



University of Texas at El Paso Manual
TBS-Tier 1 Diversity Supplier with Office Depot

Support

Customer Service

Phone Number **877-895-6532**

Email info@tbstx.com

(call this number to inquire about orders or to place returns)

TBS Account Manager

Juanita Garcia

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Once you enter the Today's Business Solutions punch-out site from Miner Mall, you will search for your desired items, add the items to your cart and then transfer them back to the ordering site.

WAYS TO SHOP

1. Search by Keyword or Item#
2. Order by Item #
3. Category
4. My Shopping Lists
5. Ink & Toner

Search by Keyword or Item#

The search field allows you to shop for items by simply entering in a keyword or Part ID in the SEARCH field and selecting the search icon.

Order by Item Number

Located at the top of the screen is the "Order by Item #" feature which allows you to simply list the part ID and quantity of the item(s) you wish to add to your cart.

Category

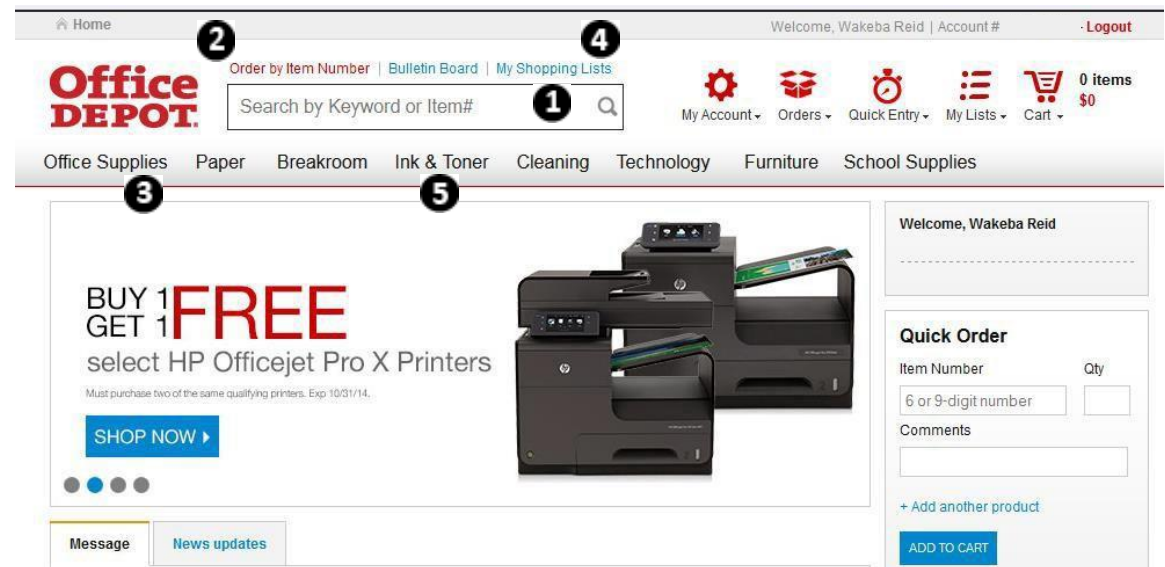
By moving your mouse over the category headings, you can narrow your search by selecting your desired item category.

Shopping List

There are lists of items that are identified as frequently ordered that are already created. You may create your own shopping list to locate items you purchase frequently in one easy to find place. Selecting My Shopping Lists on the home page will allow you to create a new list or view previously created shopping lists.

Ink & Toner

This is where you can easily filter through various printing supplies to find the appropriate ink or toner for your machine.



MY SHOPPING LISTS (You may create your own shopping list)

To create a shopping list . . .

- Locate the item that you would like to add to the shopping list
- Select "Add to Shopping List"
- A window will pop up. This window gives you the ability to create a new list or add the selected item to an existing shopping list.

To add an item to an existing shopping list

- Select the Shopping list name of where you want to add the item
You will receive a pop up window that indicates your item was added successfully

Create a new shopping list

- Select "Create List"
- Enter the name of your new shopping list and select SAVE

Home > My Lists > Edit My List

View & Edit List Details

For best results, please limit your list to a maximum of 200 different items. Exceeding this limit will adversely affect the Shopping List's response time.

Name:

Comment:

☐ Yes, set to default

First time user?

Set up reminders for yourself.

Once your list is created, simply click the Email Reminder button. Enter the start date and frequency that you would like to be reminded, then click "Save". It's that simple!

If you'd like to be reminded of specific products from your list, simply select the desired product, then click the Move button to transfer the item(s) to a new list. Then proceed to set up a reminder for that new list following the instructions above.

Email Your Shopping List

You can email your entire shopping list to others by selecting the button below.

