

Step-by-Step Check-out Process

1. Delivery Information – Select CHANGE.

The screenshot shows the Office Depot checkout page at <https://business.officedepot.com/cart/checkout.do>. The page is titled "Checkout" and includes a feedback button on the left. The main content area is divided into four sections: "User information", "Delivery information", "Email options", and "Order summary". The "Delivery information" section is circled in red, and a red arrow points to the "Change" button next to it. The "User information" section shows "SUPER USER" with a "Change" button. The "Email options" section has two checkboxes: "Send me an email confirmation of this order" (checked) and "Send a copy of order confirmation to" (unchecked). The "Order summary" section shows "Delivery order 1 # 967008027-001" with an estimated delivery date of "09/29/2017". The "Account information" section at the bottom has fields for "PO Number" and "Contact" (labeled "SUPER USER").

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

SUPER USER [Change](#)

(999) 999 - 9999
noreply@officedepot.com

Delivery information [Change](#)

ARAMARK CORP
1101 MARKET ST
ARAMARK HEALTH & EDU SVC
PHILADELPHIA, PA
19107
(Taxable)

Email options

☒ Send me an email confirmation of this order
☐ Send a copy of order confirmation to

Order summary

Delivery order 1 # 967008027-001 Estimated delivery 09/29/2017

Account information

PO Number

* Contact

2. Under "Select a Ship-to by searching or viewing the entire list", select ID from "Search for a Ship to" drop down menu.

The screenshot shows the "Select a Ship To" dialog box. It has two tabs: "Your Current Ship To:" and "Your Default Ship To:". Both tabs show the same address: "080110000 ARAMARK CORP 1101 MARKET ST ARAMARK HEALTH & EDU SVC PHILADELPHIA PA 19107 USA". Below the tabs is a section titled "Select a Ship To by searching or viewing the entire list:". Under this section, there is a "Search for a Ship To:" dropdown menu. A red arrow points to this dropdown menu, and another red arrow points to the "ID" option in the dropdown list. The dropdown list also includes "Business Name", "State", "Zip Code", "Address Line 1", "Address Line 2", and "City". To the right of the dropdown menu is a "SEARCH" button and a link "View only your Ship to List". Below the search section is a table with columns: "ID", "Name", "Address Line 1", "City", "State", "Zip Code", "Current", and "Default". The table contains four rows of shipping addresses.

Select a Ship To:

Your Current Ship To:
080110000
ARAMARK CORP
1101 MARKET ST
ARAMARK HEALTH & EDU SVC
PHILADELPHIA PA 19107 USA

Your Default Ship To:
080110000
ARAMARK CORP
1101 MARKET ST
ARAMARK HEALTH & EDU SVC
PHILADELPHIA PA 19107 USA

Select a Ship To by searching or viewing the entire list:

To view other Ship To enter search criteria below:

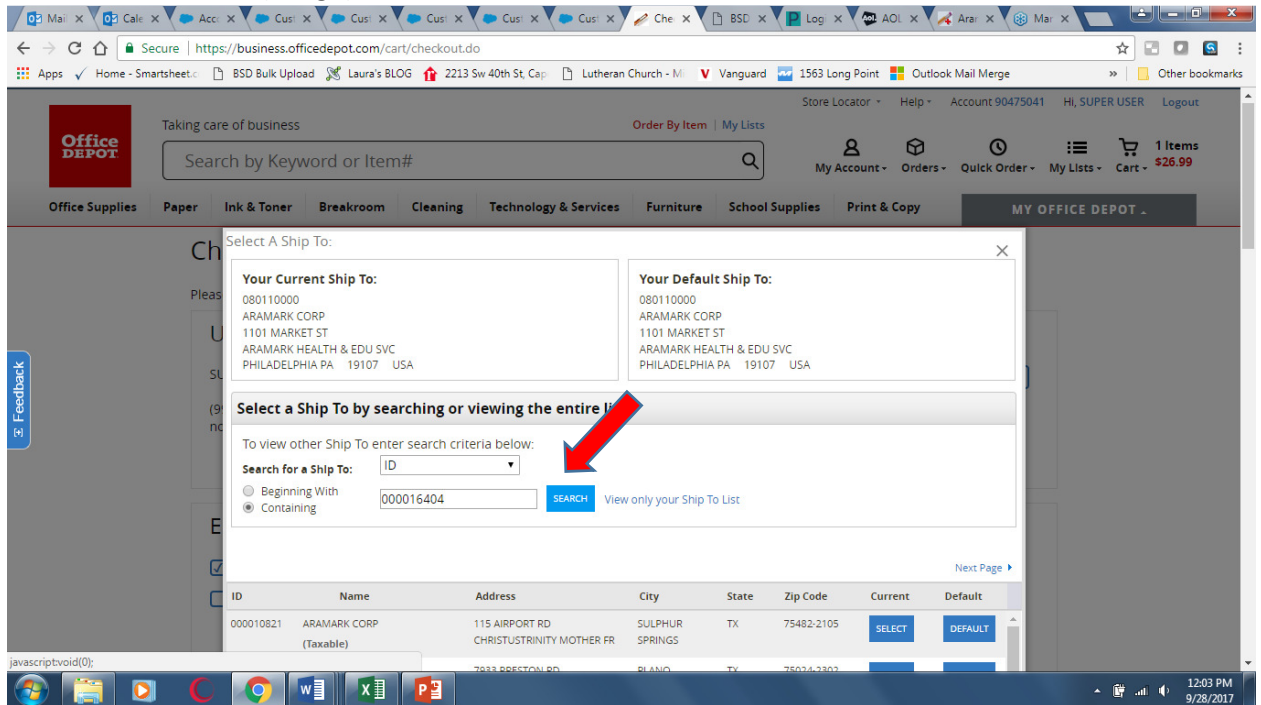
Search for a Ship To: [SEARCH](#) [View only your Ship to List](#)

☐ Beginning With
☒ Containing

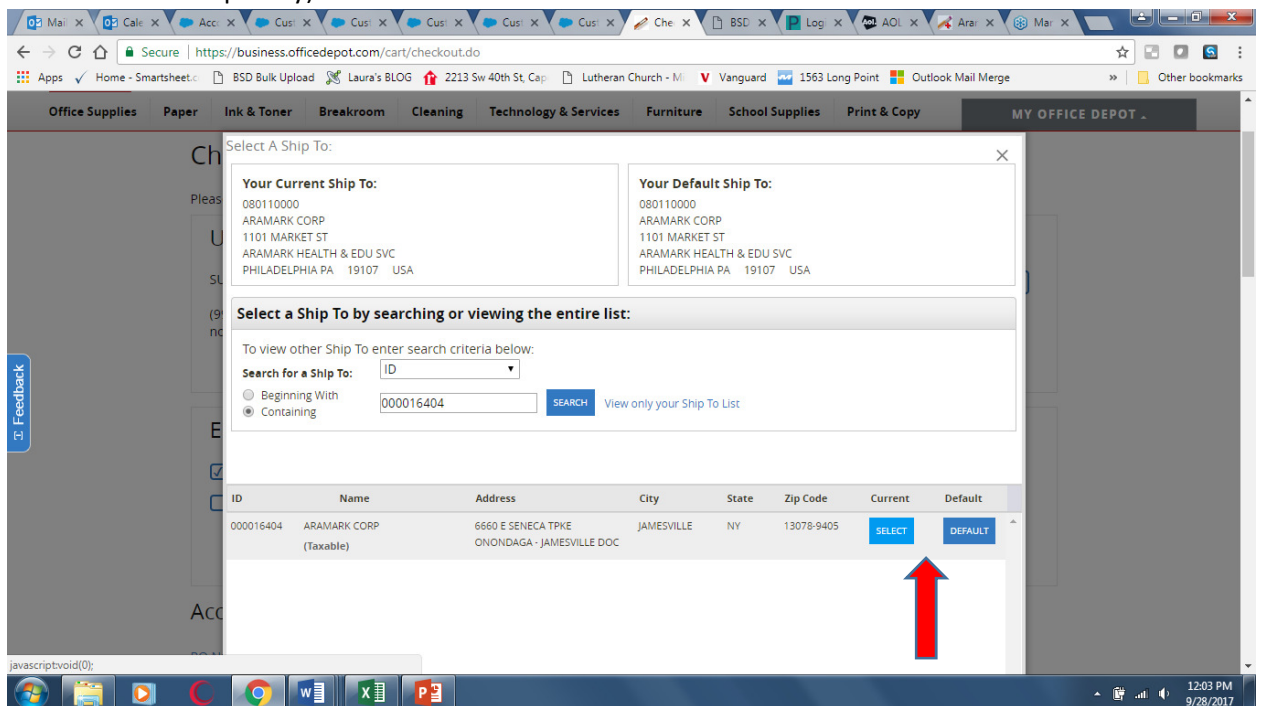
Business Name
 State
 Zip Code
 ID
 Business Name
 Address Line 1
 Address Line 2
 City

