

REVISED INSTRUCTIONS AS OF 03/16/20

OFFICE DEPOT ONLINE ORDERS INSTRUCTIONS FOR USE

1. Log onto <https://business.officedepot.com>
- On the next screen then enter your logon name and password
2. Logon name: NYJHSTeachers
Password: Buckeyes1
3. Before you begin entering your items #'s please click on the "My Account" at the top. From that "My Account" tab select "Orders" and next 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. Teacher Name – Select your name from the drop down choices
9. Telephone Number enter "740-753-4441"
10. Leave the Future Delivery date as the default that appears.
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 and the order number and the dollar amount in the description area.