1. **LOGIN**
   Enter your **Username** or **PIN** and **Password**.
   Then click on the **Login** button.

2. **CREATE NEW ORDER**
   To start your order, choose **Create New Order**.

If you order for multiple locations or if your account uses cost centers you will be asked to select your delivery code (address), as well as cost center information. If you are required to enter information in a particular field, you will not be able to proceed with your order until you do so. Click **Continue** to start shopping.

- **Set your default code for future orders.**
- **Select cost center**
ORDERING SCREEN
You will see several shopping options in the ordering screen. You may choose any shopping method to add items to your shopping cart.

ORDER BY ITEM #
The Order by Item # screen is for quickly adding items to your order by typing in the item #.

The site will automatically assign the lowest stocking unit (smallest unit of measure available) for the items.

After typing in the product codes and quantities, click on the Add to Cart button.
SHOP BY CATEGORY
Need to quickly find an item? Shop By Category groups our product offering into intuitive headings, making your product search a snap! You can find your items in three easy steps.

Choose a Category.

Select a Subcategory

Further Refine your product search to view items to add to your order.

VIEWING PRODUCTS
Once finding an item using the shopping options noted above, you will see a picture and description of each item. Click on the Product Name and Description to view the Product Overview and Item Specifications. To add items to your cart, enter Quantity then click Add to Cart.

INK & TONER FINDER
Find your toner, ink, transfer kits, ribbons, and more with our Ink & Toner Finder. Search by cartridge number or use the selection guide to find what you need easily and quickly.

You can either:
Enter your Cartridge # or Printer Model and click Search

-OR-

Select a Product Category, Manufacturer, Product Line, and Model from the dropdown menus. Select one of the manufacturer/models results to see the products available for your machine. Scroll down through the list of results to see available remanufactured and compatible products.

Confidential: Office Depot Customers Only
### SHOPPING CART

**View Cart** takes you to your shopping cart. You can change quantities, remove items from your order, and add item comments from this screen.

- Click **Add Item Comments** to add info that will be displayed on your packing slip.
- Check the box next to the item you want to add to a list then click on **Add to List**.
- To change a quantity, type in the new quantity then click **Update**.
- Click on **Remove Item** to delete an item from your shopping cart.

### SEARCH

Not sure what you’re looking for? Our **Search** feature allows you to quickly and easily find the items you need.

Type a **Keyword** or **Item #** into the search box and click **Search**. OR, our predictive text feature will display possible results, and you can click on a suggestion to see additional information.

Refine search results by selecting a **Product Type** (such as Small Business, Diverse Supplier and/or Recycled Goods), **Brand, Color, Size**, or any **Other Attribute** that appears for your product. Simply **Check the Boxes** as needed and your search results will update automatically!

You can sort the results by using the **Sort By** dropdown menu. **Contract Items** returns items with deeper discounts.

---

*Confidential: Office Depot Customers Only*
ITEM COMPARISON
The Item Comparison feature allows you to display items side by side and see item similarities and differences.

There is a Compare Column to the far left of every item. Check the boxes of the items you want to compare then click on the Compare button.

You have an option to Print or Email the page by clicking on the respective buttons.

You can type in a quantity and click on Add to Cart to add an item to your order.

The selected items are put side by side. The Highlights show the difference between the two items.

SHOPPING LIST
If your site has shopping lists or you have created your own shopping lists you can utilize them to quickly add items to your cart.

Click the Shopping Lists tab.

Use the search engine to quickly find which list contains the items you need.

Click the title of the list to open the list.

You can move through a specific list by scrolling up and down or by clicking on the page numbers or Next and Previous links.
SAVE ORDER
The options to Save Order will always be located at the top right of your screen.

When you click on Save Order you will have a choice of saving the order as a Repeat Order or as an Order You Will Finish Later. If you choose to Save as a Repeat Order, you will be asked to name the order before clicking on Save.

To recall a Saved Order, select the Manage Orders tab and then Saved Orders.

Click the PO# link to open the order and then Continue Shopping.

REPEAT ORDER
Repeat Orders save your delivery and billing information together with the items in your cart - making it easy to create new orders without starting from the very beginning.

