SUMMUSLINK.COM

USER’S

GUIDE
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SECTION I

QUICK TIPS for Using Summuslink.com

URL address – [http://www.summuslink.com](http://www.summuslink.com)

Company ID – 1023115DAL

User ID – Your first initial and last name

Password – STAPLES

Secured Access – You may see a warning that you are about to leave an encrypted page, click OK.

Ordering – Order as early in the day as possible to insure prompt delivery. Orders placed 3:00 p.m. will insure next day delivery of in stock items.

Staples product numbers – Use staples 6-digit part numbers when possible, this speeds up your order process.

Problems logging on? – Contact the onsite Staples Representative at ext 5552 or the PCard Coordinator at ext 2777.

Summus billing and invoicing – Lisa Bethea Mitchell
Email address: lisa.bethea@summusindustries.com
Please send a copy to the PCard Coordinator.

Customer Service –
Staples Account Manager – Fabiola Garza
Email address: Fabiola.garza@staples.com
Please send a copy to the PCard Coordinator.
SECTION II

SUMMUSLINK.COM USER GUIDE

Go to http://summuslink.com

COMPANY ID: 1023115DAL
USER ID: Your first initial and last name
PASSWORD: STAPLES
Be sure the ship to location is your actual desk location. Desktop delivery is implemented by this address. If your office address is not available please contact your onsite Staples Representative @ ext 5552 or the Pcard coordinator @ ext 2777.
Options
Item Search
Order Status
Returns
Search for Orders
Edit Profile
Change Password

Welcome MARY JANE DJARTE
The 2007 Calendars & Planners are now available! Order today for best selection.

Office Supplies
- 2007 Calendars & Planners
- Basic Office Supplies
- Bottles
- Binders & Binder Accessories
- Business Cards, Letterhead & Forms
- Card Files
- Cases & Portfolios
- Cash Handling
- Custom Imprinted Products
- Desk Accessories
- Envelopes
- File Folders & Expanding Files
- Holiday Cards

Technology
- Calculators
- Cash Registers
- Computer Accessories
- Con

Labels
- Mail & Ship
- Maintenance & Repairs
- Paper
- Pens, Pencils & Correction
- Postcards, Notes & Tags Flaps
- Presentation & Hanging Supplies
- School Supplies
- Signs, Badges & Stamps
- Stamps, Stickers & Numbering Machines
- STAPLES® Brand Office Supplies
- Storage
- Tape, Glue & Adhesives

Office Machines
- Printer, Fax & Multifunction Machines
- Software
- STM 9162 Sound Technology

Use scroll bar to view bottom of screen

Revised 11/06/07
ITEM SEARCH

Type what you are searching for in the search box and press search.
Your search for "paper" returned 111 matches.

Narrow results by category:
- Copy Paper (34)
- Colored Paper (22)
- Multi-Purpose Paper (7)
- Inkjet Paper (18)
- Laser Paper (5)
- Photo Paper (5)
- Non-catalog Items (10)

Narrow results by brand:
- GEORGIA PACIFIC (1)
- GREAT WHITE (4)
- HAMMERMILL (40)
- HEWLETT-PACKARD (17)
- IBM (2)
- STAPLES (29)
- WAUSAU PAPER MILLS (6)
- WILLAMETTE INDUSTRIES (4)
- XEROX (8)

Narrow results by...
- Previously Ordered Items (1)
- Recycled (49)

Copy Paper (see all 34 matching items)

Click on what Category or Brand
In this example, paper was chosen.
The next step, Copy Paper was chosen.
Or a BRAND could have been chosen, such as Staples. The (12) indicates 12 types of Staples paper.
**Contract Number**

**Staples Item Number**

**Price per Carton**

**Change how many you would like to order**

**CT = Carton**

5000 = how many pieces of paper are in the carton

Use the scroll bar to scroll to the bottom of the page
Click ADD TO ORDER to order.
You have added 4 of item number 135848 (Staples® Copy Paper, 8 1/2" x 11", LETTER-size, 92/104 US/Euro Brightness, 20 lb, 5,000 Sheets/Carton, IT/5,000) to your order.

Your search for "paper", in Copy Paper by STAPLES returned 12 matches.

