



Children's National™

Office Supply Ordering Guide

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DEPOT.**

business.officedepot.com

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DEPOT.**

Welcome to the
Business Solutions Division.

[Chat Now](#) [Contact Us](#)

Registered Customers

Login Name

Password

☐ Keep me logged in [?](#) [LOG IN](#)

[Forgot your login name/password?](#)
[Trouble Logging in?](#)

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Dedicated Customer Service

P: 800-685-8800

- Delivery lead time is typically 1 to 2 business days following order approval.

- **RESTRICTED ITEMS -**

 Restricted Item

- If an item is restricted, a requisition must be entered in PeopleSoft.
- If you are going to use an item frequently, you may request that it is added to the formulary – contact Deborah Moore.
- Requisitions for restricted items are processed once a week, unless a rush is requested.
- Be sure to include your name, cost center, location and phone # on all requisitions.

- **APPROVAL PROCESS**

- Approvers will receive an email to approve/edit/deny an order.
- This process can be completed by clicking the link in the email, logging onto the website when prompted, then selecting the desired response



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Ordering Process Summary



Step 1: Enter "Login Name" and "Password"

Step 2: Scroll to "Shopping Lists" and begin ordering

Step 3: Quantity boxes will have a quantity of 1. You select the items you need by checking the box to the right of the item, after adjusting your quantity.

Step 4: Click "Add to Cart"

Step 5: When Order is complete, Click Cart, then Check Out

- A. Review shipping information and contact information
- B. Proj ID – Optional – only for grants
- C. Cost Center – drop down menu - select
- D. Loc/Ext – IMPORTANT – for main hospital – example: West/rm 5200/x1234
- E. Click Place Order

Step 6: Email will be sent to Approver notifying them to approve/edit/deny the order

Step 7: When order is approved, you will received an email notifying you. Delivery time starts once you receive this email.

*** Check out process is the same for office supplies and business cards



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Ordering Process Steps



Step 1: Enter "Login Name" and "Password"

A screenshot of the Office DEPOT Business Solutions Division website. A large yellow arrow points to the "Registered Customers" login section. The login section includes fields for "Login Name" and "Password", a "Keep me logged in" checkbox, a "Forgot your login name/password? Trouble Logging in?" link, and a "LOG IN" button. To the right of the login section is a banner with the text "experience the benefits of business made personal" and a "GET STARTED" button. Below the banner are four columns: "industry solutions", "shop products", "services & support", and "sustainability programs", each with a "LEARN MORE" button. At the bottom, there is a "business services" section with a "LEARN MORE" button. The footer contains copyright information and links to "Privacy Policy", "Online Tracking Tools", "Terms of Use", and "Terms & Conditions".

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Step 2: Select "Shopping Lists"

Message

News updates

Last update by: ADMIN CNMC

 Edit


Children's NationalTM

Dedicated Customer Service # - 1-800-685-8800

Office Depot Account Manager - Cathy Pette cathy.pette@officedepot.com 301-399-3144

Children's National Purchasing Contact: Deborah Moore dmoore@childrensnational.org 301-572-3647

Recent Orders

Pending Approval

Shopping Lists



Order Number [View all](#)



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Ordering Process Steps



Step 3: Select a Shopping List



Select Default	Name ↕	Comments ↕	Type ↕	Reminders ↕	Updated ↕
	2017 CALENDARS	calendars	Company Wide	None	2017-02-20
	BINDERS	Binders, Report Covers	Company Wide	None	2017-02-14
	CLIPS CLAMPS	Paper clips, binder clips, push pins, wall clips	Company Wide	None	2017-02-14
	CNMC Approved Office Supply Fo	CNMC Approved Office Supply Formulary	Company Wide	None	2016-11-18
	COMPUTER SUPPLIES	Flash Drives, Mice, Keyboards	Company Wide	None	2017-02-23
	COPY PAPER	Copy Paper, Color Copy Paper	Company Wide	None	2017-02-14
	CPA	CP&A	Company Wide	None	2016-11-18
	DESK	Desk trays, desk accessories, organizers	Company Wide	None	2017-02-14
	Envelopes	Envelopes	Company Wide	None	2017-02-14
	FILING SUPPLIES	FILE FOLDERS/FILING SUPPLIES	Company Wide	None	2017-02-01
	INDEXES	Indexes	Company Wide	None	2017-02-14
	LABELS BADGE HOLDERS	Labels, badge accessories	Company Wide	None	2017-02-14
	PADS	Writing pads, easel pads,	Company Wide	None	2017-02-14
	POST ITS	Post it notes, flags	Company Wide	None	2017-02-14
	Save For Later	Save For Later List	Save for Later	None	2017-02-13
	STAPLERS SCISSORS	Staplers, Staples, Scissors	Company Wide	None	2017-02-01
	TAPE	Tape, Dispensers	Company Wide	None	2017-02-23
	WRITING INSTRUMENTS	Pens, Pencils, Markers	Company Wide	None	2017-02-23



