

Search Options and Placing Orders



How to Perform a Search

- You have several options at your disposal to find the right products at Office Depot.
 - Through an online catalogue (alphabetical index)
 - Search function
 - Using a description
 - Using a supplier number
 - Using keywords
 - Using an Office Depot article number
 - By product group
 - By using the ink and toner search (button ‘Ink & Toner’)
 - By using the paper search (button ‘Paper’)












- The products in your search results can be compared using the comparison tool. See the next page for more information.

Comparing products

- The search results can be compared using the comparison tool.
- Compare up to 4 items.
- Check the box 'Compare' in the search results.
- You will get an overview of product details in the comparison screen.

Comparing 4 Products

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 <p>X Remove</p> <p>Lever arch file Office Depot 80mm A4 black marbled Office Depot Number: 4855977</p> <p>Qty <input type="text"/></p> <p>Add To Shopping Cart ADD TO SHOPPING LIST</p> <p> </p>	 <p>X Remove</p> <p>Lever arch file Maxfile Protect Plus Herlitz A4 80mm black Office Depot Number: 1009266</p> <p>Qty <input type="text"/></p> <p>Add To Shopping Cart ADD TO SHOPPING LIST</p> <p></p>	 <p>X Remove</p> <p>Binder Office Depot A4 orange 8cm Office Depot Number: 4857021</p> <p>Qty <input type="text"/></p> <p>Add To Shopping Cart ADD TO SHOPPING LIST</p> <p></p>	 <p>X Remove</p> <p>Folder Standard 1080 Leitz A4 8cm blue Office Depot Number: 95007477</p> <p>Qty <input type="text"/></p> <p>Add To Shopping Cart ADD TO SHOPPING LIST</p> <p></p>
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Your Price	€	€	€	€
Office Depot Number:	4855977	1009266	4857021	95007477
Unit Of Measure	Piece	Piece	Piece	Piece
Back Label	Yes		Yes	Yes
Back Width	80 mm	80 mm		80 mm
Brand	Office Depot	Herlitz	Office Depot	Leitz
Colour	black	black	Orange	Blue
EAN-Code	8717868057368	4008110308005	8717868061464	4002432359295
For Format	A4 DIN	A4 DIN		A4 DIN
Material	Hard Cardboard	Polypropylene	Polypropylene	Hard Cardboard
Max Paper Size		A4		
Model				1080
Size				A4
Width				5 cm

Placing an Order:

Ordering – Shopping Cart




- Ordering products is easy. Just fill in the quantity and click on ‘ADD TO SHOPPING CART’.

The item listed below was added to your shopping Cart.

Description	Our Price/unit	Qty.
 Paper Recycled Office Depot A4 80gsm Item Number : 5226480 entered product number 5226480  	€ /box (ex. VAT)	5

[Continue Shopping](#)
[ADD TO SHOPPING CART](#)

Shopping Cart [Continue Shopping](#) [BEGIN CHECKOUT](#)

Description	Price/unit	Qty.	Estimated Delivery Date:	Total (ex. VAT)
 Paper Recycled Office Depot A4 80gsm Item number 5226480 Item number 5226480  	€ / box	<input type="text" value="1"/> UPDATE SAVE FOR LATER Remove	31/07/13	€

[Continue Shopping](#)
[Update shopping cart](#) | [Empty shopping cart](#) | [Save shopping cart](#) | [Share shopping cart](#)
[BEGIN CHECKOUT](#)

Comment UPDATE

