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Sample Usage Report

STAPLES Business Advantage®

Sample Usage Report
Reporting Date Range
1/1/2014 to 6/30/2014

ABC Company

Ship To Name	Product Category	On Contract?	Vendor Name	SKU	Item Description	Sell UOM	Qty	Adj Gross Sales	Sell Price
							Total	$2,369,212.00	
CASE MANAGEMENT	Machine Supplies & Misc.	Y	BROTHER INTERNATIONAL CORP.	555555	BROTHER TZE-2312PK 12MM BKWHT	PK	1	$29.73	$29.73
CASE MANAGEMENT	Food & Breakroom	Y	PERFORMANCE FOOD GRP	555555	COFFEE-MATE LIQD PUMP HAZELNU	EA	1	$17.97	$17.97
CASE MANAGEMENT	Paper	Y	INTERNATIONAL PAPER	555555	PASTELS 8.5X11 PINK PAPER RM	RM	1	$4.86	$4.86
CASE MANAGEMENT	Paper	Y	NEENAH PAPER INC	555555	SPLS COLORS! 8.5X11 GREEN REAM	RM	1	$9.67	$9.67
CASE MANAGEMENT	Ink Writing	Y	SANFORD CORP	555555	PM PROFILE BP BLK DZN	DZ	1	$11.88	$11.88
ADMINISTRATION	Pads & Memos	Y	ESSELTE AMERICA	555555	MEMO BOOK TOP OPENING 3X5	EA	2	$2.46	$1.23
ADMINISTRATION	Desk Accessories	Y	STAPLES BRANDS GROUP	555555	BUSINESS CARD HOLDER BLACK	EA	1	$0.10	$0.10
AGENCY 1	Office Machines	Y	FELLOWES	555555	HOT SPLS LTR 5MIL POUCH 100PK	PK	3	$57.24	$19.08
AGENCY 1	Ink & Laser Printer Cartridges	Y	AZERTY INCORPORATED	555555	OKI 43502301 TONER CARTRIDGE	EA	1	$44.12	$44.12
AGENCY 1	Machine Supplies & Misc.	Y	BROTHER INTERNATIONAL CORP.	555555	P-TCH TAPE 3/4IN BLK/WHT	EA	5	$75.40	$15.08
AGENCY 1	Computer Media	Y	STAPLES BRANDS GROUP	555555	SPLS 50PK DBLSIDE CD SLEEVES	PK	1	$15.53	$15.53
AGENCY 1	Computer Accessories	Y	FALCON SAFETY PRODUCTS	555555	DUST-OFF 7 OZ 2 PACK	PK	1	$7.99	$7.99
AGENCY 1	Food & Breakroom	Y	VISTAR	555555	FRITO LAY VARIETY PK 60CT	CT	1	$39.88	$39.88
AGENCY 1	Food & Breakroom	Y	PERFORMANCE FOOD GRP	555555	COFFEE-MATE LIQ PUMP FRNCH VA	EA	7	$125.79	$17.97
AGENCY 1	Food & Breakroom	Y	PERFORMANCE FOOD GRP	555555	COFFEE-MATE LIQUID PUMP ORIGI	EA	3	$53.91	$17.97
AGENCY 1	Food & Breakroom	Y	PERFORMANCE FOOD GRP	555555	COFFEE-MATE LIQD PUMP HAZELNU	EA	8	$143.76	$17.97
AGENCY 1	Food & Breakroom	Y	PERFORMANCE FOOD GRP	555555	EQUAL PACKETS 100CT	BX	1	$5.69	$5.69
AGENCY 1	Facilities Supplies	Y	PROCTOR & GAMBLE DISTRIBUTING LLC	555555	SWIFFER 180 DUSTER REFILL 10CT	BX	1	$12.59	$12.59
AGENCY 1	Envelopes	Y	STAPLES BRANDS GROUP	555555	CD ENVELOPE WINDOW ASST -50	BX	5	$36.60	$7.32
REGIONAL OFFICE 123	Envelopes	Y	ESSELTE AMERICA	555555	CLASP ENV BRN KRAFT 9X12 -100	BX	1	$7.63	$7.63
REGIONAL OFFICE 124	Envelopes	Y	CENVEO DBA QUALITY PARK	555555	CD/DVD ENVELOPE ASSORTED CLRS	BX	3	$34.14	$11.38
REGIONAL OFFICE 125	Labels & Tags	Y	STAPLES BRANDS GROUP	555555	BADGE REEL W/ SPRING CLIP BLK	PK	1	$3.23	$3.23
REGIONAL OFFICE 126	Post-It Notes & Index Cards	Y	3M CORPORATION	555555	STICKIES 3X3 REC YLW12PK	DZ	1	$3.11	$3.11
REGIONAL OFFICE 127	Paper	Y	INTERNATIONAL PAPER	555555	HP 8.5X11 PRINT 22/94 RM	RM	2	$23.26	$11.63
REGIONAL OFFICE 128	Paper	Y	DOMTAR	555555	SPLS 8.5X11 MULTIUSE 20/96 CS	CT	9	$367.83	$40.87
REGIONAL OFFICE 129	Paper	Y	DOMTAR	555555	SPLS 8.5X11 BRT MULTI 22/98 CS	CT	13	$567.19	$43.63
REGIONAL OFFICE 130	Filing	Y	STAPLES BRANDS GROUP	555555	TRANS FILE FLDR LTR ASST 6	PK	1	$3.31	$3.31
REGIONAL OFFICE 131	Filing	Y	OFFICEMATE INTERNATIONAL CORP.	555555	FRAME HANGING FILE PRO LTR	BX	1	$12.41	$12.41
REGIONAL OFFICE 132	Filing	Y	ESSELTE AMERICA	555555	JACKET POLY 1IN EXP LTR ASST	PK	2	$23.88	$11.94

