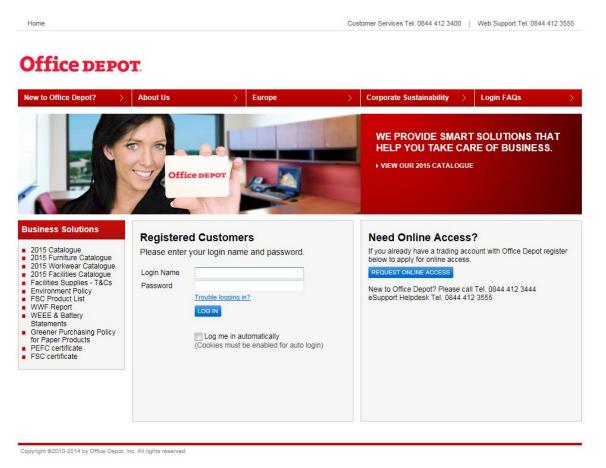


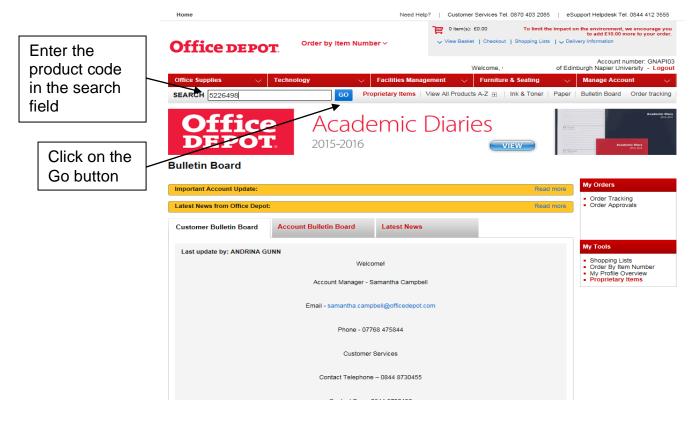
MFDs – Guide for Ordering Paper

This guide explains how to purchase paper for the Multi-Functional Devices (MFDs). It's aimed at the MFD Super Users and Print Champions.

1. Go to https://online.officedepot.co.uk/loginDSP.do The following screen will appear:



- 2. Enter your **Office Depot login ID** and **password** in the spaces provided. You'll be logged in to the Office Depot portal.
- 3. Enter the product code **5226498** (A4 paper) or **5226489** (A3 paper) in the **Search** field and click on the **Go** button:



The product page will open.

You can save the product to your Shopping List so you can easily access it for future orders:

1. From the Product page click the Add to Shopping List button:

Home	Need	Help? Customer Services Tel. 0870 403 208	eSupport Helpdesk Tel. 0844 412 3555
Office depot	Order by Item Number ~	0 item(s): £0.00 To limit	he impact on the environment, we encourage you to add £10.00 more to your order. ts ↓ Delivery Information
		Welcome,	Account number: GNAPI03 of Edinburgh Napier University - Logout
Office Supplies 🗸 Te	chnology v Facilities Ma	nagement 🧹 Furniture & Seating	✓ Manage Account ✓
SEARCH	GO Proprietary Items	View All Products A-Z 🛨 Ink & Toner	Paper Bulletin Board Order tracking
ome > Office Supplies > Paper Supplie	s > Environmental Paper > Product Details		
After anno 1	Office Depot A4 100% 80gsm Product code 5226498 entered p	Recycled Printer Paper Bright	White Compare & Save Search by Brand View all Environmental Paper
	o 3 T	Your Price: £ Qty ADD TO B ADD TO SHOPPIN	 FAQs
Photo Options: Inlarge Image			Click Ad Shoppin
Description Pr	oduct details Related Iter	15	List

