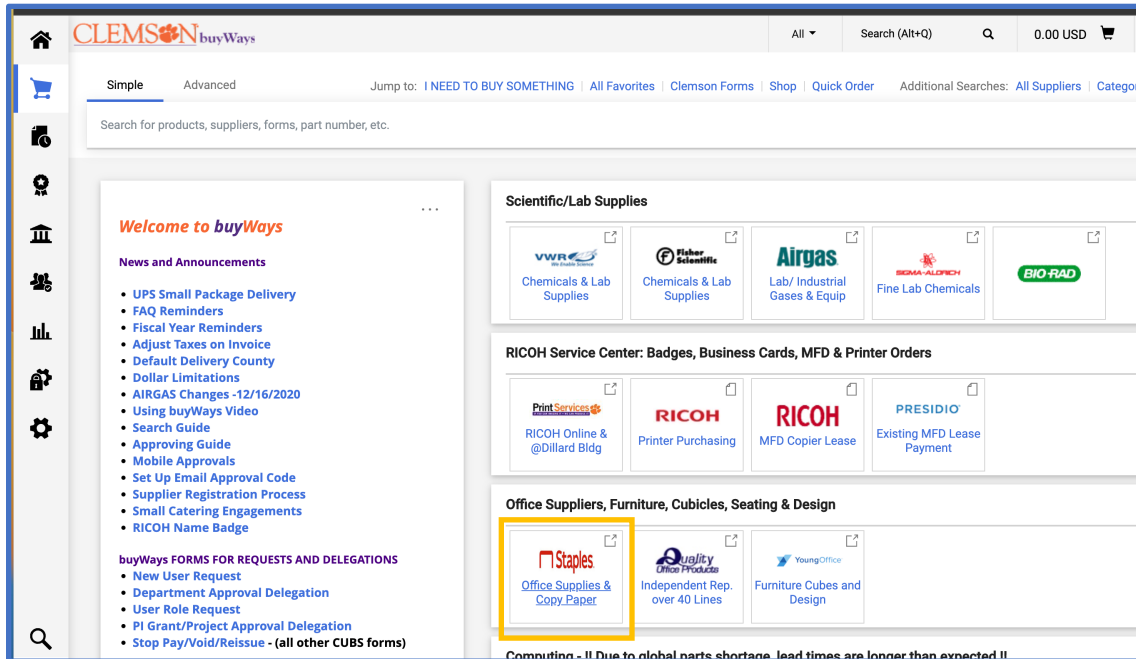


## Simple Office Supply Order from the Staples Punchout

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

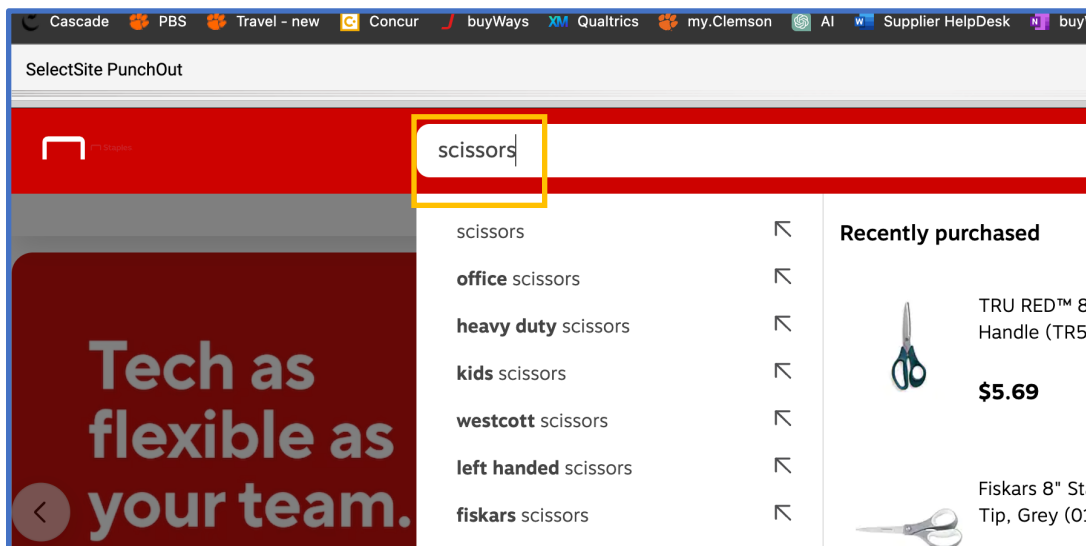


The screenshot shows the CLEMSON buyWays home page. The search bar at the top contains the text "Search for products, suppliers, forms, part number, etc.". The main content area is divided into several sections:

