



Web Ordering Overview

LOG ON:

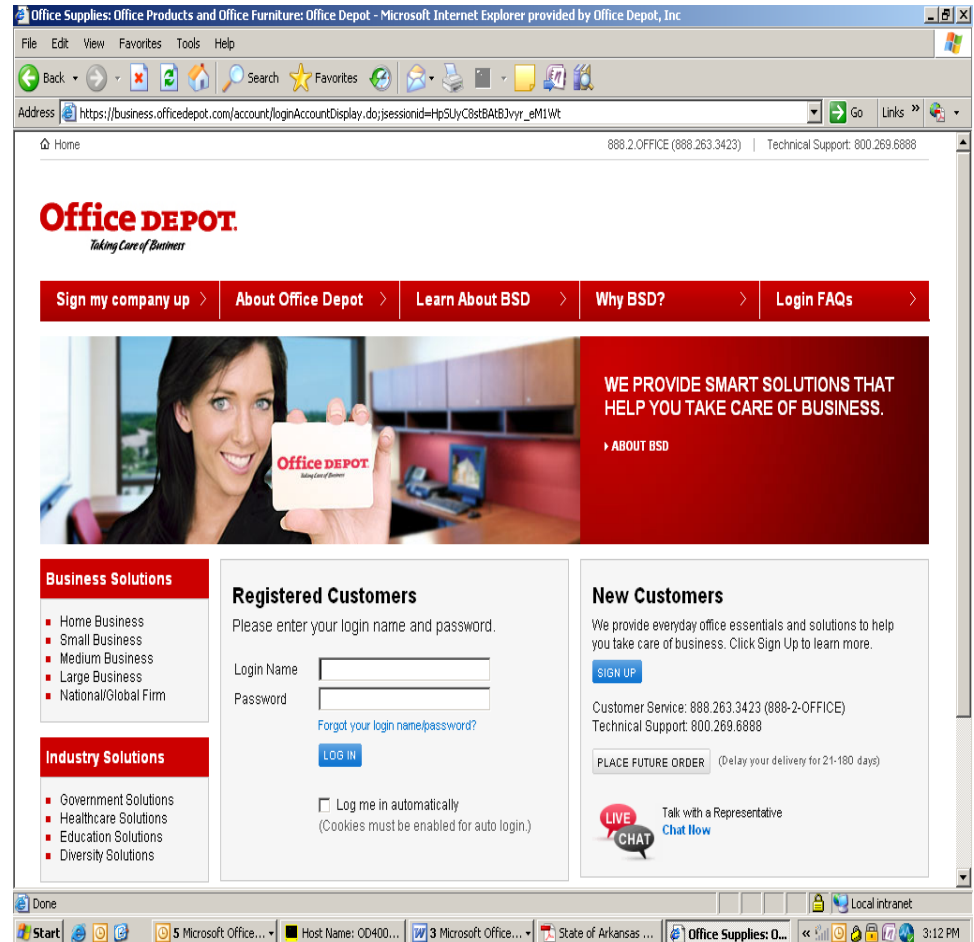
➤ <https://business.officedepot.com>

➤ Enter your login name & password

LOGIN:

PASSWORD:

➤ Click on the Login button



LOG ON Cont:

- The first time you login you will be prompted to change your password and select a security question.
- You will only have to complete this process once.

Office Supplies: Office Products and Office Furniture: Office Depot - Microsoft Internet Explorer provided by Office Depot, Inc

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://business.officedepot.com/account/loginAccountSet.do> Go Links

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

Office DEPOT. *Taking Care of Business*

Store Locator Find a Store Order by Item # Quick Order

0 item(s): \$0.00
[View Cart](#) | [Check Out](#) | [My Shopping Lists](#) | [My Shipto](#)

Account #: 46632999
Welcome, KEVIN DAVIS of PROMEDICA HLTH SYS TE - [Logout](#)

