



# Reference Guide For Purchasers

[business.officedepot.com](https://business.officedepot.com)

Technical Support: 800.269.6888

Customer Services: 888.263.3423



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

Enter your User  
Name/ID

Enter Password

Click Log in

Lost Login/  
Password Assistance

The screenshot shows the login page for the Office DEPOT Business Solutions Division. At the top left is the Office DEPOT logo. Below it, the text "Welcome to the Business Solutions Division" is displayed. The main login area is titled "Registered Customers" and contains a "Login Name" input field, a "Password" input field with a "Show" link, a blue "Log In" button, a "Keep me logged in" checkbox, and a link for "Forgot your login name/password? Need Help Logging In?". To the right of the login form is a large promotional banner with the text "work FROM ANYWHERE" and "Increase productivity for remote employees", accompanied by a photo of a smiling woman with glasses holding a yellow mug and a blue "Learn More" button.

Office  
DEPOT

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?](#)

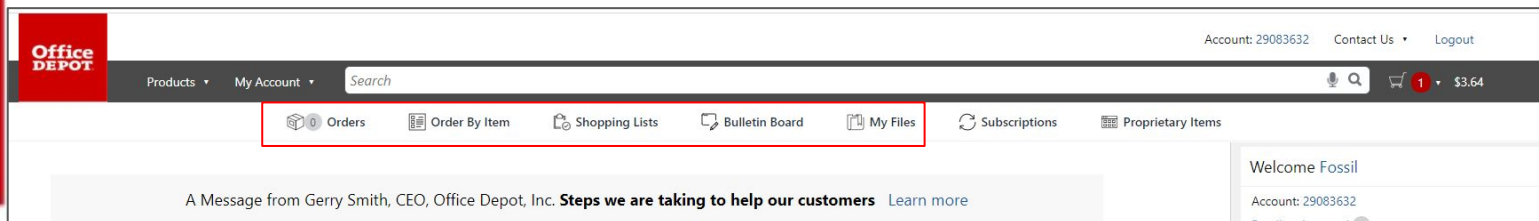
work  
FROM ANYWHERE

Increase productivity for  
remote employees

Learn More



## How to utilize the Office Depot Site - All tabs explained in detail below:



### Orders: Access all Orders and Pending Orders

Orders

Select By Status: All

Approver User ID:

Date From:  Date To:

Min Order Total:  Max Order Total:

[All Orders](#) [Pending Approval 0](#)

### Order by Item: Quick add to cart using item number and quantity

Order By Item Number

Enter the item number and quantity for each item you would like to order in the appropriate fields below.

| ITEM DESCRIPTION: | PRICE: | ITEM NUMBER:         | QTY:                 | COMMENTS:            |
|-------------------|--------|----------------------|----------------------|----------------------|
|                   | -      | <input type="text"/> | <input type="text"/> | <input type="text"/> |

### Shopping Lists: Order items using categorized lists, such as "Cleaning Supplies" and "Batteries:

Shopping Lists

Change View State : [View All Lists](#)

Search:  ☒ All ☐ Personal ☐ Company Wide

Lists

| Select Default | Name       | Comments       | Type         | Reminders | Updated    |
|----------------|------------|----------------|--------------|-----------|------------|
|                | APPLIANCES | FOSSIL CATALOG | Company Wide | None      | 2020-04-15 |
|                | BATTERIES  | FOSSIL CATALOG | Company Wide | None      | 2020-04-15 |

### Bulletin Board & Messages: All up to information for supplies. **PRO TIP!** Check this tab prior to placing supply orders!

Bulletin Board & Messages

FOSSIL

|           |                          |
|-----------|--------------------------|
| OD item # | Fossil Style             |
| 12345     | SUPFS1008-Hand Sanitizer |

Per the Important Update sent Monday, 3/9, stores are approved to complete a paid out for up to \$50 to purchase locally the following supplies:

