

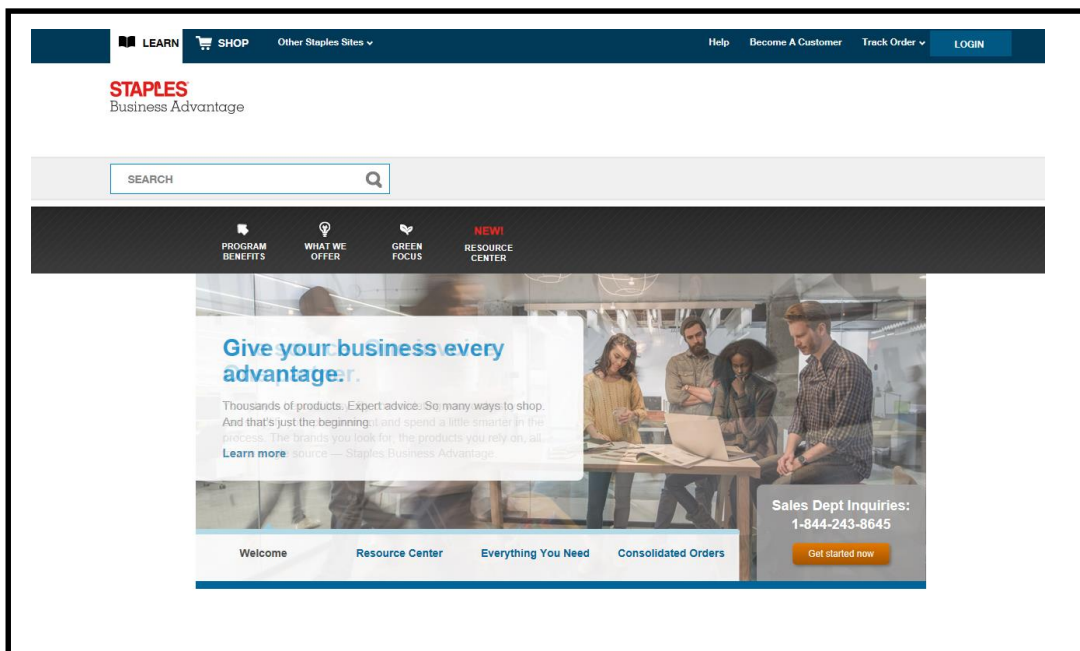
## Creating a Staples Order

Office supplies should be purchased using the contract that Las Positas College has with Staples. Orders can be placed on line by accessing the Staples Business Advantage web site.

Before orders can be placed on-line, however, each user must have received their official login. The Administrative Services Department will submit a request to Staples to set up new accounts. The user will receive a welcome e-mail from Staples indicating their User ID and Password.

### STEP 1: Access Staples Advantage Web Site

<http://www.staplesadvantage.com/learn>



## STEP 2: Log on using the User ID and Password emailed to you from Staples

Enter Account Number: 70110298

Enter User ID and Password

Click Login

## STEP 3: Indicate the Ship-To Location

The Ship-to Location will default to the LPC campus address.

Click OK

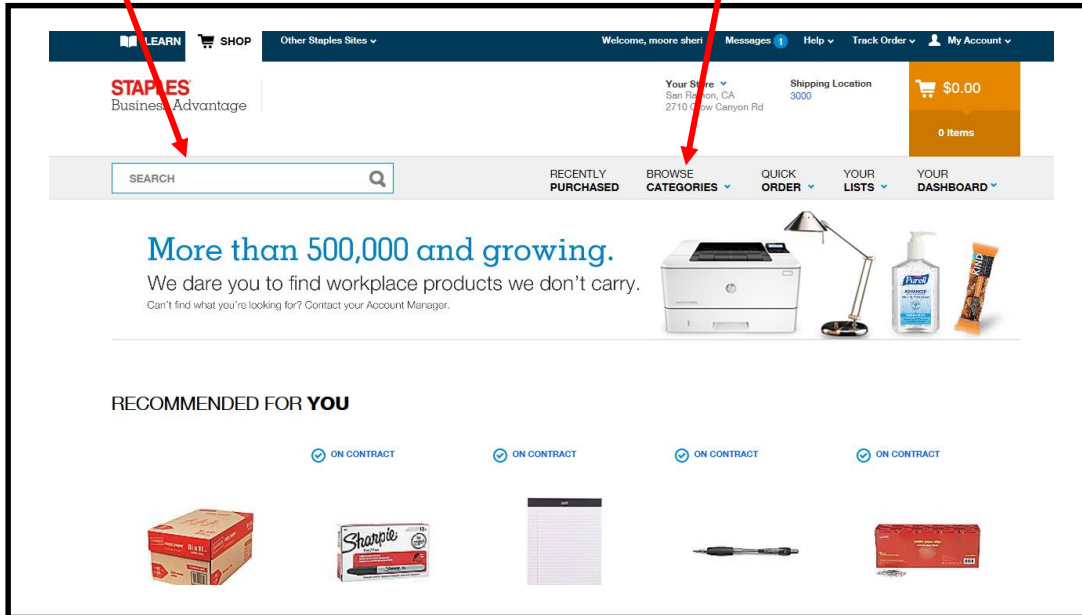
## STEP 4: Select the items

Please note: 1) Requesters are encouraged (but not required) to choose Staples items that are listed as “On Contract.” 2) Some Staples items are restricted and cannot be ordered on-line. Requesters must create a requisition for those restricted items.

