



CALIFORNIA STATE UNIVERSITY  
**FULLERTON**

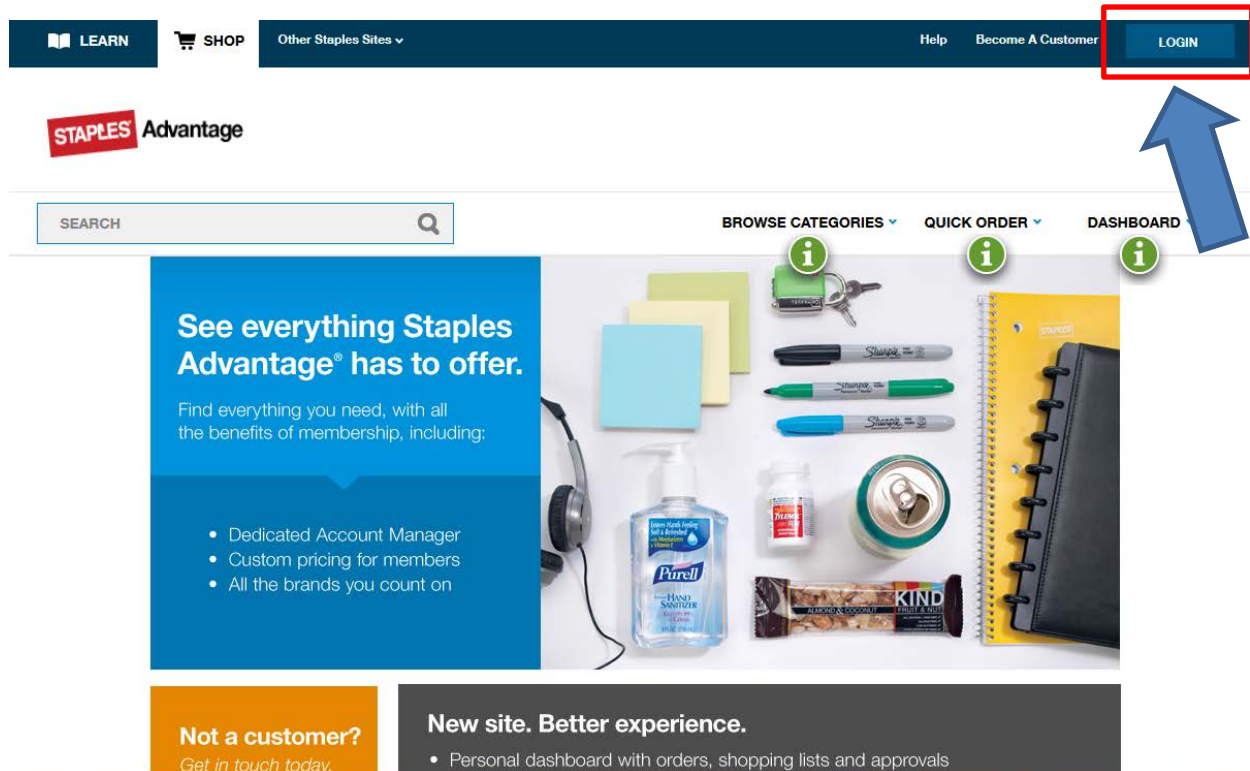
**Office Supply Program  
Ordering User Guide**



**September 2015**

# Staples Advantage User Login

1. In a web browser, go to [www.staplesadvantage.com](http://www.staplesadvantage.com).
2. Click on the Login link.



3. Enter **1826802LA** in the Customer ID field.
4. Your campus email address is your User ID so enter it in the User ID field.
5. Enter your password in the Password field.
  - a. Your initial password when your account has been created is **staples**.
  - b. If you have a problem with your password, email [ebusiness@fullerton.edu](mailto:ebusiness@fullerton.edu) to have it reset.
6. Click the login button.
7. When prompted, enter your new personalized password.



SEARCH [magnifying glass icon]

BROWSE CATEGORIES QUICK ORDER DASHBOARD



### Log In to Your Account

Customer ID:

1826802LA

User ID:

TUFFYTITAN

Password:

••••••••

Log in

Forgot your User ID or Password?

Contact Us  
Staples Advantage Customers  
1-877-826-7755

- 8. You will be brought to the home page with your Dashboard expanded.
- 9. Your Dashboard will display any recent orders, the campus shared green product shopping list along with any personal shopping lists you may create, and a quick link section.



Shipping Location CP-367

\$0.00  
0 Items

SEARCH [magnifying glass icon]

BROWSE CATEGORIES QUICK ORDER DASHBOARD

Orders, Shopping Lists

#### ORDERS

You don't have any recent orders to display. When you make purchases, you can review your order information and shipping status here.

Need to order a few things?

Shop Now

#### SHOPPING LIST

View all >

##### CSUF PREFERRED GREEN LIST

Shared

#### QUICK LINKS

Ink and Toner Finder

Chat

Create New List

View All Lists

## Creating an Order

1. To start the ordering process, you have the option to type the name or description of an item in the search field or use the "Browse Categories" dropdown menu.


