

**Office DEPOT®**

*Taking Care of Business*

**ONLINE RETURN/EXCHANGE  
PROCESS & WEBSITE OVERVIEW**



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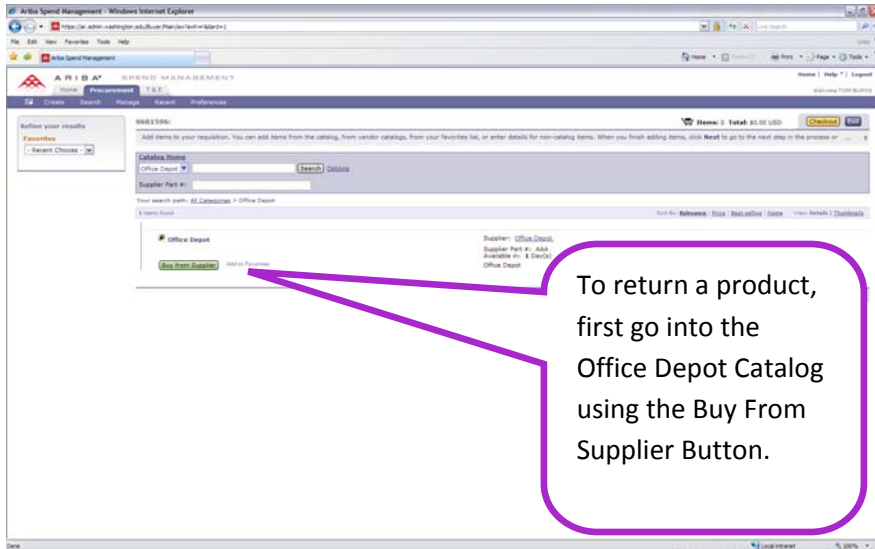
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# PROCESSING RETURNS



## Overview

1. Log in to Ariba (<http://www.washington.edu/admin/stores/eprocurement/>)
2. Select the Office Depot Catalog and enter by clicking the Buy From Supplier Button.
3. Find your order in Order Tracking or select it from My Recent Orders.
4. Process your return through the Office Depot punchout catalog.

Returns can be process either online through Ariba and the Office Depot catalog or by calling Customer Service.

You can either contact Customer Services at **1-888-777-4044** and provide them your Office Depot order number (9 digits long and typically ends with -001) or your UW PO# which is the EI# (example EI12345); EI stands for Electronic Invoice. If the only thing that you have is the EI#, Customer Service will need the account number as well which is **43271349**. If you only have the requisition number (S#) you can call the eProcurement Help Desk ([eprocure@u.washington.edu](mailto:eprocure@u.washington.edu) or **685-3558**) and they can show you how to look up the EI#.

The second option is to complete the return online. The return guide can be downloaded by completing the steps outlined in pages 3-10 in this document. This process, however, can only be completed by the person that created the original order.

Any order returned that is less than \$25 will convert into a credit order. This means that you will receive credit for the return but the driver will not pickup. You may use the item, donate this item, or discard the item.

If the order is over \$25, the driver will pickup this item within 3 to 5 business days from the same place the order was dropped off.

If you receive a damaged product, if your order is short, or if you received the incorrect item please contact Customer Service at **1-888-777-4044** and they can assist you with any of these requests.

Also worth noting, supplies can be returned within 30 days and technology items within 14 days though there are exceptions depending on the circumstance. These items can be opened or unopened but ideally, we would like for the item to come back with the original packaging. You may also want to look at our FAQ page (URL link listed below) since it may answer other questions you might have.

Punchout Catalog Shopping Session - Windows Internet Explorer  
https://ar.admin.washington.edu/Buyer/Main/aw?awh=

ARIBA\* SPEND MANAGEMENT

Welcome TOM BURNS  
Close Punchout Catalog Shopping Session

888.2.OFFICE (888.263.3423) | Technical Support: 800.269.6888

Office DEPOT  
Taking Care of Business

Order by Item #  
Quick Order

0 Item(s): \$0.00  
View Cart | Check Out | My Shopping Lists

Account #: 43271349  
Welcome, FACULTY & STAFF of UNIV OF WASHINGTON

Office Supplies | Furniture | Technology | Our Services | My Account

SEARCH [ ] GO  
View All Products A-Z | Ink & Toner | Paper | Bulletin Board

A - B | C - D | E - F | G - H | I - J | K - L | M - N | O - P | Q - R | S - T | U - Z | Visit Site Map

Welcome to our new site. We've redesigned it just for you.