2. Enter **MFD** as the **List Name** and click **Add to List**:

Home		Need Help?	Customer Service	s Tel. 0870 403 2085	eSupport Helpdesk Te	1. 0844 412 3555	
Office DEP	Order by Item N	umber ~		To limit the impact kout Shopping Lists V		we encourage you nore to your order.	
			Welcom	e, of E	Account n Edinburgh Napier Uni	umber: GNAPI03 versity - Logout	
Office Supplies \checkmark	Technology	Facilities Manageme	ent 🗸 Furn	iture & Seating	Manage Acco	unt 🗸	
SEARCH	GO	Proprietary Items View	v All Products A-Z	Ink & Toner Pap	er Bulletin Board	Order tracking	
Home > Shopping Lists > Add to	Shopping List						
Add to Shopping L	.ist						Enter "MFD"
Add Items to Shopping Li	st				Need Help?		as the list
	Description	You Price / unit		Extended Price	Website Use Quick Start I Online Tutor	User Ouide	name
21 80gsm		ight White £12.55 / Box	1	£12.55	• EACIS		
Save For Later 💌	Create a new list ist Name:						Click Add to List
View Basket Cancel				ADD TO LIST			
Site Info	Help	Company Info	Custo	mer Tools			
Site Map Website Terms & Conditions Catalogue Terms & Conditions Privacy Policy	eSupport Helpdesk Contact Us Need Help? Returns	About Office Depot Security Policy	Order eBilling	by item number J			

To order the product:

1. Click on the Manage Account Drop down menu and select Shopping Lists:

Home Offfice DEPOT Office Supplies		ì	Welcome,	To limit the impact	Account number: GNAPI03 Inburgh Napier University - Logourt	Click on the Manage Account drop down menu
SEARCH	GO Prop	rietary Items View Al	I Products A-Z 🛨	Ink & Toner Paper	My Account Order Tracking	
	acterial infe		>		Subscription Manager Order Approvals Shopping Lists	Select Shopping Lists
Bulletin Board						
Important Account Update:				Read more	My Orders	
Latest News from Office Depot:				Read more	Order TrackingOrder Approvals	
Latest News from Office Depot:	Account Bulletin Board	Latest News		Read more		
		Latest News		Read more		
Customer Bulletin Board				Read more	Order Approvals My Tools Shopping Lists Order By Item Number	
Customer Bulletin Board	NN	nel		Read more	Order Approvals My Tools Shopping Lists	
Customer Bulletin Board	NN Welcon	nel mantha Campbell		Read more	Order Approvals My Tools Shopping Lists Order By Item Number My Profile Overview	

2. The Shopping Lists screen will appear, click **MFD**:

	Home		Need H	elp? Customer Services	s Tel. 0870 403 2085 e	Support Helpdesk Tel. 0844 412 3555
	Office DEP	Order by Iten	n Number 🗸	0 item(s): £0.00 ✓ View Basket Cheo	To limit the impac kout Shopping Lists ↓ C	t on the environment, we encourage you to add £10.00 more to your order. Jelivery Information
				Welcom	e, of E	Account number: GNAPI03 dinburgh Napier University - Logout
	Office Supplies	Technology	✓ Facilities Man	agement 🤍 Furni	ture & Seating 💦 🗸	🗸 Manage Account 🗸 🗸
	SEARCH	GO	Proprietary Items	View All Products A-Z	Ink & Toner Pape	r Bulletin Board Order tracking
	Home > Shopping Lists Shopping Lists					
	Create a new Shopp Note: For best results, plea products. Exceeding this li time.	ing List use limit your list to a maximu mit will adversely effect the S	m of 200 hopping List's response	First time use How to use and o Set up reminders	reate lists	Need Help? • Website User Guide • Quick Start User Guide • Online Tutorials • FAQs
	Current Lists					
	List Name	Comments	List Type	Reminders		
	Save For Later	Save For Later List	Save for Later	None Vie		
Click MFD	MFD		Personal	None Vie	w Download	
	My Account			GO TO ORDER TRAC	KING SHOPPING BASKET	1
	Site Info Site Map Website Terms & Conditions Catalogue Terms & Conditions Privacy Policy	Help eSupport Helpdesk Contact Us Need Help? Returns	Company Info About Office Dep Security Policy		ner Tools ny item number	

