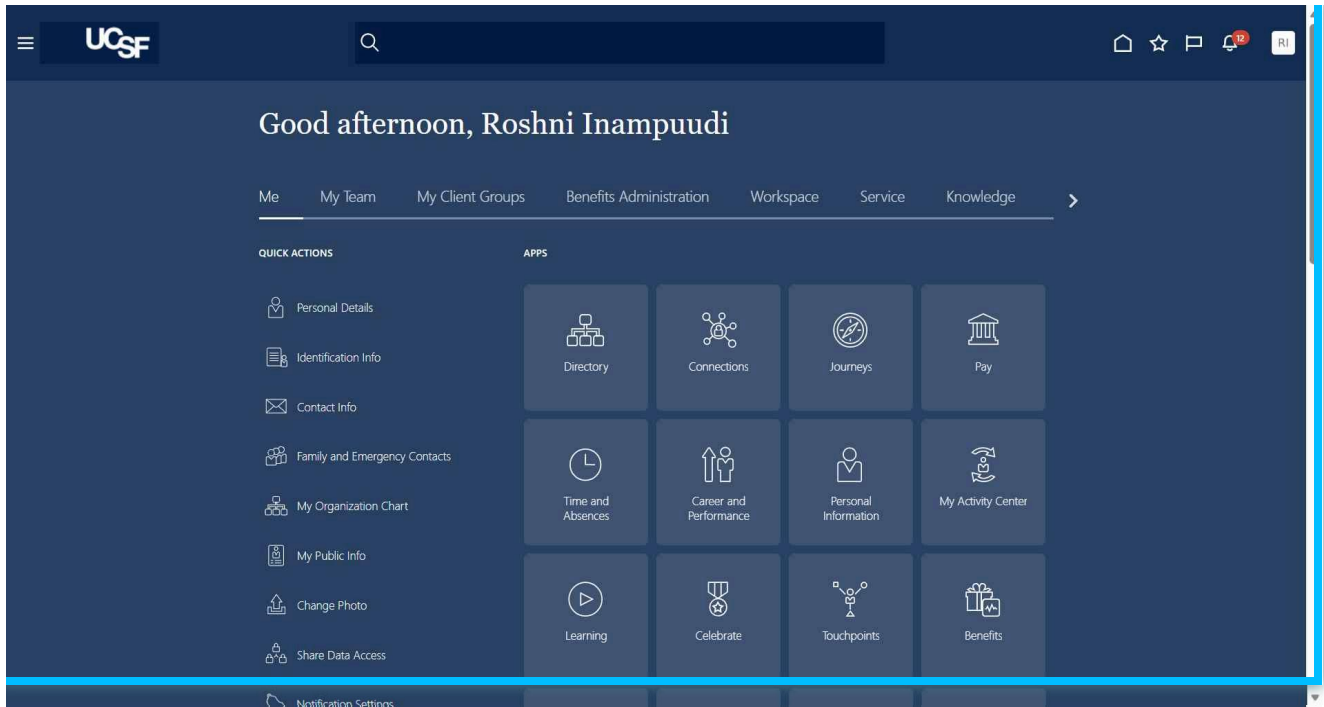


Create Office Depot Punchout Requisition

Step 1

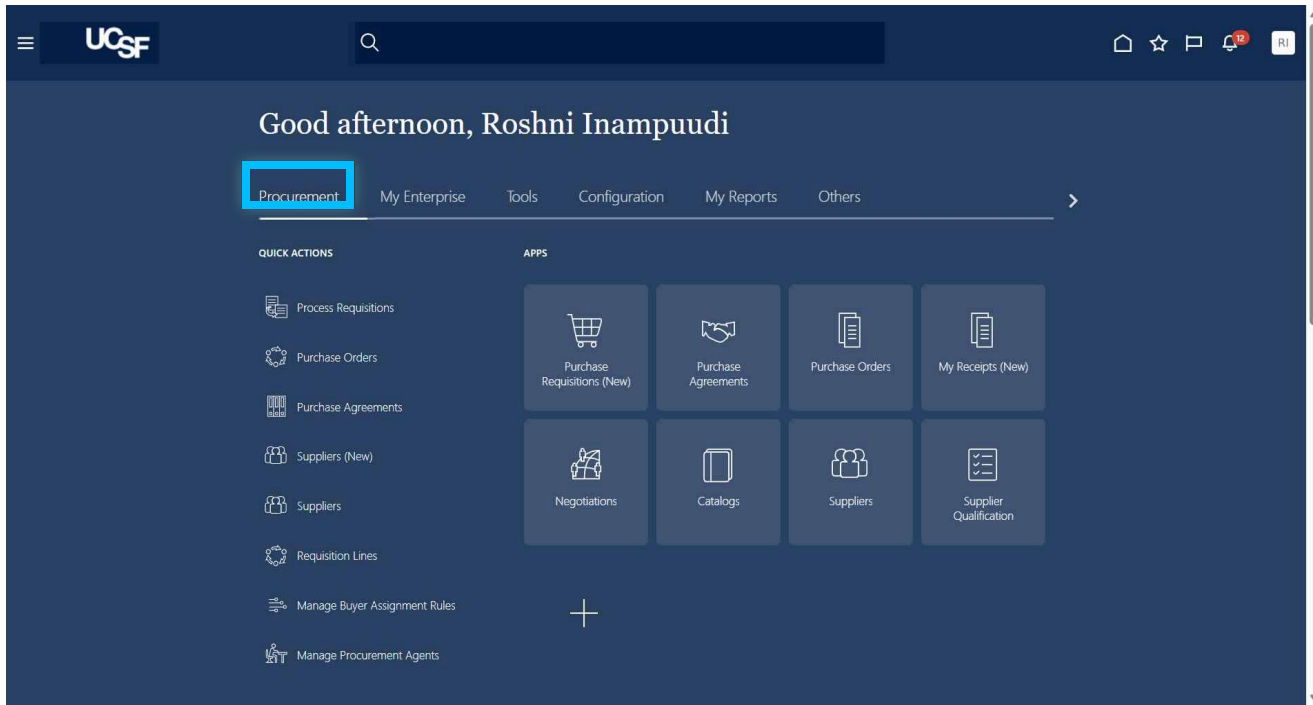


Create Office Depot Punchout Requisition

This guide provides instructions to create office depot punchout requisition.

