

*The Element of **Possibility**™*

How to Order Alcoa Promotional Items (U.S.)

Oracle iProcurement → Alcoa Buy → Office Depot

Published March 2019



Step 1



- Access iProcurement through Oracle and enter Alcoa Buy

A screenshot of the Oracle iProcurement web application. The top navigation bar includes the Oracle logo, the text "iProcurement", and links for "Navigator", "Favorites", "Shopping Cart", and "Home". Below this, there are tabs for "Shop" and "Requisitions", and a section for "Stores" with a "Non-Catalog Request" link. A search bar contains the text "Alcoa Buy" and a "Go" button. Under the "Stores" section, there are two links: "Alcoa Services" and "Alcoa Buy". The "Alcoa Buy" link is highlighted with a red arrow. Below the "Alcoa Buy" link, there is a description in English and French: "Access to punchouts & internal catalogs (hosted by Aquire) / Accès au site des fournisseurs punchout et des catalogues internes".

ORACLE[®] iProcurement

Shop Requisitions

Stores Non-Catalog Request

Search Alcoa Buy Go

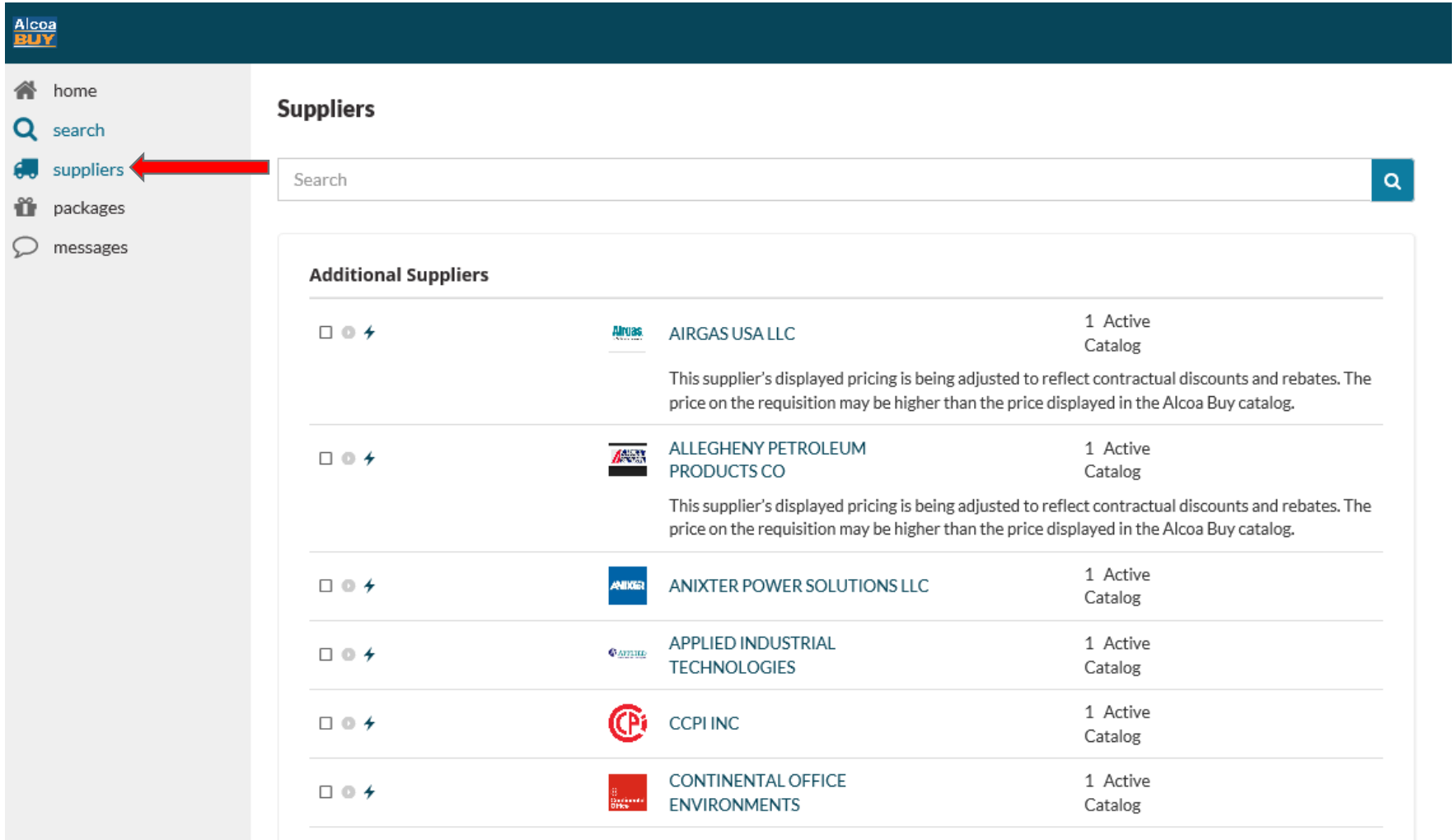
Stores

[Alcoa Services](#)
eCM Process or Amount Based Services / Services facturés par montant

