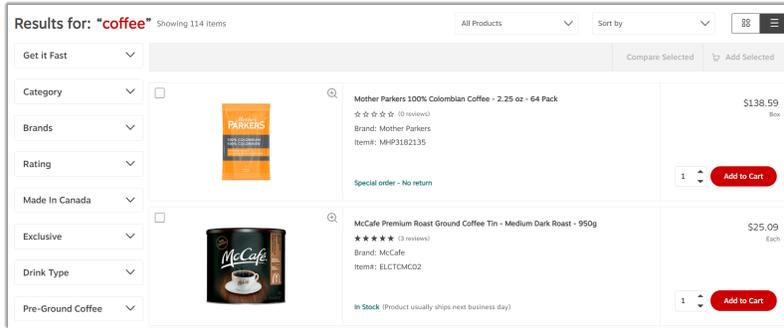




Search by keyword

- From away'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.



- You can also enter a partial or complete product code.



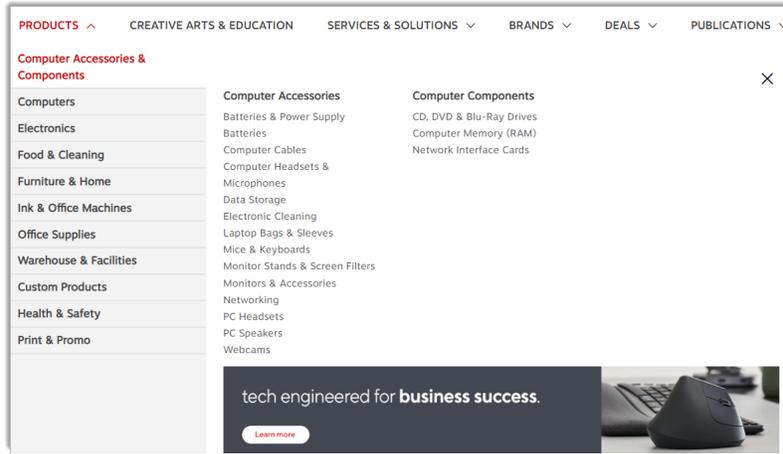
- You can enter a vendor's code or name.



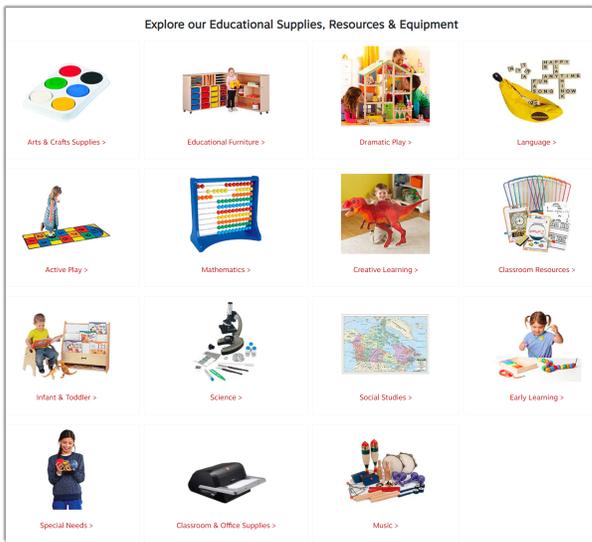
- As you enter your keywords, a list of predefined words display underneath the module and enables you to make a selection without having to finish entering the word.

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.

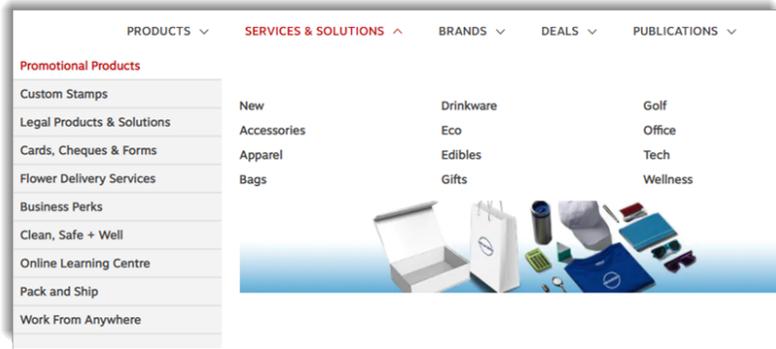


Depending on your account's configuration, this menu may not be available.



