Order Flow Model: Direct Purchase

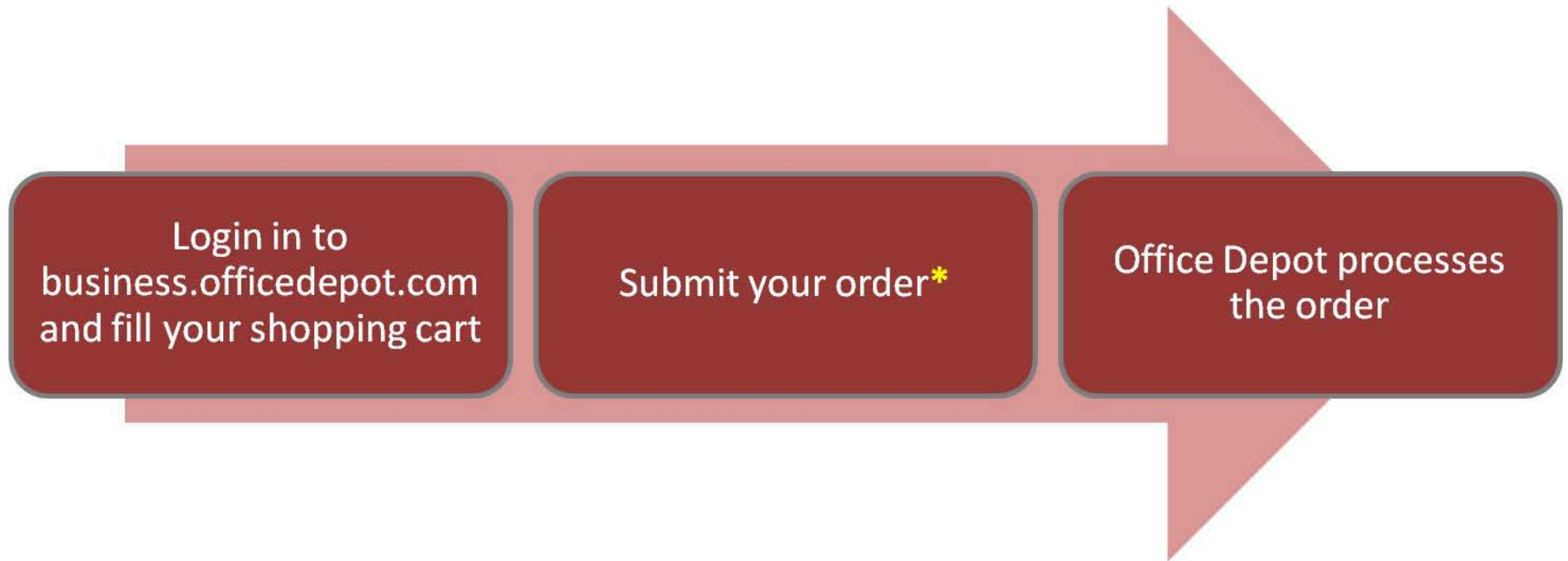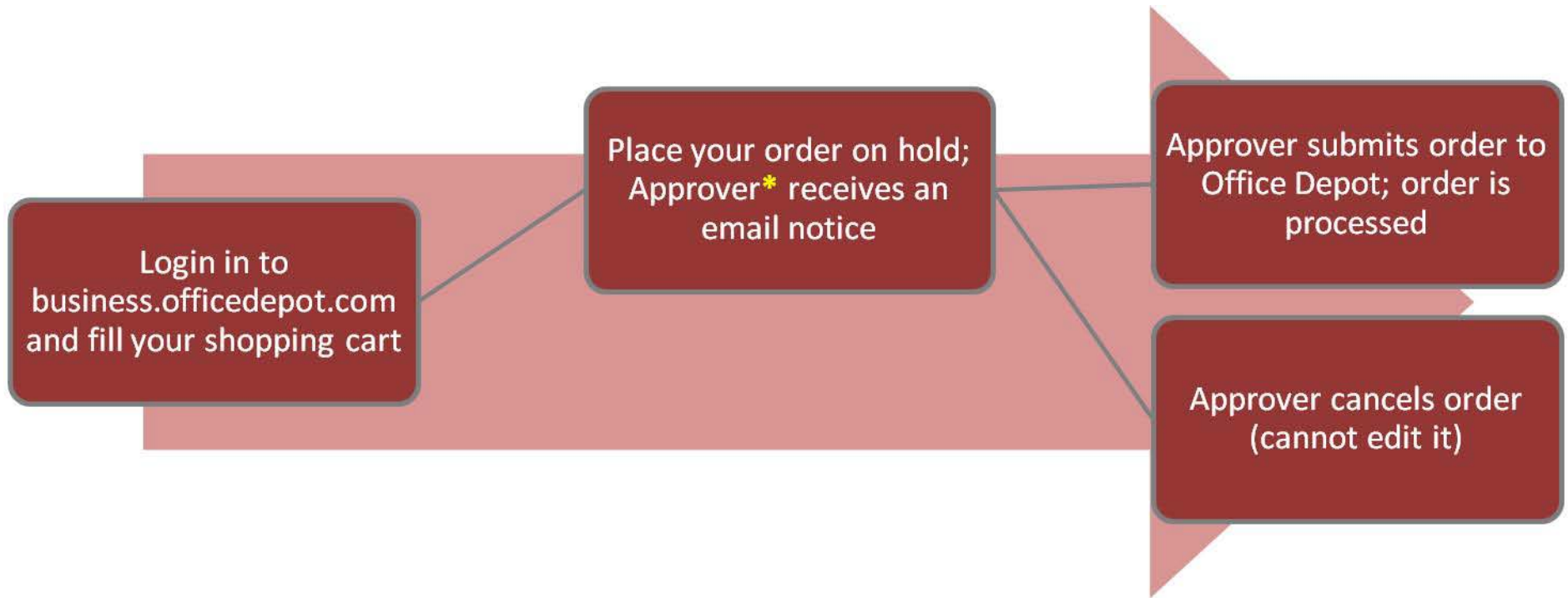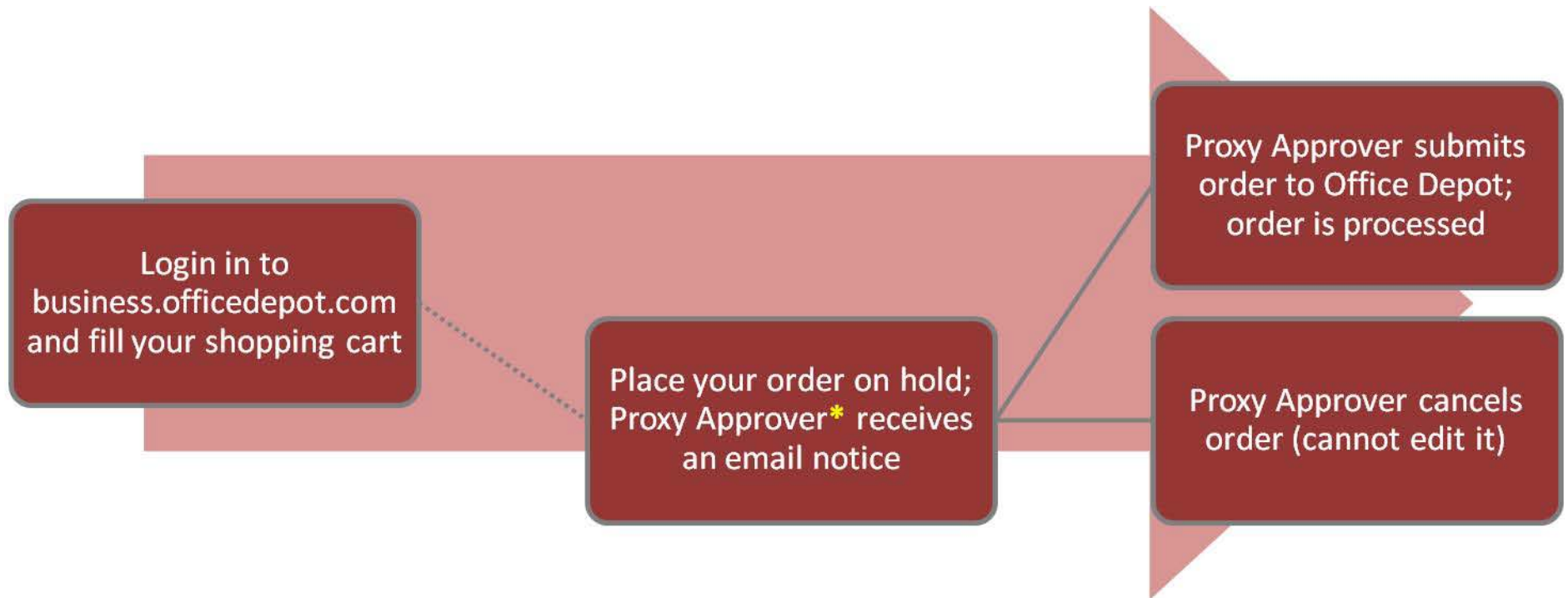| Login in to business.officedepot.com and fill your shopping cart | Submit your order* | Office Depot processes the order |

