

Punchout

**Office
DEPOT.**



Website Guide

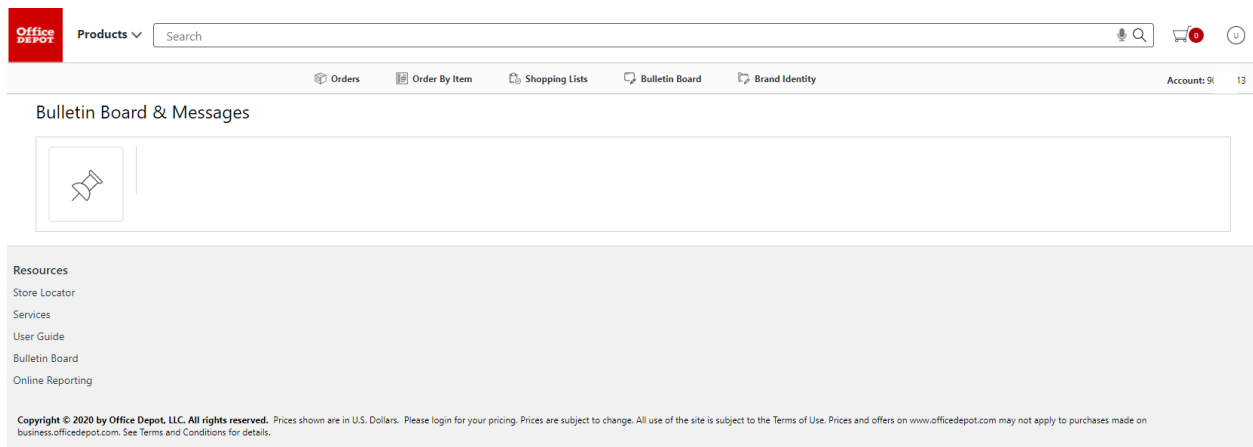
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Home Page

Your home page may come up one of two ways depending on how your account is setup.

Bulletin Board First



If there were messages on your bulletin board, they would show here and be at the top of the screen.

All the links and drop downs will be the same as on the next home page and these will be explained later in this document.

Banner / Bulletin Board / Orders

Office DEPOT

Products ▾

Search

🔍

🛒 0

👤

OrdersOrder By ItemShopping ListsBulletin BoardBrand IdentityAccount: 913

HEALTH & WELLNESS
Stock up
on hand sanitizers, masks & more



Only \$9.99 per box

Shop now

A Message from Gerry Smith, CEO, Office Depot, Inc. **Steps we are taking to help our customers** [Learn more](#)

What's New?



Lenovo® Business PCs
Powered by AMD Ryzen™ Pro

Shop now

Lenovo

Bulletin Board & Messages



You have a new message, view it here.
[Read More](#)

Office DEPOT

Learn more about the newest website enhancements.
[Read More](#)

Business Dashboard

Recent Orders

Shopping Lists

Order Number

🔍

ORDER NO	ORDER DATE	PO NUMBER	COST CENTER	ORDERED BY	STATUS	TOTAL
152305	01/21/2021	i764		Kelly	In The Warehouse	\$74.64
15230	01/21/2021	i763		Kelly	Held Dropship	\$19.27
152301	01/21/2021	6759		Kelly	In The Warehouse	\$39.99
1508647	01/17/2021	i430		Kelly	Shipped	\$10.43
150859	01/17/2021	i417		Kelly	Shipped	\$74.64

[View All Order History](#)

This home page shows advertising banners.

The Bulletin Board is still here but requires clicking on the link to see it.

The Business Dashboard shows the last few orders that you, the user placed.

More detail is on the following pages

Menu Options and Buttons

The diagram illustrates the Office Depot Punchout website interface with various callouts explaining key features:

- Clicking the logo takes you back to the Home page**: Points to the Office Depot logo.
- Products are listed in categories in a drop-down menu**: Points to the Products dropdown menu.
- Click the cart to view your cart. Hover to show the delivery address sent over. This drives item availability quantities.**: Points to the Cart icon.
- The search box allows item numbers, manufacturer product IDs and keywords**: Points to the search box.
- Orders Detailed on page 7**: Points to the Orders link in the top navigation bar.
- Shopping Lists Detailed on page 6**: Points to the Shopping Lists link in the top navigation bar.
- If your company does Brand Identity print documents, this is a short-cut to the list**: Points to the Brand Identity link in the top navigation bar.
- Takes you to the Bulletin Board**: Points to the Bulletin Board link in the top navigation bar.
- Hovering over this icon shows a list like the menu options at the left**: Points to the user profile icon.

