

After checking out of Staples and back in ConnectCarolina, click on "Select All/Deselect All" and click on "Mass Change"

Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments
1	Staples Notepads, 8.5" x 11.75		STAPLES BUSINESS ADVANTAGE	1.0000	Dozen	8.1100	8.11		
2	Staples Invisible Tape, 3/4" x		STAPLES BUSINESS ADVANTAGE	1.0000	Cello Pack	7.7900	7.79		

Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change

Total Amount 15.90 USD

Enter STAPLES_HD under Ship To Location and click on OK button at the bottom of the page

Edit Lines/Shipping/Accounting for Selected Lines

Line Information ?

Note: The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier ID Supplier Location

Buyer Category

Shipping Information

Ship To Location

Due Date Attention

Comments

Below message will pop up. Click on OK

Retrofit field changes to the selected existing requisition lines/schedules not already sourced to POs. (10150,296)

Ship To Location is now changed to STAPLES_HD. Ignore the address that shows up under this location, Staples will deliver to the home address

Cart Summary: Total Amount 15.90 USD

Expand lines to review shipping and accounting details Add More Items

Requisition Lines

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1	Staples Notepads, 8.5" x 11.75		STAPLES BUSINESS ADVANTAGE	1,0000	Dozen	8.110	8.11		Add
2	Staples Invisible Tape, 3/4" x		STAPLES BUSINESS ADVANTAGE	1,0000	Cello Pack	7.780	7.79		Add

Select All / Deselect All Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change

Total Amount 15.90 USD

Shipping Summary

Edit for All Lines

Ship To Location	STAPLES_HD
Address	166 A AIRPORT DRIVE Chapel Hill, NC 27516
Attention To	Krishna Bheemireddy
Comments	