- Welcome to buyWays**: Includes news and announcements such as "UPS Small Package Delivery", "FAQ Reminders", "Fiscal Year Reminders", "Adjust Taxes on Invoice", "Default Delivery County", "Dollar Limitations", "AIRGAS Changes -12/16/2020", "Using buyWays Video", "Search Guide", "Approving Guide", "Mobile Approvals", "Set Up Email Approval Code", "Supplier Registration Process", "Small Catering Engagements", and "RICOH Name Badge".
- Scientific/Lab Supplies**: Includes suppliers like VWR, Fisher Scientific, Airgas, and BIO-RAD.
- RICOH Service Center: Badges, Business Cards, MFD & Printer Orders**: Includes services like RICOH Online & @Dillard Bldg, RICOH Printer Purchasing, RICOH MFD Copier Lease, and PRESIDIO Existing MFD Lease Payment.
- Office Suppliers, Furniture, Cubicles, Seating & Design**: Includes suppliers like Staples (highlighted with a yellow box), Quality Office Products, and YoungOffice.

A notification at the bottom states: "Computing - !! Due to global parts shortage, lead times are longer than expected !!"

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



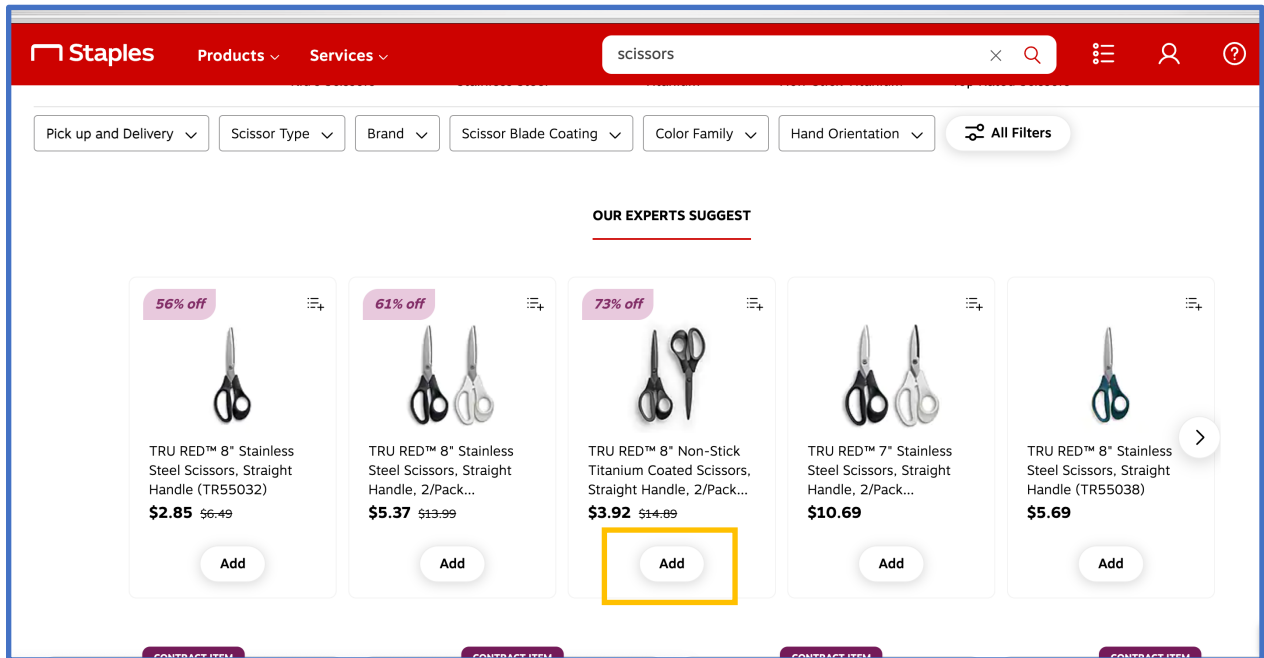
The screenshot shows the Staples PunchOut search results page. The search bar contains the text "scissors". A dropdown menu shows suggestions:

