



BRANCH FORMS

User Guide

COPY & PRINT
DEPOT

What is covered in this User Guide

[Logging in to Office Depot](#)

[The Bulletin Board](#)

[Determining if the Item is a Frequently Used Item or if there is a special link to access the item](#)

[Accessing and Ordering Frequently Used Forms](#)

[Accessing and Ordering Forms with Special Links to Access the Item](#)

[Letterhead \(all\) and Envelopes \(lower-usage\):](#) 350-CRD, 906-OPS, 917-BBM, 921-OPS, 922-OPS, LTH-002, and LTH-007

[Form Numbers:](#) 00-055, 00-175, 00-213, OPS-192, and OPS-193.

[Completing the Checkout Process](#)

[Ordering Cash In & Cash Out Tickets](#)

[Bundling Reminder](#)

[Contacts](#)

Step 1: Login to your Office Depot Business site using your username and password

**Office
DEPOT.**

Welcome to the
Business Solutions Division.

[Chat Now](#) [Contact Us](#)

Registered Customers

Login Name

MariaDiaz

Password

☐ Keep me logged in [i](#)

[LOG IN](#)

[Forgot your login name/password?](#)
[Trouble Logging in?](#)

experience
the benefits
of business
made personal

[Not a customer yet?](#)
[GET STARTED](#)

**industry
solutions**

Get support tailored to your business size and industry, from education to government & much more.

[LEARN MORE](#)

**shop
products**

Find all the essential items you need to keep your business running as efficiently as possible.

[LEARN MORE](#)

**services
& support**

From copy & print to procurement & payment solutions, we help you stay focused on the big picture.

[LEARN MORE](#)

**sustainability
programs**

Get involved with Office Depot's many efforts to support diversity, the community and the environment.

[LEARN MORE](#)

credit card processing exclusive rates for office depot customers

[LEARN MORE](#)

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Step 2: Reference the bulletin board for navigation and information on discounts.

[Home](#) [Help](#) [Store Locator](#)

Welcome, JULIE KEHRBERG | Account #: 45596465 - [Logout](#)

Office DEPOT. [Order By Item](#) | [My Lists](#)

Search by Keyword or Item#

[My Account](#) [Orders](#) [Quick Entry](#) [My Lists](#) [Cart](#) 0 items \$0

[Office Supplies](#) [Paper](#) [Breakroom](#) [Ink & Toner](#) [Cleaning](#) [Technology](#) [Furniture](#) [School Supplies](#) [Copy & Print](#)

 buy now. use forever. postage stamps [SHOP NOW](#)

Message

Last update by: COLUMBIA ADMIN

 **Columbia Bank**

Welcome to the Columbia Bank Purchasing Program!

Columbia Bank Ordering Standards
Order from [My Lists](#) to obtain best pricing discounts (those tagged as **BEST VALUE** items).
Group your Supply & Print Items together in shopping cart to obtain additional percent discounts

- **Order Discounts:** \$50 - \$99 = 2%, \$100 - \$199=3.5%, \$200 - \$500=5%
- **Delivery Fees:** Order below \$25 = \$9.95, Order between \$25 and \$50 = \$7.95, Order over \$50 = FREE

Live on 8/1 – the New Forms Ordering Program.

Ordering Forms
Order the most frequently used Branch Forms [Here](#)

Looking for a particular form? Use the **search** field to find most branch forms.
A few forms cannot be located using the search function. Use the links below to order these specific items.
Form Numbers: 00-055, 00-175, 00-213, OPS-192, and OPS-193. Click [here](#) to order.
Letterhead (all) and Envelopes (lower-usage): 350-CRD, 906-OPS, 917-BBM, 921-OPS, 922-OPS, LTH-002, and LTH-007.
Click [here](#) to order.
Cash In & Cash Out Tickets: Click [here](#) to order.

