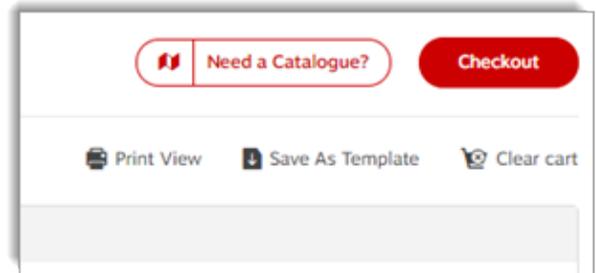
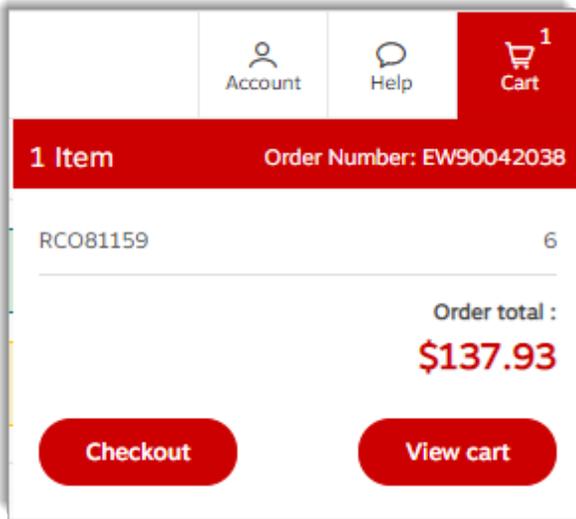




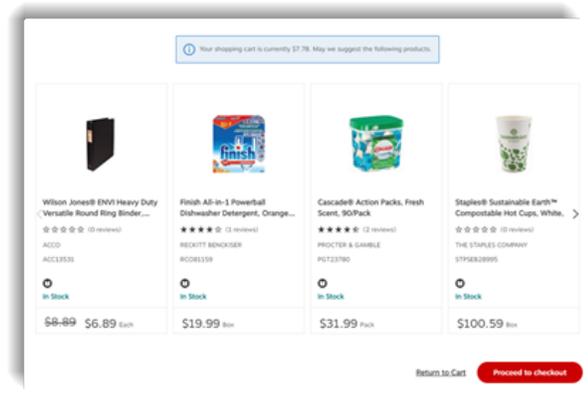
Start the Checkout Process

- Hover the **Cart** menu in the upper right corner of the screen.
- Click on **Checkout** in the **Shopping Cart Summary** to submit your order for processing.
- You may also click on **Checkout** in the **Shopping Cart** page.



Fifty Green

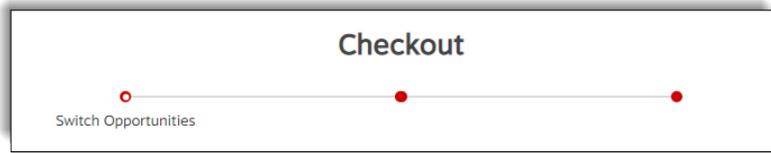
- The Fifty Green recommendations may appear if your order is less than \$50.
- A charge may be added to your order. To avoid these, you can continue shopping to increase your order total.
- This screen recommends products that you can conveniently add to your order.
- If you decide to continue with your order as is, you'll be pleased to know that a portion of the fees collected are used to buy trees as part of the Tree Canada donation program.



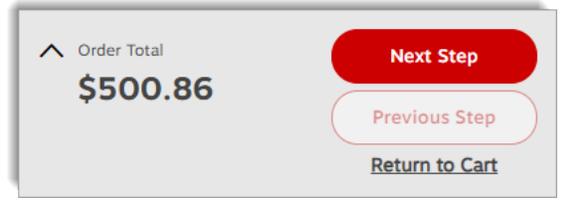


Progress Bar

- There may be a few steps in the checkout process depending on your account setup and the content of your order.
 - Switch Opportunities;
 - Create your own personalized profile;
 - Delivery Details;
 - Add or modify delivery addresses;
 - Select a Cost centre;
 - Payment, Review & Confirm;
 - Add or edit a billing address.
- The progress bar shows you how many steps you have to go through and where you are in the process.

