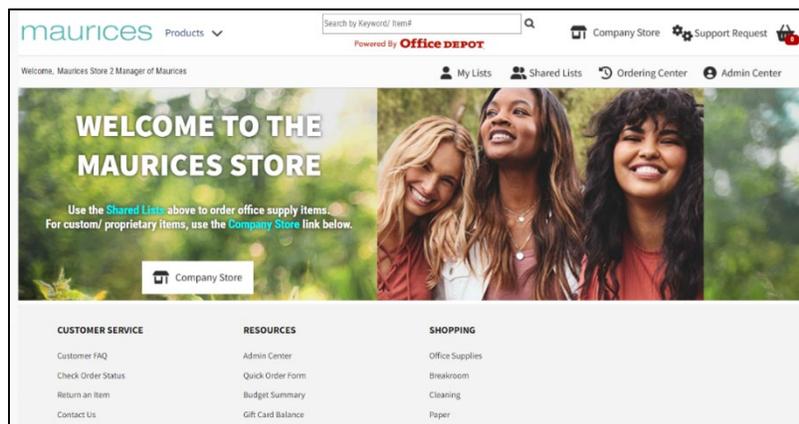




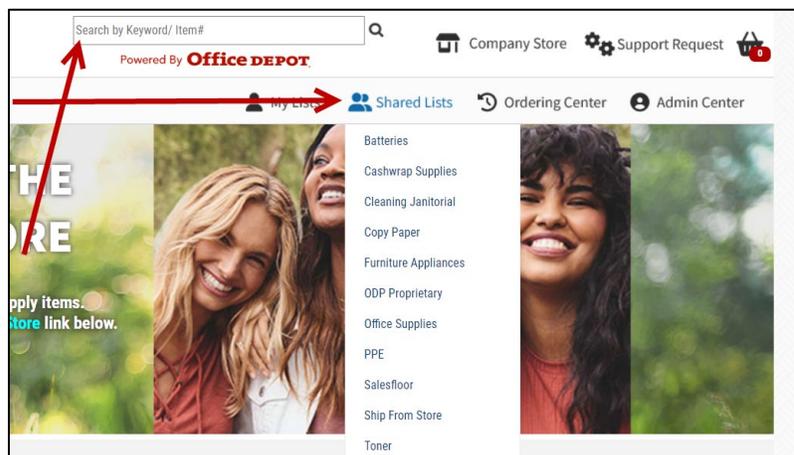
ODP360 MAU Store Training Guide

ODP has upgraded your ordering experience into our custom ODP360 platform! This is now your centralized ordering platform for Office Supplies, custom items like Bags, Receipt Rolls, Hangers, Fixtures, Back Office Items, etc. Please use the following how-to-guide to walk you through some of the key new features of this platform.

1. To access the new ODP360 website, please click on the icon through zipline for single sign-on authentication
2. When you first login, you will be directed to the main Office Supply page that is custom to Maurice's –



3. To start browsing for Office Supply Items click on "Shared Lists" to find contract approved items.
4. You can also search for items using key words in the search bar.





- When viewing a list, you can multiple items to your cart at a time by typing in your quantity into the quantity field and clicking “Add to Cart” at the bottom or by clicking on the cart icon

PRODUCT // Company List

Company List:

Show Quantity [+] Hide Quantity [-]

Product	Description	Unit	Price	Qty	Ext. Price	Budget
348359	Neeah Exact Index Premium Card Stock, 8.5" x 11", 110 Lb, FSC Certified, White, Pack Of 250 Sheets	PK	27.50	<input type="text" value="1"/>	27.50	<input type="text"/>
841195	Office Depot Brand Multi-Use Print & Copy Paper, Letter Size (8 1/2" x 11"), 92 (U.S.) Brightness, 20 Lb, White, Ream Of 500 Sheets	RM	4.31	<input type="text" value="2"/>	8.62	<input type="text"/>
273646	Office Depot Brand Copy Paper, Letter Size (8 1/2" x 11"), 92 (U.S.) Brightness, 20 Lb, White, 500 Sheets Per Ream, Case Of 10 Reams	CA	43.18	<input type="text" value="5"/>	215.90	<input type="text"/>

