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: <u>https://www.eway.ca/Eway/en/eway/FindYourOrder</u>.
 - 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.

Find your order						
Look it up with your order number Find an individual order.		Sign in with your User ID For full access to view all your submitted order history.				
Order number	⑦ How can I find my order number?	User ID				
Postal Code	⑦ What postal code should I enter?	Password				
Continue		Save User ID				
		Sign in Forgot User ID or Password 2				

- 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.

Order Details #EW876	13620			
Invoice: 62577724 Item(s) Shipped		Hide tracking information	Order Summary	
Invoice: 62577724	Carrie Delivered o effective of the second Tracking a Signed b	r: NATIONEX 12 2023-03-27 @ 14:06 12 250634009 17 Joanie richard	Ordered by : Order Date : Cost Center : PO Number :	Jasmine Miller 2023-03-23 62860 000.QV.6 178406
Q	Sharple Industrial Permanent Markers - Fine Point - Black Branet Item#: SAN13601	Login for pricing and availability information	Shipping Address :	TOROMONT CAT (QUEBEC) 1200 3E AV E VAL-DOR QC J9P1V1
Q	Sharpië Pro Chilel Tip Magnum Permanent Marlers - Black Brandt: Itemit: SAN44001	Login for pricing and availability information / pricing and availabili informatio	ity on	
C.	TRU RED Tank Highlighter with Grip, Chisel Tip, Yellow, 5 Pack (TR54577) Brand:	Login for pricing and availability information		

- 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.

