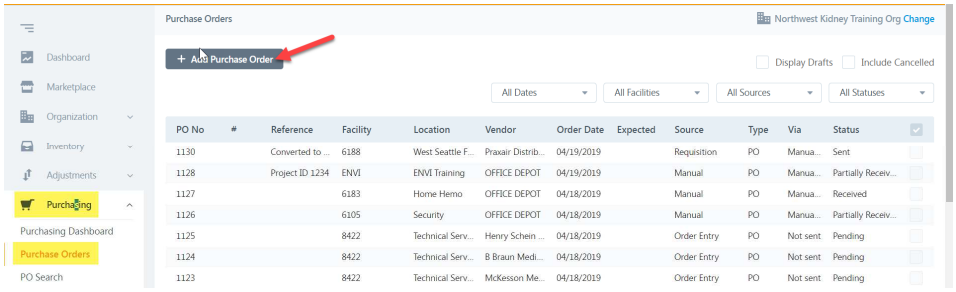
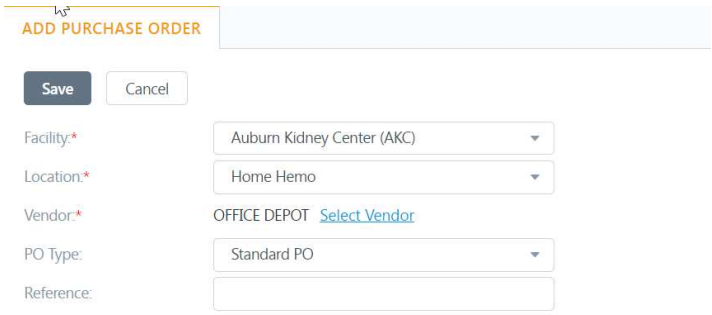
Creating a Purchase Order – Office Depot

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

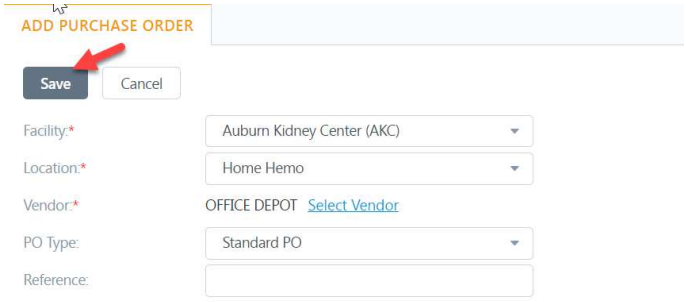
1. Log into ENVI. Click onto Purchasing/Purchase Orders/Add Purchase Order



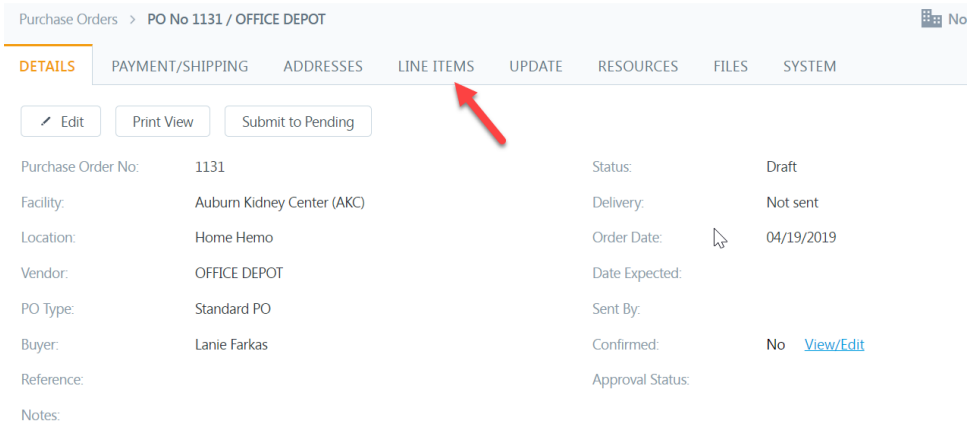
2. The facility and location selections for your Office Depot orders should display where exactly the product is shipping. The facility should show your facility, not distribution. Office Depot orders will ship direct to you, not to the warehouse. You must have your facility/location (department) selected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

