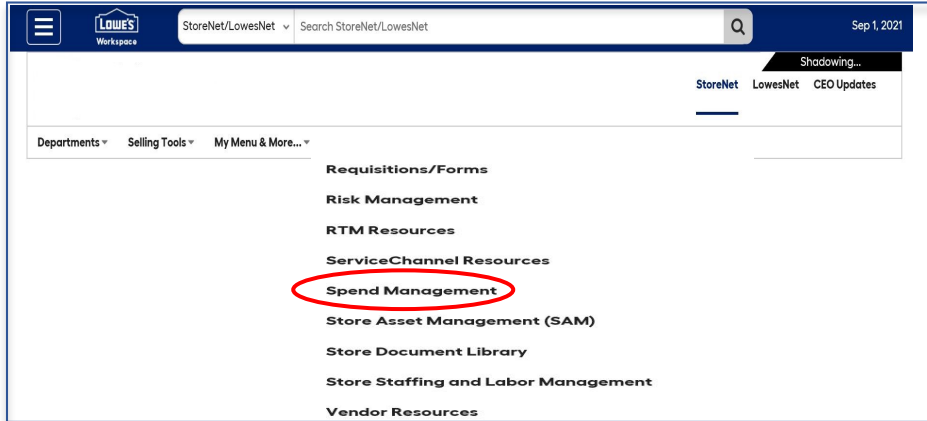




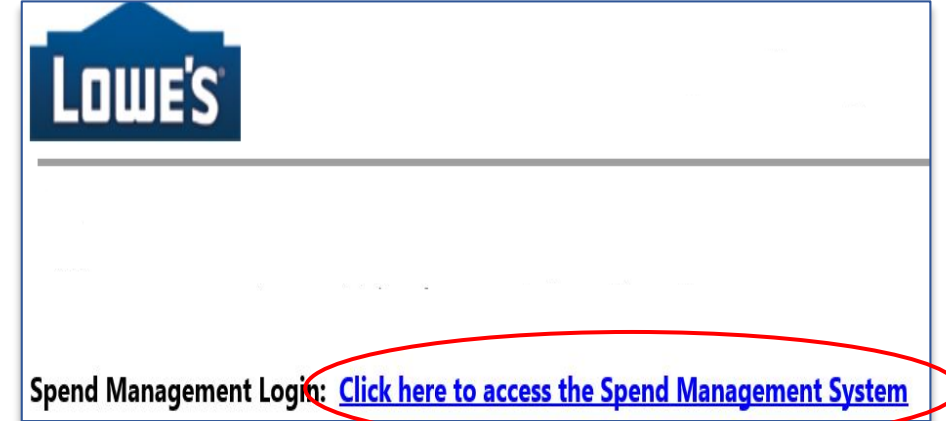
Office Depot Order Guide

Navigating to Office Depot Portal

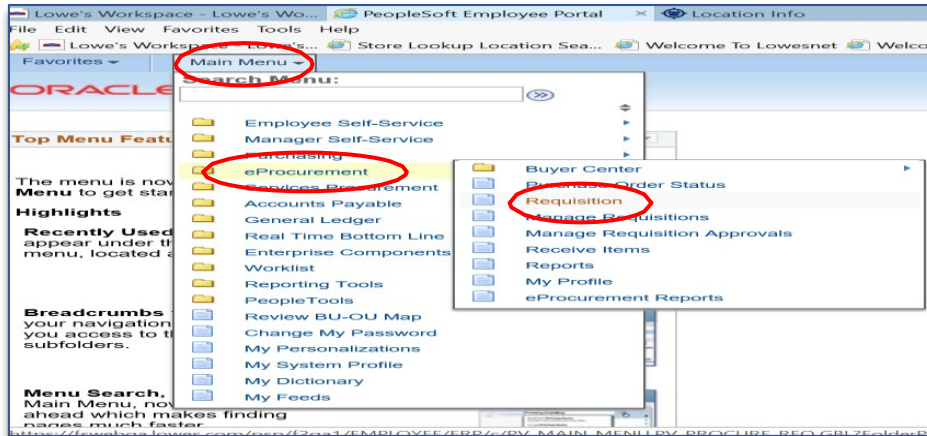
1 StoreNet > My Menu & More > Access Links > Spend Management



