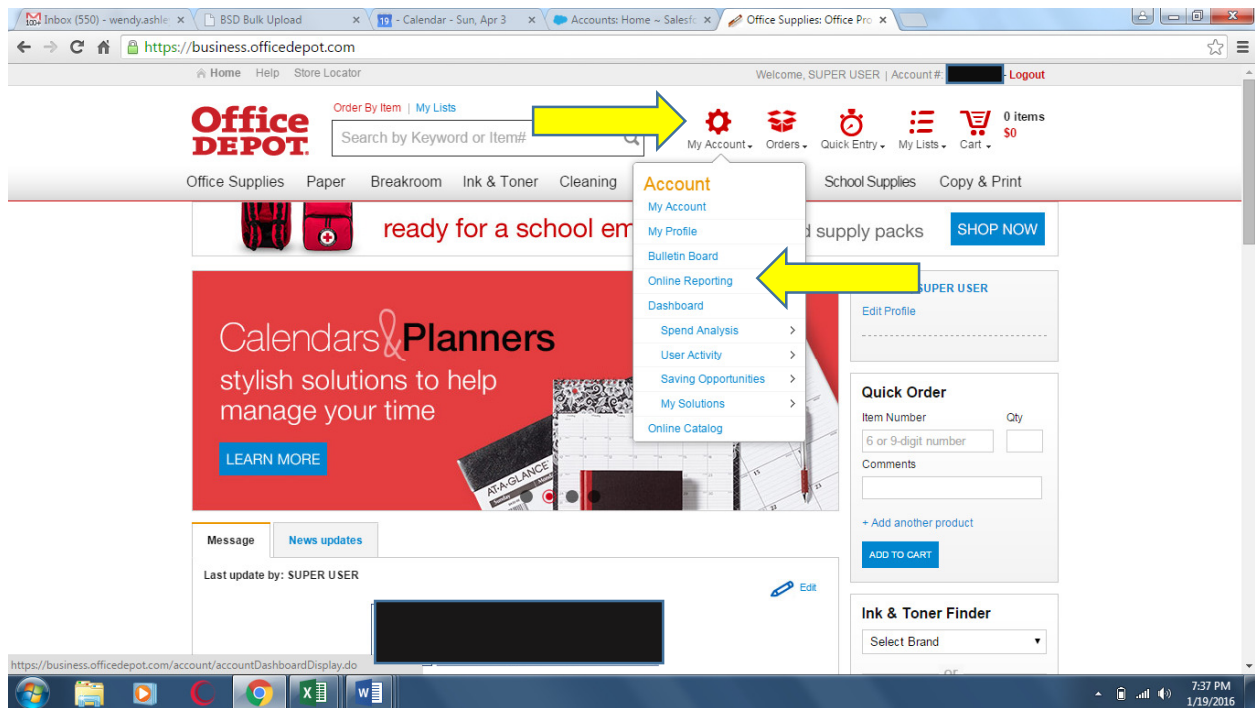
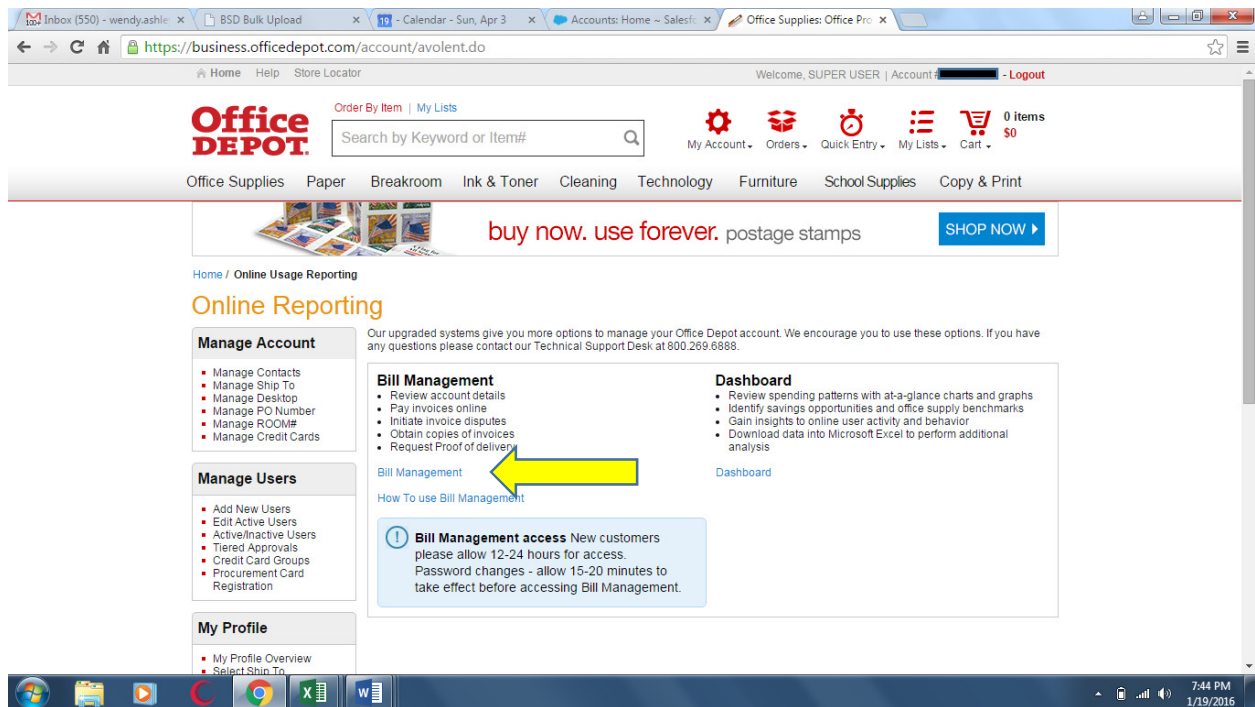


