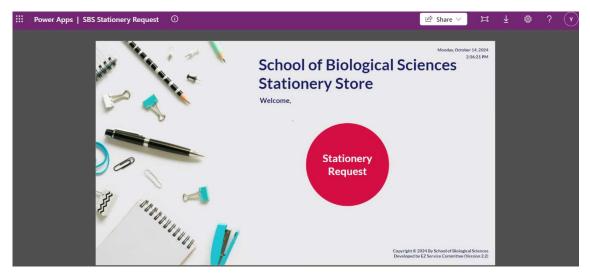
- 1. Access the stationery link on the website.
- 2. For first-time users, the screen below will appear. Please ensure that all services are allowed.
 - This is necessary because the application relies on three services to function correctly: PowerApps, SharePoint, and Email.
- 3. If you experience any issues after logging in, please wait 5-10 minutes and try again, as these systems need time to sync the data with your account.

SBS Stati to use th	onery Request need following. Please a ons to proceed.	
	Office 365 Users	
IJ	j@staff .main.ntu.edu.sg	✓ Signed in •••
sj	SharePoint J@staff .main.ntu.edu.sg	✓ Signed in •••
\square	Mail Connection by Microsoft	✓ Signed in ···
	A	low Don't Allow

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.



E Power Apps SBS	Stationery Request 🕕		년 Share 🗸 🖽	Ŧ	ø	?	(y)
	Batteries Clips	SBS Stationery Store	"Limit to 10 items Per Submission 10/14/2024				
	Cuttir Files Please seek your supervit Genee Filing Marke Penci Pens	Your request has been submitted. sor approval and kindly reply to the stationery request email sbs-stationery@ntu.edu.gs for us to process your • Only upon receipt of the approval, then your order will • You will also then be informed about the collection da	order. be processed.				
	Tape cassette Tapes Writing material		*Please input quantity before check out Check Out				

- 5. You will receive an email like below.
 - a. Please follow the instructions as per email.

Please **seek your supervisor approval** and kindly **reply to this email with the approval & account chargeable** to <u>sbs-stationery@ntu.edu.sg</u> **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.

on 10/14/2024	
tomate <microsoft@powerapps.com></microsoft@powerapps.com>	
ed, click here to view it in a web browser.	
efore clicking any link or attachment.	
llowing stationery item(s):-	
Item	Qty
nanent (Bullet tip)	1
r, Pen Knife	1
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dly reply to this email with the approval & acc	count chargeable to <u>sbs-stationery@ntu.edu.sg</u> for us to proc
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	on 10/14/2024 tomate <microsoft@powerapps.com> ed, dick here to view it in a web browser. efore clicking any link or attachment. llowing stationery item(s):- Item manent (Bullet tip) r, Pen Knife</microsoft@powerapps.com>