

PLACING ORDERS

Updated June 2017

CONTRACT REQUIREMENTS

Target Annual Spend for SMU office supplies: \$450,000

Average Order Size: \$275 quarterly university wide

Minimum Order Size: \$275 per order & per drop point ***

Direct billing: Line item charges will be allocated to budget center codes and cannot be split between different ORG #s.

Orders will be placed in the optimal manner to meet the minimum order size as determine by each Building AU.

Departmental Delivery: One drop point allowed per order. Drop points are designated for each building.

LEAD TIME & DELIVERY TIME:

AU PROFILE MAINTENANCE

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Email Cathy Heckman for AU profile maintenance requests – heckman@smu.edu

BLOCKED or RESTRICTED ITEMS *** Email Cathy Heckman for an item to be unrestricted.

Staples has to block items by 'category'. _____

For example: lamps – lamps fall in the 'furniture category' but are allowed to be purchased.

ADD AN ORG # *** Email Cathy Heckman to add an org #.

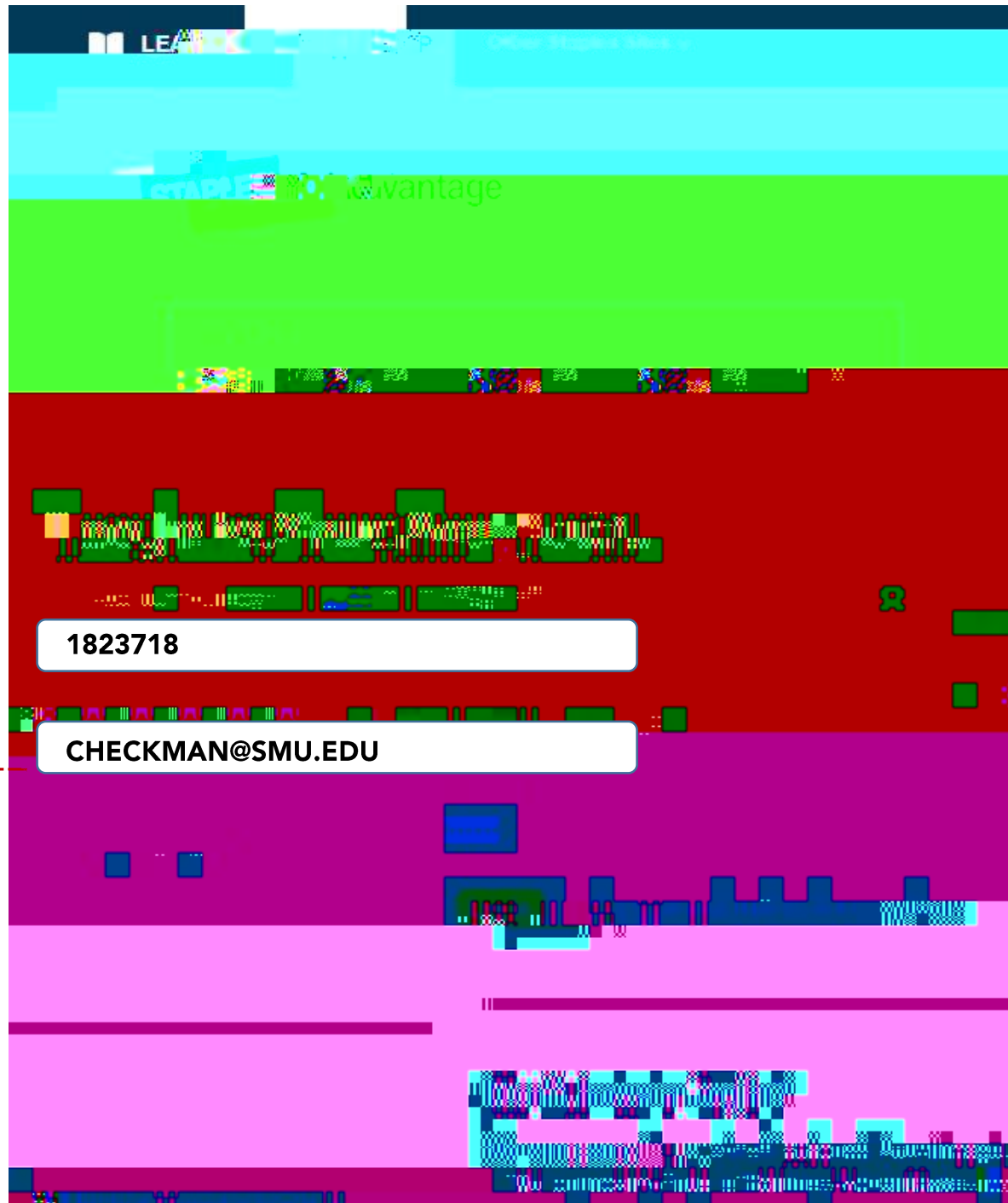
Org #s that are already in the Master Org # List can be added to the AU profile usually within 1 to 2 days.

