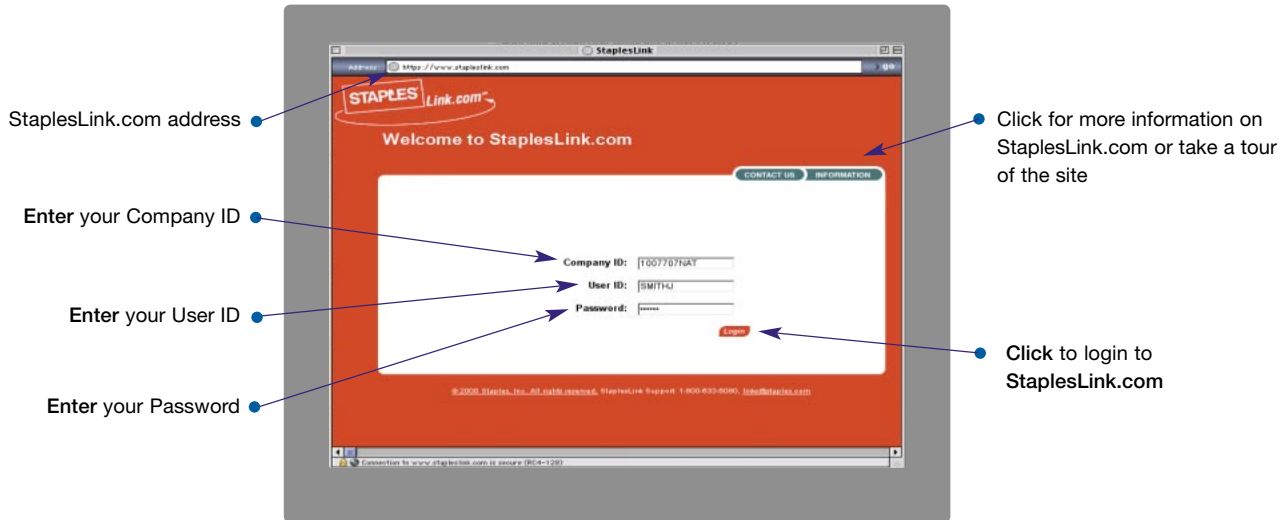
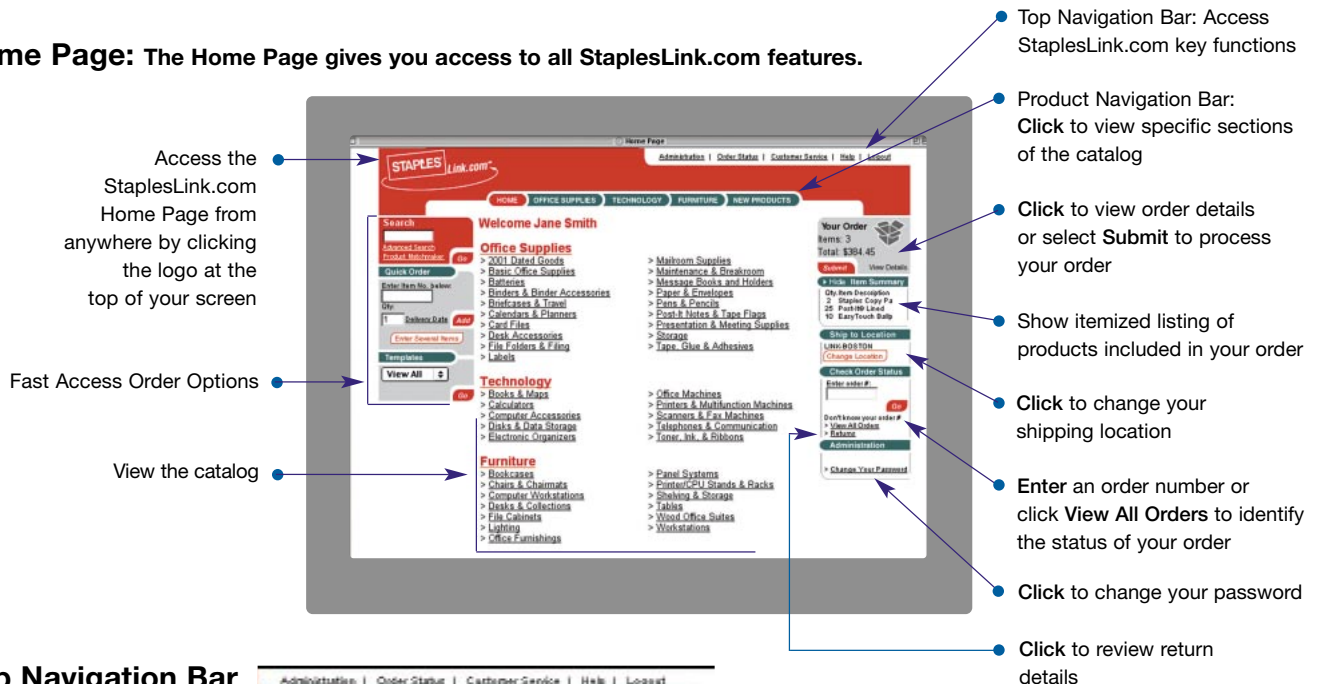


Quick reference guide for users

User Login: Type www.StaplesLink.com in the address bar, complete requested information and login.



Home Page: The Home Page gives you access to all StaplesLink.com features.



Top Navigation Bar

Administration | Order Status | Customer Service | Help | Logout

- Administration lets you change your password.
- Order Status views your orders submitted on StaplesLink.com in the last 90 days.
- Customer Service provides you with Frequently Asked Questions, lets you E-mail comments and suggestions to StaplesLink, provides a technical support phone number and link for returns.
- Help displays information and instructions relevant to the task you are performing.
- Logout logs you out of StaplesLink.com.

