

# Quick guide for Users

Easy ordering with Staples Business Advantage<sup>®</sup>

**STAPLES**  
Business Advantage<sup>®</sup>

## User Login

Type [www.StaplesAdvantage.com](http://www.StaplesAdvantage.com) in your browser, click **LOG IN** to enter your login information.

If you forget your User ID or Password, click on the Forgot your User ID or Password links for assistance.

## Home Page

The Home Page gives you access to all of these features.

- A** Search
- B** Browse Categories
- C** Quick Order
- D** Lists
- E** Dashboard
- F** Your Store
- G** My Account

## My Account

Easily access multiple features through My Account including:

- Edit Profile and set up Notification Settings
- Online Returns
- My Order Status
- Request a Special Order
- Saved Print Templates

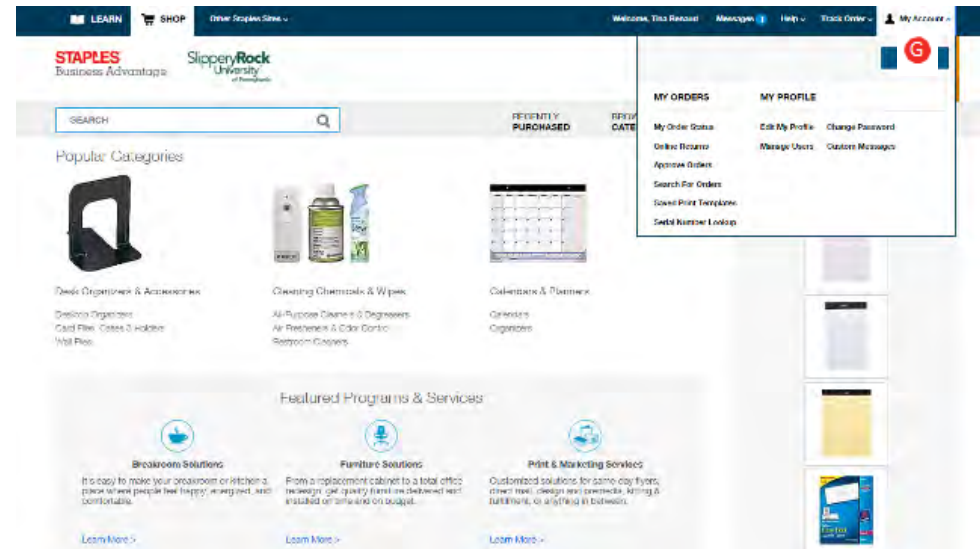
### Operating System and Browsers

- Click **Help** from the *StaplesAdvantage* home page to confirm support for your system and browser.

## Add items to your order

- **Search:** Search by keyword or item number. Search will display a summary of matching categories and top-ranking items that match your criteria. Narrow the results by product attributes, change the sort by option or compare items.
- **Browse Categories:** Browse the online catalog to find the products you need. Includes Ink & Toner Finder, Eco and Recycled, Minority-Owned Business products, and recently purchased.
- **Quick Order:** Enter up to 10 item numbers and quantities and click Add.
- **Shopping Lists:** Quickly reorder items you've saved in your lists.
- **Dashboard:** Quick access to view order history and Time to Reorder products.
- **Pick Up in Store:** Use search to find items available for same day pick up in a Staples retail store.