Office Supplies Furniture Technology Our Services My Account

SEARCH GO View All Products A-Z Ink & Toner Paper Copy & Print Bulletin Board

Home > [My Account](#) > Login and Lost Password Information

Manage Account

- Manage Contacts
- Manage Ship To
- Manage APPROVE
- Manage CO-DISA
- Manage GRANT#
- Manage ACCT#

Manage Users

- Add New Users
- Edit Active Users
- Active/Inactive Users
- Tiered Approvals
- Procurement Card Registration

My Profile

- My Profile Overview
- Select Ship To
- Select Contacts
- Select APPROVE

Login and Lost Password Information

Update Security Question

Attention!
Your profile is not configured with a security question. Please select a security question and provide a confidential answer. If you forget your password, this information will be used to help us validate your identity.

*Security Question:

*Answer:

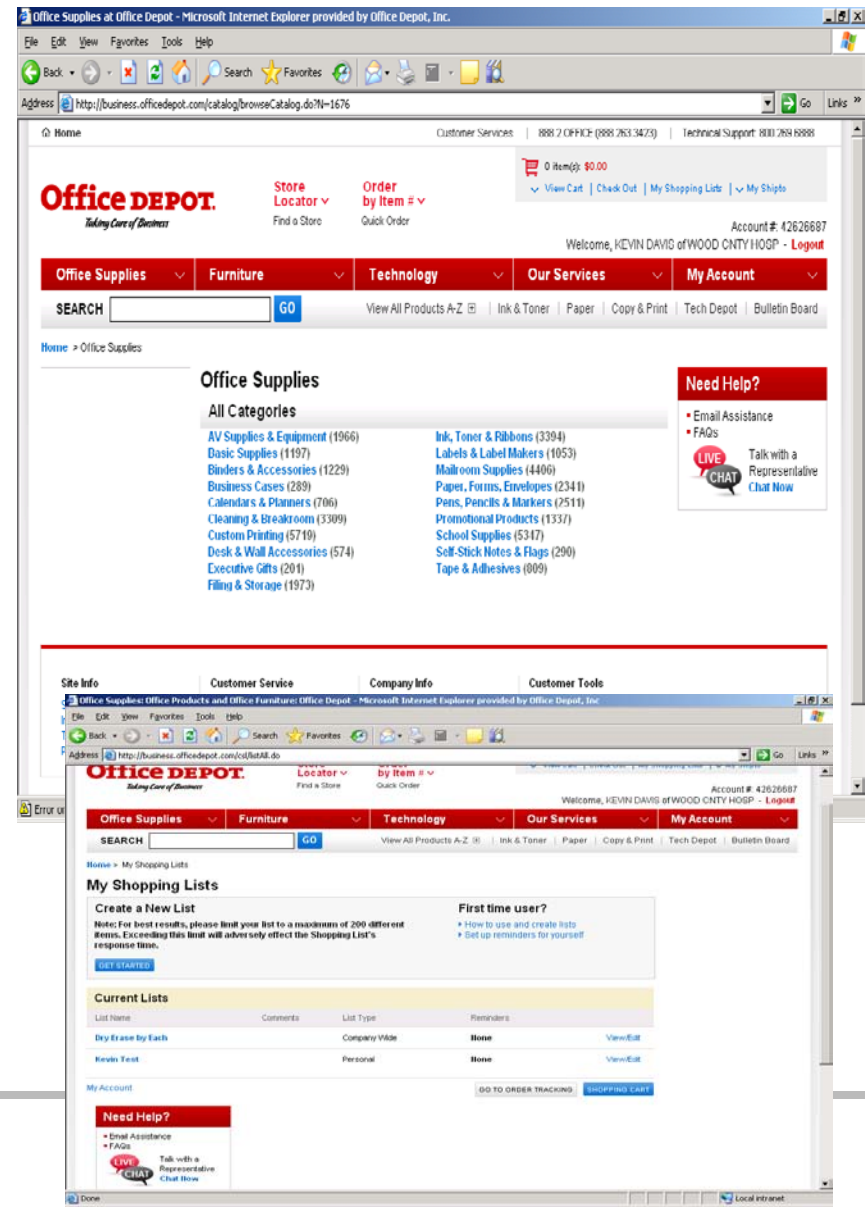
*Confirm Answer:

UPDATE

Done Local intranet

PLACE AN ORDER:

- To place an order, you must add items to your cart and then checkout. To add items to your cart, utilize the “ADD TO CART” button on any page. You may select items by clicking on any of the following options:
- **Order by item #** - lets you add up to 20 items to the cart at a time. You need to have the item number or manufacturer number.
- **My shopping lists** – allows you to select from a list of products that your organization has preloaded or develop your own list of items you order frequently.
- **Search Tools** – search by item number, manufacturer number or description

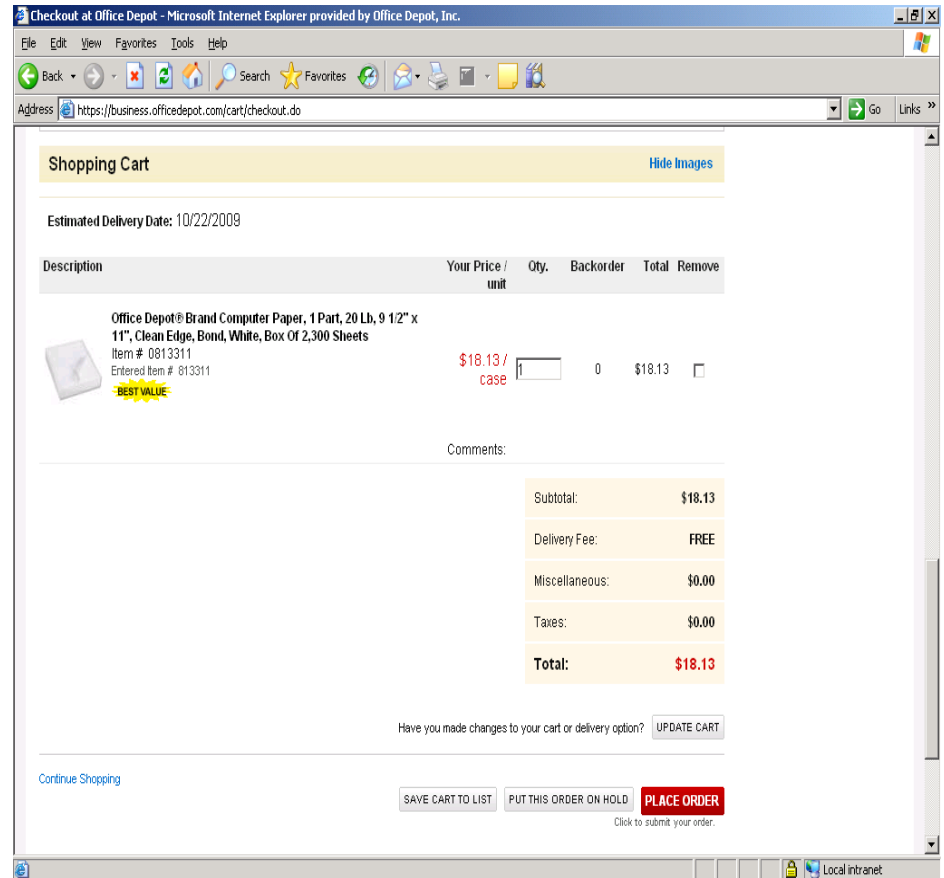


FINALIZE YOUR ORDER:

- Once you have added all of your required items to your cart, click the “Check Out” button under the Shopping Tools section. The system will confirm your account information. Confirm that all information is correct. (Name, phone, email & shipping information) If an EDIT key appears to the top of box, you can click and change that information. If a SELECT key appears to the right of a field, you can click and choose from a list of defaults in our system. You may also change the contact name & phone number. Make any necessary changes.

