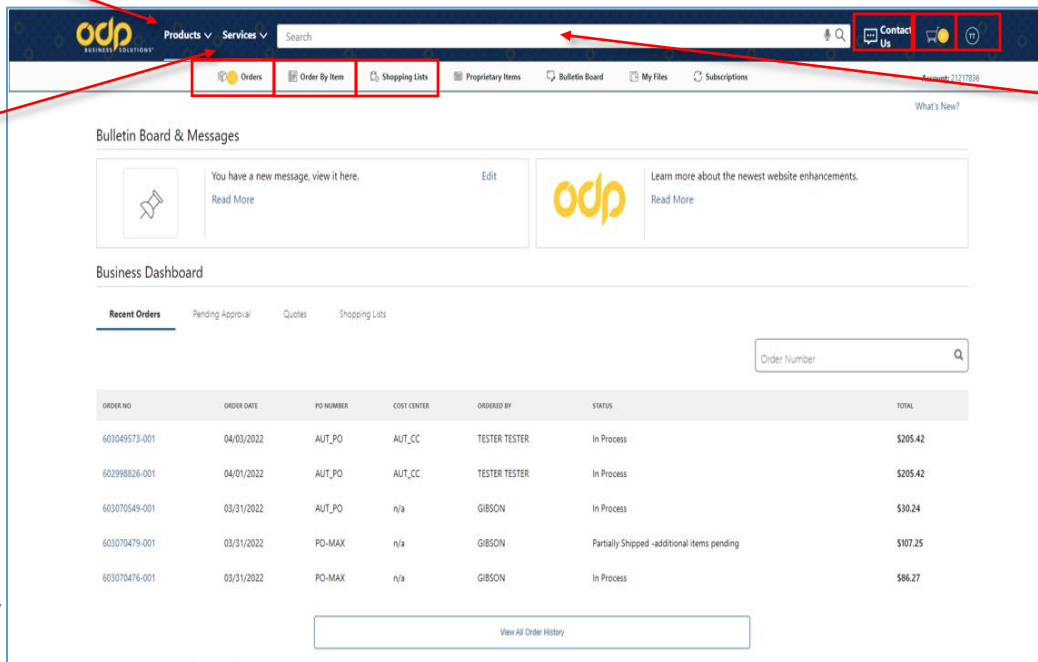
Order lookup / tracking.

Order By Item

Input item # to quickly add to cart.

Shopping Lists

View company or personal shopping lists.



ORDER NO	ORDER DATE	PO NUMBER	COST CENTER	ORDERED BY	STATUS	TOTAL
603049573-001	04/03/2022	AUT_PO	AUT_CC	TESTER TESTER	In Process	\$205.42
602998626-001	04/01/2022	AUT_PO	AUT_CC	TESTER TESTER	In Process	\$205.42
603070549-001	03/31/2022	AUT_PO	n/a	GIBSON	In Process	\$30.24
603070479-001	03/31/2022	PO-MAX	n/a	GIBSON	Partially Shipped -additional items pending	\$107.25
603070476-001	03/31/2022	PO-MAX	n/a	GIBSON	In Process	\$86.27

Search:
Type in product: description ODP or manufacturer product codes. Predictive Search reduces keystrokes.

Contact Us

Customer Service information / Website support.



Link to shopping cart / quick view cart qty.



Account Menu. My profile, shopping list, Order Tracking, etc.

Building Your Order

Step 1 Punchout from your procurement system by clicking the ODP Business Solutions catalog.

Step 2 Combine any of the following tools to build you order:

- **Catalog:** Click a category from the **Products**  **Navigation Bar** and select the category or sub-category to view products.
- **Search:** Type item **Keyword** or **Item Number** and click **Search**. A summary of matching categories and the top-ranking items will appear. Choose a category or brand, or go directly to an item. Results can be resorted by: Best Value (Contract), Price and Relevance. To filter search results by characteristics such as brand, size, color etc, click the desired characteristic listed on the left-side tool bar.
- **Order by Item #:** Enter the Office Depot, manufacturer, or custom product code numbers, then quantity and click Add to Cart. For multiple items click:
+ [Need to add more products?](#)

– **Shop from Personal or Company Wide Lists.**

Click  **Shopping Lists** then My Lists. To add an item to your shopping cart: enter the quantity desired, make sure the select box is checked, and then click [Add to Cart](#).

