

Step 4 – Search (Opt 2)

- If you need to find an item or see all options available for a particular item, choose this option.
- You may enter in a description, if so, keep it general (i.e. pens, folders, etc) then use the categories to help you find exactly what you need
- When complete, choose **ADD TO CART**



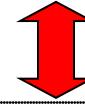
STEP 5 – Shopping Cart

- Review your cart and if complete choose **Check Out**
- You may also “Save to List” for easy ordering again, Save for Later to purchase at a later time, or share list to send a list to another employee to add more items to the cart before checking out



STEP 6 – Check Out

- Update your PO# field if it is blank or incorrect
- Review your cart and eta and if correct choose **PLACE ORDER**
- Once order is place an email confirmation will be sent to you automatically



RETURN INSTRUCTIONS

At Office Depot, we want to be sure that every purchase is the right one for you. If you are dissatisfied with your purchase for any reason, you may return most items in their original packaging within 30 days of purchase for a replacement or full refund.

To place a return online, click on the Order Number under Order Tracking. Click on the Begin Return link on the Order Detail page at the bottom right under your total order to start the return process.