Bulletin Board  
Last update by: LAURIE HUNT

Your Messages

UNIVERSITY OF WASHINGTON

The University of Washington's account number is 43271349. Please reference this number when calling the National Customer Service Team at 1.888.777.4044. To get answers to most frequently asked questions, please click [here](#) or contact [Tom Burns](#).

Here are some tips on ways to save money:

- \* Consolidate your orders and receive 1-3% instant discount
  - \$251 to \$450 = Additional 1% discount
  - \$451 to \$999 = Additional 2% discount
  - \$1,000 & Above = Additional 3% discount
- \* Order Office Depot Brand products - Savings between 10-25%
- \* Order "Best Value" items - Savings between 20-60%
- \* Order remanufactured toners - Savings between 15-35%
- \* Order value packs - Savings between 5-15%

Copy Paper from 100% recycled content reduces:

- \* Total energy consumption by 44%
- \* Net greenhouse gas emissions by 38%
- \* Particulate emissions by 41%
- \* Wastewater by 50%
- \* Solid waste by 49%
- \* Wood use by 100%

Source: Environmental Defense Paper Calculator.

My Orders

- My Recent Orders
  - 495774469-001 11/03/2009
  - 495774460-001 11/03/2009
- Order Tracking

My Tools

- My Shopping Lists
- Order by Item#
- Proprietary Items

The most recent orders are now visible at a glance. Detailed information can be obtained by clicking the order.

If you do not see your order number or would like to find it by UW's Electronic Invoice Number (EI#), Click on **Order Tracking**.

Punchout Catalog Shopping Session - Windows Internet Explorer  
 https://ar.admin.washington.edu/Buyer/Main/aw?awh=

ARIBA® SPEND MANAGEMENT

Office DEPOT. Taking Care of Business

Order by Item # Quick Order

Account #. 43271349  
 Welcome, FACULTY & STAFF of UNIV OF WASHINGTON

Office Supplies Furniture Technology Our Services My Account

SEARCH [ ] GO View All Products A-Z Ink & T

A - B C - D E - F G - H I - J K - L M - N O - P Q - R S - T U - Z

Home > My Account > Orders

Orders

of the methods below to locate a specific order.

Search By: Order Number EI6633

Status: Order Number  
 Contact  
 BUDGET  
 Item Number  
 PO Number  
 ORD FOR  
 Ship To Id

Date Range: To: Max:

Dollar Range: SEARCH ORDERS

Need Help?  
 Email Assistance  
 FAQs

Orders from 10/16/2009 to 11/16/2009

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 - 3 of 3

Order Number	Total	Order Date	Delivery Date	Changeable	PO Number	BUDGET	ORD FOR	Status	Contact	Type
497857087-001	\$8.01	11/13/2009	11/16/2009	No	EI6633	143750		Delivered	2nd FL/TOM BURNS	Order
495774469-001	\$4.80	11/03/2009	11/04/2009	No	EI5555	143750		Delivered	TOM BURNS	Order
495774460-001	\$17.01	11/03/2009	11/04/2009	No	EI5554	143750		Delivered	2nd FL/TOM BURNS	Order

http://biz.officedepot.com/account/accountDashboardDisplay.do;jsessionid=0000BmT\_IQdbrQSAfpXw83shBT:14bs17k02

Unkown Zone (Mixed) 100%

Using the drop down menu in the Search By: field, Select PO Number, then enter the EI# in the blank field on the right, then Click Search Orders.

Search results will be displayed here. Click on the desired Order Number to bring up the order details.

Order Tracking and your Shopping Lists can also be accessed from the My Account Tab.

Order Tracking can also be used to display the delivery status of an order. You may also get the status of your order by contacting Customer Service at 1-888-777-4044 and providing account number 43271349

Office Supplies: Office Products and Office Furniture: Office Depot - Windows Internet Explorer

https://biz.officedepot.com/orderhistory/orderHistoryDetail.do;jsessionid=0000HJQYRt7-FsitVc5K\_2xcv:14bs17ko2?id=497857087-1&xmlHistory=

File Edit View Favorites Tools Help

W Punchout Catalog Shopping ... Office Supplies: Office Pr...

