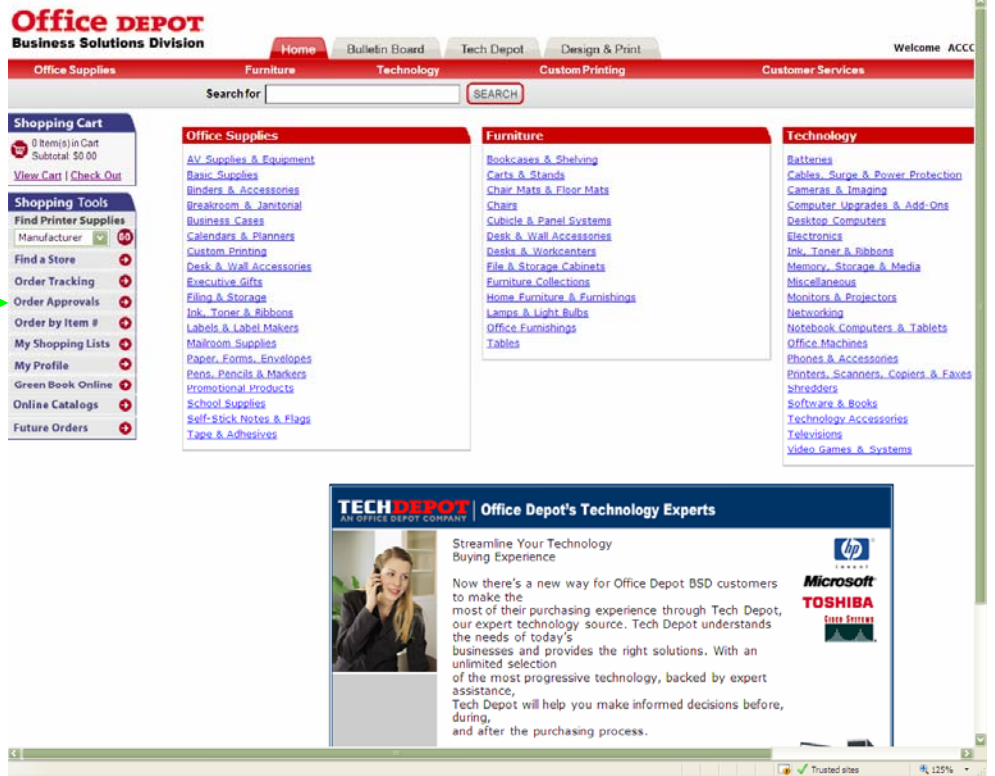


Steps/ Action	Screen
<p><b>STEP 1:</b> Login to your Office Depot BSD account.</p> <p><b>Website:</b> <a href="http://www.officedepot.com/bsd">www.officedepot.com/bsd</a></p> <p><b>Login Name:</b></p> <p><b>Password:</b></p> <p><b>Login:</b> Click on the login button</p>	

<p><b>For Future Orders Only</b></p> <p>If you are approving an order to be delivered <b>3 weeks or greater</b> then select this option.</p> <p>Example would be for a start-up order or annual order need.</p> <p><b>Future Order Link:</b></p> <p>If you are approving an order for <b>next day delivery</b>, please continue to <b>STEP 2</b> on next page for next day orders.</p>	
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**STEP 2:**

