Submitting a BuyCarolina Staples Order for Off Campus Delivery

You can ship your Staple Orders placed through BuyCarolina to be delivered off-campus. You will be required to edit the Ship to Location and detail the address information on the Edit Requisition page of the requisition in ConnectCarolina. The requisition line section displays information about each requisition line. The information auto-populates from your default requestor preferences, but you will need to change the Ship To Address to STAPLES_HD.

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. This will ensure every line on the PO ship to location gets updated.

4. In the Attention field, enter the recipients name.

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

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

   **Result:** The Ship To Location is now changed to STAPLES_HD. The displayed Ship To Address is that from Staples_HD and alerts Staples that this is an Off-Campus Delivery. The address you enter in step 6 is where the order will be delivered.

6. In the Requisition Comments and Attachments field, enter the recipients address.

   **Note:** This does not have to be formatted in 3 lines. There is a 35-character limit.

7. Mark the checkbox Send to Supplier.