



Education Affiliates

Print Program Ordering Guide

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**Office
DEPOT®**

Education Affiliates Branded Print Items can be found in two areas under the “Copy & Print” section of the site. Stationary Items like Business Cards, Letterhead, and Envelopes can be found under the “Brand Identity” area. Items like Flyers, Brochures, and Catalogs can be found under the “MY Files” area. Ordering steps for each area are outlined within this document.

Product Categories

- Business Cards
- Letterhead
- Envelopes
- Folders
- Forms

Customer Support*

- E: bieastregion@odcallcenter.com
- P: 800-965-6270, Option 1, Option 1

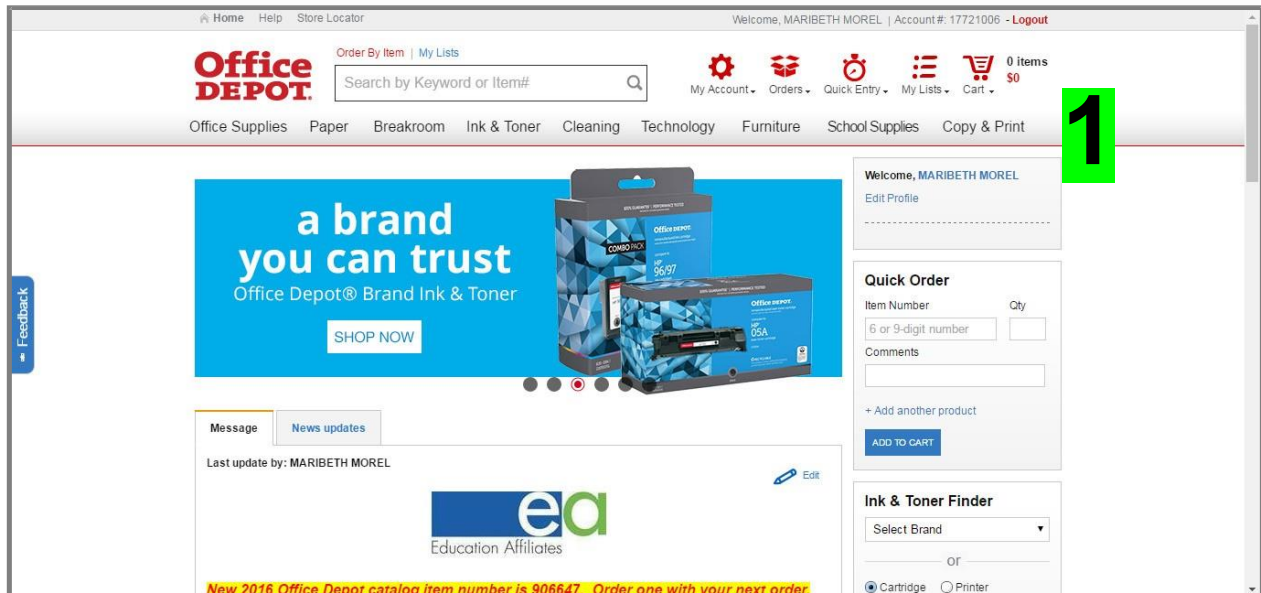
*Please include (email) or have (phone call) your order number

Ordering Steps Summary

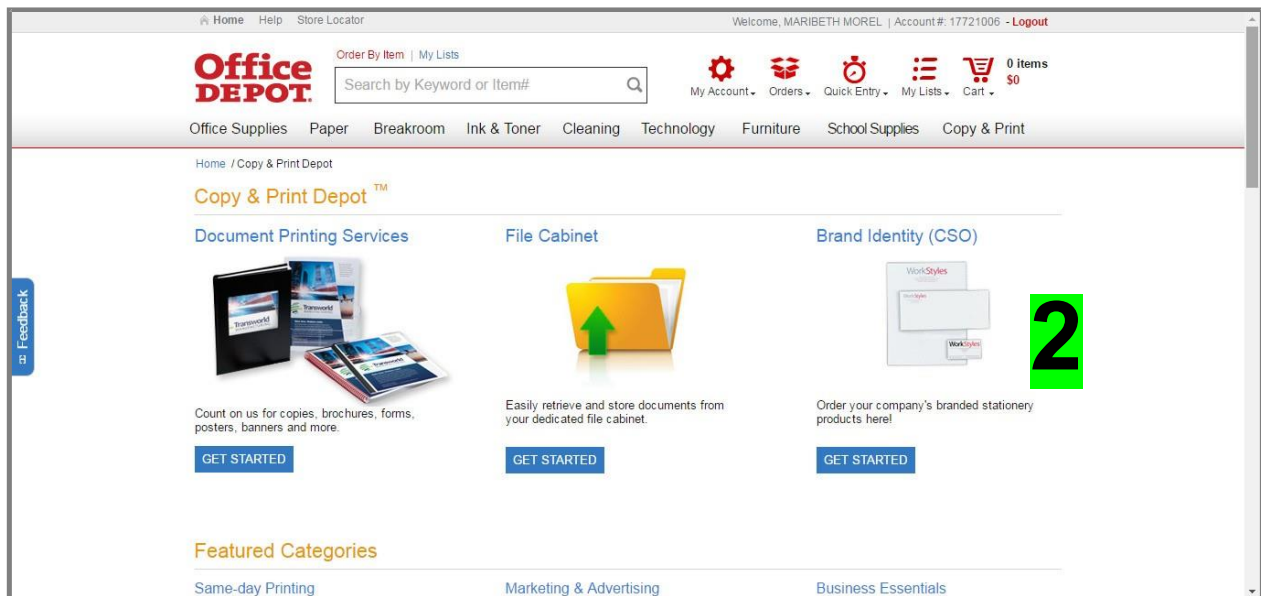
- Step 1: Select "Copy & Print"
- Step 2: Select "Brand Identity"
- Step 3: Select a school category
- Step 4: Select a school subcategory
- Step 5: Select a product category
- Step 6: Identify the desired product
 - Choose quantity
 - Select "Create"
- Step 7: Enter custom data in "Add Your Customization" fields
- Step 8: "Product Preview" updates as data is entered into each field
 - Select "Cancel" to cancel the order
 - Select "Order More" to continue shopping
 - Select "Add To Cart" to checkout

Ordering Steps

- **Step 1:** Select “Copy & Print”

