

## REGISTER FOR OFFICE MAX/S&B OFFICE SUPPLY SITE

Please follow the steps below to register. If you do not have a PCard, when you submit your orders on their site, it will automatically go to Kristine Palmatier for approval. She cannot approve any orders without a paper copy of the Purchase Requisition. Please indicate on that purchase requisition that the order was submitted, include the order number and print off a copy of your order to attach to the purchase requisition.

To register as a new user, [click here](#).

Enter all information required, select Yes to #17 and use your 4-digit phone extension as the cost center. If you are NOT a Pcard holder, Kristine Palmatier will automatically be your approver, but please put her information in for #18.

If you are a PCard holder, you will need to contact Betty from S&B, 518-877-9500, **after** you receive a confirmation e-mail to give her your credit card number to attach to your account.

**You will receive a confirmation e-mail with your log in and website information when you are all set up. This will not happen right away.**

If you have any questions, please feel free to contact Kassie at ext 3354 or S&B at 518-877-9500.

Once registration is confirmed, you can start shopping at:

<http://www.sbcomputers-office.com/suny-mwbe/>