1. Type "**FSA**" in your internet explorer browser and hit enter. Enter your computer xID and password:



2. You will be brought to the Finance Portal. Click on Oracle Financials then the Oracle Financials hyperlink.

🕞 Pru	dential	Finance	Po	ortal		
Home Page	Operations a	nd Monitoring	•	User Help Desk and Info	Documents and Forms	Training
Application M	Menu		в	ulletin Board		
Oracle F	inancials	~			Welcome to	the Finance Porta
Oracle	Financials	ď				
Query &	Reporting	<	s	hould vou have any issues a	ccessing and/or navigating	your applications or need
• • • • • • • • • • • • • • • • • • •					000 770 7700 (10)	14 045 704 0400 /latana

Note – typing in "BUYIT" in your internet explorer browser prompts you to log in just like above however instead of bringing you to the Finance Portal it brings you directly to the iProcurement Home Page (Screenshot from Step 4 below).

3. Navigate to PFI US PO Requester > iProcurement > iProcurement Home Page.



4. Within the Shop tab of iProcurement select the "Promotional Items" hyperlink then select the vendor you wish to view. Steps 5-7 show the process of placing an order for a special, "non-catalog" order. Before proceeding you must have worked with the vendor offline so that they can create the quote number. Once you have this number you may proceed to step 5. Steps 8-13 show the process of reviewing the catalog directly from the vendor's site.

Shop Requisitions Receiving		
Stores Shopping Lists Non-Catalog Request		
Search Main Store Go Advanced Search		
Stores		4
Main Store	Office Supplies and Stationery	Promotional Items
Main Store	Toner, Paper, Office Supplies, Imprint Envelopes, Stationery, Business Cards, Calendars and Holiday Cards	Inventoried and Special Order Items
Printed Material	Mail Services and Mail Equipment	Contingent Worker Requests
Printed Materials including marketing collateral, financial documents and other commercial applications	Mail Preparation and Tracking Equipment, Express Mail and Other Mail Services	Contingent Worker Requests
Other Valuable Information	Ergonomics	Relocation Services
Personal Purchases, Best Practices and Other Source-to-Pay Information	Ergonomic Furniture and Accessories	Relocation Services
Management Consulting	Books and Subscriptions	Oracle Training
Management Consulting	Periodical, Market Data Services, Corporate Trade Associations	Access Oracle iProcurement training materials and courses
Food Services	Facilities and Services	Agent Purchases
Catering, Pantry and Beverage	Facility Services, Mail Services, Corporate ID Cards and Physical Security	A guide to Agent Commodity Purchasing
QA Store	IT Procurement	
QA Store Description	IT Related Hardware and Software	

Shop R	Requisitions Receiving Contractors
Stores	Shopping Lists Non-Catalog Request Contractor Request
Search	Promotional Items Go Advanced Search
Shop: St	tores >
Shop	Promotional Items
Invento	ried and Special Order Items
X 2	; IS 🔅 ▾ III
Name	
CFJ Ma	nufacturing
Staples	Promotional Items
Best Pra	actices - Promotional Items
MPS Pu	Inchout

5. Click on "Oracle Quotes" (top navigation bar).

Onli 🔭 HIVE Application Home 🖉 Oracle BIEE Home 🛞 Time Rep	orting & Absenc 😋 CA Clarity PPM I	Login			
		Orac	le Quotes Logout	My Account	View Cart 0 \$0
	HOME SHOP BY PRODUCT	SHOP BY BUSINESS GROUP	CUSTOM ITEMS	CONTACT	
Prudential Bra	nded				Z

6. Enter the Staples Promotional Products Quote number in the box (quote # should have been provided to you by the vendor). Click "Find" (quote detail will be displayed). If quote detail does not display, contact the vendor – all contact information can be found within the Best Practices document within the Promotional Items storefront above.

