"Shopping Cart" Office Depot

Vendor ID 001400 – Shopping Cart Lakeshore Learning

Online Ordering

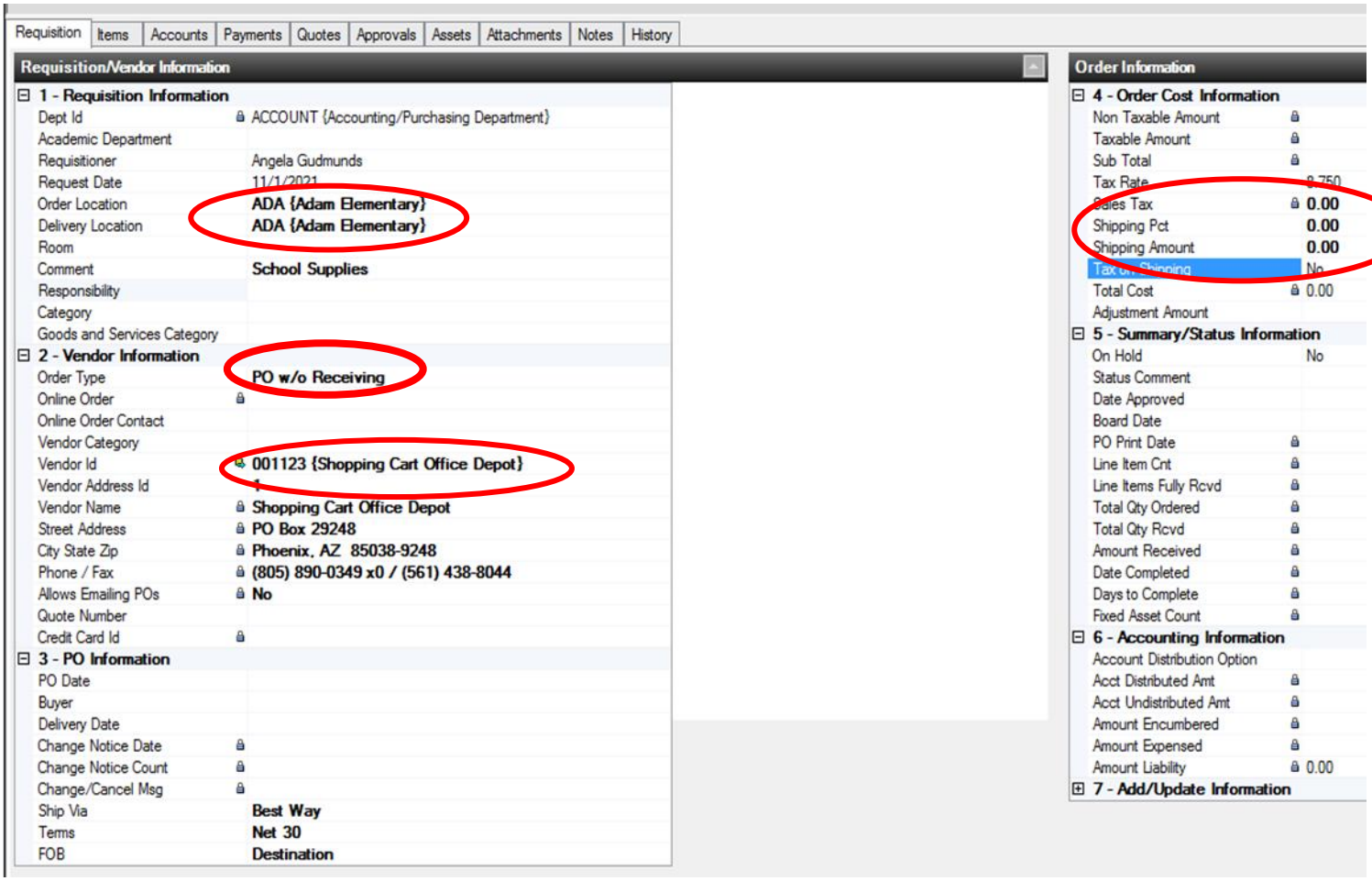
**** Office Depot requires a minimum of $50.00.**

Requisition entry

1. Change the delivery site to your School /department
2. Change the PO type to PO **WITHOUT RECEIVING (if each line item is quantity of 1 is under $500).**

> ***If a single item is over $500 please create a separate Requisition WITH RECEIVING, as it will need to be Asset tagged. Choose the warehouse as the shipping location for these items.***

3. Choose **Vendor ID 001123 – Shopping Cart Office Depot**
4. **Do not** put **names** in the **Comment field** as these notes show up on payment checks. If you want to make a note as to which room/teacher the items belong to, **please put this information in the Notes tab**.