[EMAIL LIST](#)

Items in Your List

Result 1 - 2 of 2

Description	Your price	Quantity	Total
 Control Group SafeLok Tamper-Evident Bags, 9" x 12", White, Pack Of 100 Item Number 621320 Entered Item # 621320 Manufacturer # 073709W	\$23.53 / pack	0	\$0.00
 Control Group SafeLok Tamper-Evident Bags, 9" x 12", Clear, Pack Of 100 Item Number 639490 Entered Item # 639490 Manufacturer # 073709W	\$24.19 / pack	0	\$0.00

Page 1 Subtotal: \$0.00
Total: \$0.00

[View All Lists](#) | [Shopping Cart](#)

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

Sort By:

Showing 1-12 of 171 Results

Items per page:

1 2 3 4 5 6 7 8 9 10 | [Next](#)



Old English® Lemon Oil Spray, 12 Oz

Item # 928129

✓ Sold Online (Delivery Only)
Limited Availability

Joe Ready-to-Use All-Purpose

8 79 / each

[ADD TO CART](#)

[ADD TO SHOPPING LIST](#)

Select a List

Recently Used Lists

- [OD Test Shopping List 1](#)
- [Personal Shopping List](#)
- [Nephrology 2013](#)
- [Personal Shopping List](#)
- [H2 Inventory](#)
- [Personal Shopping List](#)

[SHOW ALL LISTS](#) [CREATE LIST](#) [MANAGE LIST](#)

Create New List

For best results, please limit your list to a maximum of 200 different items. Exceeding this limit will adversely affect the Shopping List's response time.

List Name:

Comment:

☐ Yes, set to default

[SAVE](#)

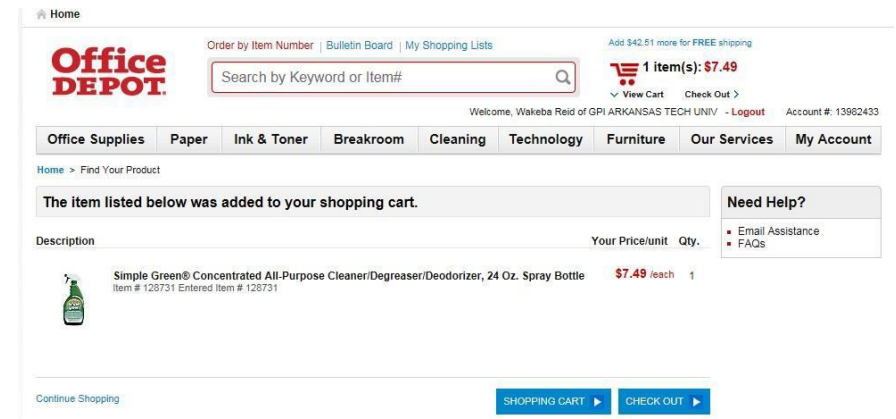
You can access your shopping lists from the Today's Business Solutions homepage under My Tools. Click on the appropriate Shopping Lists. Select the item(s) to add to your cart and adjust the quantity. Select "Add to Cart" to add the items into your shopping cart.

For order questions or product information please contact TBS Customer Service at 877-895-6532 | info@tbstx.com

CHECKING OUT

To complete your order select, CHECK OUT. All items added into the shopping cart will be displayed.

Select Continue. Your items will be transferred from the Today's Business Solutions punchout back to eShop.



Transferring your items from the Today's Business Solutions shopping site to the Miner Mall site (homepage) will save your items in your shopping cart. The items will be saved in the cart until they are removed or the order is placed.

Complete any required cart information for checkout.

Once all required fields are populated, select Checkout to submit your order to Miner Mall to become a purchase requisition.

ORDER TRACKING

To track progress of your order, use the Today's Business Solutions Order Tracking located in the punch-out. Enter the search criteria to locate your order.

My Account ▾
 Orders ▾
 Quick Entry ▾
 My Lists ▾
 Cart ▾ 0 items \$0

Orders

- [Order Tracking](#)
- [Order Approval](#)
- [Future Orders](#)
- [Order by Item Number](#)
- [Subscriptions Manager](#)
- [Reorder](#)

No recent orders found

[VIEW ALL RECENT ORDERS](#)

Pending Approval

No Orders Pending Approval

[VIEW ALL PENDING APPROVALS](#)

Showing **All Orders** Copy & Print Depot

Find Your Order
 Search by item or order number, order status, or order date range

Search By:
 Status:
 From: To:
 Date Range:
 Dollar Range:
 Approver:

Click an order number to see the details of your order, or to view delivery tracking information.

Orders Pending Approval

No orders were found

Processed Orders

Result 1 - 6 of 6

Order Number	Order Date	Total	Status	Delivery Date	Changeable	PO Number	Cost Center	Release	Contact	Type
730046762-001	09/15/2014	\$45.43	Shipped	09/16/2014	No	EPS-PO-489			Teresa Stefani	Order

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