	Oracle Quotes Logout My Account View Cart D \$0.00
🕼 Prudential	
Special Order Quote Tou must have a finalized special order quote before submitting a special order here. Special order your quote number: Cuote Number: Stay informed of	i must be processed separately from catalog orders. To place a special order or view your special order quote, enter Find new releases and specials: SUBMIT
	Prudential

7. Click on Place Order

								Oracle	Countes Logo	n wy Account	view Gait 1	\$12.20
🚳 Prudential				HOME	SHOP BY PRODUCT	т SH	OP BY BUSINES	S GROUP	CUSTOM ITEMS	CONTACT		_ 🎤
F	Place (Drder										
c	Cart Informat	tion						Modi	fy Cart			
		item Nbr.	Description		c	Qty	Price	item Tota	I			
	1	200269650	Port Authority Ladies Polo Tropic Blue Heather ADULT-XL		1		\$12.28	\$12.28	610.00			
	Subtotal.				Shipping:				\$0.00			
					Order Total:				\$12.28			
			Place Order									

8. ...Continuing from step 4 above. You may choose any of the options to search for products or use the search feature:



9. Once you find the desired item, click on it and input the quantity. You can view Inventory availability dates if needed. Select Add to Cart.

HEADWEAR

	2-TONE CAP
	200299259
	Description: • Cotton twill.
	Fabric strap with hook-and-loop closure.
@ Prudentia	Five panel design.
	Import. Embroidery. Gunmetal/Black.
	item ID In-Stock Qty 299259 338
	\$5.75
	☐ View Inventory Availability Dates
	Add to Cart
10. When complete select View Cart in upper righ	nt of screen:
	Oracle Quotes Logout My Account View Cart 2 \$16.50

11. Review the cart and make updates or add Signature Cards, if needed. When complete click Check Out:

CUSTOM ITEMS

CONTACT

SHOP BY BUSINESS GROUP

SHOP BY PRODUCT

Ø

×		0	
VI	ew	Ca	rt

Cart Information							
Note: Changing Qu	antity to 0 will remove item from your cart.						
	ltem	Description		Qty	Price	Item Total	
Remove		2-Tone Cap G	inmetal	2	\$ 5.75	\$ 11.50	
Subtotal:							\$11. 50
				Shipping:			\$0.00
				Order Total:			\$11.50
Update							
Cart Options							
		Incl	ude Signature Card with Order	r			
			es include Signature Card				
	One Signature Card included per order, B	v including the Signature C	ard next steps after selecting C	Check Out will require setting (up vour Signature C	ard for the order.	
		Check Out	Begins the checkout process.				
		Empty Cart	Clears all items from your cart.				

12. Select Shipping then click Continue:

Payment
Use a Promo Code
Do you have an Promo Code that you would like to use on this order? Enter the Promo Code below and then click 'Apply to Order'. Promo Code: Apply to Order
Your order total: \$11.50
Shipping Method
Choose a method of shipping.
UPS Ground VDelivery in 3-7 business days
Continue

13. Review finally then click Place Order.

Place Order

Cart Information						Modify Cart
	ltem Nbr.	Description	Qty	Price	Item Total	
	200299259	2-Tone Cap Gunmetal	2	\$5.75	\$11.50	
Subtotal:				Shipping: Tax:		\$11.50 \$0.00 \$0.00
				Order Total:		\$11.50

Place Order

14. After placing the order, system will bring you back to iProcurement. Items will populate into your requisition cart/form and supplier information is shown above in yellow.

