



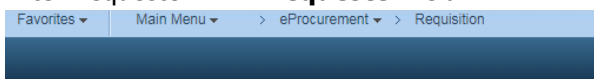
Creating a Requisition – Office Depot Punch-out

Quick Reference Guide

Defining the Requisition

Navigation: myAscension > My Links > Supporting Functions > Ascension Apps > PeopleSoft FIN/SCM > NavBar > Menu > Main Menu > eProcurement > Requisition

1. Enter the PO Business Unit in the **Business Unit** field.
2. Enter Requester ID in **Requester** field.



Look Up Business Unit

*Purchase Order Business Unit FLPEN Sacred Heart Hosp Pens

*Requester

3. Click 'OK'.
4. Enter a name for the requisition in **Requisition Name** field.
(Requisition name will assist when searching for a requisition in the future. If left blank, the requisition name will become the requisition 10-digit ID.)

5. Verify **Line Defaults** including Ship To, Location ID and Department, making changes if needed. (See **Overwrite Requisition Header Defaults QRG.**)
6. Click **OK**.
7. Select **eMarketplace** Requisition Type Icon.

8. Click 'Office Depot' punch-out catalog icon.



9. Put in the Zip Code of your location and hit continue (This enables the Office Depot site to give you the availability of the product you are ordering at your distribution center.



Please enter your zipcode for accurate inventory availability.

Zipcode:

10. Enter search criteria for a specific item in the **Search** field.

11. Click **Search** icon.



12. Select desired item and enter '**Qty**'. Note: there is a green flag for best value items.



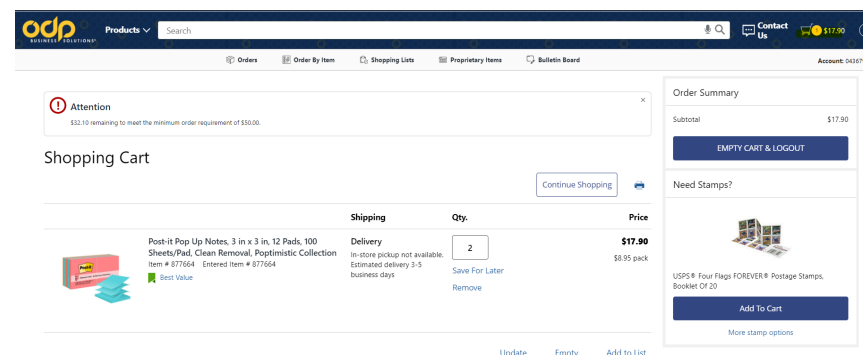
13. Click 'Add to Cart'.

14. A page will display confirmation that item was added to the cart.

15. If you want to continue shopping search for a new item (see step 10) or click '**Continue Shopping**'. If your order is complete, click '**Shopping Cart**' to review your order or '**Checkout**' to complete the order.

16. Review order details and click the shopping cart '**Checkout**'. You can also view alternatives prior to checkout.

Important Note: The minimum Office Depot order amount is \$50.00. The Checkout button will not become active until the minimum amount is met.





17. The item(s) will display in the eMarketplace shopping cart.

Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences Requisition Settings

Requisition Summary

Business Unit: 12018 Requester: ACOUTURE MORA Ascension Genesis Hosp Amy Lamson Requisition Name: Priority: Medium Requisition Type: EMARKETPLACE *Currency: USD

Cart Summary: Total Amount: \$1,600.00 USD

Expand lines to review shipping and accounting details

Regulation Lines

Line	Description	Item ID	Supplier ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Phel-R Pop-Up Notes, 3 in x 5		0000087006	COP BUSINESS SOLUTIONS LLC	8	Package	\$200.00	\$1,600.00			

Select lines to: Delete Selected Mass Change

Total Amount: \$1,600.00 USD

Shipping Summary

Ship To Location: Address: Amy Lamson Attention To: Comments:

Requisition Comments and Attachments

Enter requisition comments

Send to Supplier Show as Receipt Show as Voucher Add more Comments and Attachments

Approval Justification

Enter approval justification for this requisition

Save & Submit Save for Later Add More Items Preview Approvals Add Request Document

18. Enter Comments if desired.

19. Save & Submit

Additional Information Regarding Office Depot Orders:

- Office Depot orders should **NEVER** be **STAT** (High Priority) requisitions. Deliveries to all major markets are scheduled once per week. If your requisition is approved in PeopleSoft by 2:00 p.m. EST the day before your facility's delivery day, it will be delivered the next business day, unless otherwise noted by Office Depot. Additional Office Depot Resources can be found [here](#).
- Minimum order value for Office Depot is \$50
- Verify that all items on the packing slip listed as shipped are in your order. Any shortages or incorrect items should be reported immediately to the Office Depot Customer Service at 1-844-674-9437. Items on backorder will be noted on the packing slip.
- Office Depot orders are automatically received in PeopleSoft and do not require any action from the requester upon delivery.
- If ordering for multiple locations, use the zip code for that location during the punch-out so that you see accurate availability for the shipping of the product you are ordering.