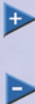


Most commonly used icons in Bill Management:

Icons	Functions
	Check boxes are used to make selections.
	Flags are used to expand or close areas on a page. The + sign denotes there is more information to be shown if clicked. The – sign flags are used to close the expanded area/window.
	Drop down lists are provided to allow you to select from a predefined list of values.
	The Go button will send a command to the application to complete the function.
	The eyeglasses will open a new window displaying further information on the account/item selected.

How do I export search results?

- Select the invoices you wish to export from the **Account Details** screen.
- Click the **Format** dropdown box.
- From the dropdown list, select the format (Excel, HTML, PDF or RTF) you want to export your results in.
- Click the **Export** button.
- Open or save the file to your computer from the **File Download** dialogue box.



How do I search for a Transaction?

- After logging into the system the **Account Summary** screen will be displayed.
- Click on any of the links to open the **Account Details** screen.
- Select the status of the transaction you are looking for from the **Status** dropdown box.
- Select the type of transaction you are looking for from the **Transaction Type** dropdown box.
- Click the **Go** button.



How do I pay Invoices using the Account Details screen?

- Select the invoices you wish to pay from the **Account Details** screen.
- Click on the **Select All** link if you wish to pay all the invoices.
- Click the **Pay** button to open the **Quick Payment** screen.
- Click the **Advanced Payment** button when you are ready to pay.
- Enter the Credit Card information on the **Advanced Payment** screen.
- Click the **Apply** button to pay the invoices.



How do I pay invoices using the Transaction List?

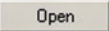
Transaction List can be used when you want to pay a large number of invoices at one time.



- Click the  flag to open the **Advanced Search** window.
- Enter the search criteria (Transaction Date, Transaction Amount, Ship To Address) for the transaction you're looking for.
- Click the  button.
- Sort the search results if necessary.
- Click the ☐ boxes to select the invoices.
- Click **Add to Transaction List** button.
- Click the  button to open the **Quick Payment** screen.
- Click the **Advanced Payment** button when you are ready to pay.
- Enter your credit card information.
- Click the  button.

How to request a POD for an invoice dated prior to September 28, 2008?



- Go to the **Account Summary** screen and click on the [here](#) link in the Proof of Delivery section in the **News** bin on the right-hand side of the screen.
- The **File Download** dialogue box will open.
- Click the  button to open the **Request Form** on your computer.
- Enter the information on the form as needed and save the document.
- Click the invpods@officedepot.com link.
- Insert the **Request** form as an attachment.
- Send the email. Office Depot will send the requested POD to you.

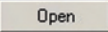
How do I request a POD for an invoice dated on or after September 28, 2008?



- Use the **Account Details** screen to search for the invoice.
- Click on the **Invoice** link to open the **Invoice Details** screen.
- Click the  button on the **Invoice Details** screen.
- A new window will open that will display the electronically signed receipt.
- Click  on the upper right hand side of the window to close it.

How to print an Invoice dated prior to September 28, 2008?



- Go to the **Account Summary** screen and click on the [here](#) link in the **News** bin on the right-hand side of the screen.
- The **File Download** dialogue box will open.
- Click the  button to open the **Request Form** on your computer.
- Enter the information on the form as needed and save the document.
- Click the invpods@officedepot.com link.
- Insert the **Request** form as an attachment.
- Send the email. Office Depot will send the requested POD to you.

How to print an Invoice dated on or after September 28, 2008?



- Search for the invoice using the search function on the **Account Details** screen.
- Click the **Invoice** link.
- Click **File** on the Menu bar.
- Select the **Print** option.
- For a copy of the invoice in Office Depot's format, click the **Email/Fax Copy** button on the open **Invoice** screen.
- To get an email copy of the invoice, select the **Email** checkbox and enter your **Email Address** in the corresponding field.
- If you want the invoice faxed to you, select the **Fax** checkbox and enter your **Fax Number** in the corresponding field.
- Click the **Submit** button.
- The invoice in Office Depot format will be sent to you.

How to dispute an Invoice?



- Use the Account Details screen to search for the invoice.
- Click on the invoice number link to open the Invoice screen.
- Click the **Dispute** button on the **Invoice** screen to open the **Dispute Wizard**.
- Click the **Reason for Dispute** dropdown box and select the correct option from the list.
- Click the **Next** button to display the next step.
- Click the **Invoice Section** dropdown box and select which section of the invoice your dispute pertains to. Depending on your selection, the next step will display fields for further information.
- Enter the relevant information.
- Click the **Next** button to display the **Invoice Summary** at the bottom of the page.
- Review the **Invoice Summary** and click the **Submit** button.
- After clicking the **Submit** button, a confirmation notice will be displayed.