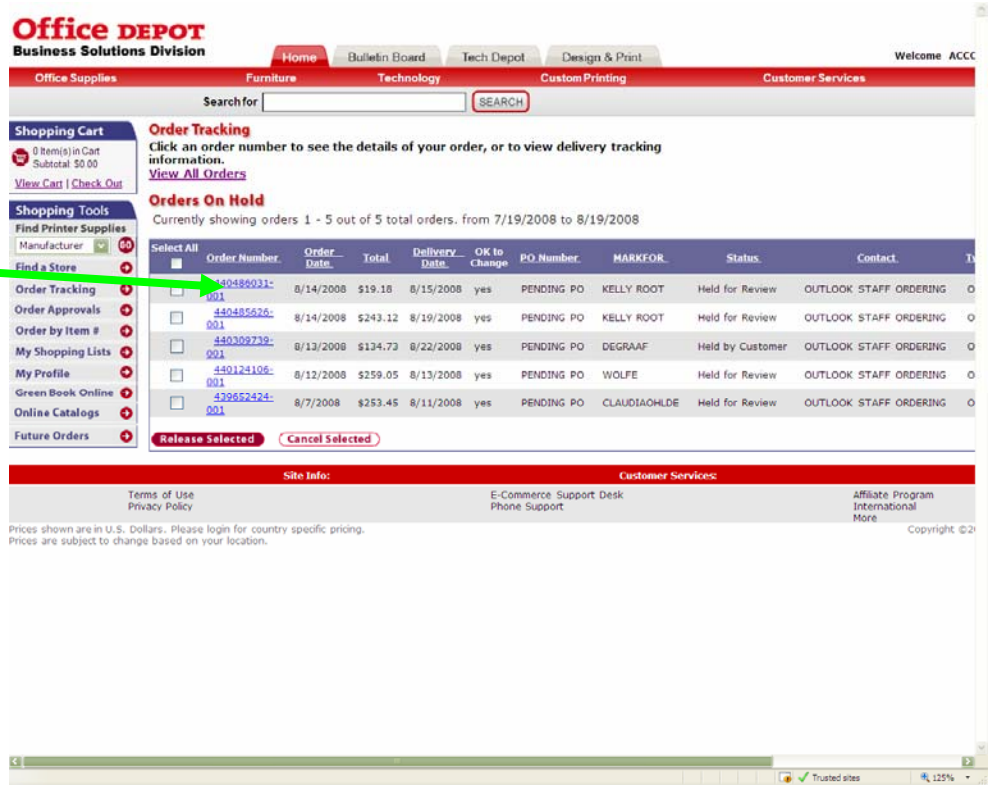
**Order Approvals:** Select Order Approvals to view orders that have been submitted for your approval.



**STEP 3:**

**Order Number:** Click on the link of the order that you are approving.

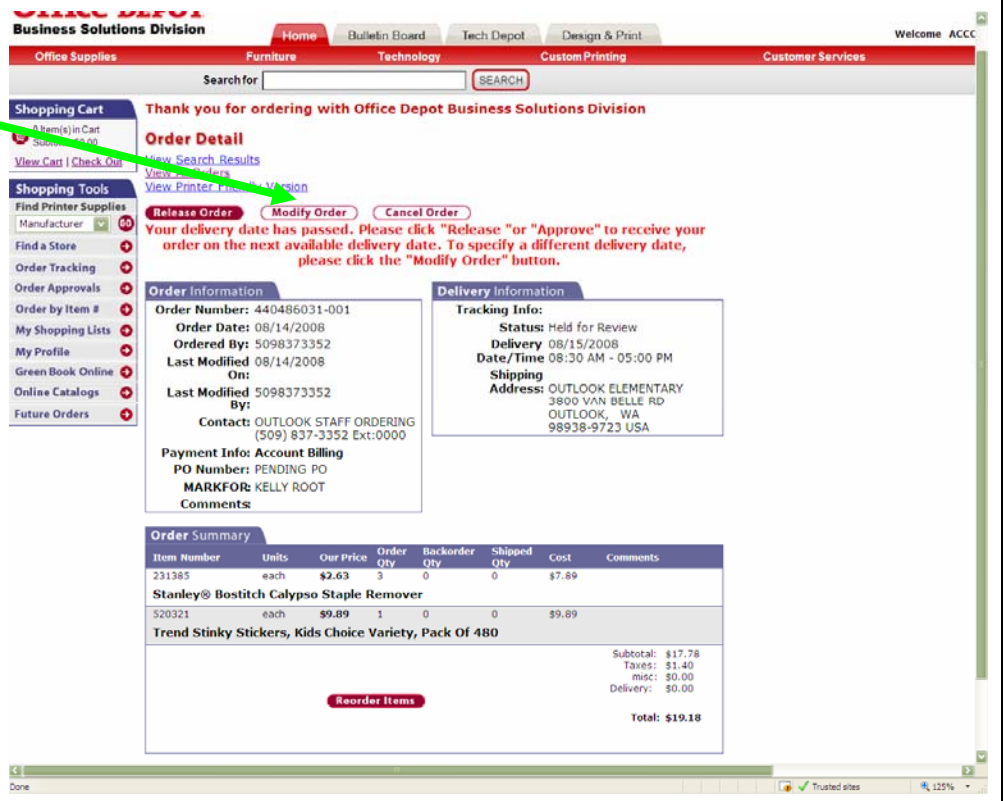
Note that order numbers that have an "\*" prior to the order number were submitted as a future order and need to be process under the future order mode.



