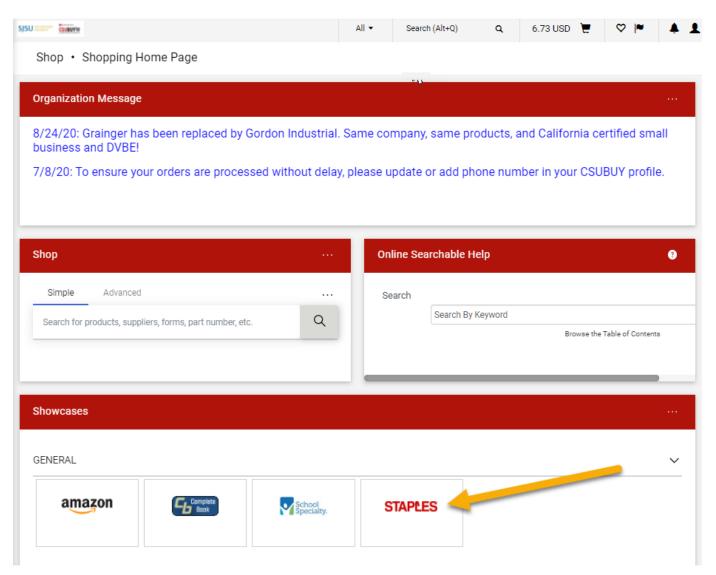# Staples Advantage Ordering in CSUBUY

- Placing an order with Staples Advantage is easy when using [CSUBUY](#).

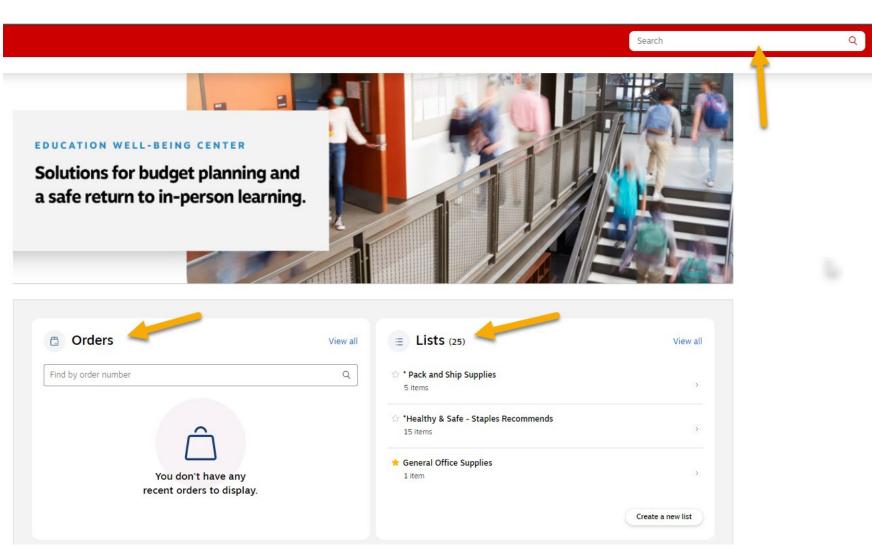- After logging into CSUBUY and on its homepage, click on the **Staples** tile.

Staples Advantage Punchout Catalog

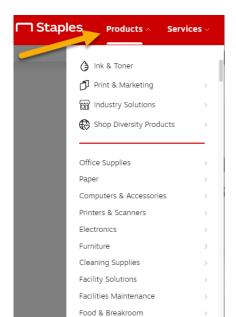- Do turn off the pop-up blocker.

