OfficeMax is changing to Staples

Don't worry, it will be easy
The 5 W's

- **What** – OfficeMax is changing to Staples
- **Who** – All staff who purchase office supplies
- **Where** – CSU systemwide, all campuses
- **When** – Staples is going live mid-September, OfficeMax access ending 9/30
- **Why** – OfficeMax contract expiring, Staples won the competitive bid
- **How** – Orders to Staples will be processed through the Campus Marketplace
What is Staples Advantage?

- Staples Advantage is the contract division of Staples Inc.
- Offers office supplies and more to businesses and institutions
- Provides 12,575 core discounted items, 8.9% savings over OfficeMax
- For ease of identification, we'll simply call it “Staples”

Access to Staples?

- Staples available through the Campus Marketplace
- Procurement Card holders have access
- Non-procurement card holders can get access:
  - Request a Procurement Card
  - Request “Transfer-Cart” access
Marketplace Transfer Cart Authorization

Non-Procurement-Card holders may purchase using Campus Marketplace by transferring transactions to a designated Procurement-Card holder who agrees to receive and process their orders. This form is intended to establish link between a specific cart originator (Shopper) and associated Procurement-card holder (Submitter).

I agree to receive and process Marketplace transactions from the Originator named below in accordance with campus procurement card procedures.

Procurement-card Holder Name (Submitter) [ ]

Department [ ] Extension [ ]

Signature [ ] Date [ ]

Cart Originator Name (Shopper) [ ]

Department [ ] Extension [ ]

Title [ ]

Email [ ]

Submitters should complete this form and email it to:
mailto:mjmcnaihn@csuchico.edu. The shopper will receive a confirming email inviting them to the Campus Marketplace site.
Staples Transition Questions:

- **Auto-substitution?** - Not at this time, but likely in the future
  
  "Easy Savings Alternates"

- **KTEK?** - No, KTEK is not a Staples supplier
  
  DVBE toner supplier likely in the future

- **Minimum order?** - Yes. Recommended minimum $75.00
  
  Required $20, to be increased annually.

- **Restricted items?** - Items not blocked or “restricted”
  
  All purchases must follow Procurement Card procedures

- **Order Confirmation?** - Receipt through email

- **Backorders?** - Communicated directed to the requester

- **Desktop Delivery?** - No. Chico has central dock delivery
Staples Transition Questions (cont.):

- **Green or Recycled items? - Yes!**
  - Large category of “eco-conscience/recycled” items (10,000+)
  - Product descriptions list recycled content or environmental attribute

![Sustainable Earth by Staples® Reman Laser Toner Cartridge, HP 78A, Black](image)

**Description**

- Yields up to 2,100 pages
- Black
- Remanufactured
- For Use in: HP LaserJet Pro M1536DNF MFP, P1566, P1606DN
- Third-party tested to ensure quality print results
- Environmentally responsible remanufacturing and end of life process
- Manufacturer’s 1-year limited warranty
- Contains 90% post-consumer recycled content
- Packaging contains 100% recycled content

**Specifications**

<table>
<thead>
<tr>
<th>Brand Name</th>
<th>Staples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Environmental Attribute</strong></td>
<td>Ecologo certified, EPA CPG certified, 89% Post-consumer content, Remanufactured, 89% Total recycled content</td>
</tr>
</tbody>
</table>

*** Reminder... Order recycled paper ***
Staples Transition Questions (cont.):


- Can I reallocate chartfields charges? Yes. Use “Department Expenditure Summary Form” with P-Card statement

- For additional info visit Procurement website: www.csuchico.edu/purc/staples.shtml - FAQ, training presentation, etc.
What is the Campus Marketplace?

- The Campus Marketplace is an online portal for the CSU which gives access to select contracted suppliers at discount rates
- Several CSU campuses acting as a partnership
- Powered by ESM Solutions Corp.

Access to the Campus Marketplace?

- Procurement Card holders have access
- Non-procurement card holders can get access:
  - Request a Procurement Card
  - Request “Transfer-Cart” access
Campus Marketplace Questions

- Can I reallocate chartfields charges? Yes. Use “Department Expenditure Summary Form” with P-Card statement
- Can I use a non-CSU credit card? No. The Campus Marketplace is for Office CSU Business Only, including the AS and Foundation, using official Procurement Cards

For additional info visit Procurement website: [www.csuchico.edu/purc/CampusMarketplace.shtml](http://www.csuchico.edu/purc/CampusMarketplace.shtml) - FAQ, training guide, forms, etc.
Placing an order with StaplesAdvantage is easy when using ESM Solutions.

