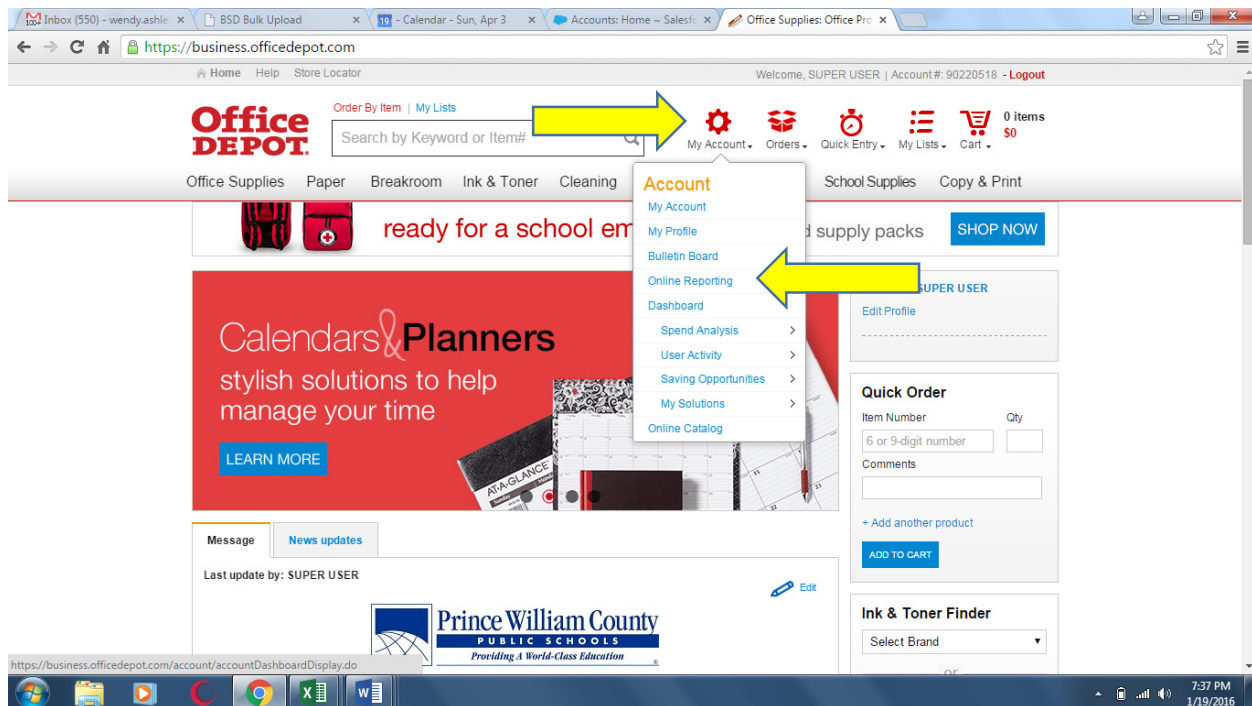
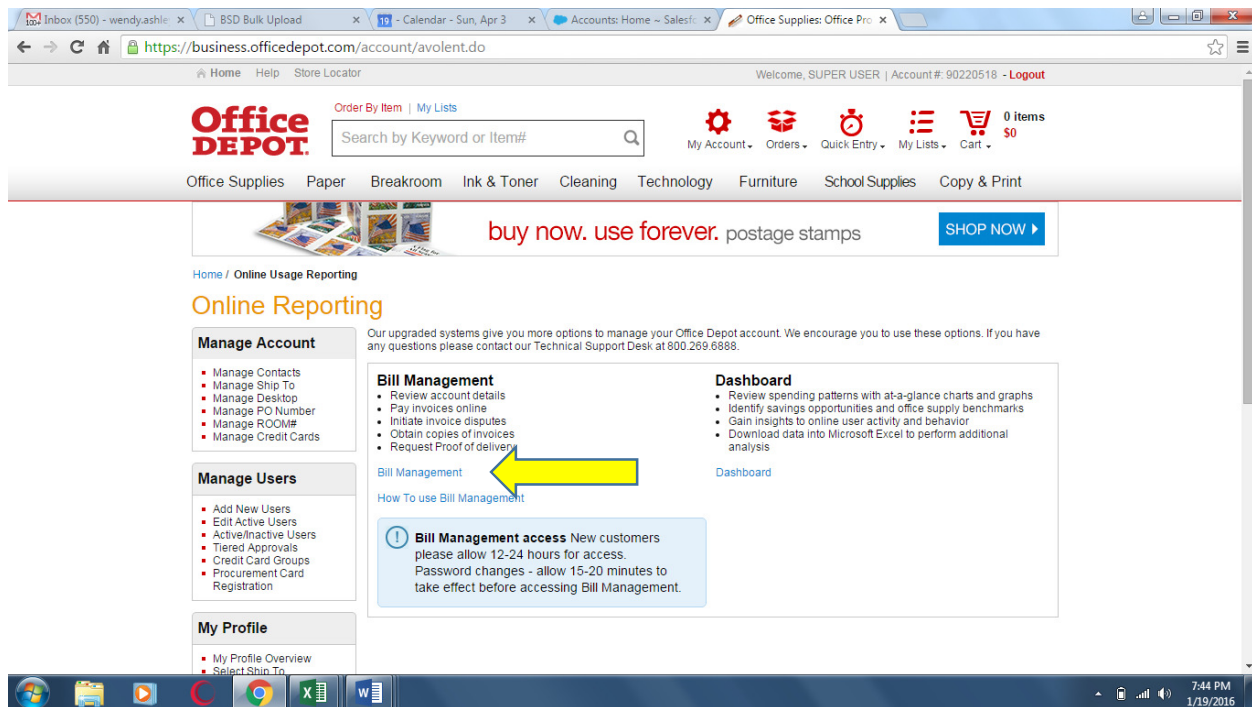