3. The Shopping List Details screen will appear. Enter the **Quantity** in the space provided, click on the **checkbox to select the item** and click **Add to Basket**:

				Welcome	of Edir	Account number: GNA burgh Napier University - Log	
Office Supplies	V Technology	V Facilitie	s Management 🛛 🗸	Furniture & Seatin	g ~	Manage Account	~
SEARCH		GO Proprietary I	tems View All Produ	cts A-Z 🛞 🕴 Ink & Tor	ier Paper	Bulletin Board Order track	ing
me > Shopping List							
ly Shopping	g List Details					Need Help?	
ist Name: MFD						 Website User Guide 	
Rename:	MFD	Email Add Select Sta		TH@NAPIER.AC.UK		Quick Start User Guide Online Tutorials FAQs	
Comment:			Frequency: Cancel/	lone	-		
	Rename or edit comments in the corresponding fields and click "U save changes.		SAVE REM			Add by Item Number Product code Qty ADD TO L	IST
Sort by:		•					
esult 1 - 1 of 1							Quantity
	Description	Price	Your Qty	Extended Price	Select all		
White 8 Product	Depot A4 100% Recycled Printer I 30gsm code 5226498 entered product code 52 turer code 5226498	Bo		£12.55		Check th	e checkbox
		Catego	ry Environmental Pa	per Group			
esult 1 - 1 of 1							
To organize your iter	ms, check boxes in the right column	then choose one of the	se actions:				
			Remove Move	to Shopping List Copy	Share List		
			Pa	ge Subtotal:	£12.55		
						Click	Add to Bask
	All Lists Delete this List Shopping				TO BASKET		

