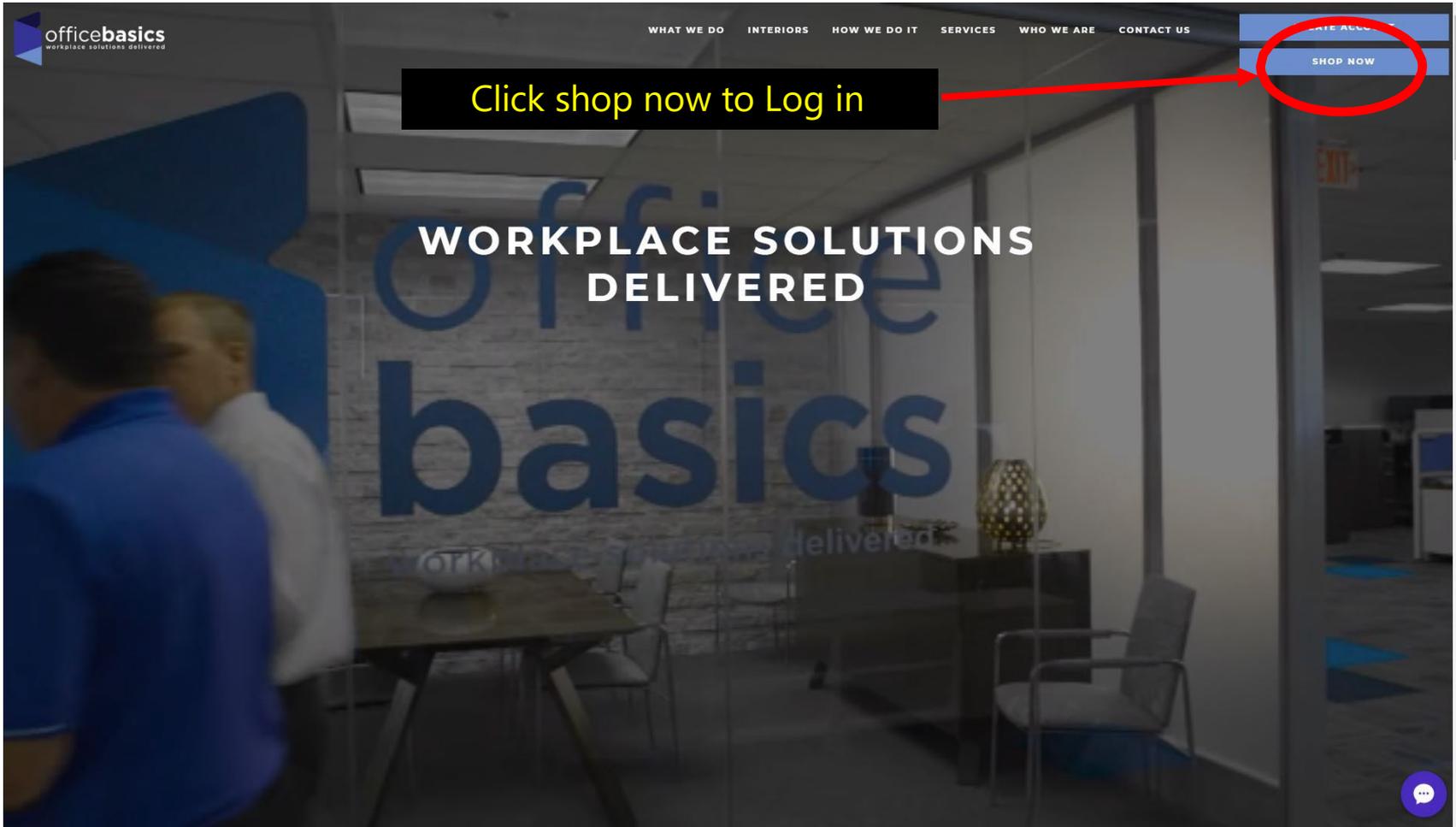


# **OFFICE BASICS**

## Online Ordering Instructions

# Logging In

[www.officebasics.com](http://www.officebasics.com)



# Logging In

[www.officebasics.com](http://www.officebasics.com)

officebasics  
workplace solutions delivered

WHAT WE DO INTERIORS HOW WE DO IT SERVICES WHO WE ARE CONTACT US CREATE ACCOUNT SHOP NOW

LOGIN FOR OFFICE BASICS

Don't have an account? [Continue without login.](#)

Username:

Password:

LOGIN

Forgot Password:  
[FORGOT PASSWORD](#)

Enter username and password here

LOCATIONS

CORPORATE OFFICE  
22 Creek Circle  
Boothwyn, PA 19061  
(610) 471-1000

LEHIGH VALLEY OFFICE  
57 South Commerce Way  
Bethlehem, PA 18017  
(484) 893-7300

