

Office Depot Ordering Basics

Click on the task below.

Ordering Office Products

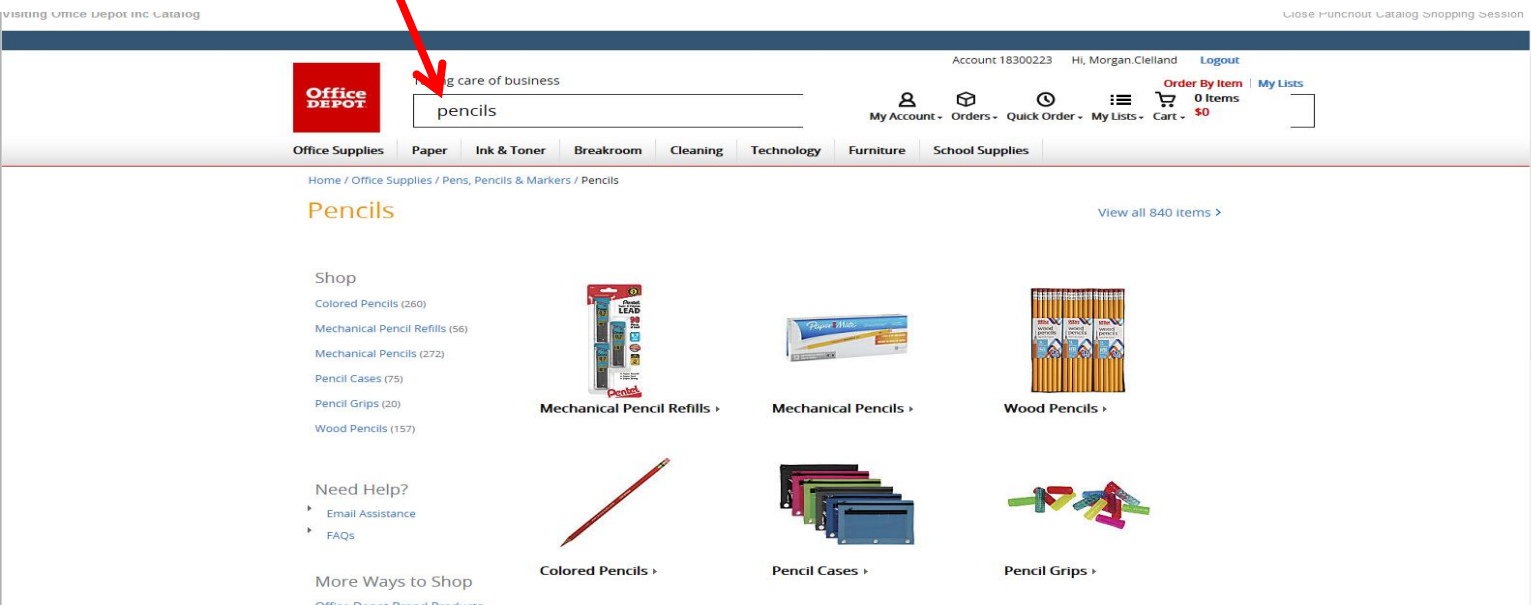
Creating and Viewing Company Shopping Lists & Favorites

