

# How-to Guide: Ordering 2025 Summer Shirts

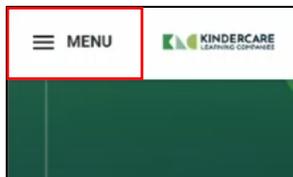
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## Objective

In this quick guide, you will learn how to **place your orders for 2025 Summer Shirts** in Workday. This process in Workday involves generating a requisition for goods by connecting to a Supplier Website. This process creates an elevated shopping experience for users with real-time visibility of available units.

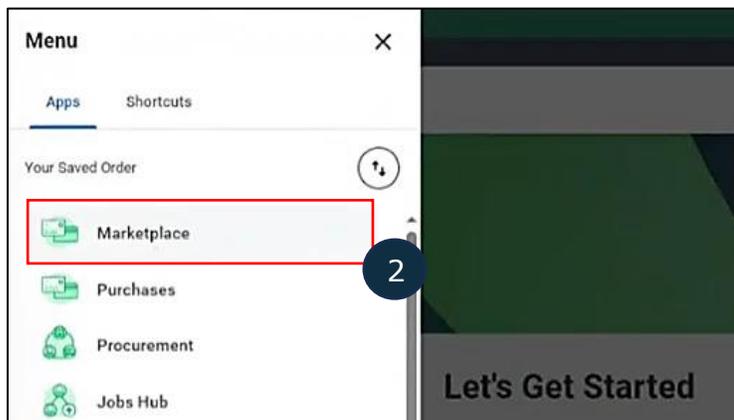
## Create a Requisition via Supplier Website - Staples

1. Click the **Menu** button in the top left of your screen. This will open a list of options (or apps) to choose from.



2. Click the **Marketplace** category in the **Apps** tab. This category is specifically designed for purchasing and procurement activities.

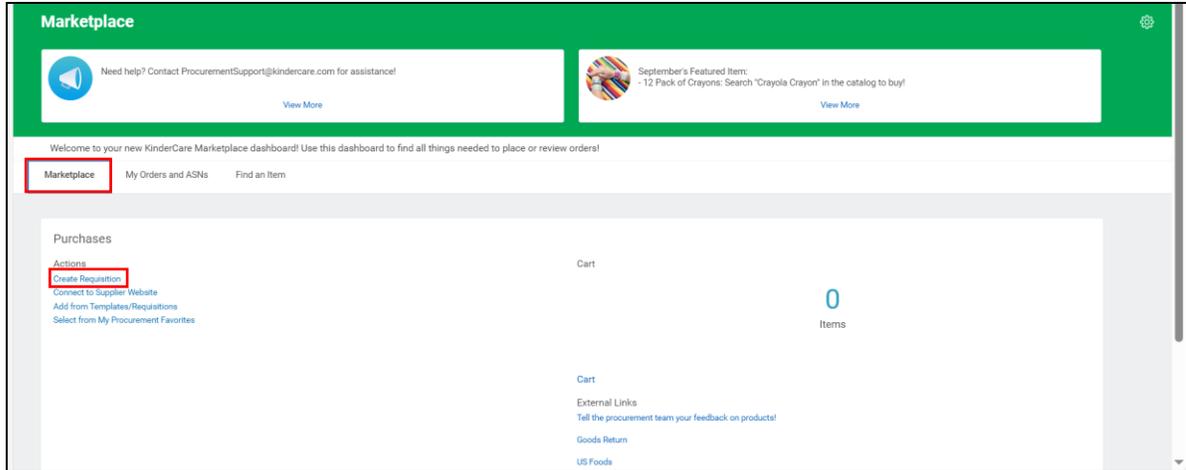
 *Tip: If you are not able to find Marketplace, click the Add Apps button at the bottom of Menu page. Enter Marketplace in the Search bar and click the Add icon to add the Marketplace worklet.*



