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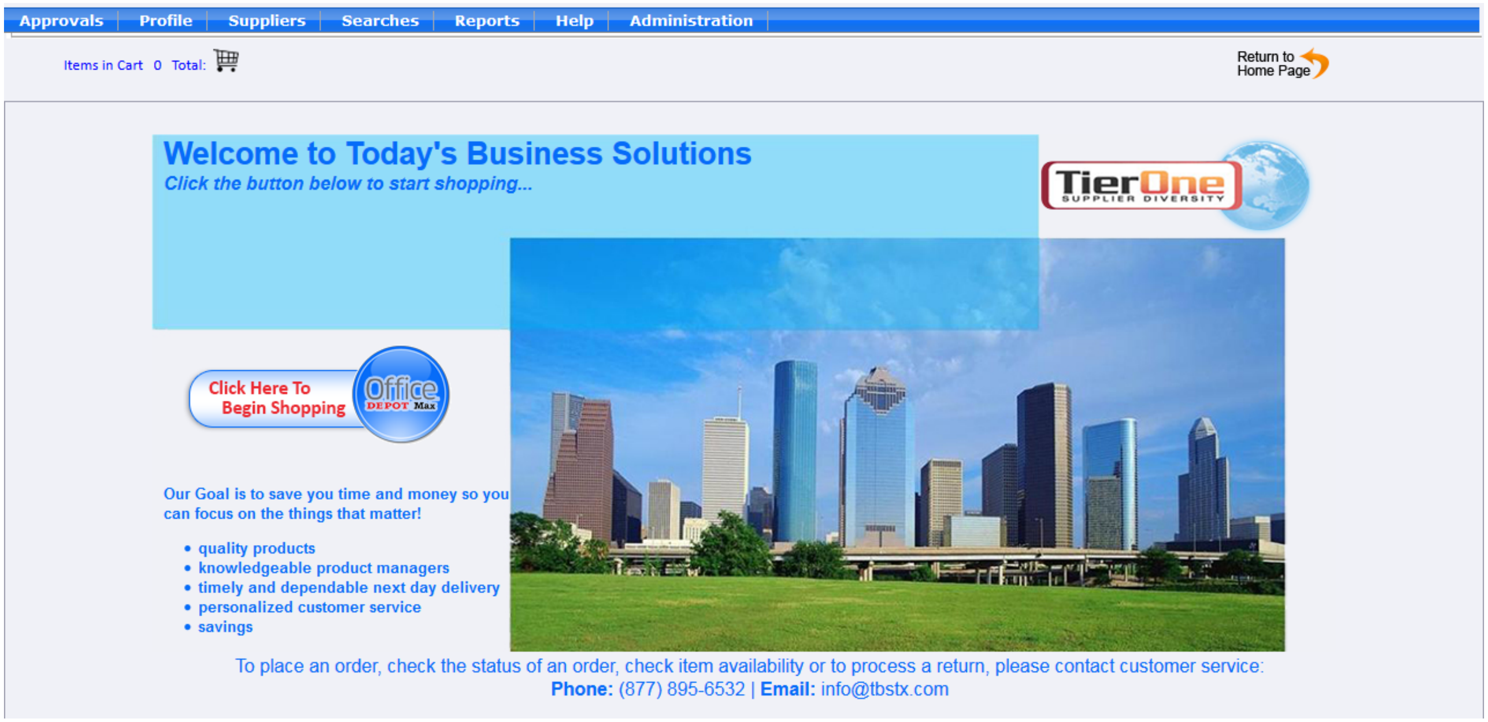
TBS-Tier 1 Diversity Supplier with Office Depot

To begin shopping , select the “Click Here To Begin Shopping” Button.



- This will direct you into Today’s Business Solutions online catalog.
- Once you are in the Today’s Business Solutions punchout site, you will search for your desired items, add the items to your cart and then transfer them back to the ordering site.

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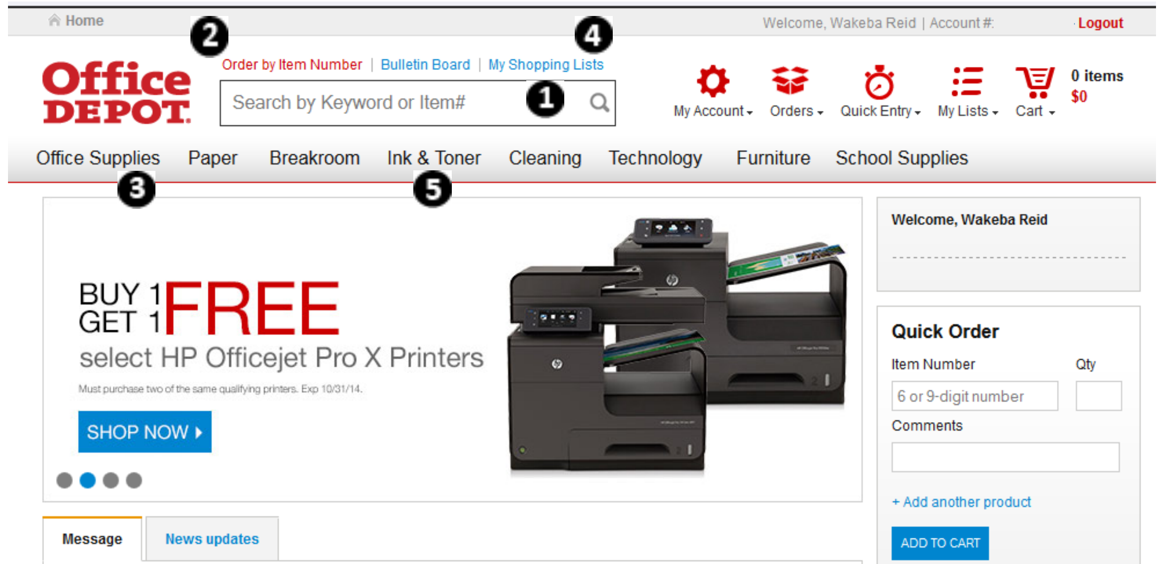
WAYS TO SHOP

1. Search by Keyword or Item#
2. Order by Item #
3. Category
4. My Shopping Lists
5. 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.

