

# 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
- E** Quick Order
- F** Your Lists
- G** Your Dashboard
- H** Your Store
- I** My Account

### MY ACCOUNT

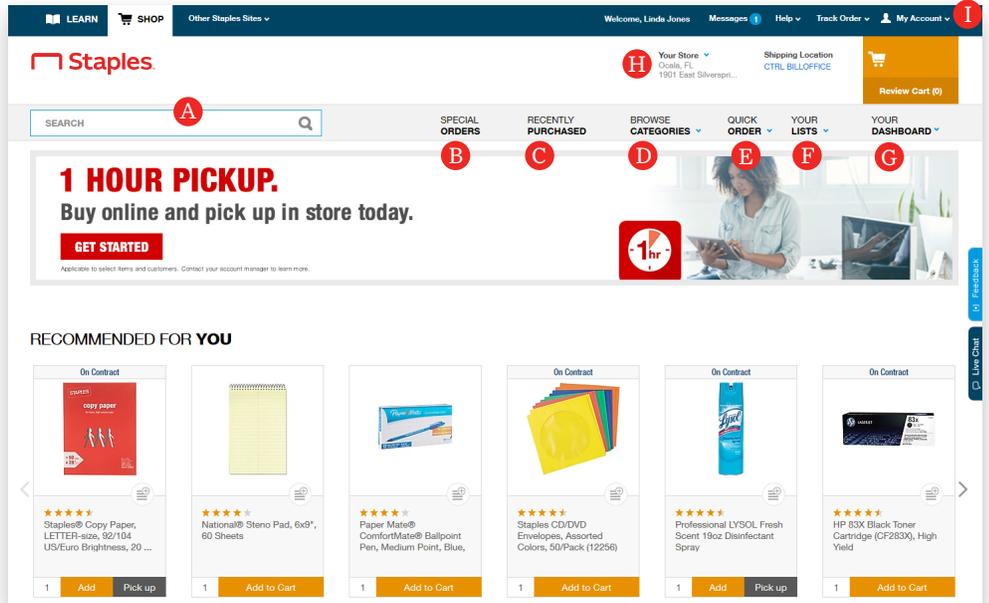
Easily access multiple features through My Account including:

- 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.

For questions, contact Customer Support at [support@StaplesAdvantage.com](mailto:support@StaplesAdvantage.com).



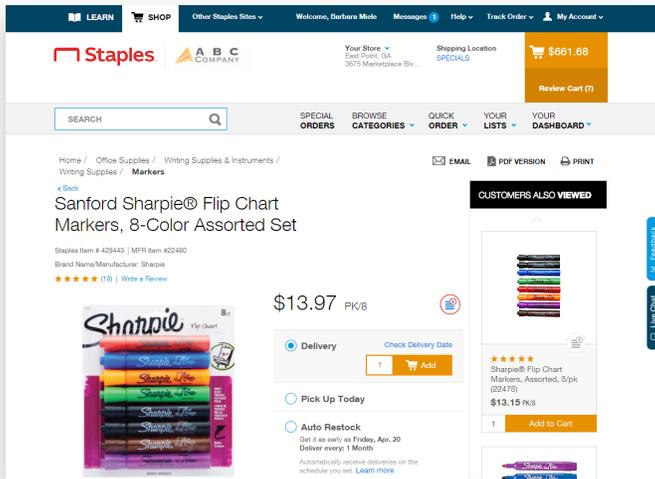
### ADD ITEMS TO YOUR ORDER

- **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® store.



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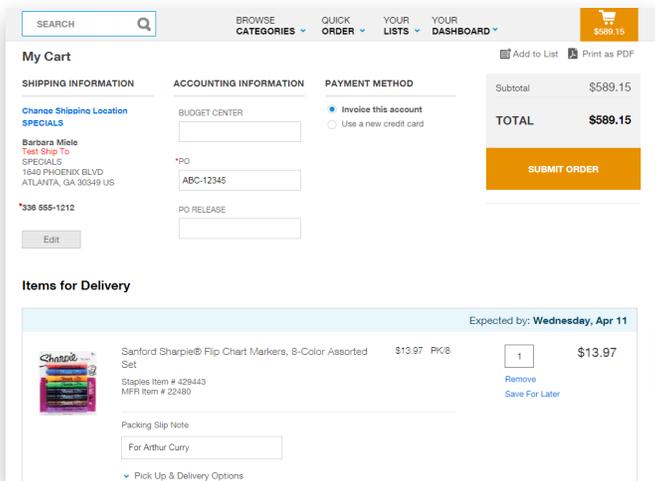
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### PRODUCT PAGE

Access the product page either by browsing categories or through a search.

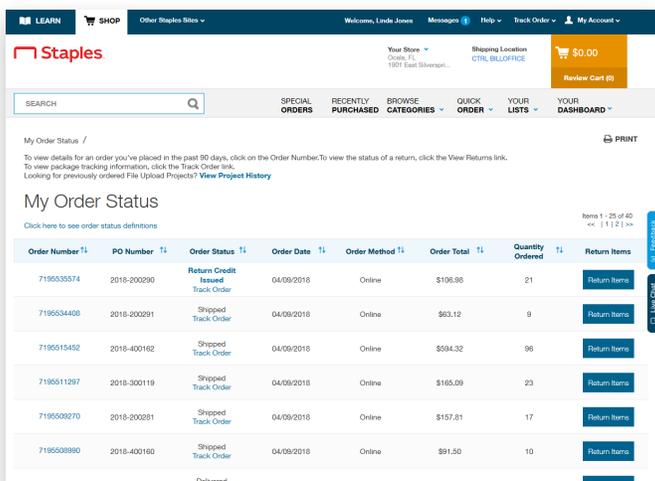
- To add an item to your cart, enter quantity and click Add.
- To add an item to a list, click Add to List.
- To check the expected delivery date, enter the quantity you want and click Check Delivery Date.
- Click Pick Up Today to purchase the item and pick up same day at a Staples retail store.
- Click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



### YOUR SHOPPING CART

Click the cart icon to 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.