4. Click View Basket:

Home					Customer Servi			Support Helpdesk					
				ì	1 item(s): £12.5	5	Thank you	I for helping to red		the	Click	View Ba	ski
Office	DEPOT	Order by Iten	n Number 🗸		View Basket	heckout Shop	ping Lists 🗸 De	elivery Information	environm	ent.			376
JIICE	DEPUI.							Accoun	t number: GNA	9103			
					Welco			linburgh Napier U	Iniversity - Log				
Office Supplies	i V Tech	iology		s Management		rniture & Sea		Manage Ac		\sim			
SEARCH		GO	Proprietary II	tems View A	AII Products A-Z	. ⊞ Ink &	Ioner Paper	Bulletin Boar	d Order track	ing			
Home > Find Your F	Product												
The product	listed below was	added to you	r shopping ba	asket.				Need Help?					
Description						Your Pric	e/unit Qty		rt User Guide				
	Office Depot A4 100% Product code 5226498 e	Recycled Printer I ntered product code 5	Paper Bright White 226498	e 80gsm		£12.5	5 /box 1	 Online Tu FAQs 					
Continue Shopping						SHOP	PING BASKET						
Other product	s you might be inte	rested in			Availability	Your Price	Qty						
		Desualed Drinter D	Inner Mihite 00rem		vailable		QLY						
		Recycled Filliter F	aper write obysin	P	valiable	£10.24 /box							
	Office Depot A4 1009 Product code 5224734												
	Office Depot A4 1009 Product code 5224734				A		ADD TO BASKET						
	Product code 5224734				A		ADD TO BASKET						
	Product code 5224734				A		ADD TO BASKET						
Click Ch	Product code 5224734		Need	1 Help? Cus		DD TO LIST			44 412 3555				
	Product code 5224734		Need		tomer Services Tr	DD TO LIST	85 eSuppor	t Helpdesk Tel. 084	impact on the				
Click Ch	Product code 5224734	Order by Item N		1 ite		DD TO LIST	85 eSuppor Thank you for hel	t Helpdesk Tel. 08-					
Click Ch	Product code 5224734	Order by Item N		1 ite	tomer Services Tr m(s): £12.55	DD TO LIST	85 eSuppor Thank you for hel	t Helpdesk Tel. 08- lping to reduce the nformation	impact on the environment.				
Dick Ch	Product code 5224734	-	lumber ~	₩ 1 ite	tomer Services Tr m(s): £12.55 Basket Checkou Welcome,	DD TO LIST	85 eSuppor Thank you for hel sts ~ Delivery h of Edinburg	t Helpdesk Tel. 08- lping to reduce the nformation Account numb	impact on the environment. er: GNAPI03				
Click Ch Home Office Supplies	Product code 5224734	ogy	iumber → → Facilities Ma	T ite View	tomer Services Tr m(s): £12.55 Basket Checkoo Welcome, V Furnitur	DD TO LIST	85 eSuppor Thank you for hel ats ~ Delivery li of Edinburg ~ M	t Helpdesk Tel. 084 Iping to reduce the Information Account numb In Napier Universi anage Account	er: GNAPI03 ty - Logout				
Click Ch Home Office Supplies SEARCH	Product code 5224734 DECKOUT: DEPOT. V Techno	-	lumber ~	T ite View	tomer Services Tr m(s): £12.55 Basket Checkoo Welcome, V Furnitur	DD TO LIST	85 eSuppor Thank you for hel ats ~ Delivery li of Edinburg ~ M	t Helpdesk Tel. 084 Iping to reduce the Information Account numb In Napier Universi anage Account	er: GNAPI03 ty - Logout	Γ			
Click Ch Home Office Supplies SEARCH ome > Find Your Proc	Product code 5224734 DECKOUT: DEPOT. V Techno	ogy	iumber → → Facilities Ma	T ite View	tomer Services Tr m(s): £12.55 Basket Checkou Welcome, Velcome, Curritur Dducts A-Z 🗈	el. 0870 403 200 at Shopping Lin re & Seating Ink & Toner	85 eSuppor Thank you for hel sts ↓ Delivery II of Edinburg ↓ M. Paper Bu	t Helpdesk Tel. 084 Iping to reduce the Information Account numb In Napier Universi anage Account	er: GNAPI03 ty - Logout	[Click (Checkou	
