Account Selection Select a Ship to Location

Depending on how your account is configured, there may be different ways you can select an account for your shopping session.

	Messages	Live chat Ship to location		AL (178406)	~ 1	Find Account
Q	🚫 Ink & Toner		Account	Ouick Add	Q Help	Ъ Cart
~ [Hello Jasmine! MONTREAL (178406)		Close			_
s	Shopping	Group Orders	He	llo Jasr	ninel	
c	Drders	Submitted Orders	MONTREAL (178406)			
1	dy Account	Backordered Items				
1		Templates			1))

•	By default, the account assigned to your current order is shown in the
	header and in the Account menu.

Messages Live chat	Ship to location	MONTREAL (178406)	^	Find Account
nk & Toner		NANAIMO EMPLOYEE (178322)	•	₽ Cart
DEALS V	PUBLICATION	NB EMPLOYEE (178306) NFLD EMPLOYEE (178308)		
			-]

• Select a new account from the Ship to location drop-down list.

Postal Code Entry

Your account may be configured so that a window allowing you to enter your postal code opens after you sign in.

Welcome to Staples Professional
ensure that we provide you with the most accurate and up-to-date product availability, please enter the postal code for the shipping address that your next order will be delivered to. Need help finding your postal code ? <u>Click here</u> for postal code look-up
Enter your postal code here



- In order to ensure that the products presented to you during your shopping session correspond to the Distribution Centre that will ship your order, please enter your postal code in the field provided.
 - The postal code format to be entered is A1A1A1 or A1A 1A1 in lowercase or uppercase letters.
- Click on Continue.
- If you have not entered the correct postal code and wish to change it, click on the link **Change postal code** in the upper right corner of the screen.
 - The postal code entry window opens and allows you to enter a new postal code.



Find an Account

If your account is configured to enable ship to accounts selection, you can use the **Find Account** feature, especially if you have multiple accounts.

- Enter a keyword to identify the account.
- Use the other options to filter and sort the results.
 - Click on the magnifying glass to begin the search.
- In the accounts list, click on **Select** to choose the account on that line.

SI	hip to S	election	Enter k	Fi	ind Account	
Enter keyword					Q Contains	Begins With
Look in all fields	~	Sort by	Ascending	Descending		
Acct. Number Cost Center Customer name					Showin	g (279) accour
Address 1 Address 2 City Postal Code Care Of		Customer name	Cost center	Address Select	Care of	Select Account
★ 178	302 I	MISSISSAUGA EWAY.CA	VENDOR TEST ACCOUNT	99 TEST STREET MISSISSAUGA ON L7E2W6		<u>Select</u>
* 178	304 0	CAMBRIDGE EWAY.CA	10NTO ACCT CREDIT	123 FAKE ST SUITE 123 CAMBRIDGE ON N1T2M6		<u>Select</u>
★ 178	306 I	NEW BRUINSWICK EWAY.CA	CARD NB EMPLOYEE	TEST E2L3Z8		<u>Select</u>
+ 178	308 1	EWFOUNDLAND	NFLD	1 NEWFOUNDLAND NL		Select

Favourite Accounts

- In the list, flag your favourite accounts by clicking on their white star.
 - The favourite account's star becomes red and the account is added at the top of the drop-down list.

