

BSD Website Redesign

Office Depot is pleased to introduce you to our re-designed BSD website! While the look and feel of our BSD website has changed, the functionality has not. Our new BSD site comes with some exciting new features that will make your shopping experience easier, faster and more enjoyable!

This document will help you find the features and tools you have used in the past on our NEW website. It will also highlight new functionality we have added for you!

Login Page

Our new login page has been redesigned but contains the same features and options.

Current BSD login page:

New BSD login page:

Bulletin Board

Our new bulletin board offers the same features and options. You can now access the bulletin board from any page by clicking on "Bulletin Board" in the upper right corner of the grey navigation bar.

Navigation Tools & Global Elements

The location of 'Navigation Tools and Global Elements' have changed.

Please note: 'Your Greener Office', 'Online Catalog', 'Custom Printing', and 'Design Print and Ship' are no longer on the navigation bar and are now located on the homepage.

Current location of BSD navigation tools and global elements:

1 Home | 888.2.OFFICE (888.263.3423) | Technical Support: 800.269.6888

About BSD | About Office Depot | Customer Services

Office DEPOT BUSINESS SOLUTIONS DIVISION

Search for **SEARCH**

Logged in as OFFICE DEPOT TEST ACCOUNT of **Log Out**

Navigation Bar: Bulletin Board, Office Supplies, Furniture, Technology, Custom Printing, Design Print & Ship, Tech Depot

Shopping Cart: 0 Item(s) in Cart, Subtotal: \$0.00, Add \$50 more for FREE shipping, View Cart | Check Out

Shopping Tools: Find Printer Supplies, Find a Store, Order Tracking, Order Approvals, Order by Item #, My Shopping Lists, My Profile, Account Center, User Profiles, Online Catalogs, Future Orders, 5% Back To School Program

These links have moved:

- 1 Home
- 2 Customer Services
- 3 Store Locator
- 4 Order by Item #
- 5 Shopping Cart
- 6 Shopping Lists
- 7 Log out
- 8 Search Box
- 9 A-Z Listing
- 10 Ink Depot
- 11 Paper Depot
- 12 Tech Depot
- 13 Your Greener Office
- 14 Bulletin Board
- 15 Online Catalogs

New location of BSD navigation tools and global elements:

Home | Customer Services | 888.2.OFFICE (888.263.3423) | Technical Support: 800.269.6888

Office DEPOT Taking Care of Business

Navigation Bar: Office Supplies, Furniture, Technology, Our Services, Manage Settings

Search: **SEARCH** **GO**

Shopping Cart: 0 item(s): \$0.00, Add \$50.00 more for FREE shipping, View Cart | Check Out | My Shopping Lists | My ShipTo