BILL MANAGEMENT - STEP-BY-STEP INSTRUCTIONS

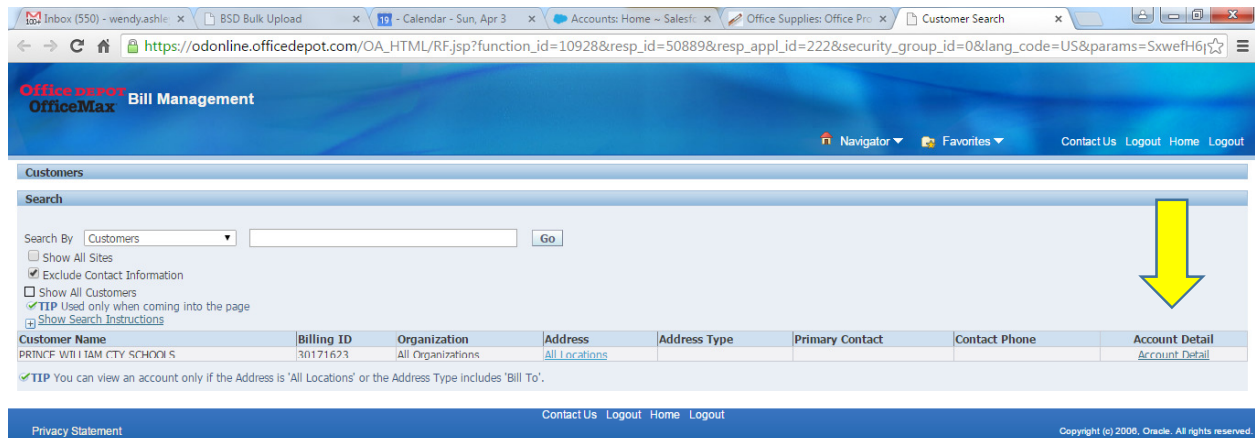
1. From Home landing page, select “My Account” and “Online Reporting”.



2. Select Bill Management.



3. Select Account Detail.



OfficeMax Bill Management

Customers

Search

Search By: Customers Go

☐ Show All Sites

☒ Exclude Contact Information

☐ Show All Customers

☒ TIP Used only when coming into the page

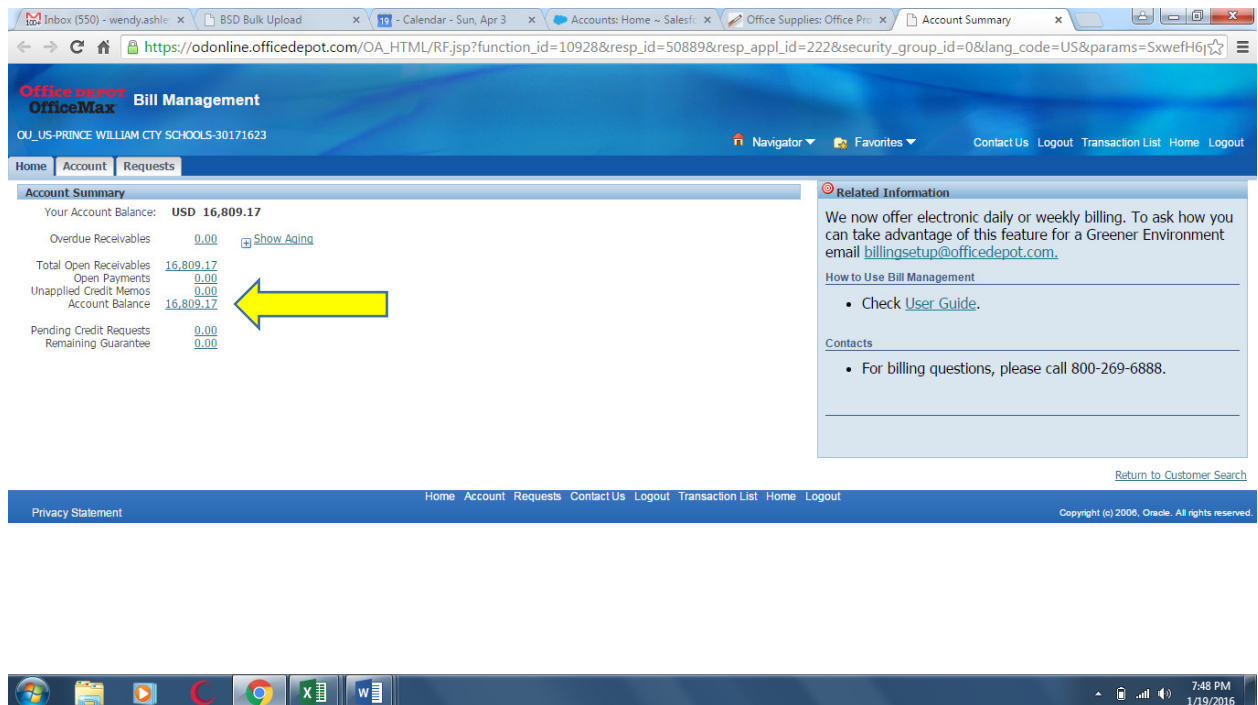
[Show Search Instructions](#)

