

# **Staples Advantage**

## **Authorized Users**

# **PLACING ORDERS**

Updated June 2017

# IMPORTANT ORDERING INFORMATION

## 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 \*\*\**Contact Cathy Heckman in Purchasing when an exception is needed.*
- 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:

- *Next day delivery is not guaranteed.*
- *AUs are responsible for notifying Shoppers and Order Coordinators when they plan to place orders.*
- *AUs should email reminders to Shoppers and Order Coordinators several days before placing an order.*
- *Shoppers should send requests to AUs or Order Coordinators several days before they need the items.*
- *AUs will hold items in their shopping cart until their cart reaches \$275.00.*
- Staples order cut-off time is 3:00pm. Orders placed after 3:00pm are considered the next day's business.
- Items that are in-stock at the local Coppell warehouse are generally delivered the next business day on orders placed before 3:00pm
- Items that are fulfilled in another warehouse or from a 3<sup>rd</sup> party supplier will be shipped via UPS ground *as stock is available.* Back-ordered and special order items will be delivered when stock is available.
- Back-ordered items not filled within 30 days will be cancelled and have to be re-ordered. Staples will send email notification to the AU of the cancellation.
- Delivery time to the main Dallas campus is 8:30am to 4:00pm.

# AU PROFILE MAINTENANCE

## AU PROFILE MAINTENANCE

Email Cathy Heckman for AU profile maintenance requests – [heckman@smu.edu](mailto:heckman@smu.edu)

- **BLOCKED or RESTRICTED ITEMS** \*\*\* Email Cathy Heckman for an item to be unrestricted.  
Staples has to block items by 'category'. *Many items are allowed to be purchased that fall within a blocked 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.**



SEARCH



## Log In to Your Account

Account Number: What's this?

1823718

User ID:

CHECKMAN@SMU.EDU

Password:



Password is case sensitive.

Log in

[Forgot your User ID or Password?](#)

### Don't have a login?

[My company is new to Staples Advantage. ▶](#)

[My company has a Staples Advantage account, but I need a login. ▶](#)

**SMU Account #**

**AU User ID**

***\*\*\*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

***\*\*\*If AU orders for multiple buildings they can change the Ship-To Location on orders \$275+ to another building.***

APLES Advantage

Select a Ship-To Location Close X

Sort by: Ship-To Location

PERKINSCHAPE-MC (DALLAS, TX)  
PERKINSHALL-MC (DALLAS, TX)  
PEYTONHALL-MC (DALLAS, TX)  
PHIDELTATHET-MC (DALLAS, TX)  
PHIGAMMADELT-MC (DALLAS, TX)  
PIBETAPHI-MC (DALLAS, TX)  
PIKAPPAALPHA-MC (DALLAS, TX)  
PLANO-1-MC (PLANO, TX)  
PLANO-2-MC (PLANO, TX)  
PLANO-3-MC (PLANO, TX)  
PLANO-4-MC (PLANO, TX)  
PROTHROHALL-MC (DALLAS, TX)  
RICHARDSON-MC (RICHARDSON, TX)  
RLSHGRKAPTMA-MC (DALLAS, TX)  
SANANTONIO-MC (SAN ANTONIO, TX)  
SELECMANHALL-MC (DALLAS, TX)  
SHUTTLESHALL-MC (DALLAS, TX)  
SIGMAALPHAEP-MC (DALLAS, TX)  
SIGMACHI-MC (DALLAS, TX)  
SIGMAPHIEP-MC (DALLAS, TX)  
SIMMONSHALL1-MC (DALLAS, TX)  
SIMMONSHALL2-MC (DALLAS, TX)  
SMITHHALL-MC (DALLAS, TX)  
SMITHHEALTHC-MC (DALLAS, TX)  
SMU-TAOS-T (RANCHOS DE TAOS, NM)  
SMUAPT#2-MC (DALLAS, TX)  
SMUAPT#4-MC (DALLAS, TX)  
SMUAPT#5-MC (DALLAS, TX)  
SMUAPT#6-MC (DALLAS, TX)  
SMUROOKSTORE-MC (DALLAS, TX)

Select

about Us ^ Our Offerings

copyright 2015, Staples, Inc.

Join our LinkedIn Group

LEARN

SHOP

Other Staples Sites

Welcome, Cathy Heckman

Messages 1

Help

My Account

STAPLES Advantage

Shipping Location  
EXPRESSWAYTW-MC

\$0.00

0 Items

SEARCH



BROWSE CATEGORIES

QUICK ORDER

YOUR LISTS

YOUR DASHBOARD

BY CATEGORY

BY INDUSTRY

MY DEALS

My Ink & Toner

Breakroom

Cleaning & Maintenance

Custom Print & Stamps

Furniture

Office Equipment

Office Supplies

Technology

Print Services

Eco & Diversity Products

FIND INK & TONER

View all

Cartridge # or printer model...