Shopping List

You may create a shopping list to locate items you purchase frequently in one easy to find place. Selecting My Shopping Lists on the home page will allow you to create a new list or view previously created shopping lists.

Ink & Toner

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

MY SHOPPING LISTS

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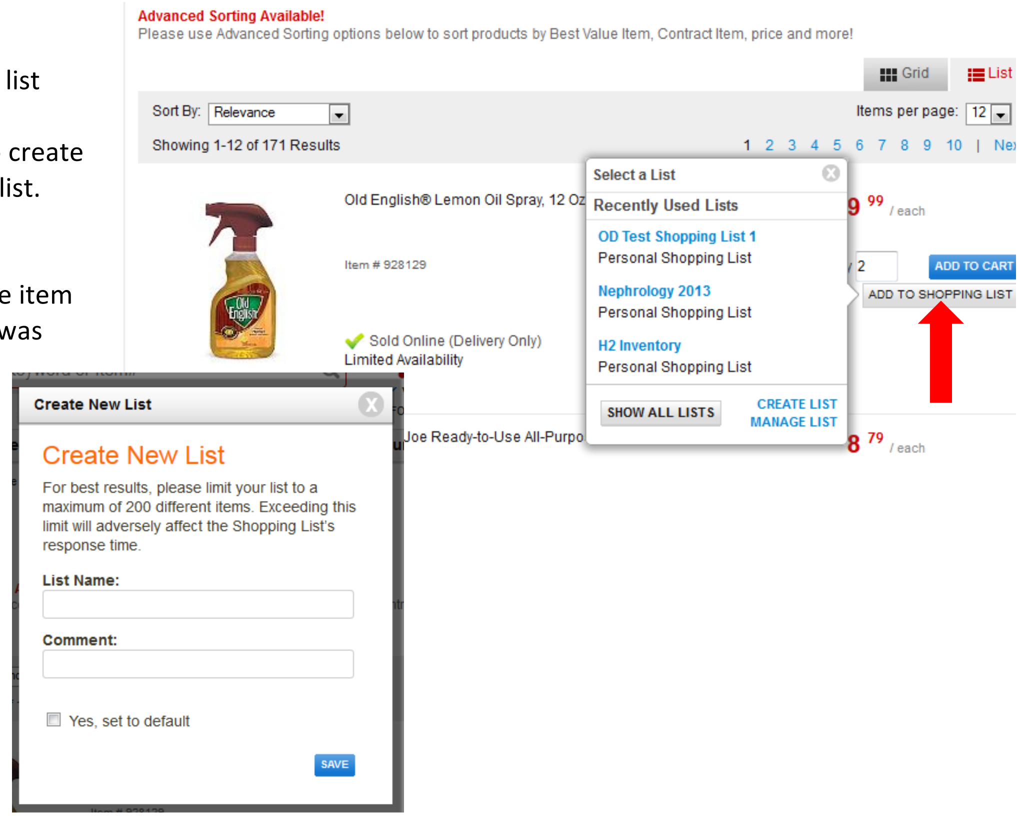
To create a shopping list . . .

- Locate the item that you would like to add to the shopping list
- Select "Add to Shopping List"
- A window will pop up. This window gives you the ability to create a new list or add the selected item to an existing shopping list.

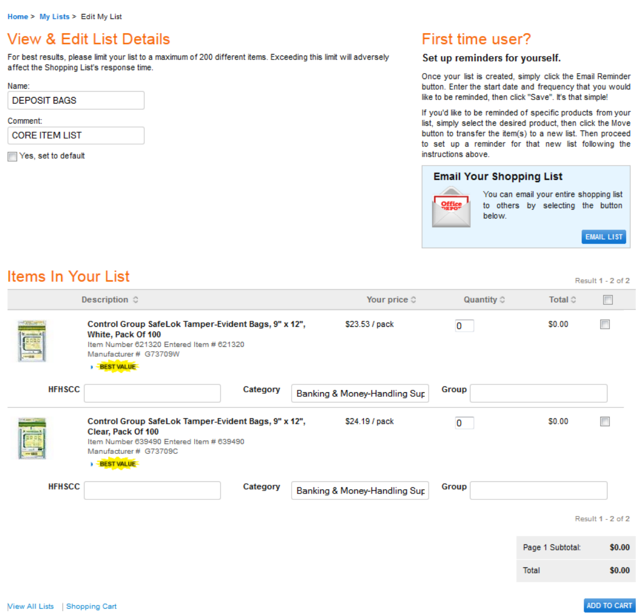


To add an item to an existing shopping list

- Select the Shopping list name of where you want to add the item You will receive a pop up window that indicates your item was added successfully

Create a new shopping list

- Select "Create List"
- Enter the name of your new shopping list and select SAVE



You can access your shopping lists from the Office Depot homepage under My Tools.
Click on the appropriate Shopping Lists.
Select the item(s) to add to your cart and adjust the quantity.
Select "Add to Cart" to add the items into your shopping cart.

