

*The Element of **Possibility**™*

How to Order Alcoa Stationery (U.S.)

Oracle iProcurement → Alcoa Buy → Office Depot

Published February 2018



Step 1



➤ Access iProcurement through Oracle and enter Alcoa Buy

ORACLE iProcurement

Shop Requisitions

Stores | Non-Catalog Request | Contractor Request

Search

Stores

[Alcoa Services](#)
eCM Process or Amount Based Services

[Alcoa Buy](#) ←
Access to punchouts & internal catalogs (hosted by Aquire) /
Acceso a los sitios de arranque y a los catálogos internos / Accès
au site des fournisseurs punchout et des catalogues internes

My Requisitions

Requisition	Description	Total (USD)	Status	Change
426531	Kellar Business Cards	17.00	Approved	

Shop Requisitions Shopping Cart Close Window Preferences Help

Privacy Statement

Step 2

➤ From Alcoa Buy, click “Suppliers”



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Suppliers



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

Alcoa
BUY

home

search

suppliers

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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, scroll down to “Alcoa Brand Identity Business Cards, Letterhead and Envelopes” and click “here”



- home
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Message

News updates

Last update by: OD IM

Start Your Order Now
▶ VIEW BEST VALUE SHOPPING LISTS

Contact us!
Customer Service
888-777-4044
Promo Customer Service
800-929-4977
Internet Help Desk
800-269-6888



Get your Welcome Packet
▶ VIEW NOW

Welcome to Office Depot! We have enclosed for you detailed answers to the most common questions. [FAQ Document](#).
click [Here](#) for Print & Copy

To order Alcoa Brand Identity Business Cards, Letterhead and Envelopes, click: [here](#) 

When ordering business, cards process 1 card per requisition.

To be set up for the Alcoa Mall - Go to: AlcoaMall@alcoa.com

From there, you will be assisted through the process, Office Depot cannot set Alcoa users up for the Mall access.

Step 5



➤ Select the desired amount & type of Alcoa stationery and click “Create”

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Taking care of business

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Alcoa Catalog

[Go >](#)

Firstname Lastname
Title 1
Title 2
Business Unit
Location Name
Address 1
Address 2
City: ST 00000 USA
Office: +1 000 000 0000
Mobile: +1 000 000 0000
Fax: +1 000 000 0000
name@alcoa.com

Alcoa Business Card - BC01

[Details](#)

250 cards

Create

Firstname Lastname
Title 1
Title 2
Business Unit
Address 1
Address 2
City: ST 00000 USA
Office: +1 000 000 0000
Mobile: +1 000 000 0000
Fax: +1 000 000 0000
name@alcoa.com

Alcoa Foundation Business Card - BC02

[Details](#)

250 cards

Create

Business Unit
Address 1
Address 2
City: ST 00000 USA
Office: +1 000 000 0000
Mobile: +1 000 000 0000
Fax: +1 000 000 0000
name@alcoa.com

Alcoa #10 Standard Envelope - EN01

[Details](#)

500 envelopes

Create

Technical Help Chain:

GPP@alcoa.com

General Questions:

AlcoaBuyMailbox@alcoa.com

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