BILL MANAGEMENT - STEP-BY-STEP INSTRUCTIONS

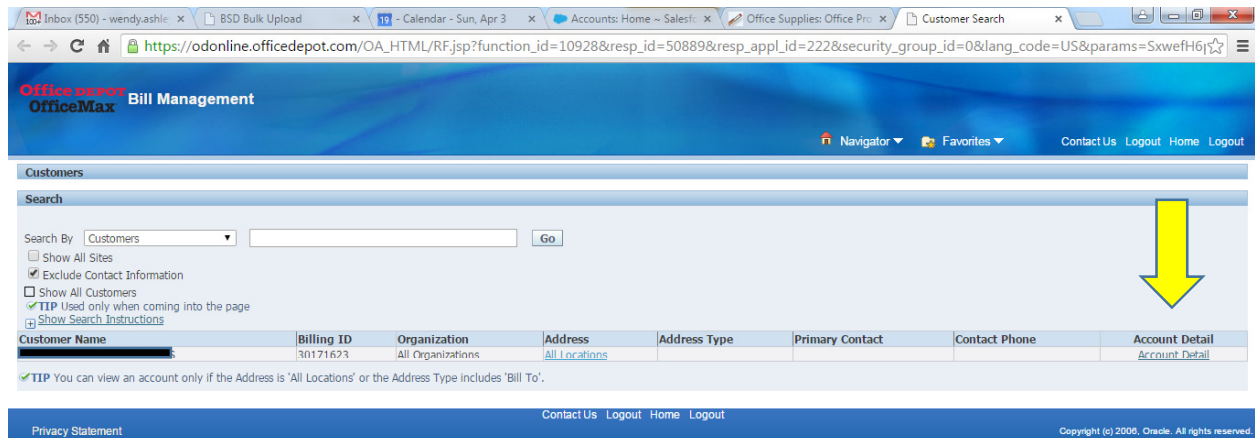
1. From Home landing page, select “My Account” and “Online Reporting”.