REVIEW YOUR CART:

- Here you can make changes to quantities, or remove items. If you make any changes be sure to hit the “UPDATE SHOPPING CART” key. After you have updated your cart or if you do not need to make any changes hit the “PLACE ORDER” key to proceed with your purchase. You may also place the order on hold or cancel it completely



TRACK AN ORDER:

- To track your order in the approval or delivery process, click the gray “ORDER HISTORY & TRACKING” button on the top middle of the screen. This search will show you 18 months of order history. You may filter your search by PO, order number, date, cost center, etc. by choosing the “CLICK HERE” link. You may click on the order number to see the details of the order.

Office Supplies: Office Products and Office Furniture: Office Depot - Microsoft Internet Explorer provided by Office Depot, Inc.

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Local intranet

Address <https://business.officedepot.com/orderhistory/releaseOrCancel.do> Go Links

Orders

Use one of the methods below to locate a specific order.

Find Your Order

Search by item or order number, order status, or order date range

Search By:

Status:

From: To:

Date Range:

Min: Max:

Dollar Range:

Approver: [Select Approver](#)

[SEARCH ORDERS](#) [Show All Orders](#)

Need Help?

- Email Assistance
- FAQs

LIVE CHAT Talk with a Representative [Chat Now](#)

Orders from 09/21/2009 to 10/21/2009

Click an order number to see the details of your order, or to view delivery tracking information.

Orders Pending Approval

No orders were found

Processed Orders

Result 1 - 10 of 117

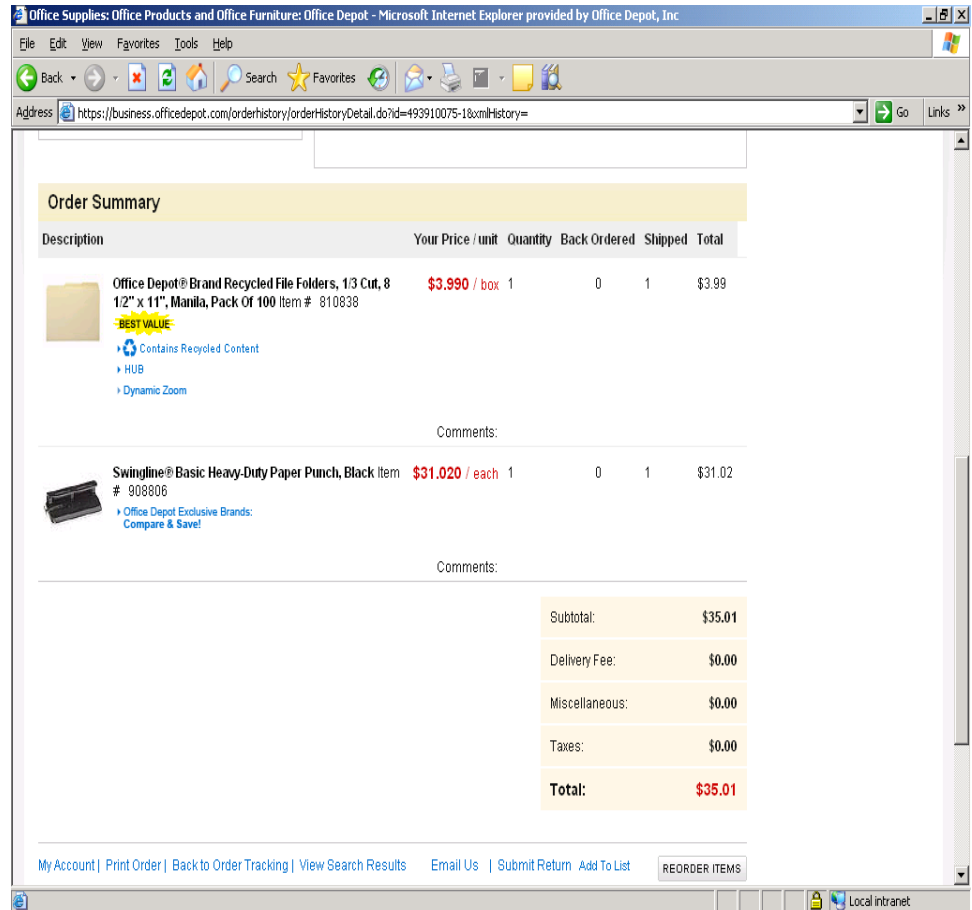
Page: 1 2 3 4 5 6 | [Next](#) [Last](#)