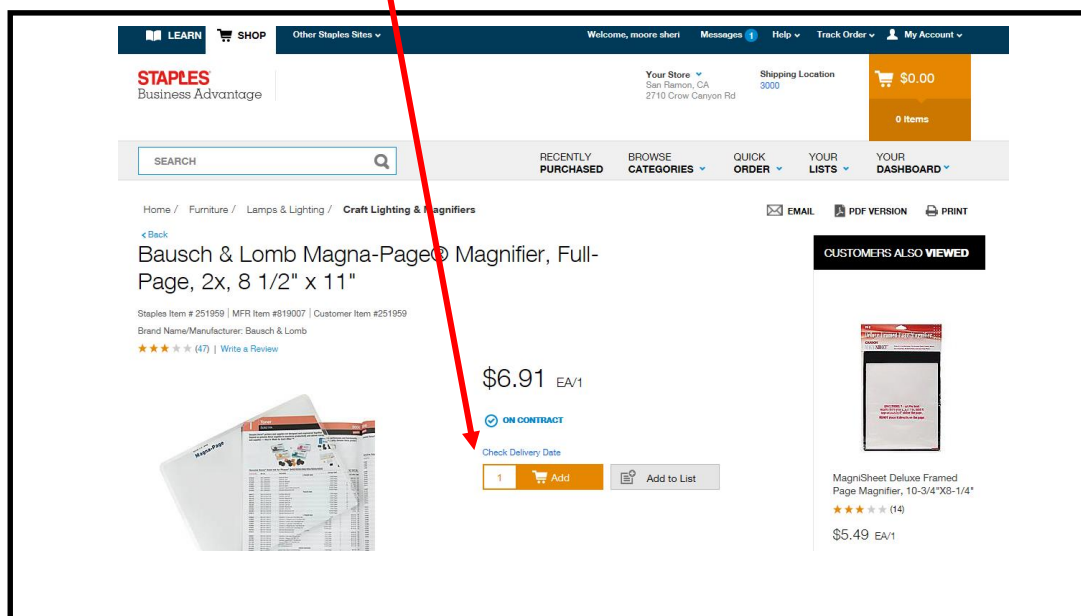
Search for Items

or

Browse Categories



Select Quantity and Add to Cart



## STEP 5: Submit Order

Enter the User's Department FUND – ORGANIZATION – ACCOUNT – PROGRAM Code

Select "Edit" to enter the Building and Room Number to which the Order will be delivered

Submit Order

The screenshot shows the Staples Business Advantage checkout page. The top navigation bar includes 'LEARN', 'SHOP', and 'Other Staples Sites'. The user is logged in as 'moore sheri'. The page displays shipping information for 'LAS POSITAS COMMUNITY COLLEGE' and 'Room 1689'. The accounting information section includes an 'ACCOUNT NUMBER' field. The subtotal is \$6.29 and the handling fee is \$5.99, for a total of \$12.28. A 'SUBMIT ORDER' button is visible at the bottom right.

**SHIPPING INFORMATION**

Change Shipping Location

moore sheri [Edit](#)

LAS POSITAS COMMUNITY COLLEGE  
3000 CAMPUS HILL RD  
\* Room 1689 [Edit](#)  
LIVERMORE, CA 945517623 US  
\*925 424-1631 [Edit](#)

**ACCOUNTING INFORMATION**

\* ACCOUNT NUMBER

PO#

**SUBTOTAL** \$6.29  
**HANDLING FEE** \$5.99  
**TOTAL** \$12.28

**CONSOLIDATE SMALL ORDERS AND SAVE TIME, ENERGY AND MONEY.**  
To keep costs low, be sure to place orders of \$15.00 or more.  
[View more](#)

**SUBMIT ORDER**

Continue Shopping

## STEP 6: Print Order Confirmation

Print the Confirmation Page to attach to the Requisition

Note the Order # (you will include it on the Requisition)