The following forms are not available through Office Depot.
Form Numbers: 00-451, 910-OPS, 928-OPS, PS 3800, PS 3811. E-mail the [CB Mailroom](#) to order.
Form Numbers: SEC-006, 18018. Order from [CB Marketing](#)

Training Resources
General OD Website Training [here](#) to access useful information on ordering, products, returns, etc.
Customized Training on Ordering Forms and Other Printed Items: Click [here](#) to access the User Guide, or go to the [Supply page of CBLink](#) to watch a recorded training.

Contacts

Office Depot: Rod Bartunek (Account Manager) at 206-304-1249 or rod.bartunek@officedepot.com
Columbia Bank: Dale Jackson at 253-471-4060 or DaleJ@columbiabank.com

Welcome, JULIE KEHRBERG
[Edit Profile](#)
[Proprietary Items](#)

Quick Order
Item Number
Quantity
Comments
[Add another item](#)
[Checkout](#)

Ink & Toner Finder
Select Brand
Select Model
[Find](#) [Cancel](#)

Remember, a few items are not available on Office Depot.

Step 3: Determine if the item is considered a Frequently Used Form, or if there is a special link to access the item.

Frequently Used Form

Ordering Forms

Order the most frequently used Branch Forms [Here](#)

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Letterhead (all) and Envelopes (lower-usage): 350-CRD, 906-OPS, 917-BBM, 921-OPS, 922-OPS, LTH-002, and LTH-007.

Click [here](#) to order.

Cash In & Cash Out Tickets: Click [here](#) to order.

Forms with Special Links

The most frequently used forms can be accessed several ways.

Option 1

Click on this hyperlink to access all commonly used forms.

Ordering Forms

Order the most frequently used Branch Forms [Here](#)

Looking for a particular form? Use the **search** field to find most branch forms.

A few forms cannot be located using the search function. Use the links below to order these specific items.

Form Numbers: 00-055, 00-175, 00-213, OPS-192, and OPS-193. Click [here](#) to order.

Letterhead (all) and Envelopes (lower-usage): 350-CRD, 906-OPS, 917-BBM, 921-OPS, 922-OPS, LTH-002, and LTH-007. Click [here](#) to order.

Cash In & Cash Out Tickets: Click [here](#) to order.

Option 2

Use the Search field to search by form name or number

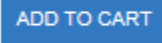
The screenshot shows the Office Depot website interface. At the top, there's a navigation bar with links like 'Store Locator', 'FREE IN STORE PICKUP', and 'Welcome, CPD DEMO | Account #: 36874960 - Logout'. Below this is a search bar with the placeholder text 'Search by Keyword or Item#'. To the left of the search bar is the Office Depot logo. To the right are icons for 'My Account', 'Orders', 'Quick Entry', 'My Lists', and 'Cart'. Below the search bar is a horizontal menu with categories: 'Office Supplies', 'Paper', 'Breakroom', 'Ink & Toner', 'Cleaning', 'Technology', 'Furniture', 'School Supplies', and 'Copy & Print'. A banner for 'buy now. use forever. postage stamps' is visible. Below the banner is a large blue promotional area for 'SAVE instantly labels, shipping supplies & more' with a 'SHOP NOW' button. On the right side, there's a 'Quick Order' section with fields for 'Item Number' and 'Qty'. A green arrow points from the 'Quick Order' section to the 'Option 3' callout.

