# **Quick guide for Users**

**EASY ORDERING WITH STAPLESADVANTAGE.COM** 

## **USER LOGIN**

Type **StaplesAdvantage.com** in your browser, click Login to enter your login information.

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

# **HOME PAGE**

The homepage gives you access to all of these features.

- A Search
- B Special Orders
- C Recently Purchased
- D Browse Categories
- 🕑 Quick Order
- 🕑 Your Lists
- G Your Dashboard
- 🕕 Your Store
- My Account

# **My Account**

Easily access multiple features through My Account including:

- Edit My Profile and set up notification settings
- My Order Status
- My Auto Restock
- Online returns
- Request special orders & quotes
- Search for orders
- Saved print templates

Operating System and Browsers

• Use Google Chrome for the best experience.



# 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 categories to find the products you need. Use our Ink & Toner Finder, shop eco and recycled, minority-owned business supplies, recently purchased and more.
- Quick Order: Enter up to 10 item numbers and quantities and click Add.
- Shopping Lists: Quickly reorder items you've saved in your lists.
- **Recently Purchased:** Quickly reorder the products you've ordered in the past 12 months.
- **Special Orders:** Looking for something special? If you can't find it on our site, just ask. Ordinary or extraordinary, we'll do our best to find it for you.
- Auto Restock: Receive automatic deliveries of frequently ordered items.
- **Pick Up in Store:** Need it today? Find items available for same-day pickup at your local Staples<sup>®</sup> store.

**7** Staples

For questions, contact Customer Support at support@StaplesAdvantage.com.

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Staples.				Your Store * Shipping Lacrition Code, FL 1991 East Shierspit CTRL BILOFFICE Review Ca			Review Cart (0)
SEARCH		Q	SPECIAL ORDERS	RECENTLY BROWSE	QUICK	YOUR LISTS -	YOUR DASHBOARD *
My Order Status /  Do were details for an order you've paleoid in the past 80 days, click on the Order Number.To view the status of a neturn, click the View Pletures link. To view paleoige tracking information, click the Task Order link. Louing for pervision yourden Tail by block Order I Number.To view the status of a neturn, click the View Pletures link. Usering for pervision yourden Tail by block Order I Number.To view the status of a neturn, click the View Pletures link. Wy Order Status I							
Click here to see order s	status definitions						Items 1 - 25 of 40
Order Number †↓	PO Number 1	Order Status 14	Order Date 14	Order Method 14	Order Total 1	Quantity Ordered	14 Return Items
7195535574	2018-200290	Return Credit Issued Track Order	04/09/2018	Online	\$106.98	21	Return Items
7195534408	2018-200291	Shipped Track Order	04/09/2018	Online	\$63.12	9	Return Items C
7195515452	2018-400162	Shipped Track Order	04/09/2018	Online	\$594.32	96	Return Items
7195511297	2018-300119	Shipped Track Order	04/09/2018	Online	\$165.09	23	Return Items
7195509270	2018-200281	Shipped Track Order	04/09/2018	Online	\$157.81	17	Return Items
7195508990	2018-400160	Shipped Track Order	04/09/2018	Online	\$91.50	10	Return Items
710/001070		Delivered		0.1	AFO 00	~~	

#### **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 proceed to checkout. Click on Review Cart to display and edit mini cart.

- View expected date for items in your cart.
- Change quantities and packing slip notes or remove an item.
- 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.

## **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 orders.
- Click Track Order to see package tracking details.
- Click Return Items to process a return.