	Prudential 🗝	curement					* ¢	: 22	Lo	ngged in As X200147	?
10p Re	equisitions Receiving										
Info	rmation										
1. Supp 2. Supp 3. NOT 4. NOT 5. NOT 6. NOT 7. NOT	pier: STAPLES pier Site: 010-PO TE: Review ship to address. If "Deliver-To Loca" TE: Multiple Ship-to Locations on a Single Requ TE: Change Order Processing is not Allowed for TE: Do not use Attachments for this Suppiler TE: Multiple SKU/Order Numbers are not Allowe	tion" shows ONE 1 isition are not Allo r this Supplier ad for this Supplier	TIME ADDRES	38, those fields mu upplier	st be populated by clicking on "Edit one-time address"						
Edit a	Ind Submit Requisition							E.	Refresh	Save Printable Pag	e Sut
Indicat	tes required field										
Reauir	sition 10137775										
			Fi	nancial Approver	$$\leq Q_{\rm c}$$ Select if you want to override the default financial approver.						
Select L	Update Copy Delete	ormation 🕅	3								
Select L	Update Copy Delete Copy Du ines: Apply this Deliver - To Location int to all applicable requisition lines	ormation 💢	C it Price	Amount (USD) Need	By Date	Deliver-To Location	Special	Attachment	Update	Legal Agreement	Del
Select L	Update Copy Delete Copy D. ines: Apply this Deliver - To Location into to all applicable requisition lines Details Description Port Authority Ladies Polo - Tropic Blue	ormation 12 Quantity Un	C it Price	Amount (USD) Need	By Date w 2017 100 000 00 10 10 10 10 10 10 10 10 10 1	Deliver-To Location US_T_C_EPASOG_ Compare certification exciting register was to confirm that the Deliver-To	Special Info	Attachment	Update Line	Egal Agreement Number	Del
Select L	Update Copy Delete Copy D Lines: Apply this Deliver - To Location into to all applicable regulation lines Delete Delete Vetails Description Port Authority Ladies Polo - Tropic Blue Heather ADULT-XLPORt Authority Ladies Polo - Tropic Blue Heather ADULT-XL	Quantity Un s 1 EA	t Price	Amount (USD) Need 10-Ni 12.28 document order 1 approv	By Date 09-2017 000:000 00 00 00 00 00 000 000 000 000	Deliver-To Location US_TX_EL PASO (Q,) Company complexities reactions require you to confirm that the Deliver-To where anxiess will be indexed for all intex of this negation. Ender on-time address	Special Info	Attachment	Update Line	Legal Agreement Number 0041260	Del

15. If you leave the Financial Approver section blank it will default to your manager. If you need to change it, select the magnifying glass and choose another Financial Approver.

Shop	Requis	itions Receiving																	
Stores	Shop	ping Lists Non-C	Catalog Reques	at															
Edi	and	Submit Requi	isition														Refresh	Save Printable Pag	e Submit
* Ind	icates re	quired field																	
Req	uisitio	n 10126599																	
						Financ	Total * * Description [Justification [cial Approver] \$	50.00 USD (details of order) Ope Select If you want to overrid	en field for desc ride the default fina	accription	J Q		1						
Sele	ct Lines	Update Copy Apply this Deli to all applicable requ	Delete Cop iver - To Locatio uisition lines	y Deliver To) 1 🐹 2								٩						
	Detail	s Description	Quantit	y Unit	Price	Amount (USD) No	Need By Date							Deliver-To Location	Special Info	Attachment	Update Line	Legal Agreement Number	Delete
	Þ	(details of order) Open field for description	1	EA	50 USD	50.00 (c	08-Nov-2017 00:0 (example: 27-Mar-201 delivery by the specific the approval process of	00:00 1% 113 19:45:00) The date you i fied date and may incur add a as the vendor does not rec	u need the goods/s dditional fees includ eceive the order unt	services delivered ading expedited ship nbl the requisition is	d to you. Changing hipping charges and is approved.	g the default value d nd rush order fees. F	es not guerantee lease allow time for	ONE TIME ADDRESS Company compliance policies repire you to continu that the Deliver- Location represents the exact address where goods will be shipped of where services will be rendered for all lines of this requisition. Edit one-time address Delete one-time address	io R	•∞	1	0032154	Û
					Total	50.00													
Your I	equisitio	n will be sent to the fo	ollowing list of a	pprovers.															
•	•	(A) RU Financial Approval	PRU O	perational Co	(Å) ompliance App		PRU Operational	d Compliance Approval	al 2									Manage	Approvals
Note	es And	d Attachments																	

16. Please note: If you do not have a Pru location assigned to you, a message will appear to edit the ONE TIME ADDRESS line. If this happens, select the Edit one-time address button towards the right of the screen.

