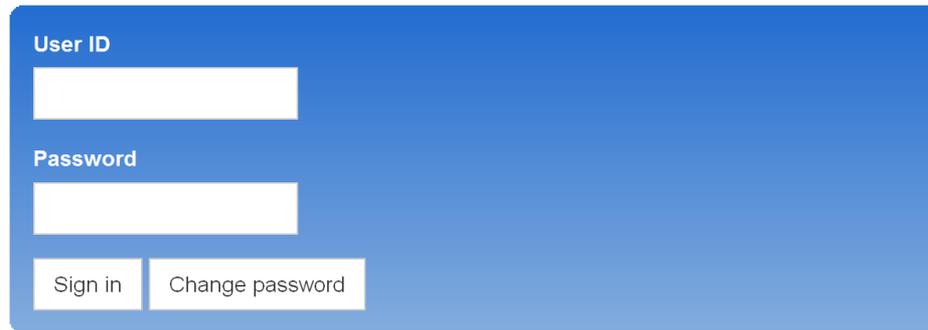

Staples



Staples

FAMIS Portal Log In

- Enter your **FAMIS ID** – the same FAMIS ID that you use to log into the DOE financial network.
- Enter your **Password** – your password may be different from the password that you use to log into the DOE network.
- Click **Sign-In**.



A screenshot of a blue login form. It features two white input fields: the top one is labeled 'User ID' and the bottom one is labeled 'Password'. Below the input fields are two white buttons: 'Sign in' and 'Change password'.

Staples

- Select **Procurement Card** from the Purchasing/Payments menu.

NYC Department of Education
Mayor's Office | DOE | DOE Email | Personnel Directory

7/26/2016 4:15:34 PM

Welcome [User] Profile | Sign Out

Purchasing / Payments

- Adjustments & Payments
- Certification Of Delivery
- Core Admin
- Core Curriculum
- Courier: Special Delivery
- Financial Processing
- MTAC
- Non-List Requisition
- PA/PTA Grant Program
- PCS: Plan Selection
- Pre-Encumbrance
- Procurement Card**
- Purchasing
- Report Card Ordering
- SIPP
- Voucher

Approval

Inquiry

Miscellaneous

FAMIS News!

Famis News

7/7/16: Due To The Citys Year-End Rollover Activities Famis Will Be Unavailable On Saturday 7/9 And Will Resume On Monday 7/11. Please Ensure All Goods & Services Received On Or Before 6/30/16 Are Certified In Famis And Supporting Documentation Is Available For The Annual Audit.

6/17/16: Pcard Spending Ends 4 Pm 6/21/16 Sipp & Trac End 4 Pm 6/30/16

* Fy2016 (Jun) 12 2016 For Input, 12 2016 (Fiscal Period) *
* Fy2015 13 2015 For Inquiry Famis@Schools.Nyc.Gov For Assistance *

Please Click On The Broadcast Message On The Left Side For Detail Broadcast Message.

My Documents

Posted	151
Pending Approval	0

Approval LOADING

Certification of Delivery

Other Links

- School Ordering Deadlines
- FAMIS Guide
- FAMIS FAQ
- School Procurement Invoicing
- SIPP - TRAC Enhancements
- W-9
- DFO
- Purchasing News
- DOE Home
- Portal News
- Students
- Parents
- Teachers
- Districts/Schools

Staples Overview

- The purpose of this section is to provide cardholders with information on how to access Staples Advantage.
- Staples Advantage is the website provided by Staples to the Department of Education to place orders for supplies.
- The benefits to using Staples are contract pricing and tax-free purchases.

Staples

- Select **Get Staples ID** for each new card.



Staples

Get Staples ID

- Select **Become A Customer.**

LEARN SHOP Other Staples Sites Help Become A Customer Track Order LOGIN

STAPLES
Business Advantage

SEARCH

PROGRAM BENEFITS WHAT WE OFFER GREEN FOCUS **NEW!** RESOURCE CENTER

Giving you the resources you need.

Get case studies, blogs, videos, white papers, and other materials in our new Resource Center.

Visit now

The Top 10 Craziest Jobs Admins Do

Sales Dept Inquiries:
1-844-243-8645

Welcome Resource Center Everything You Need Consolidated Orders Get started now

FACILITY SOLUTIONS PRINT SOLUTIONS TECHNOLOGY SOLUTIONS FURNITURE SOLUTIONS

What you can expect

Stocking your office shouldn't be difficult. Multiple vendors with separate invoices can create more work than you might realize. We

Staples

Get Staples ID

- Select **I NEED A LOG IN.**

The screenshot shows the top navigation bar of the Staples Business Advantage website. It includes links for LEARN, SHOP, and Other Staples Sites. On the right side, there are links for Help, Become A Customer, Track Order, and a LOGIN button. Below the navigation bar is the Staples Business Advantage logo. A search bar is located below the logo. At the bottom of the navigation bar, there are four icons with labels: PROGRAM BENEFITS, WHAT WE OFFER, GREEN FOCUS, and NEW! RESOURCE CENTER.

