



To all Transfer Cart approvers, Transfer Cart Ordering

This process is for Credit Card holders who are designated as “Submitters” to place orders for non-ProCard holders.

You will receive an email advising there is a transaction pending your review and action.

Press the Checkout Button. Then select Process - Review the transactions and make any necessary changes.

Complete the transaction by using your ProCard.

From: noreply@esmsolutions.com [<mailto:noreply@esmsolutions.com>]
 Sent: Tuesday, September 30, 2014 9:15 AM
 To: Becky A. Pepping
 Subject: New Transaction from Cart Transfer – Transaction 13462 - 09/30/2014-09:15-Pepping, Bldg75-Henry Schein Inc.

Dear Becky,

Ruth Carrington, Bldg 75 has created Transaction 13462 - 09/30/2014-09:15-Pepping, Bldg75-Henry Schein Inc.. Please [click here](#) to log in to the easyPurchase application to take appropriate action.

If you wish to contact the originator, please do so at recarrington@cpp.edu.

Changing a Desktop Delivery Location for Staples Orders

This process allows a user (ProCard holder) to change the desktop delivery location on an order or on individual lines of an order.



On the checkout page, the default Ship To – Attn field displays the name and desktop location.

Important Note - the formatting must be Name: Desktop Location. Colons must not be used in anywhere else in this field.

<p>Transaction #: 205262</p> <p>* Transaction Name: 10/12/2015-16:14-75- Staples Inc edit</p> <p>Requester: Ruth Carrington: 75</p> <p>Create Date: 10/12/2015</p> <p>Supplier: Staples Inc</p> <p>Total Line Items: 3</p> <p>Total Value: 92.19 USD</p>	<p>Payment Form: Credit Card</p> <p>Order Type: General</p> <p>External Note: add attachments</p> <p>Internal Note: add attachments</p> <p>Commodity Code: Select Commodity</p> <p>Fiscal Date: 10/12/2015</p> <p>CC Order Number: 3112</p> <p>Aux Field 1: <input type="text"/></p> <p>Aux Field 2: <input type="text"/></p> <p>* Ship To - Attn: Ruth Carrington: 75</p> <p>Tax: 8.75%</p> <p>GL Acct. Code: <input type="text"/></p>	<p>Selection: Active</p> <p>Status: Unsubmitted Transaction</p> <p>System Note: None</p> <p>Next Step: Prepare CC Order</p>
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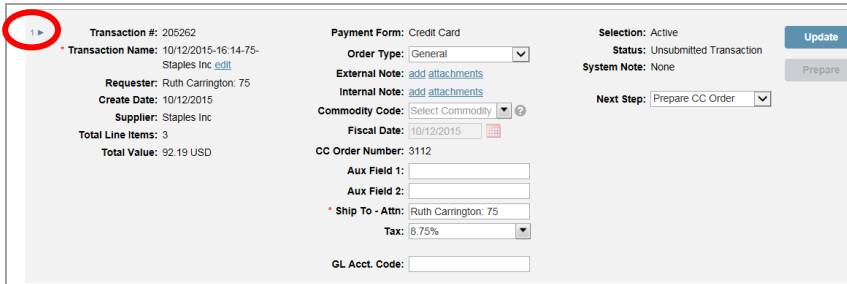
Following the same format of First and Last Name: (include colon after name) Building/Room, change the information.

Press Update. The information will change for all lines.

<p>Transaction #: 205262</p> <p>* Transaction Name: 10/12/2015-16:14-75- Staples Inc edit</p> <p>Requester: Ruth Carrington: 75</p> <p>Create Date: 10/12/2015</p> <p>Supplier: Staples Inc</p> <p>Total Line Items: 3</p> <p>Total Value: 92.19 USD</p>	<p>Payment Form: Credit Card</p> <p>Order Type: General</p> <p>External Note: add attachments</p> <p>Internal Note: add attachments</p> <p>Commodity Code: Select Commodity</p> <p>Fiscal Date: 10/12/2015</p> <p>CC Order Number: 3112</p> <p>Aux Field 1: <input type="text"/></p> <p>Aux Field 2: <input type="text"/></p> <p>* Ship To - Attn: John Smith: Bldg 100-2</p> <p>Tax: 8.75%</p> <p>GL Acct. Code: <input type="text"/></p>	<p>S</p>
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TO CHANGE INDIVIDUAL LINES: On the checkout page, the default Ship To – Attn field displays the name and desktop location.

Press the small arrow to expand the Lines.