- If you need to order something that is not available on the shopping list, you can search in the top menu bar by a keyword. Note that the search view is defaulted to only show items that are on your Contract. To change this view, click on the “Sort By” dropdown at the top to view additional items- **Please note these items are not available to add to cart. You must reach out to your DL to approve and order on your behalf**

Products

Powered By **Office DEPOT**

My Lists Shared Lists Ordering Center Admin Center

Results per page

Sort By

- Contract
- Relevance
- Alpha A-Z
- Alpha Z-A
- List Price Low To High
- List Price High To Low
- Contract

View

- To shop for Custom Items, click on the “Company Store” button at the top of the screen.

maurices Products

Powered By **Office DEPOT**

Welcome, Maurices Store 2 Manager of Maurices

My Lists Shared Lists Ordering Center Admin Center

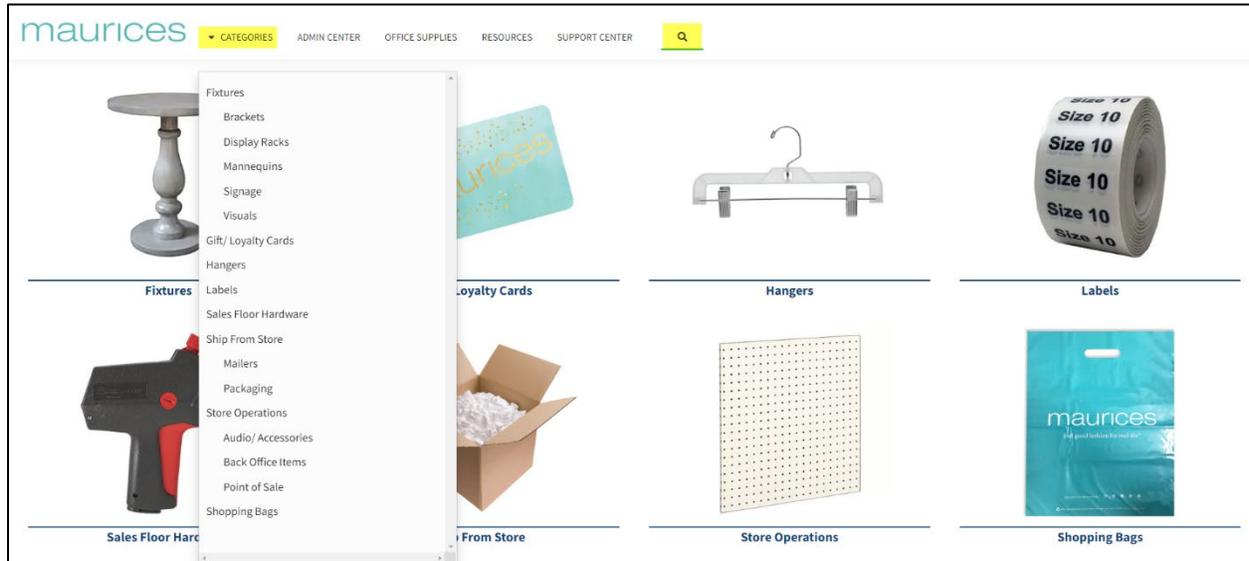
PRODUCT // Company List

Company List:

Show Quantity [+] Hide Quantity [-]



