



StaplesAdvantage.com

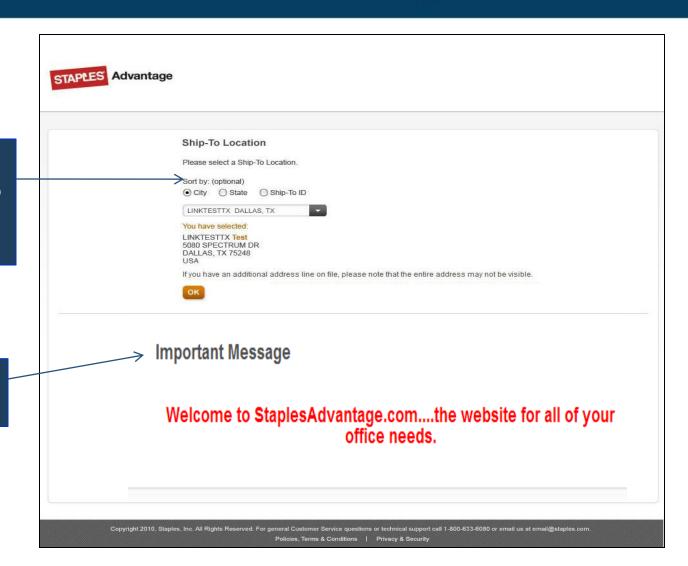
Ship-To Location Page



Select your location.

Schools will have access to a JPO location and a standard location. Please be sure to select based on what type of order you're placing.

Check for important messages from Staples Advantage and your School Board Office.



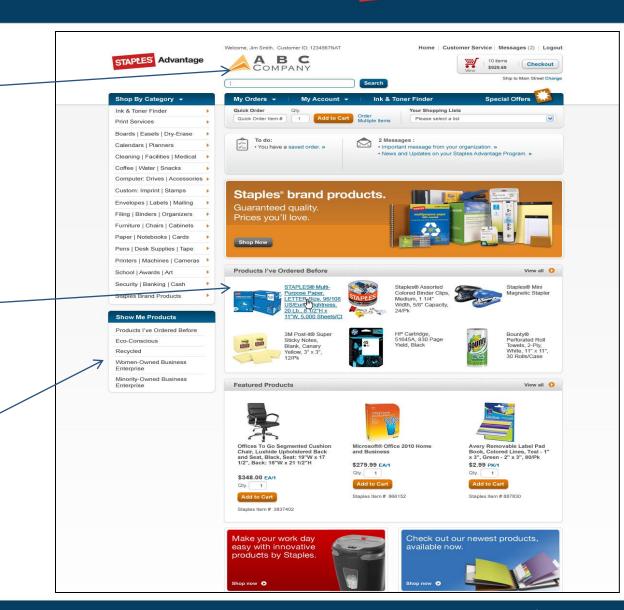
Home Page Layout



Be sure the Lafayette Parish School System logo is displayed here.

Browse for quick access to Products you have ordered before and click on View All link to see all items you have purchased in the last 4 months

View Featured, Eco-Conscious, Recycled and other types of items quickly and easily

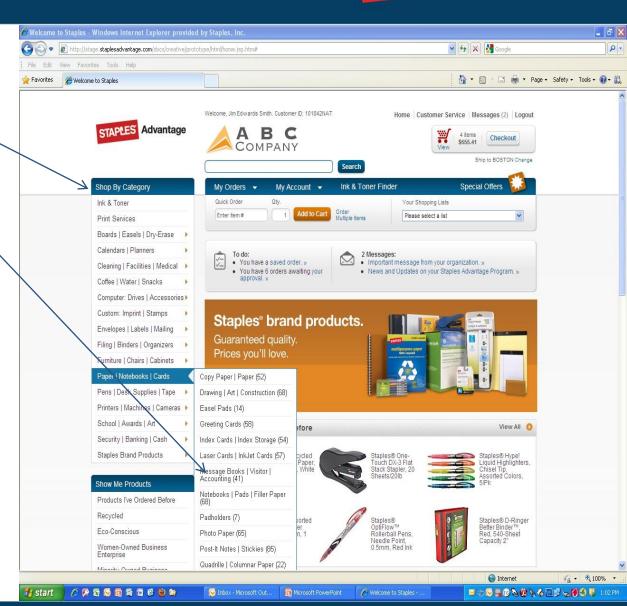


Sub-Categories



Easy Product Navigation with Global Products Menu (Shop by Category) and Custom Links (Show Me Products)