Home Feeds (1) Print Page Tools

Office Supplies Furniture Technology Our Services My Account

SEARCH [ ] GO View All Products A-Z Ink & Toner Paper Bulletin Board

A - B C - D E - F G - H I - J K - L M - N O - P Q - R S - T U - Z Visit Site Map

Home > Order Detail

### Order Detail

Print This Page

#### Order Information

Order Number:	497857087-001	Tracking:	50 Normal Delivery
Order Date:	11/13/2009	Signed By:	BURNS
Ordered By:	43271349#BURNST@U.WASHINGTON.EDU	Status:	Delivered
Last Modified By:	43271349#BURNST@U.WASHINGTON.EDU	Shipped Date:	<a href="#">View Carton Details and Proof of Delivery</a>
Last Modified On:	11/16/2009	Delivery Date/Time:	11/16/2009 08:30 AM - 05:00 PM
		Comments:	

**Need Help?**

- Email Assistance
- FAQs

#### Shipping Information

Shipping Address:  
 EPROCUREMENT  
 3917 UNIVERSITY WAY  
 NE  
 2ND FL/TOM BURNS  
 SEATTLE, WA 98105-6613  
 USA



#### Billing Information

Billing Contact: 2nd FL/TOM BURNS (206)685-3556Ext.0000  
 Desktop PO Number: EPROCUREMENT EI6633  
 BUDGET 143750  
 ORD FOR

Payment Method:  
 Account Billing

1. Account Billing Amount: \$8.01

#### Order Summary

Description	Your Price / unit	Quantity	Back Ordered	Shipped	Total
 Office Depot® Brand Heavy-Duty 9" White Paper Plates, Pack Of 120 Item # 508359	\$4.010 / pack	1	0	1	\$4.01
 Office Depot® Brand Medium-Length Forks, Pack Of 100 Item # 508506	\$3.310 / pack	1	0	1	\$3.31
Subtotal:					\$7.32
Delivery Fee:					\$0.00
Miscellaneous:					\$0.00
Taxes:					\$0.00
<b>Total:</b>					<b>\$8.01</b>

[Print Order](#) | [Email Us](#) | [View Search Results](#) | [Back to Order Tracking](#) | [Begin Return](#) **ADD TO LIST** **REORDER ITEMS**

**Site Info**  
[Site Map](#)  
[International](#)

**Customer Tools**  
[Order by Item#](#)  
[Online Catalog](#)

Here you can find the status of your order. If the order is shipped by an alternate carrier such as UPS, the tracking information will be provided here.

If this is the incorrect order, click the **Back to Order Tracking**, and not the browser's back button.

To start your **return** or **exchange**, click the **Begin Return** button.

Punchout Catalog Shopping Session - Windows Internet Explorer  
https://ar.admin.washington.edu/Buyer/Main/aw?awh=

File Edit View Favorites Tools Help

Punchout Catalog Shopping Session

Home Feeds (3) Print Page Tools

**A R I B A** SPEND MANAGEMENT

Welcome TOM BURNS  
Close Punchout Catalog Shopping Session

Home | 888.2.OFFICE (888.263.3423) | Technical Support: 800.269.6888

**Office DEPOT.**  
Taking Care of Business

Order by Item #  
Quick Order

0 item(s): \$0.00  
View Cart | Check Out | My Shopping Lists

Account #: 43271349  
Welcome, FACULTY & STAFF of UNIV OF WASHINGTON

Office Supplies Furniture Technology Our Services My Account

SEARCH [ ] GO View All Products A-Z Ink & Toner Paper Bulletin Board

A - B C - D E - F G - H I - J K - L M - N O - P Q - R S - T U - Z Visit Site Map

Home > My Account > Order Detail > Return Form

### Place Return (Step 1 of 3)

Print This Page

1. Verify Return Address 2. Select Your Items 3. Review Information

**Need Help?**  
• Email Assistance  
• FAQs

**Return Address**

Your address:

100754  
EPROCUREMENT  
3917 UNIVERSITY WAY NE  
2ND FL/TOM BURNS  
SEATTLE, WA 98105-6613  
USA

**CONTINUE**

**Site Info**  
Site Map  
International

**Customer Tools**  
Order by item#  
Online Catalog

Copyright ©2009 by Office Depot, Inc. All rights reserved. Prices shown are in U.S. Dollars. Prices are subject to change based on your order and delivery location(s) and the applicable retail store location. All orders are subject to the Terms of Use.

