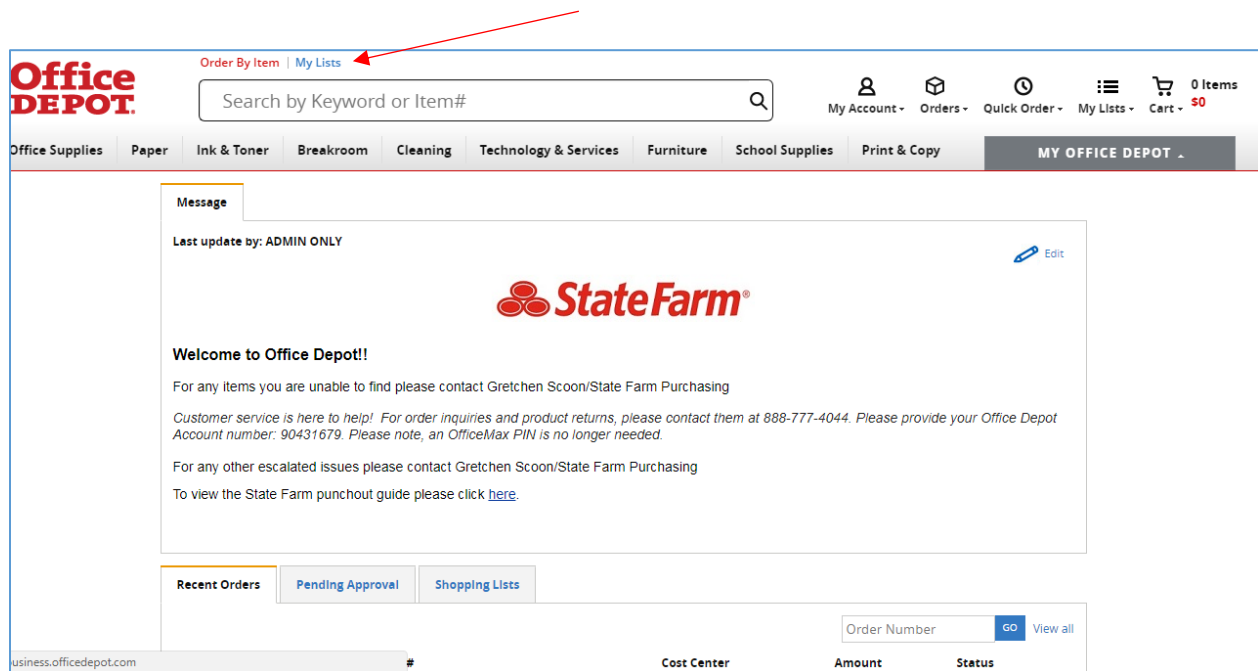
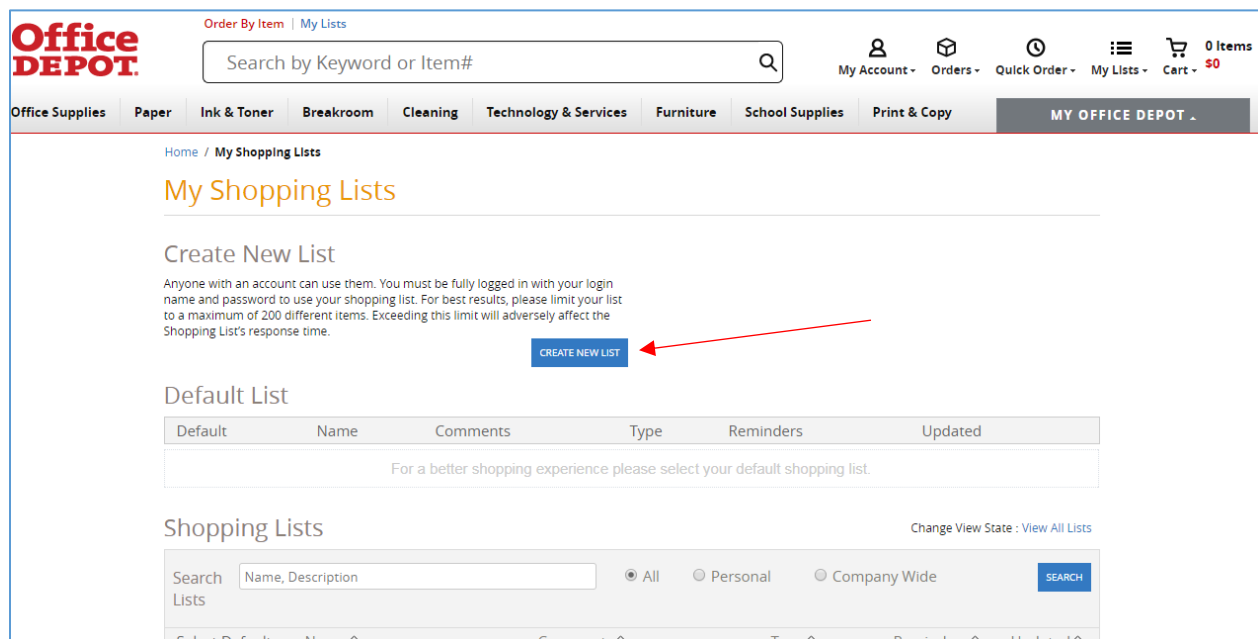