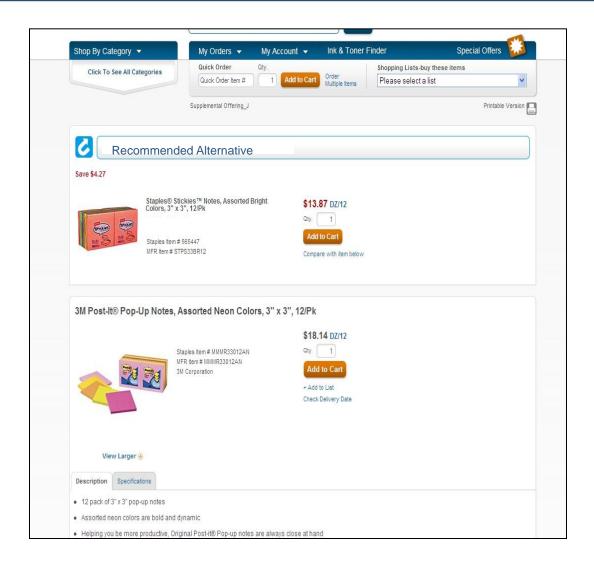
Sub-Categories Make It Easy to find the specific products you want to purchase



Product Alternatives



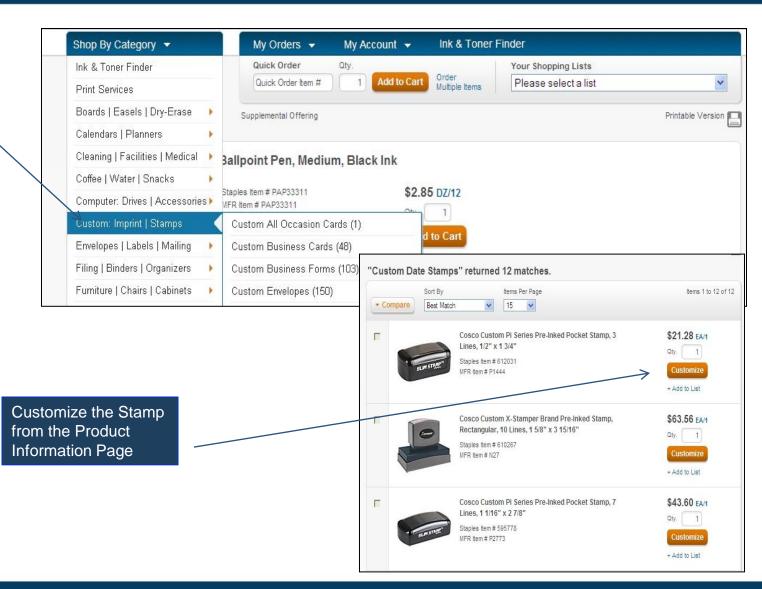
When viewing a Product Page, a Product Alternative may be presented. You have the opportunity to compare the two products and decide to choose the alternative or add the original item to your order.



Customize Products



Select Custom
Products from the
Home
Page/Product
Category area

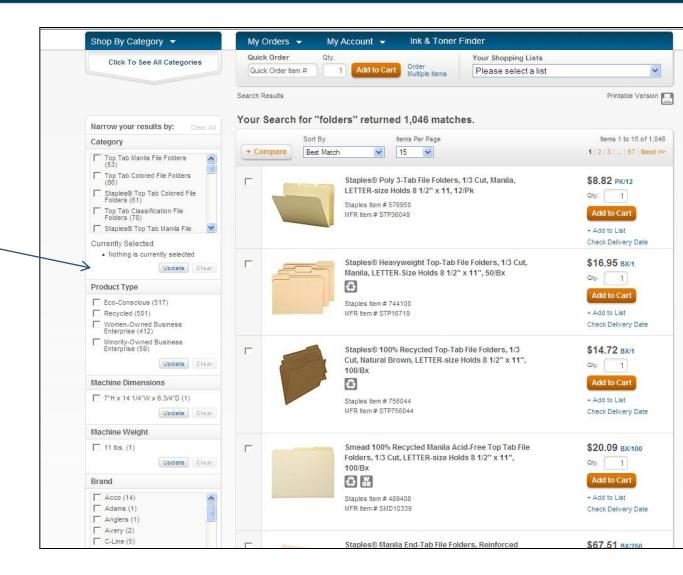


Item Searches



Perform Easy searches for common item such as folders, pens or post it notes.

Search results can be further narrowed by category, brand and itemspecific attributes to easily locate your items.



Ink & Toner Finder

My Account ▼

Ink & Toner Finder for Lexmark, 3000 returned

Qty.

My Orders -

Quick Order Item #

Ink & Toner Finder > Lexmark > 3000

Sort By

Best Match

Best Match

Quick Order

3 matches

1. Select Brand

- Compare

Ink & Toner Finder

Order Multiple Items

2. Select Model

Items Per Page

Lexmark Inkjet Cartridge, 13400HC, Black

Lexmark Inkjet Cartridge, 13619HC, Color

Lexmark InkJet Cartridge, 13400HC, Black

Items Per Page

15

15

Staples Item # 383715

Staples Item # 041894

Staples Item # 836726

MFR Item # LEX13400HC

MFR Item # LEX13619HC

MFR Item # LEX13400HC

Your Shopping Lists

Please select a list

Add to Cart
+ Add to List

\$38.99 EA/1

+ Add to List
Check Delivery Date

Check Delivery Date

1

Items 1 to 3 of 3



Use this two step process to find refills for your business machines. Step One: Select Brand Step Two: Select Model

Ink & Toner Finder My Orders ▼ My Account ▼ Quick Order Your Shopping Lists Order Multiple Items Quick Order Item# Please select a list Ink & Toner Finder Ink & Toner Finder Recycle your ink and toner Find the right ink and toner refills for your business machines and equipment. cartridges. Learn how. 2. Select Model 3. Ink and Toner Results Select the brand of your machine: + JCM + Juki * Kalle * Kardex Printable Version * Keystone * Kingtron Recycle your ink and toner cartridges. Learn how. * Kodak * Kohmitech * Konic Electric * Konica Minolta * Krone . Kvocera Mita Items 1 to 3 of 3 * Lanier * Lasermaster * Lexi \$44.74 EA/1 Tech + Lexmark • Logica Qty. 1 * Macpac Add to Cart * Magnetec + Add to List · Marchant Check Delivery Date + MBO * Memorex \$44.74 EA/1 * Meonic Qty. 1

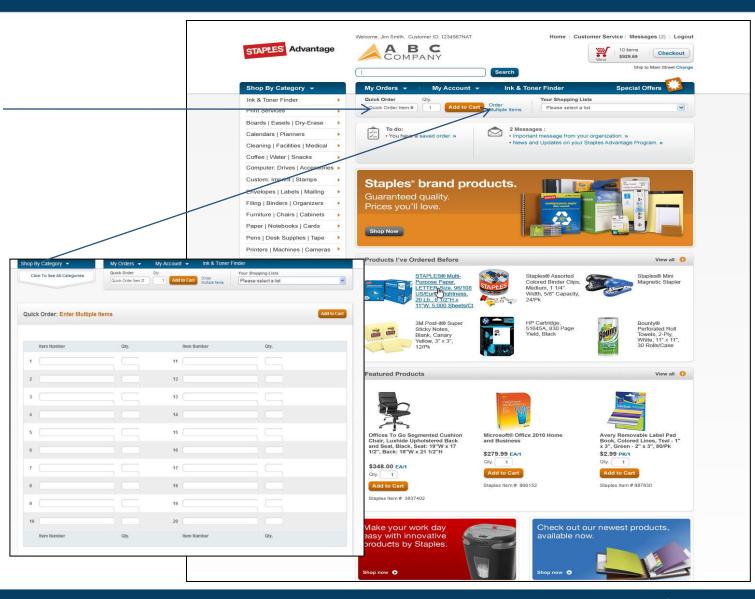
Results for your machine are displayed with images

