Staples Advantage

Ordering Information
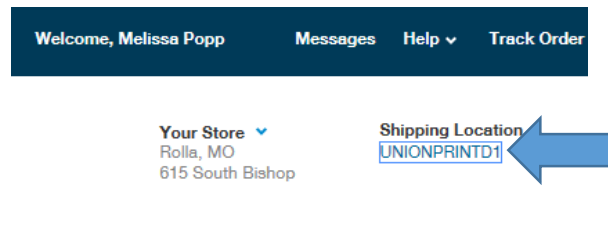
Website: www.staplesadvantage.com

Company ID: 70001666

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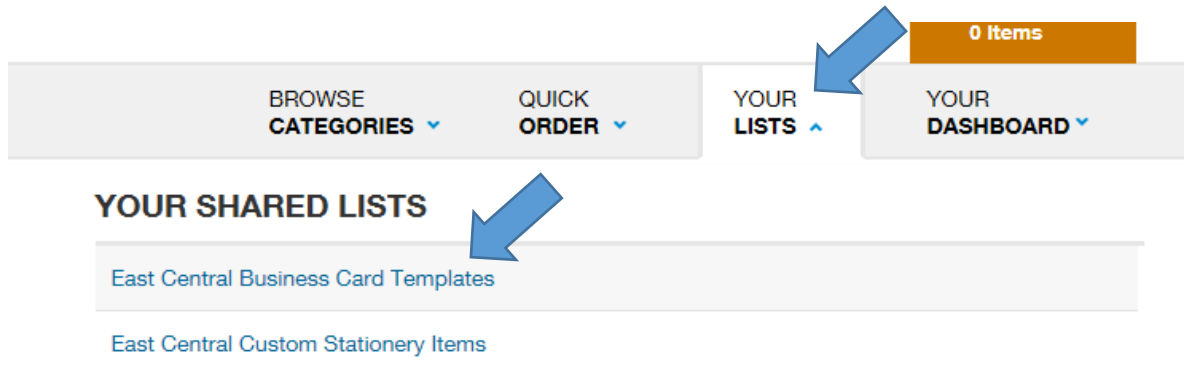
4. After you make your list selection, select the product you want by clicking on "Customize". (Please note all the pricing is listed with each product, the price also includes shipping).
   a. Business Cards:
      i. Enter in Title, Location, phone lines you'd like listed on the card and an email.

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.

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.

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.

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