

Quick Step Internet Ordering Instructions

Placing an Order

- 1) Use browser to access the Internet
- 2) Type in <http://business.officedepot.com>
- 3) Type in your Login Name
- 4) Type in your Password
- 5) Click on **Login**
- 6) If you know the item number(s) for the product(s) you wish to order select **Order by Item #**
- 7) Type in Office Depot Item#, quantity, and comment, if desired
- 8) 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 Search by Keyword or Item# entry field and then clicking the magnifying glass icon.
 - b. Shop by selecting product category titles listed below the search field.
- 9) Select **Add to Cart** to add your desired product to your shopping cart
- 10) Select **Continue Shopping** to continue or **Check Out** from the shopping cart in the top left if you have finished shopping
- 11) If you selected **Continue Shopping** then click on **Quick Order** to add more items
- 12) If you selected **Check Out** verify items in your cart and complete any required information
- 13) You now have three options shown at the bottom of your order, **Continue Shopping, Save Cart to List, Put This Order on Hold, and Place 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 Cart to List**
- 14) When you see **"Thank you for your order," and your number**, your order has been successfully completed.