Unknown Zone (Mixed) 100%

Click the **CONTINUE** button to review the return.

Punchout Catalog Shopping Session - Windows Internet Explorer  
 https://ar.admin.washington.edu/Buyer/Main/aw?awh=

File Edit View Favorites Tools Help

Punchout Catalog Shopping Session

ARIBA® SPEND MANAGEMENT

Welcome TOM BURNS  
 Close Punchout Catalog Shopping Session

Office Supplies Furniture Technology Our Services My Account

SEARCH  GO View All Products A-Z Ink & Toner Paper Bulletin Board

A - B C - D E - F G - H I - J K - L M - N O - P Q - R S - T U - Z Visit Site Map

Home > My Account > Order Detail > Return Form

### Place Return (Step 2 of 3)



1. Verify Return Address 2. Select Your Items 3. Review Information

Need Help?

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
 Office Depot® Brand Heavy-Duty 9" White Paper Plates, Pack Of 120 Item # 0508359	\$4.010 / pack	1	1	<input type="text" value="1"/>
*Return action: <input checked="" type="radio"/> Exchange <input type="radio"/> Return for Credit *Reason for your return: <input type="text" value="Select a reason..."/>				
 Office Depot® Brand Medium-Length Forks, Pack Of 100 Item # 0508506	\$3.310 / pack	1	1	<input type="text" value="1"/>
*Return action: <input type="radio"/> Exchange <input checked="" type="radio"/> Return for Credit *Reason for your return: <input type="text" value="Select a reason..."/> Damaged Item Delivered Late Catalog Description Incorrect Received Wrong Item Don't Want Item Defective Item Ordered Wrong Item No longer needed				

Number of boxes to return:

First, select the desired quantity you would like to return or exchange.

Second, select either Exchange or Return. Return for Credit will be an option depending on the return amount.

Third, select a reason for the return or exchange. Then, enter the number of boxes being returned. A minimum of 1 is required. Click the CONTINUE button to review the return.



Punchout Catalog Shopping Session - Windows Internet Explorer

https://ar.admin.washington.edu/Buyer/Main/aw?awh=

File Edit View Favorites Tools Help

Punchout Catalog Shopping Session


Home Feeds (0) Print Page Tools

ARIBA® SPEND MANAGEMENT

Welcome TOM BURNS

Close Punchout Catalog Shopping Session


Shipment 1 Return Order Number: 498388245-001

Cart Items	Price/Unit	Quantity To Return	Credit
 Office Depot® Brand Heavy-Duty 9" White Paper Plates, Pack Of 120 Entered Item # 508359	\$4.01 / pack	1	(\$4.01)

Return action: Return for Credit  
Reason for your return: Ordered Wrong Item

Subtotal:	(\$4.01)
Taxes:	(\$0.38)
Miscellaneous:	\$0.00
<b>Total Credit:</b>	<b>(\$4.39)</b>

Shipment 2 Return Order Number: 498388835-001

Cart Items	Price/Unit	Quantity To Return	Credit
 Office Depot® Brand Medium-Length Forks, Pack Of 100 Entered Item # 508506	\$3.31 / pack	1	(\$3.31)

Return action: Return for Credit  
Reason for your return: No longer needed

Subtotal:	(\$3.31)
Taxes:	(\$0.31)
Miscellaneous:	\$0.00
<b>Total Credit:</b>	<b>(\$3.62)</b>

Modify Return | Cancel Return **PLACE YOUR RETURN**

Done

Unknown Zone (Mixed) 100%

Please verify the items being returned. If correct, click the **Place Your Return** button.

You may either click Close Punchout Catalog Shopping Session and return back into eProcurement or you may continue shopping.