Org #s that are not in the Master Org # List have to be added by Staples IT department. Adding a new org # to the Master List and the AU profile takes 3 to 4 days.

RETURNS AND ORDER PROBLEMS

Contact Staples Customer Service for returns and order problems via the chat on-line, email thru the order screen or call 1-877-826-7755.

REPLACEMENT ITEMS HAVE TO BE RE-ORDERED.



SMU Account #

1823718

AU User ID

CHECKMAN@SMU.EDU

******will be your '@smu.edu' email address***

Password you set at first log in

This is the DEFAULT Ship-To Location

Ship-To Location

Please select a Ship-To Location.

Ship-To Locations:

EXPRESSWAYTW-MC (DALLAS, TX)

Change

You have selected:

EXPRESSWAYTWMC

SMU 121

6116 N CENTRAL EXPRESSWAY

EXPRESSWAY TWR

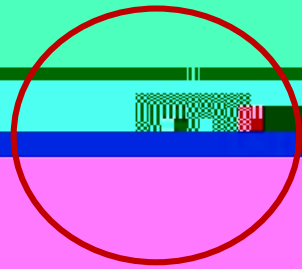
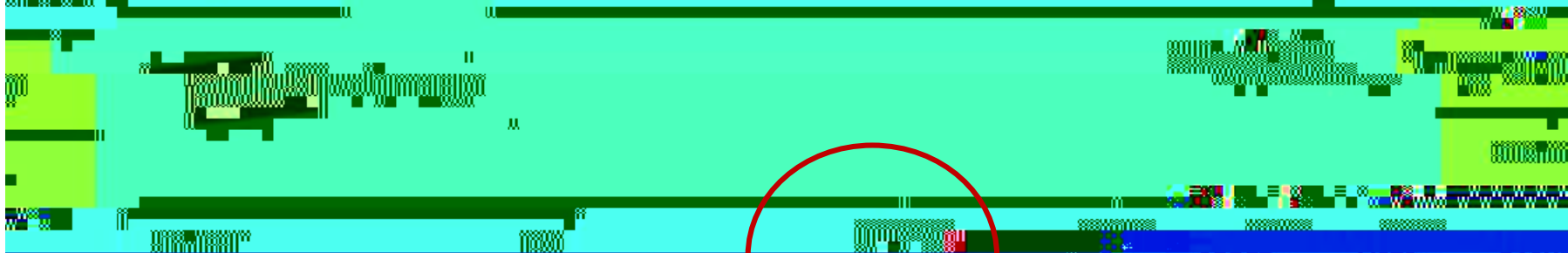
DALLAS, TX 75206