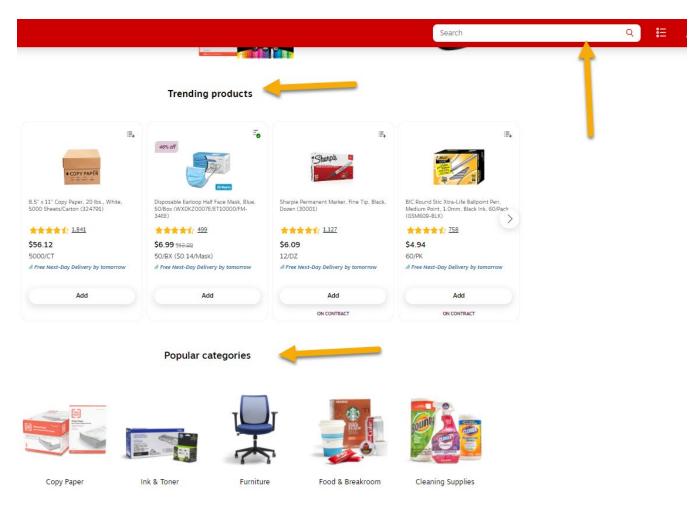 The Staples punchout catalog will open in a new window.

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

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**
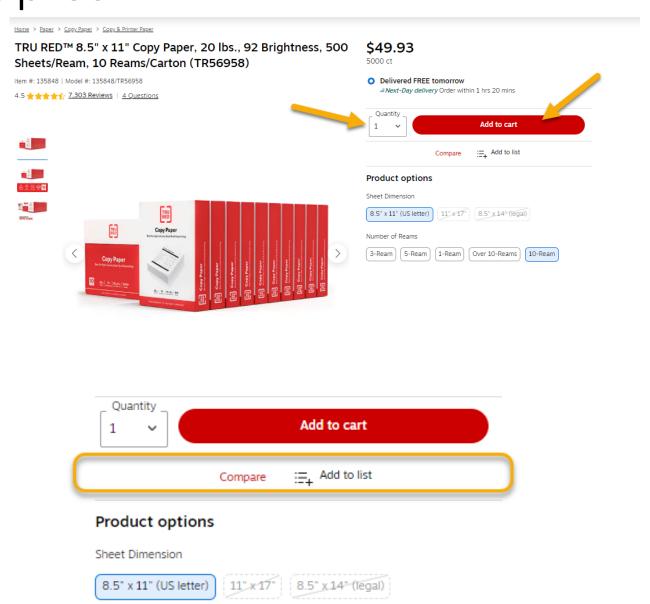 - By **Products Categories**

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.

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)
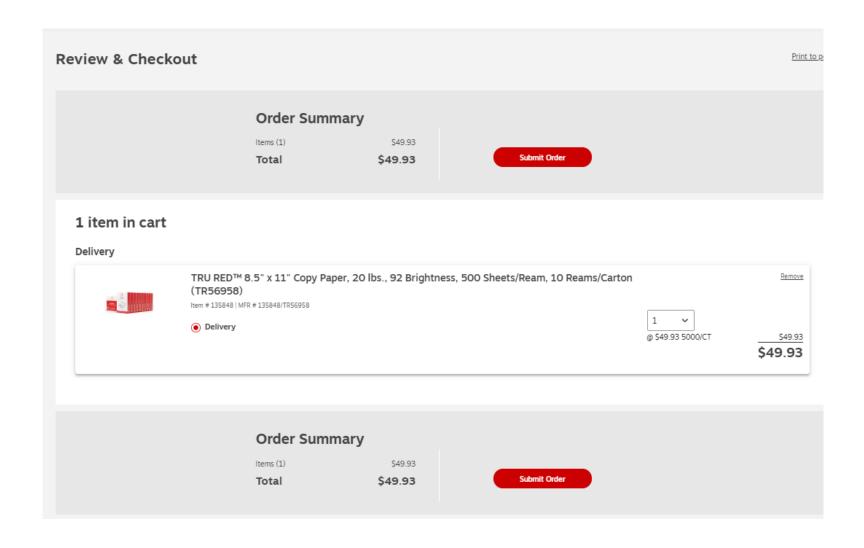Item #: 135848 | MFR #: 135848/TR56958
1 @ $49.93 5000/CT $49.93
$49.93
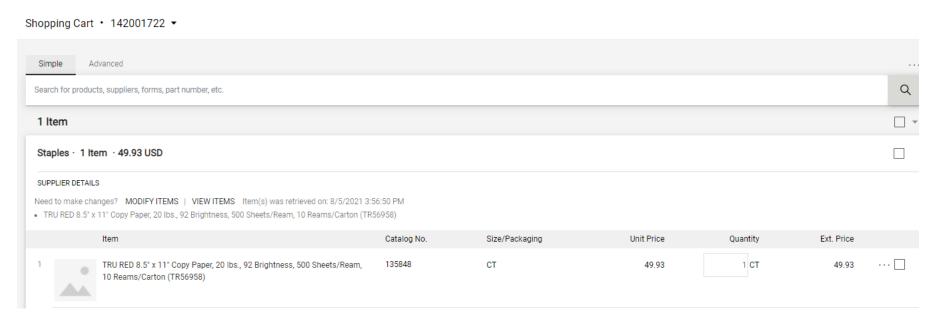
Review & Checkout

