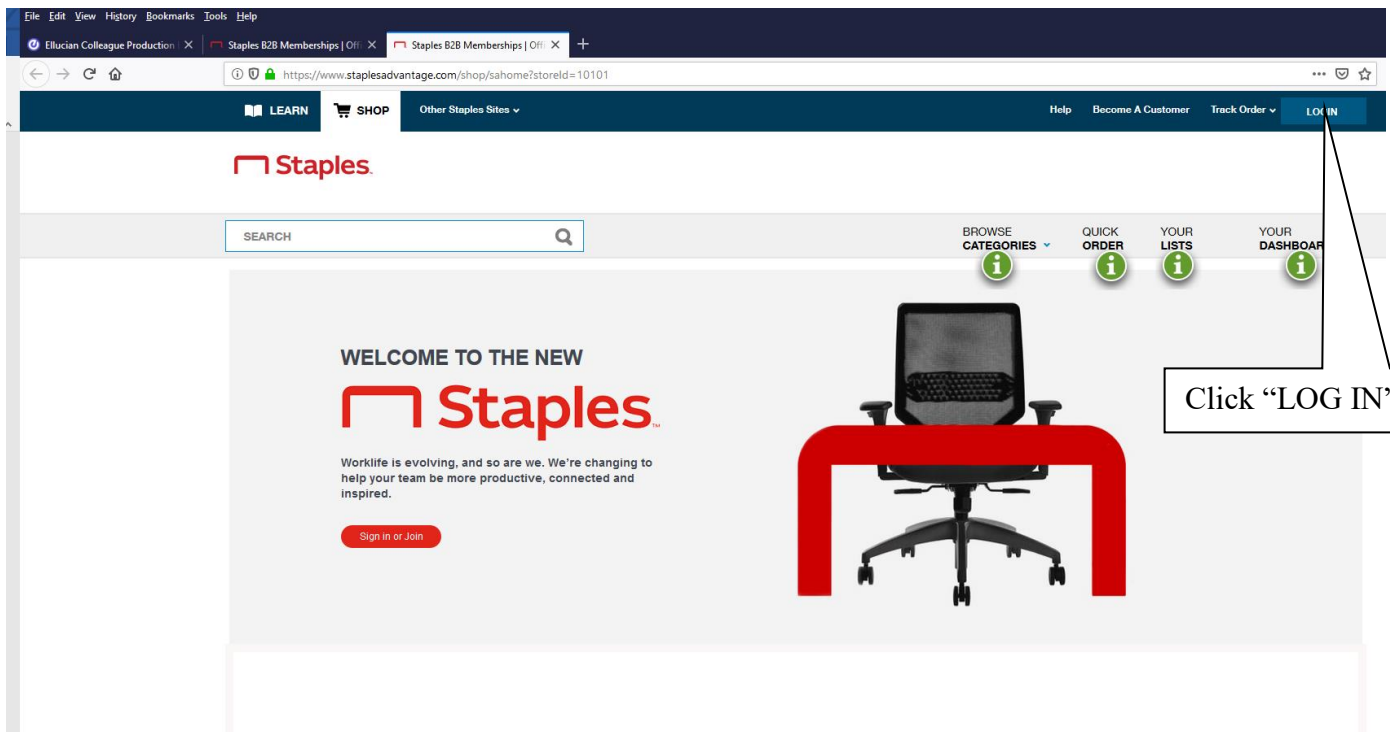
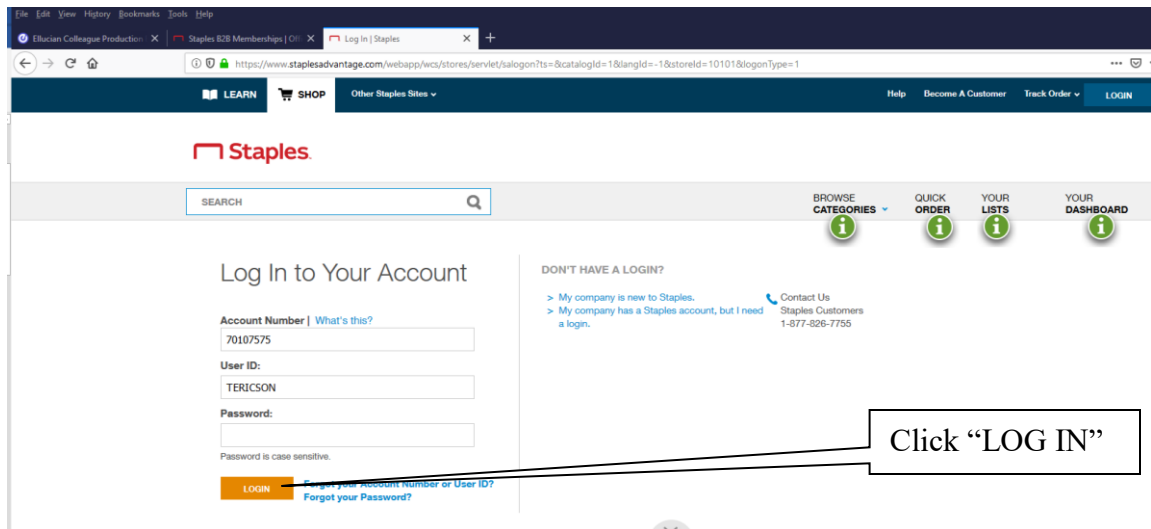