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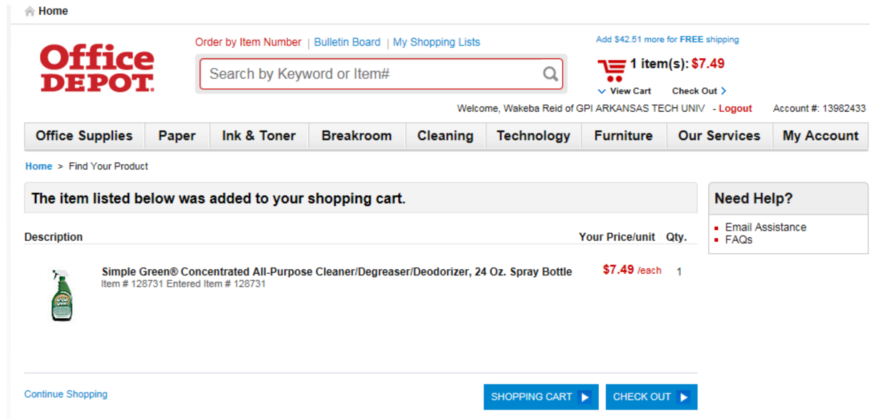
CHECKING OUT

To complete your order select, CHECK OUT. All items added into the shopping cart will be displayed.
Select Continue. Your items will be transferred from the Office Depot punchout to the TierOne shopping site shopping cart.



Transferring your items from the Office Depot shopping cart to the TierOne site (homepage) will save your items in your shopping cart. The items will be saved in the cart until they are removed or the order is placed. Click the cart icon on the homepage to access your items.

You will be able to view all items entered into your shopping cart from your Cart Details screen.

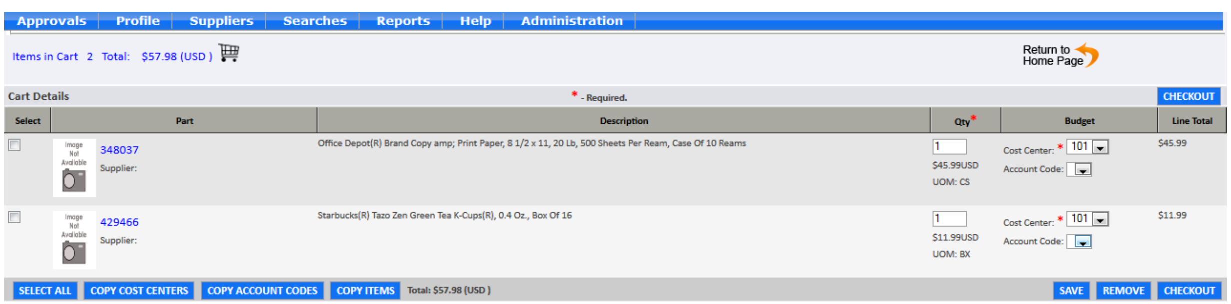
- To update the quantity per line item, change the quantity in the open quantity field and select SAVE.
- To remove an item from your cart select the box next to the line item and select REMOVE.

Cost Center

- The cost center will default to what is set in your profile.
- If you have access to multiple cost centers click on the dropdown to select the appropriate cost center.

To proceed to checkout select CHECKOUT.

CHECKING OUT (cont'd)



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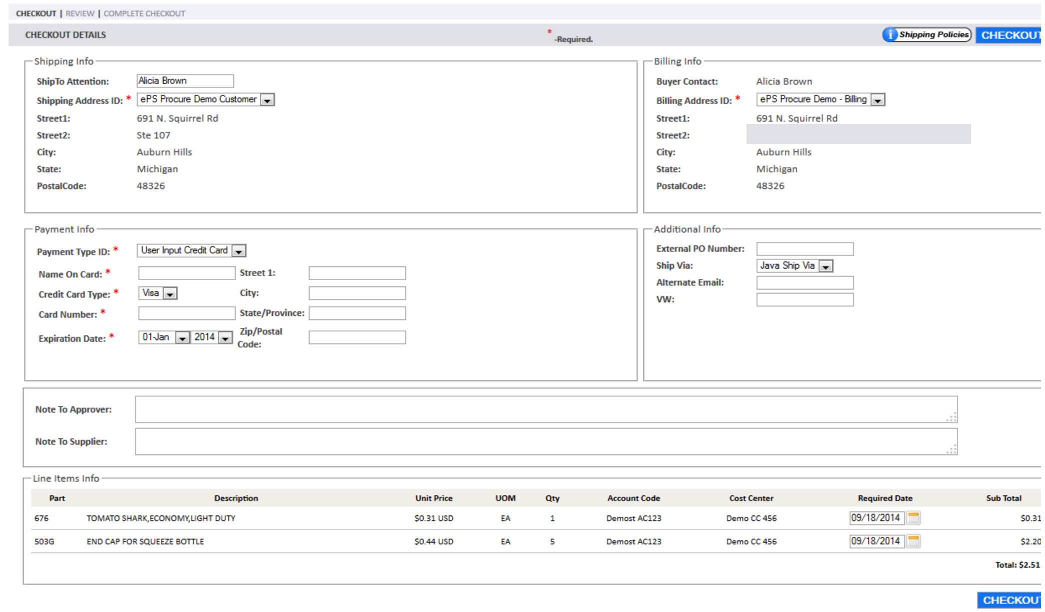
Shipping and Billing

- The shipping and billing will default to what is set in your profile.
- If you have access to multiple shipping and/ or billing addresses click on the shipping and billing address drop down to select the appropriate address id.



Payment Type

- Preload Credit Card
  - If you have a preloaded credit card it will automatically default as payment type id
  - If you would like your credit card preloaded, contact TBS Customer Service.
- Enter credit card at the time of checkout
  - Populate the required credit card fields with your credit card information
  - Your credit card number will be encrypted as soon as it is entered into the system.