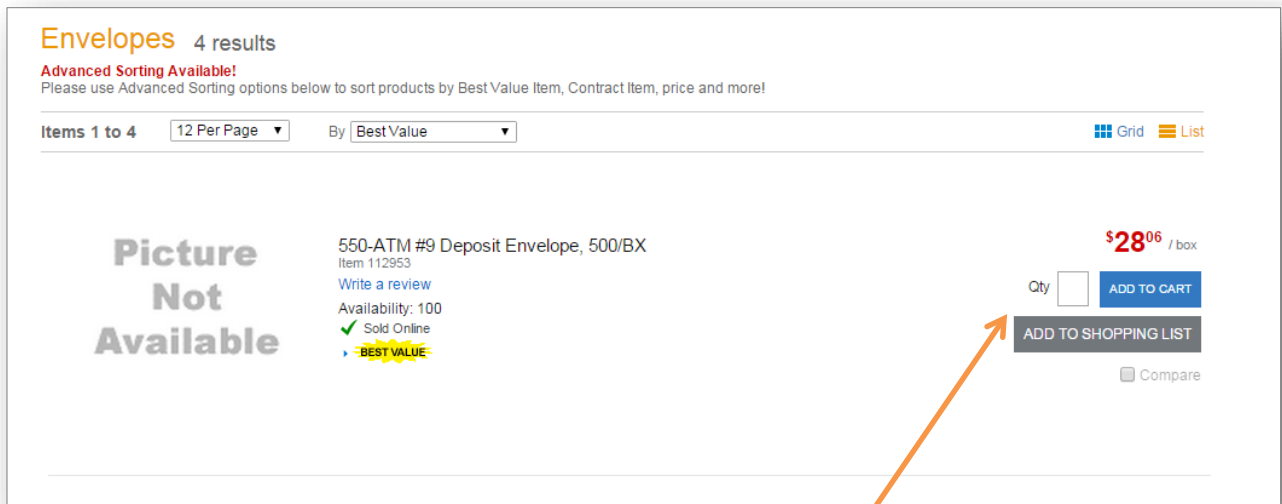
Option 3

Or use the shopping list to find all of the frequently ordered branch forms

How to find and order commonly used branch forms

Step 3: Locate the desired item using the one of the available options (shown on page 6)

Step 4: Click on the item or Choose Quantity by product; then click 



Envelopes 4 results

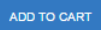
Advanced Sorting Available!
Please use Advanced Sorting options below to sort products by Best Value Item, Contract Item, price and more!

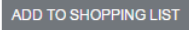
Items 1 to 4 12 Per Page By Best Value  

Picture Not Available

550-ATM #9 Deposit Envelope, 500/BX
Item 112953
[Write a review](#)
Availability: 100
✓ Sold Online
★ **BEST VALUE**

\$28⁰⁶ / box

Qty 



 Compare

Select your item,
enter the Qty, then
Add to Cart

Add any additional branch forms to your order or add office supplies

If there is a **special link** to access the item, you must access it from the hyperlinks on the bulletin page.

Ordering Forms

Order the most frequently used Branch Forms [Here](#)

Looking for a particular form? Use the **search** field to find most branch forms.

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Form Numbers: 00-055, 00-175, 00-213, OPS-192, and OPS-193. Click [here](#) to order.

Letterhead (all) and Envelopes (lower-usage): 350-CRD, 906-OPS, 917-BBM, 921-OPS, 922-OPS, LTH-002, and LTH-007. Click [here](#) to order.

Cash In & Cash Out Tickets: Click [here](#) to order.

Forms with Special Links

How to find and order Letterhead and Envelopes

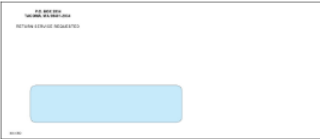
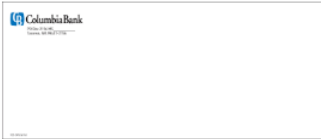
Step 3: Click on the Click [here](#) to order *link from the Bulletin Board*

- Letterhead (all) and Envelopes (lower-usage): 350-CRD, 906-OPS, 917-BBM, 921-OPS, 922-OPS, LTH-002, and LTH-007. Click [here](#) to order.

Step 4: Click on the item or Choose Quantity by product; then click **ADD TO CART**

Columbia Bank Catalog

Search Catalog... [Go >](#)

 350-CRD #10 Security Window Envelope - EN01 Under Construction - Please Do Not Order Details 500 envelopes Add to Cart	 906-OPS #9 Security Envelope - EN02 Under Construction - Please Do Not Order Details 500 envelopes Add to Cart	 922-OPS #12 Security Envelope - EN04 Under Construction - Please Do Not Order Details 50 envelopes Add to Cart
---	---	--

Select your item,
enter the Qty, then
Add to Cart

Add any additional branch forms to your order or add office supplies

How to find and order Letterhead and Envelopes *continued*

Step 6: *Preview the item.*

Quantity:
Choose quantity in drop down

Zoom:
Place mouse over Product Preview area to zoom in to preview item.

