



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.

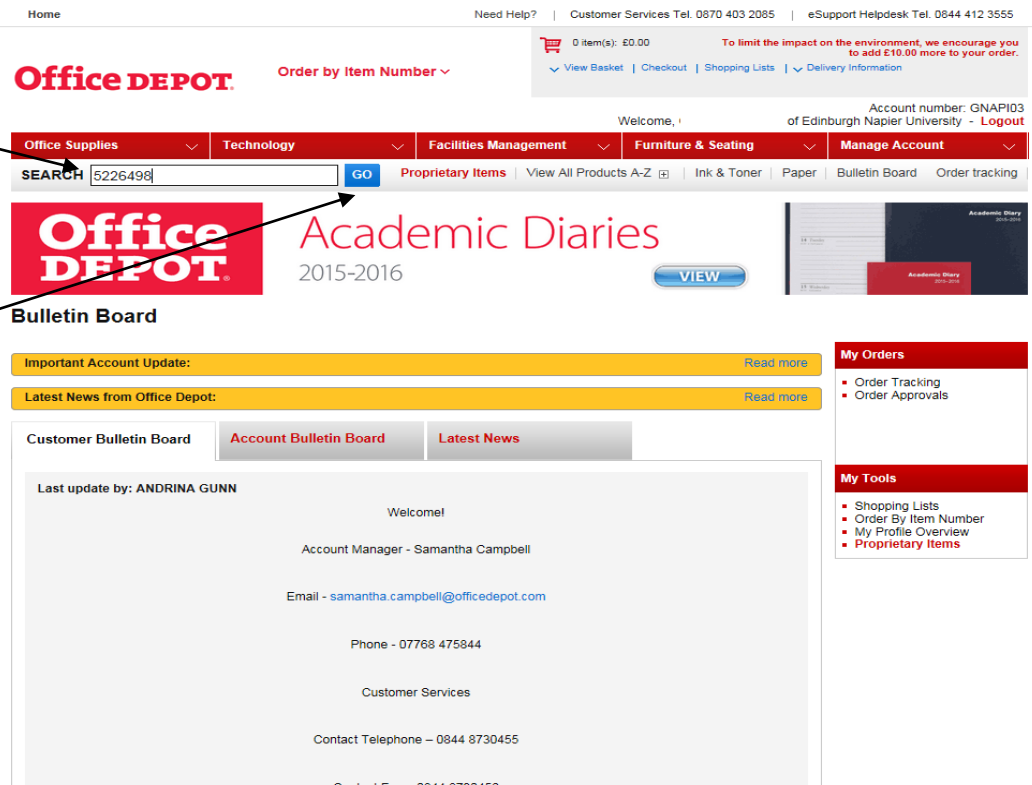
1. Go to <https://online.officedepot.co.uk/loginDSP.do> The following screen will appear:

The screenshot shows the Office Depot website's login page. At the top, there is a navigation bar with links for 'New to Office Depot?', 'About Us', 'Europe', 'Corporate Sustainability', and 'Login FAQs'. Below this is a banner image of a woman holding an Office Depot card, with the text 'WE PROVIDE SMART SOLUTIONS THAT HELP YOU TAKE CARE OF BUSINESS.' and a link to 'VIEW OUR 2015 CATALOGUE'. The main content area is divided into three sections: 'Business Solutions' with a list of links, 'Registered Customers' with a login form, and 'Need Online Access?' with a link to request access. The login form includes fields for 'Login Name' and 'Password', a 'LOG IN' button, and a checkbox for 'Log me in automatically'. The footer contains copyright information: 'Copyright ©2010-2014 by Office Depot, Inc. All rights reserved.'

