

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')

Facility		\sim	Furniture			\sim	Off	ce Product	s	\sim	Tech	nology		\sim	My Profile	\sim
SEARCH GO							View All Products A-Z Ink & Toner Pape			ier Paper Bi	ulletin Board					
А - В	C - D	E-F	G-	н	I - J	К	-L	M - N	0 - P	C	2 - R	S - T	U - Z		Visit Site Ma	ıp.

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

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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	X Remove	X Remove	X Remove	X Remove	
Print This Page Email					
	Lever arch file Office Depot 80mm A4 black marbled Office Depot Number: 4855977	Lever arch file Maxfile Protect Plus Herlitz A4 80mm black Office Depot Number: 1009266	Binder Office Depot A4 orange 8cm Office Depot Number: 4857021	Folder Standard 1080 Leitz A4 8cm blue Office Depot Number: 95007477	
	Qty Add To Shopping Cart ADD To SHOPPING LIST	Qty Add To Shopping Cart Add To Shopping Cart ADD TO SHOPPING LIST	Qty Add To Shopping Cart Add To Shopping Cart ADD TO SHOPPING LIST	Qty Add To Shopping Cart. Add To Shopping Cart. Add To Shopping List	
		_			
Your Price	€	€	€	€	
Unit of Measure	N 4855977	1009266 Diana	4857021 Diana	95007477 Biana	
Date Label		Fiece	Vee	Vee	
Back Label	N TES	90 mm	Tes	res 90 mm	
Back wildin	Notice Depet	su mm	Office Depot	l oitr	
Colour	black	heniz	Orice Depot	Blue	
EAN-Code	8717868057368	4008110308005	8717868061464	4002432350205	
For Format		44 DIN	0111000001404	4602452555255	
Material	Hard Cardboard	Polynronylene	Polypropylene	Hard Cardboard	
Max Paper Size		A4	1 offereptione		
Model				1080	
Size				A4	
Width	E Contraction of the second se			5 cm	

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Office DEPOT



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 Ca	ırt.				
Description				Our Pr	ice/unit	Qty.	
Paper Recycled Office Depot A4 80gsm € /bc Item Number : 5226480 entered product number 5226480 (ex. VAT							5
Continue Shopp	ing				ADD	to shopf	PING CART
Shopping	Cart			Co	ontinue Shopping	BEGIN CI	HECKOUT
Description		Price/unit		Qty.	Estimated Delivery	Date:	Total (ex. VAT)
S.	Paper Recycled Office Depot A4 80gsm Item number 5226480 Item number 5226480	€ / box	1	UPDATE SAVE FOR LATER Remove	31/07/13		€
				Commen	t [UPDATE
Continue Shopping Update shopping cart Empty shopping cart Save shopping cart Share shopping cart BEGIN CHECKOUT							

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Ordering – Order by Item Number

- Ordering by item number is a fast and efficient way to add multiple products to your shopping cart.
- Click on 'Order by Item Number' on the top of the page and fill in the item numbers and quantities you require.
- Using this method, you can also add products to your shopping list.

Order By Catalogue Number

Enter Office Depot number(s) & Quantities					
Enter an Office Depot number and quantity for each item you would like to order in the appropriate fields below.					
Flag this box when you want to	view product i	mages 🗆			
Please note: changing your sele	ction after en	tering items			
will remove those items.					
Product number	Qty	Comment			
		ADD TO SHOPPING CART			

ADD TO SHOPPING LIST

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