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 <u>next</u> 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 3rd 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

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Email Cathy Heckman for AU profile maintenance requests - checkman@smu.edu

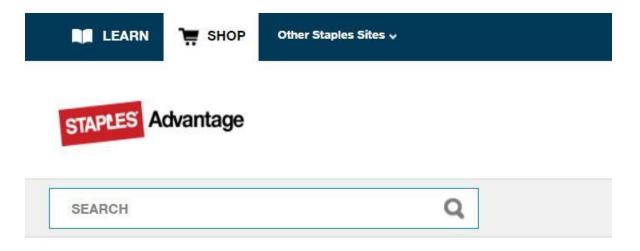
- BLOCKED or RESTRICTED ITEMS *** Email Cathy Heckman for an item to be unrestricted.
 Staples has to block items by 'category'. <u>Many items are allowed to be purchased that fall within a blocked category</u>.
 For example: lamps lamps fall in the 'furniture category' but are allowed to be purchased.
- 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 <u>not</u> 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.



Password is case sensitive.

Log In to Your Account

SMU Account #

AU User ID

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

Password you set at first log in

Account Number: What's this?

1823718

User ID:

CHECKMAN@SMU.EDU

Password:

Forgot your User ID or Password?

Don't have a login?

Log in

My company is new to Staples Advantage.

This is the DEFAULT Ship-To Location

Ship-To Location

Please select a Ship-To Location.

Ship-To Locations:

EXPRESSWAYTW-MC (DALLAS, TX)

Change

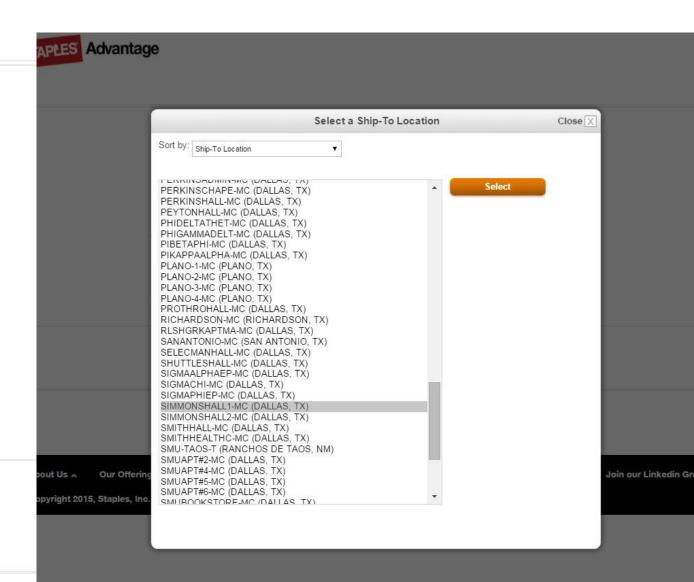
You have selected:

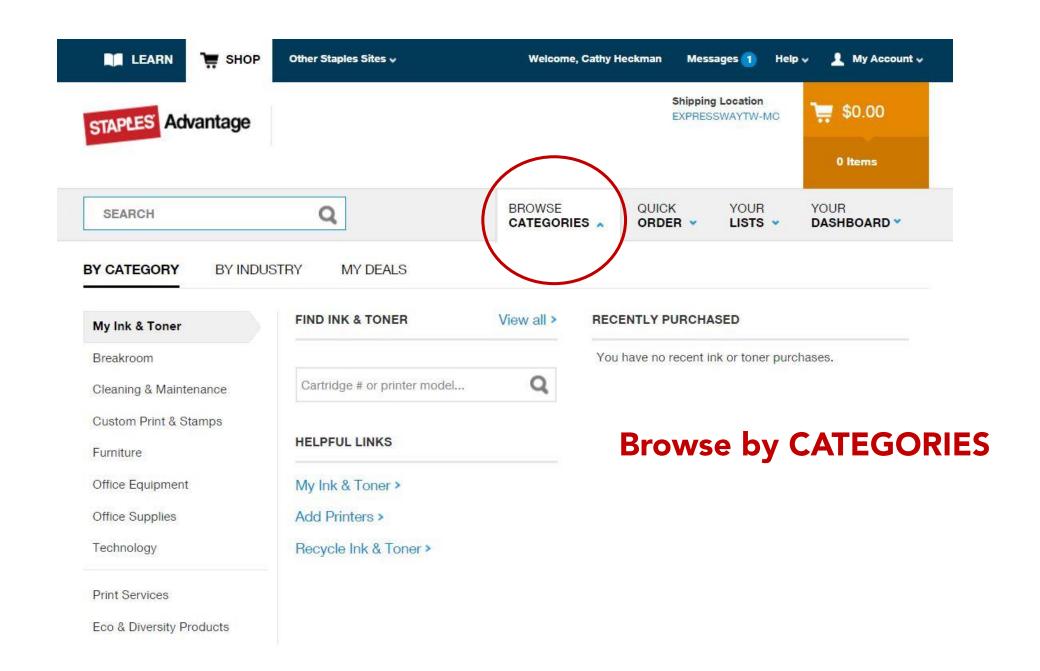
EXPRESSWAYTWMC SMU 121 6116 N CENTRAL EXPRESSWAY EXPRESSWAY TWR DALLAS, TX 75206 USA

