



PXP
Plains Exploration & Production Company

Name
Title 1
Title 2

Address
City, State Zip
name@pxp.com

Direct 000.000.0000
000.000.0000
Mobile 000.000.0000
Fax 000.000.0000

**Custom
Stationery
Online
Program For**

Plains Exploration & Production Company

Welcome to Office Depot Business Solutions Division's answer to corporate America's need for the premiere, integrated online business stationery ordering experience.

We can help increase PXP's bottom line, while providing you total control and convenience. Here's how...

- Custom Stationery Online (CSO) is quick, easy and trouble free. Your site is set up; you order what you need, when you want, from wherever you want any time of day.
- As a single, integrated source for office products, you have only one invoice to track, only one payment to make for all orders placed on the <https://business.officedepot.com> site.
- PXP controls who places orders and what can be ordered, increasing accountability and consistency.
- PXP ensures all business stationery products adhere to your corporate branding and style guidelines.

You get convenience and personal service. Here's how ordering and fulfillment works...

- Place your order online.
- Preview and validate the customized product on your screen.
- Your order is fulfilled by print specialists and shipped directly to you.

The following guide will provide you detailed instructions on how to place orders for your printed stationery needs. And if you have questions, we have answers. Our CSO Customer Support Desk is available to assist you via phone or email (see page 4).

Thank you for your business and we look forward to working with you on all your needs in the office.

Ordering Printed Stationery

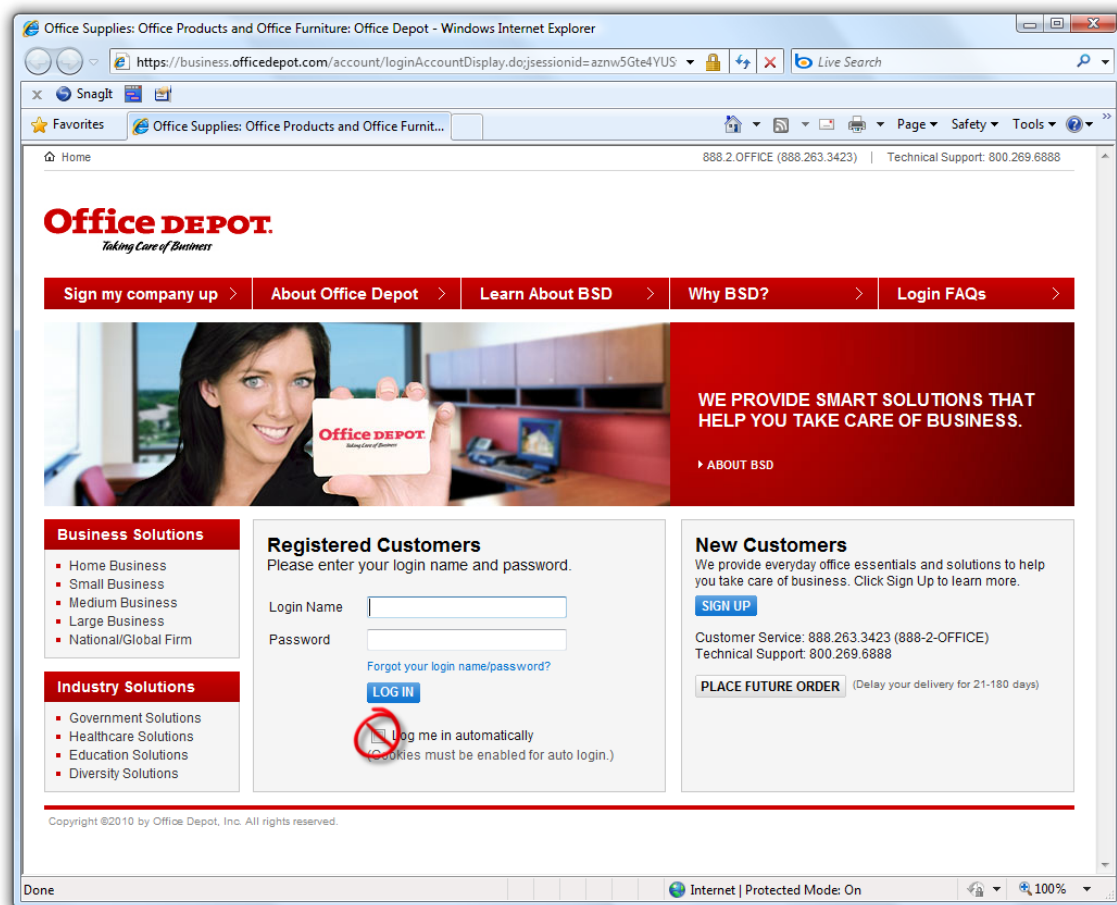
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Now that you know why your company has chosen this program, let us show you how to use it.

All printed stationery orders are placed via the Office Depot website.

The logins for online stationery are the same as for office supplies except “cso” is added after your name (i.e. Jane Doe’s would be jdoecso@pxp.com). Your password will be set to “**welcome**”. You will need to change this the first time you log in. If you don’t have a log on, please email PXPA@PXP.COM to get set up.