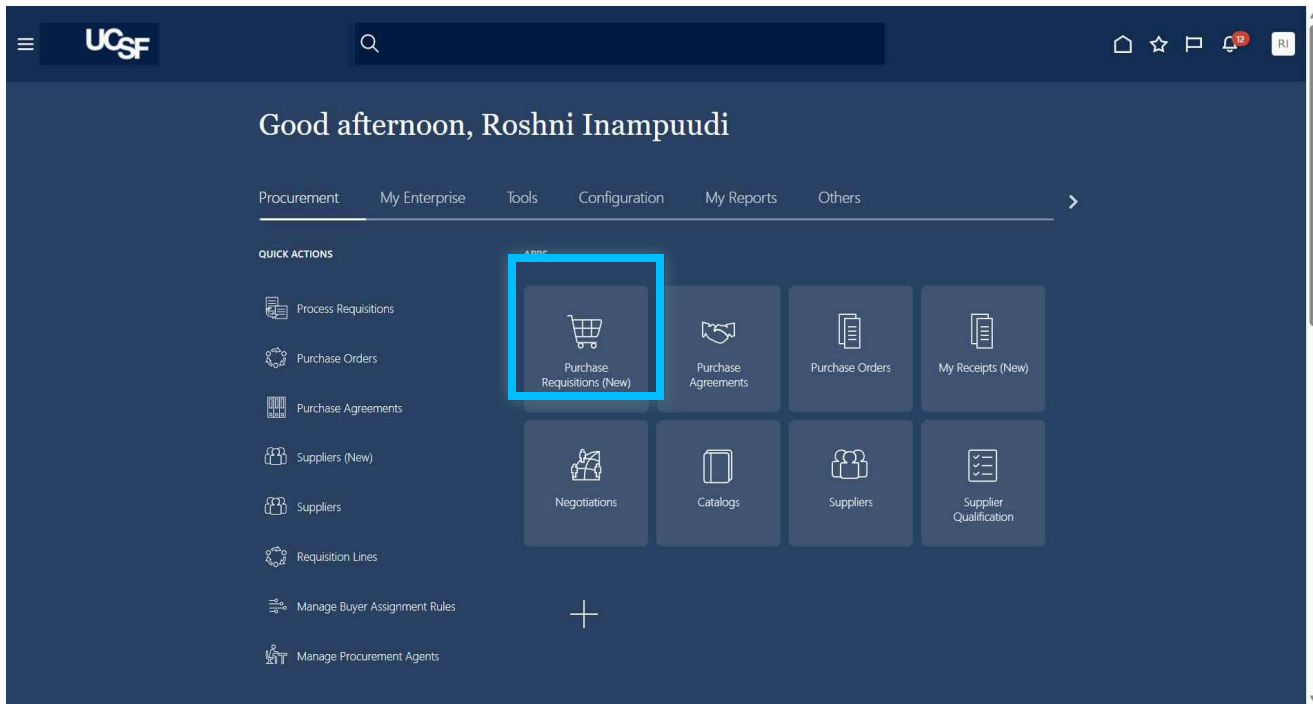
Note: Follow each step as instructed; otherwise, the guide might stop. To start a guide over, return to the Home page.

Step 2



Select **Procurement**.

Step 2.1



Select **Purchase Requisitions (New)**.

Step 3

My recent requisitions

Draft Requisition RQHILT0000597 1 Line Creation Date 2/9/26	Approved Requisition RQHILT0000596 Test 2 Lines Buyer LVD-Calvin LVD-Ng	Approved Requisition RQHILT0000595 Test 1 Line Buyer LVD-Calvin LVD-Ng	Ordered Requisition RQHILT0000594 LABEL VERBAL OR PHONE ORDER RL/500 600-0006 (ORDER BY FAX ONLY) 1 Line Purchase Order SFHILT-0000518 Buyer LVD-Calvin LVD-Ng
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[See more](#)

Shop by category

[Browse all](#)

GHX Marketplace <small>GHX</small>	IT Procurement	Intake Forms	Noncatalog Request
ODP Punchout			

Self Service Procurement | My Requisitions | Cart 1

Select **ODP Punchout**.

