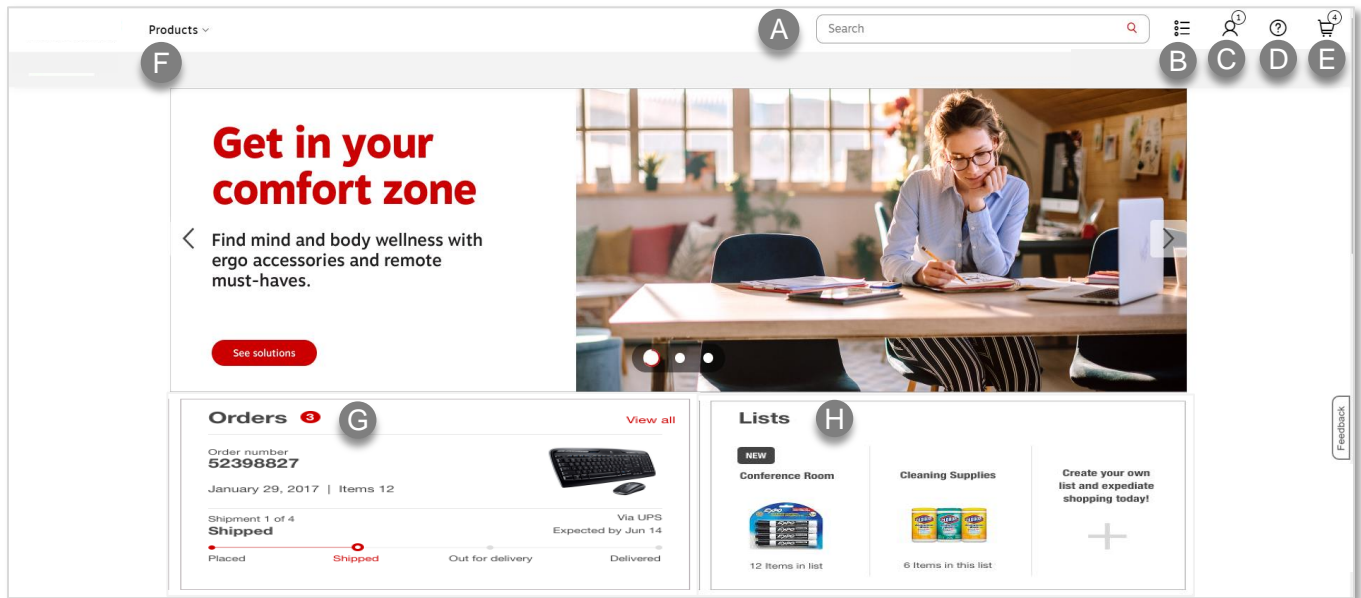


eProcurement Systems User Guide



Header Navigation

- A Search
- B Lists – My lists, quick order and frequently purchased items
- C Account – My orders
- D Help – Messages, help center and feedback
- E Cart
- F Products

Home Page

- G **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.

- H **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, use the following computer operating systems and the most up to date web browser version.

Operating Systems

Windows 10, Windows 2000, Mac OS X

Web Browsers

Internet Explorer [latest version](#)

Google Chrome [latest version](#)

Mozilla Firefox [latest version](#)

Safari [latest version](#)

Customer Service contact information:

BES@ediversitynetwork.com

Phone: 800-270-9102



Product Search & Ordering

Products ▾

- Ink & Toner
- Office Supplies
 - Paper
 - Computers & Accessories
 - Printers & Scanners
 - Electronics
 - Furniture
 - Cleaning Supplies
 - Facilities Maintenance
 - Food & Breakroom
 - Pack & Ship
 - Safety Supplies
- Shop by Brand
- Shop by Industry
- Eco & Diversity Products

Writing Supplies

- Pens
- Pencils
- Erasers & Correction
- Folders & Filing**
 - File Folders
 - Hanging File Folders
 - Pocket Folders
- Calendars & Planners**
- Office Basics**
 - Staplers
 - Scissors

Binders & Accessories

- Binders
- Dividers
- Sheet Protectors
- Binder Accessories
- Labels & Label Makers**
 - Labels
 - Label Makers & Tape
- Notebooks & Pads
- Notebooks
- Journals

