

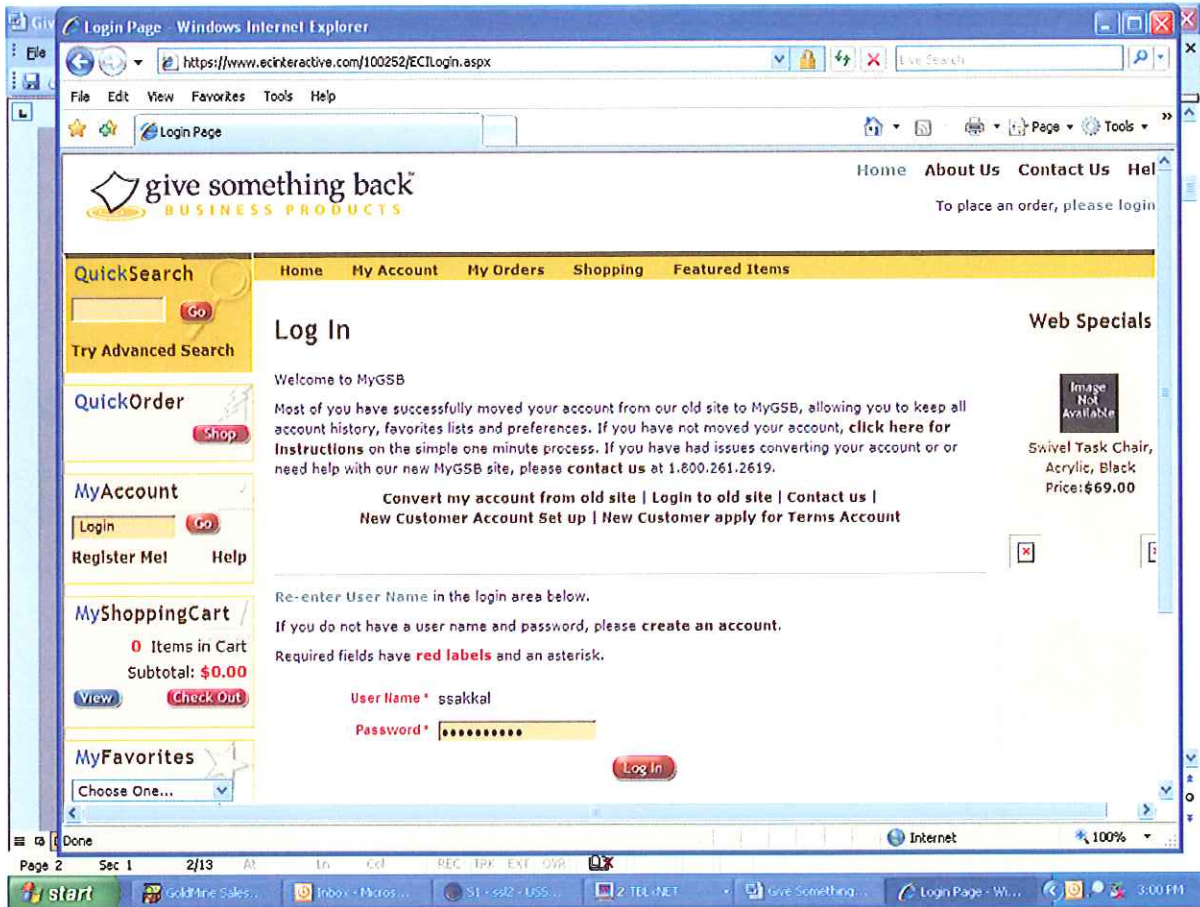
Give Something Back online ordering for City and County of San Francisco



