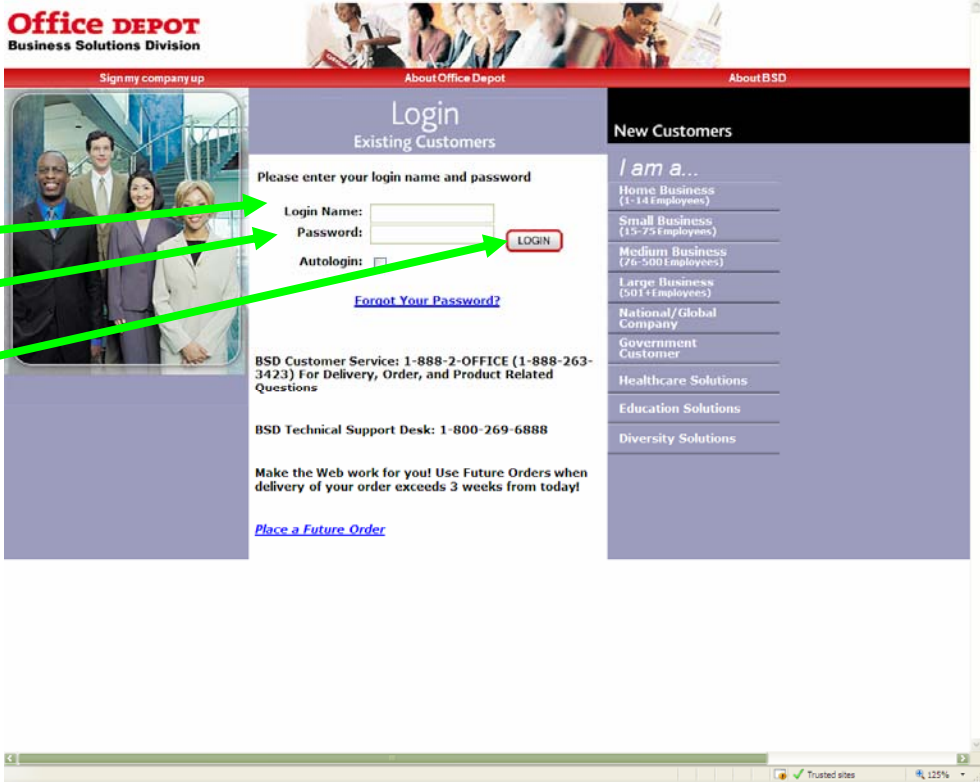
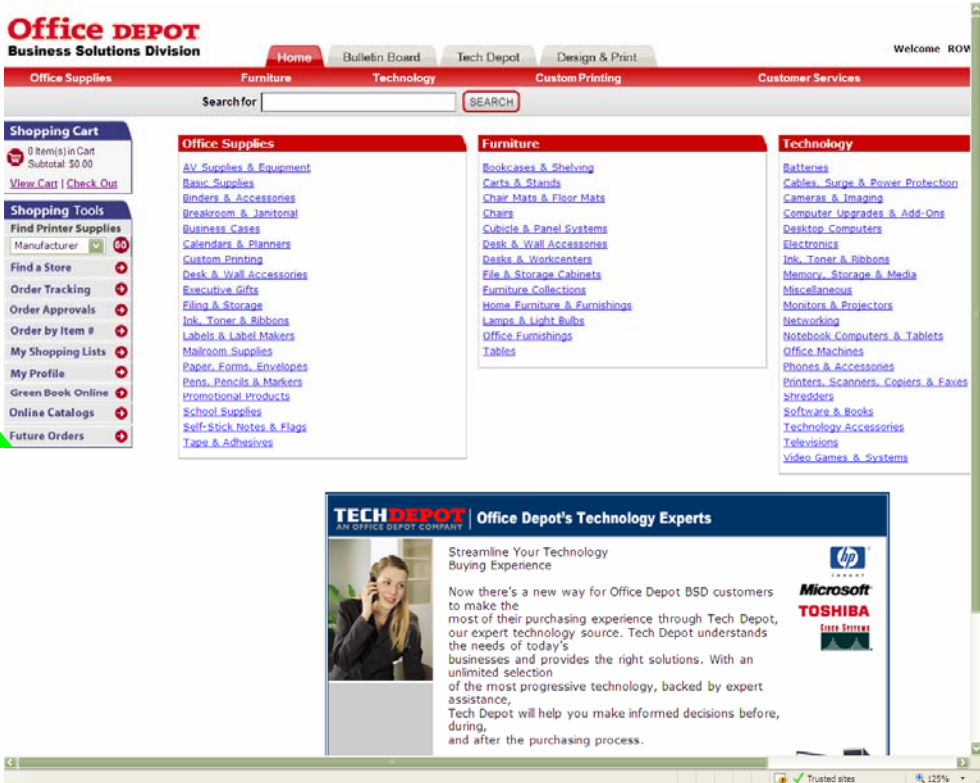