LANCASTER OFFICE  
499 Running Pump Road  
Lancaster, PA 17601  
(717) 394-2672

NEW JERSEY OFFICE  
201 Commerce Drive  
Moorestown, NJ 08057  
(856) 797-5700

CONNECT

CALL TOLL FREE: 1.800.541.5855

in f t

chat

All usernames are your lincoln.edu email and passwords are set up as "LINCUI" you may change your password under "My Account" dropdown at the top and "My User Information"

# Selecting your Department & Ship To



## Welcome To Office Basics Online

Please Choose Your Appropriate Department / Ship-to Address

Select Department

- 100-15100-8010-80 - COLLEGE COMMUNICATIONS
- 1000-10000-8130-80 - DEVELOPMENT EDUCATION
- 1000-10000-8135-80 - PRESIDENT'S OFFICE
- 1000-10150-8130-80 - VP OF ENROLLMENT & STUDENT
- 1000-10160-8130-80 - STUDENT DEVELOPMENT
- 1000-10162-8130-50 - ACADEMIC ADVISEMENT
- 1000-10163-8130-50 - CAREER SERVICES
- 1000-10164-8130-50 - TESTING & ASSESSMENT CTRS
- 1000-10165-8130-50 - DISABILITY SUPPORT SERVICES
- 1000-10170-8130-50 - SCHOOL OF BUS, ED, JUSTICE & LAW
- 1000-10171-8130-50 - ADMISSIONS
- 1000-10172-8130-50 - FINANCIAL AID
- 1000-10173-8130-50 - REGISTRAR'S OFFICE

If you have multiple departments your screen will allow you to select them here.  
If not, this screen will be skipped.

# You're In!

The screenshot shows the top navigation bar of the Office Basics website. A dark blue bar contains the text "LINCOLN UNIVERSITY-3658000" circled in red, along with links for "Quick Order", "FAQs", "Home", "My Account" (with a dropdown arrow), and "VIEW C". Below this is a lighter blue banner with the Office Basics logo (a stylized 'ob' in a cube) and the text "workplace solutions delivered". A search bar with the placeholder "Enter Keyword" is also visible.

Call Toll Free: 1.800.541.5855

You will know you are logged in because you will see your company name in this space.

Once you are logged in, you can access your contract items, favorites lists, saved carts and past orders.

The Lincoln University logo is displayed, featuring a circular seal with the text "LINCOLN UNIVERSITY" and "1854". Below the seal, the text "Lincoln University" is written in a large, blue, serif font, with the tagline "LEARN. LIBERATE. LEAD." in a smaller, orange, sans-serif font below it. At the bottom right of the logo area, there are two buttons: "Contact" and "FAQ".

the "FAQ" button under your company logo. If you have a question, please use the "Contact Us" button to send an email to an Office Basics customer service representative.

In the future, always check this space when you are shopping in Office Basics. We will occasionally use this space to provide additional information.

# Action Tabs

OFFICE BASICS INC.  
Savings. Delivered.

Quick Order | FAQs | Home | **My Account** | VIEW CART | 0 Item(s)

Enter Keyword

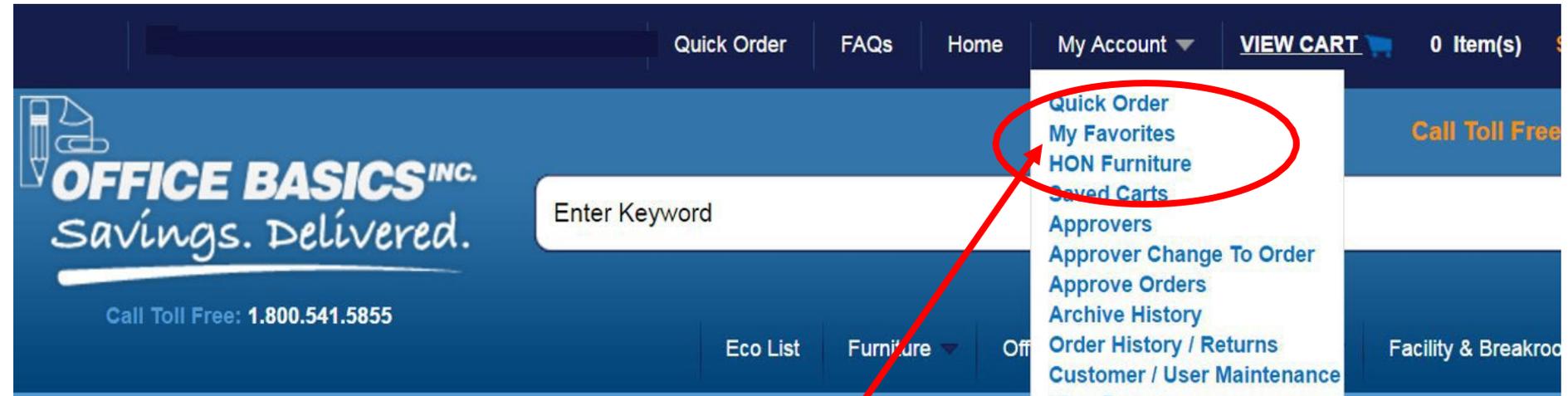
HOVER your mouse over the My Account tab to access all the action tabs you will use on the site.  
Note that not all these options in the drop-down menu will be available to all users.

