This guide describes how you can select next day delivery or set a future delivery date for your order during checkout on eway.



Note that this feature may not be enabled for your account.

# Checkout

• Begin the checkout process by clicking **Checkout** in the **Cart Summary** or in the **Shopping Cart** page.

	O Account	⊕ Quick Add	Q Help	€ ביין Cart
2 Items		Order	Number: EW	/89237116
SAI	N30665			1
DUR5001499				2
			Or \$	der total : 81.16
Checkout			View	cart

• Or click on **Checkout** in the Shopping Cart page.



## **Delivery Details**

The section to select the **Delivery Options** is located at the bottom of the **Delivery Details** step.

Checkout				
You have taken advantage of all the switch o proceed.	pportunities. If you wish to return to your Shopping Cart, click on the 'Return to cart' link, otherwise click 'Hext step' to			
Switch Opportunities	Delivery Details			
	Delivery Details			



## **Delivery Details**

### **Delivery Options**

Click on the Learn More link to know in detail our policy for regular and scheduled delivery.

Staples D' PROFESIONAL	⊕ en ∽	O Live chat
Minimum Orders and Delivery		
Standard Delivery :		
Staples Professional provides next business day service to major markets within Canada. Our Goal is to provide your large locations with next business day service and match exist your outlying locations. We provide next business day service to over 95% of our national customer locations.	ing delivery service	to
Scheduled Delivery :		
Staples Professional provides the ability for customer to specify future delivery dates. Please note that Staples Professional does not deliver on weekends or statutory holidays.		
Products shipped from a trusted Staples partner: If you select a scheduled delivery date, the date entered is not guaranteed for products that are shipped from a trusted Staples partner Products that ship separately (products identified by this ) icon. These items will be shipped after the scheduled delivery date entered for this order but not necessarily on the date entered.		

#### **Standard Delivery**

- Staples Professional will provide next business day delivery.
- Check the Standard Delivery button.
  - Please note that we do not deliver on weekends or statutory holidays.

Delivery Options Learn More		
Standard Delivery	O Scheduled Delivery	
Use Standard Delivery as my default delivery option for future orders	YYYY/MM/DD	Ö

- Check the box below the Standard Delivery option to make regular delivery your default option for future orders.
  - Click on Next Step.

#### **Scheduled Delivery**

- Staples Professional provides the ability for customer to specify future delivery dates up to 6 months.
- Check the Scheduled Delivery button.
  - Specify a delivery date.
    - Simply click in the calendar field, which will allow you to select a date between 2 days 6 months from the current date.
    - Weekends will be grayed out.
    - If you select a holiday, we will simply deliver the next business day.
- After selecting the scheduled delivery date, you may proceed to the Next step in the checkout process.

Also note that the **Scheduled Delivery** option for products that ship separately, such as products shipped from a Staples trusted partner (Market Place) will be shipped after the scheduled date you entered, but may be delivery at a later date.

Delivery Options Learn More	
O Standard Delivery	Scheduled Delivery
Use Standard Delivery as my default delivery option for future orders	YYYY/MM/DD

### **Other Specifications**

- After submitting your order, you will not be able to modify the delivery date. If you wish to do so, simply call our Customer Support and provide them with your unique eway order number (#EWXXXXXXX).
- For customers that have approval routing in place, the scheduled delivery information will only be available in view mode for Approvers, they will not be able to modify the **Scheduled Date** for an order awaiting approval on eway.
- Your submitted order history on eway will display the scheduled date.