Customer Name	Billing ID	Organization	Address	Address Type	Primary Contact	Contact Phone	Account Detail
PRINCE WILLIAM CTY SCHOOLS	30171623	All Organizations	All Locations				Account Detail

☒ TIP You can view an account only if the Address is 'All Locations' or the Address Type includes 'Bill To'.

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4. Click on Account Balance.



OfficeMax Bill Management

OU_US-PRINCE WILLIAM CTY SCHOOLS-30171623

Home Account Requests

Account Summary

Your Account Balance: USD 16,809.17

Overdue Receivables	0.00	Show Aging
Total Open Receivables	16,809.17	
Open Payments	0.00	
Unapplied Credit Memos	0.00	
Account Balance	15,809.17	
Pending Credit Requests	0.00	
Remaining Guarantee	0.00	

[Return to Customer Search](#)

Related Information

We now offer electronic daily or weekly billing. To ask how you can take advantage of this feature for a Greener Environment email billingsetup@officedepot.com.

How to Use Bill Management

- Check [User Guide](#).

Contacts

- For billing questions, please call 800-269-6888.

Privacy Statement Home Account Requests Contact Us Logout Transaction List Home Logout Copyright (c) 2006, Oracle. All rights reserved.

5. Change Status from Open/Pending to Any. Click Go.

OfficeMax Bill Management

OU_US-PRINCE WILLIAM CTY SCHOOLS-30171623

Account Balance: 16,809.17

Search

Status: Open/pending (dropdown menu open, showing 'Any Status' selected)

Transaction Type: Any Status

Currency: USD

Total Original Amount: 16,809.17

Total Remaining Amount: 16,809.17

Select	Transaction	Type	Status	Date	Due Date	Purchase Order	Room Number	Original Amount	Remaining Amount	Ship To	Organization
☐	816296226001	Invoice	Open	07-Jan-2016	06-Feb-2016	DO 055-0504	2242-D	14.69	14.69	PWCS SPECIAL EDUCATION, 14715 BRISTOW RD, KELLY BLDG CUBICLE 2242 D, MANASSAS, VA 20112-3945, US	OU_US
☐	816287409001	Invoice	Open	07-Jan-2016	06-Feb-2016	CF16-001	31	1,792.61	1,792.61	PWCS PRESCHOOL CHILD FIND, 14800 JOPLIN RD RM 31, MANASSAS, VA 20112-3909, US	OU_US
☐	816297080001	Invoice	Open	07-Jan-2016	06-Feb-2016	DO 055-0504	2242-D	924.43	924.43	PWCS SPECIAL EDUCATION, 14715 BRISTOW RD, KELLY BLDG CUBICLE 2242 D, MANASSAS, VA 20112-3945, US	OU_US
☐	816239481001	Invoice	Open	07-Jan-2016	06-Feb-2016	DO355-1084	OFFICE	9,654.80	9,654.80	POTOMAC VIEW ELEMENTARY, 14601 LAMAR RD, WOODBRIDGE, VA 22191-2918, US	OU_US
☐	816477213001	Invoice	Open	07-Jan-2016	06-Feb-2016	DO 025 1010	3226-A	39.39	39.39	PWCS COMMUNICATIONS SVCS, 14715 BRISTOW RD, KELLY BLDG CUBICLE 3218 B, MANASSAS, VA 20112-3945, US	OU_US
☐	816452150001	Invoice	Open	08-Jan-2016	07-Feb-2016	DO 140-2352		108.00	108.00	PWCS SPECIAL EDUCATION, 14715 BRISTOW RD, KELLY BLDG ROOM 2200, MANASSAS, VA 20112-3945, US	OU_US

