

**Store Procedure****Ordering Office Supplies from Office Depot**

Stores will order the following from the Office Depot website for next day delivery:

**Online  
Ordering**

- Thermal register rolls
- Office supplies
- Paper products
- Pens

**Note:** Stores order some supplies (Synchrony Supplies, etc.) from the regional office.

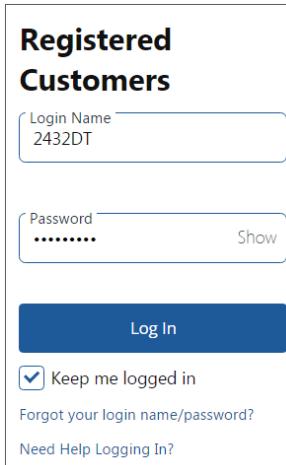
**Discount Card**

The OfficeMax Discount Card program has been discontinued.

**Note:** Stores must use cash from the register and create a cash payment voucher for purchases at Office Depot retail stores.

**Logging into  
Office Depot**

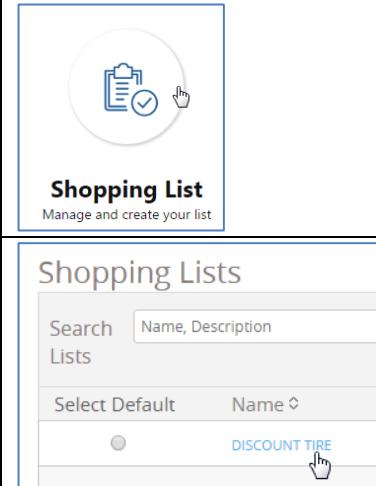
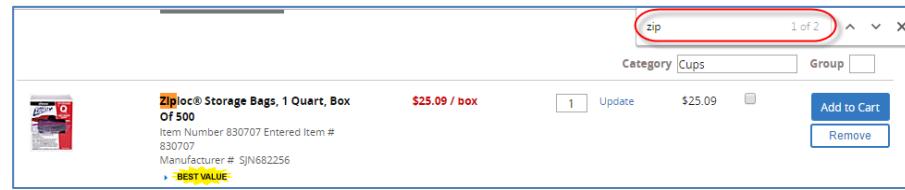
Follow these steps to log into the Office Depot website:

Step	Action
1	<p>To access the Office Depot ordering login page from the Knowledge Center home page:</p> <ul style="list-style-type: none"><li>• Select the <b>Office Depot</b> link at bottom left under the Helpful Links section.</li></ul> <p>or</p> <ul style="list-style-type: none"><li>• Select <b>Orders</b> at the top, then navigate to the section for the products you need.</li></ul> 
2	<p>Log into the Office Depot home page:</p> <p><b>Stores:</b></p> <p><b>User name:</b> site # + DT (example: 2432DT)</p> <p><b>Password:</b> Discount1</p> <p><b>Non-stores:</b></p> <p><b>User name:</b> cost center + DT (ex: 12345DT)</p> <p><b>Password:</b> Discount1</p> <p><b>Note:</b> The password never expires or changes.</p> 

**Using shopping lists**

Shopping lists make it easier for you to quickly find products. Follow these steps to use shopping lists:

Step	Action
1	From the Office Depot Home page, select the Shopping List icon.
2	To order an item from a shopping list, click the shopping list name.
3	To quickly find a specific product, 1. Click Show All link 2. Press Ctrl-F 3. Type the first few characters of the product name



**Searching branded items**

If you don't see the branded items on your store shopping list, you can search for them, using these products codes:

Office Depot – Product Codes for Discount/America's Branded Items		
	Thermal Invoice Rolls	Pens
Discount Tire	192018	7062098
America's Tire	119924	7062141

**Contact**

If you have any questions, please contact the Information Center at (877) DTC-INFO (382-4636) or (480) 606-6008.