

# Staples Advantage

## Ordering Information

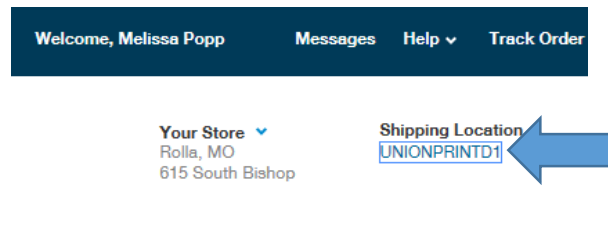
Website: [www.staplesadvantage.com](http://www.staplesadvantage.com)

Company ID: 70001666

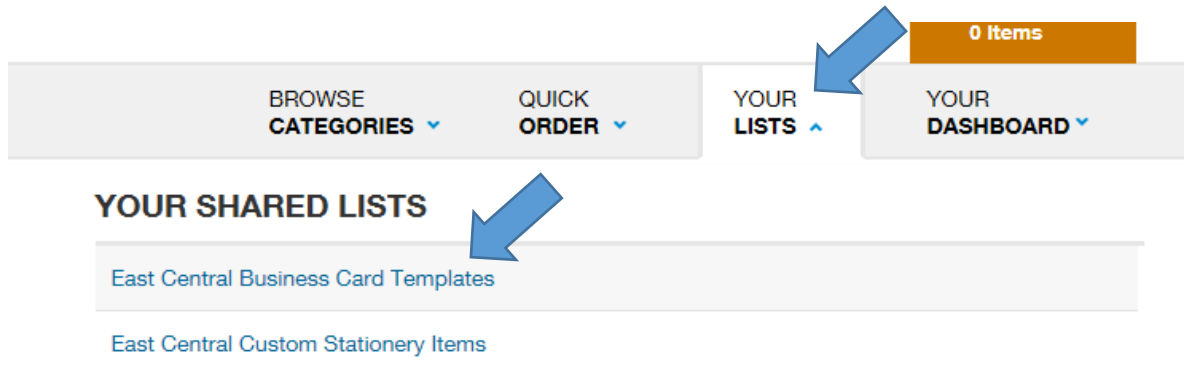
User ID: your work e-mail, i.e. [Melissa.popp@eastcentral.edu](mailto:Melissa.popp@eastcentral.edu)

Password: staples

1. Click on Login (top right hand corner)
  - a. Enter in your login information and click Login.
2. To change your location, click on the link under the Shipping Location and select the correct campus:



3. Click on "Your Lists"
  - a. Under Your Shared Lists, select the correct link for what you are ordering.



4. After you make your list selection, select the product you want by clicking on "Customize". (Please note all the pricing is listed with each product, the price also includes shipping).
  - a. Business Cards:
    - i. Enter in Title, Location, phone lines you'd like listed on the card and an email.

The screenshot shows the "Customization" form for business cards. The form includes the following fields:

|          |   |
|----------|---|
| Name     | <input type="text" value="Melissa Popp"/>                               |
| Title 1  | <input type="text" value="Purchase Manager"/>                           |
| Title 2  | <input type="text"/>  |
| Location | <input type="text" value="1964 Prairie Dell Road"/>                     |
| Direct   | <input type="text" value="( 636 ) 584 - 6703"/>                         |
| Main     | <input data-bbox="933 1780 1036 1808" type="text" value="( ) - Ext. "/> |
| Cell     | <input data-bbox="695 1814 927 1841" type="text" value="( ) - "/>       |
| Fax      | <input type="text" value="( 636 ) 584 - 8502"/>                         |
| Email    | <input type="text" value="melissa.popp@eastcentral.edu"/>               |

- ii. Click on “Back” or “Show Proof” to view your proof. You have three options: cancel, modify or add to cart.



b. Letterhead

- i. Select the correct letterhead you are wanting, by clicking on customize.
- ii. Customize the letterhead for your location by selecting the drop down box options, under customization.

**Customization**

Office      None ▼

Location      1964 Prairie Dell Road ▼

Phone      636 . 584 . 6703

Email or Website     

- iii. Click on “Back” or “Show Proof” to view your proof. You have three options: cancel, modify or add to cart.

c. Envelopes

- i. Select the correct envelope format you are wanting, by clicking on customize.
- ii. Customize the letterhead for your location by selecting the drop down box options, under customization.

**Customization**

Department      None ▼

Location      1964 Prairie Dell Road ▼

- iii. Click on “Back” or “Show Proof” to view your proof. You have three options: cancel, modify or add to cart.

## 5. Finalize Order

- a. Click on Cart (Upper right corner)
- b. Enter in the following information:
  - i. Check the Shipping Location
  - ii. PO Number: Cards
  - iii. Payment information should be set to “Invoice this account”
- c. Click on Submit Order to finish.

The screenshot displays a checkout page with three main sections: SHIPPING INFORMATION, ACCOUNTING INFORMATION, and PAYMENT METHOD. At the top right, there are links for 'Add to List', 'Download PDF Version', and 'Print'. The SHIPPING INFORMATION section shows the user's name 'Melissa Popp' and address 'EAST CENTRAL COLLEGE, 1964 PRAIRIE DELL RD, UNION, MO 65084 USA'. The ACCOUNTING INFORMATION section has fields for 'Budget Center', '\*P.O. Number' (set to 'Cards'), and 'P.O. Release'. The PAYMENT METHOD section has two radio buttons: 'Invoice this account' (selected) and 'Use a new credit card'. On the right side, a summary box shows 'SUBTOTAL \$75.36' and 'TOTAL \$75.36', with a prominent orange 'SUBMIT ORDER' button and a 'Continue Shopping' button below it.

## 6. Complete Order

- a. You must enter a requisition in easyPurchase to finalize the order. I will submit the final approval once I create the Purchase Order.
  - i. Enter in the requisition as a “non-catalog item”.
  - ii. Select “Staples Advantage” for the vendor
  - iii. Fill in all the appropriate information.
  - iv. Requisitions should be set to:
    1. Release Method: Manual
    2. Order Type: Standard