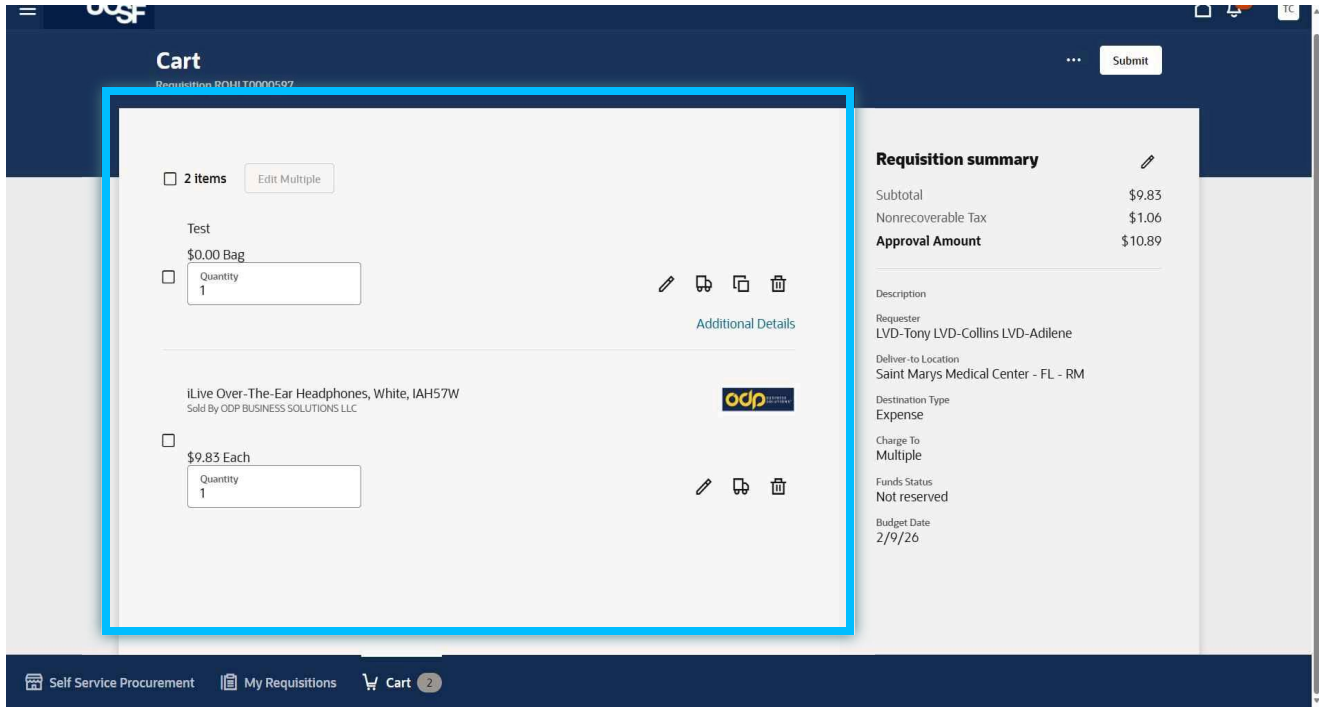
Step 4

On the pop-up window, perform the following steps:

- Select **Office Depot** logo and once the search bar is visible, enter the required details to search for an item and press the Enter key.
- Select the required quantity of the desired product and then select **Add to Cart**. Repeat