- Quick Order
- My Favorites
- HON Furniture
- Saved Carts
- Approvers
- Approver Change To Order
- Approve Orders
- Archive History
- Order History / Returns
- Customer / User Maintenance
- View Reports
- Special Values
- Ink & Toner Finder
- My User Information
- Change Ship To
- Begin New Order

Continue Shopping →

Your Shopping Cart is Empty

# Accessing Favorites



The screenshot shows the top navigation bar of the Office Basics website. The navigation links include Quick Order, FAQs, Home, My Account (with a dropdown arrow), and VIEW CART (with a shopping cart icon and 0 Item(s)). The 'My Account' dropdown menu is open, listing various options: Quick Order, My Favorites (circled in red), HON Furniture, Saved Carts, Approvers, Approver Change To Order, Approve Orders, Archive History, Order History / Returns, Customer / User Maintenance, View Reports, Special Values, Ink & Toner Finder, My User Information, Change Ship To, and Begin New Order. A red arrow points from the 'My Favorites' option in the dropdown to a text box below.

**OFFICE BASICS INC.**  
*Savings. Delivered.*  
Call Toll Free: 1.800.541.5855

Enter Keyword

Shopping Cart

Continue Shopping

Your Shopping Cart is

To "favorite" an item, you need to first create a favorites list and give it a name, then a blue heart will appear with each item giving you the option to add it to your favorites list(s). You can then access your favorites lists here.

# Examples of Favorites

OFFICE BASICS INC.  
Savings. Delivered.  
Call Toll Free: 1.800.541.5855

Quick Order | FAQs | Home | My Account | **VIEW CART** | 0 Item(s) \$0.00 | Logout

Call Toll Free: 1.800.541.5855

Enter **Add a new Favorites list here.**

**Name it here.**

MY FAVORITES

Add New Favorites List  Personal **Add List**

Click on list or function below:

Sort By Personal, Department, Company Filter By Show All

Name	Company	Copy List	Delete List
<b>TOMS FAVORITES</b> (3 found)			
<b>Contract Fav List</b> (3 found)	Company	Copy List	
	Company	Copy List	
	Company	Copy List	

**This is a Users Personal Item Favorites list (one you create for yourself).**

**This is your contract items.**

# Adding to favorites from the main screen



Search: staples > BSN65649



When searching in the main screen you may -

1. Add this item as a favorite by clicking here
2. Obtain more info or
3. Add to cart

SKU: BSN65649 

Your Price: *Contract Item*

Quantity:



 View Similar

Use chisel point staples for efficient and dependable performance in stapling machines that use standard staples. Staples fit all standard staplers. Crown measures 1/2" wide. The leg length is 1/4". Each staple fastens up to 30 sheets and is made of galvanized iron wire. Staples come in strips of 210.

# Ordering from Favorites

Quick Order   FAQs   Home   My Account   **VIEW CART** 1 Item(s) \$0.70   Logout

**OFFICE BASICS INC.**  
Savings. Delivered.  
Call Toll Free: 1.800.541.5855

Enter Keyword

Special Values   Furniture   Office Supplies   Technology   Facility & Breakroom   Misc.

**MY FAVORITES > COMPANY CONTRACT LIST**

Search Favorites List  
Item Number   Description   ANY Keywords   Clear Search

Sort By: Category   Filter By: Office Supplies / Clipboards (4)   Items Per Page: 25

Check All Items   Add Checked Items to Cart

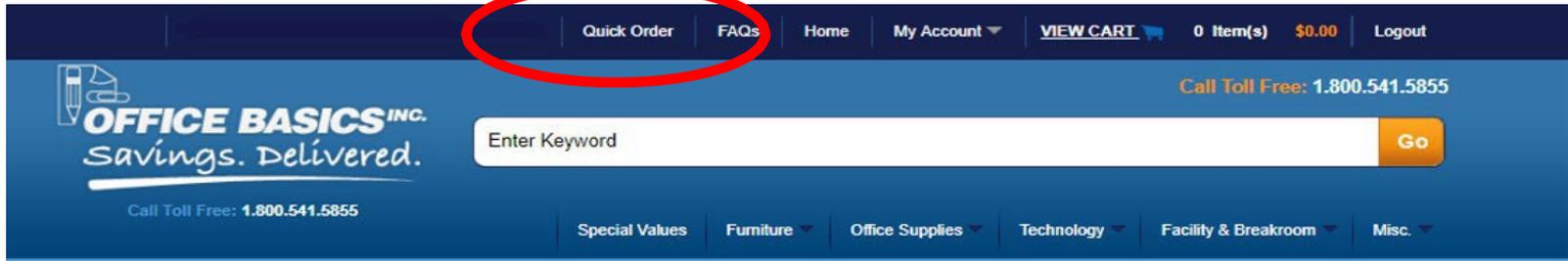
Showing 1 - 4 of 4 items   FirstPage: 1 Last

