

Delivery Address / Cost Center / Purchase Order No.

**Office  
DEPOT.**

**Delivery Address / Cost Center / Purchase Order No.**



## Delivery Address / Cost Center / Purchase Order No.

A customer might have more than one delivery address, cost center or purchase order no. You can select the ones you require when you are placing an order.

### 1.1 Overview of your personal information

After you have added everything you need to your shopping cart, you can proceed to checkout. If you click on BEGIN CHECKOUT, you will be shown an overview and given the opportunity to make some changes.

<b>User Info</b>	<b>Delivery Address</b>
Contact Name: OFFICE DEPOT Telephone number: 070220140 (without punctuation) E-mail address: EBUSINESS.NL@OFFICEDEPOT.COM Fax: <input type="button" value="EDIT"/>	Demo Office Depot Intern Afdeling E-commerce Columbusweg 33 VENLO 5902 RG Netherlands 0773238888 <input type="button" value="SELECT"/>
<b>Email Options</b>	
<input checked="" type="checkbox"/> Send an email order confirmation for this order  Also email confirmation to: <input type="text"/>	
<b>Optional Information</b>	
* Purchase Order No.: <input type="text"/> <input type="button" value="Select"/> <input <br="" type="button" value="?"/> Cost Center: <input type="text" value="KOSTENPLAATS"/> <input type="button" value="Select"/> <input <br="" type="button" value="?"/> * First name: <input type="text" value="OFFICE"/> * Last name: <input type="text" value="DEPOT"/> Contact Phone: <input type="text" value="070220140"/> <input type="text"/>  Comment: <input type="text"/> Comment: <input type="text"/> Comment: <input type="text"/>	
<b>Payment Info</b>	
<input checked="" type="radio"/> Account Billing	

The checkout page contains all relevant information for your order:

User Info  
Delivery Address  
Email Options  
Optional Information  
Payment Info  
Important notifications with regard to your order  
Order Details

Please note:

It is possible that certain sections will not be visible to you. This depends on your user rights.

## 1.2 Changing/selecting your details

Click on the buttons **select** and **edit** to make changes. You can find these in the different sections. Certain sections will have been filled out in advance by your company's super user. Other sections such as your name can be overwritten. The Purchase Order No. and Cost Center can be entered by the user. If these are already filled in, you can click **Select** to see which ones have been linked to your account.

### Optional Information

* Purchase Order No.:	<input type="text"/>	Select	?
Cost Center:	<input type="text" value="KOSTENPLAATS"/>	Select	?
* First name	<input type="text" value="OFFICE"/>		
* Last name	<input type="text" value="DEPOT"/>		
Contact Phone:	<input type="text" value="070220140"/>	<input type="text"/>	
Comment:	<input type="text"/>		
Comment:	<input type="text"/>		
Comment:	<input type="text"/>		

### 1.3 User Info

In the section User Info, you can see your name, email address and phone number. You can also make changes by clicking **Edit**.

**User Info**

Contact Name: OFFICE DEPOT  
Telephone number: 070220140  
(without punctuation)  
E-mail address: EBUSINESS.NL@OFFICEDEPOT.COM  
Fax:

[EDIT](#)

#### 1.4 Delivery Address

On the checkout page you can see your delivery address.

By clicking the **SELECT** button, you can:

Temporarily change your current delivery address to another address in your list by checking the box under **Current**. When you have completed your order and place a new one, the delivery address will have changed back to your default one.

Alternatively you can change your default delivery address by checking the box under **Default**. This will then be the default delivery addresses for future orders.

**Delivery Address**

Demo Office Depot Intern  
Afdeling E-commerce  
Columbusweg 33  
VENLO  
5902 RG  
Netherlands  
0773238888

**SELECT**

**Example:** Your default delivery address is Demo Office Depot BV. After placing the products you want in your shopping cart, you proceed to checkout. For this particular order, you want to change the delivery address to Room 212. You can select this address from the list and place your order to have your goods delivered there. When you return to place a new order, the default delivery address will again be Demo Office Depot (see example below).