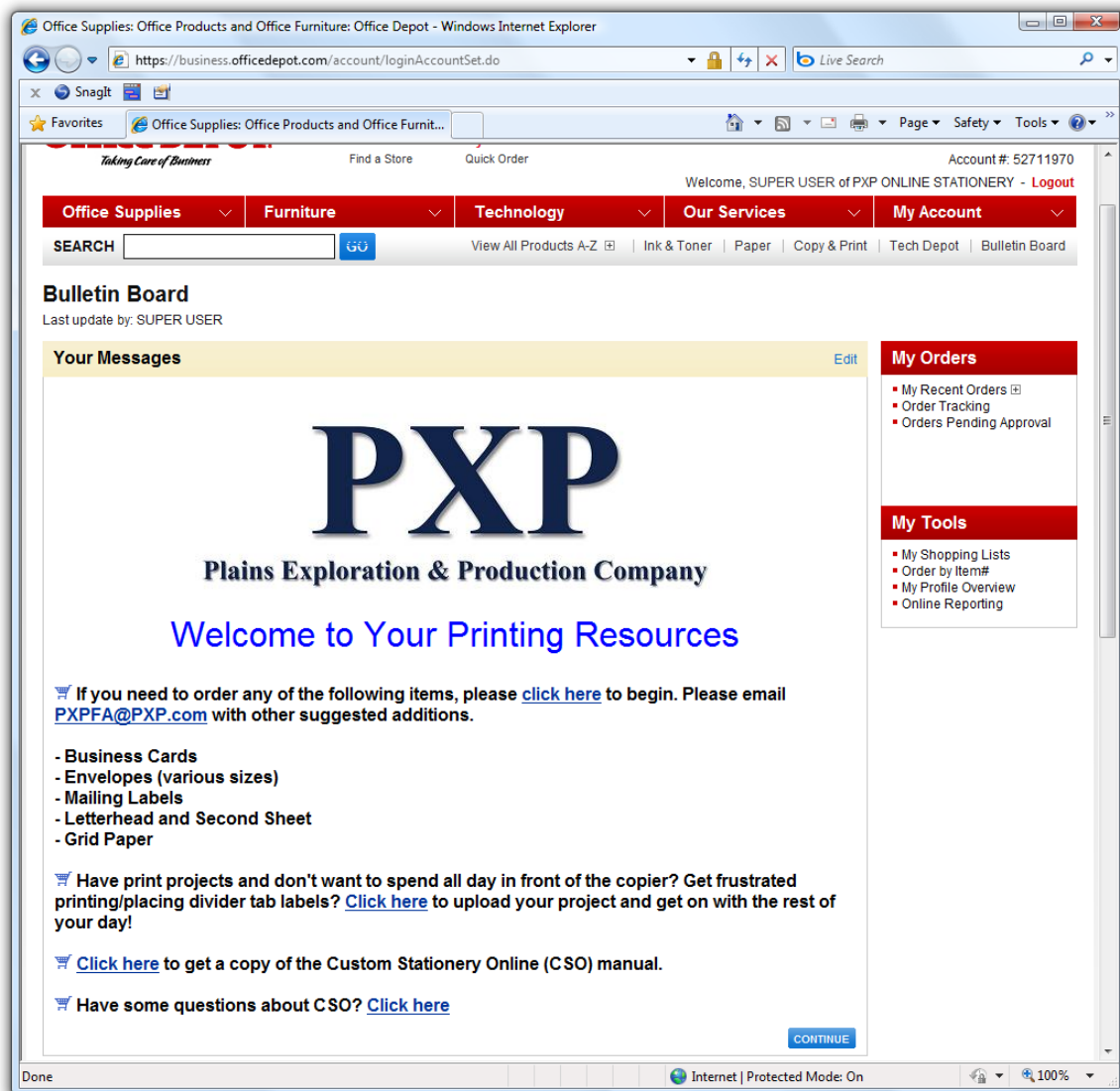
NOTE: Do NOT use the “Log me in Automatically” functionality. It will prevent you from being able to log into your office supply account. Conversely, if you do not enter a login name or password when ordering office supplies, you will need to clear your cookies and avoid using this functionality in order to access both accounts.



