

Staples Advantage Ordering in CSUBUY

- Placing an order with Staples Advantage is easy when using [CSUBUY](#).
- After logging into CSUBUY and on its homepage, click on the **Staples** tile.

The screenshot displays the CSUBUY homepage. At the top, there is a navigation bar with the SJSU and CSUBUY logos, a search bar, and utility icons for currency (6.73 USD), heart, and notifications. Below the navigation bar, the page is titled "Shop • Shopping Home Page". A red banner at the top contains an "Organization Message" with two blue links: "8/24/20: Grainger has been replaced by Gordon Industrial. Same company, same products, and California certified small business and DVBE!" and "7/8/20: To ensure your orders are processed without delay, please update or add phone number in your CSUBUY profile." Below the message, there are two main sections: "Shop" and "Online Searchable Help". The "Shop" section has a search bar with "Simple" and "Advanced" tabs and a search button. The "Online Searchable Help" section has a search bar with "Search By Keyword" and a "Browse the Table of Contents" link. At the bottom, there is a "Showcases" section with a "GENERAL" dropdown menu. Underneath, there are four tiles: "amazon", "Cb Complete Book", "School Specialty", and "STAPLES". A yellow arrow points to the "STAPLES" tile.

Staples Advantage Punchout Catalog

- Do turn off the pop-up blocker.

The Staples punchout catalog will open in a new window.

- The homepage for Staples allows users to:
 - Search for orders.
 - View and select items from shopping Lists.
 - Create new shopping Lists.
 - Search for products.

EDUCATION WELL-BEING CENTER

Solutions for budget planning and a safe return to in-person learning.

Orders [View all](#)

Find by order number

You don't have any recent orders to display.

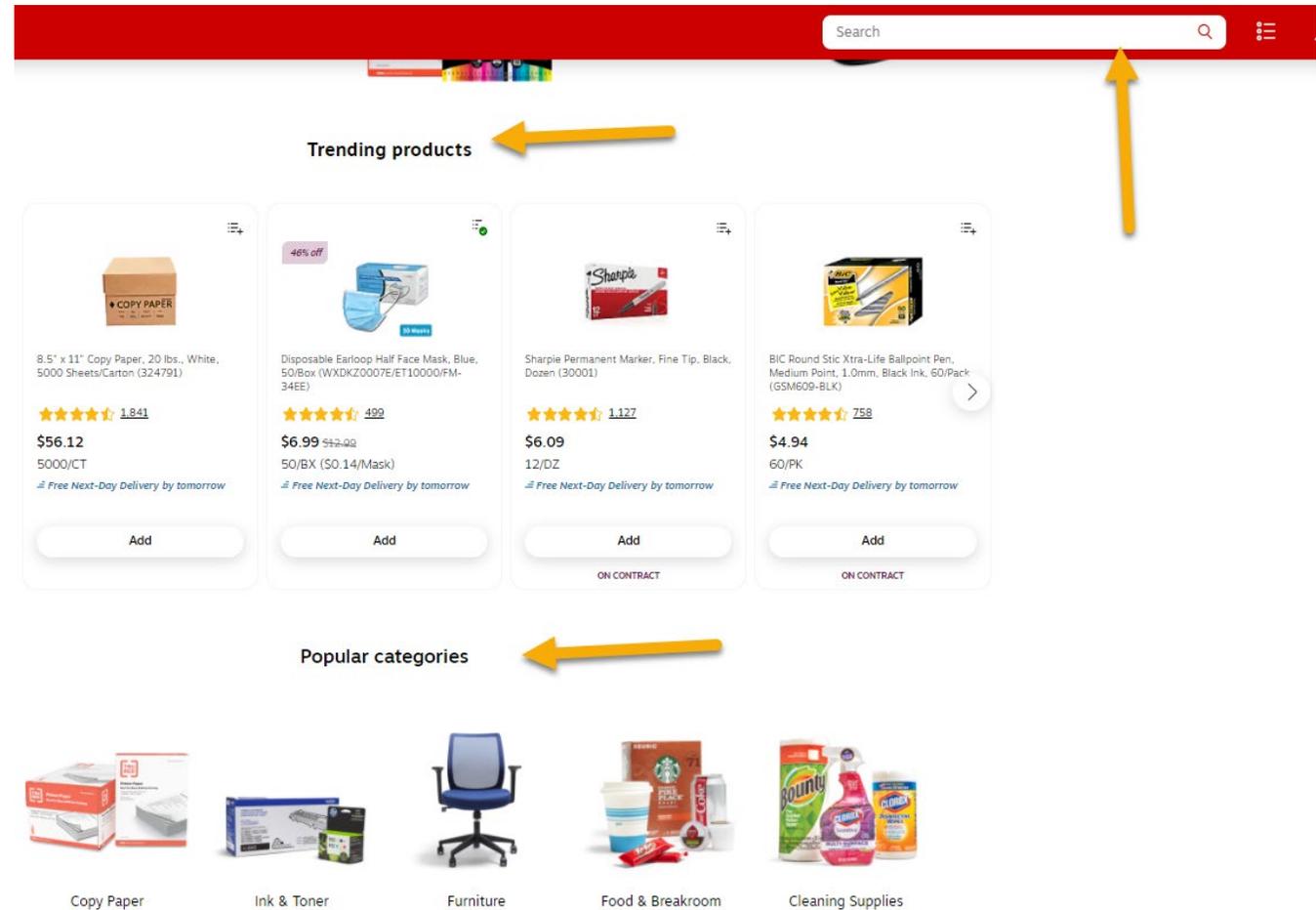
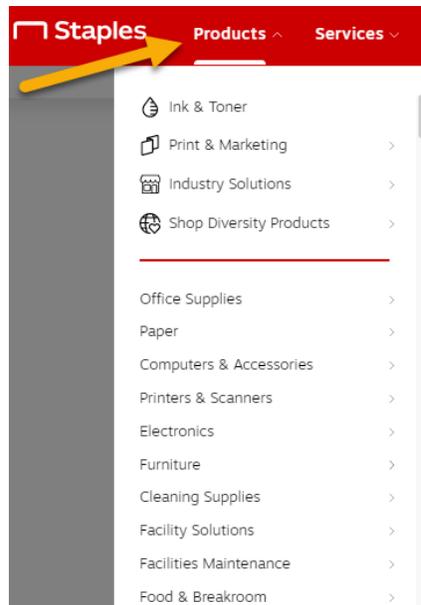
Lists (25) [View all](#)

