

INTERNET USER GUIDE

WEB SITE ADDRESS	business.officedepot.com
USER NAME	ENTER "FIRST AND LAST NAME" (WITH SPACE)
PASSWORD	ENTER YOUR PASSWORD
CLICK ON	" LOGIN "
CLICK ON	" ORDER BY ITEM # " (AT TOP OF PAGE OR ON RIGHT UNDER " MY TOOLS ")
KEY IN	ITEM NUMBER, & QUANTITY COMMENTS IF NEEDED (WILL PRINT ON PACKING SLIP FOR YOUR REFERENCE)
WHEN FINISHED, CLICK ON	" ADD TO CART "

NOTE: TO ADD MORE ITEMS TO CART, CLICK "**ORDER BY ITEM #**"

TO REVIEW YOUR SHOPPING CART CLICK "**SHOPPING**"

OR:

TO MAKE CHANGES CLICK "**UPDATE**"

TO PROCEED WITH YOUR PURCHASE CLICK "**CHECKOUT**"

FILL OUT INFO AS REQUIRED AND REVIEW INFORMATION ON THE PAGE
(ITEMS WITH AN ASTERISK * INDICATE REQUIRED)

IF YOUR ORDER IS COMPLETE CLICK "**PLACE ORDER**"

NOTE:

ORDER CONFIRMATION PAGE WILL APPEAR WITH YOUR **ORDER NUMBER**

YOUR ORDER HAS BEEN SUCCESSFULLY SUBMITTED!

YOUR ORDER CAN NOW BE TRACKED BY USING THE ORDER NUMBER IN THE
"**ORDER TRACKING**" OPTION UNDER "**MY ORDERS**" (TOWARDS TOP, RIGHT)