

ADDING A NEW USER

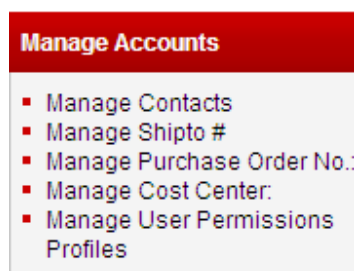


Creating a new login and password

1. Log in as super user
2. Go to **My Profile** and click on **My Profile**



3. Under **Manage Users**, select the option **Add New Users**



4. Now you can enter the information required to add a new account. Please refer to the instructions and screenshots below:

Create Your Login and Password:

You can create your own password. It needs to contain between six and 10 characters. The new user can reset the password after logging in.

User information:

Please send me Order Confirmation emails. → We advise to leave this option checked.

Please send me emails for Orders Pending my approval. → Only applies if you work with permission profiles.

Yes, please send me exclusive discounts and special offers available only to Office Depot's Email customers. → If you check this, Office Depot will regularly send you offers by email.

Customer Registration

Account Number: 0005572822

[Return to Account Centre](#)

Create Your Login and Password

* Indicates required field

* Login Name must be at least 6 characters (preferably user e-mail account)

Password expiration:

* Password must be at least 6 characters

* Confirm Password retype your password

Reset Password: Immediately After Expiration

Auto Login Preference: Show Hide

User information

* Indicates required field

* First name

* Last name

* Telephone number: (without punctuation)

Fax:

* Users e-mail:

Please send me Order Confirmation emails.

Please send me emails for Orders Pending my approval.

Yes, please send me exclusive discounts and special offers available only to Office Depot's Email customers.

Payment Information:

For delivery addresses you have the following options:

User can assign shipping addresses → The user can choose from the addresses linked to this customer code.

Use default shipping addresses → The user can only choose from 1 or more addresses assigned to him/her.

Assign shipping addresses → The person placing the order has only 1 delivery address assigned to him/her.

Purchase Order No. And/or Cost Center:

To assign an existing purchase order no. and/or cost center, click “view list”. Click “create” if you wish to make a new one.

You have the following options:

Assign different → the user is assigned one particular purchase order no. or cost center. He/she can only place orders for this cost center.

User can assign → the user can select any one of the purchase order no. and cost centers linked to the customer code.

Use default → one or more purchase order no. and cost centers can be assigned to a user. He/she can pick one of these.

Add, edit and select any → the user can select any of the purchase order no. and cost centers linked to the customer code.

Orders:

Query only their placed orders → the user can only view his or her orders.

Query all orders → the user can view any orders linked to the customer code.

The sections under User Permissions and User Group Information are optional.

With everything filled out, the form will look like the screenshot below.

Payment Information

Account Billing

Permissions

* Required Information

Super User

[Click here to make this user a Super User.](#) Note: Super Users are granted the highest permissions in all categories below regardless of settings chosen in this section. [What is a Super User?](#)

* Shipping Addresses:

-- Please make a selection --

* Assign:

[view list create](#)

Purchase Order No.:

-- Please make a selection --

Assign:

[view list create](#)

Cost Center:

-- Please make a selection --

Assign:

[view list create](#)

Orders:

Query Only Their Placed Orders

Modify Placed Orders

User Permissions (optional)

Permissions Profile:

No Spending Limit

Enter a Workflow Template:

[Search](#)

[What is a Workflow Template?](#)

OR

Single Approver:

[Search](#)

[Assign a Single Approver](#)

User Group Information (optional)

Select the group that belongs to this user

[Select](#)

Custom Catalogues (optional)

Assign a Custom Catalog:

Standard Catalog

[Return to Account Centre](#)

[CREATE ACCOUNT](#)

When you click on CREATE ACCOUNT, you will be taken to the following screen.

Add a New User

You have set permissions that let the user create associations.
Assign these associations by selecting "Add to List"

Create Associations

Associate Shipto #: Add to List	Associate Purchase Order No.:: Add to List	Associate Cost Center:: Add to List
--	---	--

<input type="text"/>	<input type="text"/>	<input type="text"/>
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[ADD USER](#) [USER PROFILE](#)

If the user is allowed to select multiple delivery addresses and/or cost centers, you can add those here.

In the following screen you can specify the other delivery addresses.

Associate Ship Tos

Select Ship Tos

Select any desired Shipto #s to associate and click "Continue"

To search for Shipto # #s, enter a search criteria below:

[View List](#)

- Select the desired Shipto #(s) on the left side to be associated and click "Add Selection".
- They will be moved to the column on the right. To remove associations from this user,
- To remove multiple associations at once, hold down the CTRL key on your keyboard while
- To view more results to select from click "Next".
- If you are done editing the associations for this user, click the "Continue" button.

Add Shipto #

Ship To Seq: 5624942
A
A
COLUMBUSWEG 33
VENLO 5902 RG
Netherlands
07711111110

Ship To Seq: 5597927
Demo Office Depot Intern
Afdeling E-commerce
Columbusweg 33
VENLO 5902 RG
Netherlands
0773238888

Ship To Seq: 5622828
OFFICE DEPOT
Columbusweg 33
VENLO 5902 RG
Netherlands
0773238888

Ship To Seq: 5572822
Office Depot
Demo Account
E-commerce
Columbusweg 33

Result 1 - 5 of 5

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By adding Cost Centers to the list you will be shown the complete list.

Check the addresses you want to assign and add them to the list. You can edit the list.

Click on CREATE ACCOUNT when you are finished.

The account will be activated immediately.