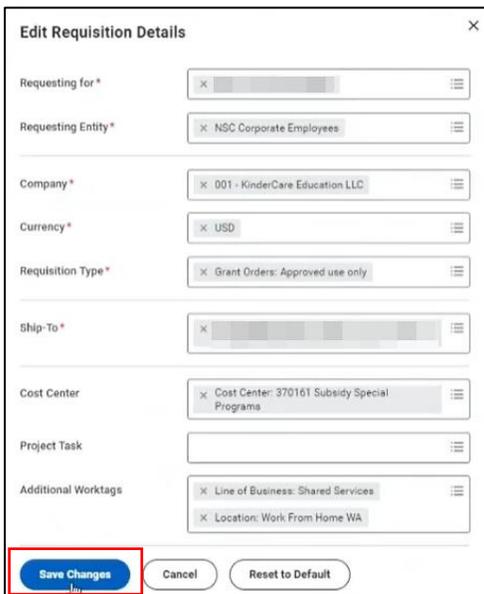
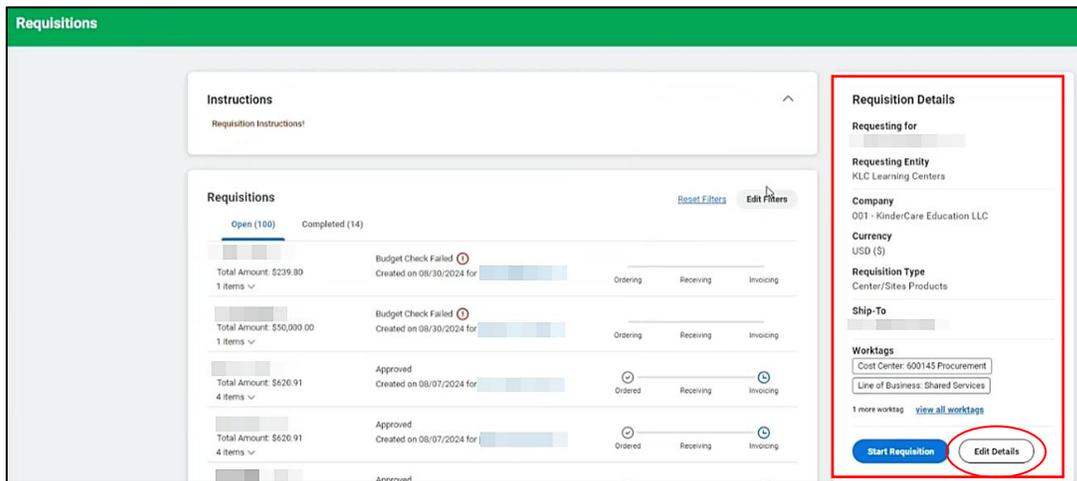
3. Under the Marketplace section, click the **Marketplace** tab. This tab displays all your requisitions and allows you to create new ones.
4. Click on the **Create Requisition** link under the **Purchases** category. This will open up the requisition creation interface.

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5. Click on "Edit Details" to verify and update your **requisition details** prior to starting your requisition. Be sure to enter your correct shipping address, cost center, and worktags. **Requisition type** should be Center/Sites Products.



Be sure to enter your correct shipping address, cost center, and worktags. **Requisition type** should be Center/Sites Products.

Click "Save Changes".

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- Once your details have been verified. Create a requisition.

The screenshot shows the 'Requisitions' dashboard. On the right, the 'Requisition Details' sidebar contains the following information:

- Requesting for: [Redacted]
- Requesting Entity: KLC Learning Centers
- Company: 001 - KinderCare Education LLC
- Currency: USD (\$)
- Requisition Type: Center/Sites Products
- Ship-To: [Redacted]
- Worktags: Cost Center: 500145 Procurement, Line of Business: Shared Services

At the bottom of the sidebar, the 'Start Requisition' button is circled in red.

- Under **Ordering Methods**, select "Connect to Supplier Website".