6. Click GO.

OfficeMax Bill Management

OU_US-PRINCE WILLIAM CTY SCHOOLS-30171623

Account Balance: 16,809.17

Search

Status: Any Status

Transaction Type: All Transactions

Currency: USD

Total Original Amount: 16,809.17

Total Remaining Amount: 16,809.17

Select Transactions: Pay Add to Transaction List

Select	Transaction	Type	Status	Date	Due Date	Purchase Order	Room Number	Original Amount	Remaining Amount	Ship To	Organization
☐	818320954001	Invoice	Open	18-Jan-2016	17-Feb-2016	365011516000460		302.64	302.64	BENNETT ELEMENTARY SCHOOL, 8800 OLD DOMINION DR, RM 144, MANASSAS, VA 20110-6925, US	OU_US
☐	816239481001	Invoice	Open	07-Jan-2016	06-Feb-2016	DO355-1084	OFFICE	9,654.80	9,654.80	POTOMAC VIEW ELEMENTARY, 14601 LAMAR RD, WOODBRIDGE, VA 22191-2918, US	OU_US
☐	818353947001	Invoice	Open	18-Jan-2016	17-Feb-2016	DO 025 1012	3226A	94.67	94.67	PWCS COMMUNICATIONS SVCS, 14715 BRISTOW RD, KELLY BLDG CUBICLE 3218 B, MANASSAS, VA 20112-3945, US	OU_US
☐	817544949001	Invoice	Open	13-Jan-2016	12-Feb-2016	DO 025 1011	ROOM 3226-A	17.22	17.22	PWCS COMMUNICATIONS SVCS, 14715 BRISTOW RD, KELLY BLDG CUBICLE 3218 B, MANASSAS, VA 20112-3945, US	OU_US
☐	818355303001	Invoice	Open	16-Jan-2016	15-Feb-2016	DO 025 1012	3226A	28.99	28.99	PWCS COMMUNICATIONS SVCS, 14715 BRISTOW RD, KELLY BLDG CUBICLE 3218 B, MANASSAS, VA 20112-3945, US	OU_US

7. To sort by Ship-to Location (alphabetically), click on Ship-to header – see below.

The screenshot shows the OfficeMax Bill Management interface for account OU_US-PRINCE WILLIAM CTY SCHOOLS-30171623. The account balance is 16,809.17. The search filters are set to Status: Any Status, Transaction Type: All Transactions, and Currency: USD. The table displays 23 transactions, sorted by Ship-to location. A yellow arrow points to the 'Ship To' header in the table.

Select	Transaction	Type	Status	Date	Due Date	Purchase Order	Room Number	Original Amount	Remaining Amount	Ship To	Organization
☐	818320954001	Invoice	Open	18-Jan-2016	17-Feb-2016	365011516000460		302.64	302.64	BENNETT ELEMENTARY SCHOOL, 8800 OLD DOMINION DR, RM 144, MANASSAS, VA 20110-6925, US	OU_US
☐	816239481001	Invoice	Open	07-Jan-2016	06-Feb-2016	DO355-1084	OFFICE	9,654.80	9,654.80	POTOMAC VIEW ELEMENTARY, 14601 LAMAR RD, WOODBRIDGE, VA 22191-2918, US	OU_US
☐	818353947001	Invoice	Open	18-Jan-2016	17-Feb-2016	DO 025 1012	3226A	94.67	94.67	PWCS COMMUNICATIONS SVCS, 14715 BRISTOW RD, KELLY BLDG CUBICLE 3218 B, MANASSAS, VA 20112-3945, US	OU_US
☐	817544949001	Invoice	Open	13-Jan-2016	12-Feb-2016	DO 025 1011	ROOM 3226-A	17.22	17.22	PWCS COMMUNICATIONS SVCS, 14715 BRISTOW RD, KELLY BLDG CUBICLE 3218 B, MANASSAS, VA 20112-3945, US	OU_US
☐	818355303001	Invoice	Open	16-Jan-2016	15-Feb-2016	DO 025 1012	3226A	28.99	28.99	PWCS COMMUNICATIONS SVCS, 14715 BRISTOW RD, KELLY BLDG CUBICLE 3218 B, MANASSAS, VA 20112-3945, US	OU_US

8. To view a single transaction, click on the Transaction number.

The screenshot shows the OfficeMax Bill Management interface for account OU_US-PRINCE WILLIAM CTY SCHOOLS-30171623. The account balance is 16,809.17. The search filters are set to Status: Any Status, Transaction Type: All Transactions, and Currency: USD. The table displays 23 transactions, sorted by Transaction number. A yellow arrow points to the 'Transaction' header in the table.