It is advised to start a folder on your desktop for (each) Amazon, Office Depot, and Lakeshore Learning and save a copy of your orders there. This will assist you in verifying the ACTUAL items received***. If your packing slip is SMALLER than 8.5 x 11, please tape it to an 8.5 x 11 piece of paper before sending to Accounts Payable.***

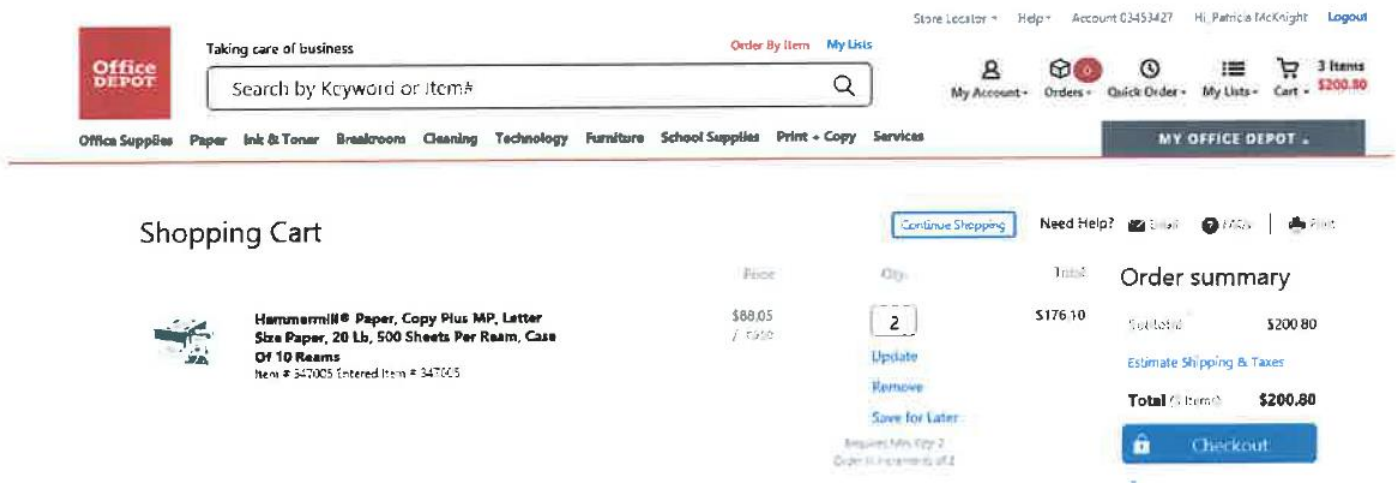
If Office Depot did not send a packing slip, **you should print a copy** of the order and **verify with a check mark ONLY of the items received**. **Sign and date your paperwork, attach a copy to the invoice or taped receipts, and send to Accounts Payable immediately**.

Online Shopping for Office Depot

On the **Items tab**, click **Tasks>Start Online Shopping**. This will open up a tab in your browser for the User to start ordering through the online cart process:

You may add as many line items as you need by adding to the shopping cart.

