

**From:** [Jill Heath](mailto:jill.heath@csusm.edu)  
**To:** [pcbodist@covote.csusm.edu](mailto:pcbodist@covote.csusm.edu)  
**Subject:** [Pcbodist] Staples Desktop Delivery  
**Date:** Monday, October 31, 2022 10:15:33 AM  
**Attachments:** [ATT00001.txt](#)

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## Partners in Campus Business Operations Staples Desktop Delivery

**Sent On behalf of: Distribution & Property Control Services / Procurement & Contracts**

Hello Campus Partners,

Did you know that Staples offers desktop delivery? That means orders are delivered directly to you, from Staples, with no stop at the Receiving Dock and no extra wait time for your delivery!

All orders placed through Staples Advantage direct, with a Staples Advantage account, are eligible for this service. Not only do they offer Desktop Delivery, but they also deliver general office supplies, that are in stock, within 24 hours!

Signing up for a Staples Advantage account is quick and easy. Visit the Procurement & Contracts webpage at <https://www.csusm.edu/procurement/procurementservices/index.html> and click on the "Staples Advantage" link under Common Purchases & Partners. Once on the Office Supplies – Staples Advantage page, click "Need Access" and follow the instructions to get your account set up.

Already have a Staples Advantage account and need to order supplies? Great! Follow the same path as mentioned above but click the "Order Supplies" once you are on the Office Supplies – Staples Advantage page. Then log in and place your order.

Staples orders placed through the Marketplace (CSUBuy) are not eligible for this service. All

orders placed through Marketplace (CSUBuy) are delivered to the Receiving Dock and are delivered to your office once the Receiving process has taken place. Important note: Return of items purchased through Marketplace require an email to [distributionservices@csusm.edu](mailto:distributionservices@csusm.edu) including the following information:

- Name of person who placed order
- Order #
- Location where order was delivered
- Copy of the Staples approval to return item(s)

Please bring your return to the dock for pick up.

Thank you,

Distribution and Property Control Services  
760-750-4535  
[distributionservices@csusm.edu](mailto:distributionservices@csusm.edu)

Procurement & Contracts  
760-750-4450  
[procurementservices@csusm.edu](mailto:procurementservices@csusm.edu)