Website address: www.givesomethingback.com

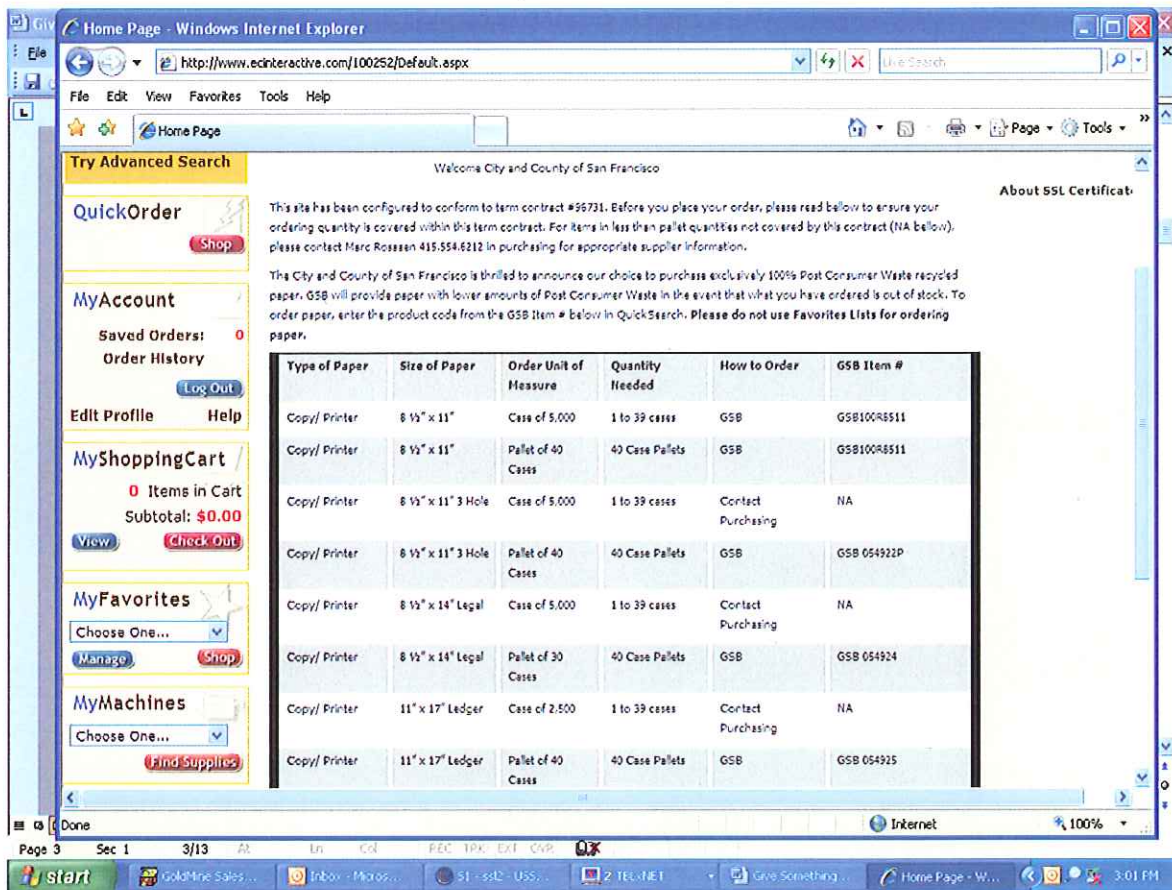
A screenshot of the Give Something Back website displayed in a Windows Internet Explorer browser window. The browser title is "Give Something Back - Business Products - Windows Internet Explorer". The address bar shows "http://www.givesomethingback.com/". The website has a yellow header with navigation links: "NewCustomer", "Who We Are", "What We Do", "Giving", "At Your Service", "Login Help", and "Careers". The main content area features a large image of office chairs with the text "More than 40,000 items for your office". Below this image are two buttons: "Shop Now" and "Real Savings". The "Real Savings" button includes logos for "Office Depot" and "Staples". On the left side, there is a sidebar with several sections: "NewCustomer" with a "\$20 Gift Card" and "Set Up an Account" link; "MyLinks" with links for "Giving", "Service & Returns", "Printing and Custom Logo Products", "HP Rebates and Sale Items", and "Contact Us"; "MyGreenGSB"; "Login to MyAccount" with a text input field containing "ssakkal" and a "Go" button; "Forgot Password?"; "Old Online Ordering" with a "Go" button; and "Vote for your favorite nonprofits". At the bottom of the page, there is a footer with links for "Contact Us", "About Us", "Customer Service", and "Site Map". The browser's taskbar at the bottom shows several open applications, including "GoldMine Sales...", "Inbox - Micros...", "S1 - 882 - USS...", "2 TEL.MET", and "Give Something...". The system clock shows "2:59 PM".

Enter user name into: "Login to MyAccount" and click "Go"



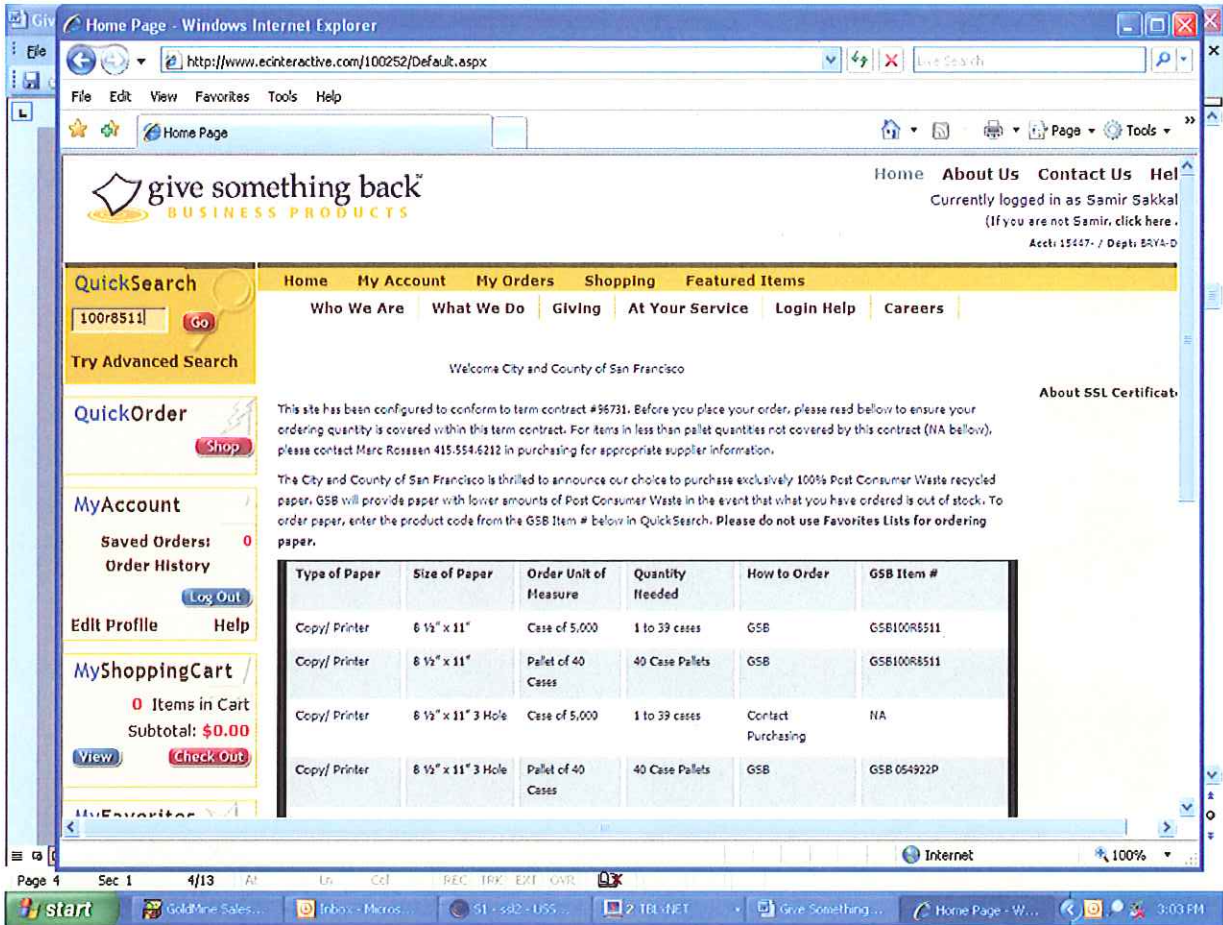
Enter password and click "Log in"

