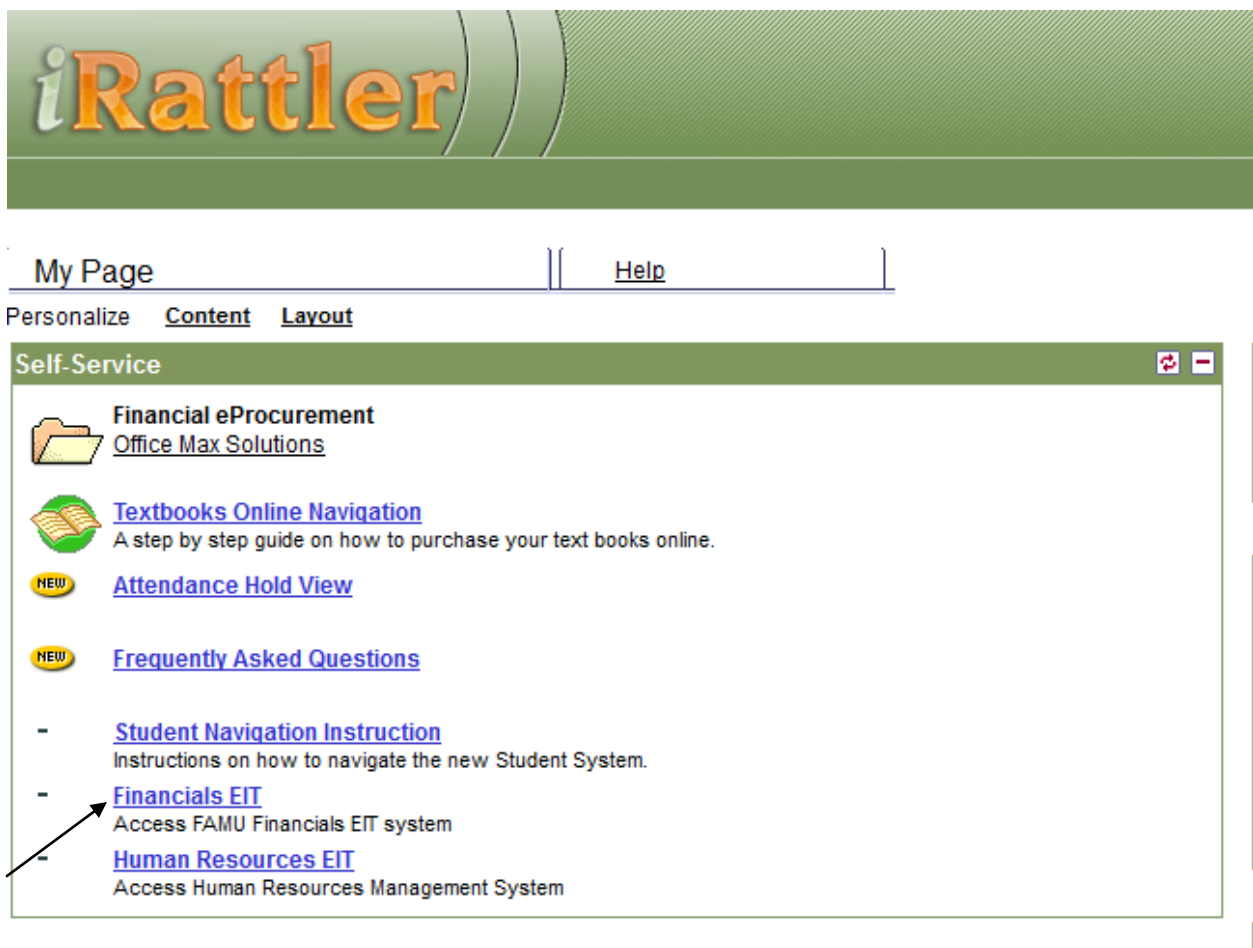


JOB AID FOR PUNCHOUT REQUESTERS





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.

