QUICK INTERNET ORDERING INSTRUCTIONS FOR USD
Customer Support Theresa Andersen 619-260-4890 andersen@sandiego.edu
ACCOUNT # 59047195
http://business.officedepot.com

GETTING STARTED:

✓ Open your Internet Browser, type in the following URL/address: http://business.officedepot.com
✓ This is a separate log in and password from your current office supply log in.
✓ Enter your assigned Login Name and (initial) Password, and then click the Login button
✓ Login name is Email+print (mjones@sandiego.eduprint) PASSWORD is password

(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)
✓ Click ‘Update’ to save your information
✓ Review your information to ensure it is correct. If you need to change your user information, you can do so in My Profile.

PLACING ORDERS:

✓ Start at the “Printed Products” link located on the bulletin board. Click on the Custom Stationery Online box located on the bottom right of the page.
✓ Click on the logo you wish to order, click on the product, click “order this item” and complete form, click “next” and review the proof, click edit to make changes or next to move on to checkout.
✓ Click the ‘Checkout’ button or the continue shopping link to add other print items to your cart.
✓ Another way to order is to click on ‘Copy and Print’ located at the top of the page.

CHECKING OUT:

Note: Your order will automatically be placed in a ‘HELD’ status for approval by Theresa Andersen.
✓ Be sure to double check your proof. Once the order is submitted we have no way to change.
✓ Review your Shopping Cart
✓ If you are ready to proceed with your purchase, click the ‘Checkout’ button/arrow
✓ Your shipping address is defaulted on your login. You will need to select the correct “projectOrg”, Expend and Source codes.
✓ Put your building and room # in the desktop field.
✓ Add your credit card info.
✓ You have the opportunity to make changes to your ‘Shopping Cart’ on this page
✓ If you make any changes, click on the ‘Update Shopping Cart’ button
✓ Review all your information for your order
✓ Click ‘Put This Order On Hold’ to receive order verification.

TRACKING ORDERS:

To track an order, submit an online return, view the order detail and/or make changes to an order, click on ‘Order Tracking’.