Welcome to

Office Depot OfficeMax

User Training for

HuskyBuy
University of Connecticut
In KFS (Kuali Financial Systems), go to the Main Menu under Transactions, Purchasing/Accounts Payable, and select Shop Catalogs.
This will bring you to the **HUSKYBUY** Site and your screen should like this.
Scroll down to Office Supplies and select the Office Depot OfficeMax icon.

This will bring you into the Office Depot OfficeMax site.
The landing page includes 2 tiles for messages to keep you informed. Just click Read More to view details.

Home

Products

Shop for products by category.

My Account

Shopping Lists and Order Tracking

Search: Type in product description or manufacturer product codes.

Quick Order

Enter product and quantity or click

Need to add more products?

Enter up to 20 items
Review your selections, view Office Depot recommended savings opportunities, save items for later in a shopping list or add to custom shopping lists.

When you’re ready to submit your order, click on Checkout. The image below will display briefly.

Punch-out Checkout in progress.....
Upon Submitting your Cart in Office Depot OfficeMax, your cart will return to and your screen will look like this. To bring this order into KFS for completion, you must click on the button.
After clicking the button, your requisition will be created in KFS. Your screen should look like this:

After the requisition has been approved by the Fiscal Officer, you can click on Shop Catalogs to bring you back to [HuskyBuy](http://huskybuy.uconn.edu) to check your order.

Go to Document Search, select your search criteria and click Go.
You will be able to see your order and the status.

<table>
<thead>
<tr>
<th>PO No</th>
<th>Supplier</th>
<th>Creation Date/Time</th>
<th>Requisition No.</th>
<th>Requisitioner</th>
<th>Supplier Status</th>
<th>Settlement Status</th>
<th>PO Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>25208</td>
<td>Office Depot OfficeMax</td>
<td>6/6/2013 1:27 PM</td>
<td></td>
<td>Kristin M Allen</td>
<td>Sent</td>
<td></td>
<td>19.33 USD</td>
</tr>
</tbody>
</table>
Checking Orders

Under the MyAccount menu, select Orders then "Order Tracking".

Under the Search By drop box, select PO Number, then in the adjacent field enter your Purchase Order number.

If your order was placed prior to the previous 30 days, adjust the date parameters in your search.

Click the Order Number to view details of your order.