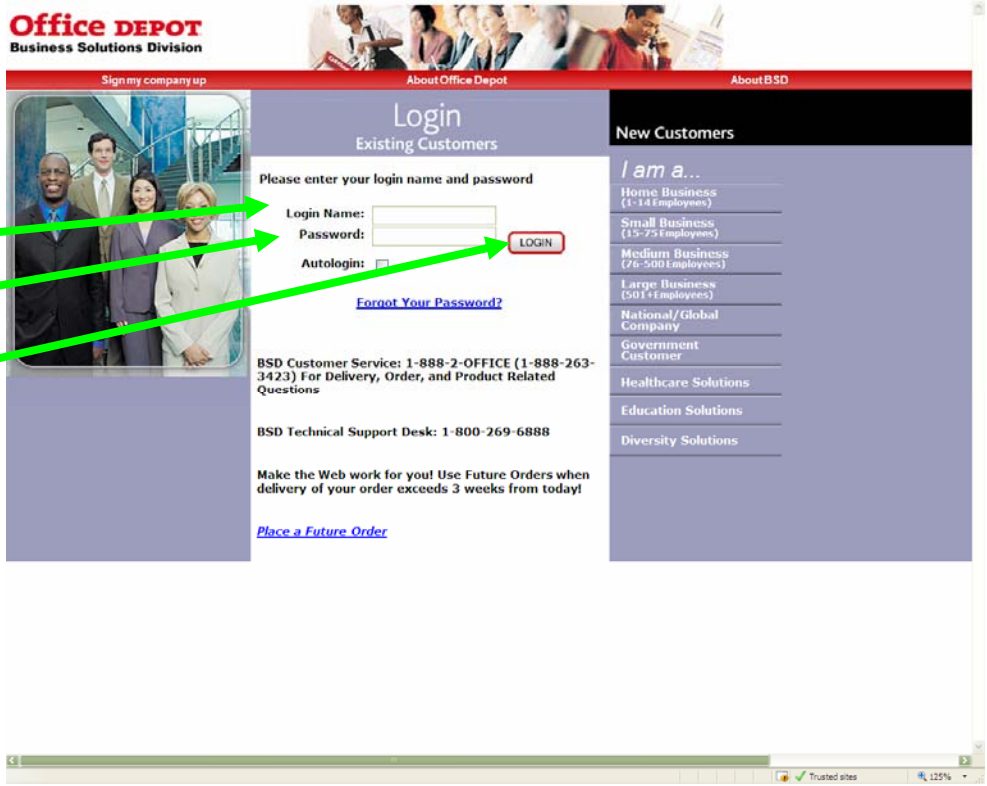
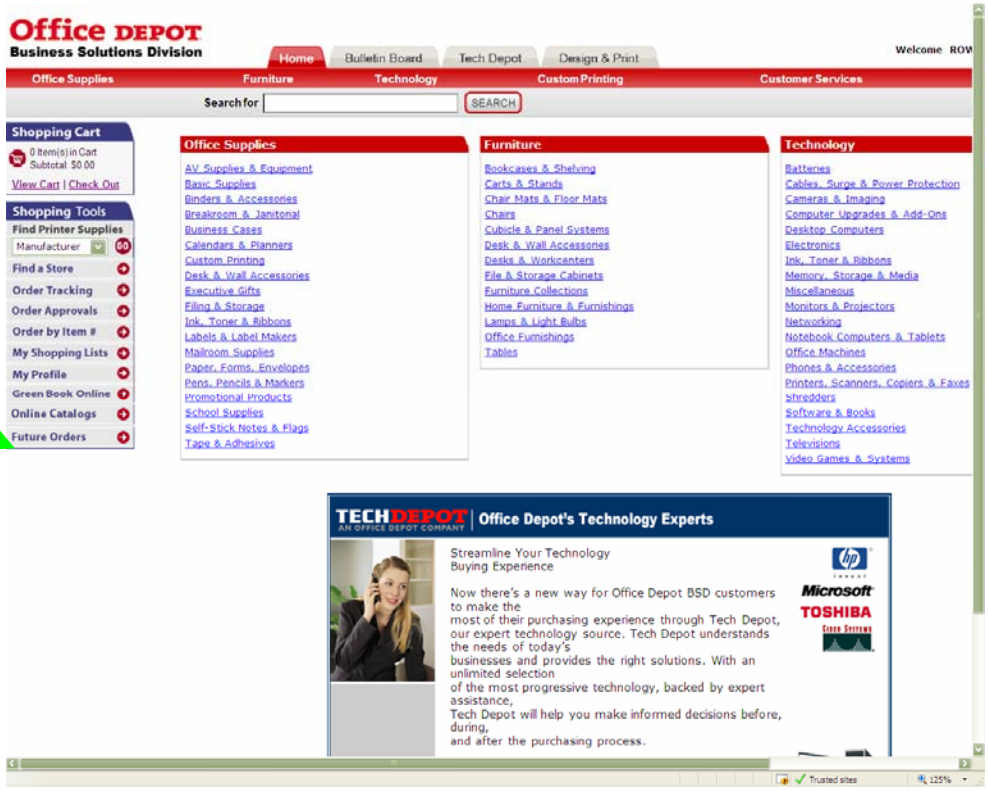
