

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.