**What do I do now?**

- Carefully pack your items in the number of boxes you specified (Use the original packaging if possible)
- Prepare your boxes for return

**What happens next?**

- We will pick up your items on the estimated date below
- Your exchange or credit will be processed when your return item(s) are received and reviewed

**Return Information**

Return Request Date: 11/18/2009  
 Original Order Number: 497857087-001

**Ship From Information**

Ship From Address  
 3917 UNIVERSITY WAY NE  
 2ND FL/TOM BURNS  
 SEATTLE, WA 98105-6613  
 USA

**Billing Information**

**Billing Contact:** 2nd FL/TOM BURNS (206)685-3556Ext.0000  
**Desktop:** EPROCUREMENT  
**PO Number:** EI6633  
**BUDGET:** 143750  
**ORD FOR**

**Refund Method:**  
 Account Billing: Amount: (\$8.01)

Shipment 1 Return Order Number: 498388245-001

Cart Items	Price/Unit	Quantity To Return	Credit
	Office Depot® Brand Heavy-Duty 9" White Paper Plates, Pack Of 120 Entered Item # 508359	\$4.01 / pack	1 (\$4.01)

Return action: Return for Credit  
 Reason for your return: Ordered Wrong Item

Subtotal:	(\$4.01)
Taxes:	(\$0.38)
Miscellaneous:	\$0.00
<b>Total Credit:</b>	<b>(\$4.39)</b>

Shipment 2 Return Order Number: 498389068-001

Cart Items	Price/Unit	Quantity To Return	Credit
	Office Depot® Brand Medium-Length Forks, Pack Of 100 Entered Item # 508506	\$3.31 / pack	1 (\$3.31)

Return action: Return for Credit  
 Reason for your return: No longer needed

Subtotal:	(\$3.31)
Taxes:	(\$0.31)
Miscellaneous:	\$0.00
<b>Total Credit:</b>	<b>(\$3.62)</b>

[View All Orders](#)

[PRINT THIS PAGE](#)

Click on **Print This Page** and attach the copy to the item(s) being returned. Your return is now completed.

You may either click **Close Punchout Catalog Shopping Session** and return back into eProcurement or you may continue shopping and checkout normally.

# INELIGIBLE RETURNS

Punchout Catalog Shopping Session - Windows Internet Explorer  
https://ar.admin.washington.edu/Buyer/Main/aw?awh=

Office DEPOT. Taking Care of Business


Order by Item # Quick Order

Office Supplies Furniture Technology Our Services My A

SEARCH GO

A - B C - D E - F G - H I - J K - L M - N O - P Q - R S - T U - Z Visit Site

Home > Order Detail

 **Attention:**  
Your order is not eligible for an online return. Please contact a customer care representative for assistance at 1.800.GO.DEPOT.

Order Detail

**Order Information**

Order Number:	495774460-001	Tracking:	50 Normal Delivery
Order Date:	11/03/2009		Signed By: CABBELL
Ordered By:	43271349# BURNST@U.WASHINGTON.EDU	You are stop #	12. The truck is currently at stop # 53 of 53.
Last Modified By:	43271349# BURNST@U.WASHINGTON.EDU	Status:	Delivered
Last Modified On:	11/04/2009	Shipped Date:	<a href="#">View Carton Details and Proof of Delivery</a>
		Delivery Date/Time:	11/04/2009 08:30 AM - 05:00 PM
		Comments:	

**Shipping Information**

Shipping Address:  
EPROCUREMENT  
3917 UNIVERSITY WAY

**Billing Information**

Billing Contact:	Desktop	EPROCUREMENT
2nd FL/TOM BURNS	PO Number	EI5554
(206)685-3556Ext.0000	BUDGET	143750
	ORD FOR	

**Need Help?**

- Email Assistance
- FAQs

If you receive this message, please contact the Customer Service team for University of Washington. Their phone number is 1.888.777.4044 and reference account number 43271349.

