STAPLES Business Advantage®

# eway.ca

Shopping Cart

Adding Products to Your Shopping Cart

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

3. In the Shopping Cart page, the **Product Entry** line is used to add items to the order by entering their product codes.
4. Click on **Quick Add** to enter up to 10 product codes to be added to the order.

Shopping Cart Summary

1. The Shopping Cart Summary is accessible at all times in the eway header.
2. It shows the current order number, the number of item lines in the cart and the total amount of the order.

3. Hover you cursor over the Cart Summary to see the last 5 items ordered.
4. Click on the **View Cart** button or the **View You Cart** link to open the Shopping Cart page.
5. Click on **Check Out** to submit the order.
6. Click on the **Printable Version** link to display the content of your cart that you can print or send by email.

EMAIL: **easyservice@staples.com** / PHONE: **1-877-272-2121** / ONLINE: **eway.ca**
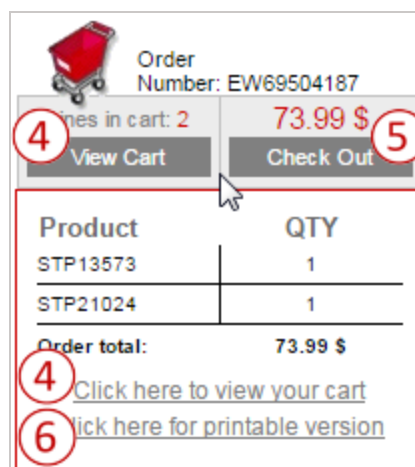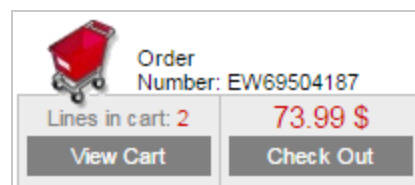
Shopping Cart - Product Detail

1. The usual product information is shown for each item. To get more details, click on the product's description.
2. The Line 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 don't put any message for the Staples associate who will be preparing your order, as they won't see it.

3. A custom field defined to capture information specific to your organization may appear.
   a. The name and validation are defined by your organization.
   b. Look for the asterisk to see if this field is mandatory.
4. If your item subject to environmental fees, they will be shown immediately below the product.
5. An item may be eligible for a rebate or a free gift. Hover your cursor over the Promotion icon to view its details.

View Accessories

1. If the **View Accessories** link appears below the product image, it means that there are required or recommended items that go with that product.
   a. Required accessories - the ordered item will not work without it.
   b. Recommended accessories - the ordered item can use it
2. Click on the link to open the Accessories pop-up window.
3. Add any accessory to you order by entering a **Quantity** and clicking on **Add to Cart**.
4. Click **Close** to return to your Shopping Cart.

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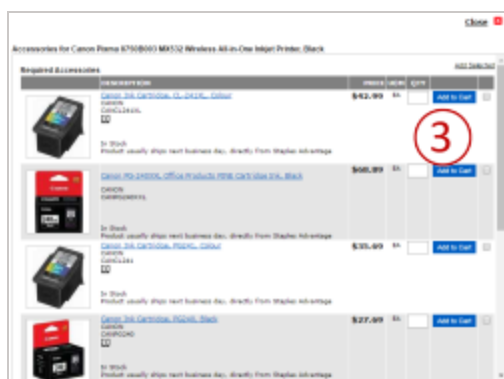
Shopping Cart - Order Total

The Order Total section is located below all the items in your cart. Depending on your account set-up and the content of your order, this section can contain various combinations of fields.

1. The Product Total could be split between contract and non-contract items.
2. Various additional fees, such as furniture installation or environmental fees could appear.
3. A promotional discount may be applied.
4. Applicable taxes and the order total complete the list.

CONTRACT PRODUCT TOTAL	$13.20
NON CONTRACT PRODUCT TOTAL	$287.94
PRODUCT TOTAL	$301.14
GST	$15.06
PST/HST	$30.04
TOTAL	$346.24

PRODUCT TOTAL	$1,209.97
DELIVERY & INSTALLATION	* EXTRA
GST	$60.50
PST/HST	$120.69
TOTAL (Delivery & Installation Extra)	* $1,391.16

PRODUCT TOTAL	$595.89
ENVIRONMENTAL HANDLING FEES	$1.30
PST/HST	$77.63
TOTAL BEFORE DISCOUNT	$674.82
DISCOUNT	$262.76
TOTAL	$412.06

Removing Products from the Cart

There are several ways to remove items from your Shopping Cart.

1. Click in the item's check box and click on **Delete Selected**.

   You could check multiple items to delete more than one product.

2. You could also enter "0" in the **Quantity** field to remove that product from the order.
3. To delete all the items and start over with an empty shopping cart, click on **Clear Cart**.

	Check Out
Print View Save As Temp	Clear Cart
	QUICK ADD ▾
	Add
Your Price	Item Total	Delete Selected
$58.59	$58.59	☑
Box		
Qty 0		
Ship 1		

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Shopping Cart - Options

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

Remember that if you log out of eway, your shopping cart will automatically be saved so you can come back later to add more items.