



At Staples, we're proud to partner with you to help build the best learning environment possible. We're here to support you all school year with low contract pricing and a dedicated Account Manager.

From back-to-school lists to spirit events and everything in between, tap into Cecil County Public School's existing Staples program and get low contract pricing and fast delivery on all the products you need:

- School and classroom supplies
- General cleaning and wellness items
- Everyday technology products
- Products for organization and special events

If you have already registered and have a StaplesAdvantage.com account, you do not need to fill out the registration form below.

Shop now on StaplesAdvantage.com

If you have not registered for a login, click the link below. It could take 3 business days to receive your login details.

[Click here to register.](#)

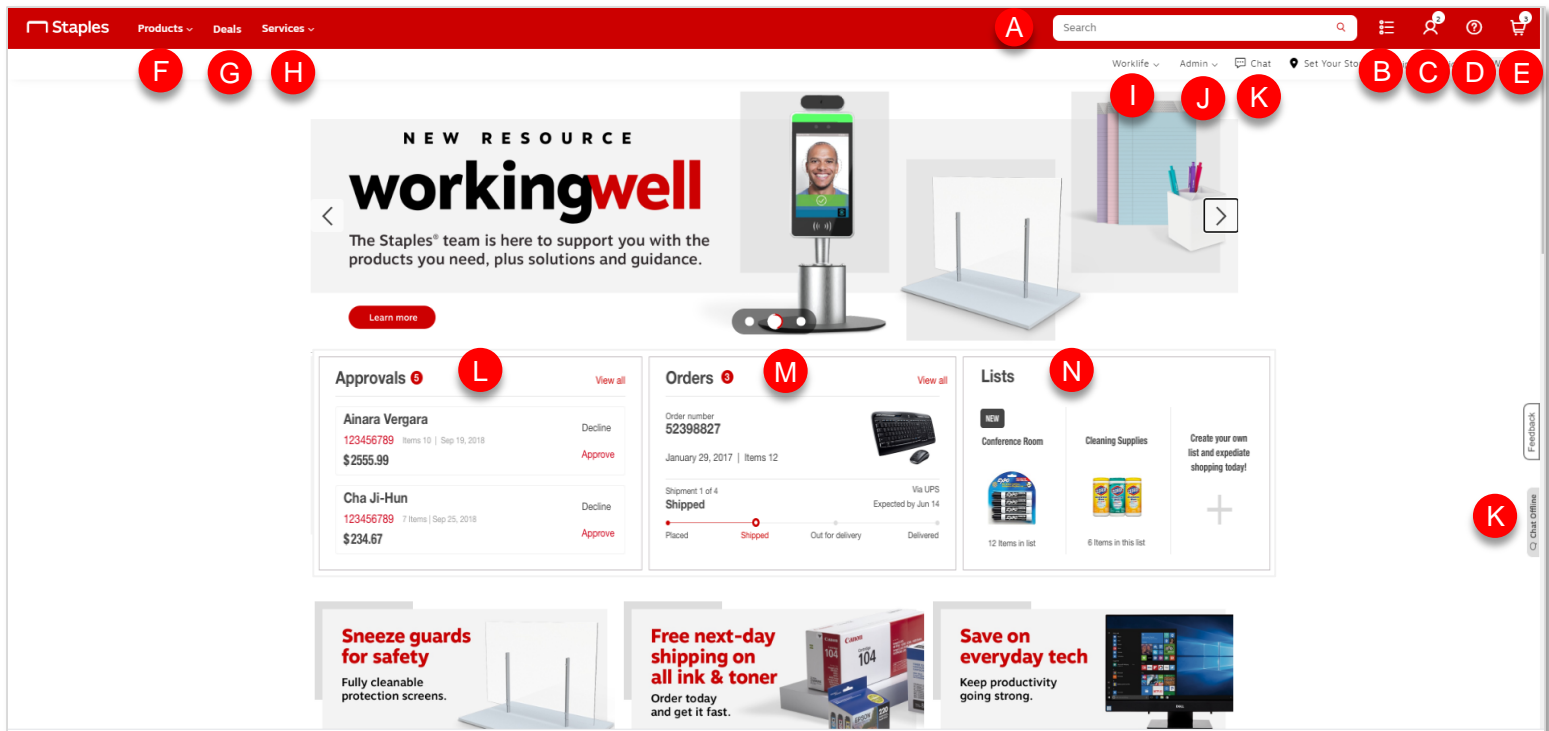
Need assistance? Contact Staples Customer Service at 877-826-7755, Monday through Friday, 8 am to 8 pm or email support@staplesadvantage.com. The CCPS Staples account number is 1829012.