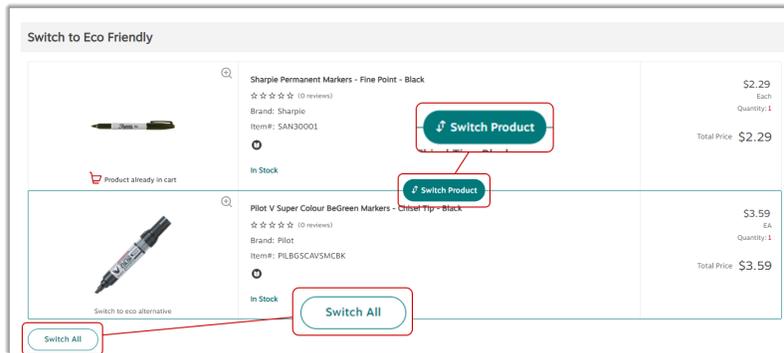


- At any time, you can open the **Order Total** tab in the lower right corner of the screen to return to the shopping cart, continue to the next step or submit your order.



Switch Opportunities

- The **Switch Opportunities** page is displayed if your order contains Switch to Save or Switch to Eco-friendly opportunities.
 - The **Switch to Save** section appears when a cost saving alternate product is available.
 - The **Switch to Eco-friendly** section appears when an environmentally friendly alternate product is available.
 - Click on the **Switch Product** button in the middle to make the exchange.
 - Click on the **Switch All** button to exchange all the items in this section.
 - Click on **Return to Cart** to make changes to the order.
 - Click on **Next Step** to go to the next step in the checkout.





Create your own personalized profile

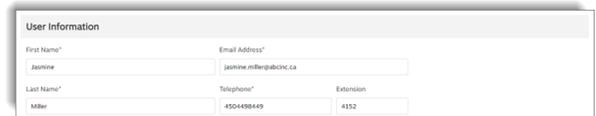
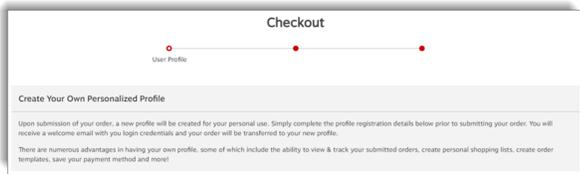
Upon checkout, you may have the option of creating your own personalized profile, depending on the account setup you are using.

This functionality is generally associated with accounts with a shared profile, such as **Employee Purchasing Program** accounts.

- By creating your own profile, you will see the account as if it were your own, you will be able to view your order history, create shopping lists, templates and save your payment methods.

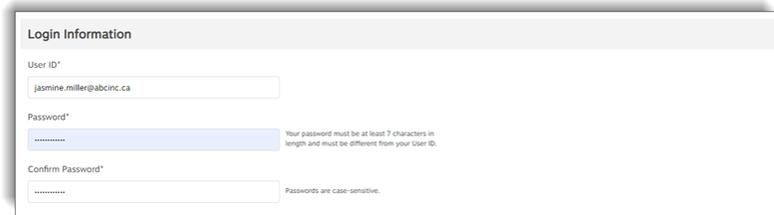
User Information

- In this section you must enter the following information:
 - **First name**
 - **Last name**
 - **Email Address**
 - When information is entered in the **Email Address** field, its content is automatically copied to the **User ID** field in the **Login Information** section that follows. Therefore, if the address entered already exists in our database, you will receive a message advising that the user ID already exists.
 - **Telephone**
 - **Extension**



Login Information

- In this section, if the email address entered doesn't exist in our database, the **User ID** field should already contain your email address.
- You must now set a **password** and confirm it in the **Confirm Password** field.
- You can now continue the process to checkout normally.
- A welcome email is sent to you informing you of your login credentials for future shopping sessions.
 - When opening your next shopping session, you will be able to create shopping lists, add payment methods and more.
- Depending on the account configuration, you may also be able to access **Submitted Orders** in the **Orders** menu and query your order history, otherwise you may use the [Find Your Order](#) page.
- Click on **Next Step**.



