User Sign In

Type eway.ca in your browser and click Sign in to enter your login information. Check Save User ID to be automatically recognized the next time you sing in.

Save User ID	
Sign in	

If you forget your User ID, click Forgot User ID. If you forget your Password, click on Forgot Password for assistance.





System Requirements

Staples Professional recommends that you utilize the following computer operating systems and web browsers when accessing eway.

Operating Systems

Operating Systems Windows 10, Mac OS 10

Web Browsers

Google Chrome is the recommended browser for the best eway user experience.

Current version of Microsoft Edge, Mozilla Firefox, Safari and Internet Explorer 11 are compatible with eway, but the compatibility of these browsers is not fully guaranteed.

Home Page



Messages

Contains announcements from Staples Professional or your organization.



Shortcut to recently submitted orders.



Quick access to active Shopping Lists with the ability to create a new list.



Product Search and Ordering

PRODUCTS A CREATIVE	ARTS & EDUCATION SERVICES	& SOLUTIONS V B	RANDS V	DEALS V	PUBLICATIONS ~
Computer Accessories & Components			0		×
Computers	Computer Accessories	Computer Compone	ents		
Electronics	Batteries & Power Supply Batteries	CD, DVD & Blu-Ray Dr	rives		
Food & Cleaning	Computer Cables				
Furniture & Home	Microphones				
nk & Office Machines	Data Storage Electronic Cleaning				
Office Supplies	Laptop Bags & Sleeves				
Warehouse & Facilities	Mice & Keyboards Monitor Stands & Screen Filters				
Health & Safety	Monitors & Accessories				
Print & Promo	PC Headsets				
	PC Speakers Webcams				

Results for: "	Office	Chairs	* Showing 1832 items	All Products V Sort by V 🔠 🗮
Get it Fast	~		Offices To Go Stradic Mesh	Back Tilter Office Chair Compare Selected 🔯 Add Selected
Category	~		0	Offices To Go Stradic Mesh Back Titler Office Chair \$332.32
Brands	~			会会会会会会会会会会会会会会会会会会会会会会会会会会会会会会会会会会会会
Rating	~		F	
Made in Canada	~			W BACK TOPICAL DURING WIDERCC FOUNDLESS AND THE REST PT COMPANY SAYS
Exclusive	~		In Sto	tk (Special Delivery Required: Product usually ships within 3-5 business days) S440.00 Each
Ergonomic	~		F	Remit: GLOTGIIGIIB
Wheels	~			In Stock (Special Delivery Required, Product usually ships within 3-5 bearings days)

Quick Add Search for products by item number, then add them to your shapping cart. Item Number	Add to shopping list	\sim	C Print View	🗲 Save	As Template	X Clear cart
Shopping Cart				0	D Need a Catalogue?	Oreckout
		Add to	shopping list 🗠	O Not V	ew 🔒 Save As Temp	fate 🗙 Clear car
	h Tak Onir - Black : (17 rovins) 455 4583 In Stock			\$224.99 tech	1 Ounnity Ship: 1	\$224.99 Teol Price

Search Products

Easily search for a product by name and auto suggest terms populate in the search bar (A). Or search for products by category (B) and brand (C).

Ink & Toner Finder

Access the Ink & Toner finder (D) feature next to the search bar.

• Search by cartridge model number, printer model number, or popular brands to quickly find the compatible ink and toner.

Product Page

Access the Product page by browsing categories or through a search.

- Ability to add an item to your cart from search saves time.
- To view product details, specifications and reviews, click the product image or descriptions from the search or browse results page.
- Availability status is presented for each product along with expected ship date where applicable.
- To add an item to your cart, click **Add to Cart**. You can also modify the default quantity and add more units as needed by using the arrows.

Your Shopping Cart

Review your order before you click **Submit**.

- View expected ship quantities for items in your cart. Most items will be shipped next business day or if available, select a custom delivery date during checkout.
- Change quantities, add a packing slip note or remove an item.
- If items in your cart have a quality lower cost alternative, **Switch to Save** alternates will be presented during checkout, the choice is up to you.
- Click **Save as Template** to save your Shopping Cart for submission at another time.
- Click **Checkout** and complete the required information to submit your order.



Additional eco fees may already be in your cart. Also, assembly or installation fees may be added at checkout if your order contains special delivery items. Look for this icon (2) to identify fees.



Order Quick Tools

Previous Orders

Easily reorder an entire order or an individual item on an order by viewing previously submitted orders.

- Select Submitted Orders from the Orders tab under the Account menu.
- Click on **Buy Items Again** to reorder all the items on an order.
- Click the red eway order number to access the order details.
- Click the Buy Again button of an item to reorder it, or click the Buy Items Again button to reorder all the items on the order.









Quick A	Add cts by item number, then add them to your shopping cart.			
Item Number VPK01WA142	a a			
-	Ice River Water Natural - 500ml - 24 Pack Inemi: VPK01V0142 In Stock	\$13.19 🛈 Canton	+ Add to Cart	(Need a Catalogue? Free Pitero Code Concluse

Shopping Lists

Create shopping lists for fast ordering from product search results, product pages or your home page:

- Click the + symbol in the Lists tile below the main banner.
- Give your list a name.
- Select Personal or Global.
- Add items directly to the newly created list by entering the item number. Alternatively, you can add items to the **Shopping List** from the **Product Details** page by clicking the **Add to shopping list** drop down.

Quick Order

Quick order directly from the cart page.

 Go to the Shopping Cart page, enter an Item number in the Quick Add section search field and click the + Add to Cart button for selected items.