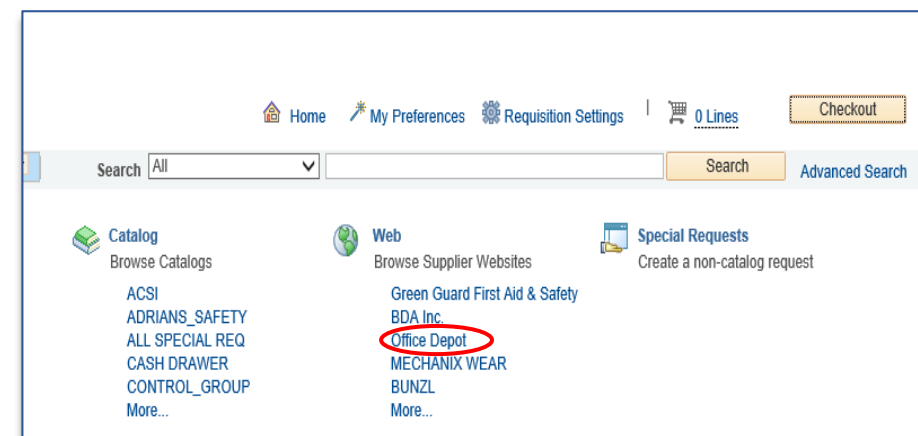
2 Click to Access Spend Management



3 Main Menu > eProcurement > Requisition > Add Business Unit (SOP01)



4 Office Depot



Home Page Overview

Menu Options and Buttons

Products are listed in categories in a drop-down menu

The search box allows item numbers, manufacturer product IDs and keywords

Shopping Lists Detailed on page 4

Click the cart to view your cart. Hover to show the delivery address.

Hovering over this icon shows a list of menu options

Orders Detailed on page 6

If you know your item numbers, you can enter them here

Cart Summary

Current Delivery Info
COMMON
STORE OPERATIONS SUPPORT LOWES COMMERCIAL
INC
ROCKFORD, NC 28111
Your cart is empty.

View Cart

Office DEPOT

Products

Search

Find a Store

Contact Us

Account: 05621273

What's New?

Orders

Order By Item

Shopping Lists

Bulletin Board & Messages

Learn more about the newest website enhancements.

Read More

Business Dashboard

Recent Orders

Shopping Lists

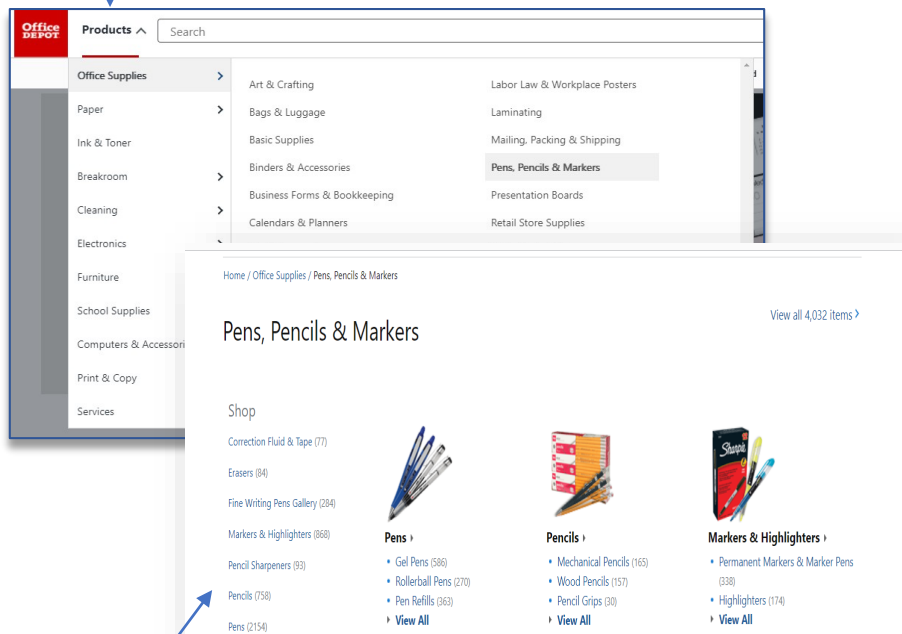
Order By Item Number

Enter the item number and quantity for each item you would like to order in the appropriate fields below.