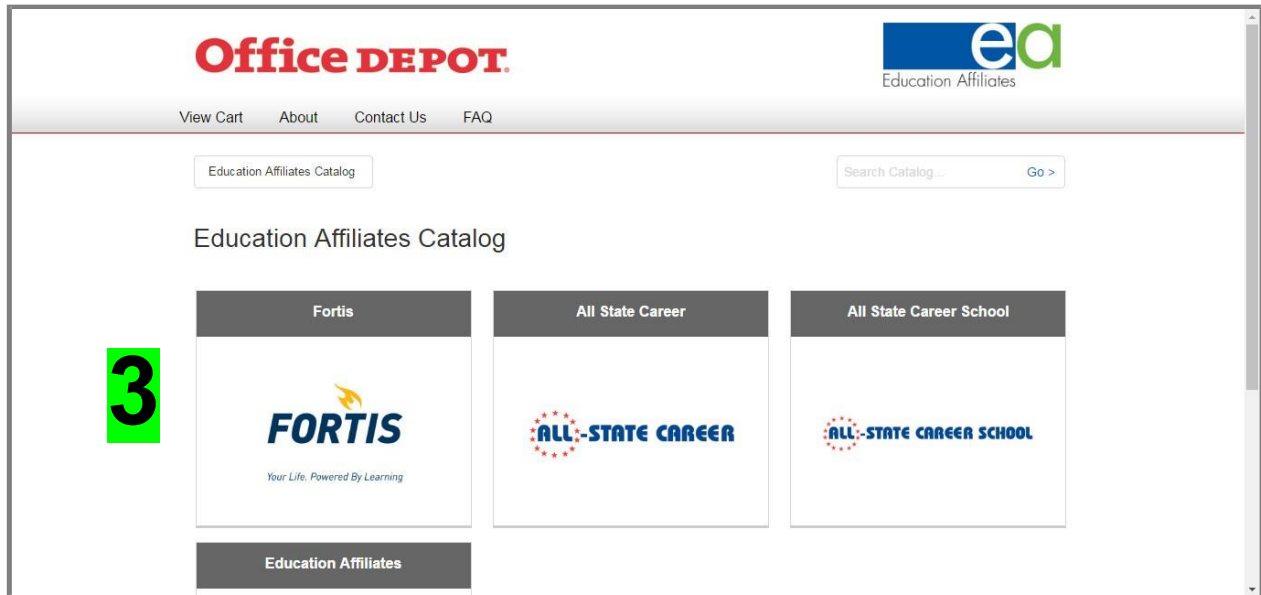


- **Step 2:** Select “Brand Identity”

