

## 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**

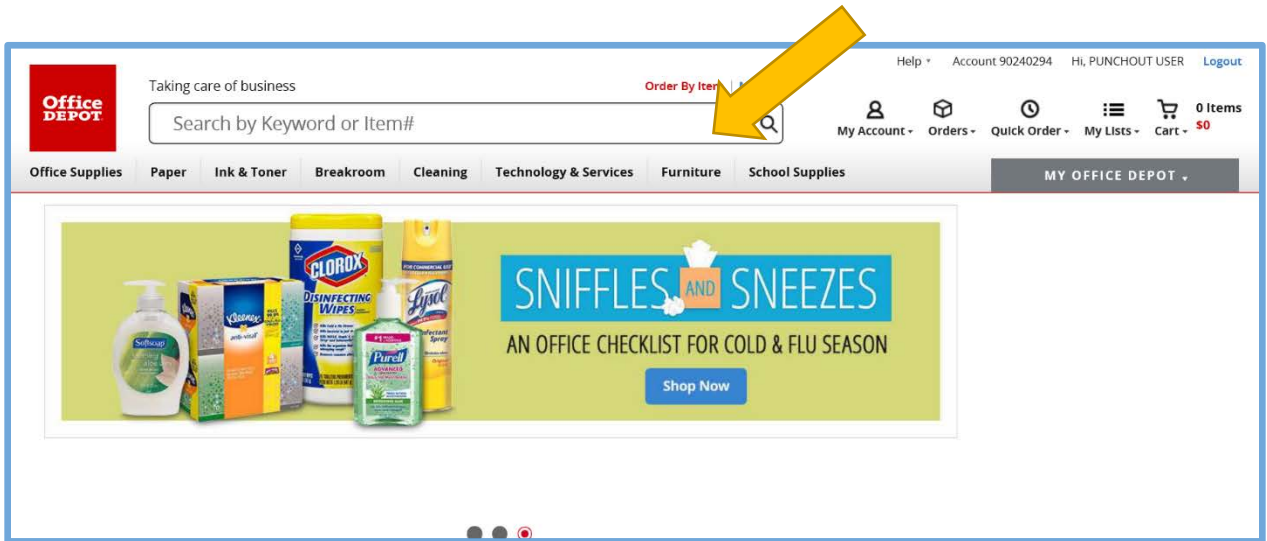
The screenshot shows the BruinBuy account dashboard. On the left, there is an 'Account Status' section with the following information: Logon ID: UCLGE, Name: ESTEBAN, LORRELIE, Organization: BruinBuy. Below this are links for 'Open Shopping Carts' (55), 'Suspended Transactions' (29), 'Open Queue Items' (5), 'Open H & I' (11), and 'My New POCRs' (4). There are also links for 'BruinBuy How To Documents' and 'BruinBuy User Guide'. In the center, there is a 'Supplier Site Orders' section with a red notice: 'Supplier Site Orders: Office Depot B2B site is available effective 1/16 (\*for optimal ordering workflow, use Chrome or Firefox & disable the pop-up blocker)'. Below this is a 'Catalog Orders' section with a blue notice: 'Catalog Orders: - OfficeMax catalog is discontinued - Fisher Scientific catalog is unavailable until further notice. Please plan accordingly'. A yellow arrow points to the 'Supplier Site Orders' link in the 'Create' section. The 'Create' section lists: Catalog Orders, Supplier Site Orders, Special Request / Non-Catalog, Single-line Order Entry, Change Order, From Favorite Items, and From Templates. The 'Pending' section lists: Open Shopping Carts, Suspended Transactions, Queue Process, Workflow Approve / Review, My PO Change Requests, and PCard Transactions.