****password is case sensitive****



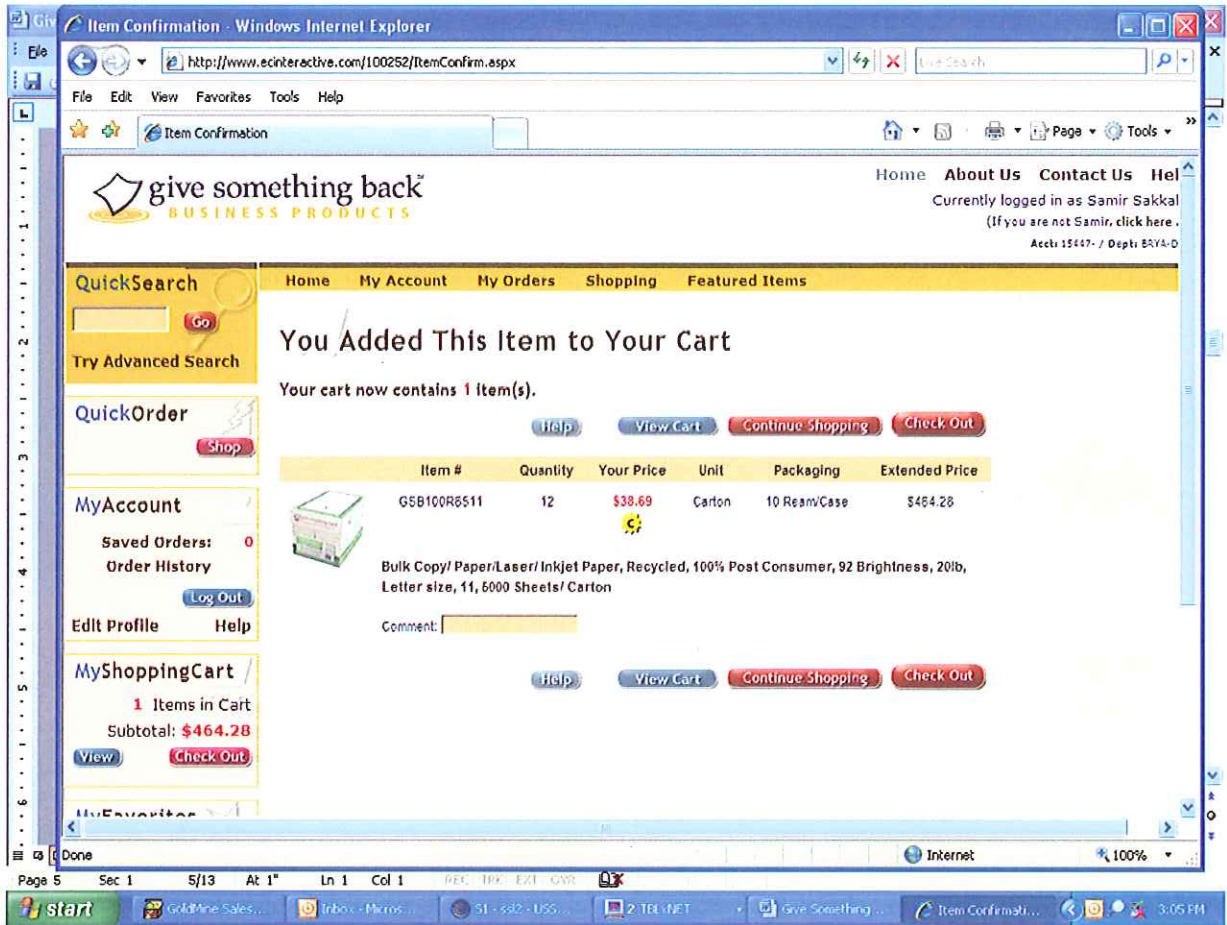
The customized web page for CCSF details the Term contract, Eligible item #'s and quantities for ordering via Give Something Back.

**Please note: only the 8.5x11 paper is eligible for order in Case qty's. all other sku's are to be ordered in pallet qty's.



