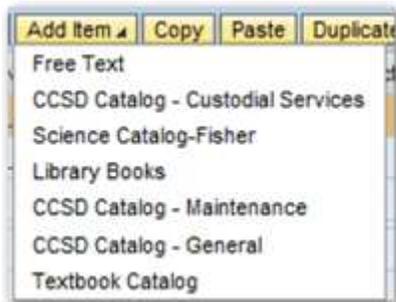


Recycle Icon Help Guide

To identify items in catalog as Environmentally Friendly

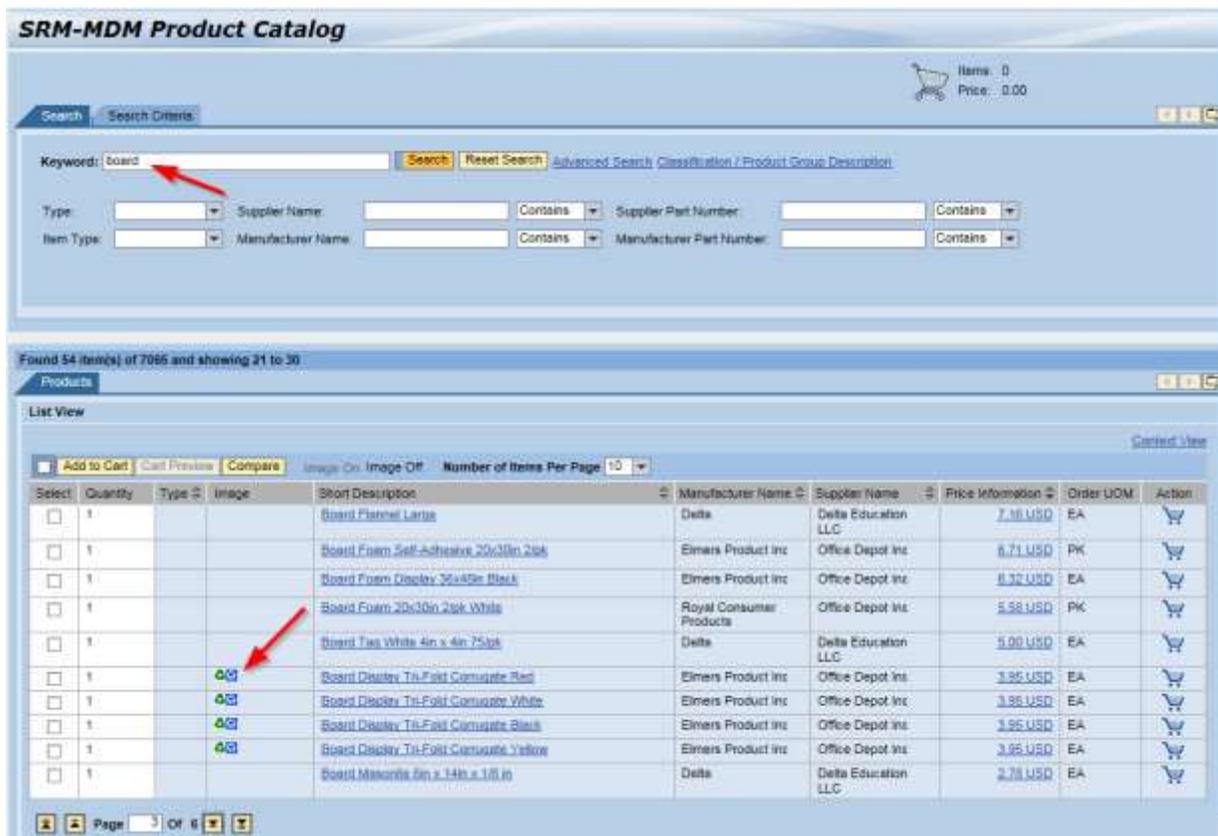
-  Items with 20% or more Post-Consumer Recycled content
-  Items that are Recyclable
-  Items that are both 20% or more Post-Consumer Recycled content and Recyclable

Log on to SAP. Create a shopping cart and add an item, **selecting** any CCSD catalog. (This does not apply to Food Service Catalogs.)



Narrow search by using Keywords

Note: Always search for items using the noun, for example, use ball instead of baseball.



