Ordering from Office Depot through BruinBuy

Note: Use only Firefox or Chrome and disable the pop-up blocker – select “Always Allow” or similar Option

Click on Supplier Site Orders

Click on Office Depot from the list
A new window will pop-up (screenshot below). Type item number or item description on the search box.

**Tip:** From the actual (book) catalog, use the OD Item #

List of items will appear. **Add quantity** on the item selected, and click **Add to cart**
Click on **Continue Shopping** to order more items.

If done, click on **Shopping Cart** to review items in shopping cart before checkout.

In **Shopping Cart**, double-check:

- Item description and total price
- Quantity
  - to update, change quantity then hit **Update**
  - to remove item, click on **Remove**
- Click on **View Alternative** to see alternative items offered at a cheaper price
If everything looks good, click on **Checkout**

**Note:** After you hit **Checkout**, items can no longer be added

After clicking **Checkout**, a new window in BruinBuy will appear (screenshot below), click **Yes** if asked, “Do you want to close this window?”
Fill-out the empty fields on the screen:

**Dept code** – your department’s 4-digit department code

**Requester and requester phone** – contact person for the order

**PAN SUBJECT** - name for your order (e.g. Office supplies, toner, Supplies for Jane Doe, etc.)

**Bill Ship to** – click on magnifying glass and make sure the shipping address is correct.

**Account, fund, sub code, object** – these are required fields; for object use 4700

**Tax CD** – always use T (stands for taxable)

To delete an item you no longer wish to order, click on the icon

Click **Save**, then **Preview Submit** to review.

If everything looks good, click **Submit** and you’ll get a PO number.

**Tip:** To cancel an order, contact Office Depot at 1-877-226-6189. Do not close the PO since closing the PO does not automatically cancel the order.