*If the order-placer does not require an Approver to review each of their orders, but will still be using another person's Purchasing Card, this can be arranged. Because the person placing the orders will be acting as a delegate of the Cardholder, then we will need an email (or something else in writing) from the Cardholder saying that the Cardholder is allowing delegated use of their PCard for Office Depot orders, and that they do not want to have the option of approving those orders first.

Order Flow Model: Approver

Login in to business.officedepot.com and fill your shopping cart

Place your order on hold; Approver* receives an email notice

Approver submits order to Office Depot; order is processed

Approver cancels order (cannot edit it)

*An Approver Order Flow model is designed for units where the person responsible for ordering office supplies will be using another person's Purchasing Card to make the transactions. The Cardholder serves as the Approver, authorizing each expenditure on the card.

Order Flow Model: Proxy Approver

Login in to business.officedepot.com and fill your shopping cart

Place your order on hold; Proxy Approver* receives an email notice

Proxy Approver submits order to Office Depot; order is processed

Proxy Approver cancels order (cannot edit it)

*In the event that the Approver will be unavailable for an extended period of time, a Proxy Approver can be setup to receive the approval emails in the absence of the Approver. The Proxy Approver is a separate setting in each user's account, and can be activated or inactivated as needed – this is especially helpful if the Approver will commonly be unavailable for stretches of time.