All results displayed are in the category:
- Copy Paper
- Show results for all categories

All results displayed are from the brand:
- STAPLES
- Show results for all brands

Narrow results by...
- Previously Ordered Items (1)
- Recycled (1)

Describes what you have ordered.
Shows how many items you have ordered and pricing so far.

Click on Item Summary
Item Summary shows a summary of what has been ordered.

**Item:** Staples
(I ordered 4 boxes of paper)

**Quantity:** 4
(I ordered 4 boxes of paper)
Click View Order

Back to original search results.

Your search for "paper", in Copy Paper by STAPLES returned 12 matches.

All results displayed are in the category:

Copy Paper
Show results for all categories

All results displayed are from the brand:

STAPLES
Show results for all brands

Narrow results by...

Previously Ordered Items (1)
Recycled (2)

Page 1 of 2

Customer Item No. MFR Item No. UOM/QTY Year Price Qty Add to Cart

Staples® Copy Paper, 8 1/2" x 11", LETTER-size, 92/104 U/B/Euro Brightness, 20 lb, 5,000 Sheets/1 Carton
Everything you have ordered so far is shown.

Print this screen as this will act as your receipt.
From this screen you can
Clear your order
Update your order
Or
Submit

If you wish to go back and order another item, click continue shopping.

Once order is complete click Submit.
You will see a screen like this:

Make sure all information input is correct.

Continue to scroll down the page until you reach the accounting information and credit card information sections. (as seen below)
Put your name here in the PO box. Leave other two boxes blank.

Fill in your credit card information.

Make sure to check this box as it will save your credit card information. You will only have to put in your card information once.

Once all information is entered, click submit order.

You will then come to a confirmation screen. Your order has been completed.
SEARCH FOR ORDERS

Welcome MARY JANE DUARTE

The 2007 Calendars & Planners are now available! Order today for best selection.

Office Supplies

- Binders & Binder Accessories
- Business Cards, Letterhead & Forms
- Cassette Tapes & Zip Files
- Cash Handling
- Computer Peripherals Products
- Desk Accessories
- Envelopes
- File Folders & Expanding Files
- Holiday Cards

Technology

- Calculators
- Cash Registers
- Computer Accessories
- Printers

- Maintenance & Breakroom
- Paper
- Pens, Pencils & Correction
- Push-It Notes & Tape Flags
- Presentation & Meeting Supplies
- School Supplies
- G10 Envelopes & Seals
- Stamps, Orders & Numbering Machines
- STAPLES Brand Office Supplies
- Storage
- Tape, Glue & Adhesives
- Office Machines
- Printer, Fax & Multifunction Machines
- Software
- STAPLES Brand Technology

Welcome to STAPLES.com!
Search for Order

Search by Order Number (Invoice Number)

Search by Order Date (Transaction Date)
Search for Orders: Results

Search results for your order history

- To view details for an order you've placed in the past 90 days, click on the Order Number.
- You can print this page for your records.
- Be aware that product may be delayed or unavailable. View order details for further information.
- Package Tracking information is available. To view details, click on the Track link.

Click here to see order status definitions

<table>
<thead>
<tr>
<th>Order No.</th>
<th>PO No.</th>
<th>Order Status</th>
<th>Order Date</th>
<th>Order Method</th>
<th>Order Total</th>
<th>Items Received</th>
<th>Return Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Z824921619</td>
<td>SUBMUS INDUSTRIES</td>
<td>Shipped</td>
<td>09/02/2006</td>
<td>Online</td>
<td>331.8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Z824921606</td>
<td>SUBMUS INDUSTRIES</td>
<td>Shipped</td>
<td>09/02/2006</td>
<td>Online</td>
<td>331.8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Clicking on Order No., you will get the order status details.

Order Details:

- Your order status and details for items ordered in the past 90 days are listed below.
- To add these items to your current order, click 'Reorder.'
- To place a return for an item, click 'Returns.'
- You may print this page for your records.

Package Tracking information is available. To view details, click on the Track icon.