View StaplesAdvantage.com User Guide >

StaplesAdvantage.com

User Quick Guide


☐ Keep me signed in

Login

Header Navigation

- A Search
- B Lists
- C Account
- D Help
- E Cart
- F Products
- G Deals
- H Services
- I Worklife Center

User Sign In

Type StaplesAdvantage.com in your browser, click "Sign In" to enter your login information. Check "Keep me signed in" to reduce the number of times you are asked to login. If you forget your Account Number or User ID, click on "Forgot your AccountNumberorUser ID". If you can't remember your password, click on "Forgot your Password?" for assistance.

Home Page

Admin

If your user profile is set up as an administrator on your account, you can approve orders, manage users, approval roles, budgets and reporting.

Chat

With a knowledgeable representative while online

Approvals

If a user is set up as an approver for orders, details of pending orders will display to modify, decline or approve.

Orders

Active orders are presented with the date it was placed, # of items, shipping information and expected delivery date. If orders have all delivered, most recent orders will show.

Lists

Up to 3 active shopping lists display, based on the most recent ones you viewed.

System Requirements

For the best experience, use the following computer operating systems and the most up to date web browser.

Operating Systems

Windows 10, Windows 2000, Mac OS X

Web Browsers

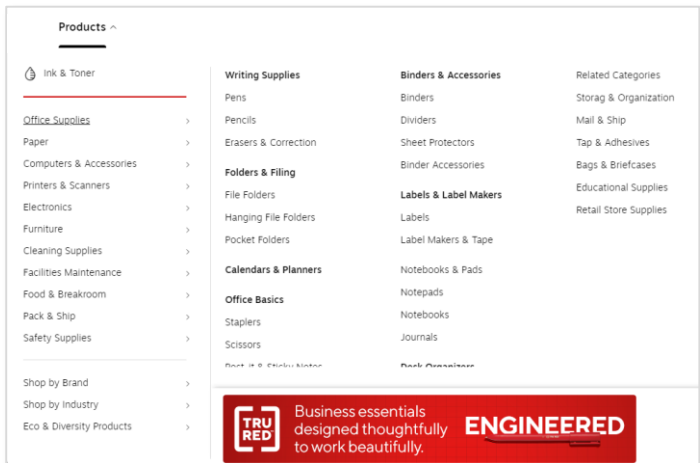
Internet Explorer [latest version](#)

Google Chrome [latest version](#)

Mozilla Firefox [latest version](#)

Safari [latest version](#)

Product Search and Ordering



Search Products

Easily search for a product by name and autosuggest terms populate in the search bar. Or search for products by category, product, industry, brand, eco & diversity products

Ink & Toner Finder

Access the ink & toner finder under Products

- Search by cartridge model number, printer model number, Past Purchases, popular brands or Add My Printer to quickly find the compatible ink and toner

Search Results

Add an item to your cart from search results to save time

- Use the left-hand filter attributes to narrow your search results
- Check the “compare” box to do a side by side comparison of up to 4 items at a time
- Need it fast? Filter by “next-day eligible”

