**Create an Online Shopping requisition for Office Depot**

**Escape**

1. Go to Vendor Requisitions 🡪 New 🡪 Purchasing Department

***Requisition Tab***

1. Ensure your site location number is entered in both the **order** location and **delivery** location. (**Office Depot pulls the ship to address from Escape**)
2. Fill in the comment field as usual
3. ***Change the Order Type to PO w/o Receiving***
4. Under Vendor ID type in “Office Depot”. (It should show up as OFFICE DEPOT B.S.D.)
5. After entering the Vendor ID, go to Online Order Contact (2 lines above the vendor name) and choose either KELLYO or MICHAELB. \*Note: you will see all users in the drop down. Please choose only Kelly or Michael.\*

***Items Tab***

1. Go to Tasks 🡪 Start Online Shopping (Do not start a “new” item. Office Depot and Escape will do this for you.)
2. You may get a pop-up box that asks if you want to begin online shopping. Select Yes.
3. A browser will open and take you to the Office Depot Website.

**Amazon.com**

1. Select the items you wish to purchase on the PO you are working on and add them to the cart as usual.
2. Go to your cart and confirm the items are correct
3. Click “Checkout” (Don’t need to pick a ship to address. It pulls that info from Escape)
4. A screen will appear that says “Thank you for shopping online! Don’t forget to select “Get Online Shopping Cart” on the Items tab in Escape Online to load your item(s) into your requisition.
5. Go back to your req in Escape.

**Escape**

***Items Tab***

1. Go to Tasks 🡪 Get Online Shopping Cart
2. The items you just added to your cart in Office Depot will appear. This may take a moment, be patient. Do not open the items or make any modifications to them.

***Accounts Tab***

1. Enter the budget code(s) for this purchase.

***Notes Tab***

1. If using a Categorical Programs account, enter your justification as usual.

***Submit your Req!***

1. Go to Tasks 🡪 Submit

Your requisition will now go through the approval process as usual. When it is approved, Purchasing will use a special print option which places the order directly from Escape.