Staples’ Advantage

Orders are to be made online from Staples by using the Staples Advantage portal (Order.StaplesAdvantage.com).

You must be set-up with an account before you will be able to use the portal. Contact purchasing with your deliver to information, email address, and phone number.

Once you receive your log-on information, make your order and submit it. An order number will be provided. Enter this order number on your requisition and submit to purchasing. Purchasing will process the order. Delivery is usually within two (2) days.

Until and unless an approved Catalog Contract is in place with the State of Louisiana, a total purchase should not exceed $5000.

Please be aware that Staples may substitute items, therefore we urge you to order printer supplies from the state contract.