Product Page

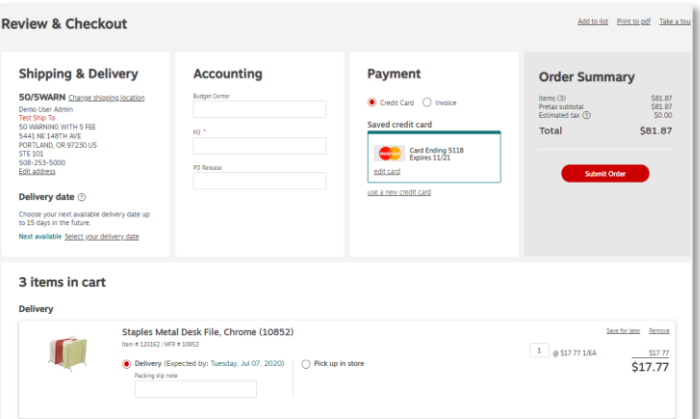
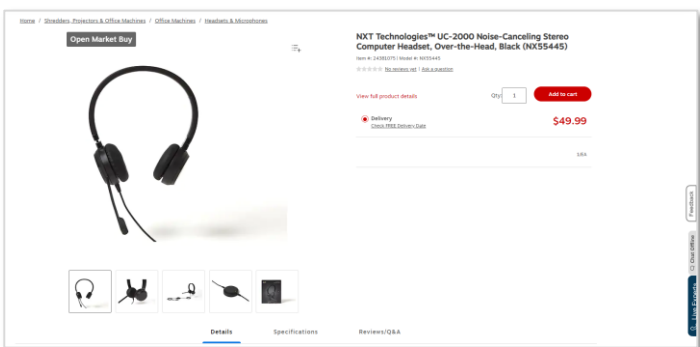
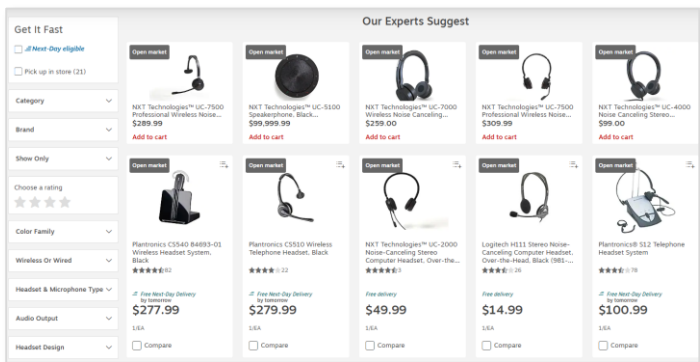
Access the product page through by browsing categories or through a search result.

- Ability to add an item to your cart from search saves time
- To view product details, specifications and reviews, click “View Full Product Details”
- To add an item to your cart, enter quantity and click “Add, Review & Checkout” or “Continue Shopping”
- To check the expected delivery date, enter the quantity you want and click “Check Delivery Date”
- For 1 Hour Pick Up, click “Other Delivery Options” to pick up same day at a Staples retail store

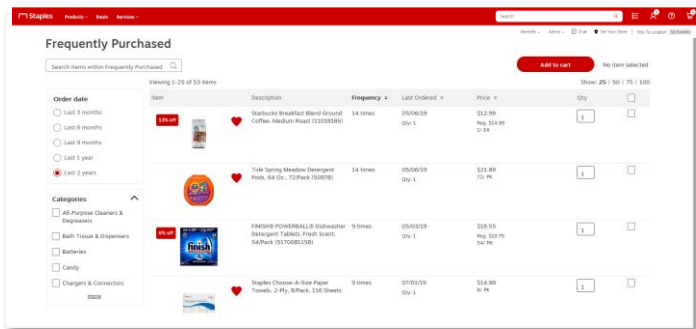
Your Shopping Cart

Review your order before you click submit

- Review delivery date – if you want to change the date to up to 15 days in the future, click on “Custom Delivery Date”, pick a date and save
- Change quantities, add a packing slip note or remove an item
- If items in your cart have a quality lower-cost alternative, “Easy Savings Recommended Alternative” items will be presented – the choice is up to you
- Click “Save for Later” if you don’t want to purchase now but want to easily purchase an item at another time
- Click “Submit Order” to complete your transaction