Once all required fields are populated, select Checkout and then select Submit

Depending on your department, one of the following two will occur

- If you have an approver and you place an order above your approval limit, a Requisition ID will be generated. An email notification will be sent to your approver for approval. Once the Requisition ID has been approved, you will receive an email notification with your Purchase Order and the order will be sent directly to Office Depot.
- If your orders do not need to approved, a Purchase Order ID will be generated and the order will be sent directly to Office Depot.

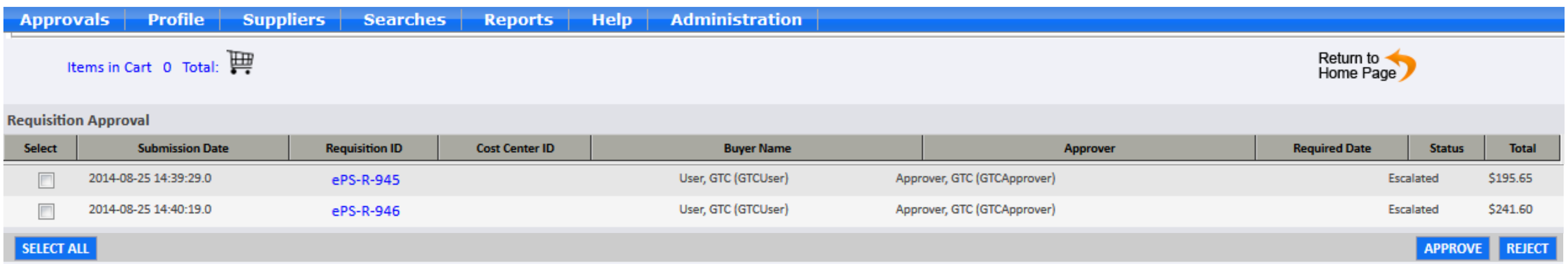
APPROVING REQUISITIONS

Requisitions are escalated when a user creates an order above the user's approval limit. When a Requisition is escalated to the approver, an email notification is sent to the approver.

To approve a Requisition an approver will need to log into the TierOne Ordering site, go to the Approvals tab and select "Requisitions". This displays all Requisitions waiting for approval.

To Approve/Reject a Requisition

Select the box next to the appropriate Requisition ID and select APPROVE or REJECT.
When A Requisition is approved a Purchase Order number is assigned to the order and sent Office Depot to be filled.
An email notification will be sent to the user indicating their Requisition has been approved or rejected.



APPROVING REQUISITIONS (cont'd)

To Modify a Requisition

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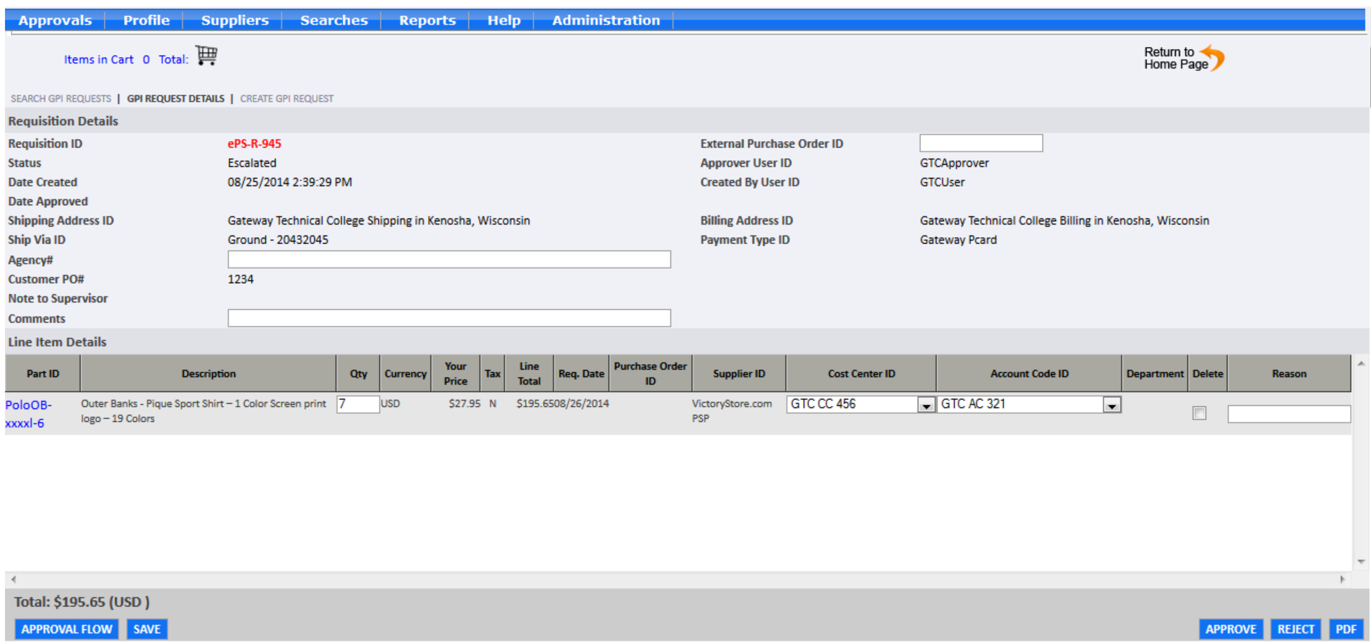
Click on the Requisition ID (This will take you to the Requisition ID Details screen)

Fields that may be modified per line include: quantity, cost center, and account code.
Some departments may require the approver to modify the Requisition by entering the Customer PO#.
Make any desired change, and then click SAVE.