The 'Ordering Methods' menu includes the following options:

- Search Catalog: Search the internal catalog of preferred items and supplier...
- Connect to Supplier Website**: Punchout...
- Add from Templates and Requisitions: Select from Requisition templates and past...
- Select from My Procurement Favorites: Select from my Favorite items

- Click the "Connect" button for **Staples Promotional Products**.

The 'Connect to Supplier Website' page displays the following details:

- Requesting Entity: KCLC
- Company: 001 - KinderCare Education LLC
- Requester: Angela Simpkins (962833)
- Currency: USD
- Requisition Type: Center/Sites Products

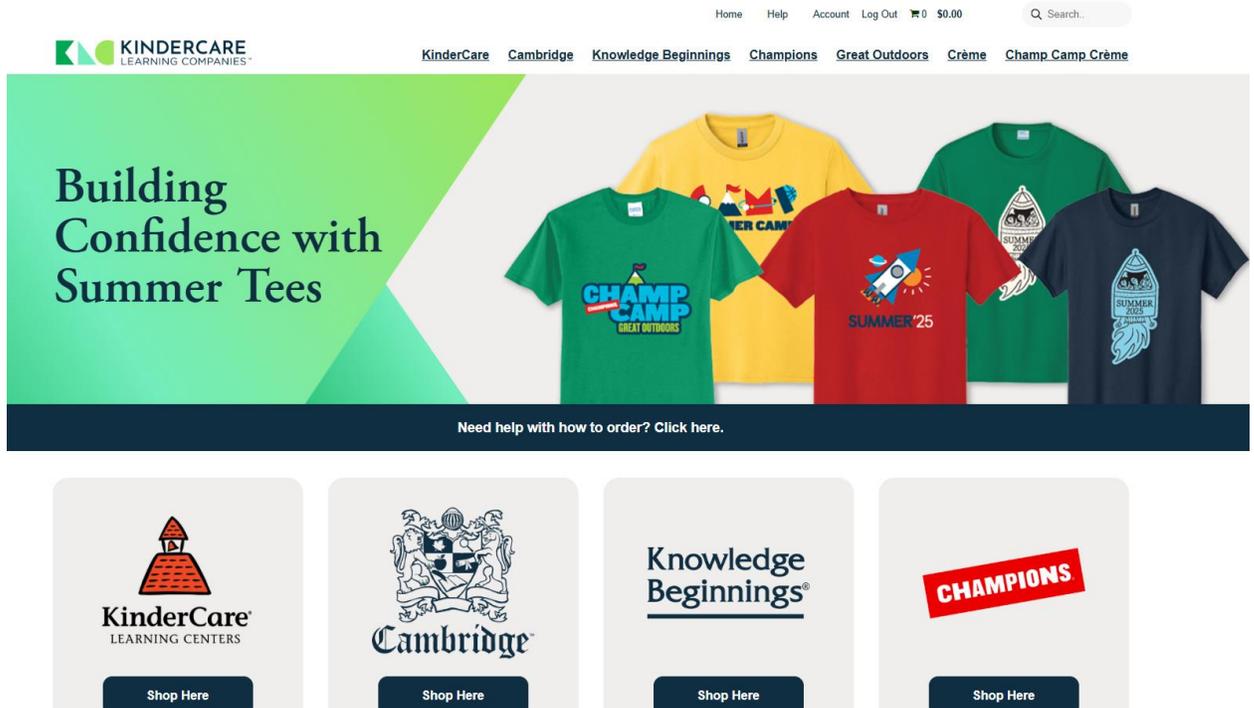
Supplier Websites (3 items):

Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	Connect
	Staples	<input type="checkbox"/>	STAPLES PROMOTIONAL PRODUCTS		<b>Connect</b>
	HD Supply	<input type="checkbox"/>	HD SUPPLY PUNCHOUT FACILITIES MAINTENANCE	For Facilities Techs only	Connect
	Grossman	<input type="checkbox"/>	DRYVVE (formerly Grossman CMS)	For Print-On-Demand	Connect