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

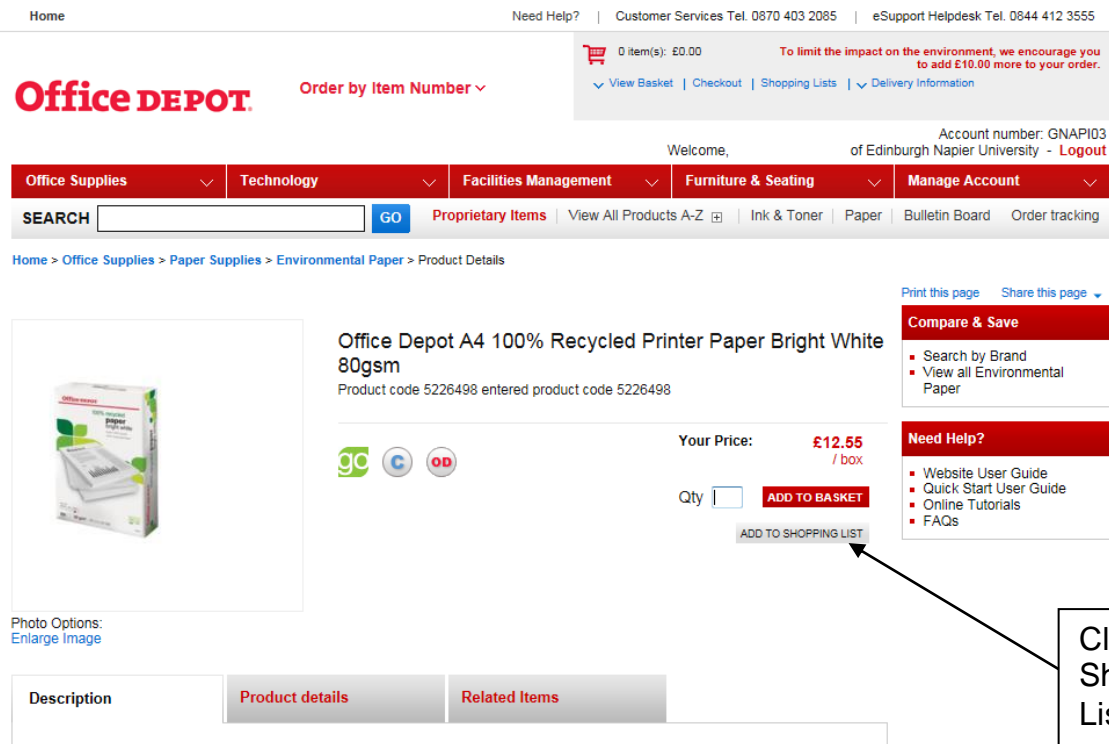
Click on the Go button



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**:

Home | Need Help? | Customer Services Tel. 0870 403 2085 | eSupport Helpdesk Tel. 0844 412 3555

Office DEPOT Order by Item Number

0 item(s): £0.00 To limit the impact on the environment, we encourage you to add £10.00 more to your order.

View Basket | Checkout | Shopping Lists | Delivery Information

Welcome, Account number: GNAPI03 of Edinburgh Napier University - Logout


Office Supplies | Technology | Facilities Management | Furniture & Seating | **Manage Account**

SEARCH [] GO Proprietary Items | View All Products A-Z | Ink & Toner | Paper | Bulletin Board | Order tracking

Home > Shopping Lists > Add to Shopping List

Add to Shopping List

Add Items to Shopping List

| Description | Your Price / unit | Qty | Extended Price |
|---|-------------------|-----|----------------|
|  Office Depot A4 100% Recycled Printer Paper Bright White 80gsm Product code 5226498 entered product code 5226498 Manufacturer code 5226498 | £12.55 / Box | 1 | £12.55 |

Select an existing list Create a new list
 List Name:
 Comment:

View Basket | Cancel

Need Help?

