
Enter user Name/ID
Enter Password
Click Log in

"Keep Me Logged on"
Check this box to by-pass the login page and connect to your account without rekeying credentials.

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

**Products:**
Click on Product header drop down to view product categories / sub categories

**Services:**
Click drop to view Copy/Print, Cleaning/Breakroom, Tech

**My Account**
To view Account Profile, Online Reporting, Dashboard features, Order History

**Order by Item #**
Key in up to 20 product #s for simultaneous entry into shopping cart.

**Shopping Lists:**
Shopping Lists, manage lists and quick view default

**Account Overview:**
Review your profile settings, verify email address, Accounting and ship-to fields, login permissions and payment settings

**Search:**
Type in product description: Office Depot or manufacturer product codes. Predictive search reduces keystrokes

**View Cart / Check out:**
View items within your shopping cart and then checkout

**Help:**
Live Chat, customer service links, User Guide and online Demos
Step 1 Log 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 your order:

- **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 sorted 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.

- 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.

- **Add a single item to order** by entering Office Depot part #, manufacturer#, or custom product code numbers, quantity then click **Add to Cart**.

- **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 **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 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.