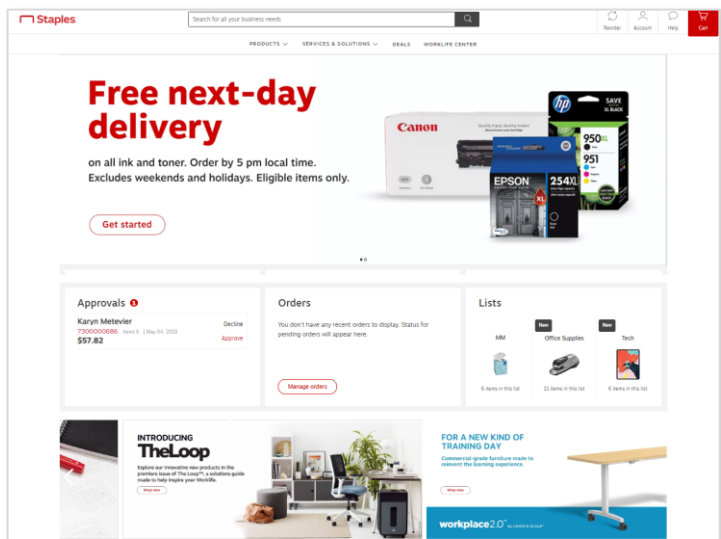


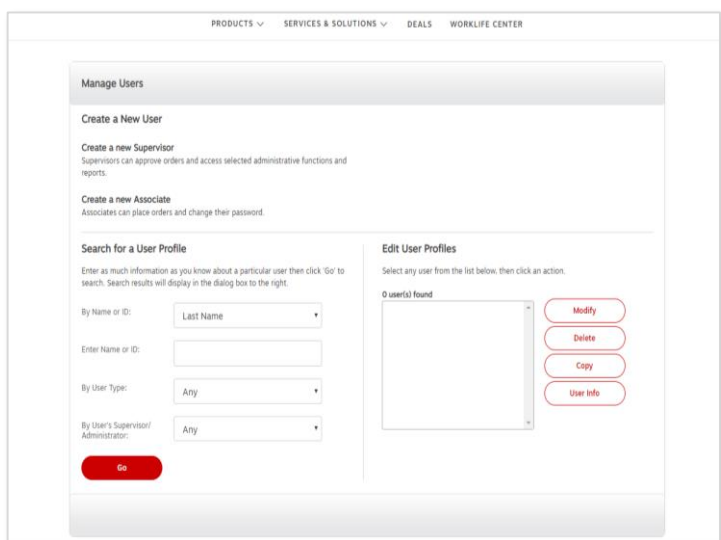
Quick guide for Administrators

on StaplesAdvantage.com



Administrator Capabilities:

- **Manage Users:** Add and delete users, modify user information, reset passwords and modify approval settings
- **Order Approvals:** Some organizations require that some or all orders be approved by an Administrator before they are submitted
Approvers review, modify or decline orders
Global Approvers can review, modify or decline orders that they are set up to approve as well as orders that routed to another person for approval
- **Create Shared Shopping Lists:** Create and modify shopping lists to be accessed by all your StaplesAdvantage.com users
- **Reports:** Access your reports to gain insight into your organizations spend



Manage Users:

Manage Users allows you to add and delete users or modify user information

- **Hover over Account** in the header and select **Manage Users**
- Click on the appropriate level of user you wish to create:
 - **Administrator** — Approves Supervisor orders, is the second level of approval for Associate orders (if applicable) and has access to additional functionality
 - **Supervisor** — Creates and submits orders. This is the first level of approval for Associate orders (if applicable) and may have access to additional functionality
 - **Associate** — Creates orders that may require approval by a Supervisor
- You will be prompted to enter required information to complete the new user profile

System Requirements:

For the best experience and Interface StaplesAdvantage.com is supported on the following computer operating systems and the most up to date version of various 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](#)

You can also search for an existing profile to edit, modify or delete. To save you time, copy an existing user and modify their name and information specific to the new user being created.

Quick guide for Administrators

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Setting Up Approval Routing

When setting up a new user, you will add in their required information and have the ability to include the following options:

A Blocked item override privileges

- Can order blocked items
- Orders containing blocked items must route for approval – note: an approver must be specified when this option is selected
- Check either box above or leave blank for user to not be allowed to order blocked items

B Approval requirements and spend limits

- No spending limits
- Route all orders for approval
- Route orders for approval when
 - Orders are not within the following user spending limits:
 - Define an order minimum
 - Define an order maximum
 - Orders exceed the following line total dollar maximum
 - Define dollar maximum

C Select a supervisor/approver by using the drop down menu to specify user

D Click next

Create New Associate

Define User Spending Limits for "lori klein"

Fields marked with an * are required.

Blocked Item Override Privileges

Can order blocked items

Orders containing blocked items must route for approval (An approver must be specified when this option is selected)

Approval Requirements and Spending Limits

No spending limits

Route all orders for approval

Route orders for approval, when:

Orders are not within the following user spending limits:

Order Minimum:

Order Maximum:

Orders exceed the following line total dollar maximum:

Line Total \$ Maximum:

*Supervisor/Approver: (User responsible for managing this profile)

Required if an option for routing orders for approval is selected above.