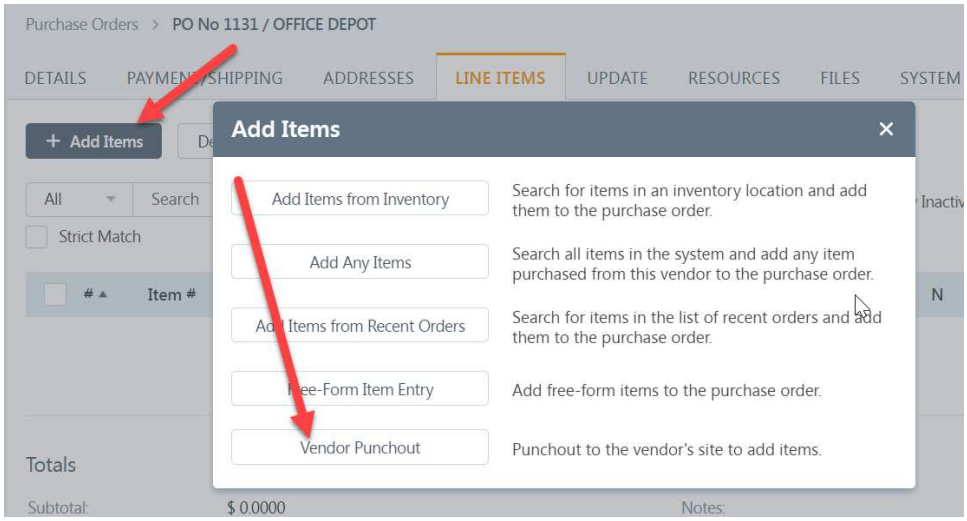


3. Click save to start your order.



4. Click Line Items/Add Items



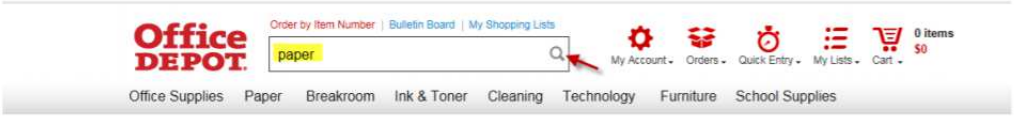


You will be redirected to Office Depot's website and automatically signed in.

