

StaplesAdvantage.com

Quick guide for users

User Sign In

Type StaplesAdvantage.com in your browser,

Click Login to enter your login information.

If you forget your Account Number or User ID, click on "Forgot your Account Number or User ID?" If you forget your Password click on "Forgot your Password?" for assistance.

Header Navigation

- A** Search
- B** Products
- C** Services & Solutions
- D** Deals
- E** Worklife Center
- F** Reorder
- G** Account
- H** Connect
- I** Cart

The screenshot shows the StaplesAdvantage.com homepage. At the top, there is a navigation bar with links for Home Page, Product Search & Ordering, Reorder Quick Tools, Account Manage Orders, and Connect To Get Answers Fast. The main header features the Staples logo, a search bar (A), and navigation links for Reorder (F), Account (G), Connect (H), and Cart (I). Below the header, there are sections for PRODUCTS (B), SERVICES & SOLUTIONS (C), DEALS (D), and WORKLIFE CENTER (E). The main content area features a large banner for 'The Loop' with a 'Start browsing' button. Below the banner, there are sections for Approvals (J), Orders (K), and Lists (L). The Approvals section shows two orders with 'Decline' and 'Approve' buttons. The Orders section shows an order with 'Placed', 'Shipped', 'Out for delivery', and 'Delivered' status. The Lists section shows three active lists. At the bottom, there is a 'Frequently Purchased' section with five product recommendations.

Home Page

J Approve Orders

If a user is set up for approvals, order details will display to modify, decline or approve.

K 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.

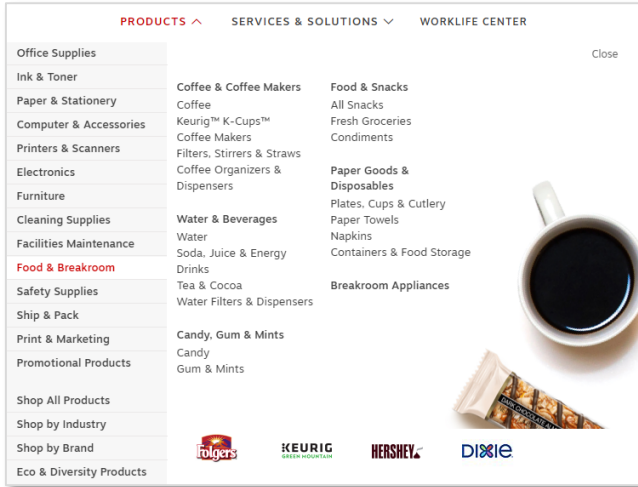
L Lists

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

Operating systems & browsers

Use google chrome for best experience.

Product Search and placing orders



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

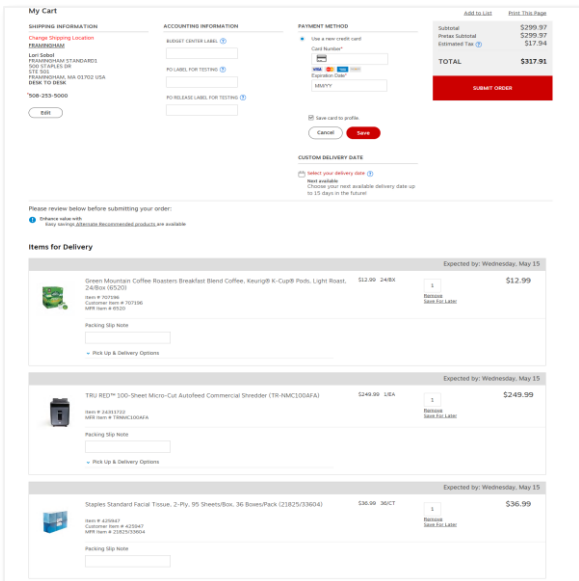
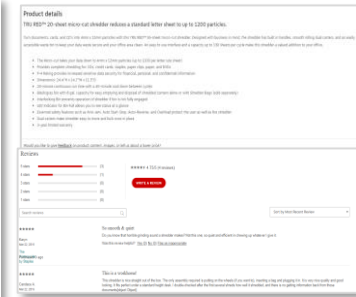
Access the ink & toner finder under Products

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

Product Page

Access the best 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
- For 1 Hour Pick Up, click Other Delivery Options to pick up same day at a Staples retail store



Your Shopping Cart

Review your order before you click submit

- View expected delivery date for items in your cart or select a custom delivery date up to 15 days in the future by clicking on Custom Delivery Date, pick a date and save
- Change quantities, add a packing slip note 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

