

## 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 **SMU email address** (no personal emails). *Reference screen shot below.*  
<http://register.staplesadvantage.com/c/s?RegFormId=CznCpn>
- **WELCOME EMAIL**  
You will receive a Welcome Email in 2 to 3 days from “Staples Business Advantage Support [<mailto:Orders@staplesadvantage.com>]” with your log-in information.  
**\*\*\* You will not be able to log-in until you follow the steps in the Welcome Email.**  
*Reference screen shot below.*

### KEY POINTS in the Welcome Email:

- |   |  |
|---|--|
| <u>StaplesAdvantage.com</u>                           | <<< The Welcome Email will have a live link to access the SMU site. <b>Bookmark the page.</b>                                  |
| <b>ACCOUNT #:</b> 1823718                             | <<< Input the <b>SMU account #</b> for the initial account set-up  |
| USER ID: <a href="mailto:XXX@SMU.EDU">XXX@SMU.EDU</a> | <<< User ID will be the <b>SMU email address</b> you entered on the registration page.   |
| PASSWORD: Staples1                                    | <<< <b>Temporary password.</b> You must change the temporary password the first time you log in. Passwords are case sensitive. |

***Reference screen shots below.***

Register for Online Ordering

**\* SMU Shoppers are registering for access to SHOP & BROWSE.  
\* Orders are placed by Building AUs (Authorized Users).**

WELCOME SMU to StaplesAdvantage.com. Staples' business-to-business Internet ordering solution. With StaplesAdvantage.com, you can order supplies electronically from your computer anytime. The site provides immediate access to over 500,000 products, with new additions daily, at your company's negotiated low prices!

### Register Now

Fields marked with an \* are required.

\* First Name:

\* Last Name:

\* Phone:  -  -  X

\* Email:

**SMU email addresses only - no personal emails**

\*\*\* 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.

Submit

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:

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

\* **SMU Shoppers are registering for access to SHOP & BROWSE.**

\* **Orders are placed by Building AUs (Authorized Users).**

**Live link to access the correct site. Bookmark this page**

**Input this SMU account # for the initial account set-up**

**User ID is the SMU email address you enter on the registration page.**

**This will be a temporary password. You must change the temporary password the first time you log in**

### 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.