**STEP 4:**

**Modify Order:**

Click on the Modify Order button.



**STEP 5:**

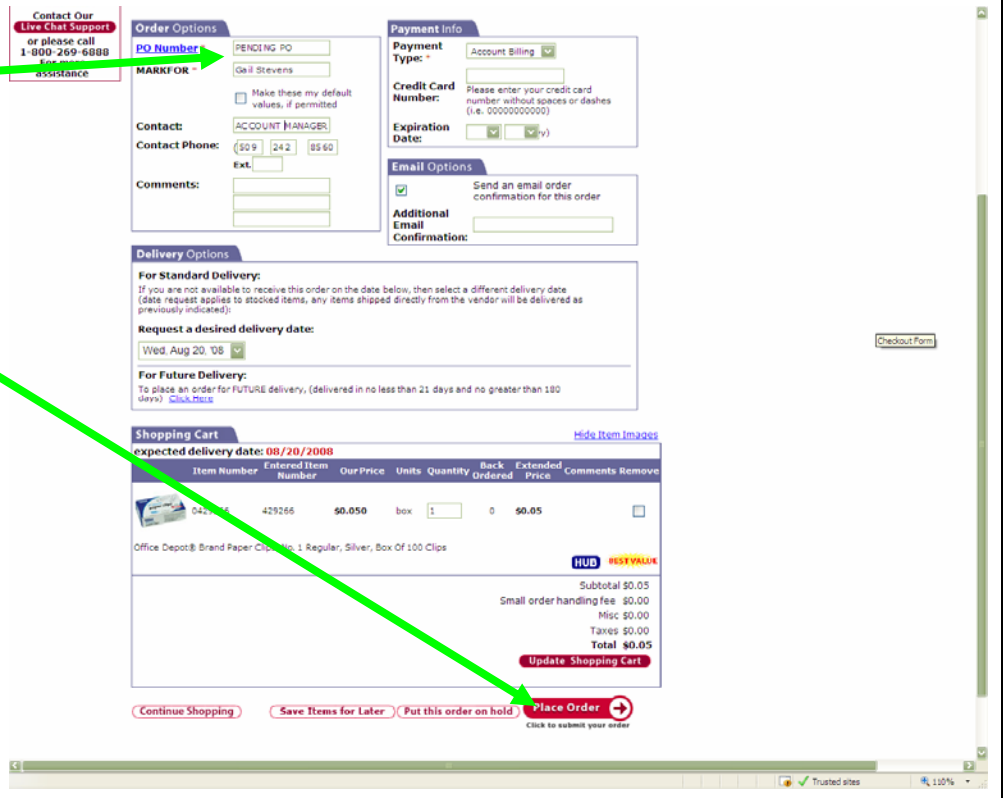
**Purchase Order:**

Update Purchase Order field if needed

**Place Order:**

Review submitted order and update any other fields or payment types prior to selecting place order.

Click on the Place Order button to submit order.