Click on **Office Depot** from the list

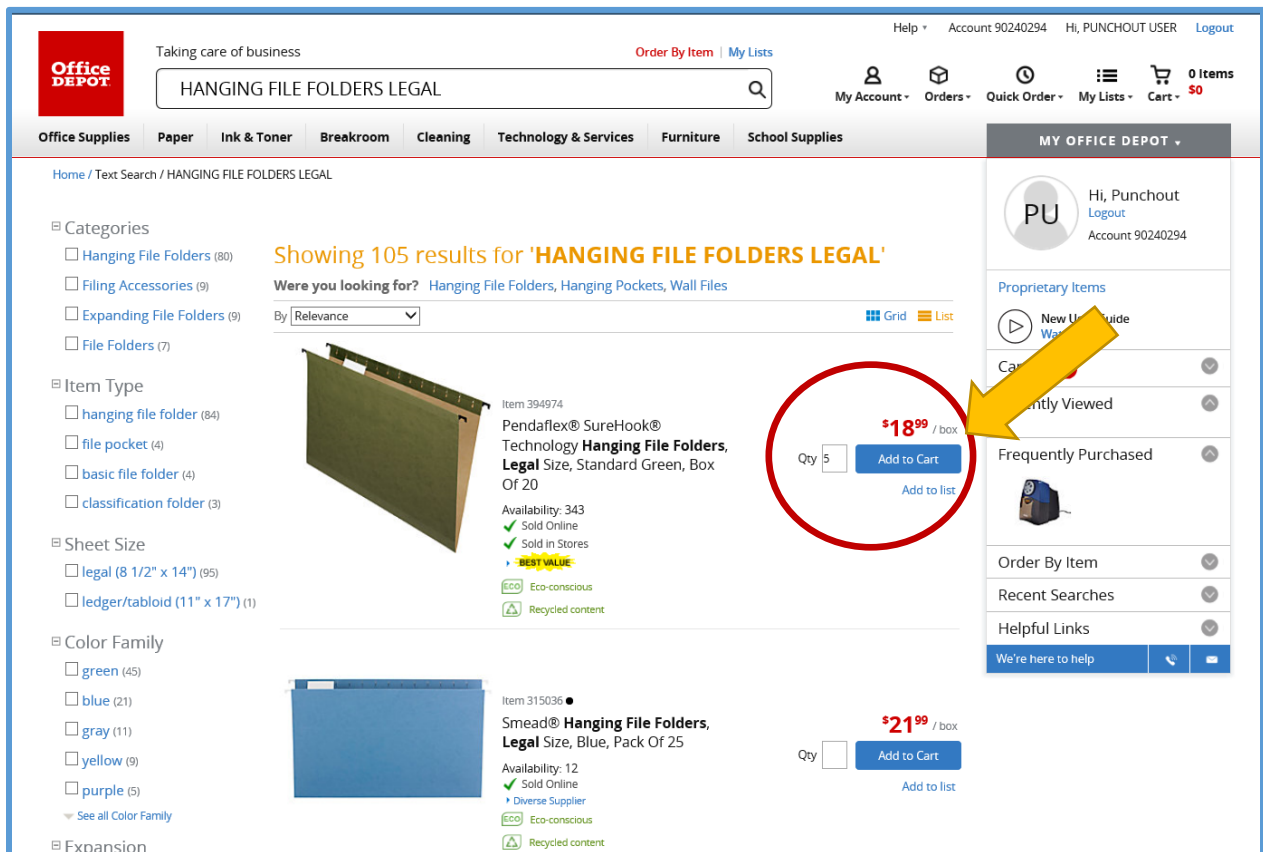
The screenshot shows a list of 'Supplier Site Orders'. The list is titled 'Supplier Site Orders' and displays '1-17 / 17' items. The list contains the following supplier names: AVI-SPL, Abcam, CDW-G, Dharmacon, FedEx, Fisher Scientific SSO, Gorilla Marketing, Grainger, Graybar Electric Co, Guy Brown SSO, HD Supply, KST, McKesson Med Surg, Newark Corp, Office Depot, Steelcase / Tangram, and The Castle Press. A yellow arrow points to the 'Office Depot' entry in 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 #**

