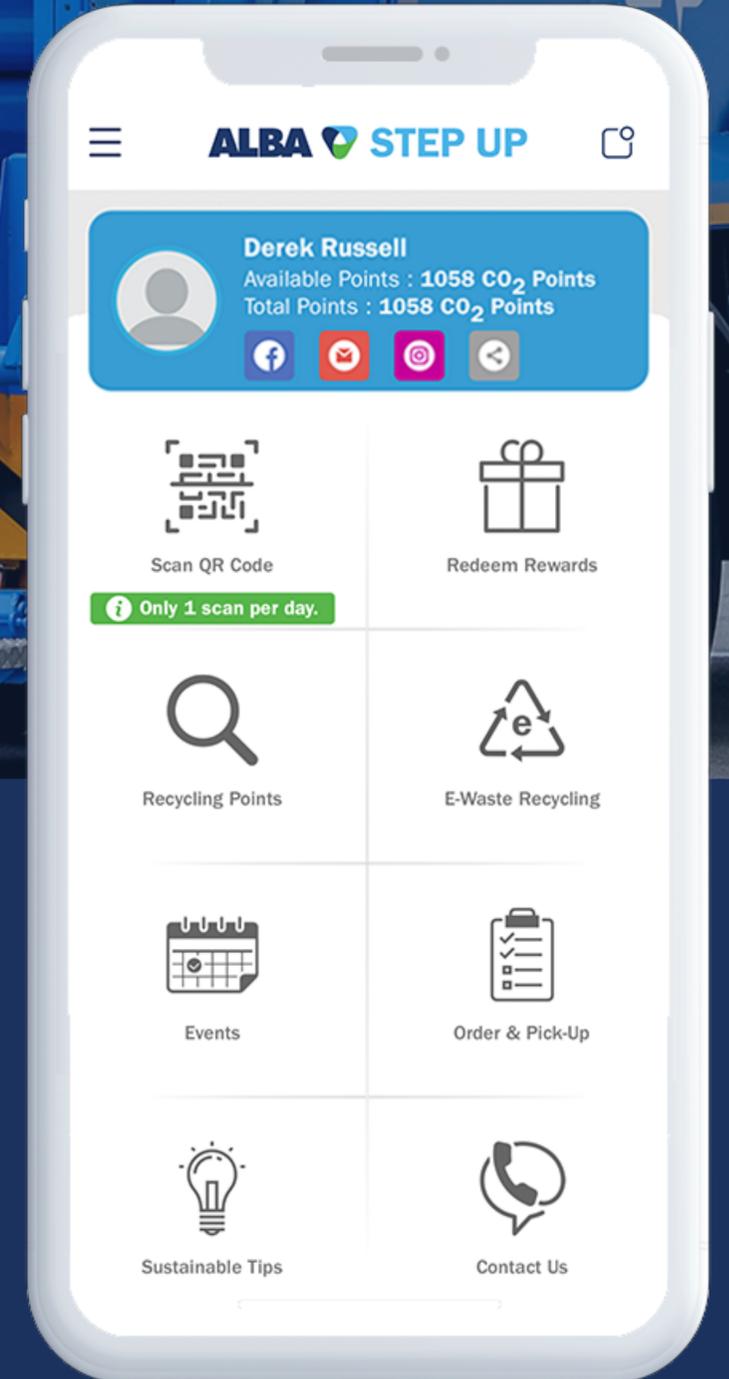




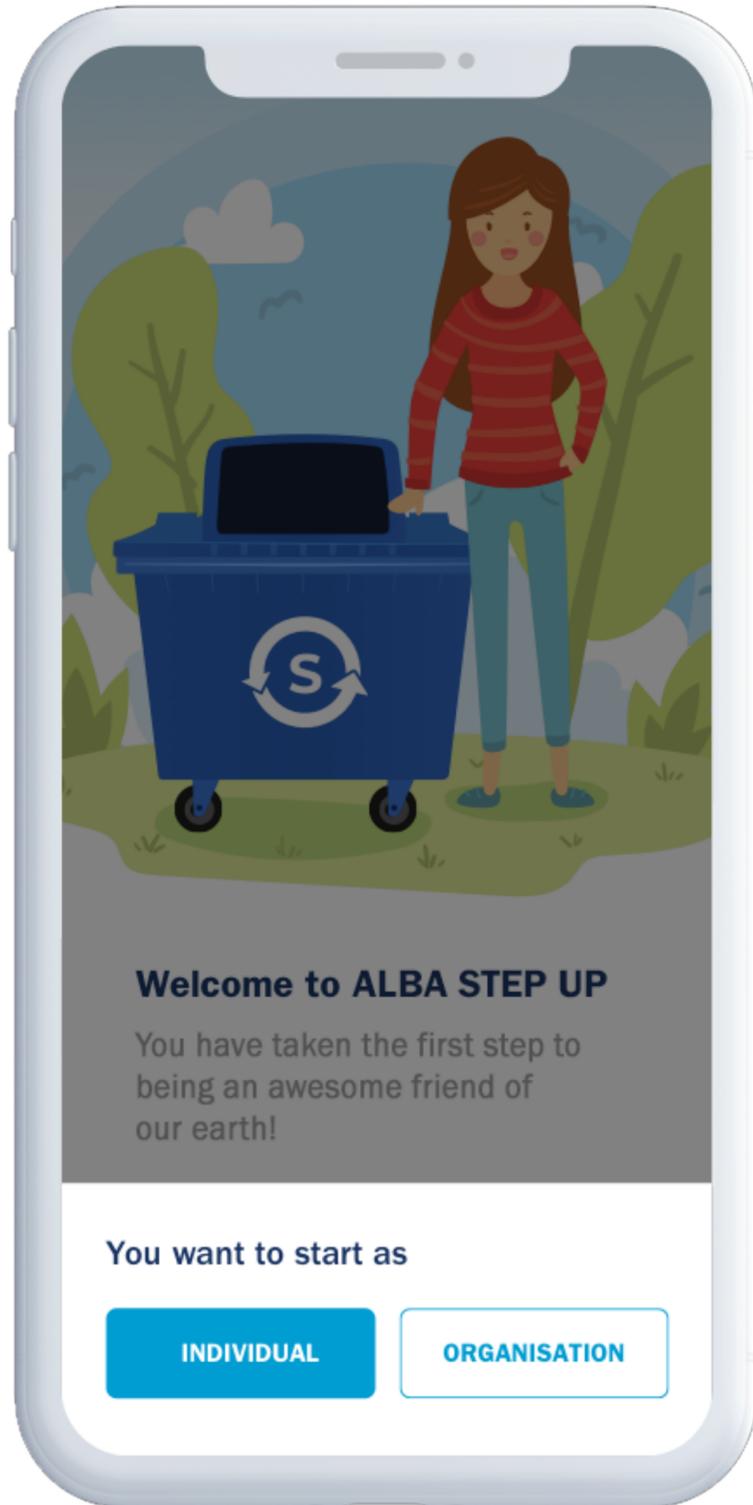
Towards @  
**ZERO  
WASTENUS**  
nus.edu.sg/zerowaste

