

**STAPLES** Advantage



# Top of the class.

*Staples Advantage is excited to continue our vendor relationship with Clemson University.*

*We thank you for your business and look forward to working with you throughout this program.*

*Watch for an announcement coming soon on an upcoming Staples show!*

Staples Advantage is the preferred office supply vendor for Clemson University.

Clemson University has recently renewed its office supply program with Staples Advantage, and now includes the State contract for desktop delivery of copy paper. **Clemson's Staples Advantage program offers everything you need to make your workday easier.**

To order, log on to your buyWays ordering platform and click on the Staples icon. The Staples catalog is easy to navigate and find the products you need. Shipping is fast and free.

For questions on products, order status, delivery information, stock checks and more, call Staples Advantage Premier Customer Service at 1-888-238-6329 Monday through Friday, 8 am to 8 pm EST.

For program-related questions, please contact the Clemson University Procurement Department.



# Welcome.

Continue ordering from Staples on the buyWays platform.

## Easy Ordering

Login to buyWays ordering platform and click on the Staples icon. Check product availability, browse assortment and create custom shopping lists. Truly your one-stop-shop for office essentials.

## On Contract Items

Items marked “On Contract” are products that offer the deepest discounts. When you search for items on the Staples platform, the search will show Clemson University Contract items first. These products are recommended as the best value.

## Order Consolidation

By combining your small orders into bigger ones, you can help save money and reach environmental initiatives by reducing use of fuel and cardboard boxes.

## EASY Returns

Process returns on the Staples platform via the buyWays platform or by calling Staples Customer Service within 30 days.

## FREE Delivery

All orders entered and approved before 3:00 p.m. local time will be delivered by 5:00 PM the next business day. Items ordered after 3:00 p.m. are subject to a two-day delivery.

## Toner Recycling Program

We offer easy ink and toner recycling. Just have your delivery driver pick up your empty cartridge or download a FREE self-addressed prepaid postage label from your online ordering site.

## Technical Support

For problems or technical questions regarding the ordering platform:

**Phone:** 1-800-353-3375

## Staples Customer Service

For product questions, order status, delivery information, stock checks, etc:

**Phone:** 1-888-238-6329

## Account Manager

For program related questions or custom orders contact Brent Hovis:

**Email:** [brent.hovis@staples.com](mailto:brent.hovis@staples.com)

**Phone:** 980-275-9347