Related Categories

- Storage & Organization
- Mail & Ship
- Tap & Adhesives
- Bags & Briefcases
- Educational Supplies
- Retail Store Supplies

TRU RED Business essentials designed thoughtfully to work beautifully. **ENGINEERED**

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, Ink & Toner

- 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”

Get It Fast

☐ Next Day eligible

☐ Pick up in store (22)

Category ▾

Brand ▾

Show Only ▾

Choose a rating

★ ★ ★ ★ ★

Color Family ▾

Wireless Or Wired ▾

Headset & Microphone Type ▾

Audio Output ▾

Headset Design ▾

Our Experts Suggest

<p>Open market</p> <p>NXT Technologies™ UC-7500 Professional Wireless Noise...</p> <p>\$289.99</p> <p>Add to cart</p>	<p>Open market</p> <p>NXT Technologies™ UC-8100 Speakerphone, Black...</p> <p>\$99.99</p> <p>Add to cart</p>	<p>Open market</p> <p>NXT Technologies™ UC-7000 Wireless Noise Cancelling...</p> <p>\$259.00</p> <p>Add to cart</p>	<p>Open market</p> <p>NXT Technologies™ UC-7500 Professional Wireless Noise...</p> <p>\$309.99</p> <p>Add to cart</p>	<p>Open market</p> <p>NXT Technologies™ UC-4000 Noise Cancelling Stereo...</p> <p>\$99.00</p> <p>Add to cart</p>
<p>Open market</p> <p>Plantronics CS540 B4693-01 Wireless Headset System, Black</p> <p>***** (12)</p> <p>\$277.99</p> <p>Add to cart</p>	<p>Open market</p> <p>Plantronics CS530 Wireless Telephone Headset, Black</p> <p>***** (12)</p> <p>\$279.99</p> <p>Add to cart</p>	<p>Open market</p> <p>NXT Technologies™ UC-2000 Noise-Cancelling Stereo Computer Headset, Over-the-Head, Black (NX55445)</p> <p>***** (7)</p> <p>\$49.99</p> <p>Add to cart</p>	<p>Open market</p> <p>Logitech H511 Stereo Noise-Cancelling Computer Headset, Over-the-Head, Black (981-1000000000)</p> <p>***** (26)</p> <p>\$14.99</p> <p>Add to cart</p>	<p>Open market</p> <p>Plantronics® S32 Telephone Headset System</p> <p>***** (19)</p> <p>\$100.99</p> <p>Add to cart</p>

Product Page

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

- 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”

Open Market Buy

NXT Technologies™ UC-2000 Noise-Cancelling Stereo Computer Headset, Over-the-Head, Black (NX55445)

View full product details

Qty: **Add to cart**

Delivery: **\$49.99**

1EA

Details Specifications Reviews/Q&A

Your Shopping Cart

Review your order before you click submit

- Change quantities, add a packing slip note or remove an item
- 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

Review & Checkout

Shipping & Delivery

Shipping location
Company name
Street address
City, State, Zip code

Delivery date

Choose your next available delivery date up to 120 days in the future.

Accounting

Budget Center - AccountStages
BC031111
Change

PO - AccountStages
BC0303 - SAVER_001
Change

Order Summary

Items (4) \$140.93

Total \$140.93

Order will be paid through credit card

Submit Order

4 items in cart

Please review before submitting your order

Important!

Per your organization's request, some items in your cart have been replaced with your Preferred Product substitute. See below for specific details.

