



SACRAMENTO  
STATE

## *Business Matters @ Sac State*

TOPIC: REVISED – Procurement Purchases for Home Use

DATE: April 10, 2020

TO: Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors, and Managers

FROM: John Guion, Chief Procurement Officer

It has come to the attention of Procurement Services that the earlier instruction for home delivery service through the Campus Marketplace has a flaw.

At the time of the earlier announcement, it was not known to the Procurement Department that changing the address to home delivery was a feature that individual campuses were not able to change. Procurement Services, with help from Staples, worked very hard the past few days to try and correct this issue so that feature could be made available.

Included with this BM@SS, you will find step by step instructions on how to set-up this feature so that your requests can be delivered to an employee home. The \$50 minimum purchase waiver is still in place.

Just as a reminder, when ordering critical office supplies that will be shipped to a residence; the employee must receive approval from their immediate supervisor via email. The pre-approval email and itemized receipts must be included with your monthly ProCard Statement. We strongly encourage the use of best judgment when ordering supplies. All requests should still follow all normal and required approvals for your department.

Campus administration has also approved for employees to take items from your office to your home as needed. Please coordinate with your immediate supervisor if that is needed.

Below are items that will not be approved for purchase for home delivery:

- Furniture, chairs, tables, IT equipment (including but not limited to printers, copiers, mobile phones or hotspots), hand sanitizer, masks, gloves or disinfectants

Please make sure that all purchases for home delivery use **Class Code 2973A or Program Code 2973 (for chartstrings that have existing class codes)**.

**Additional Information:** The [pro card manual](#) will help you identify what can be purchased and the process you should follow to order items. The [list of procurement staff](#) will help you identify the procurement point of contact for supplies and services.

**Contact Information:** If you have any questions or concerns about this notice, please contact Kim Holmberg: [kholmberg@csus.edu](mailto:kholmberg@csus.edu)

# Staples

## Sacramento State Home Delivery Program

### Registration Instructions

CSU Marketplace pricing is available by registering through “Staples Advantage”. Use your University provided Procurement Card to purchase **consumable “office supplies”** for home delivery.

Click on the link below to begin the registration process:

<https://register.staplesadvantage.com/doRegister?RegFormId=FCjFbn>

*The online form below must be completed*



### Register for Online Ordering

Take the convenience of your Staples business program with you wherever and however you work. Your organization and Staples have partnered together to set up a business solutions program for home deliveries. To receive the business essentials you need to be productive when working from home, you will need to fill out the registration form to set up a unique USER ID and password to place orders on StaplesAdvantage.com for home delivery.

#### Register Now

Fields marked with an \* are required.

* First Name:	<input type="text"/>
* Last Name:	<input type="text"/>
* Address (1):	<input type="text"/>
RM/FL/STE/APT#:	<input type="text"/>
* City:	<input type="text"/>
* State:	<input type="text" value="Select one..."/>
* Zip Code:	<input type="text"/>
* Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/> x <input type="text"/>
* Email:	<input type="text"/>

Submit

Upon completion of the form click submit, you will receive the email below.

Please allow up to 72 hours for Staples to process your request.

## Register for Online Ordering

**Your registration has been submitted.**

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Thank you for submitting your registration for your Staples business home delivery program. Look for a welcome email within 72 hours to set up a unique USER ID and password to order the business essentials you need to be successful when you work from home. Note this program is for home deliveries only and you should continue to use your existing USER ID and password when placing regular business orders.

Once Staples has completed the process you will receive a welcome email with instructions for setting up your USER ID and password.

You will need to reset your password by using the “password link”



Hello Kimberley Holmberg

## Welcome to Online Ordering!

Ordering just got easier with your new online purchasing program. Staples makes ordering quick and hassle-free and you'll have your shipment exactly when and where you need it. Ready to get started?

Staples can be accessed at [StaplesAdvantage.com](https://StaplesAdvantage.com). Don't forget to bookmark this page for even easier access.

Here is everything you need to log in:

**Account Number:** 1826707LA

**User ID:** CVWFHKIMBERLEYHOLMBERG

**Password:** [\[password link\]](#)

(Click this link to start your first session. You will be required to change your password the first time you login.)

### Tips for Getting Started

Click [here](#) to access the Customer Service page to find Quick Reference Guides and learn how easy it is to navigate the site and place orders.

Experience easy ordering at Staples. Orders placed and approved by 5:00 pm will help ensure next-business-day delivery of your items. Save time, money and energy by consolidating multiple small orders into fewer large ones.

### Technical Help



## Enter New Password

**User ID:** CVWFHKIMBERLEYHOLMBERG

**New Password:**

Password is case sensitive.

**Re-enter new password:**

Submit

Minimum of 8 characters

Password must contain 3 of 4 character types:  
1 uppercase, 1 lowercase, 1 number, and 1 symbol



Passwords match

You will receive a message that your password has been updated.



Your password has been updated.

