

# UNIVERSITY SUPPLY AGREEMENT

## Stationary Supplies

The agreement is provided through Interuniversity Services Inc. (ISI).

ISI members represent 18 post-secondary institutions from all four Atlantic Provinces. This collaborative spend results in agreements that provide the best overall value to its members.

As a member of ISI, there is an expectation by the University that departments will support this collaboration and participate in the agreement.

**SUPPLIER:** Staples Advantage

### **New accounts:**

To set up a new Staples Eway account contact Procure to Pay Services (P2P):

### **Procure to Pay Services**

T 902-420-5054

E [procuretopay@smu.ca](mailto:procuretopay@smu.ca)

### **Shopping on Eway:**

Login to Staples eway site for university purchases: <https://www.eway.ca>

### **During Covid-19 Virtual Operations:**

To support Virtual Operations, University account holders can now change the SMU delivery address default to their home address, when purchasing goods for the university using their SMU Eway account. If the default address is left unchanged, the order will be delivered to Inventory & Distribution.

**NOTE:** ALL orders will automatically be placed “In Approval” regardless of dollar amount and will be reviewed and released at the discretion of the SMU Eway Account Administrator.

Staples drivers will be making “contactless” home deliveries. The driver will ring the bell on the porch/front-door and will leave the parcel on the doorstep (or where normal home deliveries are made). Please ensure your delivery location is secure.

- Core List Items (contract pricing) will be identified with a **\$** beside their description, making it easily identifiable by Eway users.
- Non-Core List Item prices on Eway is based on other competitors lowest online prices for like product that week.
- The Eco Logo sign ( a green leaf, pictured below) will be identified on all sustainable products in Eway in the Description field:

 FSC® Certified by the Rainforest Alliance; ECOLOGO Certified  
SFI® Certified Sourcing  
30% post-consumer content, Elemental chlorine free

## **Employee Purchases:**

**UPDATE:** Please use the portal for **PERSONAL ORDERS** only. This portal is no longer used for SMU orders sent to home addresses. (See "Shopping on Eway" above for instructions on placing SMU orders).

Staples Advantage will facilitate personal sales to SMU employees at the University's rates. Employees must use their **PERSONAL credit card** (NOT their University PCard)

Login to Staples Employee Purchases site: <https://www.eway.ca>

Login: smuemployeepurchase

Password: B4\$k799c

Account Number: 190544

- Click on Login (top Right)
- Enter Login & Password above
- **IMPORTANT:** Ensure "cart" is **EMPTY** before starting.

### **Option 1:**

#### **Delivery to SMU:**

When checking out, include name and department in the "Building/Floor/Suite/Room" field. (Your order will be delivered to Inventory & Distribution).

### **Option 2:**

#### **Delivery to Home Address:**

Company Name = your name

Attention = your name

Your home Street address, Building/Floor/Suite/Room, City, Prov., Postal Code

**Order Information:** Be sure to make changes to the fields shown in this example:

Review & Confirm

[Print View](#)

Order Information \* Indicates required field

Ordered by  \*

Phone Number  -  -  \* Extension

P.O. Number

Cost Center  \*

Account #  \*

Optional Comment ( not transmitted with order)

Display of Order Comments

- **Payment Method** – Enter your own **PERSONAL credit card** information ONLY. (Do NOT use your SMU PCard)
- Call Staples Advantage, if any questions 1-877-272-2121, or Steve Croft below.

## **Staples Advantage Sales Representative**

Steve Croft

T 902-809-2229 (Direct line)

E [steven.croft@staples.com](mailto:steven.croft@staples.com)

## **SMU Procurement Contact**

Kim Fleet

Manager, Procurement

T 902.491.6369 E [kim.fleet@smu.ca](mailto:kim.fleet@smu.ca)

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