1. Access the stationery link on the website.
2. For first-time users, the screen below will appear. <mark>Please ensure that all services are allowed.</mark>
    *   This is necessary because the application relies on three services to function correctly: PowerApps, SharePoint, and Email.
3. If you experience any issues after logging in, please wait 5-10 minutes and try again, as these systems need time to sync the data with your account.
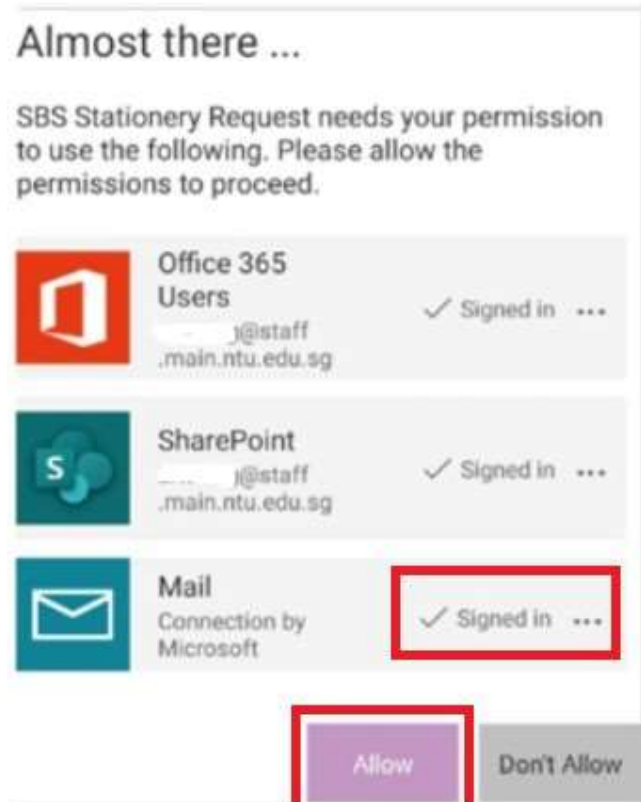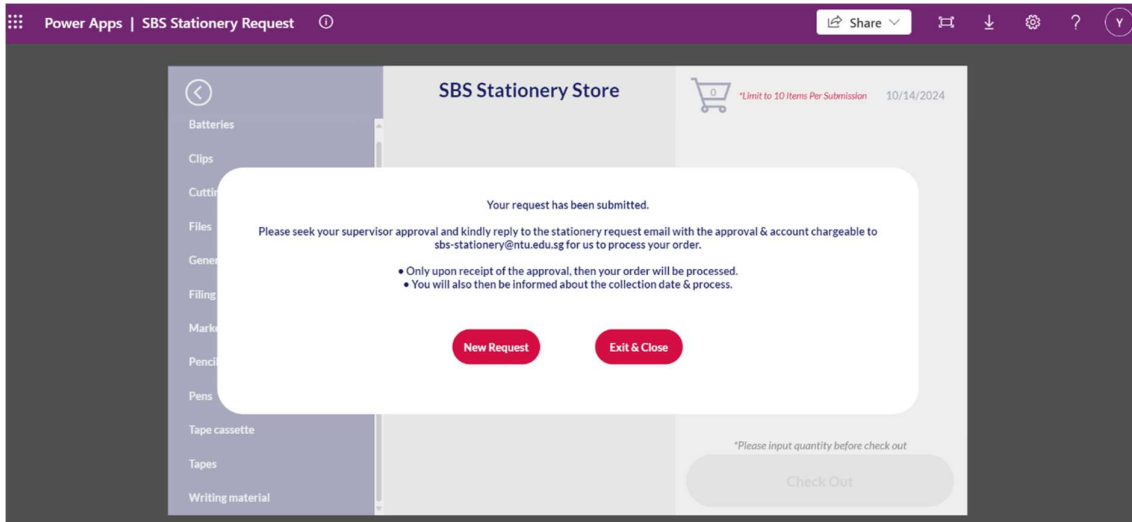
Click **Stationery Request**
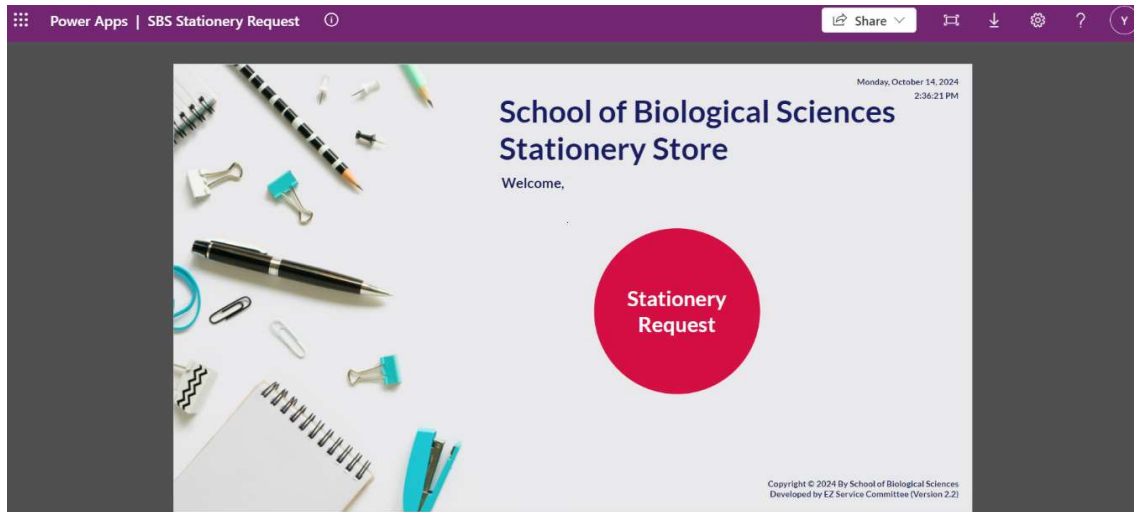
1. Select the **category**