You can place an order in three easy steps:

- Log in to ESM Solutions to arrive at the Campus Marketplace
- Click on the Staples icon
Step 1 - SHOP

- To begin your order, click on the Staples icon under “shop”
- This will bring you to the StaplesAdvantage catalog
Once in the StaplesAdvantage catalog, there are many easy ways to quickly find the items you need:

- **Dashboard** to quickly find your previously placed orders, shopping lists and a link to My Ink and Toner
- **Recently Purchased** item access throughout the site once you begin placing orders
- **My Lists** allow you to create personal shopping lists of frequently ordered items
- **Search** for key words or item numbers to find what you need
- **Browse Categories** to narrow down your search quickly, find eco-conscious and diversity items and access the Ink & Toner Finder
- **My Ink & Toner** to easily find the right cartridge or toner; add your printer to My Printers
- **Compare** items, use filters to narrow your search and change the sort option to find what you need
- **Review** order history, check package tracking and place online returns
- **Customer Service** contact information is available under the Help link on the home page
Search or browse to quickly find items; review item detail and add to cart or to a personal shopping list easily.

"filing" (10,666 items found)

Staples® Top-Tab File Folders, 1/3 Cut, Manila, LETTER-size Holds 8 1/2" x 11", 250/Bx
Staples Item # 221689 | MFR Item #221689 | Customer Item # 221689

⭐⭐⭐⭐⭐ (88 reviews)

ON CONTRACT  RECYCLED

$16.33 BX/250

Check Delivery Date

Add to List
Step 2 - CART

- Click Submit Order to return your cart to the Marketplace
- Review your cart and click Continue when ready to convert cart into a transaction
Step 3 - CHECKOUT

- Review your shipping and order information; click Prepare / Continue to submit your order
- A PO # is issued with every transaction

- You’ll receive email confirmations from ESM Solutions and StaplesAdvantage
- You can track your order status through StaplesAdvantage under the Dashboard
- Should you have additional questions, please reference your PO and account # 1826707LA when contacting Staples customer service
CM - Tips & Tricks
(Troubleshooting and other good things to know)

- **Forgot Password**
  - need to click during first time setup
  - contact Procurement to reset a forgotten password

- **“Campus Marketplace” Name**
  - suppliers may not know CSU-specific name (eprocurement “punch-out catalog”)

- **Pop-up blocker**
  - Allow pop-ups from eprocurement.esmsolutions.com
  - usually just a one-time setup

- **Spinning icon**
  - there's something going on with another pop-up window
  - check other windows (in background) or hit F5 to refresh screen

- **Search Box**
  - only works for “Hosted Catalogs”, not the “PunchOut Catalogs”
CM - Tips & Tricks (cont.)
(Troubleshooting and other good things to know)

- **Supplier Accounts on the PunchOut catalog**
  - may show past orders, history, invoices, quotes, etc.
  - different with every supplier

- **Quote to Cart**
  - automatically populates cart with items and special pricing
  - most suppliers include this

- **Order Status**
  - watch for “Unsubmitted Transaction” or “Release Failed”

- **Next Step**
  - View Order, Prepare CC Order

- **Checkout Tab** – final Credit Card order also appears under “Checkout tab”

- **Checkout Tab** – review all orders, including past orders
CM - Tips & Tricks (cont.)
(Troubleshooting and other good things to know)

- **Workflow**
  - Chico does not utilize at this time, maybe in the future

- **Transactions Separated by Supplier**

- **Click the arrow to expand for more details**
  - in Checkout tab, shows all items on the order, qty., price, etc.

- **Security – Credit Card Number**
  - remembers all your info except CC#, have to enter each order

- **“Home” Button**

- **“Back” Button** – Right-click, back arrow or “Back”

- **“PO#” - the “CC Order Number”**

- **Bill to - (Credit Card)**

- **Ship To – Attn:** - should appear on shipping label

  *Ship To - Attn:* Michael McNairn
CM - Tips & Tricks (cont.)
(Troubleshooting and other good things to know)

- **Profile**
  - Contact Procurement for changes/corrections

- **Transfer Cart** – “Edit Transfer Cart”
  - Change to transfer the cart to someone other than the default

- **Transfer Cart** – I got the email notification, but where's the cart?
  - in the Checkout Tab

- **When Ordering, be aware of:**
  - Minimum orders
  - Shipping costs
  - Sales Tax
  - Supplier specifics
CM – Supplier Catalogs

**General**
- American Hotel Register
- School Specialty
- Complete Book & Media Supply
- Staples

**Facilities Management**
- Gould GPS (DVBE-Waxie)
- Grainger
- Fastenal
- Waxie
- WESCO
- Home Depot Pro
- PPG & Glidden
- MSC
- Graybar
- SupplyWorks *(Hosted)*

**Information Technology**
- B&H Photo
- CDW
- GovConnection
- HP
- IRG (DVBE) *(Hosted)*

**Laboratory & Scientific, Medical & Athletic**
- VWR
- Carolina Biological
- McKesson
- Fisher Scientific
- Sigma-Aldrich
- Henry Schein
Thank you!

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