Ready to get started?

Just provide us with a little information about your business needs. A Staples Business Advantage® representative in your area will get back to you to discuss how we can help.

Please choose your path below:

LET'S GET STARTED My company does not have a Staples Business Advantage account.	I NEED A LOG IN My company already has a Staples Business Advantage account and I'm ready to place an order.
--	--



- Visit our **contact us** page with additional questions. To Become a Customer Contact: 1-844-243-8645
- If your company has 10 or less employees, please visit **staples.com**
- Do you work for the federal government? Visit our **government site**
- If you would like to become a healthcare customer, visit our **healthcare site**

Staples

Get Staples ID

- Complete all fields.
- ❖ Enter 1009541 in Customer Account # field and Mark Maciag in Sales Representative field.
- Click **Submit**.

LET'S GET STARTED
My company does not have a Staples Business Advantage account.

I NEED A LOG IN
My company already has a Staples Business Advantage account and I'm ready to place an order

Register as a New User

If your organization is already a customer of Staples Business Advantage, and you would like to register for a new user profile, please fill in your information below. If you are a Federal Government Employee, please [click here](#) to register for a new user profile.

*First Name:

*Last Name:

*Company Name:



Customer Account #:

*Street Address:

*City:

*State:

*Zip Code:



Sales Representative:

*Email:

*Phone:

Additional Information:

Please provide any additional information that will help us better assist you.

*Required Field

Cancel

Submit



Staples

- Select **Login to Staples** to log into Staples Advantage.



Staples

Logging into Staples

- Click **LOGIN**.

The screenshot shows the top navigation bar of the Staples Business Advantage website. The navigation bar is dark blue and contains the following elements from left to right: a 'LEARN' link with a book icon, a 'SHOP' link with a shopping cart icon, a dropdown menu for 'Other Staples Sites', a 'Help' link, a 'Become A Customer' link, a 'Track Order' link with a dropdown arrow, and a 'LOGIN' button. A red arrow points to the 'LOGIN' button. Below the navigation bar is the Staples logo and the tagline 'Business Advantage'. A search bar is located below the logo. Below the search bar is a dark grey navigation bar with four links: 'PROGRAM BENEFITS' with a downward arrow icon, 'WHAT WE OFFER' with a lightbulb icon, 'GREEN FOCUS' with a leaf icon, and 'NEW! RESOURCE CENTER' with a red 'NEW!' tag. Below this navigation bar is a large banner image of a woman in a teal jacket looking at a laptop. Overlaid on the banner is a white box with the text: 'One source. One invoice. One partner.' followed by a paragraph: 'Your day is beyond busy. By consolidating your orders, you can simplify your procurement and spend a little smarter in the process. The brands you look for, the products you rely on, all from a single source — Staples Business Advantage.' In the bottom right corner of the banner, there is a grey box with the text: 'Sales Dept Inquiries: 1-844-243-8645'. At the bottom of the banner, there is a white navigation bar with four links: 'Welcome', 'Resource Center', 'Everything You Need', and 'Consolidated Orders'. A 'Get started now' button is located in the bottom right corner of the banner.

Staples

Logging into Staples

- Fill in all fields and click **LOGIN**.

LEARN SHOP Other Staples Sites Help Become A Customer Track Order LOGIN

STAPLES
Business Advantage

SEARCH

BROWSE CATEGORIES QUICK ORDER YOUR LISTS YOUR DASHBOARD

Log In to Your Account

Account Number | [What's this?](#)

User ID:

Password:

Password is case sensitive.

LOGIN [Forgot your Account Number or User ID?](#) [Forgot your Password?](#)

Easier reordering of your favorite items.

Do more with your advanced Shopping Lists features.

Applicable to eligible customers.

DON'T HAVE A LOGIN?

- > My company is new to Staples Business Advantage.
- > My company has a Staples Business Advantage account, but I need a login.

Contact Us
Staples Business Advantage Customers
1-877-826-7755

THE VALUE OF STAPLES BUSINESS ADVANTAGE

Staples

If you have any questions, contact the P-Card Unit at:

(718)935-2939 or pcers@schools.nyc.gov.