

STAPLES ADVANTAGE QUICK GUIDE FOR USERS

University Hall 180
Phone: (818) 677-2301
Fax: (818) 677-6544
Mail Code: 8231
Email: purch@csun.edu

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:

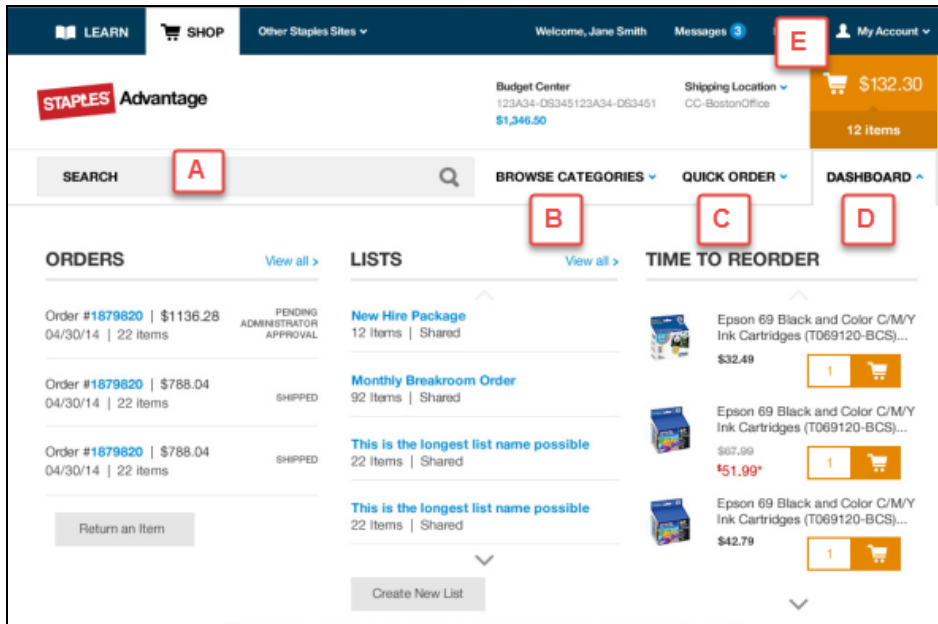
A = Search

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**.

The screenshot shows the Staples Advantage website interface. At the top, there is a navigation bar with 'LEARN', 'SHOP', and 'Other Staples Sites'. A user is logged in as 'Welcome, qa10_no_sort1 qa10_no_sort1'. The cart shows a total of \$2,793.11 with 11 items. The main navigation includes 'SEARCH', 'BROWSE CATEGORIES', 'QUICK ORDER', and 'DASHBOARD'. The product page for 'Sustainable Earth™ by Staples® Multipurpose Cleaner, Ready To Use, 32 Oz.' is displayed. The product image is a green spray bottle. The price is \$4.79 EA/1. There are buttons for 'Check Delivery Date', 'Add' (with a quantity of 1), and 'Add to List'. A 'CUSTOMERS ALSO VIEWED' section shows a similar product for \$2.99 EA/1. The breadcrumb trail is 'Home / Cleaning | Maintenance / Cleaners: Chemicals | Soaps | Wipes / All Purpose Cleaners & Degreasers'. There are also links for 'CHAT', 'EMAIL', and 'PRINT'.

- 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.

The screenshot shows the checkout process on the Staples Advantage website. The top navigation bar includes 'LEARN', 'SHOP', 'Staples Sites', 'Welcome, Jane Smith', 'Messages 3', 'Help', and 'My Account'. The main header features the 'STAPLES Advantage' logo, 'Budget Center' (123A34-DS345), 'Shipping Location' (CC-Boston Office), and a cart summary showing '\$132.30' and '12 items'. Below the header is a search bar and navigation links for 'BROWSE CATEGORIES', 'QUICK ORDER', and 'DASHBOARD 2'. The checkout section is divided into three columns: 'SHIPPING INFORMATION' (recipient and address details), 'ACCOUNT INFORMATION' (purchase order and release details), and 'PAYMENT METHOD' (options for invoicing and credit cards). A 'DELIVERY DATE' section shows 'November 29, 2014'. On the right, a summary box displays 'SUBTOTAL \$132.30' and 'TOTAL \$132.30', with a prominent 'SUBMIT ORDER' button and a 'Continue Shopping' link. Below the summary is an 'ADD TO PURCHASE' section with 'ON CONTRACT' and 'OPEN MARKET BUY' options. At the bottom, there are pagination controls for 52 items and a table header with columns for 'SORT BY', 'ITEM PRICE', 'QTY', and 'TOTAL'.

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.

My Order Status

To view details for an order you've placed in the past 90 days, click on the Order Number.

Product may be delayed or unavailable. View order details for further information.

Package Tracking information is available. To view details, click on the Truck icon.

Looking for previously ordered File Upload Projects? [View Project History](#)

[Click here to see order status definitions](#)

Order #	PO #	Order Status	Order Date	Order Method	Order Total	Items Returned	Return Items
7650000346 Test	PO09	Transmitted for Fulfillment	10/09/2014	Online	\$70.01	0	
7650000345 Test	PO09	Transmitted for Fulfillment	10/09/2014	Online	\$13.80	0	

[Click here to see order status definitions](#)