



EFFORTLESS ORDERING AND ORDER MANAGEMENT

StaplesAdvantage.com is built for business with tools to easily order, manage your account and always know the status of your orders.

Easy ordering & reordering

Your home page

view orders for approval, track recent orders and deliveries and create or view shopping lists

Advanced search

with auto suggest terms to find what you need fast

Shopping lists

create shared and personal lists for easy ordering

Quick order

up to 50 items at a time

Ink & Toner Finder

quickly find compatible ink and toner for your machine

Auto Restock

your most frequently ordered items for automatic delivery

Saved Print Templates

make reordering print projects simple

Manage your orders

Cancel an order

within 30 minutes if you need to make a change

Approve orders

when a spending limit is set for users

Order management

all essentials are available in your order history: order tracking, search, returns and two years of orders

Set up delivery notifications

to receive a text or email when your order has shipped, is out for delivery or has delivered

Schedule a delivery

up to 15 days in the future for your convenience

Request a special order

can't find what you're looking for on the site? we'll get exactly what you need and order it without another supplier setup

Hassle free returns

easily submit and check the status online

Need Help? Customer Service is Standing By

Help Center: Search help topics, manage your account, manage your orders and more

Chat: Live Chat with a knowledgeable representative

Email: support@staplesadvantage.com

Call: 877-826-7755, Monday–Friday, 8 am–8 pm ET

Get started at [StaplesAdvantage.com](https://www.staplesadvantage.com)