Purchasing from Office Depot with a Procurement Card (P-Card)

This guide will cover:

- Navigating to the Office Depot website
- Creating an account on Office Depot and logging in
- Searching for items on the Office Depot website and building an order or creating a shopping list
- Reviewing the order and check out using a p-card
- Order Tracking and Online Returns
- Reconciling the p-card purchase

Informative

Strategic sourcing

Strategic sourcing allows the University of Wyoming to consolidate and streamline the procurement process of purchasing goods/services. Office Depot is one supplier the University has negotiated prices to provide the best values possible to campus users.

Users can follow the Quick Reference Guide to Create a Procurement Catalog Requisition to follow the requisition process for goods over $2,500.00. Otherwise, for goods under $2,500.00, employees who hold a University Procurement Card (P-Card) can order and pay for the purchase online following the steps below using the p-card.

**Shopping lists are the most advantageous resource to easily access contracted pricing. It is highly recommended to use the shopping list when searching for items to get the best deal. See Searching for Items on the Office Depot website to locate the shopping list.**

Step One

Navigating to the Office Depot website

- For employees who will be paying using their p-card must access the Office Depot website through WyoCloud Financial Management & HCM system. Cardholders have three options for navigation to the website:
  1. After logging into the WyoCloud & Financial Management & HCM system, on the homepage, users can use the Navigator to select Procurement, then select Office Depot P-Card Purchasing (Image 1) or from the shortcut options displayed, click on Procurement and then select Office Depot P-Card Purchasing (Image 2).
2. The second option, if a user is inside the Purchase Requisitions page, under Recent Requisitions is an Information and Tips section. In this section, users can select the hyperlink labeled “Office Depot P-Card Purchasing.”

3. The last option is within the Procurement Catalogs from the Purchase Requisitions page. Click on Procurement Catalogs – Shop Here. Then select the Office Depot icon.
Step Two

Creating an account and logging in

The first time employees log into Office Depot, they will need to create an account. In order to create an account, please contact Procurement Services at 307-766-5233 or procurement-card@uwyo.edu for your username and temporary password. Upon initial login, it is required that you change your password from the temporary password given to you by Procurement. Access is only granted to individuals with p-cards.

NOTE: Once you have created an initial account, you will not need to complete this step in subsequent orders. Simply use the username and your selected password (changed from the temporary) for future logins.

- Following the link, or navigating using Step One process. Enter the login information on the Welcome page and click Log In.
- To change/update your password. Click on My Account, then click My Profile.
• The My Profile Overview page will display. Under Subscriptions & Settings, click on Edit Login Info & Lost Password Prompt.

![My Profile Overview](image)

• The Account Settings page is displayed. Under Login Name & Password. Enter the temporary password in as current password, then create a unique password for the new password. Be sure the “keep me logged in” box is UNCHECKED. Click Update.

![Account Settings](image)
Additionally, you may be prompted to select a security question for password recovery if you forget your new password. Once the information is selected and entered, click **Update**.

**Step Three**

**Searching for items on the Office Depot website and building an order or creating a shopping list.**

- On the home landing page, all shopping features can be launched.
  1. **Help**
  2. **Order by Item #**
     - The “Order by Item #” feature allows you to list the part ID and quantity of up to 20 item(s) directly to the cart, then simply click Add to Cart. *Note: Click the “Show Images” checkbox before entering your items to view product images and details.*
  3. **Search by Keyword or Item #**
     - The search field allows you to shop for items by simply entering a keyword or Part ID and selecting the search icon. A summary of matching categories and the top-ranking items will appear. Choose a category or brand, or go directly to an item. Results can be sorted by: Contract, Best Value, Price and Relevance. To filter search results by characteristics such as brand, size, color, etc., click the desired characteristic listed on the left-side toolbar.
  4. **Product Categories**
     - After clicking the Products drop-down, you can simply hover over the headings, and narrow your search by selecting your desired item category.
5. **Shopping Lists**
   - Strategically negotiated items for low prices can be accessed through the University of Wyoming Shopping list. **This is the recommended way to shop for items.**
   - You may also create a shopping list to locate items you purchase frequently in one easy-to-find place. Selecting Shopping Lists on the home page will allow you to create a new list or view previously created lists. When using a previously created list, enter the quantity desired, make sure the select box is checked, and then click Add to Cart. **Hint: If the shopping list quantities are preset to “0”, simply click “Select all” and populate a quantity only on the desired items.**

6. **My Account**
   - View Order Tracking, Orders waiting for Approval, Future Orders and Recent Orders.
   - Also Manage your Account Profile, Ship To Information & Dashboard features.