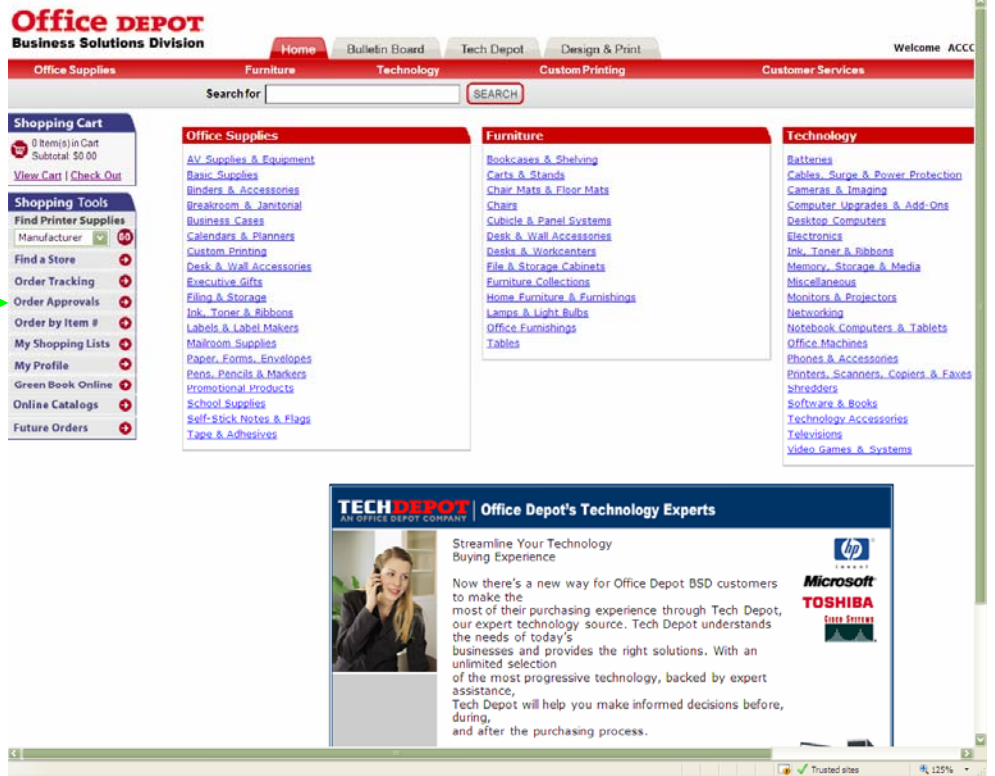