- Hand Sanitizer

### My Files: Access Engraving Template and Binder Tabs to Print.

☐ All

**Engraving Templates**  
July 24, 2020 / 1 file

**Binder Tabs**  
July 24, 2020 / 6 files



## Search:

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

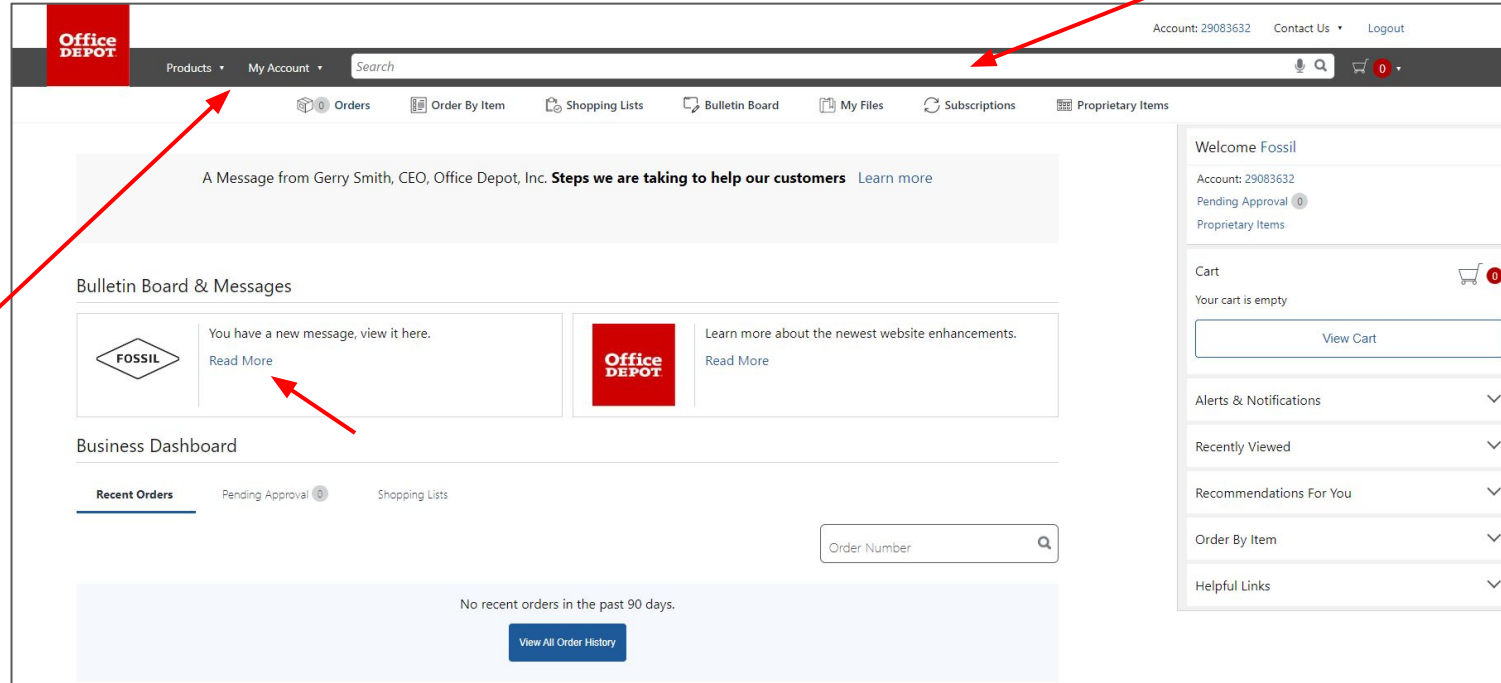
## Products:

Shop for products by category.

## My Account:

Manage profiles and account settings and if Super User manage User profiles.

My Shopping Lists



**Bulletins Board & Messages:** The landing page includes 2 tiles for messages to keep you informed. Just click “**Read More**” to view details.



