SUMMUSLINK.COM USER'S GUIDE

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SECTION I

QUICK TIPS for Using Summuslink.com

URL address – http://www.summuslink.com

Company ID - 1023115DAL

User ID - Your first initial and last name

Password - STAPLES

Secured Access – You may see a warning that you are about to leave an encrypted page, click OK.

Ordering – Order as early in the day as possible to insure prompt delivery. Orders placed 3:00 p.m. will insure next day delivery of in stock items.

Staples product numbers – Use staples 6-digit part numbers when possible, this speeds up your order process.

Problems logging on? – Contact the onsite Staples Representative at ext 5552 or the PCard Coordinator at ext 2777.

Summus billing and invoicing – Lisa Bethea Mitchell Email address: lisa.bethea@summusindustries.com Please send a copy to the PCard Coordinator.

Customer Service -

Staples Account Manager – Fabiola Garza

Email address: <u>Faboila.garza@staples.com</u> Please send a copy to the PCard Coordinator.

SECTION II

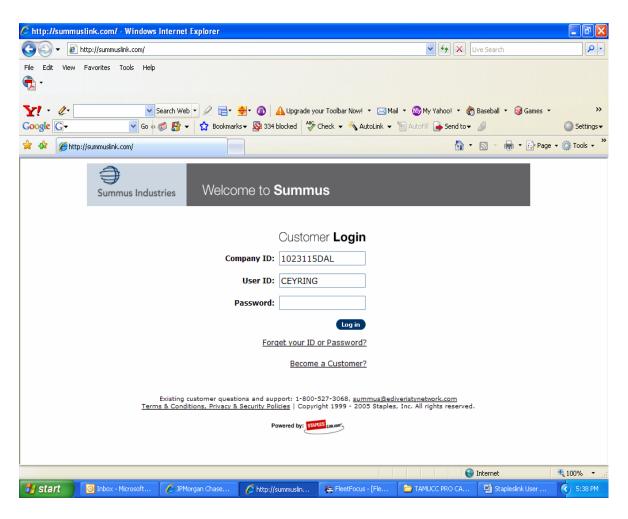
SUMMUSLINK.COM USER GUIDE

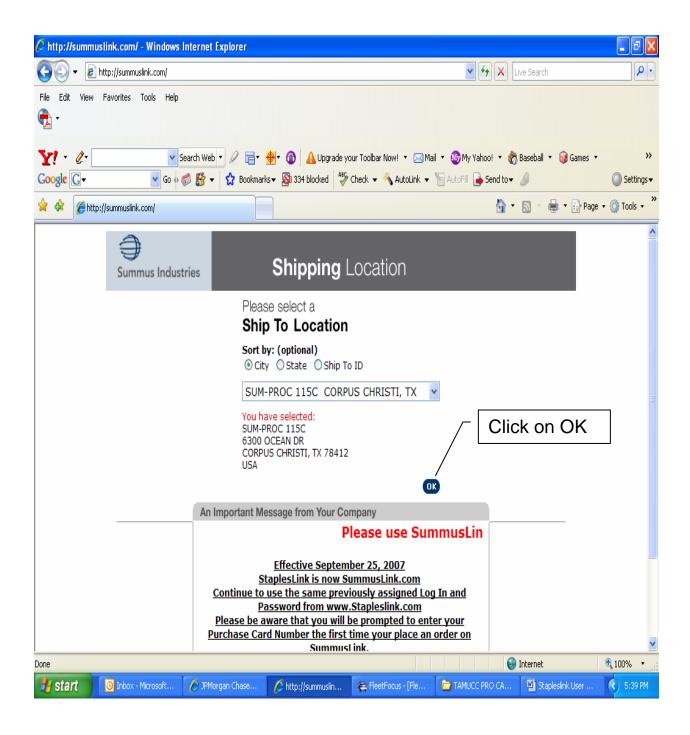
Go to http://summuslink.com

COMPANY ID: 1023115DAL

USER ID: Your first initial and last name

PASSWORD: STAPLES

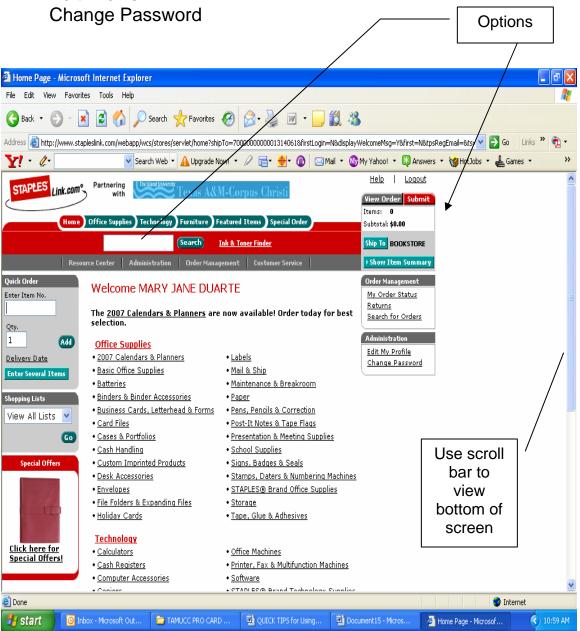




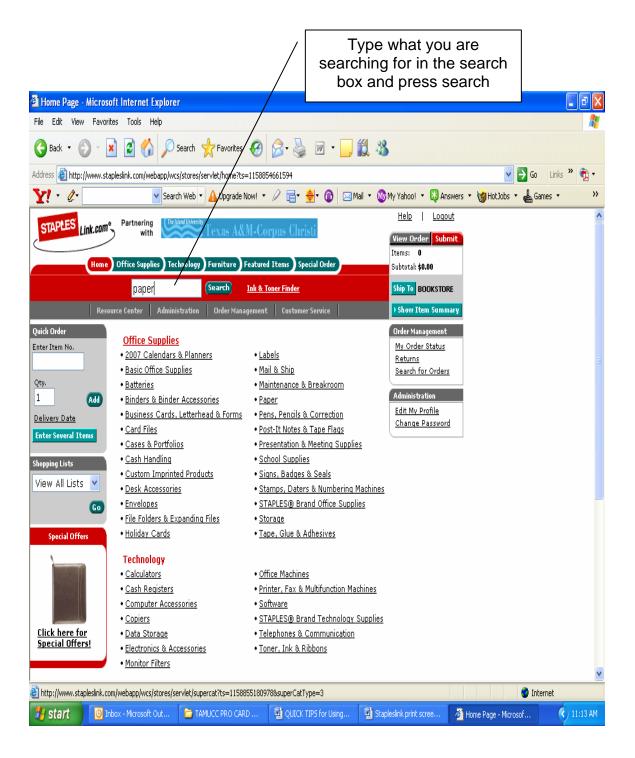
Be sure the ship to location is your actual desk location. Desktop delivery is implemented by this address. If your office address is not available please contact your onsite Staples Representative @ ext 5552 or the Pcard coordinator @ ext 2777.

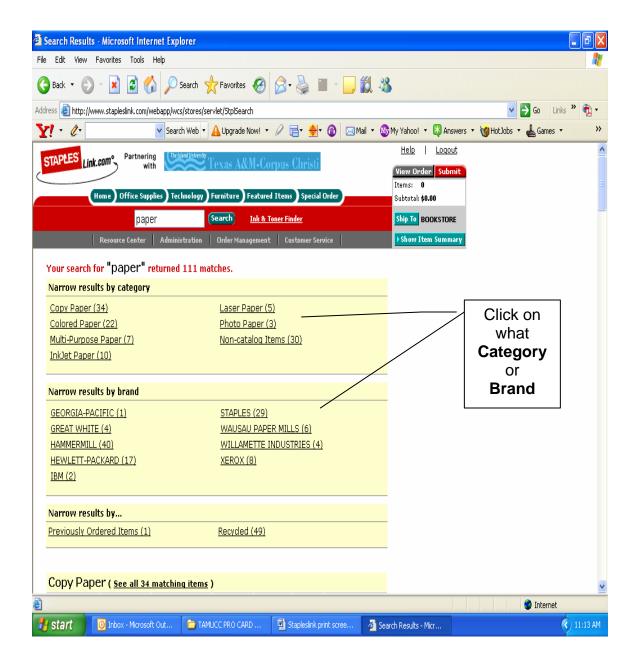
Options

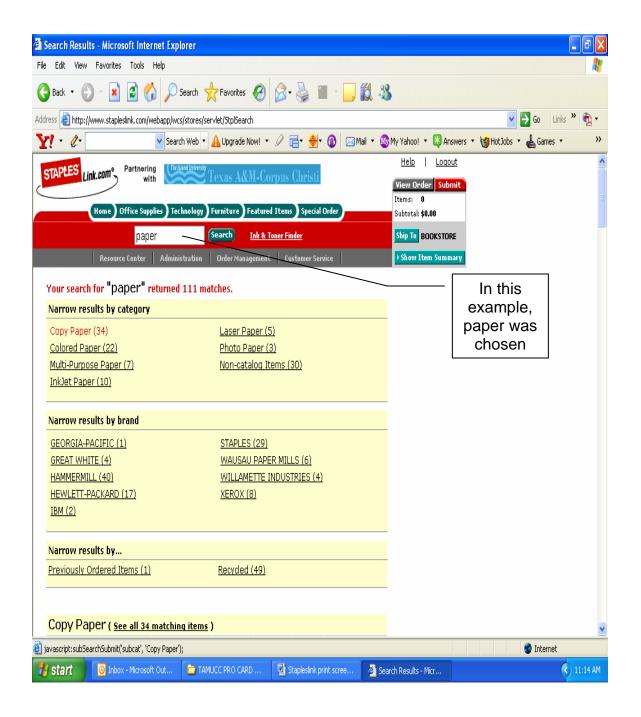
Item Search
Order Status
Returns
Search for Orders
Edit Profile

