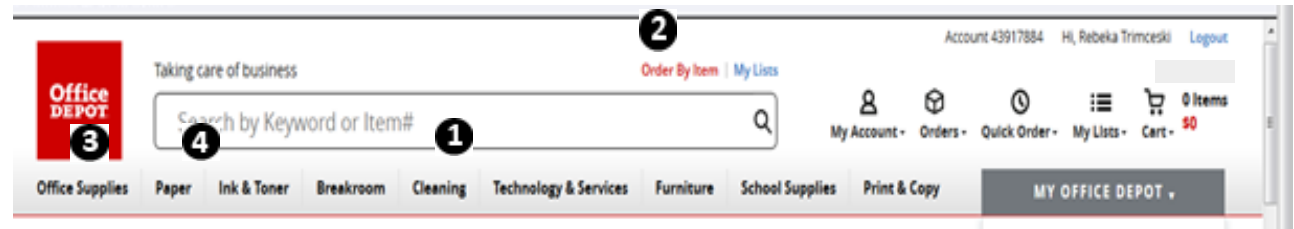


Quick Reference Guide

Welcome to your new Mitchell Snow Supplier Plus site

WAYS TO SHOP

1. Search by Keyword or Item#
2. Order by Item #
3. Category
4. 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.

Ink & Toner

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

For order questions or product info please contact MitchellSnow Customer Service located on the homepage

CHECKING OUT

To complete your order, select: CHECKOUT. All items added into the shopping cart will be displayed.
Select Continue. Your items will be transferred from the catalog to the MitchellSnow Supplier Plus shopping cart.

[plies](#) [Paper](#) [Ink & Toner](#) [Breakroom](#) [Cleaning](#) [Technology & Services](#) [Furniture](#) [School Supplies](#) [Print & Copy](#) [MY TOOLS ▾](#)

Shopping Cart

[Continue Shopping](#) [Need Help?](#) [Email](#) [FAQs](#) [Print](#)

	Price	Qty.	Total
 Starbucks® Pike Place Coffee K-Cups®, Box Of 24 Item # 279673 Entered Item # 279673 • BEST VALUE	\$14.91 / box	1 Update Remove Save for Later	\$14.91

Order summary

Subtotal **\$14.91**

[Estimate Shipping & Taxes](#)

Total (1 Item) \$14.91

[Checkout](#)

For order questions or product info please contact MitchellSnow Customer Service located on the homepage

ORDER TRACKING

To locate your order in the catalog, use Order Tracking. Enter the search criteria to locate your order.

Showing **All Orders** Copy & Print Depot

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

Search By: Order Number
Status: ALL
From: 08/17/2014 To: 09/17/2014
Date Range: 08/17/2014 09/17/2014
Min: Max:
Dollar Range:
Approver:
SEARCH ORDERS

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

Status

- All orders will be listed based on the criteria selecting showing the appropriate status.

Reorder

- Allows you to take a previous order and add all items to your cart. From this point you can modify the items if necessary.

Cancellation

- There is a very small window for canceling orders. The window is less than 5 minutes from the time the order was created.
- To cancel an order the field that states "Changeable" must be YES for that order. Click on the order number and select cancel order.

Return

- Returns can be placed directly through the Mitchell Supplier Plus site, no need to call Customer Service.

For order questions or product info please contact MitchellSnow Customer Service located on the homepage

REORDER

- Locate your order in Order Tracking.
- Click on your order number.
- Scroll to the bottom of your order and select **REORDER** (All items will be added to your shopping cart)
- You can add additional items, remove items or change quantities.
- Follow the steps to checkout.

Office Depot® Brand Correction Tape, 394", Pack Of 2
Item # 576481
Contract Items

Office Depot® Brand Grip Ballpoint Pens, Medium Point, 1.0 mm, White Barrel, Red Ink, Pack Of 12
Item # 732132
BEST VALUE

Subtotal:	\$198.10
Delivery Fee:	\$0.00
Miscellaneous:	\$0.00
Taxes:	\$0.00
Discount:	(\$1.98)
Total:	\$196.12

[Print Order](#) [View Search Results](#) | [Begin Return](#) [ADD TO LIST](#)

[Email Us](#) [Back to Order Tracking](#) All selected items will be added to your shopping cart. **REORDER**

Add \$50.00 more for FREE shipping

0 item(s): \$0.00

[View Cart](#) [Check Out](#) [Logout](#) Account #:

[Technology](#) [Furniture](#) [Our Services](#) [My Account](#)

My Orders

- Order Tracking

My Tools

- My Shopping Lists
- Order by Item#

[SHOP NOW](#)

For order questions or product info please contact MitchellSnow Customer Service located on the homepage

RETURNS

- Locate your order in Order Tracking.
- Click on your order to view in the “Order Details” screen.
- Scroll to the bottom of your order and select “Begin Return”.
- Follow steps 1 through 3 to submit your return.

[Home](#) > [My Account](#) > [Order Detail](#) > [Return Form](#)

Place Return (Step 1 of 3)

1. Verify Return Address

2. Select Your Items

3. Review Information

Return Address

Your address:

691 SQUIRREL RD
EPS INTERNAL ORDERING
691 N SQUIRREL RD STE 22
STE 220
AUBURN HILLS, MI 48326-2846
USA

Place Return (Step 2 of 3)

1. Verify Return Address

2. Select Your Items

3. Review Information

Select the item(s) you would like to return by providing the following details:

- Quantity to return
- Return for Credit or Even Exchange
- Reason for return
- Number of boxes to return

Returnable Items

Cart Items	Price/Unit	Quantity Ordered	Returnable Quantity	Quantity To Return
 Porelon 42-2 Replacement Ink Rollers, Black/Red, Pack Of 2 Item # 0848564	\$2.170 / pack	2	2	

* Return action: ☐ Exchange ☒ Return for Credit

* Number of boxes to return.

Why is this important?

[CONTINUE](#)

	Office Depot® Brand Steno Books, 6" x 9", Gregg Ruled, 70 Sheets, White, Pack Of 12 Item # 833400	\$12.490 / dozen	2	0	2	\$24.98	\$12.99 / dozen	2	☒
REVIEW THIS PRODUCT									
	Soy Nondairy Creamer, 12 Oz. Canisters, Pack Of 3 Item # 814301	\$5.870 / pack	1	0	1	\$5.87	\$5.87 / pack	1	☒
REVIEW THIS PRODUCT									

Subtotal:	\$87.52
Delivery Fee:	\$0.00
Miscellaneous:	\$0.00
Taxes:	\$4.90
Total:	\$92.42

[Print Order](#)

[Email Us](#)

[Back to Order Tracking](#)

[View Search Results](#) | [Begin Return](#) | [ADD TO LIST](#)

[REORDER](#)

All selected items will be added to your shopping cart.

Pri

Need Help?

- [Email Assistance](#)
- [FAQs](#)

- Select Continue to begin the return process (The returnable items will be displayed)
- Enter the quantity to return
- Select the return action: Exchange or Return for Credit
- Enter the number of boxes to be returned and select Continue (You will receive a return authorization number)
- Print the page by selecting the “Print This Page” link and attach the return authorization document to your order to be returned.

For order questions or product info please contact MitchellSnow Customer Service located on the homepage