2. Select Bill Management.



3. Select Account Detail.



OfficeMax Bill Management

Customers

Search

Search By: Customers Go

☐ Show All Sites

☒ Exclude Contact Information

☐ Show All Customers

☒ TIP Used only when coming into the page

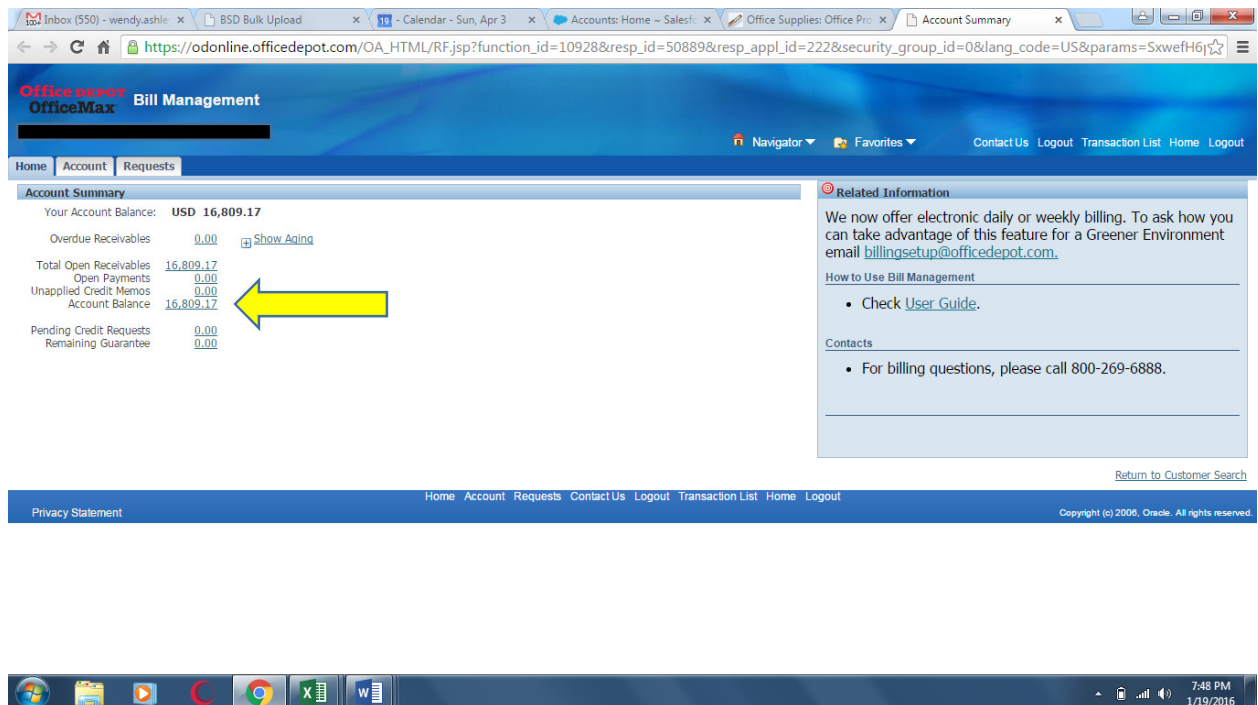
☐ Show Search Instructions

Customer Name	Billing ID	Organization	Address	Address Type	Primary Contact	Contact Phone	Account Detail
	30171623	All Organizations	All Locations				Account Detail

☒ TIP You can view an account only if the Address is 'All Locations' or the Address Type includes 'Bill To'.

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4. Click on Account Balance.



OfficeMax Bill Management

Home Account Requests

Account Summary

Your Account Balance: USD 16,809.17

Overdue Receivables	0.00	Show Aging
Total Open Receivables	16,809.17	
Open Payments	0.00	
Unapplied Credit Memos	0.00	
Account Balance	15,809.17	
Pending Credit Requests	0.00	
Remaining Guarantee	0.00	

[Return to Customer Search](#)

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Related Information

We now offer electronic daily or weekly billing. To ask how you can take advantage of this feature for a Greener Environment email billingsetup@officedepot.com.

How to Use Bill Management

- Check [User Guide](#).

Contacts

- For billing questions, please call 800-269-6888.

