



United States Indoor Sports Association

Welcome Aboard USIndoor Member! On behalf of **Office Depot** we are excited to be serving you as the preferred supplier of office products to your company. We look forward to providing you with world-class service when it comes to purchasing office supplies, paper, toner and other office products. This new strategic relationship features many benefits and services provided by the **Office Depot Business Services Division**. Benefits include:

- Negotiated aggressive discounts on **Office Depot's** entire in-stock assortment of over 12,000 name-brand office products.
- Outstanding distribution capabilities with next business day delivery in most areas.
- **Office Depot's** award-winning Internet site. As one of largest business-to-business Ecommerce companies in the world, our Internet site offers reduced transactional costs and timesaving measures through our efficient Internet ordering system.
- Outstanding customer service and sales representation.

The details of how to do business with **Office Depot** are explained in the enclosed package. If you need additional training on our website or have any questions in regards to the program please don't hesitate to call the toll free numbers in your welcome package. Thank you for the opportunity. We look forward to working with you.

Sincerely,

Leo Maynes
Account Manager
(804) 640-9720



BUSINESS SERVICES DIVISION

Partnering for Success!

The United States Indoor Sports Association and Office Depot have developed a partnership providing you with everyday cost-savings and procurement solutions to run your business!

Let's get started! Simply follow these ordering instructions or dial 1-888-2-OFFICE (1-888-263-3423) with any questions.

CUSTOMER SERVICE DESK:

Your Office Depot Account Number is: 44435088

The *Office DEPOT Customer Service Desk* will answer any questions you may have concerning products, pricing, order status and item availability. They are also available to help you with any merchandise returns, or any other questions. The Customer Service Desk is available Monday through Friday, 7:00 A.M. to 8:00 P.M. (EST): 1-888-2-OFFICE (1-888-263-3423).

In-Store Purchases

TO RECEIVE SPECIAL MEMBER PRICING at any Office Depot Retail Store within the United States, you must first be set up and register the credit card to which you will charge your purchase. Your savings will then be automatic.

- A. If you are already set up and simply wish to register your credit card, click "Register your credit card" at: <https://business.officedepot.com/>.
- B. For setup and registration, click "Create your account now!" at: <http://business.officedepot.com/loginsignMeUp.do>.

~Allow 72 hours for set up before shopping at the stores.~



BUSINESS SERVICES DIVISION

Online Purchases

- A. If you have already registered or been set up by Office Depot, refer to the "Quick Steps" below to Log in directly to your purchase portal. [NOTE: Only online purchases through <http://bsd.officedepot.com/> will generate your member savings. DO NOT go to www.officedepot.com.]
- B. If you have not yet been set up, click "Create your account now!" at: <http://business.officedepot.com/loginsignMeUp.do> and proceed to

QUICK STEPS FOR ORDERING ONLINE

1. Open your Internet Browser, type in the following URL: <http://bsd.officedepot.com/> then add the website to your favorites. Enter your assigned Login Name (**email address or phone number**) and (initial) Password (**USINDOOR**) and click the **Login** button. The first time you enter the site, the "**Login and Password Information**" page will appear with the following message: "Your profile is not configured with a security question." prompting you to select a secret question and create a new password. Once you have provided all required information, click "**Update**" to save your information.
2. Click "**Order By Item #**" located on the **Shopping Tools** navigation bar on the left side of the page. Enter the item number(s) and quantity for each item(s) you want to purchase. The **Comment** field allows you to enter a name or project name at the time of order. This information prints on the packing list you receive with your order, providing a reference tool.
3. Once you have entered all items for the order, click the "**Add to Cart**" button. You will then see a listing of the items you added to your cart.
4. To place your order, click the "**Checkout**" button. This is the red button at the bottom right of the page and on the **Shopping Tools** navigation bar on the left side of the page. You will be given an opportunity to review your Shopping Cart. If you are ready to proceed with your purchase, click the "**Checkout**" button.
5. You will then be taken to the **Checkout** page. Please fill out all required order information. You also have the opportunity to make changes to your Shopping Cart on this page. If you make any changes, click on the "**Update Shopping Cart**" button. Once you have completed your review of the information on this page, click "**Place Order**". **Note:** A "**Put this order on hold**" button is available to hold the order.

To track an order; view the order detail; and/or make changes to the order, click "**Order Tracking**" on the left navigation bar.



BUSINESS SERVICES DIVISION

Order by Phone

Simply dial 1-888-2-OFFICE (1-888-263-3423) and reference **Your Office Depot Account Number (44435088)** for setup or purchasing assistance.

THINGS TO REMEMBER

- **YOU MAY ORDER AN OFFICE DEPOT CATALOG BY REFERENCING ITEM 566130.**
- **ONLINE ORDERS ENABLE YOU TO SEE YOUR ACTUAL DISCOUNTED PRICES FOR EVERY ITEM.**
- **PLACE ORDERS UP TO 5:00 P.M., YOUR LOCAL TIME, FOR NEXT-DAY DELIVERY.**
- **ORDER TRACKING** – Allows you to view 18 months of your order history.
- **ONLINE TRAINING** – Click on Customer Service Tab for Online Training.
- **ONLINE RETURNS** –Go to “ORDER TRACKING”, click on the Blue underlined order number. Click on the SUBMIT RETURN button to return items for credit only.
- **ELECTRONIC COMMERCE SUPPORT DESK – 1-800-269-6888**
 - **Hours: 7 AM to 8:30 PM, EST, Monday – Friday**
- **FIND YOUR NEAREST RETAIL STORE – CLICK ON & FIND A STORE**
- **PROMOTIONAL PRODUCTS** (e.g., custom t-shirts, brand apparel and merchandise)
- **TECHDEPOT – TECHNOLOGY NEEDS** (above and beyond Office Depot’s usual inventory)
- **DESIGN PRINT AND SHIP** (e.g., copying, stationery, business cards, brochures – order in-store or online with **FREE NEXT-DAY DELIVERY**)
- **WELCOME ABOARD!**

In case of questions, email or call USIndoor’s dedicated national sales representative, Leo Maynes, at Leo.Maynes@officedepot.com or (804) 640-9720.

