Creating an Order

Go to HopkinsSelect eMarketplace and click on the Office Depot logo - Follow instructions below.

Any of the following options can be used to add items to your Shopping Cart:

1. **Browsing The Catalog**: To find and select items by searching the online catalog, utilize the Home page to browse product categories or use the "Search For" navigation bar on the top of the page.

2. **Order by Item #**: To enter up to twenty item numbers and quantities at a time, select "Order by Item #" from the "Shopping Tools" navigation bar on the left side of the page.

3. **Shopping Lists**: Create a personalized shopping list or add items to your shopping cart from an existing list by selecting "My Shopping Lists" from the "Shopping Tools" navigation bar on the left side of the page. This is a great place to store your frequently ordered items!
4. **Find Printer Supplies:** A quick-search function for locating business machine replacement items like toner or ink cartridges, saving time and reducing costly ordering errors.

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**Browsing the Catalog**

1. From the **Home** page, select a category to browse. A page displays a list of subcategories for the category selected. Select the subcategory you want to view. The next page displays either another list of subcategories or a list of items in the subcategory selected.

2. From this page, items can be added to the **Shopping Cart** by entering the quantity you want and then selecting the “Add to Cart” button. **Note:** If you leave the quantity box blank, the item will be added to your Shopping Cart with a quantity of 1.

3. A “**Search**” can be performed with keywords, Office Depot SKU, the manufacturer number or name. Utilize the Search feature located under “**Search Tools**” on the navigation bar on the left side of the page.

4. Click on the “**Search by Brand**” button to search by manufacturer.
Order by Item #

With Order by Item #, you can quickly enter up to twenty items directly to the Shopping Cart or a Shopping List by entering the item numbers and quantities. To display the Order by Item # page, select “Order by Item #” on the left navigation bar. To begin adding items to the Shopping Cart:

1. Type the item number in the “Item #” field. Item numbers include Office Depot SKU numbers, manufacturer numbers and customer-specific codes.

2. Type in the quantity desired in the “Qty” field. Note: If you leave any of the quantity boxes blank, the items will be added to your Shopping Cart with a quantity of 1.

3. When finished, select “Add to Cart” or “Add To List” located at the top and bottom of the page.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Qty</th>
<th>Comment (i.e. “Breakroom Supplies”)</th>
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My Shopping Lists

To begin working with a Shopping List, select "My Shopping Lists" from the "Shopping Tools" navigation bar on the left side of the page. The "My Shopping Lists" page appears. If you are using "My Shopping Lists" for the first time, or have not created a Saved Shopping List, the only option will be to select "Create New List". After clicking the button, the Create a New Shopping List page will appear.

1. In the "List Name" field, type the name to be given to the Saved List. Example: "Freq. Ordered Items", "Administration List", etc. You may also enter an optional comment for the "List".

2. To create the list, select the "Create New List" button.

The "My Shopping List Contents" page appears displaying information about the newly created list. From here you can add items to this list, allowing you to easily order these products in the future.
Once items are added to a list, it works just like a paper laundry list or requisition form! Click in the “Select All” box. Change the quantities next to the items you wish to order and click “Add to Cart” at the bottom of the page. The system ignores any item with a zero quantity and adds items with a quantity to the Shopping Cart.

Company-wide Lists are created and maintained by your Company Program Administrator but can be used for ordering by all users. A Personal List is only accessible to the user who creates it.

The “Find Printer Supplies” option on the “Search Tools” navigation bar on the left side of the page enables a user to search for business machine replacement products/supplies such as inkjet and toner cartridges, fax drums, etc. Select the manufacturer from the drop down list and click the red arrow. Select the model # of your machine on the next page by clicking the appropriate link. The next page will provide a listing of the appropriate replacement parts for the specified machine. Note: The top 5-printer manufacturers are listed at the top of the manufacturer drop down list for your convenience (as shown below).
Placing Your Order

Once you have added all the items for purchase to your Shopping Cart, select the "View Cart" button found on the "Shopping Tools" navigation bar on the left side of the page. Review the items in Your Shopping Cart; click "Update Shopping Cart" if you have made any changes and then click "Checkout" button/arrow to proceed with your purchase.

Order Tracking

The Order Tracking feature allows you to check the status of orders that have been created and/or submitted to Office Depot. With this feature you will be able to view the details of all of your Internet orders.

Order Tracking Search Criteria

You may filter your Order History by Dollar Amount, Order Number, Item Number, Cost Center, PO Number, Release, Contact, Status, Ship-to ID, and Date. Type or select the search parameters to use and click the appropriate arrow. The Order History page re-appears with the orders listed by the search criteria you selected. You can sort these orders by clicking any of the column headers. To view the details of an order, click the order number in the Order Number column of the Order Tracking page, then the Order Detail page will appear.
Online Returns

If an order detail page in Order Tracking has a "Submit Return" button, you may submit your return directly online by clicking on it.

On the following page, just indicate the quantity of the item you are returning and the reason for the return. Next, click the "Continue" button and you will be issued a return authorization number. Your return pickup will be scheduled to coincide with your next delivery or within 5 days if no other order(s) are scheduled for delivery before the pick-up date.

1. You may return most items in their original packaging within 30 days (most technology items within 14 days). All returns must be in their original packaging.

2. You may submit only one online return request per order. Please contact Customer Service if you need to return an additional item from the same order.
Insufficient Quantities

Ordering online from Office Depot’s web-site gives you access to live inventory. If Office Depot does not have the quantity of the item you request available, an Insufficient Quantity page will appear. The following is an example of the options that will appear.

“Order 24 now and backorder 9975 for future delivery.” - Orders the quantity available and places a backorder for the remaining quantity.

“Order 24 only.” - Orders only the quantity available.

“Do not add to cart.” - Allows the user to select an alternate item for this order.

If no message appears and the item(s) are added to your cart, your items are in stock and will be shipped to you next day.