

American National

Office Supplies Purchasing
through Office Depot BSD site
business.officedepot.com



WELCOME to Office Depot!

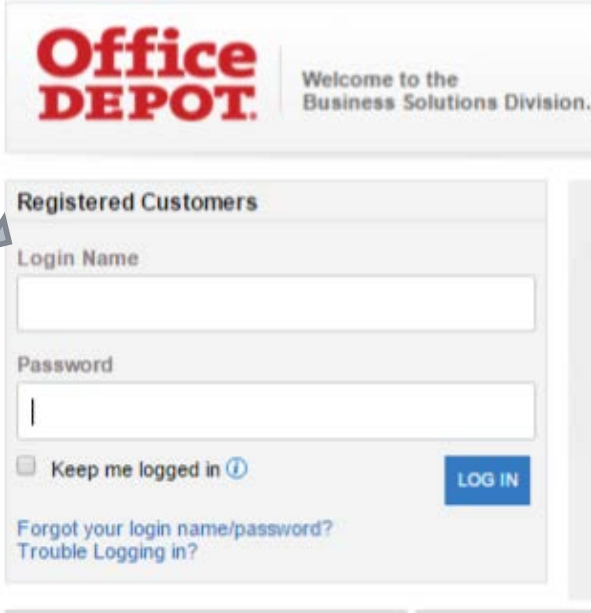
Office Depot Login Page

LOGIN

Access the secure website at <http://business.officedepot.com>.

Enter your **Login** and **Password**.
Then click on the **Login** button.

NOTE: If you forgot to access the new website and go to OfficeMax Workplace Services site by mistake, you will be automatically redirected to login here.



The screenshot shows the Office Depot login page. At the top left is the Office DEPOT logo. To its right is the text "Welcome to the Business Solutions Division." Below the logo is a section titled "Registered Customers". Inside this section are two input fields: "Login Name" and "Password". Below the password field is a checkbox labeled "Keep me logged in" with a help icon. To the right of the checkbox is a blue "LOG IN" button. At the bottom of the section are two links: "Forgot your login name/password?" and "Trouble Logging in?". A grey arrow points from the "Login Name" field to the text "Enter your Login and Password" in the instructions.

LOST LOGIN AND PASSWORD

The first time you login to your account, please select a **security question** and provide an answer. This information will be used to verify your identity should you need to retrieve your login credentials in the future.

Office DEPOT. Order By Item | My Lists

Search by Keyword or Item#

My Account • Orders • Quick Entry • My Lists • Cart • 0 items \$0

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

buy now. use forever. postage stamps SHOP NOW ▶

Home / My Account / Login and Lost Password Information

Manage Account

- Manage Contacts
- Manage Ship To
- Manage PO Number
- Manage Release
- Manage Cost Center
- Manage Credit Cards

Manage Users

- Add New Users
- Edit Active Users
- Active/Inactive Users
- Tiered Approvals
- Credit Card Groups
- Procurement Card Registration

My Profile

- My Profile Overview
- Select Ship To
- Select Contacts
- Select PO Number
- Select Release
- Select Cost Center
- My Proxy Approver

Login and Lost Password Information

Update Security Question

Attention!
Your profile is not configured with a security question. Please select a security question and provide a confidential answer. If you forget your password, this information will be used to help us validate your identity.

Question

--select your security question--

Answer

Confirm Answer

Current Password

UPDATE

BULLETIN BOARD / LANDING PAGE

After your initial login, you will always land on this home page.
This page contains important account information.

Here you will find important account information such as your account number, customer service contact information and much more!



Home Help Store Locator Welcome, ANICO ADMIN | Account #: 90734080 - Logout

Office DEPOT. Order By Item | My Lists Search by Keyword or Item#

My Account Orders Quick Entry My Lists Cart 0 items \$0

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

 ready for an office emergency? first aid supply packs [SHOP NOW](#)

 **FREE** store pickup. order online. ready in 1 hour! [LEARN MORE](#)

Welcome, ANICO ADMIN
[Edit Profile](#)

Message News updates
Last update by: ANICO ADMIN [Edit](#)


AMERICAN NATIONAL

Welcome American National Insurance Agents!

Take advantage of your ANICO discount by shopping online using the login name and password you just created and have your order delivered right to your door OR you can shop in our retail stores.

In order to receive your discount in the retail stores, you will need to register your credit card and use it to pay for your purchases. Please click on the following link to register your credit card. *NOTE, please allow 2 business days for the registration process.