ID	Name	Address Line 1	City	State	Zip Code	Current	Default
000010821	ARAMARK CORP (Taxable)	115 AIRPORT RD	SULPHUR SPRINGS	TX	75482-2105	SELECT	DEFAULT
000010840	ARAMARK CORP (Taxable)	7933 PRESTON RD	PLANO	TX	75024-2302	SELECT	DEFAULT
100936000-1	ARAMARK CORP (Taxable)	443 PENN BLVD	YORK	PA	17402-8879	SELECT	DEFAULT
000010842	ARAMARK CORP (Taxable)	1 AUTO CLUB DR	DEARBORN	MI	48126-4213	SELECT	DEFAULT

3. Enter Profit Center # (9-digit) and select SEARCH.



4. Click SELECT (to use for this order only) or DEFAULT (if you order for one ship-to delivery location more frequently).



Screen shot below shows the updated Delivery Information based on your selection.

The screenshot shows the Office Depot checkout page. The 'Delivery information' section is circled in red. It displays the following details:

- User information:** SUPER USER, (999) 999-9999, noreply@officedepot.com. A 'Change' button is next to it.
- Delivery information:** ARAMARK CORP, 6660 E SENECA TPKE, ONONDAGA - JAMESVILLE DOC, JAMESVILLE, NY 13078. A 'Change' button is next to it.
- Email options:** ☒ Send me an email confirmation of this order, ☐ Send a copy of order confirmation to.
- Order summary:** Delivery order 1 # 967008027-001, Estimated delivery 09/29/2017.
- Account information:** PO Number and * Contact fields are visible at the bottom.

5. Scroll down to Account Information to update additional fields.

The screenshot shows the Office Depot checkout page with the 'Account information' section circled in red. It displays the following details:

- Account information:** PO Number, * PC#ST (with a 'Select' button), Desktop, and a checkbox 'Make these my default values, if permitted'.
- Payment information:** Account Billing (selected), Redeem a Gift Card or Rewards Certificate.
- Delivery options:** (partially visible at the bottom).
- Contact information:** * Contact: SUPER USER, Contact Phone: (999) 999-9999, Exit button, Comment field.

6. PO NUMBER (Not Required) – Do not enter information in this field unless you are submitting an Order with a Purchase Order #.

7. **PC#ST (Required)**– Profit Center # Service Type field. Click SELECT.

Account information

PO Number

*PC#ST Select

Desktop

☐ Make these my default values, if permitted

*Contact

SUPER USER

Contact Phone (999) 999-9999 Ext

Comment: Not used by our delivery carriers.

