

Simple Office Supply Order from the Staples Punchout

1. Click on the Staples punchout from the buyWays home page.

Â					All 👻	Search (Alt+Q) C	0.00 USD 📜
1	Simple Advanced	Jump to: I NEED TO B	UY SOMETHING All Favo	rites Clemson Forms	Shop Quick Ord	er Additional Search	hes: All Suppliers Categor
ľゐ	Search for products, suppliers, forms, part number	r, etc.					
õ			Scientific/Lab Suppli	es			
血 寒	Welcome to buyWays News and Announcements			Fisher Scientific	Airgas		BIO RAD
	UPS Small Package Delivery FAQ Reminders Fiscal Year Reminders Adjust Taxes on Invoice		Supplies	Supplies	Gases & Equip	nter Orders	
a 7 	Default Delivery County Dollar Limitations AIRGAS Changes -12/16/2020 Using buyWays Video		Print Services #			PRESIDIO	
\$	 Search Guide Approving Guide Mobile Approvals Set Up Email Approval Code 		RICOH Online & @Dillard Bldg	Printer Purchasing	MFD Copier Lease	Existing MFD Lease Payment	
	Supplier Registration Process Small Catering Engagements RICOH Name Badge		Office Suppliers, Fun	niture, Cubicles, Seat	ting & Design		
	buyWays FORMS FOR REQUESTS AND DELEG/ • New User Request • Department Approval Delegation • User Role Request	ATIONS	☐ Staples. Office Supplies & Copy Paper	Independent Rep. over 40 Lines	YoungOffice Furniture Cubes and Design		
٩	PI Grant/Project Approval Delegation Stop Pay/Void/Reissue - (all other CUB)	5 forms)	Computing - II Due to	global parts shorta	ne lead times are	longer than expecte	4.11

2. Type in what you are looking for, click enter

👅 Cascade 👋 PBS 😽 Travel - new 🖸 Concur	🖌 🚽 buyWays 🕅	Qualtrics	😵 my.Clemson	§ /	Al 🚾 Suppl	ier HelpDes	sk 👖 buyV		
SelectSite PunchOut									
The Staples	scissors								
	scissors		٦	<	Recently	/ purcha	ased		
	office scissors	S	٦	<					
	heavy duty se	cissors	٦	~	A	тн На	to RED™ 8 andle (TR5!		
Tech as	kids scissors			<	00	¢	\$E 60		
flovihlo as	westcott scis	۲	<		5.09				
	left handed s	cissors	ľ	<		Fic	kare 9" Sta		
🕜 your team.	fiskars scisso	rs	٢	<	- 0		o, Grey (01		

3. Click add to the items you need



4. Either continue shopping or review and checkout.

Delivery 🗸 Scissor Type	✓ Brand ✓	Scissor Blade Coating 🗸	Color Family 🗸	Hand Orientation 🗸 🔁	All Filters
		OUR	EXPERTS SUGGEST		
56% off	Added to ca	rt RU RED™ 8" Non-Stick T icissors, Straight Handle, em #: 24380507 MFR #: TR550: 400022013	itanium Coated 2/Pack (TR55014) 14 CIN #: 24380507- 1 @ \$3.92 2/PK \$3.97 \$3.92	Review & Checkout Continue shopping	
TRU RED™ 8" Stainless Steel Scissors, Straight Handle (TR55032)	Steel Scissors, Handle, 2/Pack	Straight Titaniu < Straigh	im Coated Scissors, ht Handle, 2/Pack	Steel Scissors, Straight Handle, 2/Pack	TRU RED™ 8" Stainless Steel Scissors, Straight Handle (TR55038)
\$2.85 \$6.49	\$5.37 _{\$13.99}	\$3.92	\$14.89	\$10.69	\$5.69

5. Click Submit Order

Order Summary		\$3.92	Delivery to: <u>Clemson, SC 29631</u>	
Total		\$3.92	Submit Order	
1 item in cart				
Delivery				
CONTRACT ITEM	78% off TRU RED ^M 8" Non-Stick Titanium Coated Scissors. Straig Item #: 243805071 MFR #: TR550141 (JN #: 24380507-4400022 Delivery by Thursday, Apr 20, 2023	ht Handle, 2/Pack (TR55014) D13	1 v \$3.92 2/PK \$14.69	Remove \$3.92

- 6. Update shopping cart if needed (quantity, remove an item, change cart name, etc...)
- 7. Click Proceed to Checkout

EMS buyW	7ays						All Searc	h (Alt+Q) Q 4.19 US	
hopping Cart • \$	Shopping Cart						• • ·	Assign Cart To Requisitioner	Proceed To Checko
Simple Advance	ed							Details	
Search for products, su	ippliers, forms, part number, etc.						Q	For	
Cart Name			Delivery Osurtu	DIOKENO				Jennifer Tonkin	
Cart Name	scissors for office		Delivery County	PICKENS			~	Total (4.19 USD)	
Description								Shipping, Handling, and Tax ch Requisitioner. The values enter checked and workflow routed a	arges must be entered by ed here will be budget accordingly. Values will al:
Priority	Normal	~						be given to vendor on PO.	
								Subtotal *	3.9
								Sales Tax	0.2
1 Line							· ·	Use Tax	0.0
								Handling	0.0
Staples Inc · 1 Ite	m · 3.92 USD							Total *	4.1
SUPPLIER DETAILS	💁 🍃 🐜 🏴 🛛 Fulfillment Address 1-Chicago 🔹	•							
Contract Number	99325710 P	O Number To Be	Assigned						
Need to make changes • TRU RED 8" Non-Stic	? MODIFY ITEMS VIEW ITEMS Item(s) w k Titanium Coated Scissors, Straight Handle, 2	vas retrieved on: 4/19/20: :/Pack (TR55014)	23 11:20:37 AM						
		Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price			
Item									
Item 1 TRU RED 8" Non- Handle, 2/Pack (Stick Titanium Coated Scissors, Straight TR55014)	24380507	PK	3.92	1 PK	3.92	[]		
1 TRU RED 8" Non- Handle, 2/Pack (Stick Titanium Coated Scissors, Straight TR55014)	24380507	РК	3.92	1 PK	3.92	[]		