Quick Order

Item Number Qty
6 or 9-digit number
Comments
[+ Add another product](#)
[ADD TO CART](#)

Ink & Toner Finder

Select Brand
or
☒ Cartridge ☐ Printer

CREATE NEW ORDER

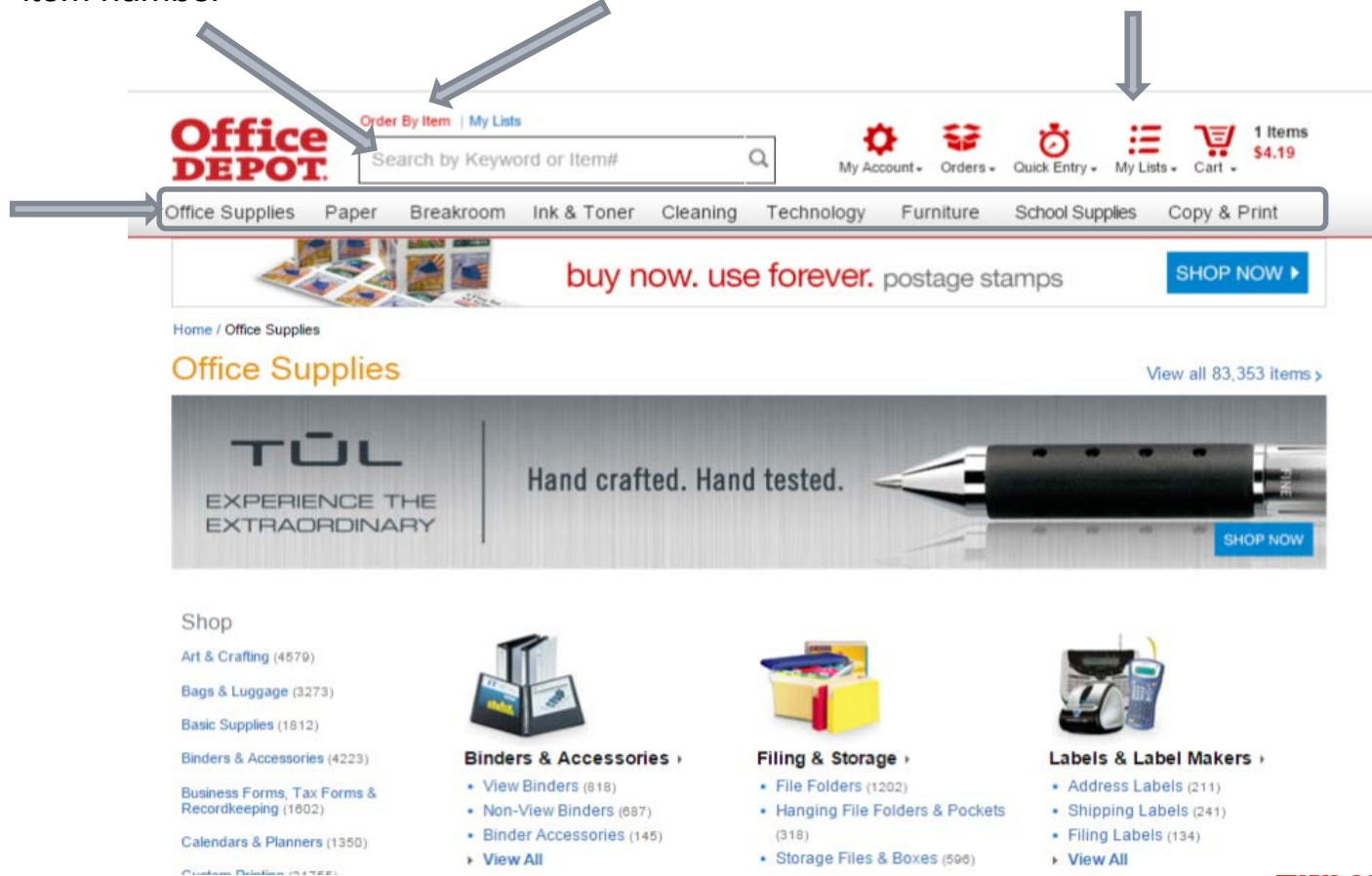
Choose any of the below shopping methods to add items to your shopping cart

