

Technical support: 800.269.6888 • Customer Services: 888.263.3423

Home

The landing page includes 2 tiles for messages to keep you informed. Just click [Read More](#) to view details.

Products ▾

Shop for products by category.

Services ▾

For Office Depot services such as:

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

My Account ▾

Shopping Lists and Order Tracking

The screenshot shows the Office Depot website landing page. The header includes the Office Depot logo, navigation links (Products, Services, My Account), a search bar, and user account information (Account: 21217836, Switch Account, Welcome Office Depot, Proprietary Items). The main content area is divided into sections: Alerts & Messages (with 'Read more' links), Business Dashboard (with tabs for Recent Orders, Pending Approval, and Shopping Lists), and a Quick Order section. The Recent Orders table lists several orders with details like Order No., Order Date, PO Number, Cost Center, Ordered By, Status, and Total. The Quick Order section includes a search bar, a quantity selector, a comments field, and an 'Add To Cart' button. Annotations with arrows point to the 'Read more' links, the 'Quick Order' section, and the 'Add To Cart' button.

ORDER NO.	ORDER DATE	PO NUMBER	COST CENTER	ORDERED BY	STATUS	TOTAL
988666328-001	12/11/2017	GARTNER	GARTNER	ROBERTA CRAMER	Held for Declined Credit	\$19.07
988661954-001	12/11/2017	GARTNER	GARTNER	JEANNETTE PETERSEN	Held for Declined Credit	\$30.26
988117209-001	12/09/2017	AS	A CHECKOUT CC	BRETT RUSSELL	Cancelled	\$6.94
988117201-001	12/09/2017	AS	A CHECKOUT CC	BRETT RUSSELL	Cancelled	\$53.74
987905107-001	12/08/2017	123	123	CHASE TEST	Cancelled	\$36.16

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

Quick Order

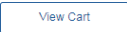
Enter product and quantity
or click
+ Need to add more products?
to enter up to 20 items.

Building Your Order

Step 1 Punchout from your procurement system by clicking the Office Depot catalog.

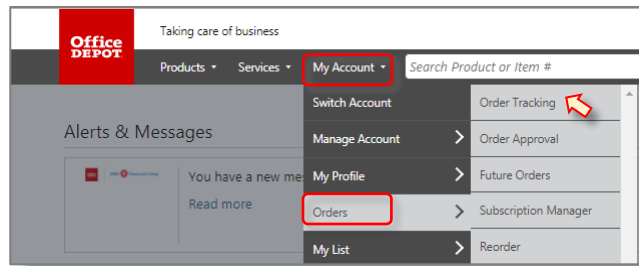
Step 2 Combine any of the following tools to build you order:

- **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, save items for later in a shopping list, or add to custom shopping lists.

Step 4  - The shopping cart items are returned to your procurement system and the Office Depot session ends. *Purchase orders received by 5:00 pm local time will be processed for next available day delivery.

Checking Orders Processing Returns



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

Under the **Search By** drop box select **PO Number** then in the adjacent field enter your Purchase Order number.

If the order was 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? [Talk with a Representative](#)
• Email Assistance [Chat Now](#)
• FAQs

Order & Budget Information

Order Number:	899045552-001	Tracking:	899045552-001
Order Date:	12/12/2017	Status:	Delivered
Ordered By:	MATTAPPV3	Shipped Date:	View Carton Details and Proof of Delivery
Last Modified By:	21217836MS	Delivery Date/Time:	N/A
Last Modified On:	12/12/2017	Comments:	

Shipping Information

Shipping Address:
OFFICE DEPOT TEST
ACCOUNT
950 BRECKENRIDGE LN
STE 220
LOUISVILLE,
KY
40207-5929
USA

Billing Information

Billing Contact: MATT SWIFT APPV (555)555-5555EXT.0000	PO Number TEST
Payment Method: Credit Card Credit Card Number: ***** Amount:\$18.00	Cost Center TEST
	Release TEST

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
 uni-ball® Rollerball™ Micro Point, 0.5 mm, 80% Recycled Pens, Black Barrel, Red Ink, Pack Of 12 Item # 149761 Not on GSA Contract Begin Value  Eco-conscious  Recycled content REVIEW THIS PRODUCT	\$6.99 / dozen	1	0	0	\$6.99	\$6.99 / dozen	1	☒

Comments:

Subtotal:	\$6.99
Delivery Fee:	\$9.99
Adjustments:	\$0.00
Taxes:	\$1.02
Total:	\$18.00

[My Account](#) [View Search Results](#) | [Begin Return](#) | [ADD TO LIST](#)

[Print Order](#) [Email Us](#) [Back to Order Tracking](#)

All selected items will be added to your shopping cart. [REORDER](#)

Shows the full detail including:
Order Number
Delivery Status
Tracking information

All details of the order including, Quantity shipped, Product description and links to product detail, item icons such as Contract, Best Value and product restriction status.

Need to request a return?
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.