MEMORANDUM

TO: EWU Departments

FROM: EWU Purchasing Department

DATE: December 14, 2009

SUBJECT: New Office Depot Ordering Workflow Process

Office Depot Purchase Requisitions
Beginning January 1, 2010 the Purchasing Department will no longer accept hard copy or Banner online purchase requisitions to Office Depot. Departments wanting to order Office Depot supplies must use the Office Depot online ordering site (https://business.officedepot.com). New users need to submit an Office Depot online ordering form to obtain access. Office Depot ordering information and forms can be found on the Purchasing website (http://www.ewu.edu/x63316.xml).

Workflow Process
In conjunction with the change in accepting Office Depot requisitions, the Purchasing Department will be implementing the Office Depot ordering workflow process. This workflow process will eliminate the need to submit a purchase requisition to Purchasing for exception item orders.

Your Office Depot order will continue to electronically go through any existing departmental approval process. However, all Office Depot orders that contain an exception item in the shopping cart will electronically route to Lindsay McKay or Bill Santiago for final Purchasing approval.

Although restricted items may be placed in the shopping cart, the Purchasing Office will continue to make the final determination if the product can be purchased under current purchasing guidelines.

New Login Information
As part of the new workflow process, some user’s login information will change as of January 1, 2010. Until January 1, please use your current login. If your current login name is the ‘new’ email address, there will be no changes in your login name or password. If your current login is anything but the ‘new’ email address, please reference the following:

Website: https://business.officedepot.com
Login-Name: Full “new” email address (Example: bsantiago@ewu.edu)
Password: welcome

If it is your first time on the site or your password has expired, the Change User Login screen will appear, asking for a new password and confirmation. Passwords must be at least 6 characters in length and are alphanumeric. When finished, click Start Shopping. The website will then prompt you to configure your profile with a security question. This will help us identify you if your password is forgotten. Once a question is selected and the answer is confirmed, click Update.

Please feel free to contact the Purchasing Department at x2253 if you have any questions.

Sincerely,
Your Purchasing Staff