

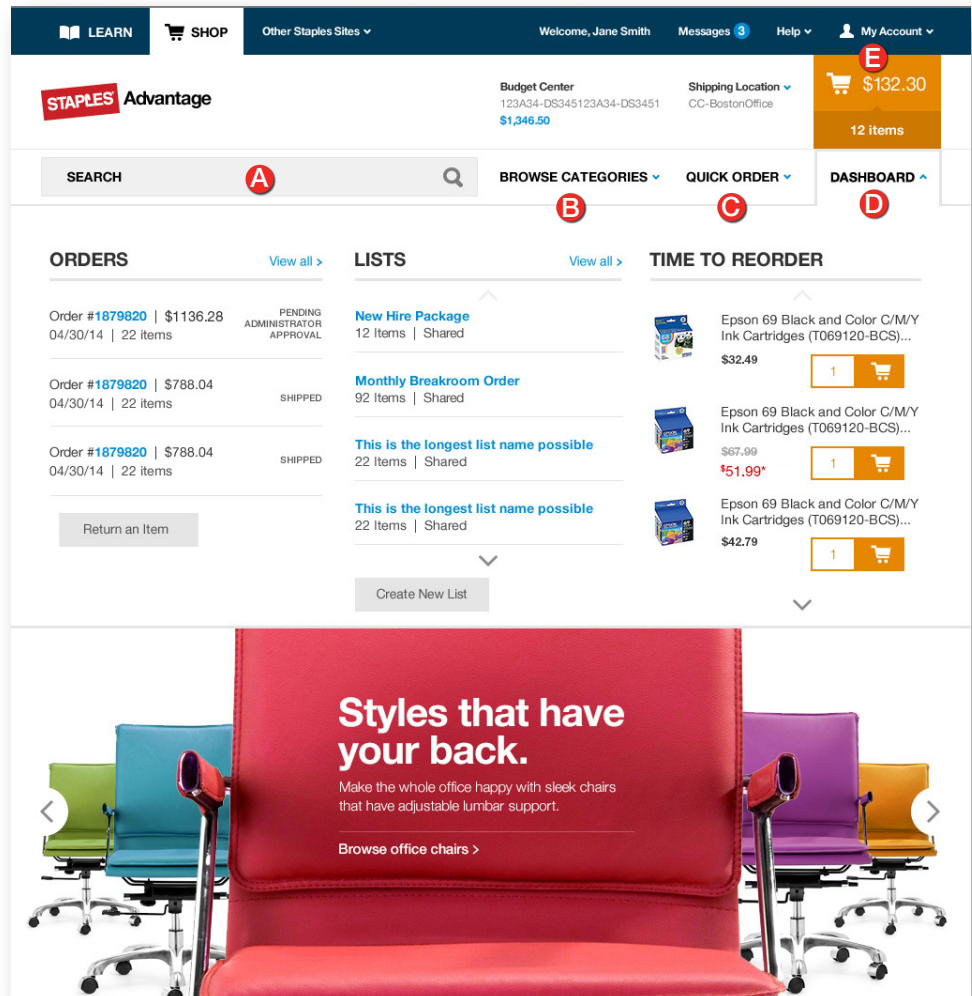
Quick guide for Users

Easy ordering with Staples Advantage



User Login

To access your program, simply select the **Staples punch-out** tile when you log onto your OK CORRAL network.



Home Page

The Home Page gives you access to all of these features.

- A** Search
- B** Browse Categories
- C** Quick Order
- D** Dashboard
- E** My Account

Operating System and Browsers

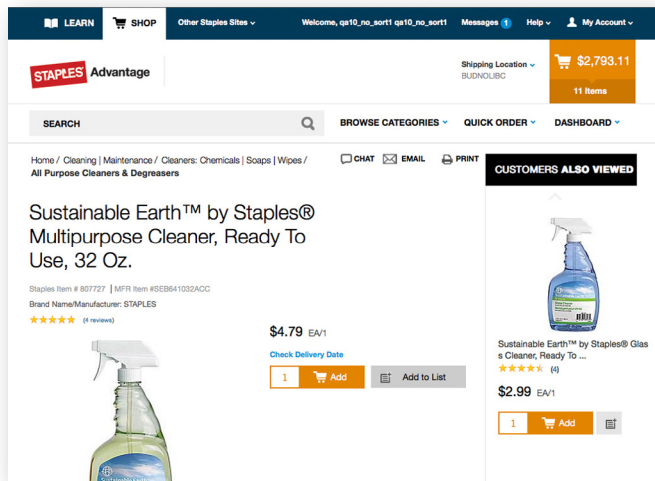
- Click **Help** from the StaplesAdvantage home page to confirm support for your system and browser.

Add items to your order

- **Search:** Search by keyword or item number. Search will display a summary of matching categories and top-ranking items that match your criteria. Narrow the results by product attributes, change the sort by option or compare items.
- **Browse Categories:** Browse the online catalog to find the products you need. Includes Ink & Toner Finder, Eco and Recycled, Minority-Owned Business products, and recently purchased.
- **Quick Order:** Enter up to 10 item numbers and quantities and click **Add**.
- **Dashboard:** Quick access to view order history, shopping lists and frequently ordered items.

