## As Easy As...

Click on the link provided in your invitation email

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Find the products you want and add them to the shopping cart 3

Check out from the Group Order

# Q: I clicked on the link but received an error message. What do I do now?

If one of the following situations applies to you, contact the order's creator to get more details about the next Group Order.

- The order is closed and processed.
- You've already used this link to add items before.
- Your invitation had an expiry date and it's passed.
- Your invitation was cancelled by the order's creator.
- The order was cancelled by its creator.

If the Group Order functionality on eway.ca is temporarily unavailable, we apologize. Please try again in a few minutes.

## Q: Why do I have to enter my name and email address?

#### A:

If you have to identify yourself before entering eway, it's simply because you weren't previously identified by the order's creator. This information will be used to let the buyer know that you added items to the order, to associate these items with your name and to send you an order confirmation by email.

## Q: What are my options while entering my order?

PRODUCTS ^	SERVICES & SOLUTIONS V	BRANDS $\lor$ DEALS $\lor$ PUBLICATIONS $\lor$						
Computer Accessories & Components								
Computers	Computer Accessories	Computer Components CD, DVD & Blu-Ray Drives Computer Cases						
Electronics	Batteries & Power Supply Batteries							
Food & Cleaning	Computer Cables Computer Headsets &	Computer Fans Computer Memory (RAM)						
Furniture & Home	Microphones	Computer Power Supplies						
Ink & Office Machines	Data Storage Electronic Cleaning	CPU & Computer Processors Graphics Cards						
Office Supplies	Laptop Bags & Sleeves Mice & Keyboards	Hubs Motherboards						
Warehouse & Facilities	Monitor Stands & Screen Filters Monitors & Accessories Networking PC Headsets PC Speakers Webcams	Network Interface Cards Software						
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	Search for all your business needs	0
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Quick Add Search for products by item number, then add them to year shopping cart.			
Item Number VPK02WA142 Q			
Ice River Water Natural - 500ml - 24 Pack	\$13.19 🛈 Canon	+ Add to Cart	(E) Next's Costingue?) Effer Horro Code Checkey

A:

Browse for products using the **Products** menu.

- Drill down into sub-categories to view those products.
- Add items to the shopping cart from the results list.

Search for products using keywords.

- At the very top of the screen, enter a keyword and click on the **Search** button to view matching items.
- Add items to the shopping cart from the results list.

Open the Shopping Cart to add products directly.

- Click on View Cart in the Cart Summary in the top right corner, or open the Account menu, hover the Shopping tab and select Cart.
- Add items by searching the Item Number and clicking + Add to Cart.

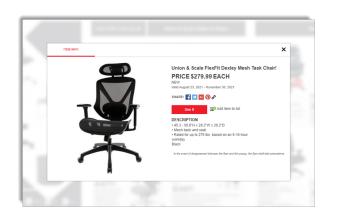


## Q: What are my options while entering my order?

Shopp	ing list d	etail s	howing 7 items	Flyer	~	Sort by	~	88 ≡
						Compa	re Selected	7 Add Selected
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Use a predefined Shopping List to select items.

- Open the Account menu, hover the Shopping tab ans click on Shopping List.
- Click on a List Name.
- Add items to the shopping cart from the shopping list.

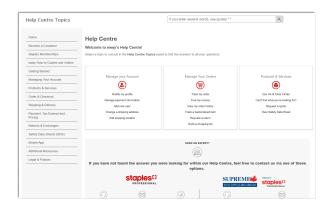


Look through our **Publications** to find items.

- Open the **Publications** menu and select a publication to view.
- Page through the publication and click on a product.
- Add the item to your cart from the product's **Details** popup window.

Take	advant	ade d	of val	uable	Deals	s
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- Click on the **Deals** menu.
- Download the mail-in rebate offer of your choice.



If you need assistance, use the **Help** menu.

- Select Contact Us to reach a Customer Care associate.
- Select **Help Centre** if you need to quickly find answers to your questions about eway.
- Select Recall Information to view items that are subject to a recall.



Rebates & Offers

# Q: How do I end my order? And what happens after that?

A:

#### Click on the **Check Out** button.

• If there are **Switch to Save** or **Switch to Eco-friendly** opportunities in your shopping cart, you will be invited to take advantage of them.

Review the final content of your order.

- Make sure all items are included in the correct quantity.
- Return to the Shopping Cart if modifications are required.

### Read this before you submit your order!

- Remember that you are not allowed to re-open the order after it is submitted, to add an item or edit the content.
- You can exit the order <u>without</u> checking out by clicking on **Logoff**. This way you will be allowed back.
- Don't forget to return to your order to submit it, before the deadline specified in your invitation email.

Ready to submit your order?

• Go through the check out process and click on **Submit**.

### What's next?

- Once your order is submitted, it is sent to the order's creator.
- You will receive an email to confirm your participation in the Group Order.
- When the group Order is closed and processed by the order's creator, you will receive a final confirmation of your order by email.