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**ALBA**  **STEP UP**

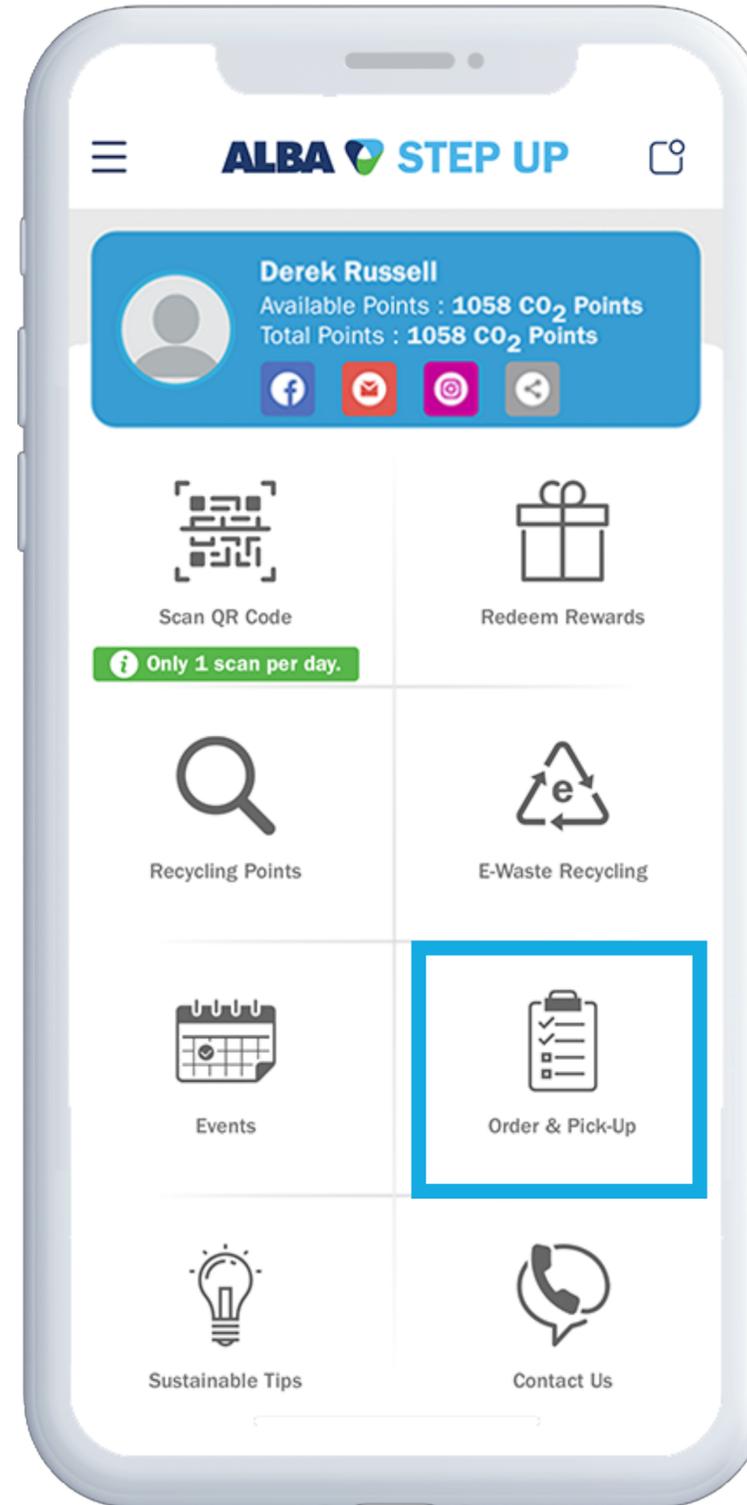


**Order & Pick up functionality  
on ALBA STEP UP App  
For NUS**



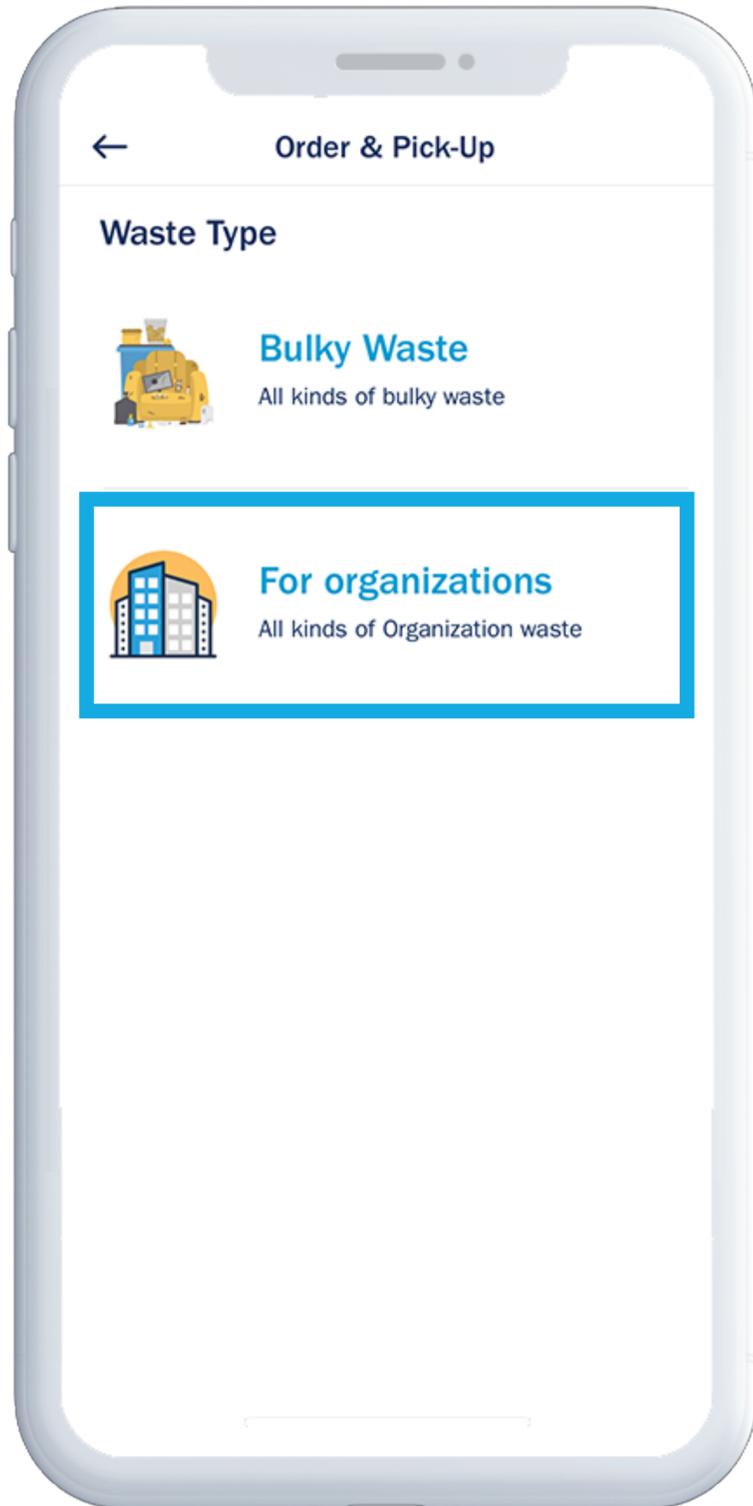
## Step 01

Make sure you have downloaded the **ALBA STEP UP app** and signed in as an **"Individual"**



## Step 02

To get started, select **Order & Pick-Up** on the home screen.

