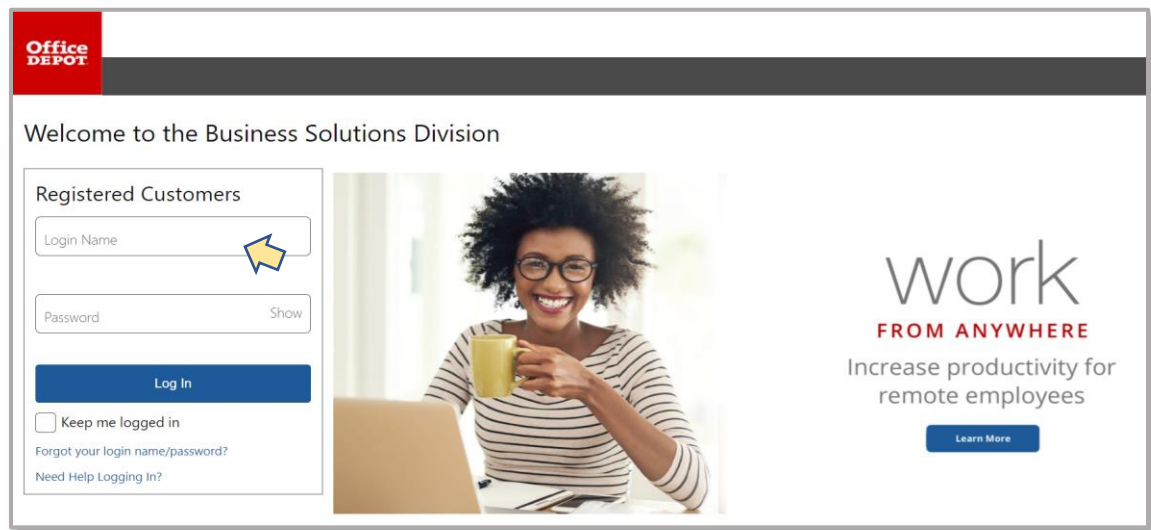




FFF Enterprise – Shopping with Office Depot

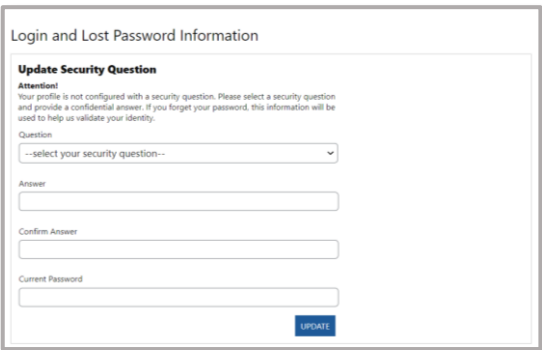
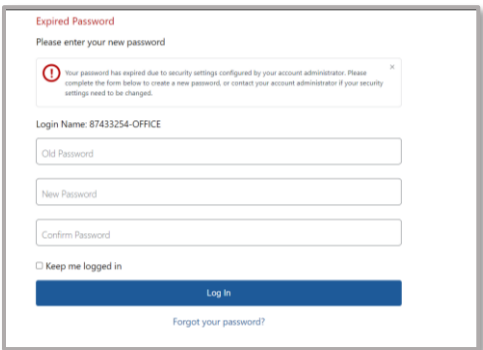
FFF Enterprise is partnering with Office Depot for your work from home business requirements.
Your Office Depot account # 87433254
For questions about the program, please contact: officeservices@fffenterprises.com
or your account representative: Chris Starkovich email: Chris.Starkovich@officedepot.com

To shop with Office Depot, go to: <https://business.officedepot.com>
Enter your FFF Enterprise email address as your user id. Initial password = FFFeshop1



Change your password. *Minimum password requirements. 8 – 30 characters, and contain at least 1 uppercase letter, 1 lowercase letter and one number.*

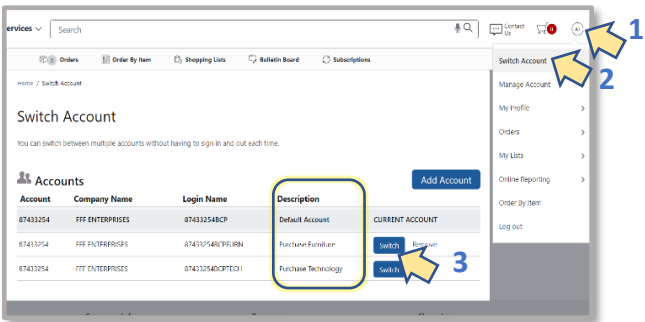
Select a Security question from the drop down and provide an answer and confirm.
Enter your newest password



