

Technical support: 800-269-6888 • Customer Services: 855.777.8772

Home

The landing page includes a bulletin board to keep you informed. From this page all shopping features may be launched.

Order by Item

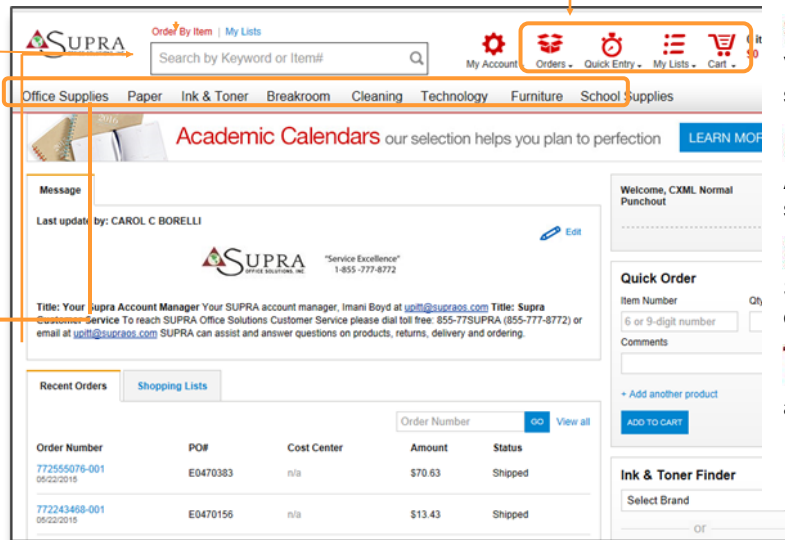
Key in up to 20 product #'s for simultaneous entry into shopping cart.

Search:

Type in product description: Office Depot or manufacturer product codes. Predictive search reduces keystrokes

Click on Product Category to view product groupings.

Ink & Toner Find refills and supplies for your business machines.



Orders

View order tracking, check orders status and submit returns

Quick Entry:

Add a single item to order or shopping cart with fewer clicks.

My Lists

Shopping Lists, manage lists and quick view default shopping lists



Shopping Cart: value, details and current shipping address

Shopping the Catalog

Step 1 Combine any of the following tools to build your order:

- **Catalog:** Click a category from the **Product Navigation Bar** and select the category or sub-category to view products.
- **Search:** type item **Keyword** or **Item Number** and click **Search**. A summary of matching categories and the top ranking items will appear. Choose a category or brand, or go directly to an item. Results can be resorted by: Best Value (Contract), Price and relevance.
To filter search results by characteristics such as brand, size, color etc, click the desired characteristic listed on the left-side tool bar.
- **View All Product A-Z:** Search by categories in the alphabetical index. Hold the mouse over the letters to view a list of categories, or click on the category to see a list of subcategories or items.
- **Order by Item #:** Enter the Office Depot, manufacturer, or custom product code numbers, then quantity and click **ADD TO CART**. Check the box **"Show Images"** to view product images and details. Enter up to 20 items at once.
- **Ink & Toner:** Find refills and supplies for your business machines. Search parameters may be saved for future use.
- **Shopping Lists:** Add preselected lists of items to your order by choosing from the **Shopping Lists** menu. To add an item to your shopping cart: enter the quantity desired, make sure the select box is checked, and then click **Add to Cart**. *Hint: If the shopping list quantities are preset to "0", simply click "Select all" and populate a quantity only on the desired items.*

Step 2 **** Optional - recommended ** View Cart** to review your selections, view recommended savings opportunities, save items for later, or add to custom shopping lists.

Step 3 **Checkout** - Review selected items. The shopping cart items are returned your procurement system and Supra session ends. *

* Purchase orders received by 4:00 p.m. will be processed for next available day delivery

Order History and Returns

Office DEPOT

Search by Keyword or Item#

Office Supplies Paper Breakroom Ink & Toner Cleaning Te

Home / Orders

Orders

Use one of the methods below to locate a specific order.

Showing All Orders Copy & Print Depot

Find Your Order

Search By: Order Number

Status: ALL

Date Range: From: 12/28/2014 To: 01/28/2015

Dollar Range: Min: Max:

Approver:

SEARCH ORDERS

Orders Pending Approval

Approver: Select Approver

SEARCH ORDERS

Under **Orders - Orders**
Select **Order Tracking**

Under **Search By** select:
Purchase Order #
In adjacent field, enter your
Purchase Order #

Order Detail

Order Information

Order Number: 63333925-001 Tracking: 63333925-001

Order Date: 03/26/2012 Status: Delivered

Ordered By: Order Name Shipped Date: View Carton Details and Proof of Delivery

Last Modified By: Order Name

Last Modified On: 03/26/2012 Delivery Date/Time: 03/27/2012 08:30 AM - 05:00 PM

Comments:

Shipping Information

Shipping Address:

Customer Name
100 Main Street
Anytown, NY 10001

Billing Information

Billing Contact: ANITA VATER BLDG/FL: 1100000

(513)745-3024 Ext. 0000 PO NO: 110000

Payment Method: Account Billing

1. Account Billing
Amount: \$20.24

Order Summary

Description	Your Price / unit	Quantity	Back Ordered	Shipped	Total
Xerox® 30% Recycled Multipurpose Color Paper, 8 1/2 x 11, 20 Lb, Green, Ream Of 500 Sheets Item # 345645 Contains recycled content PREFERRED	\$9.99 / ream	4	0	1	\$9.99

Comments:

Subtotal: \$9.99

Delivery Fee: \$0.00

Miscellaneous: \$0.00

Taxes: \$0.00

Total: \$9.99

My Account View Search Results Begin Return ADD TO LIST REMOVE ITEMS

Print Order

Email Us

Order Status and Delivery information including tracking #'s are presented here