Ordering Printed Stationery

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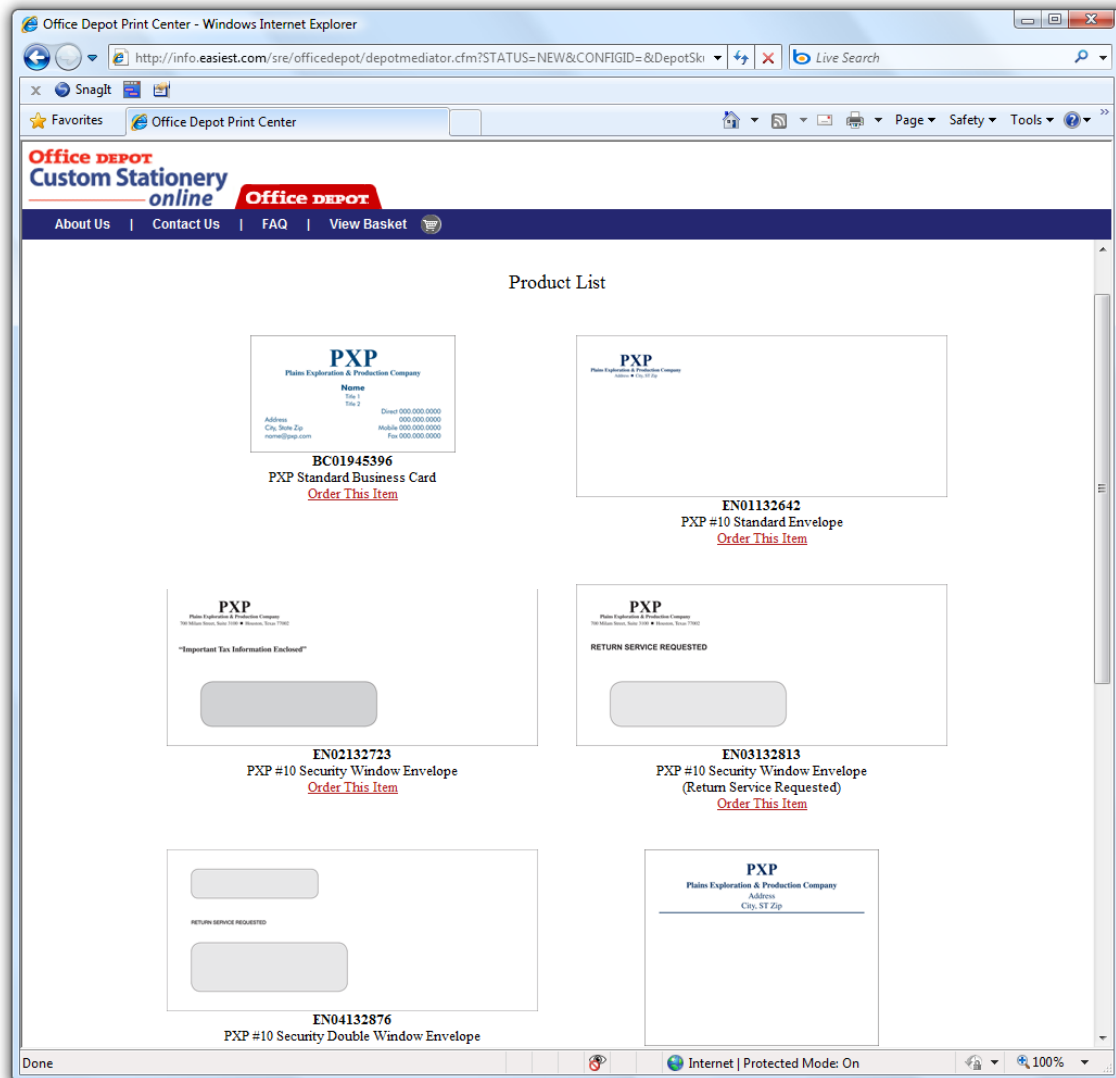
Once you have successfully logged on, you will need to click on the **click here** link below the Welcome to your Printing Resources heading in the bulletin board. This launches the CSO website.



Ordering Printed Stationery

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Click on the **Order This Item** link of the product you wish to order. If you ever need help or have a special request, you can contact the Customer Support Desk via email or phone listed at the bottom of the web page.



Ordering Printed Stationery

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This is where you will type the information in. Due to some “branding rules” the website may adjust your phone numbers and email input (i.e. 888-888-8888 will become 888.888.8888 and JDoe@pxp.com becomes jdoe@pxp.com). This feature ensures all cards are consistent.

The cards arrive in boxes of 500.

The screenshot shows a web browser window titled "Office Depot Print Center - Windows Internet Explorer". The address bar displays the URL: <http://info.easiest.com/sre/officedepot/depotmediator.cfm?STATUS=NEW&CONFIGID=&DepotSki>. The browser's Favorites bar shows "Office Depot Print Center".

The website header includes the "Office DEPOT Custom Stationery online" logo and a navigation menu with links: "About Us", "Contact Us", "FAQ", and "View Basket".

The main content area is divided into two sections:

- Item Information**
 - Item Number: BC01945396
 - Description: PXP Standard Business Card
 - Quantity: 1 (dropdown menu)
 - Quantities are for Boxes of 500 Pieces.*
- Imprint Information**
 - Information will be printed exactly as you type it.*
 - Name:
 - Title 1:
 - Title 2:
 - Location: 1200 Discovery Dr., Suite 500, Bakersfield, CA 93309 (dropdown menu)
 - Email Address: @pxp.com
 - Phone 1: None (dropdown menu)
 - Phone 2: None (dropdown menu)
 - Phone 3: None (dropdown menu)
 - Phone 4: None (dropdown menu)

Below the imprint information section is a red "Next" button with a right arrow.

At the bottom, there is a "Need Help?" section with the following text:
Please contact our Custom Stationery Online Support Team
Email: csso@cccailcenter.com
Phone: 800-965-6270

Ordering Printed Stationery

PXP

All fields are optional. The only requirement is the address.

Now click **next** at the bottom of the web page.

