

OFFICE BASICS

BPO & Ordering Training

Office Basics Blanket in Self-Serve

Document Type *
 Requisition

Requisition Date *
 5/19/2026

Initiator
 Initiator Lookup
 Jill Ciabattoni

Confirmation Email Address *
 jciabattoni@lincoln.edu
 Add email addresses separated by commas

Ship To *
 LU Lincoln University

Vendor ID
 Vendor Lookup
 Office Basics, Inc. 0482435

Approvers

Approval

Next Approvers
 Next Approver Lookup

Printed Comments
 BLANKET PO for Purchasing Office Supplies

Internal Comments

1

2

3

- 1 – Select Vendor #0482435 Office Basics, Inc.
- 2 – AP Type is PO Purchase Order for all BPOs
- 3 – One line and ONLY ONE GL for each Amazon BPO
- 4 – Printed Comments “BLANKET PO for Department”

Items

Line Items	Description	Vendor Part	Quantity	Unit	Price	Extended Price
1	BLANKET PO for Purchasing		1.000			\$1,000.0000

Email w/ BPO Information

NOTE: Need to increase your BPO? Simply reply to this email and CC your department budget approver. We require their confirmation in the email thread to process any funding increases throughout the fiscal year.



Fw: Office Basics Blanket for VP of Institutional Advancement #6302001 (B0000650)  Summarize this email

 Jill Ciabattoni

To: [Redacted]
Cc: [Redacted]

  Reply  Reply all  Forward   

Mon 4/13/2026 3:03 PM

Please note that Blanket PO B0000650 for VP of Institutional Advancement #630200 in the amount of \$300.00 for your Office Basics office supply orders has been approved. Please feel free to reach out to me if you have any questions or concerns. If you have any trouble while placing your orders, please contact Melissa Slider mslider@officebasics.com or by phone at 800-541-5855x1361.

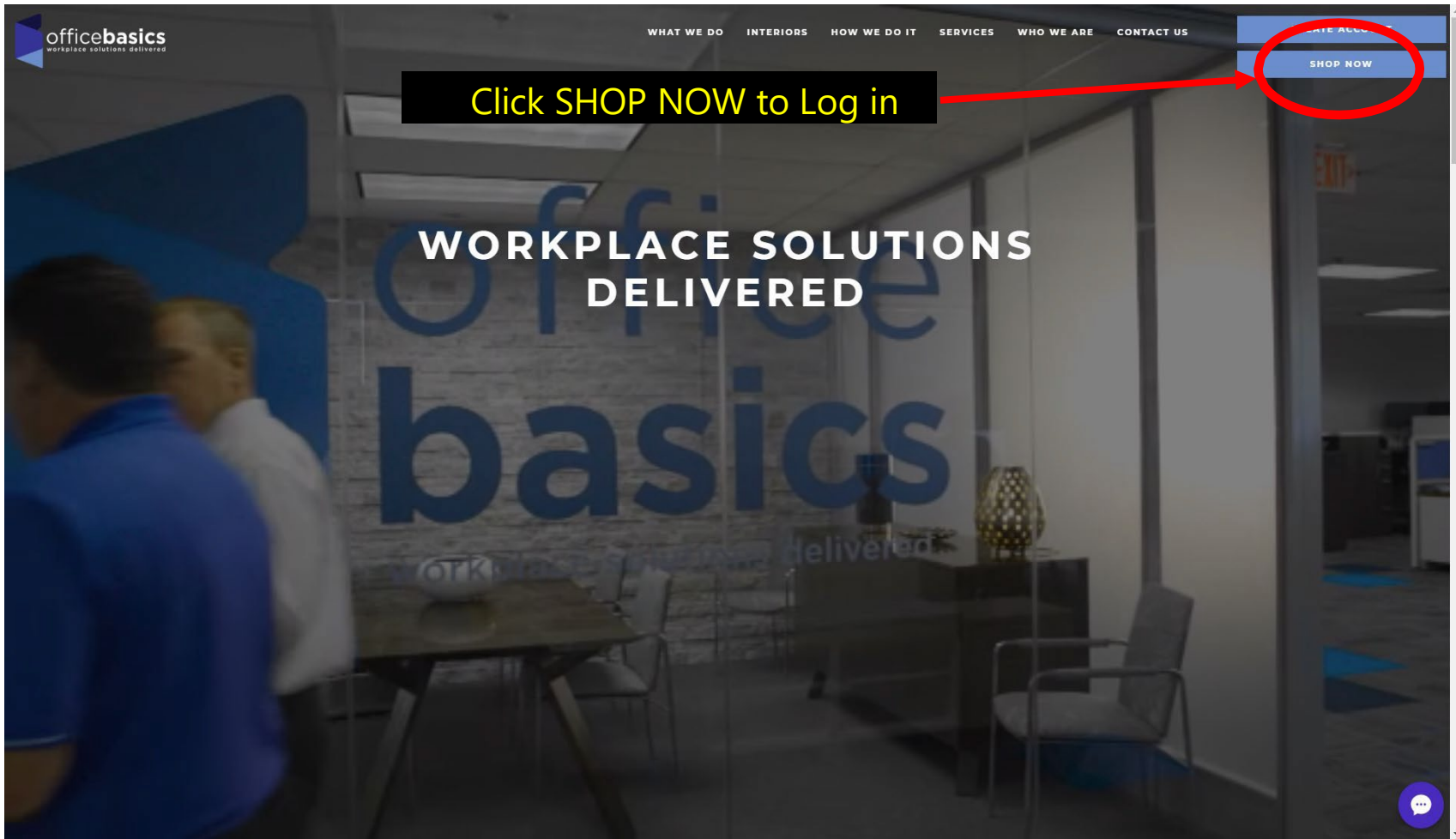
Login is your email@lincoln.edu
Password: LINC1 (you are able to change it if you wish)

