



Lee Office Solutions/Office Depot Virtual Warehouse Quick Reference Guide

LOGGING IN

Use this URL to access the Lee Office Solutions/Office Depot Virtual Warehouse:

<https://epsprocure.e-procurementservices.com/osp/oc>

A screenshot of the EPS Procure login interface. At the top left is the 'ePS e-Procurement Services' logo. To its right, the text 'EPS Procure' is displayed. Below this, there is a login form with two input fields labeled 'LOGIN:' and 'PASSWORD:'. A red 'LOGIN' button is positioned below the password field. At the bottom of the form, there is a link that reads 'Forgot Password? Click Here!'.

At the LogIn Screen, enter your Login Name and Password then click **LOGIN**.

If you do not know your Login Name and Password, please contact Lee Office Solutions Customer Service at (713)227-1201 or (877)227-0211



SHOPPING

To begin shopping, select



- This will direct you into Office Depot's online catalog specific to your location.
- Once you are in the Office Depot punchout site, you begin shopping.



Ways to Shop

1. Search & Go
2. Order by Item Number
3. Category
4. My Shopping List
5. Ink & Toner

Search & Go

The search field allows you to shop for items by simply entering in a keyword or part id in the SEARCH field and selecting GO.

Order by Item Number

Located at the top of the screen is the “Order by Item #” feature which allows you to simply list the part ID and quantity of the item(s) you wish to add to your cart.

Category

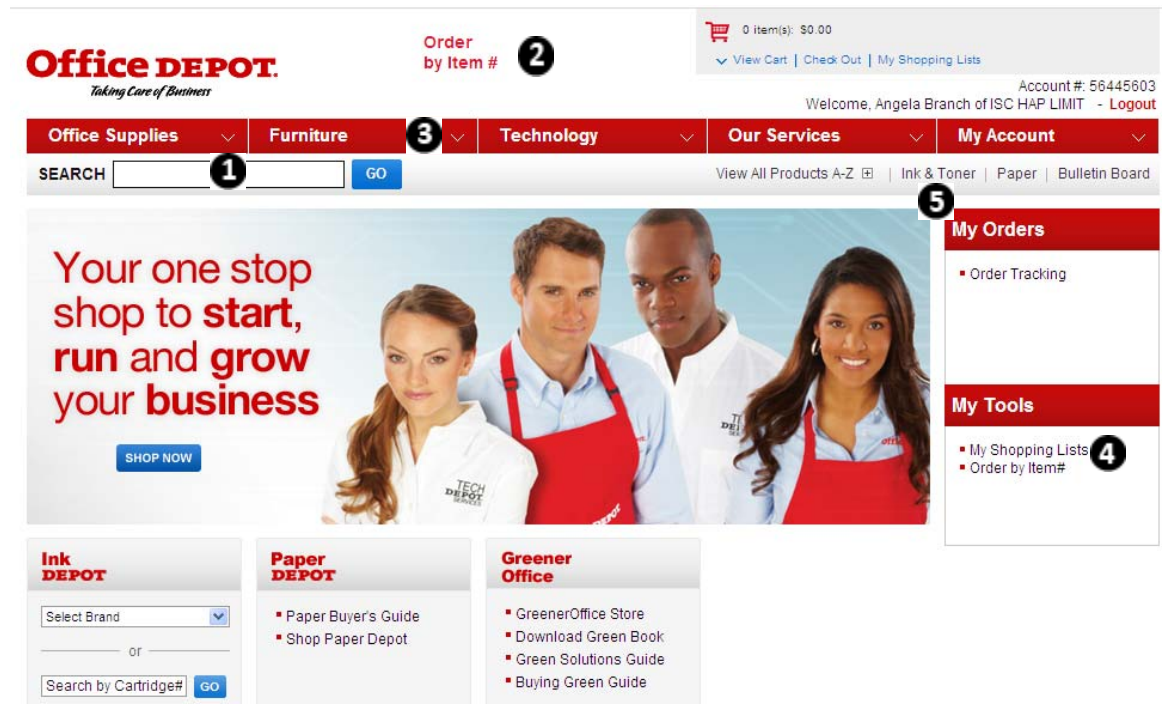
By moving your mouse over the category headings, you can narrow your search by selecting your desired item category.

My Shopping List

You may create a shopping list to locate items you purchase frequently in one easy to find place. Selecting My Shopping Lists on the home page will allow you to create a new list or view previously created shopping list.

Ink & Toner

This is where you can easily filter through various printing supplies to find the appropriate ink or toner for your machine.



Checking Out

- After completing your shopping within the Office Depot punchout, click checkout from your shopping cart, then click continue.
- You will be able to view all items entered into your shopping cart from your Cart Details screen.
- To update the quantity per line item, change the quantity in the open quantity field and select **SAVE**.
- To remove an item from your cart select the box next to the line item and select **REMOVE**.

