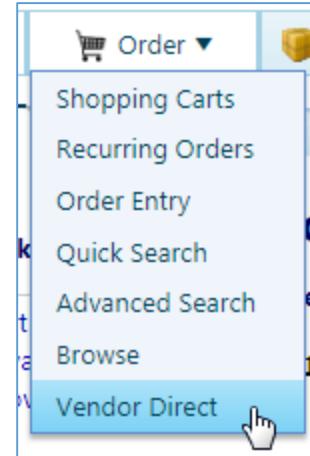


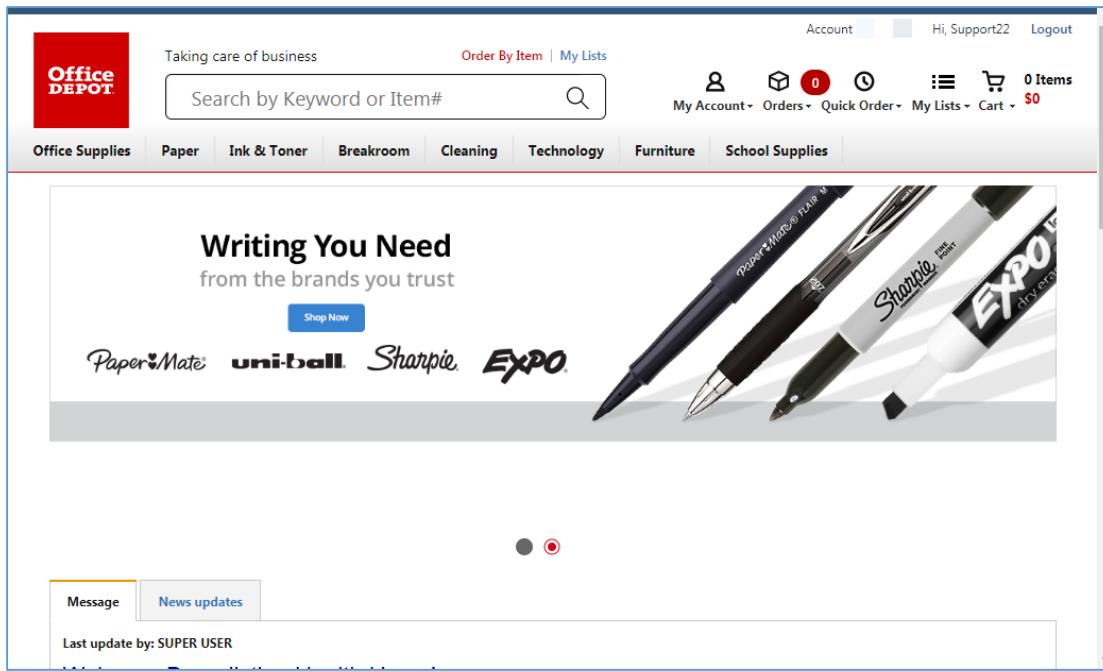
This guide is intended for users of Vendor Direct to order products from **Office Depot**. To properly access this vendor portal and place your order, please follow the directions below:

1. Log into Procurement Partners
2. Select **Order -> Vendor Direct**
3. Select location (if applicable)
4. Click the **Office Depot** logo



IMPORTANT NOTE: Some web browsers may block your Vendor Direct window from opening with its built in pop-up blocker. You will generally receive a message stating that a pop-up was blocked. To bypass this pop-up blocker, click the prompt and select the option "Always allow pop-ups from procurementpartners.com" or "Trust procurementpartners.com". This method will vary by browser. If you need assistance, contact your local IT department, or check out the video titled **How to Allow Pop-Ups for Vendor Direct** located on the Training and Documentation Hub.

5. Our system will automatically log you into the **Office Depot** portal



These directions cover the basics of ordering from a Vendor Direct catalog; your experience may vary.

6. Shop for products using the search function or by browsing through various categories and add them to your cart
7. When you are ready to proceed, click the shopping cart icon and review your order
8. Click **Checkout**

Shopping Cart

	Price	Qty.	Total	
	\$33.14 / case	2	\$66.28	Update
Boise® X-9® Multi-Use Copy Paper, Letter Paper Size, 20 Lb, Bright White, 500 Sheets Per Ream, Case Of 10 Reams Item # 196517 Entered Item # 196517				Remove
				Save for Later

[Continue Shopping](#)

[Continue Shopping](#) [Need Help?](#) [Email](#) [FAQs](#) [Print](#)

Order summary

Subtotal	\$66.28
Estimate Shipping & Taxes	
Total (1 Item)	\$66.28

[Checkout](#) [Apply a coupon code](#) [Order by item #](#)

9. You will receive a blue-colored screen with the message:

To complete your order, close this window and navigate to the Shopping Cart where you can review your order and submit it to the vendor.

[Close Window](#)

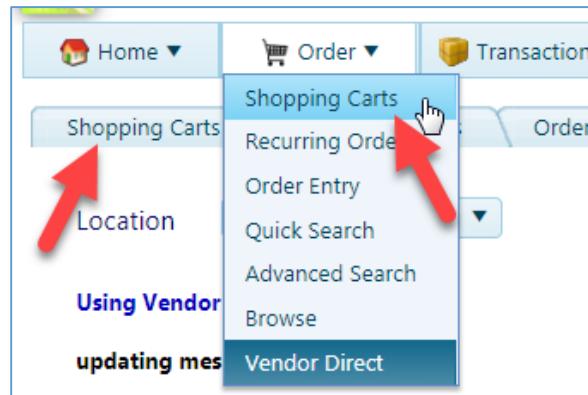
Your order has now been transferred to the Procurement Partners system and is ready to be finalized; click **Close Window** and navigate back to the Procurement Partners webpage

NOTE: If you do not complete the following steps, your shopping cart **WILL NOT** be received by the vendor. Please ensure you complete ALL steps listed here.

10. Select **Order -> Shopping Carts**, then select your shopping cart in the list of available carts

11. If necessary, adjust the GL code or quantity for any items in the GL Code and Qty columns; click the **Update** button to save any changes

12. Click the **Checkout** button to proceed with your order



Reference No.1:		Reference No.2:		Vendor: Maintenance S...						Cost \$14.00			
Location: Atlanta Nursing & Rehab Center													
10 items per page													
Actions		Notes		Attr.	Item Num	Item	MFG/Brand	Category	GL Code	Price/Unit	Qty	Total	Budget
1		10		items per page									
1		10		items per page									
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