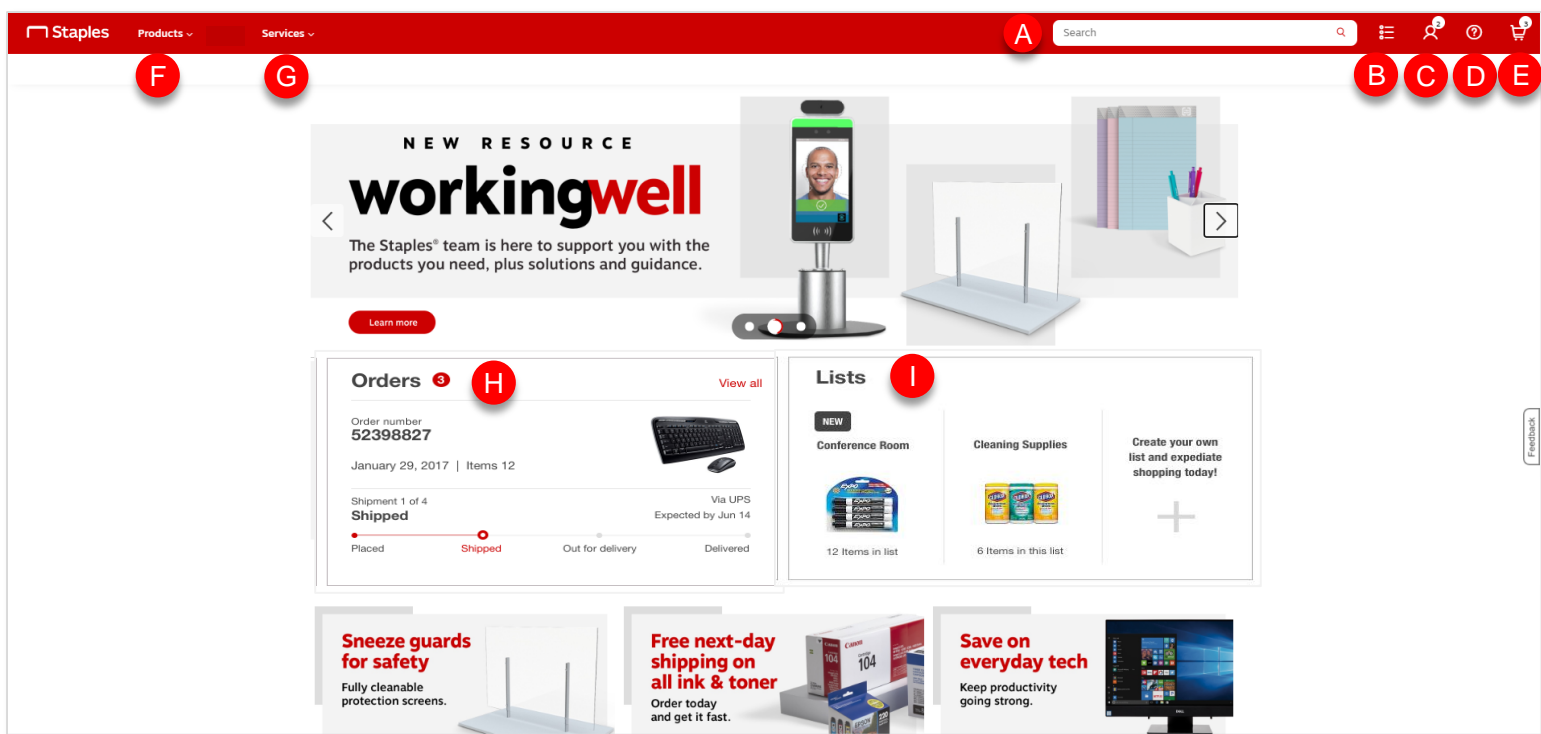


Staples Advantage 3rd party e-procurement systems quick guide for users



Header Navigation

- A** Search
- B** Lists
- C** Account
- D** Help
- E** Cart
- F** Products
- G** Services & Solutions

Home Page

H Orders

Active orders are presented with the date it was placed, # of items, shipping information and expected delivery date. If orders have all delivered, most recent orders will show.