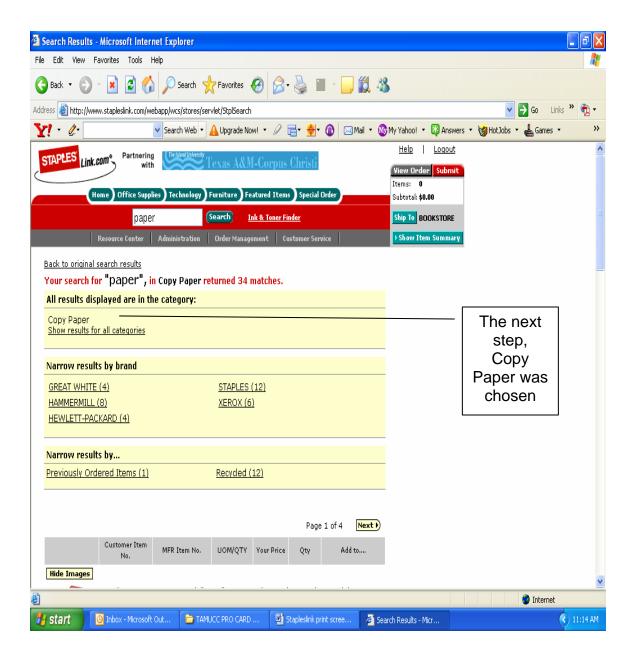


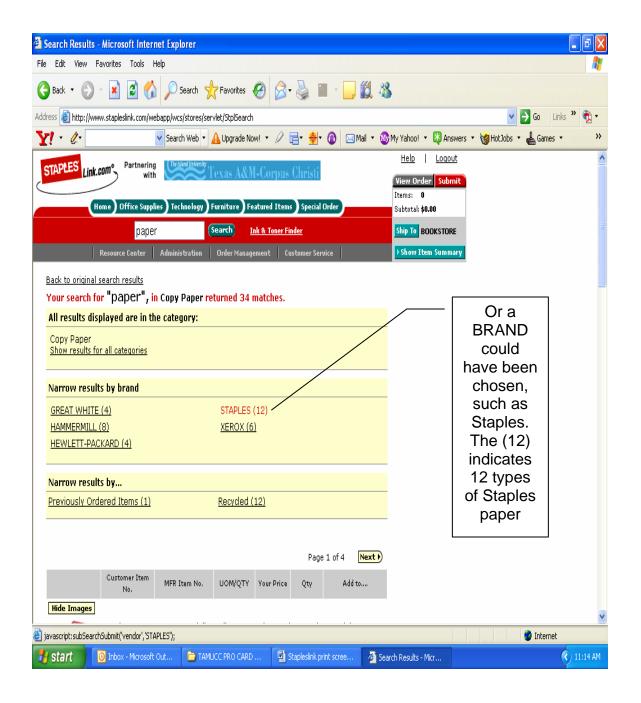
ITEM SEARCH

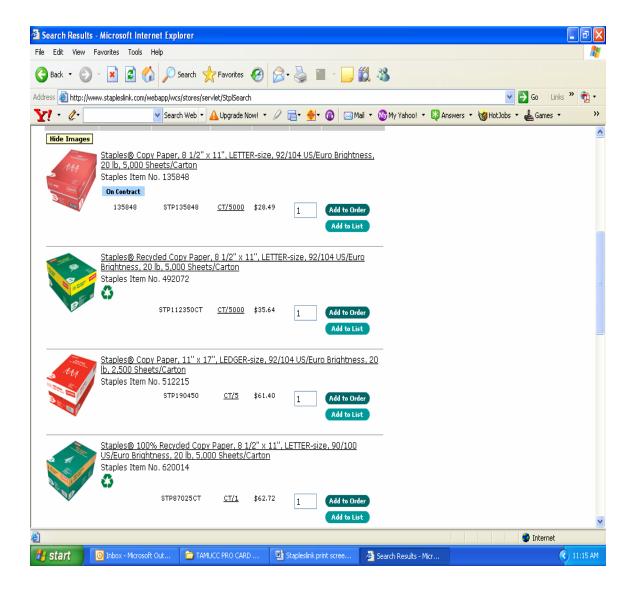


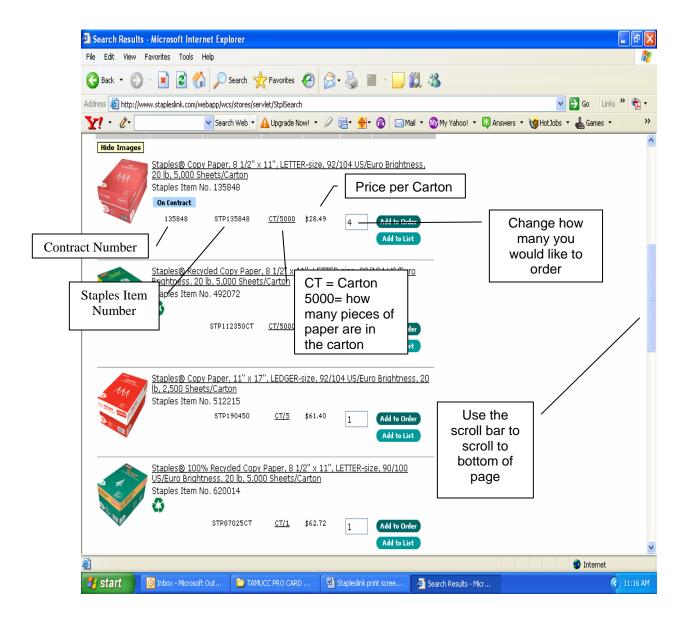


