

examinetics

Step by step instructions on how to order your field supplies from ODP Business Solutions for both delivery and instore pickup.

In your search bar type WWW.ODPBUSINESS.COM



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A group of five business professionals (three men and two women) are sitting around a low, round wooden table in a modern office setting. They are engaged in a discussion, with one man pointing at a laptop on the table. The room has large windows in the background, letting in natural light. The overall atmosphere is professional and collaborative.

**Elevate the success of your business
with ODP Business Solutions™**



Log in with your Examinetics Email Address
First time user password is Welcome1



Log In

Create a New Account

Welcome to ODP Business Solutions.
Please Log In To Your Account

Registered Customers

Show

Log In

☐ Keep me logged in

[Forgot your login name/password?](#)

[Login FAQ's](#)



Once you have logged in your will see the following message page, there is a link to the **Approved Items** for you to purchase. Please click for a full list of these items. These items are also broken down in easy-to-use shopping list. Please click on the ribbon under Shopping List to view.

Products ▾ Services ▾

Search

Contact Us

0



0 Orders

Order By Item

Shopping Lists

Bulletin Board

Subscriptions

Account: 96505249

examinetics

Welcome to ODP Business Solutions!

We are very excited to be taking care of your business. Please see below for information to make your shopping experience quicker and more efficient.

Approved Items To Purchase: Please [click here](#) Or Click On The Shopping List On The Top Tool Bar

When you need to order items that are not approved it will indicate they are **restricted** or you need a delivery address added to your profile please contact one of the team members listed below.

Ruben.Reyes@examinetics.com

Ryan.Schulte@examinetics.com

Thiquila.Haslip@examinetics.com

Merle.Gardner@examinetics.com

CUSTOMER SERVICE

For questions related to orders, products or pricing, please contact ODP's Customer Service Team @ 888-263-3423.

For reference, your account number is: 96505249
James Guntli- Email: James.Guntli@officedepot.com



Click on the items you need from any of the list and add them to the cart. In addition, you will see there is a list that is for items that are approved for you to order but only available for delivery they will need to be placed on a separate order for in store pickup items.

My Lists

What's New?

Search by list name, list description, or item #.

Search

Q

List Type

All Lists

▼

Reset

Create Shopping List

List Name ▾	List Type ▾	Description ▾	Favorite
Basic Supplies	Company Wide	-	☐
Binders	Company Wide	-	☐
Cleaning	Company Wide	-	☐
Ink/Toner	Company Wide	-	☐
Items Not In Stores	Company Wide	Approved Items Must Order On Line	☐
Mail Pkg Shipping	Company Wide	-	☐
Paper	Company Wide	-	☐
Pens Markers	Company Wide	-	☐
POST-IT STICK NOTES	Company Wide	-	☐



Once you have added the items in the shopping cart you will then click on the cart in the upper right-hand corner



Products ▾ Services ▾

Search



Contact Us

18 \$256.38



0 Orders

Order By Item

Shopping Lists

Bulletin Board

Subscriptions

Account: 96505249

Shopping Cart

Continue Shopping 

	Shipping	Qty.	Price
 Office Depot® Brand Paper Clips, No. 1, 1-1/4", 20-Sheet Capacity, Silver, 100 Clips Per Box, Pack Of 5 Boxes Item # 221720 Entered Item # 221720	☒ Delivery Estimated delivery 1-3 business days ☐ In-Store or Curbside Pickup 13 available	5 Save For Later Remove Comments Save	\$23.80 \$4.76 pack
 Office Depot® Brand Binder Clips, Large, 2" Wide, 1" Capacity, Black, Box Of 12 Item # 308957 Entered Item # 308957	☒ Delivery Estimated delivery 1-3 business days ☐ In-Store or Curbside Pickup 51 available	1 Save For Later Remove	\$7.29 \$7.29 box

Order Summary

Subtotal

\$256.38

Estimated Tax

\$22.05

Estimated Delivery

FREE

Total (18 Items)

\$278.43

Checkout

Apply a Coupon Code

Need Sanitizer?



Germ Attack Germ Defense Antibacterial Gel Hand Sanitizer, Unscented, 1 Gallon, Case Of 4 Bottles and 4 pumps
\$15.99 Use  BUSINESS SOLUTIONS™

This screen shows you that the items default to delivery for instore pickup you need to change the setting to In-Store or Curbside Pickup



Products ▾ Services ▾

Search



Contact Us

18 \$256.38



0 Orders

Order By Item

Shopping Lists

Bulletin Board

Subscriptions

Account: 96505249

Shopping Cart

Continue Shopping 

	Shipping	Qty.	Price
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Order Summary

Subtotal

\$256.38

Estimated Tax

\$22.05

Estimated Delivery

FREE

Total (18 Items)

\$278.43

Checkout

Apply a Coupon Code

Need Sanitizer?