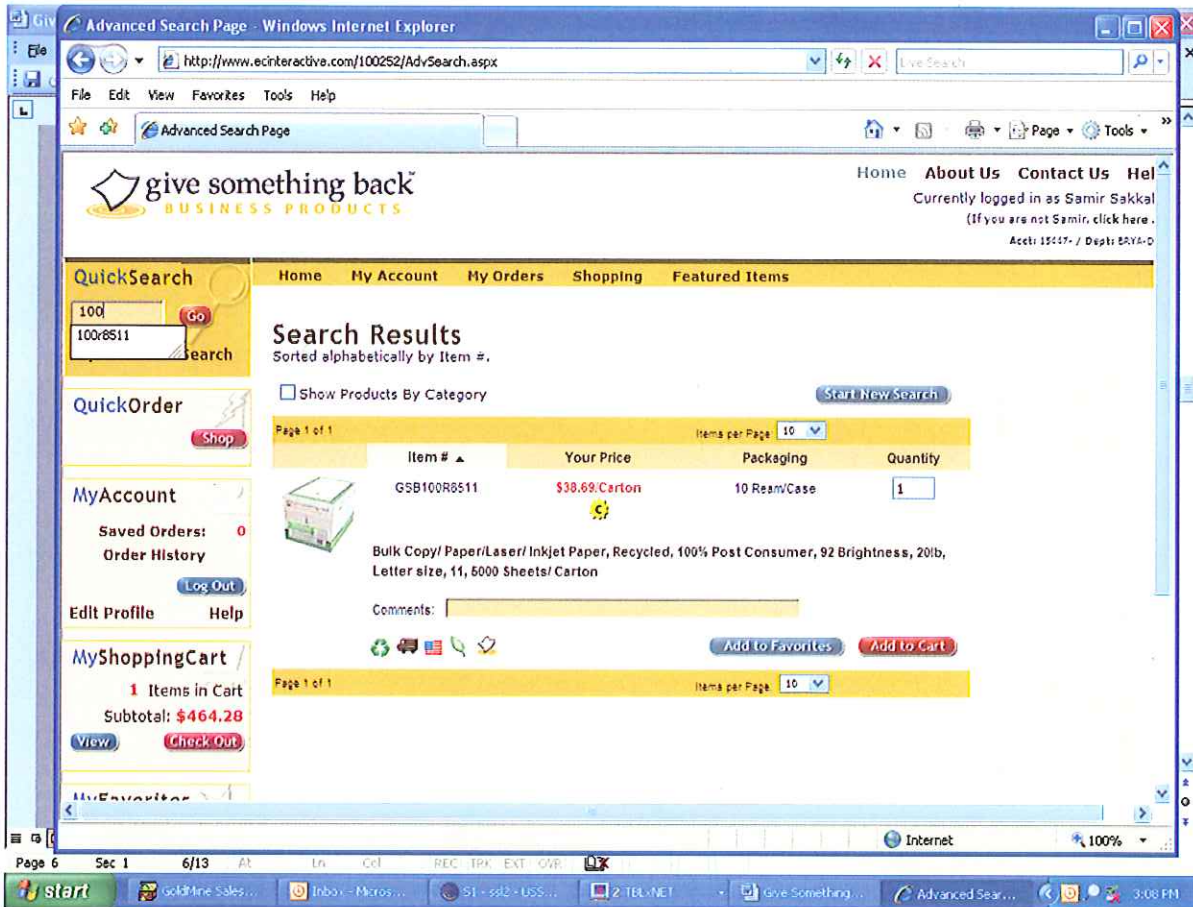
To order paper, enter the product code from the GSB Item # in "QuickSearch" and click "Go."

*Note: Letter size (8.5x11) paper order #: GSB-100R8511
 The quick search function will take 100R8511 and does not require the (GSB) prefix.