Add to Cart:
Adds item to cart to proceed to checkout or continue shopping

906-OPS #9 Security Envelope - EN02 | Under

Quantity: 500 envelopes

Product Preview:



FROM _____

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO 433 TACOMA WA
POSTAGE WILL BE PAID BY ADDRESSEE

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO 433 TACOMA WA
POSTAGE WILL BE PAID BY ADDRESSEE

Columbia Bank
MS
PO BOX 2156
TACOMA WA 98401-9876

Cancel Add To Cart

Step 7: *Confirm or select Quantity; then click* **ADD TO CART**

Add any additional branch forms to your order or add office supplies

How to find and order Form Numbers

00-055, 00-175, 00-213, OPS-192, OPS-193

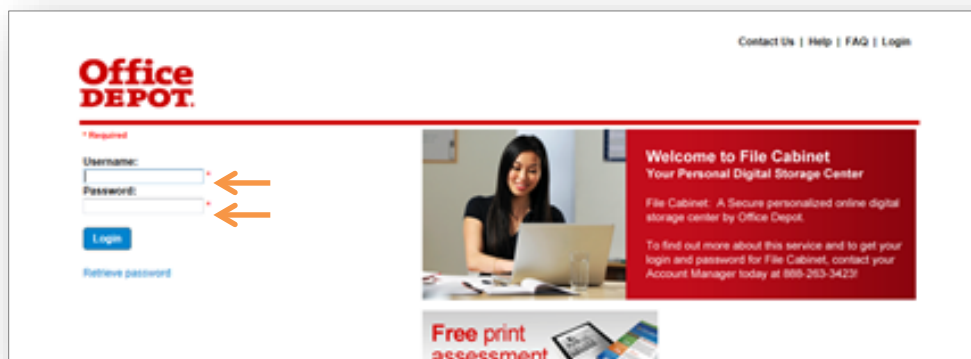
Step 3: Click on the Click [here](#) to order *link from the Bulletin Board*

- **Form Numbers:** 00-055, 00-175, 00-213, OPS-192, and OPS-193. Click [here](#) to order.

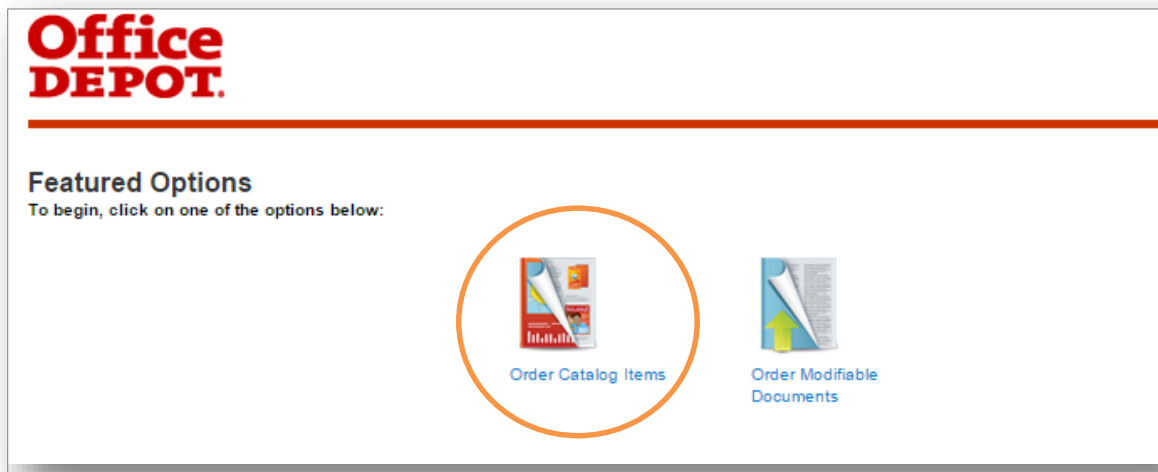
Step 4: Login using your cost center number.

