

## APPLICATION FOR USER ID - ONLINE ORDERING

### REQUEST TYPE

- |  |  |
|--|--|
| <input type="checkbox"/> Staples Advantage (Stationery Supplies) | <input type="checkbox"/> Sigma Aldrich     |
| <input type="checkbox"/> Thermo Fisher Scientific (Fisher Fast)  | <input type="checkbox"/> VWR International |

### EMPLOYEE INFORMATION

First Name	Initial	Last Name
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Department Name

Complete Department Delivery Address (including room number)

City	Province	Postal Code	Employee Number (Banner#)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%; text-align: center; border-bottom: 1px solid black;"/> B

Phone	Email Address
<input style="width: 100%; text-align: center; border-bottom: 1px solid black;"/> (902)	<input style="width: 100%;" type="text"/>

### AUTHORIZATION - Total Order Limit (all-inclusive) \$3,000

Please provide the five digit account number(s) (Grant/Research/Operating) you are authorizing for online orders.

Staples Advantage accounts will be set up with 8660 (stationery & office supplies) Fisher, Sigma and VWR will be set up with 7040 (Laboratory Supplies) by default unless otherwise stated.

Account #	Approving Supervisor <small>(Please print Name and Title)</small>	Signature	Approval valid for checked Suppliers only:								
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center; font-size: small;">Staple Adv.</td> <td style="width: 25%; text-align: center; font-size: small;">Fisher</td> <td style="width: 25%; text-align: center; font-size: small;">Sigma</td> <td style="width: 25%; text-align: center; font-size: small;">VWR</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> </tr> </table>	Staple Adv.	Fisher	Sigma	VWR				
Staple Adv.	Fisher	Sigma	VWR								
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> </tr> </table>								
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> </tr> </table>								
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> </tr> </table>								
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> </tr> </table>								

*If more accounts are required, please attach listing*

Employee Signature	Date	Procurement Department Authorization
--------------------	------	--------------------------------------

**Return Completed Applications to the Procurement Department**  
**Email: [onlineorders@dal.ca](mailto:onlineorders@dal.ca)**