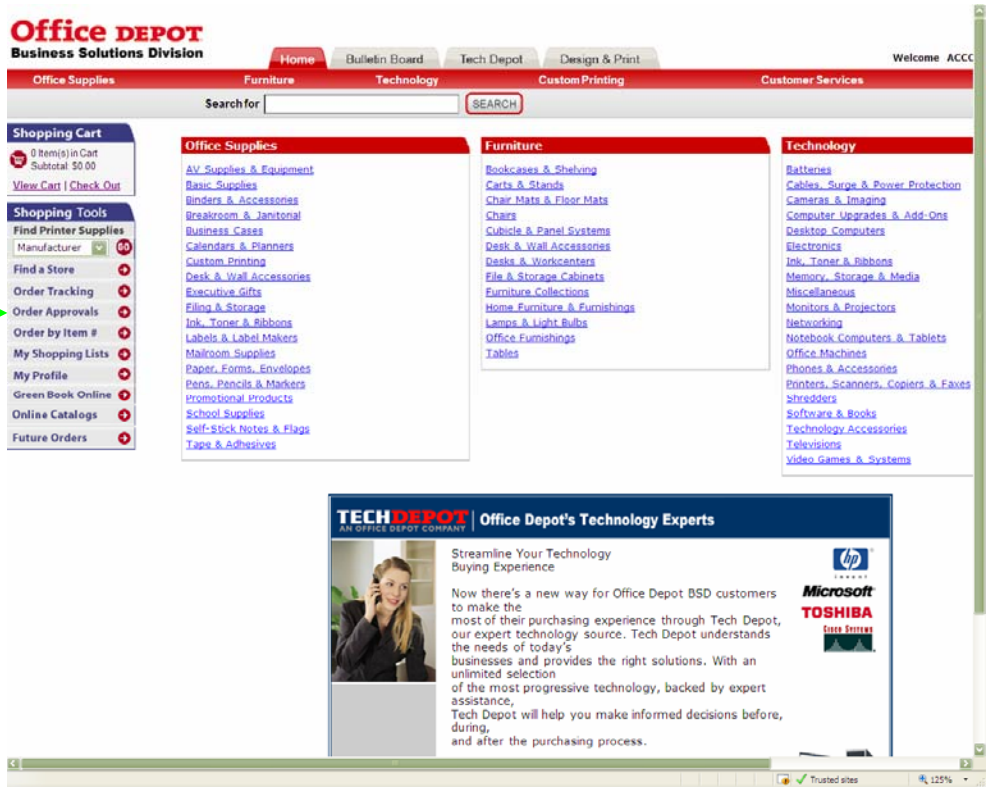
Approver Guide
Multi Approver