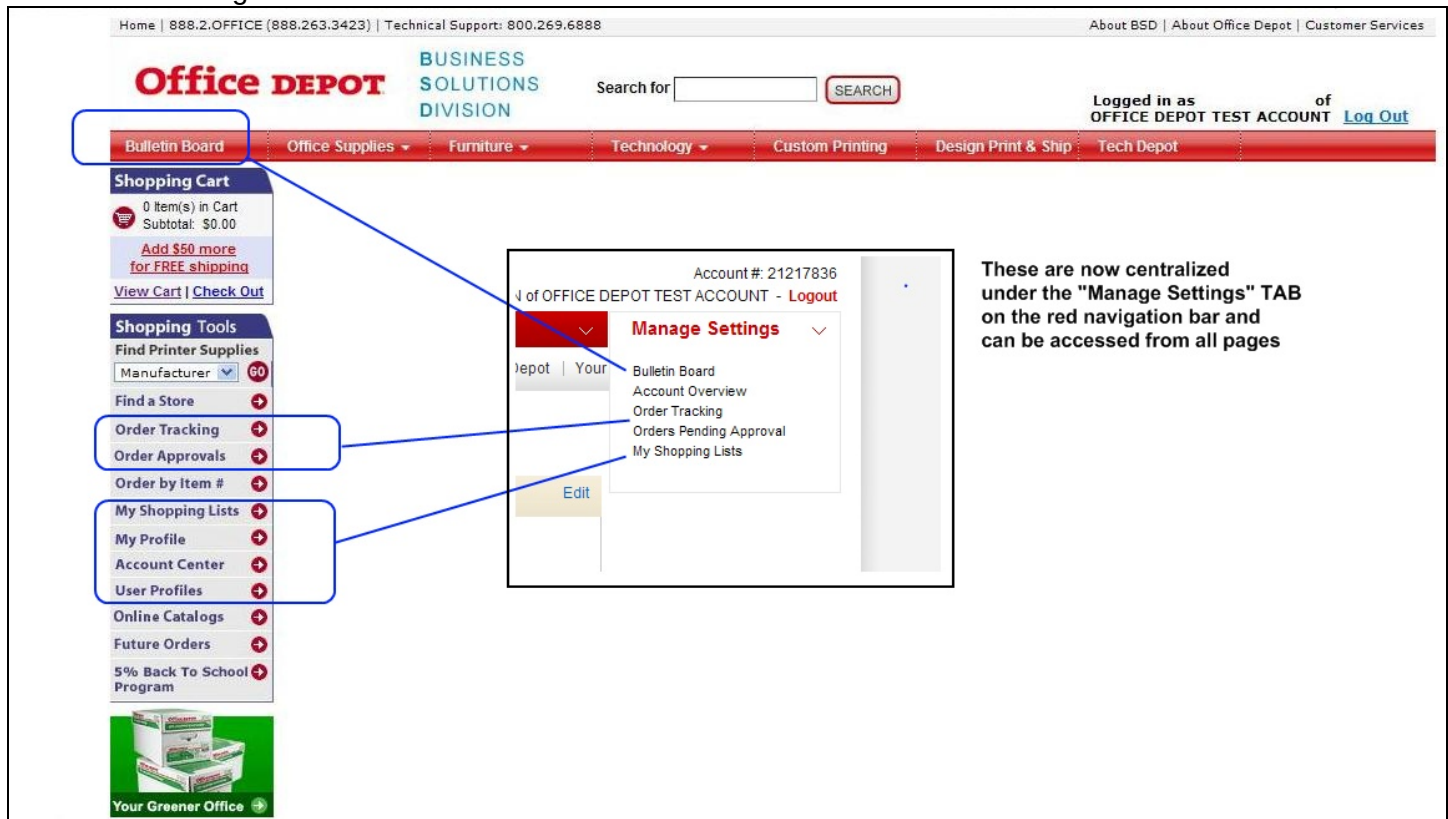
Welcome, of OFFICE DEPOT TEST ACCOUNT - **Logout**

Footer:

- Site Info:** Site Map, International, Terms of Use, Privacy Policy
- Customer Service:** Email Assistance, Phone Support
- Company Info:** Affiliate Program, International, About Office Depot
- Specials:** 5% Back to Schools Program, Your Greener Office
- Customer Tools:** Order by item#, Online Catalog, Store Locator

Navigation Tools – Manage Settings (NEW)

The left navigation menu “Account Management” functionality on the old site is now centralized and found on the main red navigation bar under **Manage Settings** ▼



Manage Settings ▼

When you mouse over the 'Manage Settings' tab fly-out displays the following options for **Regular Users**:

Manage Settings ▼	
Bulletin Board	Bulletin Board
Online Reporting	Online Reporting
My Profile	Account Overview
Order Tracking	Order Tracking
Order Approvals	Orders Pending Approval
My Shopping Lists	My Shopping Lists

For Super Users, account maintenance tools, user maintenance tools, and 'My Profile' are now located under 'Account & User Administration':

