

Quick guide for Users

Easy ordering with Staples Business Advantage®

STAPLES
Business 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 the Forgot your User ID or Password links for assistance.

Home Page

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

- A** Search
- B** Browse Categories
- C** Quick Order
- D** Lists
- E** Dashboard
- F** Your Store
- G** My Account

My Account

Easily access multiple features through My Account including:

- Edit Profile and set up Notification Settings
- Online Returns
- My Order Status
- Request a Special Order
- Saved Print Templates

Operating System and Browsers

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

The screenshot shows the Staples Business Advantage website interface. At the top, there is a navigation bar with 'LEARN', 'SHOP', and 'Other Staples Sites'. A welcome message for 'Jeff Thompson' is displayed, along with 'Messages 1', 'Help', 'Track Order', and 'My Account'. The main header includes the Staples logo, 'Business Advantage', 'Your Store' (LaHabra, CA), 'Shipping Location SPECIALS', and a shopping cart icon showing '\$0.00' and '0 Items'. Below the header is a search bar (A) and navigation links for 'RECENTLY PURCHASED', 'BROWSE CATEGORIES' (B), 'QUICK ORDER' (C), 'YOUR LISTS' (D), and 'YOUR DASHBOARD' (E). The main content area is divided into 'ORDERS' (with a 'Track Order' section showing order # 7152492142) and 'TIME TO REORDER' (listing products like Dymo labels, Duracell batteries, and a Microsoft keyboard). A promotional banner at the bottom says 'SAVE UP TO 50% on our broad assortment of tech for your business >' with images of a printer, mouse, and scanner.

Add items to your order

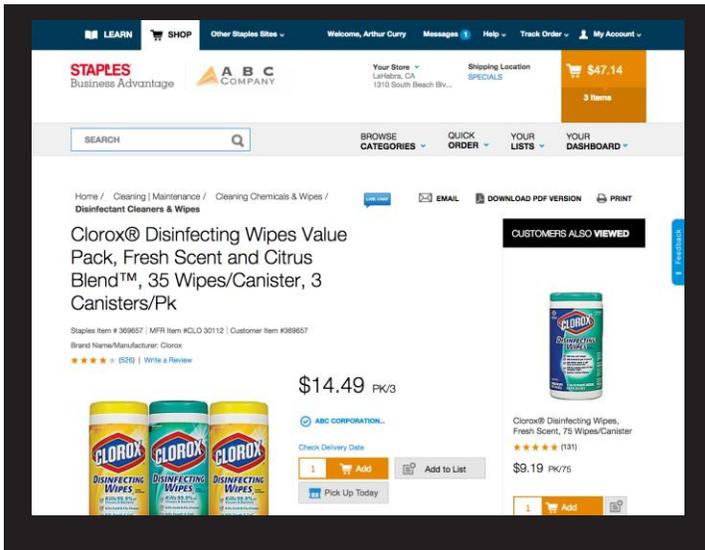
- **Search:** Search by keyword or item number. Search will display a summary of matching categories and top-ranking items that match your criteria. Narrow the results by product attributes, change the sort by option or compare items.
- **Browse Categories:** Browse the online catalog to find the products 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.
- **Shopping Lists:** Quickly reorder items you've saved in your lists.
- **Dashboard:** Quick access to view order history and Time to Reorder products.
- **Pick Up in Store:** Use search to find items available for same day pick up in a Staples retail store.

Customer Support: support@staplesadvantage.com

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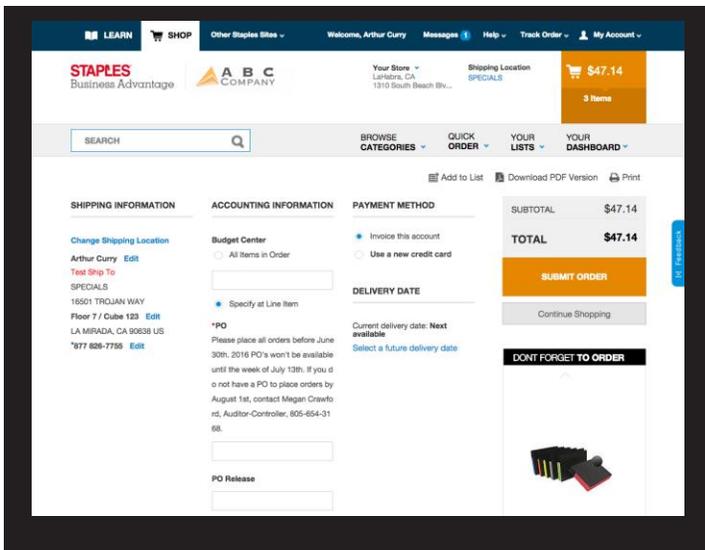
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Product Page

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

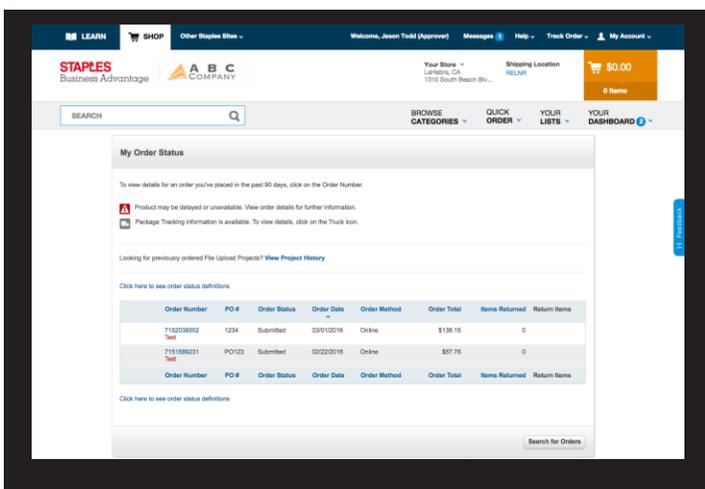
- To add an item to your cart, enter quantity and click **Add**.
- To add an item to a list, click **Add to List**.
- Look for the  **ON CONTRACT** icon to guarantee Co-op pricing.
- To check the expected delivery date, enter the quantity you want and click **Check Delivery Date**.
- Click **Pick Up Today** to purchase the item and pick up same day at a Staples retail store.
- 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 your **Orders**.

- Click **View All** to display all orders in the past 90 days.
- Click the **Order #** to view order details and to Track Order.
- **Track your orders** by clicking on the **Truck** icon.
- Click **Return An Item** to process a return.