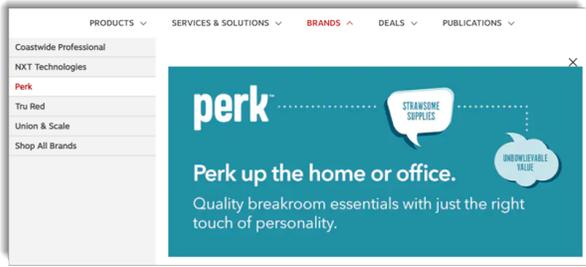
Search through our Services & Solutions

- 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 away. 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.

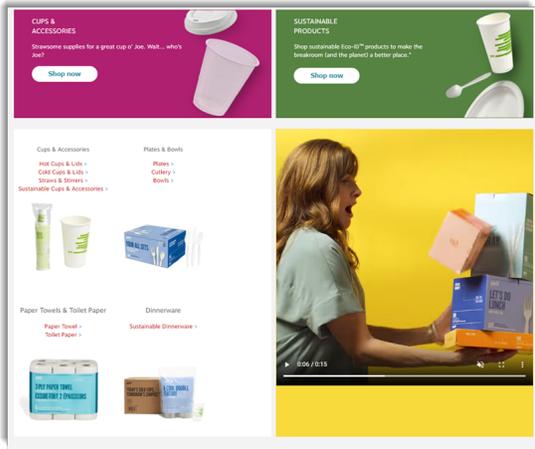


- Stop your cursor on the category of your choice.
- On your first visit to a business partner's site, the **Confirm Shipping and Billing Information** page displays.
 - Fill in the required information and click the **Continue** button. You will be redirected to our business partner's website to order 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.

Search by Brands

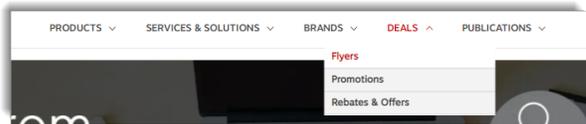


- From the navigation menu, click on the **Brands** category menu to explore a featured brand's products.



- 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.

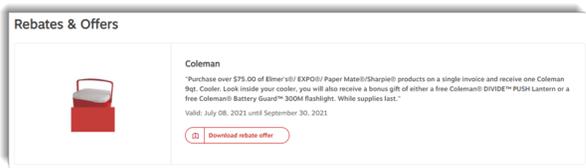
Search for Deals



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

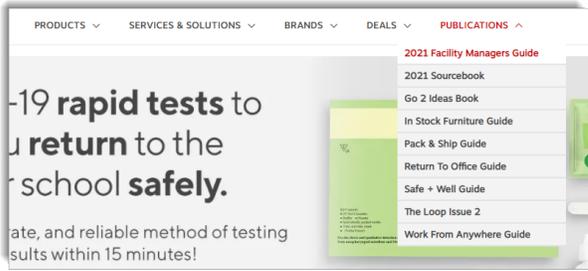


Some options may not be available in the menu, depending on the availability of current offers.

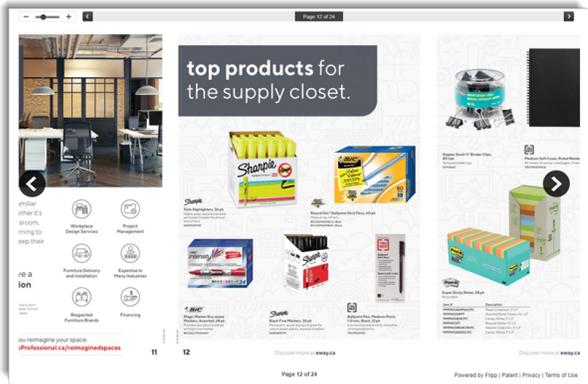


- Click on **Rebates and Offers** to see the currently available offers.
 - If a rebate has been created with the qualifying product option, the **Shop Qualifying Products** button will appear and redirect you to a page, which will allow you to browse eligible products for a vendor rebate.
- Click **Clearance** 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.