HELPFUL LINKS

My Ink & Toner

Add Printers

Recycle Ink & Toner

RECENTLY PURCHASED

You have no recent ink or toner purchases.

**Browse by CATEGORIES**



Shipping Location  
EXPRESSWAYTW-MC

\$0.00

0 Items

SEARCH



BROWSE CATEGORIES

QUICK ORDER






YOUR LISTS

YOUR DASHBOARD

Quickly add items to your Cart by entering product item numbers and quantities below

Budget Center

Budget Center

-  Softsoap® Antibacterial Hand Soap, Citrus, 7.5...  
Staples Item # 057369
-  Softsoap® Antibacterial Liquid Hand Soap, ...  
Staples Item # 162638
-  Softsoap® Antibacterial Hand Soap with ...  
Staples Item # 1739031
-  Lysol® Multi-Surface Disinfectant & Deodori...  
Staples Item # 751160
-  Staples® Instant Hand Sanitizer with Aloe, 1 ...  
Staples Item # 1585229

Item Number	1	
Item Number	1	
Item Number	1	
Item Number	1	
Item Number	1	



**QUICK ORDER**  
**Enter by item #s**



Shipping Location EXPRESSWAYTW-MC

\$0.00 0 Items

SEARCH

BROWSE CATEGORIES

QUICK ORDER

YOUR LISTS

YOUR DASHBOARD

YOUR PERSONAL LISTS

- 00 Athletics
01 Business & Finance
02 Cox

YOUR SHARED LISTS

- 01 Business & Finance\*
ADHESIVES
AIRCARE
BADGES
BATTERIES
BINDERS & ACC
BREAKROOM
CERTIFICATES

YOUR LISTS
Create your own lists
for your building.

Your Shopping Cart is empty.

CONTINUE SHOPPING





Shipping Location EXPRESSWAYTW-MC

\$118.56 5 Items

SEARCH

BROWSE CATEGORIES QUICK ORDER YOUR LISTS YOUR DASHBOARD

Add to List Download PDF Version Print

Please provide missing information before submitting your order More info

SUBTOTAL	\$118.56
Order Size Discount	-\$1.19
<b>TOTAL</b>	<b>\$117.37</b>

SHIPPING INFORMATION

ACCOUNTING INFORMATION

Change Shipping Location

Budget Center

PERSON ORDER IS

DELIVERING TO

Save X

This is the person the order will be delivered to.

SHIPPING INFORMATION

The Shipping Information applies to the entire order

AU can change to someone else for large items or large orders when needed.



Shipping Location EXPRESSWAYTW-MC

\$118.56

5 Items

SEARCH [input field]

BROWSE CATEGORIES

QUICK ORDER

YOUR LISTS

YOUR DASHBOARD

Add to List Download PDF Version Print

Please provide missing information before submitting your order

SHIPPING INFORMATION

Change Shipping Location

PERSON ORDER IS DELIVERING TO Edit

SMU 121
6116 N CENTRAL EXPRESSWAY
EXPRESSWAY TWR

ACCOUNTING INFORMATION

\* Budget Center

All Items in Order

265000 - 10 - 6345 Change

Specify at Line Item

Project

Suite #, Room # or area for deliver

SAVE

X

Do not fill in this space unless the entire order will be charged to this Sub-Class

Sub-Class

Do not fill in this space unless the entire order will be charged to this Sub-Class

Summary table with rows: SUBTOTAL \$118.56, Order Size Discount -\$1.19, TOTAL \$117.37, and buttons: SUBMIT ORDER, Continue Shopping

Large items or large orders going to one person/department, AU can change the suite or room # within the building.

\*\*\*NOTE: This change applies to ALL ITEMS ON THE ORDER.



Shipping Location EXPRESSWAYTW-MC

\$118.56 5 Items

SEARCH BROWSE CATEGORIES QUICK ORDER YOUR LISTS YOUR DASHBOARD

Add to List Download PDF Version Print

Please provide missing information before submitting your order More info

SHIPPING INFORMATION

Change Shipping Location

PERSON ORDER IS DELIVERING TO Edit

SMU 121 6116 N CENTRAL EXPRESSWAY EXPRESSWAY TWR

\* Suite #, Room # or area for deliver Edit

DALLAS, TX 75206 USA

ACCOUNTING INFORMATION

\* Budget Center

All Items in Order

265000 - 10 - 6345 Change

Specify at Line Item

Project

Do not fill in this space unless the entire order will be charge to this Project.

