



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.
- You can also search for items using key words in the search bar.







5. 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

PRO	DUCT	// Company List	
Compa	any List:	Copy Paper	Show Quantity [+] Hide Quantity [-]
F	Product	Description	Unit Price Qty Ext. Budget Price
		Neenah Exact Index Premium Card Stock, 8.5" x 11", 110 Lb, FSC Certified, White, Pack 0f 250 Sheets	РК 27.50 1 27.50 Q
	348359		Message:
		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 2 8.62 Q
	841195		Message:
	1	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 5 215.90 Q
• 4	273646		Message:
			Add to Cart Add/View Cart

6. 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**



7. To shop for Custom Items, click on the "Company Store" button at the top of the screen.







8. 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



9. 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 mush click on the big "Add to Cart" button at the bottom of the screen to add these items to your combined cart -

Maurices + - categories admin.center	OFFICE SUPPLIES RESOURCES SUPPORT CENTER Q			8 x
5 Tetal Quantity 5	o Bracket	Unit Price \$0.00	Total \$0.00	0
1 Tital Quantity 200	5 Grey Poly	Unit Price \$0.00	Total \$0.00	•
				Subtotal
	Cancel Order	Continue Shopping	Add to 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

any require	ed order level information below. Budgets a	ind Projects entered at the order level will be assigned	to all lines in the Order Line Details	section, but individu	al lines may still be	e edited in that s	ection.
et	2 Q	Project ID ProjectID	PO Number				
erLine	Details						
v/update in	ndividual items on your order below. For st	ocked inventory, available quantities can be found by c	licking the stock icon shown under	Actions.			
r or produo	Product	Manufacturer	Price	UOM	Otv	Ext Price	Actions
	348359	NEENAH PAPER INC	\$27.50	PK	1	\$27.50	
	Neenah Exact Index Premium Card St	Message:	Line Comment				
1000	👼 🛟 🕒 🚍	Project: Project ID	Budget: Q 2				
				DM	2	\$8.62	8
	841195	OFFICE DEPOT	\$4.31	RM	2	90.02	
1	841195 Office Depot Brand Multi-Use Print &	OFFICE DEPOT Copy Paper, Letter Size (8 1/2" x 11"), 92 (U.S.) Brigh	\$4.31 Itness, 20 Lb, White, Ream Of 500 s	Sheets	Message:	Line Comn	nent
4	841195 Office Depot Brand Multi-Use Print &	OFFICE DEPOT Copy Paper, Letter Size (8 1/2" x 11"), 92 (U.S.) Brigh Project: Project ID	54.31 Itness, 20 Lb, White, Ream Of 500 9 Budget: Q 2	Sheets	Message:	Line Comn	ient
A	841195 Office Depot Brand Multi-Use Print & © © 273646	OFFICE DEPOT Copy Paper, Letter Size (8 1/2" x 11"), 92 (U.S.) Brigh Project: Project ID OFFICE DEPOT	S4.31 itness, 20 Lb, White, Ream Of 500 S Budget: Q 2 \$43.18	Sheets CA	Message:	\$215.90	nent
1	841195 Office Depot Brand Multi-Use Print & © © = 273646 Office Depot Brand Copy Paper, Lette	OFFICE DEPOT Copy Paper, Letter Size (8 1/2" x 11"), 92 (U.S.) Brigh Project: Project ID OFFICE DEPOT r Size (8 1/2" x 11"), 92 (U.S.) Brightness, 20 Lb, Whit	54.31 ttness, 20 Lb, White, Ream Of 500 : Budget: Q 2 \$43.18 ie, 500 Sheets Per Ream, Case Of 1	CA CA CA	Message:	\$215.90	nent





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 –

C	HECKOU	JT													< BACK	
Step 1. Edit Shipping/ Billing C Step 2. Select Payment Type C 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. Click here to add or verify your credit card or invoice payment details.																
с	Customer Details															
	Shipping Address Billing Address					Contact & Refe				& Reference Information			Payment Details			
	Ship To	2		Bill To	Default			Contact N	ame 1	Maurices S	itore 2 Mar	nager	0210002			
	Name	MAURICE	S STORE 2 MANAGER	Name	Corporate Offic	e		Phone Nu	mber 2	218-727-83	315					
	Address	Miller Hill	Mall, Sp. E3&4	Address 425 W Superior St Address 2			Extension									
	Address 2	1600 Mille	er Trunk Hwy				PO Number									
	City	Duluth		City	Duluth											
	State	MN		State	MN											
	Zip Code	55811		Zip Code	55802											
0	rder Deta	ails														
		Product	Description			OrdQty	Price/UON	Ext Price	Message	Budget	Project	Items				4
	348359 Neenah Exact Index Premium FSC Certified, White, Pack Of		n Card Stock, 8.5	" x 11", 110 Lb,	1	\$27.50/PK	\$27.50		2		Item Subto	tal		\$368	3.24	
			f 250 Sheets								Inventory S	ŝн		\$2	1.40	
												Pick & Pack	Fee		\$4	4.50
-		Office Depot Brand Multi-Use Prin			per, Letter Size (8							Order & De	livery Fee Subtotal		\$25	5.90
		841195	Sheets	ess, zu LD, white	, Ream OF 500	2	94.01/RW	30.02		2	Taxes			\$34	4.97	
	or (c) 🗉										Gift Cards A	pplied		S	0.00	
-	2 - 8	273646	Office Depot Brand Copy Pap (U.S.) Brightness, 20 Lb, Whi	per, Letter Size (8 ite, 500 Sheets Pe	1/2" x 11"), 92 er Ream, Case Of	5	\$43.18/CA	\$215.90		2		TOTAL D	UE		\$429.	11
	SE IN A	@												P		_
_														Ľ		`
	2	8490660	Maurices Heavy 14" Clear Bo	ottom Hanger (#6	00RC), 100/ CT	2	\$58.11/CT	\$116.22		2						
	1 1	0														

- 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.