The screenshot shows a web browser window titled "Office Depot Print Center - Windows Internet Explorer". The address bar shows a URL from "http://info.easiest.com/sre/officedepot/depotmediator.cfm?". The page features the Office Depot logo and navigation links: "About Us", "Contact Us", "FAQ", and "View Basket".

The main content area contains two sections:

- Item Information:**
 - Item Number: BC01945396
 - Description: PXP Standard Business Card
 - Quantity: 1 (dropdown menu)
 - Quantities are for Boxes of 500 Pieces.*
- Imprint Information:**
 - Information will be printed exactly as you type it.*
 - Name: Jane Doe
 - Title 1: Administrative Assistant
 - Title 2: (empty field)
 - Location: 700 Milam St., Suite 3100, Houston, TX 77002 (dropdown menu)
 - Email Address: jdoe @pxp.com
 - Phone 1: Direct 713.555.1111
 - Phone 2: None 800.555.2222
 - Phone 3: Mobile 832.555.3333
 - Phone 4: Fax 713.555.4444

Below the form is a red "Next" button with a right arrow. At the bottom, there is a "Need Help?" section with contact information for the Custom Stationery Online Support Team, including an email address (cso@cccacenter.com) and a phone number (800-965-6270).

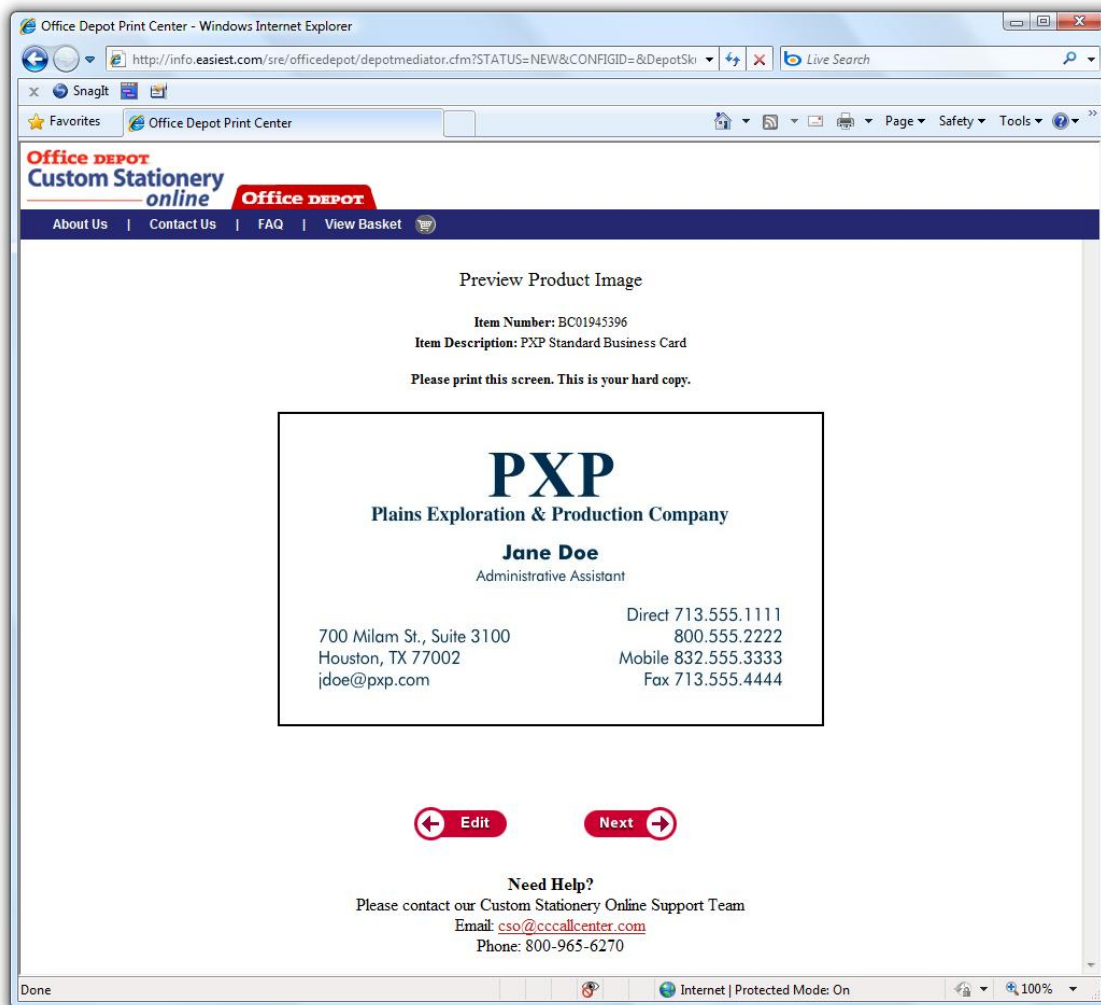
Ordering Printed Stationery

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An online proof is then created for you. You may print this screen. Note, this is only a proof and therefore the resolution is not actual quality.

Please review the proof carefully. Click on **Edit** at the bottom of the webpage if changes are needed.