Germ Attack Germ Defense Antibacterial Gel Hand Sanitizer, Unscented, 1 Gallon, Case Of 4 Bottles and 4 Pumps

\$15.00 case

Feedback

You will see your default store is displayed select change to find the store in the state/city you would like to pickup the items up at.

 Your Pickup Store Location is 4827 EAST RAY ROAD PHOENIX, AZ 85044 [Change](#)

Shopping Cart

Continue Shopping 

	Shipping	Qty.	Price
 Office Depot® Brand Paper Clips, No. 1, 1-1/4", 20-Sheet Capacity, Silver, 100 Clips Per Box, Pack Of 5 Boxes Item # 221720 Entered Item # 221720	☐ Delivery Estimated delivery 1-3 business days ☒ In-Store or Curbside Pickup 13 available	5 Save For Later Remove Comments	\$23.80 \$4.76 pack Save
 Office Depot® Brand Binder Clips, Large, 2" Wide, 1" Capacity, Black, Box Of 12 Item # 308957 Entered Item # 308957	☐ Delivery Estimated delivery 1-3 business days ☒ In-Store or Curbside Pickup	1 Save For Later Remove	\$7.29 \$7.29 box

Order Summary

Subtotal	\$256.38
Estimated Tax	\$22.05
Estimated Delivery	FREE
Total (18 Items)	\$278.43

Checkout

Apply a Coupon Code

Need Sanitizer?



Germ Attack Germ Defense Antibacterial Gel Hand Sanitizer, Unscented, 1 Gallon, Case Of 4 Bottles and 4 Pumps

\$15.00 case

Add To Cart



Pickup In Store

20 mi.

Enter a location



4827 EAST RAY ROAD, PHOENIX AZ. 85044

1.26 miles

Hours: 09:00AM-08:00PM

[Store Details](#)

Select Store

18 of 18 available for pickup



917 EAST BROADWAY, TEMPE AZ. 85282

6.23 miles

Hours: 09:00AM-08:00PM

[Store Details](#)

Select Store

18 of 18 available for pickup



Now that you have changed the pickup store you can select Checkout



[Products](#) [Services](#)

[Contact Us](#) 18 \$256.38 TO

[Orders](#) [Order By Item](#) [Shopping Lists](#) [Bulletin Board](#) [Subscriptions](#) Account: 96505249

 Your Pickup Store Location is 917 EAST BROADWAY TEMPE, AZ 85282 [Change](#)

Shopping Cart

[Continue Shopping](#) 

	Shipping	Qty.	Price
	☐ Delivery Estimated delivery 1-3 business days ☒ In-Store or Curbside Pickup 20 available	5 Save For Later Remove	\$23.80 \$4.76 pack

Order Summary

Subtotal	\$256.38
Estimated Tax	\$14.39
Estimated Delivery	FREE
Total (18 Items)	\$270.77

[Checkout](#)

[Apply a Coupon Code](#)

[Need Sanitizer?](#)



Please verify all of your order information below and choose one of the options at the bottom of the page to submit your order.

User information

TEST ONE

[Change](#)

(555) 555 - 5555
noreply@officedepot.com

Delivery information

This order is for pickup only.

Store pickup ⓘ

Store Pickup Option

- ☒ I will pick up the items
- ☐ Someone else will pick up the items

Pickup Information

OfficeMax #6276
917 EAST BROADWAY
TEMPE, AZ 85282
(480) 968-1989

For Curbside Pickup: park in a spot near the front of the store and tap the "I'm Curbside" button in your "Ready for Pickup" email. An associate will be out with your order shortly.

Email options

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

Order summary

Pickup order 1 # 271379344-001 Store pickup

Once you have verified the store locations and the items are correct you simply hit Place Order



Bag
Item # 0855730 Entered Item # 855730
[Diverse Supplier](#)

/ bag



Office Depot® Brand Rubber Bands, #33, 3 1/2" x 1/8", Crepe, 1-Lb Bag
Item # 0855883 Entered Item # 855883
[Diverse Supplier](#)

\$7.37
/ bag

\$7.37 ☐



Office Depot® Brand Rubber Bands, #64, 3 1/2" x 1/4", Crepe, 1-Lb Bag
Item # 0855946 Entered Item # 855946
[Diverse Supplier](#)

\$9.26
/ bag

\$9.26 ☐

Subtotal	\$256.38
Delivery fee	FREE
Adjustments	\$0.00
Taxes	\$14.39
Total	\$270.77

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](#)

[Save Order](#)

[Place Order](#)

The system will then generate a copy of the order confirmation . Within an hour you will receive another email that the order is now ready to be picked up. Once you arrive at the Office Depot/Office Max store look for the pickup parking spots and follow the instructions like the one listed below.