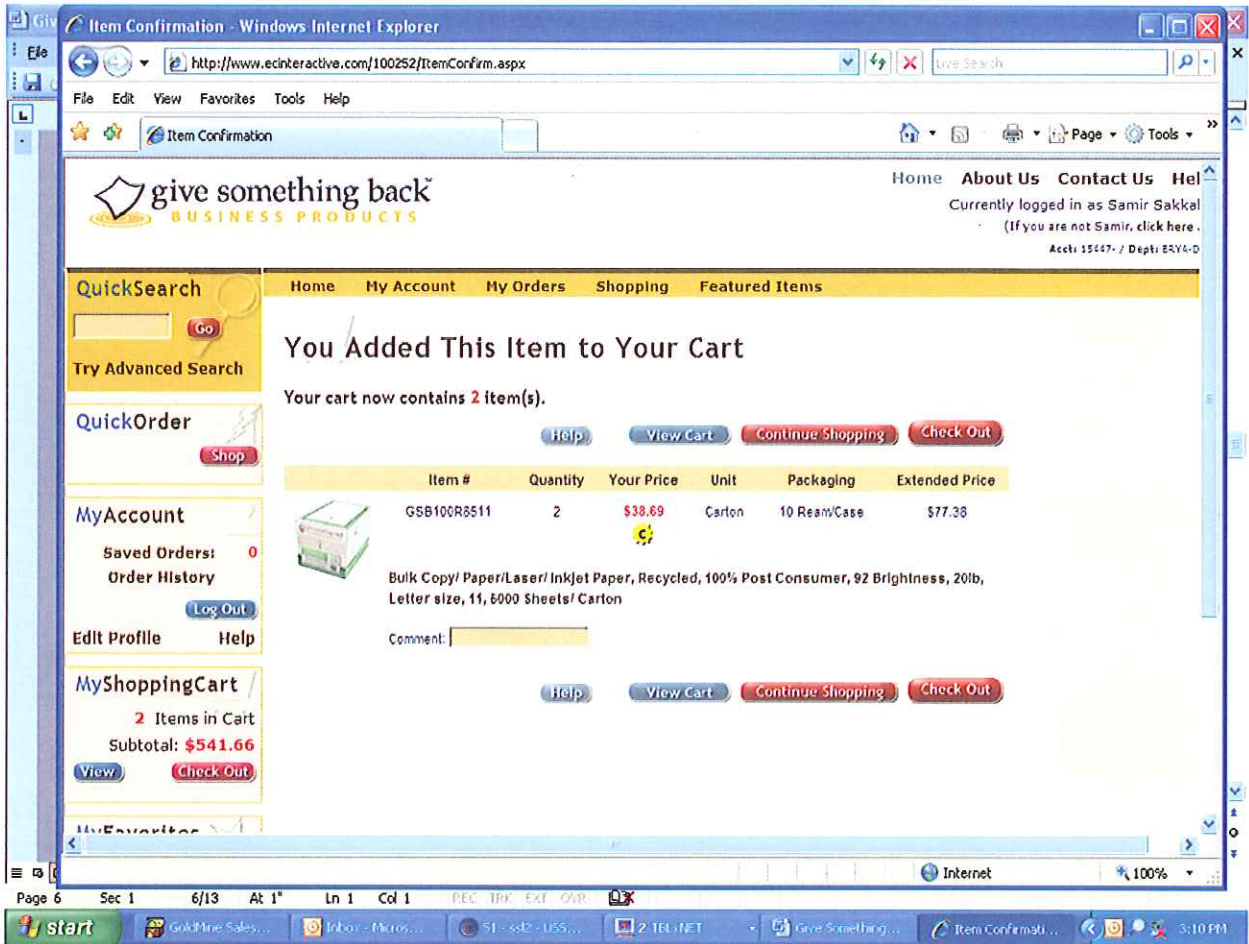


Type in the qty to order, If you are placing a single order click on the "Check Out" button.

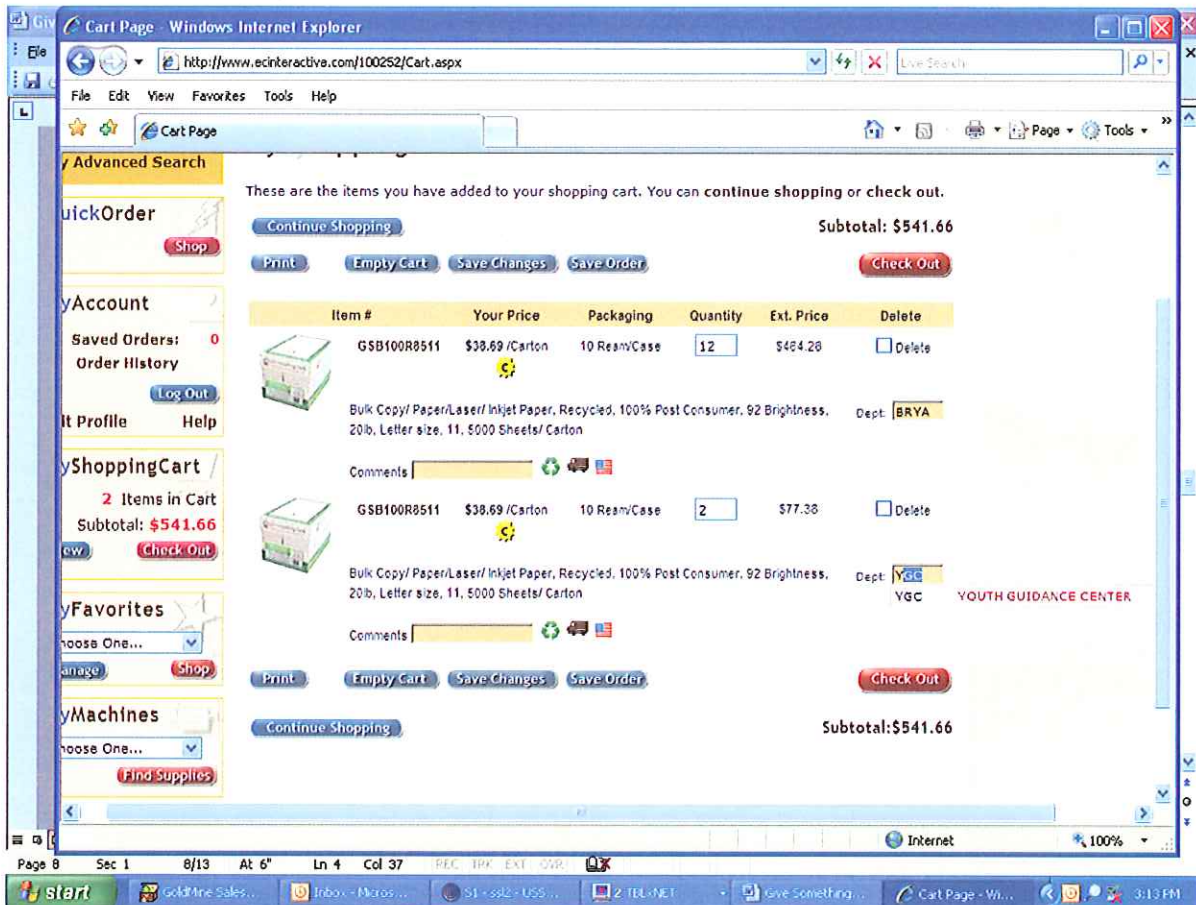
If you are placing multiples orders click on the "Continue Shopping" button.