User Name: cc#### (where # is your cost center)

Password: columbia (it is case sensitive)



Step 5: Select Order Catalog Items.



How to find and order Form Numbers

00-055, 00-175, 00-213, OPS-192, OPS-193 *continued*

Step 6: *Preview the item.*

Office DEPOT.

Home > Order Catalog Items > Catalog

Catalog

Catalog features any Filing Cabinet documents and personalized products to have been pre-configured and available for convenient ordering.

Search

Other Miscellaneous Forms

00-055 - Payroll Chang..
00-055 Payroll Change

Quantity:

Add

00-175 - Account Trans..
00-175 Account Transfer Authorization

Quantity:

Add

00-213 - Safe Deposit..
00-213 Safe Deposit Box Entry

Quantity:

Add

Click on item for a larger preview

Enter Quantity then Add to add to cart

Step 7: *Enter Quantity; then click*

ADD TO CART

How to find and order Form Numbers

00-055, 00-175, 00-213, OPS-192, OPS-193 *continued*

Step 8: Complete the selection Process

Home > Order Catalog Items > Catalog

Catalog
Catalog features any Filing Cabinet documents and personalized products to have been pre-configured and available for convenient ordering.

Search

Other Miscellaneous Forms

00-055 - Payroll Chang..
00-055 Payroll Change

Remove

00-175 - Account Trans..
00-175 Account Transfer Authorization

Quantity: **Add**

00-213 - Safe Deposit..
00-213 Safe Deposit Box Entry

Quantity: **Add**

SubTotal: \$6.38 **View Cart**

1. Click View Cart to proceed

Catalog Order **Order Summary**

Preview	Item Name / Description	Price	Quantity	Total	Action
	00-055 - Payroll Change	\$1.28	5	\$6.38	Remove
Subtotal				\$6.38	

Cancel Order **Continue Shopping** **Add To Order**

2. Add To Order

Price Summary

Order contains a single job.
by a summary.
ages may be applied as you complete your order.

Please review to make sure you have...
(Check the boxes below to confirm)

☐ Confirmed all documents have desired printing options applied
☐ Previewed all pages for content and layout
☐ Entered desired quantity

Order Subtotal: \$6.38

Item #1	Document: 00-055 - Payroll-Change-2013-07 - Zip.pdf	Page Size: Letter	Final Size: Letter (8.5 X 11.0)	Quantity: 5
Item	Configured Options	Quantity	Price	Total Price
Impression :	B & W - All Pages - Single Sided	125	\$0.03	\$3.13
Paper :	20lb B/W - 24lb Color (White) - All Pages	125	\$0.00	\$0.00
Finishing :	Padding - Size	5	\$0.33	\$1.63
Finishing :	Cutting - per Cut (Machine)	1	\$1.63	\$1.63
Total:				\$6.38

Edit Order **Print** **Accept & Continue**

3. Review and confirm by checking the boxes

4. Accept & Continue to proceed to Office Depot check-out

Add any additional branch forms to your order or add office supplies

Complete the check-out process

Step 6: When finished ordering, select  **Checkout** to enter billing and shipping data

Home

Help

Store Locator

FREE IN STORE PICKUP

Welcome, COLUMBIA ADMIN

Account #: 45596465

Logout

Office DEPOT

Order By Item | My Lists

Search by Keyword or Item#

My Account

Orders

Quick Entry

My Lists

Cart 1 Items \$34.75

Office Supplies

Paper

Breakroom

Ink & Toner

Cleaning

Technology

Furniture

School Supplies

Copy & Print

Definitely not the same old Grind

Exclusively for Office Depot® OfficeMax®

SHIPPING

FREE



SHOP NOW

Shopping Cart

Continue Shopping

Need Help? Live Chat

Email

FAQs

Print

Online Print Center

Item # 102842 Entered Item # 102842

Price

Qty.