Quick Order



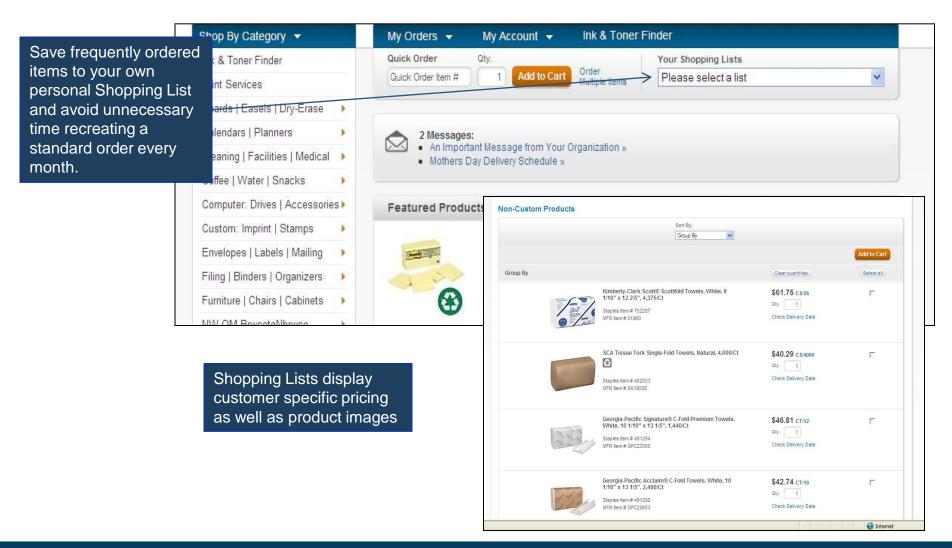
Quickly add individual items and quantities to your order

Click on Order Multiple Items to quickly add up to 20 items and quantities to your order at one time



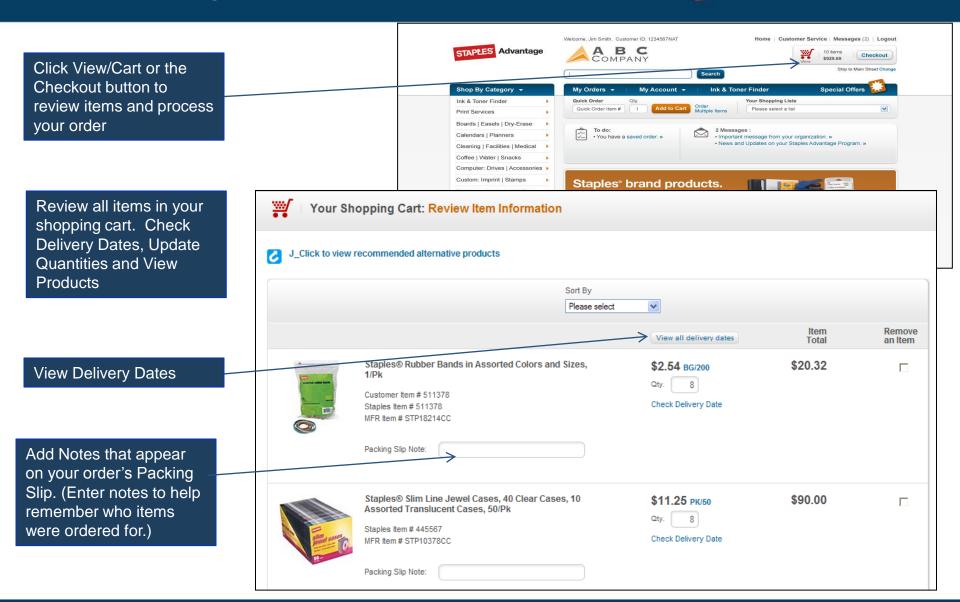
Shopping Lists





Submitting Your Order





Submitting Your Order



Texas Instruments TI-84 Plus Graphing Calculator, Black \$119,99 EAM \$119.99 Check to Remove Items Staples Item # 566641 Qty. 1 from your cart MFR Item # TEXTI84PLUS Packing Slip Note: Item Remove View all delivery dates Total an Item Update product quantities Sort By flems 10 to 30 of 62 MFR Item# Consolidate small orders and save time, energy and money. **Order Summary** Help save money and the environment by consolidating small orders \$929.69 Subtotal: and reducing the number of deliveries made to your location. Fewer shipments lower processing costs and conserve fuel and cardboard Total: \$929.69 boxes. To keep costs low, be sure to place orders of \$35.00 or more. Save your cart as a Continue shopping | Learn how to consolidate and save shopping list, continue shopping or click Next to submit your cart. Continue shopping Clear cart Update cart Your Shopping List Options Save this order as a new shopping list or add to an existing shopping list. Enter list name Create new list Save this order to an existing list Save to list

