

U.S. Steel Corporate Company Store

- URL: <https://www.companywebstore.com/ussteelcorporate/>
 - Login in with pre-provisioned login credentials
 - If you need a login, select the “Login Request” icon on the above URL
 - Once logged in you will have access to certain product categories based on login. You can shop all products available to you.
 - You can add all print, promo, and apparel that you need to the same shopping cart.
 - Please note, different products have different production timelines and products may arrive separately
 - Please refer to the FAQ on the landing page (URL above)
 - Once all items have been added to your cart, you can proceed to checkout.
 - Please note: **A PO number is required for all orders. For non-credit card orders, you must submit a valid company-issued PO. If paying by credit card, please enter your first and last name as the PO number.**
 - If you do not enter a **valid PO** and you are not paying with a credit card, the U.S. Steel Corporate team has to backtrack and chase down orders to manually apply a valid PO in order to process payment.
 - Once complete, you can click “Continue” and that will bring you to the shipping and payment page.
 - You can click the  icon next to “Step 1. Edit Shipping/Billing”
 - You can either select a shipping address from the dropdown, or you can click “Add Ship To” and enter a new shipping address.
 - If you add a new ship-to address, the system will require you to enter a “Ship To ID” – this must be a unique field. So if you enter “US Steel” and that is already in use for the entire U.S. Steel account, then it will make you enter something else.
 - Best practice would be to enter your first and last name here. If you have created multiple ship-tos using this process, you may need to add a number your name in this field.
 - Next you can select “Step 2. Select Payment Type”
 - Chose between paying with a credit card or receiving an invoice.
 - Again, with a credit card payment you will end your first and last name as the PO on the previous screen.
 - If you are receiving an invoice, a VALID PO must be entered.
 - Gift card payment is also an option – similar to paying with a credit card, use your name as the PO.
 - Once complete, you will hit “Submit” and you will receive an order confirmation. Your order number will start with “DWO”.
 - You should receive automated emails once tracking is available.

***Please note: **Card statement will show as ordered from Office Depot 360/ North Carolina.**