[Alcoa Buy](#) ←
Access to punchouts & internal catalogs (hosted by Aquire) / Accès au site des fournisseurs punchout et des catalogues internes

Step 2

➤ From Alcoa Buy, click “Suppliers”



Alcoa BUY

- home
- search
- suppliers**
- packages
- messages

Suppliers

Search

Additional Suppliers

☐ 		AIRGAS USA LLC	1 Active Catalog
This supplier's displayed pricing is being adjusted to reflect contractual discounts and rebates. The price on the requisition may be higher than the price displayed in the Alcoa Buy catalog.			
☐ 		ALLEGHENY PETROLEUM PRODUCTS CO	1 Active Catalog
This supplier's displayed pricing is being adjusted to reflect contractual discounts and rebates. The price on the requisition may be higher than the price displayed in the Alcoa Buy catalog.			
☐ 		ANIXTER POWER SOLUTIONS LLC	1 Active Catalog
☐ 		APPLIED INDUSTRIAL TECHNOLOGIES	1 Active Catalog
☐ 		CCPI INC	1 Active Catalog
☐ 		CONTINENTAL OFFICE ENVIRONMENTS	1 Active Catalog

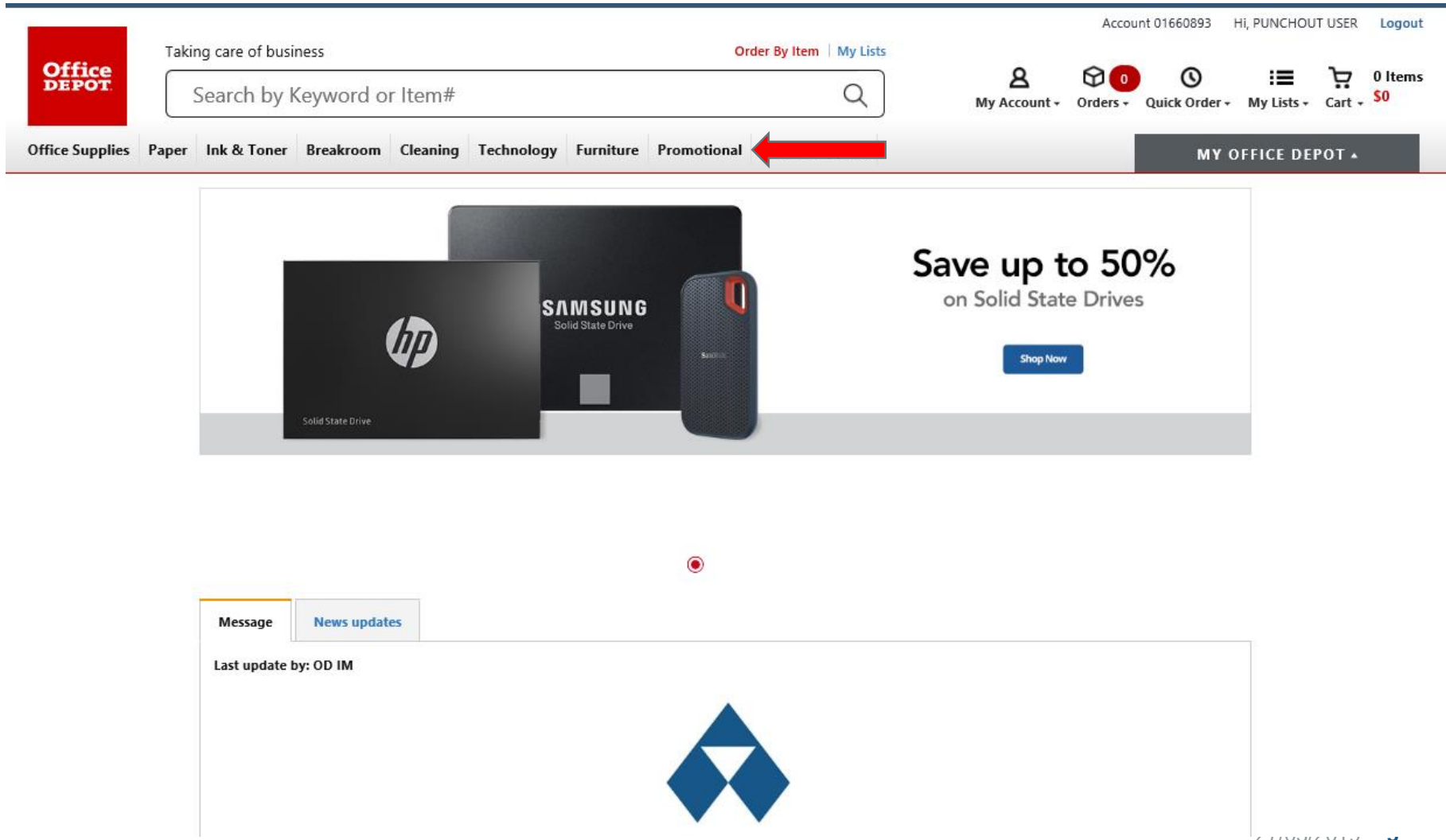
Step 3

➤ Under “Suppliers”, scroll down to Office Depot and select the “▶” icon

 home search suppliers packages messages	☐		MOTION INDUSTRIES INC	Catalog
	☐		MSC INDUSTRIAL	1 Active Catalog
			MSC INDUSTRIAL orders less than \$100.00 will be subject to an additional shipping charge	
	☐		NEWARK CORPORATION	1 Active Catalog
	☐		OFFICE DEPOT INC	1 Active Catalog
			This supplier's displayed pricing is being adjusted to reflect contractual discounts and rebates. The price on the requisition may be higher than the price displayed in the Alcoa Buy catalog.	
	☐		SISKIN STEEL & SUPPLY CO	1 Active Catalog
	☐		Square D	2 Active Catalog
	☐		STAUFFER GLOVE & SAFETY CO	1 Active Catalog
			This supplier's displayed pricing is being adjusted to reflect contractual discounts and rebates. The price on the requisition may be higher than the price displayed in the Alcoa Buy catalog.	
	☐		SUPPLYFORCE (aka Vanguard National Alliance)	1 Active Catalog
	☐		TENNANT SALES & SVC CO	1 Active Catalog

Step 4

➤ From the Office Depot catalog homepage, select the “Promotional” tab