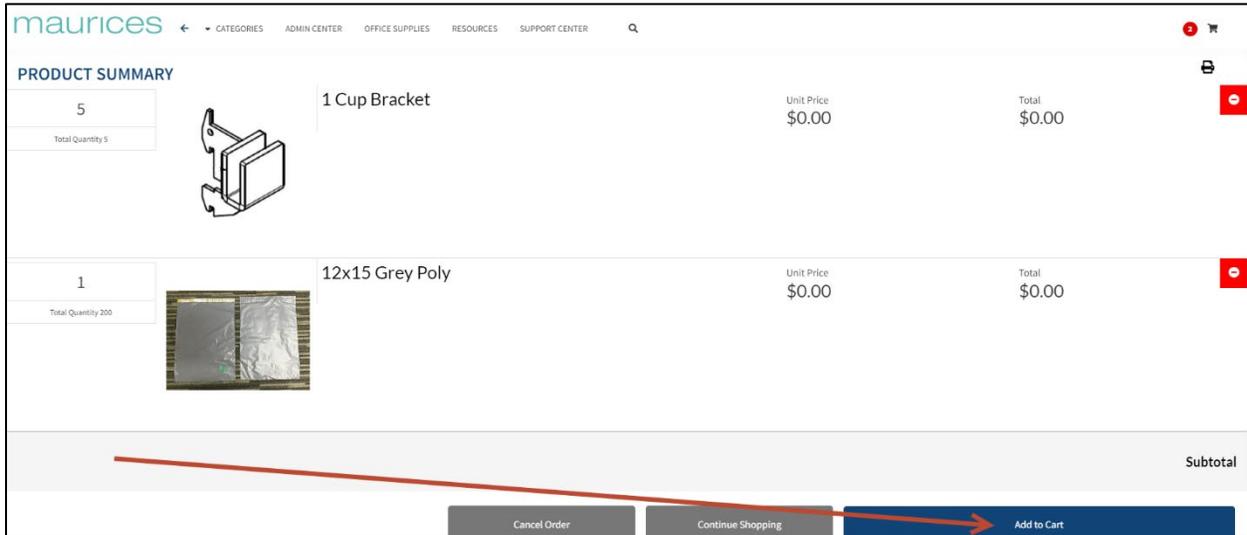
- The Company Store and the Office Product user experience both share 1 single cart. The Company store houses all of your custom products. You can browse through the categories or utilize the search bar to search for an item by Vendor Part Number or Name



- While shopping in the Company Store, please note that you are building a list of items to add to your combined cart. You can click on "Continue Shopping" to go back to the Company Store to continue shopping.