Click Ch Home Office Supplies SEARCH	Product code 5224734 DECKOUT: DEPOT. V Techno	ogy	iumber → → Facilities Ma	T ite View	tomer Services Tr m(s): £12.55 Basket Checkou Welcome, Velcome, Curritur Dducts A-Z 🗈	DD TO LIST	85 eSuppor Thank you for hel of Edinburg V M Paper Bu ECKOUT	t Helpdesk Tel. 08- liping to reduce the information Account numb in Napier Univers anage Account illetin Board Or	er: GNAPI03 ty - Logout	—[Click (Checkou	:
Click Ch Home Office Supplies SEARCH ome > Find Your Proc	Product code 5224734 DECKOUT: DEPOT. V Techno	ogy	iumber → → Facilities Ma	T ite View	tomer Services Tri Im(s): £12.55 Basket Checkou Welcome, ✓ Furnitur Oducts A-Z ⊕ Continue S	el. 0870 403 200 at Shopping Lin re & Seating Ink & Toner	85 eSuppor Thank you for hel of Edinburg ∨ M. Paper Bu ECKOUT CheckOut U Total	t Helpdesk Tei. 08. Iping to reduce the Account numb In Napier Univers anage Account Illetin Board Or F bbtotal:	er: GNAPI03 ty - Logout	[Click (Checkou	:
Click Ch Home Office Supplies SEARCH	Product code 5224734 Peckout: DEPOT. Vechno Sket e Depot A4 100% Recyc	ogy GO	Umber ~ Facilities Ma Proprietary Items	anagement s View All Pro Qty	tomer Services Tr m(s): £12.55 Basket Checkou Welcome, ✓ Furnitur Dducts A-Z ₪ Continue S Estim	DD TO LIST	85 eSuppor Thank you for hel of Edinburg ∨ M. Paper Bu ECKOUT CheckOut U Total	t Helpdesk Tel. 08- liping to reduce the information Account numb th Napier Univers anage Account illetin Board Or blotal: tem(s):	er: GNAPI03 ty - Logout der tracking Print this page £12.55 £12.55	—[Click (Checkou	
Click Ch Home Office Supplies SEARCH Shopping Ba Description	Product code 5224734 Peckout: DEPOT. V Techno sduct sket e Depot A4 100% Recyc tt While 80gsm umber 522489 entered pr	ogy GO	Facilities Ma Proprietary Items Price/unit	anagement s View All Pro Qty	tomer Services Tr Im(s): £12.55 Basket Checkou Welcome, V Furnitur Dducts A-Z Continue S Estim PDATE	DD TO LIST	85 eSuppor Thank you for hel of Edinburg ✓ M Paper Bu ECKOUT Total 1 II	t Helpdesk Tel. 08- liping to reduce the information Account numb th Napier Univers anage Account illetin Board Or blotal: tem(s):	er: GNAPI03 ty - Logout	—[Click (Checkou	
Click Ch Home Office Supplies SEARCH	Product code 5224734 Peckout: DEPOT. Vechno sduct sket e Depot A4 100% Recyc tt While 80gsm umper 522498 entered pr	ogy GO	Facilities Ma Proprietary Items Price/unit	anagement s View All Pro Qty 1 U SAVE FOR	tomer Services Tr Im(s): £12.55 Basket Checkou Welcome, V Furnitur Dducts A-Z Continue S Estim PDATE	DD TO LIST	85 eSuppor Thank you for hel of Edinburg ✓ M. Paper Bu ECKOUT CheckOut U Total £12.55	t Helpdesk Tel. 08- liping to reduce the information Account numb th Napier Univers anage Account illetin Board Or blotal: tem(s):	er: GNAPI03 ty - Logout der tracking Print this page £12.55 £12.55	[Click (Checkou	
Click Ch Home Office Supplies SEARCH Shopping Ba Description	Product code 5224734 Peckout: DEPOT. V Techno sduct sket e Depot A4 100% Recyc tt While 80gsm umber 522489 entered pr	ogy GO	Facilities Ma Proprietary Items Price/unit £12.55 / box	anagement s View All Pro Qty save For	tomer Services Tr Im(s): £12.55 Basket Checkou Welcome, V Furnitur Oducts A-Z @ Continue S Estim PDATE LATER	DD TO LIST el. 0870 403 200 at Shopping Lin re & Seating Ink & Toner Shopping CHI lated Delivery Date 29/04/15	85 eSuppor Thank you for hel tis ~ Delivery li of Edinburg Paper Bu ECKOUT ✓ Total £12.55 No.	t Helpdesk Tei. 08. Iping to reduce the Account numb Account numb h Napier Univers anage Account illetin Board Or F btotal: tem(s): eed Help? Website User Gt Quick Start User	Impact on the environment. er: GNAPI03 ty - Logout der tracking der tracking frint this page £12.55 £12.55 £12.55	—[Click (Checkou	