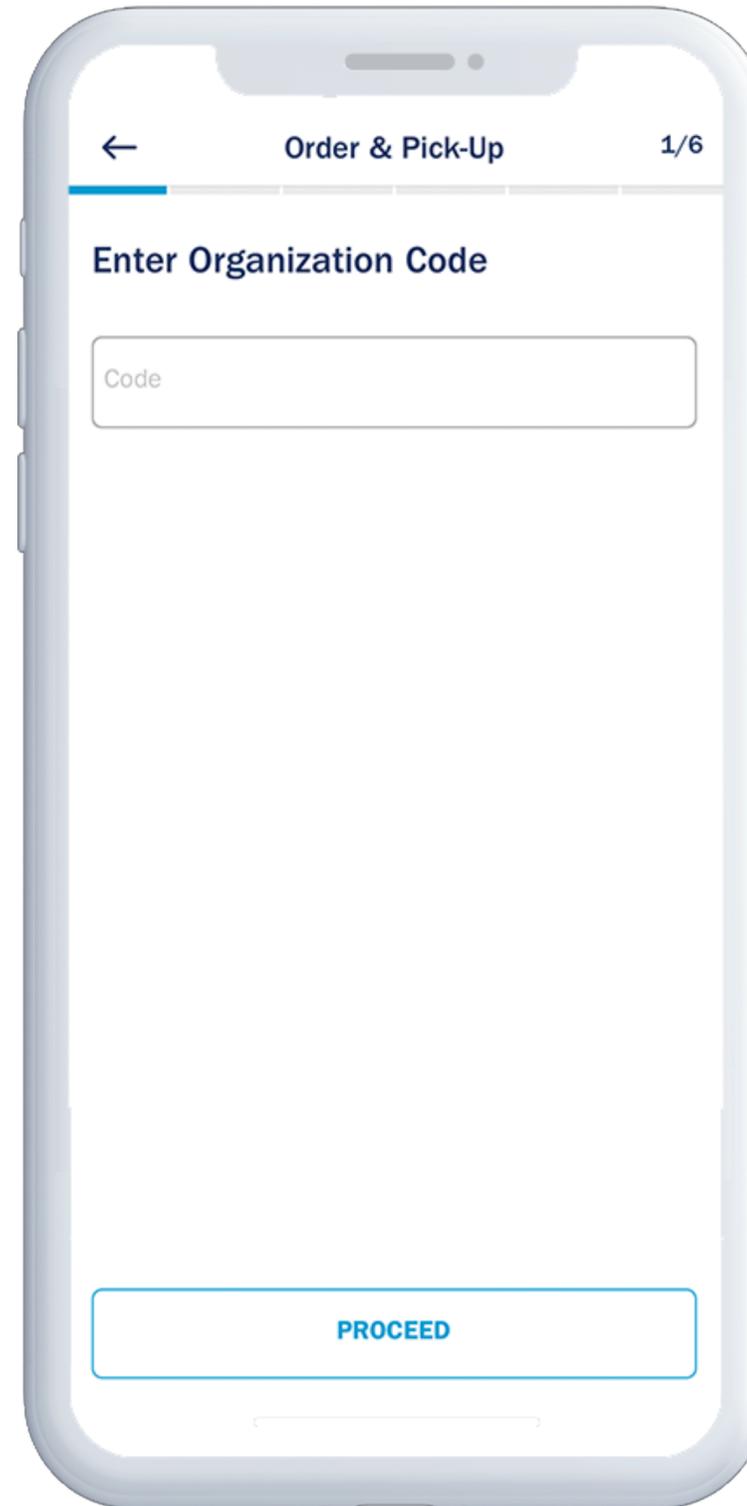


## Step 03

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Select **For Organization**

Make sure you have the Organisation ID ready before you access this session.