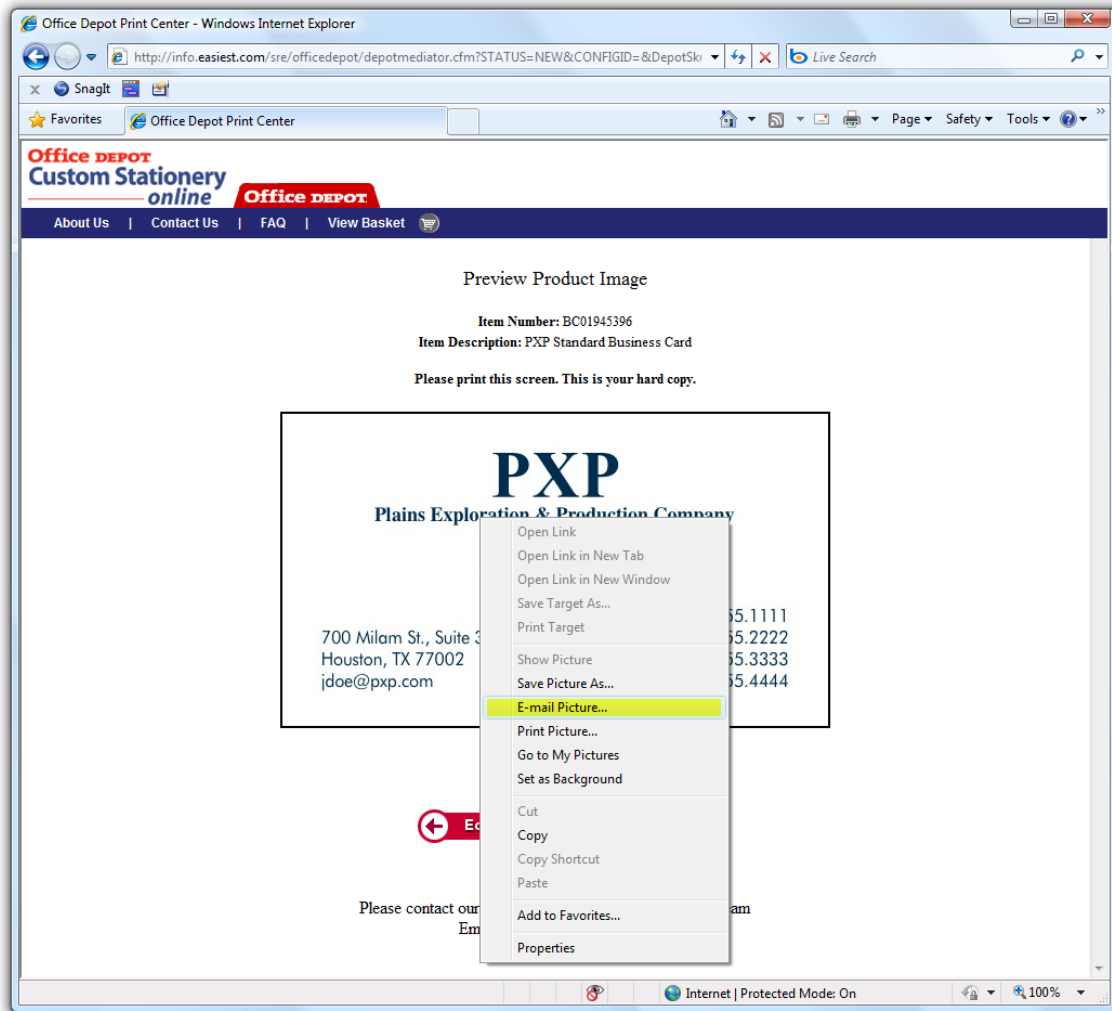
If the proof is correct, you will need to submit for approval.



Ordering Printed Stationery

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Right click anywhere on the stationery image and a selection box will appear. Click on **E-mail Picture**.