VIEW CART/CHECKOUT Cart: 3 Total: \$112.08 (USD)

Approvals Profile Suppliers Searches Reports Help

Cart Details - Required. CHECKOUT

Select	Part ID	Supplier ID	Description	Qty	UOM	Currency	Unit Cost	Taxable	Line Total	Cost Center ID	Account Code ID	Custom3	Custom4
☐	348037	ISC Solutions	Office Depot(R) Brand Copy Paper, 8 1/2 x 11, 104 (Euro)/92 (U.S.) Brightness, 20 Lb, Ream Of 500 Sheets, Case Of 10 Reams	2	CS	USD	\$32.10	N	\$64.20	Find: Within 153030		Core	
☐	593605	ISC Solutions	Liquid Paper(R) Dryline(R) Mini Fashion Correction Tape, 1 Line x 196, Assorted Fashion Colors, Pack Of 5	1	PK	USD	\$12.27	N	\$12.27	Find: Within 153030		Core	
☐	222059	ISC Solutions	Texas Instruments(R) TI-1795SV Desktop Display Calculator	3	EA	USD	\$11.87	N	\$35.61	Find: Within 153030		Core	

SELECT ALL COPY COST CENTERS COPY ACCOUNT CODES COPY ITEMS Total: \$112.08 (USD) SAVE REMOVE CHECKOUT

- To proceed to checkout select **QUICK CHECKOUT**. See red circle.
- All orders will be generated as a requisition and be sent to your approver if approval is required.
- You will receive an email notification with a copy of the order after it has been approved.

base Order List | EPS Fulfill

/my-shopping-cart

Procure Welcome to EPS AMWAY Procure

Office...is the Solution

User Name: **Russett, Julie**
 Company: Lee Office Solutions
 Location: Western Refining
 Administrator: **BELUNEK, DEANIE**
 User: AMANDA.TAYLOR@WNR.COM Switch

Home - Logout

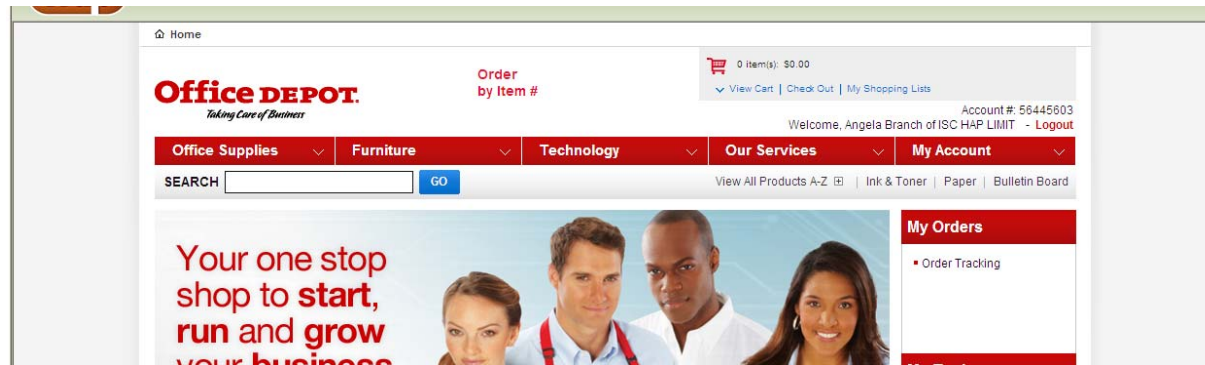
Qty	UOM	Currency	Unit Cost	Taxable	Line Total	Cost Center ID	Account Code ID
3	EA	USD	\$21.98	N	\$65.94	Find: Within	

CHECKOUT **QUICK CHECKOUT**

SAVE REMOVE CHECKOUT QUICK CHECKOUT

TRACKING

To track your order, please use the Office Depot order tracking located in the Office Depot Punchout where you shop.



Status

- To locate the status of an order go to order tracking and search for your order.

Cancellation

- There is a very small window for cancelling orders. The window is less than 5 minutes from the time the order was created.
- To cancel an order and it has been less than 5 minutes go to order tracking, locate the order and select cancel order.
- If it has been more than 5 minutes contact Office Depot directly to cancel the order.

Return

- To submit a return go to order tracking, locate the purchase order and follow the 3 steps to submit the return.

