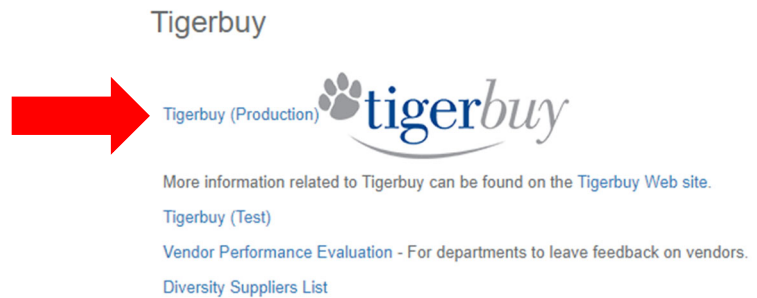
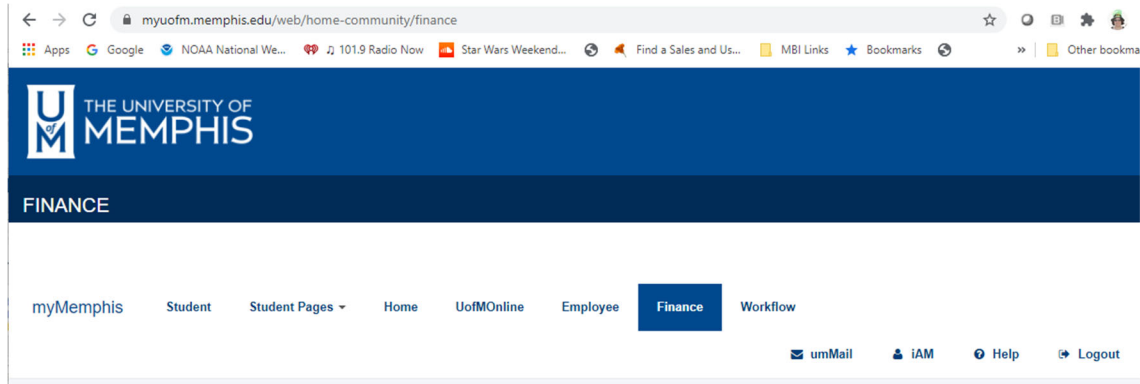
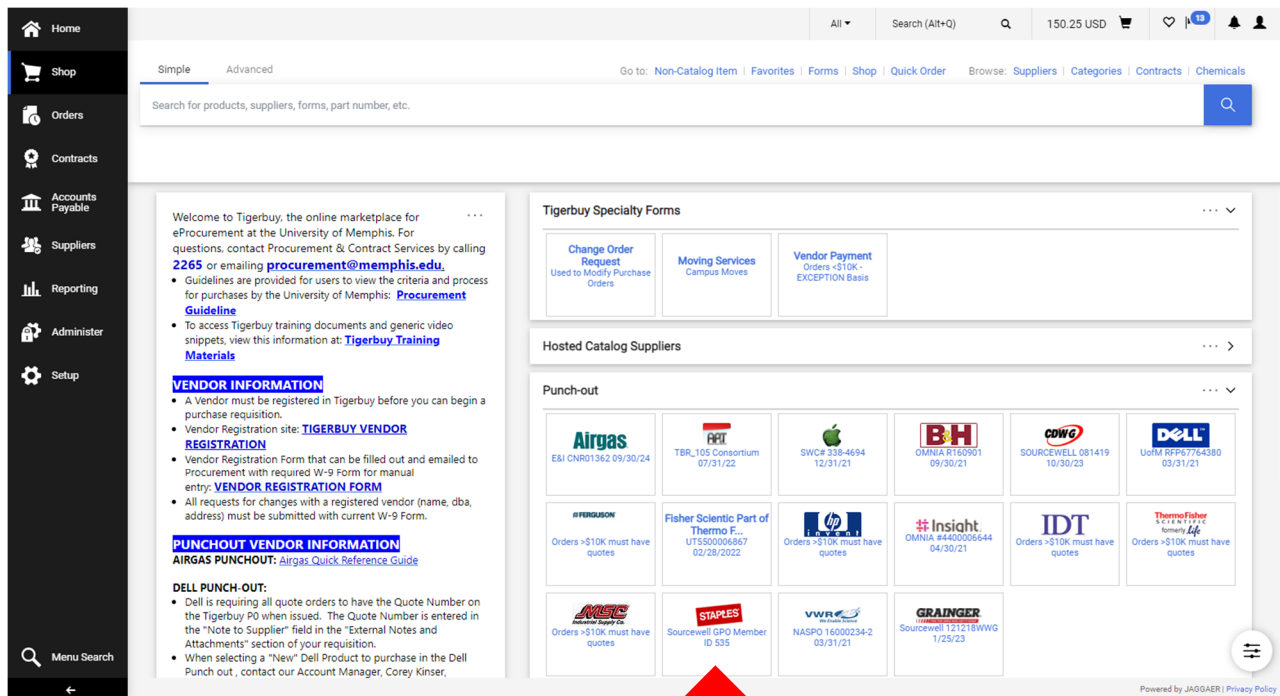


