How to Buy Office Supplies [1]

This commodity includes consumable office supplies (excluding office desks, chairs, file cabinets, bookcases, copy machines, and office equipment). The University Price Agreement with Staples is mandatory.

Procurement Options and Procedures

- **$10,000 or less**: Submit a Purchase Requisition through the CU Marketplace.
- **Over $10,000**: Submit a Purchase Requisition through the CU Marketplace.

Supplier Information

Staples Advantage

Contact Information

Dedicated Customer Care

1-877-826-7755 or support@staplesadvantage.com [2]

Departments should call Customer Care for assistance with:

- ordering items;
- resolving problems with online orders (e.g., when experiencing "Item not Found" or other errors)
- checking the status of a submitted order
- finding substitute products

Account Representatives for all University Campuses

Jeff Twist Phone: 720.304.2164 or jeff.twist@staples.com [3]

Departments should call their Account Representatives for assistance with:

- issues that Customer Care is unable to resolve
- delivery questions
- invoicing issues
- address changes
Special Notes

Departments order via the Staples punch out at CU Marketplace.

View the Staples punch out user training guide [4]

To process returned items to the company, contact Customer Care. Items to be returned should be left in the designated area of your delivery site along with a copy of the packing slip. If the original packing slip is unavailable, a copy can be obtained from the Staples punch out at the CU Marketplace.

If your office moves to a new location, be sure to call your Account Representative with your new delivery address.

Buy Green

Staples Advantage now offers more than 3,000 environmentally friendly office products and facility supplies, including recycled paper, recycled plastic desk accessories, rechargeable batteries, refillable inkjet cartridges, remanufactured toner cartridges, and Green Seal cleaning products. On EWay, visit the Ecoffice area for a listing of all such products.

Most Staples Advantage items are shipped in boxes that are made from 35-100% recycled materials. In addition, the Staples Advantage Sourcebook is printed on 80% recycled paper, and outdated catalogs are always recycled.

University-wide Price Agreement

- # 031210-scc, valid through 7-31-19

Purchasing Agent

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Source URL: https://www.cu.edu/psc/how-buy-office-supplies

Links: