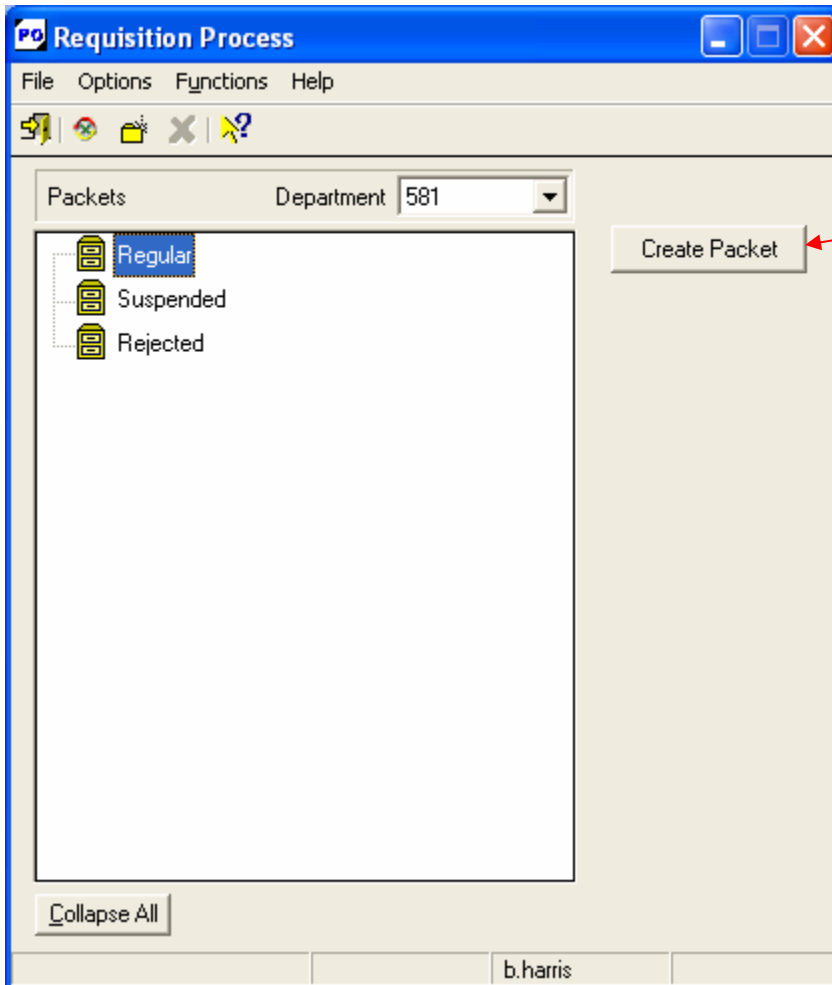
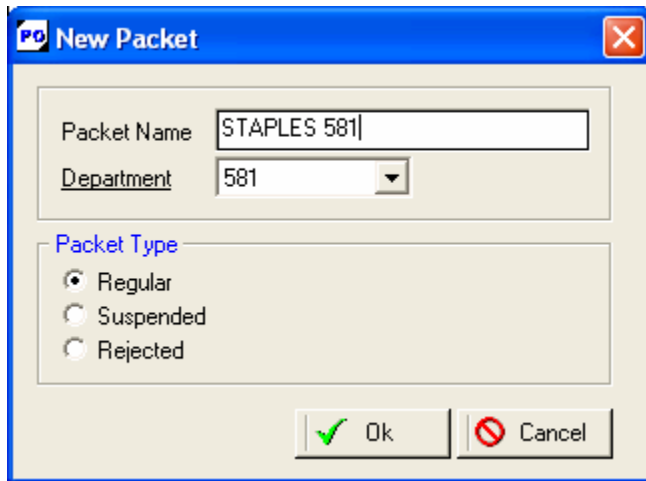