An approver may also remove items from a Requisition by checking the delete box and selecting DELETE ITEM.
(A comment must be entered in the comments field when deleting an item)

Select APPROVE to approve the Requisition or REJECT to reject a Requisition.
An email notification of the Requisition status will be sent to the user.



ORDER TRACKING

To locate your order, use the Office Depot Order Tracking located in the Office Depot punchout. Enter the search criteria to locate your order.

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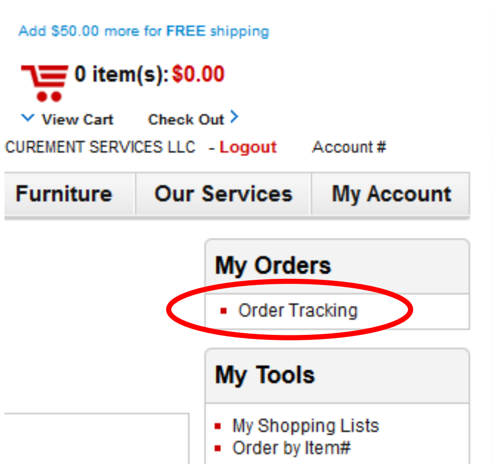
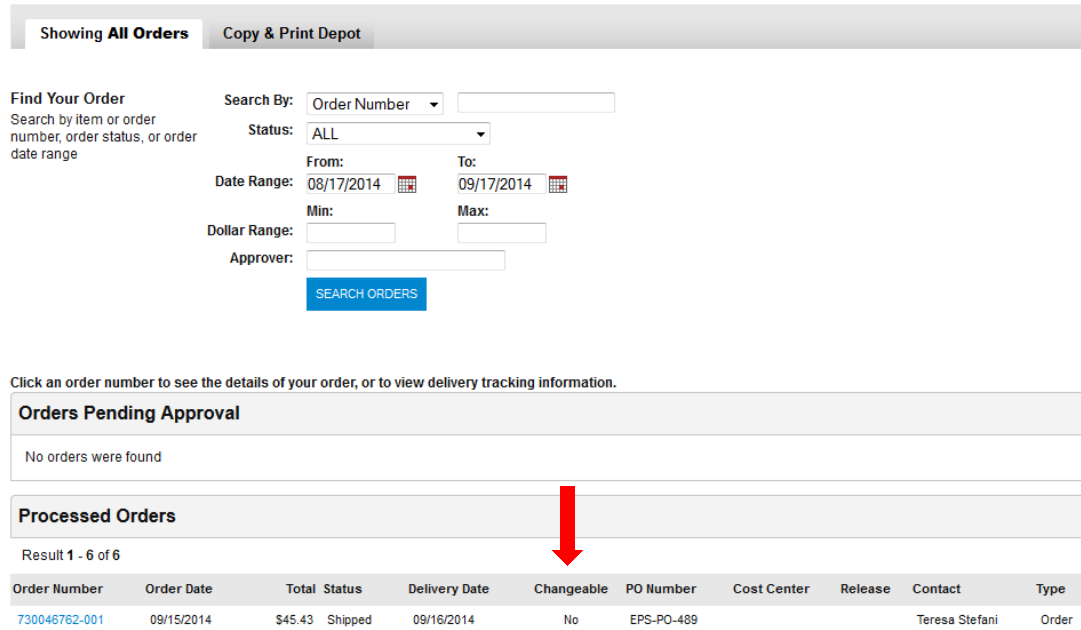




Status

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

Reorder

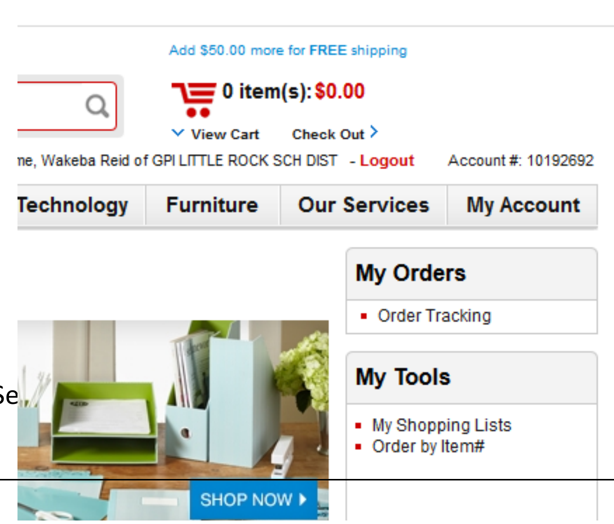
- Allows you to take a previous order and add all items to your cart. From this point you can modify the items if necessary.

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 Office Depot punchout site, no need to call Customer Service.