CREATING A CUSTOM SHOPPING LIST – STATE FARM

Click on the “MY LISTS” at top of page.



Click on “CREATE NEW LIST”



Name your NEW LIST and hit “SAVE”

The screenshot shows the Office Depot website with a 'Create New List' modal window open. The modal has a title 'Create New List' and a note: 'For best results, please limit your list to a maximum of 200 different items. Exceeding this limit will adversely affect the Shopping List's response time.' Below this, there are two text input fields: 'List Name:' with the value 'Marketing Items' and 'Comment:' with the value 'Marketing'. There is a checkbox labeled 'Yes, set to default' which is checked. A blue 'SAVE' button is at the bottom right of the modal. Red arrows point from the text instructions to the 'List Name' field and the 'SAVE' button.

****DEFAULT**** NOTE: Check box “Yes, set to default”, if you would your list to appear at top of the Shopping List page.

You will then see a confirmation page to View and see List Details:

The screenshot shows the Office Depot website with the 'View & Edit List Details' page. The page has a title 'View & Edit List Details' and a note: 'For best results, please limit your list to a maximum of 200 different items. Exceeding this limit will adversely affect the Shopping List's response time.' Below this, there are two text input fields: 'List name:' with the value 'Marketing Items' and 'Comment:' with the value 'Marketing'. There are two checkboxes: 'Yes, set to default' (checked) and 'Yes, remind me about this list via email.' (unchecked). A blue 'SAVE CHANGES' button is at the bottom left. A red arrow points from the text instructions to the 'Yes, remind me about this list via email.' checkbox. On the right side of the page, there is a section titled 'First time user?' with the subheading 'Set up reminders for yourself.' and a paragraph of text. Below this is a box titled 'Email Your Shopping List' with a subheading 'You can email your entire shopping list to others by selecting the button below.' and a blue 'EMAIL LIST' button.

****REMIND ME**** NOTE: Checking this box will send an email reminder to you about your shopping list.

If you already know the item numbers you want to add, click “ORDER BY ITEM”.

- Entering Item numbers alone:

Home / My Shopping Lists / Add To List

Add to List

You can add your item to an existing list or create a new one.

☒ Select an existing list

Marketing Items ▼

☐ Create a new list

List Name:

Comment:

Description	List Price	Your price	Quantity	Total	
 Boise® X-90 Multi-Use Copy Paper, Letter Size Paper, 20 Lb. Bright White, 500 Sheets Per Ream, Case Of 10 Reams Item Number 196517 Entered Item # 196517 Manufacturer # 0X9001-CTN Best Value Eco-conscious REVIEW THIS PRODUCT	\$32.92 / case	0	\$0.00	☒	
 Smead® Manila File Folders, Letter Size, 1/3 Cut, Pack Of 100 Item Number 315515 Entered Item # 315515 Manufacturer # 153L Diverse Supplier Eco-conscious Recycled content REVIEW THIS PRODUCT	\$10.59 / box	0	\$0.00	☒	

[Add To List](#)

- Or, if you click on the **'SHOW IMAGES'** check box, please follow these steps:

Enter Item Number(s) & Quantities
 Enter the 6, 9 or 10-digit Item number and quantity for each item.
[Where do I find this?](#)
 Show Images ☒
 Note: Please make your Show Images selection prior to entering products on this page.

Item Number Qty

Boise® X-9® Multi-Use Copy Paper, Letter Size Paper, 20 Lb, Bright White, 500 Sheets Per Ream, Case Of 10 Reams
 Item # 196517 **\$32.92** / case
 REMOVE

Comments

Avery® 90% Recycled Slide-Tab Legal Index Exhibit Dividers, Tab Title 5, Pack Of 25
 Item # 921031 **\$5.46** / pack
 REMOVE

Comments

Enter more items [+]

[Go To Comparison Center](#)
[Go to Shopping Cart](#)
[Go to Order Tracking](#)
[Go To My Shopping List](#)

[ADD TO CART](#)
[ADD TO LIST](#)

Select a List
 Marketing Items (Default)
 Personal Shopping List
 Recently Used Lists
[SHOW ALL LISTS](#) [CREATE LIST](#) [MANAGE LIST](#)

****Comments Section** is for your personal use only. For example, you can put in someone's name or what department the order is for, and it will show up on packing list.