Products Menu (Expanded):

- Office Supplies >
- Paper >
- Ink & Toner >
- Breakroom >
- Cleaning >
- Electronics >
- Furniture >
- School Supplies >
- Computers & Accessories >
- Print & Copy >
- Services >
- Brand Identity >

Cart Summary:

Current Delivery Info:
HI
401
KENNEWICK, WA 99336
Your cart is empty.
[View Cart](#)

Top Navigation Bar:

- Orders
- Order By Item
- Shopping Lists
- Bulletin Board
- Brand Identity
- Account: 90

User Profile Menu (Hovered):

- Orders >
- My Lists >
- Order By Item
- Log out

Item Entry Form:

If you know your item numbers, you can enter them here with quantities

ITEM DESCRIPTION:	PRICE:	ITEM NUMBER:	QTY:	COMMENTS:
	-			

Shopping Lists

If your company has chosen user-level punchout, you can create personal shopping lists that have your most-used items listed for easy access. Your company may choose to do company-wide shopping lists.

My Lists

[What's New?](#)

Search by list name, list description, or item #.

Search	List Type All Lists	Reset	Create Shopping List
List Name	List Type	Description	Favorite
1 Cleaning Products	Company Wide	-	☐
2 Bathroom Supplies	Company Wide	-	☐
3 Coffee Supplies	Company Wide	-	☐
4 Printer and Fax	Company Wide	-	☐
5 Office Supplies	Company Wide	-	☐
CLEANING BREAKROOM	Company Wide	-	☐
COFFEE CONSUMABLES	Company Wide	-	☐
Coffee Supplies	Personal Shopping List	-	☐
Document Storage Boxes	Company Wide	Document Storage Boxes	☐

Click on the List name to get to the list of items on that shopping list.

The Search box allows you to search your list names and the drop-down to the right of search can help filter to what list you need.

To create a shopping list, click the button in the top right of the screen and follow the instructions.

Create New List

For best response time, please limit your list to a maximum of 200 different items.

List Name

Description

List Type
Personal

☐ Set As Default ☐ Set As Favorite

Create List

Order Search

A list of orders can be displayed if your company has chosen a user-level punchout. Orders that are shown are just orders you have placed. Some companies may decide on a company-wide listing if the company is small and do not do a user-level punchout. If orders are not listed for you, you may want to contact your Procurement Manager.

The top section of the orders screen allows you to search by order number, PO number or other fields that populate in the drop-down. You can also look for orders in a specific status or by a date range.

Orders

Order Number

Select By Status Approver User ID Date From Date To Min Order Total Max Order Total

All Orders

☐	Order #		Order Date	Ordered By	Approver	PO Number	BUSUNIT	Release	Status	Total	Delivery Date
☐	1524	P	01/25/2021	Kelly		32203			In The Warehouse	\$61.65	01/27/2021
☐	1508	P	01/25/2021	Kelly		3630			Waiting Backordered Items	\$0.00	01/27/2021
☐	1507	P	01/25/2021	Kelly		163579			In The Warehouse	\$168.98	01/26/2021
☐	1507	P	01/25/2021	Kelly		33575			In The Warehouse	\$149.28	01/26/2021

The bottom part of the screen shows the Office Depot order number, order date and PO Number. It also shows the status of the order and other details. The estimated delivery date also shows at the end of each order line. You may notice a “P” or a “C” at the end of the order number. The “P” is for parent and “C” is for child. Sometimes purchase orders break into several orders based on delivery dates, warehouses or items purchased. These orders can be considered child orders.