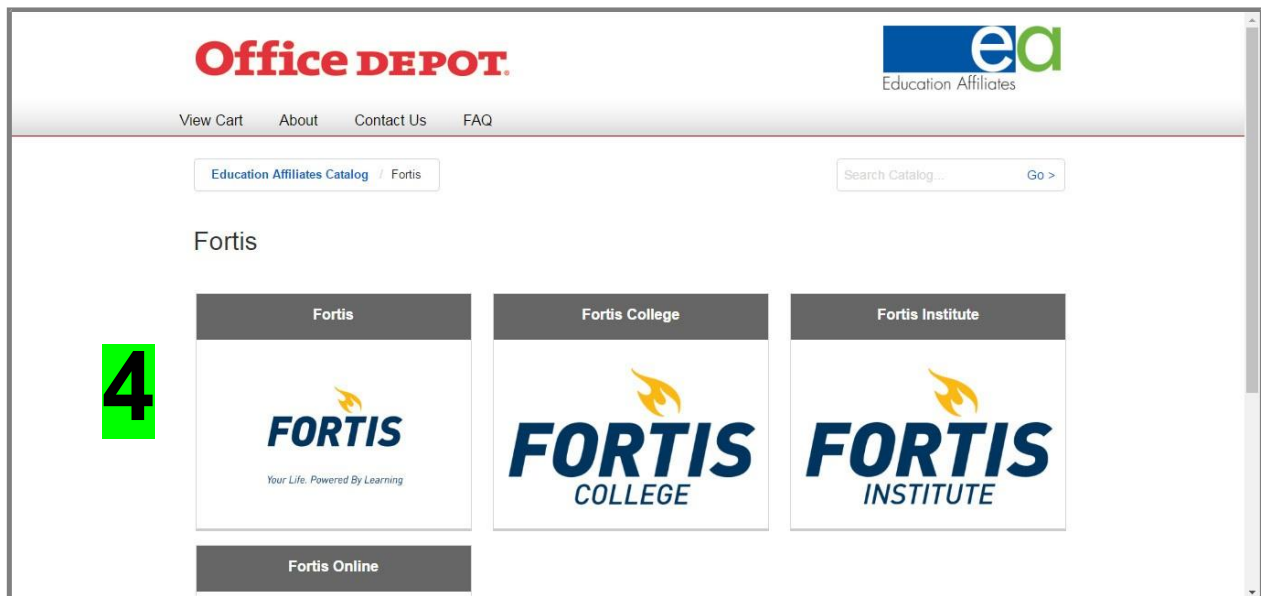


Ordering Steps

- **Step 3:** Select a school category

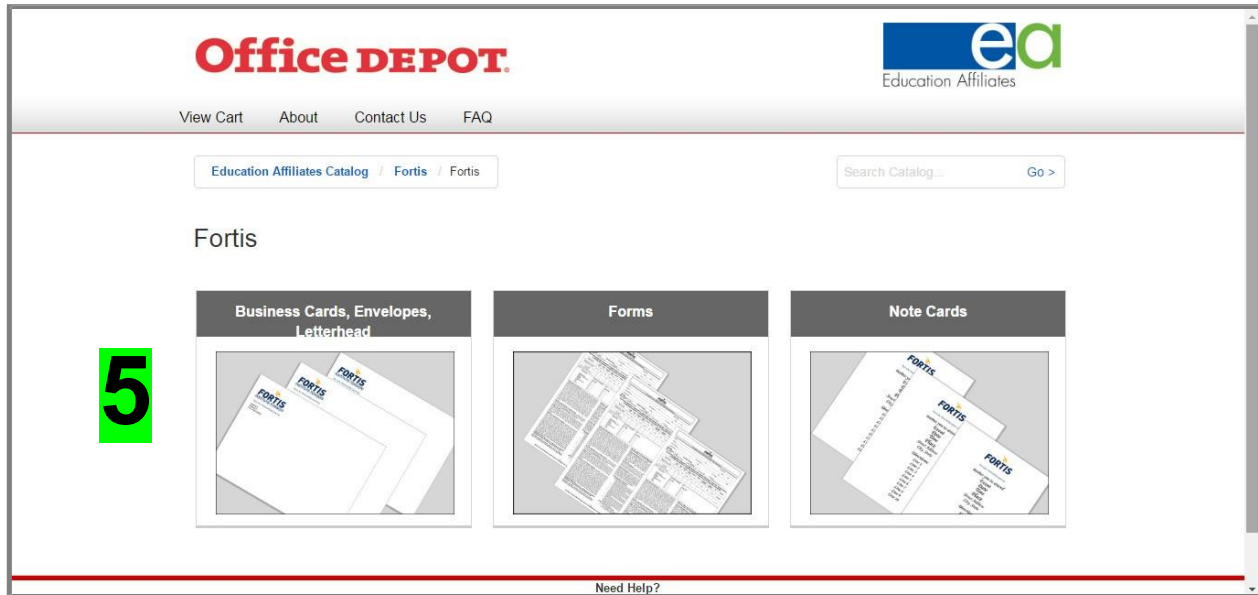


- **Step 4:** Select a school subcategory

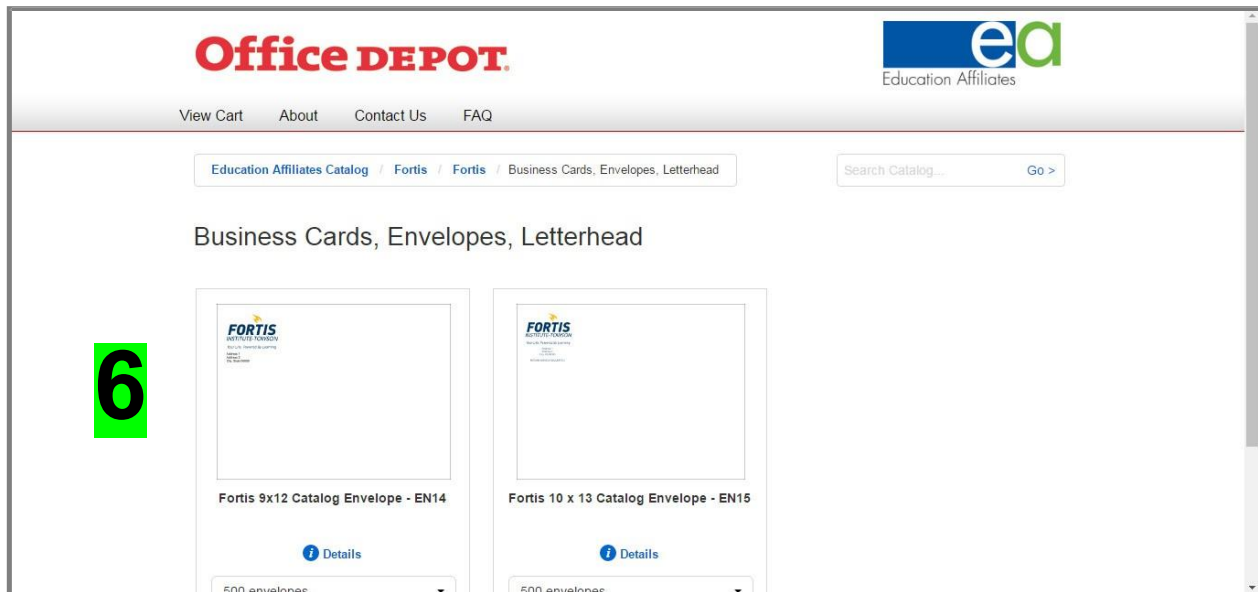


Ordering Steps

- **Step 5:** Select a product category



- **Step 6:** Identify the desired product
 - Choose quantity
 - Select "Create"



Ordering Steps

- **Step 7:** Enter custom data in “Add Your Customization” fields

Office DEPOT **ea** Education Affiliates

View Cart About Contact Us FAQ

Fortis 9x12 Catalog Envelope - EN14 Quantity: 500 envelopes

Add your customization. Then if you approve your preview, select the 'Add To Cart' option; or select 'Order More' if you want to add this item to your cart and continue to order another item.

Add Your Customization

Logos
Fortis College

Address 1
Address 2
City, State Zip

Special Characters

Product Preview: Zoom Level: 75% View Full Size Image

FORTIS COLLEGE
Your Life. Powered By Learning

Cancel Order More Add To Cart

- **Step 8:** “Product Preview” updates as data is entered into each field
 - Select “Cancel” to cancel the order
 - Select “Order More” to continue shopping
 - Select “Add To Cart” to checkout

Office DEPOT **ea** Education Affiliates

View Cart About Contact Us FAQ

Fortis 9x12 Catalog Envelope - EN14 Quantity: 500 envelopes

Add your customization. Then if you approve your preview, select the 'Add To Cart' option; or select 'Order More' if you want to add this item to your cart and continue to order another item.

Add Your Customization

Logos
Fortis College

Address 1
123 Main Street

Address 2
Suite 100

City, State Zip
Anytown, USA 12345

Special Characters

Product Preview: Zoom Level: 75% View Full Size Image

FORTIS COLLEGE
Your Life. Powered By Learning
123 Main Street
Suite 100
Anytown, USA 12345

Cancel Order More Add To Cart

Product Categories

- Flyers
- Brochures
- Catalogs
- Newsletters
- Certificates
- Post Cards
- Surveys

