State Of Nebraska
Account # 84041595
ON-LINE RETURN INSTRUCTIONS

LOG ONTO: www.odpbusiness.com

You may create a return request on-line by following these steps:

- Open Order Tracking to view orders.
- Click on the desired Order Number to place a return.
- Click on 'Submit Return' from the Order Detail screen.
- Select the item or items you want to return, select a reason from the drop-down list, and click 'Continue'.
- Review the information for the return and hit 'Submit Return' at which point you will get a Return Authorization Number for the return. If a return has already been placed on an order, the Submit Return button will not be available.

Please note:

- You may include instructions for an ODP Business Solutions or UPS driver.
- Your return pickup will be scheduled to coincide with your next delivery or within 5 days if no orders are scheduled.
- You may return most items in their original packaging within 30 days (most technology items within 14 days). All returns must be in their original packaging.
- You may submit only one on-line return request per order. Please contact Customer Service if you need to return an additional item from the same order.