# Quick Step Internet Ordering Instructions

## Placing an Order

1) Type in http://business.officedepot.com

2) Type in your Login Name

3) Type in your Password

4) Click on **LOGIN**

5) Type in Office Depot Item #, quantity, and comment, if desired

6) If you do not know the item number(s) 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 space provided in the gray toolbar and enter

   *Search Product or Item #*

7) Select **ADD TO CART** to add your desired product to your shopping cart

8) Select **Continue Shopping** to continue or **Check Out** from the shopping cart in the top left if you have finished shopping

9) If you selected **Continue Shopping** then click on **Order by Item #** **Quick Order** to add more items

10) If you selected **Check Out** verify items in your cart and complete any required information

11) You now have two options, SAVE FOR LATER or PUT THIS ORDER ON HOLD

   a. If you are satisfied with your order, select PUT THIS ORDER ON HOLD to complete the process and forward your order to the APPROVER.

   b. If you would like to save the items in a list but not create the order select **SAVE FOR LATER**

12) Your order will be routed to the APPROVER and once approved, sent to Purchasing.

*Please note:    When checking out: You only have the option to select the shipping locations assigned to your Open PO(s). To change the default, if you have been assigned multiple locations, click on Change next to delivery information.

DESKTOP, please enter the ship to employee name (who is receiving the delivery)

# Office Depot
## ONLINE ORDER APPROVAL

1. Open email notification from Office Depot. You can review order and approval directly from email. If multiple orders, you have the option to approve ALL or individually.

|  | Misc.: | 0.00 |
|---|---|---|
|  | **Total:$39.11** |  |

Please ☒ OR ☒ this order.
COMMENTS (Required for disapprovals)
[        ]
(Upon login your request will be processed automatically)

If your email program prevents you from using the above links, please use these instead. For disapproved or cancelled orders your email address will appear as the only comments.
Please Approve OR Disapprove this order.

**Grand Total: $326.75**

**Single Step Approval**

Comments: [        ]
☒ ☒

(Upon login your request will be processed automatically)

If your email program prevents you from using the above buttons, please use these instead. For disapproved or cancelled orders your email address will appear as the only comments.
Please APPROVE/RELEASE ALL  OR  DISAPPROVE/CANCEL ALL  orders.

You can now track delivery of your order online. Enter the order number shown in this email, or go to Order Tracking at OfficeDepot.com/BSD and log in to track delivery of your order by entering your order number.

Questions? We are taking care of business every day, and we are ready to help: Call 888-263-3423 or email us for prompt answers to all your questions.

2. After you click on APPROVE, you will be prompted for username and password.

## Registered Customers
Please enter your login name and password.

Login Name | |
Password

Forgot your login name/password?

☐ Keep me logged in (What's this?)

LOG IN

3. You can retrieve the order or all pending order by logging in to Office Depot directly at:
https://business.officedepot.com