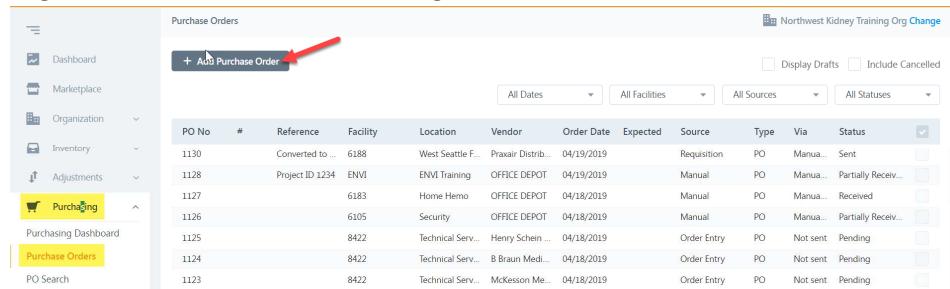


Creating a Purchase Order – Office Depot

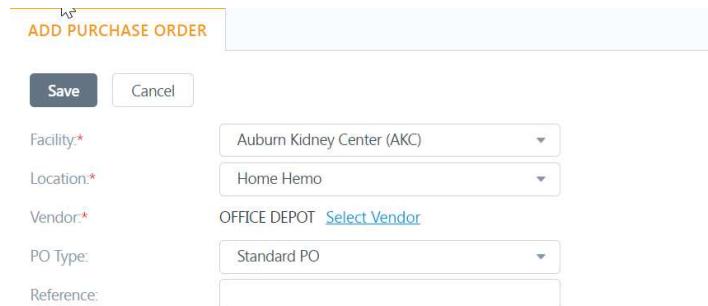
This guide will walk you through how to create a purchase order for Office Depot

1. Log into ENVI. Click onto Purchasing/Purchase Orders/Add Purchase Order



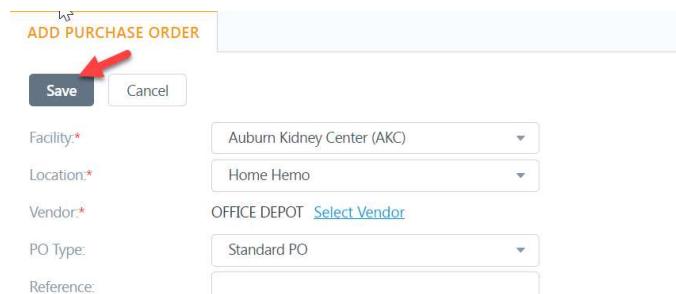
The screenshot shows the ENVI Purchase Orders page. On the left, there is a sidebar with various menu items: Dashboard, Marketplace, Organization, Inventory, Adjustments, Purchasing (which is highlighted in yellow), Purchase Orders (which is also highlighted in yellow), and PO Search. The main area is titled 'Purchase Orders' and shows a table of existing purchase orders. The table columns include PO No, #, Reference, Facility, Location, Vendor, Order Date, Expected, Source, Type, Via, and Status. A red arrow points to the '+ Add Purchase Order' button at the top left of the main content area.

2. The facility and location selections for your Office Depot orders should display where exactly the product is shipping. The facility should show your facility, not distribution. Office Depot orders will ship direct to you, not to the warehouse. You must have your facility/location (department) selected accordingly.



The screenshot shows the 'ADD PURCHASE ORDER' form. It has two buttons at the top: 'Save' (in a dark blue box) and 'Cancel'. Below these are four input fields with dropdown menus: 'Facility*' (set to 'Auburn Kidney Center (AKC)'), 'Location*' (set to 'Home Hemo'), 'Vendor*' (set to 'OFFICE DEPOT' with a 'Select Vendor' link), and 'PO Type:' (set to 'Standard PO').

3. Click save to start your order.



The screenshot shows the 'ADD PURCHASE ORDER' form again. The 'Save' button is highlighted with a red arrow. The form fields are the same as the previous screenshot: Facility (Auburn Kidney Center (AKC)), Location (Home Hemo), Vendor (OFFICE DEPOT), and PO Type (Standard PO).

