Staples Advantage User Login

1. In a web browser, go to 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 to have it reset.
6. Click the login button.
7. When prompted, enter your new personalized password.
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.
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.

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.

3. You will receive a confirmation that the item has been added to your cart.
4. You may continue to shop or checkout by selecting the appropriate option.

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

8. When you are ready to place your order, click the Submit Order button.
9. You will receive a screen confirmation that your order has been received.

10. An email will follow informing you that your order has been submitted to your approver for review.
11. You order status will be displayed on your Dashboard.