Click on the order number and it brings up the order details – see the next page

Order Search Detail View

The top section gives you the order number and the following sections:

Summary – Includes your PO number and delivery date

Shipping address – Including the ship-to location ID

Billing Information – including your company account number

Order Detail Section – The cost of the order along with buttons to reorder or add to a list

Order# 1508 0-001



Summary	Shipping	Billing
PO Number: 000115 Release: Desktop: Last Updated: 01/19/2021 Updated By: KELLY Delivery Date: 01/19/2021 Comments:	Address: Hi 1115 EPHRATA, WA 98823 USA Ship to id: L63	Account#: 905 Contact: Kelly 1 (999) 999-9999 Payment Method: Account Billing

ORDER NUMBER	SUBUNIT	STATUS	Print This Order	TOTAL
1508	-001 - Parent Order	Delivered		\$10.43

	QUANTITY	BACK ORDER	SHIPPED	TOTAL
 \$10.43 / pack Scotch® Magic™ Invisible Tape In Dispensers, 3/4" x 650", Clear, Pack of 6 rolls Item #259633 Best Value ⓘ	1	0	1	\$10.43

Subtotal:		\$10.43
Delivery Fee:		\$0.00
Adjustments:		\$0.00
Taxes:		\$0.00
Total:		\$10.43

[Track Your Shipment](#) | [View Carton Details](#) | [Return Order](#)

The bottom section gives you the order status and the list of items and quantities on this order.

At the bottom of the order detail view are links to help you manage your order. These links will change based on where your order is in the system and how old your order is.

Order Management

Modify Order

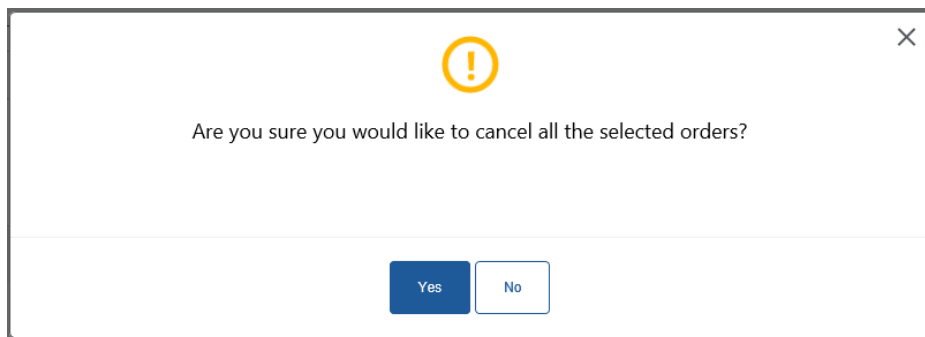
[Cancel Order](#) | [Modify Order](#)

This link is not used in punchout. Orders cannot be modified due to electronic data consistency requirements.

Cancel Order

[Cancel Order](#) | [Modify Order](#)

This link will show for items that are being held for any reason including back orders. The link may also appear briefly after an order is placed. When clicked, there is a pop-up box:



View Carton Details

[Track Your Shipment](#) | [View Carton Details](#) | [Return Order](#)

This link will show when your item is in the warehouse and throughout the delivery process. The information here shows the shipped or delivered date. The tracking number will also show here.

Proof of Delivery

Order number 1512 -001

[< Back to order details](#)

Tracking Number: 1Z977E520303

Shipped Date: Tuesday, January 19, 2021	Item	Qty Shipped	Qty Ordered
	Genuine Joe Corrugated Hot Cup Sleeves, Brown, Pack Of 50 Item # 0498926	3	

Track Your Shipment

[Track Your Shipment](#) | [View Carton Details](#) | [Return Order](#)

This link will show when your order has shipped and remain available through delivery. If your order is being delivered by UPS, clicking this link will bring up a new window for tracking the UPS delivery. If your order is being delivered by another service, the following is available on-screen:

Delivery Tracking System

Order Number: 1533 -001

[< Back to order details](#)

Delivery Location: OLATHE,KS

Expected Delivery 01/26/2021



Processing



Shipped



Out For Delivery



Delivered

Carton Tracking Number: D1533 60001

Date & Time	Status
01/26/2021 08:17 AM	Safe Place-

Return Order

[Track Your Shipment](#) | [View Carton Details](#) | [Return Order](#)

This link will show once an order/item has been delivered. The link will not show if the item is not able to be returned or if the item is outside the window to be returned (customer service may determine this as well). Click the link, select the items you would like to return, enter the quantity and reason. To finish the return, click on “Return Selected” and follow the on-screen instructions.

