Staples/Summus Online Ordering Process

Getting Started
• If you have an existing login, you will use the same credentials.
• If you are a new user and do not have a Staples/Summus login, please contact Purchasing at X9611 for assistance.
• Log into your Order.StaplesAdvantage.com account
• From the Order.StaplesAdvantage.com home page, click on “Your Shopping Lists” and then click on Custom Print Items.

Choosing Your Print Items
• Click on “Browse Documents Catalog.” This will bring up a list of all the items that have been pre-approved for you to order.
• Search your Document Catalog or browse for your document in the folder structure.
• Click on the thumbnail to see a complete preview, including product specifications.
• Select the desired documents/quantities to be added to your order.
  o Items without customization are simply added to cart.
  o Items with customization require you to enter information in the empty fields
• Click Customize and enter your information in the empty fields.
• Click Update proof to review an online proof.

Proofing Your Order
• When reviewing your proof it is important to ensure that all your information is correct. The way your item appears on screen is exactly how it will look when printed.
• You may also click on “view print friendly version” which will convert the proof to a document that can be e-mailed if necessary.
• Click Continue to add the item to your cart.

Review and Submit
• You will be directed to the Document Catalog home page.
• Select Return to print services to continue shopping or to check out.
• When you are ready to check out, click on Checkout.
• Select Next to access the “Purchase Information” page.
• Enter your purchasing information and click Submit order. (Note: Purchase Orders are no longer required before placing a stationery order. The online order system is set up to use a departmental procurement card.)

Your order will be processed and shipped within five to seven business days after submitting your order. Staples/Summus will ship your order to Central Receiving who, in turn, will deliver your order to your office.