



CALIFORNIA STATE UNIVERSITY  
**FULLERTON**

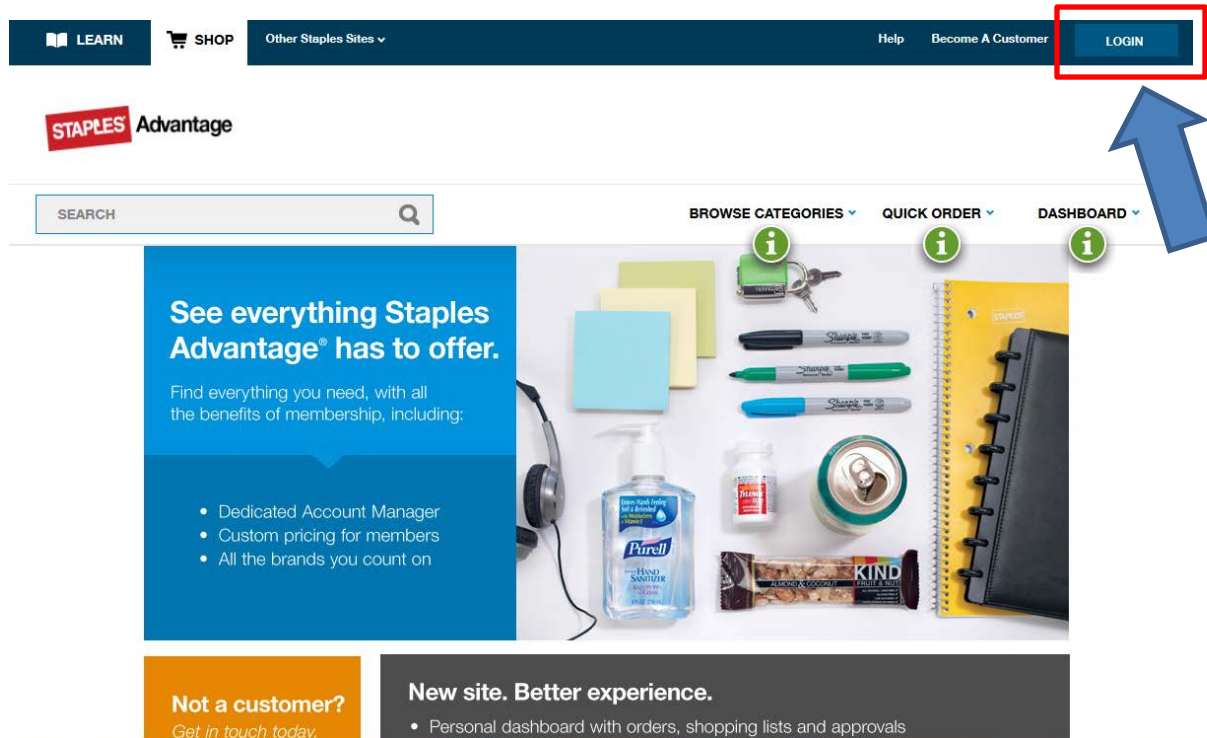
**Office Supply Program  
Approver User Guide**



**September 2015**

# Staples Advantage User Login

1. In a web browser, go to [www.staplesadvantage.com](http://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, enter that 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](mailto:ebusiness@fullerton.edu) to have it reset
6. Click the login button



BROWSE CATEGORIES QUICK ORDER DASHBOARD



### Log In to Your Account

Customer ID:

User ID:

Password:

[Log in](#) | [Forgot your User ID or Password?](#)

Contact Us  
Staples Advantage Customers  
1-877-826-7755

- You will be brought to the home page with your Dashboard expanded
- In the dashboard, you can see any recent orders, the campus shared green product shopping list along with any personal shopping lists you might create, and a quick link section

LEARN SHOP Other Staples Sites Welcome, Tuffy Titan Messages Help My Account

STAPLES Advantage Shipping Location CP-367 \$0.00 0 Items

SEARCH BROWSE CATEGORIES QUICK ORDER DASHBOARD Orders, Shopping Lists

#### ORDERS

You don't have any recent orders to display. When you make purchases, you can review your order information and shipping status here.

Need to order a few things?