USA

OK

Important Message

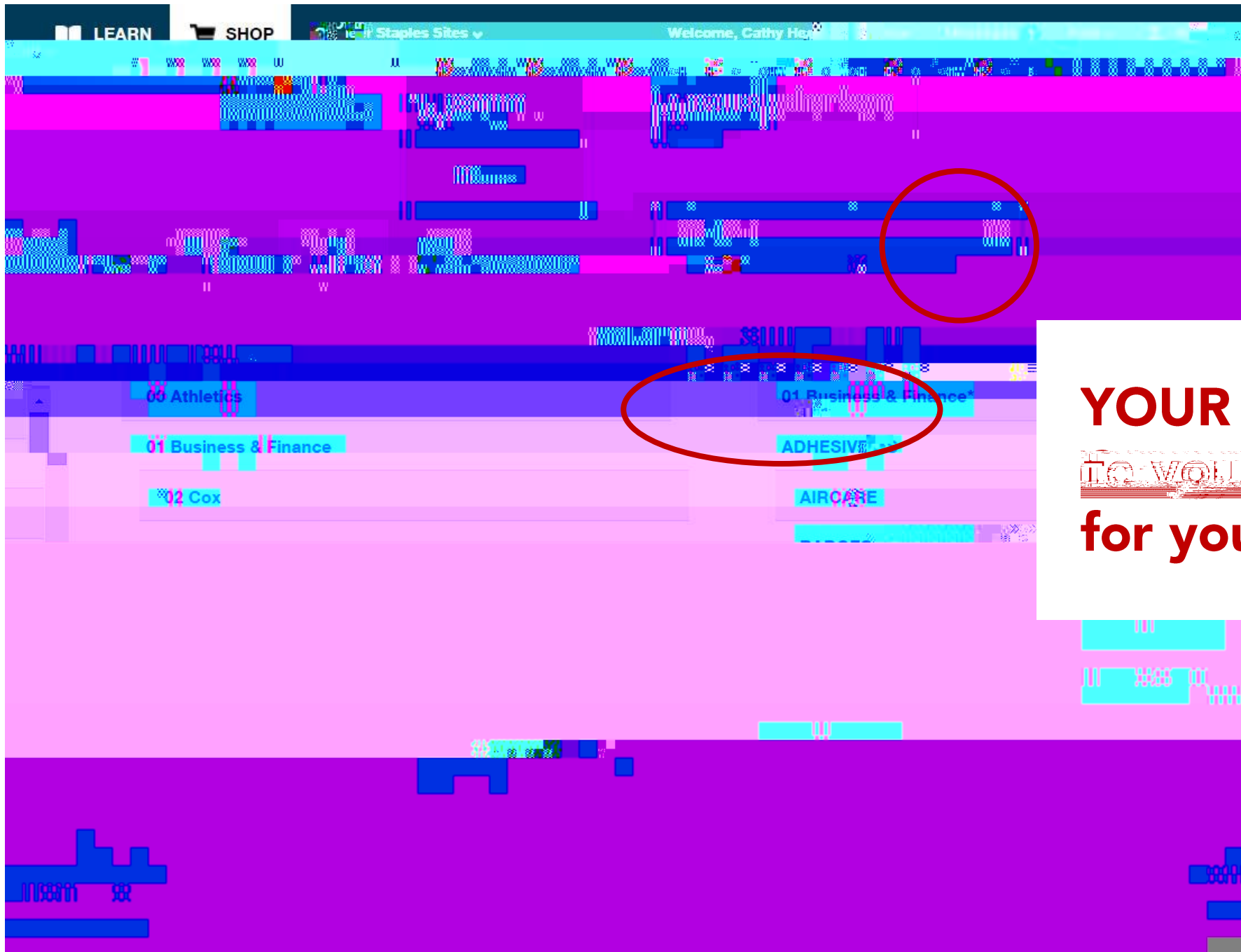




Dashboard content area with various charts and sections. On the right side, there is a section titled "PRODUCT CATEGORIES" with a list of categories and their respective counts.