If you are placing multiples orders:
Enter the product code from the Item # in "QuickSearch" and click "Go."
Enter the qty to order and hit "Add to Cart."

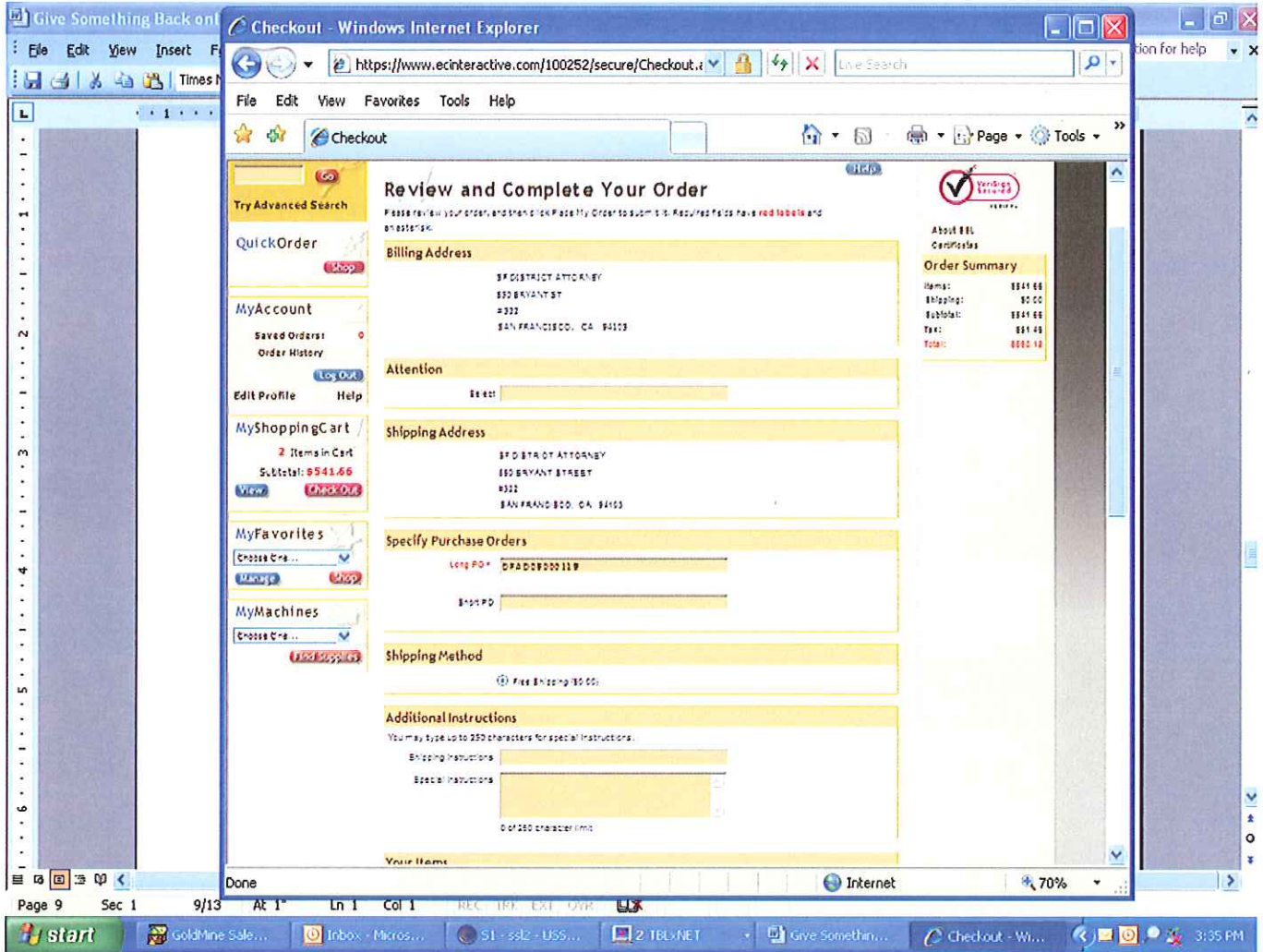


If ordering for other depts. Click "continue shopping" and add more paper by ordering via "quicksearch."
After all paper to be ordered is added to cart, click on View cart to review items ordered.



Check "dept" and make any adjustments *caps lock must be on to change the dept code.

If you see this message: "One or more departments specified are invalid. Please correct before proceeding".
 Click on "Save Changes" to accept the dept codes that you adjusted.
 If ready to check out click on the "Check Out" button.



Review and complete your order:

Overview of the order/orders you placed. The billing and shipping address that comes up is the default on the account and does not reflect the shipping location when multiple orders are placed.