Done Unknown Zone (Mixed) 100%

# ADDITIONAL WEBSITE FEATURE - CATEGORY VIEW

Punchout Catalog Shopping Session - Windows Internet Explorer  
https://ar.admin.washington.edu/Buyer/Main/aw?awh=r

ARIBA<sup>®</sup> SPEND MANAGEMENT

Welcome TOM BURNS

Office DEPOT<sup>®</sup>  
Taking Care of Business

Order by Item #  
Quick Order

0 item(s): \$0.00  
View Cart | Check Out | My Shopping Lists

Account # 43271349  
Welcome, FACULTY & STAFF of UNIV OF WASHINGTON

Office Supplies | Furniture | Technology | Our Services | **Account**

SEARCH  GO

View All Products A-Z | Ink & Toner | Paper

**A - B** | C - D | E - F | G - H | I - J | K - L | M - N | O - P | Q - R | S - T | U - Z | Visit Site Map

AV Carts	Attache Cases	Battery-operated Products	Bookends
Accordion Files	Audiovisual Equipment	Bell	Books
Account Books	Award Certificates	Beverage	Bottled Water
Accounting	Back Cushions	Binder Clips	Bowls
Address Labels	Back-up Systems	Binders	Box Cutters
Adhesives	Badge Holders	Binders Accessories	Boxes
Air Purifiers	Badges	Binders Storage	Breakroom Cleaners
Antiglare	Bag Seals	Binding	Briefcases
Antimicrobial	Bags	Binding Combs	Buckets
Books	Balpoint Pens	Bins	Bulletin Boards
Boxes	Bandages	Blades	Business Cards
Calculators	Bankers Box	Blank Certificates	Business Envelopes
Calculators	Bathroom Cleaners	Bluetooth	Business Forms
Card Portfolios	Batteries	Board Accessories	
Cards and Crafts	Battery Back-up	Boards	
CD-ROMs	Battery Chargers	Bookcases	

Click on the desired category to display the search results for that category.

Category View can be expanded to show the list of products.

The University of Washington's account number is 43271349. Please reference this number when calling the National Customer Service Team at 1-888-777-4044. To get answers to most frequently asked questions, please click [here](#) or contact [Tom Burns](#).

Here are some tips on ways to save money:

- \* Consolidate your orders and receive 1-3% instant discount
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- \$451 to \$999 = Additional 2% discount
- \$1,000 & Above = Additional 3% discount
- \* Order Office Depot Brand products - Savings between 10-25%
- \* Order "Best Value" items - Savings between 20-60%
- \* Order remanufactured toners - Savings between 15-35%
- \* Order value packs - Savings between 5-15%

Copy Paper from 100% recycled content reduces:

- \* Total energy consumption by 44%
- \* Net greenhouse gas emissions by 38%
- \* Particulate emissions by 41%
- \* Wastewater by 50%
- \* Solid waste by 49%
- \* Wood use by 100%

Source: Environmental Defense Paper Calculator.

My Tools

- My Shopping Lists
- Order by Item#
- Proprietary Items

# ADDITIONAL WEBSITE FEATURE - ORDER BY ITEM NUMBER

Punchout Catalog Shopping Session - Windows Internet Explorer  
https://ar.admin.washington.edu/Buyer/Main/aw?awh=r

ARIBA\* SPEND MANAGEMENT

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Office DEPOT.  
Taking Care of Business

Order by Item #  
Quick Order

0 item(s): \$0.00  
View Cart | Check Out | My Shopping Lists

Account #: 43271349  
Welcome, FACULTY & STAFF of UNIV OF WASHINGTON

Office Supplies | Furniture | Technology | Our Services | My Account

SEARCH [ ] GO

View All Products A-Z | Ink & Toner | Paper | Bulletin Board


Home > Order By Item Number

## Order By Item Number

Enter Item Number(s) & Quantities

Enter the 6 or 9-digit item number and quantity for each item you would like to order in the appropriate fields below. Example Item Number: 910-348-037 or 940650

[Where do I find this?](#)

Item Number	Qty
 Office Depot® Green™ 30% Recycled EnviroCopy™ Paper, 8 1/2" x 11", 20 Lb, Ream Of 500 Sheets, Case Of 10 Reams(940650)	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

**\$38.06**  
Your Price  
case  
[Remove](#)

[Need Help?](#)

- Email Assistance
- FAQs

[Enter more items \[+\]](#)

A preview of the item will be visible once the item has been entered.