Reorder quick tools

Staples Search for all your business needs

PRODUCTS SERVICES & SOLUTIONS WORKLIFE CENTER

Home / Frequently Purchased

Frequently Purchased

Search items within Frequently Purchased

Viewing 1-25 of 118 items

Order date	Item	Description	Frequency	Last Ordered	Price	Qty	
<input type="radio"/> Last 3 months		Nestle Pure Life Purified Bottled Water, 16.9 fl. oz. Bottles, 24/Case (1101009)	355 times	04/11/19	\$5.99	24/ CT	<input type="checkbox"/>
<input type="radio"/> Last 6 months		Staples 8 1/2 x 11 Multipurpose Paper, 20 lbs., 92 Brightness, 5000/Case (1344781)	47 times	04/09/19	\$179.34	5000/ CT	<input type="checkbox"/>
<input type="radio"/> Last 9 months		HON Brigade Storage Cabinet, 5 Adjustable Shelves, 18-1/2" D x 17 1/2" W x 18" H (HONSLC187ZP1) NEXT2019 NEXT2day	41 times	04/05/19	\$429.99	1/ EA	<input type="checkbox"/>
<input type="radio"/> Last 1 year		Dawn Professional Manual Pot and Pan Detergent, Original, 98 fl. oz.	37 times	03/23/19	\$5.99	1/ EA	<input type="checkbox"/>

Categories: Batteries, Cash Handling, Colored Paper, Commercial Office Furniture Collections, Copy & Multipurpose Paper

Frequently Purchased

Easily reorder items by viewing your Frequently Purchased items from the Reorder navigation:

- 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 heart icon

Green Mountain Coffee Roasters Breakfast Blend 24/BX
Pick up in 1 hour
\$12.99

1 Add to cart

Create List

List's name (up to 40 characters)*
List Title

Privacy Settings
 Personal
Only you can see this list.
 Shared
Share your list with other account members. It will appear as an option among their lists. Others can add to or subtract from your list. To stop sharing your list, change the list's privacy setting to "Personal".

Make this list your favorite
 No
 Yes

Add an item to your list
Enter Item Number 1

Add more
*required

Cancel Create List

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 list heart 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

Quick Order

Enter Item Number 1

Enter Item Number 1

Enter Item Number 1

Enter Item Number 1

Enter Item Number 1

Enter Item Number 1

Add more

Cancel Add to Cart

Quick Order

Quick order up to 50 items at a time

- Enter the item numbers of the products you want to purchase, add to cart and submit

My Auto Restock

Get started with your order in three easy steps. Have questions? Visit our FAQs page.

Auto Restock, just like that.

1 Pick products 2 Set monthly delivery date 3 Confirm shipping & payment

1. Pick Products

RECOMMENDED FOR YOU:
Viewing 1-3 of 5

★★★★★
Dixie® Medium Weight Polyethylene Plastic Spoon, 1000/CT
\$33.39 1000/CT

1 Add to Auto Restock

★★★★★
KIND® Bar, Blueberry Vanilla & Cashew, 1.4 Oz., 12/BX
\$16.69 \$16.69-88 12/BX

1 Add to Auto Restock

★★★★★
Staples Polystyrene Soup Spoons, Heavy Weight, 1000/BX
\$4.39 1000/BX

1 Add to Auto Restock

My Auto Restock Order

Item	Unit Price	Qty	Total Price
Choose from our recommended items on the left.			
SUB TOTAL			\$0
PRE-TAX TOTAL			\$0

Prices are subject to change. If the price of an item in your Auto Restock order increases, we will send you an email notification 4 days before order is shipped.

2. Set Delivery Date

Set regular monthly orders for the next available date below or pick a new one. Your deliveries will arrive once every month until cancelled.

Friday, May 17, 2019 pick a different delivery date

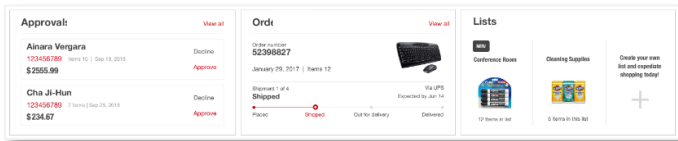
Auto Restock

Set up items to automatically deliver – pause, skip or cancel anytime

If an item is available to Auto Restock, it will be presented on the product page as another purchasing option or you can go to Reorder in the header navigation and click on Auto Restock

- Pick products
- Set monthly delivery date
- Confirm shipping & payment

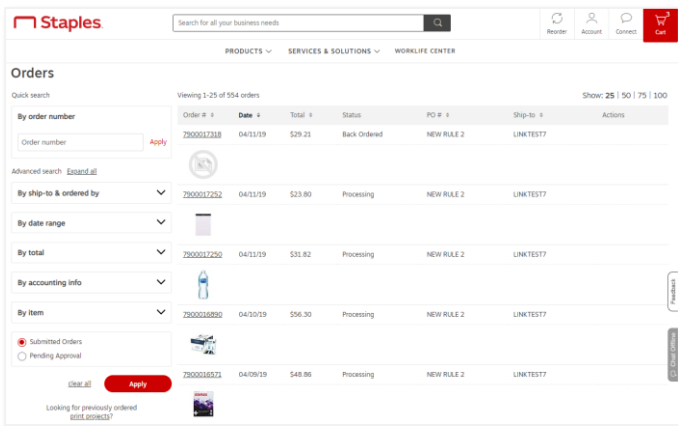
Account order management



Home Page

Displays up to 3 recent orders placed and/or delivered and the ability to View All orders on the orders detail page

