Submitting a BuyCarolina Staples Home Delivery Order

Finding a Requisition

Searching a requisition is the first step to using the Manage Requisitions page.

1. From the Admin WorkCenter page in ConnectCarolina, follow this menu option:
   Finance WorkCenter > BuyCarolina/PurchaseOrder > Manage Requisition

2. On the manage requisitions page, complete one or more of the fields.

3. Click the Search button.

Edit the Shipping Information

The requisition line section displays information about each requisition line. The information auto-populates from your default requestor preferences, but you may need to make changes if the order needs to be shipped to a home address.

1. To change the requisition information, mark the checkbox Select All/ Deselect All.

2. Click the Mass Change link.

3. In the Ship To Location field, enter STAPLES_HD.

   **Result:** A pop-up window will appear.

4. Click the OK button on the pop-up window.

   **Result:** The Ship To Location is now changed to STAPLES_HD. You can ignore the address that is displayed under the Shipping Summary as Staples will deliver to the home address.