I Lists

Up to 3 active shopping lists display with the ability to create a new list.

Note Orders and Lists are only available with certain third-party (3PP) e-procurement systems.

System Requirements:

For the best experience and interface StaplesAdvantage.com is supported on the following computer operating systems and the most up to date web browsers.

Operating Systems

Windows 7, Windows 2000, Mac OS X

Web Browsers

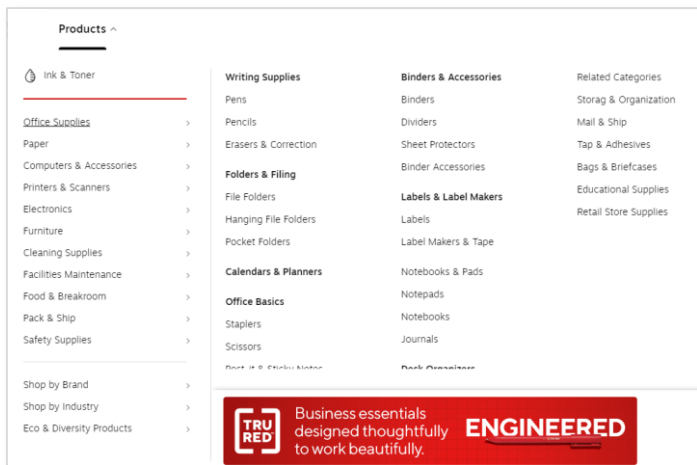
Internet Explorer [latest version](#)

Google Chrome [latest version](#)

Mozilla Firefox [latest version](#)

Safari [latest version](#)

Product Search and Ordering



Search Products

Easily search for a product by name and autosuggest terms populate in the search bar. Or search for products by category, product, industry, brand, eco & diversity products

Ink & Toner Finder

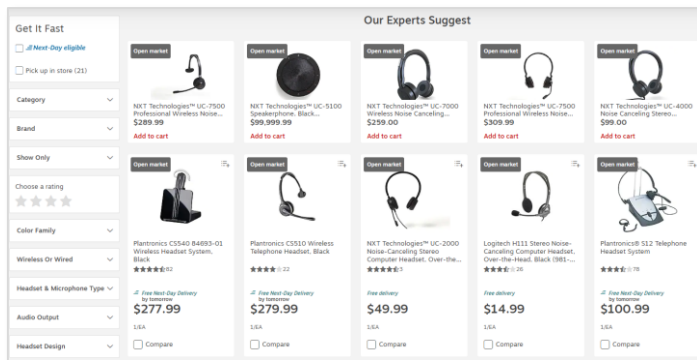
Access the ink & toner finder under “Products”

- Search by cartridge model number, printer model number, Past Purchases, popular brands or “Add My Printer” to quickly find the compatible ink and toner

Search Results

Add an item to your cart from search results to save time

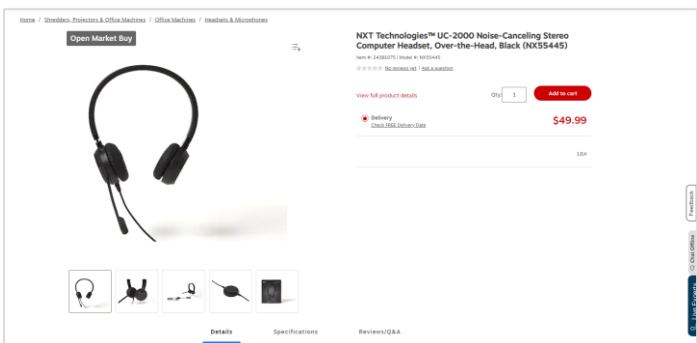
- Use the left-hand filter attributes to narrow your search results
- Check the “compare” box to do a side by side comparison of up to 4 items at a time
- Need it fast? Filter by “next-day eligible”



