



Cañada College • College of San Mateo • Skyline College

STAPLES BUSINESS ADVANTAGE

The San Mateo County Community College District has partnered with Staples Business Advantage to provide a streamlined process for ordering all print and marketing materials. All orders must be submitted through www.staplesadvantage.com.

Please review and follow the process outlined below to ensure smooth approval and timely delivery. Please plan at least 2 weeks in advance.

How to Enroll in Staples Business Advantage

District Office Employees

- Please contact General Services for account set-up.

College Employees

- Please contact your College Business Office for account set-up.

Use of Staples Business Advantage

Staples Business Advantage should be used exclusively for print and marketing materials. Purchasing restrictions apply to all other product categories, and all orders must be placed with a procurement card. **The use of personal credit cards is strictly prohibited.**

Employees without a procurement card must obtain supervisor approval and coordinate with a designated department staff member who holds a procurement card and Staples Business Advantage access to place the order.

Please verify your available procurement card balance before placing an order, if you need to request an increase, please reach out to your College Business Office.

How to Order

Refer to the [Quick Reference Guide](#) for step-by-step ordering instructions.

Approval Process

All print jobs require approval from your College Marketing team prior to production. Instructional materials, however, will be automatically approved. Requests from the District Office will be routed through General Services for review. Once approval is obtained, the requestor must create a requisition to begin the ordering process. Please allow up to seven (7) business days for delivery.

Please plan ahead and account for possible delays during peak periods, particularly the holiday season.

Shipping

Deliveries will be sent directly to each college's Shipping/Receiving department, and the clerk will forward the packages to the designated departments.

Orders placed by Facilities, ITS, and Public Safety will be delivered to their assigned addresses. Employees are responsible for tracking their own orders.

Questions/Concerns

For issues, order status, quotes, or general print questions, contact the Staples Print Specialist Team at myprintspecialist@staples.com or James McGrew at james.mcgreg@staples.com.