Search by keyword or item number

Quickly add multiple items to your cart at once with **Order by Item#**

Find an item quickly and easily by using a **Shopping List**

Browse our Electronic **Catalog** by searching through our **Item Categories**

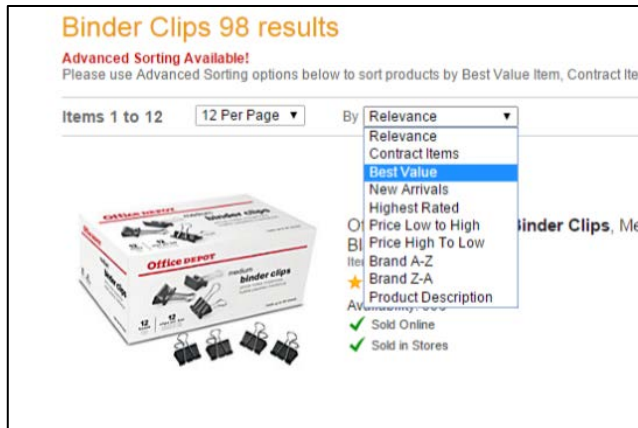


AMERICAN NATIONAL

BEST VALUE

BEST VALUE

Best value icon indicates core list items that are specially priced for your account. Use the advanced sorting feature to sort your search results by “Best Value”.



Shop Office Supplies

Categories

- Binder Clips (98)
- Paper Clips (2)

Brand

- ACCO (7)
- Office Depot (33)
- OfficeMax (6)
- OIC (15)
- Sparco (14)
- See all Brand

Clip Size

- assorted (10)
- large (10)
- Medium (13)
- mini (7)
- small (16)
- See all Clip Size

Color

- Assorted (9)
- black (42)
- Red (12)

Binder Clips 98 results

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

Items 1 to 12 12 Per Page By **Best Value** Grid List

Office Depot® Brand Binder Clips, Large, 2" Wide, Black, Box Of 12

Item 305957 • 16 Reviews

Limited Availability

✓ Sold Online

✓ Sold in Stores

BEST VALUE

\$0.97 / box

Qty **ADD TO CART**

ADD TO SHOPPING LIST

Subscribe

Compare

Office Depot Brand® Binder Clips, Medium, 1 1/4" Wide, 5/8" Capacity, Black, Pack Of 24

Item 561339 • 12 Reviews

Availability: 44

✓ Sold Online

✓ Sold in Stores

BEST VALUE

\$0.85 / pack

Qty **ADD TO CART**

ADD TO SHOPPING LIST

Subscribe

Compare

INK & TONER FINDER

Find your toner, ink, transfer kits, ribbons, and more with out **Ink & Toner Finder**. Search by cartridge or printer to find what you need easily and quickly. You can save your cartridge and printer information for future reference.

Access this feature by clicking on the Ink & Toner Category

The screenshot shows the Office Depot website interface. At the top, the Office Depot logo is on the left, and navigation links like 'Order By Item' and 'My Lists' are on the right. A search bar is in the center. Below the navigation bar, there's a banner for 'first aid supply packs'. The main navigation bar includes categories like 'Office Supplies', 'Paper', 'Breakroom', 'Ink & Toner', 'Cleaning', 'Technology', 'Furniture', 'School Supplies', and 'Copy & Print'. The 'Ink & Toner' category is highlighted. Below the navigation bar, there's a section for 'Print Ink & Toner Cartridges'. The 'Your Ink & Toner Finder' tool is prominently displayed, allowing users to search by HP, Select Printer Type, or Deskjet 3520 e-all-in-one. It also has a 'Search by Cartridge or Printer' section with radio buttons for 'Cartridge' and 'Printer'. To the right, there's a 'Your Saved Printers' section with a 'SMART TOOL' icon. Below these sections, a banner indicates 'Showing 20 ink products below.' and 'You searched Ink & Toner for HP Deskjet 3520 e-all-in-one'. The product grid shows various HP ink cartridges and printer models.

SELECT CART

Alternative item suggestions to drive core spend and provide savings.

Orange/Blue Color coded cost saving alternatives.
May be enabled or disabled on request

Alternatives retained with shopping cart until the items are swapped, removed or check-out.

Here is the Smart Value Alternative for the item you selected:

You requested this item

CURRENT ITEM



OIC® Small Binder Clips, 3/4" Wide, 3/8" Capacity, Black, Box Of 12
Item # 808857

Your Price: **\$1.19 /box**

Qty : 1

But you can save \$0.85 by choosing this item.

SMART VALUE ITEM



Office Depot® Brand Binder Clips, 3/4", Black, Box Of 12
Item # 429415

Your Price: **\$0.34 /box**

☐ Choose this item.

