

Staples Advantage

Clinical Office Supplies Order Procedures and Guidelines



PT | SOLUTIONS®

PHYSICAL THERAPY

Cost Limits for Clinic Orders

PT Solutions has monthly limits established for Staples Advantage orders placed directly by the clinics based upon the quantity of full-time staff. The criteria and associated limits are below:

- 1-10 FTE clinics - \$200 monthly spend limit
- 11-20 FTE clinics - \$275 monthly spend limit
- 21+ FTE clinics - \$350 monthly spend limit
- EXCEPTION: Printer toner and printer paper can be ordered at an additional cost, as needed, if clinic runs out prior to the next month's order.

Staples Order Guidelines

Please [click here](#) to be directed to the Staples Advantage User Guidelines.

Upon clicking the link to the guidelines, the main Staples Advantage Ordering Guidelines page will open (see depictions below of the landing pages).



Staples Advantage provides office supplies for PT Solutions locations that are leased by PT Solutions. Contract OP and/or Inpatient locations that are leased or owned by a hospital partner should not be ordering from Staples and should be placing orders through the hospital. There are some expectations to this standard which are reviewed on a case-by-case basis.

Please contact our Equipment & Purchasing Team at purchasing@ptsolutions.com with any questions.

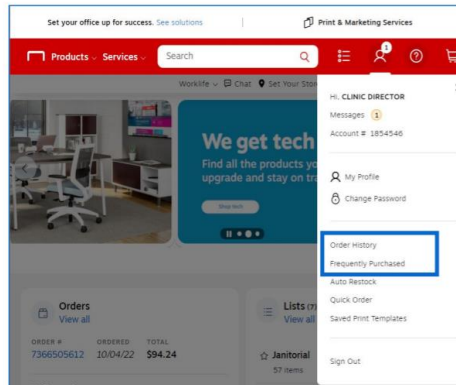
ORDERING

- **Who should be placing the orders?**
 - Clinic Manager or designated staff
- **Does each order require an approval?**
 - Yes, the Equipment & Purchasing Team reviews orders once a month.
- **When should orders be placed?**
 - Orders should be placed **no later than 6pm EST on the 5th day of each month**. If an order is placed after the 5th, it will not be reviewed/approved until the next months cycle.
- **Is there an order maximum?**
 - Yes, based off clinical FTEs, per location. Orders should be placed by need and not for purposes of back stock. Periodically, some items such as toner will exceed the limit and will be reviewed during the approval process. If the clinic runs out of toner or paper, a follow up order for those items can be made later in the month or as needed.
- **What can be ordered?**
 - Items should be selected from the PTS pre-approved list that is available within the portal.
- **What should not be ordered?**
 - Candy, snacks, soft drinks, furniture, IT items, AED's and accessories. IT items should be ordered through the IT department, equipment, etc should be ordered via the Equipment Order Request found on the SharePoint Real Estate Team page.

Clinical FTEs	Monthly Order
1-10	\$200
11-20	\$275
21+	\$350

HOW TO PLACE AN ORDER

1. Go to www.staplesadvantage.com
2. **Login with your clinic's credentials.** If you do not know your login information, please contact purchasing@ptsolutions.com. If you are inquiring about the login information for an upcoming de novo clinic, you will be sent the credentials just prior to the clinic opening.
3. **Search for your items to order and add them to the cart** - or - select the item(s) from the frequently purchased/lists
4. **During the check out process, be sure to confirm the shipping address is correct, and method of payment is 'invoice'.**



Order total: \$23.68

Savings message: Your organization has a minimum order amount. [View detail](#)

Submit Order

Shipping & Delivery

Shipping location
DOUGLASVILLE
PT SOLUTIONS
9390 THE LANDINGS DR
DOUGLASVILLE, GA 30135-7180
USA

Delivery details [Edit](#)
CLINIC DIRECTOR
DELIVER BY 3
770-852-1692
Custom delivery date [Ⓢ](#)
Select custom delivery date

Accounting

Budget Center *

Purchase Order

PO Release

Payment

Payment options
☐ Credit Card
☒ Invoice

Staples Advantage Dispenser Program

PT Solutions is undergoing a company wide changeover of dispenser fixtures and product refills per the following agreement. At the time your clinic needs to replace any of these dispenser types, please order the designated Staples Advantage products per the below guidance:

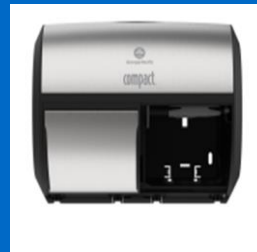
- Staples will install, at no cost, the toilet paper, toilet seat cover, paper towel, and hand soap / sanitizer stations.
- The clinic must order replacement refills for these dispensers through their Staples Advantage office supply order.
- Dispensers are installed per PT Solutions' location standards and per compliance / code regulations. See below imagery of the standard dispenser models being installed for this program.



Hand Soap / Sanitizer



Paper Towel



Toilet Paper



Toilet Seat Cover

NEED HELP?

Contact purchasing@ptsolutions.com for support