8. Review the information and make changes if necessary by clicking the pencil in the appropriate category

equisition • 1	69364772								∃ ⊛ €	• @ …	Assign	Cart To Requis
Summary	Taxes/S&H PO Pre	view C	comments Af	tachments	History							
General		ø	Shipping		ľ	··· Billing		ø v			Draft	
Cart Name	scissors for office		Ship To			Bill To			Total (4.19	USD)	av charges m	unt he enterer
Description no value ATTN: Jennifer Tonkin FL/RM/STE: SUITE 203 Priority Normal PROCUREMENT AND BUSINESS SERVICES CLEMSON UNIVERSITY Description SERVICES S				CLEMSON UNIV A ATTN: Jennifer To DILLARD BLDG 400 KLUGH AVE CLEMSON, SC 296	CCOUNTS PAYABLE nkin 134-5365		Requisition checked an be given to	er. The values d workflow ro vendor on PO.	entered here v	will be budget gly. Values wil		
Contact Phone Number	+1 (864) 656-1120		CLEMSON, SC 296 United States	34-5365		United States			Subtotal Sales Tax Use Tax			
Shopper	Jennifer Tonkin		Delivery Options Requested Delivery Date Delivery County	no value PICKENS PICKENS		Accounting Date	no value		Shipping Handling			
Accounting Code	25							<i>i</i>	What's nex Next Step	t for my orde Accour	r? nt/Budget Ch	eck
Account	Fund		Dept		Program	Class	Project	-	Approvers	There a	ire no approv	/ers
7201 Supplies:Office	15 CU - State - E an	i G	5365 Procurement and Bus	iness Svs	602 Inssp: Fiscal Operations	130 E and G and Deptl Revenue	1500000 Pepartmental Defau	lt	Workflow			C
Internal Notes a	nd Attachments			ø	External Notes and	Attachments		ø v		Show skipped	steps	
	no value				Note to all Suppliers	no value				Draft		

9. Edit accounting codes if necessary, click Save

CLEMS#Nbu	vWavs					All 🔻	Search (Auro)	Q 4.19 USD 🗮	
Edit Accounting Code	s								×
Accounting Codes									
Account *	Fund * =	Dept *	Program *	Class *	Project *				
7201 ⊻	15	∠ 5365	€ 602	⊭ 130	∠ 1500000	Ľ			
Required fields								Sav	e Close
* Required fields								Sav	e Close
* Required fields		Delivery Options	_	Billing Options			Use Tax	Sav	e Close 0.00
★ Required fields Number Shopper	Jennifer Tonkin	Delivery Options	no valve	Billing Options Accounting Date	e no value		Use Tax Shippin	Sav	e Close 0.00 0.00 0.00
★ Required fields Number Shopper	Jennifer Tonkin	Delivery Options Requested Delivery Date	no value	Billing Options Accounting Date	e no value		Use Tax Shippin Handlin	Sav	e Close 0.00 0.00 0.00
★ Required fields Number Shopper	Jennifer Tonkin	Delivery Options Requested Delivery Date Delivery County	no value PICKENS PICKENS	Billing Options Accounting Date	e no value		Use Tax Shippin Handlin	Sav	c Close 0.00 0.00 0.00 4.19
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Required fields Number Shopper Accounting Code	Jennifer Tonkin	Delivery Options Requested Delivery Date Delivery County	no value PICKENS PICKENS	Billing Options Accounting Date	e no value		Use Tax Shippin Handlin What's I > Next Sb	anext for my order?	Close 0.00 0.00 0.00 4.19 heck
Required fields Number Shopper Accounting Code Account	Jennifer Tonkin 28 Fund	Delivery Options Requested Delivery Date Delivery County Dept	no value PICKENS PICKENS	Billing Options Accounting Date	e <i>no</i> value Project	1	Use Tax Shipping Handlin What's Next Sh Approve	sw hext for my order? P Account/Budget C T3 There are no approx	Ciose 0.00 0.00 0.00 4.19 4.19 heck wers

10. Assign cart to requisitioner if you are only a shopper, add a note if needed. Either search for a requisitioner or select from the dropdown. If you are a requisitioner, you will not do this step.

_		_	All 🔻
Assign Cart: User Se	earch	×	≡ ⊙
Assign Cart To: Note To Assignee (via e- mail):	SELECT V or SEARCH		
	Assign	Close	~

11. If you assigned your cart to a requisitioner, this message would pop up that your cart was assigned.

Â	CLEMS buy Ways				All 👻	Search (Alt+Q)	٩	0.00 USD 📜	. ⊘	þ <mark>3</mark>	٠
E		Simple Advanced									
16		Search for products, suppl	iers, forms, part number, etc.				۹				
õ		Cart Assig	ned								
血		Requisition Summary		Options							
뿋		Requisition number	169364772	Create new draft cart							
ш		Cart name	scissors for office	Recent orders							
õ		Number of line items	1	Return to your home page							
₽											