

Office Depot Account

Once we have set up a new account that will allow you to place orders you will receive an email from the Office of Instruction with your new Username and Password attached.

Please use this link to go to the Office Depot business account site:

<https://bsd.officedepot.com/>

The home page will ask for the following information:

Username and Password (See you email for this information)

Once you have signed in to your account you can begin shopping.

You can use the search option at the top of the website or order by item number through the function of the left side.

Once you have completed your shopping – PROCEED TO CHECKOUT

Once at the checkout it will ask the following question:

PO Number: Put your name here

Once you have reviewed your order and are satisfied click on

PLACE ORDER ON HOLD

This will store your shopping cart contents and send me an email. It will show me you are purchasing supplies and what they are. I will get Henry's approval, assign a purchase order number and then release your order.

You will receive a confirming email once your order is released.

Hope this helps