Delivery Details

- The **Delivery Details** screen appears if your order contains a **Special Delivery** item or more.
- Select your Special Delivery options for each item with a blue icon truck .
- You may also have to select a pre-assembly option.

Delivery Details

There are furniture items in your cart that require special delivery. Special delivery furniture items can be delivered to your shipping address or picked up from one of our warehouses.
 Note: Special delivery options are not available on items that ship directly from a trusted Staples partner, these products are marked with the following icon 

Please select the service option for your special delivery furniture.

*By submitting this order, you agree to the [Terms and Conditions](#) related to the purchase of furniture items.

I want my special delivery furniture items installed on-site. **[\$33.75 fee applies]**
 This service option includes delivery, unpacking, assembly (if required), Placement & installation of product at desired location.

Standard delivery - no on-site installation. [Included - no charge for this service option]
 This service option includes delivery of special delivery furniture items only.

I want to pick up my special furniture item. **[Included - no charge for this service option]**

Pre-Assembly Selection

You have chosen not to include on-site installation, however some of the special delivery items in your cart have the option for pre-assembly. Please select whether or not you would like to have the special delivery items listed below pre-assembled. Additional charges may apply.

	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Global Mirage High-Back Tilter with Headrest - Echo - Black</p> <p>☆☆☆☆ (0 reviews)</p> <p>Brand: Global</p> <p>Item#: GLBMVL3187TC74</p> <p> </p> <p>In Stock (Delivery 3-5 business days)</p> </div>	<p>\$594.32 Each</p>
<p>Service Options* <input checked="" type="radio"/> Yes, pre-assemble. (Assembly Fee INCLUDED) <input type="radio"/> No, do not pre-assemble</p>		

Delivery Address

- Your account's **Delivery Address** appears by default. Make changes as needed.
-  One or more fields could be locked at your organization's request.
-  You can try choosing an alternate preset shipping address by returning to the shopping cart and selecting a new account.

Delivery Address

[Change Delivery Address](#)

Delivery Address

Company/Individual Name*
MONTREAL EWAY.CA

Attention

Street Address*
1616 EIFFEL

Building/Floor/Suite/Room

City* BOUCHERVILLE Province* Quebec

Postal Code*
J4B7W1

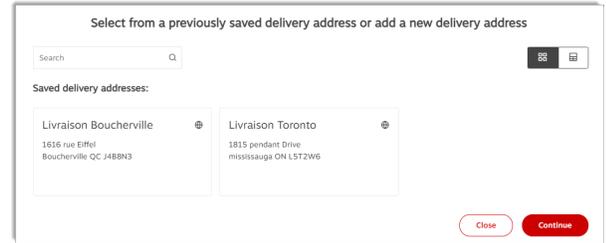
Delivery Instructions 30/30

Maximum 30 characters. Do not use to specify alternate address location or for Special delivery products.

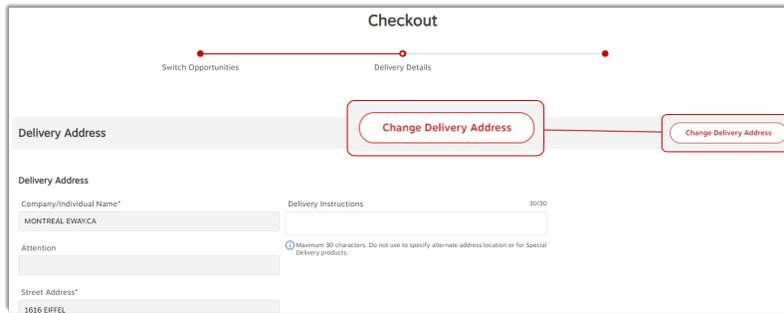


Delivery Address

- When modifying one of the address fields, a window may display in order to confirm the address entered is accurate.
 - Select the address you entered or the suggested address to continue.