You requested this item

CURRENT ITEM



Post-it® 3" x 3" Pop-up Notes, Ultra Collection, 100 Sheets Per Pad, Pack Of 12 Pads
Item # 442792

Your Price: **\$16.99 /pack**

Qty : 1

But you can save \$2.00 by choosing this item.

OFFICE DEPOT BRAND SMART ALTERNATIVE



Office Depot® Brand Pop-up Notes, 3" x 3", Assorted Deep Colors, 100 Sheets Per Pad, Pack Of 12
Item # 723688

Your Price: **\$14.99 /pack**

☐ Choose this item.

You requested this item

But this item is eco-preferable

SHARED CART

Easily share your shopping cart contents with another person.

Eliminates copy and pasting.

Effective method to consolidate individual item requests into a single order.

No maintenance solution for setting up order approval.

Email light box appears, User can share their cart in just a few clicks

Shopping Cart

Continue Shopping **Check Out**

Description	Price/unit	Qty.	Available	B/O	Total
 Office Depot® Brand Copy Paper, 8 1/2" x 11", 20 Lb, 500 Sheets Per Ream, Case Of 10 Reams Item # 348037 Entered Item # 348037	\$36.24 / case	1 UPDATE SAVE FOR LATER SUBSCRIBE	1	0	\$36.24
Remove Item					
Comments UPDATE					

Share your Items

Please provide the details below to share your selection via email. * Required Information

Your Name *

Your Email *

Recipient Email *

Comments:

☒ Send me a copy of this email

Continue Shopping

SHOPPING CART

To view your shopping cart contents or make changes, click on the Shopping CART icon located in the upper right hand corner

Office DEPOT. Order By Item | My Lists Search by Keyword or Item#

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

buy now. use forever. postage stamps SHOP NOW ▶

Shopping Cart Continue Shopping Need Help? Live Chat Email FAQs Print

	Price	Qty.	Total
 TUL® Gel Pens, Retractable, Medium Point, 0.7 mm, Gray Barrel, Black Ink, Pack Of 12 Item # 1373923 Entered Item # 1373923	\$17.99 / dozen	3	\$53.97

Set up subscription

Update Remove Save for Later

Comments Save

Continue Shopping Update Cart Empty Cart Save Cart To List Share Cart

Order summary

Subtotal \$53.97

Estimate Shipping & Taxes

Total (1 Item) \$53.97

Checkout

Order by item #

Need Stamps?

To put more items in your cart, click on the **Continue Shopping** button

To change the quantity of an item in your cart, type in the new quantity, then click **Update**. To remove an item from your cart, click **Remove**.

Enter **Item Comments** then click **SAVE** to add info that will be displayed on your packing slip.

Once you are ready to **Checkout**, click the **Checkout** button.

CHECKOUT (page 1 of 3)

User information

CSSD FIELD OFFICES
(800) 971 - 3376
noreply@officedepot.com

Change

Delivery information

AMERICAN NATL INS CO
60 HILL POINTE CT STE 204
SAINT CHARLES, MO 63303
(Taxable)

Email options

- ☒ Send me an email confirmation of this order
- ☐ Send a copy of order confirmation to

Enter email address

Order summary

Delivery order 1 # 906035061-001 Estimated delivery 02/14/2017

Delivery order 2 # 906035062-001 Estimated delivery 02/14/2017

Email options: An email confirmation will be sent to the email address listed on your profile. You can also send an additional order confirmation by entering the email address here.

Order Summary: Order number and estimated delivery date is shown. Multiple shipments will be identified with a unique order number and delivery date.

CHECKOUT (page 2 of 3)

Account information

* LOCCODE
CSSD

* Cost Center
6200521101

Account information:
Your Location Code and Cost Center will default

* Contact

CSSD FIELD OFFICES

Contact Phone

Ext

(800) 971-3376

Comment:

Not used by our delivery carriers.



Payment information

☒ Credit Card

Select Credit Car ▼

Select Credit Card

CSSD FIELD USERS

D. FORD

Payment information:
Your payment information will auto populate

Contact, phone & comments: The name and phone listed on your profile will default. If you are placing this order on behalf of another person, please update the contact and phone accordingly. Comments section is for your use only and will print on the packing slip. Please do NOT enter any delivery information here as our delivery carriers cannot see this information.

CHECKOUT (page 3 of 3)

Delivery options:

Delivery date will default to next business day delivery. You can select a desired delivery date.

