

OFFICE DEPOT – HOW TO PUNCH OUT

Create an ESCAPE Requisition:

Finance – Requisitions - Vendor Requisitions

New

Choose either Purchasing or Technology (for tech items only) in correct school year.

Requisition Tab:

Requisitioner – should default to your name

Order Location – should default to your location

Delivery Location – your location

Comment Line – ***Required** - a description of what the PO will be for, i.e.: OFFICE SUPPLIES. This comment shows on our Board report, so simple and easy to understand please.

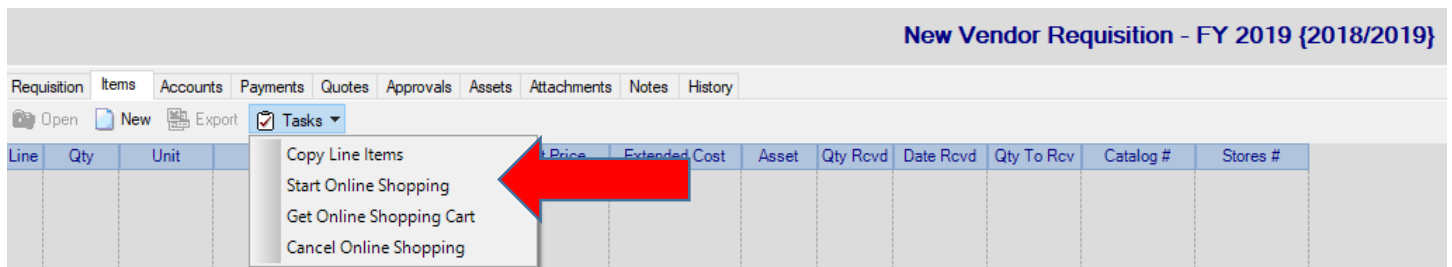
Order Type – “PO with Receiving. Blanket PO’s are no longer to be used for Office Depot.

Vendor ID # - Enter Vendor ID #**39688**

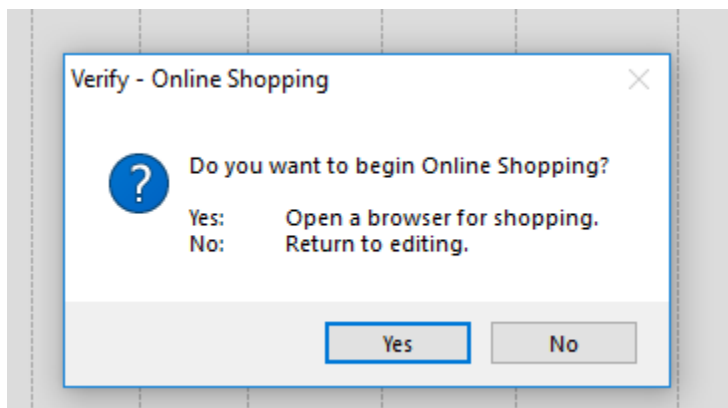
Items Tab:

Tasks

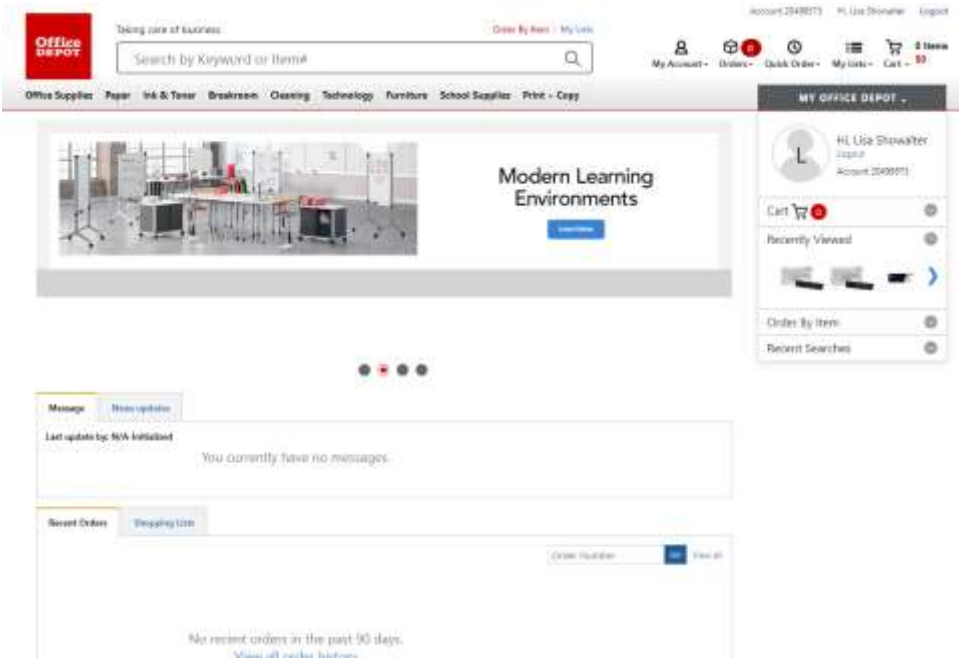
Start Online Shopping



You will see this next box pop up:



Click “Yes” to be taken right to the Office Depot website.