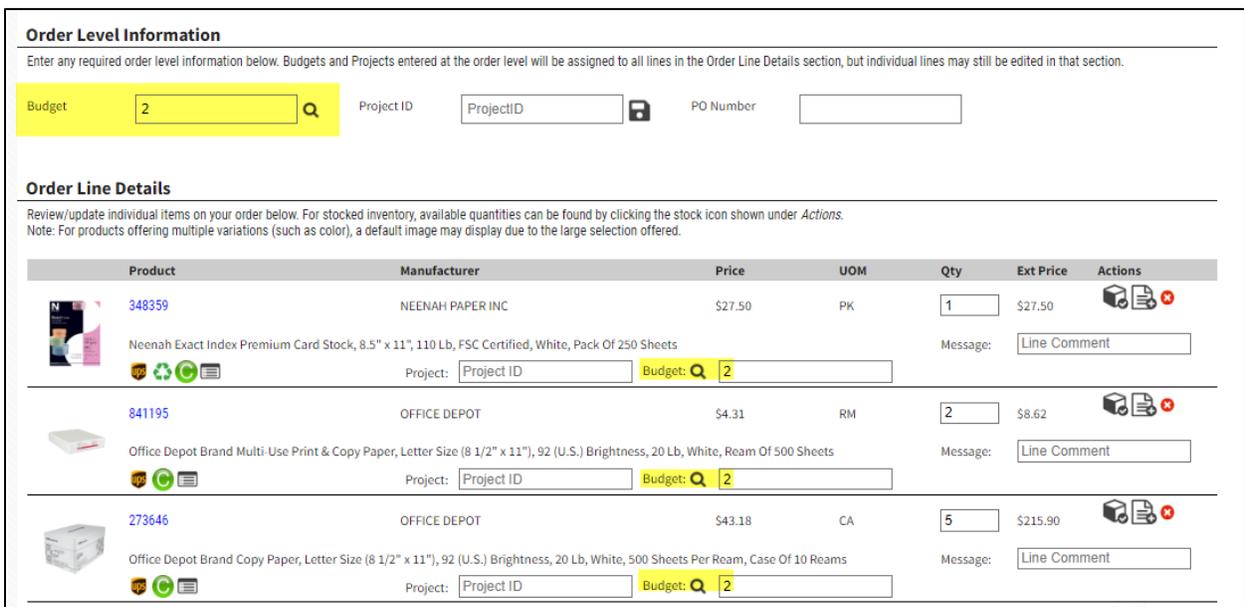


10. When you have added all your Company Store items to your cart, you must click on the big “Add to Cart” button at the bottom of the screen to add these items to your combined cart -



**Please reference additional training videos for a walk through this process in Zipline. **

11. Once you have created your list of items and clicked “Add to Cart” it will bring you to your combined shopping cart of Office Supply and Company Store custom items. This screen will show you a summary of the items in your cart and your assigned Store Budget. Click CONTINUE to proceed to the next step





12. This next screen is where you will see your Store Address already entered for your shipping address and your cost center will be defaulted to your Store Cost Center –

CHECKOUT << BACK

Step 1. Edit Shipping/ Billing [↗](#) **Step 2. Select Payment Type** [↗](#)
Click here to add or modify any shipping, billing, or contact details. Click here to add or verify your credit card or invoice payment details.

Customer Details

Shipping Address		Billing Address		Contact & Reference Information		Payment Details	
Ship To	2	Bill To	Default	Contact Name	Maurices Store 2 Manager		0210002
Name	MAURICES STORE 2 MANAGER	Name	Corporate Office	Phone Number	218-727-8315		
Address	Miller Hill Mall, Sp. E3&4	Address	425 W Superior St	Extension			
Address 2	1600 Miller Trunk Hwy	Address 2		PO Number			
City	Duluth	City	Duluth				
State	MN	State	MN				
Zip Code	55811	Zip Code	55802				

Order Details

Product	Description	OrdQty	Price/UOM	Ext Price	Message	Budget	Project	Items	
	348359 Neenah Exact Index Premium Card Stock, 8.5" x 11", 110 Lb, FSC Certified, White, Pack Of 250 Sheets	1	\$27.50/PK	\$27.50		2		Items	4
	841195 Office Depot Brand Multi-Use Print & Copy Paper, Letter Size (8 1/2" x 11"), 92 (U.S.) Brightness, 20 Lb, White, Ream Of 500 Sheets	2	\$4.31/RM	\$8.62		2		Item Subtotal	\$368.24
	273646 Office Depot Brand Copy Paper, Letter Size (8 1/2" x 11"), 92 (U.S.) Brightness, 20 Lb, White, 500 Sheets Per Ream, Case Of 10 Reams	5	\$43.18/CA	\$215.90		2		Inventory S&H	\$21.40
	8490660 Maurices Heavy 14" Clear Bottom Hanger (#600RC), 100/ CT	2	\$58.11/CT	\$116.22		2		Pick & Pack Fee	\$4.50
								Order & Delivery Fee Subtotal	\$25.90
								Taxes	\$34.97
								Gift Cards Applied	\$0.00
								TOTAL DUE	\$429.11

PLACE ORDER

13. Once you have reviewed the details to confirm they are correct, click “PLACE ORDER”

14. An order notification will be posted in Zipline as a message for your reference.

15. IF an order is placed that exceeds your monthly budget, the entire order will be routed to your Laura for approval.

If you should have any questions or need any assistance, please submit a support ticket to our Support Team by clicking on “Support Request” at the top of your screen throughout the ordering process.