Customer Support*

- E: cpd.customeronlinesupport@officedepot.com
- P: 855-302-8768

*Please include (email) or have (phone call) your order number

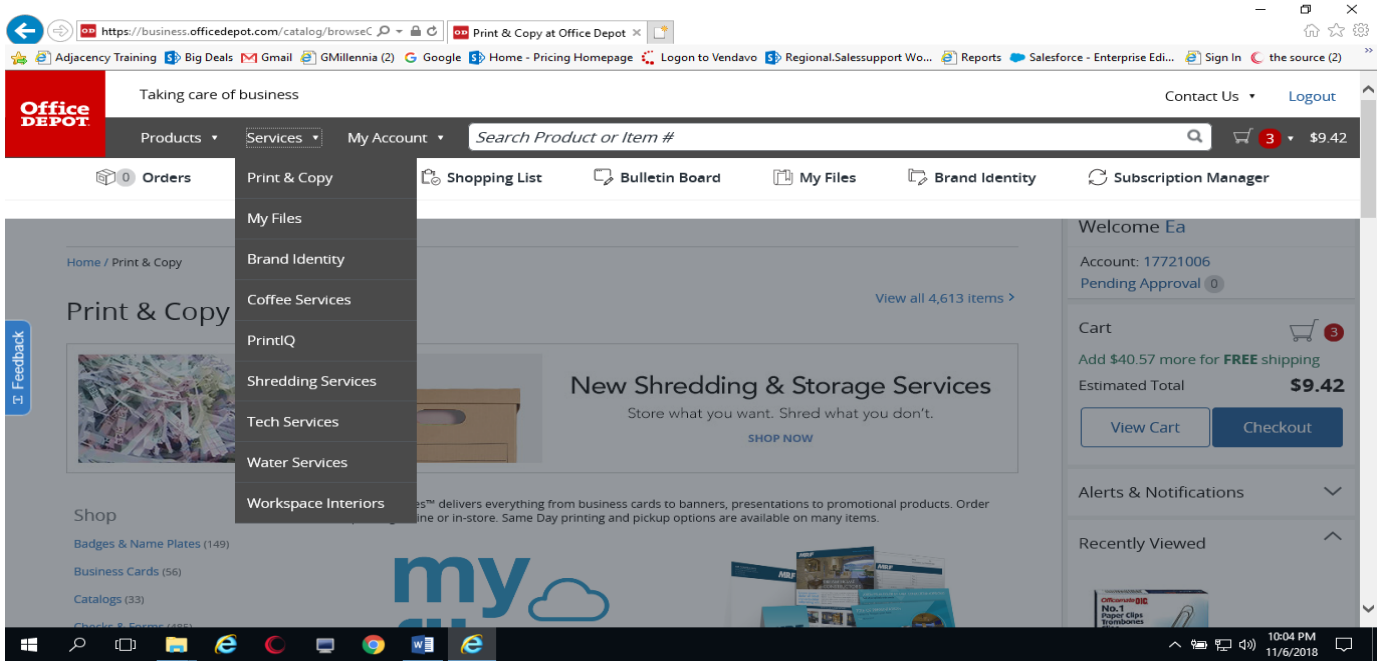
Ordering Steps Summary

Once you are sign onto your AE Marketplace

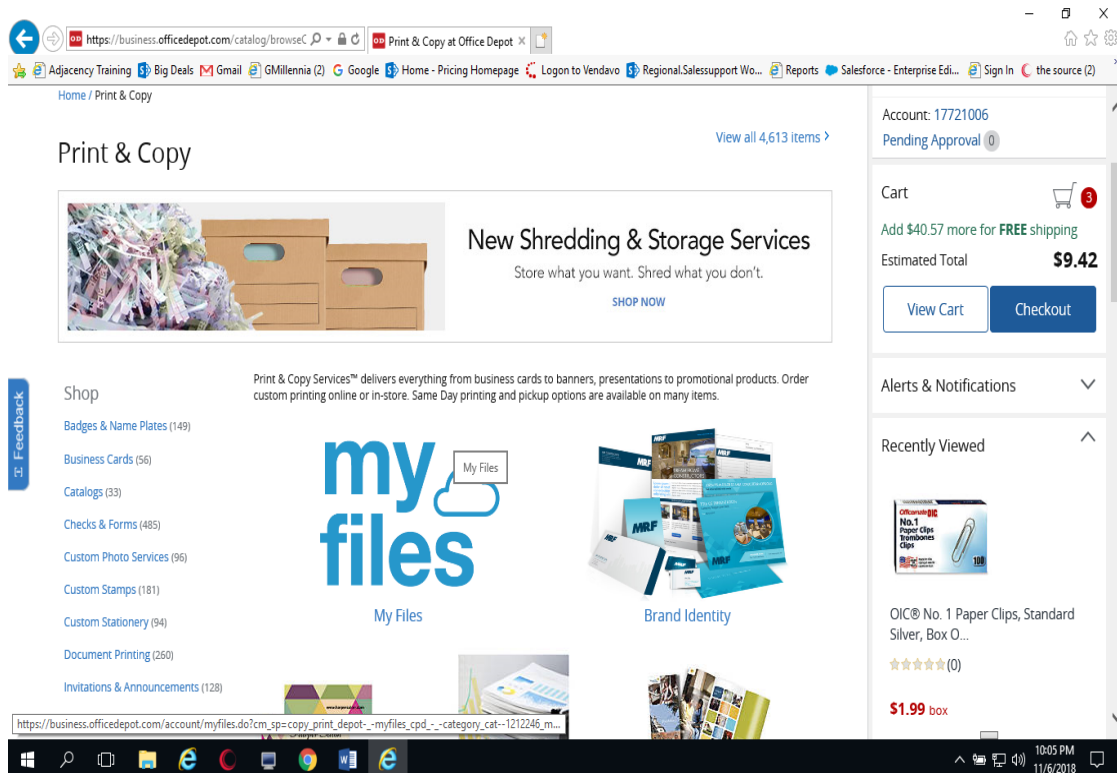
- Step 1: Select "Copy & Print"
- Step 2: Select "My Files"
- Step 3: Select a school category
- Step 4: Select a school subcategory
- Step 5: Select a product category
- Step 6: Select Quantity add to cart
 - Steps 7 through 9 are Optional Steps
- Step 7: Select "More Options" to view item (Optional Step proceed to Step10)
- Step 8: Select "Preview" under More Action (Optional Step Proceed to Step 10)
- Step 9: Select Page you want to View (Optional Step Proceed to Step 10)
- Step 10: Select "Proceed to checkout" or "Back to My Files"
- Step 11: Review your order and check out or continue shopping
- Step 12: Select "Continue Shopping" or "Add to Order"
- Step 13: Review "Price Summary"
 - Select "Edit Order" to make changes
 - Select "Accept & Continue" to checkout

Ordering Steps

- **Step 1:** Select “Print & Copy”

