MFDs – Guide for Ordering Paper

This guide explains how to purchase paper for the Multi-Functional Devices (MFDs). It’s aimed at the MFD Super Users and Print Champions.

1. Go to [https://online.officedepot.co.uk/loginDSP.do](https://online.officedepot.co.uk/loginDSP.do) The following screen will appear:

2. Enter your Office Depot login ID and password in the spaces provided. You’ll be logged in to the Office Depot portal.

3. Enter the product code **5226498** (A4 paper) or **5226489** (A3 paper) in the Search field and click on the Go button:
Enter the product code in the search field

Click on the Go button

The product page will open.

You can save the product to your Shopping List so you can easily access it for future orders:

1. From the Product page click the Add to Shopping List button:

2. Enter MFD as the List Name and click Add to List:
To order the product:

1. Click on the **Manage Account** Drop down menu and select **Shopping Lists**: 

2. The **Shopping Lists** screen will appear, click **MFD**:
3. The Shopping List Details screen will appear. Enter the **Quantity** in the space provided, click on the **checkbox to select the item** and click **Add to Basket**:

- Click **MFD**
- Enter the **Quantity**
- Check the **checkbox**
- Click **Add to Basket**
4. Click View Basket:

5. Click Checkout:

6. The Checkout screen will appear displaying the default delivery address. If the default delivery address needs to be changed click **Select**.
7. Click on the required delivery address and press Select:

8. You can enter any information in the PO Number field, e.g. date and initials:
9. Click **Place an Order** which can be found at the bottom of the page. Your order will be placed.

10. You’ll receive a **confirmation email** which you should forward to Catherine Harvey of Information Services ([c.harvey@napier.ac.uk](mailto:c.harvey@napier.ac.uk)).

If you have any queries about the ordering process, or require an Office Depot account please contact Andrina Gunn in the first instance: [a.gunn@napier.ac.uk](mailto:a.gunn@napier.ac.uk).