Previous Next

Manage Credit Card Information

E If you do not want to manage credit card information for a user, click next

F Or choose their purchase information privileges by checking the box on the following options:

- Do not display credit card information to user.
- Allow user to edit but not save to profile (credit card information can be changed for individual purchases, but cannot be saved to profile).
- Allow user to edit and save to profile

G Add a new credit card

H Click next

Create New Associate

Manage Credit Card Information for "lori klein"

If you do not want to manage credit card data for this user, click "Next" to continue.

Purchase Information Privileges

Do not display credit card information to user.

Allow user to edit but not save to profile (credit card information can be changed for individual purchases, but cannot be saved to profile).

Allow user to edit and save to profile.

Add New Credit Card

Previous Next

Quick guide for Administrators on StaplesAdvantage.com

When setting up a new user, you will add in their required information and have the ability to include the following options:

Assigning Budget Centers

Select an authorized ship-to location to view available Budget Centers

- A** To authorize a user for specific budget centers, select from the list of available budget centers
- B** Click Add Selected to move the selected information to the column on the right
- C** To authorize all currently available Budget Centers click Add All
- D** To authorize User for All Current and Future Budget Centers, check the box
- E** To assign a default Budget Center, select one from the list of Budget Centers above and click Assign Default
- F** Click next

Assigning Purchase Orders

Select an authorized ship-to location to view available Budget Centers

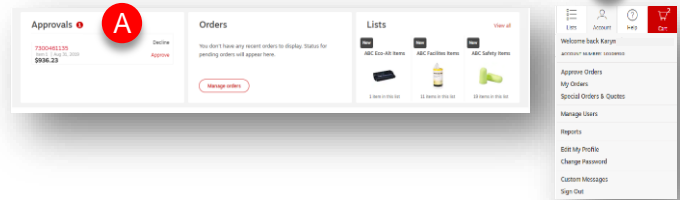
- G** Select an Authorized Ship-To Location to view available POs
- H** To authorize this user for specific POs, select them in the list of Available POs
- I** Click Add selected
- J** To authorize all currently available POs click Add all
- K** To assign a default PO, select one from the list of POs above and click Assign default
- L** Click next

Quick guide for Administrators on StaplesAdvantage.com

There are two easy ways Approvers can view, modify, approve or decline their pending orders before submission.

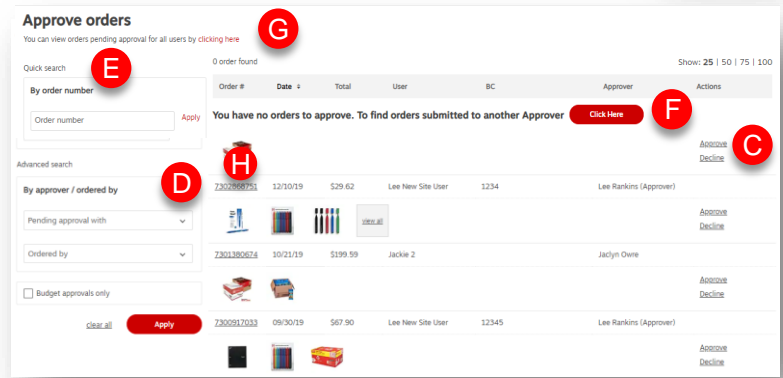
Approve Orders from Your Home Page or Account Tab

- A** Review the order displayed on your home page
- B** Or hover on Account, and select Approve Orders from the drop down menu
- C** Click Approve or Decline - if picking Decline, you must enter a reason



Review All Orders Pending Your Approval

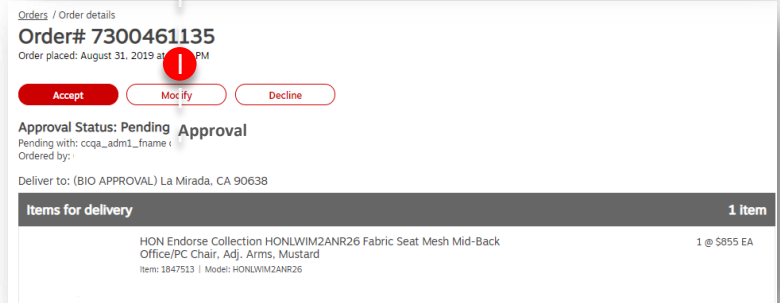
- D** All orders pending your approval will be presented
- E** Use the left hand filters to search by order number, approver, ordered by or budget approvals



Global Approvals

Global approvers can approve orders for all users and approve orders if an approver is not available.

- F** To find orders submitted to another Approver, click on Click Here button
- G** Or click on "You can view orders pending approval for all users by Clicking Here" in order to see all pending orders for approval



Review or Modify an Order

- H** Click on the order number to review or modify the order
- I** Click Modify, to:
 - Add a PO, PO Release or Budget
 - Change the method of payment
 - Edit the delivery date
 - Don't modify
 - Note: the Ship-to address cannot be changed
- J** Leave a comment if desired
- K** Click Submit Order