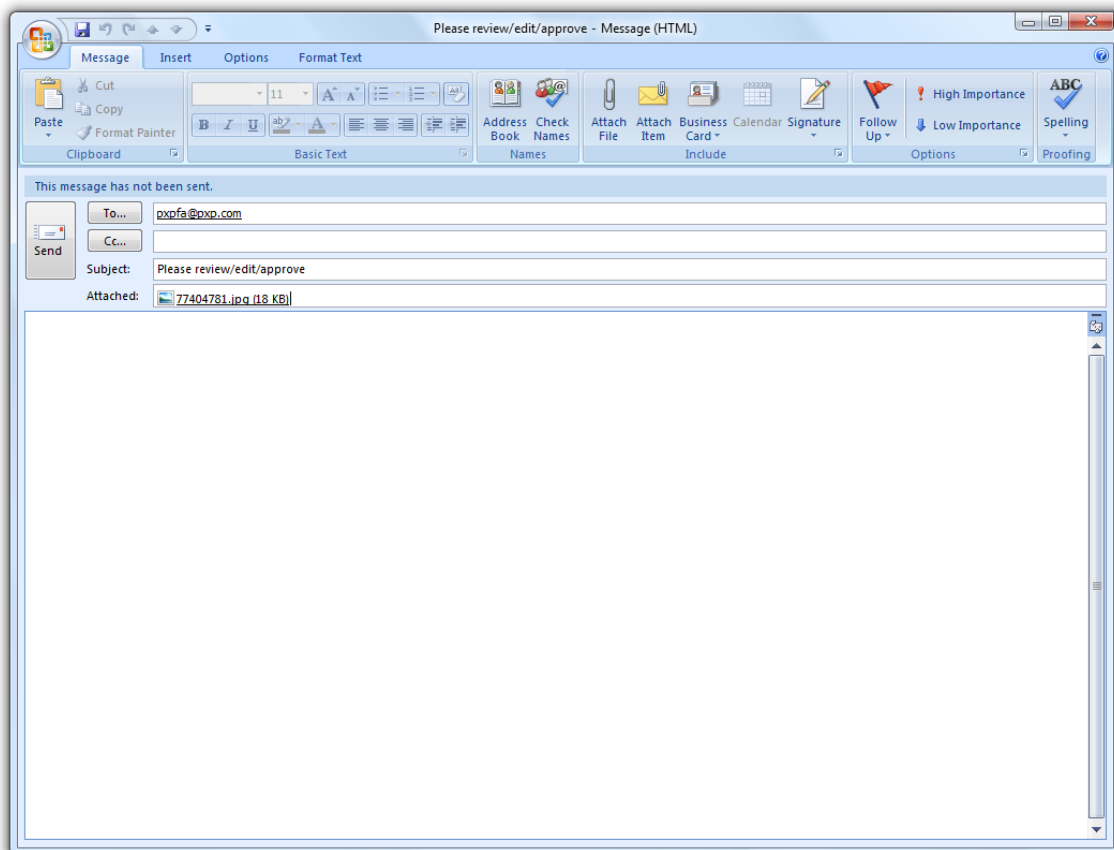


Ordering Printed Stationery

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This will launch your email software and automatically attach the proof. Change the Subject Line to **Please review/edit/approve** and send to the **PXPFA@PXP.COM** mailbox.

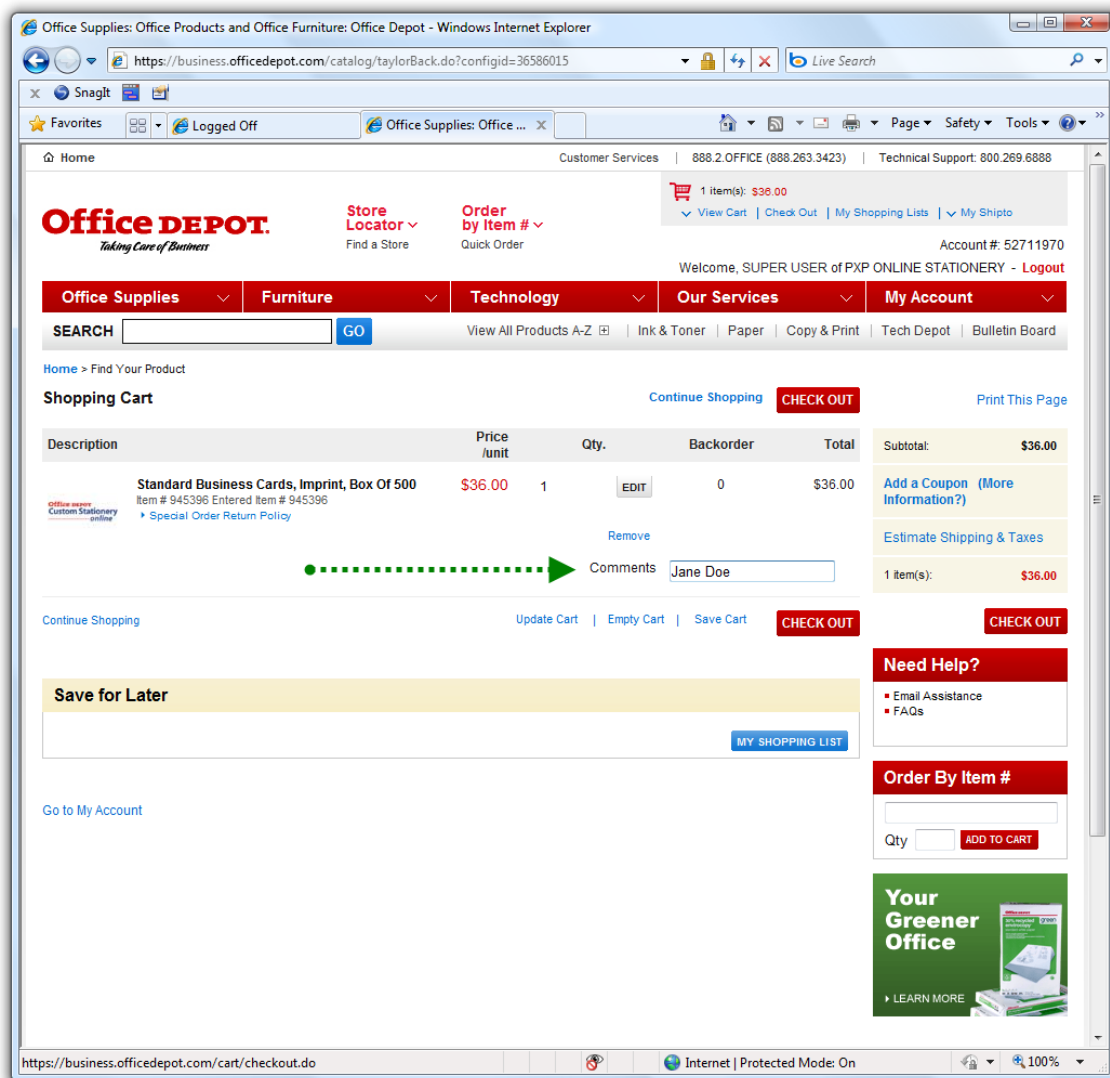
Back on the CSO website, click **next**.