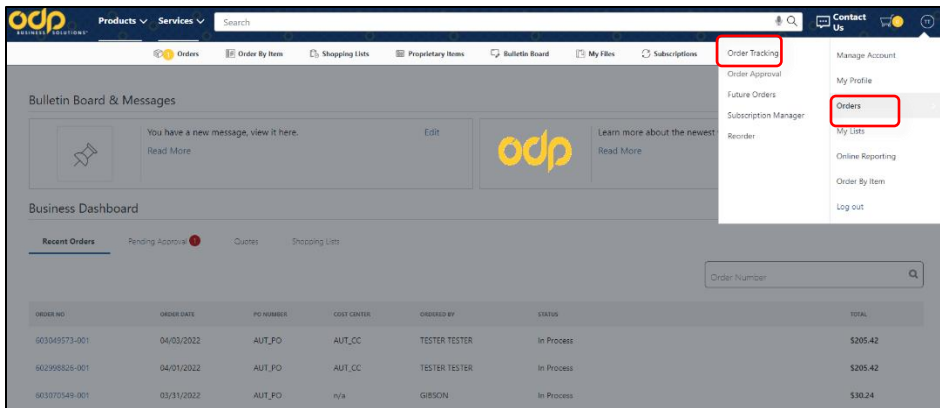
Hint: If the shopping list quantities are preset to "0", simply click "Select all" and populate a quantity only on the desired items.

Step 3  Review your selections, view ODP recommended savings opportunities, save items for later in a shopping list, or add to custom shopping lists.

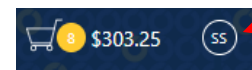
Step 4  The shopping cart items are returned to your procurement system and the ODP session ends.

*Purchase orders received by 5:00 pm local time will be processed for next available day delivery.

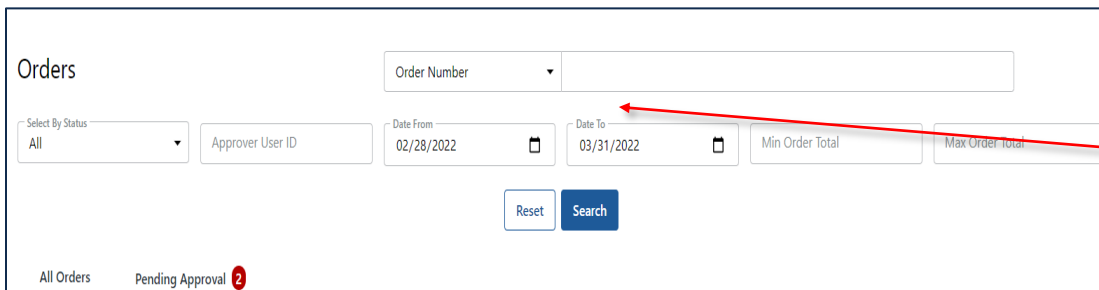
Checking Orders Processing Returns



Under the profile button on top right of screen



select **Orders** and **Order Tracking**.

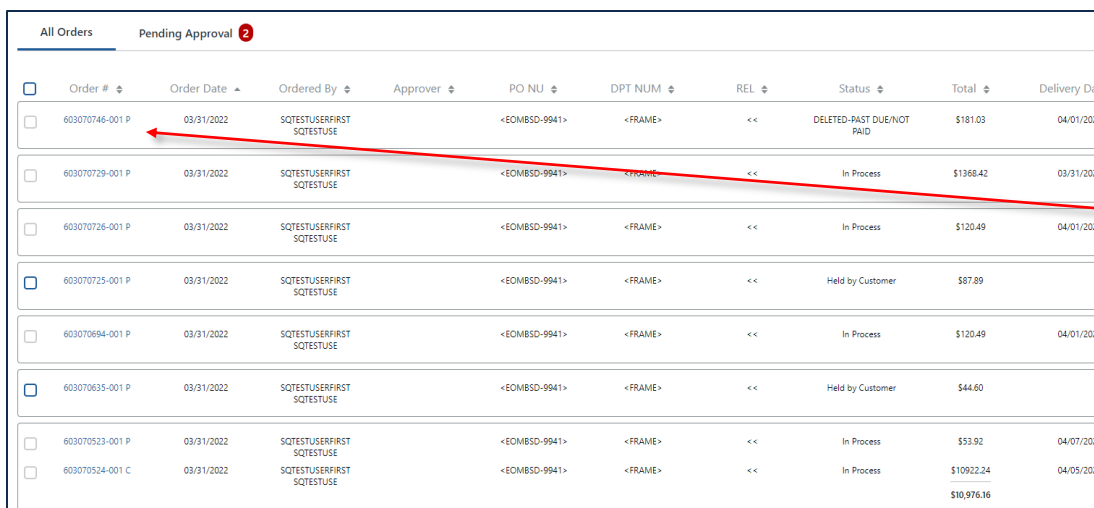


The screenshot shows the 'Orders' search filter form. It includes a 'Select By Status' dropdown menu, an 'Approver User ID' field, 'Date From' and 'Date To' date pickers, and 'Min Order Total' and 'Max Order Total' input fields. A red arrow points to the 'Date To' field.