**Add to cart here**

Item	Name	Price	Qty
	Item: SAU21017 Saunders Cruiser Mate Form Holder with Storage - 1" Clip Capacity - Stationary - 8 1/2" x 12" - Aluminum - Silver - 1 Each Category: Office Supplies / Clipboards	Contract	1 Add to Cart Line Comment RECYCLED SHIPPABLE
	Item: OIC83500 OIC Hardwood Clipboard - 1" Clip Capacity - 8 1/2" x 11" - Spring Clip - Hardwood - Brown - 1 Each Category: Office Supplies / Clipboards	Contract Item	1 Add to Cart Line Comment RECYCLED SHIPPABLE MINI-METRY PRODUCED
	Item: OIC83501 OIC Hardwood Clipboard - 1" Clip Capacity - 8 1/2" x 11" - Spring Clip - Hardwood - Brown - 1 Each Category: Office Supplies / Clipboards	\$1.50/EA Contract Item	1 Add to Cart Line Comment RECYCLED SHIPPABLE MINI-METRY PRODUCED

**Click on the item number to pull up a detailed view if you wish**

# Placing a QUICK ORDER



If you know your stock numbers,  
You can use our quick order function.

Please enter the item number(s) you wish to order then hit the TAB key to move through fields. Click on "Add to Cart" button after all item numbers have been entered. No need to click on "Add to Cart" button after each item is entered.

**QUICK ORDER**

**Add to Cart** Total \$2.62

Item No	Price	Qty	Line Comment
<input type="text" value="AAGSK2400"/>	\$2.62/EA Contract Item	<input type="text" value="1"/>	<input type="text" value="SUSAN"/>
AT-A-GLANCE® Ruled Desk Pad, 22 x 17, 2019			
<input type="text"/>			

**Add to Cart** Total \$2.62

This line lets you type in comments for each item.

Note: This is for your use only. It will show for you on the packing slip.  
It does not show for our warehouse.

# Placing an Order from the Search

OFFICE BASICS INC. Savings. Delivered. Call Toll Free: 1.800.541.5855

Quick Order | FAQs | Home | My Account | **VIEW CART** | 0 Item(s) \$0.00 | Logout

Call Toll Free: 1.800.541.5855

Eco List | Furniture | Office Supplies | Technology | Facility & Breakroom | Misc.

**SEARCH: FOLDERS**

Showing 1 - 12 of 1,964 items | Page: 12345678910 >

Sort By: Relevance | Display: 12 per page | View: [Grid/List]

**Search**  
FOLDERS

**Category**  
Top Tab Colored Folders (204)  
Pressboard Classification Folders (197)  
Top Tab Fastener Folders (152)  
Report Covers (142)  
Top Tab Manila Folders (128) More...

**Features**  
Brand Name (1,896)  
Product Type (1,896)  
Recycled (1,881)  
Color (1,872)  
Sheet Size Horizontal (1,713)  
Sheet Size Vertical (1,712)  
Packaged Quantity (1,710)  
Sheet Standard (1,683)  
Made in USA (1,298)  
Folder Thickness (1,297)  
Environmentally Friendly (1,290)  
Expansion Size (1,098)  
Tab Cut (1,078)  
Material (1,023)  
Tab Location (774)  
Number of Fasteners (581)  
Height (428)

**Business Source 1/3 Cut Recycled Top Tab File Folder - Letter - 8 1/2" x 11" Sheet Size - 3/4" Expansion - 1/3 Tab**  
Contract Item  
1 | Line Comment  
Add to Cart

**Business Source Interior File Folder - Legal - 8 1/2" x 14" Sheet Size - 1/3 Tab Cut - Assorted Position Tab**  
Contract Item  
1 | Line Comment  
Add to Cart

**Business Source Top Tab File Folder - Legal - 8 1/2" x 14" Sheet Size - 3/4" Expansion - 1/3 Tab Cut - Assorted**  
Contract Item  
1 | Line Comment  
Add to Cart

**BUSINESS SOURCE**  
Rely on Business Source® for the office essentials you use every day.

**Contract items are listed first.**

# Placing an Order via the search bar

The screenshot shows the top navigation bar of the Office Basics Inc. website. On the left is the logo with the tagline "Savings. Delivered." and a toll-free number. In the center is a search bar with the placeholder text "Enter Keyword". To the right of the search bar are navigation links for "Quick Order", "FAQs", "Home", and "My Account". Further right is a "VIEW CART" button, a cart icon, and a summary: "1 Item(s) \$3.27". A "Logout" link is on the far right. Below the search bar are category links: "Eco List", "Furniture", and "Office Supplies". An orange cart overlay is positioned on the right side, containing a table with one item and a "Go To Your Cart" button.