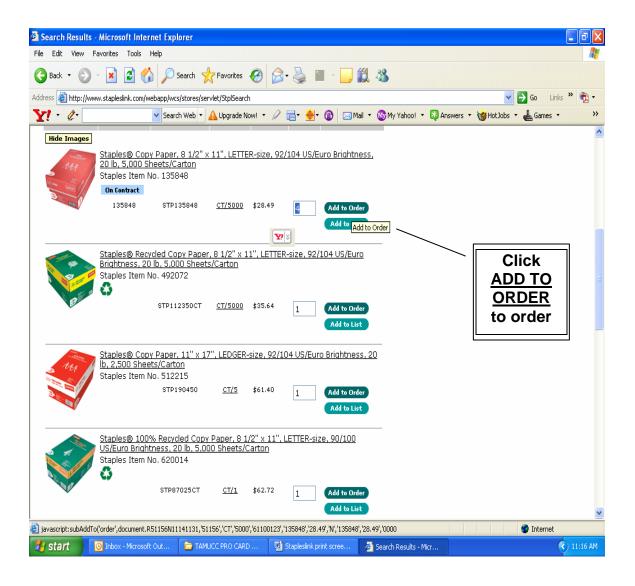


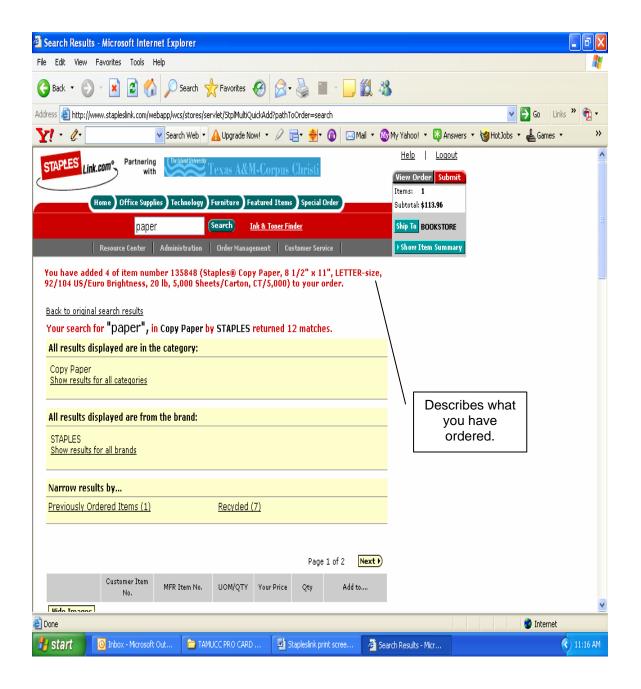


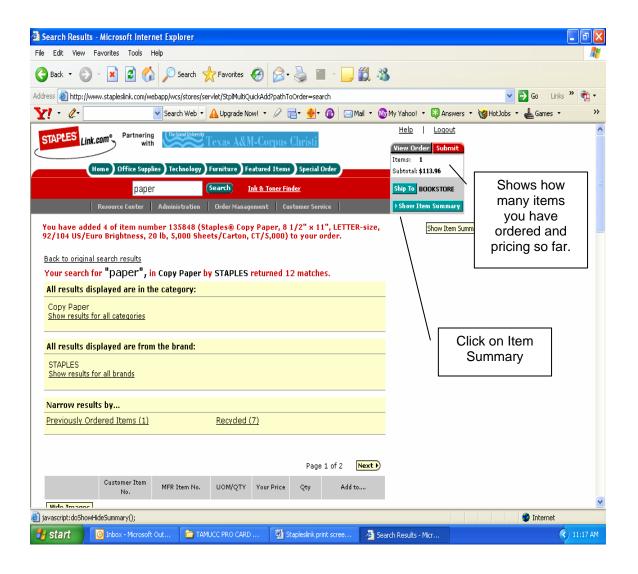


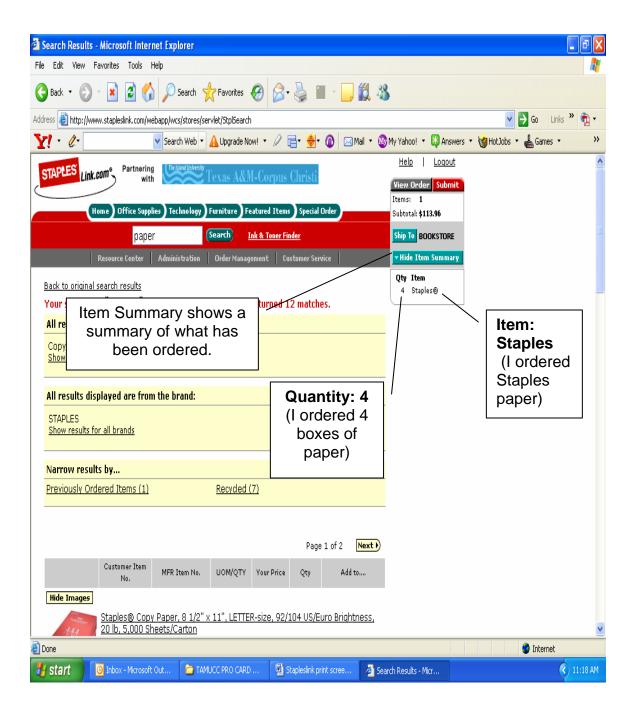


