Search by keyword

- From eway's header, enter any keyword in the product search field.
 - Click the magnifying glass to begin the search.



The results list is refreshed and displays the products that contain the word your searched for.





dymo| Q dymo c/o sanford

- You can also enter a partial or complete product code.
- You can enter a vendor's code or name.
- As you enter your keywords, a list of predefined words display underneath the module and enables you to make a selection without having to finish entering the word.



Search by product category

- From the navigation menu, click on the **Products** category menu.
 - A list of sub-category is displayed for each product category.
 - Stop your cursor on the category of your choice.
 - To narrow down the results, move your cursor towards the sub-category that best corresponds to the product you're searching for.



Search through the Creative Arts & Education Categories



- From the navigation menu, click the **Creative Arts and Education** category menu.
 - This menu allows you to view creative and educational student supplies.
 - Select a category on the page to see all the products it contains.



Depending on your account's configuration, this menu may not be available.



Search through our Services & Solutions

- From the navigation menu, click the Services and Solutions category menu.
 - This menu allows you to order discounted services, customizable items directly from the manufacturer through eway. The order is prepared and sent from the manufacturer directly to the specified address, reducing delivery times. Your order will still be billed by Staples Professional, depending on your account setup.



- Stop your cursor on the category of your choice.
- On your first visit to a business partner's site, the Confirm Shipping and Billing Information page displays.
 - Fill in the required information and click the **Continue** button. You will be redirected to our business partner's website to order the products of your choice.
 - This page will be displayed only once, during your next visits, you will be automatically redirected to the site of our business partner.
- Follow the instructions provided on our business partner's website to complete your order.

and will be reconfirmed before you su	sefore continuing to the vendor's site. The mit your order. You will not be able to c	e information will hange this informa	be used to ship and bill you tion after entering the vend	r transaction or's site.	
der Information					
Ordered by	Cost Center				
Jasmine Miller	020				
Imail Address."	Account# *				
cinthia.savard@staples.com	178410				
Shanes Bhanehood 1		Freedow			
5554491234		220850			
Maximum 30 characters. Do not use to specif	y alternate address location or for Special Belivery (raducts.			
ddress Information					
ddress Information	Iuldrafio	or/Suite/Room			
ddress Information mpany/Individual Name* 24.648Y 2 EWAYCA	Building/Tio	or/Suite/Room			
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ddress Information ampany/Individual Name* ALGARY 2 EVWYCA tension appine Miller	Building/Flo City' CALGARY	or/Suite/Room	Province* Alberta	~	
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Search by Brands



• From the navigation menu, click on the **Brands** category menu to explore a featured brand's products.



Search for Deals

SERVICES & SOLUTIONS V	BRANDS V	DEALS ^	PUBLICATIONS ~
	Flyers		
	Promotio	ons	
	Rebates	& Offers	\bigcirc

Rebates & Offers	
	Coleman "Puchase net DFD.00 will Elever's/I EXPOVI Paper Masch/Dharpini) products on a single invoice and receive one Coleman Big. Codel: Loss invoide your coder, you will also nervine a binne gift of online a first Coleman® DVIDE ^{NN} PEGH Lanteen or a first codeman® Bittery Gaude® 3000 Rashbalts. While supplies last." Valid: July OB, 2021 will Experiment 30, 2021 (g) (g) Boendam Abase offer

- Click on a brand to see the product offering.
 - Each selected brand presents the products offered by category.
 - Click on the category of your choice to see all the products it includes and add the selected items to your cart.

• From the navigation menu, click on the **Deals** category menu to explore our promotions, rebates and offers, and clearance items.



Some options may not be available in the menu, depending on the availability of current offers.

- Click on **Rebates and Offers** to see the currently available offers.
 - If a rebate has been created with the qualifying product option, the **Shop Qualifying Products** button will appear and redirect you to a page, which will allow you to browse eligible products for a vendor rebate.
- Click Clearance to see a list of all items currently on clearance.
 - Add the products of your choice directly to your cart using the Add to Cart button or by selecting the checkbox to the left of the image of multiple items and click the Add Selections button.



Search for products in our Publications



• From the navigation menu, click on the **Publications** category menu to view all of our online sourcebooks.



• Browse the publications and click on a product of your choice.



• Add this item to the cart from the pop-up window showing the product **Details**.



