

# Ordering Q-Pads via the OfficeDepot web site

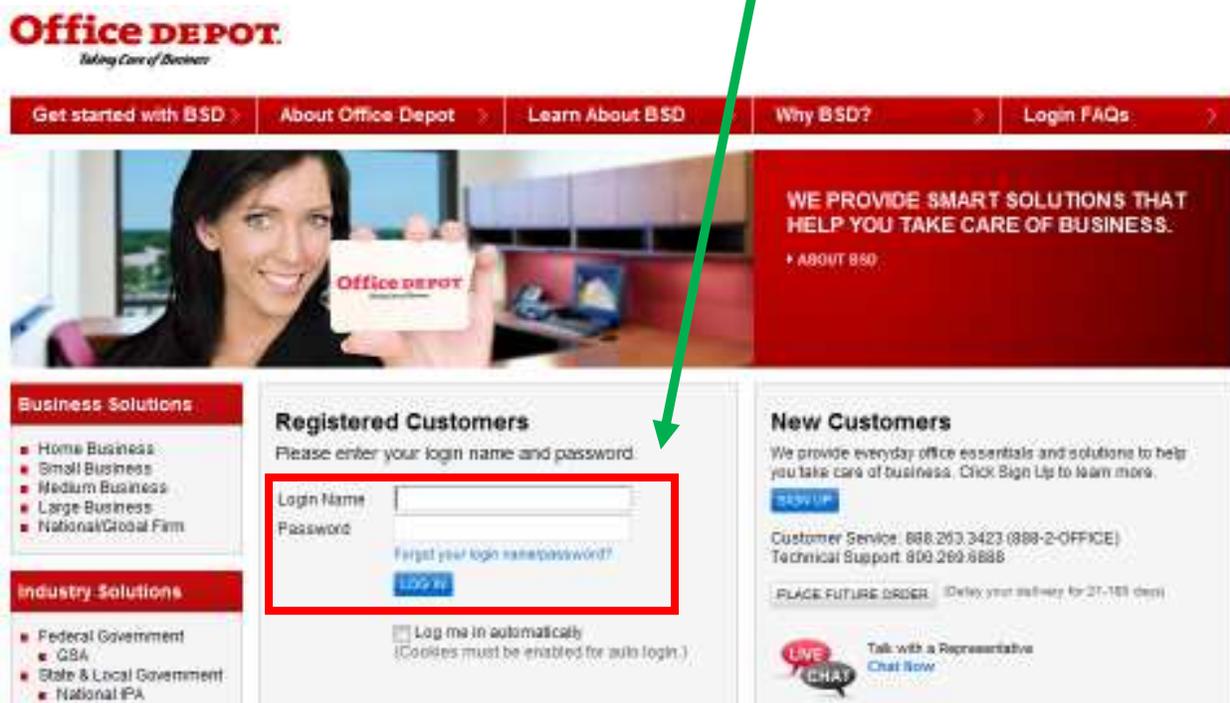
Please call Dan Evans at 425-518-6846 if you have any questions...

First, go to: <https://business.officedepot.com/>



Load in your User Name: (typically your e-mail address)

and then your Password: ("Welcome" the first time you log in)



# Ordering Q-Pads via the OfficeDepot web site

Next, click on "Copy and Print"



The screenshot shows the Office Depot website interface. At the top, there is a navigation bar with the Office Depot logo and the tagline "Taking Care of Business". Below the logo, there are links for "Store Locator" and "Order by Item #". The main navigation menu includes "Office Supplies", "Furniture", "Technology", "Our Services", and "My Account". The "Our Services" menu is expanded, and the "Copy & Print" link is highlighted with a red box. A green arrow points from the text "Next, click on 'Copy and Print'" to this link. Below the navigation bar, there is a search bar and a "GO" button. The "Copy & Print" link is also visible in the search results area. The main content area features a "Bulletin Board" section with a "My Messages" tab and a "Catalogs & More" tab. The "My Messages" tab is active, showing a message from "NW KIDNEY" with the text "WELCOME TO NW KIDNEY CE". To the right of the main content area, there are two sidebars: "My Orders" and "My Tools". The "My Orders" sidebar contains links for "My Recent Orders (0)", "Order Tracking", and "Orders Pending Approval". The "My Tools" sidebar contains links for "My Shopping Lists", "Order by Item #", and "My Profile Overview".