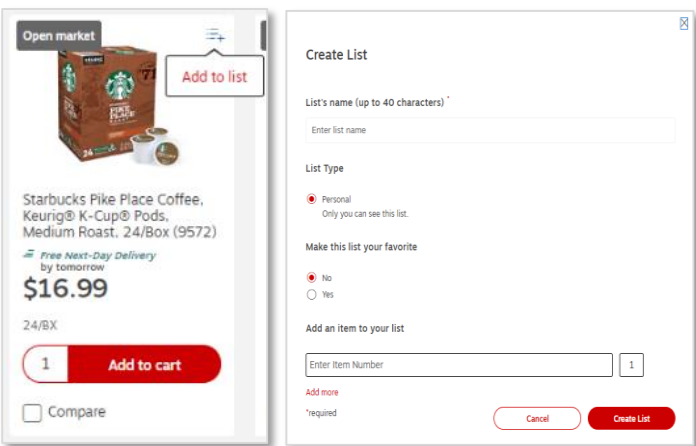
Order Quick Tools



Frequently Purchased

Easily reorder items by viewing your Frequently Purchased items from the Lists tab in the header navigation:

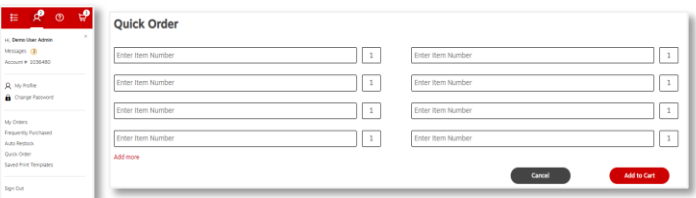
- Click “Frequently Purchased”
- Easily sort and filter items by order date or category
- Click on the items you want to order and add to cart
- Even add an item to your shopping list by clicking on the list icon



Shopping Lists

Create shopping lists for fast ordering from the Lists tab, product search results, product pages or your home page:

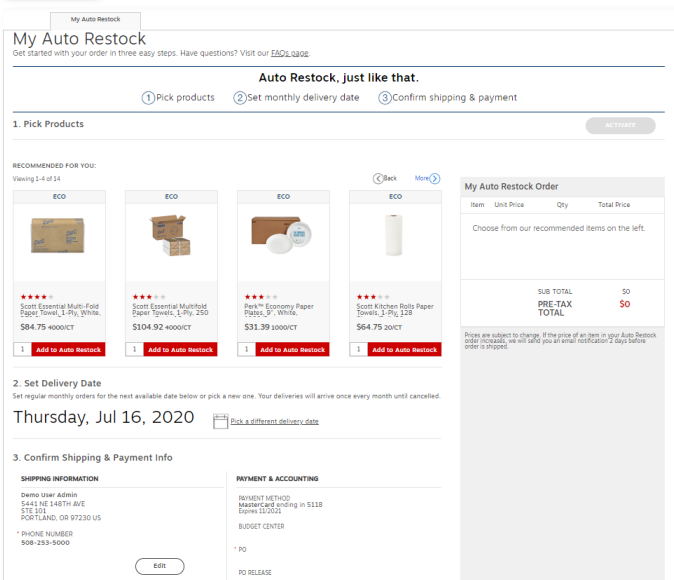
- Click lists or the list icon to create a list
- Create a name for your list
- Select personal or shared
- Determine if it should be a favorite
- Add items and click “Create List”



Quick Order

Quick order up to 50 items at a time

- Go to the “Account” icon in the header navigation and click on “Quick Order” from the drop-down menu
- Enter the item numbers of the products you want to purchase, add to cart and submit



Auto Restock*

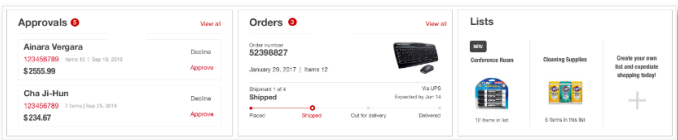
Set up items for monthly automatic delivery – pause, skip or cancel anytime.