Order Number	Total	Order Date	Delivery Date	Changeable	PO #	COSTCTR	Status	Contact	Type
493910226-001	\$49.90	10/19/2009	10/21/2009	No	MM020043	7040	Shipped	RADIOLOGY	Order
493910075-001	\$35.01	10/19/2009	10/20/2009	No	MM020043	6100	Delivered	OB	Order
493909869-001	\$0.34	10/19/2009	10/20/2009	No	MM020043	6210	Delivered	S. HALLECK	Order
493909570-001	\$23.98	10/19/2009	10/20/2009	No	MM020043	6122	Delivered	SUE B.	Order
493908136-001	\$132.34	10/19/2009	10/20/2009	No	MM020031	0000-1500	Delivered	STOCK ORDER	Order
492887342-001	\$59.16	10/16/2009	10/19/2009	No	MM020016	6022	Delivered	2 NORTH	Order



Done Local intranet

PROCESS A RETURN:

- To return a product, simply go to “ORDER HISTORY & TRACKING”. Click on the order number, hit “SUBMIT RETURN”, indicate which item(s) you are returning, reason, and “CONTINUE” at the bottom of the page. You will then receive a Returning Authorization number and the product will be picked up within 5 business days.



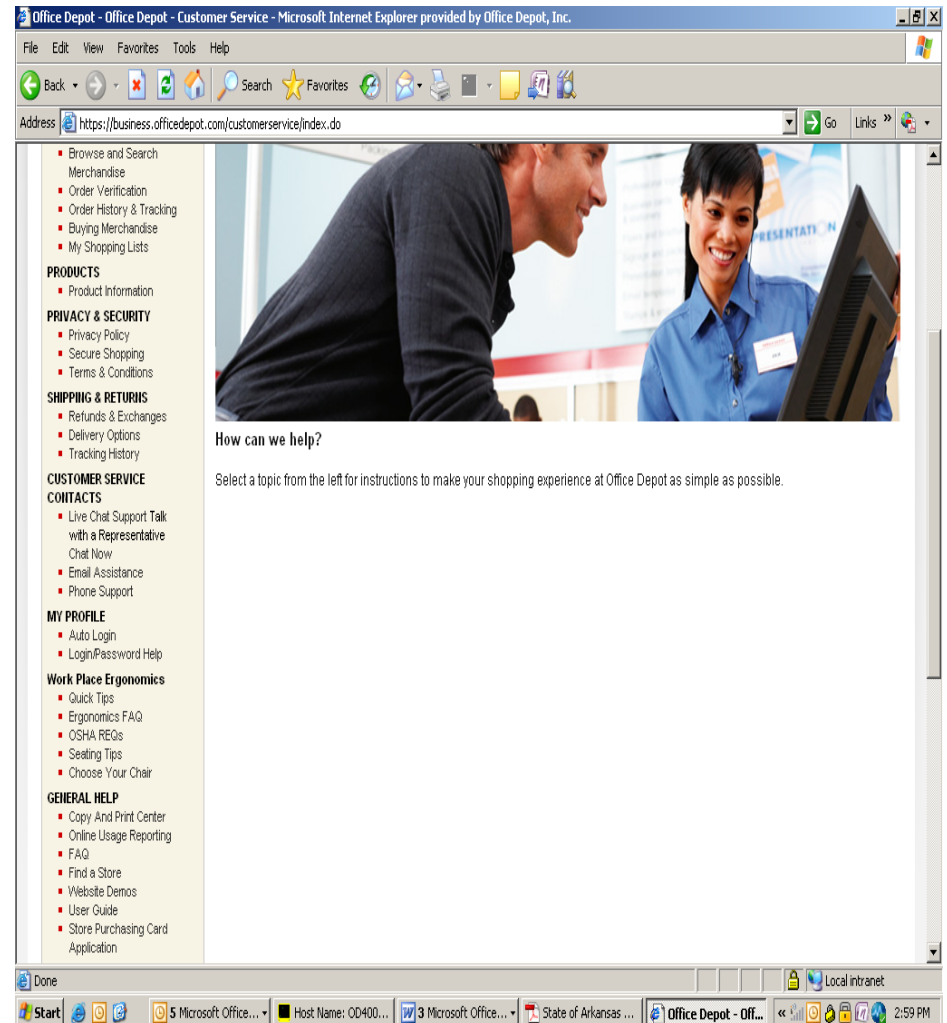
The screenshot shows a web browser window with the title "Office Supplies: Office Products and Office Furniture: Office Depot - Microsoft Internet Explorer provided by Office Depot, Inc". The address bar shows the URL: <https://business.officedepot.com/orderhistory/orderHistoryDetail.do?d=493910075-1&xmlHistory=>. The page displays an "Order Summary" for two items:

