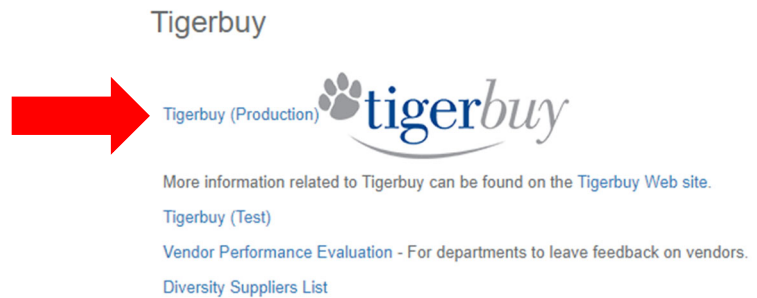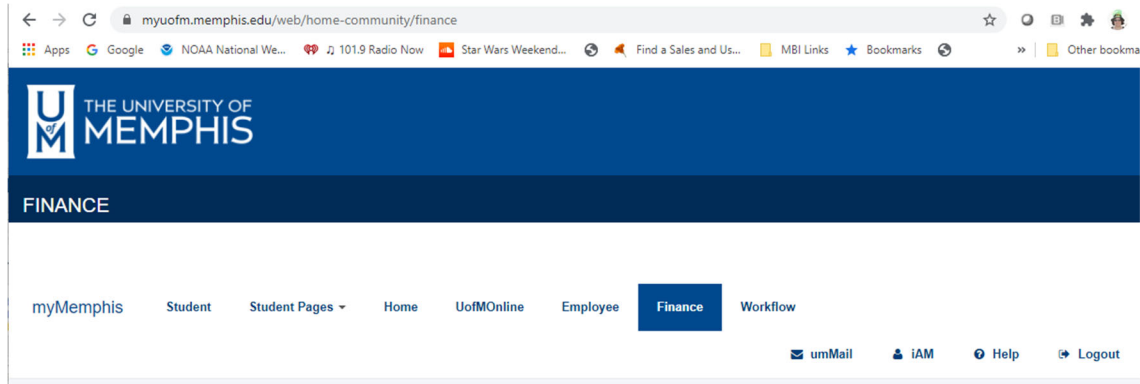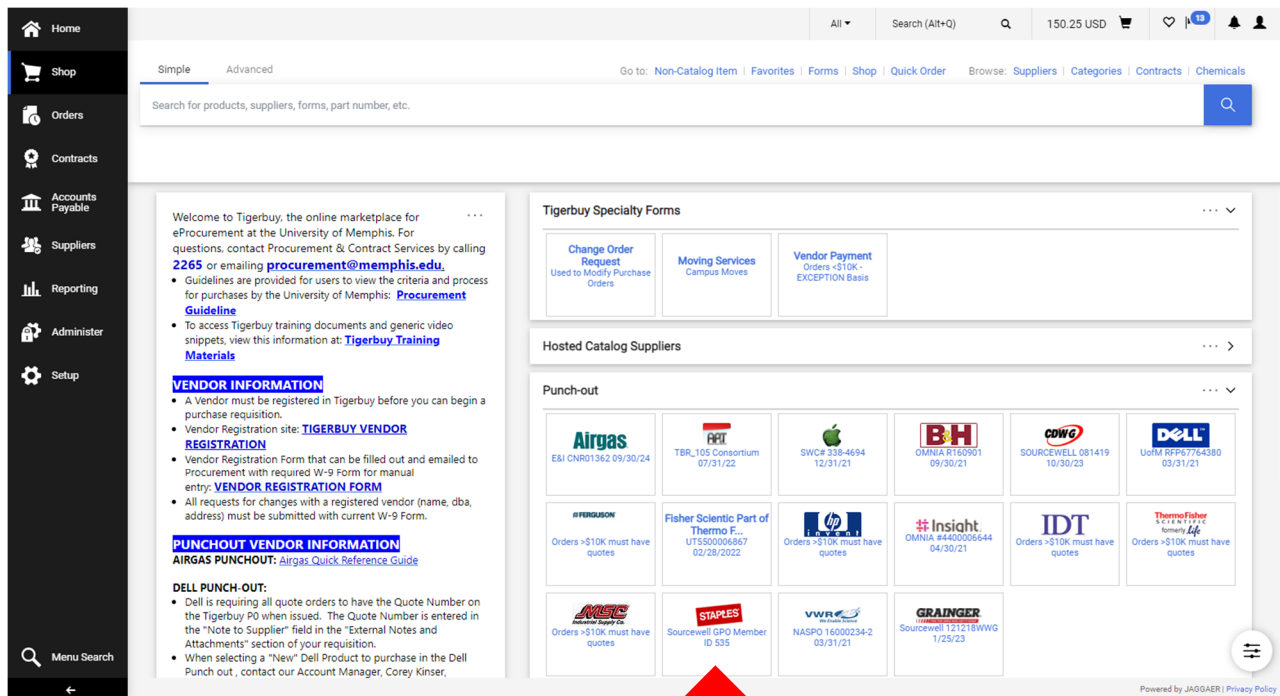# How to – Make a basic Staples order