If an item is available to Auto Restock, it will be presented on the product page as another purchasing option or you can go to the Account tab in the header navigation and click on “Auto Restock” from the drop-down menu

- Pick products
- Set monthly delivery date
- Confirm shipping & payment

*Auto Restock is not available for third-party e-procurement systems

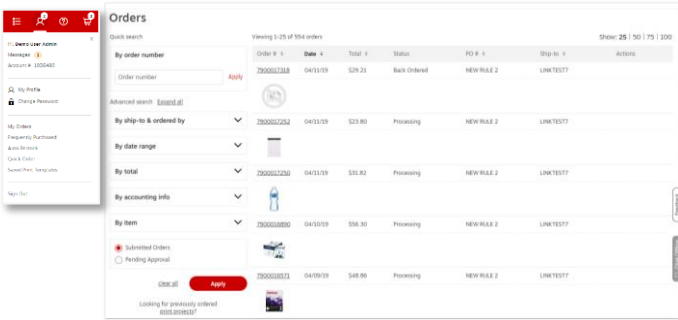
Account Order Management



Home Page

Displays up to 3 recent orders placed and/or delivered and the ability to “View All” orders on the orders detail page

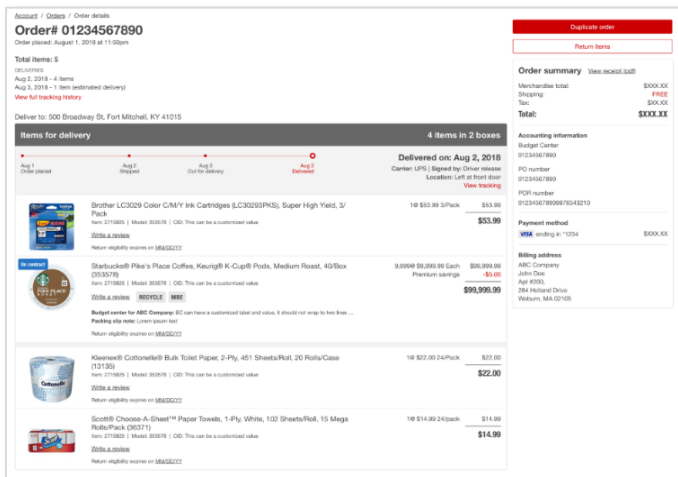
- View orders in progress on the delivery tracker or details on orders that have delivered
- Click “View All” to see additional orders and to go to the order details page



Order Status & Tracking

Order status and order search are all on one page with advanced search

- Go to the “Account” icon and click “Orders”
- Search and filter by Order #, Ship to, Ordered by, Date Range, Total, Accounting Info or Item
- Review up to 2 years of order history



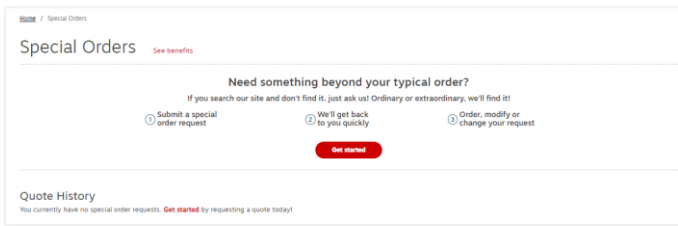
Order Details

- Click on “View Tracking” to see details at the summary level as well as the shipment level
- View delivery progress on the delivery tracker with the number of items in a box
- Easily reorder or make a return by clicking on “Return an Item” or “Duplicate Order”
- View order summary with accounting information, payment method and billing

Special Orders & Quotes

Can't find what you need? From the ordinary to the extraordinary, our sourcing team will find and order it within your existing account, without a new vendor set up or rogue spend.