Removing Old Addresses

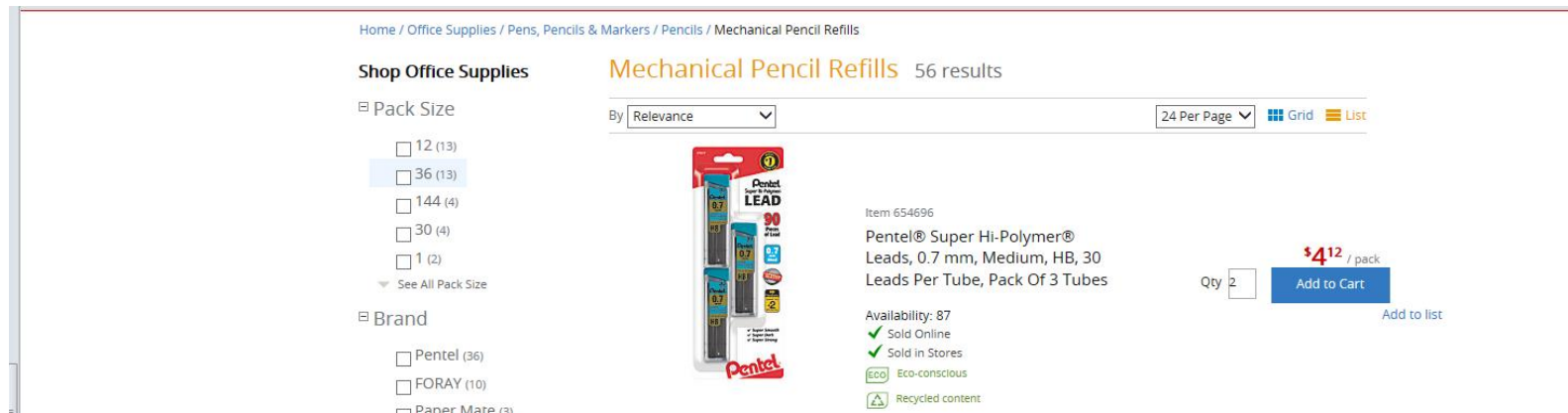
Verifying or Changing Ship To Address

Ordering Office Products

1. Type in the search box the item or part number you are looking for. Select the type if applicable.



2. Enter the quantity that you will need for your product and select “Add to Cart” in blue. Or, click on the item picture for more details and click add to cart if desired.



3. Select “Check Out” in blue if you are done selecting the items that you need or search for more items to add at the top.

Taking care of business

My Account

Orders

Quick Order

My Lists

Cart

Order By Item

1 Items

\$8.24

Office Supplies

Paper

Ink & Toner

Breakroom

Cleaning

Technology

Furniture

School Supplies

Home / Find Your Product

The item listed below was added to your shopping cart.

Description	Your Price/unit	Qty.
 Pentel® Super Hi-Polymer® Leads, 0.7 mm, Medium, HB, 30 Leads Per Tube, Pack Of 3 Tubes Item # 654696 Entered Item # 654696 Eco-conscious Recycled content	\$4.12 /pack	2

Continue Shopping

SHOPPING CART

CHECK OUT

4. You will be directed back to Ariba where you will click “Proceed to Checkout”

Shop By Category

Books, Forms and Printed Media

Computers and IT equipment

Machinery and Tools

Maintenance, Repair and Operati...

Miscellaneous

Office Furniture for Work-From-H...

Office Products

Promotional Items

Raw Materials

Services

Uncategorized Items

View All Categories

All Categories

Search by part #, supplier name, or keyword

Catalog Home

Recently Viewed Items

Office Depot Punchout Catalog

Office Depot Inc

OFFICEJET 250 MOBILE AIO PRINTER

MoreDirect Inc

\$274.23 USD / each

LEGACY TOP LOAD CASE 67652140 BLK DOUBLE GUSSETT

MoreDirect Inc

\$56.72 USD / each

Case Logic DCB-302 Compact Camera Case with

MoreDirect Inc

\$12.74 USD / each

PR131584

✓ This item has been recently added

 Pentel(R) Super Hi- Polymer(R) Leads, 0.7 mm, ...

1 x \$2.47 USD

Review Cart

Proceed to Checkout

5. Enter a title for the order. Note, this is not your job title but rather a specific description for the order. The “Ship To” will default to go to the Nearest Branch.

PR118972: [Print](#) [Continue Shopping](#) [Delete](#) [Save](#) [Submit](#)

Summary

Title: * 

Purchasing Unit: **Purchasing**

On Behalf Of:

Delay Purchase Until:  ⓘ

If over \$100K, is this an exception to the AFE process? ☐ Yes ☒ No

My Labels: [Apply Label...](#) ⓘ

Ship To: *

Deliver To: *

Need-by Date: ⓘ

Comments:

☐ Visible to Supplier

Attachments: [Add Attachment](#)

Cart Summary

Office Depot Inc (1)	\$8.24 USD
Total (1 item)	\$8.24 USD

Verifying or Changing Ship To Address

PR119328: Copy of Remote Furniture Order [Print](#) [Continue Shopping](#)

Summary

Title: *

Purchasing Unit: **Purchasing**

On Behalf Of:

Delay Purchase Until: ⓘ

If over \$100K, is this an exception to the AFE process? ☐ Yes ☒ No

My Labels: [Apply Label...](#) ⓘ

Ship To: * 

Deliver To: *

Need-by Date:

Comments:

☐ Visible to Supplier

Attachments: [Add Attachment](#)

Michael Halteman
Howard Raber
Dave Lewis
■ Receiving 
[Search more](#)

-Click on the drop down arrow next to the “Ship To” box. Select, “Search more” at the bottom.