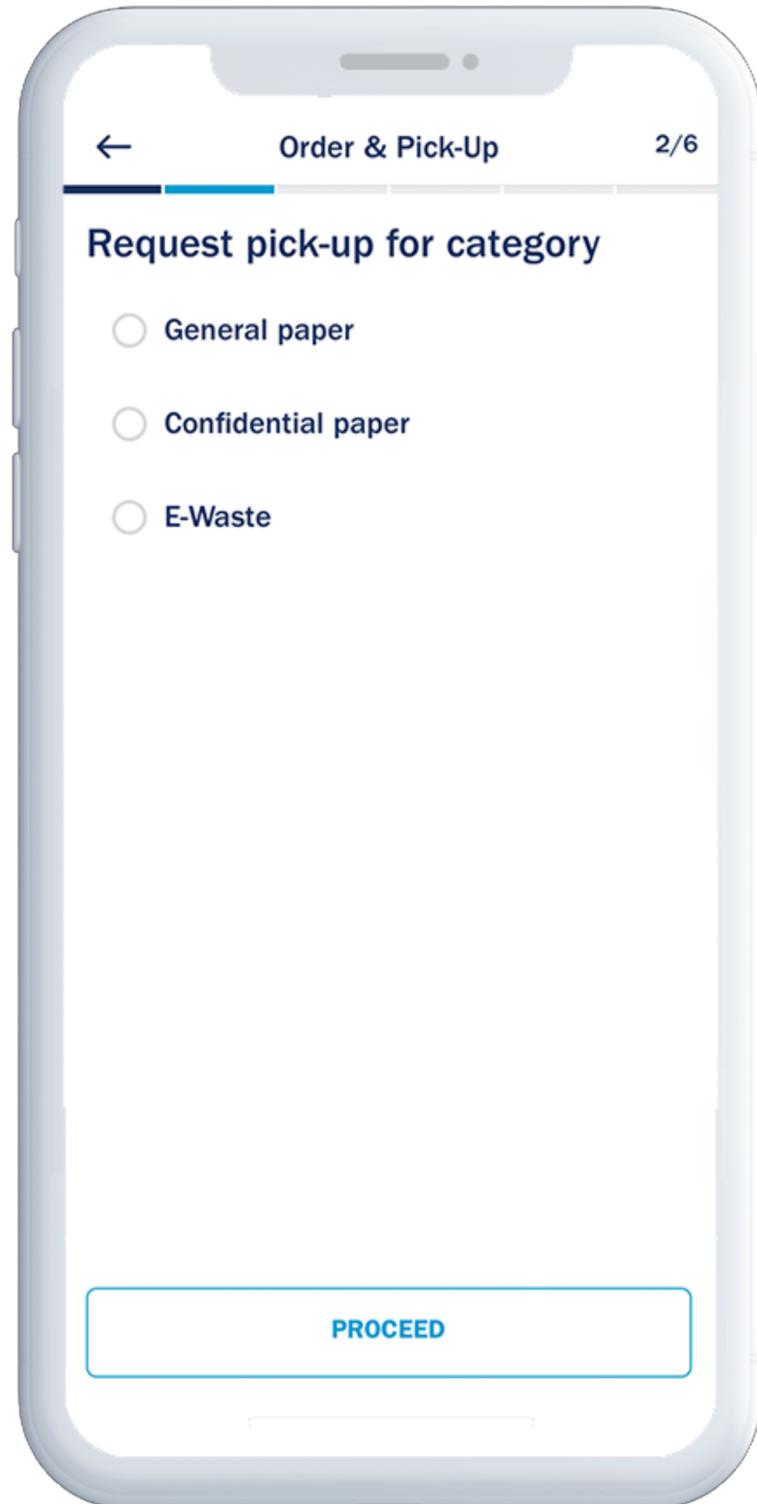


## Step 04

---

Input **organization code**

If you're from NUS, enter **<599616>** under organization code.



## Step 05

---

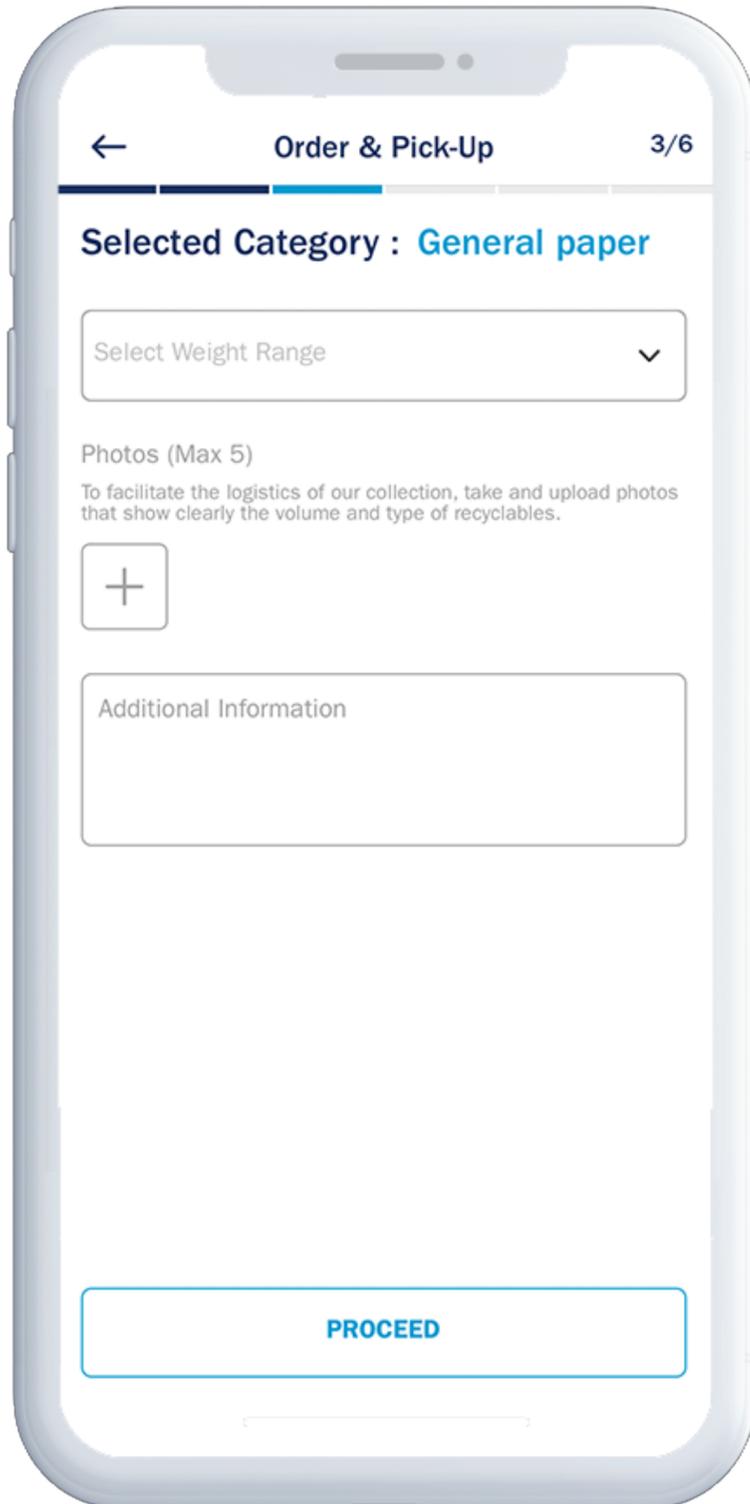
Choose the **category** you're requesting pick-up for. Please note you can only choose one category per request

Please submit another request if you have multiple categories.





