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:
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. Hover over an item to get quick add to appear or click on item to go into the item information.
*Important note: The catalog has been set up to show allowable product categories, however some items fall into an allowable category, but are not allowed on the P Card. It is your responsibility to ensure your purchases comply with all University policies and guidelines. *

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.

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 still have several chances to edit your items and your order information.

You can give your cart a name, such as “new office” or “grant supplies” to help you recognize it.

You have the ability to select items in your cart and perform action on them. Click the selection squares on the far right and pull down the menu to see available actions.
You can also act on lines using the ellipses button on the line:

When everything is ready to go, Click the blue **Proceed to Checkout** button.

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 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:

![Notification and Email]

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and trust the content is safe.

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Re: REQUISITION SUBMITTED FOR APPROVAL #: 3264167
Carl Name: staples order
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 @ 1-901-678-3526 or accounts payable@memphis.edu. For Procurement questions use the below information:
+1 901-678-2250 procurement@memphis.edu

Thank you,
University of Memphis

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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.

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.