

Quick guide for Procurement Applications

Easy ordering with Staples Business Advantage[®]

STAPLES
Business Advantage[®]

Once you access StaplesAdvantage through your procurement system, the **Home Page** gives you access to all supported StaplesAdvantage features.

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** My Account

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 user is logged in as 'Jeff Thompson' with 'Messages 1', 'Help', 'Track Order', and 'My Account' options. A shopping cart icon shows '\$0.00' and '0 Items'. Below the navigation bar, there 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 sections: 'ORDERS' with a 'Track Order' form and details for Order # 7152492142 (SHIPPED, \$123.27, 03/08/2016 | 2 items); 'TIME TO REORDER' with product recommendations like 'DYMO LabelWriter® White High-Capacity Address Labels', 'Duracell® CopperTop™ AAA Alkaline Batteries', and 'Microsoft 2000 E6K-00001 USB Wireless Standard Keyboard'; and a promotional banner for 'ALL THE PRODUCTS YOUR BUSINESS NEEDS' with 'More than 500,000 and growing.' At the bottom, there is a 'SAVE UP TO 50%' banner for tech products.

Operating System and Browsers

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

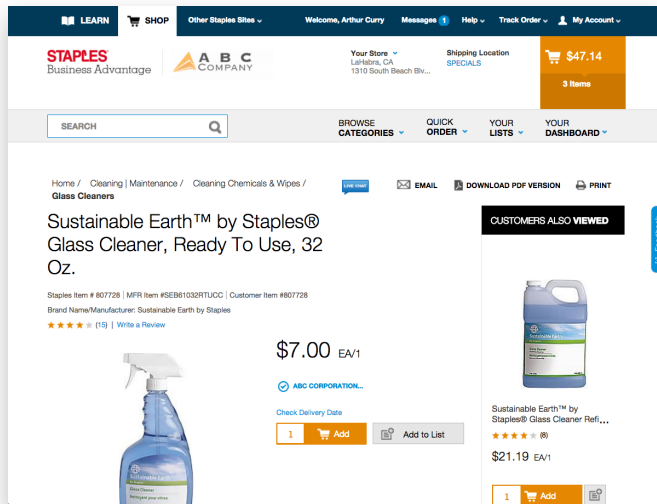
Add items to your order

- **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**.
- **Your Lists:** Quick access to your frequently ordered items.

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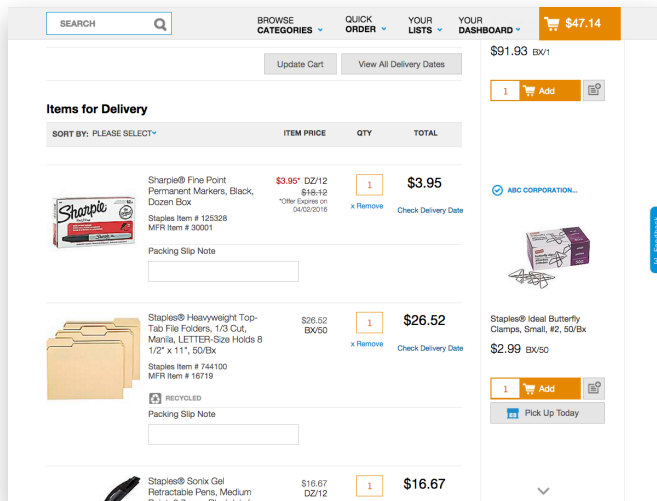
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Product Page

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

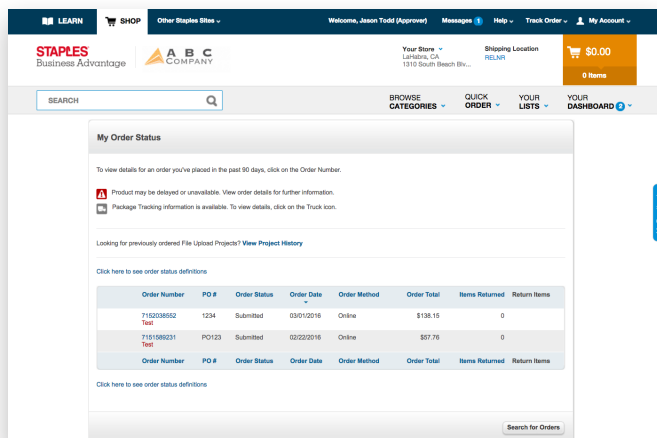
- To add an item to your cart, enter quantity and click **Add**.
- To add an item to a list, click **Add to List**.
- To check the expected delivery date, enter the quantity you want and click **Check Delivery Date**.



Your Shopping Cart

Click the **Cart** icon to see items in your current order. Click **Review & Checkout** to edit your cart.

- 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 shopping session and return to your procurement application to finalize.



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.