**Office DEPOT**
*Taking Care of Business*

- Open your Internet Browser, and type in: http://business.officedepot.com,. Add the website to your favorites. Enter your assigned Login Name and Password and click the **Login** button. The first time you enter the site, the **"Login and Password Information"** page will appear with the following message: "Your profile is not configured with a security question." prompting you to select a secret question and provide an answer. Once you have provided all required information, click **"Update"** to save your information.

- Click in the white box "Search Product or Item # at the top of the page. Enter the item or product and hit enter. Select the quantity for each item you want to purchase and click add to cart.

- Once you have entered all items for the order, click the **"Proceed to Checkout"** button. You will then see a listing of the items you have added to your cart. To place your order, click the **"Checkout"** button on the right side of the page under **"Order Summary".** You will be given an opportunity to review your Shopping Cart. If you are ready to proceed with your purchase, click the **"Checkout"** button.

- You will then be taken to the **Checkout** page. Put your name under *PO Number. If you make any changes, click on the **"Update Shopping Cart"** button. Once you have completed your review of the information on this page, click **"Put this order on hold (bottom of page in blue). Then you will be taken to the order sheet with an order number(s) on it, description of item(s) and the total amount of the order. Print this page.**

- Prepare your requisition as usual. Under the Detail Tab of you requisition enter the following: The **Order Number(s) only** (ex: 123456789-001) and (3) the total cost of the order. (Order Number, and Total Cost is on the order sheet you printed out).

- Attach a copy of the Detailed Office Depot order sheet to the requisition under "Attachments." Purchasing Department will convert the requisition to a P. O. after it is approved. Purchasing will go back into Office Depot's site and take your order off hold, give it a Purchase Order number and

## Note: We are dealing with real time inventory.  Do your requisition ASAP.

**Vendor #5660**

**Office Depot, 150 Riverbend Blvd St. Rose, LA 70087**

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