SRM-MDM Product Catalog

Items: 0
Price: 0.00

Search Search Criteria

Keyword: board Search Reset Search Advanced Search Classification / Product Group Description

Type: Supplier Name: Contains Supplier Part Number: Contains
Item Type: Manufacturer Name: Contains Manufacturer Part Number: Contains

Found 54 item(s) of 7065 and showing 21 to 30

Products

List View

Select	Quantity	Type	Image	Short Description	Manufacturer Name	Supplier Name	Price Information	Order UOM	Action
<input type="checkbox"/>	1			Board Planner Large	Delta	Delta Education LLC	7.16 USD	EA	
<input type="checkbox"/>	1			Board Foam Self-Adhesive 20x30in 2pk	Elmers Product Inc	Office Depot Inc	6.71 USD	PK	
<input type="checkbox"/>	1			Board Foam Display 30x45in Black	Elmers Product Inc	Office Depot Inc	6.32 USD	EA	
<input type="checkbox"/>	1			Board Foam 20x30in 2pk White	Royal Consumer Products	Office Depot Inc	5.98 USD	PK	
<input type="checkbox"/>	1			Board Top White 4in x 4in 75pk	Delta	Delta Education LLC	5.00 USD	EA	
<input type="checkbox"/>	1			Board Display Tri-Fold Composite Red	Elmers Product Inc	Office Depot Inc	3.95 USD	EA	
<input type="checkbox"/>	1			Board Display Tri-Fold Composite White	Elmers Product Inc	Office Depot Inc	3.95 USD	EA	
<input type="checkbox"/>	1			Board Display Tri-Fold Composite Black	Elmers Product Inc	Office Depot Inc	3.95 USD	EA	
<input type="checkbox"/>	1			Board Display Tri-Fold Composite Yellow	Elmers Product Inc	Office Depot Inc	3.95 USD	EA	
<input type="checkbox"/>	1			Board Mosaics 6in x 14in x 1.6 in	Delta	Delta Education LLC	2.78 USD	EA	

Page 3 Of 6

Search results show 54 items. The boards are listed alphabetically by short description. Some of the items have both the green icon indicating they have recycled content and the blue icon indicating they are recyclable.

Recycle Icon Help Guide

Type the letters **ef** or **EF** (Environmentally Friendly) in the search field before or after the keyword; all items identified with the icons and the keyword will be shown.

The screenshot shows the SRM-MDM Product Catalog search interface. The search criteria are set to 'ef board'. The results show 9 items, with the first item being 'Board Display Tri-Fold Corrugate Black'. A red arrow points to the search field and another points to the 'Products' tab.

SRM-MDM Product Catalog

Items: 0
Price: 0.00

Search Search Criteria

Keyword: ef board Search Reset Search Advanced Search Classification | Product Group Description

Type: Supplier Name: Supplier Part Number:

Item Type: Manufacturer Name: Manufacturer Part Number:

Found 9 item(s) of 7065 and showing 1 to 9

Products

List View

Add to Cart Cart Preview Compare Image On Image Off Number of Items Per Page 10

Select	Quantity	Type	Image	Short Description	Manufacturer Name	Supplier Name	Price Information	Order UOM	Action
<input type="checkbox"/>	1			Board Display Tri-Fold Corrugate Black	Elmers Product Inc	Office Depot Inc	3.95 USD	EA	
<input type="checkbox"/>	1			Board Display Tri-Fold Corrugate Red	Elmers Product Inc	Office Depot Inc	3.95 USD	EA	
<input type="checkbox"/>	1			Board Display Tri-Fold Corrugate White	Elmers Product Inc	Office Depot Inc	3.95 USD	EA	
<input type="checkbox"/>	1			Board Display Tri-Fold Corrugate Yellow	Elmers Product Inc	Office Depot Inc	3.95 USD	EA	
<input type="checkbox"/>	1			Board Bulletin Border Roll 2-1/4x50ft	Pacon	Office Depot Inc	1.59 USD	RO	
<input type="checkbox"/>	1			Board Bulletin Border Roll 2-1/4x50ft	Pacon	Office Depot Inc	1.59 USD	RO	
<input type="checkbox"/>	1			Board Bulletin Border Roll 2-1/4x50ft	Pacon	Office Depot Inc	1.59 USD	RO	
<input type="checkbox"/>	1			Board Bulletin Border Roll 2-1/4x50ft	Pacon	Office Depot Inc	1.59 USD	RO	
<input type="checkbox"/>	1			Board Bulletin Border Roll 2-1/4x50ft	Pacon	Office Depot Inc	1.59 USD	RO	

Page 1 Of 1

Nine (9) items are available that meet the criteria.

