There are two ways to find your invoices.

- Method 1: Through eway via the Submitted Orders page. Use this method to find invoices for orders submitted via eway.
- Method 2: Through the Find your order feature. Use this method to find any Staples Professional orders, accessible via this link: https://www.eway.ca/Eway/en/eway/FindYourOrder.

Method 1: Search for an invoice through the Submitted Orders page on eway



can be found using the Find your order feature only.

- Login on eway at this address: https://www.eway.ca/en.
- From the Account menu, select the Submitted Orders option from the Orders tab.
- Search for your invoice using the Order History, Sort By and Filter By features, or enter the order number in the Find by order number field.

Submitted	Orders	Order History 30 days of or	Sort By Order Date (Newes	st)	By Il Orders Open Orders	Shipped Orders	Cancelled Orde
Find by order number		Q	Order History 30 days of order history	Sort	By er Date (Newest)	Filter	By All Orders
Order #	Order Date	Order Details	Sh	ір То	Product Total	Status	
EW87277600	2023-02-02	Acct # : 178406 Cost Center : MONTREAL PO Number : Ordered by : Jasmine Mil	M(16 BC JO	DATREAL EWAY.CA 16 EIFFEL JUCHERVILLE QC M1CO	\$100.27	Open	
Find by orde	r number		Q				

- Click the red eway order number.
 - The entire order details are displayed, including the invoice number.
 - A message may appear in the header of the page for orders with status Archived. These orders are over 12 months old and not current, they contain details based on the original order submitted only.

If the invoice or order you are looking for is not found from the **Submitted Orders** page, it may be because the order you are looking for was not submitted via eway, but rather through another channel. If that is the case, consult the next section Method 2: Search for an Invoice with the Find Your Order Feature to know all about it.

Submitte	d Orders		Order History 30 days of order history	Sort By Order Date (Newest)	Filt	All Orders	Open Orders	Shipped Orders	Cancelled Orders
152412		Q							
Order #	Order Date	Order Deta	ills le Find Your Ol	ship To			Product Total	Status	
No orders match Can't find your ord	the filtering option selecte ler ? Try using th <mark>e Find Your</mark>	d. <mark>Order</mark> page to look	up your order						



Method 2: Search for an Invoice with the Find Your Order Feature

• Access the **Find your order** feature by entering the following link in the browser's address bar: <u>https://www.eway.ca/Eway/en/eway/FindYourOrder</u>.

Look it up with your order number		Sign in with your User ID		
Find an individual order.		For full access to view all your submitted order history.		
Drder number	1 How can I find my order	User ID		
hered finds	number?	Password		
	What postal code should I enter? enter?	Save liter ID		

- Enter your User ID and Password in the Sign in with you User ID section and click on Sign in.
 - You will be automatically redirected to the **Submitted Orders** page on eway.
- For orders that were not submitted via eway, copy and paste or manually enter the address to reach the **Find your order** feature in your browser's current address bar: <u>https://www.eway.ca/Eway/en/eway/FindYourOrder</u>.

Find your order					
	Look it	Look it up with your order number Find an individual order.			
	Order number	⑦ How can I find my order number?			
	Postal Code	What postal code should I enter?			
	Continue				

- Enter the order or invoice number to search for.
- Enter the postal code associated with the order you are looking for.
 - The postal code format to be entered is A1A1A1 or A1A 1A1, in lower or upper case.
- When you click **Continue**, the **Order Details** page displays the result.
 - You can see all the details of the order, but only if the account corresponding to the requested order is part of the account structure to which you have access.

Print, email, or save your invoice

- 1. For **shipped** orders, you can click on the red invoice number to immediately open it in .pdf format.
 - This option enables you to save the original invoice or to print it if needed.

Order Details			Print View
Invoice 62475237 126m(6) Skipped	racking information available	Order Summary	2
Very Hi-Liter Desk Syle Water-Based ink Highlighter, Chisel Tip Flowgecent Velow Brandt	\$0.67 EA	Ordered by : Order Date : Cost Center :	ANNE JOHNSOF 2023-03-0 30-8910-7016
item:: VEB399		PO Number : Acct # :	EW8723967 31019
	Quantity: 6 Ship: 6 Buy Again	Shipping Address :	VANCOUVE COMMUNIT COLLEGE 25

2. You may also click on the **Print View** option to print or email your invoice.

