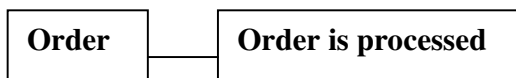


User Permission Profiles



Goal

- A way to manage your orders and the expenses that go with its approval.



Above you see the normal procedure for processing orders in our system. By setting up an approval phase, the approver decides whether or not an order goes through. In figure 1 the order is approved, in figure 2 the order is cancelled by the approver.

Figure 1

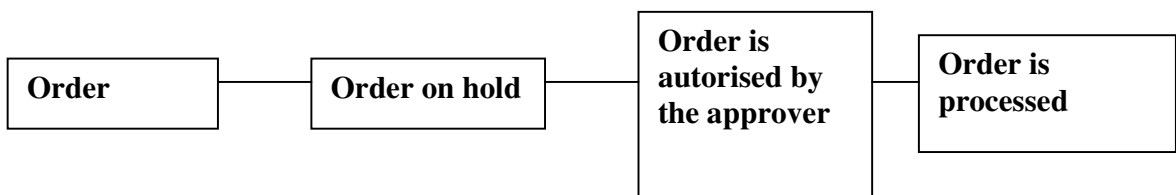
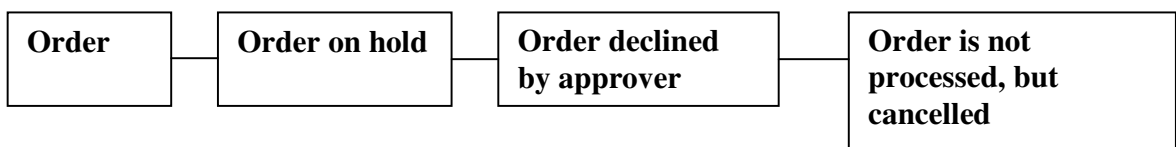


