

Ordering Office Supplies

Please note that an order, after being submitted, may then be approved by accounting. If this is your first time placing an order, you might need a new account, so ask the accounting team to help you set one up.

Staples Advantage

Website: staplesadvantage.com

Step 1: Sign into your account (ask accounting for help signing in).

Step 2: After adding items to cart, go to checkout by clicking on the cart icon.

Step 3: Ensure that the invoice option is selected. The text boxes aren't important.

Step 4: Submit order.

Note: Staples has a minimum order of \$50. If less than \$50, then shipping is not free.

Amazon Business

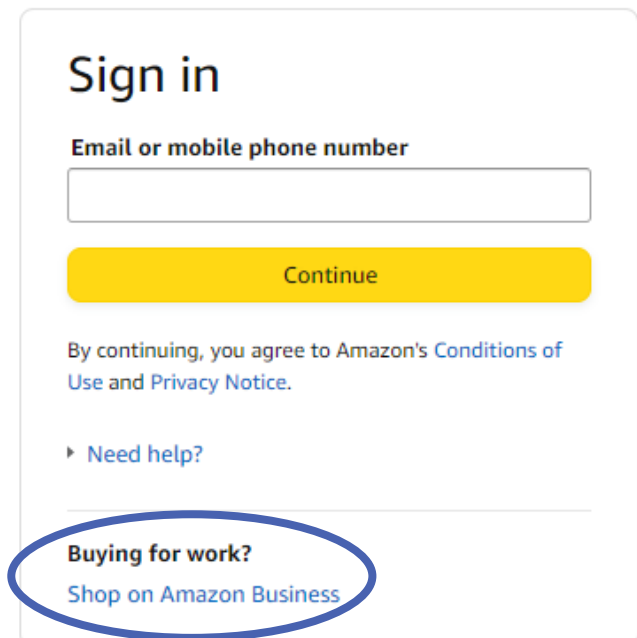
Website: amazon.com

Step 1: Click sign in, then choose the option called [Shop on Amazon Business](#).

Step 2: After adding items to cart, proceed to checkout.

Step 3: Ensure the right address is selected.

Step 4: Submit the order.



Sign in

Email or mobile phone number

Continue

By continuing, you agree to Amazon's [Conditions of Use and Privacy Notice](#).

▶ [Need help?](#)

Buying for work?
[Shop on Amazon Business](#)