From:	PCBO Subscription
To:	pcbodist@coyote.csusm.edu
Subject:	[Pcbodist] Staples Employee Personal Purchase Program
Date:	Friday, July 12, 2024 9:18:58 AM
Attachments:	Accessible_Staple Employee Purchase Program Flyer 7-11-24.pdf ATT00001.txt

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Partners in Campus Business Operations

Staples Employee Personal Purchase Program

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Sent on Behalf of: Procurement & Contracts

Hello Campus Partners,

Please see the below message and the attached flyer from the Chancellor's Office regarding the Staples Employee Purchase Program.

The CSU is pleased to announce its partnership with Staples Business Advantage for an Employee Purchase Program. This program is designed to assist staff who purchase from Staples, providing access to CSU-contracted pricing and products, and offering convenient shipping to their home address. We are excited to include you in this partnership. **Please note that this benefit is for personal use only**.

Thank you,

Procurement & Contracts
procurementservices@csusm.edu

The California State University

BENEFITS

- Easy to register
- Search, shop and stay on budget with easy-to-use account tools
- Make the most of savings opportunities

Staples Business Advantage
CSU Employee Purchase Program

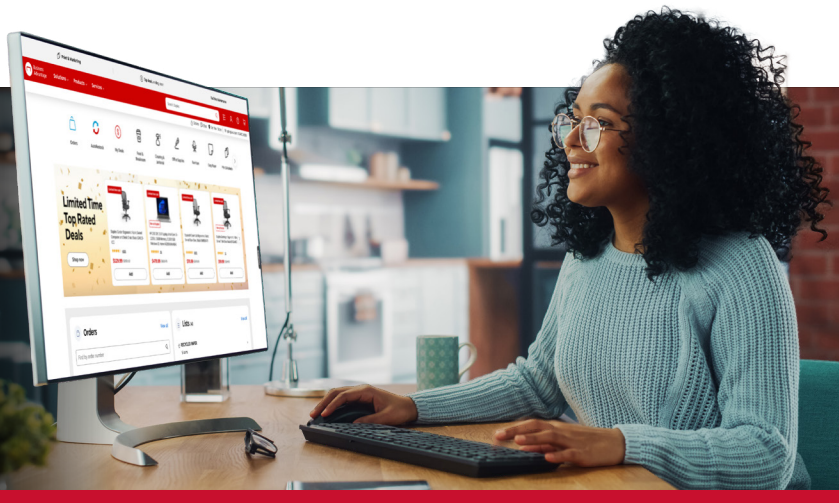
The CSU is pleased to partner with Staples Business Advantage on an Employee Purchase Program that will assist staff who purchase from Staples to gain access to CSU-contracted pricing and products, as well as convenient shipping to their home address. This benefit is for personal use only.

Follow the instructions below to create your own profile and start using Staples Business Advantage to make purchases.

Instructions for Creating a New Profile

1. Visit www.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.

SIGN UP AND START SAVING TODAY!



For any other information,
please contact CSSHelp@staples.com.

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