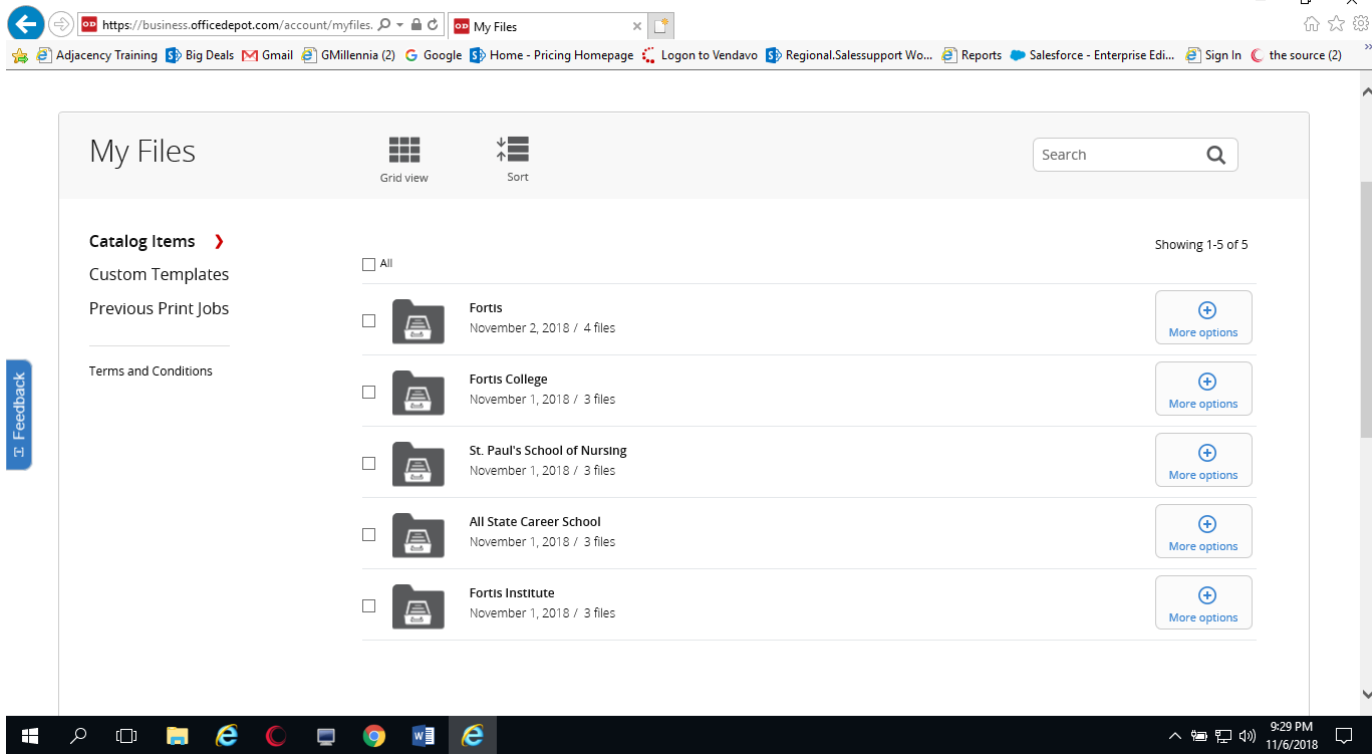


- **Step 2:** Select “My Files”

