



## Purchasing Department

The Purchasing department provides services to the following entities: 1) Stanford Health Care; 2) University HealthCare Alliance; 3) Stanford Blood Center, LLC; 4) Lucile Salter Packard Children's Hospital at Stanford ("Lucile Packard Children's Hospital" or "Stanford Children's Health"); 5) Packard Children's Health Alliance; and 6) The Hospital Committee for the Livermore-Pleasanton Areas ("Stanford Health Care - ValleyCare")

### TRAINING GUIDE - Ordering Office Supplies Using Office Depot

**Description:** The Purchasing department utilizes businessofficedepot.com to create Purchase Orders to order office supplies for the following Stanford entities: 1) Stanford Health Care, 2) The Hospital Committee for the Livermore-Pleasanton Areas ("Stanford Health Care - ValleyCare"), 3) University HealthCare Alliance, 4) Stanford Blood Center, LLC, 5) Lucile Salter Packard Children's Hospital at Stanford, and 6) Packard Children's Health Alliance. Follow the steps outlined below to order office supplies.

#### 1. Navigate to business.officedepot.com

- Navigate to <https://business.officedepot.com>
- Enter your "Login Name" and "Password"; then click on the "Log in" button.

Login Name

Password

Keep me logged in ⓘ

LOG IN

- business.officedepot.com requires a login name and a password to log in, which can be obtained by contacting [Purchasing@stanfordhealthcare.org](mailto:Purchasing@stanfordhealthcare.org).

## 2. Create an Order

- a. Type in the product name or # and click on the magnifying glass.

- b. Enter the quantity of the item to order and click the button "Add to Cart".




Item 196517  
★★★★★ 1952 Reviews  
**Boise® X-9® Multi-Use Copy Paper, Letter Size Paper, 20 Lb, Bright White, 500 Sheets Per Ream, Case Of 10 Reams**  
10 reams  
Availability: 9,819  
✓ Sold Online  
✓ Sold in Stores  
ECO Eco-conscious  
Contract Items

Qty  **\$29.99** / case  
**Add to Cart**  
Subscribe Add to list  
Compare

- c. The slot "Cart", at the far right at the top of the screen, now shows the quantity of the item added to the cart. Click on the "Cart" button

My Account ▾ Orders ▾ **54** Quick Order ▾ My Lists ▾ **Cart** **1 Items** **\$29.99**

- d. Click on the "Checkout" button and finalize the order.

	Price	Qty.	Total	Order summary
 <b>Boise® X-9® Multi-Use Copy Paper, Letter Size Paper, 20 Lb, Bright White, 500 Sheets Per Ream, Case Of 10 Reams</b> Item # 196517 Entered Item # 196517 Contract Items Set up subscription	\$29.99 / case	<input type="text" value="1"/> Update Remove Save for Later	\$29.99	Subtotal \$29.99 Estimate Shipping & Taxes <b>Total (1 Item) \$29.99</b> <b>Checkout</b> Order by item #

Comments  Save

### 3. Order Verification

- a. Verify the User Information for delivery (office number, cost center, mail code).

## Checkout

Please verify all of your order information below and choose one of the options at the bottom of the page to submit your order.

### User information

First Name Last Name  
Phone Number  
Email address

Change

### Delivery information

STANFORD HOSPITAL  
1510 PAGE MILL RD 2ND FL  
PALO ALTO, CA 94304  
(Taxable)

Change

### Email options

- Send me an email confirmation of this order  
 Send a copy of order confirmation to

Enter email address

### Order summary

Delivery order 1 # 954481390-001 Estimated delivery  
08/17/2017

- b. Then scroll to the bottom of the page and click the button "Place Order".

Subtotal	\$29.99
Delivery fee	FREE
Adjustments	\$0.00
Taxes	\$2.70
<b>Total</b>	<b>\$32.69</b>

delivery option? [UPDATE CART](#)

to the [Terms and Conditions](#).

[Place Order](#)



## 4. Order Confirmation

- a. Once all the steps described above are completed, Office Depot sends an Order Confirmation email with all the details of the order, included the status in the spot shown by the yellow arrow below, that can be one of the following:
- i. **"Cancelled"**: the order has been cancelled (an order may be cancelled by the requestor within 5 minutes from the submission or by an approver prior to release);
  - ii. **"In Process"**: the order has been approved by the Stakeholder's supervisor and released to Office Depot for processing;
  - iii. **"Approved"**: the order has been approved by the Stakeholder's supervisor;
  - iv. **"Denied"**: the order has been denied approval by the Stakeholder's supervisor;
  - v. **"Shipped"**: the order has been approved by the Stakeholder's supervisor and has been shipped;
  - vi. **"Held for Restrictions"**: the order is pending approval from multiple approvers depending on pre-established workflow;
  - vii. **"Held for Review"**: the order is pending approval by the Stakeholder's assigned approver;
  - viii. **"Held by Customer"**: the order has been put on hold by Stakeholder at time of entry;
  - ix. **" \* "**: the order was scheduled for a future delivery date by Stakeholder at time of entry.

### Order Confirmation

**Thank you for shopping with Office Depot.**

We are confident you will be pleased and look forward to serving you again soon.

Note that due to product availability or size, items ordered together may not be shipped together. Shipping confirmation emails will provide details on all shipments.

For your reference, below is a summary of your order:

Expected delivery date: **08.18.2017 8:30 AM - 5:00 PM**

Order Number:	954863125-001	Status:	In Process
Order Date:		Tracking:	N/A
Ordered By:		Delivery Method:	
Last Modified By:		Delivery Type:	Delivery
Customer Name:		Shipping to:	STANFORD HOSPITAL
Account #:			1510 PAGE MILL RD 2ND FL
Payment info:			PALO ALTO, CA 94304-1125
PO Number:			
Contact:			
COSTCTR:			
M/C#:			
RM/UNIT:			
ASSET:			
LOC:			
Comments:			

ITEM DESCRIPTION	ENTERED ITEM #	QTY	SHIPPING	B/O Qty	UNIT PRICE	UM	EXTENDED PRICE
Boise® X-9® Multi-Use Copy Paper, Letter Size Paper, 20 Lb, Bright White, 500 Sheets Per Ream, Case Of 10 Reams (0196517)	196517	1	1	0	29.990	case	\$29.99

## 5. Order Cancellation Confirmation and Shipment Confirmation

- a. If the order is cancelled, instead of an Order Confirmation email Office Depot sends an Order Cancellation Confirmation.

### Order Cancellation Confirmation

#### Thank you for shopping with Office Depot.

This notice confirms that we have cancelled your order, you will not be charged for any of the items contained in this order.

We strive every day to provide you with the best service possible. We hope you will let us know if there is anything we can do to improve your experience and that you will shop with us again soon.

For your reference, below is a summary of your cancelled order:

- b. When the order has been approved and the item has been shipped, Office Depot sends a Shipment Confirmation email with all the details of the shipment.

### Shipment Confirmation

#### Thank you again for shopping with Office Depot.

We thought you would like to know that your order has shipped, and this completes your order. We value your business and look forward to serving you again soon.

For your reference, below is a summary of your order shipment:

Expected delivery date: **06.20.2017 8:30 AM - 5:00 PM.**

Order Number:	937002678-001	Status:	Shipped
Order Date:		Tracking:	See below
Customer Name:			
Account #:			
Payment info:			
PO Number:			
Contact:		Shipping to:	STANFORD HOSPITAL 1510 PAGE MILL RD 2ND FL
COSTCTR:			PALO ALTO, CA 94304
M/C#:			
RM/UNIT:			
LOC:			
Comments:			

Shipped on - Carrier: Private Fleet/DTS:Delivery Tracking System - Tracking number: [937002678-001](#)

ITEM DESCRIPTION	QTY
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For additional assistance, please email [Purchasing@stanfordhealthcare.org](mailto:Purchasing@stanfordhealthcare.org).