How to – Make a basic Staples order

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 and click Continue.

Delivery ZIP code

Please enter the ZIP Code of your delivery location so we can provide accurate product availability.

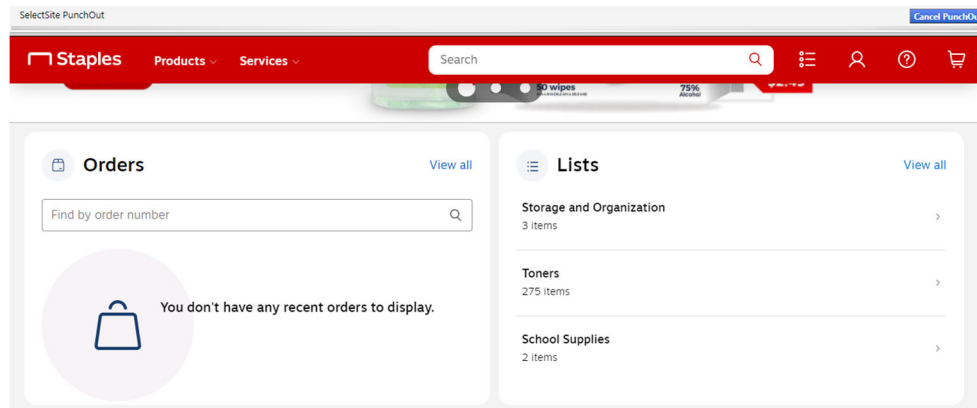
For international orders, please enter '00000'.

ZIP code

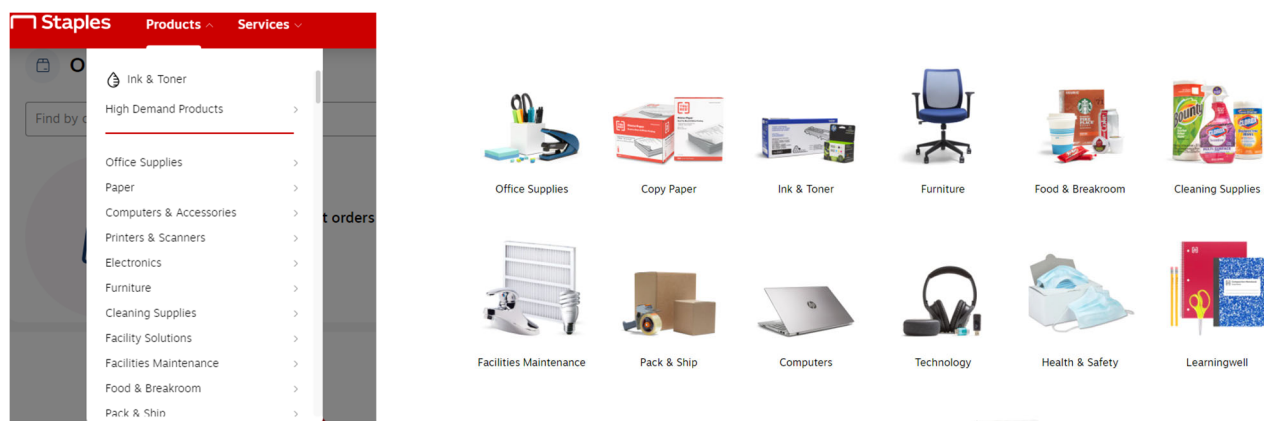
[Continue](#)