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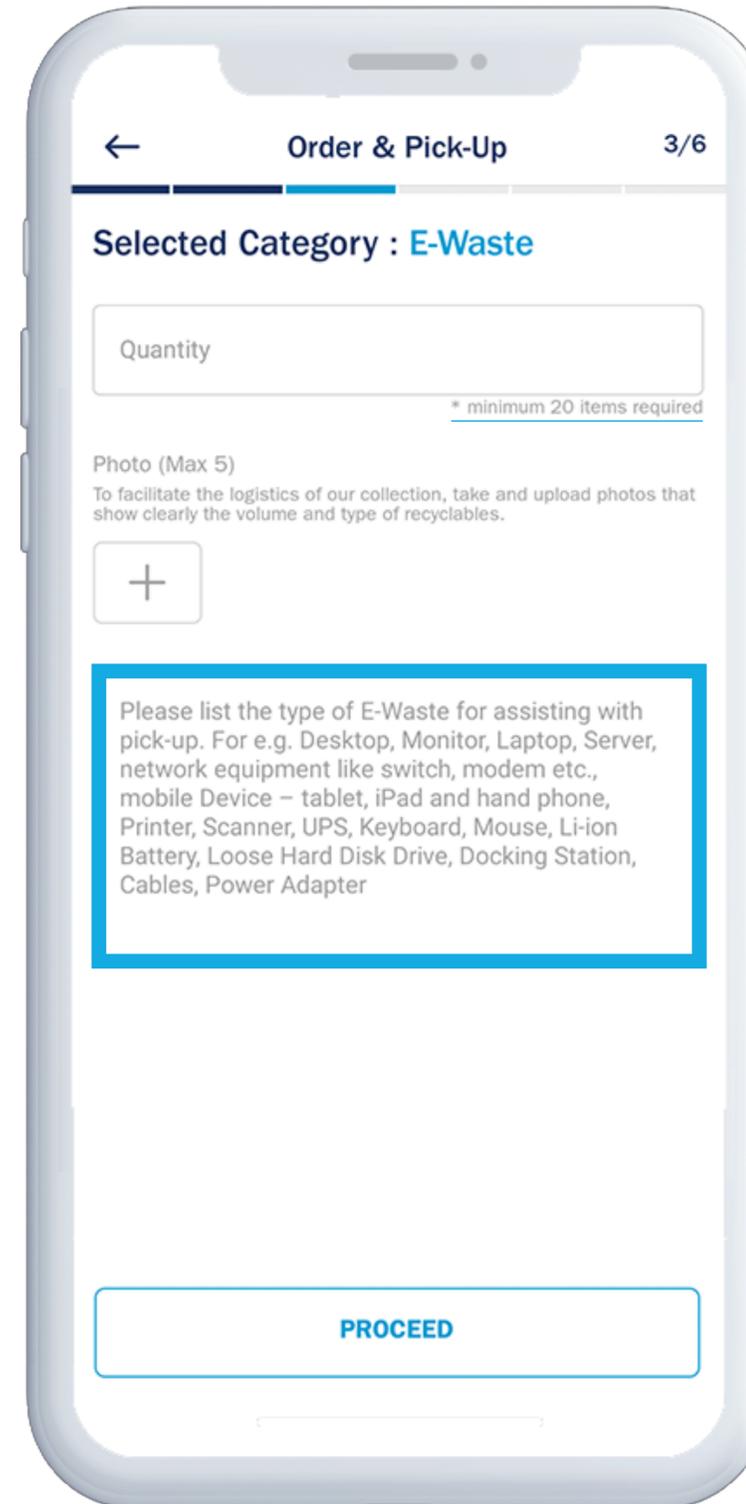
## Step 06

For selected categories  
General Paper  
Confidential Paper

Provide **more information** for the pick-up. Photos should show the actual volume of materials if possible.

Please note on the **minimum requirement:**

**General/Confidential Paper**  
Minimum 50kg required



## Step 06

For selected categories  
E-Waste

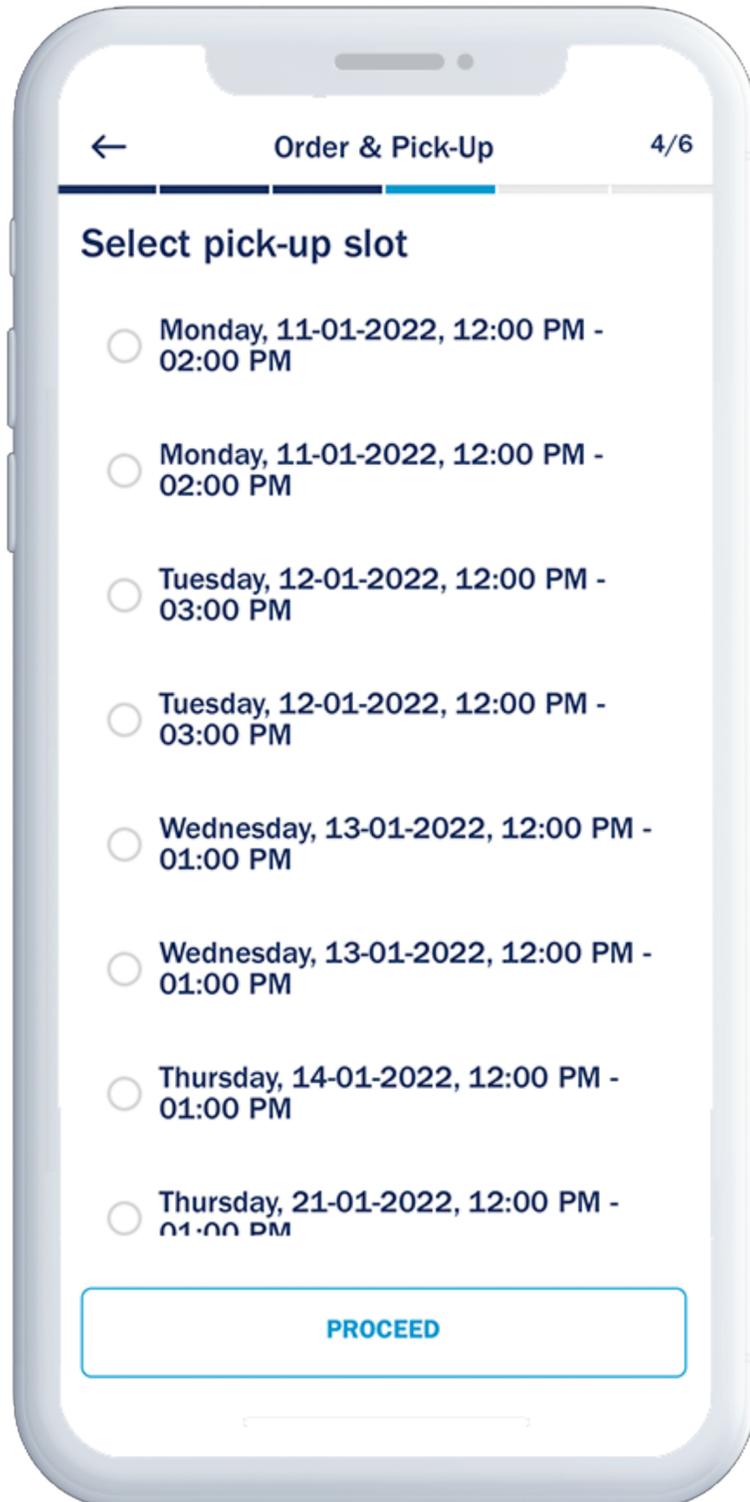
Mandatory field. Please list the type of E-Waste for assisting with pick-up.

