## Staples Advantage Individual Shopper Account Set-Up Instructions

To SHOP OR BROWSE for office supplies you must register and set-up an Individual Shopper account to access SMU items and pricing.

Shoppers send their supply requests to their Department Order Coordinator OR Building AU (Authorized User). Contact Cathy Heckman for your building AU contact info.

**REGISTER** 

Click this link to register with Staples Advantage. Use your

-in information.

\*\*\* You will not be able to log-in until you follow the steps in the Welcome Email



\* SMU Sh e, a e egi le ing f acce, l SHOP & BROWSE.

\*O de a e laced b B ilding AU (A \h i ed U e ).

\*\*\* After registering you will receive a Welcome Email in 2 to 3 business days.

\*\*\* You will not be able to log in until you follow the steps in the Welcome Email.

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\* SMU Sh e, a e egi \e ing f acce, \ SHOP & BROWSE.

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Hello Cathy Heckman

## Welcome to Online Ordering!

Ordering just got easier with your new online purchasing program. Staples Business Advantage makes ordering quick and hassle-free and you'll have your shipment exactly when and where you need it. Ready to get started?

Staples Business Advantage can be accessed at <a href="StaplesAdvantage.com">StaplesAdvantage.com</a>. Don't forget to bookmark this page for even easier access.

Account 1823718 i
Number:
User ID: CHECKMAN@SMU.EDU
Password: Staples1
(Passwords are case sensitive. You will be required to change this password the first time you log in.)

Your Cathy Heckman\*\*\*Approval will <u>not</u> be asked for approver: unless order is over \$5000.

## **Tips for Getting Started**

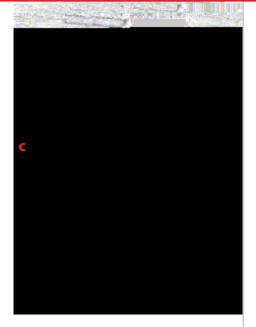
Here is everything you need to log in:

Click <u>here</u> to access the Customer Service page to find Quick Reference Guides and learn how easy it is to navigate the site and place orders.

Experience easy ordering at Staples Business Advantage. Orders placed and approved by 5:00 pm will help ensure next-business-day delivery of your items. Save time, money and energy by consolidating multiple small orders into fewer large ones.

## **Technical Help**

The Technical Support team is available via email at <a href="mailto:Support@staplesadvantage.com">Support@staplesadvantage.com</a>. Visit the Customer Service page on Staples Business Advantage for additional support.



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