2. Select the **items**
3. Add in the **quantity**
   a. **Repeat until done**
4. Press **Check out** to process the request.
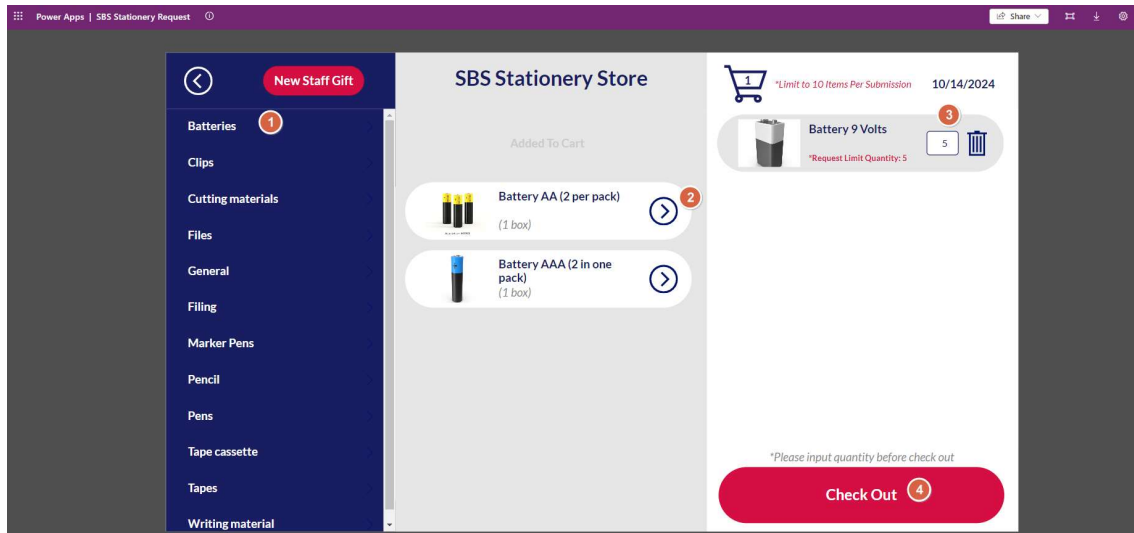
5. You will receive an email like below.
   a. <mark>Please follow the instructions</mark> as per email.

Please **seek your supervisor approval** and kindly **reply to this email with the approval & account chargeable** to sbs-stationery@ntu.edu.sg **for us to process your order.**

• Only **upon receipt of the approval**, then your **order will be processed**.
• You will also then be informed about the collection date & process.