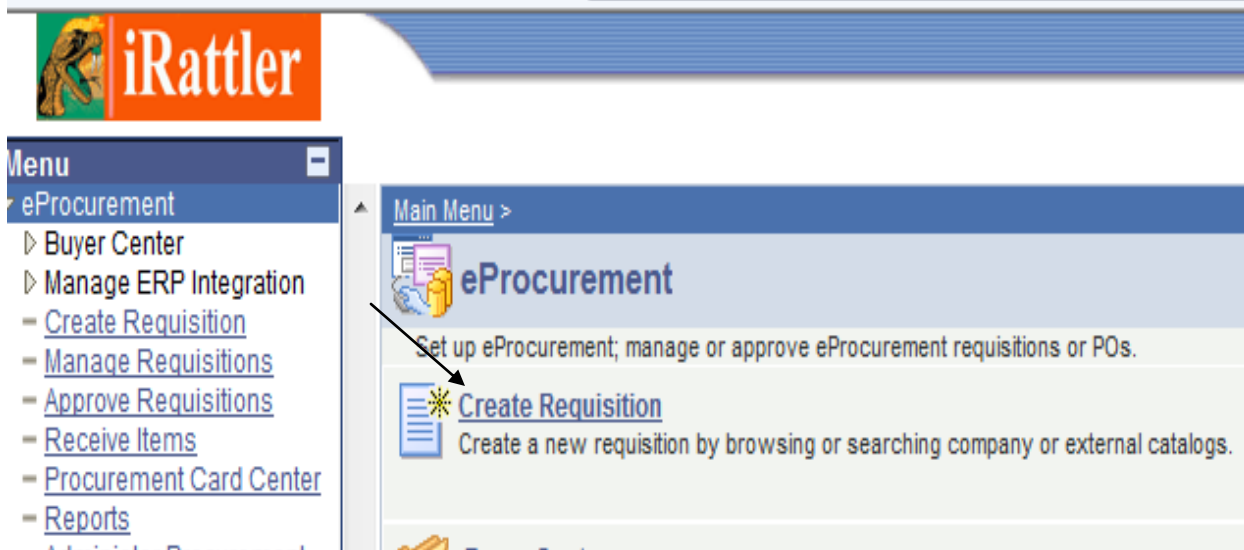
Link: Financials EIT>eProcurement>Create Requisition



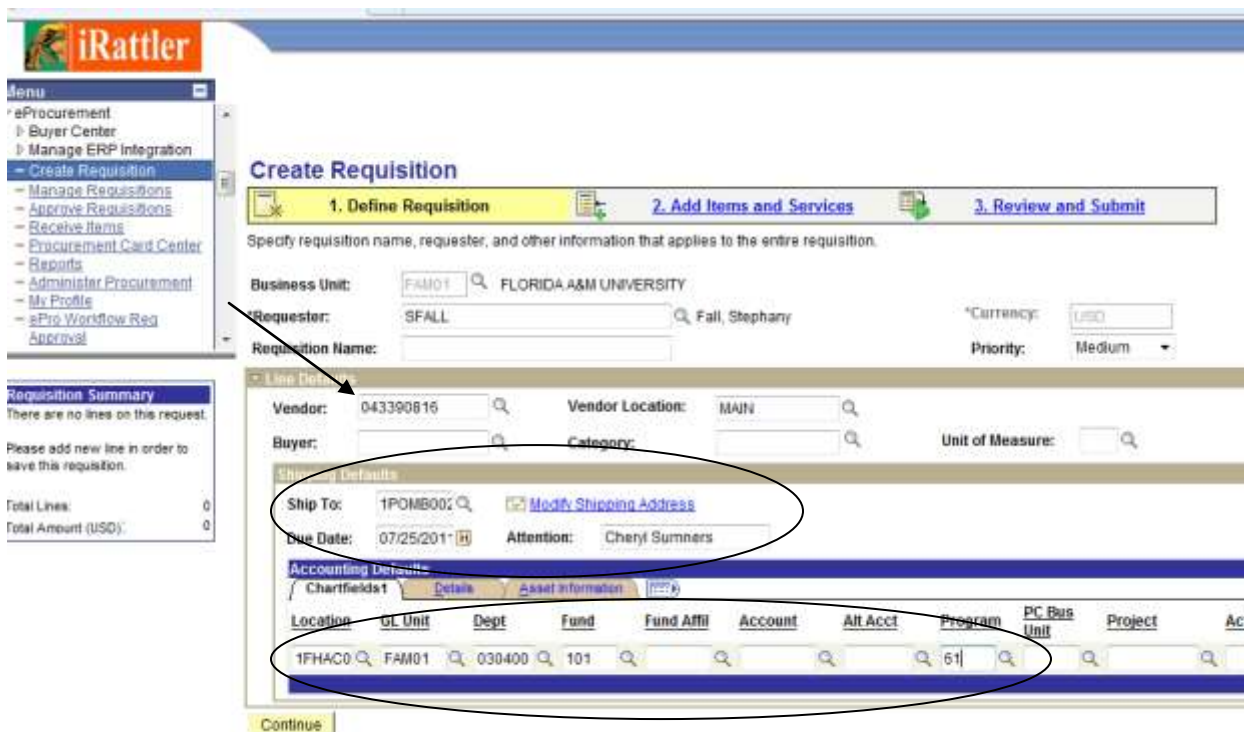
The screenshot displays the iRattler portal interface. At the top, the 'iRattler' logo is visible in orange and white text on a green background. Below the logo, there is a navigation bar with 'My Page' and 'Help' links. Underneath, there are options for 'Personalize', 'Content', and 'Layout'. The main content area is titled 'Self-Service' and contains a list of links and icons:

-  **Financial eProcurement**
[Office Max Solutions](#)
-  **[Textbooks Online Navigation](#)**
A step by step guide on how to purchase your text books online.
-  **[Attendance Hold View](#)**
-  **[Frequently Asked Questions](#)**
- **[Student Navigation Instruction](#)**
Instructions on how to navigate the new Student System.
- **[Financials EIT](#)**
Access FAMU Financials EIT system
- **[Human Resources EIT](#)**
Access Human Resources Management System

An arrow points to the 'Financials EIT' link in the list.



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.



Then hit “Continue” to move to Step #2.
Click on the Web tab

iRattler

Menu

- eProcurement
 - Buyer Center
 - Manage ERP Integration
 - Create Requisition**
 - Manage Requisitions
 - Approve Requisitions
 - Receive Items
 - Procurement Card Center
 - Reports
 - Administer Procurement
 - My Profile
 - ePro Workflow Req Approval

Requisition Summary

There are no lines on this request.

Please add new line in order to save this requisition.

Total Lines: 0
Total Amount (USD): 0

Create Requisition

1. Define Requisition | 2. Add Items and Services | 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

[Catalog](#) | [Favorites](#) | [Templates](#) | [Services](#) | [Forms](#) | [Web](#) | [Special Request](#)

Select a Request Type

- Special Item** Request an item that is not listed in the Catalog.
- Fixed Cost Service Request a one-time service for a flat fee.
- Variable Cost Service Request a service for which the fee is based on the time worked.
- Time and Materials Request a service for which the fee is based on the time worked and materials used.

[Review and Submit](#)

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.

iRattler

Menu

- eProcurement
 - Buyer Center
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 - Create Requisition**
 - Manage Requisitions
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[Catalog](#) | [Favorites](#) | [Templates](#) | [Services](#) | [Forms](#) | [Web](#) | [Special Request](#)

Logo	Merchant	Description
	STAPLES	

[Review and Submit](#)

The screenshot shows the iRattler procurement system interface. Key elements include:

- Navigation Menu (Left):** Includes links for Procurement, Buyer Center, Manage ERP Integration, Create Requisition, Manage Requisitions, Approve Requisitions, Receive Items, Procurement Card Center, Reports, Administer Procurement, My Profile, and ePro Workflow Reg Approval.
- Quick Order Form (Left):** Contains fields for 'Enter Item No.', 'Qty.' (set to 1), and 'Delivery Date'. It has an 'Add' button and an 'Enter Several Items' button (highlighted with a red arrow).
- Shopping Lists (Left):** Includes a 'View All Lists' dropdown and a 'Go' button.
- Special Offers (Left):** Features a promotional image for 'ABC Pencil' and a 'Click Here for Special Offer' link.
- Main Content Area:** Features a search bar, a navigation bar with tabs for Home, Office Supplies, Technology, Furniture, Featured Items, and Print Services. Below the search bar is a 'StaplesLink Training Tour' and 'Order Management' section. A banner for 'Going green just got easier. eco easy' is displayed.
- Office Supplies Category (Center):** Lists various products such as '2011 Calendars & Planners', 'Basic Office Supplies', 'Batteries', 'Binders & Binder Accessories', 'Business Cards, Letterhead & Forms', 'Card Files', 'Cases & Portfolios', 'Cash Handling', 'Cleaning, Facilities & Medical', 'Coffee, Water & Snacks', 'Custom Imprinted Products', 'Desk Accessories', 'Envelopes', and 'File Folders & Expanding Files'.
- Technology Category (Center):** Lists products like 'Calculators', 'Cameras & Frames', 'Cash Registers', 'Computer Accessories', 'Computers & Tablets', 'Copiers', 'Data Storage', 'Drives', 'Electronics & Accessories', and 'Memory & USB Drives'.
- Right Sidebar:** Includes 'View Order' (with a 'Submit' button), 'Items: 0', 'Subtotal: \$0.00', 'Show Item Summary', 'Order Management', 'My Order Status', 'Returns', and 'Search for Orders'.

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.

STAPLES Link.com® Making it easier for

Home Office Supplies Technology Furniture Featured Items Print Services

Search Ink & Toner Finder

StaplesLink Training Tour Order Management Customer Service Show Item Summary

View Order Submit

Items: 0
Subtotal: \$0.00

Quick Order

Enter Item No.
Qty. 1 Add
Delivery Date
Enter Several Items

Shopping Lists
View All Lists Go

Special Offers
Click Here for Special Offer

Office Supplies > File Folders & Expanding Files > Top Tab Colored File Folders

Evidence® Combo Filing Kit by Ampad

- Convenient all-in-one filing kit
- 12 hanging file folders, 1/5-cut tabs
- 12 interior top tab file folders, 1/3-cut tabs
- Tabs and inserts included
- Four each in red, blue and yellow
- 11-point stock
- Convenient all-in-one filing kit
- Contains 10% total recycled content, with 10% post-consumer recycled content

Customer Item No.	Mfg's Item No.	UOM/Qty	Your Price	Qty	Add to...
516593	AMP16157	BX/24	\$13.45	1	Add to Order Add to List Delivery Date

Hide Images

Ampad Evidence® Colored Combo Hanging File Folders, 12 Pockets/12 Tabs, Assorted Colors, LETTER-size 8 1/2" x 11", 3/4" Expansion, 12 Sets/Bx
Staples Item No. 516593

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**.

The screenshot displays the StaplesLink.com interface. On the left is a navigation menu with options like 'Procurement', 'Buyer Center', and 'Create Requisition'. The main header features the 'STAPLES Link.com' logo and navigation tabs for 'Home', 'Office Supplies', 'Technology', 'Furniture', 'Featured Items', and 'Print Services'. A search bar is present with the text 'Ink & Toner Finder'. Below the header, a 'Quick Order' section shows 'Enter Item No.' and a confirmation message: 'You have added 1 of item number 510388 (Staples® Pressboard Top Tab Guides, Letter, 10" x 11 3/4", 1-31, 30/St, ST/30) to your order.' A breadcrumb trail reads 'Office Supplies > File Folders & Expanding Files > Top Tab Colored File Folders'. On the right, a shopping cart summary is shown with 'Items: 1' and 'Subtotal: \$21.45'. A red circle highlights the 'View Order' and 'Submit' buttons, with a red arrow pointing to 'View Order'.

View Order page

STAPLES Link.com® Making it easier for

Home Office Supplies Technology Furniture Featured Items Print Services

Search Ink & Toner Finder

StaplesLink Training Tour Order Management Customer Service

Your Order: Review Item Information [View Printable Version](#)

- Click on the column headings to sort item information.
- You can also save this order as a shopping list.
- To continue placing your order, click '**Submit**'.