- Website User Guide
- Quick Start User Guide
- Online Tutorials
- FAQs

Enter "MFD" as the list name

Click Add to List

To order the product:

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

Home | Need Help? | Customer Services Tel. 0870 403 2085 | eSupport Helpdesk Tel. 0844 412 3555

Office DEPOT Order by Item Number

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View Basket | Checkout | Shopping Lists | Delivery Information

Welcome, Account number: GNAPI03 of Edinburgh Napier University - Logout

Office Supplies | Technology | Facilities Management | Furniture & Seating | **Manage Account**

SEARCH [] GO Proprietary Items | View All Products A-Z | Ink & Toner | Paper | Bulletin Board | Order tracking

Viral & bacterial infections: Contingency planning in the workplace

Manage Account dropdown menu:

- Bulletin Board
- My Account
- Order Tracking
- Subscription Manager
- Order Approvals
- Shopping Lists

Bulletin Board

Important Account Update: [Read more](#)

Latest News from Office Depot: [Read more](#)

Customer Bulletin Board | **Account Bulletin Board** | Latest News

Last update by: ANDRINA GUNN

Welcome!

Account Manager - Samantha Campbell

Email - samantha.campbell@officedepot.com

Phone - 07768 475844

My Orders

- Order Tracking
- Order Approvals

My Tools

- Shopping Lists
- Order By Item Number
- My Profile Overview
- Proprietary Items

Click on the Manage Account drop down menu

Select Shopping Lists

2. The Shopping Lists screen will appear, click **MFD**:

Home Need Help? | Customer Services Tel. 0870 403 2085 | eSupport Helpdesk Tel. 0844 412 3555

0 item(s): £0.00 To limit the impact on the environment, we encourage you to add £10.00 more to your order.

View Basket | Checkout | Shopping Lists | Delivery Information

Office DEPOT Order by Item Number ▾

Welcome, Account number: GNAPI03 of Edinburgh Napier University - Logout

Office Supplies ▾ Technology ▾ Facilities Management ▾ Furniture & Seating ▾ Manage Account ▾

SEARCH Proprietary Items | View All Products A-Z | Ink & Toner | Paper | Bulletin Board | Order tracking

Home > Shopping Lists

Shopping Lists

Create a new Shopping List

Note: For best results, please limit your list to a maximum of 200 products. Exceeding this limit will adversely effect the Shopping List's response time.

First time user?

- [How to use and create lists](#)
- [Set up reminders for yourself](#)

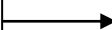
Current Lists

| List Name | Comments | List Type | Reminders | | |
|--------------------------------|---------------------|----------------|-----------|----------------------|--------------------------|
| Save For Later | Save For Later List | Save for Later | None | View | Download |
| MFD | | Personal | None | View | Download |

My Account

| | | | |
|--|---|--|---|
| <p>Site Info</p> <ul style="list-style-type: none"> Site Map Website Terms & Conditions Catalogue Terms & Conditions Privacy Policy | <p>Help</p> <ul style="list-style-type: none"> eSupport Helpdesk Contact Us Need Help? Returns | <p>Company Info</p> <ul style="list-style-type: none"> About Office Depot Security Policy | <p>Customer Tools</p> <ul style="list-style-type: none"> Order by item number eBilling |
|--|---|--|---|

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**:

Home > Shopping Lists > Edit My List

My Shopping List Details

List Name: MFD

Rename: Email Address: C.NAISMITH@NAPIER.AC.UK

Comment:





Select Start Date:

Reminder Frequency:

Rename or edit comments in the corresponding fields and click "Update" to save changes.