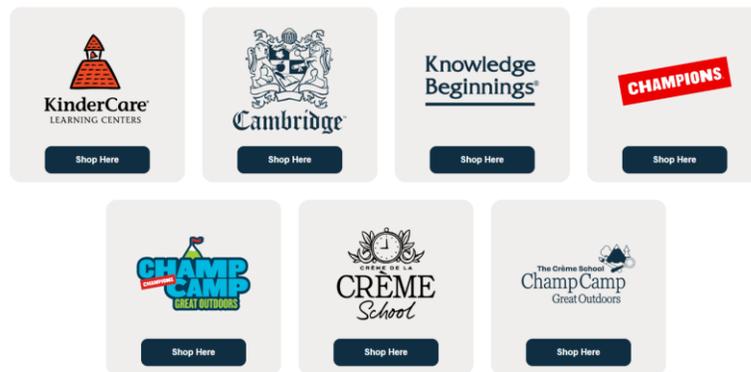
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9. Workday will then open our Summer T-Shirts ordering site, as shown below:



10. Scroll down and click the "Shop Here" button for the band you're buying shirts for.



 *Tip: You can also select your brand in the menu bar at the top of the screen.*



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11. Once on your brand's page, you'll be shown the Summer Apparel items available to you. For example:

## Champions



Champions Summer Adult T-Shirt \$4.27	Champions Summer Youth T-Shirt \$3.82	Champions Summer Toddler T-Shirt \$3.82
--	--	--

To view and add sizes to cart, select the desired product from your brand's page.

*Tip: Scroll down to view more product details. Click the link to view the size chart.*

12. Enter the quantity of each size you'd like to order, then click "Add to Cart".

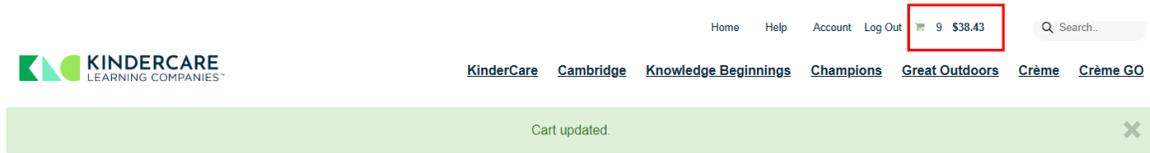
The screenshot shows the product page for the 'Champions Summer Adult T-Shirt'. The page includes a navigation bar with the KinderCare logo and various brand links. The main content area features a large image of the yellow t-shirt with 'CHAMP CAMP' and 'SUMMER CAMP' graphics. To the right, there is a product information section with the product name, ID (736935), quantity (1+), and price (\$4.27). Below this is a size selection table with input fields for each size. The 'ADULT-L' size has a quantity of 5, and 'ADULT-XL' has a quantity of 3. At the bottom right, there is a red-bordered 'Add to Cart' button.

Size	Quantity
ADULT-S	<input type="text"/>
ADULT-M	<input type="text"/>
ADULT-L	5
ADULT-XL	3
ADULT-2X	<input type="text"/>
ADULT-3X	1
ADULT-4X	<input type="text"/>
ADULT-5X	<input type="text"/>
ADULT-6X	<input type="text"/>

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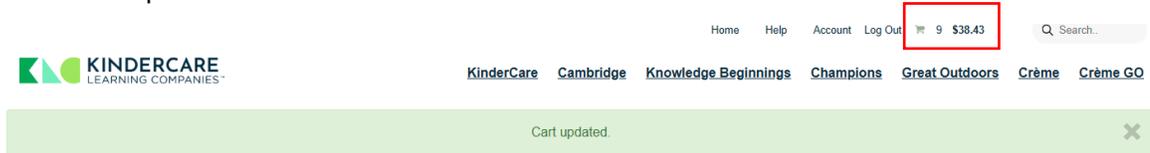
A green bar will appear at the top of the screen confirming the cart has been updated. You can also see the total number of items in your cart at any time at the top of the screen.