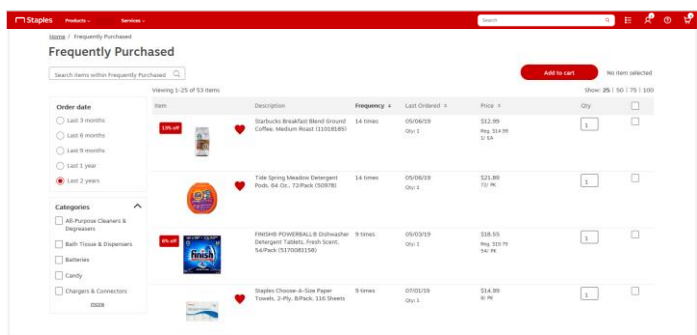
Product Page

Access the product page through by browsing categories or through a search.

- Ability to add an item to your cart from search saves time
- To view product details, specifications and reviews, click “View Full Product Details”
- To add an item to your cart, enter quantity and click “Add, Review & Checkout” or “Continue Shopping”
- To check the expected delivery date, enter the quantity you want and click “Check Delivery Date”



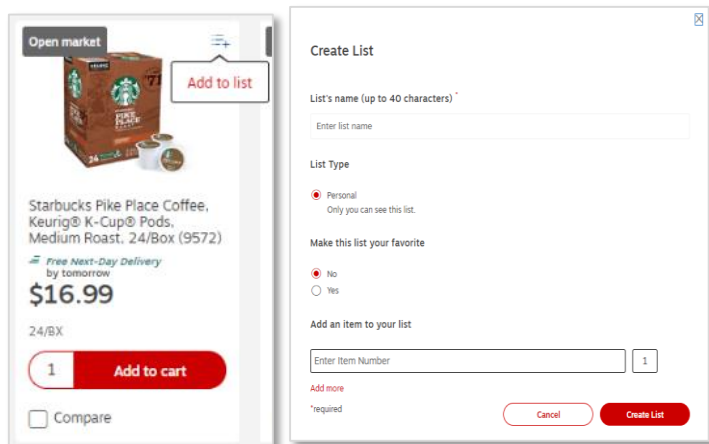
Ordering Quick Tools



Frequently Purchased

Easily reorder items by viewing your Frequently Purchased items from the Lists tab in the header navigation:

- Click “Frequently Purchased”
- Easily sort and filter items by order date or category
- Click on the items you want to order and add to cart
- Even add an item to your shopping list by clicking on the “list icon”

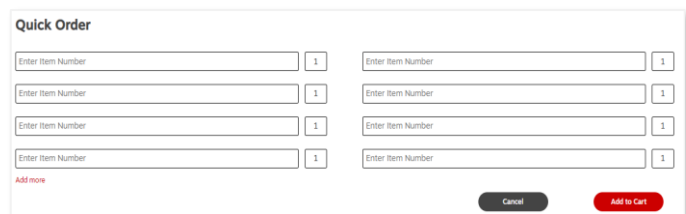


Shopping Lists

Create shopping lists for fast ordering from the Lists tab, product search results, product pages or your home page:

- Click “lists” or the “list icon” to create a list
- Create a name for your list
- Select “personal or shared”
- Determine if it should be a favorite
- Add items and click “Create List”

Note: shopping lists are only available with certain third-party (3PP) e-procurement systems.



Quick Order

Quick order up to 50 items at a time

- Go to the “Account” tab in the header navigation and click on Quick from the dropdown menu
- Enter the item numbers of the products you want to purchase, add to “cart and submit”

Managing Orders

Review & Checkout [Print to PDF](#)

Order Summary




Items (5)	\$133.83
Total	\$133.83

[Submit Order](#)

5 items in cart

Please review before submitting your order

Delivery

	NXT Technologies™ UC-4000 Noise Canceling Stereo Computer Headset, Over-the-Head, Black (NX57974) Item # 24405311 MFR # NX57974	Remove
	TRU RED™ Retractable Quick Dry Gel Pens, Fine Point, 0.5mm, Black, Dozen (TR54489) Item # 24377042 MFR # TR54489	Remove
	1 @ \$5.40 12/OZ	\$5.40
	Delivery	\$5.40
	Green Mountain Breakfast Blend Coffee, Keurig® K-Cup® Pods, Light Roast, 24/Box (6520) Item # 707136 MFR # 500033085	Remove
	1 @ \$11.29 24/BX	\$11.29
	Delivery	\$11.29