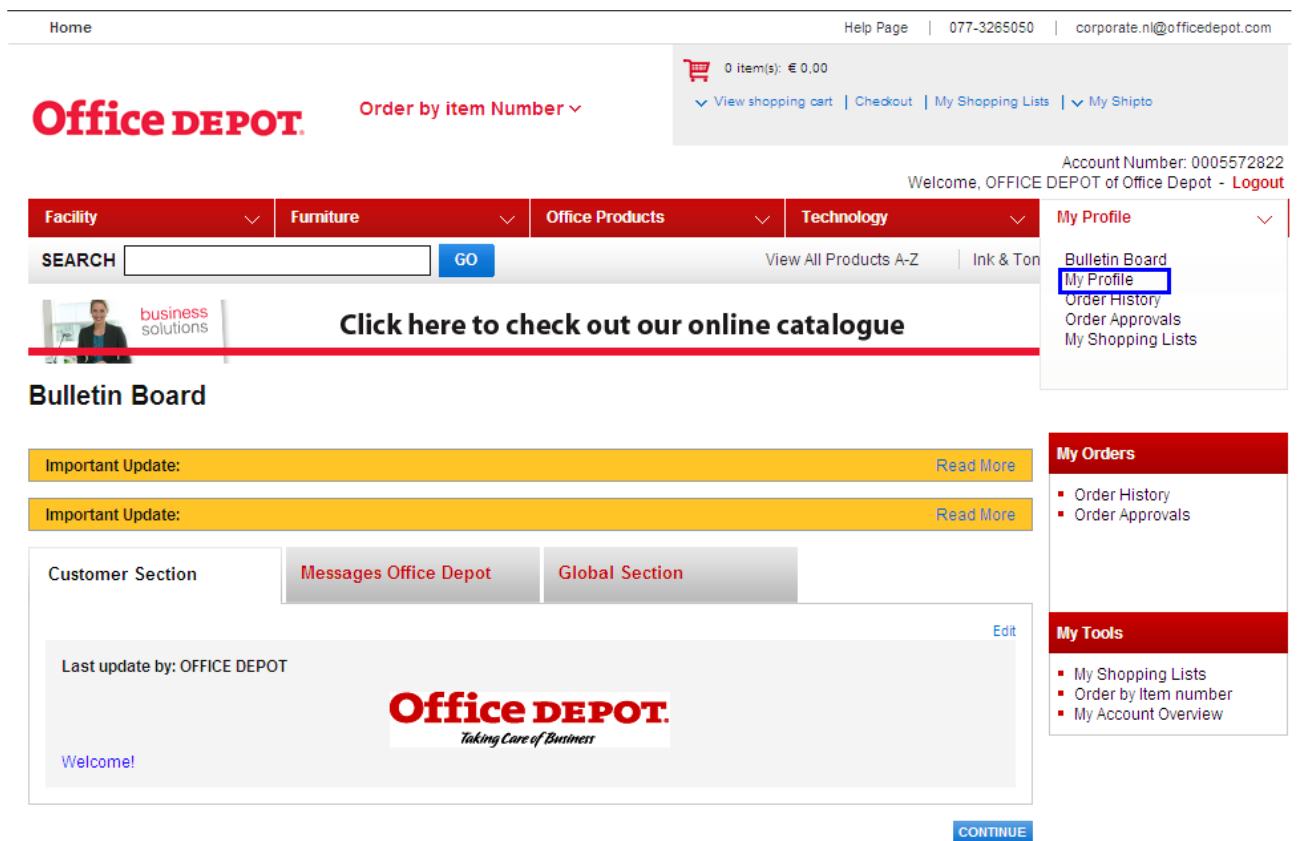
Figure 2



Set up in ODO

- Only super users can create permission profiles in ODO.
- Permission profiles created in ODO will automatically appear in SAP in the transaction ZBSDDATA – Maintain BSD

1. Log in as super user
2. Go to **My Profile** → **My Profile**



Home Help Page | 077-3265050 | corporate.nl@officedepot.com

Office DEPOT Order by item Number v

0 item(s): € 0,00
[View shopping cart](#) | [Checkout](#) | [My Shopping Lists](#) | [My Shipto](#)

Account Number: 0005572822
 Welcome, OFFICE DEPOT of Office Depot - [Logout](#)

Facility v Furniture v Office Products v Technology v **My Profile v**

SEARCH [GO](#) [View All Products A-Z](#) | [Ink & Ton](#)

[business solutions](#) **Click here to check out our online catalogue**

Bulletin Board

Important Update: [Read More](#)

Important Update: [Read More](#)

Customer Section **Messages Office Depot** Global Section [Edit](#)

Last update by: OFFICE DEPOT

Office DEPOT.
Taking Care of Business

[Welcome!](#)

[CONTINUE](#)

Bulletin Board
[My Profile](#)
[Bulletin Board](#)
[Order History](#)
[Order Approvals](#)
[My Shopping Lists](#)

My Orders

- Order History
- Order Approvals

My Tools

- My Shopping Lists
- Order by Item number
- My Account Overview

3. Go to Manage User Permissions Profiles

Facility ▼
Furniture ▼
Office Products ▼
Technology ▼
My Profile ▼

SEARCH GO
View All Products A-Z | Ink & Toner | Paper | Bulletin Board

[Home](#) > [My Profile](#)

Manage Accounts

- Manage Contacts
- Manage Shipto #
- Manage Cost Center:
- Manage User Groups
- Manage User Permissions Profiles
- Select a Shopper

Manage Users

- Add New Users
- Edit Active Users
- Active/Inactive Users
- Workflows

Order Setting

- My Account Overview
- Select Shipto #
- Select Contacts
- Select Cost Center:
- Proxy Approver Info

Need Help?

- Email Assistance
- FAQs

My Profile

Create and store your information for easy access.

