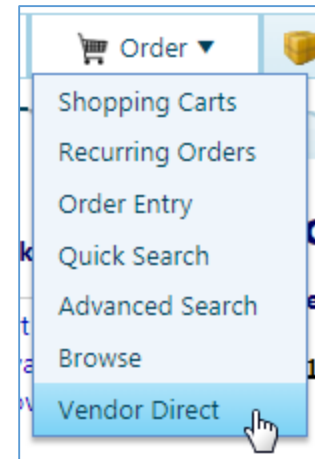




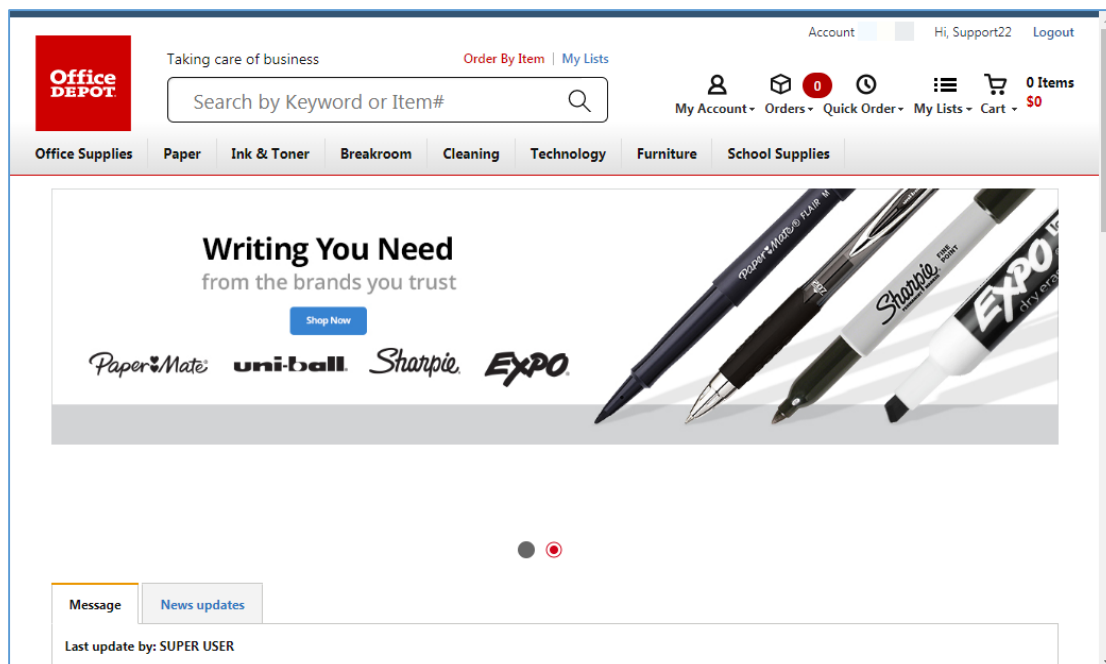
This guide is intended for users of Vendor Direct to order products from **Office Depot**. To properly access this vendor portal and place your order, please follow the directions below:

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



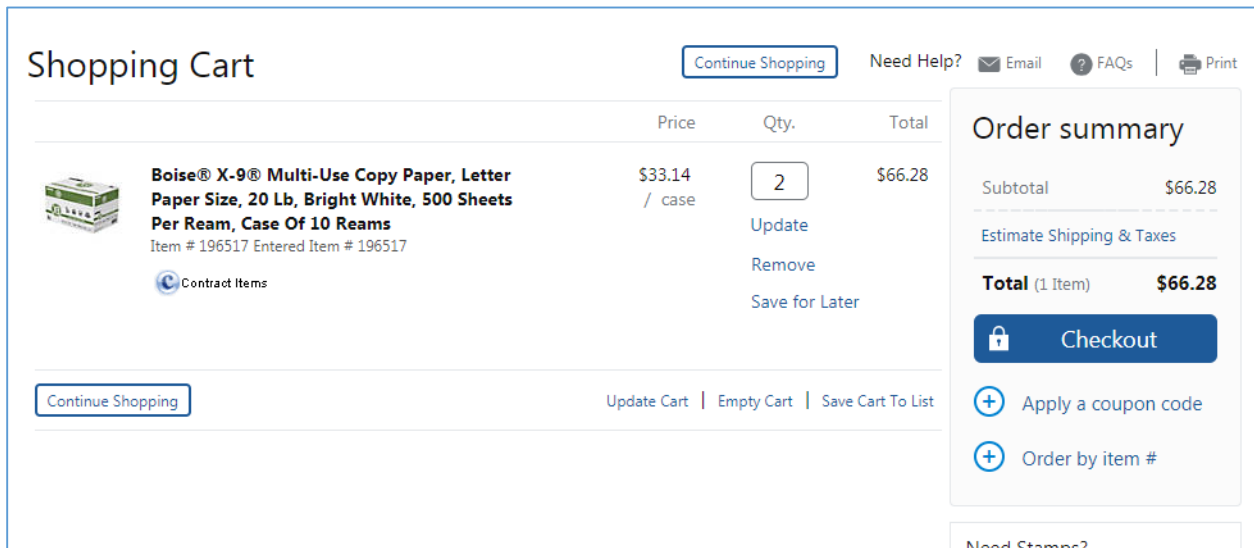
IMPORTANT NOTE: Some web browsers may block your Vendor Direct window from opening with its built in pop-up blocker. You will generally receive a message stating that a pop-up was blocked. To bypass this pop-up blocker, click the prompt and select the option "Always allow pop-ups from procurementpartners.com" 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**