Item	Qty	Amount
BSN17525 Business Source 1/3 Cut Recycled Top Tab File Folder - Letter - 8 1/2" x 11" Sheet Size - 3/4" Expansion - 1/3 Tab Cut - Assorted Position Tab Location - 11 pt. Folder Thickness - Manila - Recycled - 100 / Box	1	

Showing 1 of 1 items in your cart.

Go To Your Cart

Search for the item you want here.

The screenshot shows the search results page for "folders". The left sidebar contains filters for "Category" (listing various folder types and counts) and "Features" (listing various attributes and counts). The main content area shows a list of products. The first product is "Business Source 1/3 Cut Recycled Top Tab File Folder - Letter - 8 1/2" x 11" Sheet Size - 3/4" Expansion - 1/3 Tab". It includes a "Quick View" button, an "Add To Favorites" button, a quantity selector set to "1", a "Line Comment" field, and an "Add to Cart" button. Two other similar products are partially visible to the right.

Showing 1 - 12 of 1,964 items

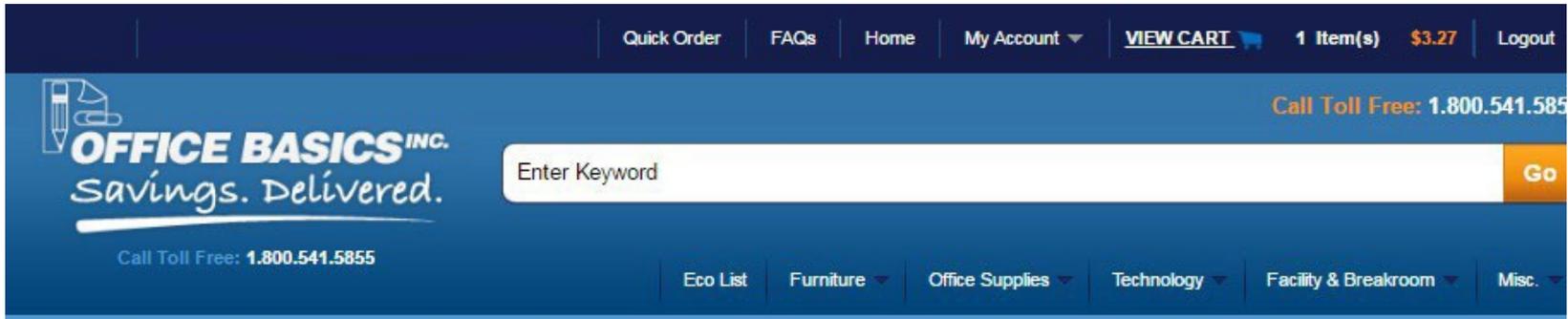
Page: 12345678910 >

View: [B]

As you continue to "add to cart" this box will appear to let you know you are building an order.

You may click "view cart" or "go to your cart" at any time to place the order.

# Check out options



## Shopping Cart

### Cart options

Continue Shopping →

Save Cart | Delete Cart | Update Cart | Check Out

Item	Name	Price	Qty	Amount
	Item: BSN17525      Manufacturer: Business Source Business Source 1/3 Cut Recycled Top Tab File Folder - Letter - 8 1/2" x 11" Sheet Size - 3/4" Expansion - 1/3 Tab Cut - Assorted Position Tab Location - 11 pt. Folder Thickness - Manila - Recycled - 100 / Box <input type="text" value="Line Comment"/> Add to Favorites 	Contract Item View Accessories	<input type="text" value="1"/>	

Printer Friendly Version

Save Cart | Delete Cart | Update Cart | Check Out

Keep shopping

Delete item

Click here to add this item to your favorites list.

Cart options- if you save your cart, the same items will be available for a future purchase. You must name your cart.

# Check Out Screen (1)

Next >

Bill To		Ship To	
Company Name	ZALINSKY AUTO PARTS - CHARLIE	Company Name	ZALINSKY AUTO PARTS
Company Name 2		Company Name 2	
First Name	RAY	Contact Name*	<input type="text"/>
Last Name	ZALINSKY	Address*	2258 AYKROYD WAY
Address			<input type="text"/>
Address 2			CHICAGO
City			IL
State/Province			60601
Zip/Postal Code			101 - MAIN AUTO PARTS
Country		Country	
Phone Number	6105555855	Phone Number	
Email Address		Email Address	

The Bill To and Ship To fields will auto populate. However, you must fill in the boxes for Contact Name\*



### Payment Method

On Account  
 By Credit Card  
New Credit Card ▾

P.O. Number   
Department No. 101

Promotional Coupon Code:  [Apply Coupon](#)

### Credit Card Information

Card Holder Name   
Credit Card Number\*   
Credit Card Type\* Select Card ▾  
Expiration\* 10 ▾ 2023 ▾  
Save This Card

When all is filled in, click Next >

# Check Out Screen (2)

If the order information below is correct, please click submit to process your order. Please click the submit button just once to receive your confirmation.