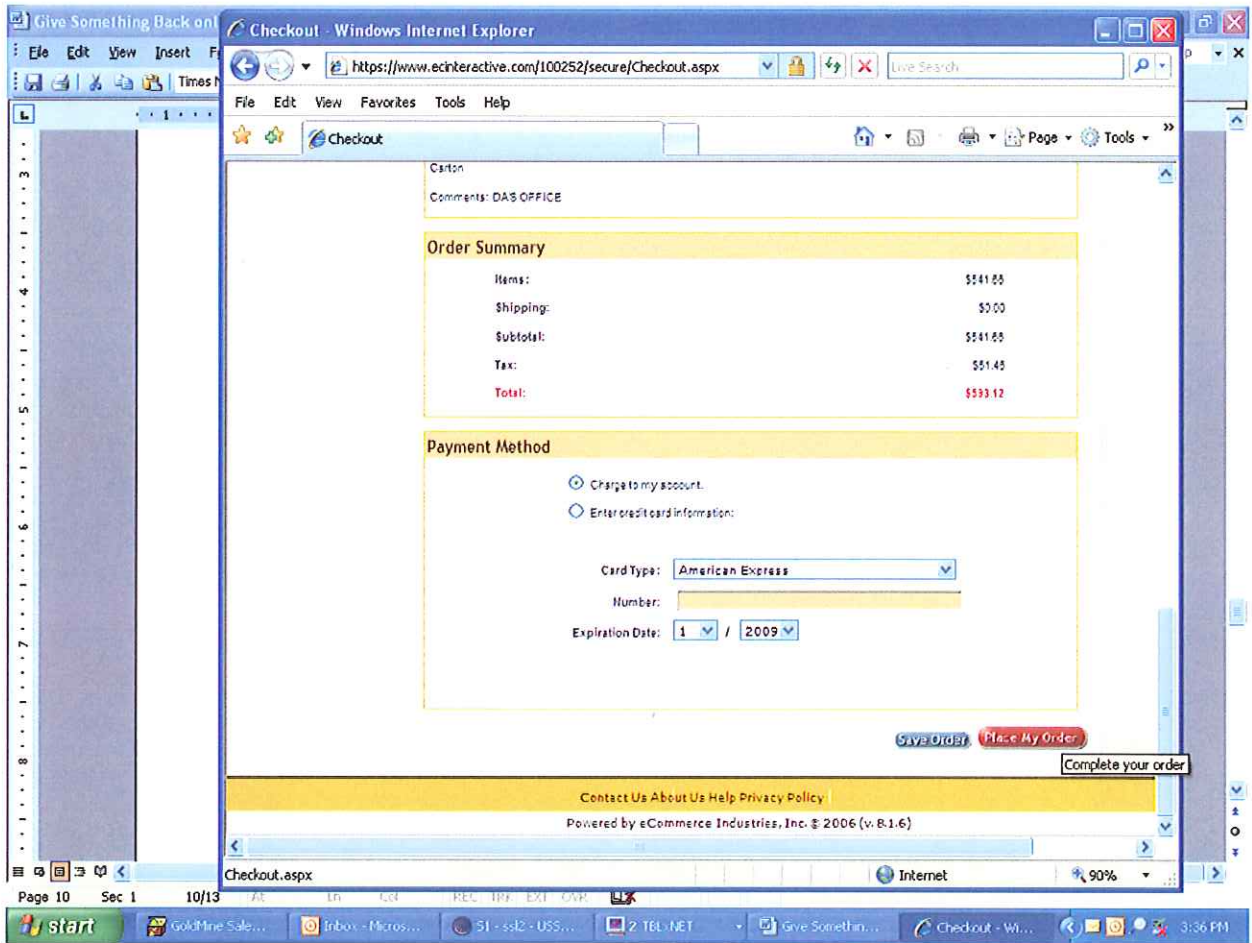
A po# can be entered in the "Long PO" field.

Scroll Down to see the specifics of the orders placed.



In "Additional Comments" add any special instructions for the delivery driver.

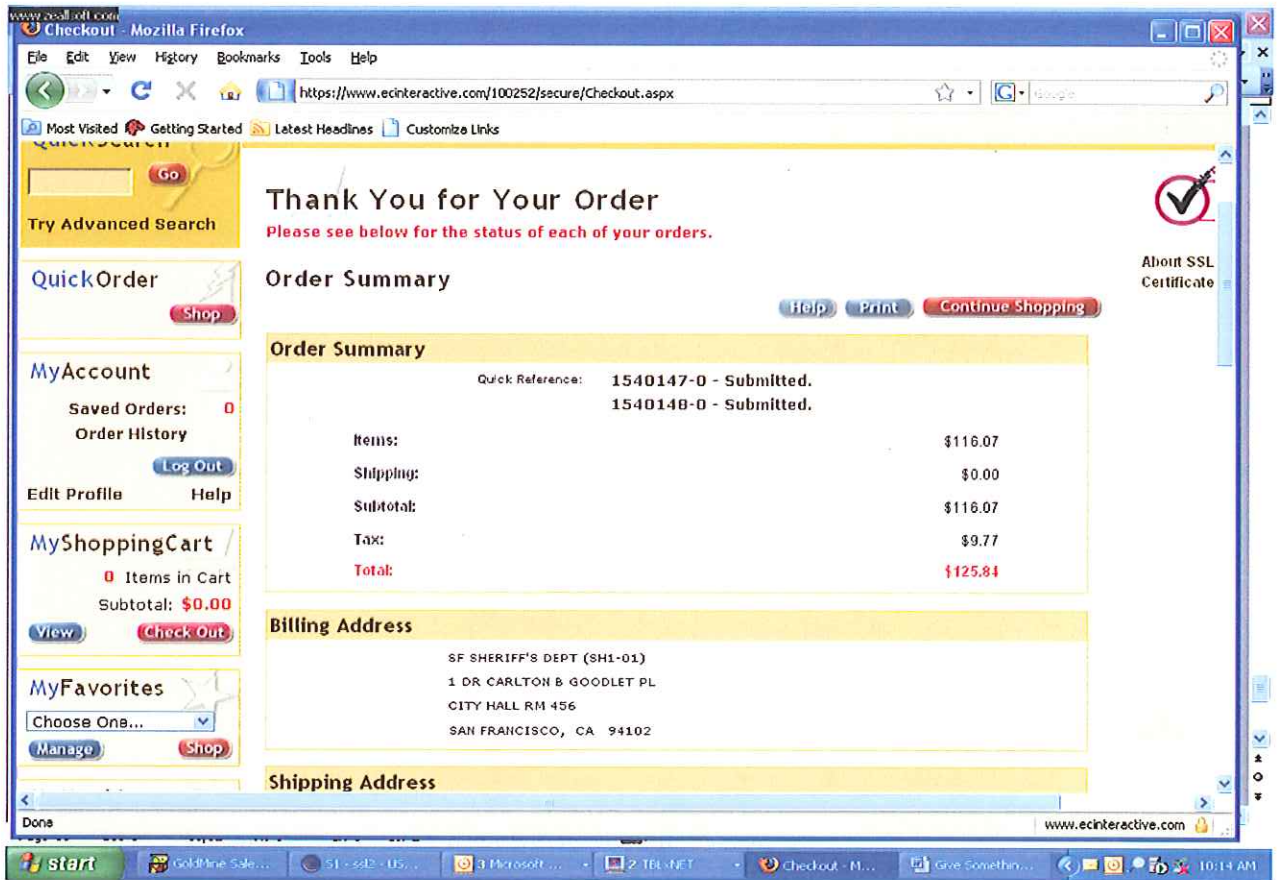
Under "Your Items" you will see the detail of the order/orders you have placed.



