Ordering From Staples Using iProcurement

1. When the iProcurement page appears, go to the Stores section and click on the Staples logo.

2. When the Staples site appears, use the Search box to find your desired items. You can initiate a search by entering either a catalog number or a keyword. In the example, the phrase “uniball pen” is entered.

3. After entering your search criteria, click on the magnify glass icon.

4. Your search results will appear. To add an item to your online shopping cart, click on the orange add button. (You can also adjust the quantity of the item here.)

5. A confirmation indicating the addition of your item to your online shopping cart will appear. Click on the Review & Checkout button if you only intend to order one item. Click on the Continue Shopping button to add more items to your cart.

6. Repeat steps 2-5 to locate and add additional items to your online shopping cart.

7. After adding the desired items to your shopping cart, click on Review & Checkout at the last item confirmation. If you do not see this option, click on the shopping cart icon found at the top right-hand corner of the page.

8. After reviewing your item(s), click on one of the orange Submit Order buttons.

9. The selected items will transfer to your shopping cart in iProcurement. Click on the Save button to save your requisition.

10. The system requires a Requisition Description and will auto-populate this field with the description of the first item that appeared in your cart. You can leave this as-is or enter a new value.
11. Click on the **Save button**.

12. A **Confirmation** will appear. Click on **Continue with Checkout**.

13. Click on **Checkout**.

14. Complete the required fields located at the top of the **Checkout: Requisition Information** screen as shown.
   a. **Requisition Description**: Leave this field as-is.
   b. **Order Method**: Enter *Fax* as the method.
   c. **Deliver To**: Enter the order recipient’s name.
   d. **Building Room**: Enter the recipient’s building and room number.
   e. **Requester’s Phone #**: Enter the recipient’s phone number.
   f. **Requester’s Email**: Enter the recipient’s email address.
   g. **Department Name**: Enter the name of the recipient’s department.
   h. **Expiration Date**: Leave this field blank.
   i. **Do scanned documents exist?**: This field defaults to N (No). Do not change the value of this field.

15. Under the **Delivery** section, the **Requester** field can remain as it is. The **Deliver-To Location** field defaults to *Bham Main Campus*. This value can be changed if desired by clicking on the Search (magnify glass) icon and selecting another value. Leave the **Hazard Class** field blank.
16. Go to the **Billing** section located at the bottom right-hand corner of the screen. If you are charging the item(s) to a grant account, populate the fields beginning with **Project** and ending with **Expenditure Item Date** as shown. Otherwise, skip this step.

   a. **Project**: Enter the project number here. This is a six-digit number that begins with the number three (Ex: 322223).
   
   b. **Task**: Enter the task number here. This is a five-character string beginning with two digits, followed by a period (.) and an additional two digits (Ex: 01.01).
   
   c. **Award**: Enter the award number here. This is a seven-digit number that begins with the number two (Ex: 2017322).
   
   d. **Expenditure Type**: Enter the desired object code here. The most commonly used codes are 8201099 (Supp-Other Off/Admin) and 8202099 (Supp-Other Gen Lab). See the object code listing for more codes.
   
   e. **Expenditure Organization**: This is a two-digit number, which is generally the number ten (10).
   
   f. **Expenditure Item Date** Enter the current day’s date here in the following format: DD-MMM-YYYY. You can also populate this field by clicking on the calendar icon found next to this field.

17. Under the **Billing** section, if you are charging the item(s) to a General Ledger (GL) account enter the following information listed below. Otherwise, skip this step.

   a. Click on the **ENTER CHARGE ACCOUNT** link located in the **Charge Account** field.
   
   b. On the **Requisition Information: Edit Lines** screen, click on the **Enter Charge Account** link that appears next to your item description.
c. On the **Requisition Information: Split Cost Allocation** screen, click on the magnify glass icon located next to the **UAB_AKF** field.

![Requisition Information: Split Cost Allocation](image)

d. On the **Search and Select: UAB_AKF** screen, enter the first segment of your General Ledger (GL) account string in the **Account** field. The first segment of the account string contains seven digits (Ex: 2100098, 7128956, etc.). The fields listed from **Subaccount** to **Future** can remain as they are.

![Search and Select: UAB_AKF](image)

e. Enter your object code in the **OBJECT** field. The most commonly used codes are 8201099 (Supp-Other Off/Admin) and 8202099 (Supp-Other Gen Lab). See the object code listing for more codes.

![Search results](image)

f. Click on the **Search** button.

![Search results](image)

g. Under **Results**, click on the **Select** radio button and then click the **Select** button.
h. On the **Requisition Information: Split Cost Allocation** screen, click on the **Apply** button that appears to your right.

![Tip!](image) If you have more than one item on the requisition that you would like to charge to the account and object code that you entered, click the **Apply this Cost Allocation information to all applicable requisition lines** box before you click on the **Apply** button.

i. When the **Requisition Information: Edit Lines** screen reappears click on the **Apply** button that appears to your right.

18. At the **Checkout: Requisition Information** screen, click on the **Submit** button to submit the document for approval.

19. You will receive a confirmation message that lists the requisition number. Click on the **Continue Shopping** button. The system will route you back to the **Shop** tab, where the requisition is listed under the **My Requisitions** section. The status of the requisition should read **In Process**.