Select your items to return

Select your items to return

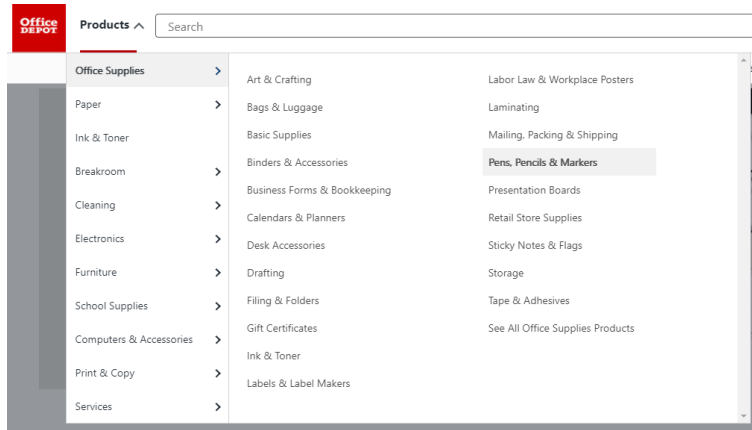
☒		\$5.29 TUL® Discbound Refill Pages, 8-1/2" x 11", Narrow Ruled, Letter Size, 100 Pages (50 Sheets), White Item # 754007	QUANTITY 6	RETURN 1	TOTAL \$5.29
☒ Return ☐ Exchange *Reason Please select a reason...					

Subtotal (1 item selected) \$5.29

Total: \$5.29

Item / Product Selection

When selecting items by using the **Products**  drop-down and selecting a category to shop in:



A screen will appear where you select a sub-category of products:

Pens, Pencils & Markers

[View all 4,096 items >](#)

Shop

[Correction Fluid & Tape \(76\)](#)

[Erasers \(92\)](#)

[Fine Writing Pens Gallery \(302\)](#)

[Markers & Highlighters \(848\)](#)

[Pencil Sharpeners \(96\)](#)

[Pencils \(786\)](#)

[Pens \(2200\)](#)



Pens (2200)



Pencils (786)



Markers and Highlighters (848)



Correction Fluid and Tape (76)



Erasers (92)

Need Help?

[Email Assistance](#)

[FAQs](#)

More Ways to Shop

[Office Depot Brand Products](#)

[Greener Office Products](#)

Future Delivery

[yes \(48\)](#)

Top viewed products



Keep drilling down until you find the product you would like.

Alternatively, you can enter keywords into the Search box and get similar results or direct item pages.

Item / Product Filters

Once you have selected a sub-category, the site displays the options available. These options can be filtered further by using the checkboxes on the left.

Filter By

☐ In-Stock For Delivery

Availability

☐ For Delivery (669)

☐ In Store (191)

☐ For Store Pickup (191)

Featured Items

☐ On Sale (7)

☐ School Supplies Deals (5)

☐ Free Delivery (4)

See All Featured Items

Brand

☐ Paper Mate (129)

☐ BIC (108)

☐ SKILCRAFT (80)

☐ Office Depot (72)

☐ Pilot (57)

See All Brand

Pen Ink Color

☐ Black (347)

☐ Blue (210)

☐ Assorted (79)

☐ Red (65)

☐ Purple (7)

See All Pen Ink Color

Point Type

☐ Medium (456)

☐ Fine (120)

☐ Bold (65)

☐ Extra Bold (121)

TUL | WRITING INSTRUMENTS
Exclusively for Office Depot® OfficeMax®

Shop Now

Ballpoint Pens 724 results

SKILCRAFT

Pentel

ZEBRA

BIC

uni-ball

ALL PENS

For access to additional sort options, please use one of the search or category filters on the left to narrow your search.

By Relevance 24 Per Page Grid List



Item 664011

★★★★★ (685)

BIC® Round Stic® Ballpoint Pens, Medium Point, 1.0 mm, Translucent Barrel, Black Ink, Pack Of 60 Pens

Qty

\$5⁹⁸ / box

Add to Cart

Availability: 211

✓ Sold Online

✓ Sold in Stores

✓ Best Value



Item 255876

★★★★★ (460)

BIC® Round Stic® Ballpoint Pens, Medium Point, 1.0 mm, Translucent Barrel, Blue Ink, Box Of 60

Qty

\$5⁹⁸ / box

Add to Cart

Availability: 211

✓ Sold Online

✓ Sold in Stores

✓ Best Value

Item / Product Detail

Sub-category and Item Page

From the sub-category screen (top picture below) or from the item page (bottom picture below), notice the details:



Item 664011

★★★★★ (685)