Order Tracking

Search By: Order Number ▼

From: ☐ To: ☐

Order Date Range:

RESET SEARCH ORDERS

My Shopping Lists

- ▶ [How to create and use lists](#)
- ▶ [Set up reminders for yourself](#)

Select an existing list

Bestellijst ▼

VIEW LIST

Create a new list

List Name:

Comment:

Type: Company-Wide List Personal List

CREATE LIST

4. In the overview, click on **CREATE A NEW PERMISSION PROFILE**

Facility Furniture Office Products Technology My Profile

SEARCH GO View All Products A-Z Ink & Toner Paper Bulletin Board

Home > Account Administration

Permissions Profile

[CREATE A NEW PERMISSION PROFILE](#)

Result 1 - 8 of 8

Profile Name	Per Unit Price Limit	Per Line Limit	Per Order Limit	Per Period Limit	Non-core products require approval	Minimum Order Value	User may approve orders up to	Approve Out-of-Catalog Items	Approve non-core products	Approve Budget Override
ALLES AUTORISEREN	€ 0,00	€ 0,00	€ 0,01	€ 0,00	False	€ 0,00	€ 0,00	False	False	False
ARTIKEL BOVEN 50	€ 50,00	€ 0,00	€ 0,00	€ 0,00	False	€ 0,00	€ 0,00	False	False	False
AUTORISATIE BOVEN 100	€ 0,00	€ 0,00	€ 100,00	€ 0,00	False	€ 0,00	€ 0,00	False	False	False
AUTORISATIE BUITEN ASSORTIMENT	€ 0,00	€ 0,00	€ 0,00	€ 0,00	False	€ 0,00	€ 0,00	True	False	False
AUTORISATIE BUITEN NETTOLUST	€ 0,00	€ 0,00	€ 0,00	€ 0,00	True	€ 0,00	€ 0,00	False	False	False
AUTORISATOR1	€ 0,00	€ 0,00	€ 0,01	€ 0,00	False	€ 0,00	€ 0,00	False	False	False
AUTORISATOR2	€ 0,00	€ 0,00	€ 0,00	€ 0,00	False	€ 0,00	€ 0,02	False	False	False
PER ORDERREGEL 100	€ 0,00	€ 0,00	€ 100,00	€ 0,00	False	€ 0,00	€ 0,00	False	False	False

[Return to Account Center](#)

5. Enter the amounts and choose the settings you want.

6. After doing this, click on **ADD** to save the profile.

Home > Account Administration

Manage Accounts

- Manage Contacts
- Manage Shipto #
- Manage Purchase Order No.:
- Manage Cost Center:
- Manage User Permissions Profiles

Manage Users

- Add New Users
- Edit Active Users
- Active/Inactive Users
- Workflows

Order Setting

- My Account Overview
- Select Shipto #
- Select Contacts
- Select Purchase Order No.:
- Select Cost Center:
- Proxy Approver Info

Need Help?

- Email Assistance
- FAQs

Create Profile

- Profile Name

Order Limit

Add

* Required Information

- Per Order Limit

- Per Unit Price Limit

- Per Line Limit

- Per Period Limit

- Minimum Order Value

Place any order containing non-contracts items on hold for approval.