<table>
<thead>
<tr>
<th>Item Status</th>
<th>Expected Delivery Date</th>
<th>Customer's Item Number</th>
<th>Manufacturer Item No.</th>
<th>UNQ/Qty</th>
<th>Your Price</th>
<th>Req</th>
<th>Packing Slip Note</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipped</td>
<td>09/22/2006</td>
<td>014521</td>
<td>STAPLES MOISTURIZER</td>
<td>1</td>
<td>$28.57</td>
<td></td>
<td></td>
<td>$28.57</td>
</tr>
</tbody>
</table>

Click here to see order status definitions.
RETURNS

The 2007 Cell Phone selection.

Office Supplies
• Basic Office Supplies
• Batteries
• Binders & Binder Accessories
• Business Cards, Letterhead & Forms
• Card Files
• Files & Folders
• File Folders & Expanding Files
• Binders

Technology
• Calculators
• Cash Registers
• Computer Accessories
• Copiers

At your fingertips.

Order Management
• My Order Status
• Returns

Special Offers

http://www.summuslink.com/webapp/wcs/stores/servlet/159866889491?operation=ModelDetails&ModelID=0181985053985

Revised 11/06/07
### Returns: My Shipped Orders

- To view details for an order you've placed in the past 90 days, click on the Order Number.
- You may print this page for your records.
- Product may be delayed or unavailable. View order details for further information.
- Package tracking information is available. To view details, click on the Track icon.

#### Click here to see order status definitions

<table>
<thead>
<tr>
<th>Order No.</th>
<th>PD No.</th>
<th>Order Status</th>
<th>Order Date</th>
<th>Order Method</th>
<th>Order Total</th>
<th>Items Returned</th>
<th>Return Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>7826388507</td>
<td>SUMMS INDUSTRIES</td>
<td>Shipped</td>
<td>09/21/2006</td>
<td>Online</td>
<td>$258.51</td>
<td>0</td>
<td>Returns</td>
</tr>
<tr>
<td>7826388507</td>
<td>SUMMS INDUSTRIES</td>
<td>Shipped</td>
<td>09/21/2006</td>
<td>Online</td>
<td>$258.51</td>
<td>0</td>
<td>Returns</td>
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<td>09/21/2006</td>
<td>Online</td>
<td>$258.51</td>
<td>0</td>
<td>Returns</td>
</tr>
</tbody>
</table>
EDIT PROFILE

Welcome to Edit My Profile.

The 2007 Calendar & Planners are now available under today for best selection.

Office Supplies
- 2007 Calendars & Planners
- Basic Office Supplies
- Batteries
- Binders & Binder Accessories
- Business Cards, Letterhead & Forms
- Card Files
- Cases & Portfolios
- Cash Handling
- Custom Imprinted Products
- Desk Accessories
- Envelopes
- File Folders & Expanding Files
- Holiday Cards

Technology
- Calculators
- Cash Registers
- Computer Accessories
-Copiers

- Labels
- Mail & Ship
- Maintenance & Breakroom
- Paper
- Pens, Pencils & Correction
- Post-it Notes & Tape Dispensers
- Presentation & Meeting Supplies
- School Supplies
- Signs, Badges & Seals
- Staples, Daters & Numbering Machines
- STAPLES® Brand Office Supplies
- Storage
- Tape, glue & Adhesives
- Office Machines
- Printer, Fax & Multifunction Machines
- Software
- STAPLES® Brand Technology Supplies

Edit here for special offers!
CHANGE PASSWORD

The 2007 Calendars & Planners are now available! Order today for best selection.

Office Supplies
- 2007 Calendars & Planners
- Basic Office Supplies
- Batteries
- Binders & Binder Accessories
- Business Cards, Letterhead & Forms
- Card Files
- Cases & Portfolio
- Cash Handling
- Custom Imprinted Products
- Desk Accessories
- Envelopes
- File Folders & Expanding Files
- Holding Cards
- Labels
- Mail & Ship
- Maintenance & Breakroom
- Paper
- Pens, Pencils & Correction
- Post-it Notes & Tape Files
- Presentation & Meeting Supplies
- School Supplies
- Signs, Schedules & Seals
- Stamps, Daters & Numbering Machines
- STAPLES® Brand Office Supplies
- Storage
- Tape, Glue & Adhesives

Technology
- Calculators
- Cash Registers
- Computer Accessories
- Copiers
- Instore Machines
- Printer, Fax & Multifunction Machines
- Software
- STAPLES® Brand Technology Supplies