LOGIN

*The Staple Advantage website will display and you will be able to search and browse different categories.*

A message to our Valued Customers from CEO, Sandy Douglas. [Read now](#)

**Free delivery, no minimum.** Limited time only.

LEARN

SHOP

Other Staples Sites ▾

Welcome, Kimberley Holmberg

Messages 1

Help ▾

Track Order ▾

My Account ▾

Shipping Location  
CVWFHKHOLM09233

\$0.00

Review Cart (0)

SEARCH

SPECIAL ORDERS

BROWSE CATEGORIES ▾

QUICK ORDER ▾

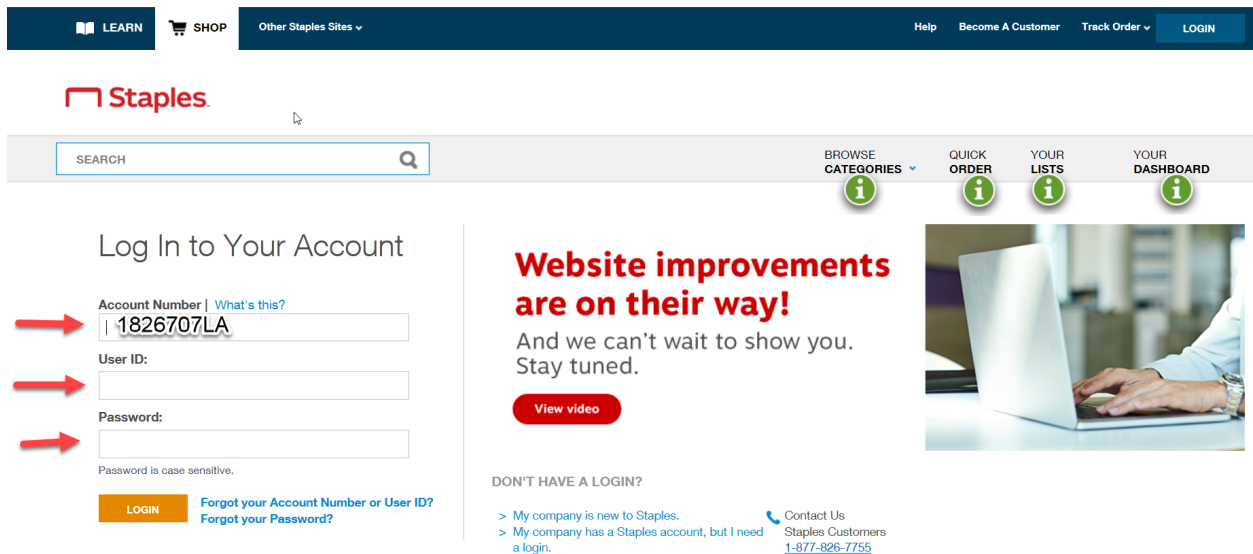
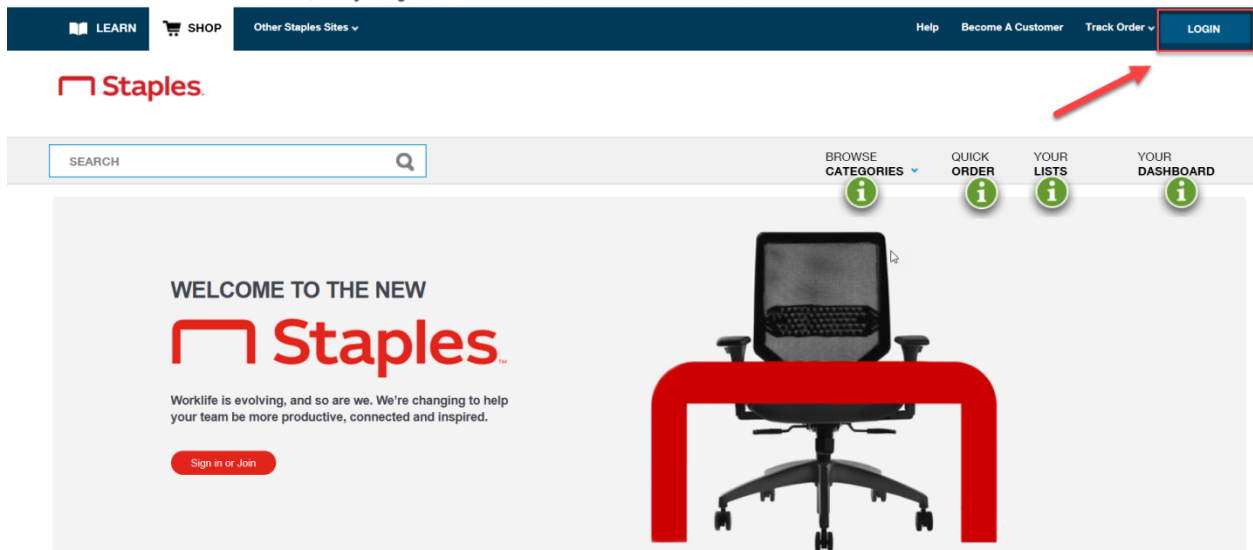
YOUR LISTS ▾

YOUR DASHBOARD ▾

**Free delivery, no minimum!**  
Extra support for your business.  
Limited time only.

After your registration is complete and you have established your USER ID and password, you should save the web address below and login to place your orders for home delivery as approved by your manager and needed.

<https://www.staplesadvantage.com/shop/sahome?storeId=10101>



Questions or concerns related to CSU Marketplace registration for home delivery should be directed to Kim Holmberg, Procurement Specialist at: [kholmberg@csus.edu](mailto:kholmberg@csus.edu)