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.

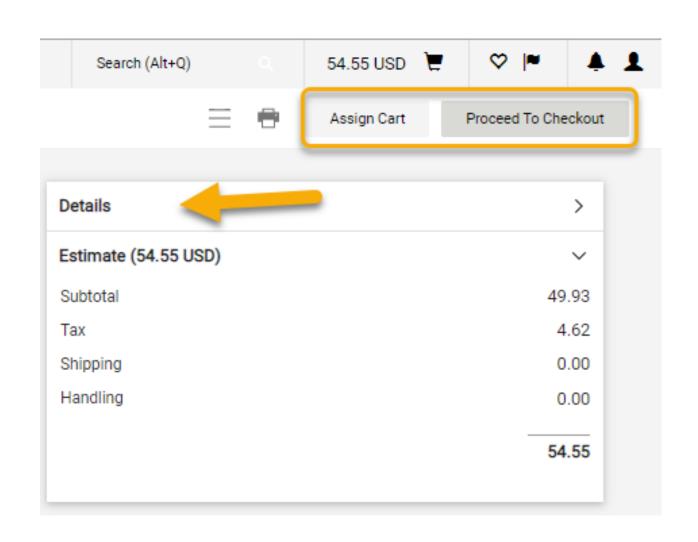- **Submit Order** to continue with ordering process.

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:
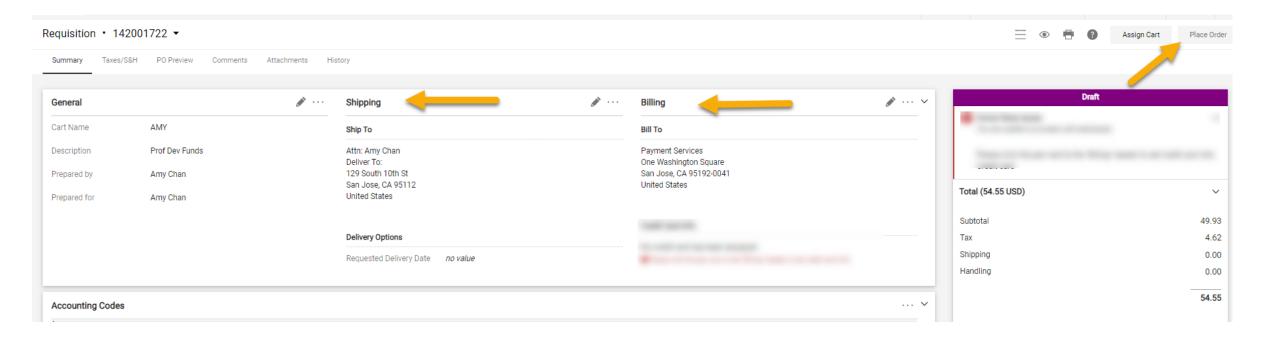 - remove item(s) from cart
  - update quantity.

Step 3: Checkout in CSUBUY

- Also in the CSUBUY **Shopping Cart** page, the order total displays.

- Users have the option to:
  o **Assign Cart** to their department ProCard holder to complete the purchase.
  o **Proceed To Checkout** to continue with the payment process.

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.

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