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Next, click on "File Cabinet"

The screenshot shows the Office Depot website interface. At the top, there are navigation links for Home, Customer Service, BBS 2.OFFICE (800.263.3423), and Technical Support (800.269.6500). The Office Depot logo is prominently displayed with the tagline "Taking Care of Business". Below the logo, there are links for "Store Locator" and "Order by Item #". A shopping cart icon shows a total of \$0.00, with links for "View Cart", "Check Out", and "My Shopping List". The user is logged in as DAN EVANS of NORTHWEST KIDNEY CENTERS, with an account number of 32260270 and a "Logout" link.

The main navigation bar includes categories: Office Supplies, Furniture, Technology, Our Services, and My Account. A search bar is present with a "GO" button. Below the search bar, there are alphabetical navigation tabs from A-B to U-Z, and a "Visit Site Map" link.

The "Copy & Print Depot" section is featured, with a sub-section for "Print your documents" and a "File Cabinet" product highlighted in a red box. The "File Cabinet" product description states: "Easily retrieve and store documents from your dedicated file cabinet." A "GET STARTED" button is visible below the product description.

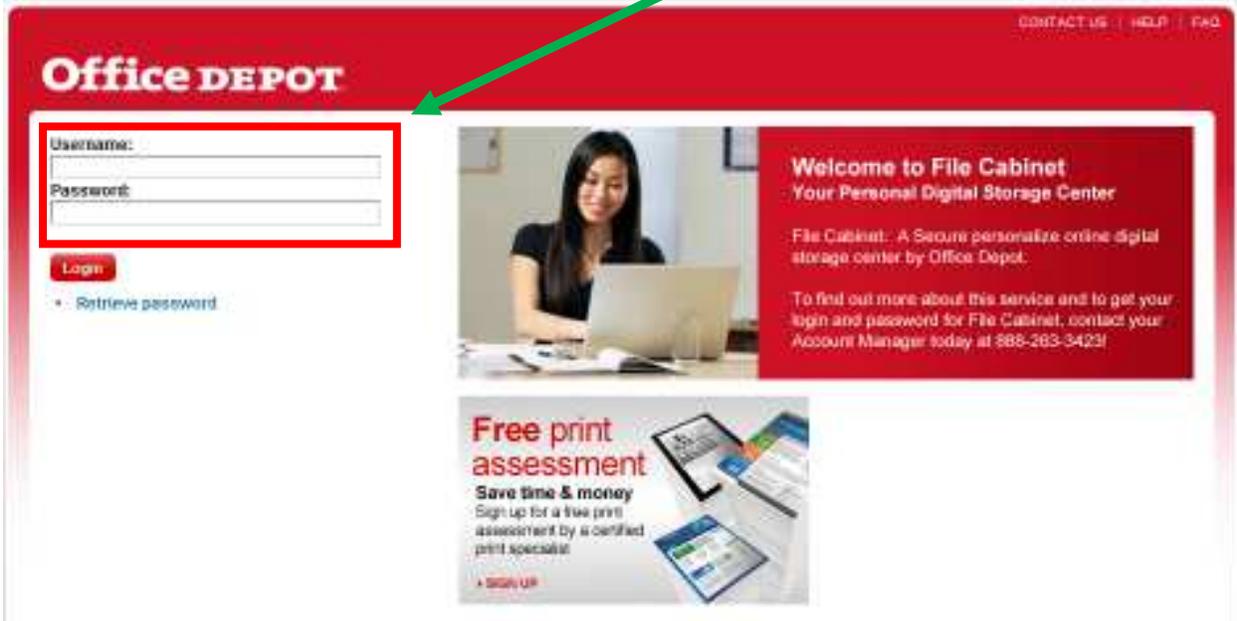
A large banner for "copy and print done right. guaranteed\*" is shown, along with a "Free Delivery Everyday on all custom printed orders" offer. Below the banner, there is a "Free print assessment by a certified specialist. Learn how to save time & money." offer with a "BOOK ME UP" link.

At the bottom, there are four promotional tiles: "Custom Printing", "Promotional Products", "Large Format Prints", and "Custom Stationery Online".