# Creating a Purchase Order



**Click the “Create Packet” button to begin the process.**

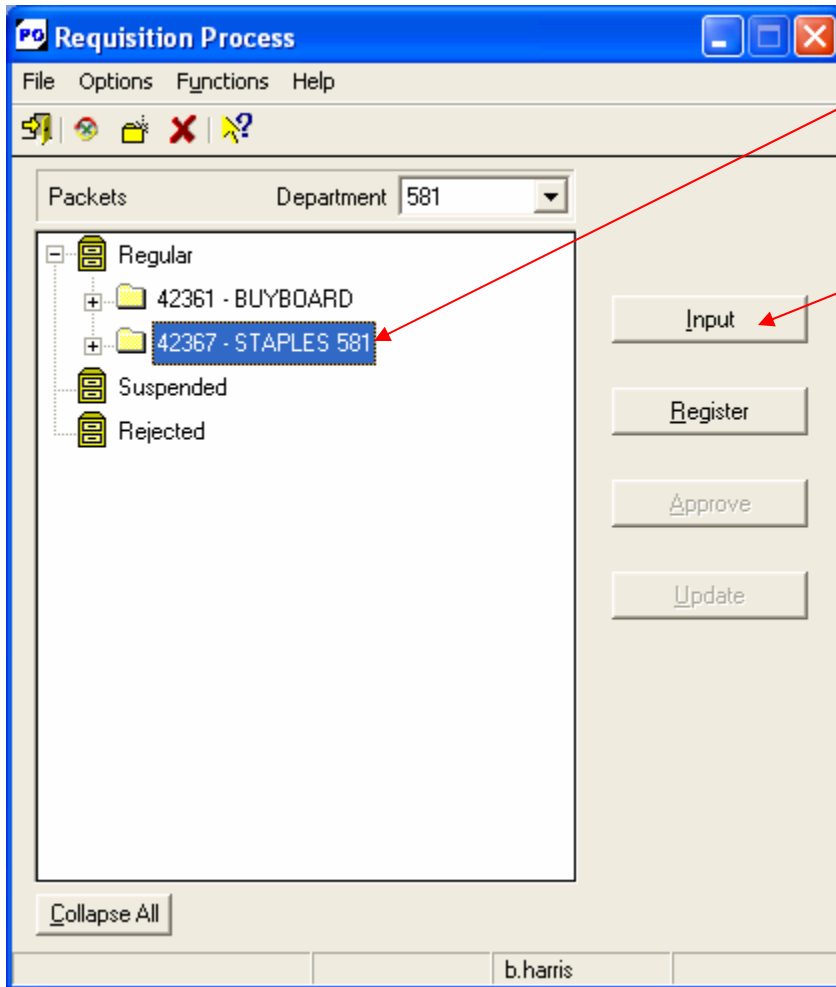
# New Packet



The screenshot shows a dialog box titled "New Packet" with a blue header bar. Inside the dialog, there is a text input field for "Packet Name" containing the text "STAPLES 581". Below it is a dropdown menu for "Department" with "581" selected. Under the heading "Packet Type", there are three radio buttons: "Regular" (which is selected), "Suspended", and "Rejected". At the bottom of the dialog, there are two buttons: "Ok" with a green checkmark icon and "Cancel" with a red X icon.

- Name your new packet.
- The department number should be added here as well.

# Input Information



- Highlight Packet you want to add to.
- Click the “Input” button.

# Item Tab

The screenshot shows the 'P/O Requisition Input' window with the 'Item' tab selected. The form contains the following fields and values:

- Requisition Number: 00056992
- Packet: 42367-STAPLES 581
- Approval / Rejection: D  B  P  \*A  \*A  \*A
- Vendor Set: 01-PARKER COUNTY
- Vendor: 2686 (STAPLES BUSINESS ADVANT)
- Department: 581
- Approved by: Deena Nichols
- Ordered by: Assistant
- Summary Desc: 581
- Status: New
- P.O. Number: 08-14000
- Ship to: 581-Purchasing Dept
- Issued: 5/16/2008
- Est. Delivery: 5/16/2008

Red arrows indicate the following connections:

- From 'Vendor: 4228' to the Vendor Set dropdown.
- From 'Summary Desc.: Dept number' to the Department field.
- From 'Ship to: Dept Number' to the Ship to dropdown.

- Vendor: 4228
- Summary Desc.: Dept number
- Ship to: Dept Number

# Distribution tab

**P/O Requisition Input**

File Edit Functions Options Help

Requisition Number: 00056992 Packet: 42367-STAPLES 581

Approval / Rejection: D  B  P  \*A  \*A  \*A

Item Distribution Misc. Approval Comments / Notes

Account: 10 5-581-300-330 Description: OFFICE SUPPLIES

Project: [ ] [ ]

Ordered: Units: 0.000 Price: 0.000 Amount: 10.00

Fund	Account	PJ	Line	Description	Units	Price	Amount	DB
10	5-581-300-330			OFFICE SUPPLIES	0.000	0.000	0.00	

Account Budget: 2,500.00 Available: 177.75 Total: 0.00

Group Budget: 0.00 Available: 0.00

Ok Cancel

Edit b.harris

- Enter Account Info
- Description – Office Supplies
- Amount - \$10.00

# Requisition Approval

**Requisition Approval**

**Approval Status**

-- Approval Level --

Dept Head	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject
Buyers	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject
Purchasing	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject
Unused	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject
Unused	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject
Unused	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject

**Rejection E-Mail**

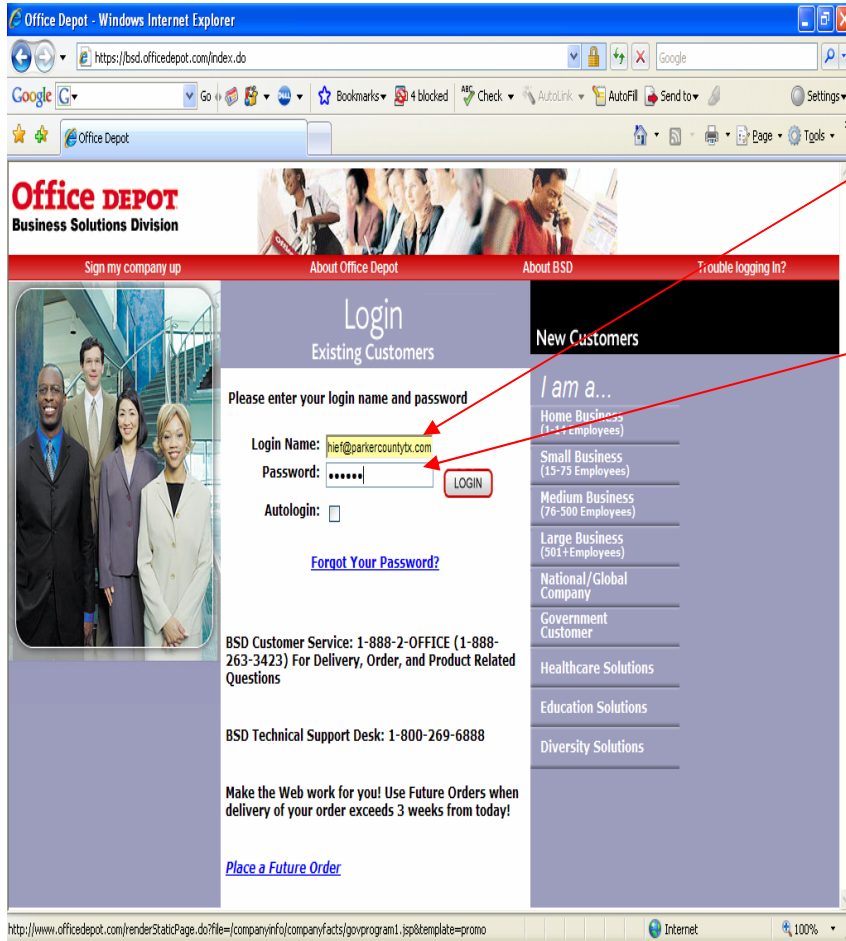
Preview E-Mail Message

Send E-Mail Message

No E-Mail Message

- You can mark the PO as either Approve or Reject.
- Marking it Reject lets us know that you have not finished the PO.