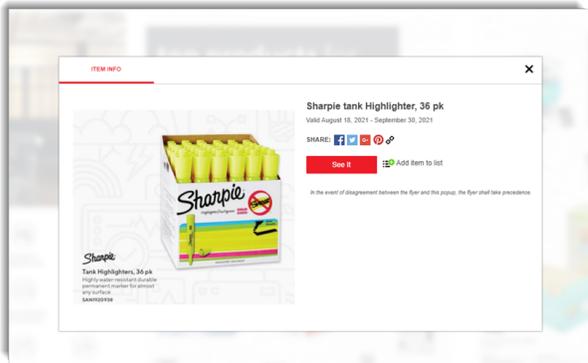
Search for products in our Publications



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

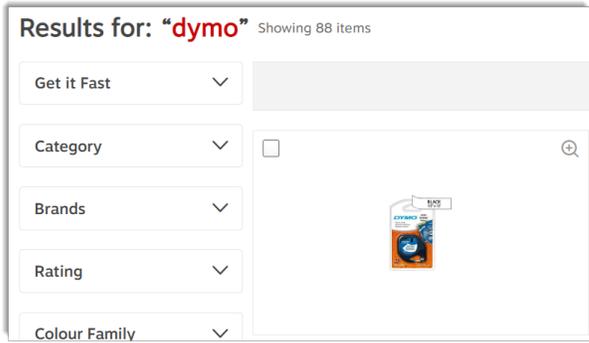


- Browse the publications and click on a product of your choice.



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

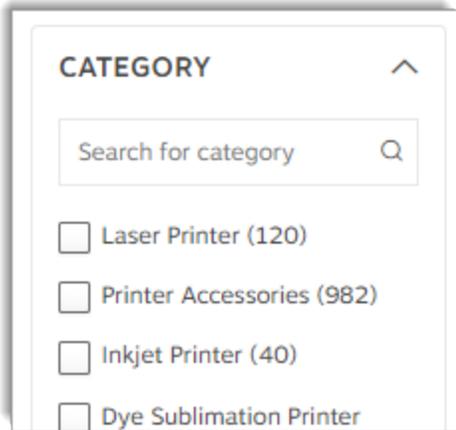
Narrow down your search results



- 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.

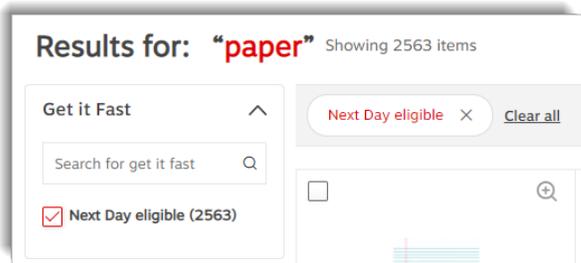


The number of existing products is displayed between brackets.



- The **Category** faceted classification offers complementary categories to choose from.

Next-day delivered items

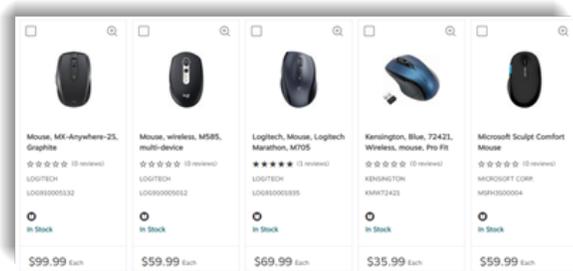


- If a product is eligible for next day delivery, the **Get it Fast** faceted classification displays at the left of the search results.
 - Expand the **Get It Fast** faceted classification and check the **Next-Day eligible** box to show only products eligible for next day delivery in the search results.

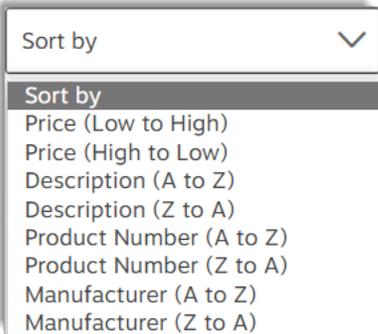
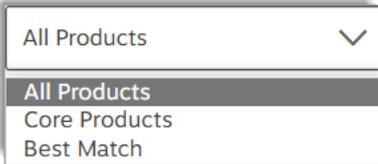
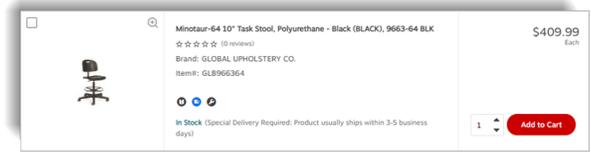
Customize the results list display

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

Grid View



List View



- 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.



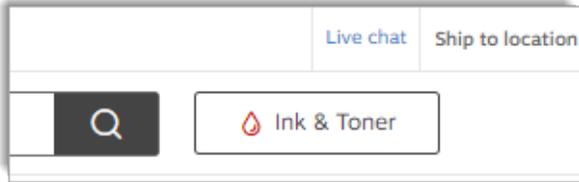
To remove the filter, click on All products.

- From the **Sort by** drop-down list, select how the results will be sorted in the list.