Total

\$0.35 / each

100

\$34.75

Edit

View

Remove

Job Name: 00055 Payroll Change

GL CODE

Select

Comments: 00055 Payroll Change

Edit

Continue Shopping

Update Cart

Empty Cart

Save Cart To List

Share Cart

Order summary

Subtotal \$34.75

Estimate Shipping & Taxes

Total (1 Item) \$34.75

Checkout

Apply a coupon code

Order by item #

TIP: Continue shopping from multiple areas of the site before you checkout with a single cart

How to find and order Cash In and Cash Out Tickets

Step 1: Click on the Click [here](#) to order *link from the Bulletin Board*

- Form Numbers: 00-055, 00-175, 00-213, OPS-192, and OPS-193. Click [here](#) to order.

Step 2: Login using your cost center number.

User Name: cc#### (where # is your cost center)

Password: columbia (it is case sensitive)

Office DEPOT.
OfficeMax
Now one company.

Products
View cart

Logon

Returning Customer

User Name: cc1036
Password: *****
Go

I Have Forgotten My User Name or Password

If you would like to be reminded of your User Name or have the option to reset your Password, please provide your email address and your log on information will be emailed to you immediately.

Email:
Go

Step 3: Click on Columbia Bank.

Office DEPOT.
OfficeMax
Now one company.

Products
View cart
Reports

PRODUCTS
Columbia Bank

Home
Welcome cc 1036.

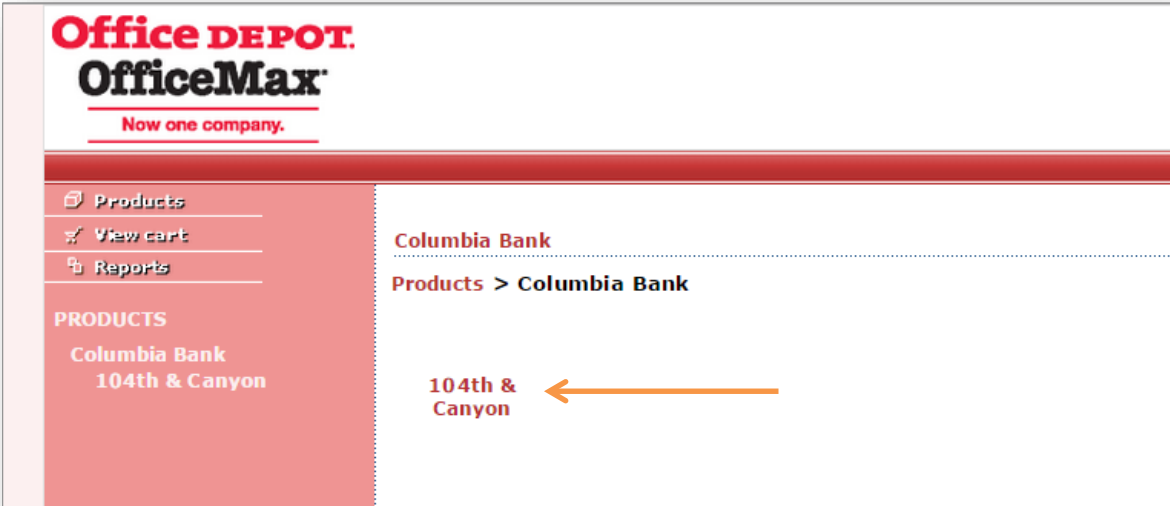
Columbia Bank
Columbia Bank

Orders
Awaiting Approval (0)
Declined (0)
Open (0)
Completed (0)
Canceled (0)
Favorite Orders