**Customer Support:** [support@staplesadvantage.com](mailto:support@staplesadvantage.com)



## My Account

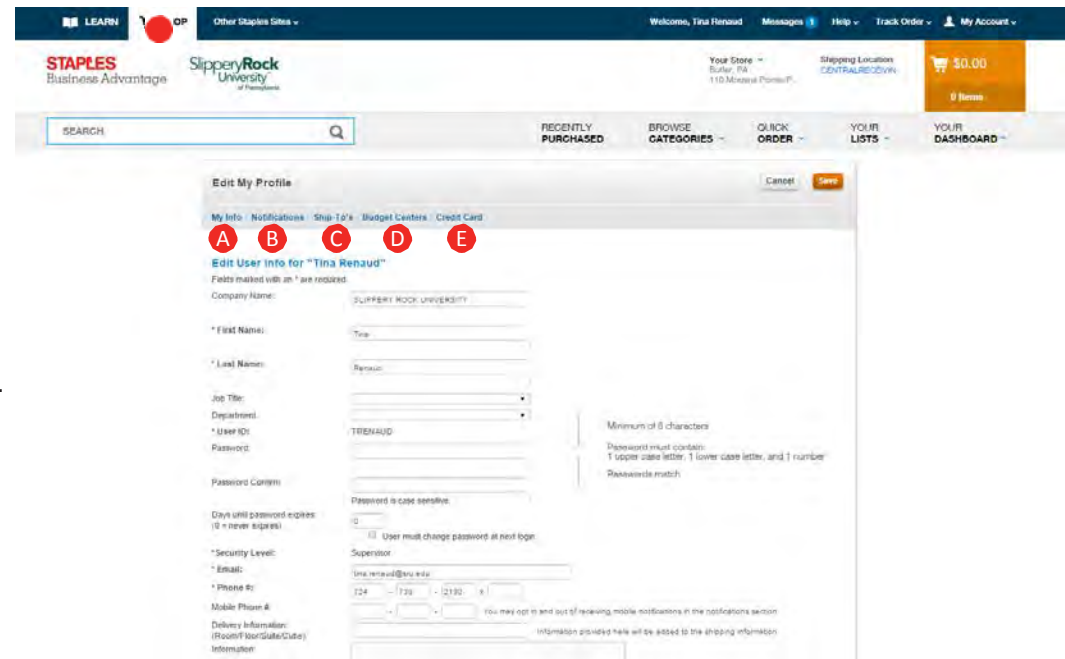
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## Edit My Profile:

- A** My Info
- B** Notifications
- C** Ship-To's
- D** Budget Centers
- E** Credit Card

To make changes to your profile just **click** on any profile headers.



## To enter payment method for those who have P-Card

- Go to **My Account**
- Click on **Edit My Profile**
- Click on **Credit Card** – you will see the screen below to enter your P-Card **Information**
- Click **Save**

The screenshot shows the Staples Business Advantage website interface. At the top, there is a dark blue navigation bar with links for LEARN, SHOP, and Other Staples Sites. The main header area includes the STAPLES Business Advantage and SlipperyRock University of Pennsylvania logos, along with user information for Tina Renaud, a shopping cart with 0 items, and navigation links for RECENTLY PURCHASED, BROWSE CATEGORIES, QUICK ORDER, YOUR LISTS, and YOUR DASHBOARD.

The main content area displays the 'Modify a User Profile' form for 'Tina Renaud'. The form title is 'Modify Credit Card Information for "Tina Renaud"'. Below the title, there is a message: 'If you do not want to manage credit card data for this user, click "Save" to continue.' The form contains a section for 'Specify Purchase Information Privileges and Credit Card Information below.' with three radio button 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.

Below the radio buttons, there are three input fields:

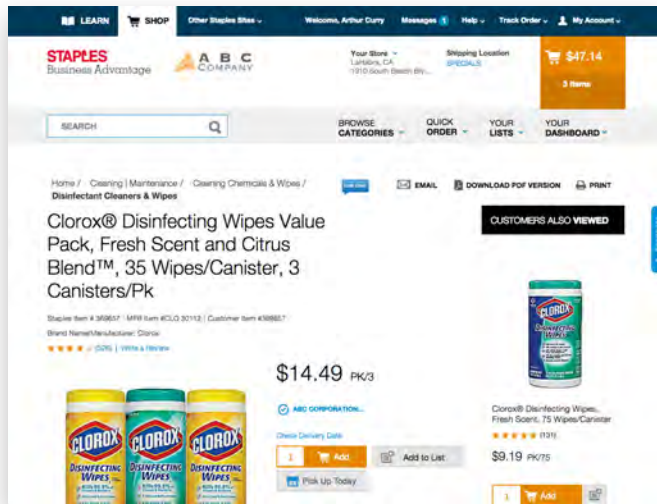
- Credit Card Type: A dropdown menu with the text 'Select a credit card'.
- Credit Card Number: A text input field.
- Credit Card Expiration Date: Two dropdown menus for 'Month' and 'Year' separated by a slash.