Please note on the **minimum requirement:**

**E-Waste**  
Minimum 20 items required

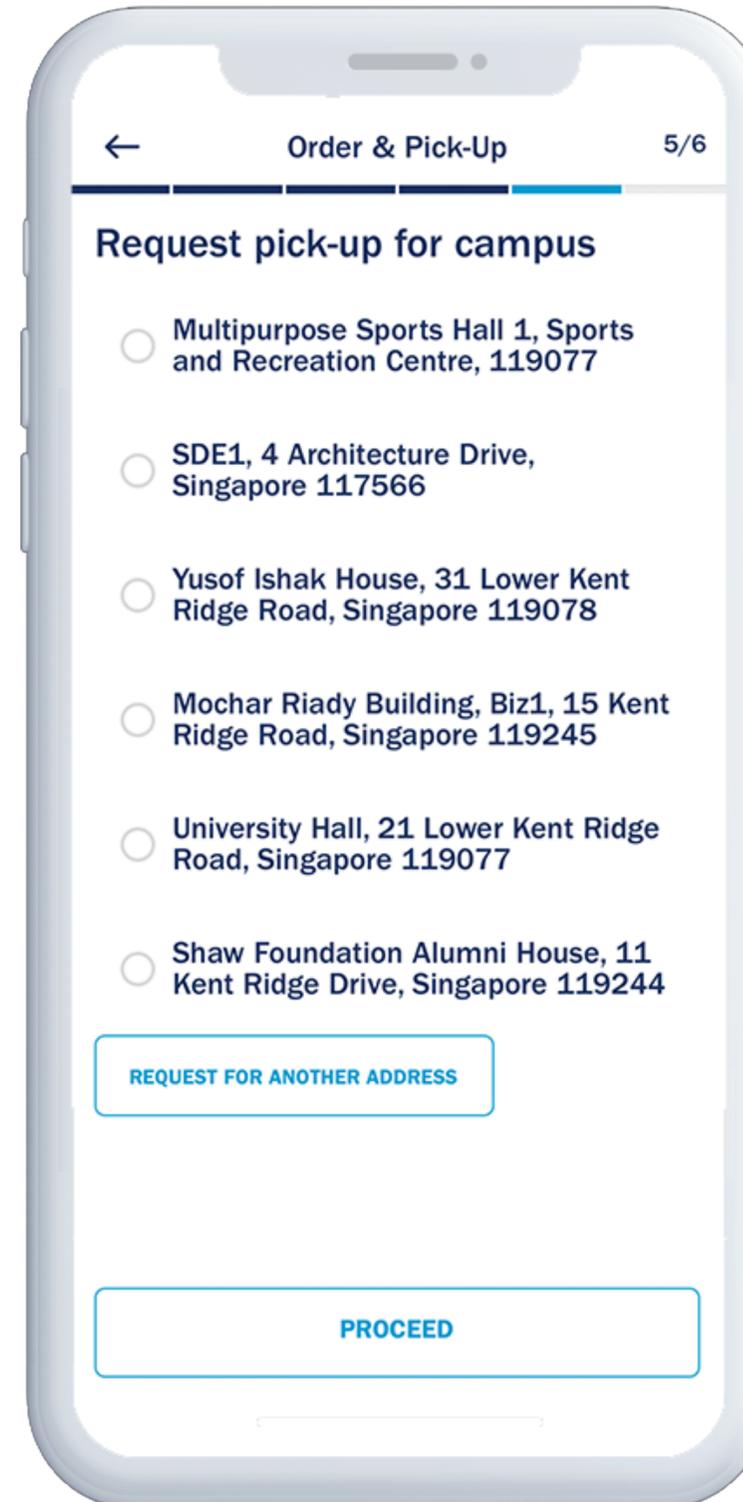


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## Step 07

Choose a suitable **date and timeslot** for pick-up



## Step 08

Select pick-up **location**



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# Step 09

## Review booking details

Order & Pick-Up 5/6

### Request pick-up for campus

- Mochar Riady Building, Biz1, 15 Kent Ridge Road, Singapore 119245
- University Hall, 21 Lower Kent Ridge Road, Singapore 119077
- Shaw Foundation Alumni House, 11 Kent Ridge Drive, Singapore 119244