Steps/ Action	Screen
<p>STEP 1: Login to your Office Depot BSD account.</p> <p>Website: www.officedepot.com/bsd</p> <p>Login Name:</p> <p>Password:</p> <p>Login: Click on the login button</p>	
<p>For Future Orders Only</p> <p>If you are approving an order to be delivered 3 weeks or greater then select this option.</p> <p>Example would be for a start-up order or annual order need.</p> <p>Future Order Link:</p> <p>If you are approving an order for next day delivery, please continue to STEP 2 on next page for next day orders.</p>	

STEP 2:

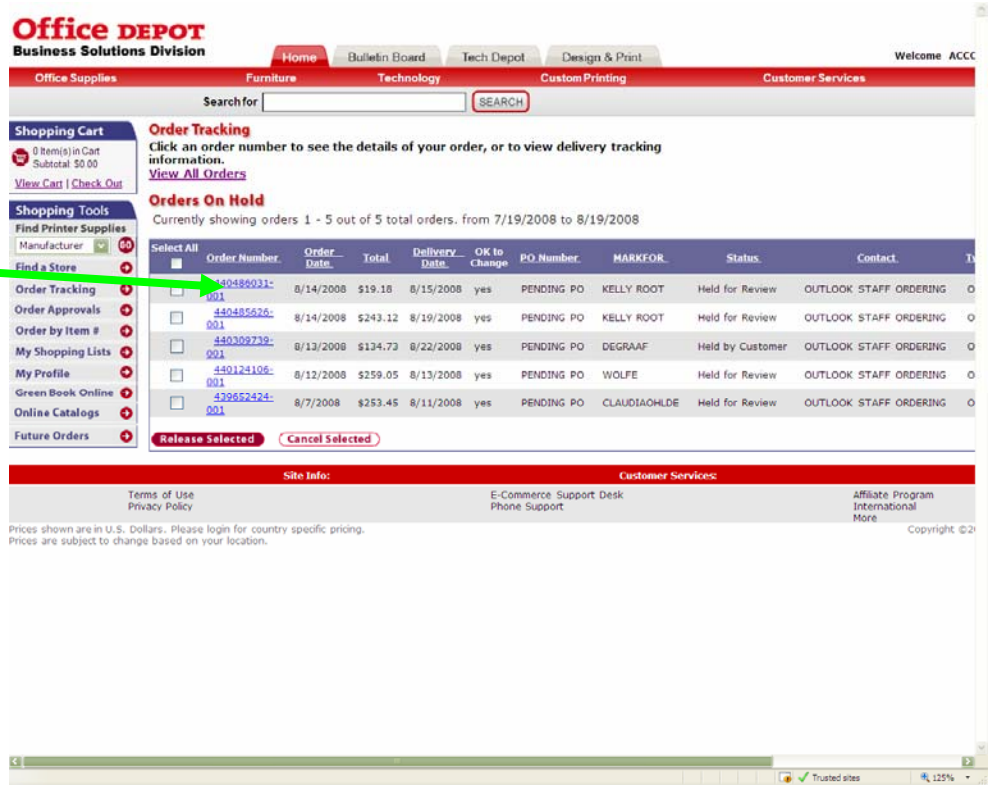
Order Approvals: Select Order Approvals to view orders that have been submitted for your approval.



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.

Comments:

Prior approver comments will appear here. This may have PO info or special needs.

View Printer-friendly Version

Modify Order Cancel Order

Your delivery date has passed. Please click "Release" or "Approve" to receive your order on the next available delivery date. To specify a different delivery date, please click the "Modify Order" button.

Order Information

Order Number: 440572383-001
 Order Date: 08/15/2008
 Ordered By: 5095476583
 Last Modified On: 08/15/2008
 Last Modified By: 5095476583
 Contact: JAMES MCGEE ELEMENTARY (509) 547-6583 Ext:0000

Delivery Information

Tracking Info:
 Status: Held for Restrictions
 Delivery: 08/18/2008
 Date/Time: 08:30 AM - 05:00 PM
 Shipping Address: JAMES MCGEE ELEMENTARY
 4601 HORIZON DR
 PASCO, WA
 99301-9429 USA