Shop	, R	equisi	tions Receiving											
Store	IS	Shopp	ing Lists Non-Cat	alog Reque	st									
Ec	lit a	ind \$	Submit Requis	ition							D.	Refresh	Save Printable Page	Submit
* 1	ndica	tes req	uired field											
Re	qui	sitio	n 10126599											
							Total * Description Justification Financial Approver	50.00 USD (details of order) Open field for description Select 7 you want to eventice the default transid approver.						
Se	lect I	ines:	Update Copy I Apply this Delive to all applicable requis	Delete Co r - To Locati ition lines	py Deliv	mation 💢 2								
C)etails	Description	Quanti	ty Unit	Price	Amount (USD) Need By Date		Deliver-To Location	Special Info	Attachment	Update Line	Legal Agreement Number	Delete
C	-	Þ	(details of order) Open field for description		1 EA	50 USD	08-Nov-2017 00: 50.00 (example: 27-Mar-2) delivery by the speci the approval process	00.00 % D13 12 46.00) The date you read the goods/services differend to you. Changing the default value does not guarantee field date and may next additional field inducting expedited intripring charges and runt order fees. Please situe time for as its worked date on travers the code will be requisition a segment.	ONE TIME ADDRESS Company compliance policies require you to contine that the Deliver-To Location represents the excel address where goods will be shipped CR where acrossed the targetment for all lines of this requisition. Edit one-time address Detelet one-time address		4 3	1	0032154	1
						Total	50.00							
You	Total 50.00 Your requisition will be sent to the following list of approvers. Approvals Approvals Image Approvals Image Approvals													
No	tes	And	Attachments											

i. After clicking on "Edit One Time address" you may choose to Create a New One-Time Address or Select Existing One-Time Address. For future use of the address, Click on Save Address and Apply.

P Requisitions Receiving					
es Shopping Lists Non-Catalog Request					
ne-Time Address					
Indicates required field					
ter an address and click Apply when you are done.					
	* Ship-to Name (First and Last)	Nitza Snapp			
	Address Line 1				
	Address Line 2				
	* Company Name	Prudential			
	* City	El Paso			
	County				
	State	TX 🔄 Q			
	Province				
	Postal Code	79936			
	Country	US <u>3</u> 4			

ii. If you want all line items to ship to the same address, click the "Apply this Deliver-To Location..." checkbox on Selected Lines: left hand upper corner, Click "Copy Deliver To".

Coquisition to 120035								
	Finar	Total 5000 USD * Description (default of order) Open field for description Justification ancial Approver Edent I you eard to control the default financial approver.						
Update Copy Delete Copy Deli Select Lines: 	mation 💢 😂							
☑ Details Description Quantity Unit	Price Amount (USD)	t Need By Date	Deliver-To Location	Special Info	Attachment	Update Line	Legal Agreement Number	D
☑ Image: block of order) 0 (details of order) 1 EA ☑ Image: block of order of the state of the	50 USD 50.00	08-Nov-2017 00.00.00 % (security): 27-Mar-2013 14-44:00) The data you need the goods/services delivered to you. Changing the default value does no delivery by the specified data and may hour additional feas including expedited shipping changes and rush order feas. Rease the heuronical increase and heurondro data on tensoush the concelling tensormal.	ONE TIME ADDRESS Company compliance policies require you to confirm that the Deliver-Ti guarantee show time for Edit one-time address address	2	40	1	0032154	
		the approval process as the restor does not receive the other than the requisitor is approved.	Delete one-time address					
	Total 50.00	ana apporte process as ne rendon doss na recorde una vida dana ne regulation a apportes.	Delete one-time address					
four requisition will be sent to the following list of approve	rotat 50.00 rs. odate Cc	opy Delete Copy Deliver To	Delete one-time address					
four regulation will be sent to the following list of approve Up Select Lines:	nodate Co	opy Delete Copy Deliver To is Deliver - To Location information	Delete one-time address					

17. Review page and if correct, select Submit

Shop	Requisition	ns Receiving												
Stores	Shopping	Lists Non-Cat	talog Request	t										
Shop: Edit	Non-Catalo and Su	g Request > Ibmit Requis	sition									Refresh	Save Printable Page	Submit
* India	ates requir	ed field												
Requ	isition 1	10126599												
						Total * Description Justification Financial Approver	50 00 USD (details of order) Open field for description (details of order) Open field for description (details of a second secon							
Selec	t Lines:	Jpdate Copy I Apply this Delive all applicable requis	Delete Copy er - To Location ation lines	y Deliver To	1 🕱 😂									
	Details D	escription	Quantity	/ Unit	Price	Amount (USD) Need By Date			Deliver-To Location	Special Info	Attachment	Update Line	Legal Agreement Number	Delete
) (c)	details of order) Ipen field for escription	1	EA	50 USD	08-Nov-2017 00: 50.00 (example: 27-Mar-20 delivery by the speci the approval process	00 00 15 10 10 10 10 10 10 10 10 10 10 10 10 10	e does not guarantee s. Please allow time for	ONE TIME ADDRESS Company compliance policies require you to confirm that the Daliver-To Location represents the exact address where goods will be shipped OR where services will be rendered for all lines of this requisition. Edit one-time address Delete one-time address		40	1	0032154	8
					Total	50.00								

