



Store Procedure

Ordering Office Supplies from Office Depot

Online Ordering

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

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

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

Discount Card

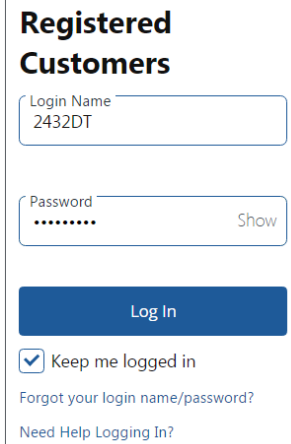
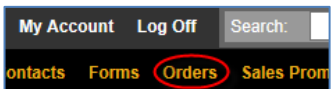
The OfficeMax Discount Card program has been discontinued.

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


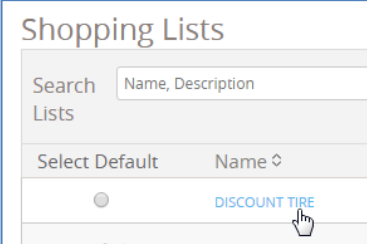
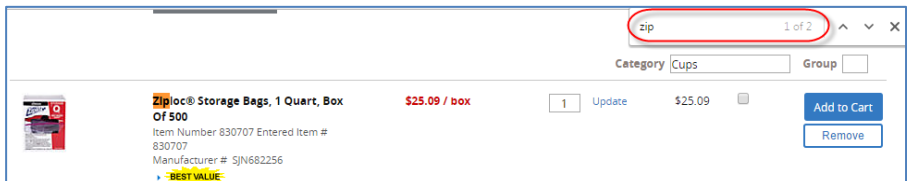
Follow these steps to log into the Office Depot website:

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">• Select the Office Depot link at bottom left under the Helpful Links section. <p>or</p> <ul style="list-style-type: none">• Select Orders at the top, then navigate to the section for the products you need.
2	<p>Log into the Office Depot home page:</p> <p>Stores:</p> <p>User name: site # + DT (example: 2432DT)</p> <p>Password: Discount1</p> <p>Non-stores:</p> <p>User name: cost center + DT (ex: 12345DT)</p> <p>Password: Discount1</p> <p>Note: 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	<p>From the Office Depot Home page, select the Shopping List icon.</p>  <p>Shopping List Manage and create your list</p>
2	<p>To order an item from a shopping list, click the shopping list name.</p> 
3	<p>To quickly find a specific product,</p> <ol style="list-style-type: none"> 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.