**Select a Deliver to**

<p>Your Current Deliver to:</p> <p>Demo Office Depot Intern Afdeling E-commerce Columbusweg 33 VENLO 5902 RG 0773238888 Netherlands</p>	<p>Your Default Deliver to:</p> <p>Demo Office Depot Intern Afdeling E-commerce Columbusweg 33 VENLO 5902 RG 0773238888 Netherlands</p>
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**Select different current or default Deliver to by searching or viewing the entire list:**

To view other Deliver tos enter search criteria below:

Search for a Deliver to:    [only your Deliver to List](#)

Result 1 - 5 of 5

[Return to Account Center](#)

Current	Default	ID	Organisation	Name	Address	City	Zip Code
<input type="radio"/>	<input type="radio"/>	A		A	COLUMBUSWEG 33	VENLO	5902 RG
<input checked="" type="radio"/>	<input checked="" type="radio"/>	Demo Office Depot Intern		Afdeling E-commerce	Columbusweg 33	VENLO	5902 RG
<input type="radio"/>	<input type="radio"/>	OFFICE DEPOT			Columbusweg 33	VENLO	5902 RG
<input type="radio"/>	<input type="radio"/>	Office Depot	E-commerce	Demo Account	Columbusweg 33	VENLO	5902 RG
<input type="radio"/>	<input type="radio"/>	Office Depot	Kamer 212	Afdeling E-Commerce	Columbusweg 33	VENLO	5900 CE

[Return to Account Center](#)

### 1.5 E-Mail Options

You can send a second order confirmation by changing the settings in the section E-Mail Options. Please specify the e-mail address where you want the order confirmation to be sent to.

**Email Options**

Send an email order confirmation for this order

Also email confirmation to:



## 1.6 Optional Information

The section Optional Information contains the following:

Purchase Order No.  
Cost Center  
Name and details of contact person

You can edit this information as required in the same way you can edit the Delivery Address.

The fields with your First Name, Last Name and phone number can be changed by overwriting the contents.

### Optional Information

* Purchase Order No.:	<input type="text"/>	Select ?
Cost Center:	<input type="text" value="KOSTENPLAATS"/>	Select ?
* First name	<input type="text" value="OFFICE"/>	
* Last name	<input type="text" value="DEPOT"/>	
Contact Phone:	<input type="text" value="070220140"/>	<input type="text"/>
Comment:	<input type="text"/>	
Comment:	<input type="text"/>	
Comment:	<input type="text"/>	

### Please Note:

Depending on your user rights, certain buttons may not be visible. It is possible that you are not allowed to make changes.

### 1.7 Payment Info

Under the section Payment Info you will find details on your method of payment. In general this will be Account Billing.

#### Payment Info

Account Billing

### 1.8 Comments

Use the comments section to add any remarks you might have about your order. You can find the text you wrote here in your order history, it will not appear on your invoice.

Example:

You can use this section to notify the person who needs to authorize your order that it is particularly urgent for instance.

Payment Info
<input checked="" type="radio"/> Account Billing

Write your comments to share: (These are only visible on your online account; Optional)
<input type="text"/>

Please note:



The comment field is limited to 255 characters.

## 1.9 Order Details

All items in your shopping cart are displayed in the section Order Details. Here you can make changes to your order by editing the quantity or removing items all together.

### Order Details

[Hide Images](#)

Shopping Cart Item	Our Price/unit (ex. VAT)	Qty.	Estimated delivery date:	Line Total (ex. VAT)	Remove
 <p><b>Eraser R-20 Edding</b>                      Product number 406906                      entered product number 406906</p>	€ / Piece	<input type="text" value="1"/>	26/07/13		<input type="checkbox"/>
Comment:					
 <p><b>Paper Office Rey A4 80gsm 166</b>                      Product number 4695372                      entered product number 4695372</p>	€ / Pack	<input type="text" value="5"/>	26/07/13		<input type="checkbox"/>
Comment:					

Subtotal:	€
Order costs:	FREE
Additional charges:	€ 0,00
VAT:	€
<b>Total:</b>	€

[Back To Top](#)

Have you made changes to your shopping cart or delivery options? [UPDATE SHOPPING CART](#)

[Back to shopping cart](#)

[SAVE FOR LATER](#)
[PUT ORDER ON HOLD](#)
[PLACE ORDER](#)

Please note: There might be order costs depending on your contract with Office Depot. It is for instance possible that you have agreed with us that there will be no order costs for any orders worth €50 or more.

Delivery Address / Cost Center / Purchase Order No.