5. Change Status from Open/Pending to Any. Click Go.

The screenshot shows the OfficeMax Bill Management interface. The 'Search' section has the following filters:

- Status: Open/pending
- Transaction Type: Any Status (highlighted with a yellow arrow)
- Currency: USD

The 'Total Original Amount' is 16,809.17 and the 'Total Remaining Amount' is 16,809.17. Below the search filters, there is a table of transactions:

Select	Transaction	Type	Status	Date	Due Date	Purchase Order	Room Number	Original Amount	Remaining Amount	Ship To	Organization
☐	816296226001	Invoice	Open	07-Jan-2016	06-Feb-2016	DO 055-0504	2242-D	14.69	14.69		OU_US
☐	816287409001	Invoice	Open	07-Jan-2016	06-Feb-2016	CF16-001	31	1,792.61	1,792.61		OU_US
☐	816297080001	Invoice	Open	07-Jan-2016	06-Feb-2016	DO 055-0504	2242-D	924.43	924.43		OU_US
☐	816239481001	Invoice	Open	07-Jan-2016	06-Feb-2016	D0355-1084	OFFICE	9,654.80	9,654.80		OU_US
☐	816477213001	Invoice	Open	07-Jan-2016	06-Feb-2016	DO 025 1010	3226-A	39.39	39.39		OU_US
☐	816452150001	Invoice	Open	08-Jan-2016	07-Feb-2016	DO 140-2352		108.00	108.00		OU_US

6. Click GO.

The screenshot shows the OfficeMax Bill Management interface. The 'Search' section has the following filters:

- Status: Any Status
- Transaction Type: All Transactions
- Currency: USD

The 'Total Original Amount' is 16,809.17 and the 'Total Remaining Amount' is 16,809.17. Below the search filters, there is a table of transactions:

Select	Transaction	Type	Status	Date	Due Date	Purchase Order	Room Number	Original Amount	Remaining Amount	Ship To	Organization
☐	818320954001	Invoice	Open	18-Jan-2016	17-Feb-2016	365011516000460		302.64	302.64		OU_US
☐	816239481001	Invoice	Open	07-Jan-2016	06-Feb-2016	D0355-1084	OFFICE	9,654.80	9,654.80		OU_US
☐	818353947001	Invoice	Open	18-Jan-2016	17-Feb-2016	DO 025 1012	3226A	94.67	94.67		OU_US
☐	817544949001	Invoice	Open	13-Jan-2016	12-Feb-2016	DO 025 1011	ROOM 3226-A	17.22	17.22		OU_US
☐	818355303001	Invoice	Open	16-Jan-2016	15-Feb-2016	DO 025 1012	3226A	28.99	28.99		OU_US

7. To sort by Ship-to Location (alphabetically), click on Ship-to header – see below.

The screenshot shows the OfficeMax Bill Management interface. The account balance is 16,809.17. The search results show 23 transactions. A yellow arrow points to the 'Ship To' header in the table.

Select	Transaction	Type	Status	Date	Due Date	Purchase Order	Room Number	Original Amount	Remaining Amount	Ship To	Organization
☐	818320954001	Invoice	Open	18-Jan-2016	17-Feb-2016	365011516000460		302.64	302.64		OU_US
☐	816239481001	Invoice	Open	07-Jan-2016	06-Feb-2016	DO355-1084	OFFICE	9,654.80	9,654.80		OU_US
☐	818353947001	Invoice	Open	18-Jan-2016	17-Feb-2016	DO 025 1012	3226A	94.67	94.67		OU_US
☐	817544949001	Invoice	Open	13-Jan-2016	12-Feb-2016	DO 025 1011	ROOM 3226-A	17.22	17.22		OU_US
☐	818355303001	Invoice	Open	16-Jan-2016	15-Feb-2016	DO 025 1012	3226A	28.99	28.99		OU_US

8. To view a single transaction, click on the Transaction number.

The screenshot shows the OfficeMax Bill Management interface. The account balance is 16,809.17. The search results show 23 transactions. A yellow arrow points to the 'Transaction' header in the table.