   - To search for an item, users have the following (4) four options:
     1. Search by Keyword or Item#
     2. Order by Item #
     3. Category (Drop Down)
     4. Shopping Lists

   **Option 1- 3: Searching by keyword or item #, order by item or category.**
   - These options allow users to see all products available or to narrow down to the exact item needing to be purchased.
   - Search by keyword or item #, simply type in the keyword or number in the search box
   - Search by Order by Item option, click on Order by Item and enter the 6, 9 or 10-digit item number and quantity for each item you would like to order in the appropriate fields displayed.
• Search by Category by clicking on the Product option then select the category you wish to view results for.

**Option 4 (a): Locating the University of Wyoming shopping list for the best pricing on products. The recommended way to shop.**

• Select Shopping Lists (identified as #4 in the above screenshot). The My Shopping Lists page will display.

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My Shopping Lists

Create New List
Anyone with an account can use them. You must be fully logged in with your login name and password to use your shopping list. For best results, please limit your list to a maximum of 200 different items. Exceeding this limit will adversely affect the Shopping List’s response time.

CREATE NEW LIST

Default List

<table>
<thead>
<tr>
<th>Default</th>
<th>Name</th>
<th>Comments</th>
<th>Type</th>
<th>Reminders</th>
<th>Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For a better shopping experience please select your default shopping list.

Shopping Lists

Search | Name, Description | All | Personal | Company Wide | SEARCH |

<table>
<thead>
<tr>
<th>Search Default</th>
<th>Name</th>
<th>Comments</th>
<th>Type</th>
<th>Reminders</th>
<th>Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>BINDERS</td>
<td></td>
<td></td>
<td>Company Wide</td>
<td>None</td>
<td>2019-10-21</td>
</tr>
<tr>
<td>BREAKROOM</td>
<td></td>
<td></td>
<td>Company Wide</td>
<td>None</td>
<td>2019-10-21</td>
</tr>
</tbody>
</table>

Change View State : View All Lists
```

• Choose the category to view all of the negotiated items and the pricing for those items
• After locating an item for purchase, select the **quantity** and click **Add to Cart**.

<table>
<thead>
<tr>
<th>Shopping Lists</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Search</strong></td>
</tr>
<tr>
<td><strong>Select Default</strong></td>
</tr>
<tr>
<td>Default</td>
</tr>
<tr>
<td>Default</td>
</tr>
</tbody>
</table>

- The item will be added to the shopping cart or shopping list based on your selection. From this screen, you can either click **Continue Shopping** or to view your shopping cart, click on **Shopping Cart**.

**Option 4 (b): Adding items to a personal shopping list for frequently purchased items**

- After locating an item from search options 1-3, an option to add to list is available on the item.
- Click **Add to List**.
  - A window will pop up. This window gives you the option to create a new list or add the selected item to an existing shopping list.
  - To add an item to an existing shopping list - select the Shopping list name of where you want to add the item. You will receive a pop-up window that indicates your item was added successfully.
- To create a new shopping list - Select “Create List” and enter the name of your new shopping list and select SAVE.

- To add all items to a shopping list from the cart, click the **Add to List** at the bottom of the shopping cart and add to a personal shopping list.
To access personal shopping lists in the future, click on Shopping List on the home landing page and locate the shopping list you want to view.
Step Four

Reviewing the order and check out using a p-card.

- To review your cart and checkout, users have two options depending on what step of the process they are on:
  - After adding an item to the cart, simply select **Shopping Cart** at the bottom to navigate to the cart.
  - Or, select the **cart icon** at the top right of the screen.

- The shopping cart will display. Review all items in the cart for accuracy.
- To checkout, click on the Checkout button.
The Checkout screen will display. Review and edit any applicable information required.
• Enter the p-card information for the Payment information section.

Only purchases made online through the University's Business site can be purchased using a University issued p-card. It is PROHIBITED to use a personal card for purchases on this site.

Payment information

- Office Depot Credit Card
- Credit Card

Credit Card Number

Expiration Date:
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Using an Office Depot Credit Card?

• Review the delivery options and estimated delivery date. Orders received by 5:00 p.m. local time processed for Next Day Delivery.
• Once the cart has been reviewed and any changes updated, click Place Order.

It is not recommended that you save your p-card online or on any other shopping site for security reasons.
Step Five
Order tracking and online returns

- To track the status of an order. Click on My Account from the Navigation Bar.
- Scroll to Orders, then click on Order Tracking.
- Enter search parameters to narrow results to a specific order, or a range.
- Click on the **Blue Highlighted Order Number** to retrieve and view details.
• To return an item received, locate the order in Order Tracking from above.
• Click on the **order number** to view in the Order Details screen.
• Scroll to the bottom of the order and select “**Begin Return**”
• Follow the steps to submit the return.

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**Step Six**

**Reconciling the p-card purchase.**

- All purchases on a p-card must be reconciled within 30 days of the posted date. Follow the Quick Reference Guide for [P-Card Expense Reconciling/Reporting](#) for instructions on how to reconcile the p-card purchase.

> You have now completed the steps to purchase items from Office Depot using a P-Card.