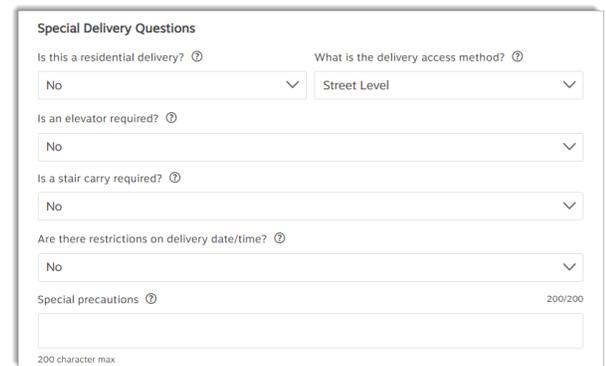
- Depending on your account's setup, you may have the option to add or change delivery addresses. This feature enables you to manage the delivery addresses for your orders.
 - Click on the **Add new delivery address** or **Change Delivery Address** button and register your delivery addresses to save time on your next orders.
 - Consult the **Manage Addresses** guide to know more about this feature.



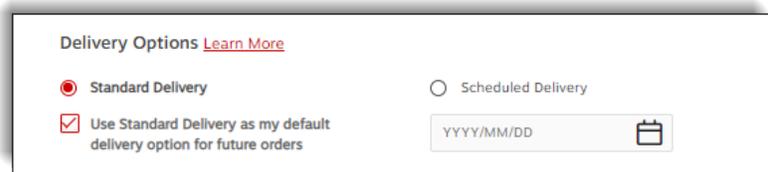
- The **Special Delivery Questions** section appears if you have Special Delivery items to be delivered or delivered and installed.



Since these items tend to be bulky and heavy, the questions are mostly about how to access the final delivery destination.



- Check the appropriate **delivery option**.
 - Standard Delivery** - delivered the next business day in major markets within Canada.
 - Scheduled Delivery** - delivered at a future date of your choosing. Select the required date in the calendar.
 - Same Day Delivery** - for eligible items. Additional charges may apply.



- A section named **Delivery Date, Multiple Deliveries Required** or **Pickup Information** contains a message about the delivery or



Delivery Address

pick-up process, depending on the products in the order and the selected special delivery options.

- Click on **Next Step** to go to the next step in the checkout.

Multiple Deliveries Required

- Your Special Delivery products will be delivered together in one shipment. If one of these products is on backorder, the entire order will not be delivered until the backordered product is in-stock.
 - Your projected delivery date for special delivery products is: **3-5 business days.**
- Your in-stock order (excluding special delivery products) will be delivered the next business day.



Payment, Review and Confirm

- The last screen's content varies depending on the items in your order.
 - If your order requires **approval** before being sent for processing, a message will indicate the reason why.
 - Click on **Show/Hide** details to learn more about this warning.
- The **Order Information** section contains your buyer information and a space to enter comments if you wish.
- Depending on your account setup, you may have the option to select a **Cost Center**.
 - Select an available cost center from the list or perform a search.
 - Consult the **Manage Addresses** guide to know more about this feature.

Order Information

Ordered by * <input type="text" value="Jasmine Miller"/>	Cost Center <input type="text" value="2"/>
Email Address * <input type="text" value="cynthia.savard@staples.ca"/>	Account# * <input type="text" value="178406"/>
Phone Number * <input type="text" value="4504498449"/>	Extension <input type="text" value="220850"/>
Optional Comment (not transmitted with order) <input style="width: 100%; height: 30px;" type="text"/>	

- The **Payment** section appears for every order. It's where you select how the order will be paid.
- If a preferred method is specified in your profile, it will automatically be selected for you.
- There can be many options depending on your account set-up.
 - **Place the order on account** if you don't want to use credit card payment.
 - You can **use the credit card provided in your customer account**.
 - You can **use the credit card loaded in your Buyer profile**. If you have a choice of multiple credit cards - your own or shared by other buyers - select one from the drop-down list.
 - You could also enter a credit card for this order only. Click on **Add New Credit Card** and enter the required information.
- To set your preferred payment method for future orders, select a payment method from the available choices and click on **Set As Default**.