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Ordering Process Steps



Step 4: Select the items to order

- A. Enter quantity for selected item
- B. Click box to right of item
- C. Click add to cart

Boise® X-9® Multi-Use Copy Paper, Letter Size Paper, 20 Lb, Bright White, 500 Sheets Per Ream, Case Of 10 Reams

Item Number 196517 Entered Item # 196517
Manufacturer # OX9001-CTN
Eco-conscious
Contract Items

Category Copy & Multipurpose Paper Group

Neenah Exact® Vellum Bristol Cover Stock, 8 1/2" x 11", 67 Lb., White, Pack Of 250 Sheets

Item Number 348243 Entered Item # 348243
Manufacturer # 80218
Eco-conscious
Recycled content
Contract Items

Category Cover & Card Stock Group

To organize your items, check boxes in the right column then choose one of these actions: [Remove](#) | [Move](#) | [Copy](#) | [Share Items](#)

Result 1 - 14 of 14

Page 1 Subtotal: **\$160.62**
Total: **\$160.62**

[My Account](#) | [View All Lists](#) | [Delete this List](#) | [Shopping Cart](#)

ADD TO CART



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Ordering Process Steps



Step 5: When Order is Complete:

- A. Click Cart
- B. Click Checkout

The screenshot shows the Office Depot website interface. At the top, there's a navigation bar with the Office DEPOT logo, a search bar, and links for My Account, Order, and Cart. The Cart icon shows 3 items. A yellow arrow labeled 'A' points to the Cart icon. Below the navigation bar, there's a section for 'The item listed below was added to your shopping cart.' with a description of 'Boise® X-9® Multi-Use Copy Paper, Letter Size Paper, 20 Lb, Bright White, 500 Sheets Per Ream, Case Of 10 Reams'. To the right, a sidebar shows the shopping cart contents with a table of items, quantities, and prices. A yellow arrow labeled 'B' points to the 'CHECK OUT' button. Below the cart, there's a section for 'Current Shipping Info' with the address '01 CHILDRENS NATIONAL MEDICAL, 111 MICHIGAN AVE NW, MAIN HOSP SIGNATURE REQ, WASHINGTON, DC 20010-2916, USA'. At the bottom, there's a section for 'Other products you might be interested in'.

Item	Quantity	Price
Boise® X-9® Multi-Use Copy Paper, Letter Size Paper, 20 Lb, Bright White, 500 Sheets Per Ream, Case Of 10 Reams	3	\$ 89.97
Boise® X-9® Multi-Use Copy Paper, Letter Size Paper, 20 Lb, Bright White, 500 Sheets Per Ream, Case Of 10 Reams	3	\$ 89.97
Office Depot® Brand White Copy Paper, Letter Size Paper, 20 Lb, 500 Sheets Per Ream, Case Of 10	1	\$ 45.59

Sub-Total: \$225.53

CHECK OUT



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Step 6: Review Checkout Page information

- A. Review User and Delivery information
- B. Add additional email confirmation if applicable

Checkout

Please verify all of your order information below and choose one of the options at the bottom of the page to submit your order.

A

User information

ADMIN CNMC
(301) 399 - 3144
cathy.pette@officedepot.com

[Change](#)

Delivery information

CHILDRENS NATIONAL MEDICAL
111 MICHIGAN AVE NW
MAIN HOSP SIGNATURE REQ
WASHINGTON, DC 20010

[Change](#)

A

Email options

- ☒ Send me an email confirmation of this order
- ☐ Send a copy of order confirmation to

Order summary

Delivery order 1 # 909011426-001 Estimated delivery
02/27/2017

B



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Ordering Process Steps



- A. Enter Project ID if applicable
- B. Enter Name
- C. Select Cost Center (may be defaulted)
- D. Enter Location and phone extension
- E. Click "Place Order"

Account information

PROJ ID

A

* Contact

ADMIN CNMC

* NAME

B

Contact Phone

Ext

(301) 399-3144

* COSTCTR

Select

C

Comment:

Not used by our delivery carriers.

* LOC/EXT

D

☐ Make these my default values, if permitted



Boise® X-9® Multi-Use Copy Paper, Letter Size Paper, 20 Lb, Bright White, 500 Sheets Per Ream, Case Of 10 Reams
Item # 0196517 Entered Item # 196517

\$29.99
/ case

3

\$89.97



Contract Items



Boise® X-9® Multi-Use Copy Paper, Letter Size Paper, 20 Lb, Bright White, 500 Sheets Per Ream, Case Of 10 Reams
Item # 0196517 Entered Item # 196517

\$29.99
/ case

3

\$89.97



Contract Items

Subtotal \$225.53

Delivery fee FREE

Miscellaneous \$0.00

Taxes \$0.00

Total \$225.53

Have you made changes to your cart or delivery option? [UPDATE CART](#)

By submitting this order, you agree to the [Terms and Conditions](#).

[Continue Shopping](#)

[Save Cart to List](#)

[Put This Order On Hold](#)

E

[Place Order](#)