Select	Transaction	Type	Status	Date	Due Date	Purchase Order	Release	Department	Desktop	Original Amount	Remaining Amount	Ship To	Organization
☐	818320954001	Invoice	Open	18-Jan-2016	17-Feb-2016	365011516000460				302.64	302.64	BENNETT ELEMENTARY SCHOOL, 8800 OLD DOMINION DR, RM 144, MANASSAS, VA 20110-6925, US	OU_US
☐	816239481001	Invoice	Open	07-Jan-2016	06-Feb-2016	DO355-1084		OFFICE		9,654.80	9,654.80	POTOMAC VIEW ELEMENTARY, 14601 LAMAR RD, WOODBRIDGE, VA 22191-2918, US	OU_US
☐	818353947001	Invoice	Open	18-Jan-2016	17-Feb-2016	DO 025 1012		3226A	KLC	94.67	94.67	PWCS COMMUNICATIONS SVCS, 14715 BRISTOW RD, KELLY BLDG CUBICLE 3218 B, MANASSAS, VA 20112-3945, US	OU_US
☐	817544949001	Invoice	Open	13-Jan-2016	12-Feb-2016	DO 025 1011		ROOM 3226-A	KLC	17.22	17.22	PWCS COMMUNICATIONS SVCS, 14715 BRISTOW RD, KELLY BLDG CUBICLE 3218 B, MANASSAS, VA 20112-3945, US	OU_US
☐	818355303001	Invoice	Open	16-Jan-2016	15-Feb-2016	DO 025 1012		3226A	KLC	28.99	28.99	PWCS COMMUNICATIONS SVCS, 14715 BRISTOW RD, KELLY BLDG CUBICLE 3218 B, MANASSAS, VA 20112-3945, US	OU_US
☐	816476345001	Invoice	Open	08-Jan-2016	07-Feb-2016	DO 025 1010		3226-A	COMMUNITY	102.13	102.13	PWCS COMMUNICATIONS SVCS, 14715 BRISTOW RD, KELLY BLDG CUBICLE 3218 B, MANASSAS, VA 20112-3945, US	OU_US

Select POD (Proof of Delivery), PDF Copy (print) or Email/Fax. Enter Email address or Fax number.

OfficeMax Bill Management
OU_US-PRINCE WILLIAM CTY SCHOOLS-30171623

Home Account Requests

My Account
Account My Account >
Invoice 818320954001

POD PDF Copy Activities Pay Email/Fax Copy

Invoice Information

Bill To Address
PRINCE WILLIAM CTY SCHOOLS
8800 OLD DOMINION DR
RM 144
MANASSAS, VA 201106925

Ship To Address
BENNETT ELEMENTARY SCHOOL
8800 OLD DOMINION DR
RM 144
MANASSAS, VA 201106925 USA

Remit To Address
PO Box 1413
Charlotte, NC 28201-1413

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

Invoice
818320954001

Billing Date
18-Jan-2016

Ship Date
18-Jan-2016

Purchase Order
365011516000460

Sales Order
818320954001

Shipping Reference
0

Ship Via
3DW

Account Number
90220518-00001-A0

Customer Location
365

Billing ID
30171623

SPC (Store/Date/Reg/Trans)

Attachments
None

Terms	Due Date	Salesperson	Customer Contact	Customer Phone	Customer Fax
DL00000000N030	17-Feb-2016	Shaw, Bradley N			

Line Num	Catalog Item Num	Description	Quantity Shipped	Unit Price	Extended Amount
1	385702	TONER,HP 80A,BLACK	1	96.19	96.19
2	392430	TONER,HP CC364A,BLACK	1	145.26	145.26
3	432212	SCISSORS,6" STRAIGHT-TITANIUM	1	12.29	12.29

9. To view multiple transactions, check the boxes under "Select" next to the Transactions to view.
NOTE: Maximum transactions per request/group is 10.

OfficeMax Bill Management
OU_US-PRINCE WILLIAM CTY SCHOOLS-30171623

Home Account Requests

My Account
Return to Customer Search

Account Details
Account Balance: 16,809.17

Search

Status: Any Status
Transaction Type: All Transactions
Currency: USD

Enter one Transaction per line.

Show More Search Options

Total Transactions: 23
Total Original Amount: 16,809.17
Total Remaining Amount: 16,809.17

Go Clear

Transactions: Pay Add to Transaction List

Select All Select None

Select	Transaction	Type	Status	Date	Due Date	Purchase Order	Release	Department	Desktop	Original Amount	Remaining Amount	Ship To	Organization
☐	818320954001	Invoice Open	18-Jan-2016	17-Feb-2016	365011516000460					302.64	302.64	BENNETT ELEMENTARY SCHOOL, 8800 OLD DOMINION DR, RM 144, MANASSAS, VA 20110-6925, US	OU_US
☐	816239481001	Invoice Open	07-Jan-2016	06-Feb-2016	DO355-1084		OFFICE			9,654.80	9,654.80	POTOMAC VIEW ELEMENTARY, 14601 LAMAR RD, WOODBRIDGE, VA 22191-2918, US	OU_US
☒	818353947001	Invoice Open	18-Jan-2016	17-Feb-2016	DO 025 1012		3226A	KLC		94.67	94.67	PWCS COMMUNICATIONS SVCS, 14715 BRISTOW RD, KELLY BLDG CUBICLE 3218 B, MANASSAS, VA 20112-3945, US	OU_US
☒	817544949001	Invoice Open	13-Jan-2016	12-Feb-2016	DO 025 1011		ROOM 3226-A	KLC		17.22	17.22	PWCS COMMUNICATIONS SVCS, 14715 BRISTOW RD, KELLY BLDG CUBICLE 3218 B, MANASSAS, VA 20112-3945, US	OU_US
☒	818353030001	Invoice Open	16-Jan-2016	15-Feb-2016	DO 025 1012		3226A	KLC		28.99	28.99	PWCS COMMUNICATIONS SVCS, 14715 BRISTOW RD, KELLY BLDG CUBICLE 3218 B, MANASSAS, VA 20112-3945, US	OU_US
☐	816476345001	Invoice Open	08-Jan-2016	07-Feb-2016	DO 025 1010		3226-A	COMMUNITY		102.13	102.13	PWCS COMMUNICATIONS SVCS, 14715 BRISTOW RD, KELLY BLDG CUBICLE 3218 B, MANASSAS, VA 20112-3945, US	OU_US

