

## MY PROFILE



## My Profile

### Introduction:

#### 1.1 My Profile

Under 'My Profile' you will find information such as delivery addresses, cost centers, contacts and so on.

**Facility** ▾ **Furniture** ▾ **Office Products** ▾ **Technology** ▾ **My Profile** ▾

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### My Profile

Create and store your information for easy access.

#### Order Tracking

Search By:  Order Number ▾

From:  To:

Order Date Range:

**RESET** **SEARCH ORDERS**

#### My Shopping Lists

**Select an existing list** **Create a new list**

[How to create and use lists](#)  
[Set up reminders for yourself](#)

Corelist ▾

**VIEW LIST** List Name:

Comment:

Type:  Company-Wide List  
 Personal List

**CREATE LIST**

#### Manage Accounts

- Manage Contacts
- Manage Deliver to
- Manage Purchase Order No.:
- Manage Cost Center:
- Manage User Permissions Profiles

#### Manage Users

- Add New Users
- Edit Active Users
- Active/Inactive Users
- Workflows

#### Order Setting

- My Account Overview
- Select Deliver to
- Select Contacts
- Select Purchase Order No.:
- Select Cost Center:
- Proxy Approver Info

#### Need Help?

- Email Assistance

My Account Overview allows you to quickly see all your relevant user information.

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### My Account Overview

Please take a moment to verify that the account information we have for you is correct. Select edit by the appropriate section to make changes.

<b>Your User Settings</b> Manage your contact information, subscriptions and logins	<b>User Info</b> OFFICE DEPOT 070220140 EBUSINESS.NL@OFFICEDEPOT.CC <div style="text-align: center; margin-top: 5px;"><span style="background-color: #0056b3; color: white; padding: 2px 5px;">EDIT</span></div>	<b>Subscriptions &amp; Settings</b> <a href="#">Email Preferences</a> <a href="#">Login Settings</a>
<b>Accounting Fields</b> <span style="float: right;"><a href="#">View</a> </span>		
<b>Permissions</b> <span style="float: right;"><a href="#">View</a> </span>	<b>Workflows/Approvals</b> <span style="float: right;"><a href="#">View</a> </span>	
<b>Custom Catalogues (optional)</b> <span style="float: right;"><a href="#">View</a> </span>		
<b>User Group Info</b> <span style="float: right;"><a href="#">View</a> </span>		
<b>Payment</b> <span style="float: right;"><a href="#">View</a> </span> Manage your payment preferences		

## 1.2 Changing your details

By clicking on the View button next to an item, you can consult your settings.

### Example: Delivery Addresses

Click the **View** button next to Deliver to to see all your delivery addresses. You can also see which one is currently your default shipping address.

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**Your User Settings**  
Manage your contact information, subscriptions and logins

**User Info**  
OFFICE DEPOT  
070220140  
EBUSINESS.NL@OFFICEDEPOT.CC

EDIT

**Subscriptions & Settings**  
[Email Preferences](#)  
[Login Settings](#)

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**Accounting Fields** View

	Permission Setting	Current		
<b>Contact</b>	Add, edit and select any Contact	OFFICE DEPOT	<a href="#">View</a>	<a href="#">Select Other</a>
<b>Deliver to</b>	User can assign Deliver to	OFFICE DEPOT	<a href="#">View</a>	<a href="#">Select Other</a>
<b>Purchase Order No.:</b>	Add, Edit, and Select Any Purchase Order No.:	RAI-PO RAI-PO RAI-PO	<a href="#">View</a>	<a href="#">Select Other</a>
<b>Cost Center:</b>	Add, Edit, and Select Any Cost Center:	KOSTENPLAATS	<a href="#">View</a>	<a href="#">Select Other</a>

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**Permissions** [View](#)
**Workflows/Approvals** [View](#)

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**Custom Catalogues (optional)** [View](#)

To change your default delivery address, click on **Select Other**.