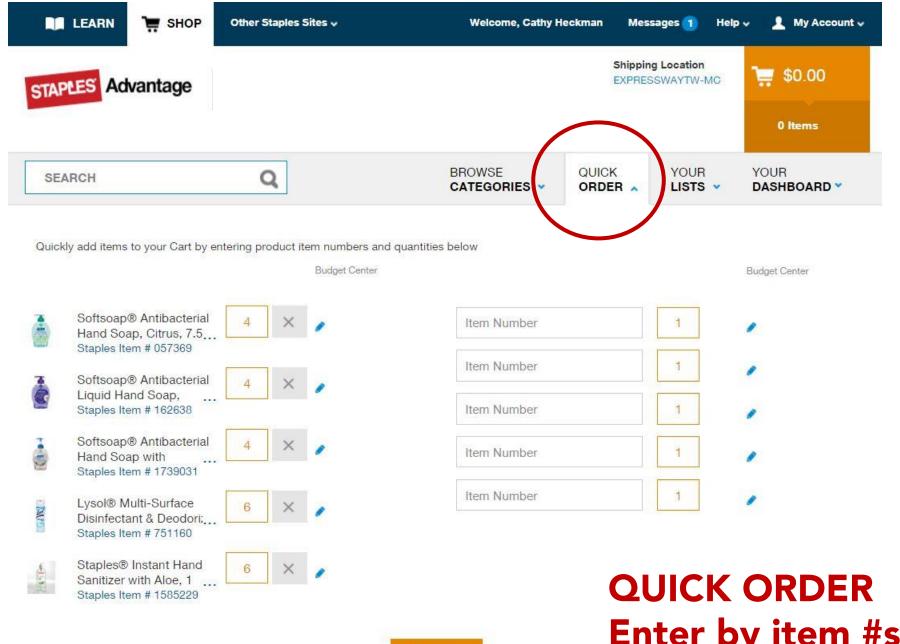


Important Message

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

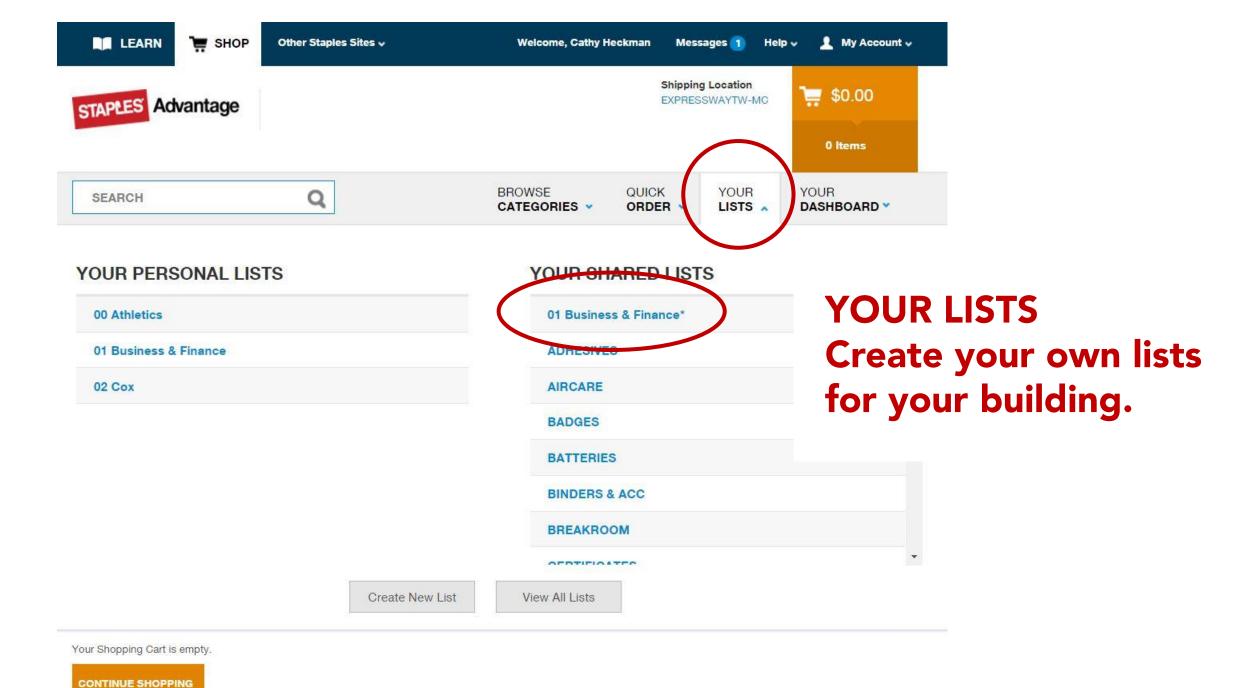