REORDER

For order questions or product information please contact TBS Customer Se

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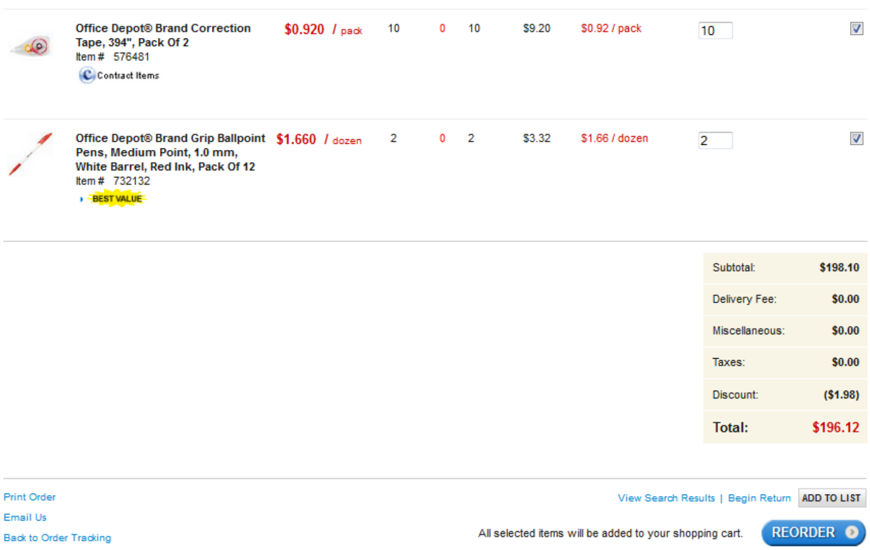
- Locate your order in Office Depot Order Tracking.
- Click on your order number.
- Scroll to the bottom of your order and select REORDER
  (All items will be added to your shopping cart)
- You can add additional items, remove items or change quantities.
- Follow the steps to checkout.



Office Depot® Brand Correction Tape, 394", Pack Of 2 Item # 576481 Contract Items	$0.920 / pack	10	0	10	$9.20	$0.92 / pack	10	☑
Office Depot® Brand Grip Ballpoint Pens, Medium Point, 1.0 mm, White Barrel, Red Ink, Pack Of 12 Item # 732132 BEST VALUE	$1.660 / dozen	2	0	2	$3.32	$1.66 / dozen	2	☑

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

Print Order
Email Us
Back to Order Tracking

View Search Results | Begin Return ADD TO LIST

All selected items will be added to your shopping cart. REORDER

RETURNS

For order questions or product information please contact TBS Customer Service at 877-895-6532 |info@tbstx.com

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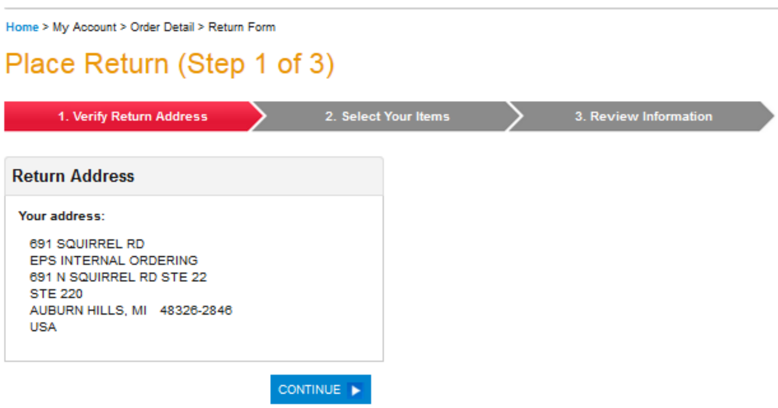
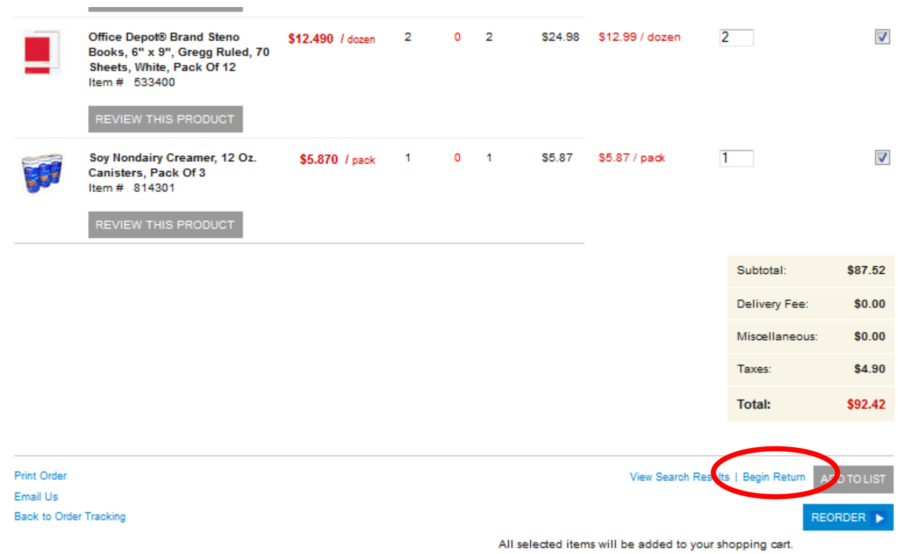
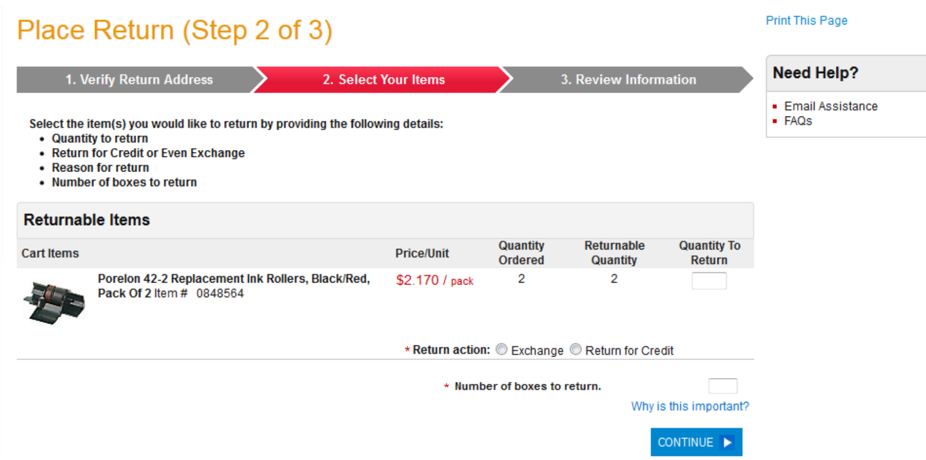
- Locate your order in Office Depot Order Tracking.
- Click on your order to view in the "Order Details" screen.
- Scroll to the bottom of your order and select "Begin Return".
- Follow steps 1 through 3 to submit your return.