18. Once approved, the system will notify you via email and automatically send PO to the vendor.

2 N]New 🔻 🚑 Reply 🛪 🐗 Reply to All 👻 🖳 Forward 🗶 💼 🗶 💌 前 Display 🍡 🔍 🛪 More 🛪															
	FYI: Purchase Requisition 10061888 has been approved procurement operations 05/12/2015 05:42 PM Please respond to s2presponses Show Details															
From To Sent ID	TRUSCOTT, BETTY Description ARC BELLA UMBRELLA To DINARDO, JOSEPH Requisition Total 1,500.00 USD Sent 12-May-2015 21:40:04 Attachments ID 6691435 Attachments															
Line	Description	Supplier	Location	Unit	Quantity	Price (USD)	Amount (USD)	Legal Agreement Number	Dist #	Entity	Account	Sub Account	Product Group	Cost Center	Location	Dist Amount
1	ARC BELLA UMBRELLA	STAPLES	US_NJ_GC3_F13	BEA	100	13	1,300.00	0041260	1	15001	76315	99999	41001	712105	9999	1,300.00
2	Fulfillment AS	STAPLES	US_NJ_GC3_F13	BEA	100	2	200.00	0041260	1	15001	76315	99999	41001	712105	9999	200.00
3	NOTECARD	STAPLES	US_NJ_GC3_F13	BEA	100	0	0.00	0041260	1	15001	76315	99999	41001	712105	9999	0.00
Ар	proval Sequen	ce														
Num	Name								Α	ction		Action Da	ate			Note
1	JOSEPH D	INARDO							Su	ubmitte	d	12-May-20	15 16:08:5	5		
2	ELIZABET	H L TRUSC	COTT (PRU Finan	cial A	pproval)				Aj	pproved		12-May-20	15 21:40:0	4		
2	ELIZABET	H L TRUSC	COTT (PRU Finan	cial A	pproval)				Aj	pproved		12-May-20	15 21:40:0	1		

NOTE: Your requisition must be fully approved before a PO is sent to the vendor.

19. Upon receipt of a PO#, the vendor will email you an Order Acknowledgement with details of your order along with estimated ship and in-hands date information.

👌 New 🔻 🚑	Reply 🔻 🐗 I	Reply to All 🔻	🗟 Forward 🔹 📄 🔹 Þ 🔹 🎁 Disp	olay• 📿 • More•									
	C	DRDER CO Holmes, Ho C: "Martin, Eile	NFIRMATION - PRUDENTIAL eidi to: Joseph Dinardo een", Elizabeth Truscott	INSURANCE (084644195)	05/1	3/2015 12:16 PM Show Details							
ORDER CO	NFIRMATI	ON											
Dear JOSEPH	DINARDO,												
Dear JOSEPH DINARDO, Thank you for your order. This email confirms your order has been placed. Please contact your Staples Promotional Products Representative with any questions at 712- 737-0832 or by email at <u>Heidi.Holmes@Staples.com</u> .													
Order Numbe	er: 08464419	5											
Order Date: (5/13/2015												
Purchase Or	ler: 9005620	2											
Shipping A	ddress												
PRUDENTIAL													
JOSEPH DINA	RDO												
3 GATEWAY (CTR												
NEWARK, NJ	071024061												
Shipping N	lethod												
UPS/GRND C	MMC												
Order	Backorder				Unit	Extended							
Quantity	Quantity	Item	Description	Decoration	Price	Price							
100	N/A	001	ARC BELLA UMBRELLA		\$13.00	\$1300.00							
100	N/A	M110-2888	Fulfillment AS		\$2.00	\$200.00							
			Digital Proof Time: 2 business days Production Time: 7 business days (does not include shipping days)										
			Your estimated Ship Date is 05/2	28/2015									
			Your estimated In Hands Date is	06/01/2015									
					Subtotal:	\$1500.00							
Diance	note: Applicable	a calac tay and	freight will be added to your invoice										
Ordered	quantities are	subject to a 10	0% overage/underage unless otherwise	noted. Invoicing will be based on actual quantities shipped									