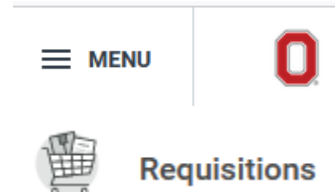


How to Order Items from Staples in Workday

Click on Menu from Workday home screen->Choose Requisitions (if that has been saved as an App there- if not then click Request Travel or Purchase – Request to procure goods and/or services) and add Requisitions as an App for next time. Then click Connect to Supplier Website on bottom right of screen.



OR

Type in CREATE REQUISITIONS in Search Field, this opens the Worktags window, Choose "Buckeye Buy" for Requisition Type. Choose "Connect to Supplier Website" and the rest works the same way from there.

Ordering Methods

- [Search Catalog](#)
- [Request Non-Catalog Items](#)
- [Connect to Supplier Website](#) ←

Choose:
Connect to Supplier Website

Scroll to STAPLES and click CONNECT on the right, being sure the **“Regional”** Catalog is chosen:

	STAPLES CONTRACT AND COMMERCIAL INC (REGIONAL) <input checked="" type="checkbox"/>	STAPLES CONTRACT AND COMMERCIAL INC <input type="checkbox"/>	Office Supplies https://busfin.osu.edu/buy-sell-travel/purchasing/find-supplier	Connect
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Enter your delivery zip code and start to search the catalog. Best practice is to choose "On Contract" Items. Add Items to Cart, Review, **Submit Order**:

Review & Checkout

[Print to pdf](#)

Order Summary		Delivery to: Cortland, OH 44410
Items (1)	\$12.83	Submit Order
Total	\$12.83	

Once you submit your order, fill out the memo line, and review your items. Click **“Checkout”**.

Fill out the Requisition information needed. Fill out the “Memo to Suppliers” & ”Internal Memo” fields in order to complete your order.

Check order, fill out memo line Worktags, and any pertinent information. *If there are amounts that need changed in Quantity, they can be made in the LINES at this stage.*

Scroll down -even though there may be a red error showing- & click **“Submit”**. If a blue check mark appears you have successfully completed the requisition.

Goods

1 Item

*Cost Center	*Balancing Unit	*Fund	Gift	Grant	Program	Project
CC12034 FAES Trumbull County	BL1321 FAES Trumbull County	FD111 Designated Other Fund				

Services

0 Items

Order	Image	Company	Item	Description	*Spend Category	Extended Amount	Date	Deliver-To	*Ship-To
No Data									

Attachments

Tax

Total Tax Amount 0.00

Submit Save for Later Continue Shopping

Log the Requisition number to track, reconcile or to edit/cancel the order. If you need to Edit/Cancel Requisition, hover over Requisition to show additional actions.

MENU

Q RQ-1001424626

View Requisition RQ-1001424626

Company: The Ohio State University | Requester: Employee: Ingrid Twist-Hamilton

Shipping Address

Deliver-To: Remote Location

Ship-To Address: 2650 Kenny Road Columbus, OH 432

Requisition Information

Request Date, Currency, Requisition Type, High Priority, Sourcing Buyer, Submitted by, Consolidate Requisitions on Purchase Orders, Exclude Ship-To Address when Consolidating Requisition L, Memo to Suppliers, Internal Memo, Total Tax Amount 0.00

Actions: Requisition, Additional Data, Budget Date, Favorite, Procurement, Supplier Link

Requisition Summary

Status: In Progress

Company: The Ohio State University

Worker: Ingrid Twist-Hamilton

Shipping Address: 2650 Kenny Road Columbus, OH 43210 United States of America

Date: 08/03/2023

Currency: USD

Total Amount: 12.83

Requisition Type: Non-Catalog Request

Sourcing Buyer: (empty)

Submitted by: Ingrid Twist-Hamilton

High Priority: No

Consolidate Requisitions on Purchase Orders: No

Requisition Lines 1 Item

Company	Line Description	Spend Category	Extended Amount	*Cost Center	*Balancing Unit	*Fund