Delivery

IOGEAR GC522u 2-Port USB KVM Switch

Item # 180512 1EA @ \$28.29

Delivery (Expected by: Tuesday, Jun 30, 2020)

\$28.29

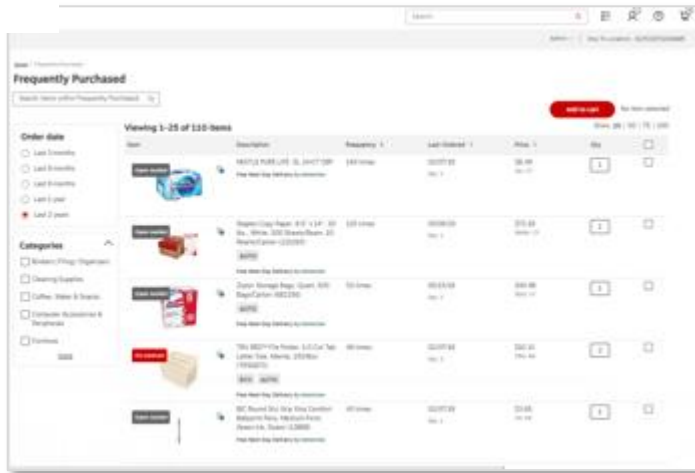
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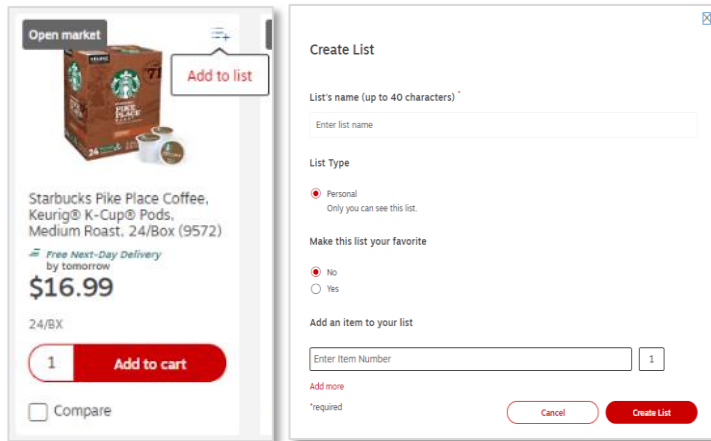
Ordering Quick Tools



Frequently Purchased

Easily reorder items by viewing your Frequently Purchased items from the List tab:

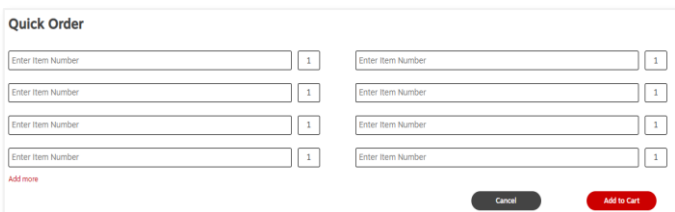
- Click “Frequently Purchased”
- Easily sort and filter items by order date or category
- Even add an item to your shopping list by clicking on the “List” icon



Shopping Lists

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

- Click lists or the “Add to List” icon to create a list
- Create a name for your list
- Select personal or shared (note: only site administrators have access to set up, edit or delete a shared shopping list)
- Determine if it should be a favorite
- Add item numbers and click “Create List”

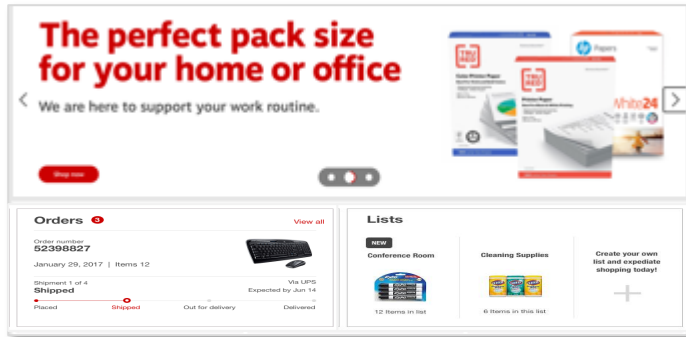


Quick Order

Quick order up to 50 items at a time

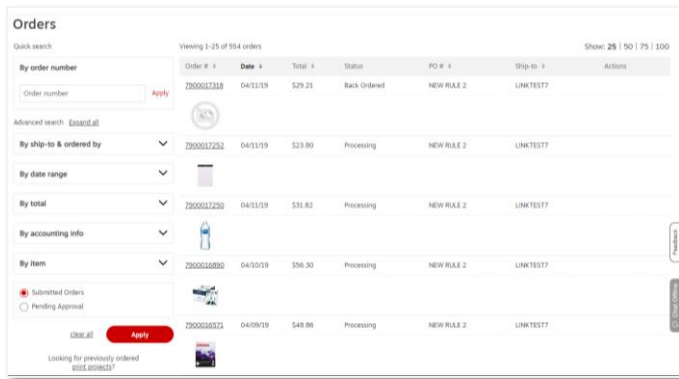
- Go to “Account” and use the drop down menu to click on Quick Order
- Enter the item numbers of the products you want to purchase, “Add to Cart” and “Submit”