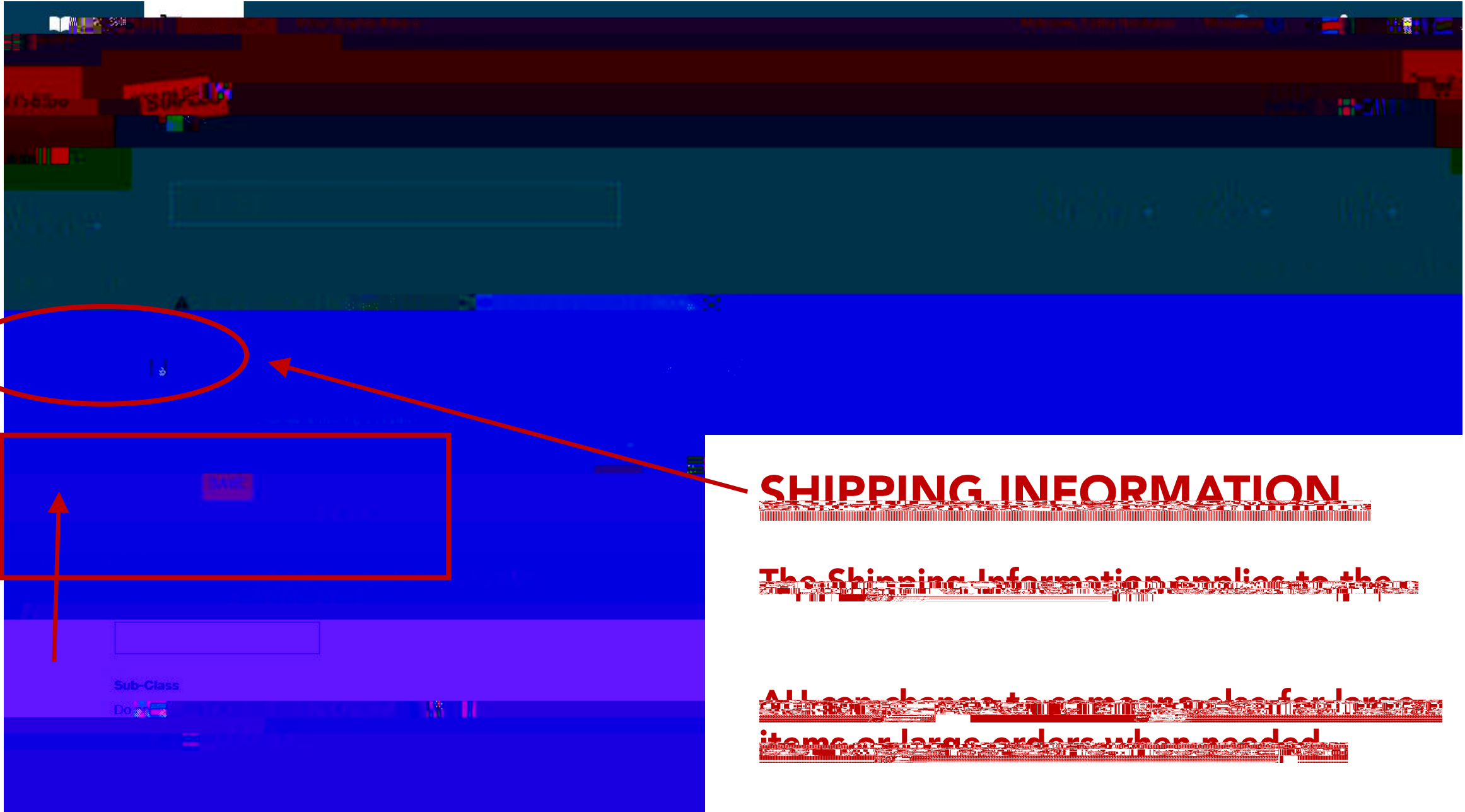
PRODUCT CATEGORIES	Count
Category 1	10
Category 2	20
Category 3	30
Category 4	40
Category 5	50
Category 6	60
Category 7	70
Category 8	80
Category 9	90
Category 10	100