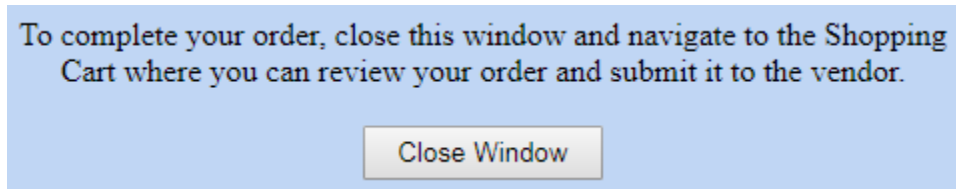


The screenshot shows a shopping cart interface with the following elements:

- Shopping Cart Header:** Includes a "Continue Shopping" button, "Need Help?" link, "Email" icon, "FAQs" icon, and "Print" icon.
- Item List:**

	Price	Qty.	Total
 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 Contract Items	\$33.14 / case	2	\$66.28
- Order Summary Panel:**
 - Subtotal: \$66.28
 - Estimate Shipping & Taxes
 - Total (1 Item): \$66.28**
 - Checkout** button
 - Apply a coupon code (+)
 - Order by item # (+)
- Footer:** Includes "Continue Shopping" button, "Update Cart", "Empty Cart", "Save Cart To List", and "Need Stamp?" link.

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



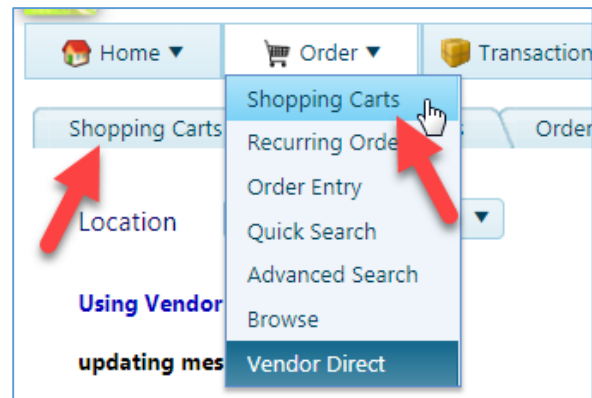
To complete your order, close this window and navigate to the Shopping Cart where you can review your order and submit it to the vendor.

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:

Location: Atlanta Nursing & Rehab Center Vendor: Maintenance S... Cost \$14.00

Actions	Notes	Attr.	Item Num	Item	MFG/Brand	Category	GL Code	Price/Unit	Qty	Total	Budget
			098002	15 OZ SAFETY BLUE SPRAY PAINT		Paint & Sundries - Spray Paint	400-400-0000 - Maintenance Supplies	\$1.00 / EA	4	\$4.00	
			126505	BATTERY IONIZ. SMOKE ALARM *PKG OF 6"		Electrical - Smoke Alarms & Fire Safety	007-000-0000 - Marketing	\$1.00 / PK	2	\$2.00	
			302959	15' ASH FLAT TELEPHONE BASE CORD	BLACK POINT PRODUCTS	Electrical - Telephone & Video Repair	400-300-0000 - Maintenance Minor Equipment	\$1.00 / EA	3	\$3.00	
			676220	X-LONG NITRILE EXAM GLOVES *BX OF 50" MD		Healthcare - Patient Care	400-200-0000 - Supplies Billable	\$1.00 / EA	5	\$5.00	

Buttons: Update, **Checkout**, Delete, Save As, GL Sum

Adjust GL Codes here (pointing to GL Code column)
Adjust Qty here (pointing to Qty column)

13. The Order Finalization screen will inform you of any order verifications or order approvals necessary; if any **red** messages display under the Order Verification section, take the corrective action necessary or check the box to the left of the message; until these items are corrected, the **Place Order** button will be greyed out
14. Click the **Place Order** button to finalize and submit your order; you will receive a PO number and confirmation email – your order is now complete

If you require any additional assistance, please contact the Procurement Partners support team at helpdesk@procurementpartners.com