Bill To		Ship To	
Company Name	ZALINSKY AUTO PARTS - CHARLIE	Company Name	ZALINSKY AUTO PARTS
Company Name 2		Company Name 2	
First Name	RAY	Contact Name	test
Last Name	ZALINSKY	Address	2258 AYKROYD WAY
Address	2258 AYKROYD WAY	Address 2	
Address 2		City	CHICAGO
City	CHICAGO	State/Province	IL
State/Province	IL	Zip/Postal Code	60601
Zip/Postal Code	60601	Department	101 - MAIN AUTO PARTS
Country		Country	
Phone Number	6105555855	Phone Number	
Email Address		Email Address	

Payment Information

Pay By: Account

P.O. Number

test

**If the order information on this screen is correct, then click Submit to process the order. You will then get an order confirmation #.**

Product ID	Name	Price	Qty	Amount	Line Comment
BSN36551	Business Source Fold-back Binder Clips - Medium - 1.3" Length x 1.3" Width - 0.63" Size Capacity - 1Dozen - Black - Steel	\$1.12/DZ	1	\$1.12	

**Your order requires approval, it will go on to your approver for processing and you'll get an email when it is approved.**

Subtotal: \$1.12  
 Shipping fee: \$0.00  
 Tax: \$0.11  
 Total: \$1.23

# Order Confirmation Email

Office Basics Order Confirmation for Order Number W1260221



← Reply

→ Forward

-----Original Message-----

From: donotreply@officebasics.com <donotreply@officebasics.com>  
Sent: Tuesday, November 21, 2023 11:28 AM  
To: Carrie Ross <cross@officebasics.com>  
Subject: Office Basics Order Confirmation for Order Number W1260221

Thank you for ordering with our Office Basics OP Revelation E-Commerce Ordering System! Your order requires approval.

Order #: W1260221

Company Name: LINCOLN UNIVERSITY

Department: 2855347 - ENHANCED DIGITAL CAPACITY LU

PO Number: TEST ORDER

The following item(s) will be delivered:

Product ID: BICWOC12WE  
Description: FLUID,CORRECTION,MULTIPURP  
U/M: EA  
Qty: 1  
Price: \$0.59/EA

Subtotal: \$0.59  
Minimum Order Charge \$0.00  
Shipping fee: \$0.00  
Tax: \$0.04  
Total: \$0.63

Payment Type: On Account

The order shipped to address is:  
LINCOLN UNIVERSITY  
TEST ORDER  
1570 BALTIMORE PIKE  
RECEIVING  
LINCOLN UNIVERSITY, PA 19352

If you have any questions, please do not reply to this message.  
You can contact us at 800-541-5855 or e-mail us at [Service@officebasics.com](mailto:Service@officebasics.com).

Thank You for shopping with Office Basics Inc..

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

# Creating a Saved Cart

Quick Order    FAQs    Home    My Account ▾    **VIEW CART** 🛒    1 Item(s)    Logout

**OFFICE BASICS INC.**  
Savings. Delivered.

Call Toll Free: 1.800.541.5855

Enter Keyword

Eco List    Furniture ▾    Office Supplies ▾    Technology ▾    Facility & Breakroom ▾    Misc. ▾

## Shopping Cart

[Continue Shopping](#) →

[Save Cart](#) 📄    [Delete Cart](#) 🛒    [Update Cart](#) ↻    [Check Out](#) 🛒

Item	Name	Price	Qty	Amount
	Item: BSN17525    Manufacturer: Business Source Business Source 1/3 Cut Recycled Top Tab File 1/2" x 11" Sheet Size - 3/4" Expansion - 1/3 T Position Tab Location - 11 pt. Folder Thickness - Manila - Recycled - 100 / Box <input type="text" value="Line Comment"/> <a href="#">Add to Favorites</a> ❤️		<input type="text" value="1"/> <a href="#">Contract Item</a> <input type="button" value="X"/>	

[Printer Friendly Version](#) 🖨️    [Save Cart](#) 📄    [Delete Cart](#) 🛒    [Update Cart](#) ↻    [Check Out](#) 🛒

Click here to save your cart.



# Please name your Saved Cart

The screenshot shows the top navigation bar of the Office Basics website. It includes links for Quick Order, FAQs, Home, My Account, and VIEW CART. The cart status shows 1 Item(s) for \$27.99. Below the navigation bar is a search bar with the placeholder text "Enter Keyword" and a "Go" button. The main content area features a "SAVED CARTS" section with a "Save to cart:" label, a text input field containing "PLEASE NAME CART", and a "Save Cart" button. A red circle highlights the input field, and a red arrow points from a text box below to it.