the step in case you want to add additional products to your Cart.
- Select the **Cart** icon and review the products. Then select **Checkout**.

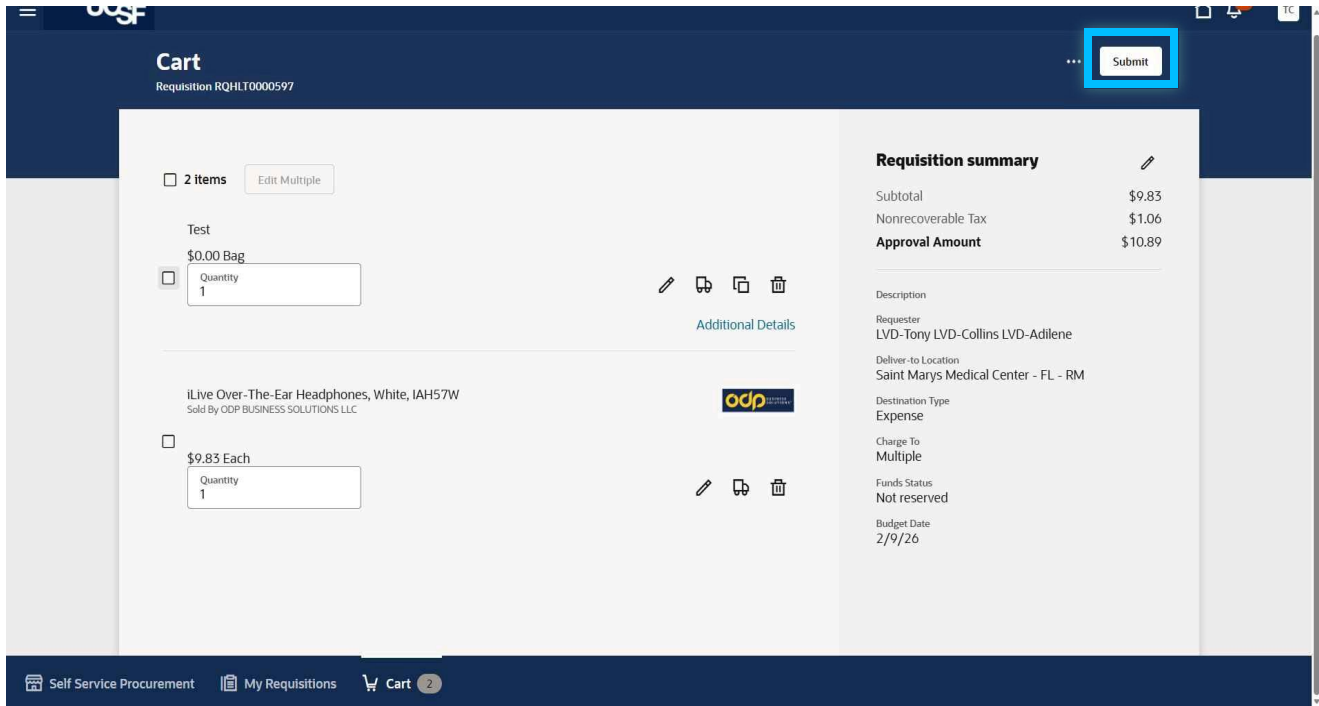
You will be redirected to this interface and you may be able to view the product(s) in the cart. Alternatively, you can select the **Cart** icon below.