From MyMemphis, go to the Finance tab and choose Tigerbuy Production

This will bring you to the shopping home page. Click on the Staples Punch Out Catalog button:

A screen comes up asking for the delivery zip code. Enter the zip code an click Continue.

This brings up the Staples Catalog home page. You will see places to see past orders and create your shopping lists of frequently bought items. There is a search bar at the top.
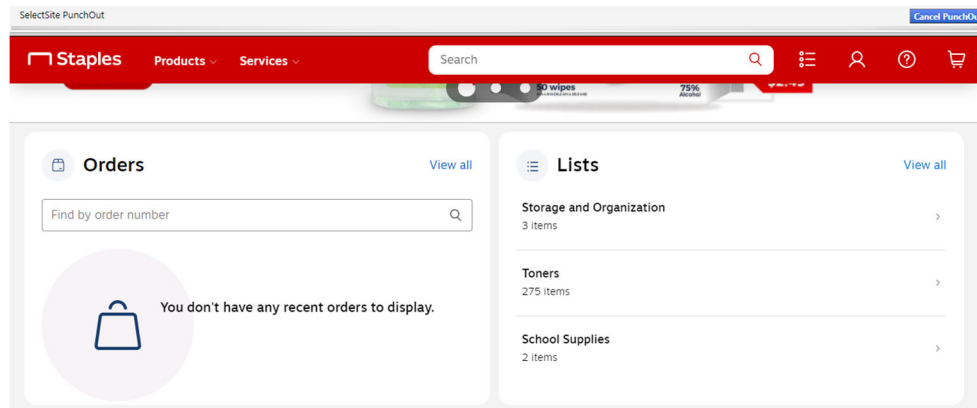
Use the Products menu at the top or scroll down to see product categories.
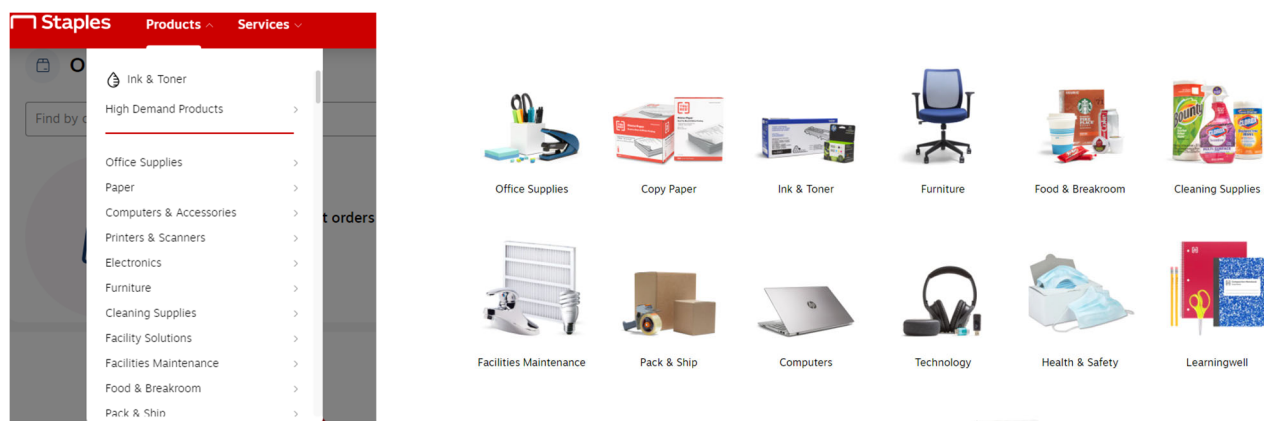
The catalog looks like any other shopping website. Choose items and add them to cart. Click on an item to go into the item information.