-If you have already added your address, it will come up as the top location. Please verify that your street address has not changed by clicking “Search more.”

-For adding a new address, select the blue “New” box.

Choose Value for Ship To

Location ↑	Name	Country	City	State/Province/Region	Street
EIG.ALLENTOWN	Allentown	United States	Bethlehem	PA	Erie Insurance Group,2200 West Broad Street,Suite #1
EIG.BACON	Bacon Whse	United States	Erie	PA	Erie Insurance Group,Attn Receiving,922 Bacon Street
EIG.BILLING	Billing Address	United States	Portland	OR	Email: 8882323534@onlinecapturecenter.com; PO BOX 6014
EIG.CANTON	Canton	United States	Canton	OH	Erie Insurance Group,4690 Munson Street, N.W.,
EIG.CHARLOTTE	Charlotte	United States	Charlotte	NC	Erie Insurance Group,10715 David Taylor Drive, Suite 500
EIG.COLUMBUS	Columbus	United States	Columbus	OH	Erie Insurance Group,Suite 350,445 Hutchinson Avenue
EIG.DESKTOP	Desktop	United States	Erie	PA	Erie Insurance Group,Attn: Receiving,108 East 5th Street
EIG.EB	Erie Branch	United States	Portland	OR	Email: 8882323534@onlinecapturecenter.com; PO BOX 6014
EIG.FT. WAYNE	Fort Wayne	United States	Fort Wayne	IN	Erie Insurance Group,7223 Engle Road, Suite 100,Midwestern Corporate Park
EIG.HAGERSTOWN	Hagerstown	United States	Hagerstown	MD	Erie Insurance Group,18544 Breeze Hill Drive
EIG.HARRISBURG	Harrisburg	United States	Mechanicsburg	PA	Erie Insurance Group,4901 Louise Drive,Rossmoyne Business Center
EIG.INDIANAPOL	Indianapolis	United States	Indianapolis	IN	Erie Insurance Group,250 East 96th Street, Suite 500,One Parkwood
EIG.JOHNSTOWN	Johnstown	United States	Johnstown	PA	Erie Insurance Group, Oak Ridge East II, 999 Eisenhower Blvd

-Fill this form with the home address, phone number, and email. Please add phone number although it is not required. Then select, “Save” at the bottom.

Create Nonstandard Ship To

Enter the requested information for the new value and then save it. The new value is added to the list of val.

Name: *

ID: AD197062093

Street: *

Street 2:

Street 3:

City: *

State/Province/Region: *

No Choice ▾

Country: *

(no value) ▾

Postal Code: *

Phone:

Fax:

Email Address:

By submitting any personal data (for example, "Ship To" contact information), you are acknowledging to hav with the [Ariba Privacy Statement](#), the service agreement between your company and Ariba, and other applic

Save

Cancel

-Once you save, you will be taken back to the “Ship To” screen to select an option. Select your name that you have just inputted by clicking the “Select” box on the far right.

Choose Value for Ship To

Name

▼

Search

New

Location ↑

Name

Country

City

State/Province/Region

Street

ADBuyer258610240

Mary Lukjanczuk

United States

Erie

PA

100 Erie Insurance Pl

Select

EIG:ALLENTOWN

Allentown

United States

Bethlehem

PA

Erie Insurance Group,2200 West Broad Street,Suite #1

Select

EIG:BACON

Bacon Whse

United States

Erie

PA

Erie Insurance Group,Attn Receiving,922 Bacon Street

Select

EIG:BILLING

Billing Address

United States

Portland

OR

Email: 8882323534@onlinecapturecenter.com;
PO BOX 6014

Select



Approval Flow

Show Approval Flow

Line Items

Item Total

✓	No. ↑	Type	Description	Qty	Unit	Price	Amount
✓	1		Pentel(R) Super Hi-Polymer(R) Leads, 0.7 mm, ...	2	pack	\$4.12 USD	\$8.24 USD
							
Supplier Part #: 654696							
Commodity Code: Lead refills							
Partitioned Commodity Code: All Items							
Supplier: Office Depot Inc							
Contact: EIG:0000210127:01							
Payment Terms: Net 45							
Actions ▼ More ▼ Import Accounting Update Total							