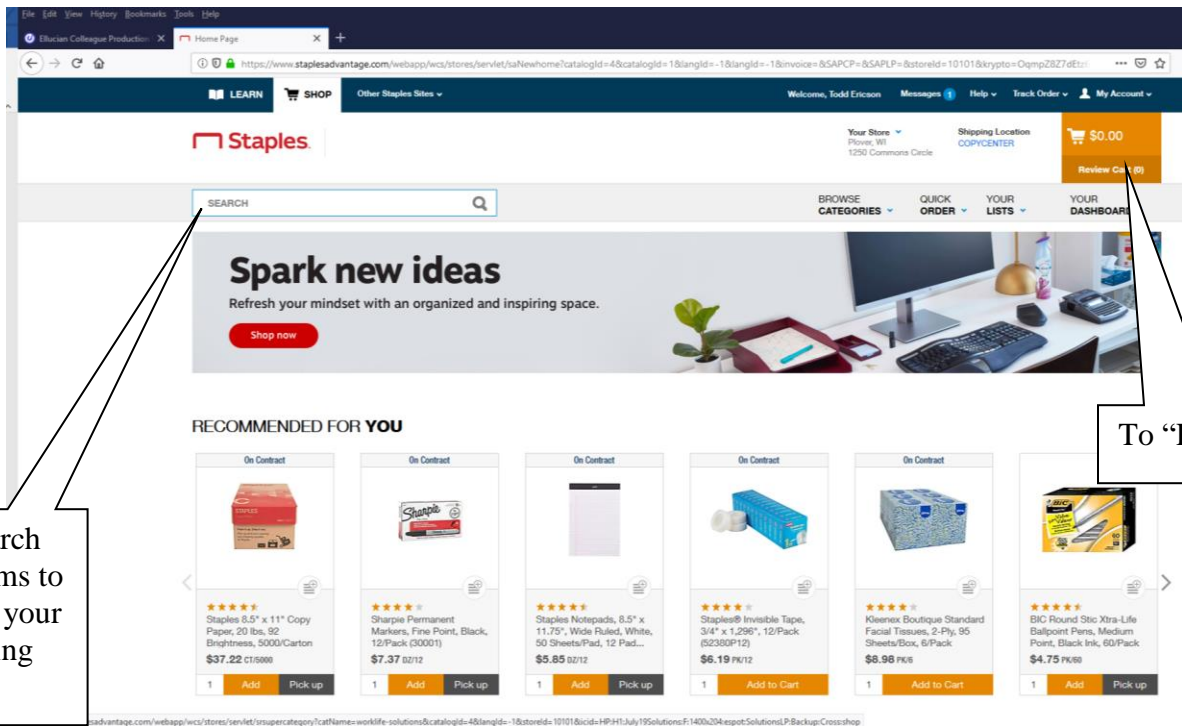
# PROCEDURES FOR ORDERING OFFICE SUPPLIES ON-LINE THROUGH STAPLESADVANTAGE

1. You must have a valid StaplesAdvantage account to initiate an on-line order. Contact the Accounts Payable Coordinator to establish an account.
2. Prepare a Viterbo University Purchase Order consistent with Viterbo University purchasing policy, completing the form and obtaining authorization signatures as appropriate.
3. Submit completed, authorized Purchase Order to the Business Office.
4. The Business Office will assign a Purchase Order Number, and return the Purchase Order to the initiator.
5. Access StaplesAdvantage at <http://www.staplesadvantage.com>, and click “LOG IN”.