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Usage can include a variety of fields not shown here, including but not limited to:

- Budget Centers
- Ship To Addresses
- Bill To Names & Addresses
- Product Sub-Categories

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Sample Easy Savings Report

STAPLES Business Advantage

Sample Easy Savings Report
Reporting Date Range
1/1/2014 to 6/30/2014

ABC Company

UserFirst Name	UserLastName	Original Sku	Original Sku Desc	Original Sku Dept	Alt Sku	Alt Sku Desc	Total Qty	Total Potential Savings	Savings Realized	Savings Lost
Laura	Mitchell	790211	BOUNTY TOWELS 44 SHEETS 2PLY	PAPER SUPPLIES, FOOD &	887839	PAPER TOWELS 2PLY 60SHT/RL WTE	2	$18.02	$18.02	$0.00
JOHNIE	MCCRAY	660879	DRAWER STORAGE STEEL PLUS LTR	Office Supplies	741191	EZ FOLD FILE DRAWER LETTR 6PK	2	$16.80	$0.00	$16.80
EFREN	ABREGO	260273	AVY LSR LBL 10UP 100-2 X 4	PAPER SUPPLIES, FOOD &	479877	SPLS 2X4 LSR/IJ LBL 100SH	2	$16.00	$0.00	$16.00
Brittney	Rister	501737	POST-IT 3X3 POP GRNR PASTEL 12	PAPER SUPPLIES, FOOD &	565771	STICKIES 3X3 POP WTRCLR 6PK	2	$15.46	$15.46	$0.00
Kori	Sutton	648595	FABULOSO ALL PURPOSE CLEANER	PAPER SUPPLIES, FOOD &	807721	MULTI-USE CLNR 1 GAL REFILL	6	$14.58	$0.00	$14.58
RAQUEL	SEAWRIGHT	405085	UNIBALL GEL IMPACT BLACK	Office Supplies	501955	STAPLES GEL MEDIUM BLACK 12PK	1	$12.51	$0.00	$12.51
Medora	Brooks	616488	CLEANER DISINFECTANT LYSOL	PAPER SUPPLIES, FOOD &	815098	PINE DC PLUS DISINFECT CLNR	1	$10.25	$0.00	$10.25
CAROLINE	BRECHEISEN	650671	TOWEL MULTIFOLD 01890	PAPER SUPPLIES, FOOD &	493462	MULTI-FOLD TOWELS WHITE 1-PLY	1	$10.15	$0.00	$10.15
Pauline	Velasquez	457828	SCOTT HAND TOWELS MULTI-FOLD	PAPER SUPPLIES, FOOD &	493462	MULTI-FOLD TOWELS WHITE 1-PLY	1	$10.09	$0.00	$10.09
ERIKA	QUIRINO	672164	KC HARDWOUND ROLL TOWEL 8X60	PAPER SUPPLIES, FOOD &	887841	HARD ROLL TOWELS 800FT WHITE	2	$8.24	$0.00	$8.24
Katherine	Wilcoxson	324287	PINESOL DISINFECT LAVNDR 144OZ	PAPER SUPPLIES, FOOD &	815034	PH NEUTRAL GALLON	5	$8.00	$0.00	$8.00
Stacy	Vanderveen	263236	LYSOL SPRAY FRESH SCENT 19 OZ	PAPER SUPPLIES, FOOD &	815087	DISINFECTANT CLEANER SURFACE	4	$7.84	$0.00	$7.84
Katherine	Wilcoxson	501737	POST-IT 3X3 POP GRNR PASTEL 12	PAPER SUPPLIES, FOOD &	565448	STICKIES 3X3 POP BRIGHT 6PK	2	$7.56	$0.00	$7.56
RAQUEL	SEAWRIGHT	501737	POST-IT 3X3 POP GRNR PASTEL 12	PAPER SUPPLIES, FOOD &	565448	STICKIES 3X3 POP BRIGHT 6PK	2	$7.56	$7.56	$0.00