The screenshot shows the Staples Advantage website interface. At the top, there is a navigation bar with 'LEARN', 'SHOP', and 'Other Staples Sites'. The user is logged in as 'Tuffy Titan'. The main navigation area includes a search bar, a 'BROWSE CATEGORIES' dropdown menu (highlighted with a blue arrow), and buttons for 'QUICK ORDER' and 'DASHBOARD'. Below the navigation, there are tabs for 'BY CATEGORY', 'BY INDUSTRY', and 'MY DEALS'. The 'BY CATEGORY' section is expanded, showing a list of categories such as 'My Ink & Toner', 'Breakroom', 'Cleaning & Maintenance', 'Office Supplies' (which is highlighted with a blue arrow), 'Technology', and 'Print Services'. A grid of sub-categories is also visible, including 'Apple', 'Binders | Filing | Organizers', 'Boards | Easels | Dry-Erase', 'Calendars | Planners', 'Cleaning | Maintenance', 'Coffee | Water | Snacks', 'Custom: Imprint | Stamps', 'First Aid | Medical Supplies', 'Mailing | Shipping', and 'Paper Towels | Cups | Cutlery'.

2. You may then choose an item from the list, enter the quantity, and then click the Add button which will place the item in your cart. Additionally, the Add to List button may be utilized to create a personal list of items for your future use.

The screenshot shows the search results for 'pens' on the Staples Advantage website. The search results include filters for 'Brands', 'Rating', 'Retractable', 'Ink Color', 'Pen Grip', and 'All Filters'. The product listing for 'Staples® Retractable Ballpoint Pens, Medium Point, 1.0 mm, Black Ink / Black Barrel, 12/Pk' is highlighted. The product is priced at \$2.83 DZ/12 and has 33 reviews. The 'Add' button is highlighted with a blue arrow. The product is also marked as a 'CSU CONTRACTED ITEM'.

3. You will receive a confirmation that the item has been added to your cart.

✓ 2 ITEMS ADDED TO CART



Staples® Retractable Ballpoint Pens, Medium Point, 1.0 mm, Black Ink / Black Barrel, 12/Pk

Customer Item # 814960  
Staples Item # 814960  
MFR Item # 22011/18838

Qty. 2  
Price \$2.83 DZ/12


**CART SUMMARY**

1 ITEM | \$5.66

Continue Shopping

CHECKOUT

4. You may continue to shop or checkout by selecting the appropriate option.



SEARCH

🔍

BROWSE ▾
QUICK ORDER ▾
DASHBOARD ▾  
Orders, Shopping Lists


🛒
\$94.89

Home / Paper | Notebooks | Cards / Copy Paper | Paper / Copy Paper

"copy paper" (218 items found)

Copy Paper(218) X SHOW ONLY:  ECO-CONSCIOUS (84) SORT BY: BEST MATCH ▾

Brands ▾
Rating ▾
Paper Size ▾
Paper Brightness ▾
Paper Weight ▾
All Filters ▾




Staples® Copy Paper, LETTER-Size, 92/104 US/Euro Brightness, 20 lb., 8 1/2" x 11", Case, 5,000 sheets

Staples Item # 135848 | MFR Item #135848 | Customer Item # 135848

★★★★★ (2677 reviews)

✓ CSU CONTRACTED ITEM

+ Quick View



Staples® 30% Recycled Copy Paper, LETTER-size, 92/104 US/Euro Brightness, 20 lb., 8 1/2"H x 11"W, 5,000 Sheets/Ct

Staples Item # 492072 | MFR Item #112350/461757 | Customer Item # 492072

★★★★★ (152 reviews)

✓ CSU CONTRACTED ITEM

+ Quick View

Items Per Page 100 ▾

Items 1 to 100 of 218

<< | 1 | 2 | 3 | >>

\$27.99 CT/5000

Compare

Check Delivery Date

1
🛒 Add

📄
Add to List

\$29.99 CT/5000

Compare

Check Delivery Date

1
🛒 Add

📄
Add to List

Top ▲

5. You will see your cart subtotal along with the default "Budget Center" account that will be charged. The "Invoice this account" button should be selected. Here you will have the option to:
  - a. Leave as is whereby the entire order will be charged to this default account.
  - b. Change the Budget Center of individual items so that those items will be allocated to other Budget Centers which you already have access to.
6. The "Use a new credit card" option may be utilized IF it has been authorized by your department. You will be asked to enter your credit card information with the ability to save the card info to your profile for future order

Add to List Download PDF Version Print

**SHIPPING INFORMATION**

**Tuffy Titan** [Edit](#)  
 CAL STATE UNIVERSITY FULLERTON  
 2600 NUTWOOD AVE  
 COLLEGE PARK BLDG  
 \* 3RD FL STE 367 [Edit](#)  
 FULLERTON, CA 92831 USA  
 \* 657 278-3829 [Edit](#)