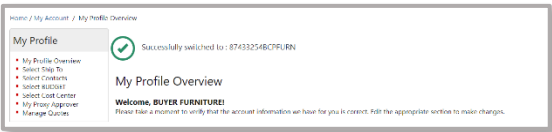
- You may purchase Office Supplies, Furniture and Technology Items.
Each of these types of items may be routed to your appropriate teams for approval. You will have 3 different Accounts for ordering supplies by category. Accounts are:
- **Office Supplies** – Will release automatically providing the value of your order is within remaining balance of your budget. If your order exceeds your remaining budget, please contact: officeservices@fffenterprises.com
 - **Furniture** – Order to be routed to Office Services for approval.
 - **Technical Products** – route to IT Team : Devi Kubasak, Brant Kelley,

Each Account will be limited to select only products within that category.
Office Supplies is your **default** Account, to purchase Furniture or Technology you must **switch** Accounts.

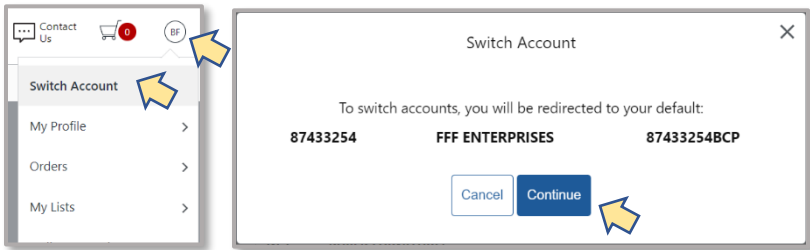
1. Click on the Circle (upper right side of the toolbar)
2. Select from drop down: Switch Account
3. Select **Switch** for the appropriate account by the Description



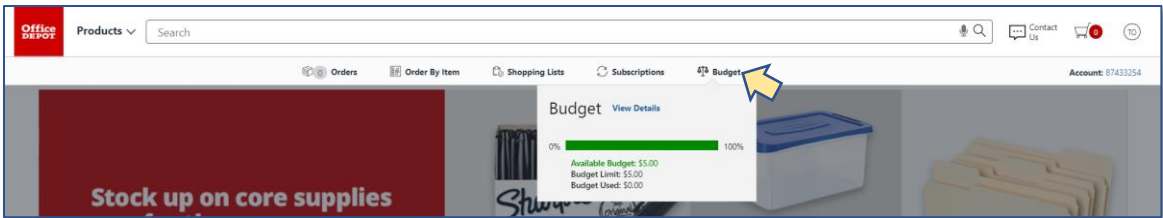
Your change confirmation will be confirmed with this message:



To Switch back and order a different assortment of products you must first go back to your primary account.



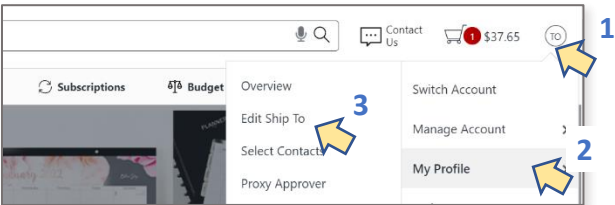
Find your Office Supplies budget status by clicking  **Budget** along the top of your screen



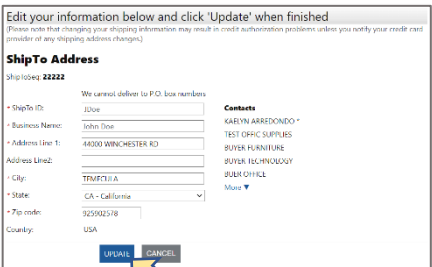
Review your address: As a remote user, your home office location has been provided and set as your delivery address,