Shop Now

#### SHOPPING LIST

[View all >](#)

**CSUF PREFERRED GREEN LIST**

Shared

#### QUICK LINKS

[Ink and Toner Finder](#)

[Chat](#)

Create New List View All Lists

## Approving an Order

- Once you login, you will see any orders you have pending your approval on your Dashboard

LEARN SHOP Other Staples Sites Welcome, Michael D Pruitt Messages 1 Help My Account

STAPLES Advantage Shipping Location CP-367 \$0.00 0 Items

SEARCH BROWSE CATEGORIES QUICK ORDER DASHBOARD Approvals, Shopping Lists

**APPROVALS** [View all >](#) **ORDERS** **SHOPPING LISTS** [View all >](#)

Order # **7143225688** \$94.89 APPROVE DECLINE  
 09/18/2015 | 4 items Titan, Tuffy

You don't have any recent orders to display. When you make purchases, you can review your order information and shipping status here.

Need to order a few things?

Shop Now



2. To review the order, you click on the order number

STAPLES Advantage SEARCH BROWSE QUICK ORDER DASHBOARD Approvals, Shopping Lists \$0.00

Approve Orders Back Decline Modify Accept

Order Pending Review

Order Status: Pending Approval Ship-To: Tuffy Titan  
 Approver: Michael D Pruitt (Supervisor) CP-367  
 Order #: 7143225688 CAL STATE UNIVERSITY FULLERTON  
 Order Date: 09/18/2015 2600 NUTWOOD AVE  
 Ordered by: Tuffy Titan COLLEGE PARK BLDG  
 Budget Center: Specified by Item 3RD FL STE 367  
 FULLERTON, CA 92831  
 USA

[Click here to see order status definitions](#)

Customer Item #	MFR Item #	UOM/Qty.	Your Price	Qty.	Packing Slip Note	Budget Center	Item Total
Staples® Retractable Ballpoint Pens, Medium Point, 1.0 mm, Black Ink / Black Barrel, 12/Pk Staples Item # 814960							
<input checked="" type="checkbox"/>	CSU CONTRACTED ITEM						
814960	22011/18838	DZ/12	\$2.83	2		THEFD-10064	\$5.66
Brighton Professional™ Soft Molded Wastebasket, 7 Gallons, Black, 15"H x 14 1/2"W x 10 1/2"D Staples Item # 124867							
<input checked="" type="checkbox"/>	CSU CONTRACTED ITEM						
124867	22177/19210	EA/1	\$3.94	1		THEFD-10064	\$3.94

3. After reviewing the order, you can either click on the Decline button to reject the order, or the Accept button to approve it

**Order Pending Review**


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Order Status: Pending Approval
Ship-To: Tuffy Titan  
 Approver: Michael D Pruitt (Supervisor)
 CP-367  
 Order #: 7143225688
 CAL STATE UNIVERSITY FULLERTON  
 Order Date: 09/18/2015
 2600 NUTWOOD AVE  
 Ordered by: Tuffy Titan
 COLLEGE PARK BLDG  
 Budget Center: Specified by Item
 3RD FL-STE 367  
FULLERTON, CA 92831  
USA

[Click here to see order status definitions](#)

Customer Item #	MFR Item #	UOM/Qty.	Your Price	Qty.	Packing Slip Note	Budget Center	Item Total
Staples® Retractable Ballpoint Pens, Medium Point, 1.0 mm, Black Ink / Black Barrel, 12/PK Staples Item # 814960 <input checked="" type="checkbox"/> CSU CONTRACTED ITEM							
	814960	22011/18838	DZ/12	\$2.83	2	THEFD-10064	\$5.66
Brighton Professional™ Soft Molded Wastebasket, 7 Gallons, Black, 15"H x 14 1/2"W x 10 1/2"D Staples Item # 124867 <input checked="" type="checkbox"/> CSU CONTRACTED ITEM							
	124867	22177/19210	EA/1	\$3.94	1	THEFD-10064	\$3.94

4. If you choose to decline the order, you are provided a text field to give a brief explanation why the order is declined and click on the OK button(This information is sent to the user)


Shipping Location ▾
\$0.00  
CP-367  
0 Items

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BROWSE CATEGORIES ▾
QUICK ORDER ▾
DASHBOARD 1 ▾
Approvals, Shopping Lists

**Order Approval**

**Decline Order # 7143225688**

Briefly explain why this order has been declined and click 'OK.' An email notification will automatically be sent to the user.

I do not approve this order.

5. Once you select Accept or Decline, the order will be removed from your approval screen
  - a. Orders that are approved are then submitted to Staples for fulfilment
  - b. Declined orders are returned to the user that created the order