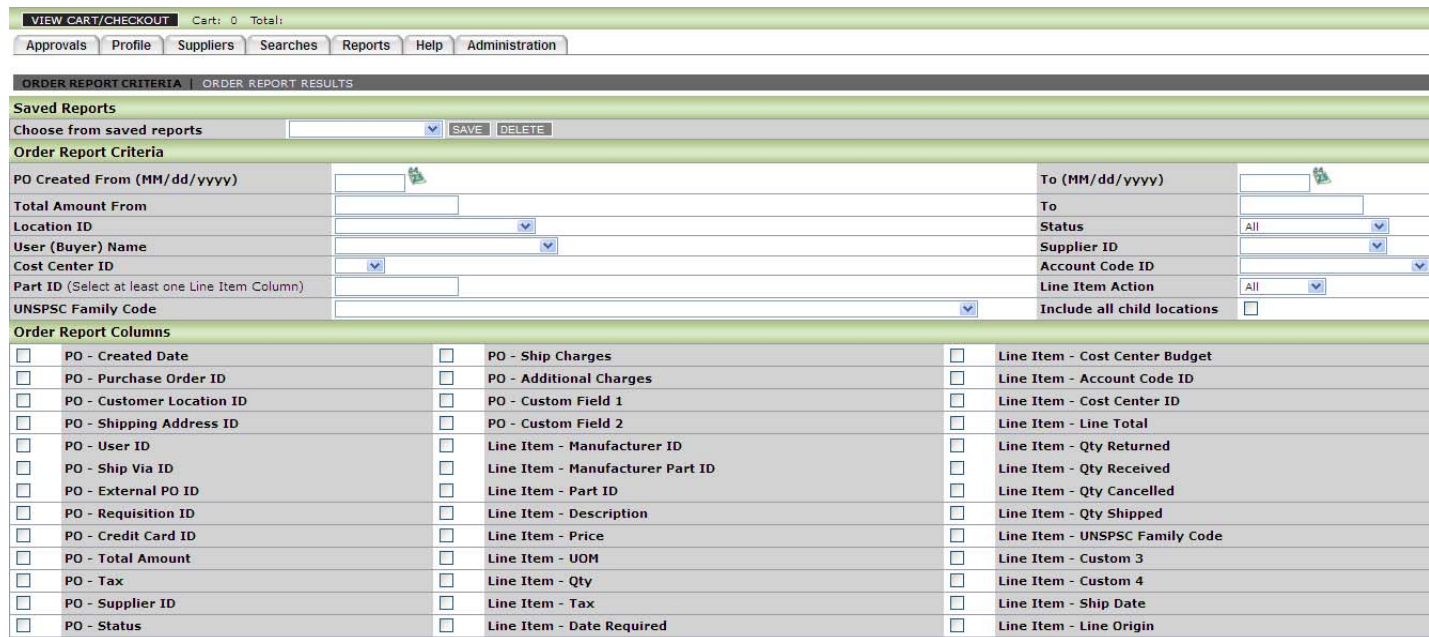
REPORTING

To create an order report, select



Purchase Order Report

- The Purchase Order Report allows you to create a custom report.
 - The report criteria acts as your funnel for filtering data to only show what you want to see.
 - The report columns allow you to select the data you want to populate in your report.
 - Selecting your location is required; all other fields are optional.



Order Report Columns		
☐ PO - Created Date	☐ PO - Ship Charges	☐ Line Item - Cost Center Budget
☐ PO - Purchase Order ID	☐ PO - Additional Charges	☐ Line Item - Account Code ID
☐ PO - Customer Location ID	☐ PO - Custom Field 1	☐ Line Item - Cost Center ID
☐ PO - Shipping Address ID	☐ PO - Custom Field 2	☐ Line Item - Line Total
☐ PO - User ID	☐ Line Item - Manufacturer ID	☐ Line Item - Qty Returned
☐ PO - Ship Via ID	☐ Line Item - Manufacturer Part ID	☐ Line Item - Qty Received
☐ PO - External PO ID	☐ Line Item - Part ID	☐ Line Item - Qty Cancelled
☐ PO - Requisition ID	☐ Line Item - Description	☐ Line Item - Qty Shipped
☐ PO - Credit Card ID	☐ Line Item - Price	☐ Line Item - UNSPSC Family Code
☐ PO - Total Amount	☐ Line Item - UOM	☐ Line Item - Custom 3
☐ PO - Tax	☐ Line Item - Qty	☐ Line Item - Custom 4
☐ PO - Supplier ID	☐ Line Item - Tax	☐ Line Item - Ship Date
☐ PO - Status	☐ Line Item - Date Required	☐ Line Item - Line Origin

- Enter criteria of report, and then select **SUBMIT**.
- You can export your report into excel by selecting the **EXCEL** button.
- You can save your report by entering the name of the report and selecting who you want the report available for.

**For ordering questions or product information please contact
Lee Office Solutions Customer Service at (713)227-1201 or (877)227-0211**