**Office  
DEPOT.**





**IMPORTANT:** To confirm any changes you might have made to the contents of your shopping cart, do not forget to click **UPDATE SHOPPING CART.**

## 1.10 Put Order on Hold

Do you want to put your order on hold so you can edit the contents of your shopping cart at a later time? Click on PUT ORDER ON HOLD.

### Order Details

[Hide Images](#)

Shopping Cart Item	Our Price/unit (ex. VAT)	Qty.	Estimated delivery date:	Line Total (ex. VAT)	Remove
 <p><b>Eraser R-20 Edding</b> Product number 406906 entered product number 406906 </p>	€ / Piece	<input type="text" value="1"/>	26/07/13	€	<input type="checkbox"/>
Comment:					
 <p><b>Paper Office Rey A4 80gsm 166</b> Product number 4695372 entered product number 4695372 </p>	€ / Pack	<input type="text" value="5"/>	26/07/13	€	<input type="checkbox"/>
Comment:					

Subtotal:

Order costs:

Additional charges:

VAT:

**Total:**[Back To Top](#)Have you made changes to your shopping cart or delivery options? [UPDATE SHOPPING CART](#)[Back to shopping cart](#)[SAVE FOR LATER](#)[PUT ORDER ON HOLD](#)[PLACE ORDER](#)

The order will be added to your order history with the status Held for Customer.

Held Orders												
Result 1 - 1 of 1												
Select all	Order Number	Subtotal excl. VAT	Total incl. VAT	Order Date	Delivery Information	PO Number	Cost Center	Status	Contact	Mega User	Type	Approver:
<input type="checkbox"/>	3203274448	€	€	25/07/13	26/07/13	AFDELING E-COMMERCE	KOSTENPLAATS	Held for Customer	OFFICE DEPOT	NONE	BSD net	
<a href="#">RELEASE SELECTED</a> <a href="#">Cancel Selected</a>												
Processed Orders												

After clicking on PUT ORDER ON HOLD, you will receive an order confirmation. Please note that this will only mean that the items in question have been reserved for you, they will not be shipped until you actually place the order.

Below you see an example of an order that has been put on hold:

### Thank you for your order!

[Print This Page](#)

Please print this page for your records.

Your ordernumber: 3203274451

Estimated delivery date: 26/07/13 [View Order Details](#)

**This order will be placed on hold.**

You will receive an order confirmation email shortly. Please save this email for your records.

#### My Profile

[View Order Details for This Order](#)  
[Print Order](#)  
[View Your Order History](#)  
[View Your Account Information](#)  
[Reorder](#)

Use the links to the left to quickly access information about your account. You may check the status of your order, view the order's details, change the information in your account, or view your previous orders.

#### Order Info

Account Number: 0005572822  
Your Order Number is: 3203274451  
Company Name: Office Depot  
Purchase Order No.: AFDELING E-COMMERCE  
Cost Center: KOSTENPLAATS  
Contact: First nameOFFICE  
Last nameDEPOT  
Contact Phone:070220140

Comments

#### Delivery Address

Demo Office Depot Intern  
Afdeling E-commerce  
Columbusweg 33  
VENLO  
5902 RG  
Netherlands  
0773238888



You will receive an order confirmation mentioning that the order is on hold.

**Office DEPOT**  
*Taking Care of Business*

**Order number:** 3203274448  
**Order date:** 7/25/13

**Username:** OFFICE DEPOT  
**Customer number:** 0005572822  
**Purchase Order:** AFDELING E-COMMERCE  
**Contact:** OFFICE DEPOT  
**Cost center:** KOSTENPLAATS  
**Comments:**

**Status:** Held for Customer

**Deliver to:**  
Demo Office Depot Intern  
Afdeling E-commerce  
Columbusweg 33  
VENLO,5902 RG  
Netherlands  
0773238888

Product number	Product description	Order-Quantity	Unit price	Unit of measure	Extended Price
5619420	PK1000 NIETJES 23/10 CHROME OD	1	€	PAK	€

**Legend:**  
**Order quantity:** Original ordered quantity  
**UOM:** Unit of Measure  
**Sales Unit:** Price per individual unit  
**Delivery Date:** Expected delivery date  
\*: Indicates multiple deliveries  
**Total Price:** Ordered Quantity x Unit Price

**Subtotal:** €  
**Additional charges:** €  
**VAT:** €  
**Total:** €

**Payment type:** Account Billing

Thank you for your order at Office Depot Online.  
We received the following order number 3203274448 that was placed by OFFICE DEPOT