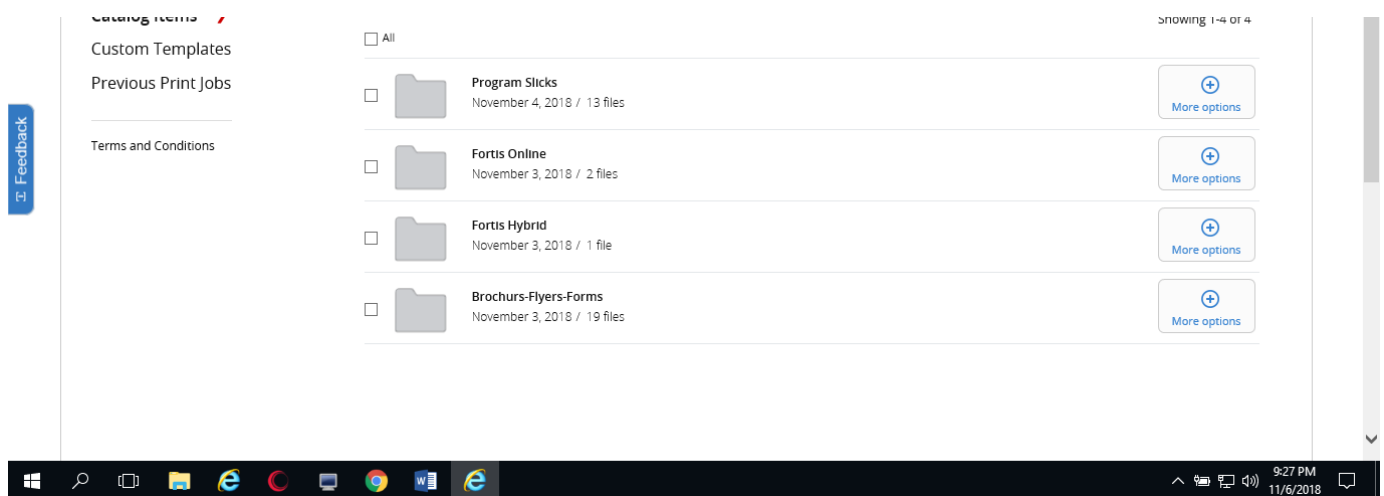


Ordering Steps

- **Step 3:** Select school category Double Click on folder

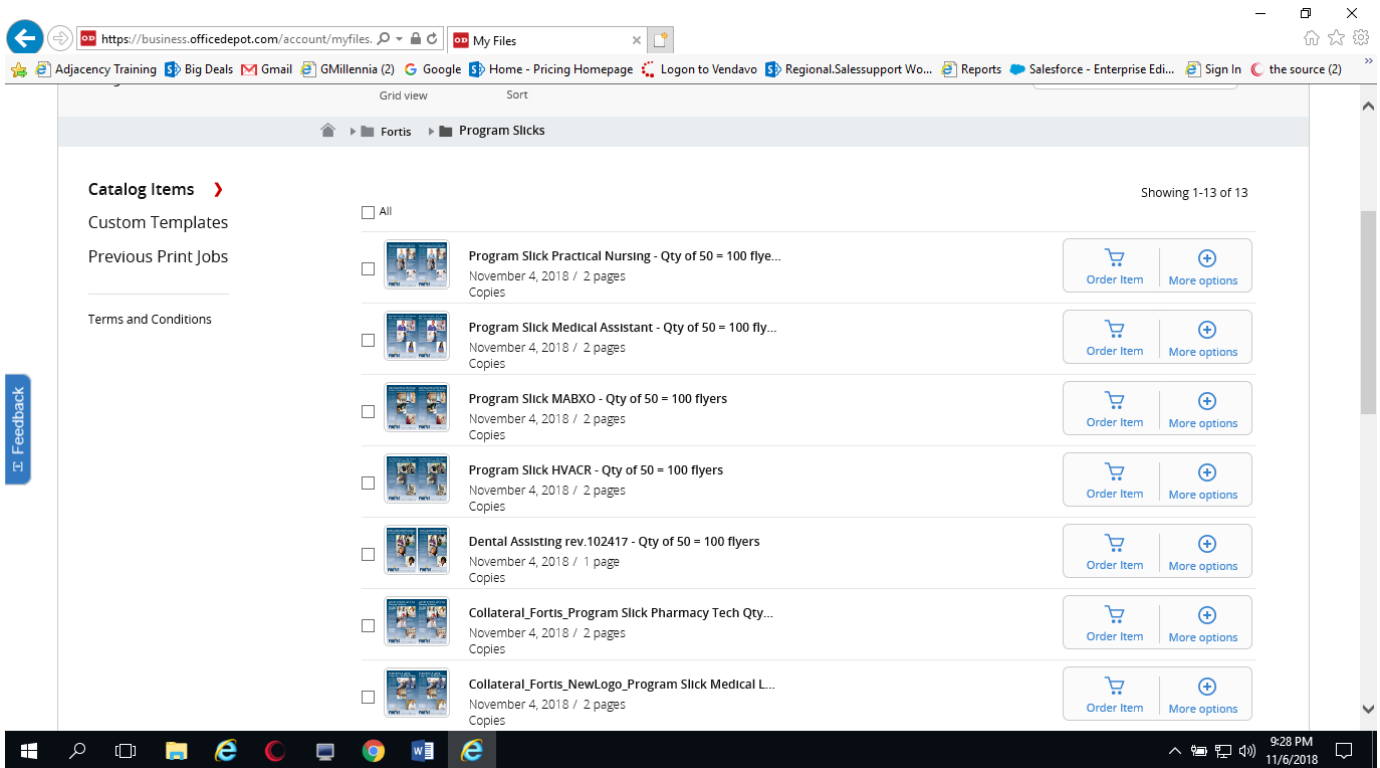


- **Step 4:** Select school sub-category Double Click on folder

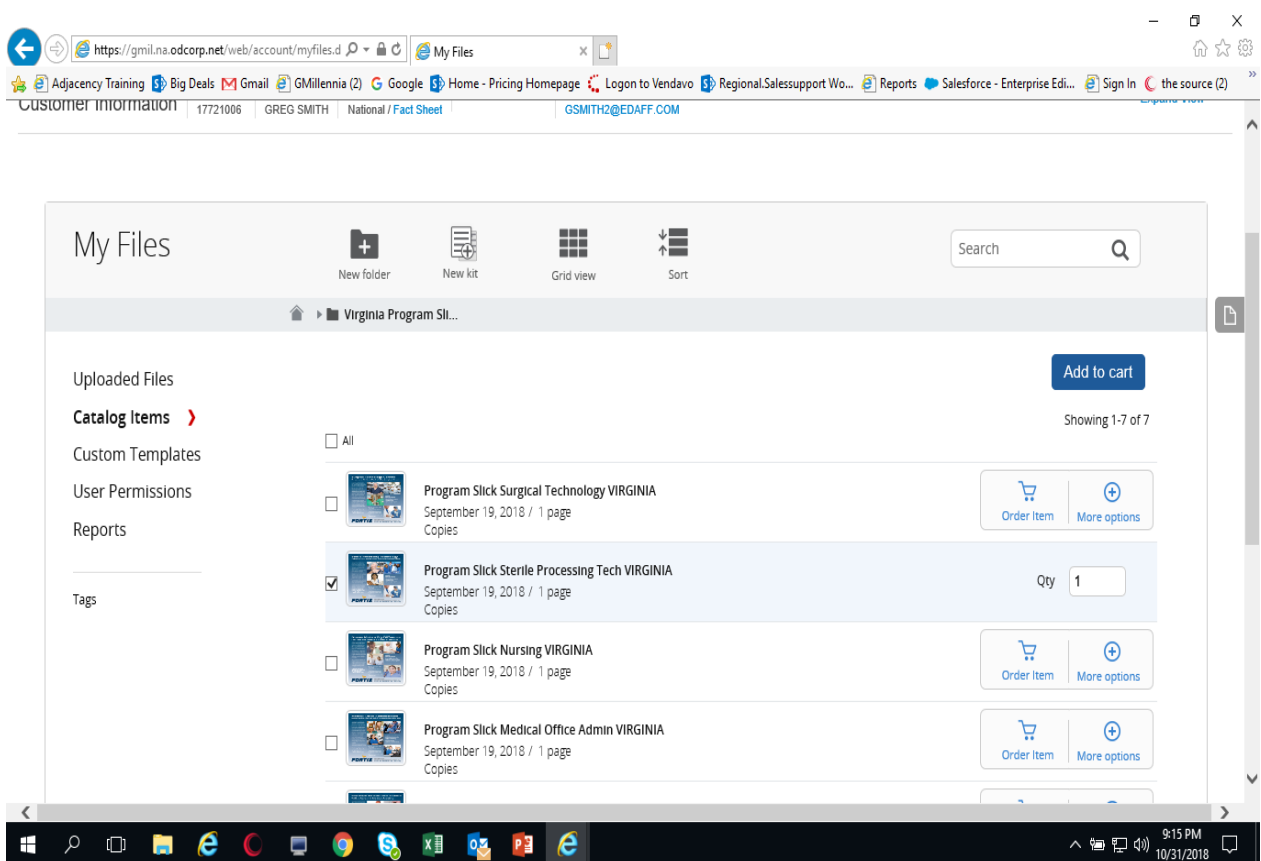


Ordering Steps

- **Step 5:** Select product category, you can order more than one item at a time