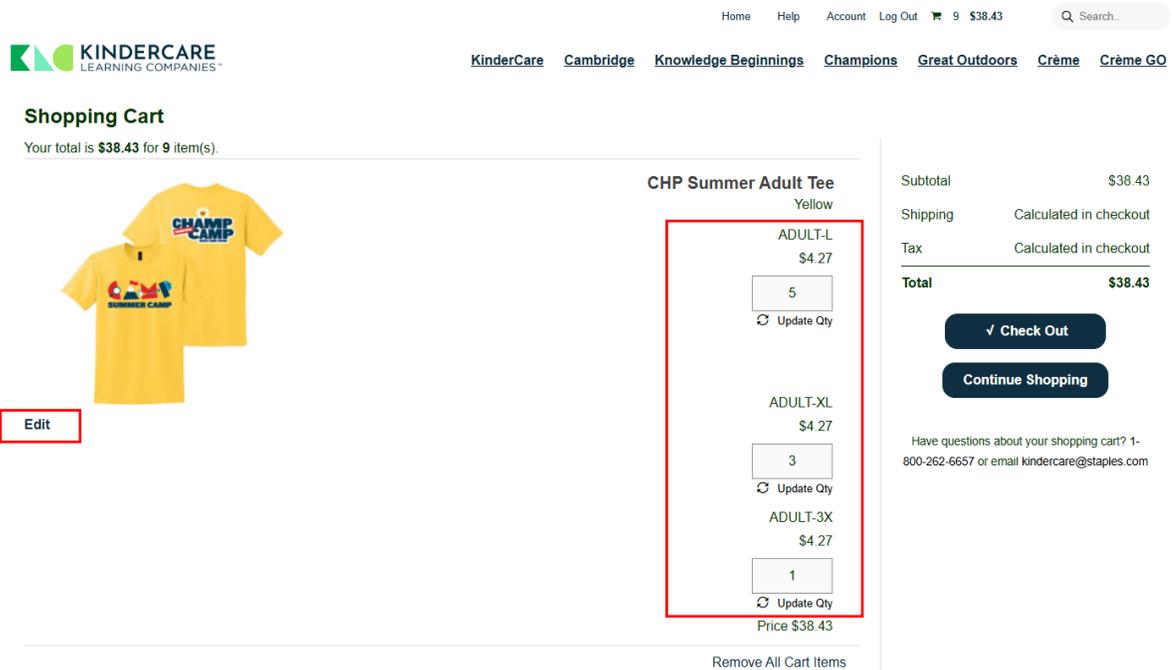
- 13. If you would like to continue shopping in another size range, click the link to your brand's page in the top menu bar.



- 14. Once you've added all desired items and are ready to checkout, click the shopping cart icon at the top of the screen.



- 15. Be sure to review everything in your cart looks correct. You can update quantities from the shopping cart page, or by clicking the "Edit" button next to the product photo.



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## CHP Summer Adult Tee

736935

Quantity **1+**  
Price **\$4.27**

ADULT-S	<input type="text"/>
ADULT-M	<input type="text"/>
ADULT-L	<input type="text" value="5"/>
ADULT-XL	<input type="text" value="3"/>
ADULT-2X	<input type="text"/>
ADULT-3X	<input type="text" value="1"/>
ADULT-4X	<input type="text"/>
ADULT-5X	<input type="text"/>
ADULT-6X	<input type="text"/>

**Update Cart**

16. Once you've verified items in your cart are correct, click the "Checkout" button.

Home Help Account Log Out 9 \$38.43 Q Search...

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### Shopping Cart

Your total is **\$38.43** for 9 item(s).



Edit

<b>CHP Summer Adult Tee</b>	
Yellow	
ADULT-L	
\$4.27	
<input type="text" value="5"/>	
<a href="#">Update Qty</a>	
ADULT-XL	
\$4.27	
<input type="text" value="3"/>	
<a href="#">Update Qty</a>	
ADULT-3X	
\$4.27	
<input type="text" value="1"/>	
<a href="#">Update Qty</a>	
Price \$38.43	

[Remove All Cart Items](#)

Subtotal	\$38.43
Shipping	Calculated in checkout
Tax	Calculated in checkout
<b>Total</b>	<b>\$38.43</b>

**✓ Check Out**

**Continue Shopping**

Have questions about your shopping cart? 1-800-262-6657 or email [kindercare@staples.com](mailto:kindercare@staples.com)

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17. Select desired shipping method. Note: Expedited shipping will only be available for orders placed after May 7<sup>th</sup>. Orders placed prior to May 7<sup>th</sup>, will automatically have "Ground Delivery" selected.

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### Check Out

Payment Method

Purchase Order

Shipping Method

Ground Delivery

2 Day Air Delivery : \$58.52

Next Day Air Delivery : \$69.96

*Ground Delivery - receive in 3-7 business days*

Continue to Requisition

Summary

Subtotal	\$38.43
<b>Total</b>	<b>\$38.43</b>

In the Cart

	CHP Summer Adult Tee
	Color Yellow
	Size ADULT-L
	Unit Price \$4.27
	Qty 5
	Size ADULT-XL
	Unit Price \$4.27
	Qty 3
	Size ADULT-3X
	Unit Price \$4.27
	Qty 1
	Price \$38.43

18. Click "Continue to Requisition".

Home Help Account Log Out 9 \$38.43 Search..

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### Check Out

Payment Method

Purchase Order

Shipping Method

Ground Delivery

2 Day Air Delivery : \$58.52

Next Day Air Delivery : \$69.96

*Ground Delivery - receive in 3-7 business days*

Continue to Requisition

Summary

Subtotal	\$38.43
<b>Total</b>	<b>\$38.43</b>

In the Cart

	CHP Summer Adult Tee
	Color Yellow
	Size ADULT-L
	Unit Price \$4.27
	Qty 5
	Size ADULT-XL
	Unit Price \$4.27
	Qty 3
	Size ADULT-3X
	Unit Price \$4.27
	Qty 1
	Price \$38.43

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19. Your page will then re-direct back to your Workday requisition. Click the "Checkout" button.

### View Cart

Requesting Entity: KCLC | Company: 001 - KinderCare Education LLC | Requester: Angela Simpkins (962833) | Requisition Type: Center/Sites Products | Total: \$21.35

Item	Quantity	Unit Cost	Extended Amount
CHP Summer Adult Tee-Yellow-ADU... \$21.35	5		
CHP Summer Adult Tee-Yellow-ADU... \$12.81	3		
CHP Summer Adult Tee-Yellow-ADU... \$4.27	1		

#### Edit

Description: CHP Summer Adult Tee-Yellow-ADULT-L

Supplier Item Identifier: 3094268

Commodity Code: 80141606 -

Spend Category: Apparel & Promo

Supplier: STAPLES PROMOTIONAL PRODUCTS

Supplier Contract: (empty)

Quantity: 5

Unit of Measure: Each

Unit Cost: 4.27

Extended Amount: 21.35

Item Identifiers: Manufacturer Name : Staples Promotional Products  
Manufacturer Part Number : 3094268

Item Tags: (empty)

Memo:

20. Review your order shipping details and shipping address carefully. Then click "Submit".

### Checkout

Requesting Entity: KCLC | Company: 001 - KinderCare Education LLC | Requester: Angela Simpkins (962833) | Requisition: new | Status: Draft | Total Amount: 28.42 USD

Please verify the requisition details prior to submitting.

