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.