**STEP 6:**

**Printer Friendly:**

Use this to get a "Printer Friendly" version of your order

**Delivery Date:**

**Order Number:**

Office DEPOT Business Solutions Division

Home | Bulletin Board | Tech Depot | Design & Print

Office Supplies | Furniture | Technology | Custom Printing | Customer Services

Search for [ ] SEARCH

Thank you for ordering with Office Depot Business Solutions Division

Your Order Number is **440867028-001**

**My Profile**

- [View Order Details for This Order](#)
- [View Printer Friendly Order Detail](#)
- [View Your Order History](#)
- [View Your Account Information](#)
- [ReOrder](#)

Use the links to the left to quickly access information about your account. You may check the status of your order, view the order's details, change the information in your account, or view your previous orders.

**Shipping Info:**  
SUNNYSIDE HS  
SUNNYSIDE HIGH SCHOOL  
1801 E EDISON AVE  
SUNNYSIDE, WA 98944-1658  
USA

**PO Number:** TEST  
**MARKFOR:** GAIL STEVENS

**Contact:**  
ACCOUNT MANAGER  
(509) 242-8560 ext:0000

**Payment Info:**  
**Account Billing**

**Comments**

**expected delivery date: 08/20/2008**

Order Info:	Amount Total:
Order #: 440867028-001	Subtotal: \$0.05
Order Date: 08/19/2008	Small order handling fee: \$0.00
Delivery Date: 08/20/2008	Discount: \$0.00
08:30 AM - 05:00 PM	Misc: \$0.00
	Taxes: \$0.00
	<b>Total: \$0.05</b>

**STEP 7 (After the order):**

**Order Tracking:**

You can check the status of your order at anytime by selecting "Order Tracking" on your left side menu; click on the order number and get the follow view.

**Submit Return:**

You can submit a return online and we will credit and send a call tag for pick-up at no cost

**Tracking Info:**

Proof of delivery of your order.

**Reorder Items:**

Can quickly reorder items into your shopping cart with the ability to add or remove.

Office DEPOT Business Solutions Division

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Office Supplies | Furniture | Technology | Custom Printing | Customer Services

Search for [ ] SEARCH

Thank you for ordering with Office Depot Business Solutions Division

Your Order Number is **439581952-001**

**Order Detail**

- [View Search Results](#)
- [View All Orders](#)
- [View Printer Friendly Version](#)
- [View Carton Details and Proof of Delivery](#)
- [Submit Return](#)

**Order Information**

Order Number: 439581952-001  
Order Date: 08/07/2008  
Ordered By: MELLOPEZ@SUNNYSIDE.WEDNET.EDU  
Last Modified: 08/19/2008  
Last Modified By: MELLOPEZ@SUNNYSIDE.WEDNET.EDU

**Delivery Information**

Tracking Info: 12848E670376946962  
Status: Shipped  
Ship Date: See Carton Details  
Delivery Date: 08/19/2008  
Date/Time: 08:30 AM - 05:00 PM  
Shipping Address: SUNNYSIDE SCHOOL DISTRICT  
1831 E EDISON AVE  
SUNNYSIDE, WA 98944-1658 USA

**Payment Account Billing Info:**  
PO 7640  
Number: MARKFOR: MELINDA  
**Comments**

Item Number	Units	Our Price	Order Qty	Backorder Qty	Shipped Qty	Cost	Comments
307512	each	\$1.13	5	0	5	\$5.65	
<b>Sanford® EXPO® Original White Board Eraser, Soft Pile</b> <b>BEST VALUE</b>							
204057	each	\$1.15	5	0	5	\$5.75	
<b>Sanford® EXPO® White Board Cleaner, 8 Oz.</b> <b>BEST VALUE</b>							
470237	set	\$2.44	10	0	10	\$24.40	
<b>Avery® Ready Index® Recycled Table Of Contents Dividers, Jan.-Dec. Tab, Multicolor</b>							
937606	box	\$13.31	1	0	1	\$13.31	
<b>Office Depot® Brand Loose-Leaf Rings, 1 1/2" Diameter, Box Of 100</b>							

Subtotal: \$49.11  
Taxes: \$3.88  
misc: \$0.00  
Delivery: \$0.00  
**Total: \$52.99**