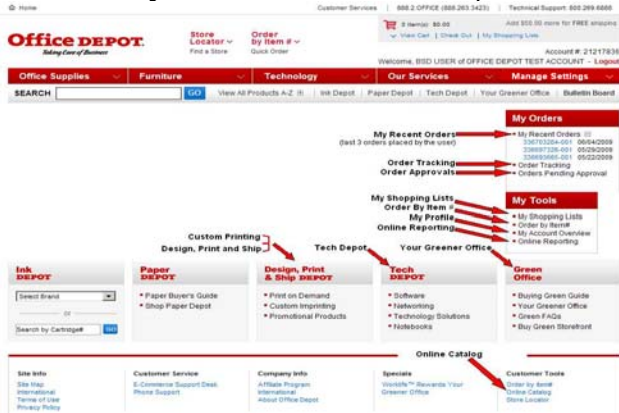
Manage Settings ▼	
Bulletin Board	Bulletin Board
Online Reporting	Online Reporting
Account Center	Account Overview
User Profiles	
My Profile	
Order Tracking	Order Tracking
Order Approvals	Orders Pending Approval
My Shopping Lists	My Shopping Lists

NEW FEATURES AND ENHANCEMENTS – Storefronts, My Orders, My Tools...

Several new features for the BSD Homepage have been added to enhance your shopping experience. We have added Storefronts such as 'Ink Depot', 'Paper Depot', 'Design, Print & Ship Depot', 'Tech Depot' and 'Green Office'.

Useful functionality are grouped together under some new headings. Check out **My Tools** for quick access to – Shopping Lists, Order by Item #, Account Settings and Online Reporting.

The **new** 'My Recent Orders' feature provides users fast and easy access to the last three orders placed.



Shopping Cart 'Fly-Out'

When the [View Cart](#) link in the upper right corner is moused over, it expands to display the first five items in your cart. It also gives you several options - to view the next five items, view all items, to go to 'My Shopping Lists' or to Checkout:

10 item(s): \$63.36			FREE shipping
View Cart Check Out My Shopping Lists			
Qty.	Product	Price	
1	Pilot® V-Ball™ Liquid Ink Rollerball Pen, 0.7 mm, Fine Point, Red Barrel, Red Ink	\$2.14	
1	Smead® Recycled 1-Ply File Folders, 1/3 Cut, 8 1/2" x 11", Manila, Pack Of 100	\$5.53	
1	Office Depot® Brand Copy Paper, 8 1/2" x 11", 20 Lb, 92 Brightness, Ream Of 500 Sheets, Case Of 10 Reams	\$0.00	
1	Pilot® V-Ball™ Liquid Ink Rollerball Pen, 0.7 mm, Fine Point, Red Barrel, Red Ink	\$2.14	
1	Smead® Recycled 1-Ply File Folders, 1/3 Cut, 8 1/2" x 11", Manila, Pack Of 100	\$5.53	
Page 1 of 3			Next >
Subtotal (10 items)		\$63.36	
VIEW ALL ITEMS			GO TO MY SHOPPING LIST
			CHECK OUT

Account Administration

The link to the 'Account' located on the 'Manage' is only available for Super Users.

Here, **Super Users** can view settings as well as manage account and user settings with

The screenshot shows the 'Manage Settings' page for a Super User. The page is divided into several sections: 'Manage Account' (Manage Contacts, Manage Ship To, Manage DT #, Manage PO #, Manage REL #, Manage CC #), 'Manage Users' (Add New Users, Edit Active Users, Active/Inactive Users, Tweak Approvals, Procurement Card Registration), 'My Profile' (Select Ship To, Select Contacts, Select DT #, Select PO #, Select REL #, Select CC #, Proxy Approver Info), 'Online Reporting' (Our new Online Reporting gives you more options for managing your Office Depot account! Learn More), and 'Need Help?' (Email Assistance, FAQs, LIVE CHAT). Below these are 'Order Tracking' (My Recent Orders, Orders Pending Approval) and 'My Shopping Lists' (View an Existing List, Create a New List, First time user?).