Delivery options

Standard Delivery

If you are not available to receive this order on the date below, then select a different delivery date (date request applies to stocked items, any items shipped directly from the vendor will be delivered as previously indicated):

Select a desired delivery date:

Wed, May 18, '16

Schedule Future Delivery

To place an order for FUTURE delivery, (delivered in no less than 21 days and no greater than 180 days) [Click Here](#)

Delivery order : # 840347698-001

Estimated delivery 05/18/2016

	Price	Qty.	Total	Remove Item
 TUL® Gel Pens, Retractable, Medium Point, 0.7 mm, Gray Barrel, Black Ink, Pack Of 12 Item # 1373923 Entered Item # 1373923	\$17.99 / dozen	3	\$53.97	
 Set up subscription 				

Subtotal \$53.97

Delivery fee **FREE**

Miscellaneous \$0.00

Taxes \$4.45

Total \$58.42

Have you made changes to your cart or delivery option? [UPDATE CART](#)

By submitting this order, you agree to the [Terms and Conditions](#).

[Continue Shopping](#) [Save Cart to List](#) [Put This Order On Hold](#)

[Place Order](#)

If you aren't yet ready to checkout, you can always choose to **continue shopping**, **save your cart to a list** or **put your order on hold**.

If you are ready to checkout, click **PLACE ORDER** button

ORDER CONFIRMATION

Order Confirmation:

After checking out, you will be directed to an order confirmation page. In addition, an email confirmation will be sent to the email address noted on your profile.

Since orders require approval, your order confirmation will note that the order is pending approval. Upon approval, you will receive an email notification advising you that your order is now in process.

Thank you for your order! [Please print this page for your records.](#) [Print This Page](#)

This order will be placed on hold.
You will receive an order confirmation email shortly. Please save this email for your records. Your Credit card will be charged when the order ships.

Shipment Summary

Shipment 1	Order Number: 773264821-001	Estimated Arrival By: 06/03/2015	View Order Details
-------------------	-----------------------------	----------------------------------	------------------------------------

My Account

[View Order Details for This Order](#)
[Print Order](#)
[View Your Order History](#)
[View Your Account Information](#)
[Register](#)

Use the links to the left to quickly access information about your account. You may check the status of your order, view the order's details, change the information in your account, or view your previous orders.

Order Information

Account #: 21217836
Your Order Number is: 773264821
Company Name: OD EC SUPPORT TEST ACCT
PO Number: 1234
Release: 1234
Cost Center: 1234
Desktop: 1234
Contact: Contact: BDD CUSTOMER
Contact Phone: (561)438-1111
Comments

Shipping Information

DESK REQ
OD EC SUPPORT TEST ACCT
9600 N. MILITARY TRL
BOCA RATON
FL 33486-2434 USA

Payment Information

Credit card:
Credit Card Number: *****

Order Summary

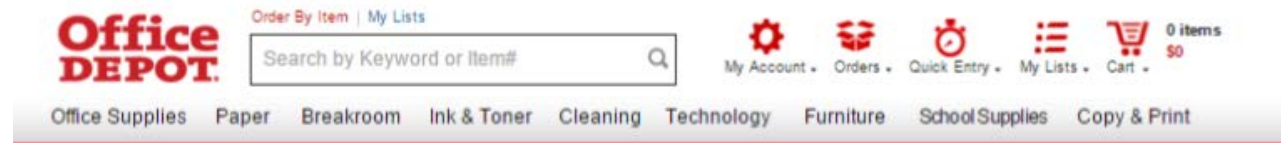
[Hide Images](#)

Shipment 1		Order Date: 06/02/2015	Order Number: 773264821-001			
Delivery date: 06/02/2015 08:00 AM - 05:00 PM						
Description	Your Price/each	Qty.	Available	Sub	Total	Comments
 Office Depot® Brand White Copy Paper, 8 1/2" x 11", 20 Lb, 500 Sheets Per Ream, Case Of 16 Reams Entered Item # 273646 View Item Details	~~\$43.99 / each~~	1	1	0	\$43.99	
 DYNOS LabelWorks 450 Label Printer For PC Or Mac® Entered Item # 934830 View Item Details	~~\$99.99 / each~~	1	1	0	\$99.99	

Available:	\$145.98
Backorder:	\$0.00
Subtotal:	\$145.98
Delivery Fee:	FREE
Miscellaneous:	\$0.00
Taxes:	\$8.76
Total:	\$154.74

ORDER HISTORY

Click on the **Orders** icon to access your Office Max and Office Depot order history at any time. Reprint order confirmations, place returns, place reorders and view your order status and delivery information.