The screenshot displays the Office Depot website interface. At the top, the Office Depot logo is on the left, followed by the tagline "Taking care of business". To the right of the tagline are links for "Order By Item" and "My Lists". A search bar with the placeholder text "Search by Keyword or Item#" is positioned below the tagline. On the far right of the header, the account information "Account 01660893" and "Hi, PUNCHOUT USER" are shown, along with a "Logout" link. Below the account information are icons for "My Account", "Orders" (with a red circle containing the number 0), "Quick Order", "My Lists", and "Cart" (with a red circle containing the number 0 and the text "0 Items \$0"). A navigation bar below the header contains tabs for "Office Supplies", "Paper", "Ink & Toner", "Breakroom", "Cleaning", "Technology", "Furniture", and "Promotional". A red arrow points to the "Promotional" tab. To the right of the navigation bar is a button labeled "MY OFFICE DEPOT". Below the navigation bar is a large promotional banner for "Save up to 50% on Solid State Drives". The banner features images of HP and Samsung solid state drives and a "Shop Now" button. Below the banner is a small red circular icon. At the bottom of the page, there is a "Message" and "News updates" section. The "Message" section is active, showing the text "Last update by: OD IM" and a large blue diamond-shaped logo. The "News updates" section is inactive. The date "2/10/2019" is visible in the bottom right corner.

Step 5



➤ Select the desired promotional item category



Taking care of business

Order By Item | My Lists

Account 01660893 | Hi, PUNCHOUT USER | [Logout](#)

[My Account](#) | [Orders](#) 0 | [Quick Order](#) | [My Lists](#) | [Cart](#) 0 Items \$0

[Office Supplies](#) | [Paper](#) | [Ink & Toner](#) | [Breakroom](#) | [Cleaning](#) | [Technology](#) | [Furniture](#) | [Promotional](#) | [School Supplies](#)

[MY OFFICE DEPOT](#)

[Home](#) / [Promotional](#)

More Ways to Shop

- Office Depot Brand Products
- Greener Office Products

Promotional

All Categories

[Apparel \(64\)](#)
[Headwear \(1\)](#)

[Office and Technology \(11\)](#)

RESOURCES

- [Store Locator](#)
- [Our Services](#)
- [Web Demo Videos](#)
- [User Guide](#)
- [Bulletin Board](#)
- [Online Reporting](#)

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