

Office DEPOT

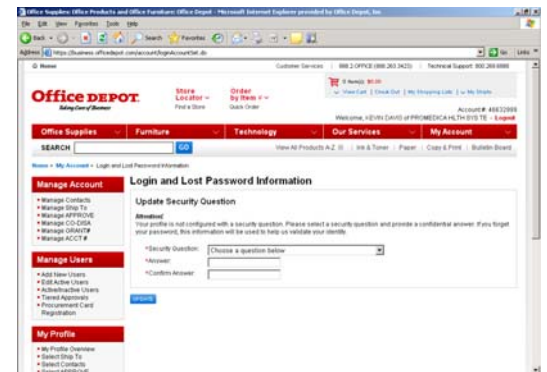
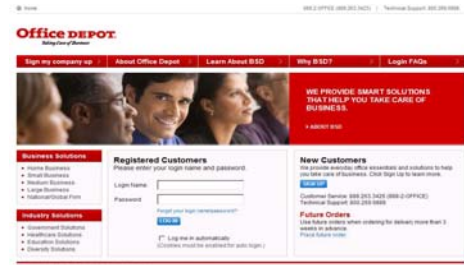
Web Ordering Overview

LOG ON:

- <https://business.officedepot.com>
- Enter your login name & password
-

LOGIN: TUID # (some may vary with 1 at the end)
PASSWORD: Welcome

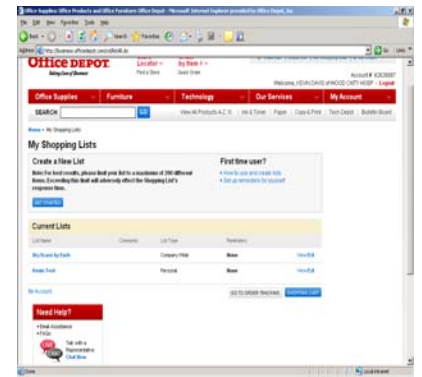
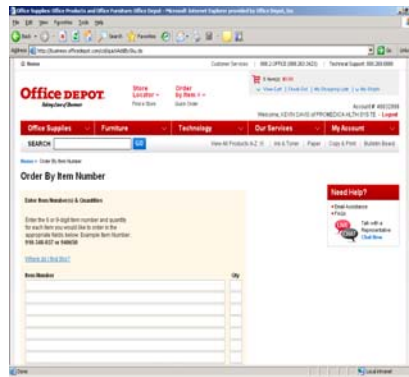
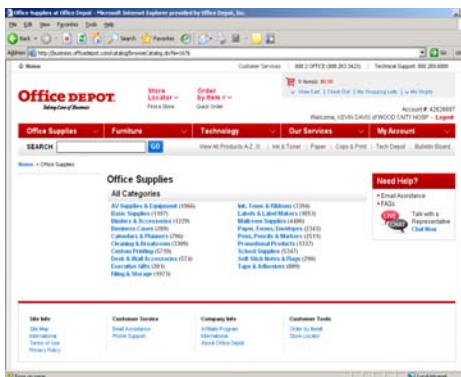
- Click on the Login button
- The first time you login you will be prompted to change your password and select a security question.
- You will only have to complete this process once.



PLACE AN ORDER:

To place an order, you must add items to your cart and then checkout. To add items to your cart, utilize the “ADD TO CART” button **Add to Cart** on any page. You may select items by clicking on any of the following options:

- **Order by item #** - lets you add up to 20 items to the cart at a time. You need to have the item number or manufacturer number.
- **My shopping lists** – allows you to select from a list of products that your organization has preloaded or develop your own list of items you order frequently.
- **Search Tools** – search by item number, manufacturer number or description.

