

Date: October 21, 2021

Subject: Procurement Services Staples e-Procurement Site- PLEASE DISTRIBUTE

Procurement Services has created a central billing account for all purchases on the Staples Advantage site. This site will go live on **Monday, October 25th**. Within the Staples Advantage checkout page, users will be able to reallocate the SpeedType and Account Code at the time of purchase. Also, users will no longer have to use their ProCard at the time of checkout.

The Staples Advantage site will experience system updates the evening of **Friday, October 22nd** in preparation for this launch. Users are encouraged to place any Staples orders by **5:00 PM on Friday, October 22nd**, as access to ordering may be disrupted after this time while the changes are taking place. Otherwise, users can place their orders in the new system on Monday.

Please see the attached Procurement Services Quick Start Guide for the Staples e-Procurement Ordering Process. Trainings will be held the week of October 25th. Login and register [HERE](#).

For more information, contact [Procurement Services](#).

Thank you,

The Procurement Systems and Services Teams