Review Shipping/Payment Info



Shipping Information			Verify Shipping Infor	mation
Recipient's Name:	Megan M	oussa	, ,,	
Ship-To Location	BG-BIO-U			
Company Name:	BG-BIO USER			
Address #1:	502 STAPLES DR			A pop-up box indicates if
Address #2:	E5062A			incomplete or required
Address #3:				information is missing
Floor:				morniation to missing
City, State, Zip Code:	FRAMINGHAM, MA 01702	Budget	Contor: Dlagge	
Country:	USA	_	Center: Please ither Federal,	
* Phone #:	777 — 665 — 1178 X	Genera	l or JPO for your Center.	
PO #: For JPO orders, please enter your JPO into the PO field. For Federal or General orders, please enter your Alio Requisition # into the PO field.	*Budget Center: PO Requisition #	B-GREY-0001 Change Budge	et Center selection	
	Payment Method • Invoice this account			
Requisition #: Please enter your Alio Requisition # into the Requisition # Field.		Credit Card #	Expiration Date	Edit Profile Options
	C Use a new credit card			

Order Confirmation



Online Order Confirmation, Status **Details and Order** Number are available. **Email confirmation** providing order and item status is sent as well

Moussa, Megan [Melley]

Subject:

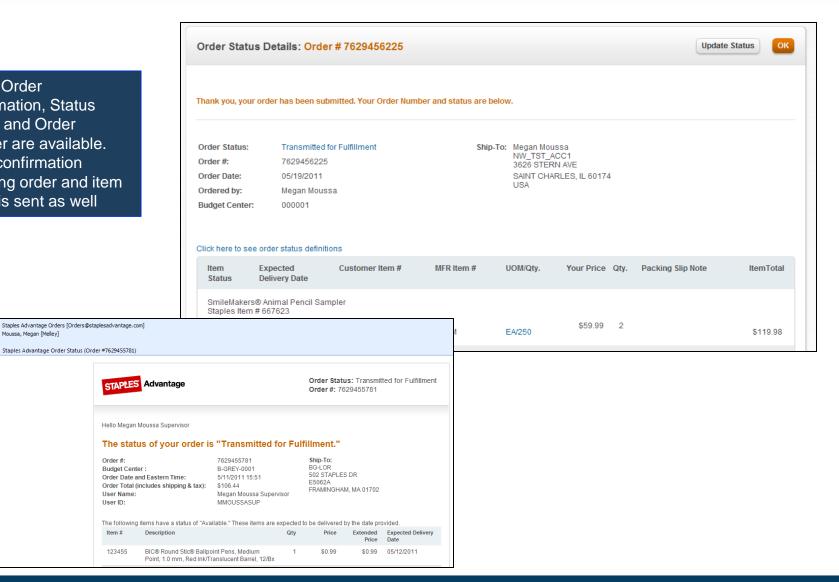
Staples Advantage Order Status (Order #7629455781)

Order #:

User Name:

User ID:

Item #



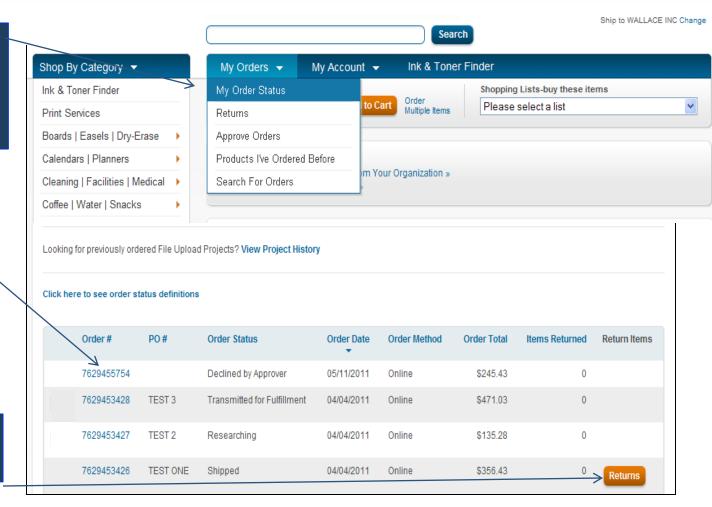
Order Status



View the Status of Orders for up to 90 days, process Returns or Search for Orders via the My Orders Link on the Home Page

