

# UCI Procurement Services

## Office Depot Punchout – Requesting Returns for Delivered Orders

**UCIBuy Punchout** Requisitioner/Initiator can perform look-ups and generate Return Request [Cancel Punchout](#)

Account 90618025 Hi, PUNCHOUT USER Logout

Office DEPOT Taking care of business Order By Item | My Lists

Search by Keyword or Item#

My Account Orders Quick Order My Lists Cart 0 Items \$0

Office Supplies Paper Ink & Toner Breakroom Cleaning Technology

Home / Orders

**Orders**

Use one of the methods below to locate a specific order

Showing All Orders Print & Copy Details

Find Your Order Search By: Order Number Status: ALL



Orders

- Order Tracking
- Order by Item Number
- Reorder

No recent orders found

[VIEW ALL RECENT ORDERS](#)

**Order Summary** [Hide Images](#)

Description	Your Price / Unit	Quantity	Back Ordered B/O	Shipped	Total	Reorder Price / Unit	Reorder Qty.	Deselect all
 Ajax® Liquid Dish Detergent, Orange Scent, 28 Oz Bottle Item # 941066 <b>PREFERRED</b> <a href="#">REVIEW THIS PRODUCT</a>	12.99 / each	4	0	4	12.99	12.99 / each	4	<input checked="" type="checkbox"/>
 Clorox® Disinfecting Wipes, 35 Wipes Per Tub, Pack Of 3 Tubs Item # 149452 <b>BEST VALUE</b> <a href="#">REVIEW THIS PRODUCT</a>	12.99 / pack	1	0	1	12.99	12.99 / pack	1	<input checked="" type="checkbox"/>

Subtotal: 12.99  
Delivery Fee: \$0.00  
Adjustments: \$0.00  
Taxes: 12.99  
**Total: 25.98**

Print Order  
Email Us  
Back to Order Tracking

View Search Results [Begin Return](#) [ADD TO LIST](#)

All selected items will be added to your shopping cart. [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

Will default to Ship  
To address  
associated with PO

CONTINUE

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

Cart Items	Price/Unit	Quantity Ordered	Returnable Quantity	Quantity To Return
 <b>Ajax® Liquid Dish Detergent, Orange Scent, 28 Oz Bottle</b> Item # 0941066	<b>\$1.990 / each</b>	4	4	<input type="text"/>
* Return action:				Return for Credit <a href="#">Why can't I exchange these items?</a>
 <b>Clorox® Disinfecting Wipes, 35 Wipes Per Tub, Pack Of 3 Tubs</b> Item # 0149452	<b>\$5.780 / pack</b>	1	1	<input type="text"/>
* Return action:				Return for Credit <a href="#">Why can't I exchange these items?</a>

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

1. Verify Return Address


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Select the item(s) you would like to return by providing the following details:


- Quantity to return
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### Returnable Items

Cart Items	Price/Unit	Quantity Ordered	Returnable Quantity	Quantity To Return
 <b>Ajax® Liquid Dish Detergent, Orange Scent, 28 Oz Bottle</b> Item # 0941066	<b>\$1.990 / each</b>	4	4	<input type="text" value="1"/>

\* Return action: [Return for Credit](#)  
[Why can't I exchange these items?](#)  
Please specify a reason for your return.

\* Reason for your return:

 <b>Clorox® Disinfecting Wipes, 35 Wipes Per Tub, Pack Of 3 Tubs</b> Item # 0149452	<b>\$5.780 / pack</b>	1		
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\* Return action:  
This is a required field.  
\* Number of boxes to

- Please select a reason...
- Damaged Item
- Delivered Late
- Catalog Description Incorrect
- Received Wrong Item
- Don't Want Item
- Defective Item
- Ordered Wrong Item
- No longer needed

[Why is this important?](#)


CONTINUE ▶

1. Verify Return Address

2. Select Your Items

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	Price/Unit	Quantity To Return	Credit
 <b>Ajax® Liquid Dish Detergent, Orange Scent, 28 Oz Bottle</b> Entered Item # 941066	<del>\$1.990</del> / each	1	<del>(\$1.99)</del>

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

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

Subtotal:	(\$1.99)
Taxes:	(\$0.15)
Miscellaneous	\$0.00
<b>Total Credit:</b>	<del>(\$2.14)</del>

[Modify Return](#) | [Cancel Return](#)

PLACE YOUR RETURN ▶