For Curbside Pickup: park in a spot near the front of the store and tap the "I'm Curbside" button in your "Ready for Pickup" email. An associate will be out with your order shortly.

Simply provide the order number there is NO PAYMENT needed.



Creating a New Delivery Address

In the event you are not in an area where there is an Office Depot or Office Max Store you can create a new delivery location to either your hotel or the customer location you are working at. Please review the following slides on how to create a new address. Please make sure on the check out page where its states the date of delivery that you will still be at either the hotel or your customer locations. I would also make these locations aware that you are expecting a delivery.

Restricted Items

For items that are not preapproved and shows restricted next to the item you will need to contact one of the team members listed if approved they will place the order for you.

Ruben.Reyes@examinetics.com Ryan.Schulte@examinetics.com
Thiquila.Haslip@examinetics.com Merle.Gardner@examinetics.com

[Home / My Account](#)

Manage Account

- Manage Ship To

My Profile

- My Profile Overview
- Select Ship To
- Select Contacts
- My Proxy Approver

My Account

Create and store your information for easy access.

Order Tracking

My Recent Orders

No orders within the last 30 days

Orders Pending Approval

No orders found pending approval

Search By:

Order Number

Status:

ALL

From:

To:

Date Range:

Min:

Max:

Dollar Range:

SEARCH ORDERS

Future Orders

This feature has been designed to allow you to place your orders now for future delivery. This should only be used for orders you wish delivered in no less than 21 days and no greater than 180 days.

[Go to Future Orders](#)

My Shopping Lists

Shopping Lists help you keep track of items you purchase on a regular basis and can be set with reminders so you will never run out of your supplies!

- How to use and create lists
- Set up reminders for yourself

Basic Supplies

VIEW LIST

List Name:

Comment:

CREATE LIST

Manage Account

Manage Ship To

My Profile

My Profile Overview

Select Ship To

Select Contacts

My Proxy Approver

My Profile Overview

Welcome, TEST ONE!
Please take a moment to verify that the account information we have for you is correct. Edit the appropriate section to make changes.

Your User Settings
Manage your contact information, subscriptions and logins

User Info
TEST ONE
(555)555-5555
NOREPLY@OFFICEDEPOT.COM

EDIT

Subscriptions & Settings

Edit User Info & Communication Preferences

Edit Login Info & Password

Accounting Fields/Shipto

View

Permissions

View

Associations

View

Workflows/Approvals

View

Payment

View

Manage your payment preferences

Default Store
Manage your default store location

OfficeMax
917 EAST BROADWAY
TEMPE, AZ, 85282
Store #6276 | 480-968-1989

Manage Account

- [Manage Ship To](#)

My Profile

- [My Profile Overview](#)
- [Select Ship To](#)
- [Select Contacts](#)
- [My Proxy Approver](#)

Manage Ship To

[CREATE A NEW SHIP TO](#)

Ship To List

To view other Ship To enter search criteria below:

Search for a Shiptos By:

- ☐ Beginning With
- ☒ Containing

[SEARCH](#)

[Next Page](#) ▶

Manage Account

- Manage Ship To

My Profile

- My Profile Overview
- Select Ship To
- Select Contacts
- My Proxy Approver

Create a New Shipping Address

Enter your information below and click 'Add' when finished.

(Please note that changing your shipping information may result in credit authorization problems unless you notify your credit card provider of any shipping address changes.)

* required

* ShipTo ID:

* Business Name:

* Address Line 1:

Address Line2:

* City:

* State:

* Zip code:

Country: USA

- Manage Ship To

- My Profile Overview
- Select Ship To
- Select Contacts
- My Proxy Approver

Current	Default	ID	Name	Address	City	State	Zip Code	
☐	☐	CORPORATE OFFICE	EXAMINETICS	10561 BARKLEY ST	OVERLAND PARK	KS	66212-1860	☒
☐	☐	FCF OFFICE	EXAMINETICS	70 LEAWOOD DR	NEW CENTURY	KS	66031-1118	☒



If you have any question on any of these slide, please reach out to Mike Miller your Business Development Lead or James Guntli your Major Account Executive.

Mike Miller
855.337.6811 Ext. 16080
Mike.Miller@officedepot.com

James Guntli
314.501.9633
James.Guntli@officedepot.com

We look forward to working with you.
Thank you