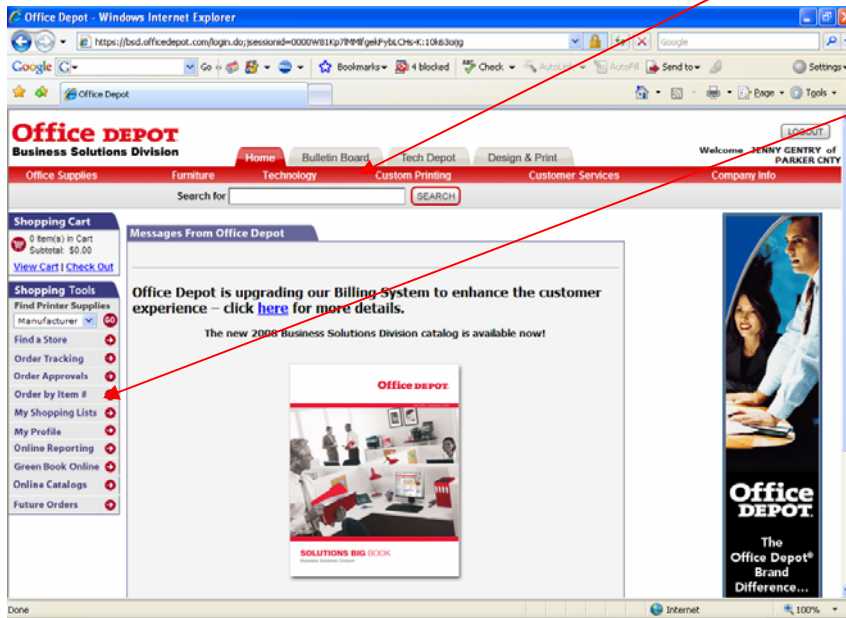
# OFFICE DEPOT LOG IN



- Log In Name – your email address
- Password - parker

# Office Depot Home Page

- Use the Search to find items.
- Or you can order by item number.



# Ordering By Item Number

Office DEPOT  
Business Solutions Division

Welcome JENNY GENTRY of PARKER CNTY

Office Supplies Furniture Technology Custom Printing Customer Services Company info

Search for

Shopping Cart  
0 Item(s) in Cart  
Subtotal: \$0.00  
[View Cart](#) [Check Out](#)

Shopping Tools  
Find Printer Supplies  
Manufacturer   
Find a Store   
Order Tracking   
Order Approvals   
Order by Item #   
My Shopping Lists   
My Profile   
Online Reporting   
Green Book Online   
Online Catalogs   
Future Orders

Order by Item Number  
Quickly add items to your shopping cart or custom shopping list by entering an item number and quantity. Simply key in the item number, the quantity, and click "Add To Cart" or "Add To List." You may change the quantities from within your Shopping Cart or Shopping Lists later.

Add Items to Your Cart

	Item number	Quantity	Comment
1	655266	1	
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Comments related to item 5

- Enter Item Number
- Enter quantity
- Click Add to Cart

# View Cart

- Make sure that all items and quantities are correct.
- Click Check Out when ready to complete order.

The screenshot shows the Office Depot Business Solutions Division website. The page title is "Office Depot Online - Add To Cart". The URL is "https://bsd.officedepot.com/shop/items/add.do". The page features a navigation bar with links for Home, Bulletin Board, Tech Depot, Design & Print, Office Supplies, Furniture, Technology, Custom Printing, Customer Services, and Company Info. A search bar is located below the navigation bar. The main content area displays a shopping cart with one item. The item is "Paper Mate® Liquid Paper® Correction Fluid, Fast Dry, White, Pack Of 12". The item number is 655266, the list price is \$11.40, and the current price is \$2.93. The quantity is 1. The subtotal is \$2.93. A "Checkout" button is visible next to the item. Below the item, there is a section titled "People buying this item have also bought:" which lists two other items: "BIC® Soft Feel® Retractable Ballpoint Pens, 1.0 mm, Medium Point, Blue Barrel, Blue Ink, Box Of 12" and another item. The page also includes a "Shopping Tools" sidebar with links for Find Printer Supplies, Find a Store, Order Tracking, Order Approvals, Order by Item #, My Shopping Lists, My Profile, Online Reporting, Green Book Online, Online Catalogs, and Future Orders. At the bottom of the page, there are links for "Edit Shopping Cart", "Go to My Shopping Lists", and "Go to My Profile". A "Checkout" button is also visible at the bottom of the page.

Item number	Entered item number	List Price	Our Price	Units	Qty	Back-Ordered	Total Price
655266	655266	\$11.40	\$2.93	dozen	1	0	\$2.93

# Check Out Page

The screenshot shows a checkout page in Internet Explorer. The browser address bar displays <https://bsd.officedepot.com/checkout/reviewOrderInput.do>. The page content includes a sidebar with a live chat support icon and a main form area. The form is divided into several sections: User Info, Shipping Info, Order Options, Payment Info, Email Options, and Delivery Options. Red arrows point from the text on the right to specific fields in the form: 'Check your ship to address' points to the Shipping Info section; 'Enter PO #' points to the PO Number field; 'Enter Contact' points to the CONTACT field; 'Enter Cost Center' points to the Cost Center field; and 'Enter Floor number' points to the FLOOR# field.

