

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**.

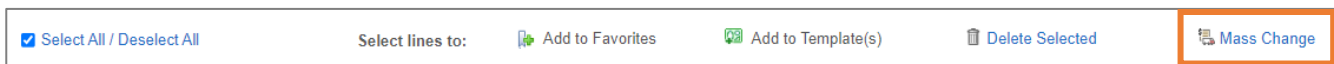


Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments
1	Staples Notepads, 8.5" x 11.75"		STAPLES BUSINESS ADVANTAGE	1,0000	Dozen	8.1100	8.11		Add
2	Staples Invisible Tape, 3/4" x		STAPLES BUSINESS ADVANTAGE	1,0000	Cello Pack	7.7900	7.79		Add

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

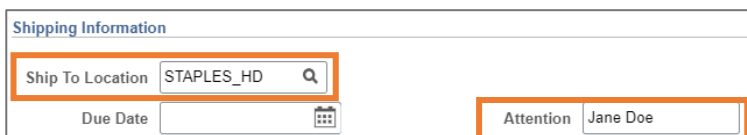
Total Amount: 15.90 USD

2. Click the **Mass Change** link.



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

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.



Shipping Information

Ship To Location:

Due Date:

Attention:

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.



Requisition Comments and Attachments

Enter requisition comments

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

7. Mark the checkbox **Send to Supplier**.



Send to Supplier