Stephanie	Castro	521163	LIQUID ACCENT ASSORTED 10	Office Supplies	608393	SPLS HYPE LIQ-HIGHLTR ASST 5PK	2	$7.50	$0.00	$7.50
Angela	Green	482898	GLAD TALL KTCH DRWSTRNG 13GAL	PAPER SUPPLIES, FOOD &	518102	STAPLES 13GAL DRAWSTRING 50CT	2	$6.74	$0.00	$6.74
ARELI	PISENO	650741	POST-IT S.S 3X3 JWLPOP12PK	PAPER SUPPLIES, FOOD &	576153	NOTE STAPLES 3X3 BOLD ASSORTED	1	$6.45	$6.45	$0.00
Laura	Mitchell	327139	AIR FRESHNR OIL CALM WTR/SPA	PAPER SUPPLIES, FOOD &	660987	AIR FRESHNR RENUZIT S/ODOR 7OZ	4	$6.40	$6.40	$0.00
Eunice	Martinez	385550	BIC WITE-OUT CORRECT TAPE 4	Office Supplies	752999	OOPS SIDEWINDER CORRECT TAPE 4	5	$6.00	$0.00	$6.00
JAMIE	RICHARDS	751160	LYSOL SPRAY CRISP LINEN 19 OZ	PAPER SUPPLIES, FOOD &	815087	DISINFECTANT CLEANER SURFACE	2	$5.44	$0.00	$5.44
Nina	Sainz	938906	ATLANTIS RETRACTABLE GEL BLACK	Office Supplies	651254	SONIX RET GEL 12PK CHIP BOX BK	1	$4.87	$0.00	$4.87
Eunice	Martinez	108985	SF4 SPEEDPOINT STAPLES 5000CT	Office Supplies	112276	STAPLES STND STAPLES 25000CT	6	$4.86	$0.00	$4.86
Katherine	Wilcoxson	324287	PINESOL DISINFECT LAVNDR 144OZ	PAPER SUPPLIES, FOOD &	815034	PH NEUTRAL GALLON	3	$4.80	$0.00	$4.80
JOHNIE	MCCRAY	124511	EXPO CHISEL CLRFLD BLK DZ	Office Supplies	814955	REMARX DE MRKR BLACK 12PK	1	$4.70	$0.00	$4.70
Amelia	Ruiz	648595	FABULOSO ALL PURPOSE CLEANER	PAPER SUPPLIES, FOOD &	807721	MULTI-USE CLNR 1 GAL REFILL	2	$4.66	$4.66	$0.00
Brittney	Rister	518355	WORKSTATION STEP FILE BLACK	Office Supplies	218420	STAPLES DESKTOP ORG BLK	1	$4.43	$0.00	$4.43
Alisha	Ballard	329494	SMARTTOUCH FULL STRIP BCA	Office Supplies	797102	PINK RIBBON STAPLER	1	$4.22	$0.00	$4.22
CAITLIN	LANGFORD	895625	HVY SHEET PROT 100CT CLEAR	Office Supplies	489131	STPLS HVY WT SHEET PROT 100CT	1	$4.10	$0.00	$4.10
ANAHI	GARCIA	108985	SF4 SPEEDPOINT STAPLES 5000CT	Office Supplies	112276	STAPLES STND STAPLES 25000CT	5	$4.05	$0.00	$4.05
Chelsea	Ragland	501737	POST-IT 3X3 POP GRNR PASTEL 12	PAPER SUPPLIES, FOOD &	565448	STICKIES 3X3 POP BRIGHT 6PK	1	$3.90	$3.90	$0.00
Claudia	Moreno	461217	BIC ATLANTIS RT BP BLUE DZ	Office Supplies	814982	BALLPOINT MEDIUM 1.0MM BLUE	1	$3.78	$0.00	$3.78
Debi	Taylor	501737	POST-IT 3X3 POP GRNR PASTEL 12	PAPER SUPPLIES, FOOD &	565448	STICKIES 3X3 POP BRIGHT 6PK	1	$3.78	$0.00	$3.78
								$253.74	**$62.45**	**$191.29**