Under the **Order Number** drop box select PO Number then in the adjacent field enter your Purchase Order number.

If the order was placed before previous 30 days, adjust date parameters.

Search results are displayed in descending chronological order.



The screenshot shows the search results table. The table has columns for Order #, Order Date, Ordered By, Approver, PO NU, DPT NUM, REL, Status, Total, and Delivery Date. The orders are listed in descending chronological order.

Order #	Order Date	Ordered By	Approver	PO NU	DPT NUM	REL	Status	Total	Delivery Date
603070746-001 P	03/31/2022	SQTESTUSERFIRST SQTESTUSE		<EOMBSD-9941>	<FRAME>	<<	DELETED-PAST DUE/NOT PAID	\$181.03	04/01/2022
603070729-001 P	03/31/2022	SQTESTUSERFIRST SQTESTUSE		<EOMBSD-9941>	<FRAME>	<<	In Process	\$1368.42	03/31/2022
603070726-001 P	03/31/2022	SQTESTUSERFIRST SQTESTUSE		<EOMBSD-9941>	<FRAME>	<<	In Process	\$120.49	04/01/2022
603070725-001 P	03/31/2022	SQTESTUSERFIRST SQTESTUSE		<EOMBSD-9941>	<FRAME>	<<	Held by Customer	\$87.89	
603070694-001 P	03/31/2022	SQTESTUSERFIRST SQTESTUSE		<EOMBSD-9941>	<FRAME>	<<	In Process	\$120.49	04/01/2022
603070635-001 P	03/31/2022	SQTESTUSERFIRST SQTESTUSE		<EOMBSD-9941>	<FRAME>	<<	Held by Customer	\$44.60	
603070523-001 P	03/31/2022	SQTESTUSERFIRST SQTESTUSE		<EOMBSD-9941>	<FRAME>	<<	In Process	\$53.92	04/07/2022
603070524-001 C	03/31/2022	SQTESTUSERFIRST SQTESTUSE		<EOMBSD-9941>	<FRAME>	<<	In Process	\$10922.24	04/05/2022
								\$10,976.16	

Click the **Order Number** to view details of the order.

Checking Orders Processing Returns

Order Details

Delivery

Attention: ODP TEST ACCT
Gibson Gibson
6600 N Military Trl
Ste 100
Boca Raton, FL 33496-2434 USA

Phone: (561) 557-6679
Ext: 1
Email: test.user@ODPBusiness.com
Ship to ID: BILL TO

Payment

Account #: 21217836
PO Number: AUT_PO
Amount: \$30.24
 *****

Additional Info

Ordered By: Customer Care
Phone: (561) 557-6679
Ext: 1
Last Updated: 03/31/2022
Updated By: XINT

Order Summary

Order Placed Mar 31, 2022

Item Subtotal:	\$16.62
Discounts:	(\$1.66)
Delivery Fee:	\$9.99
Additional Fees: ▾	\$3.33
Taxes:	\$1.96
Order Total	\$30.24

[Add to List](#) [Reorder All](#)

Shipment 1 of 1

ORDER NUMBER	ORDER STATUS	TOTAL
603070549-001	Processing	\$30.24

^ Estimated Delivery by Apr 4, 2022 [Track Package](#)



Astrobrights Color Paper, 8.5" x 11", 24 lb., Cosmic Orange, 500 Sheets
Item #225815
Qty: 1 @ \$16.62 / ream
\$16.62
 Eco Conscious

[Buy It Again](#)
[Write a Review](#)

[Pricing Summary](#)

Item Subtotal:	\$16.62
Discounts:	(\$1.66)
Delivery Fee:	\$9.99
Additional Fees: ▾	\$3.33
Taxes:	\$1.96
Order Total	\$30.24

Shows the full detail including:
Order Number
Delivery Status
Tracking information

All details of the order including, Quantity shipped,
Product description and links to product detail,
item icons such as Contract, Best Value and
product restriction status.

Need to request a return?

Click [Begin Return](#) and follow the simple step by step instruction for returning your unneeded items.

[Add to List](#)

To place items into a custom shopping lists shopping list.

[Reorder All](#)

To create a new order with the same items.