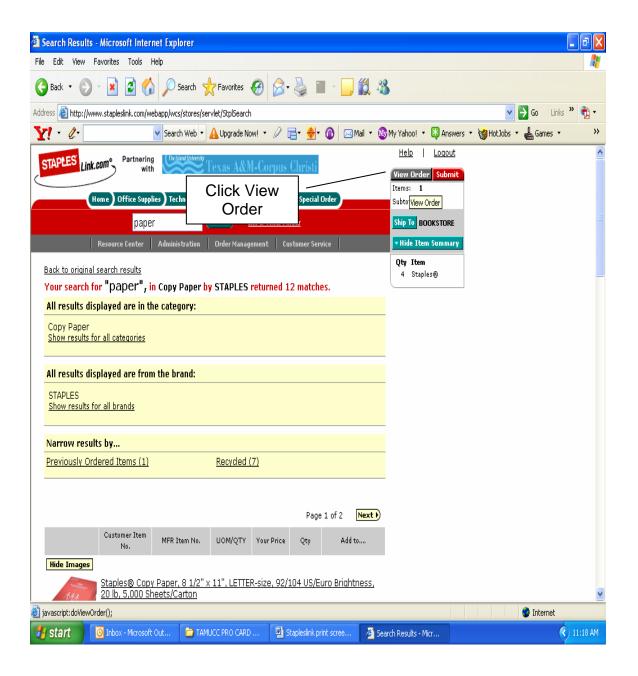


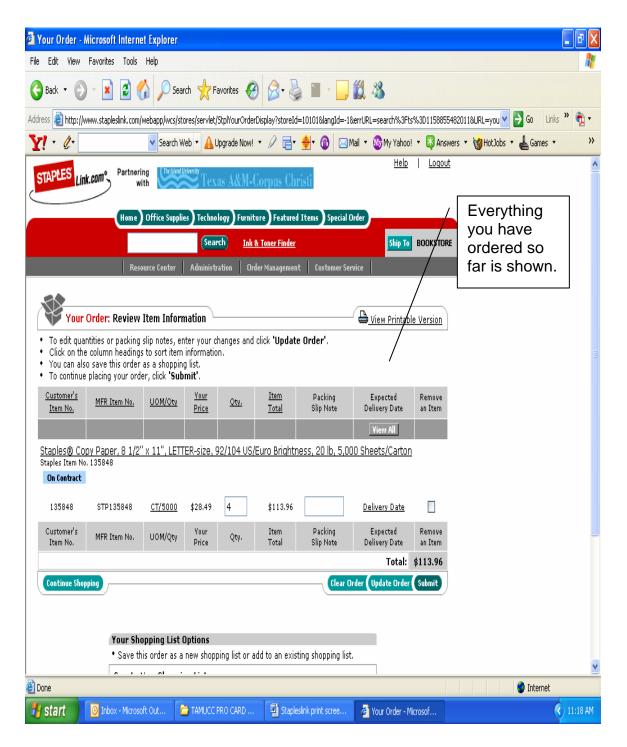






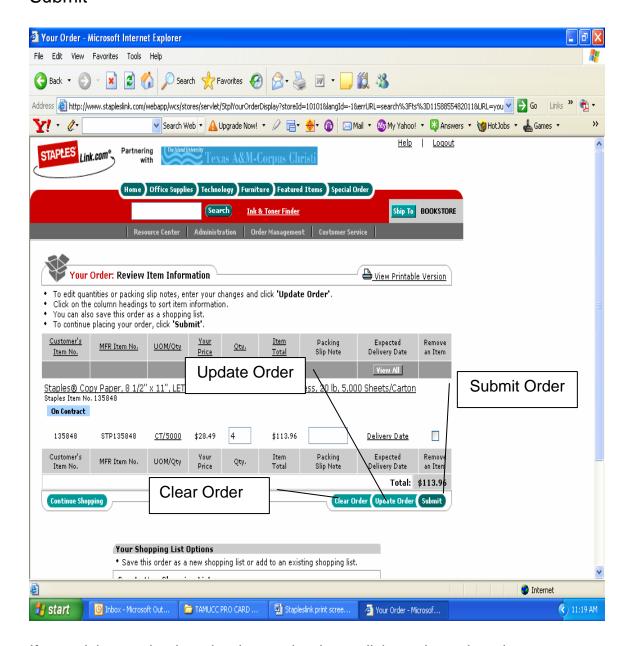






Print this screen as this will act as your receipt.

