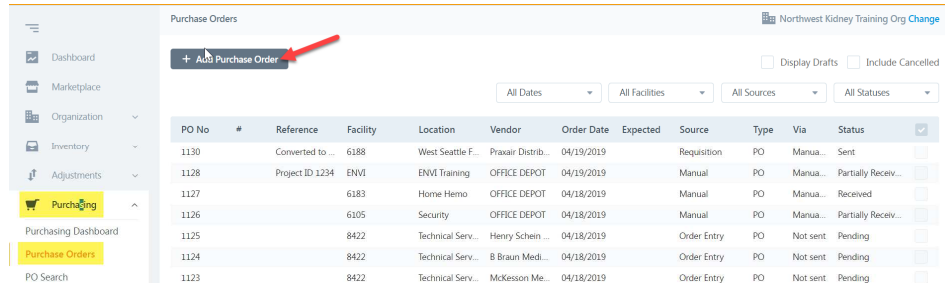


# Creating a Purchase Order – Office Depot

*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



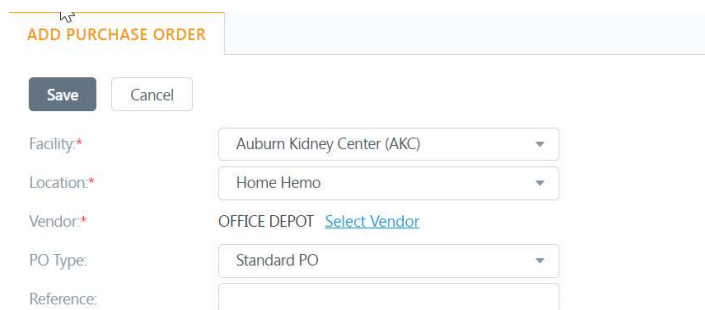
Purchase Orders Northwest Kidney Training Org [Change](#)

[+ Add Purchase Order](#) ☐ Display Drafts ☐ Include Cancelled

All Dates All Facilities All Sources All Statuses

PO No	#	Reference	Facility	Location	Vendor	Order Date	Expected	Source	Type	Via	Status	
1130		Converted to ...	6188	West Seattle F...	Praxair Distrib...	04/19/2019		Requisition	PO	Manua...	Sent	
1128		Project ID 1234	ENVI	ENVI Training	OFFICE DEPOT	04/19/2019		Manual	PO	Manua...	Partially Receiv...	
1127			6183	Home Hemo	OFFICE DEPOT	04/18/2019		Manual	PO	Manua...	Received	
1126			6105	Security	OFFICE DEPOT	04/18/2019		Manual	PO	Manua...	Partially Receiv...	
1125			8422	Technical Serv...	Henry Schein ...	04/18/2019		Order Entry	PO	Not sent	Pending	
1124			8422	Technical Serv...	B Braun Medi...	04/18/2019		Order Entry	PO	Not sent	Pending	
1123			8422	Technical Serv...	McKesson Me...	04/18/2019		Order Entry	PO	Not sent	Pending	

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.



**ADD PURCHASE ORDER**

[Save](#) [Cancel](#)

Facility:\*

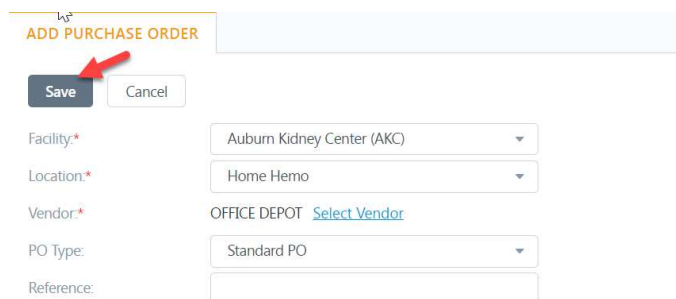
Location:\*

Vendor:\* OFFICE DEPOT [Select Vendor](#)

PO Type:

Reference:

3. Click save to start your order.



**ADD PURCHASE ORDER**

[Save](#) [Cancel](#)

Facility:\*

Location:\*

Vendor:\* OFFICE DEPOT [Select Vendor](#)

PO Type:

Reference:

#### 4. Click Line Items/Add Items

Purchase Orders > PO No 1131 / OFFICE DEPOT

DETAILS PAYMENT/SHIPPING ADDRESSES **LINE ITEMS** UPDATE RESOURCES FILES SYSTEM

[Edit](#) [Print View](#) [Submit to Pending](#)