Monday - Friday  
8:00am to 8:00pm  
est

Contact Our  
Live Chat Support  
or please call  
1-800-269-6009  
For more  
assistance

made to your existing information and choose one of the options at the bottom of the page to complete the transaction.

<b>User Info</b>	<b>Shipping Info</b>
Name: JENNY GENTRY Phone: (817) 598-6136	DEPT 499 AUTO REGISTRATION 1112 SANTA FE DR WEATHERFORD, TX 76086-5855 USA

<b>Order Options</b>	<b>Payment Info</b>
PO Number: 08-16150 CONTACT: JENNY Cost Center: 499 FLOOR#: 1 Contact: JENNY GENTRY Contact Phone: (817) 598 - 6136 Ext.: Comments:	Payment Type: Account Billing Credit Card Number: Expiration Date: Email Options: <input checked="" type="checkbox"/> Send an email order confirmation for this order Additional Email Confirmation:

**Delivery Options**

**For Standard Delivery:**  
If you are not available to receive this order on the date below, then select a different delivery date (date request applies to stocked items, any items shipped directly from the vendor will be delivered as previously indicated):  
Request a desired delivery date:  
Wed, Aug 20, '08  
**For Future Delivery:**

• Check your ship to address.

• Enter PO #

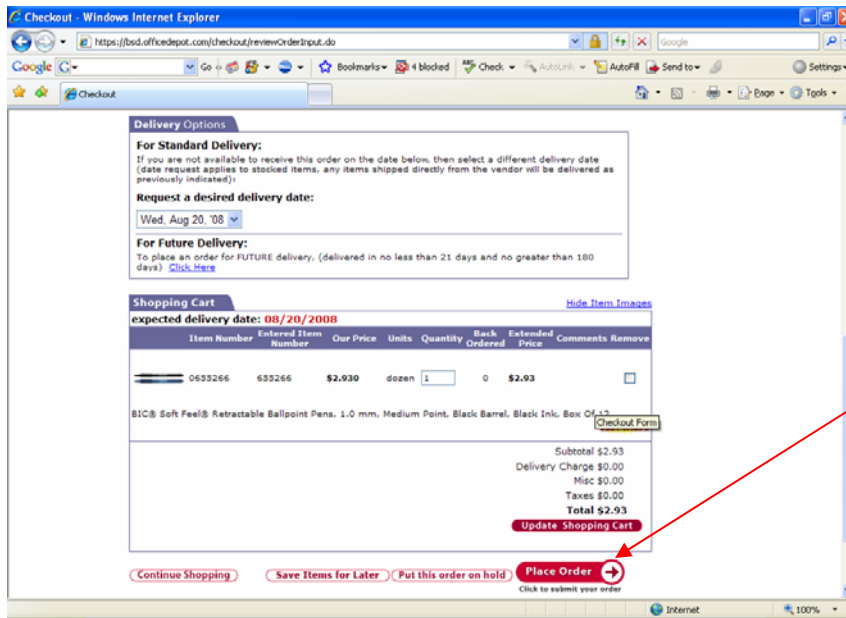
• Enter Contact

• Enter Cost Center

• Enter Floor number

# Bottom Half of the Checkout Page

- Once you have entered your info in the top half of the screen scroll down to check your order.
- Then click Place Order



# Order Confirmation Page

Checkout - Windows Internet Explorer  
https://bsd.officedepot.com/checkout/op.do

Shopping Tools  
Find Printer Supplies  
Manufacturer  
Find a Store  
Order Tracking  
Order Approvals  
Order by Item #  
My Shopping Lists  
My Profile  
Online Reporting  
Green Book Online  
Online Catalogs  
Future Orders

Use the links to the left to quickly access information about your account. You may check the status of your order, view the order's details, change the information in your account, or view your previous orders.