Product Navigation Bar

HOME OFFICE SUPPLIES TECHNOLOGY FURNITURE NEW PRODUCTS

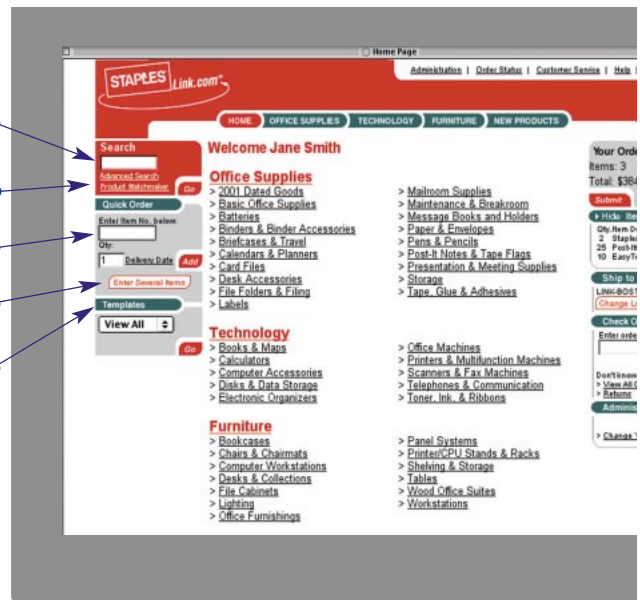
- Home will bring you back to the StaplesLink.com Home Page.
- Office Supplies takes you to the office supply items included in our catalog.
- Technology will bring you to the technology and technology supplies included in our catalog.
- Furniture takes you to the furniture items included in our catalog.
- New Products will provide you with recent product additions to our catalog.

Browsers

Use Netscape Communicator/Navigator 4.07 or Higher
Microsoft Internet Explorer 4.01 (with Service Pack 2 installed) or higher.

Add Items to Your Order

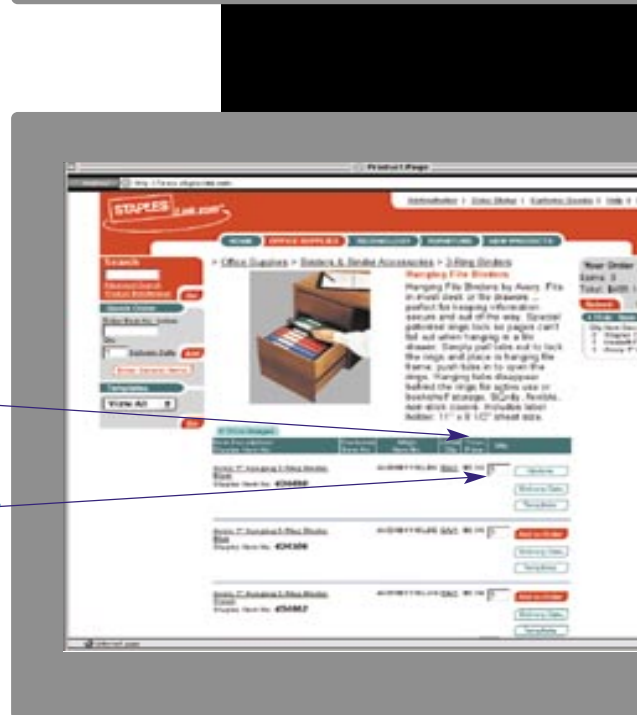
- **Search:** Search for an item by **Keyword** or **Item Number** and click **Go**. Search will display a summary of matching categories and the top ranking items in each category that match your criteria. Choose a category or go directly to the item. You will also be able to select **Show Images** to view products or if you prefer, **Hide Images** to display text only.
- **Advanced Search:** Narrow your results by brand or category.
- **Product Matchmaker:** Find refills and supplies for business machines just by entering the product model (i.e. toner for copier).
- **Quick Order:** Enter the **Item Number** and quantity and click **Add**.
- **Enter Several Items:** Allows you to enter up to 20 items at once.
- **Templates:** Add a custom list of items into your order by choosing from templates listed in the drop-down list. Click **Go** to see a list of items in the template. Change quantities as necessary (use 0 for items you do not wish to add to your order) and click **Add to Order**.
- **Catalog:** Click **Home** or click a category from the **Product Navigation Bar** and select the category or sub-category to view products. Use the Product Page to add items to your order.



Product Page

Access the Product Page either through the Home Page catalog, the Product Navigation Bar or through a search.

- To add an item to your order, enter quantity in the Quantity text box and click **Add to Order**.
- If an item is in your order, you can edit the quantity and click **Update**.
- To add an item to a template click **Template**. You will then be able to select the template name to add the item to. To check the expected delivery date, enter the quantity you want and click **Delivery Date**.



Your Order

Click the box icon or **View Order** to see items in your current order.

- **To continue shopping:** Click the **StaplesLink.com** logo or select a tab on the **Product Navigation Bar**.
- **To check delivery date:** Click **Delivery Date** to see the expected delivery date for the item.
- **To modify:** Change quantities and click **Save**. Delete an item by changing the quantity to zero.
- **To create a template:** If your order contains items that you order often, choose **Save As**, enter a template name, and click **Save**.
- **To add Packing Slip notes:** Packing Slip notes can be added and displayed for each item and will appear on packing slip.
- **To submit order:** Click **Submit** to access the **Purchase Information** page. Enter your purchasing information and click **Submit**.