- scissors
- office scissors
- heavy duty scissors
- kids scissors
- westcott scissors
- left handed scissors
- fiskars scissors

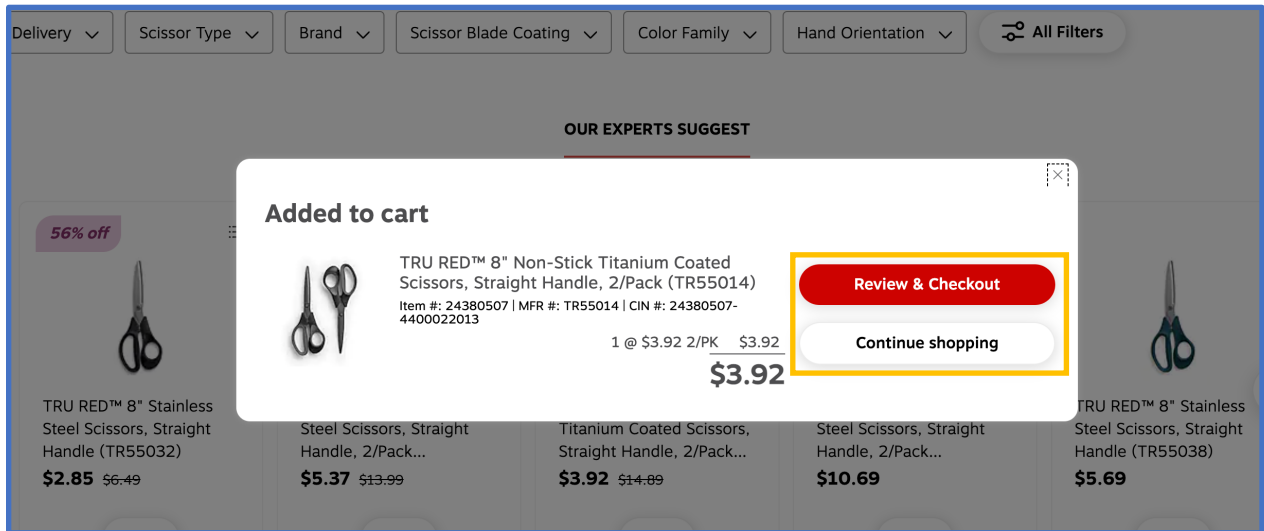
The "Recently purchased" section shows a pair of scissors for \$5.69. The product details are:

- TRU RED™ 8" Handle (TR5)
- \$5.69
- Fiskars 8" Sta Tip, Grey (01)

3. Click add to the items you need



4. Either continue shopping or review and checkout.



## 5. Click Submit Order

### Review & Checkout

[Print to pdf](#)

#### Order Summary


Items (1)	\$3.92
<b>Total</b>	<b>\$3.92</b>

Delivery to: [Clemson, SC 29631](#)

[Submit Order](#)

1 item in cart

Delivery



23% off

**TRU RED™ 8" Non-Stick Titanium Coated Scissors, Straight Handle, 2/Pack (TR55014)**

Item #: 24380507 | MFR #: TR55014 | CIN #: 24380507-4400022013

[Remove](#)

**CONTRACT ITEM** Delivery by Thursday, Apr 20, 2023

1  \$3.92 2/PK \$14.99 **\$3.92**

## 6. Update shopping cart if needed (quantity, remove an item, change cart name, etc...)

## 7. Click Proceed to Checkout

**CLEMSON** buyWays

Shopping Cart • Shopping Cart

[Assign Cart To Requisitioner](#) [Proceed To Checkout](#)

Simple | Advanced

Search for products, suppliers, forms, part number, etc.

Cart Name:  Delivery County:

Description:

Priority:

1 Line

Staples Inc • 1 Item • 3.92 USD

**SUPPLIER DETAILS** Fulfillment Address 1-Chicago

Contract Number: 99325710 PO Number: To Be Assigned

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 4/19/2023 11:20:37 AM

- TRU RED 8" Non-Stick Titanium Coated Scissors, Straight Handle, 2/Pack (TR55014)

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1 TRU RED 8" Non-Stick Titanium Coated Scissors, Straight Handle, 2/Pack (TR55014)	24380507	PK	3.92	1 PK	3.92	<input type="checkbox"/>

**ITEM DETAILS**

Manufacturer: STAPLES BRANDS GROUP Contract: 99325710 Internal:

**Details**

For Jennifer Tonkin

**Total (4.19 USD)**

Shipping, Handling, and Tax charges must be entered by the Requisitioner. The values entered here will be budget checked and workflow routed accordingly. Values will also be given to vendor on PO.

