



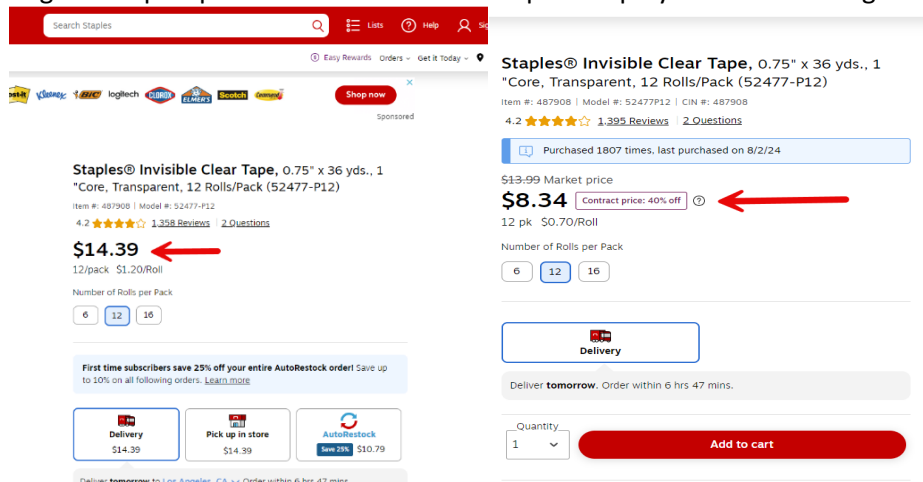
Staples Business Advantage CSU Employee Purchase Program

California State University (CSU) is delighted to announce a collaborative partnership with Staples Business Advantage, offering an exclusive Employee Purchase Program. This initiative is designed to provide our staff members with the advantage of purchasing products at special CSU-contracted rates. Additionally, the program includes the convenience of direct shipping to your personal residence. Please note, this benefit is strictly for personal purchases.

Here's an example of the type of savings you might expect to see!

Regular Staples price:

Staples Employee Purchase Program Price:



The screenshot shows two views of the same product page on the Staples website. On the left, the 'Regular Staples price' is shown as \$14.39 for a 12-pack of 1.20 rolls each. On the right, the 'Staples Employee Purchase Program Price' is shown as \$8.34, which is a 40% discount from the market price of \$13.99. A red arrow points from the market price to the contract price. The product is 'Staples® Invisible Clear Tape, 0.75" x 36 yds., 1" Core, Transparent, 12 Rolls/Pack (52477-P12)'. The page also shows delivery options and an 'Add to cart' button.

To take advantage of this opportunity, please follow the steps below to establish your individual profile, enabling you to utilize the Staples Business Advantage Employee Purchase Program for your personal shopping needs.

Instructions for Creating a New Profile

1. Visit calstate.edu/staplesadvantage.
2. Enter your personal information in the required fields: email address, first name, last name, street address (no P.O. boxes), city, state, zip code, and phone number.
3. Leave the box unchecked for "This location is tax exempt."
4. For security purposes, type the moving characters into the Captcha field and click "Submit."
5. After the registration is submitted, the address entered may be validated before being accepted.
6. If the email address is already in use for another profile, an error message will appear, and the registration will not be processed.
 - If the email address already exists under an inactive user ID, please send a request to CSSHelp@staples.com to reactivate the user's profile.
7. Once successfully submitted, a new profile will be created, and a new *ShipTo* address will be activated and assigned to the profile in the following format:
 - **ShipTo ID Format:** First Initial + Portion of Last Name + 4- to 6-digit unique Customer Registration Number
 - **User ID Format:** Email Address
8. A confirmation message will appear, and a welcome email will be sent with the login information and instructions for setting up a password.

Spread the word!

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