BIC® Round Stic® Ballpoint Pens,
Medium Point, 1.0 mm, Translucent Barrel,
Black Ink, Pack Of 60 Pens

Availability: 211

✓ Sold Online

✓ Sold in Stores

Best Value

Qty

\$5.98 / box

Add to Cart

Add to list

This view shows if the item is available in our stores, online or both

Both views show:

Item number Your price

Reviews/Star ratings Add to List

Short Description Availability

BIC® Round Stic® Ballpoint Pens, Medium Point, 1.0 mm, Translucent Barrel, Black Ink, Pack Of 60 Pens

Item #664011 | Manufacturer #GSM60-BLACK

★★★★★ 4.7 (685) Write a review



1 / 9

Description

Specs

Reviews

\$5.98 box

– 1 +

Add To Cart

Add To List

Delivery
Estimated delivery 1-3 business days
99+ in Stock

Recommendations for you

Others also purchased

☐ Post-it® Notes Super Sticky Notes, 3" x 3", Miami, Pack...
★★★★★ (390)
\$20.99 each

View Details >

☐ Post-it® Super Sticky Notes, 3" x 3", Canary Yellow...
★★★★★ (96)
\$21.99 each

This view shows estimated delivery days, detailed description and specs, as well as, more item photos

Restricted Items



Restricted Item

Your company may decide to restrict some products from being purchased such as laptop computers. Based on their decision, you may be able to see these items and item numbers/cost for internal requests, they may be hidden from view or they may be able to be placed in the cart and approvals would be done within your company's eProcurement system.

Shopping Cart

The shopping cart is where you will review the items you have chosen and select “Checkout” to send the cart back to your company’s eProcurement system for creating a requisition. After approvals within your company’s system, an order will be sent to Office Depot electronically.

Shopping Cart

[Continue Shopping](#)

	Shipping	Qty.	Price
 Clorox® Clean-Up® Disinfectant Cleaner With Bleach, 32 Oz Bottle Item # 115581 Entered Item # 115581	Delivery In-store pickup not available. Estimated delivery 3-5 business days	1 Save For Later Remove	\$6.89 \$6.89 each
 TUL® BP3 Retractable Ballpoint Pens, Medium Point, 1.0 mm, Silver Barrel, Blue Ink, Pack Of 12 Pens Item # 1310454 Entered Item # 1310454	Delivery In-store pickup not available. Estimated delivery 3-5 business days	1 Save For Later Remove	\$17.99 \$17.99 pack

[Update](#) [Empty](#) [Add to List](#)

Order Summary

Subtotal	\$24.88
Estimated Tax	\$2.43
Estimated Delivery	FREE
Total (2 Items)	\$27.31

[Checkout](#)

- Update quantities
- Remove items
- Update the cart
- Empty the cart
- Add to List (shopping list)

Custom Printing and Stamps

Print & Copy

Office Depot offers a variety of custom printing, copying and custom stamps. These can be designed within punchout and the details can be accessed when the order is received to be fulfilled.

Each custom item gives you on-screen instructions and choices

Copies

Print Options | Finishing | Advanced

Job Name:

Pages: 1 | Quantity: 1 | Paper Size: Letter

☒ Full Color ☐ Black & White

☒ Single Sided ☐ Double Sided

☒ Portrait ☐ Landscape

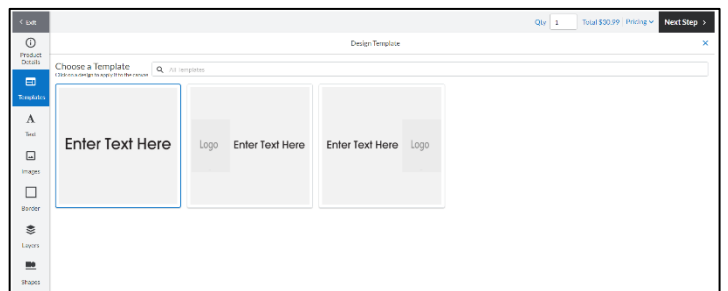
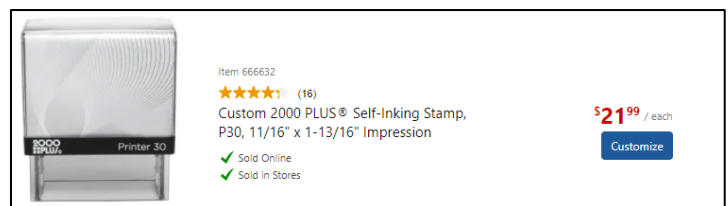
☒ Collated ☐ Not Collated

Paper Type and Color: Standard Whites - 24lb

Your Price: **\$0.37**

By choosing "Add to Cart" you agree to our [Terms of Use](#)

Questions? Contact a Print Specialist: 800.983.3376



Brand Identity



Brand Identity

If your company has chosen this option, they have developed print documents that can be used company wide. This includes business cards, stationary, envelopes, address stamps and more that can be customized with your information and have a company logo or other information already built in.

