

**ONLINE ORDERING PROCEDURES
FOR OFFICE DEPOT, SCHOOL SPECIALTY, SOUTHWEST SCHOOL
SUPPLY and STINSON'S**

**Contact for Office Depot and School Specialty is Susan Spainhoward.
Contact for Southwest School Supply and Stinson's is Susan Hanson.**

1. Placing an Online Order:

- To begin online ordering for Office Depot, Southwest School Supply or Stinson's you must create a Requisition for the company of your choosing. On the 2nd line of the requisition you will type "Misc. supplies for online ordering". You will then enter the amount of monies you wish to encumber (this is an estimate on your end – all orders must be at least \$50 and you must use the monies encumbered within 10 orders.) ie. – You encumber \$1000 – 1st order is \$50 – 2nd order is \$110 – you must now use the remaining amount of \$840 in 8 orders.
- Once Purchasing receives the Requisition it will become a Purchase Order and the monies will be placed On-line for you to use. You will be able to order on-line when you receive the blue copy of the Purchase Order.
- For School Specialty you will do your order on-line then create a Requisition. On line 2 you will type "Per On-Line Order # ____". Your order will be processed in Purchasing.
- Orders from the On-Line companies are "Ship Direct" meaning supplies are delivered directly to your school site.

2. **Checking in Orders** – It is extremely important that when you receive your order that you check it in, sign and date the packing slip and send it to Jana Gaiser in Purchasing within 24 hours. **The packing slip acts as your Goldenrod copy and is how the company invoices are paid.** Failure to send in the packing slip could result in the suspension of on-line ordering.
3. **Reporting Discrepancies** – All discrepancies must be reported within a week of receiving your order. Please report discrepancies by email to the company with a "cc" to Jana Gaiser in Purchasing.
4. **Changing School Sites or Departments** – your online information is based on the site you are currently at. If you have changed sites or departments please contact the purchasing person responsible for the company you are ordering from. If your information is not updated and you place an order it will be delivered to your old site or department.
5. **Passwords** – For Office Depot you must contact the company. For School Specialty contact Susan Spainhoward. For Southwest School Supply or Stinson's contact Susan Hanson.
6. **Need Training?** – Contact Susan Hanson in Purchasing (14716).