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You will be prompted to log in again...if the login doesn't work, call Kevin Patton, our OfficeDepot rep at 253-347-2602

User Name will be the same, password will be "Welcome"

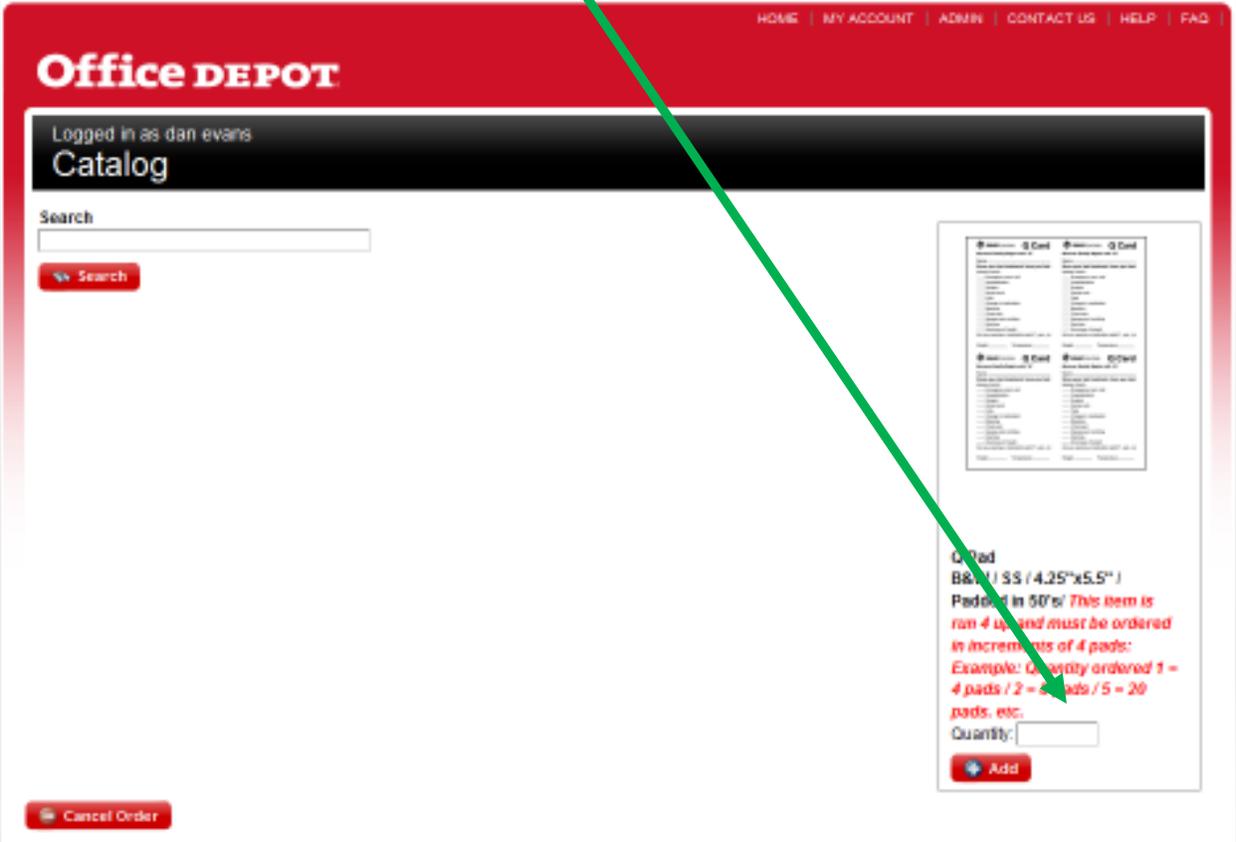


Click on "Order Catalog Items"



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The “Q-Pad” will be the only option for now. Please note that the current order set up is for sets of 4 pads. If you want to get 40 pads total, you would type 40 in the “Quantity” section, not 10. If you wanted to get 10 pads, you would not be able to – you would have to choose between 8 and 12 (multiples of 4).



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A “blow up” of the language on the order form...

Q Pad  
B&W / SS / 4.25"x5.5" /  
Padded in 50's! *This item is  
run 4 up and must be ordered  
in increments of 4 pads:*  
*Example: Quantity ordered 1 =  
4 pads / 2 = 8 pads / 5 = 20  
pads. etc.*

Quantity:



Select quantity and click “Add” - the system puts the order in your “Cart” You can “View Cart” or

Order Total: \$54.80  [View Cart](#)