It is your responsibility to monitor your available balances, and request increases as needed throughout the fiscal year to ensure continued compliance and availability of funds. **Please use this email if you should need to request an increase to this blanket during the FY 25/26.**

Thanks,
Jill

Logging In

www.officebasics.com



Logging In

www.officebasics.com

The screenshot shows the Office Basics website's login page. At the top left is the Office Basics logo with the tagline "workplace solutions delivered". The top navigation bar includes links for "WHAT WE DO", "INTERIORS", "HOW WE DO IT", "SERVICES", "WHO WE ARE", and "CONTACT US". On the top right, there are buttons for "CREATE ACCOUNT" and "SHOP NOW". The main content area features a white login form titled "LOGIN FOR OFFICE BASICS". The form includes a link for users without an account to "Continue without login.", fields for "Username:" and "Password:", a "LOGIN" button, a "Forgot Password:" link, and a "FORGOT PASSWORD" button. A red bracket on the right side of the form points to the input fields, with a callout box containing the text "Enter username and password here". The footer contains a "LOCATIONS" section with details for Corporate Office, Lehigh Valley Office, Lancaster Office, and New Jersey Office. At the bottom, there is a "CONNECT" section with social media icons for LinkedIn, Facebook, and Twitter, and a call toll-free number: 1.800.541.5855. A chat icon is visible in the bottom right corner.

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 blue banner with the Office Basics logo (a stylized 'ob' in a cube) and the tagline "workplace solutions delivered". The phone number "Call Toll Free: 1.800.541.5855" is also visible.

Enter Keyword

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 OF PROFESSIONAL BUSINESS EDUCATION 1854" and a stylized orange and blue graphic. Below the logo, the text "Lincoln University" is written in a large blue font, with the tagline "LEARN. LIBERATE. LEAD." in orange. At the bottom right of the logo area are two buttons labeled "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.