ITEM DESCRIPTION:	PRICE:	ITEM NUMBER:	QTY:	COMMENTS:
	-			

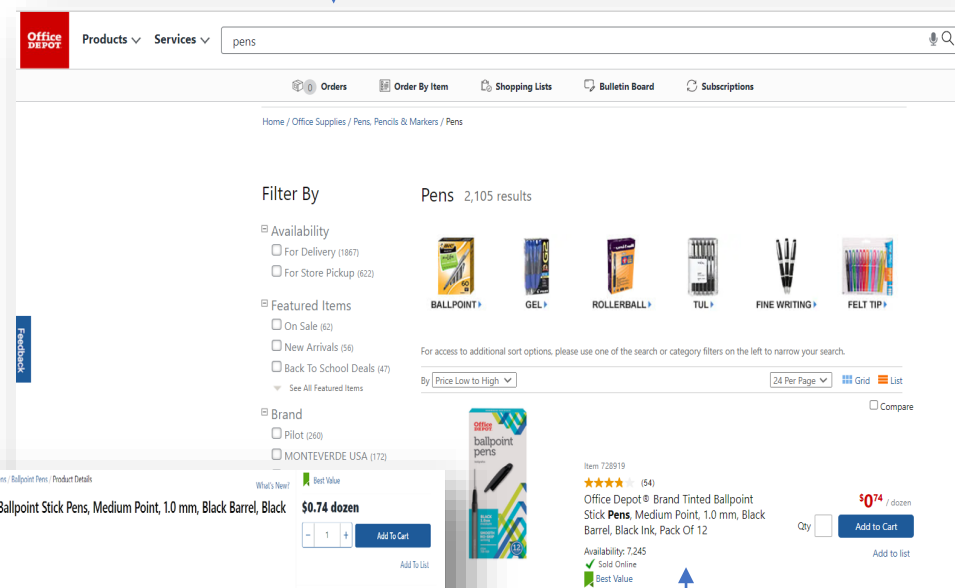
Browse & Search

Click Products to browse category list

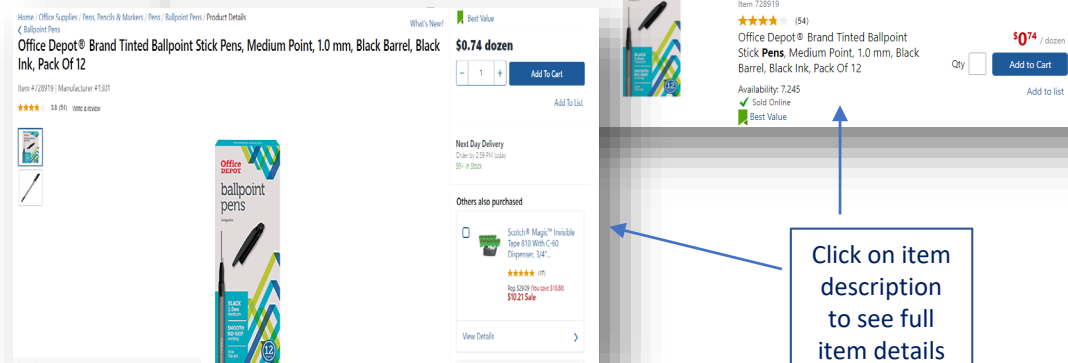


Drill into categories here

Type what you're looking for in the Search box (i.e. pens)



