JOB AID FOR PUNCHOUT REQUESTERS

TO CREATE REQUISITION AND SHOP AT THE SAME TIME

Log in using your User ID and Password to the iRattler Portal, then go to the Financials EIT portal.

Link: Financials EIT>eProcurement>Create Requisition
The requisition template will open up and you need to enter the Vendor ID for Staples, which is 043390816, the Ship To code that applies to this order, the Due Date, a name in the Attention To field if necessary, and the Dept ID, Fund, Project (if applicable) that this order is to be charged against. Then hit “Continue” to move to Step #2.

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Click on the Web tab
Click on the Staples Merchant link to Punchout Staples catalog, then you can search, click on items, and add items to the cart using the specific prompts in the site.
Add items to your order

• **Quick Order:** Enter the Item Number and quantity and click **Add**.

• **Enter Several Items:** Allows you to enter up to 20 items at once.

• **Search:** Look for an item by Staples Item Number or Keyword and click **Search**. Search will display a summary of matching categories and the top ranking items in each category that match your criteria. Choose a category or brand or go directly to an item. You can also narrow your results by Recycled or Minority-and/or Women-Owned Business Enterprise products. You will also be able to select Show Images to view products or, if you prefer, Hide Images to display text only.

• **Ink & Toner Finder:** Helps you find refills and supplies for your business machines.
• **Catalog:** Click a category from the Product Navigation Bar and select the category or subcategory to view products. Use the Product Page to add items to your order.

**Product Page**

Access the product page either through the Home Page, the Product Navigation Bar or through a search.

• To add an item to your order, enter quantity in the quantity field and click **Add to Order**.
• If an item is in your order, you can edit the quantity and click **Update**.
• To check the expected delivery date, enter the quantity you want and click **Delivery Date**.
Click View Order to see items in your current order. To continue shopping, click Continue Shopping or click Home.
To check delivery date: Click **Delivery Date** to see the expected delivery date for an item or click **View All** to view expected delivery dates for all items.

**Ampad Evidence® Colored Combo Hanging File Folders, 12 Pockets/12 Tabs, Assorted Colors, LETTER-size 3 1/2” x 11”, 3/4” Expansion, 12 Sets/Box**
Staples Item No. 516593

<table>
<thead>
<tr>
<th>Customer's Item No.</th>
<th>MFR Item No.</th>
<th>UOM/Qty</th>
<th>Your Price</th>
<th>Qty</th>
<th>Item Total</th>
<th>Expected Delivery Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>516593</td>
<td>AMPL6157</td>
<td>BY/24</td>
<td>$13.45</td>
<td>1</td>
<td>$13.45</td>
<td>Delivery Date</td>
</tr>
</tbody>
</table>

**Staples® Pressboard Top Tab Guides, Letter, 10” x 11 3/4”, 1-31, 30/St**
Staples Item No. 510388

<table>
<thead>
<tr>
<th>Customer's Item No.</th>
<th>MFR Item No.</th>
<th>UOM/Qty</th>
<th>Your Price</th>
<th>Qty.</th>
<th>Item Total</th>
<th>Expected Delivery Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>510388</td>
<td>STRP1PK915</td>
<td>ST/10</td>
<td>$13.00</td>
<td>1</td>
<td>$13.00</td>
<td>Delivery Date</td>
</tr>
</tbody>
</table>

**Total**: $26.45
• To modify: Change quantities and click **Update Order**. Delete an item from your order by clicking on **Remove an Item**.

• Click **Submit** to view order information. If all information is accurate, click **Submit** again. If not, make necessary changes, then click **Submit Order**.
After you Click Submit Order, the order is returned to iRattler for Review and Submit

Click Step #3, to review items from Staples Punchout Catalog
Once reviewed, Save and Submit or Save and preview approvals.