Note: Below shows Office Depot's punchout site. Place items in the online cart as you normally have done:

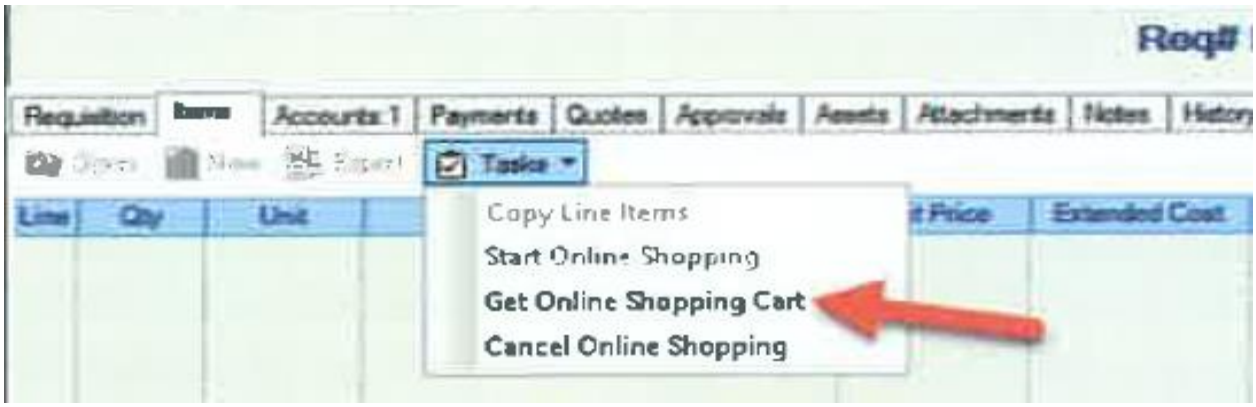


When you are finished and select "Checkout" it will open a tab with the following statement. After entering items in the Office Depot website and receiving the notice below, **go back to Escape**

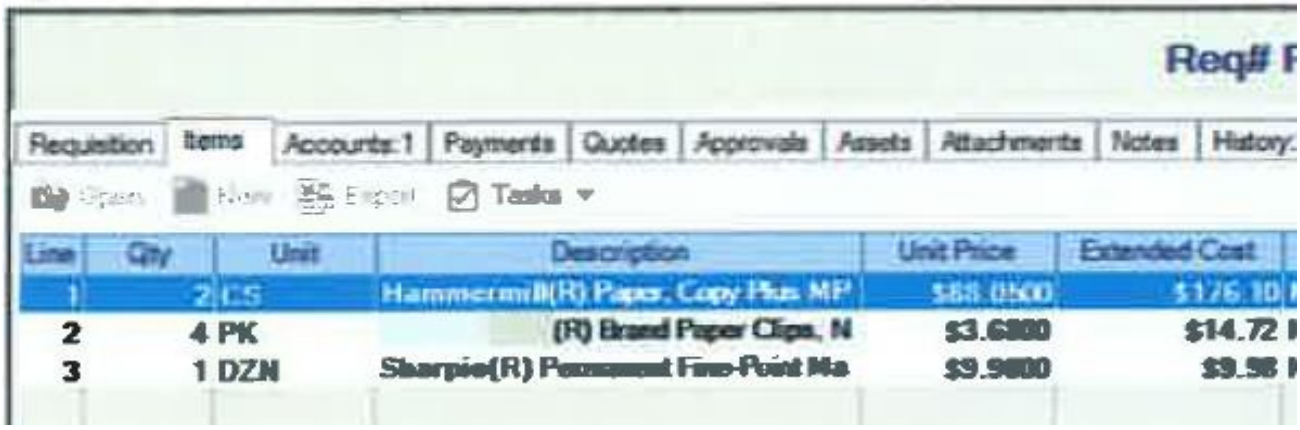
Thank you for shopping online!

Don't forget to select "Get Online Shopping Cart" on the Items tab in Escape Online to load your item(s) into your requisition.

Close the Message Box and back in Escape, go to **Items tab** click **Tasks>Get Online Shopping Cart**. The System will populate the selected items from the online cart from the Vendor website into the Items tab of the Vendor Requisition.



Then, items from the Vendor website appear in the **Item tab** of the Vendor Requisition, see below.



Click on the Accounts tab and add the necessary budget code(s)

On the **Tasks tab** Click **"Submit"** to begin the Approval process.

Once the full approval is received, a PO # will be issued and the order will be released for Office Depot's processing. Please allow up to 48 hours to receive the item(s) after FULL APPROVAL OF PO.