[View Order Details for This Order](#)  
[View Printer Friendly Order Detail](#)  
[View Your Order History](#)  
[View Your Account Information](#)  
[ReOrder](#)

**Order Info**

**Shipping Info:**  
DEPT 499  
AUTO REGISTRATION  
1112 SANTA FE DR  
WEATHERFORD, TX 76086-5855  
USA

**Contact:**  
JENNY GENTRY  
(817) 598-6136 ext:0000

**Comments:**

**Shipping Info:**  
FLOOR#: 1  
PO Number: 08-16222  
Cost Center: 499  
CONTACT: JENNY

**Payment Info:**  
Account Billing

**expected delivery date: 08/20/2008**

Order Info	Amount Totals
Order #: 440872863-001	Subtotal: \$2.93
Order Date: 08/19/2008	Delivery Charge: \$0.00
Delivery Date: 08/20/2008	Discount: \$0.00
	Misc: \$0.00
	Taxes: \$0.00
	<b>Total: \$2.93</b>

• Click on the printer friendly version.

# Printer Friendly

Printable Confirmation - Windows Internet Explorer  
https://bsd.officedepot.com/checkout/printableConfirmation.do

Thank you for ordering with Office Depot Business Solutions Division  
This order will be placed on hold.

**Order Info:**

<b>Shipping Info:</b> AUTO REGISTRATION AUTO REGISTRATION 1112 SANTA FE DR WEATHERFORD, TX 76086-5855 USA	<b>FLOOR#:</b> 1 <b>PO Number:</b> 08-16222 <b>Cost Center:</b> 499 <b>CONTACT:</b> JENNY
<b>Contact:</b> JENNY GENTRY (817) 298-4126 ext:0000	<b>Payment Info:</b> <b>Account Billing</b>

**Comments:**

**Order Summary**

Item Number	Our Price	Units	Quantity	Back Ordered	Extended Price
639264	\$2.93	dozen	1	0	\$2.93
<b>BIC®; Soft Feel®; Retractable Ballpoint Pens, 1.0 mm, Medium Point, Black Barrel, Black Ink, Box Of 12</b> <small>RESTAURANT</small>					

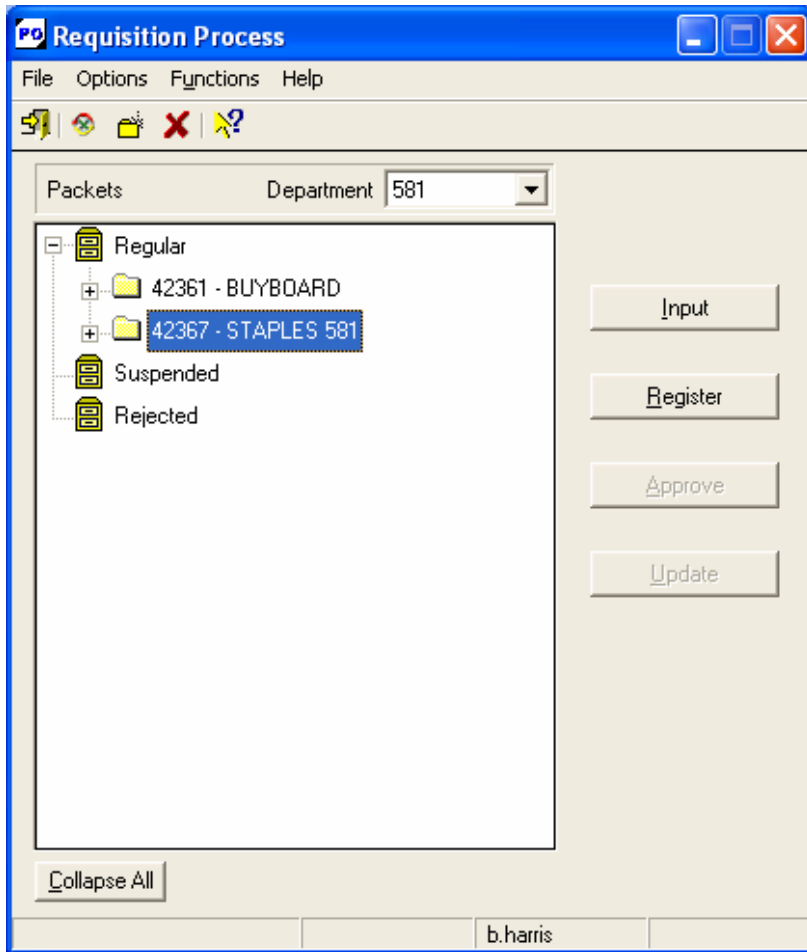
**Order Info:**

	Amount Total
Order #: 440872863-001	Subtotal \$2.93
Order Date: 08/19/2008	Delivery Charge \$0.00
Delivery: 08/20/2008	Misc \$0.00
Date: 08:30 AM - 05:00 PM	Taxes: \$0.00
	<b>Total \$2.93</b>

