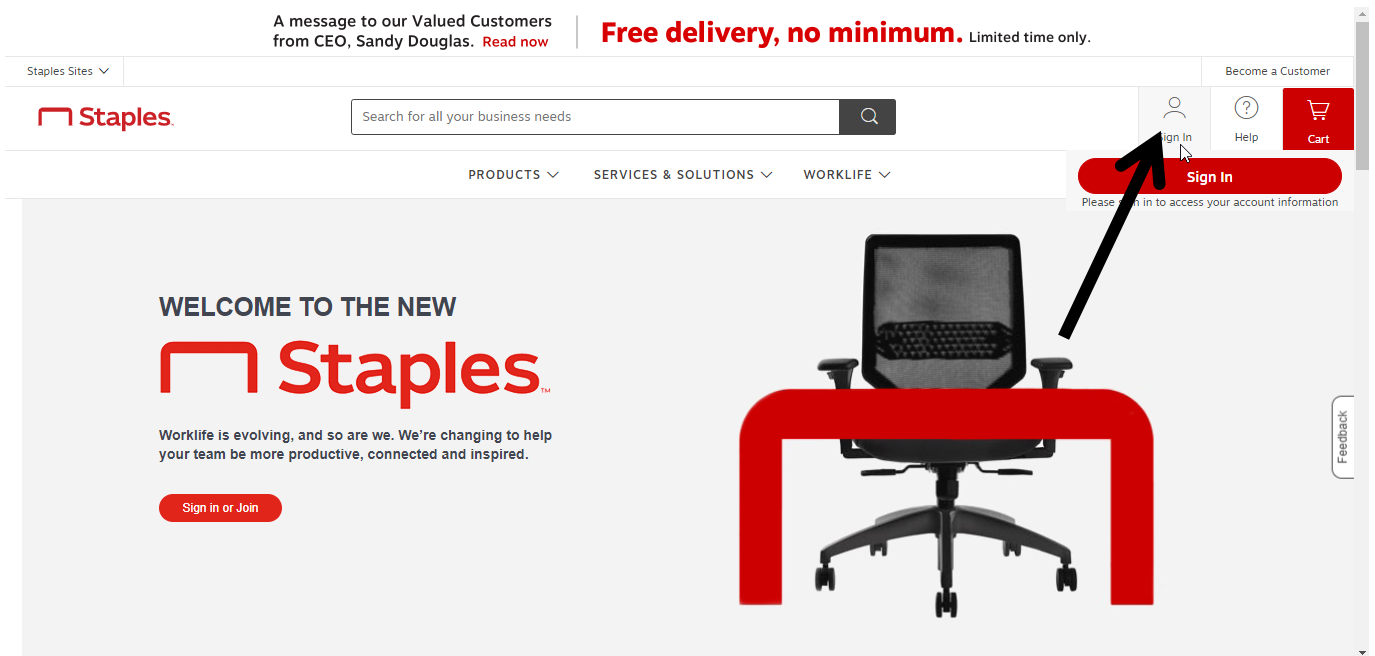


Steps for Ordering with Staples Advantage

1. You will log in with your Staples Advantage log in. This will be sent to your Wingate University email by Staples Advantage.
2. You will use the following link and this window will appear. You will click sign in
 - a. www.staplesadvantage.com



3. On the next page you will enter in your log in credentials. Our account number is 1814887.



Log In to Your Account

Account Number

1814887

User ID:

j.walden@wingate.edu

Password:

Password:

Password is case sensitive.

Keep me signed in

Login

[Forgot your Account Number or User ID?](#)

[Forgot your Password?](#)

DON'T HAVE A LOGIN?

[My company is new to Staples Advantage.](#)

[My company has a Staples Advantage account, but I need a login.](#)

Contact Us

StaplesAdvantage.com Customers
1-877-826-7755

Feedback

4. Once you enter in your log in credentials you will be directed to the next window to verify your shipping address. Please verify that the shipping address is correct. If it is not please email the Business Office (Jenny Walden).