Select	Transaction	Type	Status	Date	Due Date	Purchase Order	Release	Department	Desktop	Original Amount	Remaining Amount	Ship To	Organization
☐	818320954001	Invoice	Open	18-Jan-2016	17-Feb-2016	365011516000460				302.64	302.64		OU_US
☐	816239481001	Invoice	Open	07-Jan-2016	06-Feb-2016	DO355-1084		OFFICE		9,654.80	9,654.80		OU_US
☐	818353947001	Invoice	Open	18-Jan-2016	17-Feb-2016	DO 025 1012		3226A	KLC	94.67	94.67		OU_US
☐	817544949001	Invoice	Open	13-Jan-2016	12-Feb-2016	DO 025 1011		ROOM 3226-A	KLC	17.22	17.22		OU_US
☐	818355303001	Invoice	Open	16-Jan-2016	15-Feb-2016	DO 025 1012		3226A	KLC	28.99	28.99		OU_US
☐	816476345001	Invoice	Open	08-Jan-2016	07-Feb-2016	DO 025 1010		3226-A	COMMUNITY	102.13	102.13		OU_US

Select POD (Proof of Delivery), PDF Copy (print) or Email/Fax. Enter Email address or Fax number.

OfficeMax Bill Management

Home Account Requests

My Account
Account My Account >
Invoice 818320954001

POD PDF Copy Activities Pay Email/Fax Copy

Invoice Information

Please include the invoice number on all remittances and include remittance copy with postal payments.

Invoice: 818320954001

Billing Date: 18-Jan-2016 Ship Date: 18-Jan-2016

Purchase Order: 365011516000460

Sales Order: 818320954001

Shipping Reference: 0 Ship Via: 3DW

Account Number: 365 Customer Location: 365

Billing ID: 30171623 SPC (Store/Date/Reg/Trans)

Attachments: None

Terms	Due Date	Salesperson	Customer Contact	Customer Phone	Customer Fax
DL00000000N030	17-Feb-2016	Shaw, Bradley N			

Line Num	Catalog Item Num	Description	Quantity Shipped	Unit Price	Extended Amount
1	385702	TONER,HP 80A,BLACK	1	96.19	96.19
2	392430	TONER,HP CC364A,BLACK	1	145.26	145.26
3	432212	SCISSORS,6" STRAIGHT,TITANIUM	1	12.29	12.29

9. To view multiple transactions, check the boxes under "Select" next to the Transactions to view.
NOTE: Maximum transactions per request/group is 10.

OfficeMax Bill Management

Home Account Requests

My Account
Return to Customer Search

Account Details
Account Balance: 16,809.17

Search

Status: Any Status Transaction Type: All Transactions Currency: USD

Enter one Transaction per line.

Show More Search Options

Go Clear

Total Transactions: 23 Total Original Amount: 16,809.17 Total Remaining Amount: 16,809.17

Transactions: Pay Add to Transaction List

Select	Transaction	Type	Status	Date	Due Date	Purchase Order	Release	Department	Desktop	Original Amount	Remaining Amount	Ship To	Organization
☐	818320954001	Invoice Open	18-Jan-2016	17-Feb-2016	365011516000460					302.64	302.64		OU_US
☐	816239481001	Invoice Open	07-Jan-2016	06-Feb-2016	DO355-1084		OFFICE			9,654.80	9,654.80		OU_US
☒	818353947001	Invoice Open	18-Jan-2016	17-Feb-2016	DO 025 1012		3226A	KLC		94.67	94.67		OU_US
☒	817544949001	Invoice Open	13-Jan-2016	12-Feb-2016	DO 025 1011		ROOM 3226-A	KLC		17.22	17.22		OU_US
☒	818355303001	Invoice Open	16-Jan-2016	15-Feb-2016	DO 025 1012		3226A	KLC		28.99	28.99		OU_US
☐	816476345001	Invoice Open	08-Jan-2016	07-Feb-2016	DO 025 1010		3226-A	COMMUNITY		102.13	102.13		OU_US

10. Click Add to Transaction List.

The screenshot shows the 'Account Details' page for an Office Depot account. The account balance is \$16,809.17. The 'Search' section includes filters for Status (Any Status), Transaction Type (All Transactions), and Currency (USD). Below the search filters, the 'Select Transactions' section shows a list of transactions. A yellow arrow points to the 'Add to Transaction List' button in the 'Select Transactions' section.