YOUR LISTS

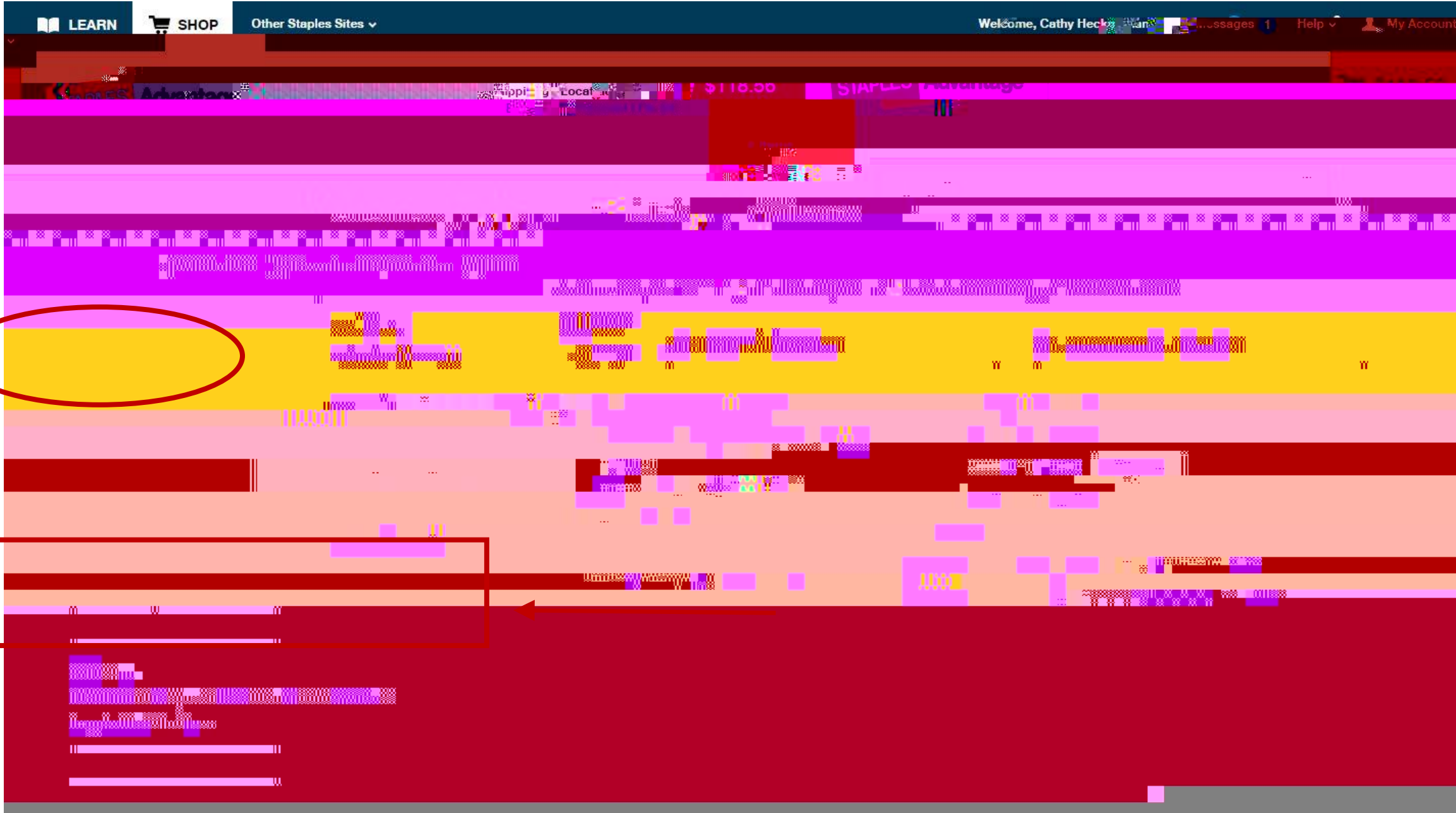
to your own lists. Create
for your building.