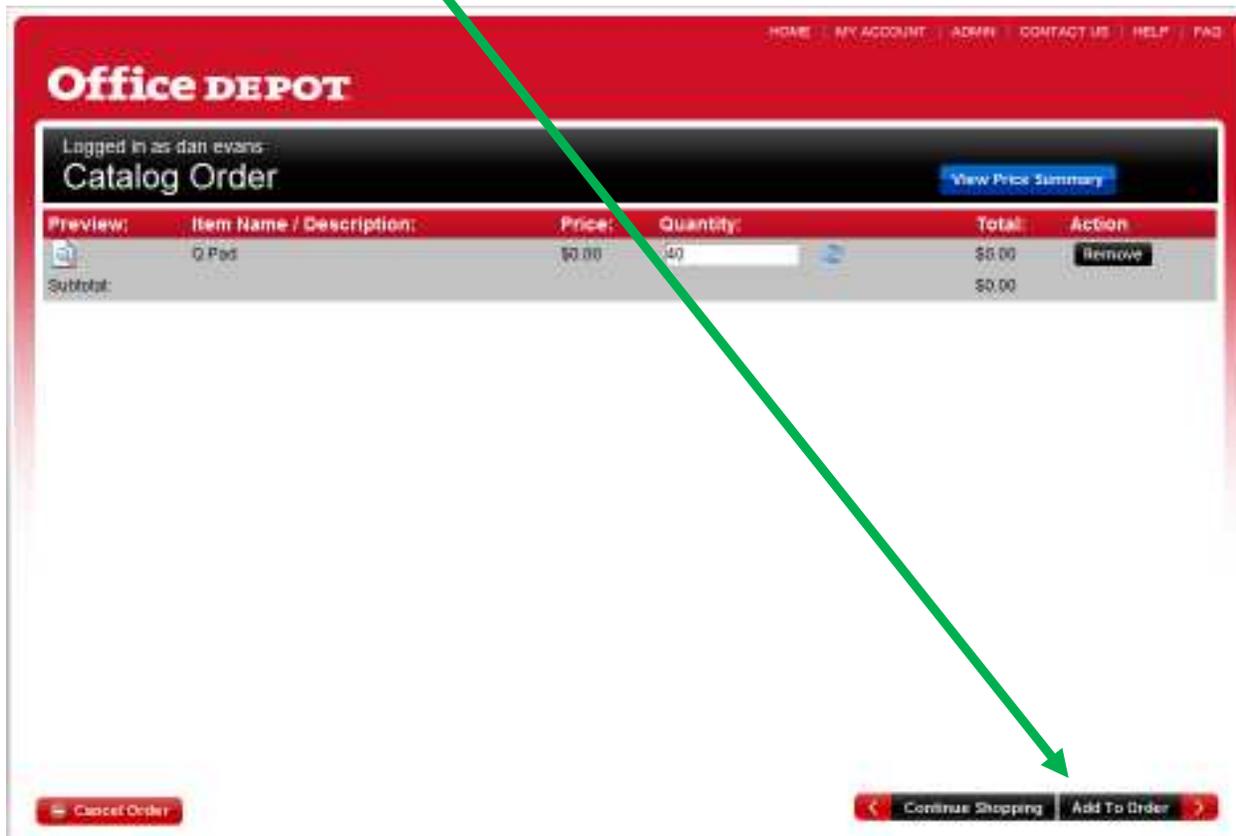
A screenshot of the Office Depot website's shopping cart. At the top, it shows "Order Total: \$54.80", a shopping cart icon with the number "1", and a red "View Cart" button. Below this is a list of items. The first item is "Q Card" with a description: "Q Pad B&W / SS / 4.25\"x5.5\" / Padded in 50's! This item is run 4 up and must be ordered in increments of 4 pads: Example: Quantity ordered 1 = 4 pads / 2 = 8 pads / 5 = 20 pads. etc." Below the description is a red "Remove" button with a white 'x' icon.

“Remove”

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When you click on “View Cart” the following screen appears...

You can click on “Add to Order”



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When you select “Add to Order” you will be prompted to log in again...and you will see the order page... which you can print for your records.

The screenshot shows the Office Depot website's shopping cart page. The cart contains one item: "Online Print Center" (Q Pad) with a price of \$1.37 each and a quantity of 40. The total for the item is \$54.80. The cart subtotal is \$54.80. The page includes navigation links, a search bar, and a "CHECK OUT" button. A red box highlights the product details, and green arrows point to the "Add to Order" button, the "CHECK OUT" button, and the "Print This Page" link.

| Description   | Price/Unit    | Qty. | Backorder | Total   | Subtotal |
|---|---------------|------|-----------|---------|----------|
| Online Print Center<br>Item # 102842 Entered Item # 102842<br>Q Pad | \$1.37 / each | 40   | 0         | \$54.80 | \$54.80  |

When you select “Check Out” you will be taken to a shipping screen...