Sort by:

Result 1 - 1 of 1

| Description | Your Price / unit | Qty | Extended Price | Select all |
|---|-------------------|---|----------------|--------------------------|
|  <p>Office Depot A4 100% Recycled Printer Paper Bright White 80gsm Product code 5226498 entered product code 5226498 Manufacturer code 5226498</p> <p>  </p> <p>Category <input type="text" value="Environmental Paper"/> Group <input type="text"/></p> | £12.55 / Box | 1 <input type="button" value="UPDATE"/> | £12.55 | <input type="checkbox"/> |

Result 1 - 1 of 1

To organize your items, check boxes in the right column then choose one of these actions: [Remove](#) | [Move to Shopping List](#) | [Copy](#) | [Share List](#)

Page Subtotal: **£12.55**

Enter the Quantity

Check the checkbox

Click Add to Basket

4. Click **View Basket**:

Home | Need Help? | Customer Services Tel. 0870 403 2085 | eSupport Helpdesk Tel. 0844 412 3555

Office DEPOT. Order by Item Number ▾

1 item(s): £12.55 Thank you for helping to reduce the impact on the environment.

View Basket | Checkout | Shopping Lists | Delivery Information

Welcome, Account number: GNAPI03 of Edinburgh Napier University - Logout

Office Supplies Technology Facilities Management Furniture & Seating Manage Account

SEARCH GO Proprietary Items View All Products A-Z Ink & Toner Paper Bulletin Board Order tracking

Home > Find Your Product

The product listed below was added to your shopping basket.

| Description | Your Price/unit | Qty |
|---|-----------------|-----|
| Office Depot A4 100% Recycled Printer Paper Bright White 80gsm Product code 5226498 entered product code 5226498 | £12.55 /box | 1 |

Continue Shopping **SHOPPING BASKET**

Other products you might be interested in

| | Availability | Your Price | Qty |
|---|--------------|-------------|----------------------|
| Office Depot A4 100% Recycled Printer Paper White 80gsm Product code 5224734 | Available | £10.24 /box | <input type="text"/> |

ADD TO LIST **ADD TO BASKET**

Click View Basket

5. Click **Checkout**:

Home | Need Help? | Customer Services Tel. 0870 403 2085 | eSupport Helpdesk Tel. 0844 412 3555

Office DEPOT. Order by Item Number ▾

1 item(s): £12.55 Thank you for helping to reduce the impact on the environment.

View Basket | Checkout | Shopping Lists | Delivery Information

Welcome, Account number: GNAPI03 of Edinburgh Napier University - Logout

Office Supplies Technology Facilities Management Furniture & Seating Manage Account

SEARCH GO Proprietary Items View All Products A-Z Ink & Toner Paper Bulletin Board Order tracking

Home > Find Your Product

Continue Shopping **CHECKOUT** Print this page

| Description | Price/unit | Qty | Estimated Delivery Date | Total |
|--|--------------|----------------------------|-------------------------|--------|
| Office Depot A4 100% Recycled Printer Paper Bright White 80gsm Item number 5226498 entered product code 5226498 | £12.55 / box | 1 UPDATE SAVE FOR LATER | 29/04/15 | £12.55 |

Remove

Comments UPDATE

Continue Shopping Update Basket | Empty Basket | Save Basket | Share Basket **CHECKOUT**

Subtotal: £12.55
1 item(s): £12.55

CHECKOUT

Need Help?
Website User Guide
Quick Start User Guide
Online Tutorials
FAQs

Order By Item Number

Item Number

Qty **ADD TO BASKET**

Save for Later

SHOPPING LISTS

Click Checkout

6. The Checkout screen will appear displaying the default delivery address. If the default delivery address needs to be changed click **Select**:

Office DEPOT.

Order by Item Number ▾

1 item(s): £12.55

Thank you for helping to reduce the impact on the environment.

View Basket | Checkout | Shopping Lists | Delivery Information

Welcome,

Account number: GNAPI03
of Edinburgh Napier University - Logout

Office Supplies ▾

Technology ▾

Facilities Management ▾

Furniture & Seating ▾

Manage Account ▾

SEARCH

GO

Proprietary Items

View All Products A-Z

Ink & Toner

Paper

Bulletin Board

Order tracking

Home > Checkout

Checkout

Please verify your order information below and choose one of the options at the bottom of the page to submit your order.