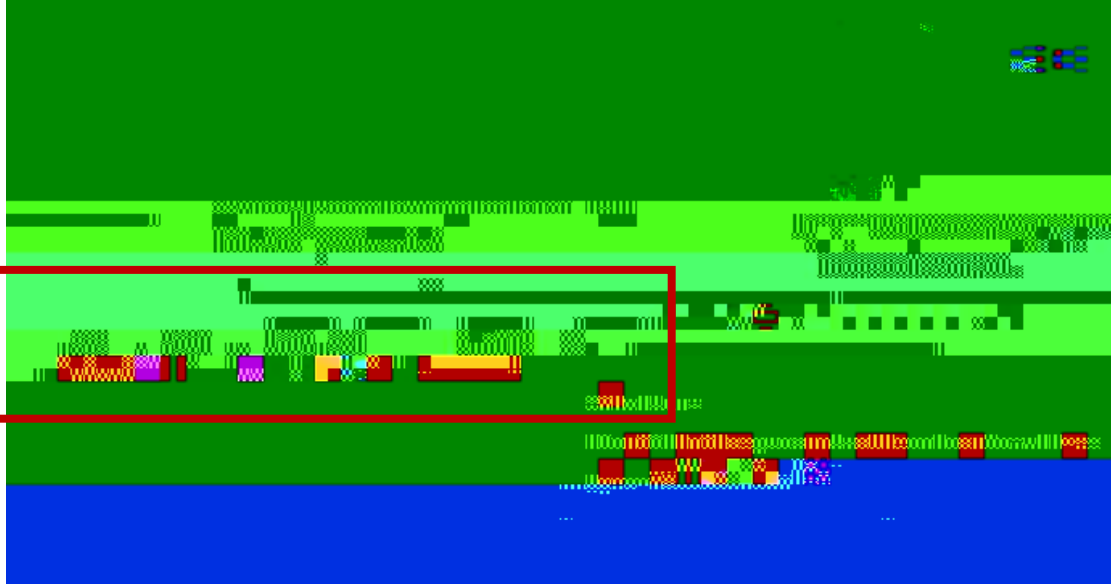
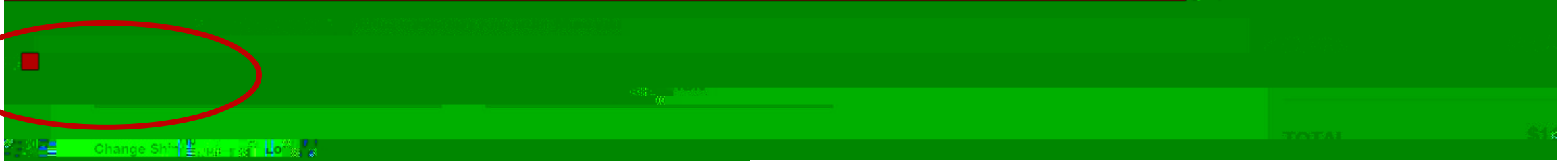
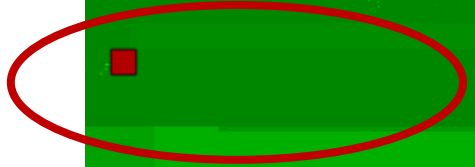