4. Click Line Items/Add Items

Purchase Orders > PO No 1131 / OFFICE DEPOT

DETAILS PAYMENT/SHIPPING ADDRESSES LINE ITEMS UPDATE RESOURCES FILES SYSTEM

Purchase Order No:	1131	Status:	Draft
Facility:	Auburn Kidney Center (AKC)	Delivery:	Not sent
Location:	Home Hemo	Order Date:	04/19/2019
Vendor:	OFFICE DEPOT	Date Expected:	
PO Type:	Standard PO	Sent By:	
Buyer:	Lanie Farkas	Confirmed:	No View/Edit
Reference:		Approval Status:	
Notes:			

Purchase Orders > PO No 1131 / OFFICE DEPOT

DETAILS PAYMENT/SHIPPING ADDRESSES LINE ITEMS UPDATE RESOURCES FILES SYSTEM

Add Items

Search for items in an inventory location and add them to the purchase order.

Search all items in the system and add any item purchased from this vendor to the purchase order.

Search for items in the list of recent orders and add them to the purchase order.

Add free-form items to the purchase order.

Punchout to the vendor's site to add items.

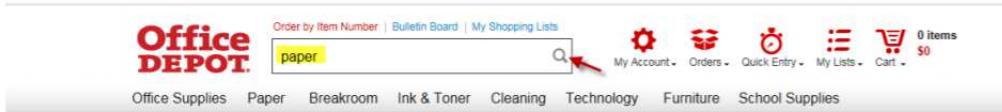
Totals
Subtotal: \$ 0.0000 Notes:

You will be redirected to Office Depot's website and automatically signed in.

You may use any ordering function on the Office Depot Website to create a shopping cart.

Shopping Functionality

Search: Found on top of the Office Depot Website, this function allows you to enter a product keyword or item code. Results are returned based on what is found within the Office Depot catalog used by your organization.



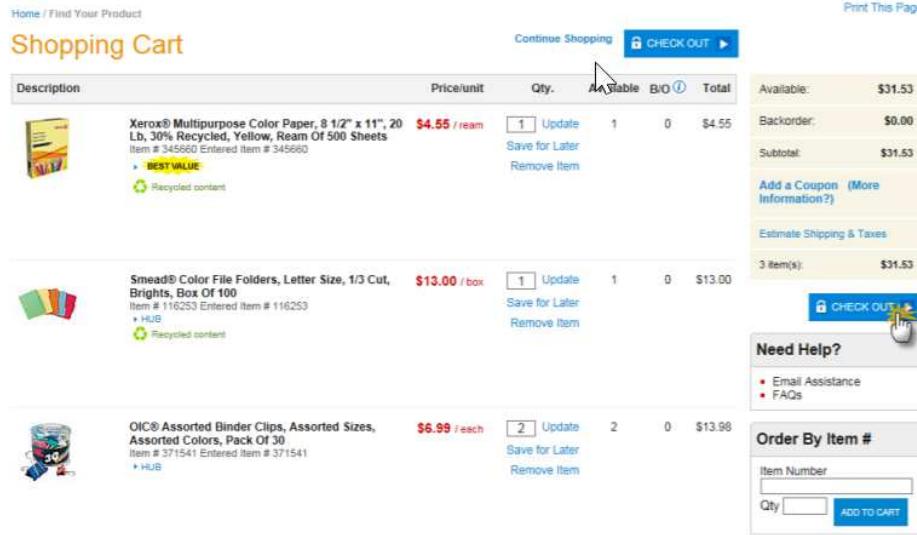
The screenshot shows the Office Depot homepage. At the top, there is a search bar with the word "paper" typed into it. A red arrow points to the search button (a magnifying glass icon) to the right of the search term. Below the search bar, there are links for "Order by Item Number", "Bulletin Board", and "My Shopping Lists". To the right of the search bar, there are icons for "My Account", "Orders", "Quick Entry", "My Lists", and a shopping cart with a "0 items" label. The main navigation menu below the search bar includes "Office Supplies", "Paper", "Breakroom", "Ink & Toner", "Cleaning", "Technology", "Furniture", and "School Supplies".

Once the results are displayed, you may enter a numeric value within the QTY field beside each product you want to order. Click the "Add to Cart" button when complete.