Steps / Action	Screen
STEP 1: Login to your Office Depot BSD account. **Website:** www.officedepot.com/bsd **Login Name:** **Password:** **Login:** Click on the login button	
For Future Orders Only If you are approving an order to be delivered 3 weeks or greater then select this option. Example would be for a start-up order or annual order need. Future Order Link: If you are approving an order for next day delivery, please continue to **STEP 2** on next page for next day orders.	

STEP 2:

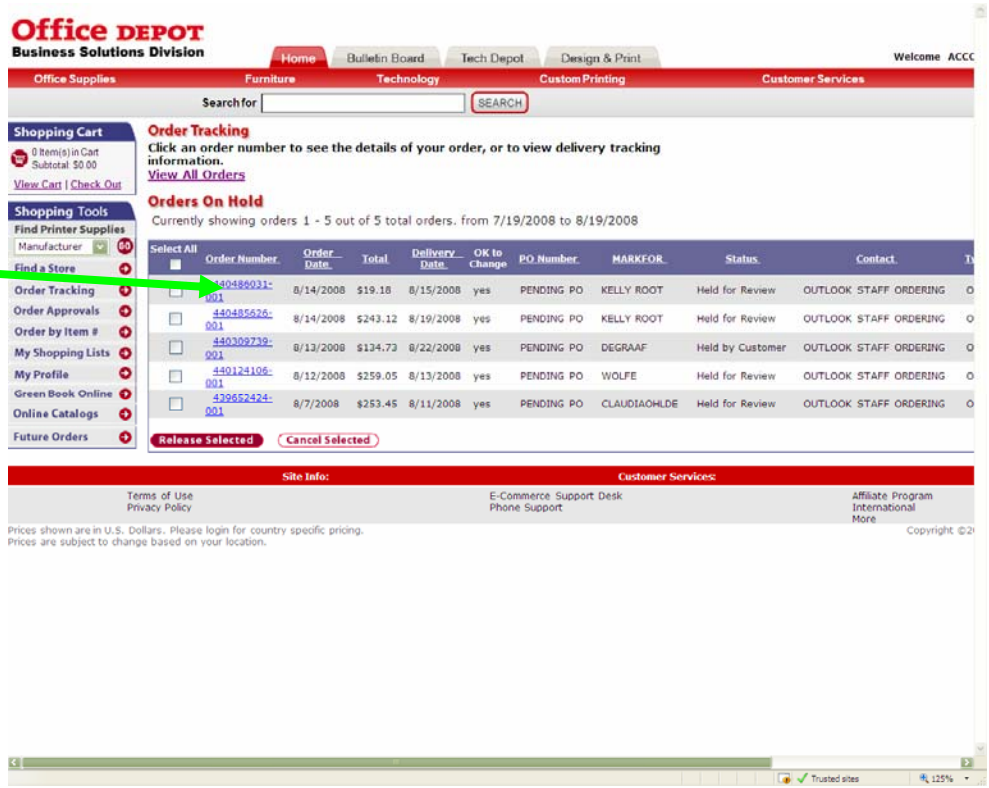
Order Approvals:
Select Order Approvals to view orders that have been submitted for your approval.



STEP 3:

Order Number:
Click on the link of the order that you are approving.

Note that order numbers that have an "*" prior to the order number were submitted as a future order and need to be process under the future order mode.



STEP 4:

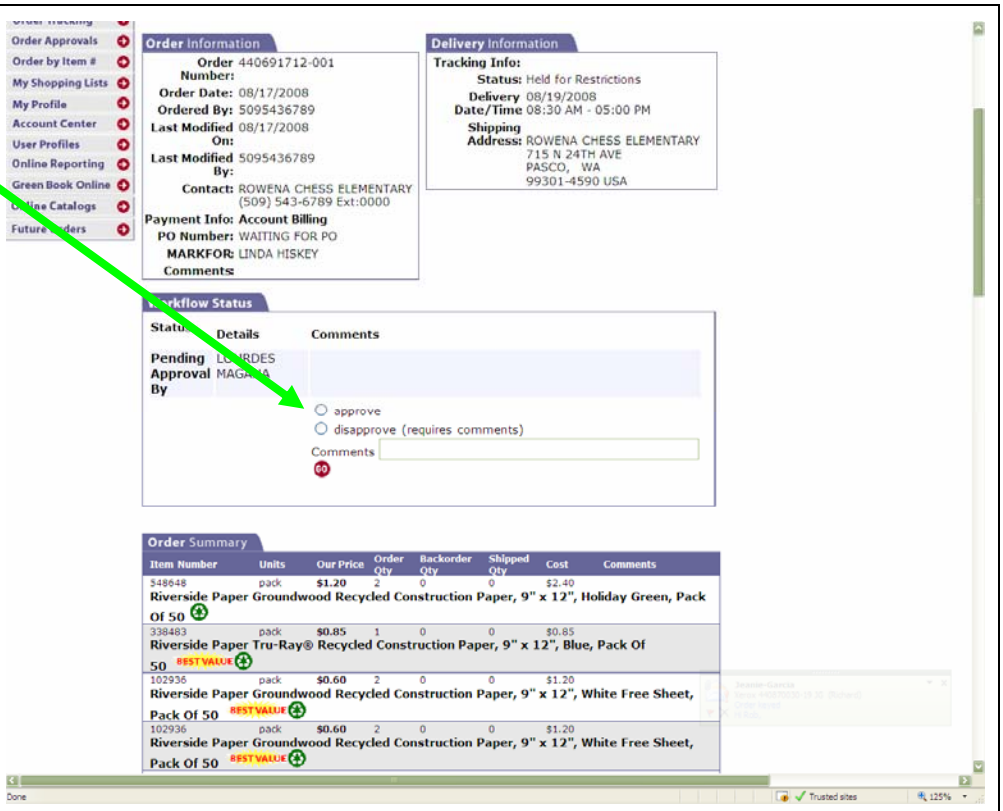
Workflow Status:

Click Approve or Disapprove. Add PO number if needed in comments section.

Final approver will update order with PO number if needed.

You will receive an email when the final approver releases the order.

If you disapprove, please let the enduser know that you disaproved.



STEP 5 (After the order):

Order Tracking:

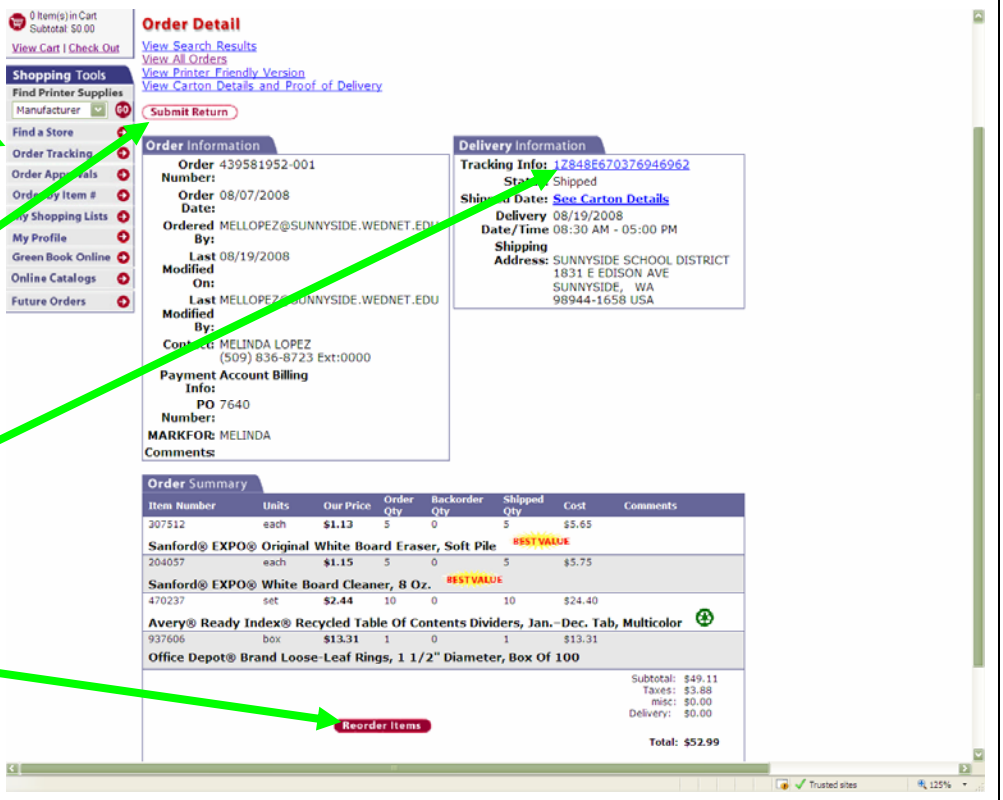
You can check the status of your order at anytime by selecting "Order Tracking" on your left side menu; click on the order number and get the follow view:

Submit Return:

You can submit a return online and we will credit and send a call tag for pick-up at no cost

Tracking Info:

Proof of delivery of your order.

Reorder Items:

Can quickly reorder items into your shopping cart with the ability to add or remove.