



Order Guide



<https://business.officedepot.com>



Procuring office supplies using the Office Depot Business online ordering system.

THE ACCOUNT NUMBER WILL BE IN THE UPPER RIGHT OF THE SITE WHEN YOU ARE LOGGED IN

****IMPORTANT****

1. You should begin using Office Depot via the Office Depot business website upon receipt of your Welcome email.
2. Office Depot **Customer Service** number is: **888.777.4044 (when calling please have your order number or account number to provide to the Representative)**
3. If you need assistance accessing the site please email: TBD

The Office Depot system will enable you to place orders, return orders, browse product, track orders, and much more!

- Easy to navigate - find and order what you need quickly and efficiently
- **Locate your account number in the upper right corner of the site when you are logged in**
- Access real time inventory and pricing
- Create personal shopping lists
- View order status anytime

Sign on to your Office Depot Account to begin

Open your internet browser and enter <https://business.officedepot.com>

Your login name will be provided in the Welcome email

Your initial password will be provided in the Welcome email

You will be required to change your password on your initial login

- Login Name
- Password

Registered Customers

Login Name

Password Show

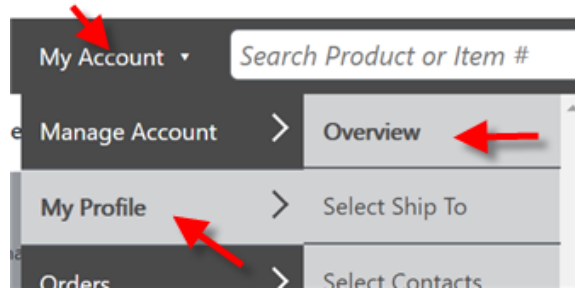
Log In

Keep me logged in

[Forgot your login name/password?](#)

Profile Settings

The first time you login click on My Profile and review all of the settings on your account. If any setting needs to be updated please send an email to your Account Manager and ask to have the setting corrected/updated prior to placing your first order.



If your phone number or email are incorrect you can **edit** that information. Please review the **Ship To** information as that is an area specifically assigned for this program.

Your User Settings

Manage your contact information, subscriptions and logins

User Info

EDIT

Subscriptions & Settings

Edit User Info & Communication Preferences
Edit Login Info & Password

edit phone number or email

Accounting Fields/Shipto [View](#) ☰

	Permission Setting	Current	
Contact	Add, Edit and Select Any Contact		View ☰ Select Other ▶
Ship To	Select any Ship To	1509W7THST DFA A-BUDGET 1509 W 7TH ST LITTLE ROCK, AR 72201-3933 USA	View ☰ Select Other ▶

review shipping information if incorrect email TBD

Internet ordering quick guide

Placing your order online


- 1) Begin by creating your cart
- 2) **Search** for the product(s) you wish to order, you can:
 - a. Search for product using key words or manufacturer part numbers by entering the information in the search space provided at the top of the page in the gray toolbar and then clicking

- b. If you know the item number(s) for the product(s) you wish to add to your cart select





Order By Item

in the upper toolbar to enter the item number/numbers and quantities of the product you wish to order all in one page

- 3) Select  to add your desired product to your shopping cart

- 4) Select  to verify/view items in your cart.

- 5) You can verify items in your cart then select  OR 

- 6) If you choose to  complete any required information

- a. You will then see your shipping detail
- b. Your ship to has been defaulted (if you have the option to order for other locations you will see the **Change button and you can change the information**).
- c. You will see an order confirmation number once your order is completed. You will also get an email confirmation.
- d. Once you have placed an order you may track the progress of filling and shipping using the **Order**

[Tracking option under ORDERS](#)  **Orders** [in the upper toolbar.](#)

- 7) NOTE *** You will need to place one order for each delivery ship to (continue all the way through check out). You will need to start a **new order** to get any items needed for a different shipping location.