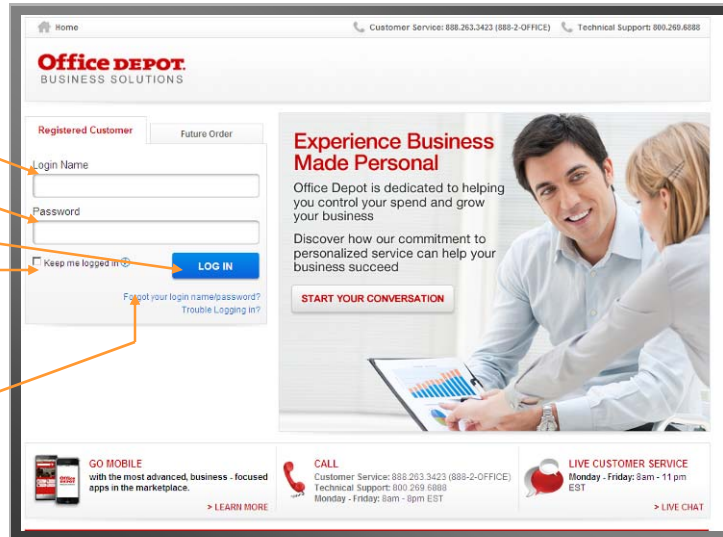


Technical support: 800-269-6888 • Customer Services: 888.263.3423

**User Login**

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

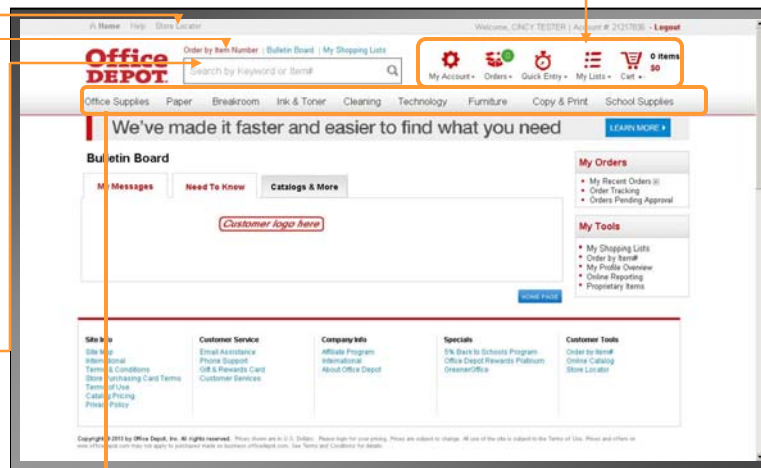
- Enter your user Name/ID
- Enter Password
- Click Log in
- “Automatic Login”  
Check this box to by-pass the login page and connect to your account without rekeying credentials.
- Lost Login / Password assistance



**Home**

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

- Help**  
Live Chat, customer service links, User Guide and online Demos
- Store Locator**
- Order by Item #**  
Key in up to 20 product #'s for simultaneous entry into shopping cart.
- Search:**  
Type in product description: Office Depot or manufacturer product codes. Predictive search reduces keystrokes
- Click on Product Category to view product groupings.
- Ink & Toner** Find refills and supplies for your business machines.

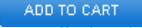






- My Account**  
To view Account Profile, On line Reporting, Dashboard features
- Orders**  
View order tracking, Orders waiting for approval, Future Order Recent orders
- Quick Entry:**  
Add a single item to order or shopping cart with fewer clicks.
- My Lists**  
Shopping Lists, manage lists and quick view default shopping lists
- Shopping Cart:** value, details and current shipping address


## 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.
- **Order by Item #:** Enter the Office Depot, manufacturer, or custom product code numbers, then quantity and click  Click the **"Show Images"** check box to view product images and details. Enter up to 20 items at once.
-  **Quick Entry:** Add a single item to order by entering Office Depot part # manufacturer# , or custom product code numbers, quantity then 
-  **My Lists.** Select Default or any Add preselected 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.*

**Step 3**  **\*\* Shopping 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**  - 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