

Staples Order

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Staples Order

What is the Staples Order?

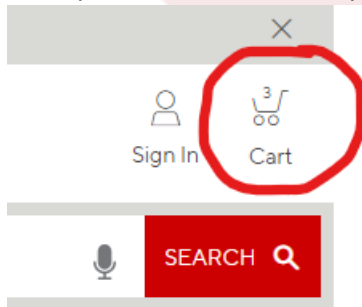
A once-per-month order through our business Staples account to restock the shops with necessary administrative supplies. Shops may browse the Staples website to put together a request for certain supplies.

How to Order

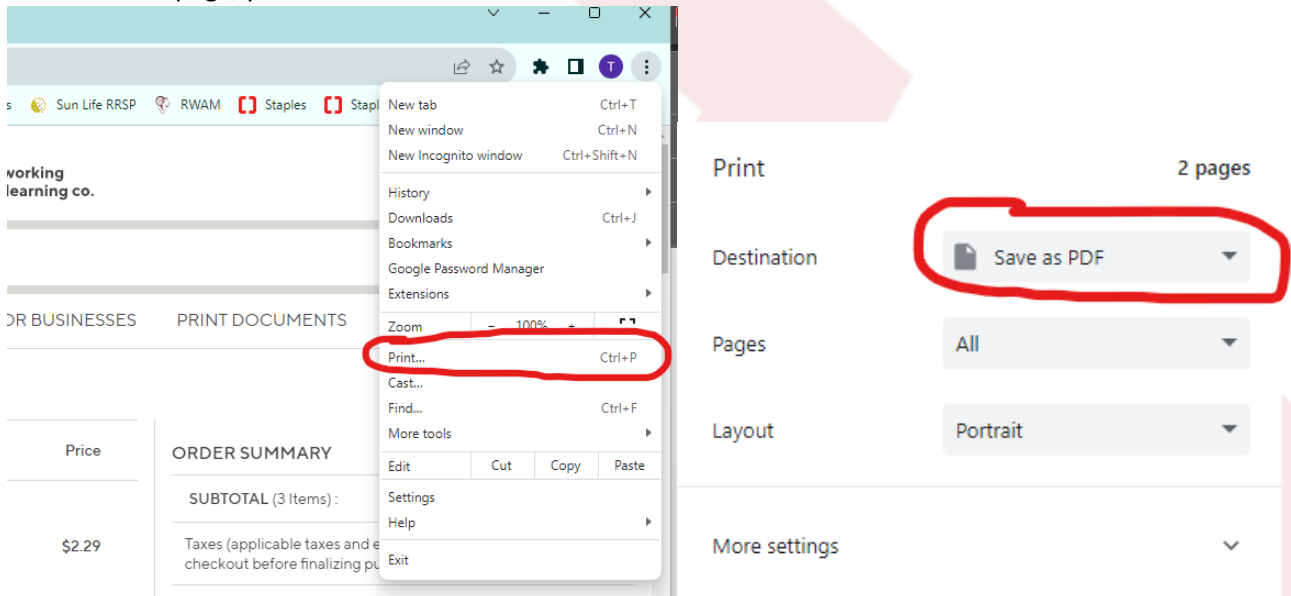
- Open staples.ca
- **Note: There is no longer a requirement to log into the staples website at store level.**
- Begin searching for items through the search bar.



- Select your items and click "ADD TO CART".
- Once you have selected everything you need go to your cart for the final review.



- From the cart page, print the list as a PDF.



- Save the list as **Shop Name – Month Year** (For example: Fife – September 2023).
- Email the list to tanisv@carstarmaniotba.ca for processing.

Staples Order

Common Questions:

Here of some of the common questions or issues that you may face.

How do I receive my item(s)?

Once the order is place and is received it will be delivered to your store by a designated CARSTAR employee.

Why did I order one thing but get something different?

There are certain items that will not be approved through the Staples order. This includes items that are priced too high when a cheaper alternative is available. If a staff member wants something extra for their office use it must be preapproved by Skye.

I need to order something expensive, will it be denied?

If the item is something that is necessary to the daily operations of the shop it will not be denied. However, a cheaper option may be looked into as long as function is not sacrificed.

I really need this specific item, even though there are cheaper options. How do I get it approved?

Get pre-approval from Skye and your shop manager for the item. You may need to send a copy of Skye's approval with your Staples order to prevent alternatives from being looked into.

Why did part of my order come from Amazon?

Sometimes Amazon is able to offer items faster, cheaper, and with better options than Staples.

Can I just put in an Amazon order?

No, as we have a Staples business account, we will use Staples first.

I really need an item and I've already placed my order for the month, how do I get it?

If the Staples order has already been placed, you can look to purchase the necessary items with Petty Cash. Or you can reach out to Skye or Tanis for assistance.