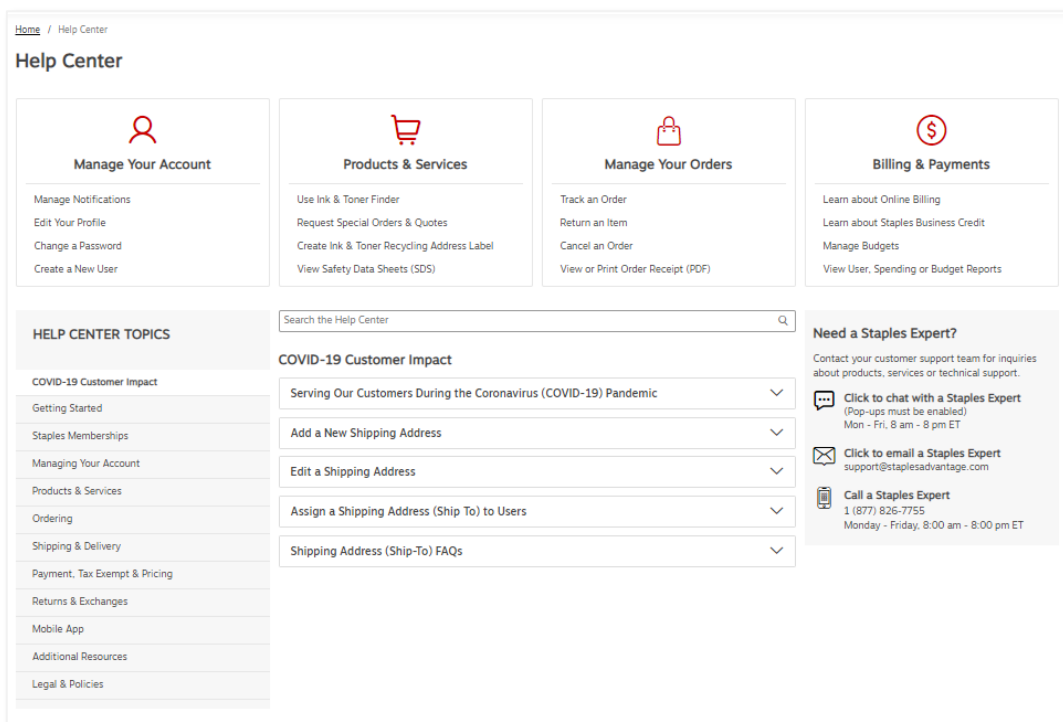
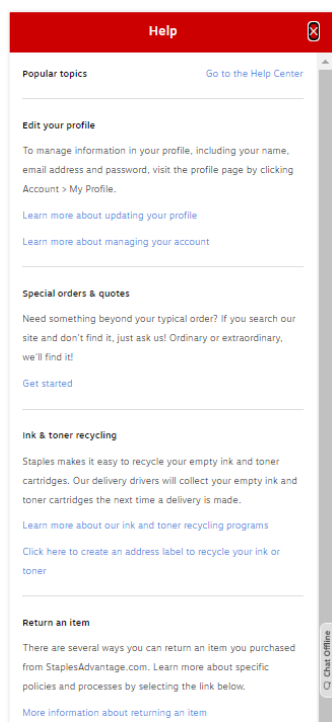
- Go to the “Help” icon and click “Special Orders & Quotes”
- Submit a “Special Order” request by filling out the form or call 1-844-FIND-ALL
- We'll get back to you quickly with a quote
- Order, modify or change your request



Help to Get Answers Fast

Find everything you need in the Help Center

- Under Help click “go to the Help Center” or use the short cuts within the Help menu
- View “Help Center Topics,” use quick links or simply use the search bar to type in a search term and find answers to your questions



Manage your Account

- Set up or change your delivery notifications under Edit Your Profile
- Change your password
- Create a new user

Products & Services

- Ink & toner finder
- Request a Special Order
- Ink & toner recycling label
- Safety data sheets

Manage your Orders

- Track an order
- Return an item
- Cancel an order
- View or print order receipt

Billing & Payments

- Online billing
- Manage budgets
- View spend or budget reports

Dedicated resources are standing by to help via chat, email or phone

For questions, contact Customer Support at support@StaplesAdvantage.com.