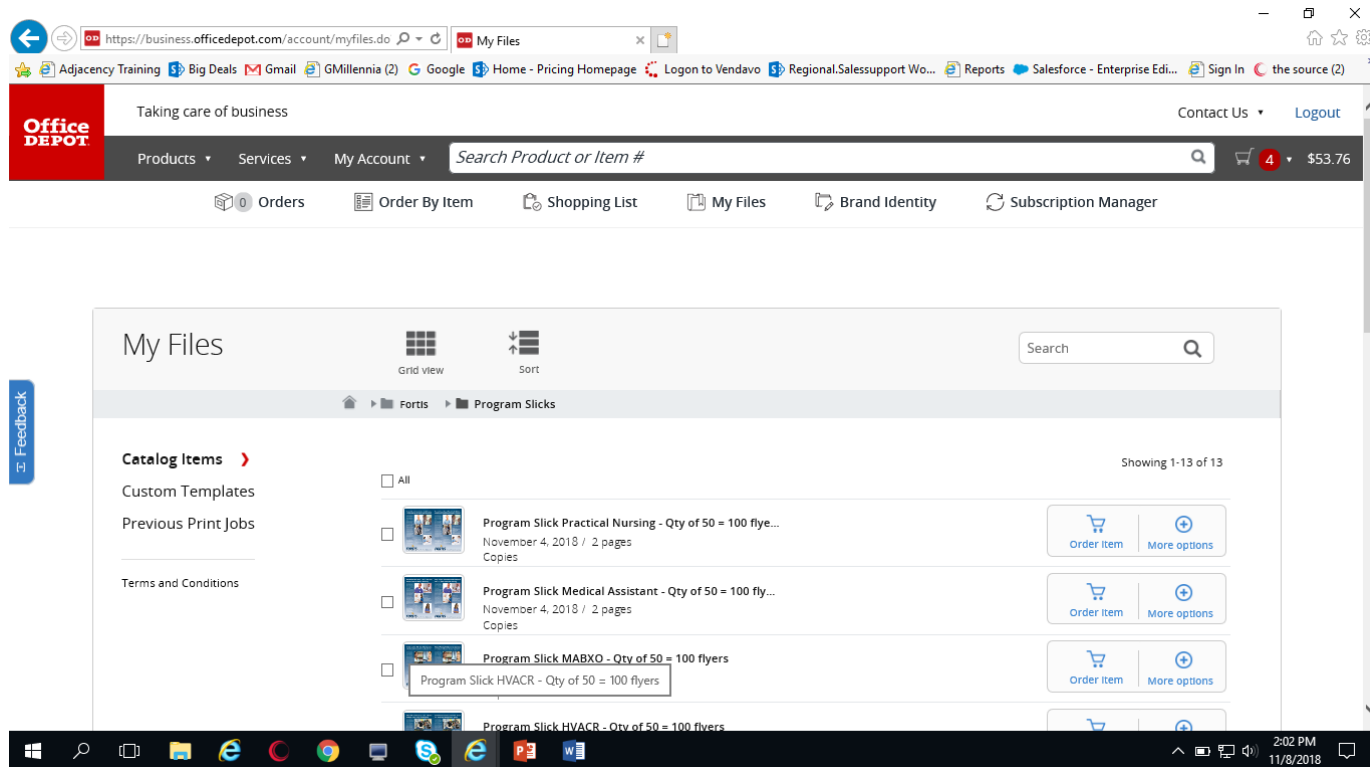
- **Step 6:** Review quantity ordered and Add to cart



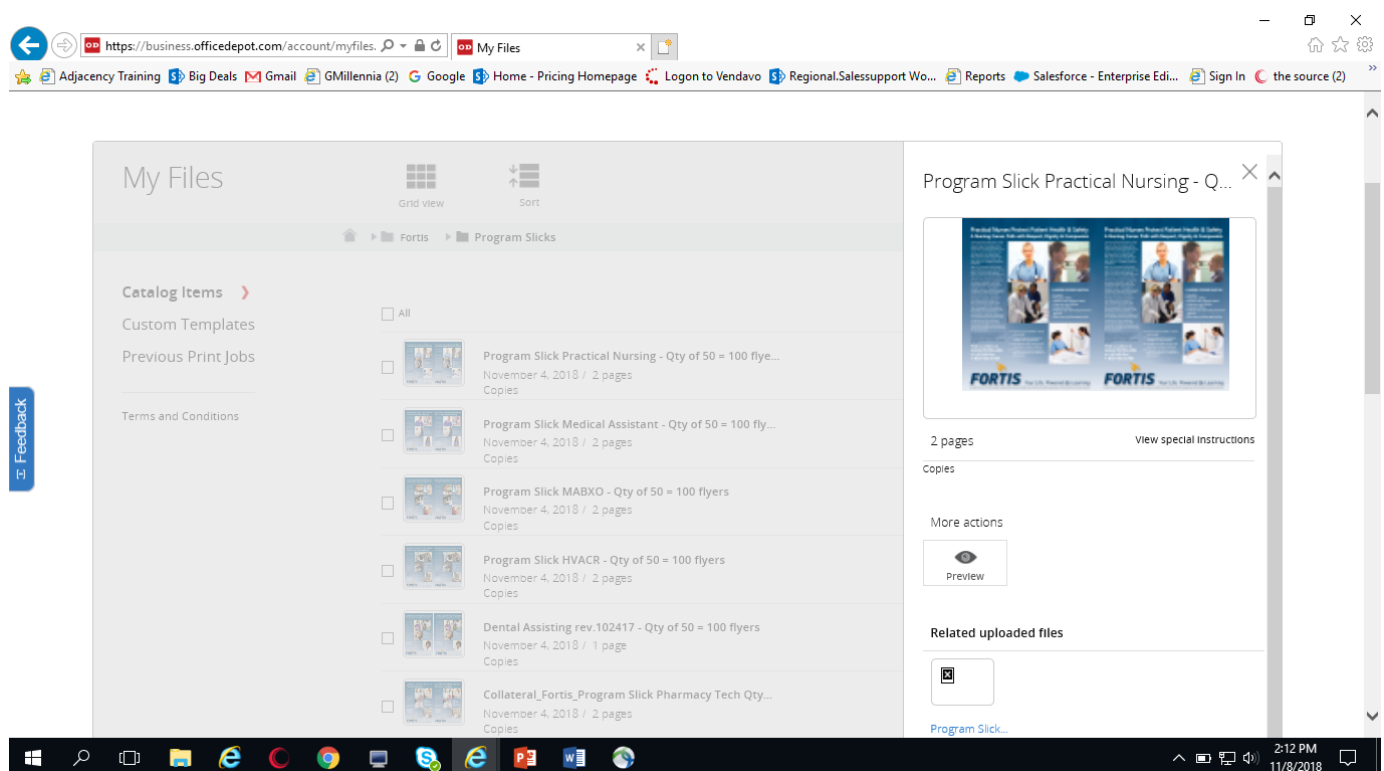
Check Out



Step 7: Select “More Options” to preview an item or see more pages in Program Slicks and Catalogs. (Optional Step)



Step 8: Select under More Action “Preview” looks like an eye (Optional Step)



Check Out



Step 9: Select page number you want to preview (Optional Step)

The screenshot shows a web browser window with the URL <https://business.officedepot.com/configurator/poc>. The main content area displays a preview of a flyer titled "Practical Nurses Protect Patient Health & Safety". The flyer features images of healthcare professionals and text about nursing career paths. Below the preview, there are navigation arrows and a page indicator showing "Page 1 of 2". To the right of the preview, a "Print Settings" panel is visible, showing options for Job Name, Pages, Paper Size, Print Color, Side, Orientation, Paper Type, Paper Color, Perforation, and Lamination. The "Your Price" is displayed as \$43.80, with "Cancel" and "Add To Cart" buttons. At the bottom of the browser window, the Windows taskbar is visible, showing various application icons and the system clock indicating 2:16 PM on 11/8/2018.