**ACCOUNTING INFORMATION**

\* **Budget Center**  
 All Items in Order  
  
 Specify at Line Item  
 PO   
 PO Release

**PAYMENT METHOD**

Invoice this account  
 Use a new credit card

SUBTOTAL	\$94.89
<b>TOTAL</b>	<b>\$94.89</b>
<b>SUBMIT ORDER</b>	
Continue Shopping	

**Items for Delivery**


SORT BY: PLEASE SELECT ▾	ITEM PRICE	QTY	TOTAL
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**CUSTOMERS ALSO VIEWED**

7. You can make packing slip notes and check the specific delivery date for each item.

**Items for Delivery**

SORT BY: PLEASE SELECT ▾	ITEM PRICE	QTY	TOTAL
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Sustainable Earth by Staples™  
 Remanufactured Toner Cartridge, Dell K3756  
 (SEBD5007R), High Yield, Black  
 Staples Item # 423471  
 MFR Item # SEBD5007R  
 Customer Item # 423471

\$81.80 EA/1 1 [x Remove](#)

Expected Delivery 09/21/2015

Packing Slip Note

\* Budget Center




Paper Mate® White Pearl® Latex-Free  
 Plastic Eraser, 3/Pack  
 Staples Item # 651071  
 MFR Item # 70624

\$3.49 PK/3 1 [x Remove](#)

[Check Delivery Date](#)


Packing Slip Note

\* Budget Center



\$2.83 DZ/12

1



8. When you are ready to place your order, click the Submit Order button.

Add to List Download PDF Version Print

**SHIPPING INFORMATION**

**Tuffy Titan** [Edit](#)  
 CAL STATE UNIVERSITY FULLERTON  
 2600 NUTWOOD AVE  
 COLLEGE PARK BLDG  
 \* **3RD FL STE 367** [Edit](#)  
 FULLERTON, CA 92831 USA  
 \* **657 278-3829** [Edit](#)

**ACCOUNTING INFORMATION**

\* **Budget Center**  
 All Items in Order  
  
 Specify at Line Item  
 PO   
 PO Release

**PAYMENT METHOD**

Invoice this account  
 Use a new credit card



SUBTOTAL	\$94.89
<b>TOTAL</b>	<b>\$94.89</b>
<b>SUBMIT ORDER</b>	
Continue Shopping	

[Update Cart](#) [View All Delivery Dates](#)

**Items for Delivery**

SORT BY: PLEASE SELECT ▾	ITEM PRICE	QTY	TOTAL
--------------------------	------------	-----	-------

**CUSTOMERS ALSO VIEWED**

9. You will receive a screen confirmation that your order has been received.

Duplicate Order Add to List Download PDF Version Print

**Thank You! Your order # 7143225688 has been received.**  
 4 items will be delivered to **2600 Nutwood Ave College Park Bldg 3rd Fl Ste 367 Fullerton, CA 92831**

**ORDER RECEIPT**

TOTAL	<b>\$94.89</b>
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**ORDER DETAILS**

Pending Approval  
 Ordered by: **Tuffy Titan**  
 Order #: **7143225688**  
 Order date: **09/18/2015**  
[View Order Status Definitions](#)

Items 1 to 4 of 4


**SHIPPING INFORMATION**

**TuffyTitan**  
 CP-367  
 CAL STATE UNIVERSITY FULLERTON  
 2600 NUTWOOD AVE  
 COLLEGE PARK BLDG  
 3RD FL STE 367  
 FULLERTON, CA 92831  
 USA

**ACCOUNTING INFORMATION**

Budget CenterSpecified by Item  
 Purchase Order  
 Purchase Order Release

10. An email will follow informing you that your order has been submitted to your approver for review.



**Order Status:** Submitted for Approval  
**Order #:** 7143225688

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Hello Tuffy Titan


Your order has been submitted to your approver for review.

<b>Order #:</b>	7143225688
<b>Order Date and Eastern Time:</b>	9/18/2015 5:10 PM
<b>Order Total:</b>	\$94.89
<b>User Name:</b>	Tuffy Titan
<b>User ID:</b>	TUFFYTITAN

For additional information regarding this order, go to [StaplesAdvantage.com](http://StaplesAdvantage.com). Click on the **Dashboard** tab on the home page to view your recent orders and current status.


For Staples Advantage Support, email [Support@staplesadvantage.com](mailto:Support@staplesadvantage.com).

Want to place orders on the go?



[Get the mobile app](#)


Need to return an item?



[Go to Online Returns](#)

11. Your order status will be displayed on your Dashboard.

LEARN
SHOP
Other Staples Sites
Welcome, Tuffy Titan
Messages
Help
My Account



Shipping Location  
CP-367

Shopping Cart

**\$0.00**

0 Items

SEARCH

BROWSE CATEGORIES

QUICK ORDER

DASHBOARD  
Orders, Shopping Lists

**ORDERS** [View all >](#)

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Order # **7143225688**  
 \$94.89  
 09/18/2015 | 4 items

PENDING APPROVAL

➔

Return an Item

**SHOPPING LIST** [View all >](#)

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**CSUF PREFERRED GREEN LIST**  
 Shared

**QUICK LINKS**

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[Ink and Toner Finder](#)

[Chat](#)

[My Deals](#)