

Technical support: 800.269.6888 • Customer Services: 888.777.4044

User Login

On the internet browser address bar, enter <https://business.officedepot.com>.

Enter your email address as username

Enter Password

Click Log in

"Keep Me Logged on"

Check this box to by-pass the login page and connect to your account without rekeying credentials.

Lost Login / Password assistance

Welcome to the Business Solutions Division

Registered Customers

Login Name

Password [Show](#)

[Log In](#)

☐ Keep me logged in

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

[Need Help Logging In?](#)

You take care of business. We take care of you.

[Not a customer? LET'S GET STARTED](#)

Industry Solutions
Get support tailored to your business and industry, from education to government and much more.

Quality Products
Find all the essential items you need to keep your business running as efficiently as possible.

Business Services
Credit Card Processing, Clover POS Solutions and a host of other financial solutions to help keep your business viable.

Services & Support
From print & copy to procurement and payment solutions, we help you save time and money.

Sustainability Programs
Get involved with Office Depot's many efforts to support diversity to your community and our environment.

https://business.officedepot.com/a/content/prelogin/getstarted?cm_sp=marketing_-_bsd_prelogin_-_bsd_bsdlogin_login_side_0_0_0

Home

The landing page includes 2 tiles for messages to keep you informed. Just click [Read More](#) to view details. Use the Office Depot logo in the upper left as your "home" button.

Products

Shop for products by category.

Services

For Office Depot services such as:

Print and Copy, Coffee Services, PrintIQ, Shredding Services, Tech Services, Water Service, Workplace Interiors.

My Account

Manage profiles and account settings and if Super User manage User profiles.
My Shopping Lists

Bulletin Board & Messages

[You have no new messages, create one now.](#)

Business Dashboard

ORDER NO.	ORDER DATE	PO NUMBER	COPIES	ORDERED BY	STATUS	TOTAL
98990128-001	12/13/2017	GARTNER	GARTNER	ROBERTA CRANER	Held for Desired Credit	\$29.07
98990134-001	12/13/2017	GARTNER	GARTNER	JANETTE PETERSON	Held for Desired Credit	\$36.26
98990135-001	12/13/2017	AS	A-CHECKLIST CC	BRETT RUSSELL	Cancelled	\$6.94
98990136-001	12/13/2017	AS	A-CHECKLIST CC	BRETT RUSSELL	Cancelled	\$6.74
98990137-001	12/13/2017	123	123	CHAD TEST	Cancelled	\$26.38

[View All Order History](#)

Quick Order

Enter product and quantity or click

+ Need to add more products? to enter up to 20 items.

[Add To Cart](#)

Store Near You

To view or change local store.

Search:

Type in product: description Office Depot or manufacturer product codes. Predictive search reduces keystrokes.

Quick Order

Enter product and quantity or click + Need to add more products? to enter up to 20 items.

Store Near You

To view or change local store.

<https://business.officedepot.com>

Building Your Order

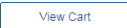
Step 1 Logon to <https://business.officedepot.com> using the unique user id and password provided by your Office Depot representative.

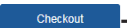
Step 2 Combine any of the following tools to build you order:

- **Catalog:** Click a category from the **Products**  **Navigation Bar** and select the category or sub-category to view products.
- **Search:** type item **Keyword** or **Item Number** and click **Search**. A summary of matching categories and the top ranking items will appear. Choose a category or brand, or go directly to an item. Results can be resorted by: Best Value (Contract), Price and relevance. To filter search results by characteristics such as brand, size, color etc, click the desired characteristic listed on the left-side tool bar.
- **Quick Order:** Enter the Office Depot, manufacturer, or custom product code numbers, then quantity and click Add to Cart. For multiple items click:
+ [Need to add more products?](#)

Click the “**Show Images**” check box to view product images and details. Enter up to 20 items at once.

- **Shop from Personal or Company Wide Lists.**
Click **My Account**  then My Lists. To add an item to your shopping cart: enter the quantity desired, make sure the select box is checked, and then click **Add to Cart**. *Hint: If the shopping list quantities are preset to “0”, simply click “Select all” and populate a quantity only on the desired items.*

Step 3  Review your selections, view Office Depot recommended savings opportunities, share your cart with another user, save items for later, or add to custom shopping lists.

Step 4  - Review selected items and shipping address and accounting field requirements; modify as needed. If the order is released by 5:00 it will be processed for next available day delivery.