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

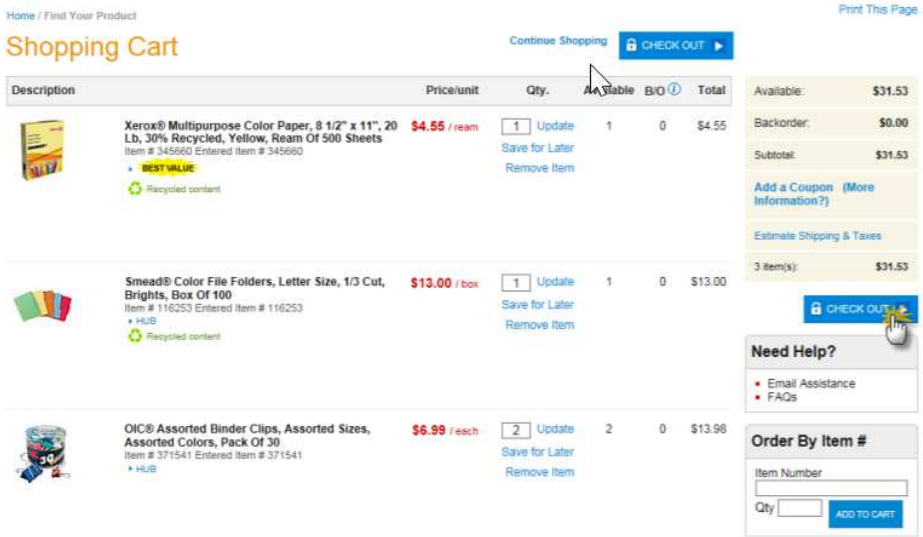
Shopping Functionality

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.**



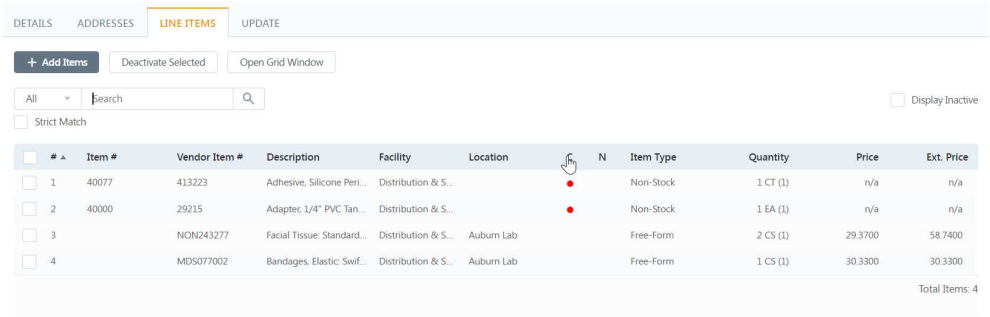
- Once you click **Continue**, you will return back to ENVI.

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

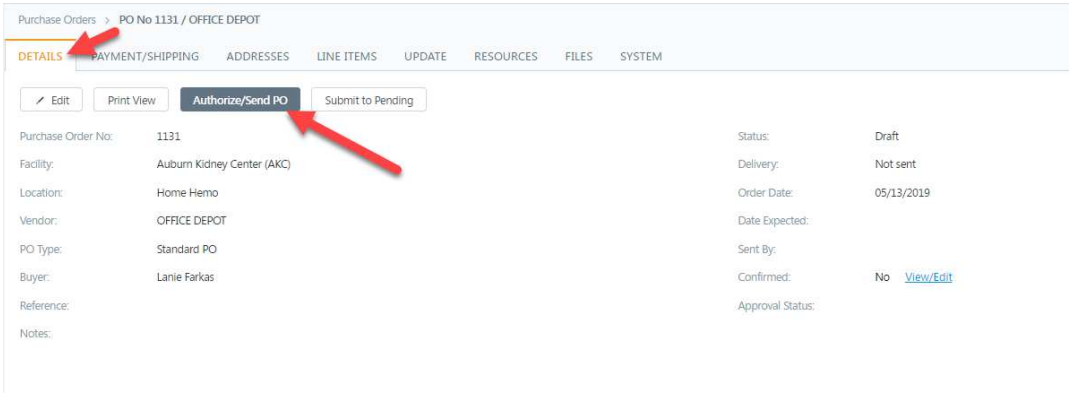
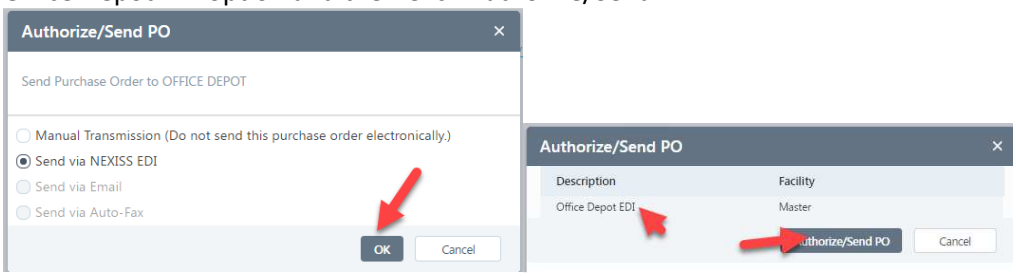
FINISHING THE PURCHASE ORDER

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.



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.



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