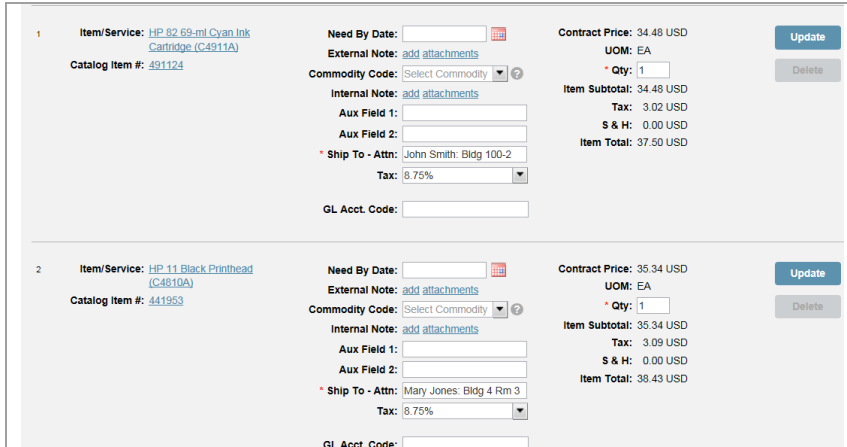
Transaction #: 205262
 Transaction Name: 10/12/2015-16:14-75- Staples Inc [edit](#)
 Requester: Ruth Carrington 75
 Create Date: 10/12/2015
 Supplier: Staples Inc
 Total Line Items: 3
 Total Value: 92.19 USD

Payment Form: Credit Card
 Order Type: General
 External Note: [add attachments](#)
 Internal Note: [add attachments](#)
 Commodity Code: Select Commodity
 Fiscal Date: 10/12/2015
 CC Order Number: 3112
 Aux Field 1:
 Aux Field 2:
 Ship To - Attn: Ruth Carrington 75
 Tax: 8.75%
 GL Acct. Code:

Selection: Active
 Status: Unsubmitted Transaction
 System Note: None
 Next Step: Prepare CC Order
 Update
 Prepare

Following the same format of First and Last Name: Building/Room, change the information on the Line(s).

Press Update. The information will change for the line(s) updated.



1 Item/Service: [HP 82 69-ml Cyan Ink Cartridge \(C4911A\)](#)
 Catalog Item #: [491124](#)
 Need By Date:
 External Note: [add attachments](#)
 Commodity Code: Select Commodity
 Internal Note: [add attachments](#)
 Aux Field 1:
 Aux Field 2:
 Ship To - Attn: John Smith Bldg 100-2
 Tax: 8.75%
 GL Acct. Code:
 Contract Price: 34.48 USD
 UOM: EA
 Qty: 1
 Item Subtotal: 34.48 USD
 Tax: 3.02 USD
 S & H: 0.00 USD
 Item Total: 37.50 USD
 Update
 Delete

2 Item/Service: [HP 11 Black Printhead \(C4810A\)](#)
 Catalog Item #: [441953](#)
 Need By Date:
 External Note: [add attachments](#)
 Commodity Code: Select Commodity
 Internal Note: [add attachments](#)
 Aux Field 1:
 Aux Field 2:
 Ship To - Attn: Mary Jones Bldg 4 Rm 3
 Tax: 8.75%
 GL Acct. Code:
 Contract Price: 35.34 USD
 UOM: EA
 Qty: 1
 Item Subtotal: 35.34 USD
 Tax: 3.09 USD
 S & H: 0.00 USD
 Item Total: 38.43 USD
 Update
 Delete



The Lines will now display the individual names and ship to locations. This information will appear on the Staples shipping documents.

Attn: Customer Support
 Phone: 800-378-2753
 Fax:

Requested By: Ruth Carrington: 75
 Requester Email: recarrington@cpp.edu
 Phone: 909-869-4384
 Authorized By: Ruth Carrington: 75

Ship To
 Campus Marketplace
 SF State - Downtown Campus
 SFSU - Downtown Campus
 835 Market Street, 6th Floor
 San Francisco, CA 94103
 United States
 Attn: See Item Details
 Phone: 415-405-7700

Bill To

Entity Name: Campus Marketplace

* Name on Card: Ruth Carrington: 75

* Contact Phone Number: 909-869-4384

* Card Type: Select Card Type

* Card #:

* Expiration Date: Month Year

Continue
 Print
 Cancel

Order Comments:

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1	441952	HP 11 Magenta Printhead (C4612A) Ship To Attn: John Smith: 100-2	EA	1	40.14 USD	40.14 USD
2	340481	HP 10 Black Original Ink Cartridge (C4844A) Ship To Attn: Mary Jones: Bldg 4 Rm 3	EA	1	33.75 USD	33.75 USD
Subtotal:						73.89 USD
Tax:						6.47 USD
S&H:						0.00 USD
Total:						80.36 USD