Please note the estimations provided are based off the ZIP code entered, the SKU searched, and the day and time. Our inventories are constantly changing so if any of these variables change then the estimates may no longer be accurate.

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.

Products
Services

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

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

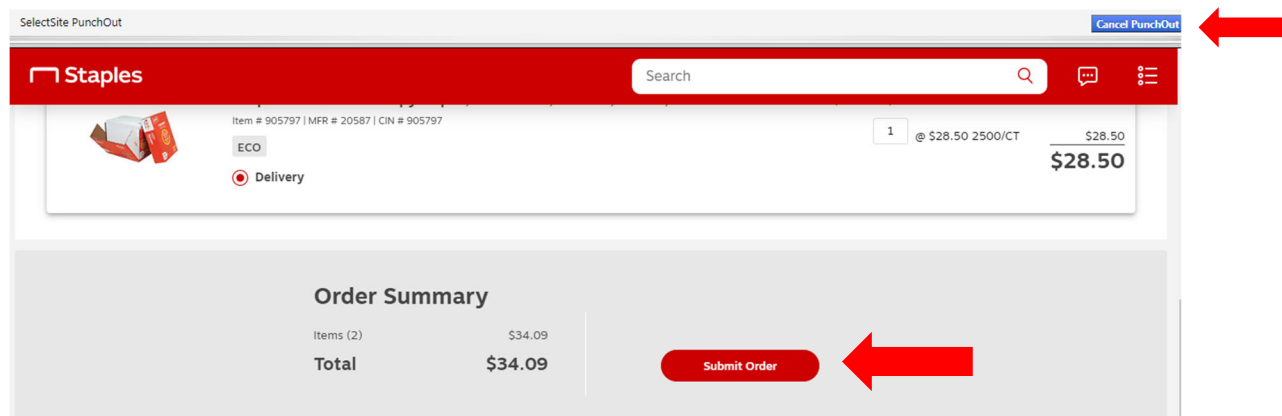
1 @ \$28.50 2500/CT

\$28.50

Remove

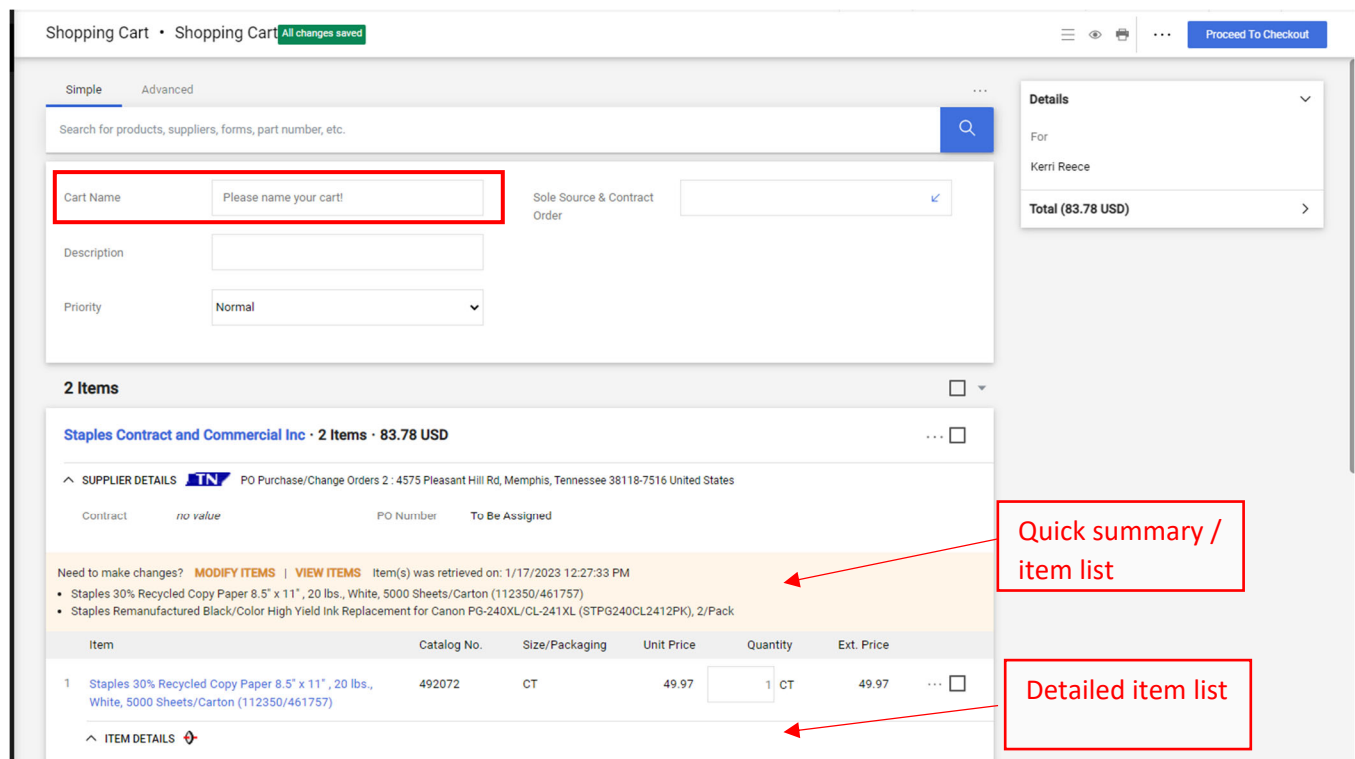
When all is as you wish, click **Submit order**. This is going to take your cart / order and send it back to your Tigerbuy shopping cart to finish building your **Requisition**.

If you want to leave without bringing 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.

The screenshot shows a shopping cart titled "Shopping Cart • Shopping Cart" with a total of 9 items valued at 187.65 USD. The supplier is Staples Contract and Commercial Inc. The cart contains two items:

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Staples Remanufactured Black High Yield Ink Cartridge Replacement for Canon PG-240 XL (TR5206B001/ST5206B001)	1004266	EA	13.01	1 EA	13.01
2 8.5" x 11" Copy Paper, 20 lbs., White, 5000 Sheets/Carton (324791)	324791	CT	39.32	4 CT	157.28

Annotations include:

- A red arrow pointing to the blue pulldown arrow above the items section.
- A red arrow pointing to the "Proceed to Checkout" button.
- A red arrow pointing to the checkbox for item 1.
- A red arrow pointing to the "expand" link in the item details section.
- A red arrow pointing to the "Add to Favorites" option in the dropdown menu.

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.

The screenshot shows a draft requisition titled "Requisition • 3689743". The interface includes tabs for Summary, Taxes/S&H, PO Preview, Comments, Attachments, and History. The main content area is divided into sections: General, Shipping, Billing, and Accounting Codes. Each section has a pencil icon and an ellipsis menu for editing.

Annotations include:

- A red box around the "General" section header with a pencil icon.
- A red box around the "Shipping" section header with a pencil icon.
- A red box around the "Billing" section header with a pencil icon.
- A red box around the "Accounting Codes" section header with a pencil icon.
- A red box around the "Ship To" field with the text "Check that your ship to is correct".
- A red box around the "Bill To" field with the text "Bill to should be accounting".
- A red box around the "Delivery Options" field with the text "Delivery is not editable for Staples catalog purchases".
- A red box around the "Draft" status indicator with the text "Correct these issues. You are unable to proceed until addressed. Required: Account".

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.

Accounting Codes

...

