

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

Header Navigation

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

The screenshot shows the Staples Advantage 3rd party e-procurement system home page. The header includes the Staples logo, a search bar (A), and navigation links for Lists (E), Account (F), Help (G), and Cart (H). Below the header are main navigation categories: PRODUCTS (B), SERVICES & SOLUTIONS (C), and WORKLIFE (D). The main content area features a large banner with the text "Open to new ideas" and a "Shop now" button. Below the banner are two main sections: "Orders" (I) and "Lists" (J). The "Orders" section displays an order summary for order number 52398827, placed on January 29, 2017, with 12 items. It shows a shipping progress bar with stages: Placed, Shipped, Out for delivery, and Delivered. The "Lists" section shows three active lists: "Conference Room" (12 items), "Cleaning Supplies" (6 items), and a button to "Create your own list and expediate shopping today!". At the bottom, there are promotional banners for "Up to 45% off select coffee essentials from Dixie® and Keurig®" and "Set the pace for productivity with 3M™ Workspace Solutions."

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

Home Page

I 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.

J 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.

Product Search and Ordering

PRODUCTS ^ SERVICES & SOLUTIONS v WORKLIFE CENTER

Office Supplies Close

Ink & Toner

Paper & Stationery

Computer & Accessories

Printers & Scanners

Electronics

Furniture

Cleaning Supplies

Facilities Maintenance

Food & Breakroom

Safety Supplies

Ship & Pack

Print & Marketing

Promotional Products

Shop All Products

Shop by Industry

Shop by Brand

Eco & Diversity Products

Coffee & Coffee Makers

Coffee

Keurig™ K-Cups™

Coffee Makers

Filters, Stirrers & Straws

Coffee Organizers & Dispensers

Water & Beverages

Water

Soda, Juice & Energy Drinks

Tea & Cocoa

Water Filters & Dispensers

Food & Snacks

All Snacks

Fresh Groceries

Condiments

Paper Goods & Disposables

Plates, Cups & Cutlery

Paper Towels

Napkins


Containers & Food Storage

Breakroom Appliances

Candy, Gum & Mints

Candy

Gum & Mints



folgers KEURIG GREEN MOUNTAIN HERSHEY'S DIXIE

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 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.

Staples Choice



TRU RED™ 16-Sheet Micro-Cut Commercial Shredder (TR-1/EA)

\$799.99

1 **Add to cart**

Product details

TRU RED™ 16-Sheet Micro-Cut Commercial Shredder delivers a standard letter sheet to up to 1200 particles.

1 The TRU RED™ 16-Sheet Micro-Cut Commercial Shredder delivers a standard letter sheet to up to 1200 particles.

2 The TRU RED™ 16-Sheet Micro-Cut Commercial Shredder delivers a standard letter sheet to up to 1200 particles.

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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 (NK37974)

Item # 24400311 | MFR # NK37974 Remove

TRU RED™ Retractable Quick Dry Gel Pens, Fine Point, 0.5mm, Black, Dozen (TR54489)

Item # 24377042 | MFR # TR54489 Remove

1 @ \$3.40 12/02 ~~\$3.40~~ **\$5.40**

Green Mountain Breakfast Blend Coffee, Keurig® K-Cup® Pods, Light Roast, 24/Box (6520)

Item # 24377042 | MFR # 5000330085 Remove

1 @ \$11.29 24/Box ~~\$11.29~~ **\$11.29**

Coastwide Professional™ Disinfectant Lemon DC Plus Concentrate for ExpressMix, 3.25L, 2/Pack

Item # 24221298 | MFR # CW04538EA Remove

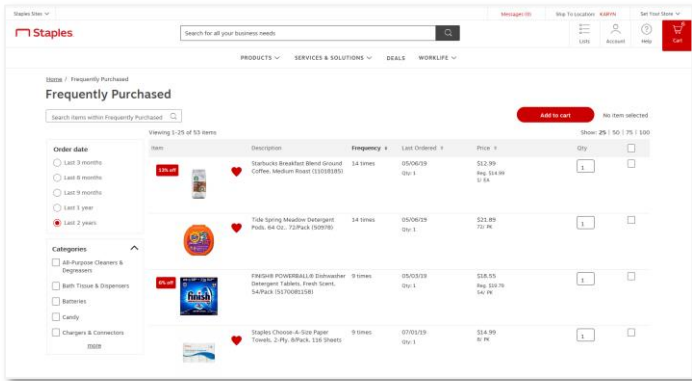
1 @ \$44.96 2/CT ~~\$44.96~~ **\$44.96**