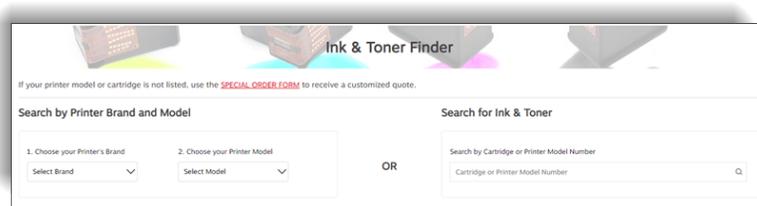
Each sort is available in ascending and descending order.

Search for Printer Consumables



- Click on **Ink & Toner**.

- 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**.



- 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 Orders

Can't find what you're looking for?

We will be delighted to help you find what's needed. Should the item not be something that we have on easy, we will definitely try our best to locate it with one of our trusted Staples partners. Once we find your item(s), a Customer Service Representative will contact you to review/confirm your details, prior to placing your order. You will receive a response within two business days.

Customer Information

Name* Email Address*

Phone Number* Ship-to Account*

P.O. Number

Address Information

Street Address* Building/Floor/Suite/Room

City* Province*

Postal Code*

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; you will be notified of this requirement at the time of receiving your quote. Special orders are not returnable, unless damaged or defective.

Quantity* Description* +

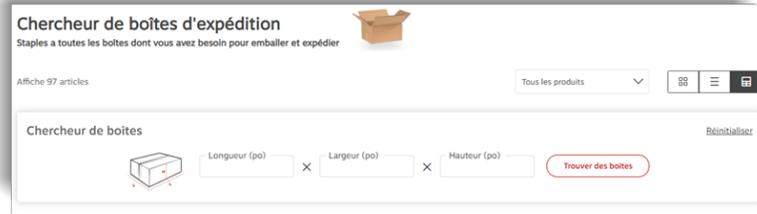
Additional Comments

Back Submit



Search for Shipping Boxes

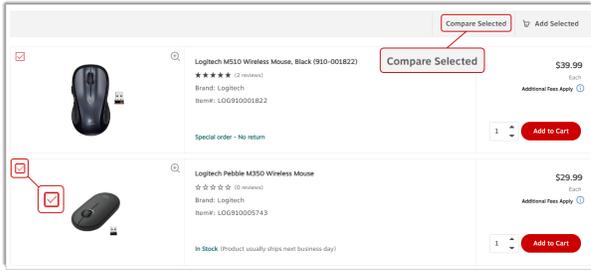
- Click the **Products** category menu, select category **Warehouse & Facilities** and then click on **Box Finder** below the **Pack & Ship** sub category.
 - You can also enter the word **corrugated box** in the main search bar and begin the search.
- Enter the length, width and height of the box you 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



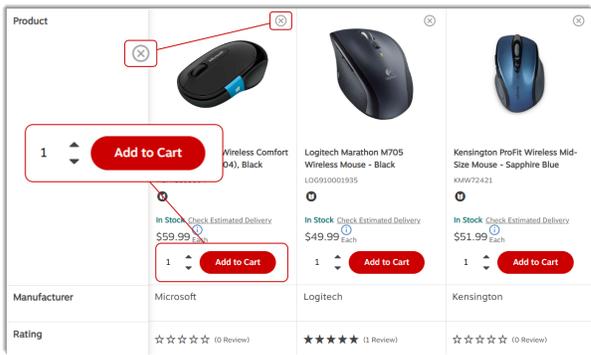
- The results in the table can be sorted in ascending order of each column.
 - Click on a column to change the order of the results.
- The list contains 24 results per page.
 - Use the navigation options at the bottom of the page to view other pages.
- Click on a faceted classification to the left of 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 Ajouter au panier
Avis	STP60121010	12	10	10	Testé 200 lb	25.99 \$	Paquet de 25	1 Ajouter au panier
Taille De La Boîte D'expédition	STP60141010	14	10	10	Testé 200 lb	27.49 \$	Paquet de 25	1 Ajouter au panier
Longueur De La Boîte (Po)	STP60101010	10	10	10	Testé 200 lb	21.99 \$	Paquet de 25	1 Ajouter au panier
Type De Résistance	STPSHC3506	15	12	10	ECT 32 - Léger	31.29 \$	Paquet de 25	1 Ajouter au panier
Fabricant	STPSHC3314	10	10	10	ECT 32 - Léger	17.59 \$	Paquet de 25	1 Ajouter au panier
Hauteur De La Boîte (Po)	FEL0062717	16	12	12	ECT 32 - Léger	58.99 \$	Paquet de 10	1 Ajouter au panier
Largeur De La Boîte (Po)								

Comparison Tool



- 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.