Step 5



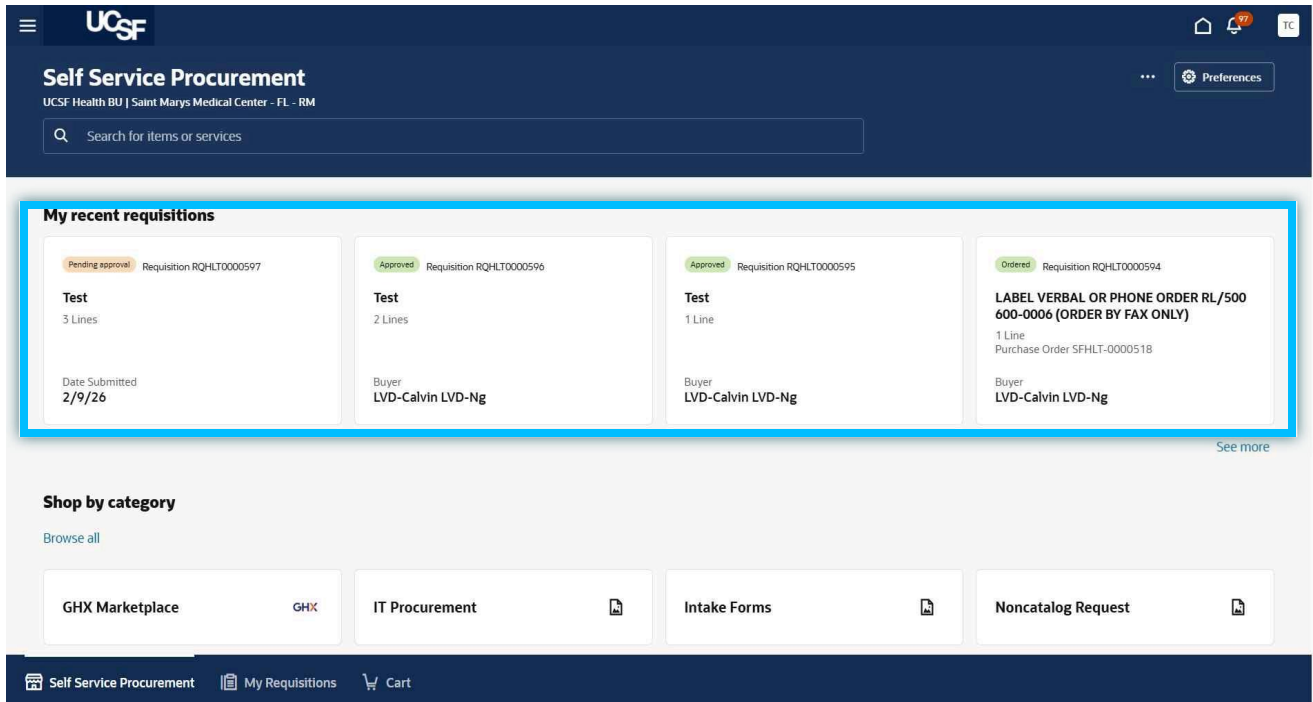
Select the **pencil** icon and edit the details if required. Once done, select **Update**.