Checkout

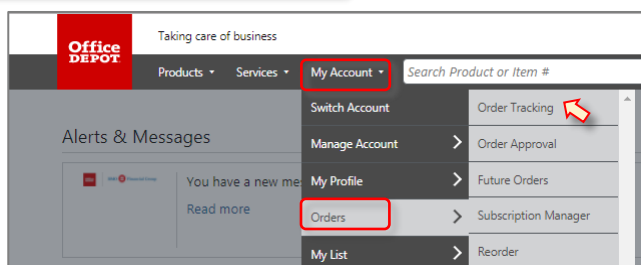
Please verify all of your order information below and choose one of the options at the bottom of the page to submit your order.

User information HOLLAND USER (888) 555-1212 hollan@officedepot.com Change	Delivery information HOLLAND AND KNIGHT 524 GRAND RESIDENCY BLVD BRANDON, FL 33510 (Resale)
Email options ☒ Send me an email confirmation of this order ☐ Send a copy of order confirmation to	Order summary Delivery order: 1 • 111756451-001 Estimated delivery 03/01/2018
Account information	
* ORCODE 0000 Select	* Contact HOLLAND USER
* MATTER# N/A Select	Contact Phone (888) 555-1212
☐ Make these my default values, if permitted	Comment:

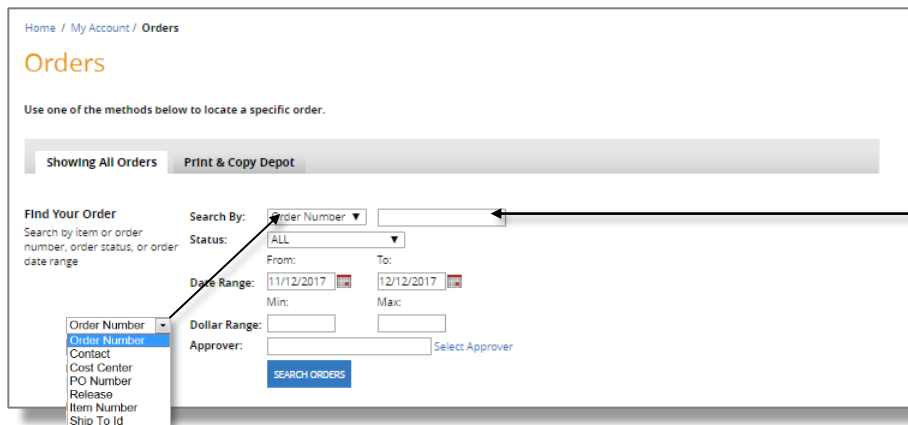
Matter#

Matter# is only needed if using a client matter number for an order. Please note - when using a Client Matter (“Matter”) number, you must have the full 11 digit number to place an order (ie: 888060.00915) with a dot instead of a dash.

Checking Orders Processing Returns



Under **My Account**, select **Orders** then **Order Tracking**.



Under **Search By** drop box select desired search parameter
OR
Search by order status.

If order placed before previous 30 days, adjust date parameters.

Search results are displayed in descending chronological order.

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

Showing Orders with a status of Shipped and created between 07/01/2016 and 02/06/2017

Result 1 of 8

Order Number	Order Date	Total	Status	Delivery / Pickup Date	Changeable	PO Number	Cost Center	Release	Contact	Type
899045552-001	01/30/2017	\$112.74	Delivered	01/31/2017	No	JTFERG	USER1	N/A	JEFFERY FERGUSON	Order
892402489-001	01/05/2017	\$21.35	Delivered	01/06/2017	No	IE 3.28 RELEASE	ACHARLIEBROWN	17	USER DEMO	Order
890041383-001	12/27/2016	\$74.60	Shipped	01/09/2017	No	JTFERG	USER1	N/A	JEFFERY FERGUSON	Virt Whse
890041051-001	12/27/2016	\$52.72	Delivered	12/28/2016	No	JTFERG	USER1	N/A	JEFFERY FERGUSON	Order
888014322-001	12/16/2016	\$45.52	Delivered	12/19/2016	No	N/A	USER1	N/A	JEFFERY FERGUSON	Order
887893917-001	12/15/2016	\$2.11	Shipped	12/15/2016	No	MAX-PO	MAX-CC	RELEASE		Order
886389483-001	12/09/2016	\$239.49	Delivered	12/12/2016	No	JTFERG	USER1	N/A	JEFFERY FERGUSON	Order
863509454-001	09/09/2016	\$10.85	Shipped	09/12/2016	No	123	A	A	CARRIE RUSSELL-USER	Order

My Account

Click the Order Number to view details of the order.