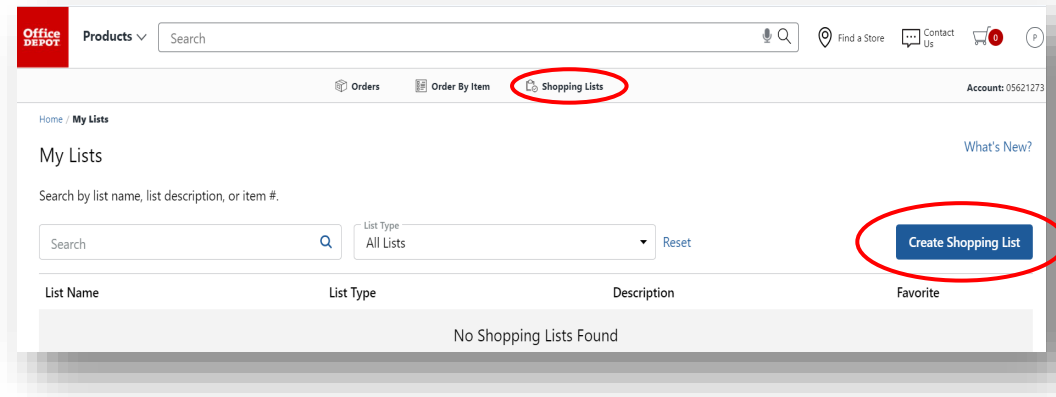
Click on item description to see full item details



Create a Shopping List

1

For ease of ordering, you can create shopping lists for your store by selecting Shopping Lists at the top of the page and clicking Create Shopping List

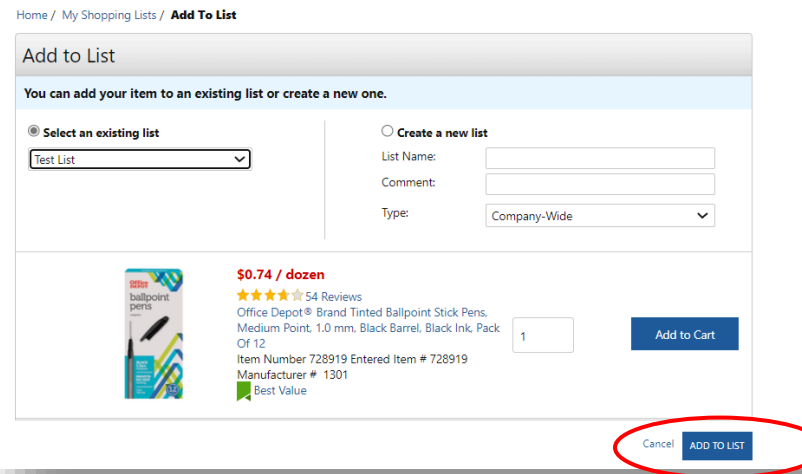
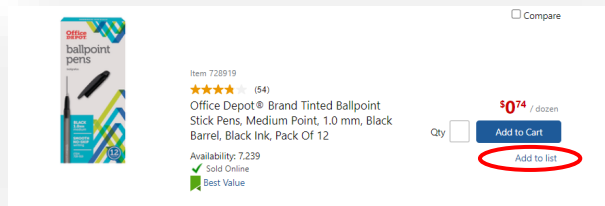


2

A pop up will appear. Name your list and hit Create List

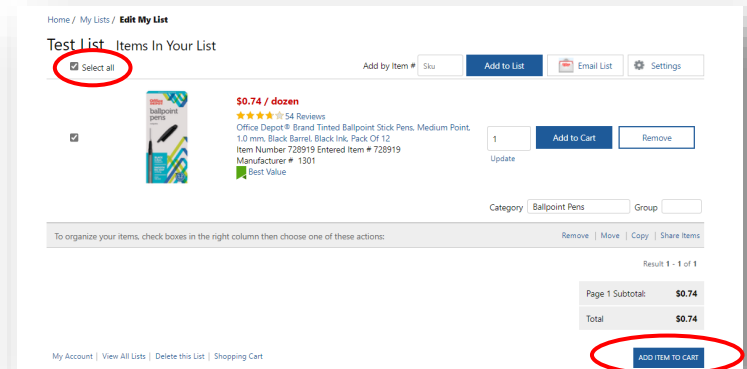
3

You can add any item to a list by selecting Add to list and then selecting the list to add it to or creating a new list.



