Quick guide for Users
Easy ordering with Staples Advantage

User Login

To access your program, simply select the **Staples punch-out** tile when you log onto your OK CORRAL network.

Home Page

The Home Page gives you access to all of these features.

- **A** Search
- **B** Browse Categories
- **C** Quick Order
- **D** Dashboard
- **E** My Account

Operating System and Browsers

- Click **Help** from the StaplesAdvantage home page to confirm support for your system and browser.

Add items to your order

- **Search**: Search by keyword or item number. Search will display a summary of matching categories and top-ranking items that match your criteria. Narrow the results by product attributes, change the sort by option or compare items.
- **Browse Categories**: Browse the online catalog to find the products you need. Includes Ink & Toner Finder, Eco and Recycled, Minority-Owned Business products, and recently purchased.
- **Quick Order**: Enter up to 10 item numbers and quantities and click **Add**.
- **Dashboard**: Quick access to view order history, shopping lists and frequently ordered items.
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Product Page
Access the Product Page either by Browsing Categories or through a Search.

- To add an item to your cart, enter quantity and click Add.
- To add an item to a list, click Add to List.
- To check the expected delivery date, enter the quantity you want and click Check Delivery Date.
- Click Chat to get more information about the product.

Your Shopping Cart
Click the Cart icon to see items in your current order. Click Review & Checkout to edit your cart.

- Review and complete your Shipping and Payment method information.
- Click View All Delivery Dates to view expected delivery dates for all items in your order.
- Change quantities, add Packing Slip Notes or Remove an item, then click Update Cart.
- Submit Order to complete your transaction. Click Continue Shopping to add more items.

Returns
To place a return, call the customer service number at 1-877-826-7755 or email halifaxERrep@staples.com, and provide your account# 1720944DAL and your PO or Order Number.

Please utilize customer service for the following:

- Invoices copies & packing slips
- Returns
- Order ETA's
- Special orders for items not found on SA.com
- For additional product description or alternative information.
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Shopping Lists

**Step 1:** To create a shopping list, click on "Your Lists" found in the navigation header, and then "Create a New List".

**Step 2:** Type the name of the shopping list and the description. Click "Save list".

**Step 3:** To add items to your shopping list, click "Modify". On the bottom of the screen, add as many items as you need by clicking "Click here to enter multiple items". Once you add the item(s), click "Add to list" and then once you have finished, click "Save list".
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Special Orders

**Step 1:** To place a special order quote for items not found on your Staples punch-out through OK Corral, email or call customer service at 1-877-826-7755 or halifaxERrep@staples.com and request a quote. Give them your account number 1720944DAL, and your shipping address, contact information and quantity needed. Quotes take 2-4 business days to receive back.

**Step 2:** Select "Non-catalog tile" as shown

**Step 3:**

**Step 4:** Once you receive the PO#, email it to the customer service team that supplied the quote and they will place the order for you.

For future requests like this, where you need an item not found on your Staples punch out through OK CORRAL, just call or email Staples customer service, at 1-877-826-7755 or halifaxERrep@staples.com, give them your account #:1720944DAL, & ship to code: ship to address & they can create a special order quote that will be emailed directly to you.