Pick up ⌄   Brand ⌄   Category ⌄

26% off

TRU RED™ 8.5" x 11" Copy Paper, 20 lbs., 92 Brightness, 500 Sheets/Ream, 10 Reams/Carton (TR56958)

$42.22 $57.49
5000/CT
Free delivery

Pick up in 1 hour

1 ⌄   Add

40% off

8.5" x 11" Copy Paper, 20 lbs., White, 5000 Sheets/Carton (324791)

$34.47 $57.99
5000/CT

1 ⌄   Add

32% off

Staples 30% Recycled Copy Paper 8.5" x 11", 20 lbs., White, 5000 Sheets/Carton (112350/461757)

$49.97 $73.69
5000/CT
Free delivery

Pick up in 1 hour

1 ⌄   Add

45% off

Hammermill Copy Plus Paper, 8.5" x 11", 20 lbs., White, 500 Sheets/Ream, 10 Reams/Carton (105007)

$41.70 $75.99
5000/CT
Free delivery

Pick up in 1 hour

1 ⌄   Add

*Important note: The catalog has been set up to show allowable product categories, however some items fall into an allowable category, but are not appropriate for your area or purpose. It is your responsibility to ensure your purchases comply with all University policies and guidelines. * Blocked items are generally items that should be purchased from a different vendor.

Once you have chosen your items, go to your cart to get ready for checkout. The cart shows your items, quantities, and prices. You can adjust quantities or remove items from the cart.

2 items in cart

Delivery

Sharpie Permanent Marker, Fine Point, Black, 12/Pack (30001)
Item # 125328 | MFR # 30001 | CIN # 125328
ECO
● Delivery   ○ Pick up in store
1   @ $5.59 12/DZ $5.59
$5.59
Remove

Staples Ream-Less Copy Paper, 8.5" x 11", 20 lbs., White, 2500 Sheets/Carton (20587)
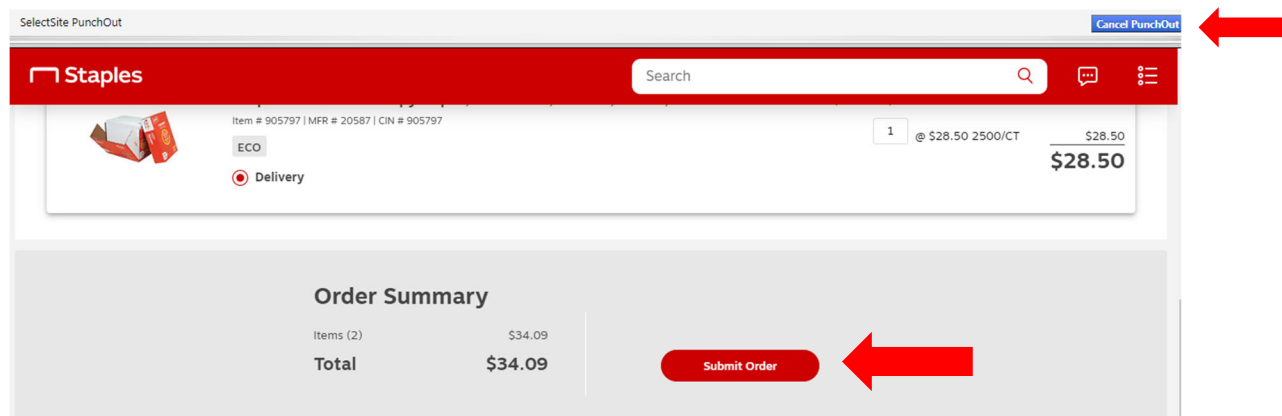Item # 905797 | MFR # 20587 | CIN # 905797
ECO
● Delivery
1   @ $28.50 2500/CT $28.50
$28.50
Remove