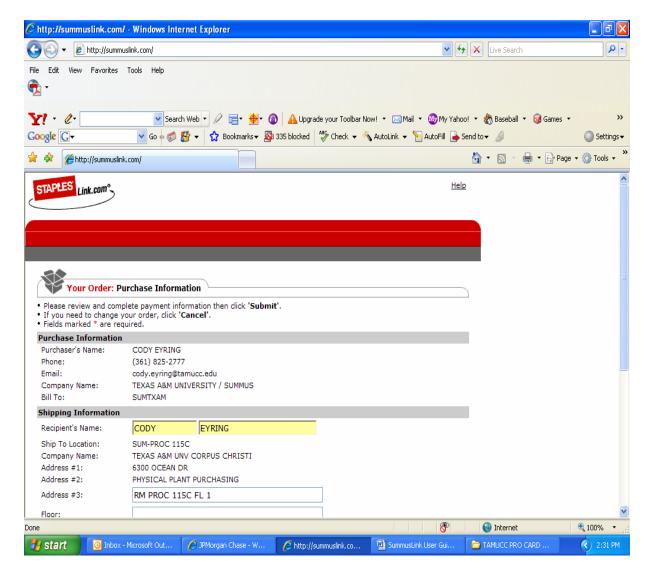
From this screen you can Clear your order Update your order Or Submit



If you wish to go back and order another item, click continue shopping.

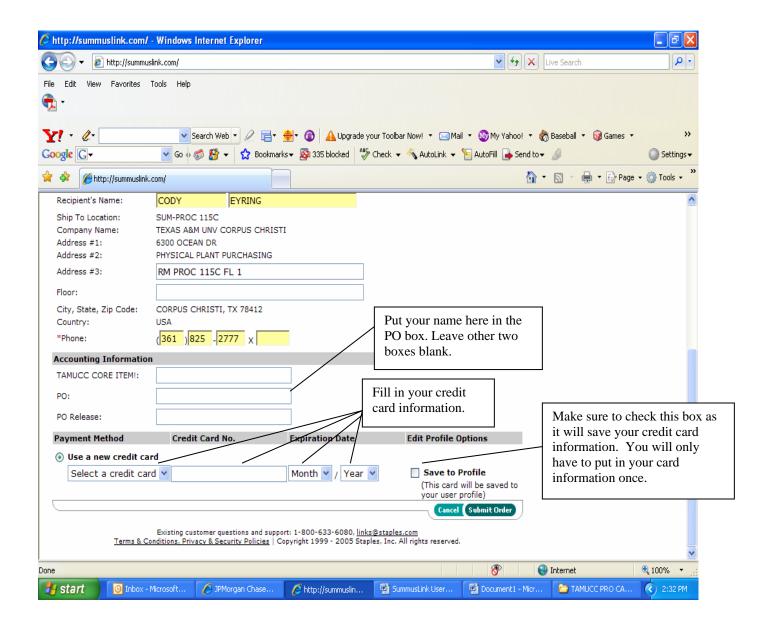
Once order is complete click Submit.

You will see a screen like this:



Make sure all information input is correct.

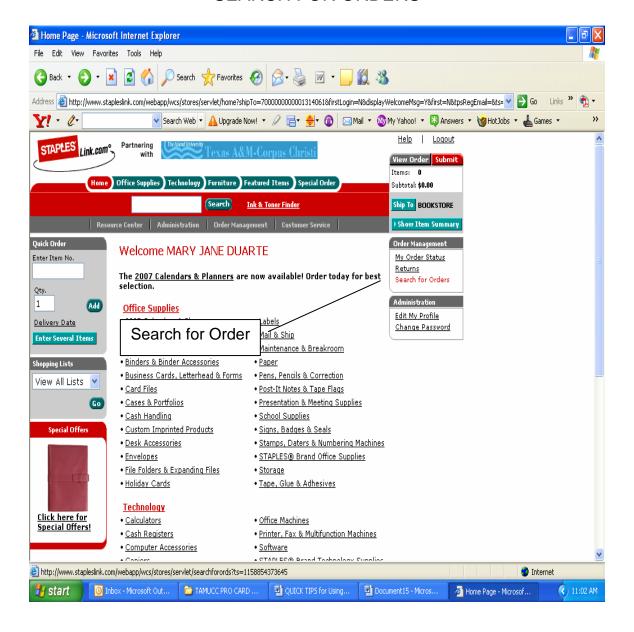
Continue to scroll down the page until you reach the accounting information and credit card information sections. (as seen below)