Click on Order Number for specific order details

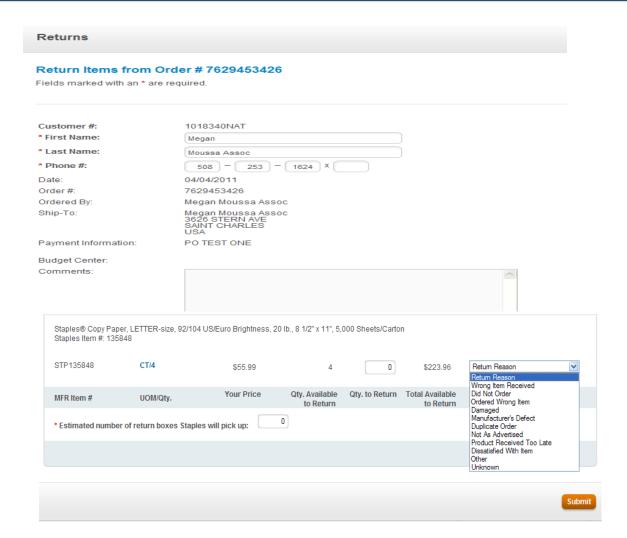
Click on Returns button to process an online return



Returns



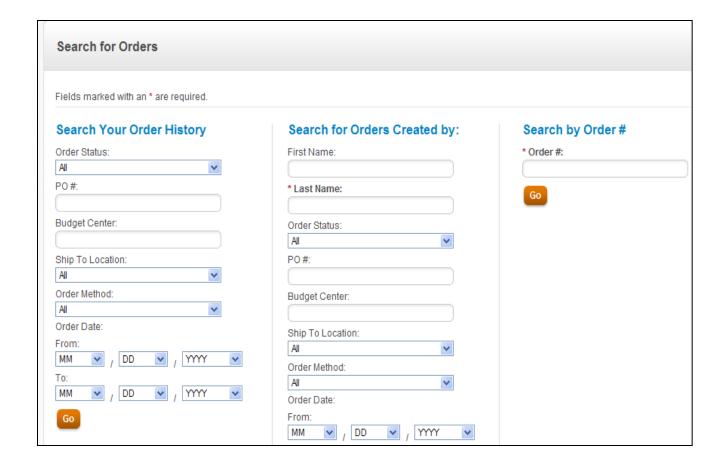
Easy online returns process available for orders placed on StaplesAdvantage.com.



Search for Orders



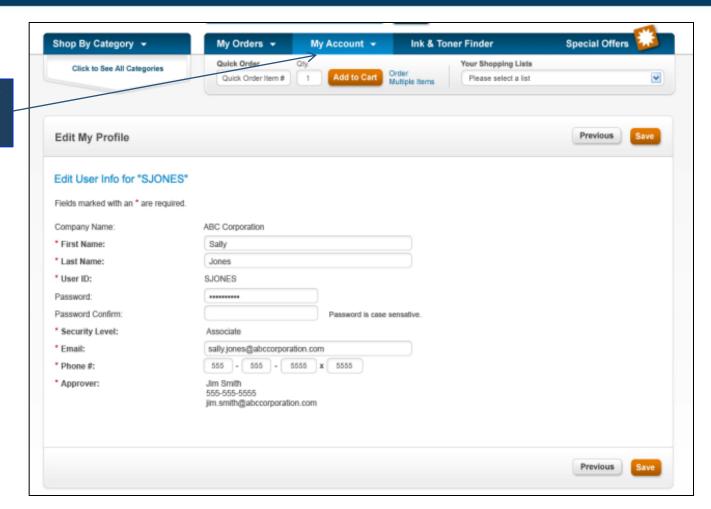
Search for Orders using a variety of different criteria



Edit My Profile



Easy Editing of your user profile under the My Account tab



Customer Service



Click on any of the Customer Service Links for helpful information



Contact Us **Customer Service** Contact your customer service team for inquiries Staples Advantage Training Tour about products and services. Take our animated training tour of Staples Advantage to learn how to easily navigate the site and place orders. **Technical Support** FAQs For questions about site functionality and Check out our detailed Frequently Asked Questions about Staples Advantage. technical issues, please call 1-800-633-6080, 8:00 am-8:00 pm EST, Monday-Friday. View topics to help you perform tasks on Staples Advantage. Helpful Links **Quick Reference Guides** Staples Advantage Training Tour Download a reference guide to familiarize yourself with the features on Staples Advantage. · Staples Advantage User's Quick Reference Guide Returns · Staples Advantage Supervisor's Quick Reference Guide Staples Advantage Quick Reference Guide for Returns My Order Status Returns Material Safety Data Sheets (MSDS) Easy Online Returns allows you to place a return for shipped items fast. My Order Status Check the status and view Package Tracking for orders you've placed in the past 90 days. Review item details and easily place returns online for shipped orders.

Training Tour



In-Depth Training Tour provides a complete overview of the site. View the entire tour or just the section you are interested in.

Click on the **Staples Advantage Training Tour** link on the
Customer Service page
on the website.