When all is as you wish, click **Submit order**. This is going to take your cart / order and send it back to your Tigerbuy shopping cart to finish building your **Requisition**.

If you want to leave without brining your items into Tigerbuy, Click the blue **Cancel Punchout** button.

Your Tigerbuy Shopping cart now has all of your Staples items in it. You will have several chances to edit your items and your order information. The cart is for keeping items or removing them. Details of the purchase will happen in the Requisition stage.

You will want to give your cart a name, such as "new office" or "grant supplies" to help you and your approver recognize it. This will assist your approver with approving your request via email.
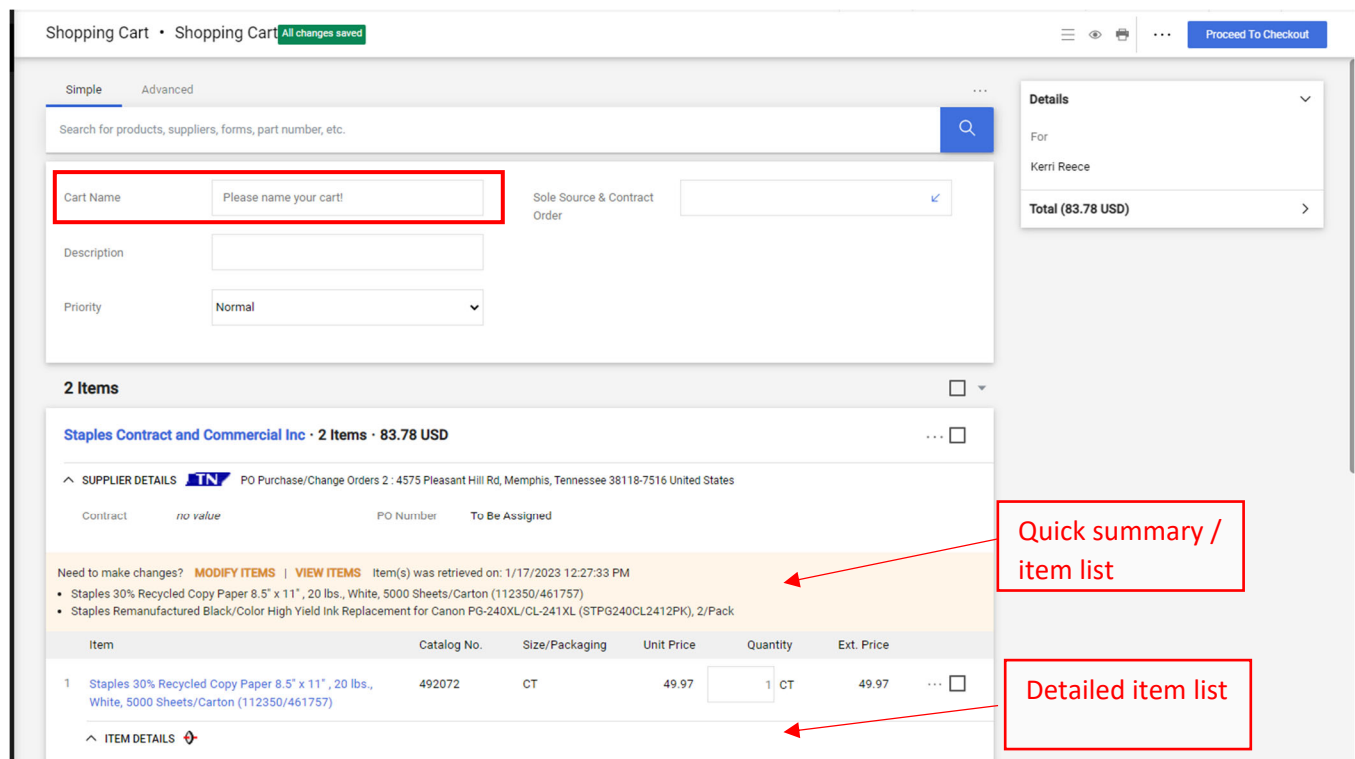
You have the ability to act on the line items in your cart. Click the check box on the line(s)and then click the blue pulldown arrow above the items section to see your options. You can work on them individually or act on several lines at once. When everything is ready to go, click the blue **Proceed to Checkout** button. That will move to the Requisition stage.