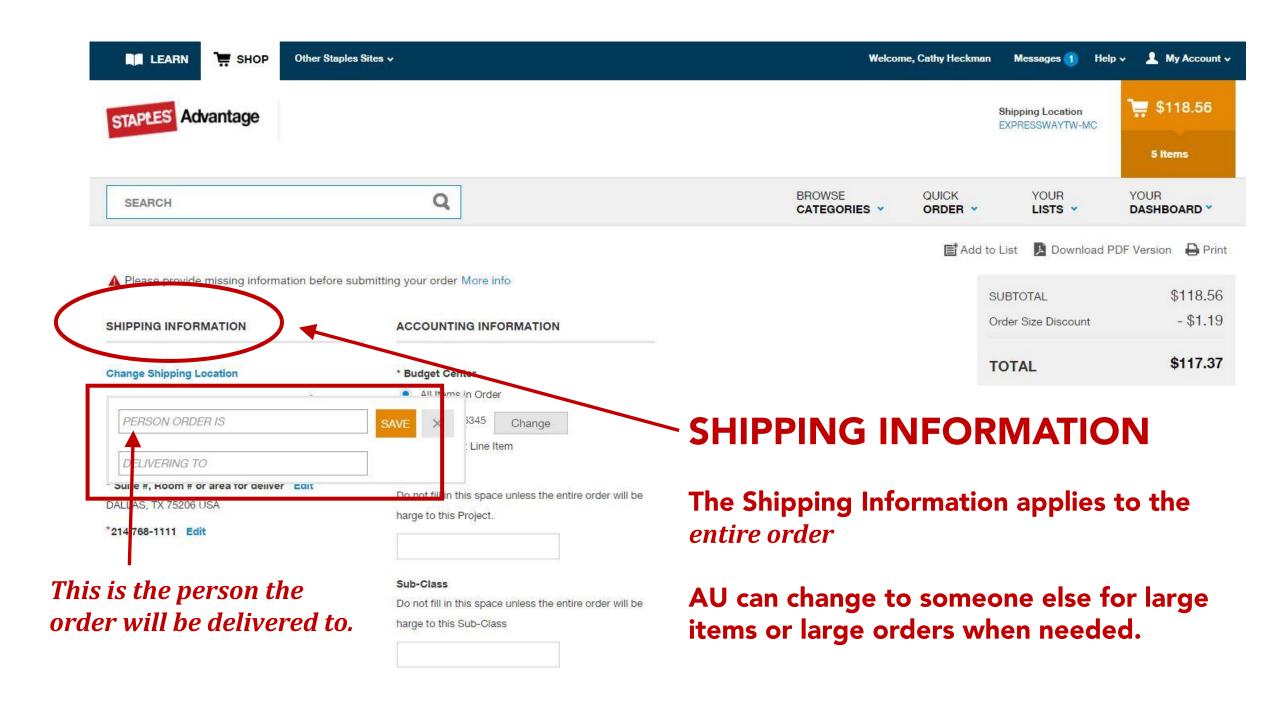


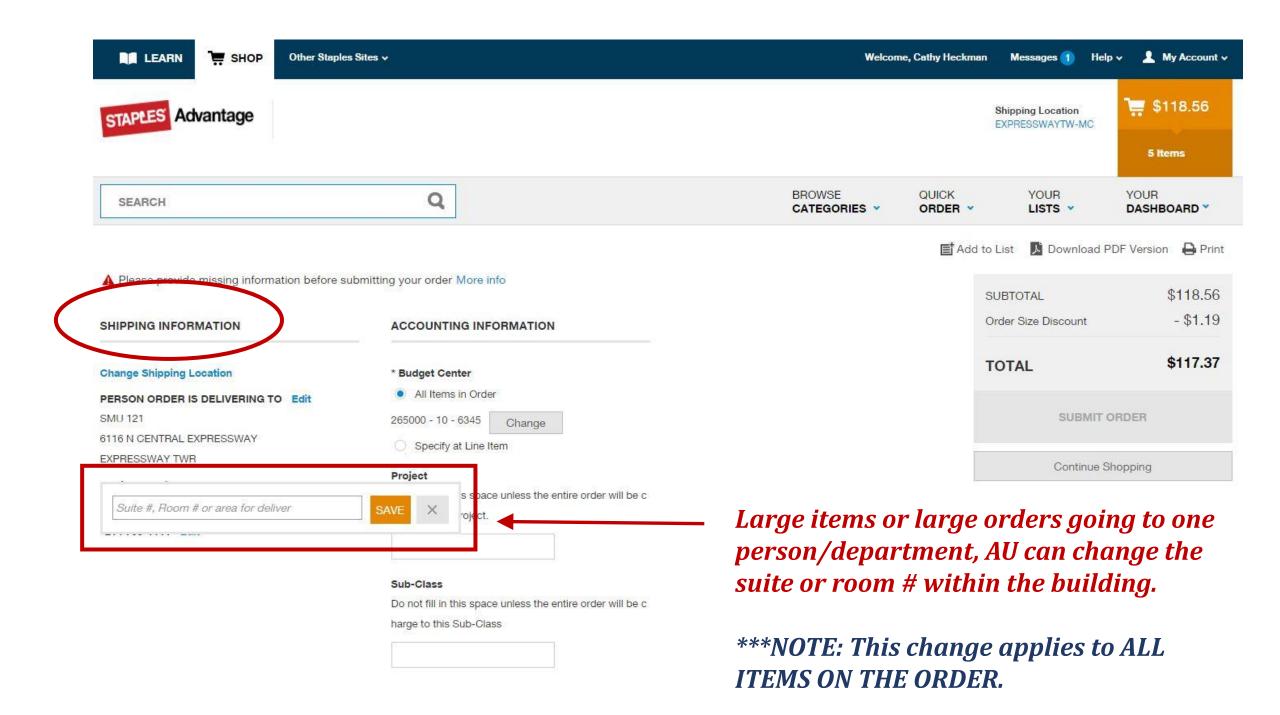


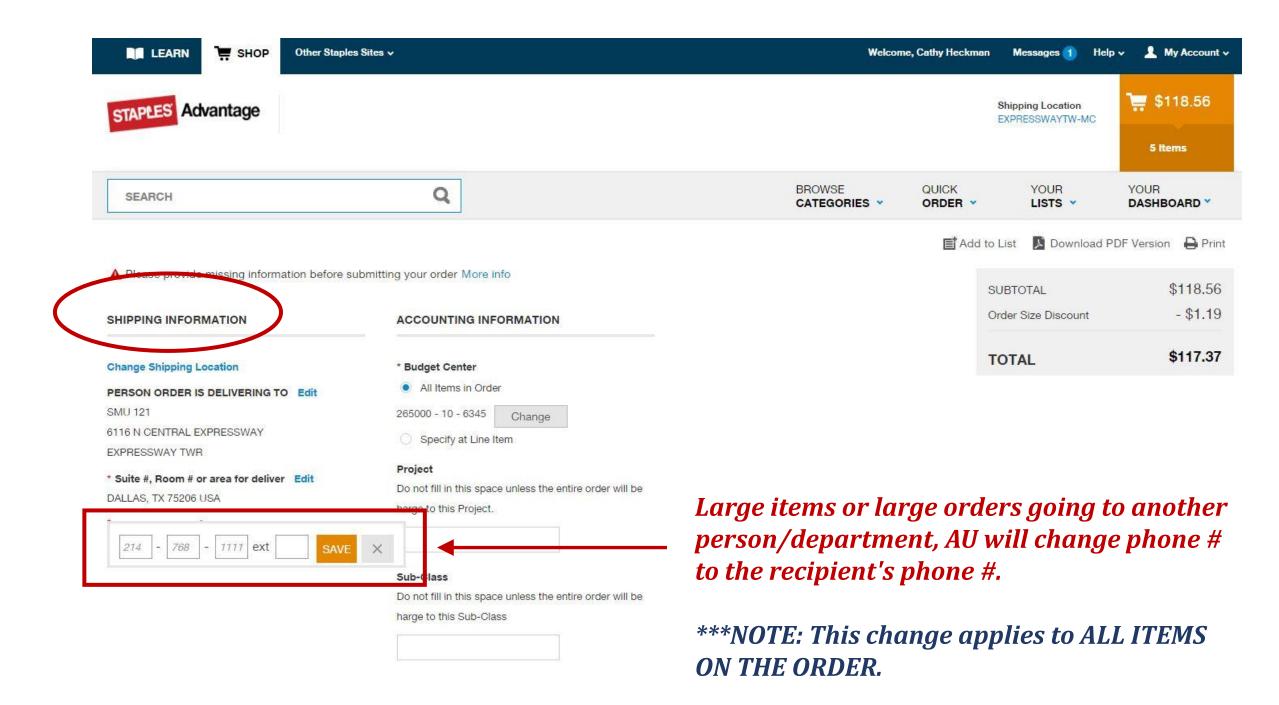


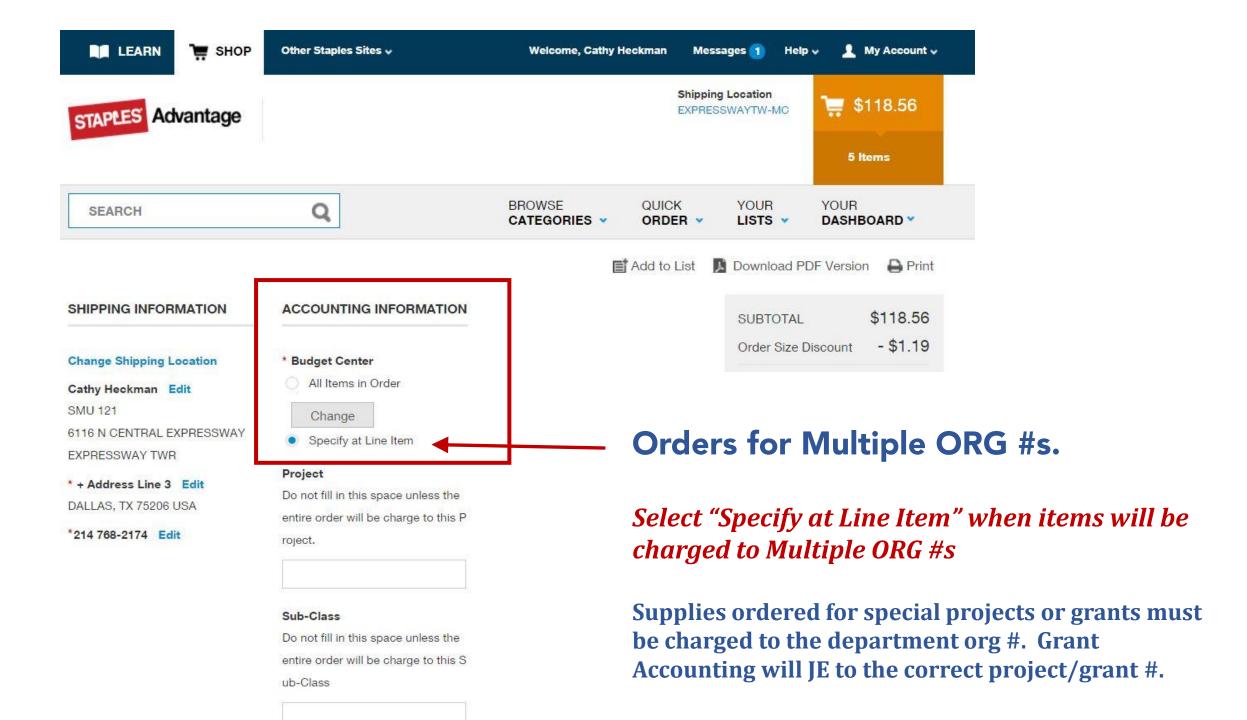
