

Quick Step Internet Ordering Instructions

Placing an Order

- 1) Use browser to access the Internet and type in <http://business.officedepot.com>
- 2) Type in your Login Name and Password
- 3) Click on **LOGIN**
- 4) If you know the item number(s) for the product(s) you wish to order select:

**Order
by Item #** ▾

Quick Order

- 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 then clicking Go

SEARCH **GO**

- b. Shop using our online catalog. Simply click on [Home](#) in the upper left hand corner or [View All Products A-Z](#) in the grey toolbar and you will be directed to category listings of the catalog

- 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 three options,

[SAVE FOR LATER](#) [PUT THIS ORDER ON HOLD](#) **PLACE ORDER**

Click to submit your order.

- a. If you are satisfied with your order, select **PLACE ORDER** to complete the process
 - b. If you would like to save the items in your cart and purchase at a later date, select [PUT THIS ORDER ON HOLD](#). When placing an order on hold, your inventory will be held for 24 hrs
 - c. If you would like to save the items in a list but not create the order select [SAVE FOR LATER](#)
- 12) When you see **"Thank you for your order,"** and your number, your order has been successfully completed.

Online training is available in the Customer Service section or call the Internet Help Desk 800-269-6888