You now have a **Draft Requisition** with an assigned Requisition number. All details are available for your review. Any errors will be called out in the top right section. You can edit sections using the pencil or ellipses links top right of each section.

Scroll down to check your FOAP allocations for the overall order. Use the pencil or ellipses buttons to edit this. You can reallocate individual lines using the ellipses on each line.

If you've set up Code Favorites in your profile, use the heart to access the list. Use the plus sign (+) to add another list to split the entire order into multiple accounting codes.

If your order is ready, click the blue **Place Order** button. Under the button you can see the next step your order will take. Scroll down to see the entire workflow.

Your Requisition has now been submitted for approval.
It will go through the budget check and route to your financial manager for approval.
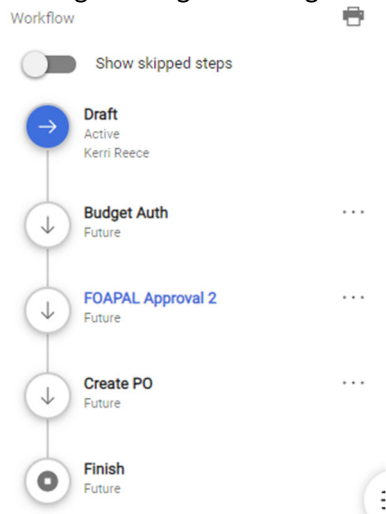
You will now get a notification in the system, and an email if you have that set up:

Re: REQUISITION SUBMITTED FOR APPROVAL #: 3689743
Cart Name: Please name your cart!
Prepared by: Kerri Reece

Dear Kerri Reece,

Your requisition has been submitted to your organization's workflow process for review. Please use "My Requisitions" to track the status of your requisition through the workflow process. You can access this requisition directly by selecting the URL below.

View Requisition

If you have any questions with regard to your requisition, please contact your SelectSite Support Team.

Support Team Contact Information: Accounts Payable @ 1-901-678-3826 or accountspayable@memphis.edu For Procurement questions use the below information: +1 901-678-2265 procurement@memphis.edu

Thank you,
University of Memphis

Your approved requisition will flow through Procurement and Banner will create an Encumbrance on your budget and issue a P0 number. Tigerbuy will then send the P0 to Staples electronically. Please note that once a staples order is transmitted electronically, we can't change or cancel it. Any corrections would need to happen through returns.

When you physically receive the items, you will need to **Receipt** them in the system (see Receipting instructions)

Should you need to make a **Return**, please see Return instructions.