**STAPLES**  
Business Advantage

---

ORDER DETAILS	SHIPPING INFORMATION	ACCOUNTING INFORMATION	ORDER RECEIPT
Submitted	<b>moresheri</b>	ACCOUNT NUMBER103001-	SUBTOTAL <b>\$6.91</b>
Ordered by: moore she	3000	31100-4301-671000	HANDLING FEE: <b>\$5.99</b>
Order #: <b>7157537031</b>	CHABOT - LAS POSITAS COM	Purchase Order	TOTAL <b>\$12.90</b>
Order date: 06/09/2016	COLL/NJPA	Purchase Order Release	
	3000 CAMPUS HILL DR		
	Room 1689		
	LIVERMORE, CA 945517623		
	US		

---

	ITEM PRICE	QTY	TOTAL
<b>Items for Delivery</b>			
Bausch & Lomb Magna-Page® Magnifier, Full-Page, 2x, 8 1/2" x 11"	\$6.91 EA/1	1	\$6.91

Customer Item # 251959  
Staples Item # 251959  
MFR Item # 819007

# STEP 7: Create Requisition

Instructions for creating the requisition can be found on the Administrative Services web site at:

<http://grapevine.laspositascollege.edu/AdministrativeServices/Requisitions.php>

Indicate Staples Order

Include User's Department Account Number

Include Tax 9.5%

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition						#R				
<i>FOR REIMBURSEMENT: List payee name &amp; acct. number.</i>							<i>FOR OFFICE USE ONLY</i>			
<b>Staples</b>							RETURN COPY OF REQUISITION TO:			
NAME OF STAFF MEMBER	DATE WRITTEN	DATE REQUIRED	DIVISION/DEPARTMENT	For inventory purposes include room # where equipment will reside:		Sheri Moore				
Sheri Moore	6/9/2016	6/23/2016	Admin Services							
DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)							UNIT	QTY	UNIT PRICE	EXTENDED COST
Per Staples Advantage Order # 7157537031										\$ 6.91
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
<i>Check Payable to</i>										\$ -
Staples Advantage										\$ -
										\$ -
										\$ -
Comments:							Subtotal		\$ 6.91	
							Tax \$ 0.0950		\$ 0.66	
							Shipping (if available):		\$ 5.99	
							<b>TOTAL COST</b>		<b>\$ 13.56</b>	
<i>Original invoices and receipts must be attached for payment. Include current taxes unless incorporated in price.</i>										
ACCOUNT #	103001	31100	4301	671000						
FUND		ORG	ACCT	PROGRAM	Business Office					
APPROVALS										
_____ <i>Supervisor/ Coordinator/ Director</i>					_____ <i>Dean/ VP/ President</i>					

Dean Signs Here

Department VP Signs Here

Admin Svcs Dept VP Signs Here

- Have Dean and the Department Vice President sign the Requisition
- Include a copy of the Staples Order Confirmation to the Requisition

## STEP 8: Submit Requisition to the Administrative Services Office

- Submit the Requisition to the Administrative Services Office for the VP Administrative Service's signature
- Once the order is authorized the requester will receive an e-mail from Staples with the status of the order.

Note Expected Delivery Date

**Alesia High**

From: orders@staplesadvantage.com  
Sent: Monday, June 27, 2016 8:31 AM  
To: Alesia High  
Subject: Your Staples Business Advantage Order # 7158191011 order status

**Hello Alesia High,**  
We have received your order and are preparing your items for fulfillment.

**ORDER NUMBER: 7158191011**  
Account: 70110298 | Order Date: 06/27/2016 | Order Time: 11:30 AM ET

SHIP TO	ACCOUNTING INFORMATION	PAYMENT INFORMATION
3000 3000 CAMPUS HILL DR BLDG 1600 RM 1689 LIVERMORE, CA 94551	ACCOUNT NUMBER: 103001-31100-4300071000	Subtotal: \$291.13 Shipping: Free Tax: \$27.66 Order Total: \$318.79

SHIPPING SOON

**Expected Delivery: Tuesday, June 28, 2016**

Item	Price	Qty	Subtotal
Staples® Copy Paper, LETTER-Size, 82/104 US/Euro Brightness, 20 lb., 8 1/2" x 11", 1 Case, 10 Reams, 5,000 sheets Item #: 135848   Customer Item #: 135848 ON CONTRACT	\$33.99	4	\$135.96
Earthwise® Pentaflex® 100% Recycled Expanding Pockets, Letter, 5 1/4" Expansion, 10/Bx Item #: 258220   Customer Item #: 258220 ON CONTRACT	\$18.14	1	\$18.14
Staples® Recycled Storage Boxes, Letter/Legal, 10 1/4 x 12"W x 15"D, Stacking Strength 350 lbs., 10/Pk Item #: 825695   Customer Item #: 825695	\$7.84	1	\$7.84

Questions regarding placing Staples orders should be directed to the Executive Assistant in the Department Office. If additional information or clarification is needed, please contact the Administrative Services Department.