Office Depot Business Solutions Division

Quick Start **End User** Guide

Technical Support: 800.269.6888 • National Customer Service: 888.777.4044

User Login

In your Internet browser address bar, type https://business.officedepot.com.

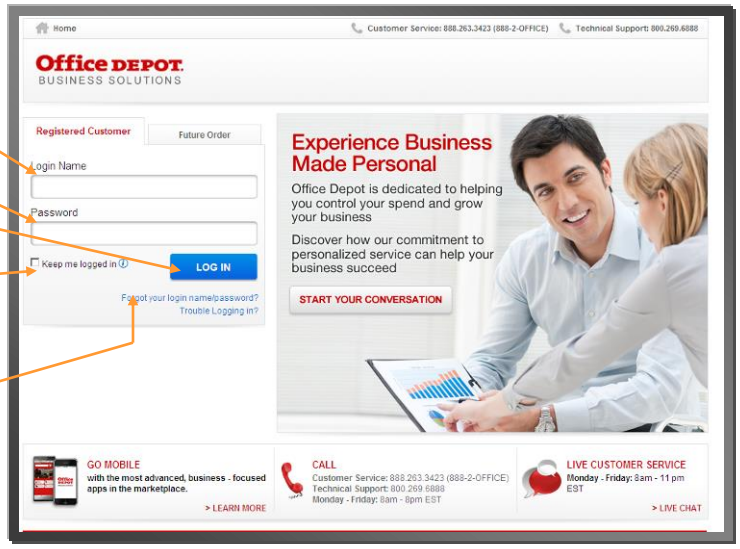
Enter your User Name/ID.

Enter your Password.

Click "**LOG IN**".

Check the "**Keep me logged in**" box to by-pass the login page and connect to your account without rekeying credentials on future visits.

Click here if you have forgotten your User Name or Password.



Home

The landing page includes a bulletin board to keep you informed about specials and changes to the site. You can launch all shopping features from this page.

Help
Access Live Chat, Customer Service links, User Guide, and Online Demos.

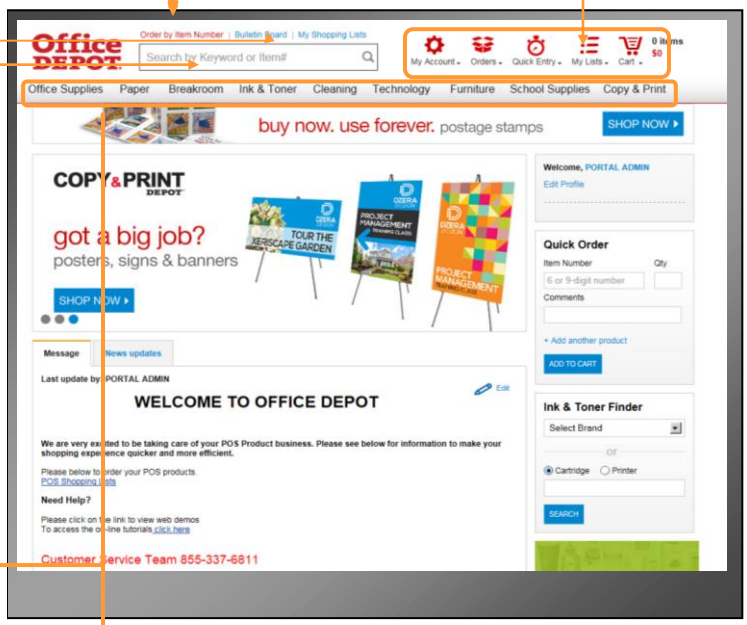
Store Locator
Find the store nearest you.

Order by Item #
Key in up to 20 item #'s for simultaneous entry you're your Shopping Cart.

Search
Search using keywords, a product description, or the item #. Predictive search reduces keystrokes.

Click on a "**Product Category**" to view product s in groupings, such as paper or pens.

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



My Account
View Account Profile, Online Reporting, and Dashboard features.

Orders
View Order Tracking, Orders Waiting for Approval, Future Orders, and Recent Orders.

Quick Entry:
Add a single item to your Shopping Cart with fewer clicks.

My Lists
View and manage your Shopping Lists and quickly access your default Shopping Lists.

Shopping Cart:
See your Shopping Cart dollar value, Order Details, and your current Shipping Address.

Building Your Order

Step 1 **LOGIN** to https://business.officedepot.com using the unique User ID and Password provided to you by your Office Depot representative. Your initial User ID is your email address and Welcome1 is your initial password. You will see instructions on how to update your password when you first login.

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

- **Catalog:** select a category from the **Product Navigation Bar** and search either within the category or any sub-category to view products.
- **Search:** type item **Keyword** or **Item #** 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 re-sorted by: Best Value (your contract pricing), Price, or 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 #; then the quantity; and click ADD TO CART. 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 your order by entering the Office Depot Item #, the Manufacturer #, or Custom Product Code Numbers; then add the quantity and click ADD TO CART .
- **My Lists:** select the "**POS Paper**" or "**POS Ribbons**" List. To add an item to your Shopping Cart, enter the quantity desired, make sure the "**Select Box"** is checked, and click ADD TO CART .

*Hint: the shopping list quantities are preset to "0", simply click "**Select All**" and populate a quantity only on the desired items.*

Step 3 Click "**Shopping Cart"** to review your selections, view Office Depot's recommended savings opportunities, share your cart with another user, save items for later, or add them to custom Shopping Lists.

Step 4 **Click** CHECK OUT to review your selected items, shipping address, and payment/billing information; modify as needed. If your order is submitted by 5:00 PM (your local time), it will be processed for next day delivery on all in-stock items.

YOUR OFFICE DEPOT ACCOUNT MANAGER:

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