Workflow Status

Status	Details	Comments
Approved	TAMMY By: MITCHELL 08/15/2008 14:20:52	
Pending Release	NORMA From: CARDOZA	

disapprove (requires comments)
 release
 Comments:

Order Summary

Item Number	Units	Our Price	Order Qty	Backorder Qty	Shipped Qty	Cost	Comments
101602	box	\$1.15	4	0	0	\$4.60	
Paper Mate® Ballpoint Stick Pens, Medium Point, 1.0 mm, Green, Box Of 12							
109560	dozen	\$2.24	5	0	0	\$11.20	
BIC® Round Stic Grip™ Ballpoint Pens, Medium Point, 1.0 mm, Purple Ink, Pack Of 12							

Subtotal: \$15.80
 Taxes: \$1.31
 mac: \$0.00
 Delivery: \$0.50
Total \$17.11

Reorder Items

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.

Contact Our Live Chat Support or please call 1-800-269-6888 for assistance

Order Options

PO Number: PENDING PO
 MARKFOR: Gail Stevens
 Make these my default values, if permitted

Contact: ACCOUNT MANAGER
 Contact Phone: (509) 242-8560
 Ext:
 Comments:

Payment Info

Payment Type: Account Billing
 Credit Card Number:
 Expiration Date: /

Delivery Options

For Standard Delivery:
 If you are not available to receive this order on the date below, then select a different delivery date (date request applies to stocked items, any items shipped directly from the vendor will be delivered as previously indicated):
 Request a desired delivery date:
 Wed, Aug 20, '08

For Future Delivery:
 To place an order for FUTURE delivery, (delivered in no less than 21 days and no greater than 180 days). [Click Here](#)

Shopping Cart

Expected delivery date: 08/20/2008

Item Number	Entered Item Number	Our Price	Units	Quantity	Back Ordered	Extended Price	Comments	Remove
049104	429266	\$0.050	box	1	0	\$0.05		
Office Depot® Brand Paper Clips, 1 Regular, Silver, Box Of 100 Clips								

Subtotal \$0.05
 Small order handling fee \$0.00
 Misc \$0.00
 Taxes \$0.00
Total \$0.05

Update Shopping Cart

Continue Shopping Save Items for Later Put this order on hold **Place Order**

Click to submit your 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.

Order Info

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
	Total: \$0.05

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.

0 Item(s) in Cart
Subtotal: \$0.00

[View Cart](#) | [Check Out](#)

Shopping Tools

- [Find Printer Supplies](#)
- [Manufacturer](#)
- [Find a Store](#)
- [Order Tracking](#)
- [Order Approvals](#)
- [Order by Item #](#)
- [My Shopping Lists](#)
- [My Profile](#)
- [Green Book Online](#)
- [Online Catalogs](#)
- [Future Orders](#)

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
Modified On: Last Modified By: MELLOPEZ@SUNNYSIDE.WEDNET.EDU
Contact: MELINDA LOPEZ (509) 836-8723 Ext:0000

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

Order Summary

Item Number	Units	Our Price	Order Qty	Backorder Qty	Shipped Qty	Cost	Comments
307512	each	\$1.13	5	0	5	\$5.65	
Sanford® EXPO® Original White Board Eraser, Soft Pile BEST VALUE							
204057	each	\$1.15	5	0	5	\$5.75	
Sanford® EXPO® White Board Cleaner, 8 Oz. BEST VALUE							
470237	set	\$2.44	10	0	10	\$24.40	
Avery® Ready Index® Recycled Table Of Contents Dividers, Jan.-Dec. Tab, Multicolor							
937606	box	\$13.31	1	0	1	\$13.31	
Office Depot® Brand Loose-Leaf Rings, 1 1/2" Diameter, Box Of 100							
						Subtotal: \$49.11	
						Taxes: \$3.88	
						Misc: \$0.00	
						Delivery: \$0.00	
						Total: \$52.99	