

Staples Advantage (Print Items) Online Ordering

Print Items: Business Cards, Letterhead, Envelopes, Name Badges

1. Log in at staplesadvantage.com
Email purchasing@gadsdenstate.edu, if you do not have Staples Advantage credentials. Include in your email to purchasing@gadsdenstate.edu: your shipping location, email address, and office number
The Staples Advantage (Print Items) account number is 1837847
2. At My Products, click View all products
3. Click on the item you are purchasing
4. Enter the number of items you are purchasing in the Quantity box
5. Click Customize
6. Enter the appropriate information at the Customize Design page
7. After all information has been entered at the Customize Design page, click View Proof PDF
8. If the proof is correct, print the proof, and close the dialog box
9. Click Add to Cart to place items in cart
10. To order additional items, click Staples in the left corner
11. Click Lists
12. Click the items you'd like to purchase and then complete steps 4-9
13. Click your cart
14. Review Shipping & Delivery information and make changes if needed
15. Review order information, if needed, make change and click Update Cart
16. Click Submit Order
17. Print a copy of the order
18. Attach in Self Service Banner (SSB) BDM, the Staples Advantage order that was printed in #17 above and the item proof that was printed in #8 above
See page 2 of this document for SSB BDM instructions
19. Using the Staples Advantage order information, process a requisition in SSB
On the Requestor's Page, in Public Comments, enter the Office Depot Order number
See page 3 of this document for SSB requisition processing instructions

Banner Document Management (BDM) Attaching Requisition Documents

On the **My Requisitions Dashboard** page, click the **Banner Menu** (four squares to the left of the Gadsden State logo)

Click Banner

Click Finance

Click BDM

Click B-F-DOCS

Click New Document

Click in the Document ID field and enter a requisition number (enter the requisition number as it appears in Banner)

Click in the Document Type field and select from the drop down menu
MISCELLANOUS

Select Page or Scanner to add the document

Click Save

Creating Requisitions

Type www.gadsdenstate.edu into your web browser

Select **MYGADSDENSTATE**

Sign in MYGADSDENSTATE

Select **OneACCS Self Service Banner**

Enter your User ID and password, and click **Sign In**

Select **Finance**

Select **My Finance**

Select **My Requisitions**

On the **My Requisitions Dashboard** page, click **Create Requisition**

On the **Requestor Information** page, if not already populated enter the **Requestor**

Tab to the **Delivery Date** and enter the current date

Tab to **Public Comment** (only enter quote#, bid # or special instructions)

Tab to the **Ship to Location** and input the applicable Ship To Location Code

Tab to **Attention To** and input appropriate name

Click **Next** to continue to the next page

On the **Vendor Information** page, select the vendor for the requisition (the vendor's name can be typed in the field or selected from the drop-down)

Click **Next** to continue to the next page

On the **Add Item & Accounting** page, add an item using the Add Item(s) field (enter a brief item description and item #)

Tab

Tab to the **Unit of Measure**, use the drop down arrow to select the unit of measure

Tab to **Quantity** and input quantity

Tab to **Unit of Price** and input price

No entry is required for:

Tax Group, Discount Amount, Additional Amount, *Public Comment and Private Comment. *Only enter in Public Comment additional commodity description information.

Click **Save**

This page refreshes

Enter additional items if appropriate

Once all items to be requisitioned have been entered, click **Add Accounting**

Tab to **Fund** and input fund

Tab to **Account** and enter account

Tab to **Program** and enter program

Distribution Amount and Distribution Percent are Banner generated

Click **Save**

Click **View as PDF** and review the output

Close the generateRequisitionPDF in the webbrowser

Click **Submit Requisition** to forward requisition for approval

or

Click **Save as draft** if you want to return to the requisition to make changes before submitting for approval