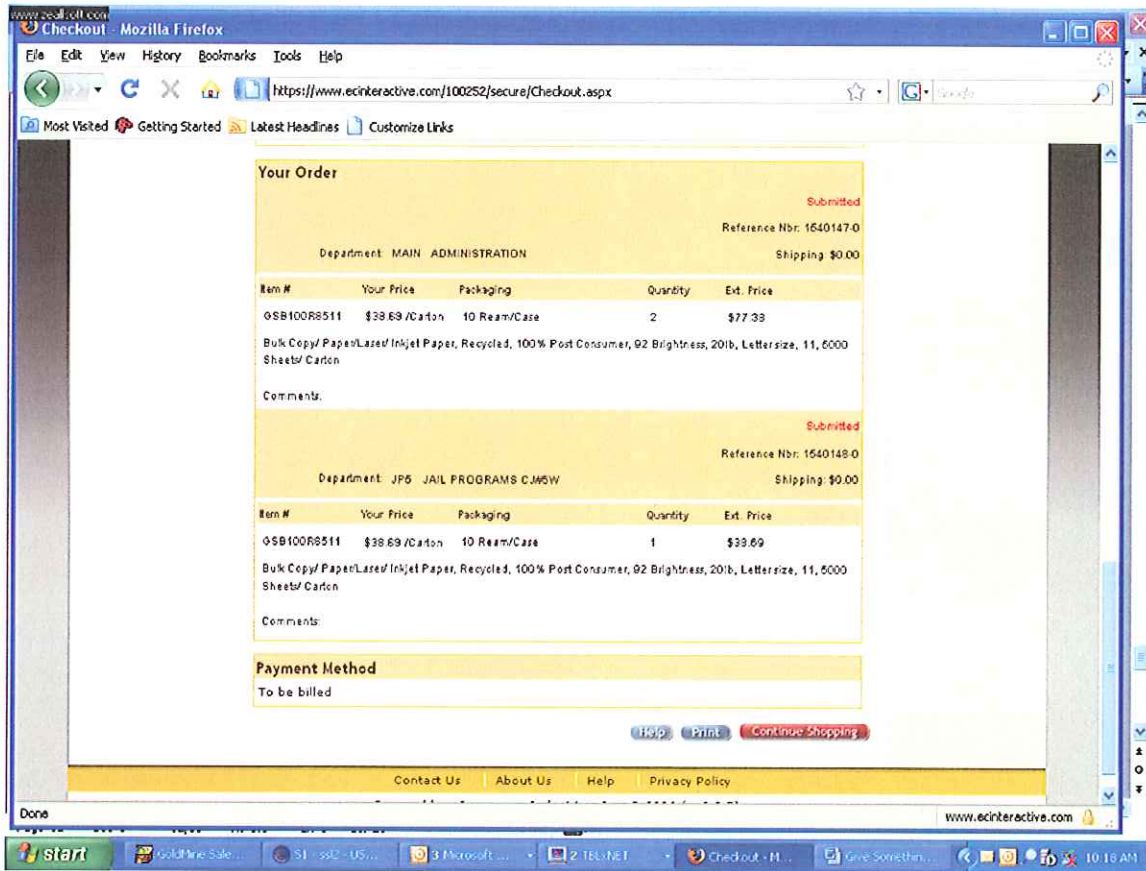
In "Order Summary" a total of the combined orders placed is given. Individual totals will be included in the email confirmations that will arrive in your Email after the order/orders have been approved.

The "Charge to my account" button should always be selected.

Click on "Place My Order" to submit the order/orders.



After submitting the order you will see the following message along with the order/orders summary and shipping location detail.



Congratulations, you are done! Your order confirmation will arrive via email.