The website will now take you back to the Office Depot Office order page. You will see that your order has been added to your cart. At this point you can:

- Go back and edit the card (click on **Edit**)
- Delete the card completely from the order (click on the **Remove** button)
- Click on **Copy & Print** to order more CSO items you need (**go back to page 2 of this guide to repeat the process for another item**)
- Click on **Checkout** to enter the final stage of the ordering process

It is recommended that you type the name of the person for whom the cards are for in the line comments. Click Update Cart to save the text.



Ordering Printed Stationery

PXP

Proceed to the check out screen.

At this point review your order information. Your defaults will populate the order. For individuals who order for multiple offices, you can modify the shipping address by clicking on the **Select** button. You can only have one shipping address per order.

If you only order for your location, you can skip to page 12.

Checkout at Office Depot - Windows Internet Explorer

https://business.officedepot.com/checkout/submitSet.do

Account # 52711970

Welcome, SUPER USER of PXP ONLINE STATIONERY - Logout

Office Supplies Furniture Technology Our Services My Account

SEARCH [] GO View All Products A-Z Ink & Toner Paper Copy & Print Tech Depot Bulletin Board

Home > Checkout

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.

User Information

User Name: SUPER USER
Phone: (713)579-6000
Email
Address: [] EDIT

Shipping Information

717TEXAS
PLAINS EXPLORATION & PROD
717 TEXAS ST STE 2100
HOUSTON, TX 77002-2753
USA
[] SELECT

Email Options

☒ I would like an email confirmation for this order.

Send an email confirmation to another contact:
Additional Email Address: []

Order Information

* Required Information

* ACCTCOD [] Select

* Cost Center [] Select

☐ Make these my default values, if permitted

* Contact: SUPER USER

Contact Phone: (713) 579 - 6000 Ext. []

Comment: []
Comment: []
Comment: []

Need Help?

- Email Assistance
- FAQs

Ordering Printed Stationery

PXP

Select the address where you would like the order shipped to by clicking on the button in the **Current** column.

Then click on the **Select** button. Repeat this process for the billing codes if needed.

Office Supplies: Office Products and Office Furniture: Office Depot - Windows Internet Explorer

https://business.officedepot.com/account/shipto/choose.do?requestor=checkout

717 TEXAS ST STE 2100
HOUSTON
TX
770022753
USA

717 TEXAS ST STE 2100
HOUSTON
TX
770022753
USA

Manage Users

- Add New Users
- Edit Active Users
- Active/Inactive Users
- Tiered Approvals
- Procurement Card Registration

My Profile

- My Profile Overview
- Select Ship To
- Select Contacts
- Select ACCTCOD
- Select Cost Center
- My Proxy Approver

Need Help?

- Email Assistance
- FAQs

Select different current or default Ship To by searching or viewing the entire list:

To view other Ship To enter search criteria below:

Search for a Ship To: [SEARCH](#) [View only your Ship To List](#)

[Next Page >](#)

Current	Default	ID	Name	Address	City	State	Zip Code
☐	☐	ARGUELLO/GAVIOTA	PLAINS EXPLORATION AND PROD	17100 CALLE MARIPOSA REN	GAVIOTA	CA	93117-9737
☐	☐	ARROYO GRANDE	PLAINS EXPLORATION AND PROD	1821 PRICE CANYON RD	SAN LUIS OBISPO	CA	93401-8405
☐	☐	BAKERSFIELD	PLAINS EXPLORATION AND PROD	1200 DISCOVERY DR STE 500	BAKERSFIELD	CA	93309-7038
☐	☐	BREMER	PLAINS EXPLORATION & PROD	3252 W CROCKER SPRINGS RD	FELLOWS	CA	93224
☐	☐	CANE RIVER DEV CO	CANE RIVER DEVELOPMENT CO	13 CORPORATE PLAZA DR STE 206	NEWPORT BEACH	CA	92660-7919
☒	☐	CORPORATE	PLAINS EXPLORATION AND PROD	700 MILAM ST STE 3100	HOUSTON	TX	77002-2806
☐	☐	CSC 1127	OFFICE DEPOT BSD	6225 W BY NORTHWEST BLVD	HOUSTON	TX	77040-4940
☐	☐	INGLEWOOD	PLAINS EXPLORATION & PROD	5640 S FAIRFAX AVE	LOS ANGELES	CA	90056-1266
☐	☐	JEFFERSON SITE	PLAINS EXPLORATION AND PROD	1371 W JEFFERSON BLVD	LOS ANGELES	CA	90007-3438
☐	☐	LAFAYETTE	PLAINS EXPLORATION AND PROD	400 E KALISTE SALOOM RD	LAFAYETTE	LA	70508-8508
☐	☐	LAREDO	PLAINS EXPLORATION AND PROD	6213 STATE HIGHWAY 359	LAREDO	TX	78043-4774
☐	☐	LOMPOC	PLAINS EXPLORATION AND PROD	3602 HARRIS GRADE RD	LOMPOC	CA	93436-2206
☐	☐	MONTEBELLO	PLAINS EXPLORATION AND PROD	1400 N MONTEBELLO BLVD	MONTEBELLO	CA	90640-2500
☐	☐	MT POSO	PLAINS EXPLORATION AND PROD	16223 S GRANITE RD	BAKERSFIELD	CA	93308-9675
☐	☐	MURPHY SITE	PLAINS EXPLORATION AND PROD	2126 W ADAMS BLVD	LOS ANGELES	CA	90018-2039

