USER LOGIN

1. Type www.StaplesAdvantage.com

2. In the browser, select LOG IN to enter your login information.

3. If you forget your User ID or Password, select 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
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.

PRODUCT PAGE

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

• To add an item to your cart, enter quantity and select Add.

• To add an item to a list, click Add to List.

• To check the expected delivery date, enter the quantity you want and select Check Delivery Date.

• Select Chat to get more information about the product.
YOUR SHOPPING CART

- Select the Cart icon to see items in the current order.
- Select Review & Checkout to edit your cart.
- Review and complete your Shipping and Payment method information.
- Select 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 select Update Cart.
- Submit Order to complete your transaction.
- Select Continue Shopping to add more items.
MY ORDER STATUS AND TRACKING

- To check the status of your submitted orders, select **Dashboard** to review Orders.
- Select **View all** to display all orders in the past 90 days.
- Select the **Order #** to view order details and to check Package Tracking.
- Track your orders by selecting the **Truck icon**.
- Select **Return an Item** to process a return.