[Return to homepage](#)

- Print this version for your records.
- The click Return To Homepage

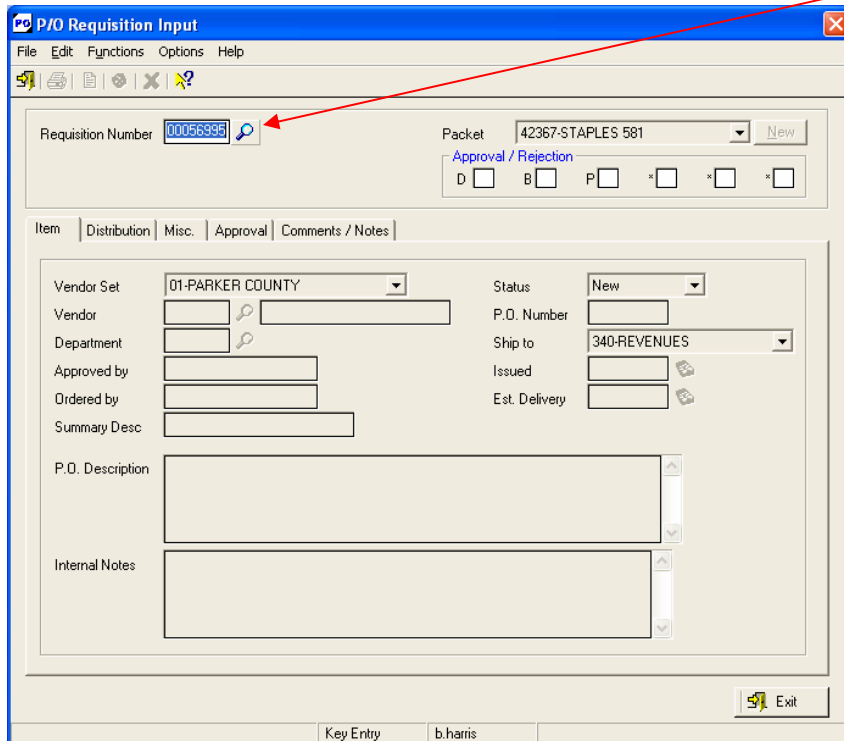
# Finishing the PO



- Once again select your packet.
- Then click the Input button.

# Getting back into the PO

- Click on the Magnifying Glass Icon



The screenshot shows a software window titled "P/O Requisition Input". The window has a menu bar with "File", "Edit", "Functions", "Options", and "Help". Below the menu bar is a toolbar with several icons, including a magnifying glass. The main area of the window contains the following fields and controls:

- Requisition Number:** A text box containing "00056935" with a magnifying glass icon to its right. A red arrow points to this icon.
- Packet:** A dropdown menu showing "42367-STAPLES 581" and a "New" button.
- Approval / Rejection:** A section with checkboxes for "D", "B", "P", and three asterisks (\*).
- Item | Distribution | Misc. | Approval | Comments / Notes:** A set of tabs.
- Vendor Set:** A dropdown menu showing "01-PARKER COUNTY".
- Status:** A dropdown menu showing "New".
- Vendor:** A text box with a magnifying glass icon.
- P.O. Number:** A text box.
- Department:** A text box with a magnifying glass icon.
- Ship to:** A dropdown menu showing "340-REVENUES".
- Approved by:** A text box.
- Issued:** A text box with a magnifying glass icon.
- Ordered by:** A text box.
- Est. Delivery:** A text box with a magnifying glass icon.
- Summary Desc:** A text box.
- P.O. Description:** A large text area.
- Internal Notes:** A large text area.
- Exit:** A button with a magnifying glass icon.

At the bottom of the window, there is a status bar with "Key Entry" and "b.harris".

# Select the PO

Packet: 42367-STAPLES 581  
Vendor Set: 01-PARKER COUNTY

Req. #	Packet	Vendor	Vendor Name	Description
00056992	42367	2686	STAPLES BUSINESS A 581-	

Ok Cancel

- Highlight the PO you wish to complete
- Then click the OK button.