User Information

User Name:
Phone:
Email Address:
Fax:

EDIT

Delivery Information

Finance
Edinburgh Napier University
Room 6 b 32
Sighthill Court
Edinburgh
EH11 4BN
United Kingdom
0131 455 6006

SELECT

Need Help?

- Website User Guide
- Quick Start User Guide
- Online Tutorials
- FAQs

Click on the Select button to change the default delivery address

Email Options

 I would like an email confirmation for this order.

Send an email confirmation to another contact:

Additional Email Address:

Order Information

* PO Number

Select



7. Click on the required **delivery address** and press **Select**:

Home

Need Help? | Customer Services Tel. 0870 403 2085 | eSupport Helpdesk Tel. 0844 412 3555

Office DEPOT.

Order by Item Number ▾

1 item(s): £12.55

Thank you for helping to reduce the impact on the environment.

View Basket | Checkout | Shopping Lists | Delivery Information

Welcome,

Account number: GNAPI03
of Edinburgh Napier University - Logout

Office Supplies ▾

Technology ▾

Facilities Management ▾

Furniture & Seating ▾

Manage Account ▾

SEARCH

GO

Proprietary Items

View All Products A-Z

Ink & Toner

Paper

Bulletin Board

Order tracking

Home > Manage Account

My Profile

- My Profile Overview
- Select Delivery Address
- Select PO Number
- My Proxy Approver

Need Help?

- Website User Guide
- Quick Start User Guide
- Online Tutorials
- FAQs

Select a Delivery Address

Your Current Delivery Address:

Finance
Room 6 b 32
Sighthill Court
Edinburgh
EH11 4BN
0131 455 6006
United Kingdom

Your Default Delivery Address:

Finance
Room 6 b 32
Sighthill Court
Edinburgh
EH11 4BN
0131 455 6006
United Kingdom

Choose delivery address

SELECT CANCEL Return to My Account

| Current | Default | ID | Name | Address | City | Post Code |
|----------------------------------|----------------------------------|-------------|-------------|-----------------|-----------|-----------|
| <input type="radio"/> | <input checked="" type="radio"/> | Finance | Room 6 b 32 | Sighthill Court | Edinburgh | EH11 4BN |
| <input checked="" type="radio"/> | <input type="radio"/> | Copier Room | Room 6.B.08 | Sighthill Court | Edinburgh | EH11 4BN |

Click Select

SELECT CANCEL Return to My Account

8. You can enter any information in the **PO Number** field, e.g. date and initials:

Home | Need Help? | Customer Services Tel. 0870 403 2085 | eSupport Helpdesk Tel. 0844 412 3555

Office DEPOT. Order by Item Number

1 item(s): £12.55 Thank you for helping to reduce the impact on the environment.
[View Basket](#) | [Checkout](#) | [Shopping Lists](#) | [Delivery Information](#)

Welcome, Account number: GNAPI03 of Edinburgh Napier University - [Logout](#)

Office Supplies | Technology | Facilities Management | Furniture & Seating | Manage Account

SEARCH [GO](#) [Proprietary Items](#) | [View All Products A-Z](#) | [Ink & Toner](#) | [Paper](#) | [Bulletin Board](#) | [Order tracking](#)

Home > Checkout

Checkout

Please verify your order information below and choose one of the options at the bottom of the page to submit your order.

User Information

User Name:
Phone:
Email Address:
Fax:

[EDIT](#)

Delivery Information

Copier Room
Edinburgh Napier University
Room 6.B.08
Sighthill Court
Edinburgh
EH11 4BN
United Kingdom
01314556006

[SELECT](#)

Need Help?

- Website User Guide
- Quick Start User Guide
- Online Tutorials
- FAQs

Email Options

I would like an email confirmation for this order.

Send an email confirmation to another contact:
Additional Email Address:

Order Information

* PO Number [Select](#) [?](#)

Enter any information here, 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).

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 .