

Introducing StaplesLink.com!

In this brochure, you will find helpful information about StaplesLink.com, as well as operational procedures.

PLEASE NOTE THAT IT IS NOT MANDATORY THAT YOU USE THE STAPLESLINK.COM SYSTEM.

HOWEVER, IT IS STRONGLY RECOMMENDED. IF THERE'S A SPECIAL SITUATION, PLEASE CONTACT WAYNE ROBINSON.

Central Stores

Central Stores still has a limited inventory of office supplies available to the College Community. Please contact Central Stores via email to inquire about current availability.

Please note that at the time of this printing, Central Stores will continue providing:

AC132 Travel Voucher for CUNY
AC160 Automobile Travel Statement
EB008 Exam Blue Book (50)
PN015 Leave Request (Pink Card)
PN060 Use of Facilities Request
PN100 Electronic NCS Answer Sheet B
PN120 Printed Mailing Label
PN155 Letterhead, College White
PN450 Envelope, College White, #10
PN451 Envelope, College Window, #10
PN457 Envelope, Large Inter-office
PN472 Envelope, Business Reply, #9
PN863 Purchase Request
PD006 Paper, Copier, 8.5 x 11
PD007 Paper, Copier, 8.5 x 14
WW001 Water, 5-Gallon Bottle

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Staples Customer Care Phone: 877-285-8852
Purchasing: x8960



**StaplesLink.com
End-User's Guide
September 2007**

The Advantage of Ordering Office Supplies at Your Finger Tips!



To reduce cost and increase efficiency, City Tech has implemented CUNY's contract for office supplies held by Staples Business Advantage.

Advantages

- Reduces processing time. And delivery turn around. Desk top deliveries usually next day.
- Reduces paperwork.
- Provides discounted and contract prices.
- Provides computerized catalog search.
- Provides real time status of your orders.

How To Place an Order

- Log in StaplesLink.com using your user name and password.
- Shop for items using various search methods.
- When finished shopping, the pre-approved order is sent to the approver for review.
- The approver deletes, modifies, or approves the order, then submits the approved order to StaplesLink.com for processing.
- An email from StaplesLinkOrders@staples.com advises status of your order from receipt to shipment.

Exclusions

The following items must not be purchased on StaplesLink.com:

- Personal Items
- Printing
- Promotional items

Blocked Items

- IT Equipment
- Furniture
- Items not on NYS or CUNY Contracts.

Please remember that all existing guidelines for what items can and can not be purchased remain in effect when ordering on StaplesLink.com .

Statements will be audited by the Business Office for compliance and accuracy.



The approver reviews the order submitted by end-users, then sends that order to StaplesLink.com with a click of the mouse.

Disputes/Returns

- Returns and exchanges are scheduled conveniently on the StaplesLink.com website.
- Disputes can be resolved by contacting the local Staples Customer Care Team or Purchasing.

Budget

- Departmental Budgets for office supplies have been developed according to Central Stores records and current needs.
- Any questions regarding your budget should be addressed by approvers to the Business Manager.
- To request the transfer of regular OTPS funds to establish or increase a StaplesLink.com account, Approvers should email Milton DeRienzo.

Central Stores

Please see back cover for stocked items.

