Arkansas Tech University Goddess Office Products Ordering Procedure

- Request access to Goddess website using form located on Procurement website.
- Procurement responds with username and temporary password.
- Log into the Goddess website and change password.
- You will receive an AR-number at the final checkout screen; this will serve as your order confirmation.
- Complete checkout process by clicking checkout button a total of 4 times.
- Click on Office Depot link to add items to shopping cart.
- All orders will be reviewed by Procurement before being submitted.
- If you are paying with a PCard, you can stop here. No further action is needed by you to complete the order.
- Requisition Users: Please use the AR-number in the commodity description of your requisition.
- After your items are received, sign and submit the Departmental Copy of the PO to Accounts Payable.
- Be sure to include office supplies in account 703916 and ink cartridges and toner in 703985.