Click Ch Home Office Supplies SEARCH Shopping Ba Description	Product code 5224734 Peckout: DEPOT. V Techno sduct sket e Depot A4 100% Recyc tt While 80gsm umber 522489 entered pr	ogy GO	Facilities Ma Proprietary Items Price/unit £12.55 / box	anagement s View All Pro Qty 1 U SAVE FOR	tomer Services Tr Im(s): £12.55 Basket Checkou Welcome, V Furnitur Oducts A-Z @ Continue S Estim PDATE LATER	DD TO LIST el. 0870 403 200 at Shopping Lin re & Seating Ink & Toner Shopping CHI lated Delivery Date 29/04/15	85 eSuppor Thank you for hel of Edinburg ✓ M Paper Bu CheckOut Total £12.55 N PADATE	t Helpdesk Tel. 08- liping to reduce the nformation Account numb ih Napier Univers anage Account illetin Board Or biotat: term(s): eed Help? Website User Gu	Impact on the environment. er: GNAPI03 ty - Logout der tracking der tracking frint this page £12.55 £12.55 £12.55	[Click	Checkou	:
Click Ch Home Office Supplies SEARCH Shopping Ba Description	Product code 5224734 Peckout: DEPOT. V Techno sduct sket e Depot A4 100% Recyc tt While 80gsm umber 522489 entered pr	ogy GO Ied Printer Paper Diduct code 5226498	Facilities Ma Proprietary Items Price/unit £12.55 / box	anagement view s View All Pro Qty 1 U SAVE FOR Comments	tomer Services Tr Im(s): £12.55 Basket Checkou Welcome, V Furnitur Oducts A-Z (2) Continue S Estim PDATE LATER Remove	DD TO LIST	85 eSuppor Thank you for hel of Edinburg ✓ M. Paper Bu ECKOUT ✓ CheckOut Total £12.55 III £12.55	t Helpdesk Tel. 08- liping to reduce the information Account numb ih Napier Univers anage Account illetin Board Or bitotat: tem(s): eed Help? Website User Gu Quick Start User	Impact on the environment. er: GNAPI03 ty - Logout der tracking Print this page £12.55 £12.55 CHECKOUT ide Guide	—[Click	Checkou	:
Click Ch Home Office Supplies SEARCH Choopeing Ba Description Office Supplies Description Office Supplies Office Sup	Product code 5224734 Peckout: DEPOT. V Techno sduct sket e Depot A4 100% Recyc tt While 80gsm umber 522489 entered pr	ogy GO Ied Printer Paper Diduct code 5226498	Facilities Ma Proprietary Items Price/unit £12.55 / box	anagement view s View All Pro Qty 1 U SAVE FOR Comments	tomer Services Tr Im(s): £12.55 Basket Checkou Welcome, V Furnitur Oducts A-Z (2) Continue S Estim PDATE LATER Remove	DD TO LIST	85 eSuppor Thank you for hel of Edinburg ✓ M Paper Bu ECKOUT ✓ 11 £12.55 I PDATE ECKOUT O	t Helpdesk Tei. 08. Iping to reduce the Account numb Account numb in Napier Univers anage Account illetin Board Or F biototal: tem(s): eed Help? Website User Gt Quick Start User Online Tutorials FAQs	Impact on the environment. er: GNAPI03 ty - Logout der tracking Print this page £12.55 £12.55 CHECKOUT ide Guide	[Click	Checkou	:
Click Ch Home Office Supplies SEARCH Choopeing Ba Description Office Supplies Description Office Supplies Office Sup	Product code 5224734 Peckout: DEPOT. V Techno sduct sket e Depot A4 100% Recyc tt While 80gsm umber 522489 entered pr	ogy GO Ied Printer Paper Diduct code 5226498	Facilities Ma Proprietary Items Price/unit £12.55 / box	anagement view s View All Pro Qty 1 U SAVE FOR Comments	tomer Services Tr Im(s): £12.55 Basket Checkou Welcome, V Furnitur Oducts A-Z (2) Continue S Estim PDATE LATER Remove	DD TO LIST	85 eSuppor Thank you for hel of Edinburg ✓ M. Paper Bu ECKOUT 1 II 1 III	t Helpdesk Tel. 08- liping to reduce the information Account numb ih Napier Univers anage Account illetin Board Or illetin Board Or ibtotal: tem(s): eed Help? Website User Gt Quick Start User Guine Tutorials FAQs rder By Item Number	Impact on the environment. er: GNAPI03 ty - Logout der tracking Print this page £12.55 £12.55 CHECKOUT ide Guide	[Click (Checkou	

