

Procedure on how to order from Office Depot

<https://business.officedepot.com>

OHS log-in: Contact A/P @ 1113 or school office secretary

LPHS log-in: Contact A/P @ 1113 or school office secretary

- 1) From the Home Page of Office Depot online, you can search by item name or item #
- 2) Add Items to cart
- 3) Once all items entered and you are ready to checkout, go to Escape and create the requisition. Follow the instruction on How to create a requisition. Once you finished and you have the requisition#, go back to office depot cart. Continue with the checkout screen, the PO# will be your requisition #. The Cost Center is your name, and delivery location will be your site. For the Contact on Day of Delivery, please enter "Office" and then the Office Phone #. Extension # is optional.
- 4) Lastly, submit your order.
- 5) On the 'THANK YOU FOR YOUR ORDER PAGE, it will give you an order number and will show your delivery date. On Print Page, save it as PDF in your document and attached to you requisition. (see below)

The screenshot shows the Office Depot shopping cart interface. At the top left, the date is 9/8/2020 and the page title is 'Add to cart | Office Supplies: Office Products and Office Furniture: Office Depot'. The Office Depot logo is in the top left corner. Below the logo is the 'Shopping Cart' section with a 'Continue Shopping' button. The cart contains two items:

Item Description	QTY	Price
Boise® X-9® Multi-Use Copy Paper, Letter Size (8 1/2" x 11"), 20 Lb, Bright White, Ream Of 500... Item # 196517 Entered Item # 196517	1	\$34.99 \$34.99 case
Ticonderoga® Pencils , Pre-Sharpended, #2 Soft Lead, Yellow Barrel, Box Of 30 Item # 760452 Entered Item # 760452	1	\$5.16 \$5.16 box

Each item has a 'Subscribe' checkbox and a magnifying glass icon. To the right of the cart is a vertical sidebar with print settings:

- Print: 2 pages
- Destination: Save as PDF
- Pages: All
- Layout: Portrait
- More settings: (dropdown arrow)

FUTURE DELIVERY OR ORDER – REFER BELOW

- 6) Please be sure you are not just saving your items into a shopping lists but you are actually placing your orders on hold.

Scan your order confirmation sheet to your requisition in ESCAPE.

Once requisition is approved, I will release your order accordingly.

ADVANCE ORDERS FOR FUTURE DELIVERY:

In placing orders for future delivery, you have to click **MY ACCOUNTS**, select **ORDERS** then **FUTURE ORDERS**. Follow directions above.

*“This feature has been designed to allow you to place your orders now for FUTURE delivery. This should ONLY be used for orders you wish delivered in **NO LESS THAN 21 DAYS and NO GREATER than 180 days.**”*

If you have any questions, feel free to call Chopper at 538-2300 ext.1113