Subtotal *	3.92
Sales Tax	0.27
Use Tax	0.00
Shipping	0.00
Handling	0.00
<b>Total *</b>	<b>4.19</b>

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

The screenshot shows the 'Requisition' page for requisition number 169364772. The page is divided into several sections: General, Shipping, Billing, Accounting Codes, Internal Notes and Attachments, and External Notes and Attachments. A 'Draft' summary panel is on the right. A yellow box highlights a pencil icon in the Accounting Codes section, indicating where to click to edit the codes.

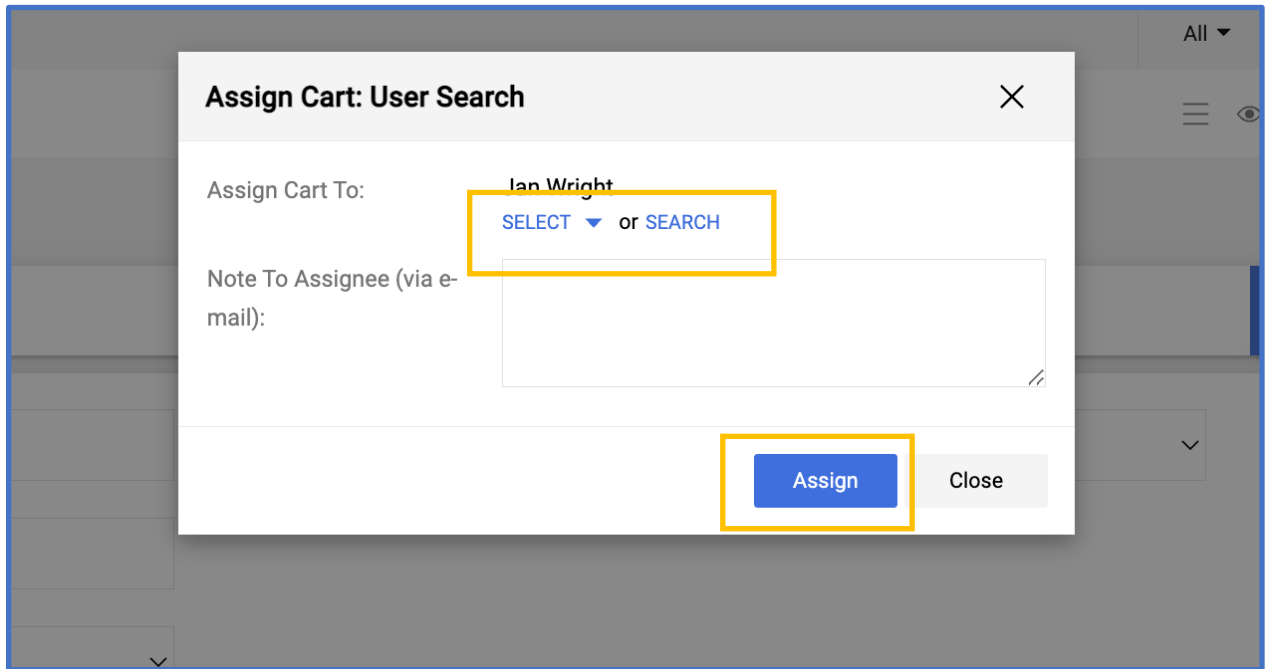
Account	Fund	Dept	Program	Class	Project
7201 Supplies/Office	15 CU - State - E and G	5365 Procurement and Business Svs	602 Inssp: Fiscal Operations	130 E and G and Deptl Revenues	1500000 Departmental Default

9. Edit accounting codes if necessary, click Save

The screenshot shows the 'Edit Accounting Codes' dialog box. It contains a table with columns for Account, Fund, Dept, Program, Class, and Project. The 'Save' button is highlighted with a yellow box, indicating where to click to save the changes.

Account *	Fund *	Dept *	Program *	Class *	Project *
7201	15	5365	602	130	1500000

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.



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