10. Click Add to Transaction List.

The screenshot shows the Officemax account details page for OU_US-PRINCE WILLIAM CTY SCHOOLS-30171623. The page includes a search bar, a table of transactions, and a summary section. A yellow arrow points to the 'Add to Transaction List' button in the 'Select Transactions' section.

Account Details
Account Balance: 16,809.17

Search
Status: Any Status
Transaction Type: All Transactions
Currency: USD

Total Transactions: 23
Total Original Amount: 16,809.17
Total Remaining Amount: 16,809.17

Select Transactions: **Add to Transaction List**

Select	Transaction	Type	Status	Date	Due Date	Purchase Order	Release	Department	Desktop	Original Amount	Remaining Amount	Ship To	Organization
☐	818320954001	Invoice	Open	18-Jan-2016	17-Feb-2016	365011516000460				302.64	302.64	BENNETT ELEMENTARY SCHOOL, 8800 OLD DOMINION DR, RM 144, MANASSAS, VA 20110-6925, US	OU_US
☐	816239481001	Invoice	Open	07-Jan-2016	06-Feb-2016	DO355-1084		OFFICE		9,654.80	9,654.80	POTOMAC VIEW ELEMENTARY, 14601 LAMAR RD, WOODBRIDGE, VA 22191-2918, US	OU_US
☒	818353947001	Invoice	Open	18-Jan-2016	17-Feb-2016	DO 025 1012		3226A	KLC	94.67	94.67	PWCS COMMUNICATIONS SVCS, 14715 BRISTOW RD, KELLY BLDG CUBICLE 3218 B, MANASSAS, VA 20112-3945, US	OU_US
☒	817544949001	Invoice	Open	13-Jan-2016	12-Feb-2016	DO 025 1011		ROOM 3226-A	KLC	17.22	17.22	PWCS COMMUNICATIONS SVCS, 14715 BRISTOW RD, KELLY BLDG CUBICLE 3218 B, MANASSAS, VA 20112-3945, US	OU_US
☒	818355303001	Invoice	Open	16-Jan-2016	15-Feb-2016	DO 025 1012		3226A	KLC	28.99	28.99	PWCS COMMUNICATIONS SVCS, 14715 BRISTOW RD, KELLY BLDG CUBICLE 3218 B, MANASSAS, VA 20112-3945, US	OU_US

11. Navigate to Transaction List – (upper right-hand corner in blue header section)

The screenshot shows the Officemax account details page for OU_US-PRINCE WILLIAM CTY SCHOOLS-30171623. The page includes a search bar, a table of transactions, and a summary section. A yellow arrow points to the 'Transaction List' link in the top navigation bar.

Account Details
Account Balance: 16,809.17

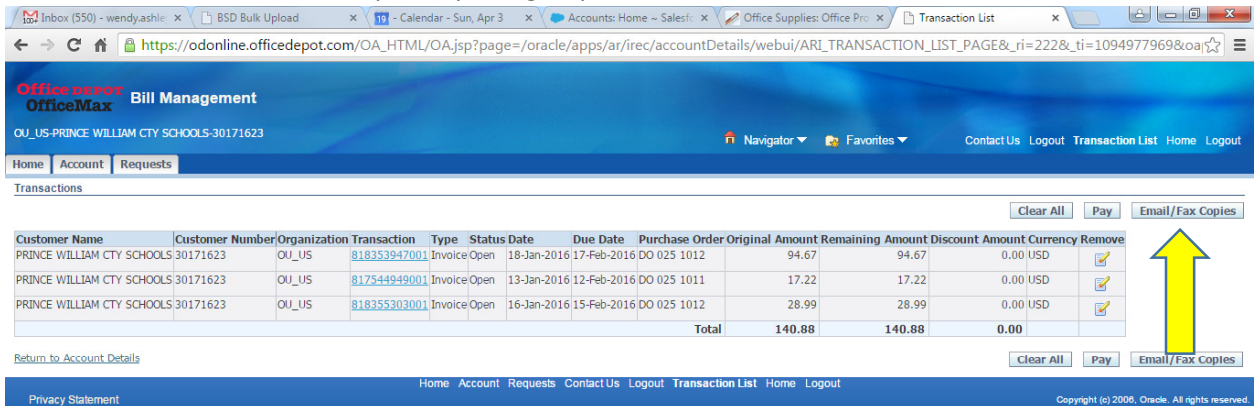
Search
Status: Any Status
Transaction Type: All Transactions
Currency: USD

Total Transactions: 23
Total Original Amount: 16,809.17
Total Remaining Amount: 16,809.17