If you need to edit that address

1. Click on the Circle (upper right side of the toolbar)
2. Select from drop down: My Profile
3. Select Edit Shipito

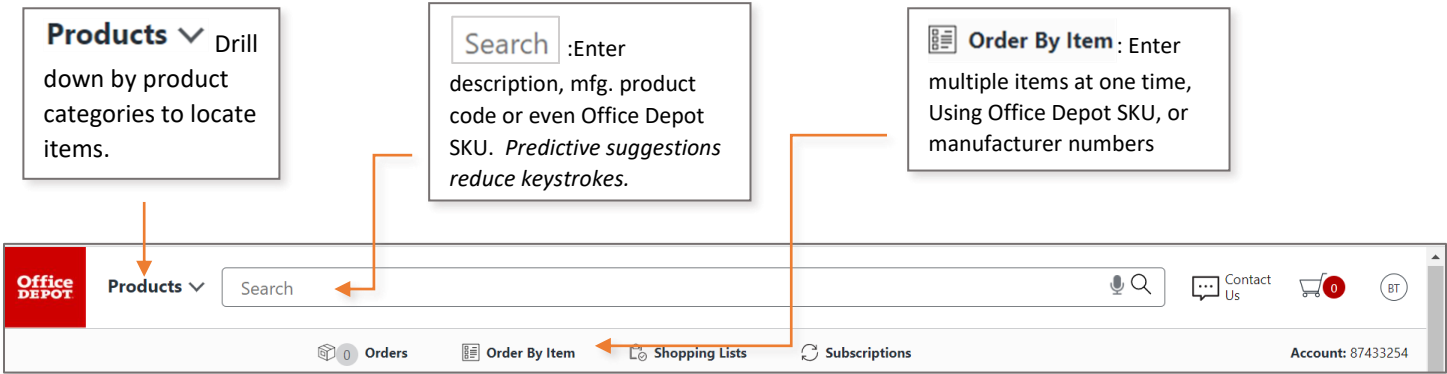


Make the required changes and click UPDATE



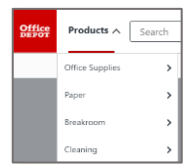
Ordering your supplies:

After logging on to the desired product category. The most frequently used tools are presented along the Toolbar at the top of the page.

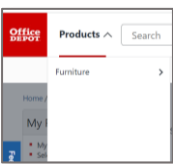


Product categories and Search results will be limited to the Account category you are logged on, like so:

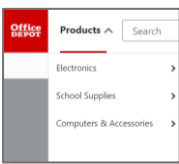
Office Supplies
(including toner)



Furniture



Technology

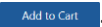


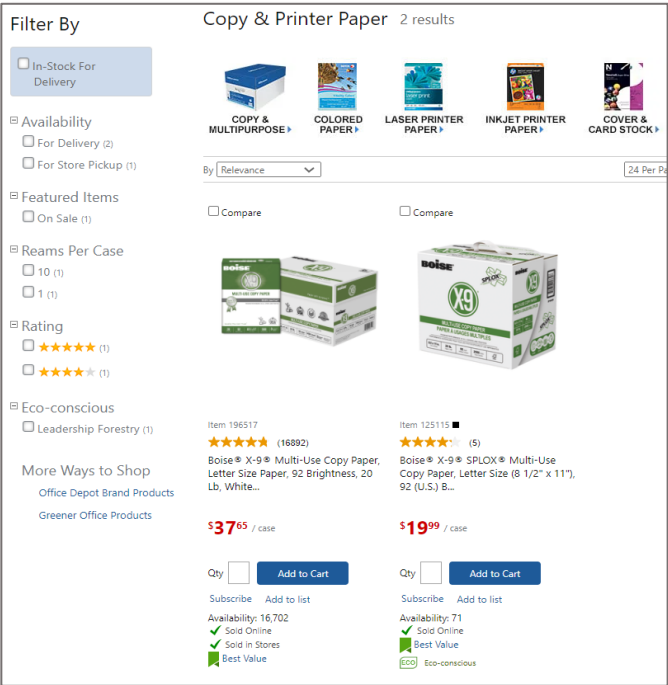
Search results will display only the items authorized to be purchased under that Account.

You can Filter the results by using the tool on the left side of the search results page.

Each result will show: an illustration of the product, Office Depot product code number, description, product reviews, price, unit of measure etc.

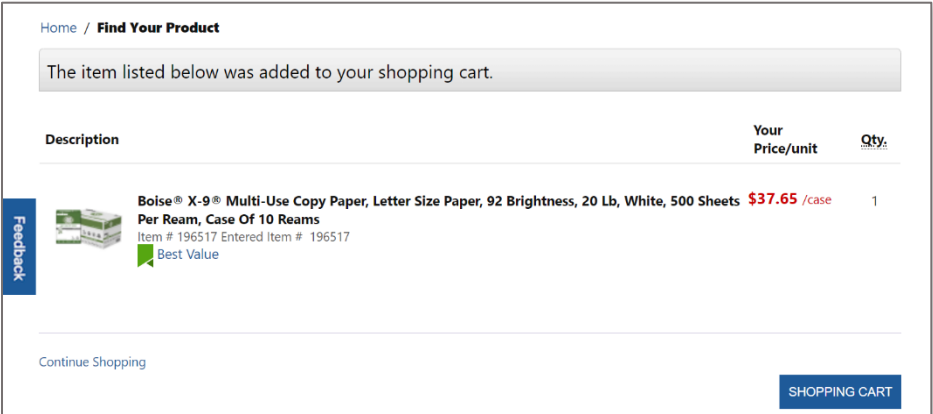
 **Best Value**, Indicates that the items are a Core/Contract product and carries a heavily discounted price.

To order an item, enter a quantity on the desired item and click .