Narrow down your search results

Results for: "	dymo"	Showing 88 items	
Get it Fast	\checkmark		
Category	\sim		\oplus
Brands	\sim		
Rating	\sim		
Colour Family	\checkmark		

 $^{}$

Q

• After searching for a product, you are able to reduce the shown results by selecting a **faceted classification**. The faceted classifications vary depending on the products searched, you might see: category, brands, ratings, made in Canada, colour, etc.

The number of existing products is displayed between brackets.

 The Category faceted classification offers complementary categories to choose from.

Next-day delivered items

CATEGORY

Search for category

Laser Printer (120)

Inkjet Printer (40)

Printer Accessories (982)

Dye Sublimation Printer



- If a product is eligible for next day delivery, the **Get it Fast** faceted classification displays at the left of the search results.
 - Expand the Get It Fast faceted classification and check the Next-Day eligible box to show only products eligible for next day delivery in the search results.



Customize the results list display

• Customize the results list display by selecting one of the available choices.

Grid View

0 Q	. 0	0.	□ ©	. 0
	A			
			, S	
Maria MY-Ansahara-25	Music window MSR	Loolarh Messa Loolarh	Kensington Blue 72421	Microsoft Sculet Comfort
Graphite	multi-device	Marathon, M705	Wireless, mouse, Pro Fit	Mouse
安安安安安 (Direviews)	安安安安安 (Graviews)	***** (1 reviews)	会会会会会 (Direviews)	安安安安安 (Direviews)
LOGITECH	LOGITECH	LOGITEON	KENSINGTON	MICROSOFT CORP.
100930005132	L06990005012	L06910001935	KMW72423	MSFH3500004
0	0	0	0	0
In Stock	In Stock	In Stock	In Stock	in Stock

List View

P.	Ð	Minotaur-64 10* Task Stool, Polyurethane - Black (BLACK), 9663-64 BLK 순 ☆ ☆ ☆ () ^{Reviews)} Brand: GLOBAL UPHCLSTERY CO. Nem1: GL8966364	\$409.
半		0 0 0	
		In Stock (Special Delivery Required: Product usually ships within 3-5 business days)	1 CAdd to Cart

All Products
All Products
Core Products
Best Match

Sort by	\sim
Sort by	
Price (Low to High)	
Price (High to Low)	
Description (A to Z)	
Description (Z to A)	
Product Number (A to Z)	
Product Number (Z to A)	
Manufacturer (A to Z)	
Manufacturer (Z to A)	

- From the **All products** drop-down list, select one of the criteria to sort the results in the list.
 - By Best Match to display products included in your contract and in the catalogue.
 - To remove the filter, click on All products.
- From the Sort by drop-down list, select how the results will be sorted in the list.
 - E
 - Each sort is available in ascending and descending order.



Search for Printer Consumables



- Select the Brand or printer Model.
- You can also enter the cartridge or printer model number and click on the magnifying glass to begin the **search**.

your printer model or cartridge is no	ot listed, use the <u>SPECIAL ORDER FORM</u> to rect	Ink & Toner Fir	nder	
earch by Printer Brand and	Model		Search for Ink & Toner	
1. Choose your Printer's Brand	2. Choose your Printer Model		Search by Cartridge or Printer Model Number	
Select Brand	Select Model	OR	Cartridge or Printer Model Number	Q

- If the printer your searching for is not in the list, you can use the **Special Orders** form link, located above the ink & toner selector.
 - Fill out the **Special Orders** form.

Special Ordera	
special Orders	
Can't find what you're looking for?	
We will be delighted to help you find what's needed. Should the I partners. Once we find your item(s), a Customer Service Represe business days.	Item not be something that we have on eway, we will definitely try our best to locate it with one of our trusted Staples native will contact you to review/confirm your details, prior to placing your order. You will receive a response within two
Customer Information	
Name*	Email Address*
Fiona Miller	cinthia.savard@staples.com
Phone Number*	Ship-to Account"
4504498449	178314
RO. Number	
Address Information	
Course Addressed	Rectified and Proceeding Stream
550 PENDANT DRIVE	aurungin konzaristroom
City of	Develope ²
MISSISSAUGA	Ontario
Dented Codel	
LST2W6	
Product(s) Needed	
Please enter the quantity and description for each item you are	looking for. Please provide as much detail as possible so that we can properly source your item(s)
A minimum quantity may be needed to complete your order; yo Special orders are not returnable, unless damaged or defective	ou will be notified of this requirement at the time of receiving your quote.
Quantity* Description*	
Additional Comments	
	Raset Submit



