

Shopping for State Use items on Staples Business website

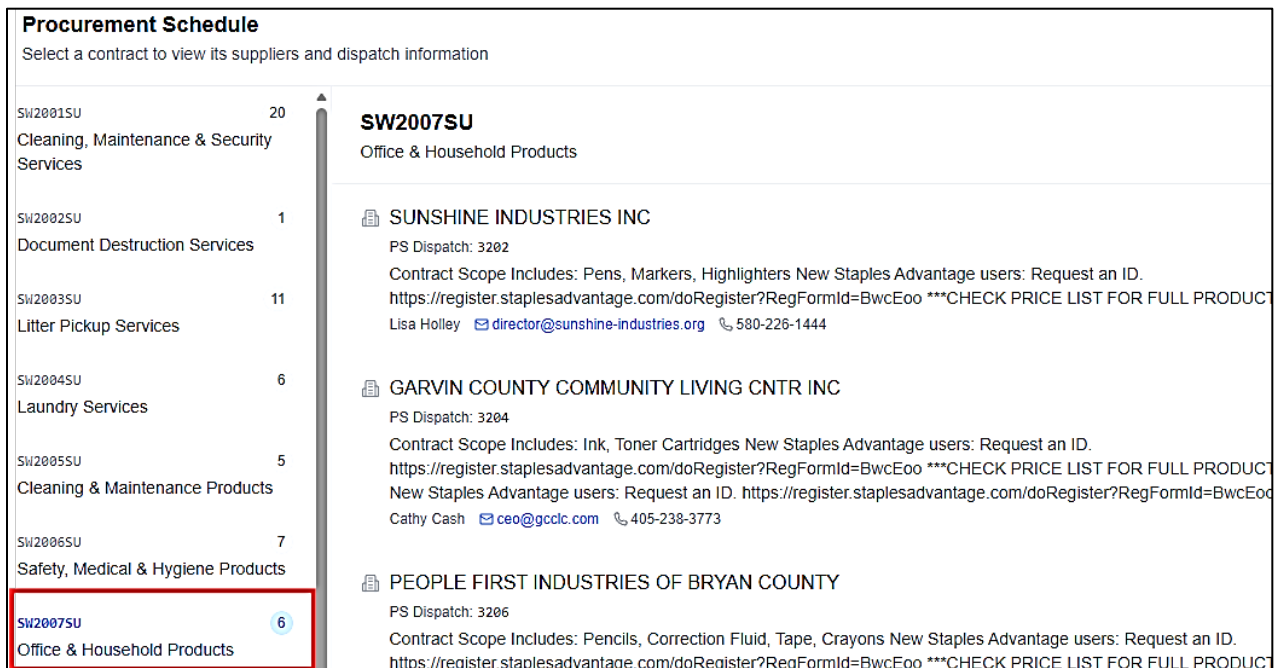
Overview

This guide provides steps to easily and quickly access the Staples Business website and shop for available items from each State Use supplier.

Procedure

Step 1. Navigate to the [Oklahoma Statewide Contract Search page](#) and select the **State Use Schedule tab.**

- A. Select **SW2007SU Office & Household Products** from the left navigation pane (Figure 1).**
 - i. Identify the supplier providing the desired product(s).**
- B. If the item is an office supply but not listed within the scope of SW2007SU:**
 - i. Purchase from Staples and code in the Bank of America Works application to SW0180M, the general Staples contract for office supplies.**
 - ii. **Note:** All copy paper must be ordered directly through contract SW0017M suppliers.**
- C. If the item falls under another State Use contract outside of SW2007SU (e.g., SW2008SU for food and beverage products), order directly through the State Use supplier.**



Procurement Schedule
Select a contract to view its suppliers and dispatch information

Contract ID	Contract Name	Dispatch
SW2001SU	Cleaning, Maintenance & Security Services	20
SW2002SU	Document Destruction Services	1
SW2003SU	Litter Pickup Services	11
SW2004SU	Laundry Services	6
SW2005SU	Cleaning & Maintenance Products	5
SW2006SU	Safety, Medical & Hygiene Products	7
SW2007SU	Office & Household Products	6

SW2007SU
Office & Household Products

- SUNSHINE INDUSTRIES INC**
PS Dispatch: 3202
Contract Scope Includes: Pens, Markers, Highlighters New Staples Advantage users: Request an ID.
<https://register.staplesadvantage.com/doRegister?RegFormId=BwcEoo> ***CHECK PRICE LIST FOR FULL PRODUCT
Lisa Holley | director@sunshine-industries.org | 580-226-1444
- GARVIN COUNTY COMMUNITY LIVING CNTR INC**
PS Dispatch: 3204
Contract Scope Includes: Ink, Toner Cartridges New Staples Advantage users: Request an ID.
<https://register.staplesadvantage.com/doRegister?RegFormId=BwcEoo> ***CHECK PRICE LIST FOR FULL PRODUCT
New Staples Advantage users: Request an ID. <https://register.staplesadvantage.com/doRegister?RegFormId=BwcEoo>
Cathy Cash | ceo@gcclc.com | 405-238-3773
- PEOPLE FIRST INDUSTRIES OF BRYAN COUNTY**
PS Dispatch: 3206
Contract Scope Includes: Pencils, Correction Fluid, Tape, Crayons New Staples Advantage users: Request an ID.
<https://register.staplesadvantage.com/doRegister?RegFormId=BwcEoo> ***CHECK PRICE LIST FOR FULL PRODUCT

Figure 1. Search Office & House Products.

Step 2. Navigate to StaplesAdvantage.com.

- A. Enter your login credentials.
- B. Select **Lists** from the homepage upper right corner (Figure 2).



Figure 2. Staples Business homepage.