Quick guide for Users

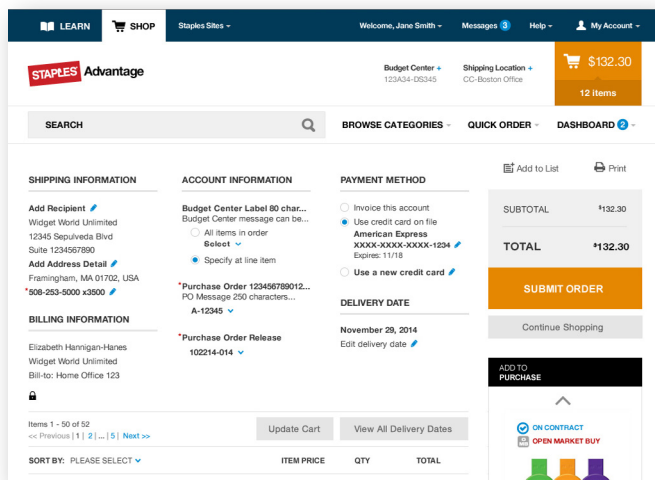
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Product Page

Access the Product Page either by Browsing Categories or through a Search.

- To add an item to your cart, enter quantity and click **Add**.
- To add an item to a list, click **Add to List**.
- To check the expected delivery date, enter the quantity you want and click **Check Delivery Date**.
- Click **Chat** to get more information about the product.



Your Shopping Cart

Click the **Cart** icon to see items in your current order. Click **Review & Checkout** to edit your cart.

- Review and complete your **Shipping and Payment** method information.
- Click **View All Delivery Dates** to view expected delivery dates for all items in your order.
- **Change quantities**, add **Packing Slip Notes** or **Remove an item**, then click **Update Cart**.
- **Submit Order** to complete your transaction. Click **Continue Shopping** to add more items.

Returns

To place a **return**, call the **customer service** number at 1-877-826-7755 or email halifaxERrep@staples.com, and provide your account# 1720944DAL and your PO or Order Number.

Please utilize customer service for the following:

- Invoices copies & packing slips
- Returns
- Order ETA's
- Special orders for items not found on SA.com
- For additional product description or alternative information.

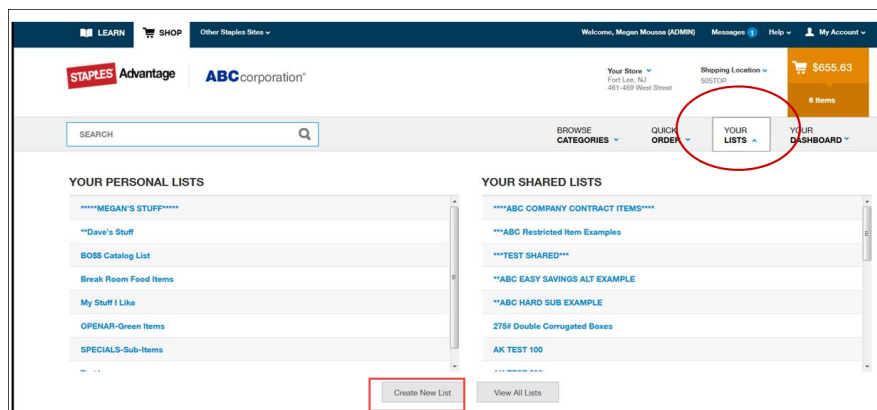
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Shopping Lists

Step 1: To create a shopping list, click on "Your Lists" found in the navigation header, and then "Create a New List".



Step 2: Type the name of the shopping list and the description. Click "Save list".

Step 3: To add items to your shopping list, click "Modify". On the bottom of the screen, add as many items as you need by clicking "Click here to enter multiple items". Once you add the item(s), click "Add to list" and then once you have finished, click "Save list".

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Special Orders

Step 1: To place a special order quote for items not found on your Staples punch-out through OK Corral, email or call customer service at 1-877-826-7755 or halifaxERrep@staples.com and request a quote. Give them your account number 1720944DAL, and your shipping address, contact information and quantity needed. Quotes take 2-4 business days to receive back.

Step 2: Select "Non-catalog tile" as shown

A screenshot of a web interface titled "OK CORRAL SPECIAL ORDER, SELECT NON-CATALOG STAPLES SUPPLIER:". It contains a table with two rows. The first row is "STAPLES Non-Catalog Supplier" with a red square icon and a red arrow pointing to it. The second row is "Staples Punch-Out Supplier" with a diamond icon and a red arrow pointing to it. The "STAPLES" row is highlighted with a red border.

OK CORRAL SPECIAL ORDER, SELECT NON-CATALOG STAPLES SUPPLIER:	
STAPLES	Non-Catalog Supplier
Staples	Punch-Out Supplier

Step 3:

A screenshot of a web interface titled "ENTER YOUR STAPLES QUOTE # HERE, HIGHLIGHTED IN RED:". Below the title is a section titled "Supplier / Line Item Details". It contains a "Hide line details" button, a "more info..." link, and a "Add non-catalog item for this supplier..." link. On the right, there is a table with the following data:

For selected line items	
Contract	no value
PO Number	To Be Assigned
Quote number	no value

The "Quote number" field is highlighted with a red box. There is also an "edit" button and a "View/edit by line item..." link.

Step 4: Once you receive the PO#, email it to the customer service team that supplied the quote and they will place the order for you.

For future requests like this, where you need an item not found on your Staples punch out through OK CORRAL, just call or email **Staples customer service**, at 1-877-826-7755 or halifaxERrep@staples.com, give them your **account #:1720944DAL**, & ship to code: **ship to address** & they can create a special order quote that will be emailed directly to you.