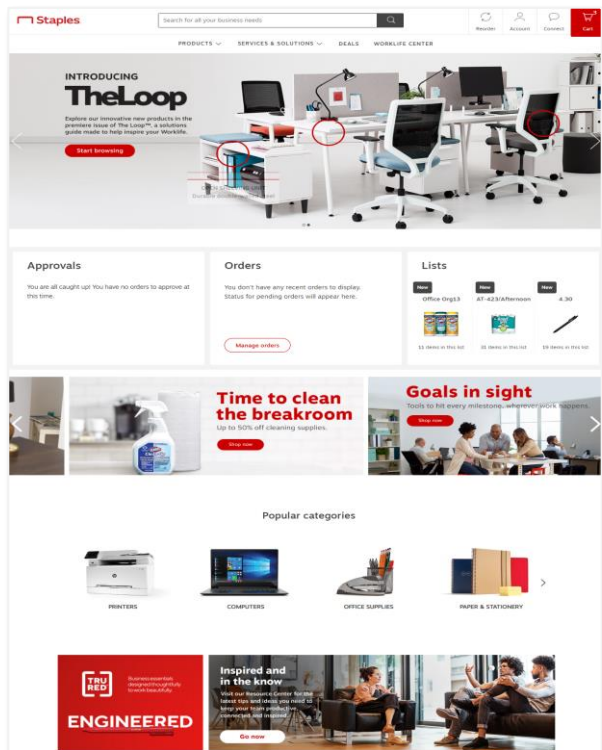


Quick guide for Supervisors

Easy ordering with StaplesAdvantage.com



Supervisors can have the following Capabilities:

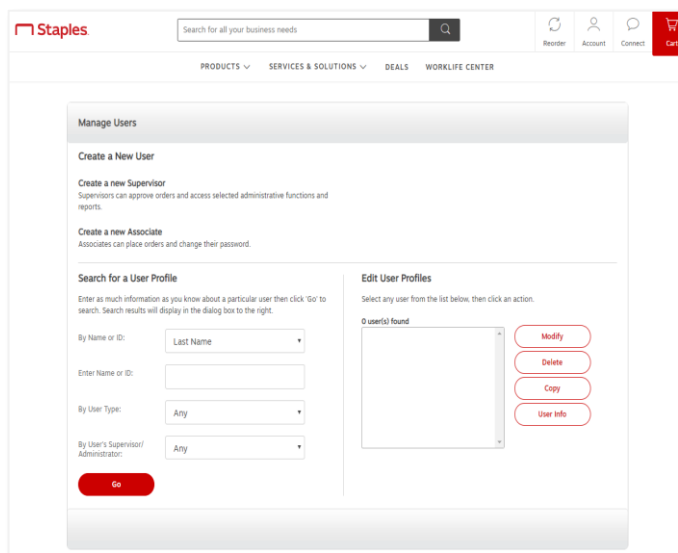
- **Manage Users:** Add and delete users, modify user information, reset passwords and modify approval settings.
- **Reports:** Access your organization's online user and spending reports.
- **Order Approvals:** Some organizations require that some or all orders be approved by a Supervisor before they are submitted.
- **Create Shared Shopping Lists:** Create and modify shopping lists to be accessed by all of your StaplesAdvantage.com users.

Adding a User:

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

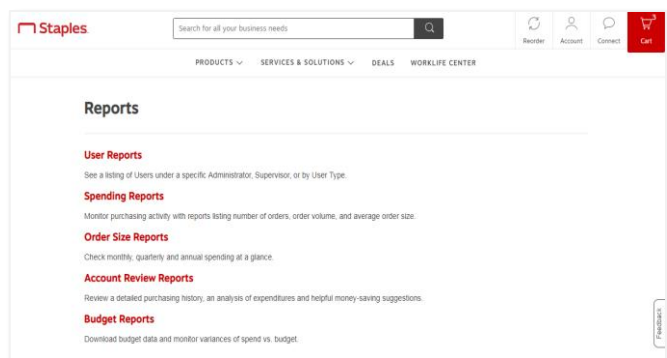
- Click Account in the header and then select Manage Users.
- Click on the appropriate level of user you wish to create:
 - **Associate** — Creates orders that may require approval by a Supervisor.
 - **Supervisor** — Creates and submits orders. This is the first level of approval for Associate orders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

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.



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Reports

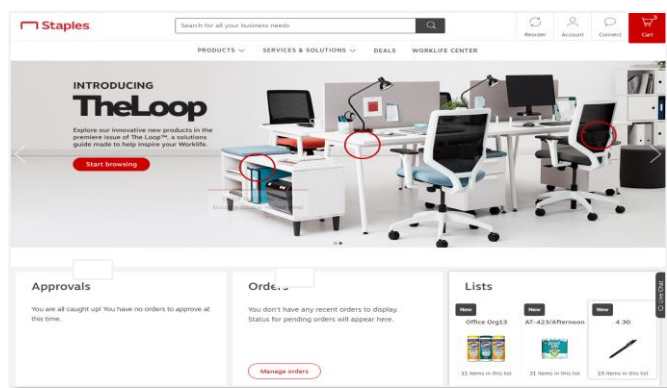
Click Account in the header and then select Reports

User Reports: View your organization's site user information by specific Administrators, Supervisors or User Types

Spending Reports: View a summary of your organization's purchases by budget center, bill-to, ship-to and user for up to 24 months

Order Size Reports: Check monthly, quarterly and annual spending at a glance

Budget Reports: Download budget data and monitor variances of spend vs. budget



Order Approvals

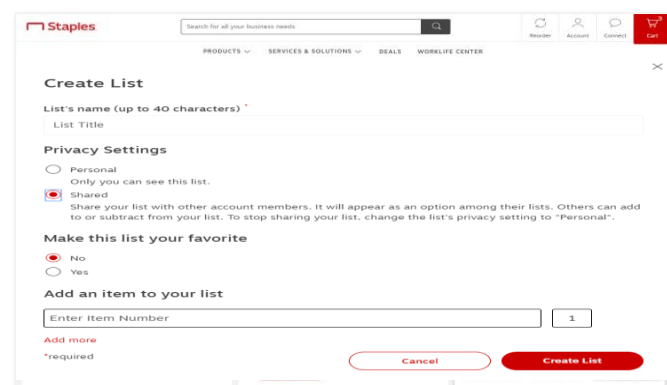
There are two easy ways to accept, decline or modify orders for approvals

Your home page will present orders to review

- View all orders by clicking View All to approve or decline all orders without viewing order detail
- Approve or decline orders individually

Go to Account in the header and click Approvals

- Search by order number, approver or individual ordered by name
- View or modify orders by clicking on the order number to make the necessary adjustments, leave notes for the associate and submit the order



Create Shared Shopping Lists

Shared shopping lists are custom lists that are available to all of your users to order from

The process of creating a shared list is similar to creating a personal list

You can set up a list from your home page or by going to Reorder in the header and then select Lists

- Click Create New List
- Assign a list name and choose Shared as the access level
- Add your items, and click Create List
- You can add, edit or create a new list or existing shopping list anywhere you see the list heart icon