



## Staples Business Advantage | eWay Quick Guide

Step # 1: 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 log in. In the user ID box enter WesternU and the password is western2020

STAPLES Business Advantage

Search for all your business needs

Ink & Toner

Sign in Help Cart

PRODUCTS SERVICES & SOLUTIONS DEALS PUBLICATIONS BE Sign in Close

COLLABORATION & CONNECTIVITY SOLUTIONS for

# WorkingWell

Solutions to help you stay connected with your dynamic team.

Shop now

Back At Work

User ID: WesternU

Password: western2020

Save User ID

Sign in

Forgot User ID or Password?

Step #2: Under account - Allow the site to refresh, then press on the VIEW CART button at the top right. You will now see a line item for you to key in the item(s) you want to buy

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Account Help Cart

PRODUCTS SERVICES & SOLUTIONS DEALS

Hello Employee!

EMPLOYEE PURCHASE ACCT (1064924)

Shopping Backordered Items

Orders Templates

Special Orders

Returns

Messages

You do not have any active messages to display.

Lists

In-stock furniture Catalogue - 28578

Create a list Create a li

80 items in the list

### Product Features and Highlights



**Step #3** Add in each line what you require, use the search engine to look up any other item you may need. In the shot below I added a headset. Notice that it says Qty 1 Ship 1 that means we have the item in stock in the warehouse closest to you. If the item is out of stock the site will say backordered with an ETA. The price displayed when you shop will be the Western U price you pay.

STAPLES Business Advantage

Search for all your business needs

Account Help Cart

PRODUCTS SERVICES & SOLUTIONS DEALS PUBLICATIONS


Item "NXTNX59468CA" has been successfully added to the cart.

### Shopping Cart

Need a Catalogue? Checkout

Print View Save As Template Clear cart

Quick Add

Quantity	Product Number	Note		
			+	Add
	NXT Technologies TM UC-2000 Noise-Canceling Stereo Computer Headset ☆☆☆☆ (0 reviews) Brand: NXT TECHNOLOGIES Item#: NXTNX59468CA		\$74.99 Each	1 Quantity Ship: 1 \$74.99 Total Price

**Step #4** If you have finished shopping and want to checkout hit the checkout button at the bottom right of the shopping cart page

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Live chat

## Checkout

Delivery Details

**Delivery Address**

Company Name\* WESTERN UNIVERSITY EPP ACCOUNT

Delivery Instruction 30/30

Attention Employee Purchase

Street Address\* ENTER ADDRESS HERE

Building/Floor/Suite/Room

City\* LONDON Province\* Ontario

Postal Code\* N6A3K7

Order Total \$84.74

Next Step Previous Step Return to Cart

**Step #5** Read the instructions on the delivery portion of the checkout page, the default is for us to deliver, do not change this please. Read the terms and conditions and click “yes” you have read and accepted them.

eway.ca - Delivery Details

eway.ca/Shop/SpecialDeliveryDetails.aspx

Show All Categories

Order Checkout Process

1. Delivery Details 2. Payment Details 3. Review & Confirm

Return To Cart Next

Order # : EW80942689  
View Order Details

### Delivery Details

There are items in your cart that require special delivery. Special delivery items can be delivered to your shipping address or picked up in one of our warehouses. [Click here](#) to view the furniture items in your cart that require special delivery.

**Note:** special delivery service options are not available on items that ship direct from a trusted Staples partner, these products are marked with the following icon

Deliver all my special delivery items  I want to pick-up all my special delivery items

- Your in-stock order (excluding Special Delivery products) will be delivered the next business day.
- 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 projected delivery date for special delivery products is: 5-7 business days.

I have read and accept the terms and conditions related to the purchase of Furniture items.  
[View Full Terms and Conditions](#)

**Step 6:** Fill out the contact info and shipping info in this section. We are delivering to your front door (porch) or if you live in a condo or apt tell us as much. When you have filled out the required fields click on next.

eway.ca - Delivery Details

eway.ca/Shop/SpecialDeliveryDetails.aspx

### Delivery Address

\* Indicates required field

Company Name

Attention  
ENTER NAME AND PHONE# HERE

Special Delivery Contact

I am the Special Delivery Contact

Phone Number Extension

Street Address  
ENTER ADDRESS HERE

Building/Floor/Suite/Room

City, Province

Postal Code

Delivery Instruction  
DO NOT use to specify alternate address location or for Special Delivery products

### Multiple Deliveries Required

Your in-stock order (excluding Special Delivery products) will be delivered the next business day.

**Step #7** Enter your credit card info then click ADD CARD then click next. The site is protected, your credit card info is not stored.

Payment Details

Payment Method

Use the Credit Card provided with this order. (Note: Visa debit cards are not currently accepted as a payment method for eway.)

Credit Card Information

Card Number\*  Card Holder Name\*  Expiration Date\*

VISA

The default payment method may not be available in all accounts.

**Step 8:** Review the order details and enter your name, email address and telephone number. Once you are satisfied click on submit order. A confirmation email will be sent to you and an invoice will be delivered with the goods.

Review & Confirm

[Print View](#)

Order Information \* Indicates required field

Ordered by

Email Address

Phone Number  -  -  \* Extension

P.O. Number

Cost Center

Account #

Optional Comment ( not transmitted with order)

Display of Order Comments

Order Details

QUANTITY	PRODUCT NUMBER	DESCRIPTION	YOUR PRICE	UOM	TOTAL
Order 1	DACMP140	DAC™ "The Ultimate" Foot Rest, Black	\$52.79	Each	\$52.79
Ship 0					
BO 1		Backordered			