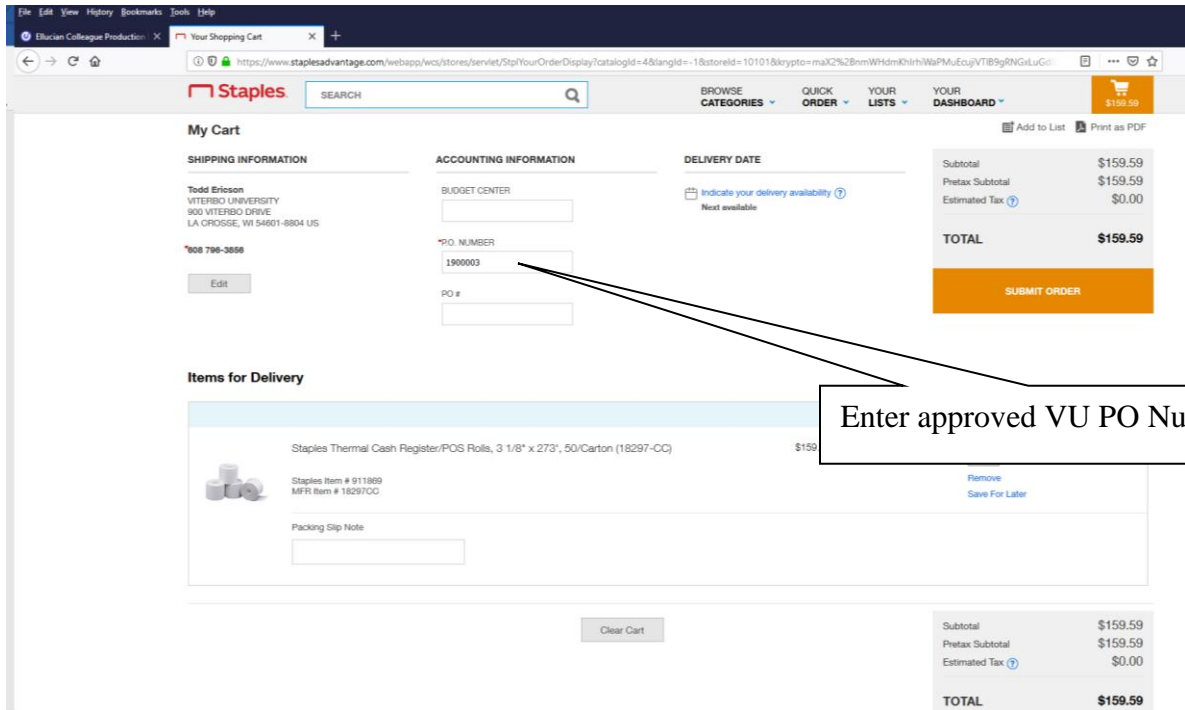




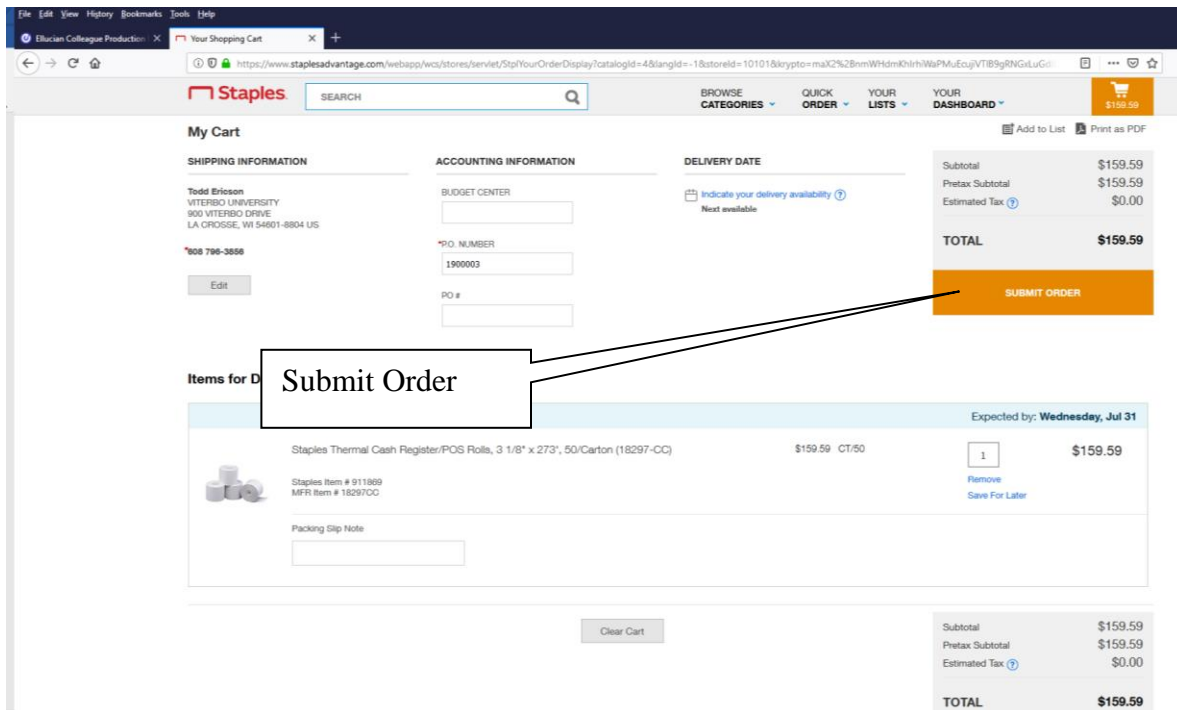
6. Enter unique login information. Viterbo University's Account Number is 70107575. You will enter your User ID and password, which will be provided via email by StaplesAdvantage Orders once your account has been established, and click "LOG IN".



7. Shop for the items listed on your Purchase Order, adding them to your shopping cart.
8. When all items have been added to your shopping cart, click on "Review Cart" to confirm accuracy of your order.



9. You MUST insert the approved Viterbo University Purchase Order Number in the “\*PO NUMBER” field.



10. Verify the accuracy of information. When you have confirmed the order, click on “Submit Order” to submit the order.
11. You will be notified that your order has been placed. If the order exceeds your specific user maximum order level, as established by the VP Finance/Administration, you will be notified that your order was “submitted to your administrator for review”. The VP Finance/Administration would then access StaplesAdvantage to review the order and approve it.
12. Staples will deliver your order to the Mail Room, and you will be notified of its arrival.
13. Staples will invoice the Business Office periodically, and you will be contacted to approve the invoice, per established purchasing policies.