There is no longer a limit to the number of product being entered with this method. Additional lines can be added by clicking the **[+]** in the **Enter more items [+]** link.

# ADDITIONAL WEBSITE FEATURE - INK DEPOT INK AND TONER LOCATOR

The screenshot shows the Office Depot website interface within a Windows Internet Explorer browser. The page title is "Punchout Catalog Shopping Session - Windows Internet Explorer" and the URL is "https://ar.admin.washington.edu/Buyer/Main/aw?awh=r". The website header includes the ARIBA logo and "SPEND MANAGEMENT". The main navigation bar features tabs for "Office Supplies", "Furniture", "Technology", "Our Services", and "My Account". A search bar is located below the navigation bar, with a "GO" button. A "Need Help?" button is also visible, with links for "Email Assistance" and "FAQs".

**Callout 1 (Left):** Model number can be entered here or a vendor can be selected.

**Callout 2 (Right):** Find your Ink and Toner by manufacturer or by manufacturer item number simply by clicking the Ink & Toner button.

The main content area is titled "Ink Depot" and contains the following text:

Two Great Ways to Shop Ink & Toner  
Search for your cartridge by keyword or select the brand name of your machine below.

**1- Search Ink Depot by Cartridge # or Keyword**

Enter your model number to quickly find the cartridge you need from our list of 3,500 ink products.

**2 - Search Ink Depot by Choosing Your Machine's Brand**

Find a printer in this list of the 10 most popular selling Ink & Toner brands.

The brands listed are: brother, Canon, EPSON, hp, KONICA MINOLTA, LEXMARK, OKI, Panasonic, SAMSUNG, SHARP.

**All Brands**

Scroll down to see our entire list of printer brands below

0-9 | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X

0-9

▶ 3M (1)

▶ Top

**A**

▶ ABM (2)    ▶ Aitell (1)    ▶ American Datacom (1)    ▶ Applied Computer Science (1)  
▶ Access Communications (1)    ▶ Alcatel Fax (2)    ▶ Anadex (2)    ▶ Arba (1)

# ADDITIONAL WEBSITE FEATURES - SHOPPING LISTS

Punchout Catalog Shopping Session - Windows Internet Explorer  
https://ar.admin.washington.edu/Buyer/Main/aw?awh=r

ARIBA® SPEND MANAGEMENT

Office DEPOT  
Taking Care of Business

Order by Item #  
Quick Order

1 item(s): \$38.00  
View Cart | Check Out | My Shopping Lists

Account #: 43271349  
Welcome, FACULTY & STAFF of UNIV OF WASHINGTON

Office Supplies | Furniture | Technology | Our Services | My Account

SEARCH [ ] GO

View All Products A-Z | Ink & Toner | Paper | Bulletin Board

Home > My Shopping Lists

### My Shopping Lists

**Create a New List**  
Note: For best results, please limit your list to a maximum of 200 different items. Exceeding this limit will adversely effect the Shopping List's response time.  
[GET STARTED](#)

**First time user?**  
[How to use and create lists](#)  
[Set up reminders for yourself](#)

**Need Help?**  
Email Assistance  
FAQs

#### Current Lists

List Name	Comments	List Type	Reminders	
<a href="#">Administration</a>		Personal	None	<a href="#">View/Edit</a>
<a href="#">Catalogs</a>	Free Office Depot catalogs	Company Wide	None	<a href="#">View/Edit</a>
<a href="#">Cleaning n Breakroom</a>	Top selling products	Company Wide	None	<a href="#">View/Edit</a>
<a href="#">FSC - Recycle Paper</a>		Company Wide	None	<a href="#">View/Edit</a>
<a href="#">Green List</a>	List of Green Products	Company Wide	None	<a href="#">View/Edit</a>
<a href="#">HiYield Ink Toner</a>	HP and Lexmark Dual Pack and High Yield	Company Wide	None	<a href="#">View/Edit</a>
<a href="#">HUB, formerly MWDVE</a>	TOP 100 Historically Underutilized Business Items	Company Wide	None	<a href="#">View/Edit</a>
<a href="#">Recycled Pens</a>	50 to 80 percent recycled	Company Wide	None	<a href="#">View/Edit</a>
<a href="#">Save For Later</a>	Save For Later List	Save for Later	None	<a href="#">View/Edit</a>
<a href="#">UW Proprietary Items</a>	UW Pencils - Archival Boxes	Company Wide	None	<a href="#">View/Edit</a>

[GO TO ORDER TRACKING](#) [SHOPPING CART](#)

Done

Unknown Zone (Mixed) 100%

Access your list by clicking on the list names.

