

## How to Order Office Supplies as of November 1, 2015

NHE, Inc. Service Coordination division uses [www.staplesadvantage.com](http://www.staplesadvantage.com) as our supply vendor. Staples Advantage, which is different from Staples, offers businesses premium (best) pricing on 100's of items especially Staples brand products.

**Website link to order supplies** [www.staplesadvantage.com](http://www.staplesadvantage.com)

**NHE Account # is 10129029**

**Username is your email address. Initial password is set at Staples1**

Each Service Coordinator\* will be assigned a username and password and will initially receive an email with the website link at [www.staplesadvantage.com](http://www.staplesadvantage.com) and log in instructions. Once logged in, the SC should become familiar with the items we have been given **special pricing** on; to find this list look for the ribbon in the top right with "Your Lists"

### YOUR SHARED LISTS



Find the **Special Pricing for NHE** dropdown. This shared list includes NHE items "On Contract" pricing and our most frequently ordered items. There is a \$25 minimum purchase restriction. After you place your items in your cart, click Submit and your order will be flagged for review by Annette. You are expected to follow the best practice outlined below.

### Guidelines for buying office supplies

Please look for products that are either

1. "On Contract"



2. Are Staples brand items.

"On Contract" or Staples brands should always be your first choice for products. Generally, your office supply order will not be approved if your purchases include name brand products NOT on contract and/or a similar Staples brand is available. Please note: When we approve or decline your order, we cannot select individual items to approve or decline, we have to approve/decline the whole order. Reminder: wipes and cleaning supplies are NOT approved grant expenses. Request these from your PM as they would come out of the property maintenance budget.

Copy paper-case **Staples item # 324791 @ \$28.99 is the ONLY approved copy paper**



Copy Paper, LETTER-size, 92 Brightness, 20 lb., 8 1/2" x 11", 5,000 Sheets/Ct

Staples Item # 324791 | MFR Item #324791 |  
Customer Item # 324791

★★★★★ (399)



Ink/Toner

Type the word "Ink" or "toner" into the search box, find your printer brand/model.

Please look for products that are either 1. "On Contract"



or

2. Are Staples brand items.



\$84.06 PK/4



Check Delivery Date

Will this work with my printer?  
+ Add printer  
OR



\* The following properties are exceptions to this process; 62 Plaza, Amelia Village, Baptist Village, Croft House, Lakeside, Windham & Wisteria Way. These service coordinators should advise their property manager of the supplies needed and orders will be placed by them.