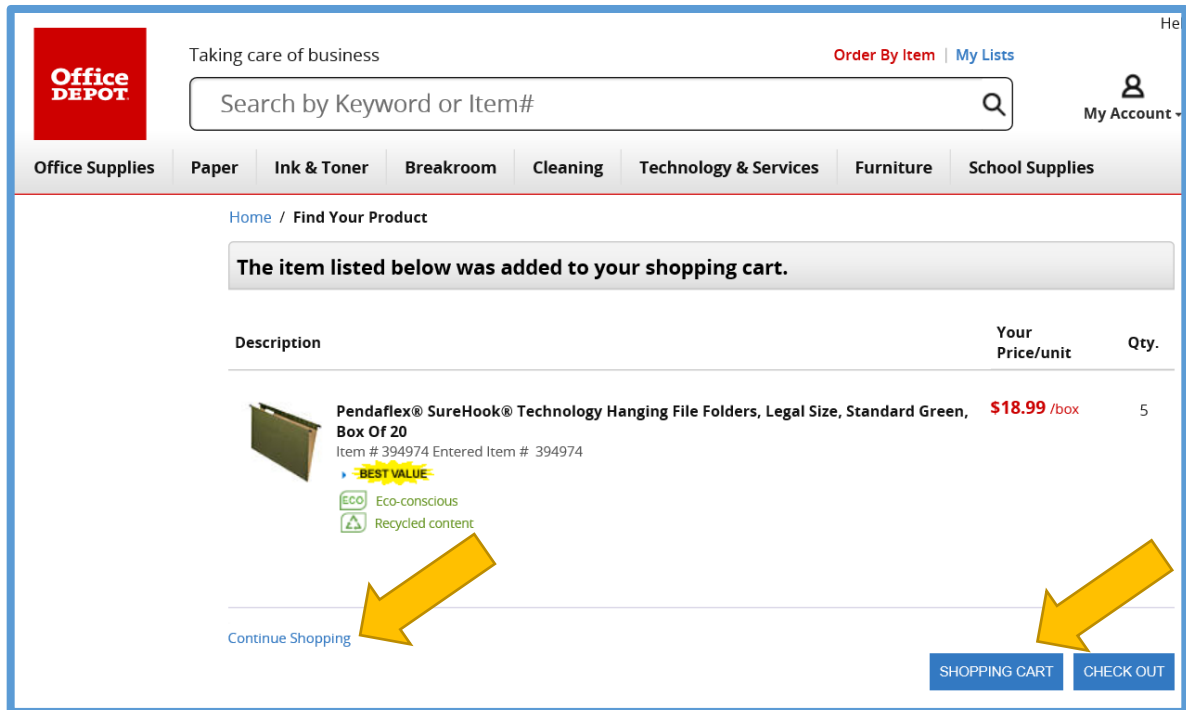


List of items will appear. Add quantity on the item selected, and click **Add to cart**



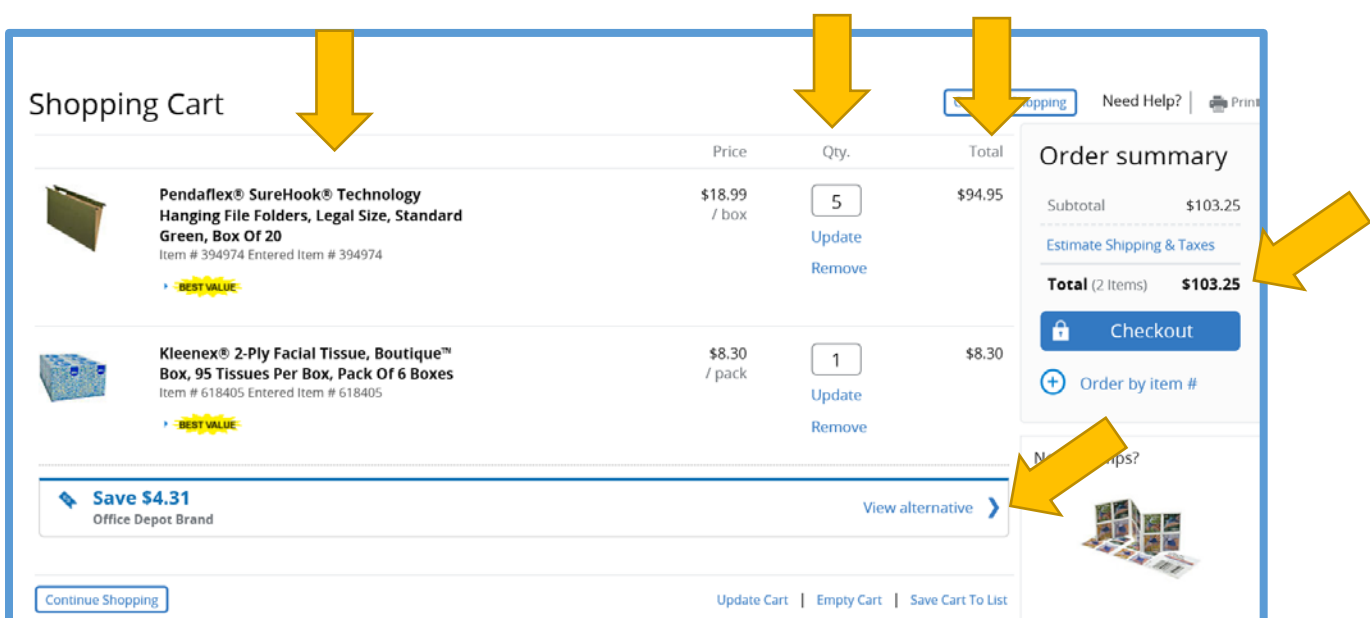
Click on **Continue Shopping** to order more items

