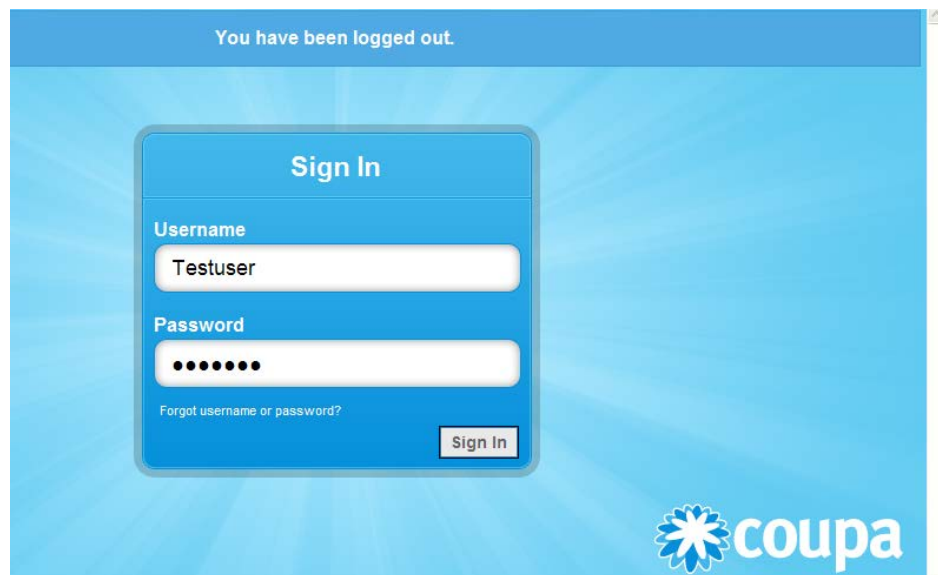


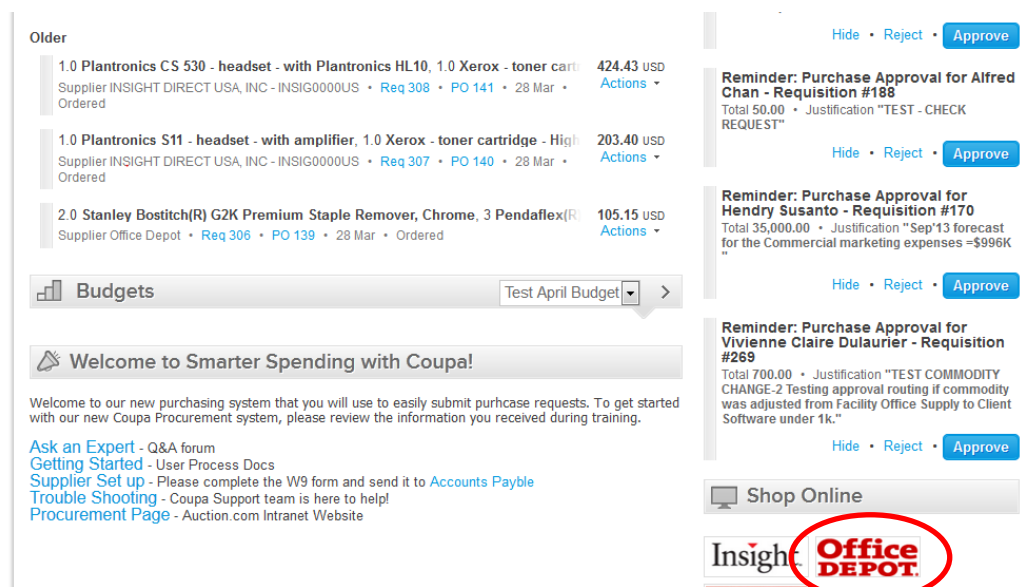
How to Order Office Depot Office Supplies through Coupa

If you are a designated Office Depot ordering user, begin by entering your username and password for the Coupa system.



The image shows the Coupa Sign In interface. At the top, a blue banner reads "You have been logged out." Below this is a central "Sign In" box. Inside the box, there are two input fields: "Username" with the text "Testuser" and "Password" with masked characters. Below the password field is a link "Forgot username or password?". A "Sign In" button is at the bottom right of the box. The background is a light blue gradient with a large Coupa logo in the bottom right corner.

Once you are logged in, you will be directed to your Coupa homepage. Scroll to the bottom of the page to the "Shop Online" section. Click on the Office Depot logo.



The image is a screenshot of the Coupa homepage. On the left, there's a list of recent orders with details like item name, quantity, price, and status. Below this is a "Budgets" section showing a "Test April Budget". A welcome message "Welcome to Smarter Spending with Coupa!" is displayed, followed by links for "Ask an Expert", "Getting Started", "Supplier Set up", "Trouble Shooting", and "Procurement Page". On the right, there are three "Reminder: Purchase Approval" notifications for different users, each with a total amount and justification. At the bottom right, there's a "Shop Online" button and a logo for "Insight Office DEPOT", where the Office Depot logo is circled in red.