- * Pack and Ship Supplies
5 items
- * Healthy & Safe - Staples Recommends
15 items
- * General Office Supplies
1 item

[Create a new list](#)

Step 1: Shop in Staples

- Users have a variety of ways to search for products in catalog:
 - Use the **Search** feature
 - **By Trending Products**
 - **By Popular Categories**
 - **By Products Categories**



Step 1: Shop in Staples

- When product is located:
 - Select **Quantity**.
 - Click on **Add to Cart**.
- Users also have the option to:
 - **Compare** item to selected similar products.
 - Add item to **List** for future selection.

Home > Paper > Copy Paper > Copy & Printer Paper

TRU RED™ 8.5" x 11" Copy Paper, 20 lbs., 92 Brightness, 500 Sheets/Ream, 10 Reams/Carton (TR56958) **\$49.93**
5000 ct

Item #: 135848 | Model #: 135848/TR56958
4.5 ★★★★★ 7,303 Reviews | 4 Questions

Delivered FREE tomorrow
≠Next-Day delivery Order within 1 hrs 20 mins

Quantity: 1 **Add to cart**

Compare Add to list

Product options

Sheet Dimension
8.5" x 11" (US letter) 11" x 17" 8.5" x 14" (legal)

Number of Reams
3-Ream 5-Ream 1-Ream Over 10-Reams 10-Ream

Quantity: 1 **Add to cart**

Compare Add to list

Product options

Sheet Dimension
8.5" x 11" (US letter) 11" x 17" 8.5" x 14" (legal)

Step 1: Shop in Staples

- Each time item is added to the cart, users can:
 - **Continue Shopping**
 - **Review & Checkout**

Added to cart



TRU RED™ 8.5" x 11" Copy Paper, 20 lbs., 92 Brightness, 500 Sheets/Ream, 10 Reams/Carton (TR56958)

Item #: 135848 | MFR #: 135848/TR56958

1 @ \$49.93 5000/CT \$49.93

\$49.93

[Review & Checkout](#)

[Continue shopping](#)



Step 2: Checkout in Staples

- If **Review & Checkout** is selected, summary page displays:
 - Item(s) in cart with quantity and price.
 - Order total.
- Users can:
 - remove item(s) from cart
 - update quantity.
- **Submit Order** to continue with ordering process.