Step 3. Access shopping lists (Figure 3).

- A. Each State Use supplier has an individual shopping list; e.g., South Central Industries, People First Industries of Bryan County, Garvin County (Valley Laser), Sunshine Industries, etc.

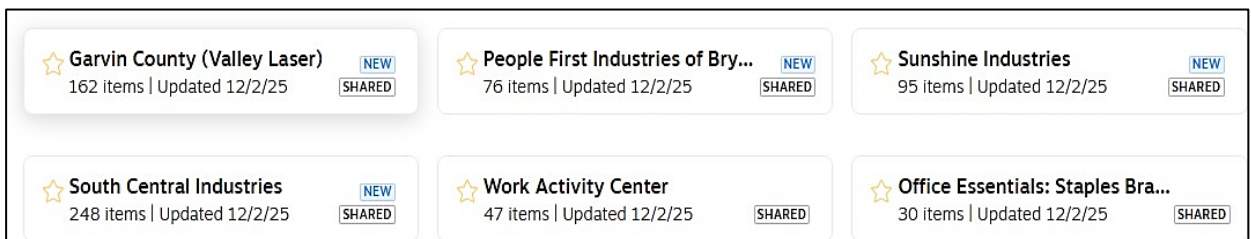


Figure 3. Supplier shopping lists.

- B. Select the supplier identified on the State Use Procurement Schedule (Reference Step 1.A.i).
 - i. A shopping list of products available from the selected supplier will display (Figure 4).
 - ii. To search for items, use the item search box located on the supplier's page. Do not use the search box at the top of the Staples homepage.

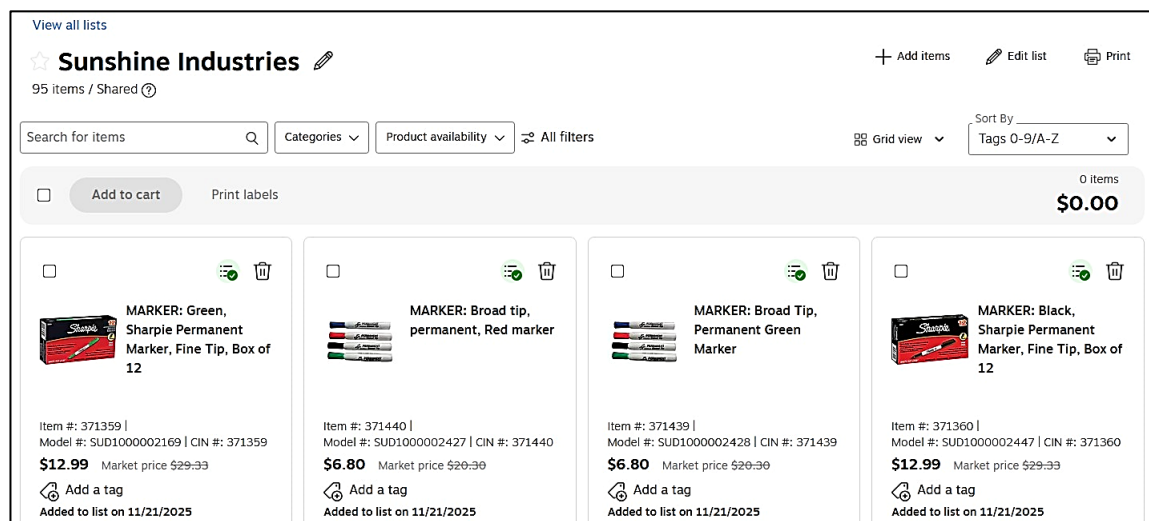


Figure 4. Available products from one of the State Use suppliers.

Step 4. Add items to cart.

- A. Select the desired item(s) from the shopping list.
- B. Select the desired quantities.
- C. Select **Add to cart** to add the selected item(s) directly to the shopping cart (Figure 5).

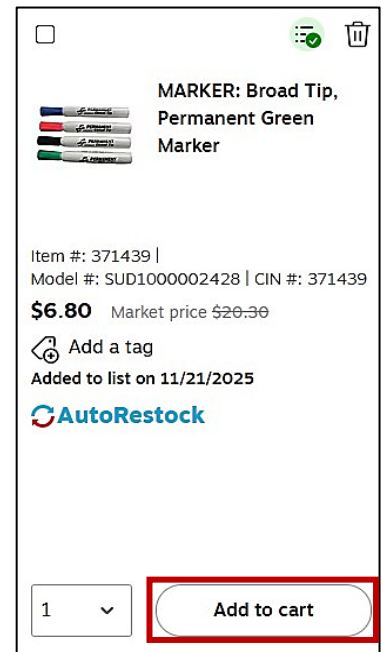


Figure 5. Add items to cart.

Step 5. Check out when finished shopping.

- A. Navigate to **Shopping Cart**.
- B. Review order to ensure information is correct.
- C. Select **Submit Order** in lower right corner (Figure 6).

Shipping & Delivery	Accounting ⓘ	Order Summary
00046F OKLAHOMA EMPLOYMENT SECURITY COMM 2401 N LINCOLN BLVD 4TH FL OKLAHOMA CITY, OK 73105 US Select different shipping location Staples SALESONLY User for STATE OF OKLAHOMA/N... 508-253-6000 Edit delivery details	Budget Center <input type="text"/> Purchase Order <input type="text"/> PO Release <input type="text"/>	Items (5) \$80.09 Pretax subtotal \$80.09 Estimated tax ⓘ \$0.00 <hr/> Total \$80.09 ⓘ You're saving \$88.98 on this order!
Custom delivery date ⓘ Select custom delivery date		<input type="button" value="Submit Order"/>

Figure 6. Submit order.