6. The Checkout screen will appear displaying the default delivery address. If the default delivery address needs to be changed click **Select**:

Home	Need Help? Customer Services Tel. 0870 403 2085	eSupport Helpdesk Tel. 0844 412 3555
Office DEPOT. Order by Item	H	hank you for helping to reduce the impact on the environment. ↓ Delivery Information
	Welcome,	Account number: GNAPI03 of Edinburgh Napier University - Logout
Office Supplies 🗸 Technology	 Facilities Management Furniture & Seating 	Manage Account
SEARCH 60	Proprietary Items View All Products A-Z 🖭 Ink & Toner	Paper Bulletin Board Order tracking
ome > Checkout		
Checkout		Need Help?
ease verify your order information below and choose one of th	e options at the bottom of the page to submit your order.	Website User Guide Quick Start User Guide Online Tutorials FAQs
User Information	Delivery Information	
User Name: Phone: Email Address: Fax: EDIT	Finance Edinburgh Napier University Room 6 b 32 Sighthill Court Edinburgh EH11 4BN United Kingdom 0131 455 6006	Click on the Select button to change the default deliver
Email Options	SELECT	address
I would like an email confirmation for this order.		
Send an email confirmation to another contact: Additional Email Address:		
Order Information		
* PO Number Select		

7. Click on the required delivery address and press Select:

Select 📀

Office DEPC	Order by Ite	em Number 🗸	1 item(s): £1 ↓ View Basket	2.55 Checkout Shopping Li		lping to reduce the impact on th environment Information
			W	elcome,	of Edinburg	Account number: GNAPIC gh Napier University - Logo
Office Supplies \checkmark	Technology	V Facilities Mana	agement 🗸	Furniture & Seating	~ M	lanage Account 🛛 🗸 🗸
SEARCH		60 Proprietary Items	View All Products	A-Z 🕀 🕴 Ink & Toner	r Paper Bu	ulletin Board Order tracking
Home > Manage Account						
My Profile	Select a Deliv	ery Address				
 My Profile Overview Select Delivery Address Select PO Number My Proxy Approver 	Your Current Delive	ery Address:		Your Default Deliv	very Address:	
Need Help?	Finance Room 6 b 32 Sighthill Court Edinburgh			Finance Room 6 b 32 Sighthill Court Edinburgh		
 Website User Guide Quick Start User Guide Online Tutorials FAQs 	EH11 4BN 0131 455 6006 United Kingdom			EH11 4BN 0131 455 6006 United Kingdom		
hoose delivery		Return to My Account				
ddress	SELECT CANCEL	Name	Ad	dress	City	Post Code
	O O Finar	nce Room 6	5 b 32 Si	ghthill Court	Edinburgh	EH11 4BN
liale Calaat	O Copi	er Room Room 6	5.B.08 Si	ghthill Court	Edinburgh	EH11 4BN
lick Select	SELECT CANCEL	Return to My Account				

8. You can enter any information in the **PO Number field**, e.g. date and initials:

Home		Need He	elp? Customer	Services Tel. 0870 403 20	85 eSu	upport Helpdesk Tel.	0844 412 3555
Office DEPOT	Order by Item Numbe	er 🗸	↓ View Basker	£12.55 t Checkout Shopping Li		or helping to reduce t	the impact on the environment.
			1	Velcome,	of Edir	Account nu hburgh Napier Unive	mber: GNAPI03 ersity - Logout
Office Supplies 🗸 Tech	nology 🗸 🗸	Facilities Mana	igement 🗸 🗸	Furniture & Seating	\sim	Manage Accou	nt 🗸
SEARCH	GO Prop	orietary Items	View All Product	s A-Z 🕀 Ink & Toner	Paper	Bulletin Board	Order tracking
Home > Checkout							
Checkout						Need Help?	
Please verify your order information below	and choose one of the options	at the bottom of	f the page to subm	it your order.		 Website User Quick Start User Online Tutoria FAQs 	ser Guide
User Information		Delivery Info	rmation				
User Name: Phone: Email Address: Fax: EDIT		Copier Room Edinburgh Nar Room 6.B.08 Sighthill Court Edinburgh EH11 4BN United Kingdo 01314556006					
Email Options		SELECT					
I would like an email confirmation for	this order.						
Send an email confirmation to another of Additional Email Address:	contact:						
Order Information				y information and initials		ere,	
* PO Number	Select 📀						

- 9. Click **Place an Order** which can be found at the bottom of the page. Your order will be placed.
- 10. You'll receive a **confirmation email** which you should forward to Catherine Harvey of Information Services (<u>c.harvey@napier.ac.uk</u>).

If you have any queries about the ordering process, or require an Office Depot account please contact Andrina Gunn in the first instance: <u>a.gunn@napier.ac.uk</u>.