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

**Shopping Cart** Continue Shopping Need Help? Print

|   | Price         | Qty. | Total   |
|---|---------------|------|---------|
| <br>Pendaflex® SureHook® Technology<br>Hanging File Folders, Legal Size, Standard Green, Box Of 20<br>Item # 394974 Entered Item # 394974<br>BEST VALUE | \$18.99 / box | 5    | \$94.95 |
| <br>Kleenex® 2-Ply Facial Tissue, Boutique™<br>Box, 95 Tissues Per Box, Pack Of 6 Boxes<br>Item # 618405 Entered Item # 618405<br>BEST VALUE            | \$8.30 / pack | 1    | \$8.30  |

**Order summary**  
Subtotal \$103.25  
Estimate Shipping & Taxes  
**Total (2 Items) \$103.25**  
**Checkout**  
Order by item #

**Need Stamps?**

**Save \$4.31**  
Office Depot Brand View alternative

Continue Shopping Update Cart Empty Cart Save Cart To List

After clicking **Checkout**, a new window in BruinBuy will appear (screenshot below), click **Yes** if asked, “Do you want to close this window?”

Supplier Site Order Save Reset Preview Submit Review Distributions Justification Comment Approval Preview Submit Shopping Cart Name: RT: Office Depot, 394974

Vendor Name: OFFICE DEPOT Vendor Number: 069427888  
\*Dept Code: \*Class of Order: 1  
\*Dept Contact Login: UCLGE \*Requester:   
\*Dept Contact Phone: 510-987-0729 CC Self:   
Base Agreement: 0000KVA013

Additional Info: Acc Date: 1/19/2018

| Line# | Qty | UOM | Unit Price | LineCD | State | TaxCD | Rate  | Exempt |
|-------|-----|-----|------------|--------|-------|-------|-------|--------|
| 1     | 5   | BX  | 18.99      | MAT    | CA    | B     | 9.25% |        |

\*Description: PENDAFLEX(B) SUREHOOK(R) TECHNOLOGY HANGING FILE FOLDERS, LEGAL SIZE, STANDARD GREEN, BOX OF 20

Supplier Part Number: 394974  
Promise Date: 1/19/2018  
Component of an Asset:

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

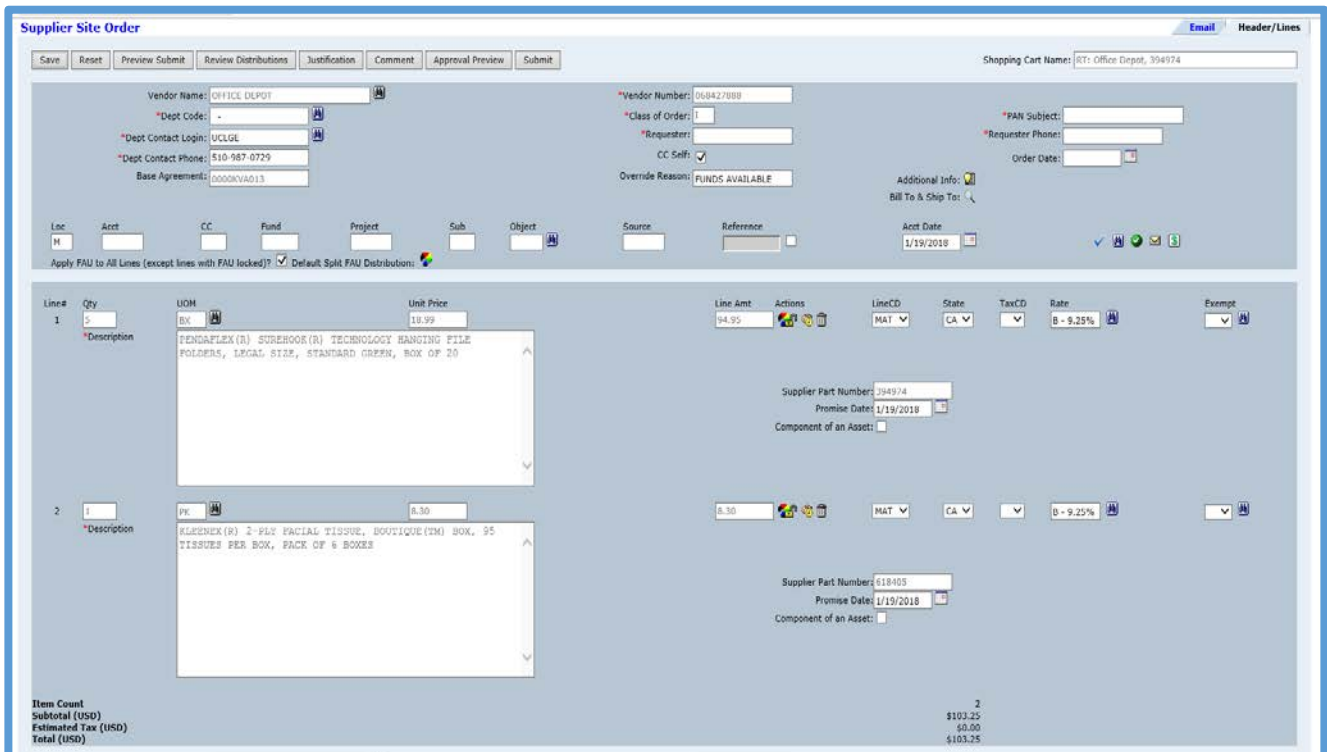
**Tax CD** – always use T (stands for taxable)

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.



**Supplier Site Order** Email Header/Lines

Save Reset Preview Submit Review Distributions Justification Comment Approval Preview Submit

Shopping Cart Name: RT: Office Depot, 394974

Vendor Name: OFFICE DEPOT

\*Dept Code: -

\*Dept Contact Login: UCLGE

\*Dept Contact Phone: 510-987-0729

Base Agreement: 0000KVA013

\*Vendor Number: 068427888

\*Class of Order: I

\*Requester:

CC Self:

Override Reason: FUNDS AVAILABLE

\*PAN Subject:


\*Requester Phone:





Order Date:

Additional Info:

Bill To & Ship To:

Accr Date: 1/19/2018

Apply FAU to All Lines (except lines with FAU locked)?  Default Split FAU Distribution: 

| Line  | Qty | UOM | Unit Price | Line Amt | Actions   | LineCD | State | TaxCD | Rate  | Exempt                              |
|---|-----|-----|------------|----------|---|--------|-------|-------|-------|-------------------------------------|
| 1   | 5   | BX  | 18.99      | 94.95    |   | MAT    | CA    | B     | 9.25% | <input checked="" type="checkbox"/> |
| PENSAPLEX (R) SUREHOOR (R) TECHNOLOGY HANGING FILE FOLDERS, LEGAL SIZE, STANDARD GREEN, BOX OF 20 |     |     |            |          |   |        |       |       |       |                                     |
| 2   | 1   | PK  | 8.30       | 8.30     |   | MAT    | CA    | B     | 9.25% | <input checked="" type="checkbox"/> |
| KLEENEX (R) 2-PLY FACIAL TISSUE, BOUTIQUE(TM) BOX, 95 TISSUES PER BOX, PACK OF 6 BOXES            |     |     |            |          |   |        |       |       |       |                                     |

Supplier Part Number: 394974  
Promise Date: 1/19/2018  
Component of an Asset:

Supplier Part Number: 618405  
Promise Date: 1/19/2018  
Component of an Asset:

Item Count: 2  
Subtotal (USD): \$103.25  
Estimated Tax (USD): \$0.00  
Total (USD): \$103.25