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- **Step 10:** Select "Proceed to Checkout" or "Back to My Files" to continue ordering

The screenshot shows the "My Files" page on the Office Depot website. The page displays a list of files, including "Fortis" and "Program Slicks". A confirmation dialog box titled "Items added to cart" is overlaid on the page. The dialog box shows the item "Program Slick Practical Nursing - Qty of 50 = 100 flyers", its type "Copies And Flyers", quantity "50", and price "\$42.92". Below the item details, there are two buttons: "Back to My Files" and "Proceed To Checkout". The background of the page shows a sidebar with "Catalog Items", "Custom Templates", "Previous Print Jobs", and "Terms and Conditions". The main content area shows a list of items with "Order Item" and "More options" buttons. The Windows taskbar at the bottom shows the system clock indicating 9:34 PM on 11/6/2018.

Check Out



- **Step 11:** Review your order and check out or continue shopping

The screenshot shows the Office Depot shopping cart interface. The top navigation bar includes the Office Depot logo, a search bar, and links for Products, Services, My Account, and a search bar. The cart summary on the right shows a subtotal of \$354.97, estimated tax of \$21.30, and estimated delivery of FREE, totaling \$376.31 for 25 items. A 'Checkout' button is visible. The main cart area lists 'Copies And Flyers' (Item # 870284) with a quantity of 5, priced at \$5.34 each (\$1.07 each). A 'Continue Shopping' button is present. The bottom of the page shows a Windows taskbar with various application icons and a system clock indicating 9:35 PM on 11/6/2018.

Shopping Cart

Continue Shopping

Shipping	Qty.	Price
	5	\$5.34
		\$1.07 each

Copies And Flyers
Item # 870284 Entered Item # 870284

Remove

Order Summary

Subtotal \$354.97
Estimated Tax \$21.30
Estimated Delivery **FREE**
Total (25 Items) \$376.31

Checkout

Need Stamps?

Job Name: Dothan catalog Back Cover
2016

Ordering Steps

- **Step 12:** Review
 - Select "Edit item" to make changes
 - Select "Remove" an item
 - Select "Empty" delete all items in cart at the bottom of the order

The screenshot shows the Office Depot shopping cart interface with detailed item information. The item 'Copies And Flyers' (Item # 870284) is listed with a quantity of 1, priced at \$2.74 each (\$2.75 each). A 'Remove' button is visible. The cart summary on the right shows a subtotal of \$2.74, estimated delivery of \$9.99, and a total of \$19.98 for 3 items. A 'Checkout' button is present. The main cart area includes a 'Feedback' button, a 'Job Name' field, and a 'Comments' field. The bottom of the page shows a Windows taskbar with various application icons and a system clock indicating 9:48 PM on 11/6/2018.

Copies And Flyers
Item # 870284 Entered Item # 870284

Remove

Order Summary

Subtotal \$2.74
Estimated Delivery \$9.99
Add \$40.57 more for **FREE** shipping
Total (3 Items) \$19.98

Checkout

Need Stamps?

USPS® Four Flags FOREVER® Postage
Stamps, Booklet Of 20 \$9.80

Add To Cart

More stamp options

Job Name: Dothan catalog Front Cover
v1v1 1-18-2018

Comments: **Dothan catalog Front Cover v1v1 1-18-2018**

Edit

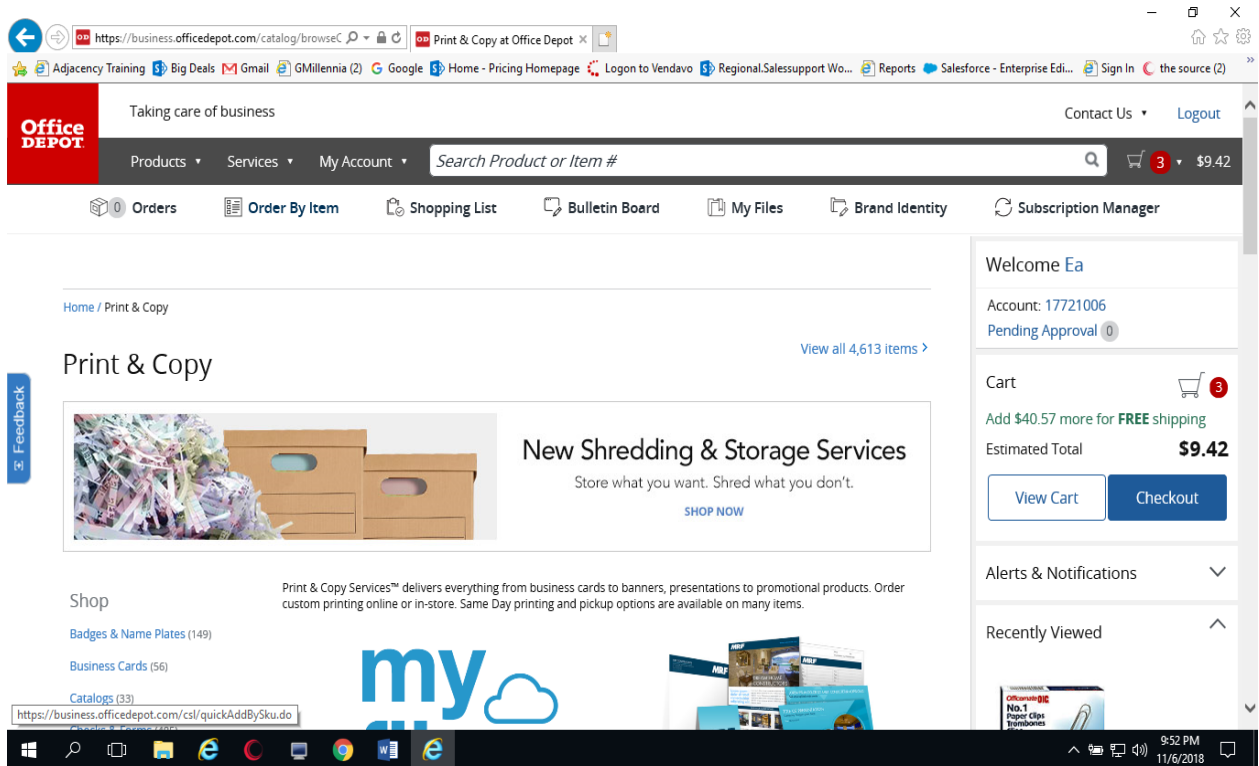
Update Empty Save to List Share Cart

Check Out



Ordering Steps

- Once you check out, you will complete the ordering process in the EA Marketplace



Office Depot Key Contacts

Print Support

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Check Out



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