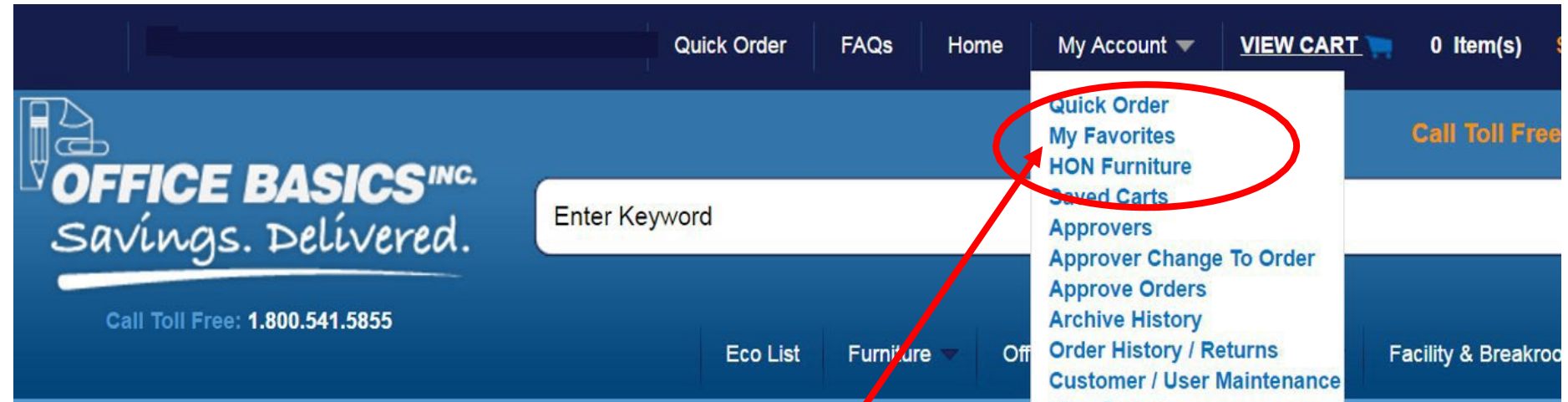
Note that not all these options in the drop-down menu will be available to all users.

- 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 Office Basics website header. The navigation bar includes links for 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

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

Call Toll Free: 1.800.541.5855

OFFICE BASICS INC.
Savings. Delivered.

Call Toll Free: 1.800.541.5855

Enter **G**

Facility & Breakroom Misc.

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
TOMS FAVORITES (3 found)			
Contract Fav List (3 found)	Company	Copy List	
	Company	Copy List	
	Company	Copy List	
TOM'S (2007 found)			

Add a new Favorites list here.

Name it here.

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:





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

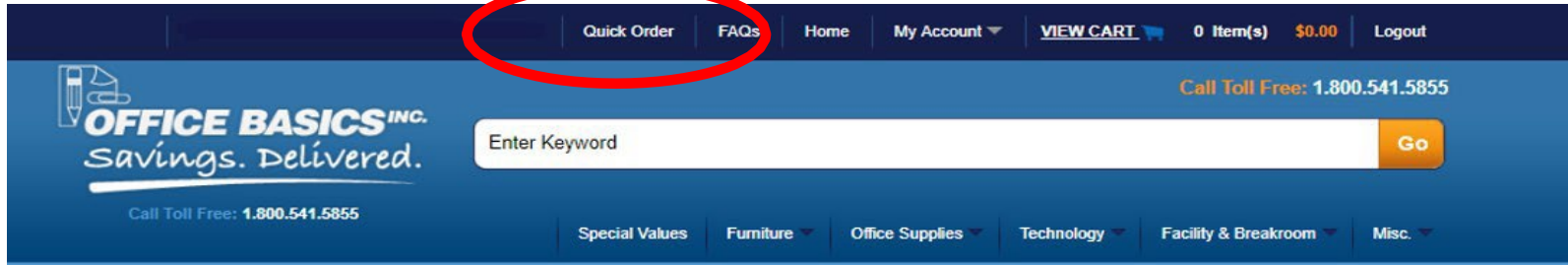
Showing 1 - 4 of 4 items FirstPage: 1 Last

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 MINORITY 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 MINORITY 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.

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

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]

Check All Items | Add Checked Items to Cart | Compare Checked Items

Contract items are listed first.