[Order by Item Number](#) | [Bulletin Board](#) | [My Shopping Lists](#)

Add \$50.00 more for FREE shipping

0 item(s): \$0.00
[View Cart](#) [Check Out >](#)

Welcome, dhamadeh@auction.com of AUCTION COM - [Logout](#) Account #: 14200775

Office Supplies	Paper	Ink & Toner	Breakroom	Cleaning	Technology	Furniture	Our Services	My Account
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Bulletin Board

What's your color?
Notes for new places

[LEARN MORE ►](#)

My Orders

- Order Tracking

My Tools

- My Shopping Lists
- Order by Item#

My Messages	Need To Know	Catalogs & More
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Last update by: AUCTION ADMIN

WELCOME TO OFFICE DEPOT

We are very excited to be taking care of your business. Please see below for information to make your shopping experience quicker and more efficient.

- The shopping lists have **BEST VALUE** and value priced items chosen already, so there is less searching for you to do.
- Utilize the "My Shopping Lists" at the top of the page for your ordering, or click the following link:
[Auction.com Shopping Lists](#)

To access the on-line tutorials [click here](#)

Customer Service Team 888-263-3423

Your Account number is: 14200775

Office Depot Representative-

Mary Funk
Account Manager
Phone- 562-810-5774
Email- [Mary Funk](#)

[Order by Item Number](#) | [Bulletin Board](#) | [My Shopping Lists](#)

Add \$42.71 more for **FREE** shipping

Search by Keyword or Item#

1 item(s): \$7.29
[View Cart](#) [Check Out](#)

Welcome, dhamadeh@auction.com of AUCTION COM - [Logout](#) Account #: 14200775

[Office Supplies](#) [Paper](#) [Ink & Toner](#) [Breakroom](#) [Cleaning](#) [Technology](#) [Furniture](#) [Our Services](#) [My Account](#)

[Home](#) / [Find Your Product](#)

The item listed below was added to your shopping cart.

Need Help?
[Email Assistance](#)
[FAQs](#)

Description	Your Price/unit	Qty.
Office Depot® Brand File Folders, 1/3 Cut, Letter Size, 30% Recycled, Manila, Pack Of 100 Item # 810838 Entered Item # 810838 HUB Contains recycled content	\$7.29 /box	1

[Continue Shopping](#)

[SHOPPING CART](#)
[CHECK OUT](#)

In Coupa, enter the business justification, and ensure the shipping information is correct. If you need to select the specific cost center for an item, select the magnifying glass next to the Billing line.

Cart Items

Sort By [Original](#) [Item Name](#) [Commodity](#)

1 Office Depot(R) Brand File Folders, 1/3 Cut, Letter Size, 30 Recycled, Manila, Pack Of 100 From Office Depot Commodity Facility Office Supplies • Part Number 810838 • Contract Yes	1 x 7.29 / Box = 7.29 USD	ADC000-REA001-REA410-69710 Period Test April Budget
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[Add Line](#) [Clear Cart](#)

Total 1 Unit **7.29 USD**

A new screen will appear where you can make your selections and then select, Choose.

Choose An Account

CompID

Commerce Title Company of Texas, LLC (CTT000)

DivID

Commerce Title Company of Texas, LLC (CTT001)

DeptID

Commerce Title Company of TX, LLC-B5&P/L (CTT002)

VendorID

A-1 TITLE SERVICES, LLC (A1TIT0000US)

GLCode

Internal Meals (69410)

Event

Auction

State

Asset

Choose

Once you have reviewed the order, select the Submit for Approval option and the request will route for approval. After full approval from the Facilities team, the order will be placed with Office Depot and shipped to the designated ship to address.

Review Cart

Take a Tour! You may have noticed a few new things on your **checkout page** — let us show you around. Start Tour! X

Created By Dena M Hamadeh

On Behalf Of

Department **REA410 - COH Finance & Accounting**

*Justification

Office Supplies for Belmont Office.

Attachments [Add File](#) | [URL](#) | [Text](#)

Check Request? ☐

Credit Card Purchase ☐

CapEx Purchase ☒ Yes

Ship To

*Address

One Mauchly
Irvine, CA 92618
United States

Attention

Dena M Hamadeh

Cart Items

Sort By **Original** Item Name Commodity

Office Depot(R) Brand File Folders, 1/3 Cut, Letter Size, 30 Recycled, Manila, Pack Of 100
From Office Depot
Commodity Facility Office Supplies • Part Number 810838 • Contract Yes

1 x 7.29 / Box = **7.29 USD**

[Add Line](#) [Clear Cart](#)

Total **1 Unit 7.29 USD**

Billing

ADC000-REA001-REA410-69790

Period

Test April Budget

Approval Chain

Add

Dena M Hamadeh

Stephanie L Scales

Buyer Review

Save for Later

Save

Submit for Approval