

Office DEPOT.

Taking Care of Business

BILL MANAGEMENT

An enhanced, online self-service system that puts all your billing information and time-saving account management tools right at your fingertips.

Smart **Online** Account Management Options

Our advanced search capability allows you to sort your invoices in a variety of ways.

- Quickly access your **Account Summary** and **Detailed Billing Information** to determine what is paid and what is outstanding.
- Search for Invoices** by date, Due Date, Purchase Order or Invoice Number, Ship To location or transaction type.
- Drill down into **Invoice Activities**, including Payments, Credits and Adjustments.
- View, Print or Export** your invoices, using a variety of formats, such as Excel, PDF, CSV, etc.

Purchasing supplies at multiple locations? Use Bill Management to effortlessly view and manage invoices for all locations!

Office DEPOT Bill Management

Account Summary: OFFICE DEPOT

Your Account Balance: USD 95.68

Overdue Receivables	172.69	Show Aging
Total Open Receivables	172.69	
Open Payments	0.00	
Unapplied Credit Memos	-77.01	
Account Balance	95.68	
Pending Credit Requests	0.00	
Remaining Guarantee	0.00	

[Dispute Status](#)

Important Information in Bill Management

- Are you requesting proof of delivery or reprint of an invoice dated prior to June 28th, 2009? If so, click [here](#) to download a request form.

How to Use Bill Management

Office DEPOT Bill Management

Account Details: OFFICE DEPOT

Account Balance: 196.87

Search

Status: Overdue Transaction:

Transaction Type: All Receivables

Currency: USD

[Show Advanced Search](#)

GO

Total Transactions: 6 Total Original Amount: 242.35 Total Remaining Amount: 172.69

Transaction	Due Date	Purchase Order	Sales Order	Original Amount	Remaining Amount	Ship To
481658820001 Invoice Overdue	24-Jul-2009	26-Aug-AA	481658820001	42.90	41.97	MAIN OFFICE, 8600 N MILITARY TRL, BOCA RATON, FL 33469-2434, United States
481948354001 Invoice Overdue	24-Jul-2009	26-Aug-AA	481948354001	66.41	66.41	MAIN OFFICE, 8600 N MILITARY TRL, BOCA RATON, FL 33469-2434, United States
481949193001 Invoice Overdue	24-Jul-2009	26-Aug-AA	481949193001	32.99	32.98	MAIN OFFICE, 8600 N MILITARY TRL, BOCA RATON, FL 33469-2434, United States
481949193001 Invoice Overdue	24-Jul-2009	26-Aug-AA	481949193001	32.99	-0.33	MAIN OFFICE, 8600 N MILITARY TRL, BOCA RATON, FL 33469-2434, United States
481951493001 Invoice Overdue	24-Jul-2009	26-Aug-AA	481951493001	32.99	31.96	MAIN OFFICE, 8600 N MILITARY TRL, BOCA RATON, FL 33469-2434, United States

Recalculate Selected Transactions Original Amount Remaining Amount

Template: All Receivable Transactions Header Locale: English:United States (*) Format: EXCEL

Note: Exporting may take several minutes.

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<https://business.officedepot.com>

Convenient. Effective. Smart.

More Features for added **Convenience!**

Take advantage of our streamlined payment and online dispute processing features.

- **Pay your invoices online** using a credit card.
- Pay one or **Multiple Invoices** at a time in one simple transaction.
- You can **Dispute** an invoice online and receive a tracking number to follow its progress.
- A **Dedicated Team** will work to resolve your issue efficiently and effectively.

Additional enhancements to the Bill Management functionality will be available soon. Check your Bill Management menu often for new convenient features!

For our consolidated billing customers, you will soon be able to view your consolidated bill online, as well as pay by the consolidated bill number!

SMART SOLUTIONS to help you manage your purchases, invoices and payments securely and swiftly. Ask your account manager to sign you up or login to your **OFFICE DEPOT** account so you can get started today!

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Office DEPOT Bill Management
Contact Us Transaction List Home Logout

Account >
Home Account Requests

Invoice 48
POD Printable Page Dispute Activities Pay Email/Fax Copy

Please include the invoice number on all remittances and include remittance copy with postal payments.

Invoice	
481951493001	
Billing Date	Ship Date
24-Jul-2009	24-Jul-2009
Purchase Order	
AA	
Sales Order	
481951493001	
Shipping Reference	Ship Via
0	NXT
Account Number	Customer Location
21217836-00001-AD	BILLTO
Billing ID	SPC (Store/Date/Reg/Trans)
33557	
Attachments	

Office DEPOT Bill Management
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Account >
Home Account Requests

Invoice 481951493001
POD Printable Page Dispute Activities Pay Email/Fax Copy

Bill To Address
OFFICE DEPOT
6600 N MILITARY TRL
BOCA RATON, FL 334962434

Remit To Address
PO Box 633301
Cincinnati, OH 45263-3301

Ship To Address
MAIN OFFICE
6600 N MILITARY TRL
BOCA RATON, FL 334962434 USA

Please include the invoice number on all remittances and include remittance copy with postal payments.

Invoice	
481951493001	
Billing Date	Ship Date
24-Jul-2009	24-Jul-2009
Purchase Order	
AA	
Sales Order	
481951493001	
Shipping Reference	Ship Via
0	NXT
Account Number	Customer Location
21217836-00001-AD	BILLTO
Billing ID	SPC (Store/Date/Reg/Trans)
33557	
Attachments	
None	

Terms	Due Date	Salesperson	Customer Contact	Customer Phone	Customer Fax
1WKOND10000ND30	26-Aug-2009	Lohuis, Dirk K.			

Line Num	Catalog Item Num	Description	Quantity Shipped	Unit Price	Extended Amount	
1	348037	PAPER,COPY 8.5X11,104 BRT,BOND	1	31.29	31.29	
2	348037	Tiered Discount	1	-0.31	-0.31	
					Sub Total	30.98
					Tax	2.01
					Shipping	0.00
					Total	32.99
					Payment and Credits	1.00
					Finance Charges	0.00
					Outstanding balance as of 24-NOV-2009 in USD	31.99

Visit <https://business.officedepot.com> today and let us help you take care of business!