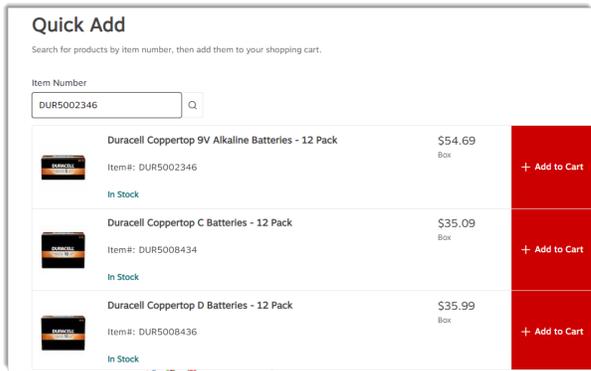
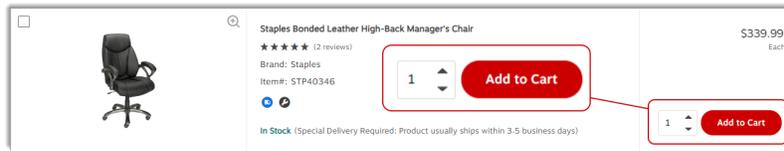




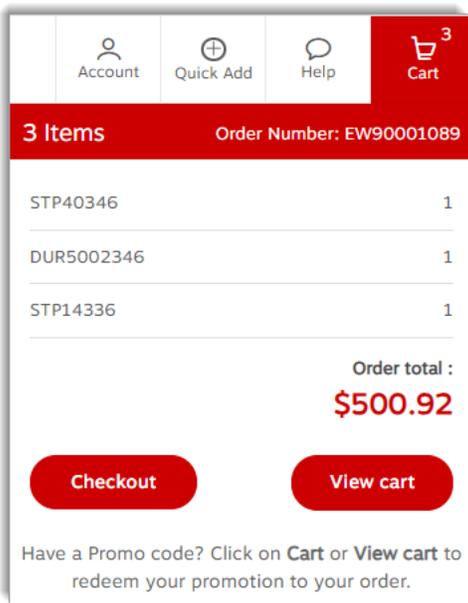
Adding Products to Your Shopping Cart

- Use the **Quantity** field and the **Add to Cart** button found in:
 - the Product Search results;
 - the Quick View pop-up;
 - the Product Details screen;
 - the Product Recommendations;
 - the Shopping List details.
- You could also add a complete **Shopping List** or a complete **Template Order** to your cart.



- In the **Shopping Cart** page, use the **Quick Add** section to search for items and add them to the cart with the **+ Add to Cart** button.
 - The item number can be an eway product code, an alternate code, a custom customer code (if applicable).
 - A message is displayed below the search field if the search is unsuccessful.
 - A message is displayed at the top of the page if the product is successfully added to the cart.
 - Depending on the sale format of the item, the quantity added to the cart can be 1 or a higher number depending on the sales multiple of the item added.

Shopping Cart Summary



- The Shopping Cart Summary is accessible at all times in the header.
- It shows the current order number, the number of item lines in the cart and the total amount of the order.
- Hover the **Cart** menu to see the last 5 items ordered.
- Click on the **View cart** button to open the Shopping Cart page.
- Click on **Checkout** to submit the order.

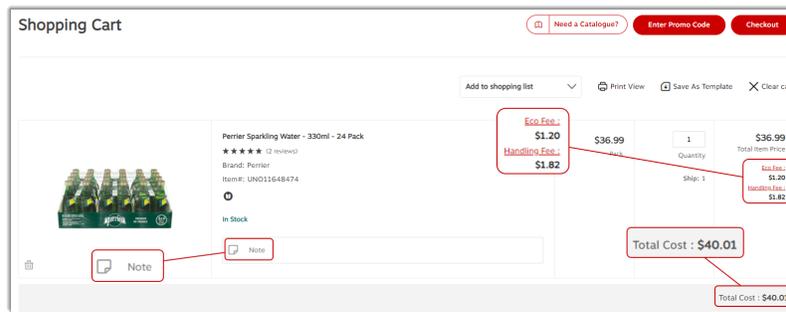


Depending on your account setup, you may see a message telling you where you can apply a promotional code.



Shopping Cart - Product Detail

- The usual product information is shown for each item. To get more details, click on the product's description.
- The **Note**  field can be used to enter any internal information to help you sort out the order later.
 - These notes appear on your final invoice only, so do not put any message for the Staples associate who will be preparing your order, as they will not see it.
- A custom field defined to capture information specific to your organization may appear.
 - The name and validation are defined by your organization.
 - Look for the asterisk to see if this field is mandatory.
- If your item is subject to ecological or handling fees, they will be shown below the **Total Item Price** and the item's **Total Cost** including the fees, displays below the product in the grey bar.
- If your cart contains Special Delivery items, you must begin the checkout process to see if any assembly or installation fees may be added to your cart.
 - After selecting the Delivery Details and per-assembly options, click on the **Return to Cart** link in the **Order Total** pane or continue through checkout to see if any charges have been added.
- An item may be eligible for a rebate or a free gift.
 - Hover your cursor over the **Promotion** icon to view its details.



Shopping Cart - Order Total

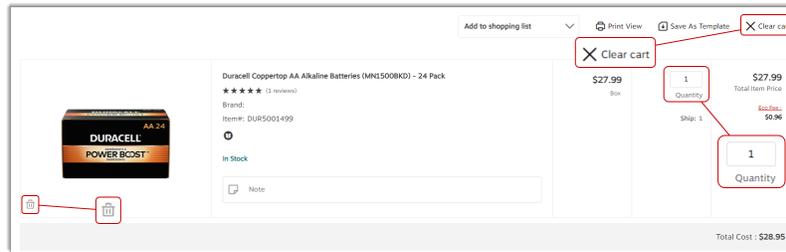
Order Total	
	\$785.78
Checkout	
Order Summary	
You have achieved maximum savings with this order. Read More	
Product total	\$648.73
Environmental handling fees	\$0.96
Furniture delivery & installation 	\$33.75
Fee total	\$34.71
GST	\$34.17
PST	\$68.17
Taxes total	\$102.34

- The **Order Total** tab is located in the lower right corner of the screen. Depending on your account set-up and the content of your order, this section can contain various combinations of fields.
 - The **Product Total** could be split between contract and non-contract items.
 - Various additional fees, such as furniture installation or environmental fees could appear.
 - A promotional discount may be applied.
 - Applicable taxes and the order total complete the list.

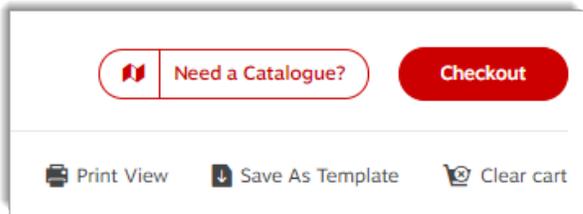


Deleting Items from the Cart

- There are 3 ways to remove items from your Shopping Cart.
 - Click on the item's basket .
 - You could also enter "0" in the **Quantity** field to remove that product from the order.
 - To delete all the items and start over with an empty shopping cart, click on **Clear cart**.



Shopping Cart Options



- Click on **Print View** to print or email a copy of your shopping Cart.
- The order you just built can be saved as a template that can be copied back to your cart at a later time.
- When you are ready to submit your order for fulfilment, click on **Checkout**.



Remember that if you log out of away, your shopping cart will automatically be saved so you can come back later to resume your order.