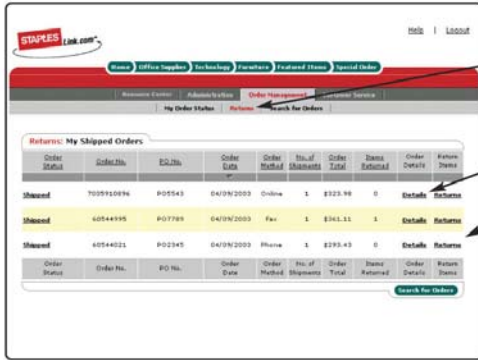


# Tennessee Tech University



### My Shipped Orders

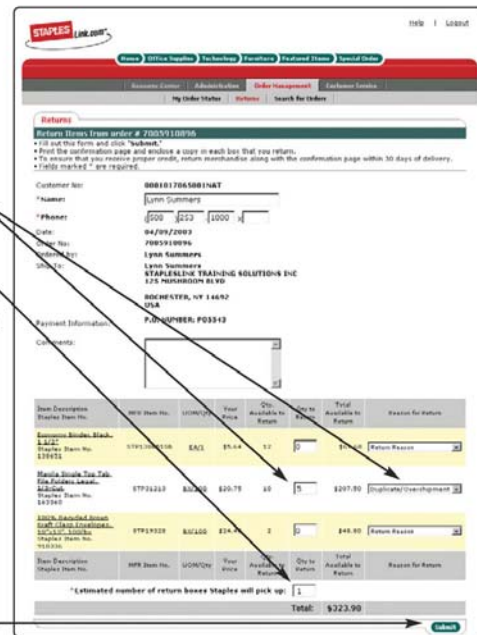
- Returns can be accessed through the **Order Management** tab or directly from the **Returns** link on the Home Page.
- Click on **Details** to review line item detail.
- Click on **Returns** to process a return for that order.

### Specific Order with Line Items

Enter **Quantity** of specific item(s) to be returned and **identify reason for return**.

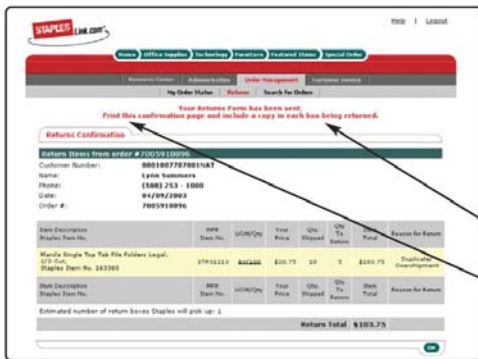
Indicate the number of return boxes Staples will pick up.

Click **Submit** to complete online return.



### Returns Confirmation Page

- Confirmation of processed return request.
- Print copy** of this page and include in each box being returned to Staples.



Remember: After you submit your return online print the return authorization. Please include a copy in the box with your product. Have your return box ready and labeled for pickup. Don't forget to keep a copy for your records.

For additional information contact Customer Care at 1-877-826-7755 or your Account Manager, Jana Calvert at [jana.calvert@staples.com](mailto:jana.calvert@staples.com).