Office Depot Punchout – Requesting Returns for Delivered Orders

Requisitioner/Initiator can perform look-ups and generate Return Request

Orders

Order Number
Contact Phone

Find Your Order
Search by item or order number, order status, or order date range

Showing All Orders
Print & Copy Order

Order Tracking
Order by Item Number
Reorder

Be sure to only select the specific items to be picked up and returned to the supplier.

Select ‘Begin Return’ button
Place Return (Step 1 of 3)

1. Verify Return Address
2. Select Your Items
3. Review Information

**Return Address**

Your address:

9931
UC IRVINE
131 INNOVATION DR STE 250
IRVINE
CA
92617-3085
USA

CONTINUE

Will default to Ship To address associated with PO

1. Verify Return Address
2. Select Your Items
3. Review Information

Select the item(s) you would like to return by providing the following details:
- Quantity to return
- Return for Credit or Even Exchange
- Reason for return
- Number of boxes to return

**Returnable Items**

<table>
<thead>
<tr>
<th>Cart Items</th>
<th>Price/Unit</th>
<th>Quantity Ordered</th>
<th>Returnable Quantity</th>
<th>Quantity To Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ajax® Liquid Dish Detergent, Orange Scent, 28 Oz Bottle</td>
<td>$1.990 / each</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Clorox® Disinfecting Wipes, 35 Wipes Per Tub, Pack Of 3 Tubs</td>
<td>$5.780 / pack</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

- Return action: Return for Credit
- Why can't I exchange these items?

To coordinate your return, we need to know how many boxes to expect from you.

- Number of boxes to return.
- Why is this important?

CONTINUE
### 2. Select Your Items

#### Returnable Items

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- **Return action:**
  - Return for Credit
  - Why can't I exchange these items?

- **Reason for your return:**
  - Please select a reason...
  - This is a required field.
  - Number of boxes to return

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### 3. Review Information

Please review your return information. If you need to edit your information, select the "Modify Return" link at the bottom of the page. You may print this page as a reference but your return is not complete until you click "Place Your Return".

- **Cart Items**: Ajax® Liquid Dish Detergent, Orange Scent, 28 Oz Bottle
- **Price/Unit**: $1.990 / each
- **Quantity To Return**: 1

**Return action**: Return for Credit
**Reason for your return**: Ordered Wrong Item

You've chosen to return your item in 1 box.

<table>
<thead>
<tr>
<th>Subtotal</th>
<th>($1.99)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxes</td>
<td>($0.15)</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total Credit</strong></td>
<td>($2.14)</td>
</tr>
</tbody>
</table>

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**PLACE YOUR RETURN**