Quick Reference Guide
For Users

Easy ordering with Staples Advantage
Introduction

This QRG is designed to walk campus users through the features in *Staples Advantage* to process orders for office supplies.

This guide describes the functionality of specific features, and provides instructions for its use.

**Staples Advantage with Single Sign-On**

Sign in to the Staples Advantage interface through Single Sign-On (SSO). Enter the URL - [https://sso.csulb.edu](https://sso.csulb.edu) for the Staples Advantage application. It is recommended that you save this site as a favorite.
Single Sign-On

1. Enter your **Campus ID** and **Password** to access the CSULB Single Sign-On Application.
2. Click **Sign In**.

Your Campus ID and Password are case sensitive. For security reasons, passwords always appear as asterisks in the display as you enter them.

If either the Campus ID or Password is invalid, the system displays an error message. You must reenter your Campus ID and Password, or contact your IT department for assistance.
Once you have successfully logged in, you will be directed to a page that displays the applications to which you have access.

3. Select the **Staples Advantage** icon to access and purchase office supplies from Staples.

If you do not see the **Staples Advantage** icon, you may need to complete an application.

Contact Purchasing at 5-4663 for further information.

**Note:** For security purposes, the CSULB Single Sign-On Application system logs you out of your application after a 15 minute period of inactivity.
Your Homepage

After logging in with SSO, you will see your Staples Advantage Homepage, then click on the shipping location.
Set Your Ship-To Location

Before you begin searching for items or preparing to place an order, set the **Shipping Location** for your order because the shipping location cannot be changed once an order is approved and completed.

Your Staples profile is already set to your primary default location. *If you have multiple Ship-to locations*, be sure to select the appropriate location before you begin to order.

If you wish to change the location, scroll down in your list of **Alternate Ship-to Locations** to select another shipping location.

**Note:** All Orders must be a minimum of $10 or you will not be allowed to check out.
Perform a Search

If you need to perform a search, type in keywords or item numbers in the search field. Your search results will display a summary of matching categories and top-ranking items that match your search criteria.

**BEST SELLING ITEMS FOR "NOTEPADS"**

- **Staples® Perforated Notepad, Wide Ruled, 8.5" x 5.5"**
  - Price: $7.99 DZ/12
  - Add to Cart

- **Staples® Perforated Writing Pads, Wide...**
  - Price: $8.99 DZ/12
  - Add to Cart

- **Staples® Perforated Writing Pads, Wide...**
  - Price: $12.53 DZ/12
  - Add to Cart
To add items to your cart, enter the quantity and click Add.
To add an item to a shopping list to order at a later date, click Add to List.
To check the expected delivery date, enter the quantity you want and click Check Delivery Date.
Browse Categories

If you need to browse the online catalog, click the **Browse Categories** link to browse by

1. **Category**
2. **Industry**
3. **My Deals**

*Staples Advantage* simplifies your printer supply purchases with **My Ink & Toner** and **Add Printers** features.
Quick Order

Use Quick Order when you know the item number(s) of the products you wish to order.

You can enter up to 10 item numbers and quantities, and then click Add.

These items will be added to your shopping cart.
My Ink & Toner

Search by cartridge number, printer model number or previous purchases.

HELPFUL TIP: Add your printers for future orders.
Set up “My Printers”

Name your printer in the **Description** field, select the **Brand** and **Model**, then **Save**. You can add up to 12 printers, and make changes to existing **My Printers** whenever necessary.
Your Shopping Cart

Click on the Shopping Cart to review your order.

Orders must total $10 or more, otherwise you will not be allowed to checkout.

Edit the quantities or remove items from the cart – and click Review & Checkout.
Before You Check Out

✓ Verify Shipping Information is correct:
  
  The location cannot be changed once the order has been submitted.

✓ Select the appropriate Speed Chart:

  All Items in Order – when all items in your order are included in one speed chart

  Specify at Line Item – when selecting a different Speed Chart for each line item

✓ Optional Fields:

  Dept. Ref #— you may choose to enter an internal reference number

  Requestor— the requestor is generally the person requesting items
Speed Chart

At checkout, each line item is automatically set to default to your primary speed chart.

You have the option to select "Specify at Line Item". This function allows you to change the default speed chart for different line items within the order.

Specify the designated requestor of an item
Type the information (person’s name, or a department, or a unit, etc.) in the Packing Slip Note field and update at the bottom of the screen
Submitted Orders

When you have submitted your order, Staples Advantage will assign an order number.

**NOTE:** All orders are pending approval according to your department’s established approval processes.
Order Status Details

All order status details for orders placed in the last 90 days can be viewed. You will see orders that are pending approval, declined, submitted, shipped, processing, and cancelled.

Duplicate this Order—use when re-ordering the same items and quantities. This saves time when needing to place standard orders.

Click the Back to Order Status button to view all of your orders.
Your **Staples Advantage** order notification: Your 1st email will be that your order has been sent for approval.

Click on the **StaplesAdvantage.com** to view the status details.
Your **Staples Advantage** order notification: Your **2nd email** will be that your order has been approved and submitted.

The [StaplesAdvantage.com](http://StaplesAdvantage.com) link will only work if you are logged in to [Single Sign On link](http://Single Sign On link) to view the status details. You must log in to SSO first.
Your **Staples Advantage** order notification: Your 3\textsuperscript{rd} and last email will include detail that your order is out for delivery and tax information is now included.

Hello!

Here's a summary of your order. Please note the delivery status.

**SHIPPING INFORMATION**

P. PURCHASER  
BH-346  
1331 PALO VERDE AVE  
BROTMAN HALL  
BH-346  
LONG BEACH, CA 90840 USA  
562-985-0000

**ORDER INFORMATION**

Order #: 7144478025  
Order Date: 10/6/2015 7:15 PM ET

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**ACCOUNTING INFORMATION**

Customer ID: 123-456-00  
Dept. Ref #: 739-526

**Your Items for Delivery**

Your products are available and are being prepared for fulfillment.

**AVAILABLE**
If your default **Speed Chart** or **Ship-To** address needs to be changed, complete the **Staples Account Request Form**.
My Account

Search your order status, track orders and online returns, and access saved print templates in My Account.

Administrative users who are authorized to approve orders will complete that process in My Account.