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Easy Savings Alternatives reporting gives your company the opportunity to identify cost savings opportunities. It includes a summary report of master account level data, detailing the use of product alternatives within your organization.

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Sample Environmental Report

STAPLES Business Advantage®

Environmental Report
Reporting Date Range 1/1/2014 to 6/30/2014

Total Volume	51699.7072	(lbs)
Total Post Consumer Recycled Content	23095.9131	(lbs)
Average Post Consumer Recycled Content	44.67319904	(%)
Greenhouse gas emissions reduced (CO2) equivalents	25648.0115	(lbs)
Equivalent number of average US cars not driven per year	2.487441712	(cars)
Water saved	117731.417	(gallons)
Trees saved	196.3152613	(trees)
Wood Resources saved	80142.81845	(lbs)
Total energy (BTUs) saved	196315261.3	(BTUs)
Energy equivalent to oil saved	1402.251867	(gallons)
Equivalent number of average US Homes heated per year	5.073784127	(homes)
Energy equivalent to electricity saved	55898.42293	(Kwh)
Equivalent number of average US homes powered per year	4.929314191	(homes)

Confidential Staples Inc.

We make it easy for your company to measure the impact of your sustainable initiatives through environmental reporting that quantifies the benefits achieved through the following:

- Recycled paper spend
- Increased usage of online catalogs over paper versions
- Consolidation of orders and deliveries

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STAPLES Business Advantage®

Spend by Ship-To Sample

STAPLES Business Advantage®

Sample Spend Summary by Ship-To

Reporting Date Range
1/1/2014 to 6/30/2014

SHIP TO	SPEND
AGENCY 1	$ 62.34
ADMINISTRATION	$ 2,140,218.10
AGENCY 10	$ 6,555.05
AGENCY 11	$ 5,544.55
AGENCY 12	$ 7,113.33
AGENCY 13	$ 3,255.62
AGENCY 14	$ 68,070.44
AGENCY 15	$ 2,200.65
AGENCY 16	$ 1,209.54
AGENCY 17	$ 947.57
AGENCY 18	$ 2,119.26
AGENCY 19	$ 2,480.50
AGENCY 2	$ 74.11
AGENCY 20	$ 653.52
AGENCY 21	$ 1,534.16
AGENCY 22	$ 1,548.95
AGENCY 23	$ 622.43
AGENCY 24	$ 442.35
AGENCY 25	$ 1,382.25
AGENCY 3	$ 2.56
AGENCY 4	$ 323.73
AGENCY 5	$ 145.88
AGENCY 6	$ 3,439.43
AGENCY 7	$ 150.96
AGENCY 8	$ 429.90
CORPORATE ACCOUNTING	$ 69,970.57
CUSTOMER SERVICE	$ 2,545.66
EXECUTIVE	$ 2,077.76
HUMAN RESOURCES	$ 35,325.08
IT	$ 46.08
MARKETING	$ 1,456.59
SOURCING	$ 7,263.08
TOTAL	**$ 4,738,424.00**

