

# Office DEPOT®

*Taking Care of Business*

# WESPac eCommerce

## Online Catalog User Guide

Human Resources

ACT	DEBIT	CREDIT
570	37.30	0.00

Financial Mngmnt

Setup

Chart of Accounts

Vendor Master

Account Mngmnt

Purchasing

A / P

Report Opt

Saved Rpts

PaC Version

Web Version

Purchase Orders

REporting

Recur eNtr

Utilities

ECommerce

School Management Systems

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For PaC Documentation, Press Alt + F1

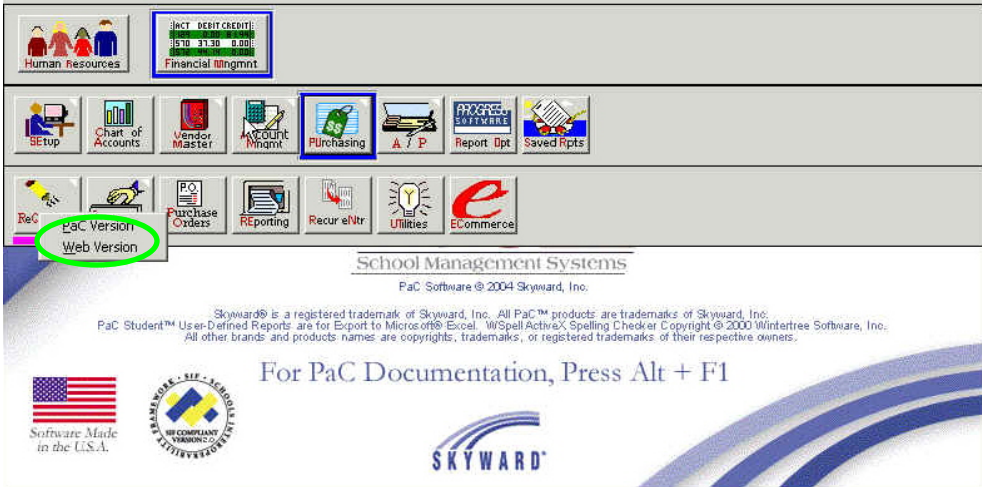
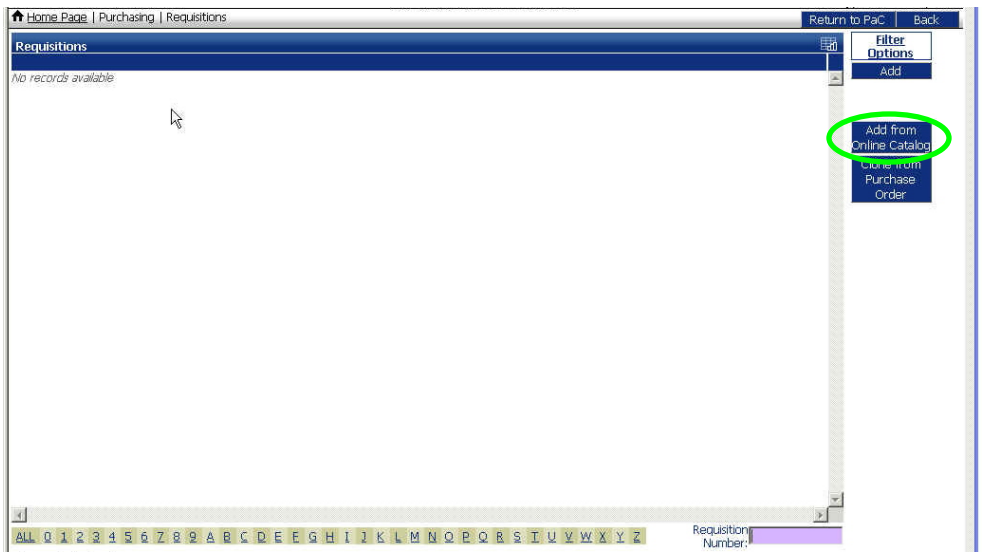

Software Made in the U.S.A.

MEMBER - SIF - VERDOL  
SIF COMPLIANT  
VERDOL

SKYWARD®

Customer Service: 888.263.3423

BSD Technical Support Desk: 800.269.6888

Steps/ Action	Screen
<p>WESPaC eCommerce Ordering allows clients to interface electronically with Office Depot BSD. During the requisition entry process, the user can select items from the Office Depot online catalog. After completing it, the requisition flows through the WESPaC approval process. Once the requisition is fully approved and updated (posted) as a PO, the order will be submitted electronically back to Office Depot for fulfillment automatically.</p> <p><b>STEP 1:</b> Access Web Requisitions "Web Version"</p>	 <p>The screenshot shows the WESPaC main menu with various icons for different modules. The 'Web Version' button is highlighted with a green circle. Other visible buttons include Human Resources, Financial Mgmt, Setup, Chart of Accounts, Vendor Master, Account Mgmt, Purchasing, A/P, Report Dpt, Saved Rpts, Requisitions, Purchase Orders, Reporting, Recur eNtr, Utilities, and ECommerce. Below the menu is the 'School Management Systems' logo and copyright information.</p>
<p><b>STEP 2:</b> Select the "Add from Online Catalog" button.</p>	 <p>The screenshot shows the 'Requisitions' page in a web browser. The page title is 'Requisitions' and it displays 'No records available'. On the right side, there is a 'Filter Options' menu with an 'Add' button. The 'Add from Online Catalog' button is circled in green. At the bottom, there is a 'Requisition Number:' field.</p>
<p><b>STEP 3:</b> Select "Office Depot" catalog button.</p>	 <p>The screenshot shows a web browser window displaying the Office Depot online catalog selection screen. The browser title is 'FM\PU\RQ\RQ - 2220W - 04.08.10.00.03 - Windows Internet Explorer'. The page contains a 'Back' button and a large 'Office DEPOT' logo with the tagline 'World's Leading Supplier of Office Products'. The logo is circled in green.</p>

**STEP 4:**

Next your Requisition Master Information will open. Complete all of the needed requisition information. Click "Save and Add Detail".