6. Click “Submit” at the bottom of the order page and the requisition is complete.

7. Do not try to edit or cancel Office Depot orders once submitted, please call 814-870-7160 for assistance.

Continue Shopping Delete Save Submit



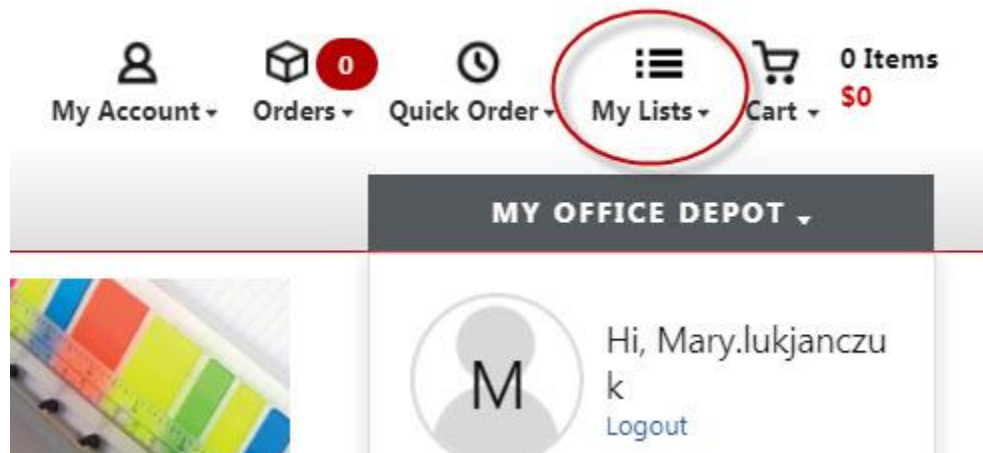
Creating and Viewing Company Shopping Lists & Favorites

1. To get back to the Office Depot homepage, you can click the Office Depot square in the left corner. Then, scroll down below the company messages. Then click “Shopping Lists.” Here you will see any existing personal or company shopping lists.

- **Headphones & Phone Related Items** - when asked for the Clarity number in the Ariba system, please use APP741.
- **Desktop Computing Items** - When asked for the Clarity number in the Ariba system, please use APP749.

Recent Orders		Shopping Lists	
		List name	GO View all
List Name	Type	Comments	Items
Favorites Updated on 2019-04-18	Personal Shopping List	n/a	3
Remote Toner List Updated on 2019-05-24	Company Wide	n/a	6
Headsets Plantronics Updated on 2019-03-26	Company Wide	n/a	6
MARKERS&HIGHLIGHTERS Updated on 2019-01-24	Company Wide	n/a	12
PENS AND PENCILS Updated on 2019-01-24	Company Wide	n/a	12

2. You can also scroll back up to the top and in the top corner click on “My Lists” next to “Cart” to view all lists.



3. Click the blue “Create New List” at the top.

Create New List

Anyone with an account can use them. You must be fully logged in with your login name and password to use your shopping list. For best results, please limit your list to a maximum of 200 different items. Exceeding this limit will adversely affect the Shopping List's response time.

CREATE NEW LIST

4. A window will pop up where you can name the list. It is very helpful to set the list to default when adding items later. Click “Save.”

Create New List

Create New List

For best results, please limit your list to a maximum of 200 different items. Exceeding this limit will adversely affect the Shopping List's response time.

List Name:

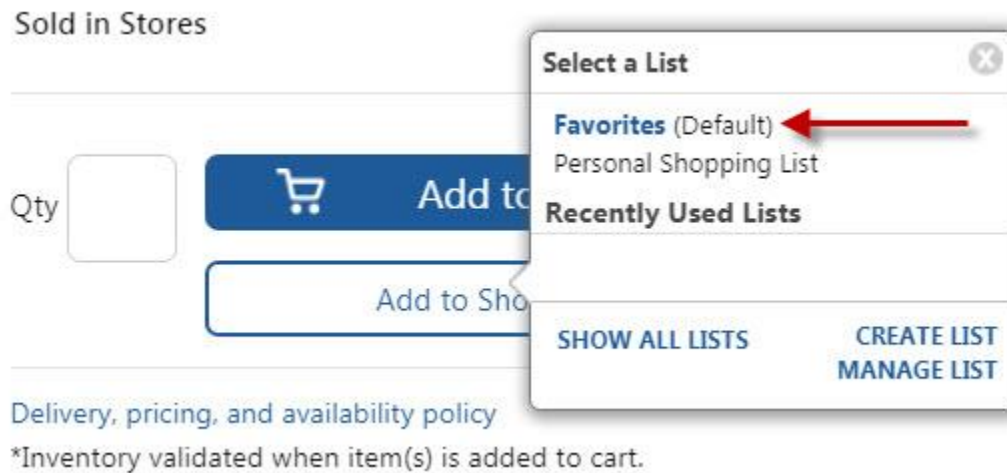
Comment:

☒ Yes, set to default

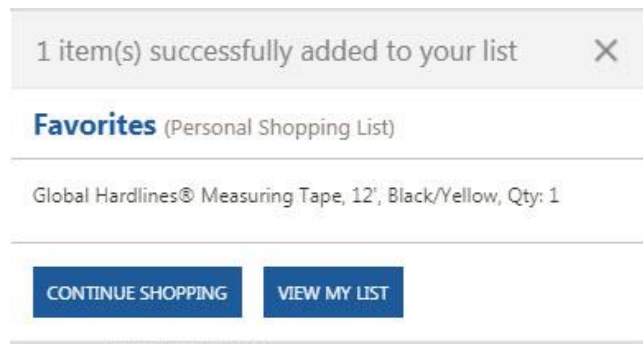
SAVE

5. Search for an item you would like to add to your list.

6. Click “Add to Shopping List” then select the proper list.



7. You will get a confirmation that the item has been added. Click continue shopping.



8. If you would like to order this item now, either add it to the cart now or continue adding items to your shopping list and add it later.

9. When you have completed adding items, you can click “View My List” or go back to “My Lists” in the top right corner. If you use the icon in the corner, you will have to click on the List Name to see and/or add items from the list.

Default List

Default	Name	Comments	Type	Reminders	Updated
☒	Favorites		Personal Shopping List	None	2019-04-18

10. You can add items to the cart individually from the list or click “Select All” then click the blue button at the very bottom to add to your cart.

Favorites

Items In Your List

☒ Select all

Add by Item #

Add to List

Settings

☒



\$111.59 / each
Brother® DR-360 Black Drum Unit
Item Number 692055 Entered Item # 692055
Manufacturer # DR360

1

Add to Cart

Remove

Update

Category

Group

Result 1 - 3 of 3

Page 1 Subtotal: **\$225.67**

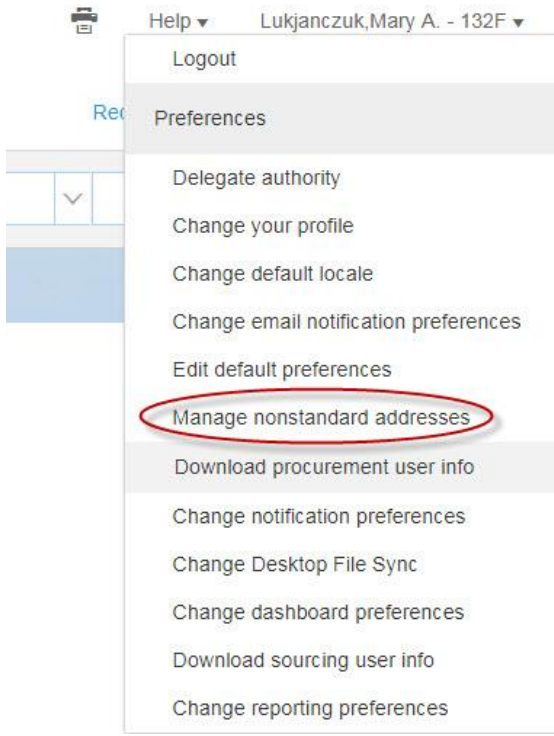
Total **\$225.67**

ADD 3 ITEMS TO CART

11. When ready to check out, click “Shopping Cart” to review all of your items and quantities. Click “Checkout” in the bottom corner when complete. Then the blue “Proceed to Checkout” button when redirected back to Ariba. Instructions on verifying or changing the Ship To address start on page 4.

Removing Old Addresses

1. Old addresses can be deactivated so they do not appear when trying to place a requisition. Go to the Ariba Login from Forms & Tools on the ErieWeb.
2. Once in Ariba, click on your name in the top right corner. Then click “Manage Nonstandard Addresses.”



3. Click on “Actions” next to the address you would like to deactivate. Then, click “Deactivate” and “Ok” to confirm.
4. You can now place orders without seeing the old address come up.