

## 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).

REGISTER

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

- \* SMU Shop, available for registration for access to SHOP & BROWSE.
- \* Order, available by Building AU (Athens Building).

- \*\*\* 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.

SMU email address, enrollment email

\* SMU Shopping, a e egi te ing f  
acce , t SHOP & BROWSE.  
\* Order, a e laced b B ilding AU  
(A th i ed U, e, ).

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 [StaplesAdvantage.com](http://StaplesAdvantage.com). Don't forget to bookmark this page for even easier access.

Here is everything you need to log in:

Account Number:	1823718	<input checked="" type="checkbox"/>	<b>U</b>
User ID:	<a href="mailto:CHECKMAN@SMU.EDU">CHECKMAN@SMU.EDU</a>	<input checked="" type="checkbox"/>	<b>U</b>
Password:	Staples1 (Passwords are case sensitive. You will be required to change this password the first time you log in.)	<input checked="" type="checkbox"/>	<b>e</b>
Your approver:	Cathy Heckman***Approval will <u>not</u> be asked for unless order is over \$5000.	<input checked="" type="checkbox"/>	<b>C</b>

### Tips for Getting Started

Click [here](#) 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 [Support@staplesadvantage.com](mailto:Support@staplesadvantage.com). Visit the Customer Service page on Staples Business Advantage for additional support.