Approval Limit

- User may approve orders up to

User may approve orders that exceed budget limits

User may approve orders containing custom-catalog restricted SKUs

User may approve orders containing non-contract SKUs

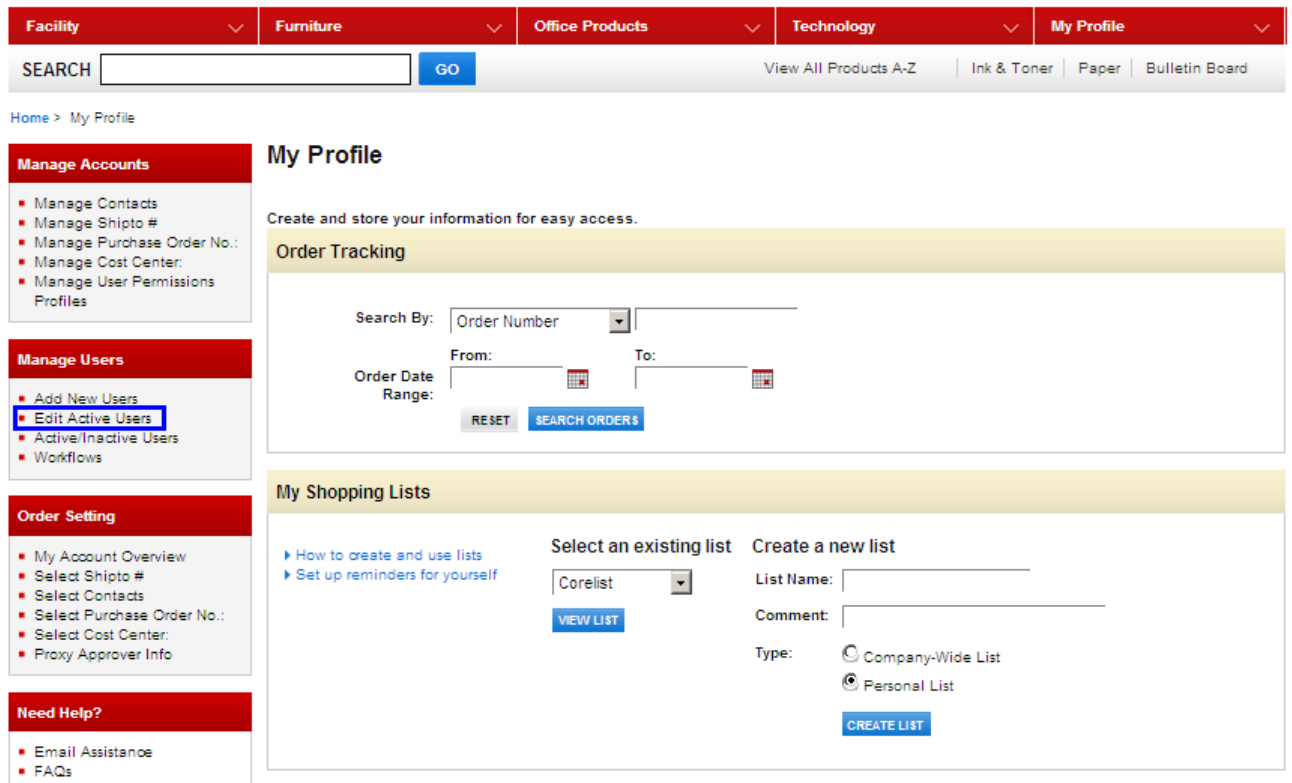
ADD

[Return to Account Center](#) [Back to Manage Profile](#)

Link Permission Profile To a User.

After creating a permission profile you can immediately link it to a user in ODO. This requires the following steps:

1. Go to **Edit Active Users**



The screenshot shows the Office Depot user management interface. At the top, there is a navigation bar with categories: Facility, Furniture, Office Products, Technology, and My Profile. Below this is a search bar with a 'GO' button and links for 'View All Products A-Z', 'Ink & Toner', 'Paper', and 'Bulletin Board'. The main content area is titled 'My Profile' and includes a sidebar with navigation options: 'Manage Accounts', 'Manage Users', 'Order Setting', and 'Need Help?'. The 'Manage Users' section is expanded, showing 'Add New Users', 'Edit Active Users' (highlighted with a blue box), 'Active/Inactive Users', and 'Workflows'. The main content area contains sections for 'Order Tracking' (with search filters for Order Number, From, To, and Order Date Range) and 'My Shopping Lists' (with options to select an existing list or create a new list).