Description	Your Price / unit	Quantity	Back Ordered	Shipped	Total
 Office Depot® Brand Recycled File Folders, 1/3 Cut, 8 1/2" x 11", Manila, Pack Of 100 Item # 810838 BEST VALUE Contains Recycled Content HUB Dynamic Zoom	\$3.990 / box	1	0	1	\$3.99
Comments:					
 Swingline® Basic Heavy-Duty Paper Punch, Black Item # 908806 Office Depot Exclusive Brands: Compare & Save!	\$31.020 / each	1	0	1	\$31.02
Comments:					
Subtotal:					\$35.01
Delivery Fee:					\$0.00
Miscellaneous:					\$0.00
Taxes:					\$0.00
Total:					\$35.01

At the bottom of the page, there are links: [My Account](#) | [Print Order](#) | [Back to Order Tracking](#) | [View Search Results](#) | [Email Us](#) | [Submit Return](#) | [Add To List](#) | [REORDER ITEMS](#). The status bar at the bottom indicates "Local intranet".

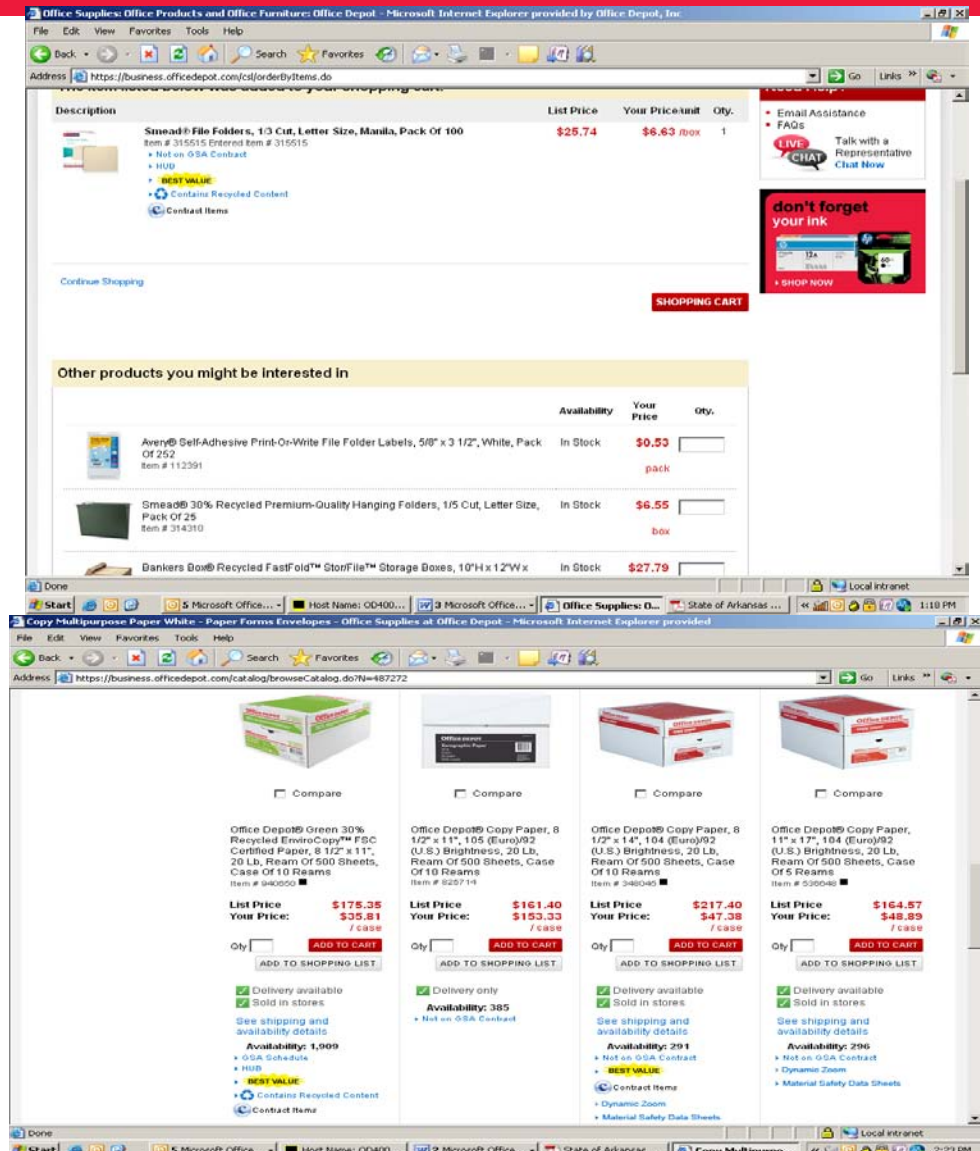
CUSTOMER SERVICES – SELF SERVICE

- You can access several self service items in the Customer Service tab
- Under the OUR SERVICES section of the upper red toolbar.
 - Choose live chat to chat with an online representative.
 - Choose email assistance to send an email to customer support.
 - Choose website demos to see demonstration for navigating the Site.



