

Quick order guide for users

Easy ordering with Office Depot Business



User Login

Type in your browser

<https://business.officedepot.com>

Your login is the store's email

Your password is Firstcash1
(password is case specific)

Home Page

The Home Page gives you access to all of these features

- A** Search
- B** Browse Categories
- C** Quick Order Products
- D** Bulletin Board
- E** Recent Orders

The screenshot shows the Office Depot Business Home Page. Callout A points to the search bar at the top. Callout B points to the 'Products' dropdown menu. Callout C points to the 'Order By Item' link in the navigation bar. Callout D points to a message in the 'Bulletin Board & Messages' section. Callout E points to the 'Recent Orders' tab in the 'Business Dashboard' section.

Business Dashboard

Recent Orders Pending Approval 0 Shopping Lists

ORDER NO	ORDER DATE	PO NUMBER	COST CENTER	ORDERED BY	STATUS	TOTAL
170480787-001	07/24/2018	n/a	n/a	JOHN VAN DERLINDEN	Partially Shipped -additional items pending	\$0.00
169876589-001	07/23/2018	n/a	n/a	BELINDA DIAZ X-2691	In The Warehouse	\$43.25
169876274-001	07/23/2018	n/a	n/a	BELINDA DIAZ X-2691	Ready To Be Loaded	\$311.46

Add items to your order

- **Search:** Search by keyword or item number. Search will display a summary of matching categories and chosen items that match your criteria
- **Browse by Product Categories:** Browse the online catalog to find the products you need. Includes Ink & Toner Finder, Paper, Cleaning and other products approved for purchase
- **Quick Order:** Enter up to 10 item numbers and quantities and click **Add**
- **Bulletin Board:** Messages from the Purchasing team will be posted here
- **Recently Purchased:** Quick access to view order history and status

Quick order guide for users

Easy ordering with Office Depot Business

Office DEPOT
OfficeMax

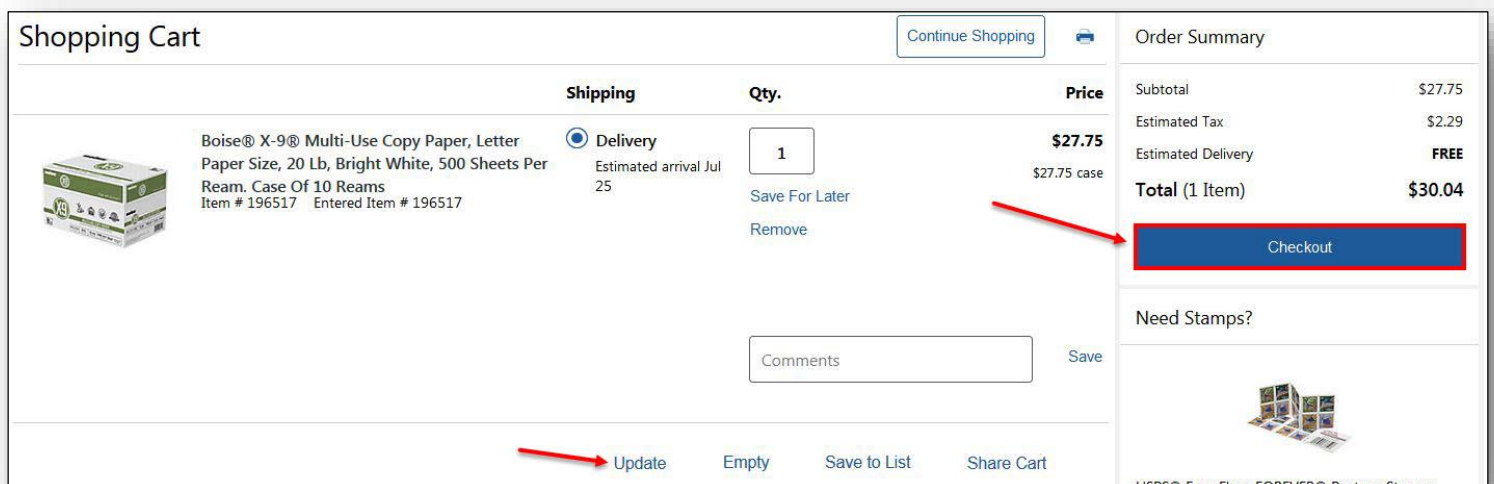
Product Page

- Access the Product Page either by Browsing Product Categories or through a Search
- To add an item to your cart, enter quantity and click **Add to Cart**



Your Shopping Cart

- Click the **Cart** icon to see items in your current order. Click **Review & Checkout** to edit your cart
- Click **View All Delivery Dates** to view expected delivery dates for all items in your order
- **Change quantities**, add **Comments** or **Remove an item**, then click **Update Cart**
- **Checkout** to complete your transaction. Click **Continue Shopping** to add more items



Quick order guide for users

Easy ordering with Office Depot Business

Office DEPOT
OfficeMax

Home / My Account / Orders

Orders

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

Showing All Orders **Print & Copy Depot**

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

Search By: Order Number

Status: ALL

From: 06/24/2018 To: 07/24/2018

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

No orders were found

Processed Orders

Result 1 - 10 of 448

1 2 3 4 5 6 | [Next](#) [Last](#)

Order Number	Order Date	Total	Status	Delivery / Pickup Date	Changeable	Contact	Type
170480787-001	07/24/2018	\$0.00	In Process	07/31/2018	No	JOHN VAN DERLINDEN	Virt Whse
169876589-001	07/23/2018	\$43.25	In The Warehouse	07/27/2018	No	BELINDA DIAZ X-2691	Order
169876274-001	07/23/2018	\$311.46	In The Warehouse	07/25/2018	No	BELINDA DIAZ X-2691	Order

My Order Status and Tracking

- To check the status of your submitted orders, click **Recent Orders** to review
- Click the **Order #** to view order details and to check Package Tracking
- Click **Return an Item** to process a return

What Happens Next?

- Stores will receive an Order Confirmation email immediately after placing an order
- Orders submitted will be reviewed by the Purchasing Team prior to being approved for fulfillment
- As always, we're here to help. If you have questions please email us at supplies@firstcash.com