Search for Shipping Boxes

- Click the **Products** category menu, select category **Warehouse & Facilities** and then click on **Box Finder** below the **Pack & Ship** sub category.
 - You can also enter the word **corrugated box** in the main search bar and begin the search.
- Enter the length, width and height of the box you are looking for and click the **Find Boxes** button.
- Use the filters in the All Products drop-down list to further narrow your search results.
- You can click the **Reset** button to perform a new search and empty all fields.
- Three display options are available on the right of the screen:
 - Grid view
 - List view
 - Table View

Chercheur de boîtes d'expédition Staples a toutes les boîtes dont vous avez besoin pour emballer et expédier		
Affiche 97 articles	Tous les produits	88 Ξ 🖬
Chercheur de boîtes		Réinitialiser
Longueur (po) X Largeur (po) X Huuteur (po)	Trouver des boites)

- The results in the table can be sorted in ascending order of each column.
 - Click on a column to change the order of the results.
- The list contains 24 results per page.
 - Use the navigation options at the bottom of the page to view other pages.
- Click on a faceted classification to the left of the table to further narrow your search results.
- Click on the red product code to see a quick view of the product.
- Click the Add to Cart button when you have found the item of your choice.

Catégorie	~	Article # \$	Longueur	Largeur	Hauteur	Type de solidité	Prix ‡	Taille de l'emballage		
Fournisseurs	~	STP60161210	16	12	10	Testé 200 lb	36,99 \$	Paquet de 25	1 C	Ajouter au pa
Avis Taille De La Boite	~	STP60121010	12	10	10	Testé 200 lb	25,99 \$	Paquet de 25	1.	Ajouter au pa
D'expédition	•	STP60141010	14	10	10	Testé 200 lb	27,49 \$	Paquet de 25	1 🗘	Ajouter au pa
(Po) Type De Résistance	· ~	STP60101010	10	10	10	Testé 200 lb	21.99 \$	Paquet de 25	1.	Ajouter au pa
Fabricant	~	STPSHIC3506	15	12	10	ECT 32 – Léger	31,29 \$	Paquet de 25	1 🗘	Ajouter au pa
Hauteur De La Boite (Po)	~	STPSHIC3314	10	10	10	ECT 32 – Léger	17,59 \$	Paquet de 25	1 🗘	Ajouter au pa
arneur De La Boite		FEL0062717	16	12	12	ECT 32 – Léger	58.99 \$	Paquet de 10	1 1	Ajouter au pa



Comparison Tool

				Compare	Selected 🔯 Add Selected
	(), Log * # Bra her Spe	Itech M510 Wireless Mouse, ★★★ (2 reviews) dd: Logitech ₩: L06910001822 del order - No return	Black (910-001822)	mpare Selected	Additional Trees Apply ()
	() Log Bra Her	itech Pebble M350 Wireless : 숫 숫 숫 (0 reviews) d: Logitech W: LOG910005743	Mouse		S29.99 Each Additional Piece Appy ①
Product	8		14	8	×
1	Add to Cart	Viraless Comfort	Logitech Marathan M705	Kensi	Anton Pro-Eit Wireless Mid-
1	Q	04), Black	Wireless Mouse - Black	Size M KMW7	Nouse - Sapphire Blue
	In Stock Cheel \$59.99	Add to Cart	In Stock <u>Check Estimated De</u> \$49.99 Each 1 CAdd to Ca	livery In Sto \$51. rt 1	Ck <u>Check Estimated Delivery</u> 99 Each Add to Cart
<i>l</i> anufacturer	Microsoft		Logitech	Kens	ington
Rating	****	(0 Review)	★ ★ ★ ★ ★ (1 Review)	☆☆	춫춫숯 (O Review)

- If several products interest you in the results list, use the comparison tool by checking the box located at the left of the image for each selected products.
- Click the Compare Selected link to begin the comparison.
 - The products to compare display side by side, in order to ease their comparison.
 - You can delete a product you no longer wish to compare by clicking it's X button.
 - You can add the winning product directly in your cart by entering the quantity you wish to order, or the **Add to Cart** button.

Products Recommendations

- A recommendations module displays at the bottom of the Home page, in section Items you might like.
- Another recommendations module displays at the end of the results list, following a product search, in section **Our experts** suggest.
 - Products recommendations are inspired by:
 - your purchasing habits...
 - your items recently viewed...
 - products bought by other clients, that performed the same search as you.