Product Name	SKU	Contract Item	Quantity	Action
Business Source 1/3 Cut Recycled Top Tab File Folder - Letter - 8 1/2" x 11" Sheet Size - 3/4" Expansion - 1/3 Tab	BSN43550	Contract Item	1	Add to Cart
Business Source Interior File Folder - Legal - 8 1/2" x 14" Sheet Size - 1/3 Tab Cut - Assorted Position Tab	BSN43550	Contract Item	1	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	BSN43550	Contract Item	1	Add to Cart

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 "Eco List", "Furniture", and "Office Supplies". 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 navigation bar, a cart overlay is visible, showing "Showing 1 of 1 items in your cart." and a table with one item: "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". Below the table is a "Go To Your Cart" button.

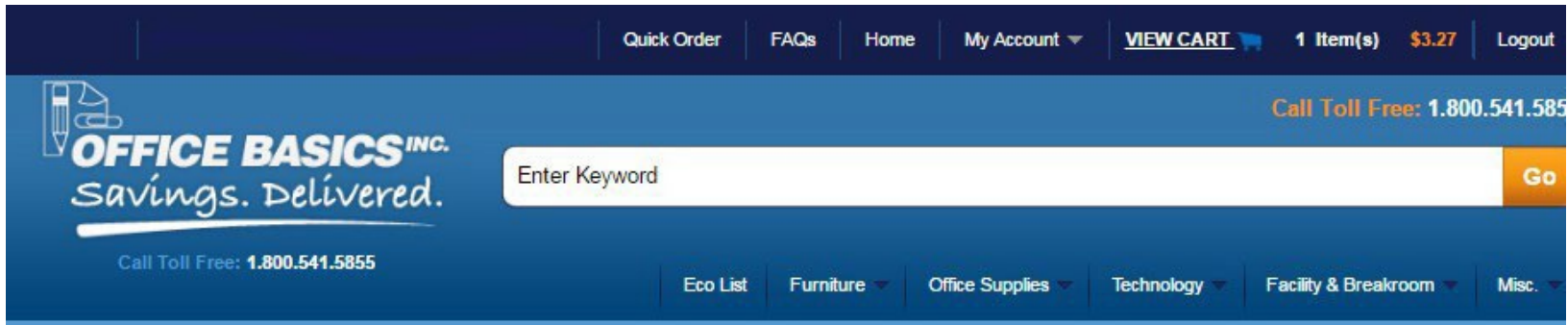
Search for the item you want here.

The screenshot shows the search results page for "folders". The search bar contains "folders". The results show "Showing 1 - 12 of 1,964 items". The page includes a "Search" sidebar with filters for "Category" (Top Tab Colored Folders, Pressboard Classification Folders, Top Tab Fastener Folders, Report Covers, Top Tab Manila Folders) and "Features" (Brand Name, Product Type, Recycled, Color, Sheet Size, Packaged Quantity, Sheet Standard, Made in USA, Folder Thickness, Environmentally Friendly, Expansion Size, Tab Cut, Material, Tab Location, Number of Fasteners, Height, Width). The main content area displays three product cards, each with a "Quick View" button, an "Add To Favorites" button, and an "Add to Cart" button. The first card is for "Business Source 1/3 Cut Recycled Top Tab File Folder - Letter - 8 1/2" x 11" Sheet Size - 3/4" Expansion - 1/3 Tab" (SKU: BSN17525). The second card is for "Business Source Interior File Folder - Legal - 8 1/2" x 14" Sheet Size - 1/3 Tab Cut - Assorted Position Tab" (SKU: BSN43580). The third card is for "Business Source Top Tab File Folder - Legal - 8 1/2" x 14" Sheet Size - 3/4" Expansion - 1/3 Tab Cut - Assorted" (SKU: BSN85781). Each card also has a "Contract Item" label and a "Line Comment" field.

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.

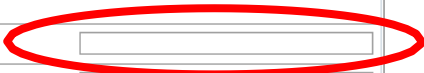
Cart options- if you save your cart, the same items will be available for a future purchase. You must name your cart.

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.

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 **Go**

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"/> Add to Favorites ❤️		<input type="text" value="1"/> Contract Item <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

Quick Order | FAQs | Home | My Account ▾ | [VIEW CART](#) 1 Item(s) \$27.99 | Logout

OFFICE BASICS INC.
Savings. Delivered.

