

Approving Orders

Approval Required: Order Confirmation - Multiple Orders

Office DEPOT®

Order Pending Your Approval

This order contains multiple shipments and one or more of the orders still requires your approval. Please be sure to approve each individual order listed below.

Thank you for shopping with Office Depot.

We are confident you will be pleased and look forward to seeing you again soon.

Note that your order will arrive in multiple shipments and we have created unique order numbers for each, so you can track status and delivery of each.

In addition, one or more items will ship directly from our supplier. The ship date and estimated order arrival date will be supplied by email.

For your reference, below is a summary of your order.

You can Approve or Disapprove all orders individually or with a Single Step.

Single Step Approval

Comments: (Optional)

(Upon login your request will be processed automatically)

If your email program prevents you from using the above buttons, please use these instead. For disapproved or cancelled orders your email address will appear as the only comments.

Please: [APPROVE/RELEASE ALL](#) OR [DISAPPROVE/CANCEL ALL](#) orders.

WORKFLOW STATUS: Pending approval by: CINCY APPROVER

Shipment 1: Expedited delivery date: 01.10.2013

Order Number: 639619603-001 Status: Held for Restrictions

Order Date: 01/09/2013

Ordered By: CINCY ORIGINATOR

Last Modified By: OFFICE DEPOT ECSD TEST ACCOUNT

Customer Name: 21217008

Payment Info: Account Billing

PO Number: TEST

Contact: CINCY ORIGINATOR

CC: 1170

Shipping Location: TEST

Release: TEST

LOC: 1170-DC HAMILTON, OH

Comments:

ITEM DESCRIPTION	ENTERED ITEM #	QTY	SHIPPING	SO QTY	UNIT PRICE	UNIT	EXTENDED PRICE
Office Depot® Brand Paper Clips, Jumbo, Silver, Resealable Fresh, 100 Clips Per Box, Pack Of 10 Boxes (2013)	300114	4	4	0	1.980	pack	\$7.92

Subtotal: \$7.92
Tax: 0.00
Small order handling fee: 4.95
Misc.: 0.00
Total: \$13.67

Please [Approve](#) OR [Disapprove](#) this order. (Upon login your request will be processed automatically)

Shipment 2:

Order Number: 639620642-001 Status: Held for Restrictions

Order Date: 01/09/2013

Ordered By: CINCY ORIGINATOR

Last Modified By: OFFICE DEPOT ECSD TEST ACCOUNT

Customer Name: 21217008

Payment Info: Account Billing

PO Number: TEST

Contact: CINCY ORIGINATOR

CC: 1170

Shipping Location: TEST

Release: TEST

LOC: 1170-Third Party

Comments:

ITEM DESCRIPTION	ENTERED ITEM #	QTY	SHIPPING	SO QTY	UNIT PRICE	UNIT	EXTENDED PRICE
Office Depot® Brand Pro Inkjet Stamp, 81/8" x 1.125" Impression (2013)	703147	1	1	0	17.460	each	\$17.46

Subtotal: \$17.46
Delivery Charge: 0.00
Misc.: 0.00
Total: \$17.46

Please [Approve](#) OR [Disapprove](#) this order. (Upon login your request will be processed automatically)

Office DEPOT®

Order by Item Number | Bulletin Board | My Shopping Lists

Search by Keyword or Item #

Welcome, CINCY APPROVER of OFFICE DEPOT ECSD TEST ACCOUNT - Logout | Account # 21217008

Office Supplies | Paper | Ink & Toner | Breakroom | Cleaning | Technology | Furniture | Our Services | My Account

Order Detail

Please Note: Order 639619603-001 was successfully updated. Order 639620642-001 was successfully updated.

Shipment Summary 2 Shipments

Shipment	Order Number	Status	Action
Shipment 1	Order Number: 639619603-001	Held for Restrictions	View Order Details
Shipment 2	Order Number: 639620642-001	Held for Restrictions	View Order Details

Workflow Status

Shipment	Order Number	Status	Comments
Shipment 1	Order Number: 639619603-001	Held for Restrictions	
Status	Approved By	CINCY APPROVER on 01/09/2013 at 12:57:36	APPROVED ALL
Pending Release from	TEST USER		
Shipment 2	Order Number: 639620642-001	Held for Restrictions	
Status	Approved By	CINCY APPROVER on 01/09/2013 at 12:57:36	APPROVED ALL
Pending Release from	TEST USER		

Order Summary

Description	Your Price / Unit	Quantity	Back Ordered	Shipped	Total
Shipment 1: Order Number: 639619603-001					

1. Approver receives an email notification to inform them the order requires approval. If the order has split into multiple segments. The notification is provided and an option: **APPROVE/RELEASE ALL** is available at the top and bottom of the email notification. Approver clicks Approve or Cancel.
2. User is taken to the Office Depot login page. Typing the User ID and Password, will electronically "sign" the order as approved or cancelled.
3. Approver receives on-screen confirmation, and an email is sent to the Order Originator to inform that the order has been cancelled or released. If additional approval step is required, an email is sent to the next approver where the process is repeated. As each step is completed, the order status is updated as seen in illustration #3.

Office DEPOT®

Registered Customer | Future Order

Login Name: |

Password: |

[LOG IN](#)

Forgot your login name/password? | Trouble Logging in?

Experience Business Made Personal

Office Depot is dedicated to helping you control your spend and grow your business.

Discover how our commitment to personalized service can help your business succeed.

[START YOUR CONVERSATION](#)

GO MOBILE with the most advanced, business-focused apps in the marketplace. [LEARN MORE](#)

CALL Customer Service: 888.263.3423 (888-2-OFFICE) Monday - Friday 9am - 5pm EST

LIVE CUSTOMER SERVICE Monday - Friday 9am - 11 pm EST [LIVE CHAT](#)