The screenshot shows the search results for "Xerox" paper. On the left, there is a sidebar with filters for "Availability" (For Delivery, For Store Pickup, In Store) and "Paper Weight" (20 lb, 24 lb, 32 lb, 67 lb, 70 lb). The main area shows a list of products. One item is highlighted: "Xerox® Multipurpose Color Paper, 8 1/2" x 11", 20 Lb, 30% Recycled, Yellow, Ream Of 500 Sheets". The item details include "Item # 345660", "Sold Online", "Availability: 5,422", "Sold in Stores", "BEST VALUE", and "Recycled content". To the right of the item details is a "Qty" input field set to "1" and a "ADD TO CART" button, which is highlighted with a red arrow. Other buttons include "Grid", "List", "Items per page: 12", and "Next".

- Quantity values may be edited by modifying the numeric value within the Qty field and clicking the **Update**. Items may be removed by clicking **Remove item** located beside each item. Review your newly added items, then click **Checkout**.



The screenshot shows the "Shopping Cart" page. At the top, there are links for "Home / Find Your Product" and "Print This Page". In the center, there is a table of items in the cart. The first item is "Xerox® Multipurpose Color Paper, 8 1/2" x 11", 20 Lb, 30% Recycled, Yellow, Ream Of 500 Sheets" with a price of \$4.55/ream. The second item is "Smead® Color File Folders, Letter Size, 1/3 Cut, Brights, Box Of 100" with a price of \$13.00/box. The third item is "OIC® Assorted Binder Clips, Assorted Sizes, Assorted Colors, Pack Of 30" with a price of \$6.99/each. Each item row has "Update", "Save for Later", and "Remove Item" buttons. To the right of the cart table, there is a "CHECK OUT" button, which is highlighted with a red arrow. Below the cart table, there is a "Need Help?" section with "Email Assistance" and "FAQs" links, and an "Order By Item #" section with a search bar and "ADD TO CART" button.

- Once you click **Continue**, you will return back to ENVI.

- ENVI will notify you that items from the recent punchout were added successfully to the Purchase Order. - Click OK to continue

FINISHING THE PURCHASE ORDER

1. Now that you've located the items you need (whether through the nonstock/marketing template, punchout or even free form), you'll need to review and submit the purchase order.
2. The line items tab will display the items you have requested. Review to ensure items/quantities are correct.

#	Item #	Vendor Item #	Description	Facility	Location	N	Item Type	Quantity	Price	Ext. Price
1	40077	413223	Adhesive, Silicone Putty	Distribution & S...		●	Non-Stock	1 CT (1)	n/a	n/a
2	40000	29215	Adapter, 1/4" PVC Tan...	Distribution & S...		●	Non-Stock	1 EA (1)	n/a	n/a
3		NON243277	Facial Tissue: Standard...	Distribution & S...	Auburn Lab		Free-Form	2 CS (1)	29.3700	58.7400
4		MD5077002	Bandages, Elastic: Swift...	Distribution & S...	Auburn Lab		Free-Form	1 CS (1)	30.3300	30.3300

Total Items: 4

3. Click onto the details tab to finish. Click authorize to send your purchase order into the approval process. Once approved, your purchase order will sent to Office Depot for fulfillment.

Purchase Orders > PO No 1131 / OFFICE DEPOT

DETAILS PAYMENT/SHIPPING ADDRESSES LINE ITEMS UPDATE RESOURCES FILES SYSTEM

✓ Edit Print View Authorize/Send PO Submit to Pending

Purchase Order No: 1131 Status: Draft

Facility: Auburn Kidney Center (AKC) Delivery: Not sent

Location: Home Hemo Order Date: 05/13/2019

Vendor: OFFICE DEPOT Date Expected:

PO Type: Standard PO Sent By:

Buyer: Lanie Farkas Confirmed: No [View/Edit](#)

Reference: Approval Status:

Notes:

Click OK on the authorize/send window that appears (keep the Nexiss EDI default). Click onto Office Depot EDI option and then Click Authorize/Send

Authorize/Send PO

Send Purchase Order to OFFICE DEPOT

Manual Transmission (Do not send this purchase order electronically.)

Send via NEXISS EDI

Send via Email

Send via Auto-Fax

OK Cancel

Authorize/Send PO

Description: Office Depot EDI Facility: Master

Authorize/Send PO Cancel