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

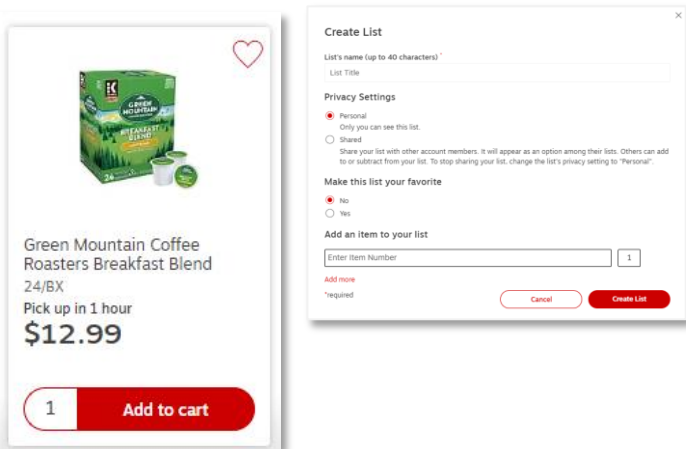
Ordering Quick Tools



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 heart icon

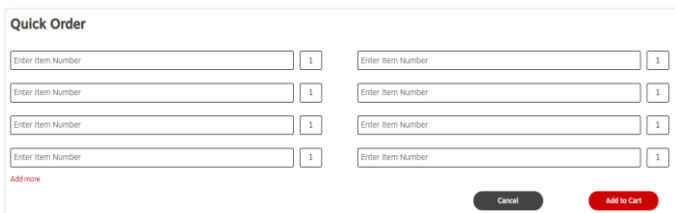


Shopping Lists

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

- Click lists or the 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

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 Lists 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

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
Order number	2000012210	04/11/19	\$29.21	Back Ordered	NEW RULE 2	LNK1TEST7	
Advanced search: Expand all							
By ship-to & ordered by	2000012212	04/11/19	\$23.90	Processing	NEW RULE 2	LNK1TEST7	
By date range							
By total	2000012200	04/11/19	\$31.82	Processing	NEW RULE 2	LNK1TEST7	
By accounting info							
By item	2000016890	04/10/19	\$56.30	Processing	NEW RULE 2	LNK1TEST7	
Submitted Orders							
Pending Approval							
Clear all	Apply	2000016521	04/09/19	Processing	NEW RULE 2	LNK1TEST7	

Looking for previously ordered items?

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 11:05pm

Total items: 5

Delivered: Aug 2, 2018 - 4 items

Aug 2, 2018 - 1 item (scheduled delivery)

View full tracking history

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

4 items in 2 boxes

Delivered on: Aug 2, 2018

Center UPS | Signed by: Center Manager

Location: Left at Front Door

View tracking

Items for delivery	Quantity	Unit Price	Total Price
Brother LC3029 Color CMY Ink Cartridges (LC3029PKS), Super High Yield, 3/Pack	10	\$53.99	\$539.90
Starbucks Pike's Place Coffee, Keurig® K-Cup® Pods, Medium Roast, 40/Box	9,999	\$9,999.99	\$99,999.99
Clorox® Disinfectant Bleach Wipes, 401 Sheets/Reel, 24 Rolls/Case	10	\$22.00	\$220.00
Scott's Choice® Paper Towels, 1-Ply, White, 102 Sheets/Reel, 15 Mega Rolls/Pack (20217)	10	\$14.99	\$149.90

Accounting information

Budget Center: 01234567890

PO number: 01234567890

POI number: 01234567890123456

Payment method: VISA ending in 1234 \$1000.00

Billing address: ABC Company, 1234 Elm Ave, Apt 4000, 234 Industrial Drive, Woburn, MA 02108

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.