

# Quick guide for Users

Easy ordering with Staples Advantage



## User Login

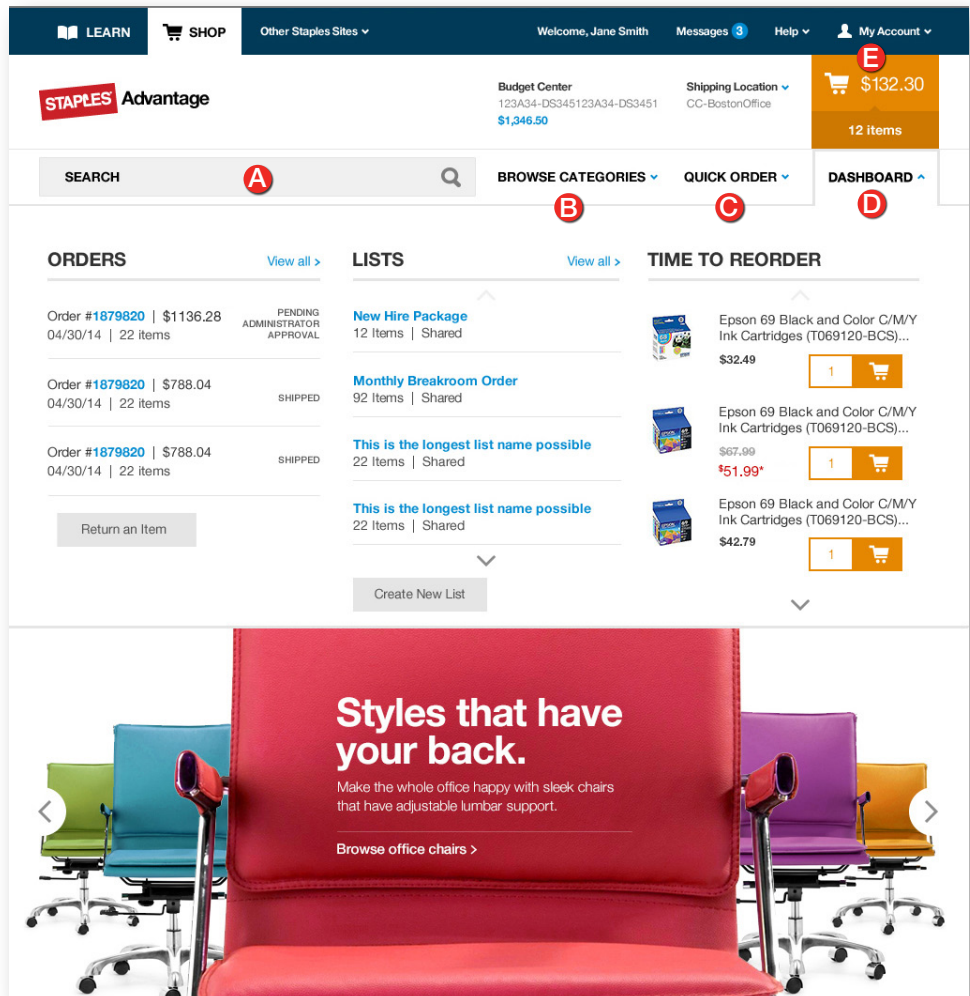
Type **www.StaplesAdvantage.com** in your browser, click **LOG IN** to enter your login information.

If you forget your User ID or Password, click on **“Forgot your User ID or Password?”** for assistance.

## Home Page

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

- A** Search
- B** Browse Categories
- C** Quick Order
- D** Dashboard
- E** My Account



## Operating System and Browsers

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

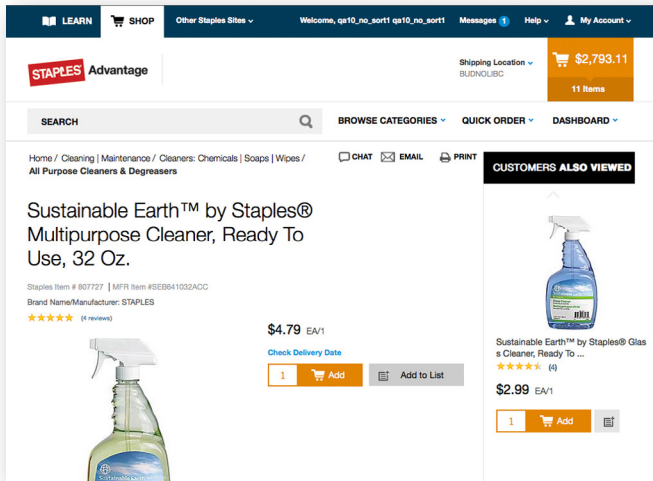
## Add items to your order

- **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**.
- **Dashboard:** Quick access to view order history, shopping lists and frequently ordered items.

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

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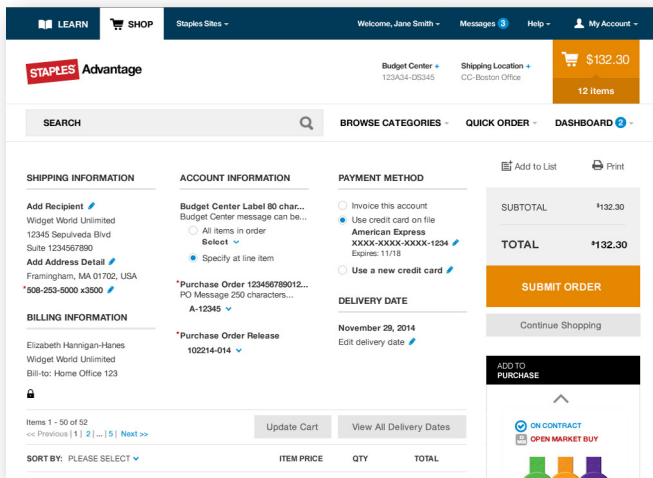
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## Product Page

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

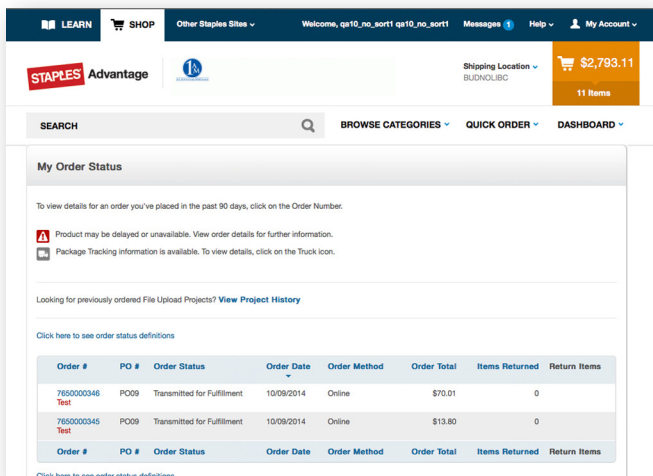
- To add an item to your cart, enter quantity and click **Add**.
- To add an item to a list, click **Add to List**.
- To check the expected delivery date, enter the quantity you want and click **Check Delivery Date**.
- Click **Chat** to get more information about the product.



## 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 check Package Tracking.
- Track your orders by clicking on the **Truck** icon.
- Click **Return an Item** to process a return.