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 <a href="#">View/Edit</a>
Reference:		Approval Status:	
Notes:			

Purchase Orders > PO No 1131 / OFFICE DEPOT

DETAILS PAYMENT/SHIPPING ADDRESSES **LINE ITEMS** UPDATE RESOURCES FILES SYSTEM

[+ Add Items](#)

All  ☐ Strict Match

☐ # ▲ Item #

Totals

Subtotal: \$ 0.0000 Notes:

**Add Items**

[Add Items from Inventory](#) Search for items in an inventory location and add them to the purchase order.

[Add Any Items](#) Search all items in the system and add any item purchased from this vendor to the purchase order.

[Add Items from Recent Orders](#) Search for items in the list of recent orders and add them to the purchase order.

[Free-Form Item Entry](#) Add free-form items to the purchase order.

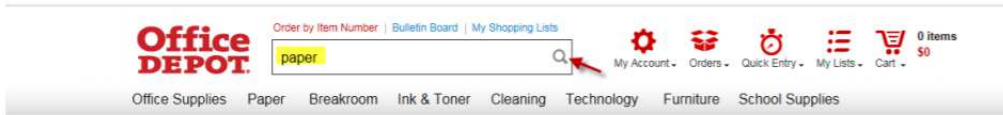
[Vendor Punchout](#) Punchout to the vendor's site to add items.

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

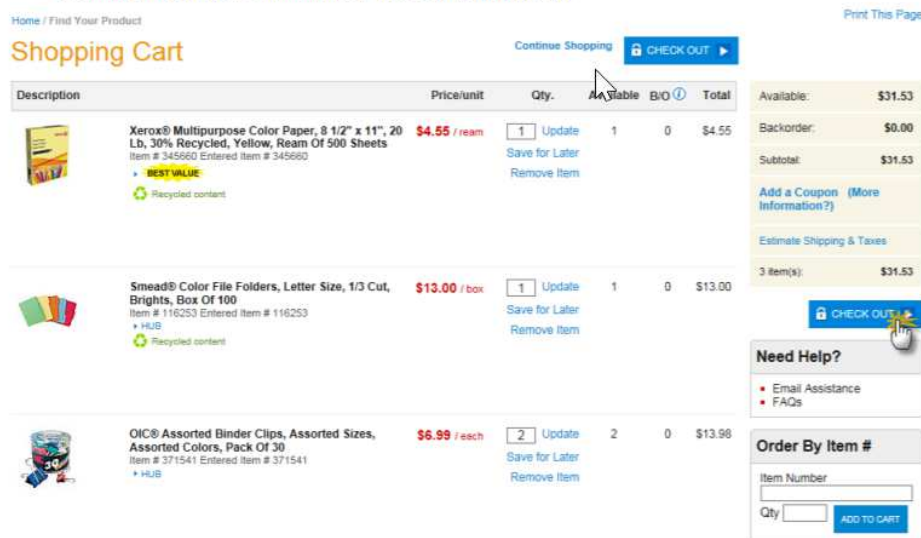
**Search:** Found on top of the Office Depot Website, this function allows you to enter a product keyword or item code. Results are returned based on what is found within the Office Depot catalog used by your organization.



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.



- 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**.



- 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.

DETAILS

ADDRESSES

LINE ITEMS

UPDATE

+ Add Items

Deactivate Selected

Open Grid Window

All

Search

Q

☐ Strict Match

☐ Display Inactive

<input type="checkbox"/>	#	Item #	Vendor Item #	Description	Facility	Location	N	Item Type	Quantity	Price	Ext. Price
<input type="checkbox"/>	1	40077	413223	Adhesive, Silicone Peri...	Distribution & S...			Non-Stock	1 CT (1)	n/a	n/a
<input type="checkbox"/>	2	40000	29215	Adapter, 1/4" PVC Tan...	Distribution & S...			Non-Stock	1 EA (1)	n/a	n/a
<input type="checkbox"/>	3		NON243277	Facial Tissue: Standard...	Distribution & S...	Auburn Lab		Free-Form	2 CS (1)	29.3700	58.7400
<input type="checkbox"/>	4		MDS077002	Bandages, Elastic Swif...	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	Facility
Office Depot EDI	Master

[Authorize/Send PO](#) [Cancel](#)