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Staples Integration into CFS PeopleSoft/DWH Frequently Asked Questions (FAQs)

Question: *How do we determine which Speed Chart will be used for Staples Advantage?*

Answer: Purchasing has coordinated with the ASMs and OSRP the Speed Chart(s) to be used within Staples Advantage for each authorized user. All questions should be directed to your ASM or OSRP.

Question: *To which account will Staples Advantage transactions be charged?*

Answer: Staples transactions will charge to account 660003 – Supplies and Services.

Question: *How do I see my Staples Transactions in the CFS DWH?*

Answer: Like other Chargebacks, you will see the detailed information as follows:

Document Source	Source Description	Descr field	Ref 1 field	Ref 2 field
COS	Office Supply Chargeback (Staples Advantage)	Order Date	Order # - Invoice #	Name of person who placed order + line item description