

Welcome to the AAA Mid-Atlantic/Office Depot Office Supply Ordering Program

1. Sign into **Workday**.

<https://wd5.myworkday.com/aaamidatlantic>

2. In the search box, upper left hand corner, type **Create Requisition**.

3. In Create Requisition page, click the orange **OK** button. ***If you are ordering on behalf of another person, please change to that associate's name in the Requester field.**

4. In the Workcart Screen, click on the **Connect to Supplier Website** link.

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5. In the Connect to Supplier Website screen, **click on the Connect button**

Supplier Logo	Supplier Link Name	Supplier	Description	
	Office Max Punchout	OFFICEMAX		Connect

*You will **automatically be connected to Office Depot's site** and proceed with ordering your items as you've done in the past.

6. Please read, review and follow the Office Depot ordering instructions in *Separate Document*

Once you've placed your order in Office Depot, you will **automatically be redirected back to Workday.**

7. Click **Checkout.**

Requestable	Quantity	Unit Price	Extended Amount	Remove
Boise - X-9 Multi-Use Copy Paper - 8-1/2 x 11, White, 92, 20 lb	1	29.99	29.99	Remove
			Total: 29.99	

[Checkout](#)

8. In the Checkout Screen, go to the **Spend Category** field and type **Office Supplies**, then press enter. In the spend category box, **Click Office Supplies**. ***If you are ordering for a different budget center, manually type the correct cost center in the "Worktag" field, by dragging the scroll bar.**
9. Finally, click the green **Submit** button

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Checkout - new

Total Amount 29.99 Status Draft

Currency * USD

Summary

Company AAA Mid-Atlantic Inc

Requester * Laresa Shefton

Ship-To Address * 1 River Place, Wilmington

Credit Card search

Requisition Type search

High Priority ☐

Create Ad Hoc Address ☐

Additional Information

Request Date * 01/10/2015

Sourcing Buyer search

Memo

Errors: 1

Spend Category is Required

Goods Lines

Image	Item

***Spend Category**

office supplies

Supplier

Supplier OFFICEMAX

Supplier Contract

Submit Save for Later Cancel

10. Click the orange **Done** button.

Sandbox - aaamidatlantic

workday

Laresa Shefton

You have submitted Requisition: Laresa Shefton on 01/10/2015 for \$29.99

Up Next

Laresa Shefton

Review Requisition

Due Date 01/11/2015

Review

Details and Process

Done

- After this function and all steps are complete, the order/requisition is routed to Purchasing for review and approval.
- Once Purchasing reviews and approves the order/requisition, your manager will need to approve as well. ***If you are ordering for another budget center, that manager may need to approve before the order goes back to Purchasing to be released to Office Depot.**
- After this process is completed, the order/requisition goes back to Purchasing for release to Office Depot for fulfillment, shipment and delivery.

If you have any questions, concerns, or you need to discuss further, please call x34238, outside, 302-299-4238.