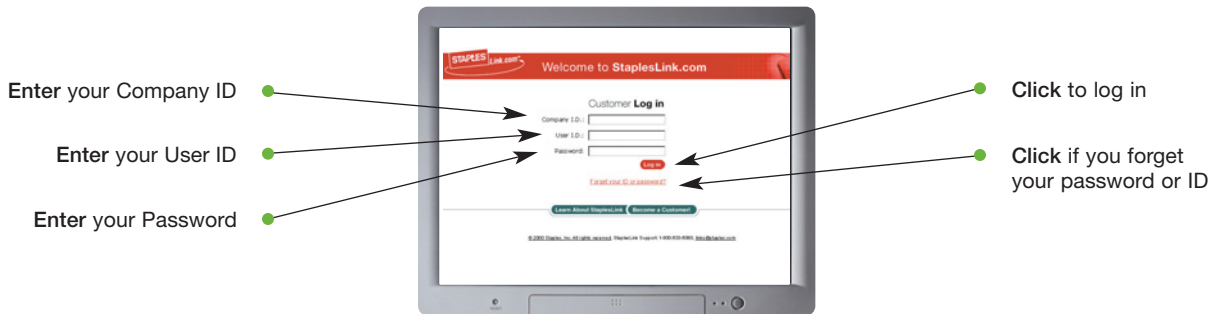


User Log In

Type www.StaplesLink.com® in the address bar, complete requested information and click log in.



Home Page

The Home Page gives you access to all StaplesLink.com features.



Add Items to Your Order

- **Search:** Search for an item by **Keyword** or **Item Number** and click **Search**. Search will display a summary of matching categories and the top ranking items in each category that match your criteria. Choose a category or brand, or go directly to an item. **You can also narrow** your results by Recycled or Minority and/or Women Owned Business Enterprise products, or Previously Ordered Items. You will also be able to select **Show Images** to view products or if you prefer, **Hide Images** to display text only.
- **Ink & Toner Finder:** Helps you find refills and supplies for your business machines.
- **Quick Order:** Enter the **Item Number** and quantity and click **Add**.
- **Enter Several Items:** Allows you to enter up to 20 items at once.
- **Shopping Lists:** Add a custom list of items into your order by choosing from **Shopping Lists** displayed in the drop-down list. Click **Go** to view your available **Shopping Lists**. Select the list name to view details of the list. Change quantities as necessary and click **Add to Order**.
- **Catalog:** Click a category from the **Product Navigation Bar** and select the category or sub-category to view products. Use the **Product Page** to add items to your order.

Operating System and Browsers

- Windows XP – IE 6.0 • Windows 98 – IE 6.0, Netscape 7.2
- Windows 2000 – IE 5.0, Internet Explorer 5.5
- Macintosh OS X/IE 5.2 and OS X/Safari

Product Page

Access the Product Page either through the Home Page Catalog, the Product Navigation Bar or through a search.

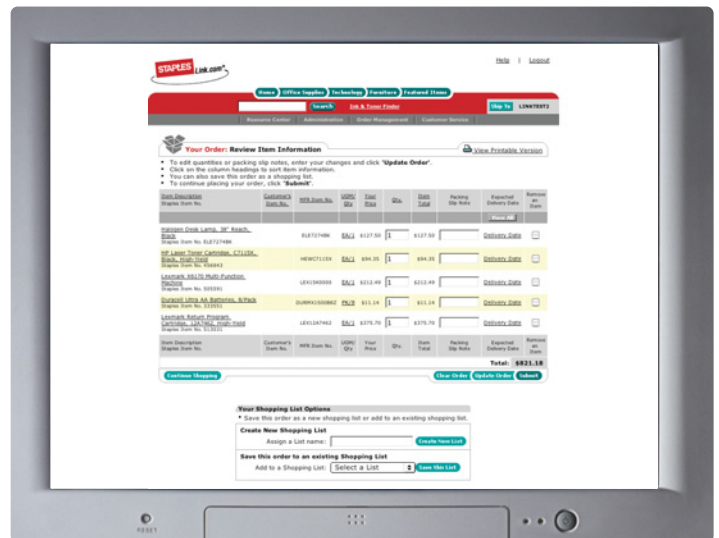
- To add an item to your order, enter quantity in the Quantity Text Box and click **Add to Order**.
- If an item is in your order, you can edit the quantity and click **Update**.
- To add an item to a list click **Add to List**. You will then be able to select the **Shopping List** name to add the item.
- To check the expected delivery date, enter the quantity you want and click **Delivery Date**.



Your Order

Click **View Order** to see items in your current order.

- To continue shopping: Click the **Continue Shopping Tab** or click on the **Home Button**.
- To check delivery date: Click **Delivery Date** to see the expected delivery date for an item or click **View All** to view expected delivery date for all items.
- To modify: Change quantities and click **Update Order**. Delete an item from your order by clicking the **Remove an Item Box**.
- To create a **Shopping List**: If your order contains items that you order often enter a list name, and click **Create New List**.
- To add **Packing Slip notes**: With a simple click, **Packing Slip Notes** can be added for each item and will appear on your packing slip.
- To submit order: Click **Submit** to access the **Purchase Information Page**. Enter your purchasing information and click **Submit Order**.



My Order Status and Tracking

To check the status of your submitted orders, click **My Order Status** in the **Order Management Box** on the Home Page.

- My Order Status** displays all the orders you've placed in the last 90 days.
- Click **Order Number** to view specific information surrounding a particular order.
- Package Tracking**: Track your orders by clicking on the **Truck icon**.
- Click **Returns** to process an online return.
- Click the **Search for Orders Button** and identify specific criteria to find previous orders.