Review & Checkout [Print to PDF](#)

Order Summary		Submit Order
Items (1)	\$49.93	
Total	\$49.93	

1 item in cart

Delivery

	TRU RED™ 8.5" x 11" Copy Paper, 20 lbs., 92 Brightness, 500 Sheets/Ream, 10 Reams/Carton (TR56958) Item # 135848 MFR # 135848/TR56958	Remove
<input checked="" type="radio"/> Delivery	<input type="text" value="1"/>	
	@ \$49.93 5000/CT	\$49.93

Order Summary		Submit Order
Items (1)	\$49.93	
Total	\$49.93	

Step 3: Checkout in CSUBUY

- If **Submit Order** is selected, Staples catalog will close and users will be directed back to CSUBUY.
- The **CSUBUY Shopping Cart** displays. Users have a final chance to:
 - remove item(s) from cart
 - update quantity.

Shopping Cart • 142001722 ▾

Simple Advanced

Search for products, suppliers, forms, part number, etc. 🔍

1 Item

Staples • 1 Item • 49.93 USD

SUPPLIER DETAILS

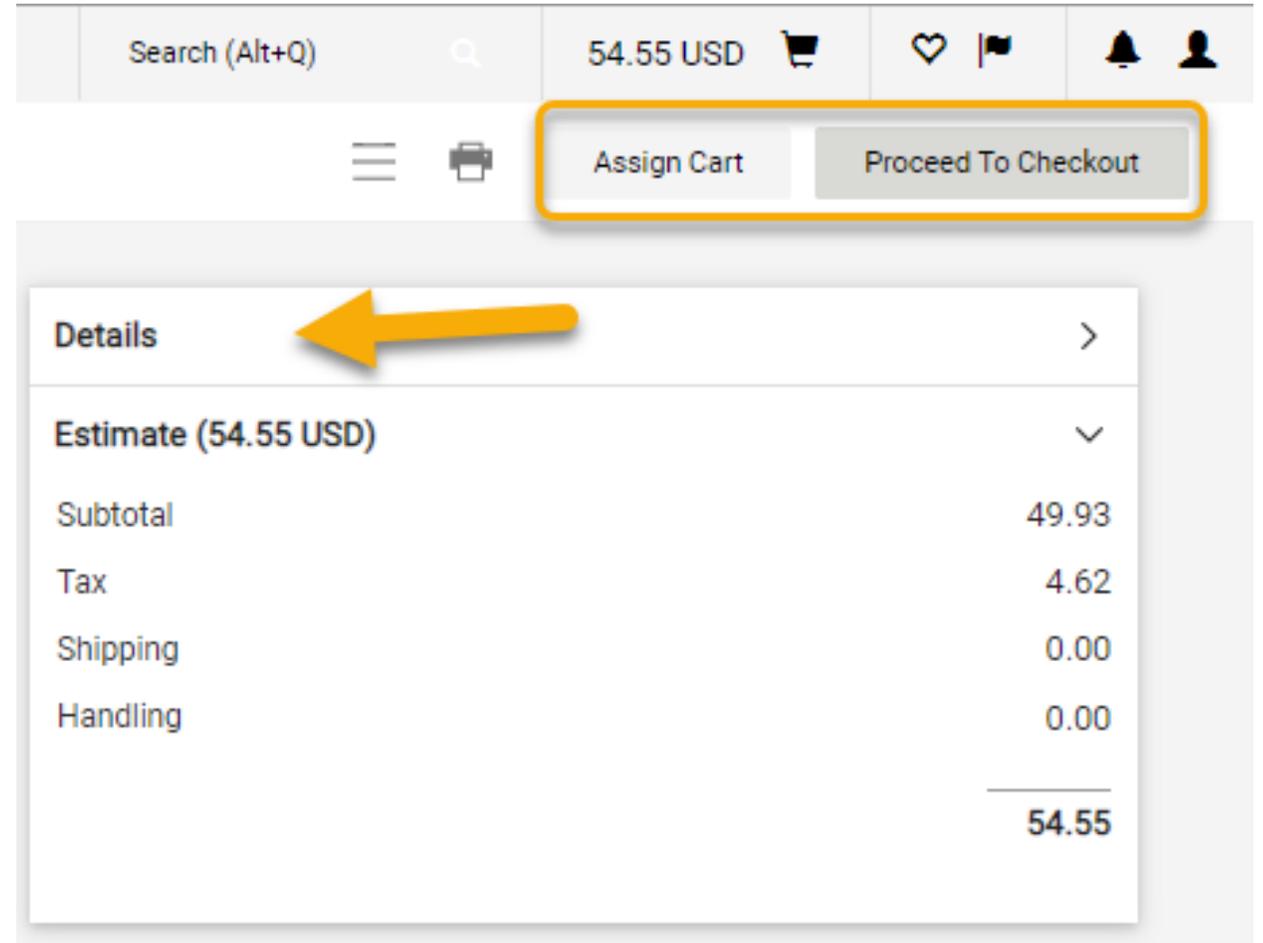
Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 8/5/2021 3:56:50 PM