Select	Transaction	Type	Status	Date	Due Date	Purchase Order	Release	Department	Desktop	Original Amount	Remaining Amount	Ship To	Organization
☐	818320954001	Invoice	Open	18-Jan-2016	17-Feb-2016	365011516000460				302.64	302.64		OU_US
☐	816239481001	Invoice	Open	07-Jan-2016	06-Feb-2016	DO355-1084		OFFICE		9,654.80	9,654.80		OU_US
☒	818353947001	Invoice	Open	18-Jan-2016	17-Feb-2016	DO 025 1012		3226A	KLC	94.67	94.67		OU_US
☒	817544949001	Invoice	Open	13-Jan-2016	12-Feb-2016	DO 025 1011		ROOM 3226-A	KLC	17.22	17.22		OU_US
☒	818355303001	Invoice	Open	16-Jan-2016	15-Feb-2016	DO 025 1012		3226A	KLC	28.99	28.99		OU_US

11. Navigate to Transaction List – (upper right-hand corner in blue header section)

The screenshot shows the 'Account Details' page for an Office Depot account. The account balance is \$16,809.17. The 'Search' section includes filters for Status (Any Status), Transaction Type (All Transactions), and Currency (USD). Below the search filters, the 'Select Transactions' section shows a list of transactions. A yellow arrow points to the 'Transaction List' link in the top navigation bar.

Select	Transaction	Type	Status	Date	Due Date	Purchase Order	Release	Department	Desktop	Original Amount	Remaining Amount	Ship To	Organization
☐	818320954001	Invoice	Open	18-Jan-2016	17-Feb-2016	365011516000460				302.64	302.64		OU_US
☐	816239481001	Invoice	Open	07-Jan-2016	06-Feb-2016	DO355-1084		OFFICE		9,654.80	9,654.80		OU_US
☒	818353947001	Invoice	Open	18-Jan-2016	17-Feb-2016	DO 025 1012		3226A	KLC	94.67	94.67		OU_US
☒	817544949001	Invoice	Open	13-Jan-2016	12-Feb-2016	DO 025 1011		ROOM 3226-A	KLC	17.22	17.22		OU_US
☒	818355303001	Invoice	Open	16-Jan-2016	15-Feb-2016	DO 025 1012		3226A	KLC	28.99	28.99		OU_US

12. Select Email/Fax. Enter email address or Fax number.
NOTE: Maximum transactions per request/group is 10.

The screenshot shows the OfficeMax Bill Management interface. The top navigation bar includes links for Home, Account, Requests, Transactions, Clear All, Pay, and Email/Fax Copies. The main content area displays a table of transactions with columns for Customer Name, Customer Number, Organization, Transaction, Type, Status, Date, Due Date, Purchase Order, Original Amount, Remaining Amount, Discount Amount, Currency, and Remove. The table lists three transactions for Customer 0171623, all with a status of 'Invoice Open'. The total amount is 140.88. A yellow arrow points to the 'Email/Fax Copies' button in the top right corner.

Customer Name	Customer Number	Organization	Transaction	Type	Status	Date	Due Date	Purchase Order	Original Amount	Remaining Amount	Discount Amount	Currency	Remove
	0171623	OU_US	818353947001	Invoice	Open	18-Jan-2016	17-Feb-2016	DO 025 1012	94.67	94.67	0.00	USD	
	0171623	OU_US	817544949001	Invoice	Open	13-Jan-2016	12-Feb-2016	DO 025 1011	17.22	17.22	0.00	USD	
	0171623	OU_US	818355303001	Invoice	Open	16-Jan-2016	15-Feb-2016	DO 025 1012	28.99	28.99	0.00	USD	
Total									140.88	140.88	0.00		

13. Select Return to Account Details or Logout.

The screenshot shows the OfficeMax Bill Management interface. The top navigation bar includes links for Home, Account, Requests, Transactions, Clear All, Pay, and Email/Fax Copies. The main content area displays a table of transactions with columns for Customer Name, Customer Number, Organization, Transaction, Type, Status, Date, Due Date, Purchase Order, Original Amount, Remaining Amount, Discount Amount, Currency, and Remove. The table lists three transactions for Customer 0171623, all with a status of 'Invoice Open'. The total amount is 140.88. A yellow arrow points to the 'Return to Account Details' button in the bottom left corner.