Account Manage Orders



Home Page

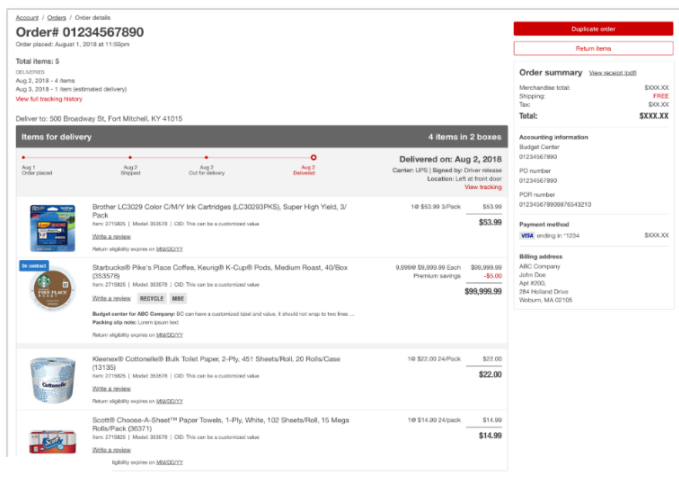
- View orders in progress on the delivery tracker or details on orders that have delivered
- Click “View All” to see additional orders and to go to the order details page



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



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: administrators can also view pending orders for their approval

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 Account Manager if you are interested in enabling this functionality.

Customer Service contact information:

BES@ediversitynetwork.com

Phone: 800-270-9102







Help to Get Answers Fast

Find everything you need in the Help Center

- Under Help click Help Center
- Simply search to find answers to your questions
- Or view Help Center topics

Help Center

 <p>Manage Your Account</p> <ul style="list-style-type: none"> Manage Notifications Edit Your Profile Change a Password Create a New User 	 <p>Products & Services</p> <ul style="list-style-type: none"> Use Ink & Toner Finder Request Special Orders & Quotes Create Ink & Toner Recycling Address Label View Safety Data Sheets (SDS) 	 <p>Manage Your Orders</p> <ul style="list-style-type: none"> Track an Order Return an Item Cancel an Order View or Print Order Receipt (PDF) 	 <p>Billing & Payments</p> <ul style="list-style-type: none"> Learn about Online Billing Learn about Staples Business Credit Manage Budgets View User, Spending or Budget Reports
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HELP CENTER TOPICS

- COVID-19 Customer Impact
- Getting Started
- Staples Memberships
- Managing Your Account
- Products & Services
- Ordering
- Shipping & Delivery
- Payment, Tax Exempt & Pricing
- Returns & Exchanges
- Mobile App
- Additional Resources
- Legal & Policies


Search the Help Center

COVID-19 Customer Impact

- Serving Our Customers During the Coronavirus (COVID-19) Pandemic
- Custom Delivery Dates
- Add a New Shipping Address
- Edit a Shipping Address
- Assign a Shipping Address (Ship To) to Users
- Shipping Address (Ship-To) FAQs

Need an Expert?

Contact your customer support team for inquiries about products, services or technical support.

 **EXAMPLE CONTACT2 - TITLE**
DELETE
EXAMPLE CT2 ADD1
123
EXAMPLE CT2 CITY, MD 22233
Phone: 555-555-5555
Fax: 555-555-5555

Manage your Account

- Manage notification settings
- Edit Your Profile
- Change your password

Products & Services

- Use the ink & toner finder
- Request special orders & quotes
- Create an ink & toner recycling return label
- View safety data sheets

Manage your Orders

- Check order status
- Search for orders
- Package tracking
- Return items