**Catalog:** Click a category from the Products Navigation Bar and select the category or subcategory to view products.

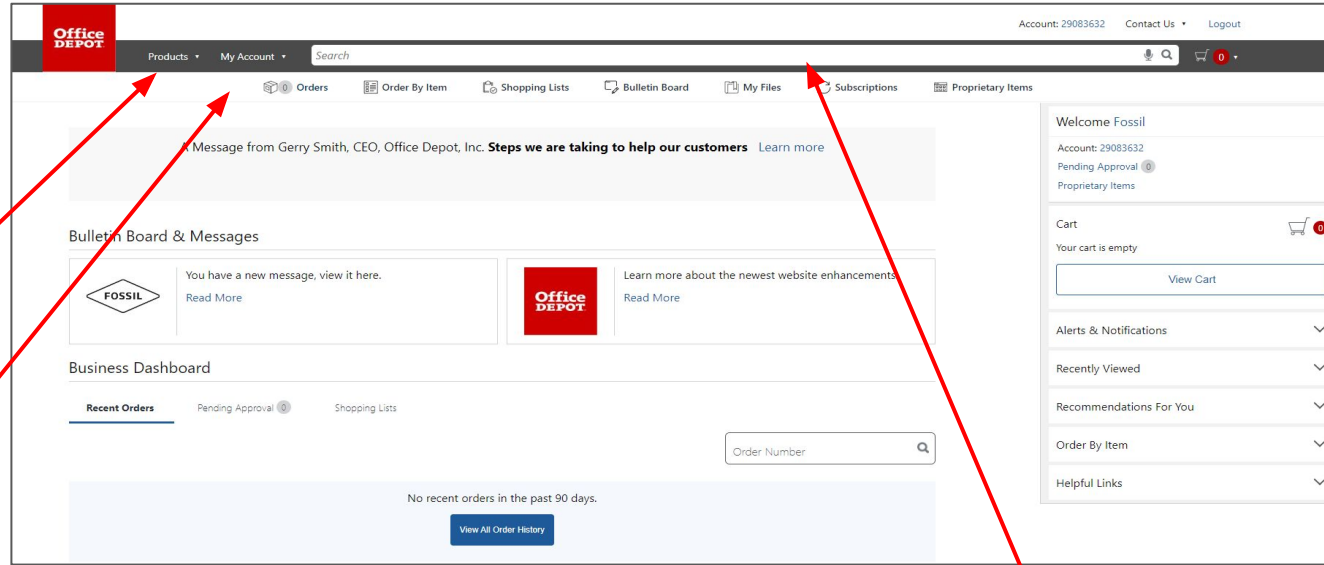
Shop from Personal or Company Wide Lists.

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.*

Combine any of the following tools to build your order:



**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.

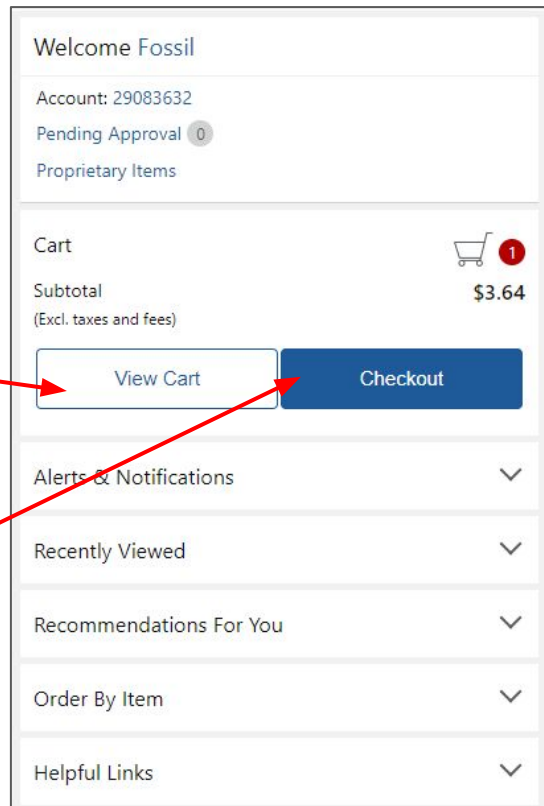
To filter search results by characteristics such as brand, size, color etc, click the desired characteristic on the left-side toolbar.



**View Cart:** 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.

**Checkout:** 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.





Shows the full detail including: Order Number, Delivery Status, Tracking Information, Order Originator and Last modifier User IDs.

Shipping address and all required filling data such as P.O. Cost Center etc.  
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, Best Value and Product Restriction Status.

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 item

Home / My Account / Order List / Order Detail

## Order Detail

Print This Page

**Need Help?** Talk with a Representative  
• Email Assistance  
• FAQs  
[Chat Now](#)

### Order & Budget Information

|                   |               |                     |                                           |
|-------------------|---------------|---------------------|-------------------------------------------|
| Order Number:     | 899045552-001 | Tracking:           | 899045552-001                             |
| Order Date:       | 12/12/2019    | Status:             | Delivered                                 |
| Ordered By:       | MATTAPPO      | Shipped Date:       | View Carton Details and Proof of Delivery |
| Last Modified By: | 2121868MS     | Delivery Date/Time: | N/A                                       |
| Last Modified On: | 12/12/2019    | Comments:           |                                           |