[Home](#) / [My Account](#) / [Order List](#) / [Order Detail](#)

Order Detail

[Print This Page](#)

Need Help?

[Email Assistance](#)
[FAQs](#)[Talk with a Representative](#)
[Chat Now](#)

Order & Budget Information

Order Number: 110436263-001
Order Date: 02/21/2018
Ordered By: AE7L
Last Modified By: AE7L
Last Modified On: 02/22/2018

Tracking: 110436263-001
Status: Delivered
Shipped Date: View Carton Details and Proof of Delivery
Delivery Date/Time: N/A
Comments:

Shipping Information

Shipping Address:

HOLLAND & KNIGHT
131 S DEARBORN ST
STE 3000
CHICAGO,
IL
60603-5550
USA

Billing Information

Billing Contact:

PAM SINGLETON
(813)901-4456Ext.0000

Payment Method:

Account Billing
Amount: \$0.00

MATTER#

N/A

OFCCODE

CHI

Workflow Status

Status	Details	Comments
Order Cancelled By	MATT USER	*OVERRIDE - Order was cancelled

Order Summary

[Hide Images](#)

Description	Your Price / Unit	Quantity	Back Ordered B/O	Shipped	Total	Reorder Price / Unit	Reorder Qty.	Deselect all
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uni-ball® Rollerball™ Micro Point,
0.5 mm, 80% Recycled Pens, Black
Barrel, Red Ink, Pack Of 12

Item # 149761

[View on GSA Contract](#)

[View Value](#)

Eco-conscious

Recycled content

[REVIEW THIS PRODUCT](#)

Comments:

Subtotal: \$6.99

Delivery Fee: \$9.99

Adjustments: \$0.00

Taxes: \$1.02

Total: \$18.00

[My Account](#)[Print Order](#)[Email Us](#)[Back to Order Tracking](#)[View Search Results](#) | [Begin Return](#) |[ADD TO LIST](#)

All selected items will be added to your shopping cart.

[REORDER](#)

Shows the full detail including:
Order Number
Delivery Status
Tracking information
Order Originator
Last modifier user ids.

Shipping address and all required filling data such as OFCCODE, MATTER#. Indication of method of payment.

All details of the order including, Quantity shipped, Product description and links to product detail, item icons such as Contract and Recycled Content.

Click [Begin Return](#) and follow the simple step by step instruction for returning your unneeded items.

[ADD TO LIST](#) To place items into a custom shopping lists shopping list.

[REORDER](#) To create a new order with the same items.

DELIVERY & SHIPPING

Deliveries to all major markets are scheduled for the next business day. Orders must be processed by phone or internet by 5:00 p.m. local customer time.

RETURN POLICY AND PROCEDURES

Please use these guidelines to assist you in handling a return request.

- _ Returnable items include any products sold by Office Depot.
- _ Merchandise must be returned within 30 days of the original delivery date
- _ Items should be in their original packaging.
- _ Returns may be requested via phone, fax, or internet

To ensure accurate credit and pick up, please have the following information available. The information is located on your packing slip, internet (account history) or by calling the Customer Service 1.877.777.4044.

- _ Account number
- _ Original order number
- _ Item (SKU) number of product being returned
- _ Reason for the return
- _ Contact Information for Customer Service Representative or the driver

FOR ONLINE CREDIT RETURNS:

- 1) Go to "ORDER TRACKING"
- 2) Click on the Blue underlined order number
- 3) Click on the SUBMIT RETURN button to return items for credit only.

RETURN EXCEPTIONS

- _ Items not in the original packaging.
- _ Custom or imprinted items (unless produced incorrectly or delivered defective).
- _ Special order items (unless received in error from the manufacturer).
- _ Dated items must be returned within 30 days of purchase.

Once your return request is processed, your Customer Service Representative will provide you with a RETURN AUTHORIZATION NUMBER and inform you of the process, which will take place to pick up the item and deliver a new item or process the credit due.

NUMBERS TO KNOW

OFFICE DEPOT CUSTOMER SERVICE
888-777-4044 M-F 7am-8pm EST

ONLINE / E-Commerce Support
800-269-6888 M-F 7am-8pm EST (For Technical issues on the site)