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EBUSINESS.NL@OFFICEDEPOT.CC

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**Subscriptions & Settings**

[Email Preferences](#)  
[Login Settings](#)

**Accounting Fields**

[View](#)

	Permission Setting	Current		
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Deliver to	User can assign Deliver to	OFFICE DEPOT	<a href="#">View</a>	<a href="#">Select Other</a>
Purchase Order No.:	Add, Edit, and Select Any Purchase Order No.:	RAI-PO RAI-PO RAI-PO	<a href="#">View</a>	<a href="#">Select Other</a>
Cost Center:	Add, Edit, and Select Any Cost Center:	KOSTENPLAATS	<a href="#">View</a>	<a href="#">Select Other</a>

**Permissions**

[View](#)

**Workflows/Approvals**

[View](#)

**Custom Catalogues (optional)**

[View](#)

You will be shown a list with all possible delivery addresses. Select the one you want.

Example: Your default delivery address is Demo Office Depot BV. You can select another address by checking the box under 'Default'.

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**Select a Deliver to**

Your Current Deliver to:

OFFICE DEPOT  
Columbusweg 33  
VENLO  
5902 RG  
0773238888  
Netherlands

Your Default Deliver to:

OFFICE DEPOT  
Columbusweg 33  
VENLO  
5902 RG  
0773238888  
Netherlands

**Select different current or default Deliver to by searching or viewing the entire list:**

To view other Deliver tos enter search criteria below:

Search for a Deliver to:   [only your Deliver to List](#)

Result 1 - 5 of 5

SELECT	CANCEL	<a href="#">Return to Account Center</a>	Current	Default	ID	Organisation	Name	Address	City	Zip Code
<input type="radio"/>	<input type="radio"/>				A		A	COLUMBUSWEG 33	VENLO	5902 RG
<input type="radio"/>	<input type="radio"/>				Demo Office Depot Intern	Afdeling E-commerce		Columbusweg 33	VENLO	5902 RG
<input checked="" type="radio"/>	<input checked="" type="radio"/>				OFFICE DEPOT			Columbusweg 33	VENLO	5902 RG
<input type="radio"/>	<input type="radio"/>				Office Depot	E-commerce	Demo Account	Columbusweg 33	VENLO	5902 RG
<input type="radio"/>	<input type="radio"/>				Office Depot	Kamer 212	Afdeling E-Commerce	Columbusweg 33	VENLO	5900 CE

[Return to Account Center](#)

Click on the button **SELECT** to return to your account overview.

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<b>Contact</b>	Add, edit and select any Contact	OFFICE DEPOT	<a href="#">View</a>	<a href="#">Select Other</a>
<b>Deliver to</b>	User can assign Deliver to	OFFICE DEPOT Columbusweg 33 VENLO 5902 RG Netherlands 0773238888	<a href="#">View</a>	<a href="#">Select Other</a>
<b>Purchase Order No.:</b>	Add, Edit, and Select Any Purchase Order No.:	RAI-PO RAI-PO RAI-PO	<a href="#">View</a>	<a href="#">Select Other</a>
<b>Cost Center:</b>	Add, Edit, and Select Any Cost Center:	KOSTENPLAATS	<a href="#">View</a>	<a href="#">Select Other</a>

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**Permissions** [View](#)

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**Custom Catalogues (optional)** [View](#)

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**User Group Info** [View](#)

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**Payment** [View](#)

Manage your payment preferences

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### 1.3 Changing your password

Depending on your settings, you will be required to change your password every 30, 60 or 90 days. It is also possible that your password never expires. You can change it any time you want.

Below you will find instructions on how to change your password:

In your account overview, click on **Login Settings**. You will be directed to a screen that allows you to change your password.

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Enter your old password, the new one and a confirmation to change your password. Click on update to complete the process.

You have the option to indicate when you want your password to expire.

Please note:

Only your organization's super user has the option to set when a password expires!

#### Change Login Settings

**Change Login Settings**

Login Name: ODDEMO INT3

\* Old Password

\* Password

must be at least 6 characters

\* Confirm Password:

Password Expires: Never Expires

[UPDATE](#) [CANCEL](#)

[Return to My Profile](#)