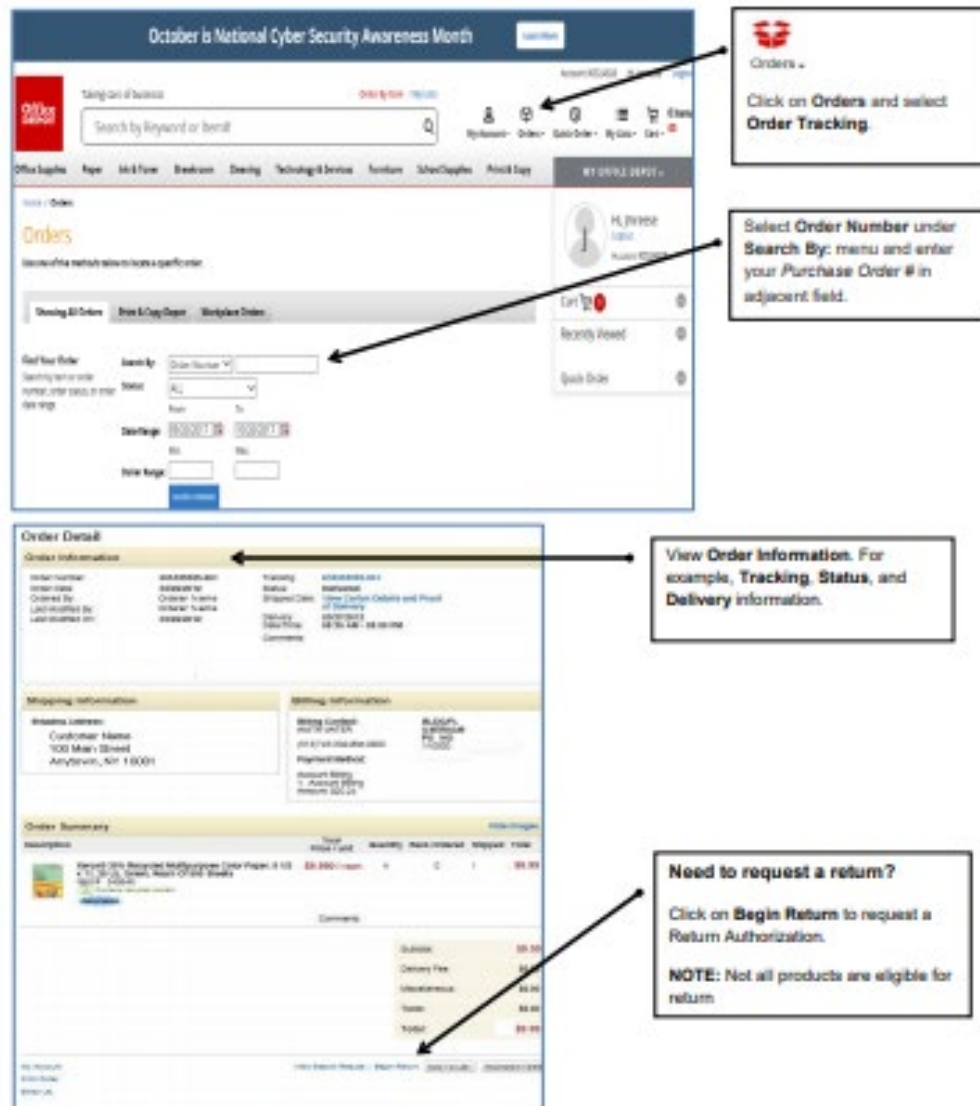


## Office Depot Checking Orders and Processing Returns



**October is National Cyber Security Awareness Month**

Click on **Orders** and select **Order Tracking**.

Select **Order Number** under **Search By:** menu and enter your **Purchase Order #** in adjacent field.

View **Order Information**. For example, **Tracking**, **Status**, and **Delivery** information.

**Need to request a return?**  
Click on **Begin Return** to request a **Return Authorization**.  
**NOTE:** Not all products are eligible for return.

**Order Detail**

**Order Information**

|                  |                  |            |              |
|------------------|------------------|------------|--------------|
| Order Number     | Order Number     | Tracking   | Order Status |
| Order Date       | Order Date       | Status     | Order Status |
| Order By         | Order By         | Order Date | Order Status |
| Last Modified By | Last Modified By | Order Date | Order Status |
| Last Modified On | Last Modified On | Order Date | Order Status |

**Shipping Information**

Shipping Address: Customer Name, 100 Main Street, Anytown, NY 10001

Shipping Method: Standard Shipping, Estimated Delivery: 10/25/2020

**Order Summary**

| Item            | Qty | Unit Price | Subtotal       | Tax    | Shipping | Total          |
|-----------------|-----|------------|----------------|--------|----------|----------------|
| Product A       | 1   | \$10.00    | \$10.00        | \$0.00 | \$0.00   | \$10.00        |
| Product B       | 1   | \$10.00    | \$10.00        | \$0.00 | \$0.00   | \$10.00        |
| <b>Subtotal</b> |     |            | <b>\$20.00</b> |        |          | <b>\$20.00</b> |
| <b>Tax</b>      |     |            | <b>\$0.00</b>  |        |          | <b>\$0.00</b>  |
| <b>Shipping</b> |     |            | <b>\$0.00</b>  |        |          | <b>\$0.00</b>  |
| <b>Total</b>    |     |            | <b>\$20.00</b> |        |          | <b>\$20.00</b> |