Customer's Item No.	MFR Item No.	UOM/Qty	Your Price	Qty.	Item Total	Expected Delivery Date	Remove an Item
						View All	
	Ampad Evidence® Colored Combo Hanging File Folders, 12 Pockets/12 Tabs, Assorted Colors, LETTER-size 8 1/2" x 11", 3/4" Expansion, 12 Sets/Bx Staples Item No. 516593						
516593	AMP16157	BX/24	\$13.45	<input type="text" value="1"/>	\$13.45	Delivery Date	
	Staples® Pressboard Top Tab Guides, Letter, 10" x 11 3/4", 1-31, 30/St Staples Item No. 510388						
510388	STP31PX91S	ST/30	\$13.00	<input type="text" value="1"/>	\$13.00	Delivery Date	
						Total:	\$26.45

[Continue Shopping](#) [Clear Order](#) [Update Order](#) [Submit](#)

- 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.



Your Order: Review Item Information

[View Printable Version](#)

- Click on the column headings to sort item information.
- You can also save this order as a shopping list.
- To continue placing your order, click **'Submit'**.

Customer's Item No.	MFR Item No.	UOM/Qty	Your Price	Qty.	Item Total	Expected Delivery Date	Remove an Item
						View All	



Ampad Evidence® Colored Combo Hanging File Folders, 12 Pockets/12 Tabs, Assorted Colors, LETTER-size 8 1/2" x 11", 3/4" Expansion, 12 Sets/Bx
 Staples Item No. 516593

516593	AMP16157	BX/24	\$13.45	<input type="text" value="1"/>	\$13.45	Delivery Date	<input type="checkbox"/>
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Customer Item No.	MFR Item No.	UOM/Qty	Your Price	Qty	Expected Delivery
-------------------	--------------	---------	------------	-----	-------------------

Hide Images



Ampad Evidence® Colored Combo Hanging File Folders, 12 Pockets/12 Tabs, Assorted Colors, LETTER-size 8 1/2" x 11", 3/4" Expansion, 12 Sets/Bx
 Staples Item No. 516593

516593	AMP16157	BX/24	\$13.45	<input type="text" value="1"/>	7-12-2011
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- To modify: Change quantities and click **Update Order**. Delete an item from your order by clicking on **Remove an Item**.

Expected Delivery Date	Remove an Item
View All	

12 Pockets/12 Tabs, Assorted Colors,

7-12-2011	<input type="checkbox"/>
-----------	--------------------------

Expected Delivery Date	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**.

516593	AMP16157	<u>BX/24</u>	\$13.45	1	\$13.45	7-12-2011	<input type="checkbox"/>
Customer's Item No.	MFR Item No.	UOM/Qty	Your Price	Qty.	Item Total	Expected Delivery Date	Remove an Item
							Total: \$13.45
Continue Shopping		Clear Order		Update Order		Submit	

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

Create Requisition

1. Define Requisition 2. Add Items and Services **3. Review and Submit**

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search: [Search](#)

[Catalog](#) [Favorites](#) [Templates](#) [Services](#) [Forms](#) [Web](#) [Special Request](#)

Select a Request Type

- [Special Item](#) Request an item that is not listed in the Catalog.
- [Fixed Cost Service](#) Request a one-time service for a flat fee.
- [Variable Cost Service](#) Request a service for which the fee is based on the time worked.
- [Time and Materials](#) Request a service for which the fee is based on the time worked and materials used.

Create Requisition

1. Define Requisition 2. Add Items and Services **3. Review and Submit**

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: FLORIDA A&M UNIVERSITY

***Requester:** Fall, Stephany ***Currency:**

Requisition Name: **Priority:**

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Ampad Evidence® Colored Combo	STAPLES BUSINESS ADVANTAGE	1.0000	Box	13.45000	13.45
2	Staples® Pressboard Top Tab Cu	STAPLES BUSINESS ADVANTAGE	1.0000		13.00000	13.00
Total Amount:						26.45 USD

[Select All / Deselect All](#) [Add to Favorites](#) [Add to Template\(s\)](#) [Modify Line / Shipping / Accounting](#) [Delete](#)

Justification/Comments

[Send to Vendor](#) [Show at Receipt](#) [Show at Voucher](#)

[Check Budget](#)

[Save & submit](#) [Save & preview approvals](#) [Cancel requisition](#) [Find more items](#)

Once reviewed, Save and Submit or Save and preview approvals.