Chart	Fund	Organization	Account	Program	Activity
U University of Memphis	110001 Undesignated E and G	542000 Procurement Services	no value Required	4650 Gen Admin and Logistical Services	no value

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1 Staples 30% Recycled Copy Paper 8.5" x 11", 20 lbs., White, 5000 Sheets/Carton (112350/461757)	492072	CT	49.97	1 CT	49.97	...
<div> <div>ITEM DETAILS</div> <div> <div>Manufacturer Name</div> <div>Domtar</div> </div> <div> <div>Contract:</div> <div>no value</div> </div> <div> <div>Internal Note</div> <div>no value</div> </div> <div> <div>Manufacturer Part Number</div> <div>112350/461757</div> </div> <div> <div>Taxable</div> <div>×</div> </div> <div> <div>Internal Attachments</div> <div>Add</div> </div> <div> <div>Supplier Part Auxiliary ID</div> <div>492072</div> </div> <div> <div>Commodity Code</div> <div>645</div> </div> <div> <div>PO Clauses</div> <div>Add</div> </div> <div>more info...</div> </div>						

| 2 Staples Remanufactured Black/Color High Yield Ink Replacement for Canon PG-240XL/CL-241XL (STPG240CL2412PK), 2/Pack | 1004296 | PK | 33.81 | 1 PK | 33.81 | |
| ITEM DETAILS Manufacturer CLOVER TECHNOLOGIES GROUP Contract: no value Internal Note no value | | | | | | |

Total (83.78 USD)

What's next for my order?

Override

Ship To

Delivery Options

Bill To

Accounting Codes

Internal Note

Remove

Add to Favorites

Move to Another Cart

Add to Draft Cart or Pending PR/PO

Add to PO Revision

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.

Edit Accounting Codes

Accounting Codes

Chart *	Fund *	Organization *	Account *	Program *	Activity
U	110001	542000	74500	4650	Search

+

✓

♥

Code Favorites

Save

Close

Grant Program

Procurement

Procurement complete

Startup fund - Dr. X

Travel

Edit Accounting Codes

Accounting Codes

Chart *	Fund *	Organization *	Account *	Program *	Activity	% of Price
U	110001	542000	74500	4650	Search	Enter %
U	110001	542000	74500	4650	Search	Enter %

Invalid distribution value

Invalid distribution value

Split Total 0%

(0.00 USD)

Percentage is not equal to 100%

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.

Requisition • 3689743

Place Order

Summary

Taxes/S&H

PO Preview

Comments

Attachments

History

General

Cart Name

Please name your cart!

Description

no value

Priority

Normal

Prepared by

Kerri Reece

Shipping

Ship To

Contact Name

Procurement Serv

Phone

+1 901-678-3775

Email

kreece@memphis.edu

115 Admin Bldg

3720 Alumni Dr

Memphis, TN 38152-3370

Billing

Bill To

University of Memphis

Attn: Accounts Payable

275 Administration Bldg

Memphis, TN 38152-3370

United States

Draft

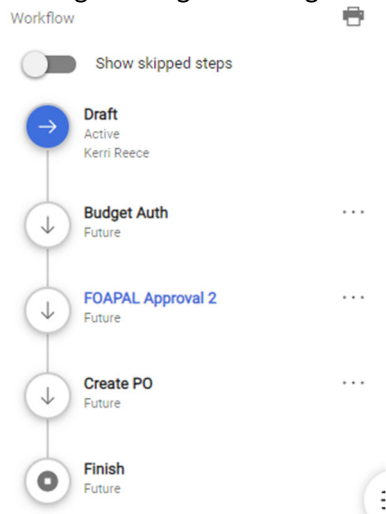
Total (83.78 USD)

>

What's next for my order?

>

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:

✓

Requisition 3689743 Submitted

Summary

Options

Requisition number

3689743

Requisition status

Pending

Cart name

Please name your cart!

Requisition date

1/17/2023

Requisition total

83.78 USD

Number of line items

2

Print

Recent orders

Return to your home page

support@sciquest.com

Your Requisition has Bee...

1:24 PM

CAUTION: This email originated from out...

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.