OFFICE BASICS INC.  
Savings. Delivered.

Call Toll Free: 1.800.541.5855

Special Values Furniture Office Supplies Technology Facility & Breakroom Misc.

Save to cart: PLEASE NAME CART Save Cart

Saving a cart will remove the items from your current cart. To resume shopping using a saved cart, go to "My Account" and select "Saved Carts."

Type a name in for your cart here.

# Accessing a Saved Cart

OFFICE BASICS INC.  
Savings. Delivered.  
Call Toll Free: 1.800.541.5855

Quick Order | FAQs | Home | My Account | **VIEW CART** | 0 Item(s) | \$0.00 | Logout

Enter Keyword  **Go**

Call Toll Free: 1.800.541.5855

Eco List | Furniture | **My Account** | Facility & Breakroom | Misc.

Quick Order  
My Favorites  
HON Furniture  
**Saved Carts (1)**  
Approvers  
Approver Change To Order  
Approve Orders  
Archive History  
Order History / Returns  
Customer / User Maintenance  
View Reports  
Special Values  
Ink & Toner Finder  
My User Information  
Change Ship To  
Begin New Order

**SAVED CARTS**

Save to cart:  **Save Cart**

Cart saved!

Note: Saving a cart will remove the items from your current cart. To resume shopping using a saved cart, go to "My Account" and select "Saved Carts."

Cart Name	Date Created	Ordered By	Ship To	Amount	Price Expire Date	
BNDR CLIPS & PAPER	9/14/2016			\$282.78	9/14/2016	<b>View</b> <b>Use</b> <b>Delete</b>

Accessing your saved cart

# Using your Saved Cart

The screenshot shows a web application interface. At the top, there is a navigation bar with links for 'Quick Order', 'FAQs', 'Home', 'My Account', and 'VIEW CART'. The cart status is shown as '0 Item(s) \$0.00' with a 'Logout' link. A 'Call Toll Free: 1.800.541.5855' banner is visible. A dialog box is open, titled 'supplies.officebasics.com says:'. The dialog text reads: 'Using a saved cart will flush the items currently in your shopping cart and delete the saved cart. Your ship to will be changed to the ship to of the saved cart. Are you sure?'. Below the text is a checkbox labeled 'Prevent this page from creating additional dialogs.' and two buttons: 'OK' and 'Cancel'. A red arrow points from the dialog box to a text box on the right. The text box contains the text: 'Using your saved cart will bring up this message. What this means is if you have anything in your current cart, it will be wiped out. So, you will need to make sure your cart is empty before trying to use a saved cart.' Below the dialog box, there is a form with fields for 'Name:', 'Address:', 'City:', 'State:', 'Zip:', 'Ship To:', and 'Amount:'. A 'Use' button is located at the bottom right of the form. Below the form is a table with the following data:

Product ID	Description	Price	Availability	Amount
BSN38550	CLIP,BINDER,SM,12EA Business Source Binder Clip - Small - 0.8" Width - 0.35" Size Capacity - 1 Pack - Black - Steel Line Comment:		IC	\$
OBIOB75777	PAPER MULTI LTR 98 BRIGHT BRILLANT Multipurpose Paper - For Laser Print - Letter - 8.50" x 11" - 20 lb Basis Weight(0%) - 98 Brightness - 5000 / Carton - White Line Comment: COPY ROOM		CT	\$

# Using your Saved Cart

Quick Order   FAQs   Home   My Account ▾   **VIEW CART** 🛒   2 Item(s)   \$282.78   Logout

**OFFICE BASICS INC.**  
Savings. Delivered.

Call Toll Free: 1.800.541.5855

Enter Keyword  **Go**

Eco List   Furniture ▾   Office Supplies ▾   Technology ▾   Facility & Breakroom ▾   Misc. ▾

Call Toll Free: 1.800.541.5855

## Shopping Cart

[Continue Shopping →](#)

[Save Cart](#) 📄   [Delete Cart](#) 🗑️   [Update Cart](#) ↻   [Check Out](#) 🛒

Item	Name	Price	Qty	Amount	
	Item: OBI0B75777      Manufacturer: BRILLANT Multipurpose Paper - For Laser Print - Letter - 8.50" x 11" - 20 lb Basis Weight(0%) - 98 Brightness - 5000 / Carton - White <input type="text" value="COPY ROOM"/> Add to Favorites ❤️	10CT	<input type="text" value="10"/>		<input type="button" value="✕"/>
	Item: BSN36550      Manufacturer: Business Source Business Source Binder Clip - Small - 0.8" Width - 0.38" Size Capacity - 1 Pack - Black - Steel <input type="text" value=""/> Add to Favorites ❤️	12PZ Contract Item	<input type="text" value="12"/>		<input type="button" value="✕"/>

[Printer Friendly Version](#) 🖨️

[Save Cart](#) 📄   [Delete Cart](#) 🗑️   [Update Cart](#) ↻   [Check Out](#) 🛒

Using your saved cart will bring you back to the shopping cart screen. You may update or place your order from there.