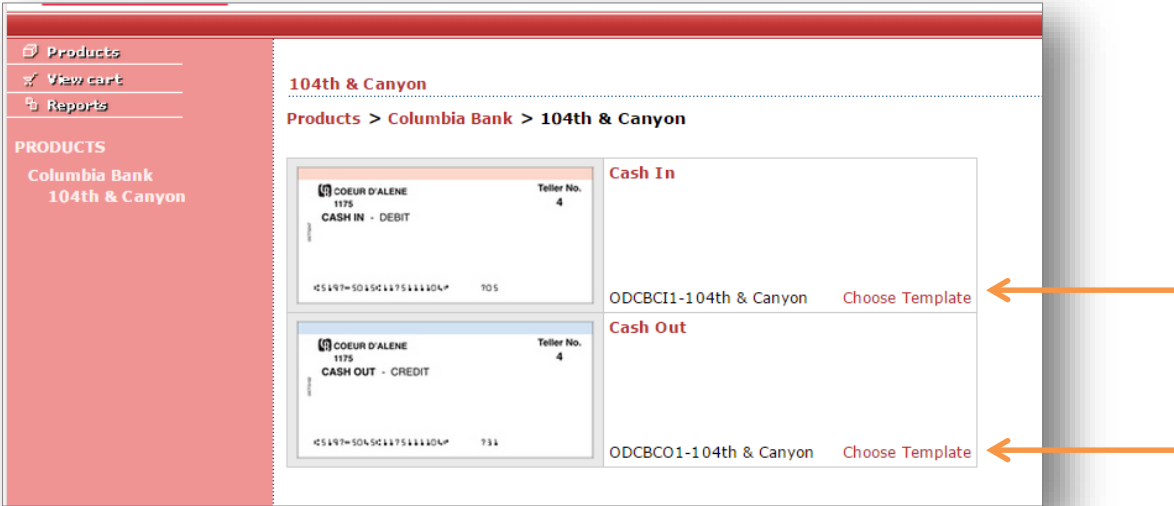
Note: Treat your Cash In/Out tickets as a separate transaction. These items cannot be combined with items from the Office Depot site and are not included in the volume and delivery fee discounts.

How to find and order Cash In and Cash Out Tickets *continued*

Step 4: Click on your branch location



Step 5: Select the product you want by clicking Choose Template



How to find and order Cash In and Cash Out Tickets *continued*

Step 6: Order your customized Cash Ticket

Products

View cart

Reports

PRODUCTS

Columbia Bank

104th & Canyon

Cash In

This product requires approval.

Products > Columbia Bank > 104th & Canyon > Cash In

COEUR D'ALENE
1175
CASH IN - DEBIT

Teller No.
4

0073247

⑆5197⑈5015⑆117511104⑈⑆ 705

Cash In

ODCBCI1-104th & Canyon

Please select from the following:

Create New

Variant ID	Order Quantity
☐ 104TH & CANYON TELLER 12	
☐ 104TH & CANYON TELLER 3	
☐ 104TH & CANYON TELLER 6	
☐ 104TH & CANYON TELLER 6	
☐ 104TH & CANYON TELLER 9	
☐ 104TH & CANYON VAULT TELLER 20	

Delete Selected

Add To Order

Option 1: Create New with a new teller number

Option 2: Select from a previously ordered item and indicate Order Quantity

Step 7: (Option 2) Customize a new ticket

Products

View cart

Reports

PRODUCTS

Columbia Bank

104th & Canyon

Cash In

Products > Columbia Bank > 104th & Canyon > Cash In > ODCBCI1-104th & Canyon

COEUR D'ALENE
1175
CASH IN - DEBIT

Teller No.
4

0073247

⑆5197⑈5015⑆117511104⑈⑆ 705

* = required field

Select Teller #:

1. Select the Teller #

104TH & CANYON TELLER 1

104TH & CANYON TELLER 10

104TH & CANYON TELLER 11

104TH & CANYON TELLER 12

104TH & CANYON TELLER 2

104TH & CANYON TELLER 3

104TH & CANYON TELLER 4

104TH & CANYON TELLER 5

104TH & CANYON TELLER 6

104TH & CANYON TELLER 7

104TH & CANYON TELLER 8

104TH & CANYON TELLER 9

104TH & CANYON VAULT TELLER 20

2. Click Save

TIP: The ticket preview will update with your branch information after you click Save

How to find and order Cash In and Cash Out Tickets *continued*

Step 8: Update the quantity then click Add to Order

104TH & CANYON TELLER 10

This product requires approval.

