

Technical support: 800-269-6888 • Customer Services: 888.263.3423

**User Login**

In the internet browser address bar, type <https://business.officedepot.com>.

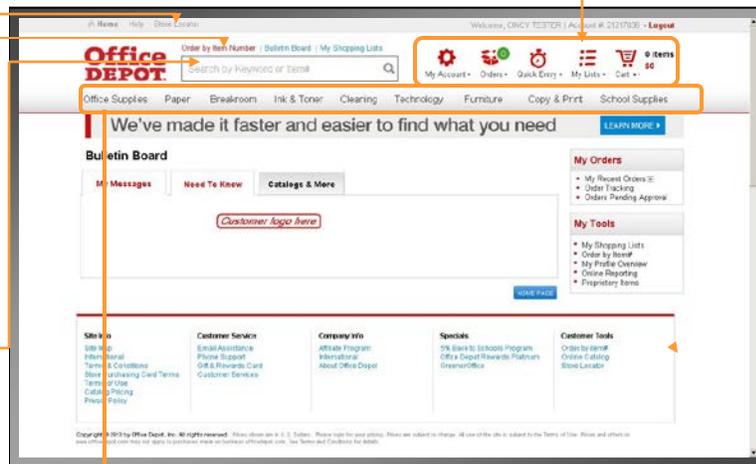
- Enter your user Name/ID
- Enter Password
- Click Log in
- “Automatic Login”  
Check this box to by-pass the login page and connect to your account without rekeying credentials.
- Lost Login / Password assistance



**Home**

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

- Help**  
Live Chat, customer service links, User Guide and online Demos
- Store Locator**
- Order by Item #**  
Key in up to 20 product #'s for simultaneous entry into shopping cart.
- Search:**  
Type in product description: Office Depot or manufacturer product codes. Predictive search reduces keystrokes
- Click on Product Category to view product groupings.
- Ink & Toner** Find refills and supplies for your business machines.



- My Account**  
To view Account Profile, On line Reporting, Dashboard features
- Orders**  
View order tracking, Orders waiting for approval, Future Order Recent orders
- Quick Entry:**  
Add a single item to order or shopping cart with fewer clicks.
- My Lists**  
Shopping Lists, manage lists and quick view default shopping lists
- Shopping Cart:** value, details and current shipping address

## Building Your Order

**Step 1** Logon 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 you order:

- **Catalog:** Click a category from the **Product Navigation Bar** and select the category or sub-category to view products.
- **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 resorted 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.
- **Order by Item #:** 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.
-  **Quick Entry:** Add a single item to order by entering Office Depot part # manufacturer# , or custom product code numbers, quantity then 
-  **My Lists.** 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**  **\*\* Shopping 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**  - 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.

## PAYMENT OPTIONS

**Account Billing:** State of Iowa accounts will default to Account Billing using eDAS codes or cost centers. If more than one eDAS code/cost center is available, choose the appropriate selection from the menu. For eDAS billing assistance, contact DAS Finance: [DAS.Finance.Billing@iowa.gov](mailto:DAS.Finance.Billing@iowa.gov).

**Pcard payments:** Upon checkout, the Payment Information section displays the default payment method and provides a Credit Card option for Pcard use. Select the Credit Card option and enter your Pcard information for the current transaction only.

To add your Pcard to your account for future orders and/or change your default billing, update 'My Profile.' Click the 'View' link next to 'Payment' on the My Profile Overview page. Select the 'Edit/View Payment Information' button. Add your Pcard information and 'Update' or 'Add Card' to save changes.



Payment information

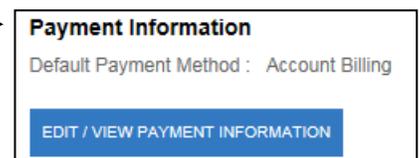
Credit Card

- Credit Card Number:

No spaces or dashes (i.e. 00000000000)

- Expiration Date:  /  (mm/yyyy)

Account Billing



**Payment Information**

Default Payment Method : Account Billing



[Inbox - patti.paul@o...](#) | [Calendar - Week of](#) | [Account: WASHINGT...](#) | [Search results - Goo...](#) | [Patti Paul Activity - G...](#) | [User Guide Feedback](#) | [Office Supplies: Offic...](#)

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Home / My Account

### My Account

Create and store your information for easy access.

#### Manage Account

- Manage Contacts
- Manage Ship To
- Manage Desktop
- Manage PO Number
- Manage Release
- Manage Cost Center
- Manage Credit Cards

#### Manage Users

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

#### My Profile

- My Profile Overview
- Select Ship To
- Select Contacts
- Select Desktop
- Select PO Number
- Select Release
- Select Cost Center
- My Proxy Approver
- Store Purchasing Card

#### Online Reporting

#### Order Tracking

**My Recent Orders**  
No orders within the last 30 days

**Orders Pending Approval**  
784007038-001 07/30/2015  
783057549-001 07/28/2015  
783057460-001 07/29/2015

[VIEW WALL](#)

Search By:  Status:

Date Range: From:  To:

Dollar Range: Min:  Max:

Approver:  [Select Approver](#)

[SEARCH ORDERS](#)

**Future Orders**  
This feature has been designed to allow you to place your orders now for future delivery. This should only be used for orders you wish delivered in no less than 21 days and no greater than 180 days.

[Go to Future Orders](#)

#### My Shopping Lists

Shopping Lists help you keep track of items you purchase on a regular basis and can be set with reminders so you will never run out of your supplies!

[How to use and create lists](#)  
[Set up reminders for yourself](#)

Select an existing list:  [VIEW LIST](#)

Create a new list: List Name:  Comment:

Type:  Company-Wide  Personal List

[CREATE LIST](#)

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Home Help Store Locator

Welcome, NWEST TRAINING | Account #: 21217836 - [Logout](#)

**Office DEPOT** Order By Item | My Lists

Search by Keyword or Item#

My Account | Orders | Quick Entry | My Lists | Cart | 1 Items \$36.24

Office Supplies | Paper | Breakroom | Ink & Toner | Cleaning | Technology | Furniture | School Supplies | Copy & Print

[buy now. use forever. postage stamps](#) [SHOP NOW](#)

Home / My Account / Add Credit Card

### Add Credit Card

\*required

Cards accepted:

\*Nickname

\*Credit card number

\*Expiration date 1 / 2015

[SAVE](#) [CANCEL](#)