SE Florida Governmental Purchasing Cooperative RFP No. 13 23R Office Supplies
## Login Procedures for Office Depot BSD Online

If you need assistance with this process you may contact your Office Depot Account Manager,
Jim Olsen by email at Jim.Olsen@officedepot.com or
Customer Service at 888-777-4044
Your Account Number is 28337294

Step 1 – Login

- Open Internet Explorer.
- Type in the URL
  https://business.officedepot.com.
- Save this URL under "Favorites' for easy access.
- Enter Login Name: your email address
- Enter the Password: Password1 (Case Sensitive)

Step 2 – Bullet in Board/Home Page

- Once you are logged in you will be taken to the Bulletin Board.
- The Bulletin Board is updated regularly and can lists your Office Depot rep's contact information, catalogs sku and any promotions that might be going on at the time.
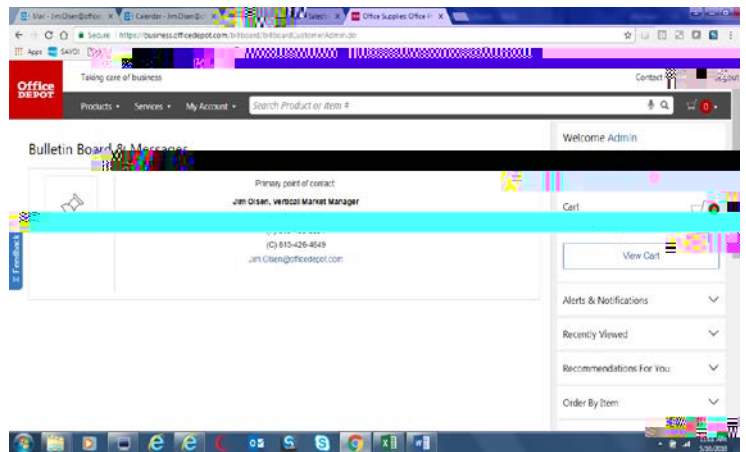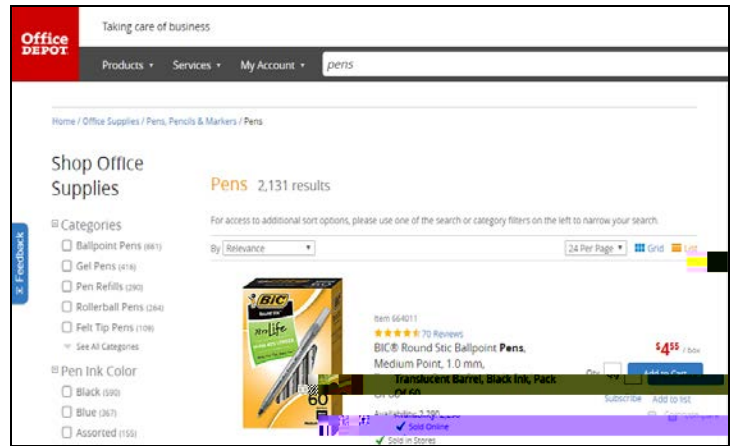

Step 3 – Order by Item Number (Opt 1)

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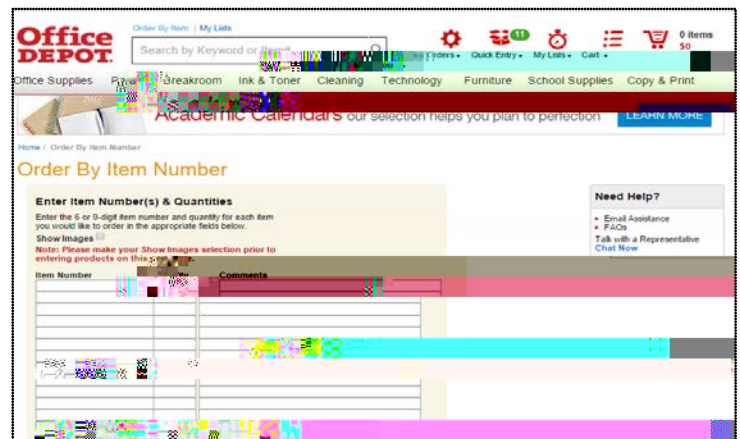
Step 4 – Search (Opt 2)

- 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
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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