Products > Columbia Bank > 104th & Canyon > Cash In > 104TH & CANYON TELLER 10

104TH & CANYON
1036
CASH IN - DEBIT

0073047

104TH & CANYON
1036
CASH IN - DEBIT

104TH & CANYON
1036
CASH IN - DEBIT

Teller No.
10

104TH & CANYON
1036
CASH IN - DEBIT

104TH & CANYON
1036
CASH IN - DEBIT

104TH & CANYON
1036
CASH IN - DEBIT

Edit | Remove | View PDF

Cash In

ODCBCI1-104th & Canyon

* = required field

Order Quantity:

2500

 Add To Order

Step 9: Review your order then click Check Out

Cart

Cart > Shipping > Confirm

Remove	ID	Product	Quantity	Total Quantity
☐	ODCBCI1-104th & Canyon - 104TH & CANYON TELLER 10	Cash In	2500	2,500

Remove Selected

Shipping, handling and tax may be added to this subtotal.

Approval Required

Approval Required Because	Designated Approver	Approval Status	Approved/Declined By	Comments
Order is submitted or approved by Columbia Bank	Approver Group OD	Pending		

Save Changes | Cancel Order | Continue Shopping

Check Out >

Step 10: Select your shipping address then enter your name in the Attn field. Click Continue.

Shipping

Cart > Shipping > Confirm

Select a Shipping Address:

104th & Canyon

104th & Canyon
Columbia Bank
Attn: JANE DOE
104th & Canyon
10321 Canyon Rd E
Puyallup, WA 98373

Back To Cart

Continue >

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Office DEPOT.

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How to find and order Cash In and Cash Out Tickets *continued*

Step 11: Review your order then click Submit to place your order

Confirm

 Please review your order carefully. Click Submit at the bottom of the page when you are ready to submit the order.

Cart > Shipping > Confirm

Ship To:

Columbia Bank
Attn: JANE DOE
104th & Canyon
10321 Canyon Rd E
Puyallup, WA 98373

ID	Product	Quantity	Total Quantity
ODBCI1-104th & Canyon - 104TH & CANYON TELLER 10	Cash In	2500	2,500

Approval Required

Approval Required Because	Designated Approver	Approval Status	Approved/Declined By	Comments
Order is submitted or approved by Columbia Bank	Approver Group OD	Pending		

Submit

TIP: The approval process is automated – no steps from Columbia required

Order status and tracking can be found in the Reports area

Products

View cart

Reports

ORDER SEARCH

REPORTS

ORDER REPORT
Line Item Report
Inventory Report
Pending Approval Report
Account Status Report
Account Transaction Report
Shipment Report

SAVED REPORTS

Order Search

 Results will contain orders active within the last 90 days. Active orders include submitted, awaiting approval, and declined. To view a complete order history including orders older than 90 days use the various order reports.

Orders

Awaiting Approval (0)
Declined (0)
Open (0)
Completed (0)
Canceled (0)

Favorite Orders

Order Search

PO #

search

Shipping Address

search

Date Range

From:

To:

search

Last n Orders

search

- Open: Orders in process
- Completed: Orders shipped – with tracking

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Office DEPOT.

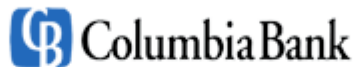
19

Bundling Reminder

To save on ordering and shipping expenses, be sure group your orders to receive the best prices.

Message

Last update by: COLUMBIA ADMIN



Welcome to the *Columbia Bank* Purchasing Program!

Columbia Bank Ordering Standards

Order from [My Lists](#) to obtain best pricing discounts (those tagged as **BEST VALUE** items).

Group your Supply & Print Items together in shopping cart to obtain additional percent discounts

- **Order Discounts:** \$50 - \$99 = 2%, \$100 - \$199=3.5%, \$200 - \$500=5%
- **Delivery Fees:** Order below \$25 = \$9.95, Order between \$25 and \$50 = \$7.95, Order over \$50 = FREE

Have questions or need additional information?

Refer to the Office Depot tab on the [Supply Page of CBLink](#).

or

Contact Dale Jackson at 253-471-4060 or dalej@columbiabank.com.