2. Select the user you want to link the permission profile to.

[Home](#) > [Edit Active Users](#)

- Manage Accounts**
 - Manage Contacts
 - Manage Shipto #
 - Manage Purchase Order No.:
 - Manage Cost Center:
 - Manage User Permissions Profiles
- Manage Users**
 - Add New Users
 - Edit Active Users
 - Active/Inactive Users
 - Workflows
- Order Setting**
 - My Account Overview
 - Select Shipto #
 - Select Contacts
 - Select Purchase Order No.:
 - Select Cost Center:
 - Proxy Approver Info
- Need Help?**
 - Email Assistance
 - FAQs

Edit Active Users

Select a User

Type the first few characters of a user name or login and click "Search" for a list of Valid Users

Search By:

Result 111 - 115 of 115

First [← Prev](#) | Page: [7](#) [8](#) [9](#) [10](#) [11](#) [12](#)

User Id	User	Active	Super User
Test-officedepot	TEST ACCOUNT	Yes	No
emailtest	A B	Yes	Yes
besteller-1	TEST BESTELLER	Yes	No
goedkeurder	TEST GOEDKEURDER	Yes	Yes
goedkeurder-1	TEST GOEDKEURDER	Yes	Yes

3. Open **Workflows/Approvals** and click **EDIT**.

Manage Accounts

- Manage Contacts
- Manage Shipto #
- Manage Purchase Order No.:
- Manage Cost Center:
- Manage User Permissions Profiles

Manage Users

- Add New Users
- Edit Active Users
- Active/Inactive Users
- Workflows

Order Setting

- My Account Overview
- Select Shipto #
- Select Contacts
- Select Purchase Order No.:
- Select Cost Center:
- Proxy Approver Info

Need Help?

- Email Assistance
- FAQs

Account Administration

User Id: emailtest

Account Settings
Manage this user's contact information, subscriptions and logins

A B
000-0000000
EBUSINESS.NL@OFFICEDEPOT.COM

EDIT CONTACT INFORMATION

Subscriptions & Settings

- ▶ Email Preferences
- ▶ Subscriptions
- ▶ Login Settings

Accounting Fields View ⊕

Permissions View ⊕

Workflows/Approvals View

Permissions Profile:
Single Approver:
Workflow Template:

EDIT

Proxy Approver Info
Proxy is currently Inactive

EDIT

Custom Catalogues (optional) View ⊕

User Group Info View ⊕

Associations View ⊕

- Choose a permission profile and click **Search** to select an approver.

Update Workflows/Approvals information

User Permissions (optional)

Permissions Profile: No Spending Limit

Enter a Workflow Template: [What is a Workflow Template?](#)

OR

Single Approver: Search [Assign a Single Approver](#)

- Select the approver you want to link from the list. In the column **super user** you can verify whether the approver is a super user. With respect to standard permission profiles, the approver has to be a super user.

Edit Active Users

Select a User

Type the first few characters of a user name or login and click "Search" for a list of Valid Users

Search By: User Id

Result 111 - 115 of 115 First [Prev](#) | Page: [7](#) [8](#) [9](#) [10](#) [11](#) [12](#)

User Id	User	Active	Super User
Test-officedepot	TEST ACCOUNT	Yes	No
emailtest	A B	Yes	Yes
besteller-1	TEST BESTELLER	Yes	No
goedkeurder	TEST GOEDKEURDER	Yes	Yes
goedkeurder-1	TEST GOEDKEURDER	Yes	Yes

- When the approver and the permission profile are chosen, click on the **UPDATE** button to save the change.

Update Workflows/Approvals information

User Permissions (optional)

Permissions Profile:	<input type="text" value="ALLES AUTORISEREN"/>	<input type="button" value="Search"/>	What is a Workflow Template?
Enter a Workflow Template:	<input type="text"/>	<input type="button" value="Search"/>	
OR			
Single Approver:	<input type="text" value="goedkeurder"/>	<input type="button" value="Search"/>	Assign a Single Approver


7. The overview of the user will show the changes. You can see the approver and approval profile.


Account Administration

User Id: emailtest

Account Settings Manage this user's contact information, subscriptions and logins	A B 000-0000000 EBUSINESS.NL@OFFICEDEPOT.COM	Subscriptions & Settings ▶ Email Preferences ▶ Subscriptions ▶ Login Settings
---	--	---

[EDIT CONTACT INFORMATION](#)

Accounting Fields [View](#) 

Permissions [View](#) 

Workflows/Approvals [View](#)

Permissions Profile:
ALLES AUTORISEREN
Single Approver:
goedkeurder
Workflow Template:

[EDIT](#)


Proxy Approver Info
Proxy is currently Inactive

[EDIT](#)

Results in ODO

1. When the shopper enters an order and goes to the check-out page, a message will appear informing the user that the order has been presented for approval.

