

REVISED INSTRUCTIONS AS OF 03/16/20

OFFICE DEPOT ONLINE ORDERS INSTRUCTIONS FOR USE

Office Depot has changed the format for Future Orders and you will need to look up the items numbers prior to entering into the Future Order screen.

1. Log onto <https://business.officedepot.com>
- On the next screen then enter your logon name and password
2. Logon name: NYESTeachers
Password: Buckeyes1
3. Before you begin entering your items #'s please click on the "Orders" tab at the top. From that "Orders" tab select "Future Orders"
4. On that screen begin shopping and adding items to your cart
5. Next select "Shopping Cart"
6. Next select "Checkout"
7. For P.O. # Enter "Future Order"
8. Select your name from the drop down
9. Telephone Number enter "740-753-4441"
10. For desired date of delivery enter "May 15, 2020"
11. Next select "Put this Order on Hold"
12. Return to the homepage
13. Click on the "Logout" button in the upper right hand corner
14. Fill out a requisition with Office Depot as the vendor and your name, the order number, and the dollar(\$) amount of your order in the description area.