Once you have chosen the Shopping List, you will get a pop up showing the items have been added.

Comments

Boise® X-9® Multi-Use Copy Paper, Letter Size Paper, 20 Lb, Bright White, 500 Sheets Per Ream, Case Of 10 Reams
 Item # 196517 **\$32.92** / case

Comments

Enter more items [+]

[ADD TO CART](#)
[ADD TO LIST](#)

[Go To Comparison Center](#)
[Go to Shopping Cart](#)
[Go to Order Tracking](#)
[Go To My Shopping List](#)

2 item(s) successfully added to your list

Marketing Items (Personal Shopping List)

Office Depot® Brand File Folders, 1/3 Cut, Letter Size, 30% Recycled, Manila, Pack Of 100, Qty: 0

Boise® X-9® Multi-Use Copy Paper, Letter Size Paper, 20 Lb, Bright White, 500 Sheets Per Ream, Case Of 10 Reams, Qty: 0

[CONTINUE SHOPPING](#) [VIEW MY LIST](#)

You will then get a confirmation page showing all items in your list:

View & Edit List Details

For best results, please limit your list to a maximum of 200 different items. Exceeding this limit will adversely affect the Shopping Lists response time.

List name:

Comment:

☒ Yes, set to default
☐ Yes, remind me about this list via email.

[SAVE CHANGES](#)

First time user?

Set up reminders for yourself.

Once your list is created, simply click the Email Reminder button. Enter the start date and frequency that you would like to be reminded, then click "Save". It's that simple!

If you'd like to be reminded of specific products from your list, simply select the desired product, then click the Move button to transfer the item(s) to a new list. Then proceed to set up a reminder for that new list following the instructions above.

Email Your Shopping List



You can email your entire shopping list to others by selecting the button below.

[EMAIL LIST](#)

Items In Your List

Result 1 - 4 of 4

Description	Your price	Quantity	Total
 Boise® X-90® Multi-Use Copy Paper, Letter Size Paper, 20 Lb, Bright White, 500 Sheets Per Ream, Case Of 10 Reams Item Number 196517 Entered item # 196517 Manufacturer # OX9001-CTN BEST VALUE  Eco-conscious REVIEW THIS PRODUCT SUBSCRIBE		0 Update	\$0.00
Category Copy & Multipurpose Pap Group			
 Boise® X-90® Multi-Use Copy Paper, Letter Size Paper, 20 Lb, Bright White, 500 Sheets Per Ream, Case Of 10 Reams Item Number 196517 Entered item # 196517 Manufacturer # OX9001-CTN BEST VALUE  Eco-conscious		0 Update	\$0.00

To add items while searching for product: See example search below

Add Qty desired, then Click on “ADD TO LIST” as shown below.



Order By Item | [My Lists](#)

My Account Orders Quick Order My Lists Cart 0 Items

Office Supplies Paper Ink & Toner Breakroom Cleaning Technology & Services Furniture School Supplies Print & Copy

MY OFFICE DEPOT

Home / Text Search / file folders manila letter

Showing 291 results for 'file folders manila letter'

Please use Advanced Sorting options below to sort products by Best Value Item, Contract Item, price and more

By [Grid](#) [List](#)

Categories

- ☐ File Folders (154)
- ☐ Expanding File Folders (126)
- ☐ Filing Accessories (8)
- ☐ Hanging File Folders (3)

Item Type

- ☐ basic file folder (179)
- ☐ file pocket (40)
- ☐ file jacket (34)
- ☐ classification folder (27)
- ☐ hanging file folder (3)

Sheet Size

- ☐ letter (8 1/2" x 11") (285)
- ☐ 9 1/2" x 11 3/4" (2)