At the bottom of the form, there are two buttons: 'Previous' and 'Save'.

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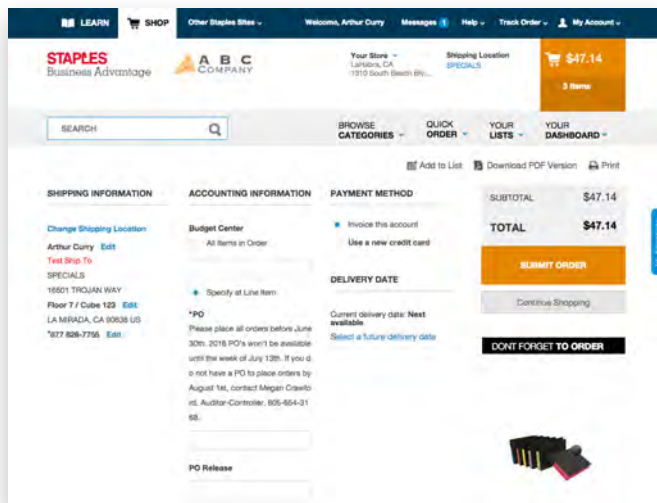
**STAPLES**  
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## Product Page

Access the Product Page either by Browsing Categories or through a Search.

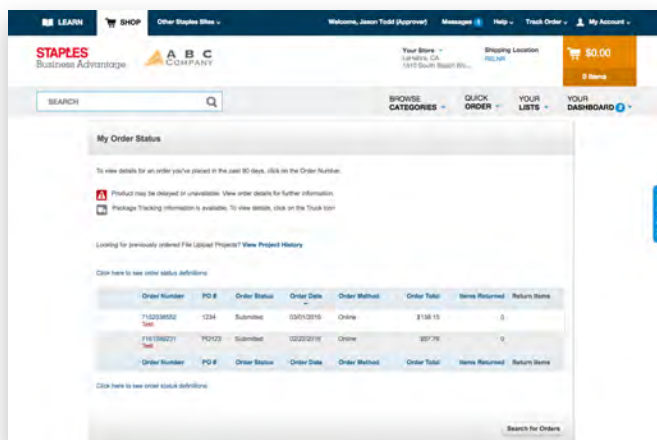
- To add an item to your cart, enter quantity and click **Add**.
- To add an item to a list, click **Add to List**.
- To check the expected delivery date, enter the quantity you want and click **Check Delivery Date**.
- Click **Pick Up Today** to purchase the item and pick up same day at a Staples retail store.
- Click **Chat** to get more information about the product.



## Your Shopping Cart

Click the **Cart** icon to see items in your current order. Click **Review & Checkout** to edit your cart.

- Review and complete your **Shipping** and **Payment** method information.
- Click **View All Delivery Dates** to view expected delivery dates for all items in your order.
- **Change quantities**, add **Packing Slip Notes** or **Remove** an item, then click **Update Cart**.
- **Submit Order** to complete your transaction. Click **Continue Shopping** to add more items.



## My Order Status and Tracking

To check the status of your submitted orders, click **Dashboard** to review **Orders**.

- Click **View all** to display all orders in the past 90 days.
- Click the **Order #** to view order details and to Track Order.
- **Track your orders** by clicking on the **Truck** icon.
- Click **Return An Item** to process a return.