Sub-class

Do not fill in this space unless the entire order will be charge to this Sub-Class

214 - 768 - 1111 ext SAVE X



Large items or large orders going to another person/department, AU will change phone # to the recipient's phone #.

\*\*\*NOTE: This change applies to ALL ITEMS ON THE ORDER.



Shipping Location EXPRESSWAYTW-MC

\$118.56

5 Items

Add to List Download PDF Version Print

SUBTOTAL	\$118.56
Order Size Discount	-\$1.19

SHIPPING INFORMATION

Change Shipping Location

Cathy Heckman Edit

SMU 121 6116 N CENTRAL EXPRESSWAY EXPRESSWAY TWR

+ Address Line 3 Edit

DALLAS, TX 75206 USA

\*214 768-2174 Edit

ACCOUNTING INFORMATION

\* Budget Center

All Items in Order

Change

Specify at Line Item

Project

Do not fill in this space unless the entire order will be charge to this P roject.

Empty text input field for Project

Sub-Class

Do not fill in this space unless the entire order will be charge to this S ub-Class

Empty text input field for Sub-Class

Orders for Multiple ORG #s.

Select "Specify at Line Item" when items will be charged to Multiple ORG #s

Supplies ordered for special projects or grants must be charged to the department org #. Grant Accounting will JE to the correct project/grant #.



Shipping Location  
EXPRESSWAYTW-MC

\$118.56

5 Items

SEARCH

BROWSE CATEGORIES

QUICK ORDER

YOUR LISTS

YOUR DASHBOARD

Add to List Download PDF Version Print

⚠ Please provide missing information before submitting your order [More info](#)

SHIPPING INFORMATION

[Change Shipping Location](#)

PERSON ORDER IS DELIVERING TO [Edit](#)

SMU 121  
6116 N CENTRAL EXPRESSWAY  
EXPRESSWAY TWR

\* Suite #, Room # or area for deliver [Edit](#)

DALLAS, TX 75206 USA

214 - 768 - 1111 ext

**ACCOUNTING INFORMATION**

\* Budget Center

All Items in Order

265000 - 10 - 6345

Specify at Line Item

**Project**  
Do not fill in this space unless the entire order will be charge to this Project.

**Sub-Class**  
Do not fill in this space unless the entire order will be charge to this Sub-Class.

SUBTOTAL	\$118.56
Order Size Discount	-\$1.19
<b>TOTAL</b>	<b>\$117.37</b>

**Orders for ONE ORG #.**

**Select "All Items in Order" when items will be charged to only one ORG #**

**Supplies ordered for special projects or grants must be charged to the department org #. Grant Accounting will JE to the correct project/grant #.**






# ITEMS FOR DELIVERY

**\*\*\*CLICK UPDATE CART**  
to **SAVE packing slip notes**  
& **all changes!**

**ON CONTRACT**  
items with best pricing

**PACKING SLIP NOTES**  
Person's name & their  
room/suite #

**BUDGET CENTER**  
person's ORG #

Items for Delivery		SORT BY: PLEASE SELECT	ITEM PRICE	QTY	TOTAL
	Sharpie® Fine Point Permanent Markers, Red, Dozen Staples Item # 125369 MFR Item # 30002 Customer Item # 125369 <input checked="" type="checkbox"/> ON-CONTRACT		\$7.69 DZ/12	6 x Remove	\$46.14 Expected Delivery 11/19/2015
	Packing Slip Note Vincent McGee, suite 158 * Budget Center 201024 - 10 - 6345 <input type="button" value="Change"/>				
	Staples® Recycled Twin Wirebound Pressguard Cover Notebook, 3 Subject, College Ruled, 9 1/2" x 6 1/2", 138 Sheets Staples Item # 430603 MFR Item # 83360/83344 Customer Item # 430603 <input checked="" type="checkbox"/> ON-CONTRACT		\$3.14 EA/1	12 x Remove	\$37.68 Expected Delivery 11/19/2015
	Packing Slip Note Buster Hannigraff, Basement 2G * Budget Center 410042 - 20 - 6345 <input type="button" value="Change"/>				
	Tombow MONO® Correction Tape Mega, 1/8" x 630" Staples Item # 562747 MFR Item # 68690 Customer Item # 562747 <input checked="" type="checkbox"/> ON-CONTRACT		\$1.99 EA/1	12 x Remove	
	Packing Slip Note Susie Johnson, Library Dock * Budget Center 411898 - 12 - 6345 <input type="button" value="Change"/>				

**CLICK VIEW DELIVERY DATES**  
at the end of each order to see when items are due to be delivered.

**CLICK UPDATE CART OFTEN TO SAVE PACKING SLIP NOTES.**