Payment information

Account Billing

+ Redeem a Gift Card or Rewards Certificate

Delivery options

8. Enter your Profit Center # (9-digit) and select SEARCH.

Select A PC#ST

Your Current PC#ST:

Description
Limit:
Used:

Your Default PC#ST:

Description
Limit:
Used:

Select a PC#ST by searching or viewing the entire list:

Search for a PC#ST: 000016404 SEARCH View only your PC#ST List

PC#ST	Description:	Order Dollar Limit	Order Dollars Used	Select Current
000000002993	BALANCE SHEET AVTN-AV BU	\$0.00	\$0.00	SELECT
000000003993	BALANCE SHEET AVIATION	\$0.00	\$0.00	SELECT
000000003993	BALANCE SHEET DEF ACCT	\$0.00	\$0.00	SELECT
000000004093	BALANCE SHEET HIGHER ED	\$0.00	\$0.00	SELECT
000000004193	BALANCE SHEET HIGHER ED	\$0.00	\$0.00	SELECT
0000000042810	GEORGE WASH UNIV-HOUSEKE	\$0.00	\$0.00	SELECT
	GEORGE WASH UNIV-GROUNDS	\$0.00	\$0.00	SELECT

9. SELECT your Profit Center # (9-digit) with Service Type (3-digit) – total PC#ST is the 12-digit combination – which will appear at the top of the list based on your search.

Select A PC#ST

Your Current PC#ST:
Description
Limit:
Used:

Your Default PC#ST:
Description
Limit:
Used:

Select a PC#ST by searching or viewing the entire list:

Search for a PC#ST: [View only your PC#ST List](#)

Next Page >

PC#ST	Description:	Order Dollar Limit	Order Dollars Used	Select Current
000016404030	ONONDAGA - JAMESVILLE DO	\$0.00	\$0.00	SELECT
000016405007	TEMPLE UNIV - DIAMOND CLU	\$0.00	\$0.00	SELECT
000016406001	TEMPLE UNIV - HLTH SCIENC	\$0.00	\$0.00	SELECT
000016407001	TEMPLE UNIV - AMBLER CAMP	\$0.00	\$0.00	SELECT
000016408001	ROCHE DIAGNOSTICS - CAFES	\$0.00	\$0.00	SELECT
000016409007	CUA - MURPHY'S	\$0.00	\$0.00	SELECT
000016409007	SCCC - SOUTHAMPTON POD	\$0.00	\$0.00	SELECT

10. DESKTOP (Not Required) – enter your internal delivery point (suite, floor, bldg., etc.), if applicable.

11. In the event, you order for one (1) ship-to delivery location and one (1) Profit Center # frequently, please check the box “Make these my default values” to the Set Defaults.

Account information

PO Number

* PC#ST [Select](#)

Desktop

☐ Make these my default values, if permitted

* Contact

Contact Phone Ext

Comment: Not used by our delivery carriers.

Payment information

☒ Account Billing

☐ Redeem a Gift Card or Rewards Certificate

Delivery options

12. NOTE: If you require a limited list of multiple ship-to delivery locations (addresses) and profit center #s (cost codes), please complete the registration form using the link below. Select Change/Add Ship-to/Cost Code from drop-down box, then select Addresses (enter Profit Center #). Upon receipt, we will update your user profile to set-up your List to select. Please allow 24-48 hours for processing.

https://odams.officedepot.com/registrations/aramark_reg.php

13. Scroll to the bottom, select PLACE ORDER.

The screenshot shows a web browser window with the URL <https://business.officedepot.com/cart/checkout.do>. The page displays a shopping cart with one item: Boise® X-9® Multi-Use Copy Paper, Letter Size Paper, 20 Lb, Bright White, 500 Sheets Per Ream, Case Of 10 Reams. The price is \$26.99 / case, and the quantity is 1. The total is \$26.99. Below the item, there is a "BEST VALUE" label and buttons for "Order Once" and "Subscribe".

On the right side, the order summary shows:

Subtotal	\$26.99
Delivery fee	FREE
Adjustments	\$0.00
Taxes	\$2.16
Total	\$29.15

Below the summary, there is a link to "UPDATE CART" and a statement: "By submitting this order, you agree to the [Terms and Conditions](#)." At the bottom, there are three buttons: "Continue Shopping", "Save Cart to List", and "Put This Order On Hold". A large red arrow points to the "Place Order" button, which is highlighted in blue.