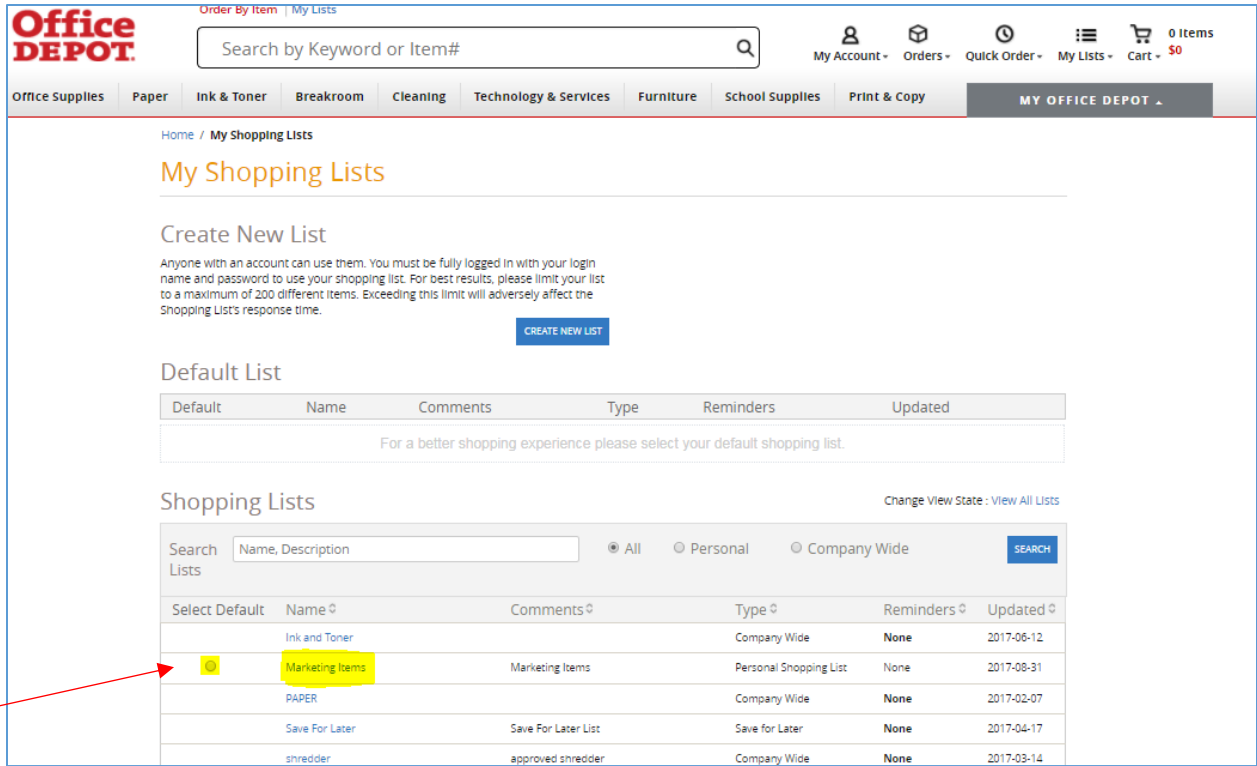


Item 810838 ●
 ★★★★★ 193 Reviews
Office Depot® Brand File Folders, 1/3 Cut, Letter Size, 30% Recycled, Manila, Pack Of 100
 Availability: 3,885
 ✓ Sold Online
 ✓ Sold in Stores
BEST VALUE
 Eco-conscious
 Recycled content

[Add to Cart](#)

[Subscribe](#) [Add to list](#) [Compare](#)

The next time you click on the “MY LISTS” button at top of page, you will see your new list and will be able access at any time. If you have chosen the list as a default list, it will show under DEFAULT LIST.



The screenshot shows the Office Depot website's 'My Shopping Lists' page. At the top, there's a navigation bar with the Office Depot logo, a search bar, and links for My Account, Orders, Quick Order, My Lists, and Cart. Below this is a category bar with links like Office Supplies, Paper, Ink & Toner, Breakroom, Cleaning, Technology & Services, Furniture, School Supplies, and Print & Copy. The main content area is titled 'My Shopping Lists' and includes a 'Create New List' section with a 'CREATE NEW LIST' button. Below that is a 'Default List' section with a table that has columns for Default, Name, Comments, Type, Reminders, and Updated. A message below the table says 'For a better shopping experience please select your default shopping list.' The 'Shopping Lists' section features a search bar, filters for All, Personal, and Company Wide, and a 'SEARCH' button. A table lists the shopping lists with columns for Select Default, Name, Comments, Type, Reminders, and Updated. A red arrow points to the 'Marketing Items' list, which is highlighted in yellow.

Default	Name	Comments	Type	Reminders	Updated
	For a better shopping experience please select your default shopping list.				

Select Default	Name	Comments	Type	Reminders	Updated
	Ink and Toner		Company Wide	None	2017-06-12
☒	Marketing Items	Marketing Items	Personal Shopping List	None	2017-08-31
	PAPER		Company Wide	None	2017-02-07
	Save For Later	Save For Later List	Save for Later	None	2017-04-17
	shredder	approved shredder	Company Wide	None	2017-03-14