UNIVERSITY OF ILLINOIS SYSTEM

Office Depot—Shopping the Catalog

Step	Task
1.	Within the Office Depot PunchOut catalog, combine any of the following tools to shop the catalog and create your shopping cart: 1) **Catalog**: Click a category from the **Product Navigation Bar** and select category or sub-category to view relevant products. 2) **Search**: Type **Keyword** or **Item#** and click **Search**. **NOTE**: A summary of matching categories and the top-ranking items will appear. Click on a category, brand, or individual item. Results can be sorted by: **Best Value (Contract)**, **Price**, and **Relevance**. 3) **View All Product A-Z**: Search by categories in the alphabetical index. Hover the mouse over the letters to view a list of categories or click on the category to view a list of subcategories or items. 4) **Order by Item#**: Enter the Office Depot, manufacturer, or custom product code numbers and then quantity and click **ADD TO CART**. Check the box next to **Show Images** to view product images and details. You may enter up to 20 items at once. 5) **Shopping Lists**: Add preselected lists of items to your order by choosing from the **Shopping Lists** menu. To add an item to your shopping cart: enter quantity, make sure the select box is checked, and click **ADD TO CART**. NOTE: If the shopping list quantities are preset to "0", click **Select all** and enter a quantity for desired items.
2.	**View Cart** to review selected items, view Office Depot recommended savings opportunities, save items for later, or to add items to custom shopping lists.
3.	**Check Out** to complete the order. The shopping cart items will transfer into iBuy for you to complete the requisition process and the Office Depot session ends. **NOTE**: Purchase orders received by 5:00 pm will be processed for next available day delivery.

If you need assistance within the Office Depot punchout catalog, please contact the University's Office Depot representative Paula Oliger at oliger@illinois.edu or (217) 244-8305.