

Quick Step Internet Ordering Instructions

Placing an Order

- 1) Use browser to access the Internet
- 2) Type in <http://business.officedepot.com>
- 3) Type in your Login Name: Your email address
- 4) Type in your Password: Welcome1
- 5) Click on **LOGIN**
- 6) From the Bulletin Board, click on the link to take you to My Shopping Lists where you will find your preferred Core items.
- 7) If you know the item number(s) for the product(s) you wish to order select:

**Order
by Item # ▾**

Quick Order

- 8) Type in Office Depot Item #, quantity, and comment, if desired
- 9) If you do not know the item number(s) for the product(s) you wish to order, you can:
 - a. Search for product using key words or manufacturer part numbers by entering the information in the space provided in the gray toolbar and then clicking Go

SEARCH

GO

- 10) Select **ADD TO CART** to add your desired product to your shopping cart
- 11) Select [Continue Shopping](#) to continue or [Check Out](#) from the shopping cart in the top left if you have finished shopping

- 12) If you selected [Continue Shopping](#) then click on **Order
by Item # ▾**
Quick Order to add more items
- 13) If you selected [Check Out](#) verify items in your cart and complete any required information
- 14) Enter your Suite # if needed. Then review your order.
- 15) You now have three options,

SAVE FOR LATER

PUT THIS ORDER ON HOLD

PLACE ORDER

Click to submit your order.

- a. If you are satisfied with your order, select **PLACE ORDER** to complete the process
 - b. If you would like to save the items in your cart and purchase at a later date, select **PUT THIS ORDER ON HOLD**. When placing an order on hold, your inventory will be held for 24 hrs
 - c. If you would like to save the items in a list but not create the order select **SAVE FOR LATER**
- 16) When you see **"Thank you for your order,"** and **your number**, your order has been successfully completed.

Online training is available in the Customer Service section or call the Internet Help Desk 800-269-6888