#### Shipping Address

Ship-To Address: 5005 Meadows Rd.  
Suite 200  
Lake Oswego, OR 97035  
United States of America

#### Requisition Information

Request Date: 04/04/2025

Currency: USD

Requisition Type: Center/Sites Products

Sourcing Buyer:

Submitted by: Angela Simpkins (962833)

Memo to Suppliers:

Internal Memo:

#### Goods

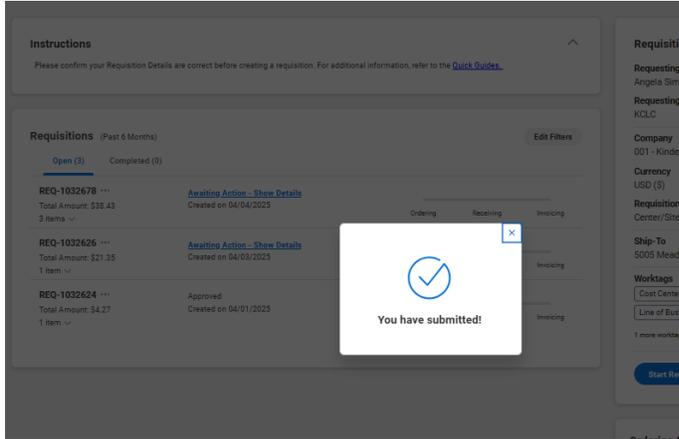
Order	Image	Company	Item	Item Description	Spend Category	Quantity	Unit of Measure
		001 - KinderCare Education LLC		CHP Summer Adult Tee-Yellow-ADULT-L	Apparel & Promo	5	Each
		001 - KinderCare Education LLC		CHP Summer Adult Tee-Yellow-ADULT-SL	Apparel & Promo	3	Each
		001 - KinderCare Education LLC		CHP Summer Adult Tee-Yellow-ADULT-2X	Apparel & Promo	1	Each

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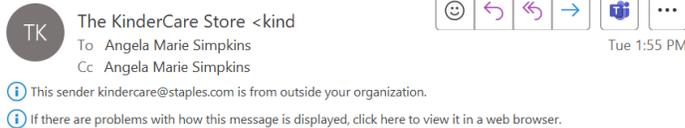


21. You'll be re-directed to the "Requisitions" page and you'll see a box appear, confirming your order has been submitted.



22. You will receive emails from [kindercares@staples.com](mailto:kindercares@staples.com) confirming when the order was received and when the order is shipped.

Order Receipt - TH250401165520WOY



Hello,

We hope every step of your shopping experience has been a success. The details of your order are outlined below. For additional information or questions, please contact your Customer Service Representative at 1-800-262-6657 or send us an email at [kindercares@staples.com](mailto:kindercares@staples.com).

## Order Confirmation

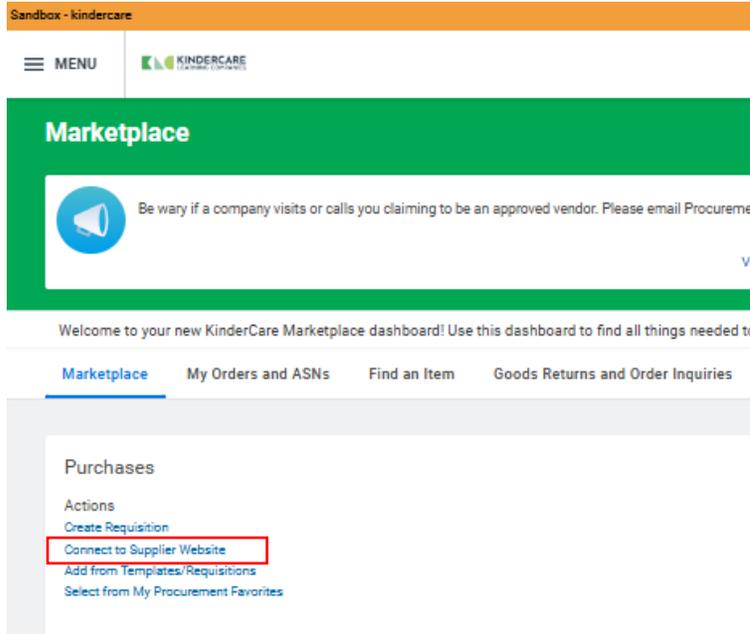
Order Information		Customer Service	
Order Number:	TH250401165520WOY	Email:	<a href="mailto:kindercares@staples.com">kindercares@staples.com</a>
Order Date:	4/1/2025	Phone:	1-800-262-6657
Payment Method:	Purchase Order		
Purchase Order Number	PO-1086698		

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## Checking Your Order Status – Staples Punchout

1. If you would like to check the status of your order at any time, you can connect back to the Staples punchout from the “Marketplace” page.