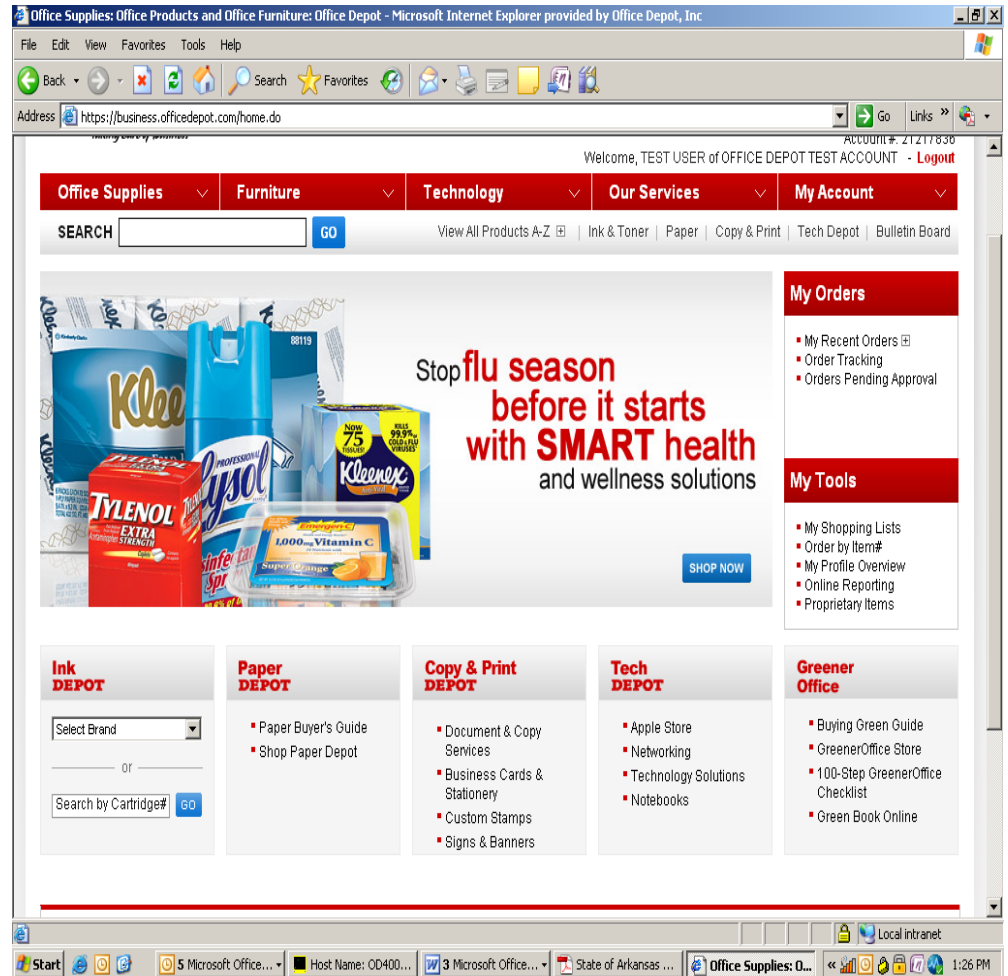
HUB, RECYCLED, PRIVATE BRAND ETC...

- When items are placed in the shopping cart specific icons will be shown based on the item. The example below shows that it is a contract/best value item, that it is manufactured by a HUB – **HUB** historically underutilized business and that it contains recycled material.
- Private Brand items have the Office Depot logo as demonstrated on the paper boxes in the screen shot below.



TOOLS – FINDING GREEN

- From the Home page there are various tools to aid you in finding the things you need. For instance if you are interested in Green items you can use the tools under Greener Office.



APPROVALS

- Users profiles may be assigned a single level approver or a workflow of approvals.

Office Depot - Account Registration - Microsoft Internet Explorer provided by Office Depot, Inc.

File Edit View Favorites Tools Help

Address <https://business.officedepot.com/account/shipto/userprofile/selected/router.do> Go Links

Query: Any Placed Orders
Modify Placed Orders
Can Place and Release Orders
Hide restricted items [View Restriction Types](#)
Don't forget to set defaults for restricted permissions

Dollar Limits:
Per Unit Price:
Per Extended Line Item:
Per Order:

Minimum Order Value ☒ Adhere to minimum order value

Workflows/Approvals
Enter a Workflow Template: [Search](#) [What is a Workflow Template?](#)
OR
Assign an Approver email: [Assign a Single Approver:](#)
☐ Send email in HTML format

Custom Catalogs
Assign a Custom Catalog:

[Return to My Account](#) [CREATE USER](#)

Site Info
[Site Map](#)
[International](#)

Customer Service
[Email Assistance](#)
[Phone Support](#)

Company Info
[Affiliate Program](#)
[International](#)

Customer Tools
[Order by Item#](#)
[Online Catalog](#)

Done

Start 5 Microsoft Office... Host Name: OD400... 2 Microsoft Office... State of Arkansas... Office Depot - Ac... Local intranet 1:48 PM