4

The item will then appear on your list. To add all items from a list to your cart, click Select all and then Add Items to Cart



Checkout Process

The screenshot shows the Office Depot website's Shopping Cart. The cart contains one item: Office Depot® Brand Tinted Ballpoint Stick Pens, Medium Point, 1.0 mm, Black Barrel, Black Ink, Pack Of 12. The item is priced at \$0.74 per dozen. The Order Summary on the right shows a Subtotal of \$33.95, Estimated Tax of \$2.29, and Estimated Delivery of FREE, for a Total of \$36.24. A red circle highlights the Cart icon in the top right corner, and another red circle highlights the Checkout button in the bottom right corner of the cart area.

Shipping	Qty.	Price
Office Depot® Brand Tinted Ballpoint Stick Pens, Medium Point, 1.0 mm, Black Barrel, Black Ink, Pack Of 12 Item # 728919 Entered Item # 728919 Best Value	1	\$0.74 \$0.74 dozen

Order Summary	
Subtotal	\$33.95
Estimated Tax	\$2.29
Estimated Delivery	FREE
Total (2 Items)	\$36.24

Clicking the Cart icon will bring you to your Shopping Cart

Clicking Checkout will return you to Spend Management to complete your order.

NOTE: There is a \$25 order minimum in order to check out.

The screenshot shows the Oracle eProcurement Requisition form. The Requisition Summary section includes fields for Business Unit (SOP01), Requester (2665957), Currency (USD), Store Operations (Diffin, Wendy), Requisition Name, and Priority (Medium). The Cart Summary shows a Total Amount of 281.31 USD. The Requisition Lines section lists one line item: Boise(R) X-9(R) Multi-Use Copy, with a quantity of 1.0000 and a price of \$0.74. The Shipping Summary section includes fields for Ship To Location Address (09980542, STORE OPERATIONS SUPPORT, LOWES COMPANIES, INC, 1000 LOWES BLVD MC.SOE, MOORESVILLE, NC 28117) and Attention To (Diffin, Wendy). The Requisition Comments section has a text area for comments. The Approval Justification section has a text area for justification. The bottom of the form features a red circle around the Save & Submit button.

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total
1	Boise(R) X-9(R) Multi-Use Copy		OFFICE DEPOT	1.0000	Case	\$0.74	\$0.74

To complete Checkout:

- Carefully review order for accuracy
- Select Save & Submit

Order History

Office DEPOT

Products ▾

Search

Find a Store

Contact Us

0

P

Orders

Order By Item

Shopping Lists

Account: 05621273

What's New?

Orders

Order Number 150864780-001

Select By Status ▾ All

Approver User ID

Date From 08/02/2021

Date To 09/02/2021

Min Order Total

Max Order Total

Reset

Search

By selecting Orders at the top of the page, you will arrive at the Order History Page. Here you can search by order number, date range, etc.

Selecting the Search button will bring you to an order list where you can click an order to see order detail

Order# 150864780-001

Summary

PO Number: 0001151430
Release: SIG, REQD
Desktop:
Last Updated: 01/19/2021
Updated By: 90580413@KELLY.POWER@HRBLOCK.COM
Delivery Date: 01/19/2021
Comments:

Shipping

Address:
H&R BLOCK
1115 BASIN ST SW
VERIZON-PIZZA HUT STRIP M
EPHRATA, WA
98023-2172
USA
Ship to id:
L63721

Billing

Account#: 90580413
Contact: Kelly Power (USA)
1 (999) 999-9999
Payment Method:
Account Billing

Order Detail Summary

Order placed on 01/17/2021
Ordered By: 90580413@KELLY.POWER@HRBLO...

Your Total

Subtotal: \$10.43
Delivery Fee: \$0.00
Taxes: \$0.00
Total: \$10.43

Reorder

Add To List

ORDER NUMBER 150864780-001 - Parent Order

BUSUNIT LE20000 HRB MGMT LLC

STATUS Delivered

Print This Order

TOTAL \$10.43

Scotch® Magic™ Invisible Tape In Dispensers, 3/4" x 650", Clear, Pack of 6 rolls
Item #259633

Best Value ⓘ

QUANTITY 1

BACK ORDER 0

SHIPPED 1

TOTAL \$10.43

COMMENTS:

Subtotal: \$10.43
Delivery Fee: \$0.00
Adjustments: \$0.00
Taxes: \$0.00
Total: \$10.43

Track Your Shipment | View Carton Details | Return Order