Add the items you wish to purchase to your shopping cart. **BE SURE TO GET EVERYTHING YOU NEED AS YOU WILL NOT BE ABLE TO ADD TO THE ORDER – YOU WOULD START OVER WITH NEW PR/PUNCHOUT.**

Please also note with Office Depot they have a minimum order of \$50 to get free shipping. There is a reminder which comes up (see below).



Shopping Cart

	Price	Qty.	Total
	\$19.61 / pack	1	\$19.61
	\$5.09 / pack	1	\$5.09
	\$20.39 / dozen	1	\$20.39

Order summary

Subtotal: \$45.09

Estimate Shipping & Taxes

Total (3 items): \$45.09

[Checkout](#)

[Order by item #](#)

Need Stamps?

USPS® Four Flags FOREVER® Postage Stamps, Booklet Of 20 \$9.80

When you have added the last item to your shopping cart - review your order – make changes if needed.

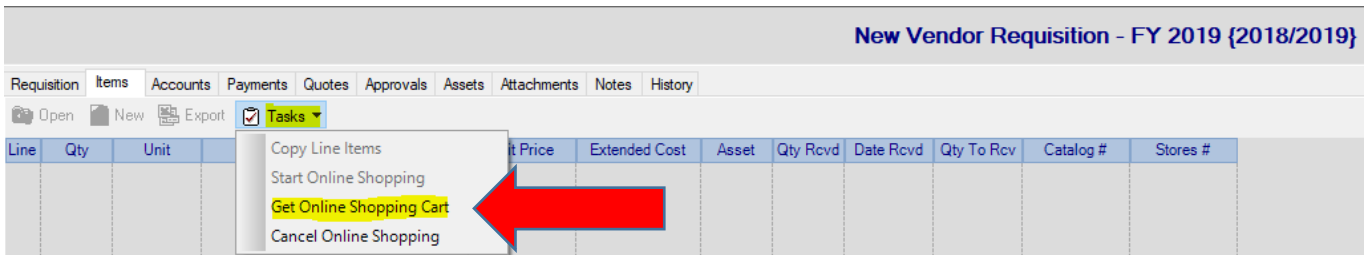
When complete, click checkout:

You then see the following message:

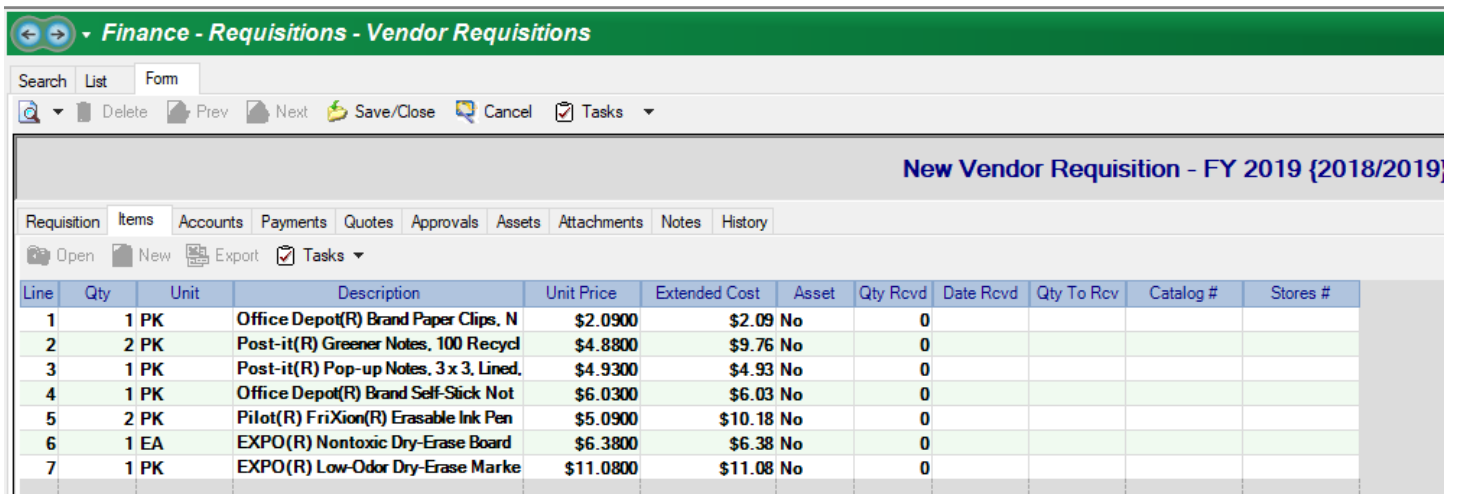
Thank you for shopping online!

Don't forget to select "Get Online Shopping Cart" on the Items tab in Escape Online to load your item(s) into your requisition.

Now go back to your purchase req in escape, click Tasks and Get Online Shopping Cart:



Your shopping cart will auto fill as items under the "items" tab.



Add your account code(s) and submit the PR as usual.

Once the purchase req gets through all the approvals and gets to Purchasing, we will approve and then the order is sent directly to Office Depot through escape so the order is filled. You will also receive an order confirmation email from them.