YORK COLLEGE/CUNY END-USER'S GUIDE TO STAPLESLINK.COM

StaplesLink.com allows end-users to place online orders for office supplies which were normally requested through the College's Stock Room.

Benefits To End-Users

- Reduces internal paperwork and processing time for orders.
- Delivery time is significantly reduced, usually next day
- Provides discounted NYS contract prices
- Facilitates online ordering, order status and budget balance available.

StaplesLink.com Account Setup

- Each fiscal year , submit to Purchasing, a blanket purchase requisition with budgeted amount
- Indicate the names and emails of authorized users and approvers
- A Purchase Order will be sent to Staples and the end user department
- Log-in info will be emailed to users from **StaplesLink.**

How To Place An Order

- Log on to **StaplesLink.com** using your user name & password.
- Shop for office supplies utilizing various search methods
- Enter your Purchase Order # from your department copy
- **Minimum of $100 per Order**
- Authorized approver must approve the order
- An Email confirmation of order status will be sent from **StaplesLink.**

Excluded/Blocked Items

The following items must **NOT** be ordered on **StaplesLink.com**:

- Personal Items (e.g. cups, t-shirts, etc.)
- Food Items (e.g. snacks, coffee, tea, etc.)
- First Aid Supplies
- Printing
- Promotional Items
- IT and other Equipment (e.g. computer, software, printers, fax, appliances)
- Ink and Toner Cartridges
- Furniture
- Copy Paper
- Non NYS or CUNY Contract Items.

The above guidelines will remain in effect when placing orders on Stapleslink.com. All other request for purchases should be submitted via an approved and signed purchase requisition to the Purchasing Dept.

ACOUNTS PAYABLE INVOICE AUDIT

All invoices will be audited by the Accounts Payable Department for compliance and accuracy.

Returns/Exchanges/ Disputes

- Schedule returns and exchanges on StaplesLink.com
- For disputes, contact Staples Customer Care Team at 877-285-8852 and/or Purchasing.

Budget Modification During The Year

- Authorized signatory must submit an email or memo to Purchasing indicating budgeted amount to be modified
- An amended purchase order will be submitted to Staples and user department.

Year End Cut-off and Account Reactivation

- Departments will be notified in a timely manner of fiscal year-end order cut-off for online accounts. Accounts will be reactivated upon receipt of a new purchase requisition for the new fiscal year.

Stock Room

Please note that the following are available in the College's Stock Room. Please call Ext. 2117

- Copy paper (white)
- Blue Exam Books
- Erasers
- Chalk

PURCHASING DEPARTMENT
Ext: 2916/2109