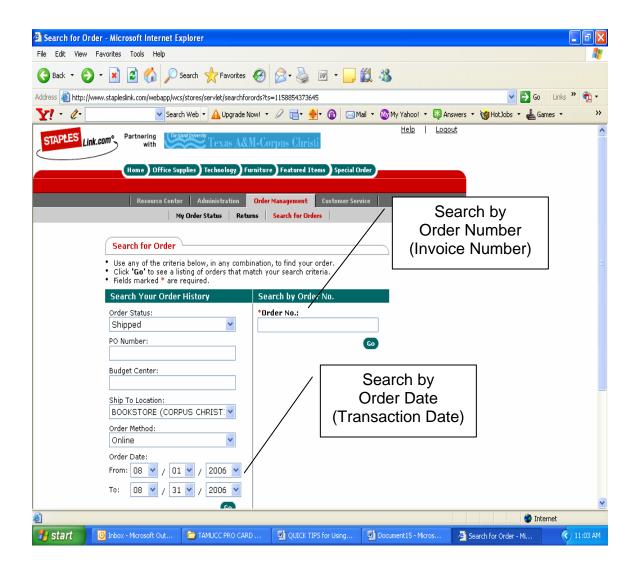


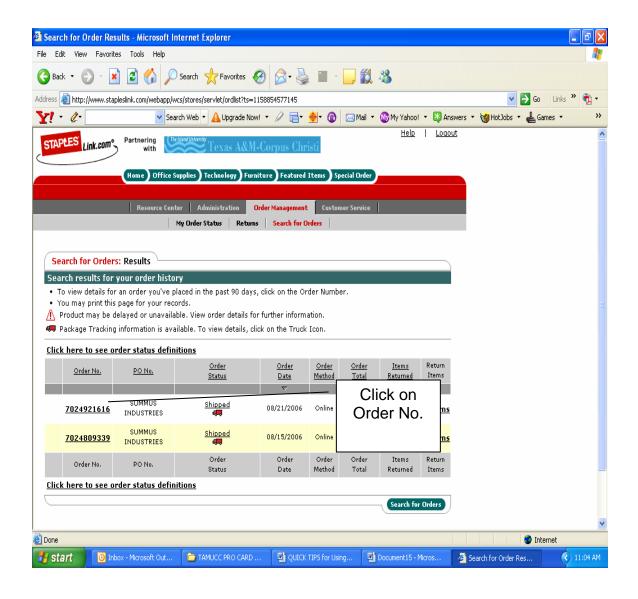
Once all information is entered, click submit order.

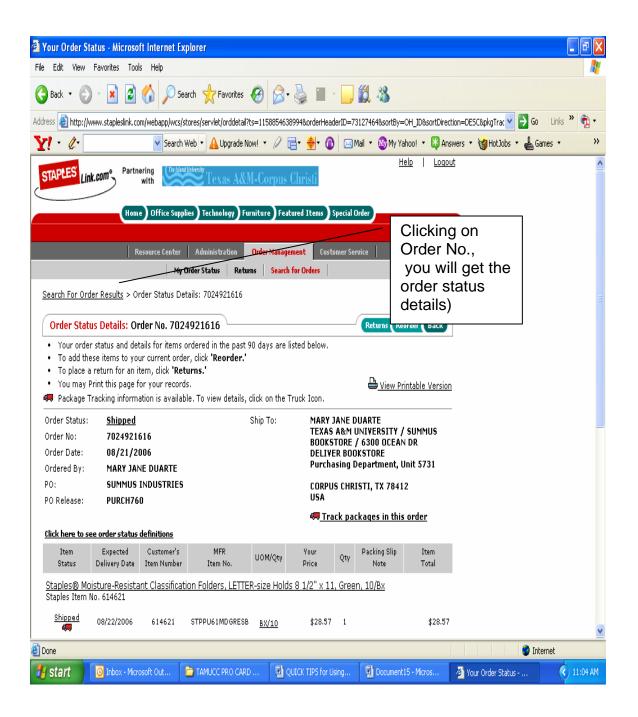
You will then come to a confirmation screen. Your order has been completed.