When you click on Save Order you will have a choice of saving the order as a Repeat Order. If you choose to Save as a Repeat Order, you will be asked to name the order before clicking on Save.

To recall a Repeat Order, select the Manage Orders tab and then Repeat Orders.

Click the NAME of the repeat order to open the order.

This creates a new order.

If your business rules allow, you can create a schedule to automatically release orders by choosing Update Order Schedule.

To go directly to checkout, with this new order click Checkout.

To open the cart to make changes to the items or quantities click Edit Order.
CUSTOMER SERVICE & ONLINE ASSISTANCE

Our Customer Service and Online Assistance features will ensure you have the answers to any questions that arise, right at your fingertips!

Clicking on the Customer Service link will take you to a page where you can find Customer Service Phone Numbers, Track an Order, Request a Catalog, Request Invoices and Returns etc.

We provide live, immediate Online Assistance. You can request a Customer Service associate to contact you via Online Chat or via Callback. You may contact Online Assistance for any reason, technical or customer service related, and your request will be responded to within seconds!

The Online Assistance button is available on every page at the top, right corner of your screen. Just click on it, choose how you want to be contacted and click Connect Now.

Confidential: Office Depot Customers Only
CHECKOUT & PLACE ORDER

The Checkout screen allows you to review your order, as well as confirm your shipping and billing information prior to placing your order.

To place your order, click on the Checkout button located on the top right side of the screen.

The first checkout screen is Billing and Shipping.

In "Order Comments 1" place your department name. In "Order Comments 2" place your building name and room number that the supplies are to be delivered to.

On the Order Summary screen, you can review all order details prior to submitting. Once you've successfully reviewed your order, click on the Submit Order button to place your order.

Click on Continue Shopping to add more items to your order, View Cart to edit your order, or Continue to place your order.

Confidential: Office Depot Customers Only
Creating Personal Shopping Lists

There are 2 options for creating personal shopping lists: before you begin shopping and during the shopping process. The below instructions will walk you through both options.

1. CREATING A SHOPPING LIST BEFORE YOU SHOP

From the Manage Orders tab, click on Manage Shopping Lists.

2. CONFIGURE YOUR LIST

On the Manage Shopping Lists screen, click Create New List, Name your list, and enter a Category Name. The Category Name can help keep items grouped by product type (i.e. Binders or Writing Instruments). Then, choose how you want your items to be Sorted (the Examples link can help you decide).

Click Continue to go the next page.

3. ADDING ITEMS TO YOUR LIST

You will be brought to the Order by Item # page where you can search for items in the Shop By Category section to add to your list. Within the Search Results, select your Category from the Add Items to This Category dropdown. You can then simply click the Add to Shopping List box next to each item you’d like to add, or click the Checkbox next to the Add to Shopping List box for each item you’d like to add and then click the Add to Shopping List box to add all checked items at once.

4. SAVE YOUR LIST

Once finished, click Save List at the top of the page

5. USING YOUR LIST

To place an order with items from your personal shopping list, click Create New Office Products Order, choose your shipping and billing codes if necessary and click Continue. Click the Shopping List tab, click on the Name of your list to open it. Enter Quantities and click Add to Cart.
Creating Personal Shopping Lists

1. CREATING A SHOPPING LIST WHILE YOU SHOP

You can create a shopping list while you are in shopping mode. You will see two buttons, Add to Cart and Add to List. Clicking on the Add to List button will add the item to a personal shopping list, either new or existing.

2. ADDING ITEMS FROM YOUR SHOPPING CART

Remember if you add the items to your list they are not in your shopping cart!

An easier way to create the list while shopping is to add the items to your cart then create your shopping list.

When you are in your Shopping Cart, check the Box to the left of the items you want to add and then click Add to Shopping List.

3. ADD ITEMS TO NEW OR EXISTING LIST

Click Create a New List or select an Existing List from the dropdown box. Then continue as if creating a list using the steps on the prior page.

4. CONFIRMATION OF ADDED ITEMS

A confirmation screen will appear to display how many items have been added to the list.

Remember: You must click Continue Shopping to return to your shopping cart.