Select Transactions: **Add to Transaction List**

Select	Transaction	Type	Status	Date	Due Date	Purchase Order	Release	Department	Desktop	Original Amount	Remaining Amount	Ship To	Organization
☐	818320954001	Invoice	Open	18-Jan-2016	17-Feb-2016	365011516000460				302.64	302.64	BENNETT ELEMENTARY SCHOOL, 8800 OLD DOMINION DR, RM 144, MANASSAS, VA 20110-6925, US	OU_US
☐	816239481001	Invoice	Open	07-Jan-2016	06-Feb-2016	DO355-1084		OFFICE		9,654.80	9,654.80	POTOMAC VIEW ELEMENTARY, 14601 LAMAR RD, WOODBRIDGE, VA 22191-2918, US	OU_US
☒	818353947001	Invoice	Open	18-Jan-2016	17-Feb-2016	DO 025 1012		3226A	KLC	94.67	94.67	PWCS COMMUNICATIONS SVCS, 14715 BRISTOW RD, KELLY BLDG CUBICLE 3218 B, MANASSAS, VA 20112-3945, US	OU_US
☒	817544949001	Invoice	Open	13-Jan-2016	12-Feb-2016	DO 025 1011		ROOM 3226-A	KLC	17.22	17.22	PWCS COMMUNICATIONS SVCS, 14715 BRISTOW RD, KELLY BLDG CUBICLE 3218 B, MANASSAS, VA 20112-3945, US	OU_US
☒	818355303001	Invoice	Open	16-Jan-2016	15-Feb-2016	DO 025 1012		3226A	KLC	28.99	28.99	PWCS COMMUNICATIONS SVCS, 14715 BRISTOW RD, KELLY BLDG CUBICLE 3218 B, MANASSAS, VA 20112-3945, US	OU_US

12. Select Email/Fax. Enter email address or Fax number.
NOTE: Maximum transactions per request/group is 10.



The screenshot shows the OfficeMax Bill Management interface for OU_US-PRINCE WILLIAM CTY SCHOOLS-30171623. The page displays a list of transactions with columns for Customer Name, Customer Number, Organization, Transaction, Type, Status, Date, Due Date, Purchase Order, Original Amount, Remaining Amount, Discount Amount, Currency, and Remove. A yellow arrow points to the 'Email/Fax Copies' button in the top right corner.

Customer Name	Customer Number	Organization	Transaction	Type	Status	Date	Due Date	Purchase Order	Original Amount	Remaining Amount	Discount Amount	Currency	Remove
PRINCE WILLIAM CTY SCHOOLS	30171623	OU_US	818353947001	Invoice	Open	18-Jan-2016	17-Feb-2016	DO 025 1012	94.67	94.67	0.00	USD	
PRINCE WILLIAM CTY SCHOOLS	30171623	OU_US	817544949001	Invoice	Open	13-Jan-2016	12-Feb-2016	DO 025 1011	17.22	17.22	0.00	USD	
PRINCE WILLIAM CTY SCHOOLS	30171623	OU_US	818355303001	Invoice	Open	16-Jan-2016	15-Feb-2016	DO 025 1012	28.99	28.99	0.00	USD	
Total									140.88	140.88	0.00		

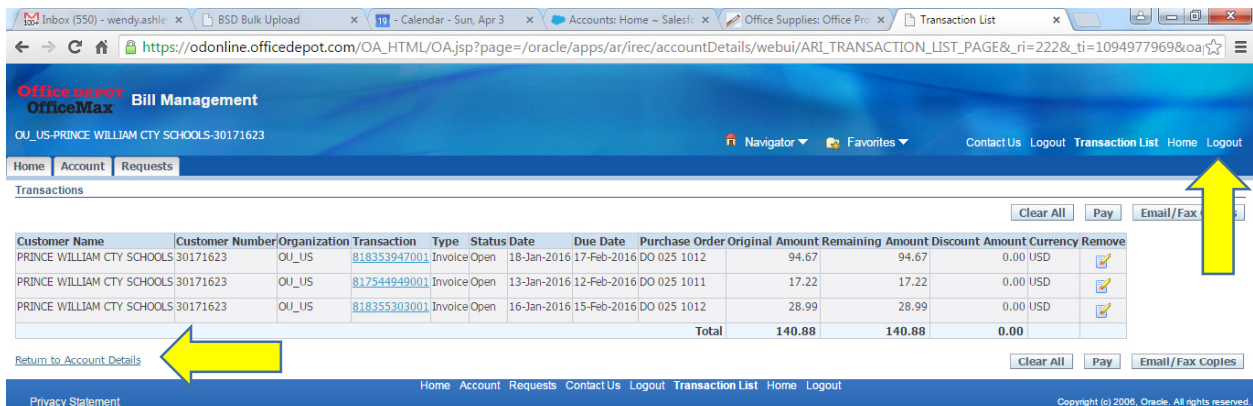
Return to Account Details

Clear All Pay Email/Fax Copies

Home Account Requests Contact Us Logout Transaction List Home Logout

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13. Select Return to Account Details or Logout.