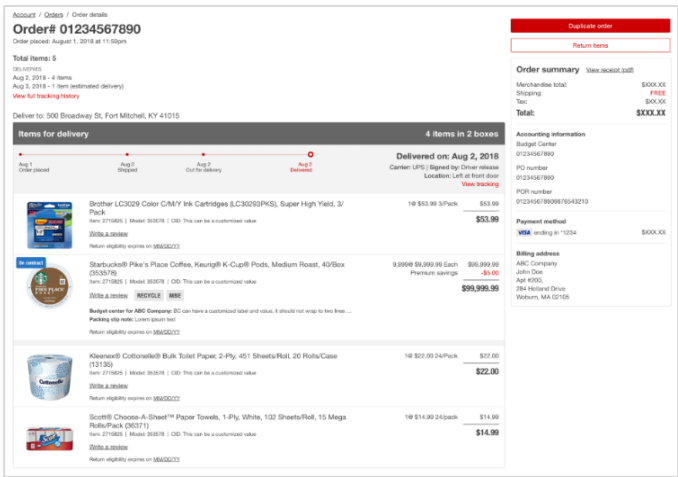
- View orders in progress on the delivery tracker or details on orders that have delivered
- Click View All to see additional orders and to go to the order details page



Order Status & Tracking

Order status and order tracking 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



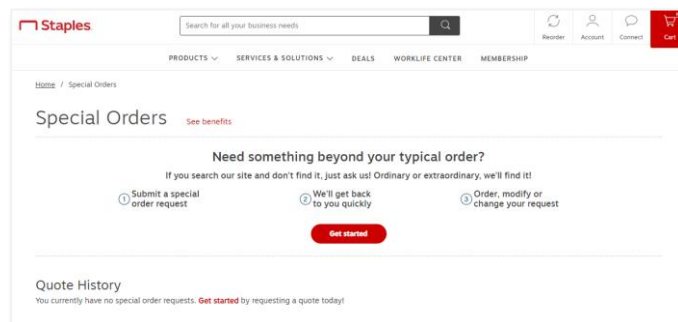
Order Details

- 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

Special Orders & Quotes

Can't find what you need? From the ordinary to the extraordinary, our sourcing team will find and order it within your existing account, without a new vendor set up or rogue spend

- Go to Account and click Special Orders & Quotes
- Submit a special order request by filling out the form or call 1-844-FIND-ALL
- We'll get back to you quickly with a quote
- Order, modify or change your request



Connect to get answers fast

Find everything you need in the Help Center

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

Help Center

Manage Your Account

- Manage Notifications
- Edit User Information
- Change a Password
- Create a New User

Products & Services

- Ink & Toner Finder
- Request Special Orders & Quotes
- Staples Ink & Toner Recycling
- Safety Data Sheets (SDS)

Manage Your Orders

- Track an Order
- Return an Item
- Cancel an Order
- View or Print Packing Slip

Billing & Payments

- Online Billing
- Staples Business Credit
- Manage Budgets
- View User, Spending or Budget Reports

Search the Help Center

Help Center Topics

FAQs

- Logging In
- Viewing the Home Page
- Finding Items
- Using Shopping Lists
- Using Your Shopping Cart
- Submitting an Order
- Checking Order Status
- Approving Orders
- View Transaction History
- Returning Items
- Editing Your Profile
- Changing Your Password
- Managing Users
- Legal & Policies

FAQs

- Orders
- Managing User Profiles
- Returns
- Order Status
- Billing
- Administrative Tasks

Need a Staples Expert?
Contact your customer support team for inquiries about products, services or technical support.

- Click to chat with a Staples Expert**
Pop-ups must be enabled
Monday - Friday, 8:00 am - 8:00 pm ET
- Call a Staples Expert**
1 (877) 826-7755
Monday - Friday, 8:00 am - 8:00 pm ET
- Click to email a Staples Expert**
Support@staplesadvantage.com

Manage your Account

- Set up or change your Delivery Notifications under Edit Your Profile
- Change your Password
- Create a New User

Products & Services

- Ink & Toner finder
- Request a Special Order
- Ink & toner recycling
- Safety data sheets

Manage your Orders

- Track an order
- Return an item
- Cancel an order
- View or print packing slip

Billing & Payments

- Online billing
- Manage budgets
- View spend or budget reports

Customer Service is Standing by to Help

Chat: Go to Connect, and click on Chat or Help Center

Email: For questions, contact support@StaplesAdvantage.com

Phone: Call 1-877-826-7755, Monday-Friday 8am – 8pm ET