

STAPLES BUSINESS ADVANTAGE
Quick Tutorial for Englewood Public School End Users

1. **Go to the Website:** order.staplesadvantage.com
2. **Enter your login information as follows:**
 - a. **Company ID:** **1802540NYC**
 - b. **User ID:** your school email (i.e.- for “Maria Engeleit”, User ID is “MEngeleit@epsd.org”)
 - c. **Password:** **USE YOUR 2013 PASSWORD** ; If you are a new user, please contact the Business Office to be added to the online access
 - d. **You will be immediately prompted to enter a new password. Create your own password: one that you will remember!**
3. **Once you are logged in you should see this screen:**

STAPLES Advantage

Ship-To Location

Please select a Ship-To Location.

Sort by: (optional)

City State Ship-To ID

ZONING CLIFTON, NJ

You have selected:
ZONING
900 CLIFTON AVE
CLIFTON, NJ 07013
USA

OK

Important Message

- a. Select your ship-to location from the drop-down menu (you should only have access to your school)

4. **Find the items you are looking for and add them to your requisition/quote/order**
 - a. Once you are on the main page, you should see a section near the upper right named “Your Shopping Lists”.
 - b. Click the “Your Shopping Lists” and select “Create New List”. This will allow you to save any list you create for use at another time.
 - c. **Please remember that all prices on the website are LIVE and ACCURATE therefore no other quote is necessary.**
 - d. Click on Shop by Category to search for supplies. If you have a catalog and have the item number, that number can be directly entered into the Quick Item number field.
 - d. Once you have found your item(s) enter the quantity you would like to order and click “Add to Order”
 - e. When you have finished adding all items that you would like to request, proceed to **Step 5**.
 - f. **PLEASE NOTE:** The order must be a minimum of \$35
5. **Print your order**
 - a. Click "**Checkout**" on the top right part of screen
 - b. Below the main header and above the actual order on the right, click on “**View Printable Version**”
 - c. This will take you to a printable version of your order
 - d. Click “**Print This Page**”
 - e. Please print and keep a second copy for your own records
 - f. Once you have printed, click “**Return to previous page**”, on left side of screen which will take you back to your order
 - g. Click “**Clear Cart**” under the order total
6. **Make sure to legibly print your name on the order sheet**
 - a. Printed copies should be given to your school secretary
7. **ONLY FOR SCHOOL SECRETARIES** - A separate requisition within Systems 3000 will be issued for each teacher's order
 - a. During the internal requisition process, you must manually enter in the teacher's full name in the address line 2 of the ship to address
 - b. In the body of the requisition type: “As Per Attached Order”, and enter the total dollar amount of the order. Save the requisition. The account code to be used for these purchases is the educational supply line from each school. Please be sure this is added to the requisition as well.
 - c. Make sure to print a copy of the requisition, attach the Staples order printout from the teacher, and send it to the Business Office.
 - d. Once the Principal approves the requisition, it will go to the Business Office for final approval, and the Staples order form will be attached to the final purchase order. This purchase order will be submitted to Staples for processing.
 - e. Once Staples received the purchase orders, the supplies will arrive within 2 – 3 business days.