View/Edit link can be used to modify items, quantities, list names, list comments as well as placing an order using the list.

Punchout Catalog Shopping Session - Windows Internet Explorer

https://ar.admin.washington.edu/Buyer/Main/aw?awh=

File Edit View Favorites Tools Help

Home Feeds (0) Print Page Tools

**A R I B A** SPEND MANAGEMENT

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Close Punchout Catalog Shopping Session

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**Office DEPOT.** Taking Care of Business

Order by Item # Quick Order

1 item(s): \$38.06

Account #: 43271349

Welcome, FACULTY & STAFF of UNIV OF WASHINGTON

Office Supplies Furniture Technology Our Services My Account

SEARCH  GO View All Products A-Z Ink & Toner Paper Bulletin Board

Home > My Shopping Lists > Edit My List

### My Shopping List Details

#### My Shopping List Contents




Rename:

Comment:

Rename or edit comments in the corresponding fields and click "Update" to save changes.

**Need Help?**

- Email Assistance
- FAQs

Description	Your Price / unit	Qty.	Extended Price	Select all
 <b>Sustain Recycled Insulated Tumbler, 16 Oz.</b> Item Number 431165 Entered Item # 431165 Manufacturer # 1000752000 <b>PREFERRED</b> Contains Recycled Content	\$7.72 / each	<input type="text" value="0"/>	\$0.00	<input type="checkbox"/>
Category <input type="text" value="Appliances"/> Group <input type="text"/>				
 <b>Baumgarten's Conserve 9" Heavy-Duty Sugar Cane Dinner Plates, White, Pack Of 100</b> Item Number 756305 Entered Item # 756305 Manufacturer # BAU10212 <b>PREFERRED</b>	\$26.19 / pack	<input type="text" value="1"/>	\$26.19	<input type="checkbox"/>
Category <input type="text" value="Breakroom Supplies"/> Group <input type="text"/>				
 <b>ENVIRO PATROL Glass &amp; Surface Cleaner, 1 Gal.</b> Item Number 635405 Entered Item # 635405 Manufacturer # 18228 <b>PREFERRED</b>	\$25.43 / gallon	<input type="text" value="0"/>	\$0.00	<input type="checkbox"/>

Done

Unknown Zone (Mixed) 100%

To purchase items off a Shopping List, click on the **Select all** button, change the item's quantity, and then click the **Add To Cart** button located at the bottom of the list.



# PROLONGED INACTIVITY - LOGIN SCREEN

Punchout Catalog Shopping Session - Windows Internet Explorer

https://ar.admin.washington.edu/Buyer/Main/aw?awh=r

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W Punchout Catalog Shopping Session

Home Feeds (J) Print Page Tools

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Help

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ABOUT BSD

**Business Solutions**

- Home Business
- Small Business
- Medium Business
- Large Business
- National/Global Firm

**Industry Solutions**

- Government Solutions
- Healthcare Solutions
- Education Solutions
- Diversity Solutions

**Registered Customers**  
Please enter your login name and password.

Login Name

Password

[Forgot your login name/password?](#)

**LOG IN**

Log me in automatically  
(Cookies must be enabled for auto login.)

**New Customer**  
We provide everything you take care of

**SIGN UP**

Customer Service  
Technical Support

PLACE FUTURE

**LIVE CHAT**

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Done

Unknown Zone (Mixed) 100%

You will see this Login screen if there is more than 15 minutes of inactivity. Unfortunately, everything that was in your cart cannot be recovered. We recommend that you always checkout if you will be away for more than 15 minutes so your items are brought back into eProcurement for easy retrieval.

For additional information, please contact the eProcurement Help Desk at **685-3558** or **[eprocure@u.washington.edu](mailto:eprocure@u.washington.edu)**.

To exit this screen and return back to eProcurement, please click the **Close Punchout Catalog Shopping Session**.