

Technical support: 800.269.6888 • Customer Services: 888.263.3423

User Login

On the internet browser address bar, enter <https://business.officedepot.com>.

Enter your 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

Home

The landing page includes 2 tiles for messages to keep you informed. Just click [Read More](#) to view details.

Products ▾

Shop for products by category.

Services ▾

For Office Depot services such as:

Print and Copy, Coffee Services, PrintIQ, Shredding Services, Tech Services, Water Service, Workplace Interiors.

My Account ▾

Manage profiles and account settings and if Super User manage User profiles.
My Shopping Lists

ORDER NO.	ORDER DATE	PO NUMBER	COY CENTER	ORDERED BY	STATUS	TOTAL
989666328-001	12/11/2017	GARTNER	GARTNER	ROBERTA CRAIMER	Held for Declined Credit	\$19.07
989661954-001	12/11/2017	GARTNER	GARTNER	JEANNETTE PETERSEN	Held for Declined Credit	\$30.26
988117209-001	12/09/2017	AS	A CHECKLIST CC	BRETT RUSSELL	Cancelled	\$6.94
988117201-001	12/09/2017	AS	A CHECKLIST CC	BRETT RUSSELL	Cancelled	\$53.74
987905107-001	12/08/2017	123	123	CHASE TEST	Cancelled	\$26.16

Search:

Type in product: Description, Office Depot or manufacturer product codes. Predictive search reduces keystrokes.

Quick Order

Enter product and quantity or click + Need to add more products? to enter up to 20 items.



Store Near You


To view or change local store.


Building Your Order

Step 1 Logon to <https://business.officedepot.com> using the unique user id and password provided by your Office Depot representative.

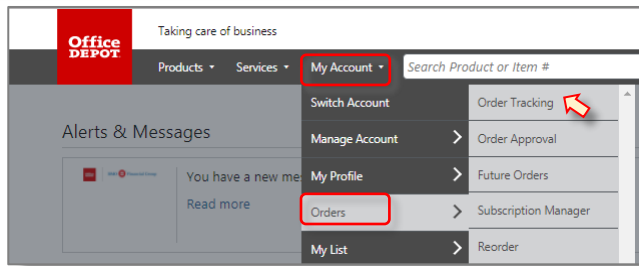
Step 2 Combine any of the following tools to build you order:

- **Catalog:** Click a category from the **Products**  **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.
- **Quick Order:** Enter the Office Depot, manufacturer, or custom product code numbers, then quantity and click Add to Cart. For multiple items click:
[+ Need to add more products?](#)
Click the **“Show Images”** check box to view product images and details. Enter up to 20 items at once.
- **Shop from Personal or Company Wide Lists.**
Click **My Account**  then My 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  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.

Checking Orders Processing Returns



Under **My Account** , select Orders then Order Tracking.

Under **Search By** drop box select desired search parameter OR Search by order status.

If order placed before previous 30 days, adjust date parameters.

Search results are displayed in descending chronological order.

Click an order number to see the details of your order, or to view delivery tracking information.

Showing Orders with a status of Shipped and created between 07/01/2016 and 02/06/2017

Result 1 - 8 of 8

Order Number	Order Date	Total	Status	Delivery / Pickup Date	Changeable	PO Number	Cost Center	Release	Contact	Type
899045552-001	01/30/2017	\$112.74	Delivered	01/31/2017	No	JTFERG	USER1	N/A	JEFFERY FERGUSON	Order
892402489-001	01/05/2017	\$21.35	Delivered	01/06/2017	No	IE 3.28 RELEASE	ACHARLIEBROWN	17	USER DEMO	Order
890041383-001	12/27/2016	\$74.60	Shipped	01/09/2017	No	JTFERG	USER1	N/A	JEFFERY FERGUSON	Virt Whse
890041051-001	12/27/2016	\$52.72	Delivered	12/28/2016	No	JTFERG	USER1	N/A	JEFFERY FERGUSON	Order
888014322-001	12/16/2016	\$45.52	Delivered	12/19/2016	No	N/A	USER1	N/A	JEFFERY FERGUSON	Order
887893917-001	12/15/2016	\$2.11	Shipped	12/15/2016	No	MAX-PO	MAX-CC	RELEASE		Order
886389483-001	12/09/2016	\$239.49	Delivered	12/12/2016	No	JTFERG	USER1	N/A	JEFFERY FERGUSON	Order
863509454-001	09/09/2016	\$10.85	Shipped	09/12/2016	No	123	A	A	CARRIE RUSSELL-USER	Order

My Account

Click the Order Number to view details of the order.

Home / My Account / Order List / Order Detail

Order Detail

[Print This Page](#)

Need Help? Talk with a Representative
[Email Assistance](#) [Chat Now](#)
[FAQs](#)

Order & Budget Information

Order Number:	899045552-001	Tracking:	899045552-001
Order Date:	12/12/2017	Status:	Delivered
Ordered By:	MATTAPPV3	Shipped Date:	View Carton Details and Proof of Delivery
Last Modified By:	21217836MS	Delivery Date/Time:	N/A
Last Modified On:	12/12/2017	Comments:	

Shipping Information

Shipping Address:
 OFFICE DEPOT TEST
 ACCOUNT
 950 BRECKENRIDGE LN
 STE 220
 LOUISVILLE,
 KY
 40207-5929
 USA

Billing Information

Billing Contact:	PO Number
MATT SWIFT APPV (555)555-5555Ext.0000	TEST
Payment Method:	Cost Center
Credit Card Credit Card Number: *****	TEST
Amount: \$18.00	Release
	TEST

Workflow Status

Status	Details	Comments
Order Cancelled By	MATT USER	*OVERRIDE - Order was cancelled

Order Summary [Hide Images](#)

Description	Your Price / Unit	Quantity	Back Ordered B/O (T)	Shipped	Total	Reorder Price / Unit	Reorder Qty.	Deselect all
uni-ball® Rollerball™ Micro Point, 0.5 mm, 80% Recycled Pens, Black Barrel, Red Ink, Pack Of 12 Item # : 149781 > Not on GSA Contract > Best Value Eco-conscious Recycled content REVIEW THIS PRODUCT Comments:	\$6.99 / dozen	1	0	0	\$6.99	\$6.99 / dozen	1	<input checked="" type="checkbox"/>

Subtotal:	\$6.99
Delivery Fee:	\$9.99
Adjustments:	\$0.00
Taxes:	\$1.02
Total:	\$18.00

[My Account](#)
[Print Order](#)
[Email Us](#)
[Back to Order Tracking](#)

[View Search Results](#) | [Begin Return](#) | [ADD TO LIST](#)

All selected items will be added to your shopping cart. [REORDER](#)

Shows the full detail including:
 Order Number
 Delivery Status
 Tracking information
 Order Originator
 Last modifier user ids.

Shipping address and all required filling data such as P.O. Cost Center etc. Indication of method of payment.

All details of the order including, Quantity shipped, Product description and links to product detail, item icons such as Contract, Best Value and product restriction status.

Click [Begin Return](#) and follow the simple step by step instruction for returning your unneeded items.

[ADD TO LIST](#) To place items into a custom shopping lists shopping list.

[REORDER](#) To create a new order with the same items.