SEARCH FOR ORDERS

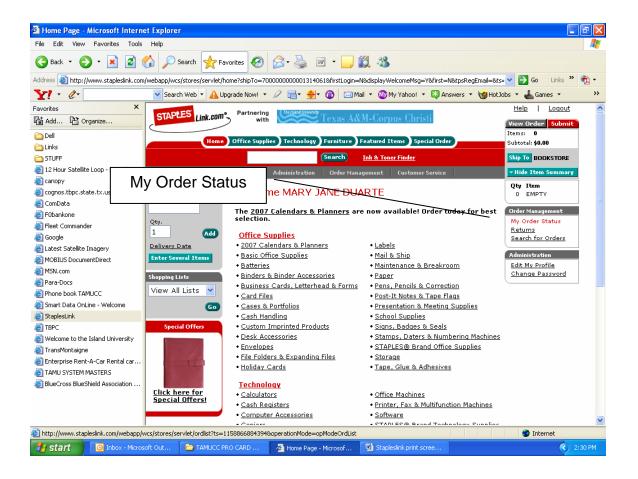


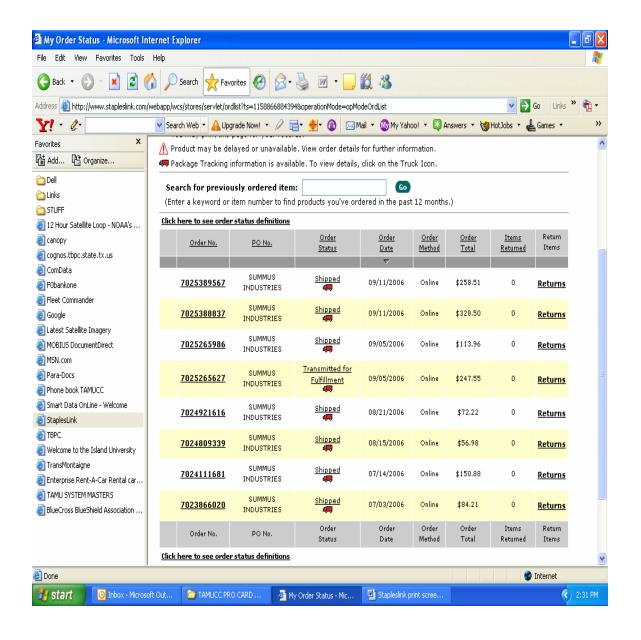




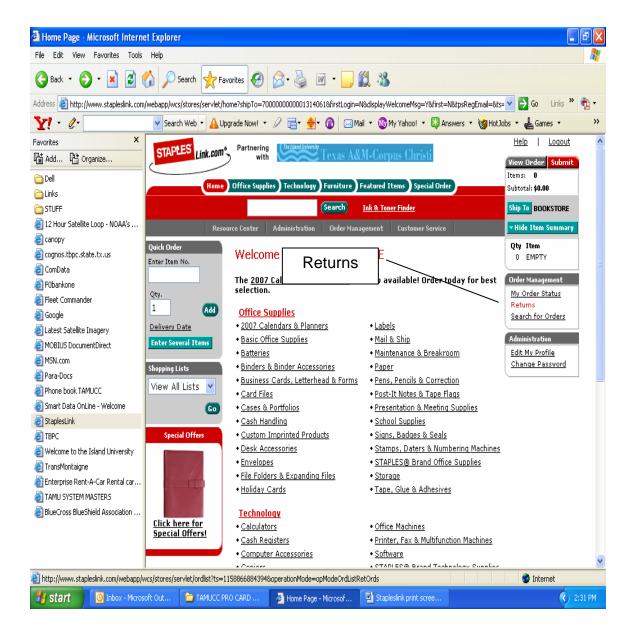


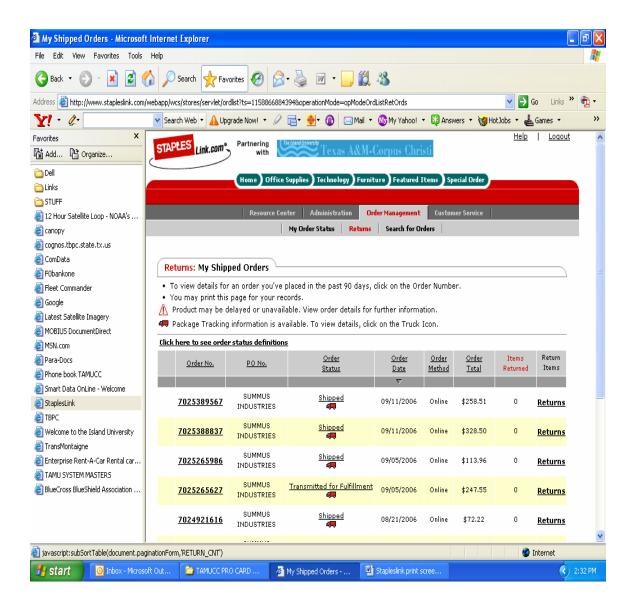
ORDER STATUS



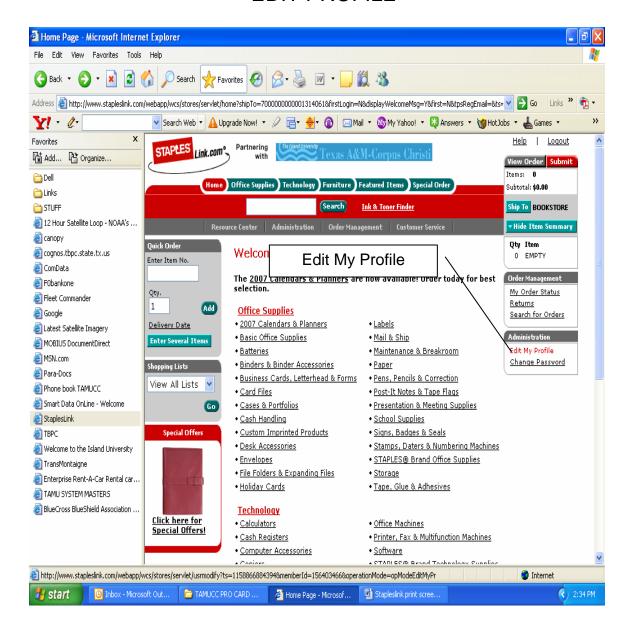


RETURNS





EDIT PROFILE



CHANGE PASSWORD