Checkout



Please Note
Your order will now be sent for approval for the following reasons:
Autorisatieprofiel: all orders have to be approved by the Superuser

[Click Edit](#) to make changes to your existing information.

2. The button to finalize your order will automatically change to a button to forward it for approval.

[Back to shopping cart](#)

SAVE FOR LATER

PUT ORDER ON HOLD


SEND FOR APPROVAL

3. An overview of the order shows the order number. The user will also be informed that the order has been forwarded for approval.

Thank you for your order!

[Print This Page](#)

Please print this page for your records.



Please Note
Your order will now be sent for approval for the following reasons:
Autorisatieprofiel: all orders have to be approved by the Superuser

Your ordernumber: 3203274519

Estimated delivery date: 29/07/13 [View Order Details](#)

Workflow Status	Details:
Submitted by: REGULAR USER on 7/26/13	
Pending release by: MEGA USER	
Comments for the order:	

Order number:	3203274519	Username:	REGULAR USER
Order date:	7/26/13	Customer number:	0005641652
		Purchase Order:	
		Contact:	REGULAR USER
Status:	Held for Approval: Autorisatieprofiel: all orders have to be approved by the Superuser	Cost center:	
Deliver to:		Comments:	

Office Depot
Demo Account
E-commerce
Columbusweg 33
VENLO, 5928 LA
Netherlands
0773238959

Product number	Product description	Order-Quantity	Unit price	Unit of measure	Extended Price
5468481	PK6 LOWNOISETAPE BRUIN SCOTCH 50MMX66M	1	€	PAK	€

Legend:
Order quantity: Original ordered quantity
UOM: Unit of Measure
Sales Unit: Price per individual unit
Delivery Date: Expected delivery date
 *: Indicates multiple deliveries
Total Price: Ordered Quantity x Unit Price