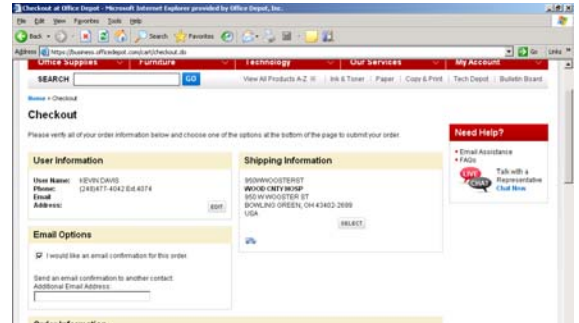


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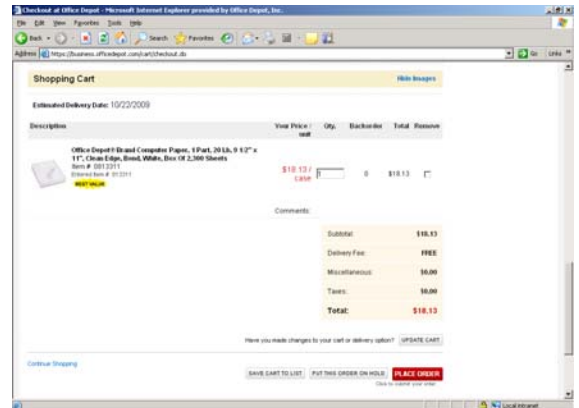
FINALIZE YOUR ORDER:

Once you have added all of your required items to your cart, click the “Check Out” button under the Shopping Tools section. The system will confirm your account information. Confirm that all information is correct. (Name, phone, email & shipping information) If an EDIT key appears to the top of box, you can click and change that information. If a SELECT key appears to the right of a field, you can click and choose from a list of defaults in our system. You may also change the contact name & phone number. Make any necessary changes.



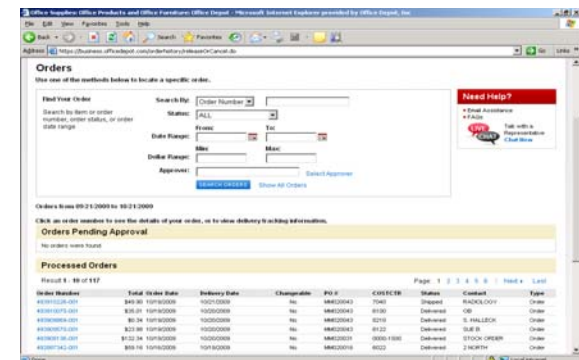
REVIEW YOUR CART:

Here you can make changes to quantities, or remove items. If you make any changes be sure to hit the “UPDATE SHOPPING CART” key. After you have updated your cart or if you do not need to make any changes hit the “PLACE ORDER” key to proceed with your purchase. You may also place the order on hold or cancel it completely.



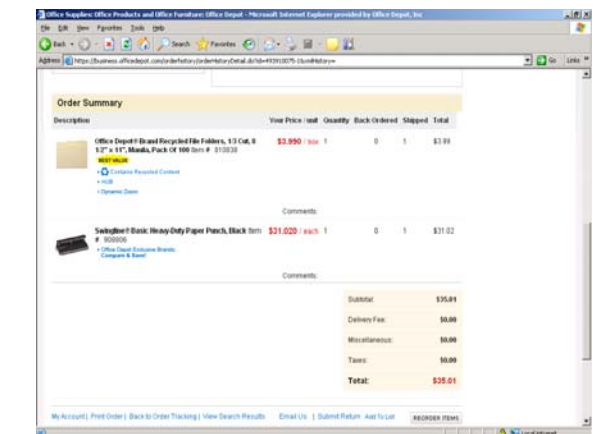
TRACK AN ORDER:

To track your order in the approval or delivery process, click the gray “ORDER HISTORY & TRACKING” button on the top middle of the screen. This search will show you 18 months of order history. You may filter your search by PO, order number, date, cost center, etc. by choosing the “CLICK HERE” link. You may click on the order number to see the details of the order.



PROCESS A RETURN:

To return a product, simply go to “ORDER HISTORY & TRACKING”. Click on the order number, hit “SUBMIT RETURN”, indicate which item(s) you are returning, reason, and “CONTINUE” at the bottom of the page. You will then receive a Returning Authorization number and the product will be picked up within 5 business days.



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Lansing Community College Office Depot Account Number – 30331247

Office Depot's E-Commerce Support Desk – 800.269.6888

Customer Service – 1.888.777.4044

Fax Orders – 1.888.813.7272

Your Office Depot Representative:

Rob Hirshman

Rob.Hirshman@officedepot.com

Phone - 248.231.7198