Administration' page is **Settings**' drop down and

and modify their profile the options presented:

For **non Super Users**, the 'Account' page is replaced with the 'My

Here, users can view their profile settings - depending on their

The screenshot shows the 'Manage Settings' page for a non-Super User. The page is divided into several sections: 'My Profile' (Select Ship To, Select Contacts, Select DT #, Select PO #, Select REL #, Select CC #, Proxy Approver Info), 'My Account Settings' (Edit User Information, Edit Contact Information, Edit Your Subscriptions, Edit Login Settings, Last Password Retrieval), 'Online Reporting' (Our new Online Reporting gives you more options for managing your Office Depot account! Learn More), and 'Need Help?' (Email Assistance, FAQs, LIVE CHAT). Below these are 'Order Tracking' (My Recent Orders, Orders Pending Approval) and 'My Shopping Lists' (View an Existing List, Create a New List, First time user?).

Administration' link and Account Overview' link.

settings and modify permissions.

MORE New Features ..

BSD users will enjoy increased

The sidebar contains a 'Need Help?' section with a red header. It lists 'Email Assistance' and 'FAQs'. Below this is a 'LIVE CHAT' button with a speech bubble icon and the text 'Talk with a Representative Chat Now'.

access to email support, FAQ's and Chat via the 'Need Help' box that is present on almost all post-login pages.

When in the Shopping Cart, users can quickly add items using the 'mini Order By Item #' box on the right side of the page.

Order By Item #

Qty

ADD TO CART

When viewing a Custom Shopping List, users can quickly add additional items to the shopping list by using the 'Add By Item #' box on the right side of the page.

Add by Item #

Qty

ADD TO LIST

Enhancements to our Search Functionality

Introduction of Category Storefronts for popular Categories like Paper, 3M, etc

Office Supplies

Furniture

Technology

Our Services

Manage Settings

SEARCH

GO

View All Products A-Z

Ink Depot

Paper Depot

Tech Depot

Your Greener Office

Bulletin Board

Home > Office Supplies > Paper, Forms, Envelopes > Paper

Shop Office Supplies

Adding Machine & Calculator Paper Rolls

ATM, Cash Register & POS Paper Rolls

Color Paper

Continuous Computer Paper

Copy & Multipurpose Paper (White)

Cover & Card Stock

Design Paper

Fax Paper

Filler Paper

Financial & Medical Paper Rolls

Fine Business Stationery

Inkjet Printer Paper

Laser Printer Paper

Paper For Color Copiers

Photo Paper

Pre-Perfed/Punched Paper

Specialty Paper

Wide Format/Plotter Paper

Sheet Size

8 1/2" x 11"

8 1/2" x 14"

11" x 17"

14 7/8" x 11"

10 1/2" x 8"

Paper Storefront

Paper DEPOT

Featured Categories

Copy & Multipurpose Paper

For Basic Copying and Printing

Inkjet Paper

For Vivid, Everyday Inkjet Printing

Laser Paper

For Vibrant, Double-Sided Everyday Laser Printing

Photo Paper

For True-To-Life Photo Prints

Color Paper

For Eye-Catching Documents, Bulletins and Brochures

Color Copy Paper

For Vivid Quality Color Copying

Grid or List View

Users can now choose to display search results either in a Grid or List View

Quick Order by Item # now displays an image and description for each keyed sku number. Shoppers can easily verify if they have ordered the correct item. Error messages are clearly displayed with a prompt to correct the error.

Order By Item Number

Enter Item Number(s) & Quantities

Enter the 6 or 9-digit item number and quantity for each item you would like to order in the appropriate fields below. Example Item Number: 910-348-037 or 940650

[Where do I find this?](#)

Item Number	Qty
 Smead® Recycled 1-Ply File Folders, 1/3 Cut, 8 1/2" x 11", Manila, Pack Of 100(315515) \$6.63 Your Price box Remove Comments	1
 Office Depot® Brand Copy Paper, 8 1/2" x 11", 20 Lb, Ream Of 500 Sheets, Case Of 10 Reams(348037) \$31.29 Your Price case Remove Comments	1
 Office Depot® Brand Paper Clips, No. 1 Regular, Silver, 10 Boxes Of 100 Clips Each(308478) \$1.79 Your Price pack Remove Comments	1
The SKU number is not valid. Please check the number and try again. TRY AGAIN	