- 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.



REPORTING

To create a Purchase order report, select the "Reports" tab and "Purchase Order".

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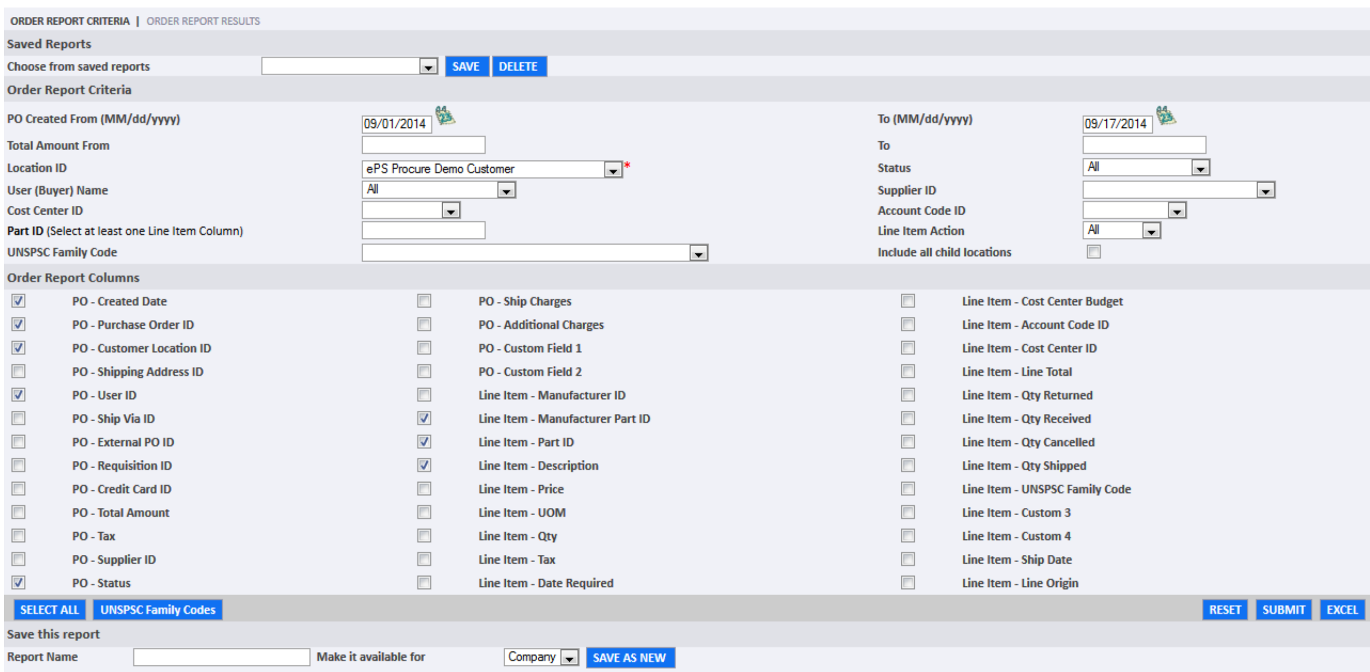
Purchase Order Report

- This reporting feature allows you to create a custom report.
  - ➢ The report criteria acts as your funnel for filtering data to only show what you want to see.
  - ➢ The report columns allow you to select the data you want to populate in your report.
  - ➢ Selecting your location is required; all other fields are optional. (It should automatically default for you).
- Enter criteria of report, and then select Submit.
- You can export your report into excel by selecting the Excel button.
- You can save your report by entering the name of the report and selecting who you want the report available for.



LOCATING YOUR INVOICE

Transaction Log Report

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The Transaction Log is an e-Library of all your invoices. From the Reports tab, select Transaction Log. Enter the order creation date range of the orders you want to yield invoice results. The results will display with a header bar in bold and the line item detail listed below.

The report will generate within the TierOne site.

TRANSACTION LOG REPORT CRITERIA

Transaction Log Report Criteria

Date From 02/01/2014 To 02/07/2014

SUBMIT

Transaction Log Results

Date	Supplier Name	Description of Purpose	Item Qty	Item Price	Subtotal	Freight	Tax	Total	Account Code	Project #	Cost Center	Business Purpose	Comments / Ref #	Invoice #	Shipped Date	Received Date
02/07/2014 2:12:32 AM	**Choctaw-Kaul (AM)**	**Order Summary**			$28.48	$5.00	$1.71	$35.19					ePS-880	2826065		
02/07/2014 2:12:32 AM	Choctaw-Kaul (AM)	GLOVES,ZORBIT X-SMALL	1	$28.48	$28.48			$28.48	MSU Account Code 456		MSU Cost Center 456		ePS-880	2826065	02/10/2014	02/07/2014
02/07/2014 2:19:15 AM	**Choctaw-Kaul (AM)**	**Order Summary**			$28.48	$0.00	$1.71	$30.19					ePS-880	2826067		
02/07/2014 2:19:15 AM	Choctaw-Kaul (AM)	GLOVES,ZORBIT SPONGE NIT RILE NYLON LINER SZ 7	1	$28.48	$28.48			$28.48	MSU Account Code 456		MSU Cost Center 456		ePS-880	2826067	02/09/2014	02/07/2014
Log Total					$56.96	$5.00	$3.42	$65.38								

EXCEL

- If you click on an **Invoice #** the supplier invoice will display in a new window. If you click on the **Purchase Order #** a copy of the PO will display with any cancellations, ship notices, invoices and/or returns. This invoice or PO can be printed.
- Export the report to Excel by scrolling to the bottom of the report and clicking on the Excel button.