Account Order Management

Messages	Approvals		View.all	Orders	View all View all
Please feel free to use our Box Finder tool for your pack and	You have 5 order wa	iting for approval.		Find by order number	Q
ship needs: cade nere.	Order Number	Order Date		You have 1 orders sul	bmitted within the last 30 days.
Sustainable paper purchasing: Choose paper that is Forest Stewardship Council (FSC) certified, Click here!	EW87061841	2022-12-21		Order Number	Order Date
	EW85440652	2022-07-20		EW87580269	2023-03-24
	EW85440548	2022-05-03		EW8758026	Find orders not submitted siz coa



Order Details		Buy Iten	ns Again	Buy Items Again
Invoice: 62782684 Rental Shaped		Tracking information available	Order Summary	
P	Sapele Field L2 Cut File Folders - Letter Size - 100 Pack Event: Interest: STPISS24 Interest: STPISS24 Interest: STPISS24	S34,69 EX Outrify:1 By By Again	Ordered by : Order Date : Cost Center : PO Number : Acct # : Shipping Address :	DANIELLE BOND 2023-04-12 22180 EW84715506 1008969 SEDGWICK CANADA INC 119 ALBERT 57
5 5 10 10 10 10 10 10 10 10 10 10 10 10 10	Witting Pads - 8-38" x 10-7/6 - Wide-Ruled - White - 56 Shorts - Pack Srunt: Remai: STP456962	5 \$4.61 **	Product total :	547.20 Q 250/2
B13	None	Quantity: 2 Ship: 2 Buy Again		

Special Orders			
an't find what you're looking for			
Ae will be delighted to help you find what's nee em(s), a Customer Service Representative will	led. Should the item not be something that we have on eway, w ontact you to review/confirm your details, prior to placing your	e will definitely try our best to locate it with one of our order. You will receive a response within two business	trusted Staples partners. Once we find y days.
Customer Information			
Name'	Email Address'		
Cinthia Savard	cinthia savardipstaples ca		
Phone Number'	Ship-to Account'		
4504498449	178410		
RO. Number			
Address Information			
itreet Address'	Building/Floor/Suite/Room		
313 TEST ST			
Dity"	Province*		
CALGARY	Alberta	\sim	
'ostal Code'			
126797			
roduct(s) Needed			
lease enter the quantity and description for e	ach item you are looking for. Please provide as much detail as p	ossible so that we can properly source your item(s)	
minimum quantity may be needed to compli pecial orders are not returnable, unless dama	te your order; you will be notified of this requirement at the tim ged or defective.	e of receiving your quote.	
Quantity' Description'			
delitional Comments			
			Reset Submit

Home Page

The **Orders** tile displays up to 3 recent orders placed and/or delivered and the ability to perform a search against your complete order history or to view **All orders** on the **Order Details** page.

- Order details available include delivery status, courier tracking links and invoices copies.
- Click **View all** to see additional orders and to go to the **Order Details** page.

Order Status & Tracking

Submitted orders are presented with sorting and filtering tools at the top of the page.

- Click on the Account menu, hover the Orders tab and select option Submitted orders.
- Filter by date range and by status.
- Review up to 6 months of order history.
- Click on the **Find orders not submitted via eway** link to search for any other orders.

Order Details

- Click on the red eway order number to see details for each item in the order.
- For orders that have been shipped, click the red **Invoice** number in the order details to retrieve PDF invoice copies.
- Click Tracking information available to view the shipping details.
- Easily reorder by clicking the **Buy Again** button next to the item details or click **Buy Items Again** to reorder all items.
- See the **Order Summary** section for account information and order totals.

Special Orders & Quotes

Can't find what you need? From the ordinary to the extraordinary, our sourcing team will find and order it within your existing account, without a new vendor set up or rogue spend.

- Click the Account menu, hover the Orders tab and select option Special Orders.
- Submit a special order request by filling out the form or click **Help** and then **Contact Us** option to contact customer care via email, chat and phone.
- We'll get back to you quickly with a quote.
- Order, modify or change your request.



Help to Get Answers Fast

Find everything you need in the Help Centre

- From the Help menu, click Help Centre.
- Simply use the search bar to type in a search term and find answers to your questions.
- Select a topic from the Help Centre Topics pane.

leip Centre Topics		II you enter severar words, use quotes	4
Home	Help Centre		
Become a Customer	Welcome to eway's Help Centre!		
Staples Memberships	Select a topic to consult in the Help Centre Topics pa	anel to find the answers to all your questions.	
eway How-to Guides and Videos			
Getting Started			
Managing Your Account	Manage your Account	Manage Your Orders	Products & Services
Products & Services	٨	(<u>m</u>)	()
Order & Checkout	Modify my profile	Track my order	Use Ink & Toner Finder
Shipping & Delivery	Manage payment information	Find my invoice	Can't find what you're looking for?
Payment, Tax Exempt and Pricing	Change a shipping address Add shipping location	Track a backordered item Request a return	View Safety Data Sheet
Returns & Exchanges		Build a shopping list	
Safety Data Sheets (SDS)			
Mobile App		NEED AN EXPERT?	
Additional Resources			
Legal & Policies	If you have not found the answer you	were looking for within our Help Centre, feel options.	free to contact us via one of the
		SUPRE AFFICE SUPPLIES	

Manage Your Account

- Manage the information to your profile and your payment information.
- Add a new user.
- Change a shipping address.
- Add a new shipping location.

Manage Your Orders

- Track your order.
- Find an invoice.
- View your order history.
- Track backordered items.
- Return an item.
- Build a shopping list.

Products & Services

- Ink & Toner Finder.
- View our contact information.
- Request a quote.
- View Safety Data Sheets.

Dedicated resources are standing by to help via chat, email or phone.