SHIPPING INFORMATION

The Shipping Information applies to the

All purchases to ensure a clear fee for large items or large orders when needed

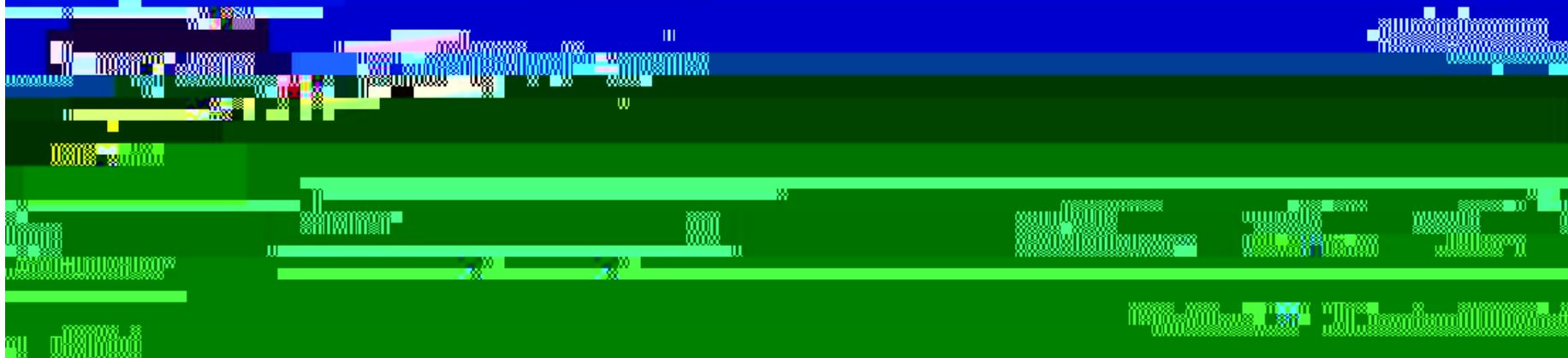




LEARN

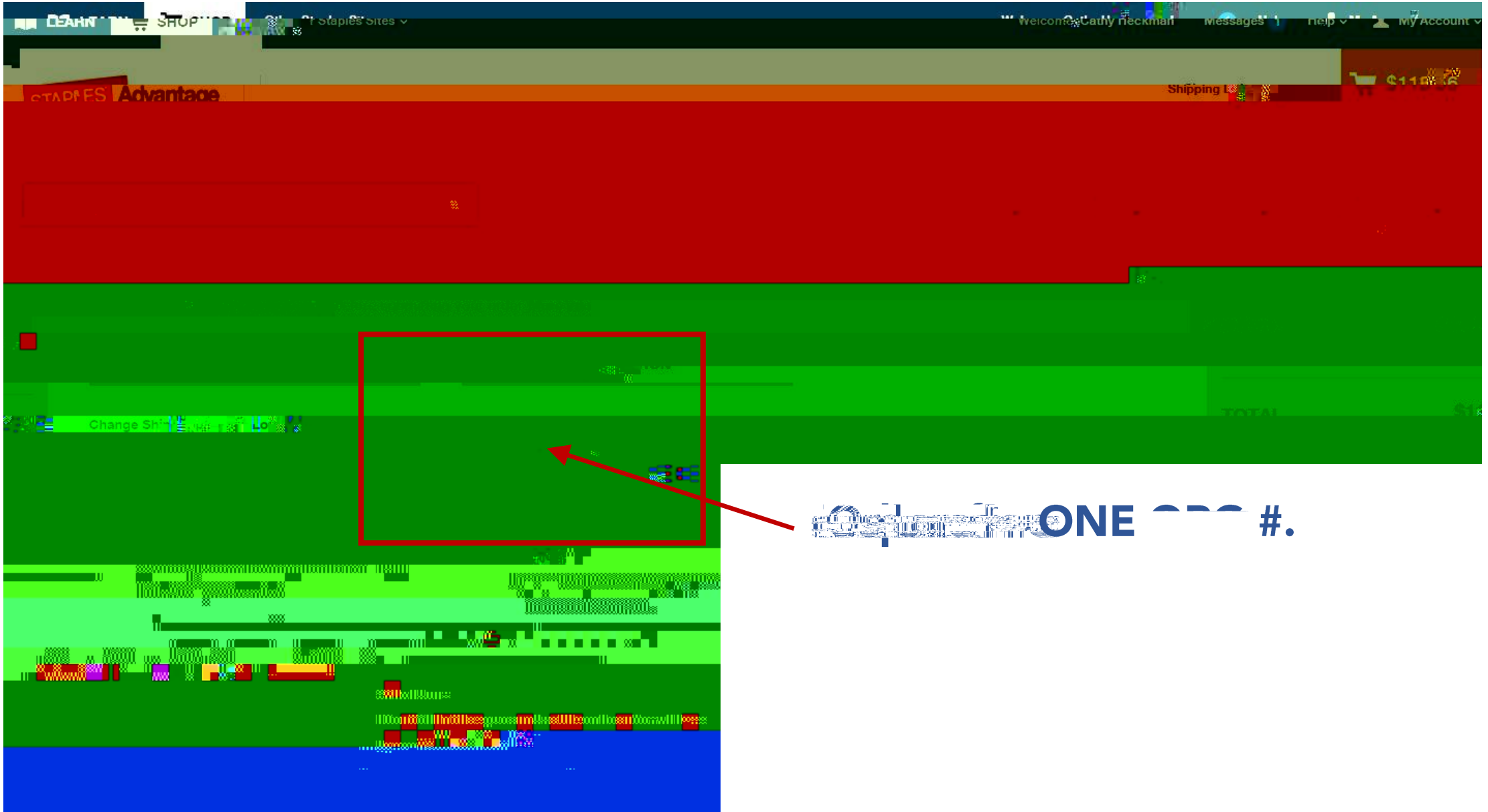
SHOP

Other St



SHIPPING INFORMATION	ACCOUNTING INFORMATION	SUBTOTAL
\$118.56		
- \$1.18	Change Shipping Location Student Center	Order Size Discount





ONE #.

Items 1 to 1,000 of 1,617

201200 - 10 - 6345
201202 - 10 - 6345
201203 - 10 - 6345
201204 - 10 - 6345

ad PDF Version Pri

TC



WARRANTY

WARRANTY

WARRANTY

WARRANTY

~~ITEMS FOR DELIVERY~~



~~UPDATE CART~~
~~OFTEN~~
~~TO SAVE~~
~~PACKING SLIP NOTES.~~