Customer Name	Customer Number	Organization	Transaction	Type	Status	Date	Due Date	Purchase Order	Original Amount	Remaining Amount	Discount Amount	Currency	Remove
	0171623	OU_US	818353947001	Invoice	Open	18-Jan-2016	17-Feb-2016	DO 025 1012	94.67	94.67	0.00	USD	
	0171623	OU_US	817544949001	Invoice	Open	13-Jan-2016	12-Feb-2016	DO 025 1011	17.22	17.22	0.00	USD	
	0171623	OU_US	818355303001	Invoice	Open	16-Jan-2016	15-Feb-2016	DO 025 1012	28.99	28.99	0.00	USD	
Total									140.88	140.88	0.00		

Another Option – Enter Transaction numbers into Transaction box, and select Add to Transaction List.

NOTE: Maximum transactions per request/group is 10.

The screenshot shows the OfficeMax Bill Management interface. The 'Search' section has the following fields: Status (Any Status), Transaction Type (All Transactions), Currency (USD), and Transactions (818320954001, 816239481001). A yellow arrow points to the Transactions input field. Below the search fields, there are buttons for 'Go' and 'Clear'. The results show a table with columns: Select, Transaction, Type, Status, Date, Due Date, Purchase Order, Release, Department, Desktop, Original Amount, Remaining Amount, Ship To, and Organization. The table lists 23 transactions. The total original amount is 16,809.17 and the total remaining amount is 16,809.17. Below the table, there are buttons for 'Select All', 'Select None', and 'Add to Transaction List'.

Select	Transaction	Type	Status	Date	Due Date	Purchase Order	Release	Department	Desktop	Original Amount	Remaining Amount	Ship To	Organization
☐	818320954001	Invoice	Open	18-Jan-2016	17-Feb-2016	365011516000460				302.64	302.64		OU_US
☐	816239481001	Invoice	Open	07-Jan-2016	06-Feb-2016	DO355-1084		OFFICE		9,654.80	9,654.80		OU_US
☐	818353947001	Invoice	Open	18-Jan-2016	17-Feb-2016	DO 025 1012		3226A	KLC	94.67	94.67		OU_US
☐	817544949001	Invoice	Open	13-Jan-2016	12-Feb-2016	DO 025 1011		ROOM 3226-A	KLC	17.22	17.22		OU_US
☐	818355303001	Invoice	Open	16-Jan-2016	15-Feb-2016	DO 025 1012		3226A	KLC	28.99	28.99		OU_US
☐	816476345001	Invoice	Open	08-Jan-2016	07-Feb-2016	DO 025 1010		3226-A	COMMUNITY	102.13	102.13		OU_US

Click GO. Then select Add to Transaction List.

The screenshot shows the OfficeMax Bill Management interface. The 'Search' section has the following fields: Status (Any Status), Transaction Type (All Transactions), Currency (USD), and Transactions (818320954001, 816239481001). A yellow arrow points to the 'Go' button. Below the search fields, there are buttons for 'Go' and 'Clear'. The results show a table with columns: Select, Transaction, Type, Status, Date, Due Date, Purchase Order, Room Number, Original Amount, Remaining Amount, Ship To, and Organization. The table lists 2 transactions. The total original amount is 9,957.44 and the total remaining amount is 9,957.44. Below the table, there are buttons for 'Recalculate', 'Export', 'Download XML file', and 'Add to Transaction List'.

Select	Transaction	Type	Status	Date	Due Date	Purchase Order	Room Number	Original Amount	Remaining Amount	Ship To	Organization
☐	818320954001	Invoice	Open	18-Jan-2016	17-Feb-2016	365011516000460		302.64	302.64		OU_US
☐	816239481001	Invoice	Open	07-Jan-2016	06-Feb-2016	DO355-1084	OFFICE	9,654.80	9,654.80		OU_US