Enter by item #s

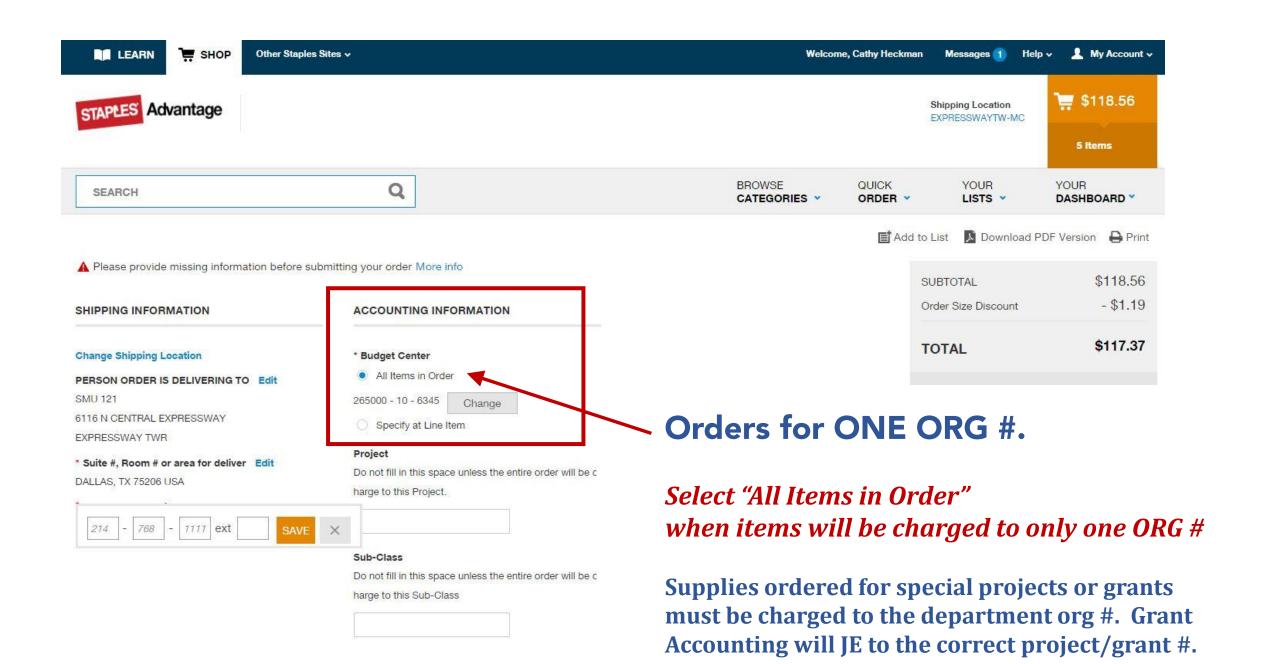


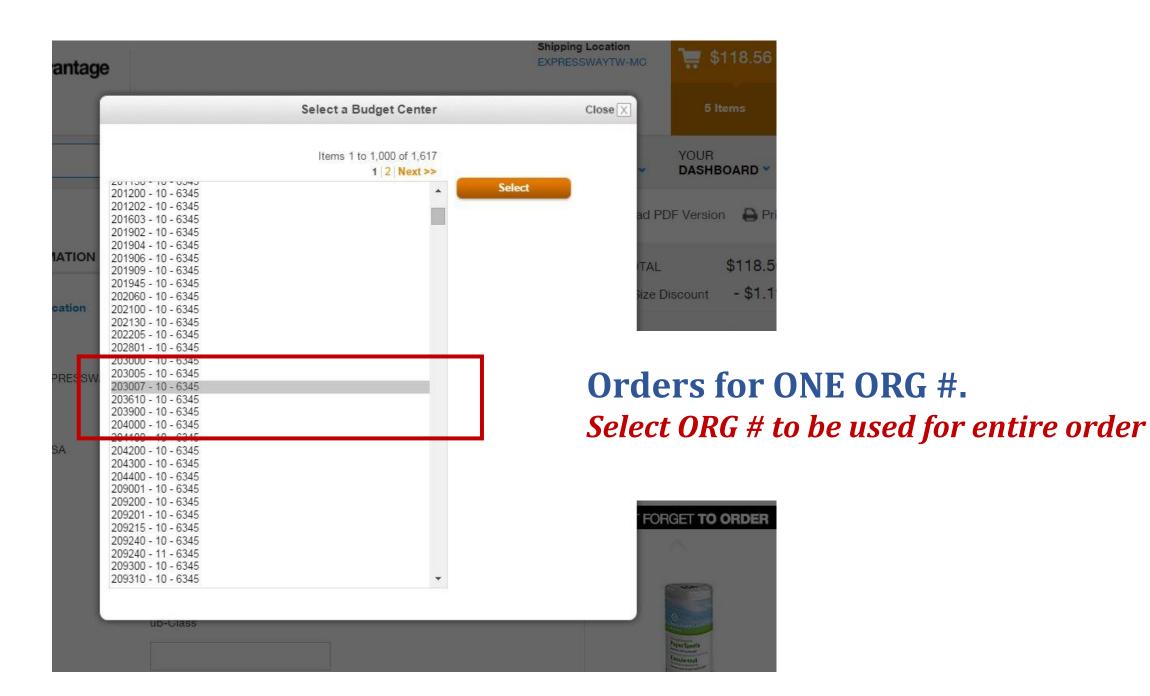












ITEMS FOR DELIVERY

***CLICK UPDATE CART

to SAVE packing slip notes & all changes!



TOTAL

QTY

Items for Delivery

SORT BY: PLEASE SELECT .

ON CONTRACT items with best pricing





ITEM PRICE

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

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



CLICK
UPDATE CART
OFTEN
TO SAVE
PACKING SLIP NOTES.

BUDGET CENTER person's ORG #