- TRU RED 8.5" x 11" Copy Paper, 20 lbs., 92 Brightness, 500 Sheets/Ream, 10 Reams/Carton (TR56958)

	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	 TRU RED 8.5" x 11" Copy Paper, 20 lbs., 92 Brightness, 500 Sheets/Ream, 10 Reams/Carton (TR56958)	135848	CT	49.93	<input type="text" value="1"/> CT	49.93	... <input type="checkbox"/>

Step 3: Checkout in CSUBUY

- Also in the CSUBUY **Shopping Cart** page, the order total displays.
- Users have the option to:
 - **Assign Cart** to their department ProCard holder to complete the purchase.
 - **Proceed To Checkout** to continue with the payment process.



The screenshot shows the CSUBUY Shopping Cart interface. At the top, there is a search bar with the text "Search (Alt+Q)", a shopping cart icon displaying "54.55 USD", and icons for a heart, a flag, a bell, and a user profile. Below the search bar, there are three icons: a hamburger menu, a printer, and a button labeled "Assign Cart". To the right of the "Assign Cart" button is a button labeled "Proceed To Checkout". Both the "Assign Cart" and "Proceed To Checkout" buttons are highlighted with a yellow border. Below these buttons is a section titled "Details" with a right-pointing chevron. A yellow arrow points from the "Details" section to the "Assign Cart" button. Underneath the "Details" section is a table titled "Estimate (54.55 USD)" with a downward-pointing chevron. The table lists the following items and amounts:

Subtotal	49.93
Tax	4.62
Shipping	0.00
Handling	0.00
	<hr/>
	54.55

Step 3: Checkout in CSUBUY

- If **Proceed to Checkout** is selected, the CSUBUY Requisition page displays.
- The default **Shipping** and **Billing** SJSU addresses appear, but the shopper can select another SJSU delivery address by clicking on the Edit (Pencil) icon. **Non-SJSU addresses cannot be entered.**
- **Place Order** when ready to complete process.
- Users will receive a series of email confirmations and one with a receipt to include as backup for the ProCard reconciliation statement.

Requisition • 142001722

Summary Taxes/S&H PO Preview Comments Attachments History

Assign Cart Place Order

General	Shipping	Billing
Cart Name: AMY	Ship To Attn: Amy Chan Deliver To: 129 South 10th St San Jose, CA 95112 United States	Bill To Payment Services One Washington Square San Jose, CA 95192-0041 United States
Description: Prof Dev Funds	Delivery Options Requested Delivery Date: no value	
Prepared by: Amy Chan		
Prepared for: Amy Chan		

Accounting Codes

Draft	
Total (54.55 USD)	
Subtotal	49.93
Tax	4.62
Shipping	0.00
Handling	0.00
	54.55

Questions?

- Contact Finance Support with any training requests, questions or to report problems using Staples catalog or CSUBUY.
 - Phone: 408-924-1558
 - Email: financeconnect@sjsu.edu
- Contact Staples Customer Service with order inquiries or cancellations and to obtain a receipt.
 - Phone: 1-877-826-7755
 - Email: support@staplesadvantage.com