Subtotal:
Additional charges:
VAT:
Total: €

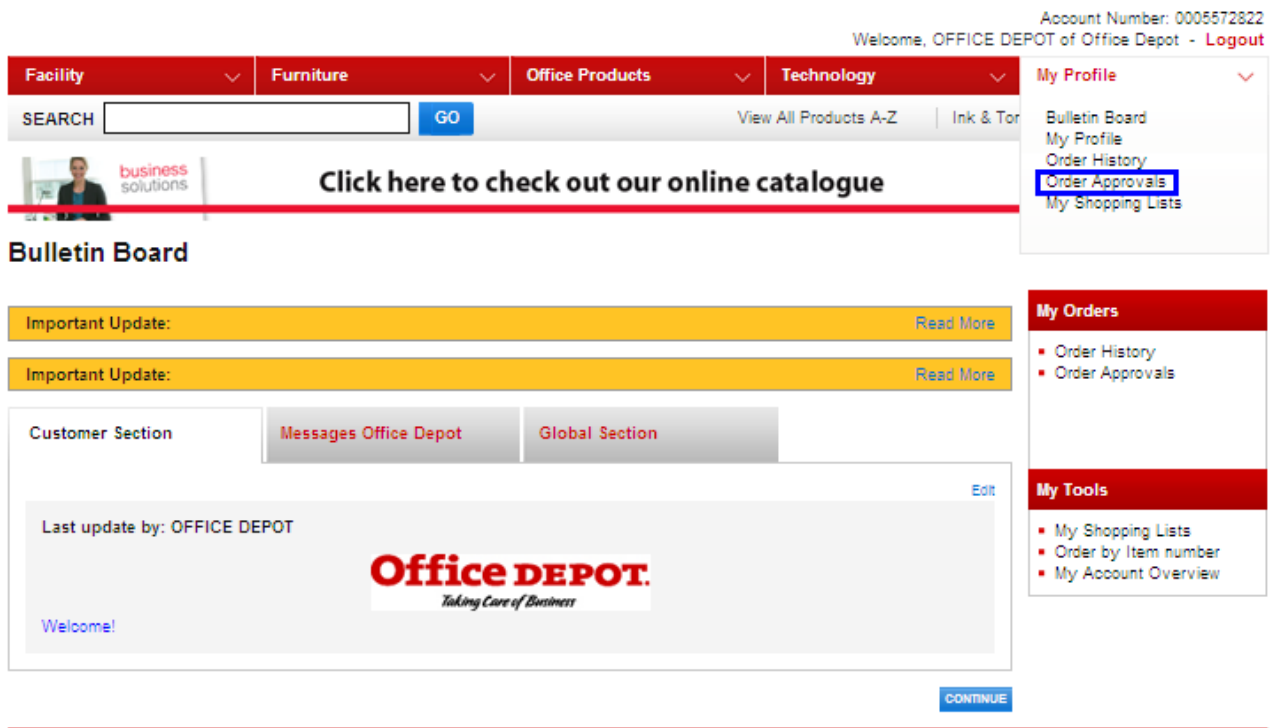
Payment type: Account Billing

Please click the "Release Order" button or the "Disapprove/Modify" button
 You will be asked to enter your user ID and password in order to release the order.

[RELEASE ORDER](#) [Disapprove/Modify](#)

- If set, the shopper and approver will receive a confirmation e-mail concerning the order. The status of the order is pending approval. Together with this status it is explained why the order has been presented for approval. If the approver has saved his login data in his cookies, he can authorize by means of the approval e-mail.

5. If the authorizer did not save his login data, the possibility exists to login to ODO and approve the order by means of **Order Approvals**.



The screenshot displays the Office DEPOT website interface. At the top right, the account number 0005672822 and a welcome message are visible. The main navigation bar includes categories like Facility, Furniture, Office Products, and Technology. A search bar is present with a 'GO' button. A 'My Profile' dropdown menu is open, highlighting 'Order Approvals'. Below the navigation, there's a banner for the online catalogue. The 'Bulletin Board' section contains two 'Important Update' notifications. The 'My Orders' section lists 'Order History' and 'Order Approvals'. The 'My Tools' section includes 'My Shopping Lists', 'Order by Item number', and 'My Account Overview'. The main content area shows a 'Customer Section' with a 'Messages Office Depot' tab and a 'Global Section' tab. A large 'Office DEPOT' logo is centered, with the tagline 'Taking Care of Business' and a 'Welcome!' message. A 'CONTINUE' button is located at the bottom right.

6. As soon as the order is approved or rejected, the shopper will receive another confirmation.

Orders

Trouble finding your order? Try searching by using one of the methods below.

Find Your Order

by selecting a date range

Search By: Order Number

Order Date Range: From: To:

Need Help?

- Email Assistance
- FAQs

Order from 26/06/13 to 26/07/13

Click an order number to see the details of your order, or to view delivery tracking information.

Held Orders

Result 1 - 3 of 3

Deselect all	Account #	Order Number	Subtotal excl. VAT	Total incl. VAT	Order Date	Cost Center	Status	Contact	Type	Approver:
<input checked="" type="checkbox"/>	0005641652	3203274519			26/07/13		Held for Approval	REGULAR USER	BSD net	Mega-user
<input type="checkbox"/>	0005641652	3203272223			19/07/13		Cancelled	REGULAR USER	BSD net	Mega-user
<input type="checkbox"/>	0005641655	3203270582			19/07/13	KOSTENPLAATS	Cancelled	REGULAR USER	BSD net	