# Returning from History

Quick Order   FAQs   Home   My Account   VIEW CART   0 Item(s) \$0.00   Logout

OFFICE BASICS INC.   Enter Keyword   Go

Eco List   Furniture   Office Supplies   Technology   Facility & Breakroom   Misc.

To process a return, go to Order History>Returns in the drop down menu.

ORDER HISTORY / RETURNS

Search:    Order No:    Item No:    PO:

Sort By:     Only Show Orders In Approval Process    Only Shipped Orders   [View Orders](#)

Order Number	Department	Total Amount	P.O. Number	Order Date	Shipment Date	Invoice Number	Web Contact	Approver	Status
W207761	8181-059 MARGATE, NJ	\$101.83		09/14/16					Processing
W207710	8181-059 MARGATE, NJ	\$130.99		09/14/16					Processing
W207398	8174-042 1401 RT 70 CHERRYHILL	\$207.10		09/14/16					Processing
8168272	087- MULLICA HILL		44989	09/14/16					Processing
W206961	168- HOCKESSIN, DE	\$167.94		09/13/16		I-415934			<a href="#">Invoice</a> <a href="#">Returns</a>
W206520	8181-059 MARGATE, NJ	\$269.51		09/13/16		I-415531			<a href="#">Invoice</a> <a href="#">Returns</a>
W206518	141- 421 BATTERSEA ROAD OCNJ	\$215.84		09/13/16		I-415529			<a href="#">Invoice</a> <a href="#">Returns</a>
8168028	2962-050 ACCOUNTING		39678	09/13/16		I-415328			<a href="#">Invoice</a> <a href="#">Returns</a>
8167874	013- EXTON 232 EAGLEVIEW		39748	09/13/16		I-415185			<a href="#">Invoice</a> <a href="#">Returns</a>

Choose the invoice that the item is from and click the RETURNS button it will bring you to a return screen.

# Return Screen

On the return screen

1. Double check the bill to and ship to information.
2. Check the box next to the items you wish to return.
3. Fill in the quantity.
4. Fill out the reason for return.
5. Click Return Checked Items.

Return Instructions  
Check the item(s) you want to return. If necessary, adjust the quantity. Select a reason for the return.

Document No. W206981    Order Date 09/13/16    Order Status Shipped    P.O. Number

Sales Shipment SSHIP432838

Return Contact Phone Number     Location of Merchandise

Order Information

Product ID	Description	Shipment Status	Shipment Date	Qty	Line Comment
<input type="checkbox"/> OBI0875000	PAPER, MULTI, WELTR, 20#	Shipped	09/13/2016	6	<input type="text"/> Reason for Return Reason for Return : \$0.00 Customer Error : \$0.00 Damaged : \$0.00 Defective : \$ Wrong Fill : \$

Check All Items     Add Checked Items to Cart     Return Checked Items

An authorization will be generated in our warehouse. The driver will pick up your items when they deliver a new order or are in your area again. If you have difficulty online, please call 800-541-5855x1361 for Melissa Slider to process your return with our customer solutions team. Please have your invoice number ready. You may also email the return request to [mslider@officebasics.com](mailto:mslider@officebasics.com). Please include the invoice #, item # and quantity of the return. Also include your phone # in case there are questions. Returns must be in resalable condition and in their original packaging. We cannot accept returns older than 30 days.

## To Check Your Remaining Budget

The screenshot shows a web application interface with a dark blue header. On the left, there is a 'VIEW CART' link with a shopping cart icon. In the center, it displays '0 Item(s)' and '\$0.00'. To the right of this, the word 'Budget' is shown with a downward arrow, and this entire area is circled in red. Further right is a 'Logout' link. Below the header, a dropdown menu is open, showing the following information:

Department No. 1-112 2023	
Monthly Remaining:	\$1,005.04
<b>Monthly Budget</b>	
Budget Amount:	\$2,500.00
Usage Amount:	\$1,494.96
<b>YTD Budget</b>	
Budget Amount:	\$2,500.00
Usage Amount:	\$1,494.96
Remaining Amount:	\$1,005.04

To the right of the dropdown menu, there is a large orange button with the word 'Go' written on it. The background of the page is a light blue color.

“Budget” is a dropdown menu option on the top of the webpage.

Please note that displayed budgets are more of a guideline or tool to estimate dollar availability. It is not in real time. If there are pending returns, credits, orders etc. this will affect the budget totals. Generally speaking, at the start of each business day the budget should be correct as it'll include any invoiced orders or credits. As the day progresses and orders are placed, approved and processed, the budget totals online may update, but will not necessarily show a correct # until the next day when invoicing is completed.

Thank you  
for your business!