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Sample Report Card

Customer Report Card

Customer Report Card

Explanation of Calculations – Shipped Sales

Information is specific to orders that have been shipped to the customer.

Purchases = Shipped sales + Reconciled debit transactions
Non-Contract Items = Catalog + Wholesale + Specials + Other Categories
Average Order Size = Total Purchases / Total Orders
Average $ Per Line = Total Purchases / Total Lines
Average Lines Per Order = Total Lines / Total Orders

Report Period : January 1, 2014 - July 24, 2014 **YTD Period :** January 1, 2014 - June 30, 2014

Div: DAL

Shipped Account Summary

Category	Reporting Period Purchases	Reporting Period % Purchases	YTD Purchases	YTD % Purchases
Purchases	$2,410,370.19		$2,145,908.46	
Returns/Credits	($41,158.19)	(1.74%)	($35,874.70)	(1.70%)
Net Purchases	**$2,369,212.00**		**$2,110,033.76**	
Contract	$2,304,688.52	97.28%	$2,055,055.82	97.39%
Non-Contract	$64,523.48	2.72%	$54,977.94	2.61%
Non-Contract				
Miscellaneous	$50,958.41	78.98%	$43,171.33	78.52%
Wholesale	$3,269.71	5.07%	$2,799.80	5.09%
Specials	$9,934.45	15.40%	$8,645.90	15.73%
Digital Copy	$360.91	0.56%	$360.91	0.66%

Shipped Convenience Card Summary

Convenience Card	Reporting Period Convenience Card Purchases	Reporting Period Convenience Card %	YTD Convenience Card	YTD Convenience Card %
	$0.00	0.00%	$0.00	0.00%

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Laura Goodwin

High Level View of All Aspects of your Account

- Shipped Account Summary
- Convenience Card Summary
- Environmental Purchase Summary
- Shipped Service Summary
- Ordered Valuation Summary

Order Size Range	Total Lines	Reporting Period Total Orders	% Reporting Period Total Orders	Cumulative % of Orders	Reporting Period Total Order Value	% Reporting Period Total Order Value
Less Than 10	79	28	0.29%	0%	$138.08	0.01%
10 and 24.99	175	56	0.58%	1%	$1,004.75	0.04%
25 and 34.99	303	209	2.17%	3%	$6,414.31	0.24%
35 and 49.99	234	50	0.52%	4%	$2,068.69	0.08%
50 and 74.99	4,282	1,263	13.11%	17%	$82,052.97	3.08%
75 and 99.99	4,430	1,253	13.01%	30%	$109,752.82	4.12%
100 and 149.99	6,773	1,588	16.48%	46%	$195,566.52	7.34%
150 and 199.99	5,160	1,180	12.25%	58%	$203,471.45	7.63%
200 and 249.99	4,460	873	9.06%	67%	$195,872.80	7.35%
250 and 499.99	16,160	2,149	22.31%	90%	$773,956.82	29.03%
500+	11,259	983	10.20%	100%	$1,095,471.20	41.09%
Total	**53,318**	**9,633**	**100.00%**	**100%**		

Sample Ordered Valuation Summary

Staples breaks down orders by dollar amount to help organizations see orders that could potentially be consolidated and reduce unnecessary PO's.

Average Order Size:	**$276.73**
Average $ Per Line:	**$50.00**
Average Lines per Order:	**6**