Requisition Master Information | Requisition Detail Lines/Accounting

**Requisition Master Information**

**Requisition Setup Information**

Requisition Group: 010 - DISTRICT OFFICE

Fiscal Year: 2010 - 2011 September 1, 2010 - August 31, 2011

Account allocation by total requisition amount (YMA).  
Account allocation by each requisition detail line (YDA).

**Requisition Information**

\* Batch Number: 24

\* Description: SUPPLIES

Vendor:

\* Ship To:

Attention:

\* Due Date: 02/24/2011 Thursday  
Ship Date: 02/24/2011 Thursday

Ship Via:

Project/Grant:

Contract:

ix: 8.1000%  
Other: 00.00%  
0 \$

Asterisk (\*) denotes a required field

**Save and Add Detail**  
Back

**STEP 5:**

The Office Depot site will open. Shop for all your needed items then click on "Check Out".

Home Customer Services | 888 2 OFFICE (888 263 3423) | Technical Support 800 269 6888

**Office DEPOT** Store Locator Order by Item #


1 item(s) \$1.06  
View Cart | **Check Out** | My Shopping Lists | My Shipto

Office Supplies Furniture Technology Our Services My Account

SEARCH GO View All Products A-Z Ink & Toner Paper Copy & Print Tech Depot Bulletin Board

Home > Find Your Product

The item listed below was added to your shopping cart.

Description	Your Price/unit	Qty.
 Office Depot® Brand Binder Clips, 3/4", Black, Pack Of 144 (12 Boxes Of 12 Clips) Item # 825182 Entered Item # 825182 <b>BEST VALUE</b> Contract Items	\$1.06 / pack	1

Continue Shopping **SHOPPING CART**

**Email Assistance**

- Email Assistance
- FAQs
- Chat not available


**don't forget your ink**

SHOP NOW

**STEP 6:**

Review then click on the "Continue" button.

**Office DEPOT**  
Taking Care of Business

Description	Price/unit	Qty.	Backorder	Total
 Office Depot® Brand Binder Clips, 3/4", Black, Pack Of 144 (12 Boxes Of 12 Clips) Item # 825182 Entered Item # 825182	\$1.06 / pack	1	0	\$1.06

**CONTINUE**

**STEP 7:**

Next the requisition will be filled in with the detailed information from the online shopping cart.

Select the account code(s) to encumber. "Add Requisition Accounts"; next screen select "Save Account Distrib"

0 - 04.10.12.00.05 - Windows Internet Explorer

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 24

Requisition Number: 0000047186

Group: (010) DISTRICT OFFICE

Fiscal Year: 2010 - 2011

Vendor: OFFICE DEPOT - ECOMMERCE  
PO BOX 633301  
CINCINNATI OH 45263-3301

Accounting: Account allocation by total requisition amount.

Subtotal: 1.06

Total: 1.15

Tax: 0.09

Other: 0.00

Ship To:

Description: SUPPLIES

Buttons: Submit For Approval, Save and Finish Later, Back, Edit Master, Notes, Attachments

Requisition Detail Line Items

Line	Catalog Code	Description	Quantity	U of M	Unit Cost	Total Cost	Comm Code
100	825182	Office Depot(R) Brand Binder C...	1	PK	1.06000	1.06	

Buttons: Add, Edit, Delete, Add Requisition Accounts

1 records displayed

**STEP 8:**

Submit the requisition for approval ("Submit For Approval") or save your work and submit it later ("Save and Finish Later")

Once the requisition is fully approved and updated (posted) as a PO, the order will be submitted electronically back to Office Depot for fulfillment automatically.

0 - 04.10.12.00.05 - Windows Internet Explorer

Requisition Master Information | Requisition Detail Lines/Accounting

Requisition Detail Lines/Accounting

Requisition Master Information

Batch Number: 24

Requisition Number: 0000047186

Group: (010) DISTRICT OFFICE

Fiscal Year: 2010 - 2011

Vendor: OFFICE DEPOT - ECOMMERCE  
PO BOX 633301  
CINCINNATI OH 45263-3301

Accounting: Account allocation by total requisition amount.

Subtotal: 1.06

Total: 1.15

Tax: 0.09

Other: 0.00

Ship To: EASTMONT ADMINISTRATION OFFICE

Description: SUPPLIES

Buttons: Submit For Approval, Save and Finish Later, Back, Edit Master, Notes, Attachments

Requisition Accounts

Account Number	Account Amount	Account Percent
10 E 530 9700 13 5042 010 0000 0000	\$1.06	100.00%

Buttons: Update Account Distrib, View Requisition Detail Lines

1 records displayed