



QUICK INTERNET ORDER APPROVAL INSTRUCTIONS

<http://www.iscsupplysolutions.com/office-products-customer-log>

GETTING STARTED

- ✓ Open your Internet Browser, type in the following URL/address:
<http://www.iscsupplysolutions.com/office-products-customer-log>
- ✓ Add the web-site to your favorites
- ✓ Enter your assigned Login Name and Password, and then click the **"Login"** button
(The first time you enter the site, you will see a message that says your password has expired. Choose a new password. You will then see the following message: 'Your profile is not configured with a security question' prompting you to select a secret question and provide an answer)
- ✓ Click **"Update"** to save your information
- ✓ Review your information to ensure it is correct. If you need to change anything on your profile, you can do so in My Profile.

APPROVING ORDERS

The ISC Solutions/ Office DEPOT email will give you the details of the entire order and allow you to "release order" or "cancel order" directly from the email after reviewing the order details. There are 2 options for approving the order.

Option 1

- ✓ Scroll to the bottom of the email and you will see a box where you can either Release or Cancel the order.
- ✓ After you click Release, Enter your Login Name and Password Log In
- ✓ The order will then be released.

Option 2

- ✓ Log into the website. Look on the Right side of the screen, Under My Orders, click on Orders Pending Approvals.
- ✓ You will see a check box in the Select column for all orders that are pending approval.
- ✓ Search for the order you need to approve by using the Office Depot Order Number you received in the email notification.
- ✓ To release an order or orders, check the box next to each order (or check the select all box).
- ✓ Click the "Release Selected" button at the bottom of the page. All orders checked will be released.