Search orders by choosing the appropriate selection from the drop down menus.



Find Your Order
Search by item or order number, order status, or order date range

Search By:

Status:

From: To:

Date Range:

Min: Max:

Dollar Range:

Approver: [Select Approver](#)

[SEARCH ORDERS](#)

View your **Office Depot** pending and processed orders here. Orders for the past 12 months will be visible. Click on the desired order number to process returns, reprints etc.



Click on an order number to see the details of your order, or to view delivery tracking information.

Orders Pending Approval								
No orders were found								

Processed Orders								
Result 1 - 10 of 497								
1 2 3 4 5 6 Next Last								
Order Number	Order Date	Total	Status	Delivery / Pickup Date	Changeable	Cost Center	CONTACT	Type
839318853-001	05/11/2016	\$13.58	In The Warehouse	05/12/2016	No	P22-535	BETHANY MOORE	Order
839318631-001	05/11/2016	\$38.32	In The Warehouse	05/16/2016	No	P22-535	BETHANY MOORE	Order

ORDER APPROVAL

Orders pending approval will be visible in the orders pending approval section under the **Orders** Icon. Upon release, they will move to the Processed Orders section.

Office DEPOT. Order By Item | My Lists

Search by Keyword or Item#

My Account • Orders • Quick Entry • My Lists • Cart • 0 items \$0

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

Home / My Account / Orders

Orders

Use one of the methods below to locate a specific order.

Showing All Orders Copy & Print Depot Workplace Orders

Find Your Order
Search by item or order number, order status, or order date range

Search By: Order Number

Status: ALL

From: To:

Date Range: 04/11/2016 05/11/2016

Min: Max:

Dollar Range:

Approver: Select Approver

SEARCH ORDERS

Click an order number to see the details of your order, or to view delivery tracking information.

Orders Pending Approval

Result 1 - 6 of 6

Order Number	Order Date	Total	Status	Delivery / Pickup Date	PO Number	Cost Center	FLWING	Contact	Approver:	Type
838013783-001	05/03/2016	\$4,324.77	Held for Restrictions	05/12/2016	20160503	96100-515110	717-933-1858	NATHAN ELLIOTT	MARY DAVIS	Virt White
837851090-001	05/03/2016	\$154.79	Held for Restrictions	05/04/2016		90787-515110		STEVE CALL		Order
837551735-001	05/01/2016	\$183.70	Held for Restrictions	05/03/2016		90210-515110		JAN URBAS	RON BROCK	Order
837355502-001	04/29/2016	\$104.33	Held for Restrictions	05/02/2016		90407-515110	8854901799	TERI WHITE	HEATHER ABERNATHY	Order
837208787-001	04/28/2016	\$176.85	Held for Restrictions	05/03/2016		95574-515110		RICHARD COATS	ERIC YOUNG	Order

Orders pending approval and the approver appear here



CUSTOMER SERVICE

Click on the Customer Services link at the bottom of the any page for assistance

Browse our **Helpful Links**



Contact us via **email**, **live chat** or **phone**. We also offer **website demos** to assist in using our site.



Home Help Store Locator

Welcome, ANICO ADMIN | Account #: 90703903 - Logout

Office DEPOT

Order By Item | My Lists

Search by Keyword or Item#

My Account Orders Quick Entry My Lists Cart 1 Items \$53.97

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

ready for an office emergency? first aid supply packs SHOP NOW

Home > Customer Services

Helpful Links

- ORDERING
- PRODUCTS
- PRIVACY & SECURITY
- SHIPPING & RETURNS
- CUSTOMER SERVICE CONTACTS
- MY PROFILE
- WORK PLACE ERGONOMICS
- GENERAL HELP
- BULLETIN BOARD

Need Help?

- Email Assistance
- FAQs

Talk with a Representative Chat Now

Customer Services

let us help you!

Email

Contact our friendly customer service team at your convenience EMAIL US

Live Chat

Live Customer Support Monday - Friday 8am - 11pm EST LIVE CHAT

Call

Call 1-888-2-OFFICE (1-888-263-3423) Monday - Friday 8am - 8pm EST

Website Demos

Learn more about our website. VIEW DEMOS

Site Info
Site Map
International

Customer Service
Email Assistance
Phone Support

Company Info
Affiliate Program
International

Specials
GreenerOffice

Customer Tools
Order by Item#
Online Catalog

Questions/Comments