[SELECT](#) [CANCEL](#) [Return to My Account](#)

Ordering Printed Stationery

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Scroll down to the bottom of the screen.

Do not change the information in **Delivery Options**. This function pertains to office supplies only. Printed stationery orders usually arrive within 5 to 7 business days once released for production. If an emergency need arises, please contact your Office Depot account manager.

Click on **Place Order** at the bottom of the web page to finalize the order. You will receive a confirmation email of the order(s).

Note – there are no shipping charges for online stationery orders.

The screenshot shows the Office Depot checkout page in a Windows Internet Explorer browser. The address bar shows the URL: https://business.officedepot.com/cart/checkoutRouter.do. The page is titled "Checkout at Office Depot - Windows Internet Explorer".

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):
Select a desired delivery date:
Mon, Feb 1, '10

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](#)
The Desired Delivery Date field does not apply to **custom imprint items** or **print on demand items**, due to varying order requirements and time for production. The production and delivery time of your order will be determined by the personalized options you selected. If your order contains Print on Demand items, an Office Depot employee will call you to confirm delivery availability.

Shopping Cart [Hide Images](#)

Estimated Delivery Date: 02/01/2010
The production and shipping time of your order will be determined by the personalized options requested.

Description	Your Price / unit	Qty.	Backorder	Total	Remove
Standard Business Cards, Imprint, Box Of 500					
Office Depot Custom Stationery online Item # 0945396 Entered Item # 945396 Special Order Return Policy	\$36.00 / box	1	0	\$36.00	EDIT VIEW
Comments:					

Subtotal: \$36.00
Delivery Fee: FREE
Miscellaneous: \$0.00
Taxes: \$2.97
Total: \$38.97

Have you made changes to your cart or delivery option? [UPDATE CART](#)

[Continue Shopping](#) [SAVE CART TO LIST](#) [PUT THIS ORDER ON HOLD](#) [PLACE ORDER](#)

Click to submit your order.

Done Internet | Protected Mode: On 100%

Ordering Printed Stationery



The website will automatically hold orders that require approval such as **business cards, pocket cards and memo pads**. CSO needs to be ordered separately from office supplies.

Your Facilities & Administration group will review and release such orders for production once approved. You can view the approval status of your order via the Order Tracking link.

Please remember that orders that require approval will not be reviewed for release unless an email-proof is sent to the PXPF@PXP.COM mailbox.

If you should have any questions or concerns surrounding the program or process/procedures, please contact the Facilities & Administration group at PXPF@PXP.COM.

When I click on the “Custom Stationery Site” icon, the stationery does not show.

Make sure you are signed in using the xxxxcso.pxp.com login & password for business cards & stationery.

How will I know when my business card was approved after I emailed it to pxpfa@pxp.com?

You will receive an email confirmation from Office Depot. You can also check your Order Tracking link in Office Depot.

Who should I contact if I have trouble logging in?

You should contact the Facilities & Administration Dept’s Administrative Assistant at x6072 or send an email to pxpfa@pxp.com.

What is the time frame for receiving business cards & other stationery?

Generally about 2 weeks. The email confirmation of your order will have the date of estimated delivery in it.

What if the stationery we need to order is not shown in the Custom Stationery On-line page?

The item has not been set up. Send an original to the Director of Facilities & Administration with an estimated annual usage. If approved, be sure to allow at least a minimum of 6 weeks for new items to be added to the site.

Before I order stationery, is there someone that I can contact to see if we have any in stock?

You may send an email to pxpfa@pxp.com.

Do I have to order Custom Stationery items separate from other office depot items?

Yes. The login pages are the same on both. It is your different login that directs you to the Custom Stationery Online site OR to the regular Office Supply site.

Will I receive a proof of the business card?

You will be able to preview and edit your business card for changes before you submit.

What if I need the business cards sooner than the 2 week delivery date?

Send email to pxpfa@pxp.com to give timeframe of when cards are needed.

I clicked on the business card to email it but did not get the selection box to allow me to email picture. What do I do?

Make sure you RIGHT CLICK on the mouse.

I am ordering business cards for an employee who would like to see a proof first before I submit. What do I do?

Once you see the online proof you may print the screen or email the image.