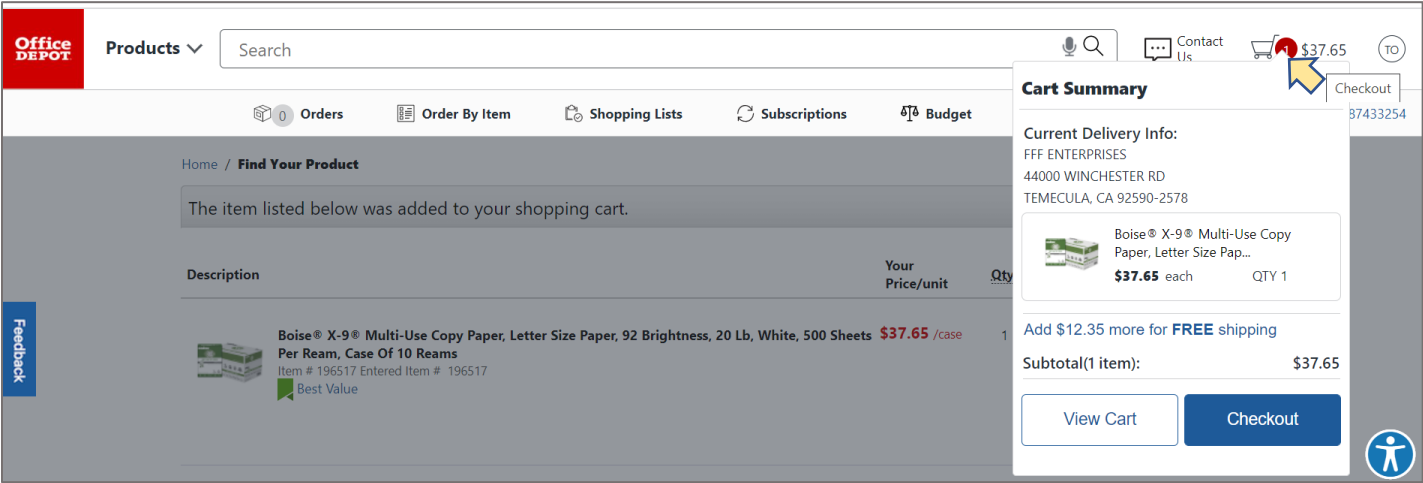


On Screen, a confirmation will indicate if you've successfully added the item to the shopping cart, or indicate a potential backorder.

You can then decide whether to receive a backorder or select a different item.



If you are finished shopping, check out by clicking on the  **1**. Select  shopping cart, (to review) or by selecting .



All accounting information and shipping information will be pre-populated.

Confirm all the information and then click

 Submit

Checkout

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 OFFIC SUPPLIES

(999) 999 - 9999

barb.peterson@officedepot.com

Change

Delivery information

FFF ENTERPRISES

44000 WINCHESTER RD

TEMECULA, CA

92590

(Taxable)

Change

Email options

☒ Send me an email confirmation of this order

☐ Send a copy of order confirmation to

Order summary

Delivery order 1 # 212598761-001

Estimated delivery 12/10/2021

Account information

BUDGET

TEST

* Cost Center

TEST

* Contact

TEST OFFIC SUPPLIES

Contact Phone

(999) 999-9999

Ext

Comment:

Not used by our delivery carriers.

* Marked fields are required

Payment information

☐ Office Depot Credit Card

☐ Credit Card

☒ Account Billing

+

 Redeem an Office Depot Gift Card

+

 Apply a coupon code

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:

12/10/2021

Delivery order : # 212598761-001

Estimated delivery 12/10/2021

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](#)

	Price	Qty.	Total	Remove Item
 Boise® X-9® Multi-Use Copy Paper, Letter Size Paper, 92 Brightness, 20 Lb, White, 500 Sheets Per Ream, Case Of 10 Reams Item # 0196517 Entered Item # 196517  Best Value	\$37.65 / case	1	\$37.65	☐

Subtotal \$37.65

Delivery fee \$5.95

Adjustments \$0.00

Taxes \$3.29

Total \$46.89

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

 Submit

You will receive a Thank you page indicating that your order has been placed.

If the order is for Office Supplies and is within your remaining available budget it will be routed automatically for fulfillment.

Orders will be held and routed for approval for the following reasons:

- Technology
- Furniture

Home / Thank you

Print This Page

Thank you for your order! Please print this page for your records.

Your Order has been placed on Hold pending approval.

You will receive an order confirmation email shortly. Please save this email for your records. Your Account Billing will be charged when the order ships.

Shipment Summary

Shipment 1

Order Number: 215095753-001

Estimated Arrival By: 12/10/2021

[View Order Details](#)

My Account

[View Order Details for This Order](#)

[Print Order](#)

Use the links to the left to quickly access information about your account. You may check the status of your