Step 6



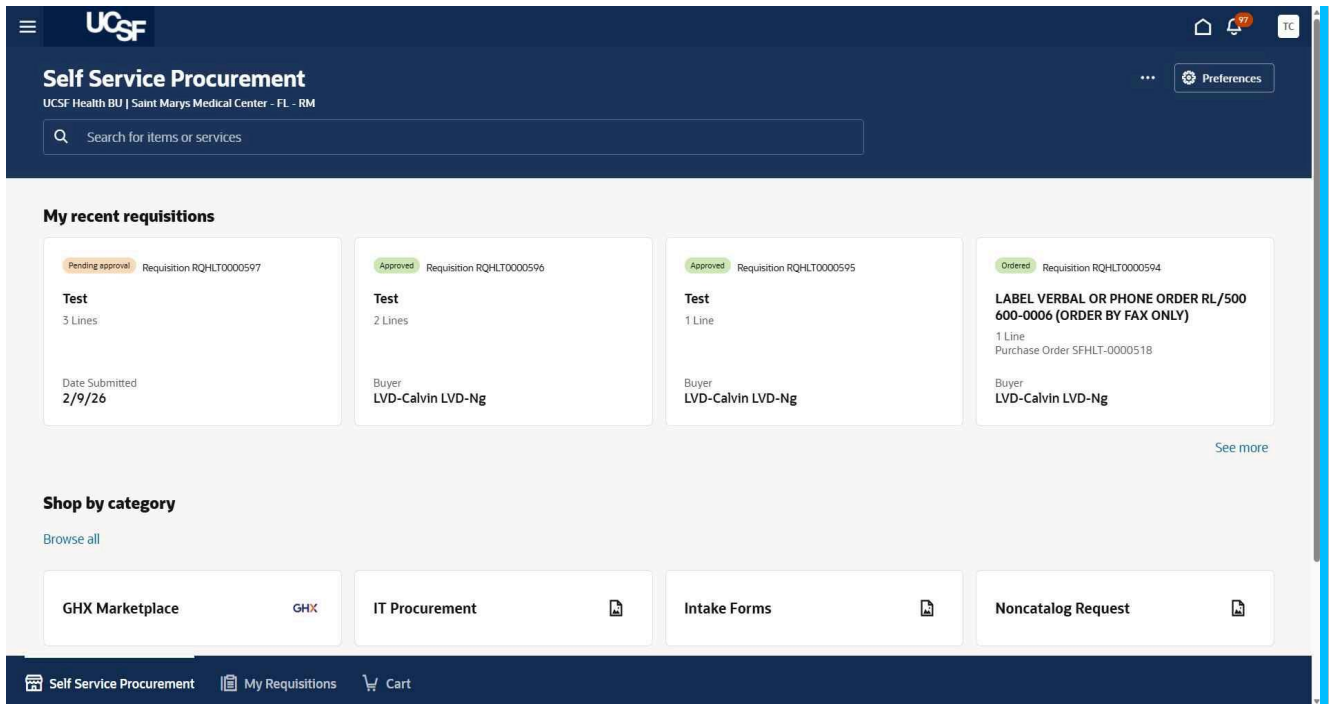
Select **Submit**.

Step 7



Requisition is submitted for approval and can be found below under **My recent requisitions**.

Step 8



This completes the guide.