Payment Report

Found under Reports Tab, the Payment Report provides a detailed report of all paid invoices within a date range. The results of this report can be used to reconcile general ledger accounts as it provides full purchase order line item details. Report results will include all invoices with a paid date within the specified range regardless of payment type.

The report generates in Excel with header information listed first for all paid invoices, followed with the line item detail is listed below.

1	Record ID	Type	Supplier Name	Paid Date	Payment Terms	Invoice Status	PO Number	Invoice Date	Supplier Invoice #	EPS Inv
2	Header	PAYMENT	St Louis Safety Inc 16096	11/8/2010	CREDITLINE	Paid	HGNH-1394	9/8/2010	New_Haven_Receipts_20100908_1757.csv	
3	Header	PAYMENT	St Louis Safety Inc 16096	11/8/2010	CREDITLINE	Paid	HGNH-1405	9/20/2010	received on receipt file	
4	Header	PAYMENT	St Louis Safety Inc 16096	11/8/2010	CREDITLINE	Paid	HGNH-1409	9/17/2010	New_Haven_Receipts_20100917_1757.csv	
5	Record ID	Type	Supplier Name	Supplier Invoice #	Payment Terms	Invoice Status	EPS Invoice #	Inv Create Date	Inv Paid Date	Creat
6	Detail	PAYMENT	St Louis Safety Inc 16096	New_Haven_Receipts_20100908_1757.csv	CREDITLINE	Paid	969314	9/8/2010	11/8/2010	Caitlin
7	Detail	PAYMENT	St Louis Safety Inc 16096	received on receipt file	CREDITLINE	Paid	980105	9/20/2010	11/8/2010	Caitlin
8	Detail	PAYMENT	St Louis Safety Inc 16096	New_Haven_Receipts_20100917_1757.csv	CREDITLINE	Paid	979334	9/17/2010	11/8/2010	Ron Ab

- Additional header fields include Subtotal, Freight, Additional Charges, Tax Rate %, Taxes, Invoice Amount, Currency
- Additional line item detail fields include full shipping address, Description, item #, Received QTY, UOM, Unit Price, Extended Price, Taxes, Freight, Additional Charges, Total, PO Number, Payment Reference, Cost Center, Account Code and Item Type.

Invoice Report

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Found under Reports Tab, the Invoice Report provides a detailed report of all invoices within a date range. The results of this report can be used to reconcile general ledger accounts as it provides full purchase order line item details and pending invoices. Report results will include all invoices generated within the specified date range regardless of payment type.

PAYMENT REPORT | **INVOICE REPORT**

Invoice Report Criteria

Date From	02/01/2014	To	02/17/2014
PO Number		Supplier Invoice#	
Customer Location ID	ePS Procure Demo Customer		
Supplier ID		Account Code	
EPS Invoice ID		Cost Center	
Include Line Item Detail	☑		

SUBMIT

The report generates in Excel with header information listed first for all invoices, followed with the line item detail is listed below.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Record ID	Type	Supplier Name	Paid Date	Payment Terms	Invoice Status	PO Number	Invoice Date	Supplier Invoice #	EPS Invoice #	External PO #	Subtotal
2	Header	INVOICE	Bunn-O-Matic		CREDITLINE	Hold	ePS-P-1465	2/12/2014	91217315	2833844	1981059	$1
3	Header	INVOICE	Bunn-O-Matic		CREDITLINE	Hold	ePS-P-1511	2/12/2014	91217316	2833845	1993820	$1
4	Header	INVOICE	Wasserstrom	2/15/2014	CREDITCARD	Paid	ePS-P-1536	2/15/2014	9405184460	2840290		
5	Header	INVOICE	Staples	2/15/2014	CREDITCARD	Paid	ePS-P-1534	2/15/2014	3223166309	2840478		
6	Header	INVOICE	CDW		CREDITCARD	Hold	ePS-P-1489	2/10/2014	JT35707	49479		($
7	Header	INVOICE	Cartridge Solutions	2/7/2014	CREDITCARD	Credited	ePS-P-1447	2/6/2014	2550587	49411		(
8	Record ID	Type	Supplier Name	Supplier Invoice #	Payment Terms	Invoice Status	EPS Invoice #	Inv Create Date	Inv Paid Date	Created By	Ship to Attn	Shp Addr1
9	Detail	INVOICE	Bunn-O-Matic	91217315	CREDITLINE	Hold	2833844	2/12/2014		John Smith	store manager	310 N. Greer Blvd.
10	Detail	INVOICE	Bunn-O-Matic	91217316	CREDITLINE	Hold	2833845	2/12/2014		John Smith	Store Manager	1101 McCann Rd.
11	Detail	INVOICE	Front Line Sales	520845m	CREDITLINE	Hold	2833145	2/11/2014		John Smith	EBCO	3750 Lamar Ave.
12	Detail	INVOICE	Front Line Sales	544788	CREDITLINE	Hold	2841572	2/17/2014		John Smith	store manager	1917 BELL
13	Detail	INVOICE	Front Line Sales	544788	CREDITLINE	Hold	2841572	2/17/2014		John Smith	store manager	1917 BELL
14	Detail	INVOICE	Sub Technologies	1410452	CREDITCARD	Hold	2816162	2/3/2014		Jane Smith	Mark Lapierre	201 W. Main