The screenshot shows the 'Connect to Supplier Website' table. The table has columns for Requesting Entity, Company, Requester, Currency, Requisition Type, Supplier Websites, Logo, Supplier Link Name, Multi-Supplier, Supplier, Description, and a 'Connect' button. The 'Connect' button for the Staples supplier is highlighted with a red box.

Requesting Entity	Company	Requester	Currency	Requisition Type	Supplier Websites	Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	Connect
KCLC	001 - KinderCare Education LLC	Angela Simpkins (962833)	USD	Center/Sites Products	3 items		Staples	<input type="checkbox"/>	STAPLES PROMOTIONAL PRODUCTS		<input type="button" value="Connect"/>
							HD Supply	<input type="checkbox"/>	HD SUPPLY PUNCHOUT FACILITIES MAINTENANCE	For Facilities Techs only	<input type="button" value="Connect"/>
							Grossman	<input type="checkbox"/>	DRYVVE (formerly Grossman CMS)	For Print-On-Demand	<input type="button" value="Connect"/>

2. Select Account from the top menu bar



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## 3. Select Order History

The screenshot shows the 'Your Account' section of the KinderCare website. The 'Order History' button is highlighted with a red box. Other sections include 'Account Profile', 'Pending Payment History', and 'Address Book'.

## 4. The Order History page shows order status. If the order shows it has shipped, you can view the tracking number by clicking the "View Button"

The screenshot shows the 'Order History' page with a table of orders. The 'View' button for the first order is highlighted with a red box, and a red arrow points from it to the order receipt below.

Order Number	Order Status	Created Date	Order Amount	Action
TH250401165520WOY	Order Received	04/01/2025	\$4.27	<a href="#">View</a>   <a href="#">Reorder</a>
TH250324151236ACZ	Order Received	03/24/2025	\$44.30	<a href="#">View</a>   <a href="#">Reorder</a>
TH250324144214JUF	Order Received	03/24/2025	\$44.30	<a href="#">View</a>   <a href="#">Reorder</a>

### Order receipt TH250401165520WOY - The KinderCare Store on 04/01/2025

[Print](#)

#### Details:

Date: 04/01/2025

Order: TH250401165520WOY

Payment: Purchase Order

Tracking Number: FedEx 794012345678

#### Shipment #1

PO-1086698 Angela Simpkins  
KinderCare Education LLC  
Work From Home CA  
5005 Meadows Rd., Suite 200  
Lake Oswego, OR, 97035, US  
Angela.Simpkins@kindercare.com  
5038721645

Item	Description	Status	Tracking Number	Qty	Price	Total	
Champions Summer Adult T-Shirt Yellow 736935-200487037-A15	ADULT-L	Order Received		1	\$4.27	\$4.27	<a href="#">Reorder</a>

Subtotal \$4.27

**Total \$4.27**

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## Need Help with Your Order?

View FAQs and Ordering Instructions by clicking the "Help" button at the top of the screen.



Or Contact:

### Customer Service

#### **In-stock Products**

[1-800-262-6657](tel:1-800-262-6657) (Monday-Friday, 7am-5pm CST)

[kindercare@staples.com](mailto:kindercare@staples.com)

### Kindercare

#### **App Support**

[1-800-707-7979](tel:1-800-707-7979) (Available 7am-5pm PST)

[ProcurementSupport@kindercare.com](mailto:ProcurementSupport@kindercare.com)