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The screenshot shows the Office Depot checkout page. At the top, there are navigation tabs for Office Supplies, Furniture, Technology, Our Services, and My Account. Below these is a search bar with a 'GO' button and links for 'View All Products A-Z', 'Ink & Toner', 'Paper', 'Copy & Print', 'Tech Depot', and 'Bulletin Board'. A secondary navigation bar contains letters A-Z and a 'Visit Site Map' link. The main heading is 'Checkout' with a breadcrumb 'Home > Checkout'. A message asks the user to verify their order information. On the right, a 'Need Help?' box offers 'Email Assistance', 'FAQs', and a 'LIVE CHAT' option with a 'Talk with a Representative Chat Now' link. The 'User Information' section shows: User Name: DAN EVANS, Phone: (206)720-3766, Email Address: evansd@nwkidney.org, with an 'EDIT' button. The 'Shipping Information' section shows: HAVLAND PAVILION, NW KIDNEY CENTERS, 700 BROADWAY, AMERINET/WA2115, SEATTLE, WA 98122, USA, with a small icon below. The 'Email Options' section has a checked checkbox for 'I would like an email confirmation for this order.' and a field for 'Additional Email Address:'. The 'Order Information' section shows a 'PO Number' field and a list of items: GL 6223 and DEPT 8533.

If you

scroll

Down

Through

This

Screen

...

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... at the bottom is a “Shopping Cart” summary screen where you will be able to “Place Order”

**Shopping Cart** [Hide Images](#)

Estimated Delivery Date: 07/13/2011

Some services may need to be completed at Office Depot's Print Distribution Center. Print on Demand orders require varying time for production. An Office Depot employee will call you to confirm delivery availability.

| Description  | Your Price/unit | Qty.                                   | Backorder | Total   | Remove Item                           |
|--|-----------------|--|-----------|---------|---------------------------------------|
|  Online Print Center<br>Item # 0102842<br>Entered Item # 102842 | \$1.37 / each   | 40 <input type="button" value="EDIT"/> | 0         | \$54.80 | <input type="button" value="Remove"/> |

Comments: Q Pad

|                |                |
|----------------|----------------|
| Subtotal:      | \$54.80        |
| Delivery Fee:  | FREE           |
| Miscellaneous: | \$0.00         |
| Taxes:         | \$4.47         |
| <b>Total:</b>  | <b>\$59.27</b> |

Have you made changes to your cart or delivery option?

By submitting this order, you agree to the [Terms and Conditions](#).

[Continue Shopping](#)

Click to submit your order.

Once you “Place Order” ...

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...the Thank you screen appears. You can “Print This Page” to keep it for your records. The Thank You page shows your “Order Number” for tracking purposes.

Office Supplies Furniture Technology Our Services My Account

SEARCH  GO View All Products A-Z Ink & Toner Paper Copy & Print Tech Depot Bulletin Board

A - B C - D E - F G - H I - J K - L M - N O - P Q - R S - T U - Z Visit Site Map

Home > Thank you

**Thank you for your order!** Please print this page for your records. [Print This Page](#)

Your Order Number: 571156812-001

Estimated Delivery Date: Some services may need to be completed at Office Depot's Print Distribution Center. Print on Demand orders require varying time for production. An Office Depot employee will call you to confirm delivery availability. [View Order Details](#)

Some services may need to be completed at Office Depot's Print Distribution Center. Print on Demand orders require varying time for production. An Office Depot employee will call you to confirm delivery availability.  
You will receive an order confirmation email shortly. Please save this email for your records. Your Account Billing will be charged when the order ships.

**My Account**

[View Order Details for This Order](#)  
[Print Order](#)  
[View Your Order History](#)  
[View Your Account Information](#)  
[Reorder](#)

Use the links to the left to quickly access information about your account. You may check the status of your order, view the order's details, change the information in your account, or view your previous orders.

**Order Info**

Account #: 32280270  
Your Order Number is: 571156812-001  
Company Name: NORTHWEST KIDNEY CENTERS  
PO Number:  
GL: 6223  
DEPT: 8533  
Contact: Contact: DAN EVANS  
Contact Phone: (206)720-3766  
Comments

**Shipping Information**

Some services may need to be completed at Office Depot's Print Distribution Center. Print on Demand orders require varying time for production. An Office Depot employee will call you to confirm delivery availability.

700 BROADWAY  
AMERINET/WA2115  
SEATTLE, WA 98122  
USA

Finally, you get an e-mail confirmation of your order...

When I did a test order, I got a call from the fulfillment center to clarify how many pads I wanted – they may call you as well.

Please call Dan Evans at 425-518-6846 if you have any questions about the instructions. **Call Kevin Patton of OfficeDepot at 253-347-2602 if you have any problems logging in to order the Q-Pads.**