Your Shopping Cart

Review your order before you click submit

- View expected delivery date for items in your cart
- Change quantities or remove an item
- If items in your cart have a quality lower-cost alternative, Easy Savings Recommended Alternative items will be presented – the choice is up to you
- Click “Save for Later” if you don’t want to purchase now but want to easily purchase an item at another time
- Click “Submit Order” to complete your transaction

Orders

Quick search: [Viewing 1-25 of 554 orders](#) [Show: 25 | 50 | 75 | 100](#)

By order number	Order #	Date	Total	Status	PO #	Ship-to	Actions
<input type="text"/>	7900017218	04/11/19	\$29.21	Back Ordered	NEW RULE 2	LNKTEST7	
Advanced search: Expand all							
By ship-to & ordered by	7900017252	04/11/19	\$23.80	Processing	NEW RULE 2	LNKTEST7	
By date range	7900017250	04/11/19	\$21.82	Processing	NEW RULE 2	LNKTEST7	
By total	7900016880	04/10/19	\$56.30	Processing	NEW RULE 2	LNKTEST7	
By accounting info	7900016521	04/09/19	\$48.86	Processing	NEW RULE 2	LNKTEST7	
By item							
<input checked="" type="radio"/> Submitted Orders							
<input type="radio"/> Pending Approval							
Cancel all	Apply						
Looking for previously ordered							

Order Status & Tracking

Order status and order search are all on one page with advanced search

- Go to “Account” and click “Orders”
- Search and filter by Order #, Ship to, Ordered by, Date Range, Total, Accounting Info or Item
- Review up to 2 years of order history

Account / Orders / Order details

Order# 01234567890

Order placed: August 1, 2018 at 11:05am

Total items: 5

Aug 2, 2018 - 4 items

Aug 3, 2018 - 1 item (estimated delivery)

[View full tracking history](#)





Deliver to: 500 Broadway St, Fort Mitchell, KY 41015

Items for delivery

4 items in 2 boxes

Delivered on: Aug 2, 2018

Carrier: UPS | Signed by: Order release Location: Left at front door [View tracking](#)

	Brother LC3029 Color CMY Ink Cartridges (LC3029PKS), Super High Yield, 3/Pack Item: 271002 Model: 3029 OD: This can be a customized value	1 @ \$53.99 3/Pack	\$53.99
	Starbucks® Pike's Place Coffee, Keurig® K-Cup® Pods, Medium Roast, 49/Box (2332978) Item: 271002 Model: 3029 OD: This can be a customized value	3,999.99 \$9,999.99 Each Premium savings	\$99,999.99
	Kleenex® CottonSoft® Bulk Toilet Paper, 2-Ply, 451 Sheets/Roll, 20 Rolls/Case (271002) Model: 3029 OD: This can be a customized value	1 @ \$22.00 24/Pack	\$22.00
	Scott's® Choice® Paper Towels, 1-Ply, White, 102 Sheets/Roll, 15 Mega Rolls/Pack (20271) Item: 271002 Model: 3029 OD: This can be a customized value	1 @ \$14.99 24/Pack	\$14.99

Order summary [View receipt PDF](#)

Merchandise total	\$100.00
Shipping	\$0.00
Tax	\$0.00
Total	\$100.00

Accounting information

Budget Center: 01234567890

PO number: 01234567890

PO number: 01234567890

Payment method: [VISA](#) ending in 1234 \$100.00

Billing address:

ABC Company
1234 Main St
Apt 456
New York, NY 10001

Order Details

- Click on “View Tracking” to see details at the summary level as well as the shipment level
- View delivery progress on the delivery tracker with the number of items in a box
- Easily reorder or make a return by clicking on “Return an Item” or “Duplicate Order”
- View order summary with accounting information, payment method and billing

Note: The home page, order status & tracking and order details are only available with certain third-party (3PP) e-procurement systems.

Please reach out to your Staples Account Manager if you are interested in enabling this functionality.