# Completing the Item Tab

The screenshot shows the 'P/O Requisition Input' window with the 'Item' tab selected. The window contains the following fields and values:

- Requisition Number: 00056992
- Packet: 42367-STAPLES 581
- Approval / Rejection: D  B  P  \*A  \*A  \*A
- Vendor Set: 01-PARKER COUNTY
- Vendor: 2686 (STAPLES BUSINESS ADVANT)
- Department: 581
- Approved by: Deena Nichols
- Ordered by: Assistant
- Summary Desc: 581-7035908960
- Status: New
- P.O. Number: 08-14000
- Ship to: 581-Purchasing Dept
- Issued: 5/16/2008
- Est. Delivery: 5/16/2008
- P.O. Description: 7035908960
- Internal Notes: (empty)

At the bottom of the window, there are 'Ok' and 'Cancel' buttons, and a status bar showing 'Edit' and 'b.harris'.

Put the order number

- in the Summary Description field next to the dept. number
- in the PO Description field.

# Completing the Distribution Tab

**P/O Requisition Input**

File Edit Functions Options Help

Requisition Number: 00056992 Packet: 42367-STAPLES 581

Approval / Rejection: D  B  P  \*A  \*A  \*A

Item | Distribution | Misc. | Approval | Comments / Notes

Account: 10 5-581-300-330 Description: COPY PAPER

Project: SUPPLIES PURCHA

Ordered: Units: 0.000 Price: 0.000 Amount: 50.04

Fund	Account	PJ	Line	Description	Units	Price	Amount	DB
10	5-581-300-330			COPY PAPER	0.000	0.000	10.00	

Account Budget: 2,500.00 Available: 167.75 Total: 10.00

Group Budget: 0.00 Available: 0.00

Ok Cancel

Edit b.harris

- Description: Item that was ordered.
- Amount: The price of that particular item.

# Itemizing the PO

The screenshot shows the 'P/O Requisition Input' window. At the top, the 'Requisition Number' is 00056982 and the 'Packet' is 42367-STAPLES 581. Below this, there are checkboxes for 'Approval / Rejection' (D, B, P, \*A, \*A, \*A). The main form has tabs for 'Item', 'Distribution', 'Misc.', 'Approval', and 'Comments / Notes'. The 'Item' tab is active, showing 'Account' 10 5-581-300-330, 'Description' RED PENS, and 'Ordered' 0.000 units at 0.000 price for a total amount of 54.00. Below this is a table with columns: Fund, Account, PJ, Line, Description, Units, Price, Amount, and OB. The table contains two rows: one for 'COPY PAPER' and one for 'RED PENS'. At the bottom, there are budget fields for 'Account Budget' (2,500.00) and 'Group Budget' (0.00), and 'Available' amounts (73.71 and 0.00). A 'Total' of 104.04 is also shown. At the very bottom, there are 'Ok' and 'Cancel' buttons, with a red arrow pointing to the 'Ok' button.

Fund	Account	PJ	Line	Description	Units	Price	Amount	OB
10	5-581-300-330			COPY PAPER	0.000	0.000	50.04	
10	5-581-300-330			RED PENS	0.000	0.000	54.00	

- To itemize the PO you must continue to tab until you can enter the account number again.
- Follow through with the second item as was done with the first.
- If there are more items continue the same procedure.
- Once you have entered all items included in the order click OK.

# Final Requisition Approval

**Requisition Approval**

**Approval Status**

-- Approval Level --

Dept Head	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject
Buyers	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject
Purchasing	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject
Unused	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject
Unused	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject
Unused	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject

**Rejection E-Mail**

Preview E-Mail Message

Send E-Mail Message

No E-Mail Message

● Now that the PO is complete approve it by clicking OK

# Processing PO for Payment

- After the PO is approved print it out
- After the order is received attach the packing slip to the PO
- After the invoice is received attach it to the PO and Packing slip.
- Then turn into the Auditor's office for processing. (make sure the PO is signed)

# Maintenance

- It would be a good idea to maintain a file in PO number order.
- Monthly review file of PO's not sent in and follow-up with Office Depot on Packing slips, invoices, and orders not received.