Ship-To Location

Current Ship-To Location

204N (WINGATE, NC)

204N
WINGATE UNIVERSITY
204 N MAIN ST
ATTN:CAMPUS SAFETY
WINGATE, NC 28174

Confirm

Change

Important Message

Welcome to Staples Advantage!

QUESTIONS? Please contact your Account Manager,
Maggie Schoenecker, 262-510-3603,
Maggie.Schoenecker@Staples.com

Your Dedicated Account Consultant:
Leighann Ordan

Feedback

5. Once you log in you will be directed to the main screen. Here you may search for your item(s).



6. You will find the item in the search results and click-add to cart.



7. Once you have the item(s) in your cart you can proceed to checkout.

The screenshot shows the Staples website interface. At the top, there is a message from CEO Sandy Douglas and a promotion for 'Free delivery, no minimum'. The search bar contains 'desk calculator'. Below the search bar, there are navigation tabs for PRODUCTS, SERVICES & SOLUTIONS, DEALS, and WORKLIFE. The main content area displays 'desk calculator (158 items)' with a 'Get It Fast' section and 'Our Experts Suggest' section. The 'Get It Fast' section includes options for 'Next-Day eligible' and 'Pick up in store (16)'. The 'Our Experts Suggest' section shows four calculator models with their prices and 'Add to cart' buttons. On the right side, there is a cart icon with 'Items: (1)' and a 'Review Cart' button. The cart summary shows a subtotal of \$67.19 and a 'Review Cart' button.

8. When you proceed to check out you will be directed to the next window. Here you will enter in the following information.

- a. Budget Code
- b. Purchase Order #--- You will put PENDING in this field

The screenshot shows the Staples checkout page. The top navigation bar includes the Staples logo, a search bar, and navigation icons for Lists, Account, Help, and Cart. The main content area is titled 'My Cart' and is divided into three columns: SHIPPING INFORMATION, ACCOUNTING INFORMATION, and PAYMENT METHOD. The SHIPPING INFORMATION column shows the shipping location as Jenny Walden at Wingate University. The ACCOUNTING INFORMATION column shows a budget account of 1363-8200 and a purchase order of PENDING. The PAYMENT METHOD column shows the option to 'Invoice this account' selected. The CUSTOM DELIVERY DATE section shows a 'Next available' date of up to 15 days in the future. On the right side, there is a summary table with a subtotal of \$67.19, a pretax subtotal of \$67.19, an estimated tax of \$4.54, and a total of \$71.73. A red 'SUBMIT ORDER' button is at the bottom right.

Item	Price
Subtotal	\$67.19
Pretax Subtotal	\$67.19
Estimated Tax	\$4.54
TOTAL	\$71.73

9. Make sure that your order says Invoice this account. DO NOT input credit card information on the Staples Advantage platform.

10. Once you are ready to submit- Click Submit Order. The order will come through to the Business Office (Jenny Walden) for approval.

11. Make sure that you have a minimum order of \$35.00 to get free shipping. If you do not please hold the order until you have the minimum \$35.00 amount or try purchasing on another purchasing platform account (Amazon or FSI).

Staples Search for all your business needs Lists Help

My Cart

[Add to List](#) [Print This Page](#)

SHIPPING INFORMATION Change Shipping Location 204N Jenny Walden WINGATE UNIVERSITY 204 N MAIN ST WINGATE, NC 28174 US ATTN:CAMPUS SAFETY 704-233-8218 Edit	ACCOUNTING INFORMATION BUDGET ACCOUNT 1363-8200 PURCHASE ORDER PENDING PO RELEASE	PAYMENT METHOD <input checked="" type="radio"/> Invoice this account <input type="radio"/> Use a new credit card CUSTOM DELIVERY DATE Select your delivery date ? Next available Choose your next available delivery date up to 15 days in the future!	Subtotal \$67.19 Pretax Subtotal \$67.19 Estimated Tax ? \$4.54 TOTAL \$71.73 SUBMIT ORDER
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