Click on the short description to see more details.

This is a close-up view of the search results table. A red arrow points to the short description 'Board Display Tri-Fold Corrugate Black', which is highlighted in orange. The table shows columns for Select, Quantity, Type, Image, Short Description, and Manufacturer Name.

Found 9 item(s) of 7065 and showing 1 to 9

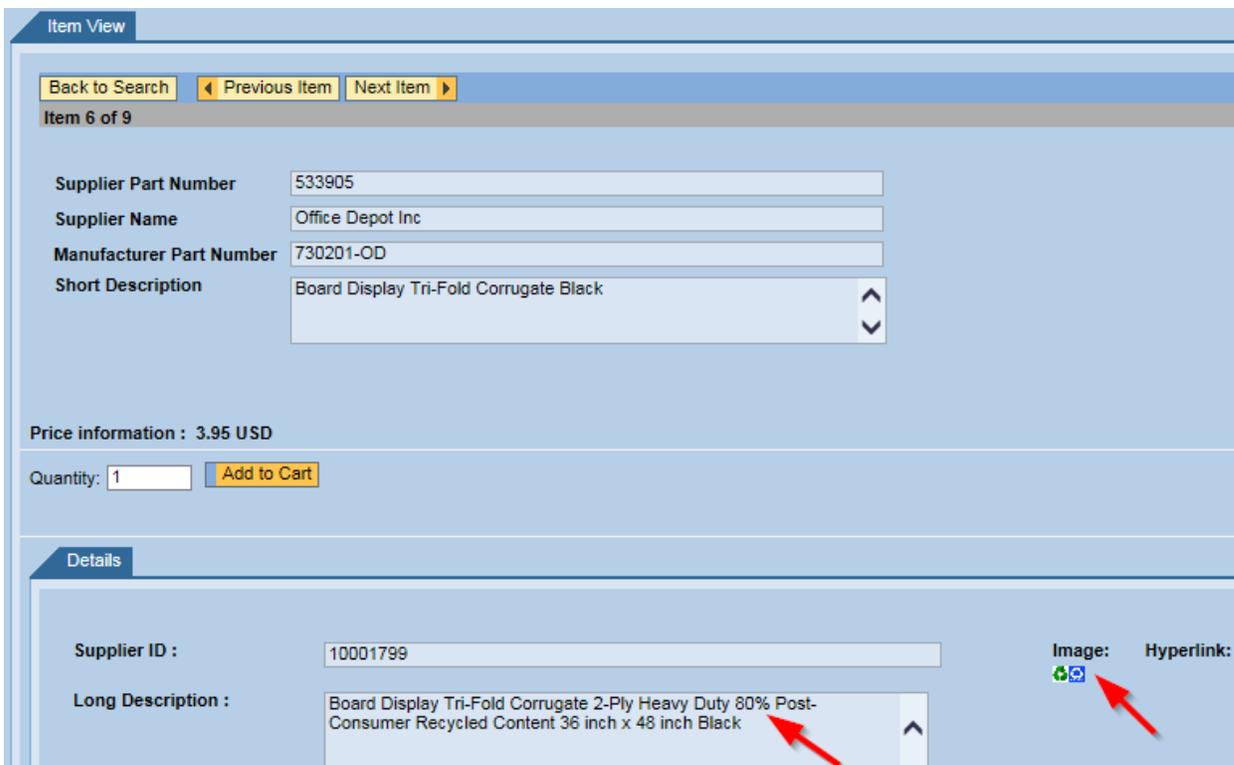
Products

List View

Add to Cart Cart Preview Compare Image On Image Off Number of Items Per Page 10

Select	Quantity	Type	Image	Short Description	Manufacturer Name
<input type="checkbox"/>	1			Board Display Tri-Fold Corrugate Black	Elmers Product Inc
<input type="checkbox"/>	1			Board Display Tri-Fold Corrugate Red	Elmers Product Inc
<input type="checkbox"/>	1			Board Display Tri-Fold Corrugate White	Elmers Product Inc

Recycle Icon Help Guide



The long description will give more details on the amount of post-consumer content.

Other features, such as price sort and compare, will work in conjunction with the icon feature.