

Technical support: 800-269-6888 Customer Services: 888-777-4044

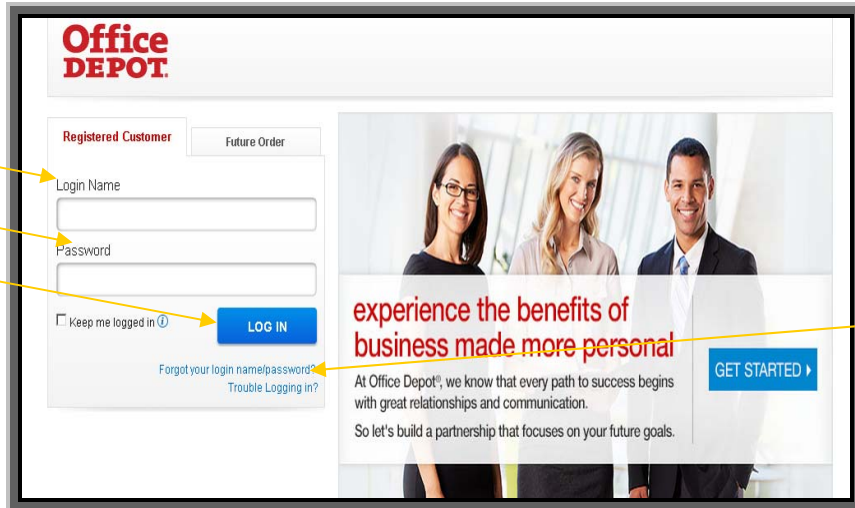
User Login

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

Enter you user Name/ID

Enter Passwor

Click Log in



Lost Login / Password assistance

Home

The landing page includes the bulletin board to keep you informed. From this page all shopping features may be launched.

Order by Item #

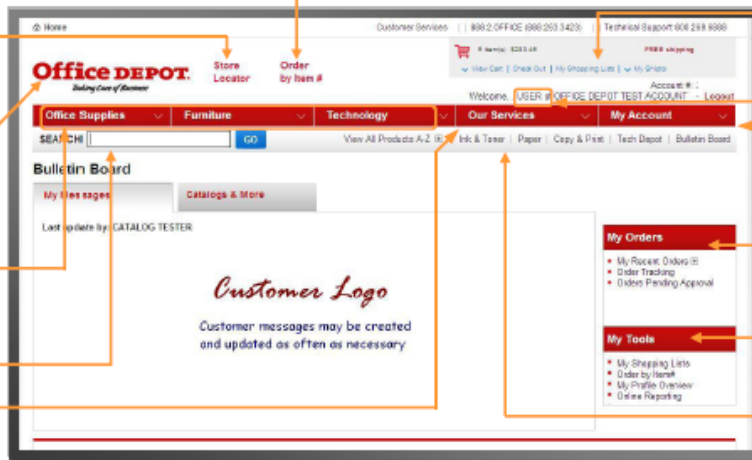
Store Locator

Click logo to: Link to the alternate home page

Click to view specific catalog sections

Search

Click **Our Services** to access printable and online user guides



Persistent Shopping Cart: View Order Details, Shopping lists, and Shipping information

Click To Access: **My Account** To view Account Profile, Order Tracking, Shopping Lists, and Reporting

My Orders: Links to common order information

My Tools: Links to commonly visited areas

Click: **Ink & Toner** Find refills and supplies for your business machines.

Building Your Order

Step 1 Logon on to <https://business.officedepot.com> using the unique user id and password provided by your Office Depot representative

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

– **Catalog:** Click a category from the **Product 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.

– **View All Product A-Z:** Search by categories in the alphabetical index. Hold the mouse over the letters to view a list of categories, or click on the category to see a list of subcategories or items.

– **Order by Item #:** Enter the Office Depot, manufacturer, or custom product code numbers, then quantity and click

ADD TO CART

Check the box “Show Images” to view product images and details. Enter up to 20 items at once.

– **Ink & Toner:** Find refills and supplies for your business machines. Search parameters may be saved for future use.

– **Shopping Lists:** Add preselected lists of items to your order by choosing from the Shopping Lists menu. 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 **** Optional - recommended ** View Cart** to 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.

Step 4 Checkout - Review selected items, review or modify shipping address and other accounting field requirements.

If the order is released by 5:00 it will be processed for next available day delivery

<https://business.officedepot.com>