[REQUEST FOR ANOTHER ADDRESS](#)

Address Line 1

Address Line 2

Postal Code

[CLOSE](#)

[PROCEED](#)

If desired pick-up location is not in the list, please input the address manually.

Order & Pick-Up 6/6

### Review

Name  
Derek Russell

Phone  
+65 98765432

Organization 599616

Category Cardboard paper

Weight Range 100kg - 150kg

Additional Info Any other information goes here

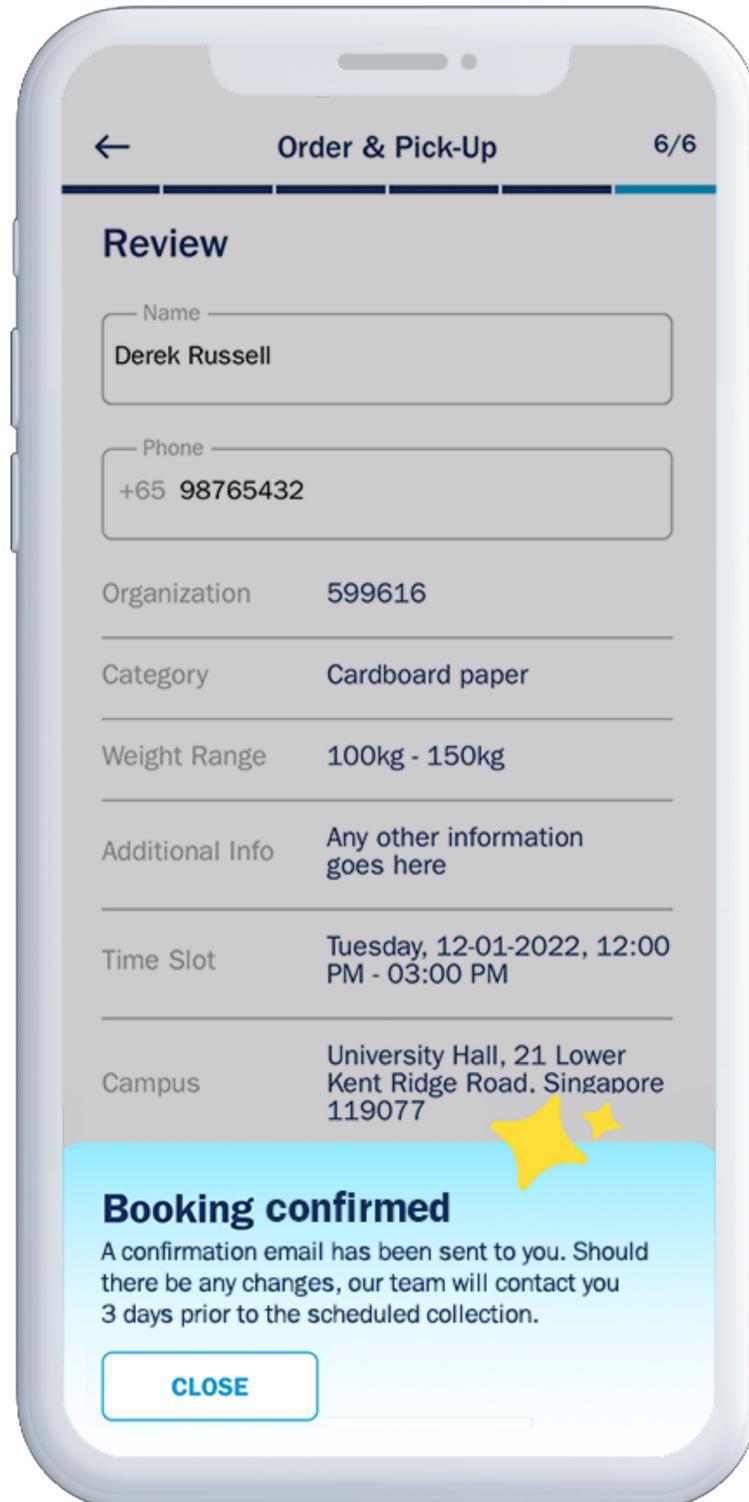
Time Slot Tuesday, 12-01-2022, 12:00 PM - 03:00 PM

Campus University Hall, 21 Lower Kent Ridge Road, Singapore 119077

[CHECKOUT](#)



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## Step 10

Confirmation screen to show booking has been received.

Should there be any changes, our team will contact you 3 days prior to the scheduled collection.



**ALBA**  **STEP UP**



Towards @  
**ZERO WASTENUS**  
nus.edu.sg/zerowaste

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# Contact us

For any app issues, please write to [contact@step-up.sg](mailto:contact@step-up.sg)

For any collection or missed collection requests write to [contact@alba-wh.sg](mailto:contact@alba-wh.sg)