### Shipping Information

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

### Billing Information

|                                                                                       |                             |
|---------------------------------------------------------------------------------------|-----------------------------|
| <b>Billing Contact:</b><br>MATT SWIFT APPV<br>(555)555-5555x1.0000                    | <b>PO Number:</b><br>TEST   |
| <b>Payment Method:</b><br>Credit Card<br>Credit Card Number: *****<br>Amount: \$10.00 | <b>Cost Center:</b><br>TEST |
|                                                                                       | <b>Release:</b><br>TEST     |

### Workflow Status

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

### Order Summary

| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Your Price / Unit | Quantity | Back Ordered B/O | Shipped | Total  | Reorder Price / Unit | Reorder Qty              | Disselect all     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|------------------|---------|--------|----------------------|--------------------------|-------------------|
|  uni-ball® Rollerball™ Micro Point, 0.5 mm, 80% Recycled Pens, Black Barrel, Red Ink, Pack Of 12, Item # 148701<br>+ <a href="#">View Contract</a><br> Non-Contract<br> Restriction content<br><a href="#">VIEW THIS PRODUCT</a><br>Comments: | \$6.99 / each     | 1        | 0                | 0       | \$6.99 | \$6.99 / each        | <input type="checkbox"/> | <a href="#">X</a> |

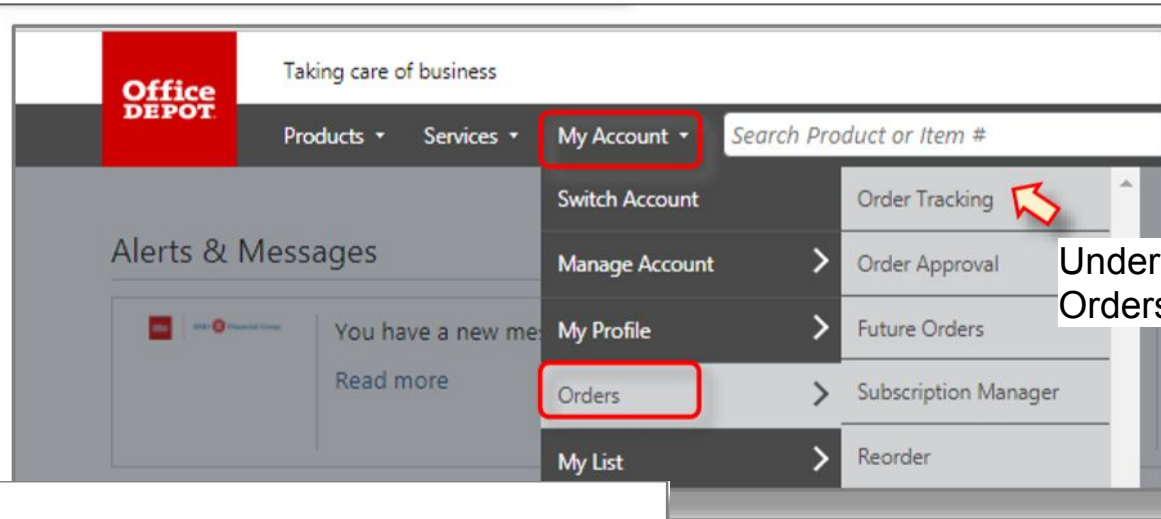
|               |                |
|---------------|----------------|
| Subtotal:     | \$6.99         |
| Delivery Fee: | \$9.99         |
| Adjustments:  | \$0.00         |
| Taxes:        | \$1.02         |
| <b>Total:</b> | <b>\$18.00</b> |

My Account  
Email Us  
Back to Order Tracking

View Search Results: [Export](#)

All selected items will be added to your shopping cart.

[ADD TO LIST](#) [REORDER](#)



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.

Home / My Account / Orders

## Orders

Use one of the methods below to locate a specific order.

Showing All Orders Print & Copy Depot

### Find Your Order

Search by item or order number, order status, or order date range

Search By:  

Status:

Date Range:

Min:  Max:

Dollar Range:

Approver:  [Select Approver](#)

[SEARCH ORDERS](#)

Order Number  
Order Number  
Contact  
Cost Center  
PO Number  
Release  
Item Number  
Ship To Id

Click the Order Number to view details of the 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 - 8 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 |