



Find all of your orders processed with Staples Professional

- Access the **Find Your Order** feature by entering this link in your browser's address bar: <https://www.eway.ca/Eway/en/eway/FindYourOrder>.
 - This feature enables you to find all of your orders processed with Staples Professional; orders submitted via eway, by email, or with the assistance of a Customer Care Associate.

- In the **Look it up with your order number** section, enter the order number to search for.
- Enter the postal code associated with the order you are looking for.
 - The postal code format to be entered is **A1A1A1** or **A1A 1A1**, in lower or upper case.
- When you click **Continue**, the **Order Details** page displays the result.
 - You can see all the details of the order, but only if the account corresponding to the requested order is part of the accounts structure to which you have access.

- To be able to view the following information or options, please sign in on eway and consult the [Find Your Orders \(PDF\) \(Authenticated Users\)](#) guide to know more.
 - The price of the items;
 - Totals in the order summary;
 - Print, save, or email your invoice/ order;
 - Add comments.