



## User Sign In

Copy and paste link into Google Chrome: **www.eway.ca/en**

Click **Sign in**

Enter your login information:

- Enter **User ID : UOFTEPP**
- Enter **Password : UOFTEPP**
- Click **Sign in.**

The screenshot shows a 'Sign in' dialog box with a 'Close' button in the top right. It contains two input fields: 'User ID' with the text 'UOFTEPP' and 'Password' with masked characters '.....'. Below the fields is a checked checkbox labeled 'Save User ID' and a red 'Sign in' button. At the bottom, there is a link: 'Forgot [User ID](#) or [Password](#)?'.

### System Requirements

Staples Professional recommends to use the following operating systems and web browsers for the best eway user experience

#### Operating Systems

Windows 10, Mac OS 10

#### Web Browsers

Google Chrome

Current version of Microsoft Edge, Mozilla Firefox, Safari and Internet Explorer 11 may be used, compatibility is not guaranteed.



## Shopping Lists

Click the **Name** of the Shopping List to view Products:

- **Best**
- **Better**
- **Good**

List name	List note	Item Count	Date Created	Type	
<b>BEST</b>		2	2021-12-06	Global	Add to Cart
<b>BETTER</b>		2	2021-12-06	Global	Add to Cart
<b>BZZZ</b>	Flyer of JANUARY 2022	130	2022-01-03	Private	Add to Cart
<b>GOOD</b>		2	2021-12-06	Global	Add to Cart

Enter quantity  
Click **Add To Cart**

To add several items, enter quantity of all products  
Click each item check box.  
Click **Add Selected** link to add the checked products.

Shopping list detail Showing 2 items

BEST Sort by

Compare Selected Add Selected

<input type="checkbox"/>		<p>Offices to Go, Ibeo, Upholstered Seat &amp; Mesh Back Multi-Armer, Black</p> <p>GLBMVL2803FJN02</p> <p>Branch: Global Account</p> <p>Search: GLBMVL2803FJN02</p> <p>In Stock (Special Delivery Required: Product usually ships within 3-5 business days!)</p>	\$479.99 Each	1 Add to Cart
<input type="checkbox"/>		<p>ObusForme Comfort HB Heavy Duty Multi-Armer, Terrace - Echor Fabric, Black</p> <p>GLBT32403TC74</p> <p>Search: GLBT32403TC74</p> <p>Available from a trusted Staples Partner. *Special Order: Non-Returnable. Stock to Dock Delivery Only. For additional delivery service options, please contact Customer Care after your product has arrived. Additional charges will apply. Product usually ships within 10 - 15 business days!*</p>	\$668.05 Each	1 Add to Cart

## Checkout

Click **Cart** (top the right corner of page)  
Click **View Cart** to review order or  
Click **Checkout**

Cart

1 Item Order Number: EW84732570

GLBMVL2803FJN02 1

Order total :  
**\$542.39**

Checkout View cart



## Delivery Details

Select Special Delivery options of choice

### Delivery Details

There are furniture items in your cart that require special delivery. Special delivery furniture items can be delivered to your shipping address or picked up from one of our warehouses. Note: Special delivery options are not available on items that ship directly from a trusted Staples partner, these products are marked with the following icon

Please select the service option for your special delivery furniture.

\*By submitting this order, you agree to the [Terms and Conditions](#) related to the purchase of furniture items.

- I want my special delivery furniture items installed on-site. **Included - no charge for this service option**  
This service option includes delivery, unpacking, assembly (if required), Placement & installation of product at desired location.
- Standard delivery - no on-site installation. **Included - no charge for this service option**  
This service option includes delivery of special delivery furniture items only.
- I want to pick up my special furniture item. **Included - no charge for this service option**

## Delivery Address

Enter home address  
Enter your name as *Company Name* or *Attention*  
Enter Special Delivery Contact

### Delivery Address

**Delivery Address**

Company/Individual Name\*  Delivery Instructions  30/30

Attention  Maximum: 30 characters. Do not use to specify alternate address location for Special Delivery products.

Street Address\*

Building/Floor/Suite/Room

City\*  Province\*  -- Select a province --

Postal Code\*

**Special Delivery Contact**

Contact Name\*

Employee Purchase

Phone Number\*  Extension

## Special Delivery Questions

One of the items ordered is a Special Delivery product.  
Product may be bulky and heavy, may require installation.

Question to assist in Delivery, please complete  
Click **Next Step**

**Special Delivery Questions**

Is this a residential delivery?  What is the delivery access method?

Is an elevator required?

Is a stair carry required?

Are there restrictions on delivery date/time?

Special precautions  200000

200 character max

**Delivery Dates**

Your Special Delivery products will be delivered together in one shipment. If one of these products is on backorder, the entire order will not be delivered until the backordered product is in-stock.

- Your expected delivery date for special delivery products once they are in-stock is: 3-5 business days.



## Order Information

Enter Name in **Ordered by**  
 Enter **email address (Use Personal Email)**  
 Enter **phone number**  
**PO Number** Leave blank or enter reference information

## Payment

Enter Credit Card information  
 Click **ADD CARD**  
*Your credit card information is not kept on file.*

**Thank You for your Order!**

## Track Your Order

To Track order visit  
<https://www.eway.ca/Eway/en/eway/FindYourOrder>.

Enter Eway order number (EW) *(Refer to order email confirmation email)*  
 Enter Postal Code  
 Click **Continue**

## Help Centre

Find everything you need in the Help Centre  
 Scroll to bottom of page  
 Click Help Centre

Use search bar to type in topic or  
 Select a topic from the Help Centre Topics paneStaple