Payment

The default payment method may not be available in all accounts.

Place this order on account. Payment will be made according to the previously established Terms.

Use the Credit Card loaded in My Profile.

Use the Credit Card provided with this order. (Note: Visa debit and Mastercard debit cards are not currently accepted as a payment method for eway.)

Card Number*

Card Holder Name*

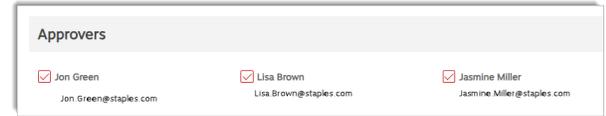
Expiration Date*

- Click on **Return to Cart** to make changes to the order.
- Click on **Previous Step** to go back to the previous step.
- Click on **Next Step** to go to the next step in the checkout.



Payment, Review and Confirm

- The **Approvers** section appears if your order requires approval and your buyer profile allows you to select which approver from your group will receive the notification email.
 - Check the boxes next to each person you want to select.
 - The system will remember your selection and show that as the default for your next order.
- The **Billing Address** section may display depending on your account's configuration.
 - Consult the **Manage Addresses** guide to know more about this feature.



Billing Address Change Billing Address

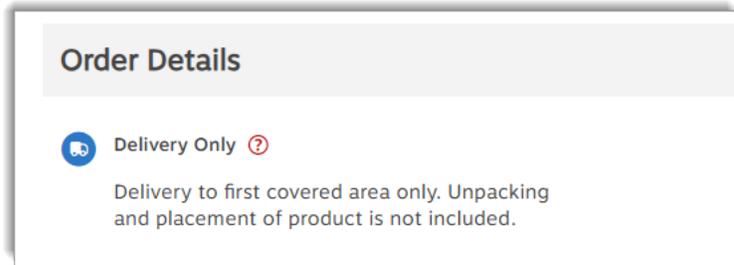
Company/Individual Name* Building/Floor/Suite/Room

Attention City*

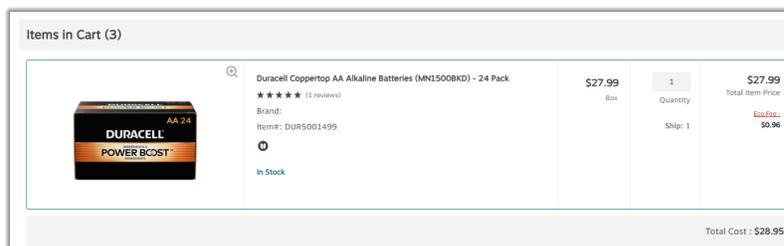
Street Address* Province* Postal Code*

[Set as default billing address](#)

- The **Order Details** section shows your selected service option for **Special Delivery** items.



- The **Items in Cart** section shows the products included in the order, promotional giveaways, custom fields, miscellaneous charges, assembly fees, environmental fees, etc.
- By default, the cart displays **10** items.
- Click on **View (?) more items in cart** to view other products if any.
- Click on **Return to Cart** to make changes to the order.
- Click on **Previous Step** to go back to the previous step.
- Click on **Submit Order** to complete the Check Out process.





Order Confirmation

- The confirmation screen shows your **eway order number**.
- An email confirmation is immediately sent to the address entered in the **Order Information** section.
- Click on **Continue** to start a new order.

Thank you for your order!

Your Eway order EW85981420 has been received and is being processed.

An email confirmation was sent to cinthia.savard@staples.com.

Please feel free to contact customer service if you have any questions regarding your order.

Continue