Icon Legend

The Icon Legend below represents special attributes for products that can be purchased through Office Depot. Some icons may not apply to all accounts. Prices and offers on www.officedepot.com may not apply to purchases made on business.officedepot.com. See Terms of Use for details

Delivery only

Indicates items that are available for delivery only.

Store Pickup of Online Order Available

Indicates these items may be purchased online and acquired at the Office Depot® store you've selected.

Sold in Stores

Indicates these items may be purchased at Office Depot® stores. Item availability may vary based upon location.

HUB

HUB - Historically Underutilized Businesses include minority-owned, women-owned, disabled-owned, veteran-owned, and small (SBA 8(a), SDB, and HUB Zone) businesses.

Refurbished

Indicates product has been serviced and restored to original state by manufacturer. It has been tested and is in a good working condition.

*Volume Discount Available

Indicates item has added cost reduction based on quantity ordered.

Non-Returnable

Indicates items that are shipped directly from the manufacturer. Because these items are special order, please note that Office Depot is unable to accept returns. Cancellation of orders may be done only on the day of purchase.

Best Value

Indicates Core List items that are specially priced for your account.

SELECT

Indicates items that are contained in the BSD Select Catalog.



indicates the item is covered under FSSI OS2 BPA GS-02F-XA009



Indicates additional items with discounted pricing for your specific account.



Indicates school related items with pricing that has been negotiated for your specific account.



Indicates items that your organization chose to be restricted from purchase.



Clearance items available while supplies last. Quantity varies by location. Pricing available through OfficeDepot.com only.



Indicates this special order product may be customized by you during the order process.



Oversized items, based on product dimensions or weighing more than 70lbs, are charged a delivery fee based on the method of shipment and destination. This charge is per order, regardless of how many products are ordered. Actual delivery prices will be provided at point of sale and may be reviewed at any time during your shopping experience by clicking on the checkout button. Delivery expected within seven business days of purchase; valid for in stock furniture and oversized technology.



Freight Delivery service is available for large technology items (greater than 70 lbs.). In most instances, there is no fee for Standard Delivery. These items are delivered by freight trucks that are approximately 56 inches above the ground. These trucks are designed to load and unload items at a loading dock. Most items require a fork-lift. Freight with Liftgate Delivery service is available for an additional cost.



Expedited Delivery Service available for certain technology items, and certain technology items may require additional time in transit. Faster service for certain technology items, Next Business Day and Next Business Day AM delivery are available for an additional cost.

▶ Same Day Delivery

Order by 10 AM, get your order by 5 pm that same day. Available for a fee of \$14.95 on most stock orders. Excludes Furniture. Not available in all areas.

▶ GSA Schedule

Indicates the item is covered under GSA Contract GS-14F-0040K.

▶ Not on GSA Contract

Indicates the item is not on GSA Contract and is sold on an open market basis.

◆ LIMITED PURCHASE

Indicates the item is available for limited purchase. See Bulletin Board statement for dollar limit.

▶ 3 Day Delivery

▶ 2-3 Day Delivery

▶ 4-7 Day Delivery

▶ 8-14 Day Delivery

▶ 15-21 Day Delivery

Indicates items that are outside of the regular delivery area, will be delivered in the time specified.

 Eco-conscious

Indicates items with one or more meaningful eco-attribute or eco-label, details of which are provided in the item description or detail.

 Recycled content

Indicates items that contain post-consumer and/or postindustrial recycled materials.

Diverse Supplier

Indicates item was sourced from a third-party certified diverse-owned or small business enterprise, which include businesses owned by Women, Minorities, Veterans, Persons with Disabilities, and/or LGBTs and small businesses as defined by the Small Business Administration.

 Contract Items

Indicates Core List items that are specially priced for your account.