



INTERNET ORDERING INSTRUCTIONS

<https://business.officedepot.com>

- Open your Internet Browser, and type in: <http://business.officedepot.com>. Add the website to your favorites. Enter your assigned Login Name and Password and click the **Login** button. The first time you enter the site, the “**Login and Password Information**” page will appear with the following message: “Your profile is not configured with a security question.” prompting you to select a secret question and provide an answer. Once you have provided all required information, click “**Update**” to save your information.
- Click in the white box “Search Product or Item # at the top of the page. Enter the item or product and hit enter. Select the quantity for each item you want to purchase and click add to cart.
- Once you have entered all items for the order, click the “**Proceed to Checkout**” button. You will then see a listing of the items you have added to your cart. To place your order, click the “**Checkout**” button on the right side of the page under “**Order Summary**”. You will be given an opportunity to review your Shopping Cart. If you are ready to proceed with your purchase, click the “**Checkout**” button.
- You will then be taken to the **Checkout** page. Put your name under *PO Number. If you make any changes, click on the “**Update Shopping Cart**” button. Once you have completed your review of the information on this page, click “**Put this order on hold (bottom of page in blue)**”. **Then you will be taken to the order sheet with an order number(s) on it, description of item(s) and the total amount of the order. Print this page.**
- Prepare your requisition as usual. Under the Detail Tab of your requisition enter the following: The **Order Number(s) only** (ex: 123456789-001) and (3) the total cost of the order. (Order Number, and Total Cost is on the order sheet you printed out).
- Attach a copy of the Detailed Office Depot order sheet to the requisition under “Attachments.” Purchasing Department will convert the requisition to a P. O. after it is approved. Purchasing will go back into Office Depot’s site and take your order off hold, give it a Purchase Order number and

Note: We are dealing with real time inventory. Do your requisition ASAP.

Vendor #5660

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