**Staples Group Order Instructions:**

Staples has a “group order” function. These are one-time guest group orders where a new shareable link must be generated each time. The link for each group order will have an expiry date.

1) Email fhsrecep@sfu.ca and advise that you would like to place an order. Please provide a date* you will be able to complete the order by. *Note: This is required by the group order system. The link will be valid for 5 business days once it is created.

2) A new group order will be made and an email will be forwarded to you with the link.

3) You will be able to place your order. (Note- all items are searchable by key words, so you don’t have to look up codes in the catalogue.)

4) Please include your research account code—in the line details for at least the first item of the order. Optional- include your cell number in case shipper has problem with accessing 9816, etc.

5) Once you have completed your order, please send an email to fhsrecep@sfu.ca to notify us you are done.

6) We will forward the order details once the order has been placed and approved.

7) It is the PI’s responsibility to check Rm 9816 for the order. It normally takes 2 days for the order to be processed and shipped. If the order does not show up within 5 business days, please email fhsrecep@sfu.ca so we can check with Staples.