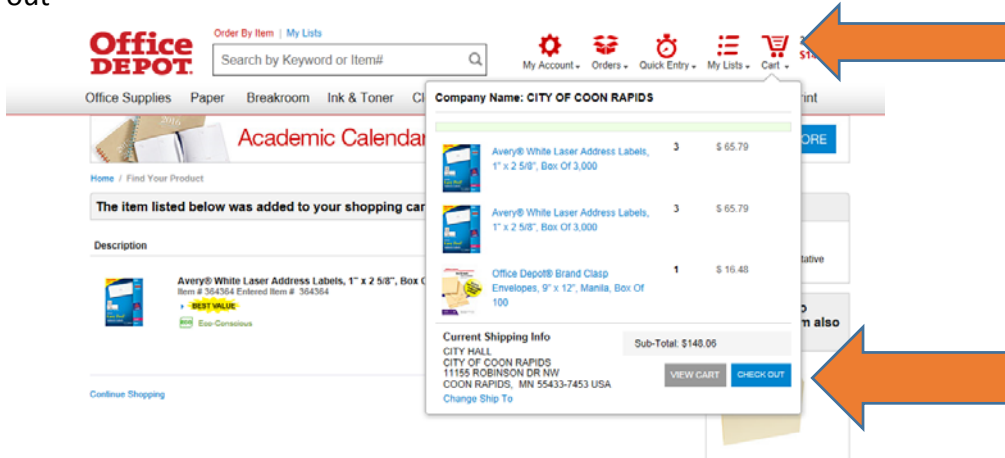
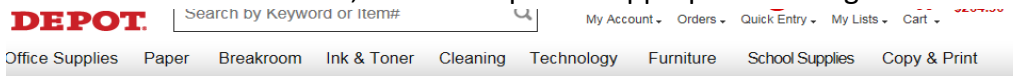


Office Depot online ordering procedures:

- Log into www.business.officedepot.com using your full email address. If you do not remember your password or do not believe you are setup on Office Depot, please contact Dalton @ x418.
- Search for your items and add them to your cart.
- Once all your items are selected hover over the “Cart” icon in the top right corner and choose “check out”



- Most of you have 1 default “ship to” address and that appears under the “Shipping Information” box and you will not have change anything in this step. If you are one of the users who can ship to multiple addresses you would hit the blue “SELECT” button in order to change the ship to location if the default location isn’t correct. Also, select or input the appropriate coding via “Cost Center”.



Checkout

Please verify all of your order information below and choose one of the options at the bottom of the page to submit your order.

<p>User information</p> <p>DALTON LARSON (763) 767 - 6418 dlarson@coonrapidsmn.gov</p> <p>Change</p>	<p>Delivery information</p> <p>CITY OF COON RAPIDS 11155 ROBINSON DR NW COON RAPIDS, MN 55433</p> <p>Change</p>
<p>Email options</p> <p><input checked="" type="checkbox"/> Send me an email confirmation of this order</p> <p><input type="checkbox"/> Send a copy of order confirmation to</p> <p>Enter email address</p>	<p>Order summary</p> <p>Delivery order 1 # 830287768-001 Estimated delivery 03/21/2016</p>

Account information

<p>PO Number</p> <input type="text"/>	<p>* Contact</p> <input type="text" value="DALTON LARSON"/>
<p>Cost Center Select</p> <input type="text" value="14808.6310"/>	<p>Contact Phone Ext</p> <input type="text" value="(763) 767-6418"/> <input type="text"/>
<p><input type="checkbox"/> Make these my default values, if permitted</p>	<p>Comment: <input type="text"/> <small>Not used by our delivery carriers.</small></p>

- Choose “Put this order on hold” at the bottom of the page. This will forward the order to me to approve and release.

Available:	\$148.06
Backorder: ⓘ	\$0.00
Subtotal:	\$148.06
Delivery Fee:	FREE
Miscellaneous:	\$0.00
Taxes:	\$0.00
Total:	\$148.06

Have you made changes to your cart or delivery option? [UPDATE CART](#)
 By submitting this order, you agree to the [Terms and Conditions](#).

[SAVE CART TO LIST](#) [PUT THIS ORDER ON HOLD ▶](#)



Please note – The minimum order requirement is \$50, however, if your order is under \$50 you can still follow the same process as instructed above. I will combine all orders under \$50 together in order to meet the minimum requirement. When I combine orders you will get an email stating that your order was cancelled. Do not let this concern you because you will still receive your items because I created a new order in order to meet the \$50 minimum.

Below is an example of the order confirmation email you will receive once you put your order on hold. You will get an email confirmation that you will need to print off. Once it's signed and coded please forward this to me. Each user has a default account code assigned to their log-in. If the default code is correct for the order you placed, just sign the order confirmation and forward it to me. If the default is not where you want the order charged to, or you want it split to multiple accounts, just write the correct code(s) on the confirmation before forwarding it to me. There is no longer a need to fill out the Office Supply Purchase Requisition forms.

From: <ODOnline@OfficeDepot.com>
To: <POCKLINGTON@COONRAPIDSMN.GOV>
Date: 6/4/2015 12:02 PM
Subject: Order Confirmation - Multiple Orders

Business Solutions Division LOGO

*Jill Pockl
 6/14/2015
 14103.6310*

888-263-342:

Order Confirmation
 This order contains multiple shipments. Please be sure to review each individual order listed below.

Thank you for shopping with Office Depot.

We are confident you will be pleased and look forward to serving you again soon.
 Note that your order will arrive in multiple shipments and we have created unique order numbers for each, so you can track status and delivery of each.
 Note that due to product availability or size, items ordered together may not be shipped together. Shipping confirmation emails will provide details on all shipments.
 For your reference, below is a summary of your order:

Shipment 1 Expected delivery date: 06.05.2015 8:30 AM - 5:00 PM

Order Number:	774463254-001	Status:	In Process
Order Date:	06/04/2015	Tracking:	N/A
Ordered By:	POCKLINGTON@COONRAPIDSMN.GOV	Delivery Method:	
Last Modified By:	TREIMRINGER@COONRAPIDSMN.GOV	Delivery Type:	Delivery
Customer Name:	CITY OF COON RAPIDS	Shipping to:	CITY OF COON RAPIDS
Customer number:	84033312		11155 ROBINSON DR NW
Payment info:	Account Billing		COON RAPIDS, MN 55433-7453
PO Number:			
Contact:	JILL POCKLINGTON		
CC:	14316.6370		
Desktop Location:			
Release:			

If you have any additional questions or ever need assistance placing an order, please do not hesitate to contact Dalton Larson @ x418.