The screenshot shows the OfficeMax Bill Management interface for OU_US-PRINCE WILLIAM CTY SCHOOLS-30171623. The page displays a list of transactions with columns for Customer Name, Customer Number, Organization, Transaction, Type, Status, Date, Due Date, Purchase Order, Original Amount, Remaining Amount, Discount Amount, Currency, and Remove. A yellow arrow points to the 'Return to Account Details' button in the bottom left corner.

Customer Name	Customer Number	Organization	Transaction	Type	Status	Date	Due Date	Purchase Order	Original Amount	Remaining Amount	Discount Amount	Currency	Remove
PRINCE WILLIAM CTY SCHOOLS	30171623	OU_US	818353947001	Invoice	Open	18-Jan-2016	17-Feb-2016	DO 025 1012	94.67	94.67	0.00	USD	
PRINCE WILLIAM CTY SCHOOLS	30171623	OU_US	817544949001	Invoice	Open	13-Jan-2016	12-Feb-2016	DO 025 1011	17.22	17.22	0.00	USD	
PRINCE WILLIAM CTY SCHOOLS	30171623	OU_US	818355303001	Invoice	Open	16-Jan-2016	15-Feb-2016	DO 025 1012	28.99	28.99	0.00	USD	
Total									140.88	140.88	0.00		

Return to Account Details

Clear All Pay Email/Fax Copies

Home Account Requests Contact Us Logout Transaction List Home Logout

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Another Option – Enter Transaction numbers into Transaction box, and select Add to Transaction List.

NOTE: Maximum transactions per request/group is 10.

The screenshot shows the OfficeMax Bill Management interface. The account balance is 16,809.17. The search results show a list of transactions with columns for Select, Transaction, Type, Status, Date, Due Date, Purchase Order, Release, Department, Desktop, Original Amount, Remaining Amount, Ship To, and Organization. A yellow arrow points to the 'Transactions' input field in the search section.

Select	Transaction	Type	Status	Date	Due Date	Purchase Order	Release	Department	Desktop	Original Amount	Remaining Amount	Ship To	Organization
☐	818320954001	Invoice	Open	18-Jan-2016	17-Feb-2016	365011516000460				302.64	302.64	302.64 BENNETT ELEMENTARY SCHOOL, 8800 OLD DOMINION DR, RM 144, MANASSAS, VA 20110-6925, US	OU_US
☐	816239481001	Invoice	Open	07-Jan-2016	06-Feb-2016	DO355-1084		OFFICE		9,654.80	9,654.80	POTOMAC VIEW ELEMENTARY, 14601 LAMAR RD, WOODBRIDGE, VA 22191-2918, US	OU_US
☐	818353947001	Invoice	Open	18-Jan-2016	17-Feb-2016	DO 025 1012		3226A	KLC	94.67	94.67	PWCS COMMUNICATIONS SVCS, 14715 BRISTOW RD, KELLY BLDG CUBICLE 3218 B, MANASSAS, VA 20112-3945, US	OU_US
☐	817544949001	Invoice	Open	13-Jan-2016	12-Feb-2016	DO 025 1011		ROOM 3226-A	KLC	17.22	17.22	PWCS COMMUNICATIONS SVCS, 14715 BRISTOW RD, KELLY BLDG CUBICLE 3218 B, MANASSAS, VA 20112-3945, US	OU_US
☐	818355303001	Invoice	Open	16-Jan-2016	15-Feb-2016	DO 025 1012		3226A	KLC	28.99	28.99	PWCS COMMUNICATIONS SVCS, 14715 BRISTOW RD, KELLY BLDG CUBICLE 3218 B, MANASSAS, VA 20112-3945, US	OU_US
☐	816476345001	Invoice	Open	08-Jan-2016	07-Feb-2016	DO 025 1010		3226-A	COMMUNITY	102.13	102.13	PWCS COMMUNICATIONS SVCS, 14715 BRISTOW RD, KELLY BLDG CUBICLE 3218 B, MANASSAS, VA 20112-3945, US	OU_US

Click GO. Then select Add to Transaction List.

The screenshot shows the OfficeMax Bill Management interface. The account balance is 16,809.17. The search results show a list of transactions with columns for Select, Transaction, Type, Status, Date, Due Date, Purchase Order, Room Number, Original Amount, Remaining Amount, Ship To, and Organization. A yellow arrow points to the 'Go' button in the search section.

Select	Transaction	Type	Status	Date	Due Date	Purchase Order	Room Number	Original Amount	Remaining Amount	Ship To	Organization
☐	818320954001	Invoice	Open	18-Jan-2016	17-Feb-2016	365011516000460		302.64	302.64	BENNETT ELEMENTARY SCHOOL, 8800 OLD DOMINION DR, RM 144, MANASSAS, VA 20110-6925, US	OU_US
☐	816239481001	Invoice	Open	07-Jan-2016	06-Feb-2016	DO355-1084	OFFICE	9,654.80	9,654.80	POTOMAC VIEW ELEMENTARY, 14601 LAMAR RD, WOODBRIDGE, VA 22191-2918, US	OU_US