Call Toll Free: 1.800.541.5855

Enter Keyword

Call Toll Free: 1.800.541.5855 | [Special Values](#) | [Furniture](#) ▾ | [Office Supplies](#) ▾ | [Technology](#) ▾ | [Facility & Breakroom](#) ▾ | [Misc.](#) ▾

SAVED CARTS

Save to 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 | **SAVED CARTS** | Facility & Breakroom | Misc.

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	View	Use	Delete
BNDR CLIPS & PAPER	9/14/2016			\$282.78	9/14/2016	<input type="button" value="View"/>	<input type="button" value="Use"/>	<input type="button" value="Delete"/>

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', 'VIEW CART', '0 Item(s)', '\$0.00', and 'Logout'. A 'Call Toll Free: 1.800.541.5855' banner is also present. A dialog box is overlaid on the page, titled 'supplies.officebasics.com says:'. The dialog contains the text: '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 this 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	\$
OBI0B75777	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="X"/>
	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="X"/>

[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			Invoice Returns
W206520	8181-059 MARGATE, NJ	\$269.51		09/13/16		I-415531			Invoice Returns
W206518	141- 421 BATTERSEA ROAD OCNJ	\$215.84		09/13/16		I-415529			Invoice Returns
8168028	2962-050 ACCOUNTING		39678	09/13/16		I-415328			Invoice Returns
8167874	013- EXTON 232 EAGLEVIEW		39748	09/13/16		I-415185			Invoice Returns

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

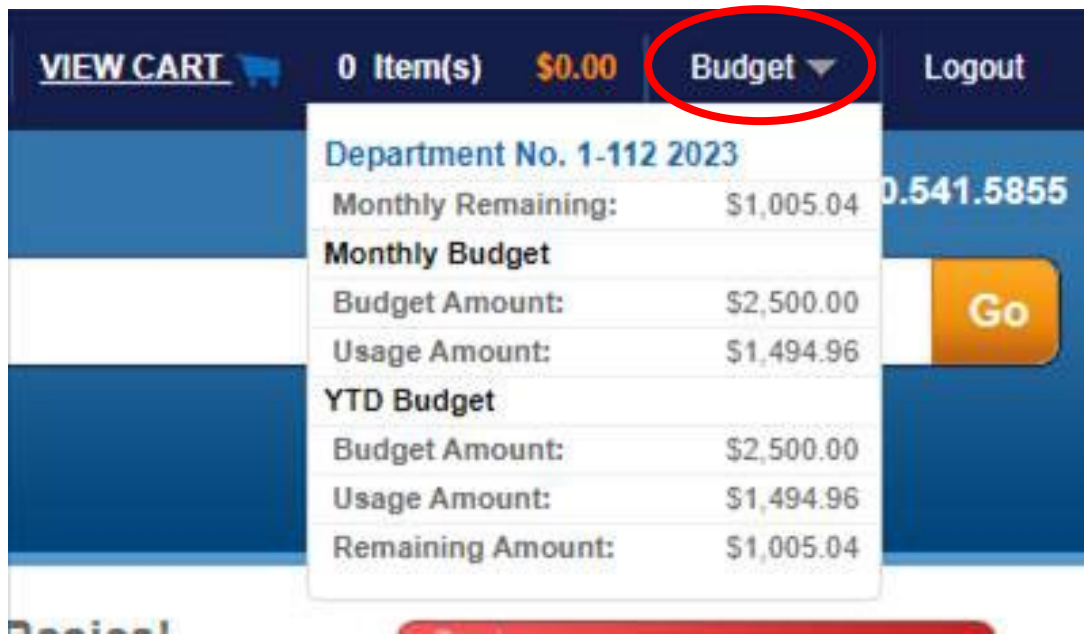
Return Screen

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.

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. 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, there is a 'Budget' dropdown menu, which is circled in red. Further right is a 'Logout' link. Below the header, there is a white dropdown menu open, showing budget information for 'Department No. 1-112 2023'. The menu items are:

Department No. 1-112 2023	
Monthly Remaining:	\$1,005.04
Monthly Budget	
Budget Amount:	\$2,500.00
Usage Amount:	\$1,494.96
YTD Budget	
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 blue button with the text '0.541.5855' and an orange 'Go' button.

“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!