



## **GUIDE 4**

# key ordering features

This guide provides a quick and easy overview of how to use our key ordering features. Through step-by-step illustrations, you'll learn how to utilize helpful shortcuts such as Favourites lists or Quick Order for ordering the essentials you need more efficiently.

## Add Products with Quick Order

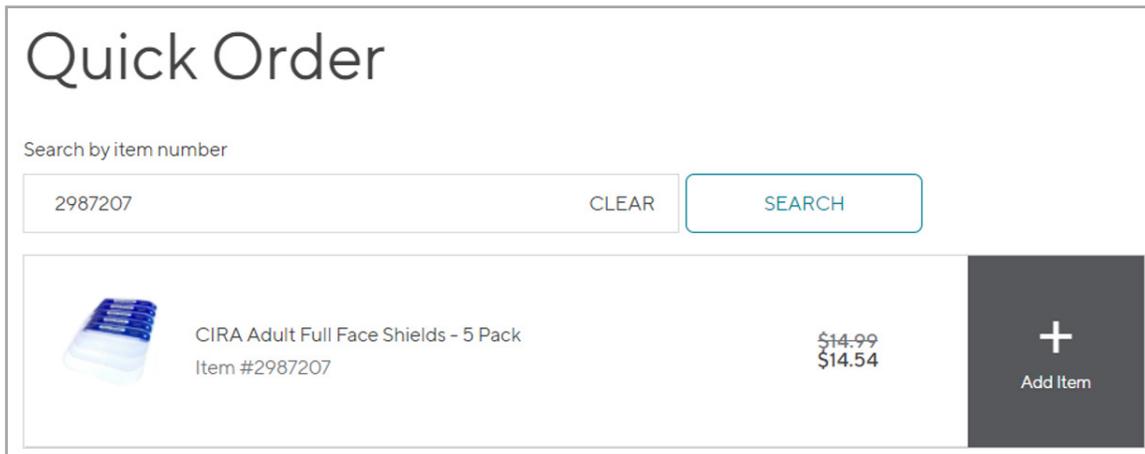
**Step 1:** Once logged in to your account, click on the My Account icon to navigate to your My Account Overview page.

At the top right-hand corner of your Staples Preferred account page, you will see Quick Order. Select that icon.



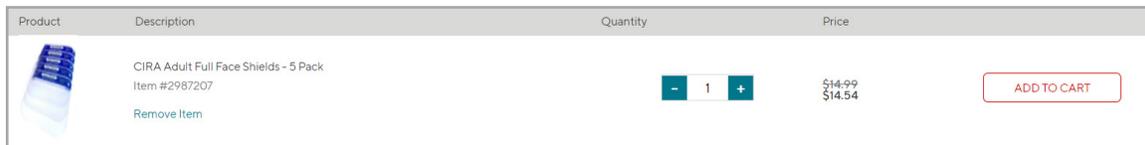
**Step 2:** You will be prompted to search the item number you are looking for. Once entered, select Search. Once the result for the item number loads, you will also see your Preferred pricing below the crossed-out regular retail pricing.

Select '+ Add Item'.



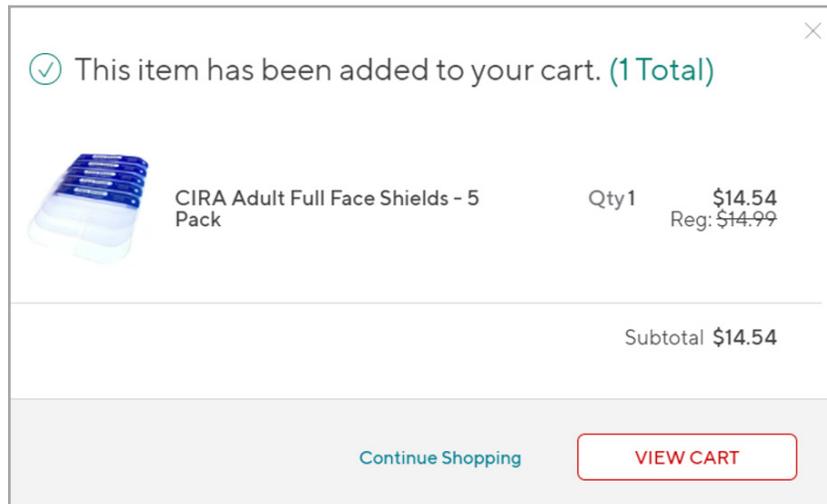
**Step 3:** Add your item to Cart and proceed to checkout if that's the only purchase you wish to make.

If you would like to search and add multiple products, search by item numbers and continue to select '+ Add Item'. Once complete, you can select the Add All and View Cart at the bottom of the list.



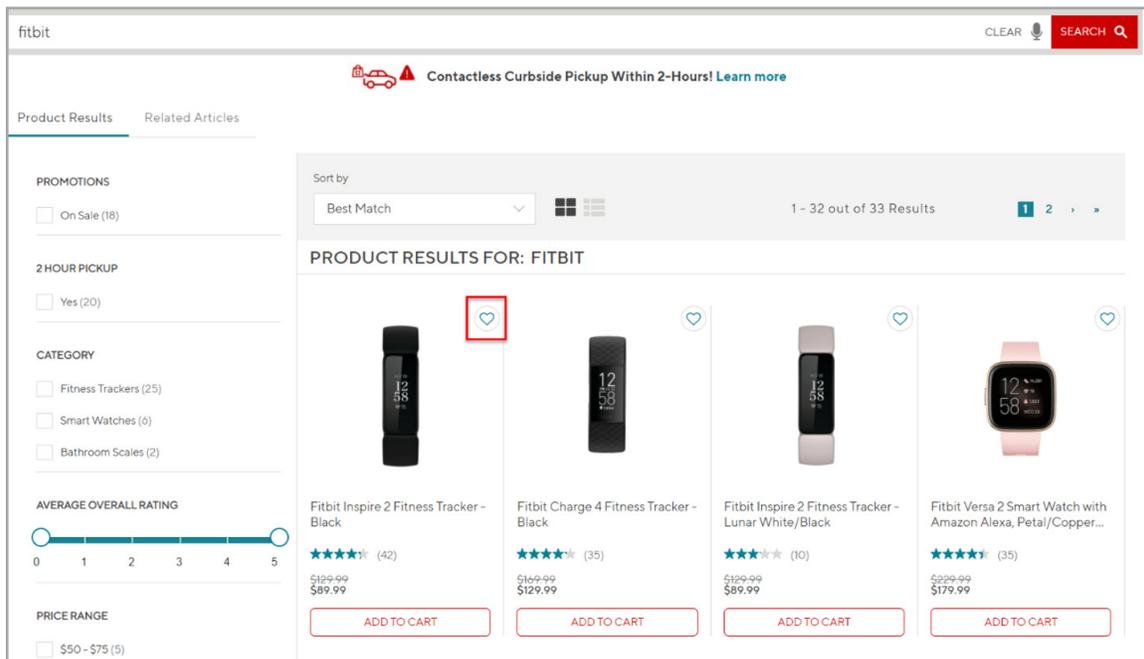
**ADD ALL AND VIEW CART**

**Step 4:** A popup will confirm that the items have been added to Cart. You can choose to Continue Shopping or View Cart and proceed to checkout.

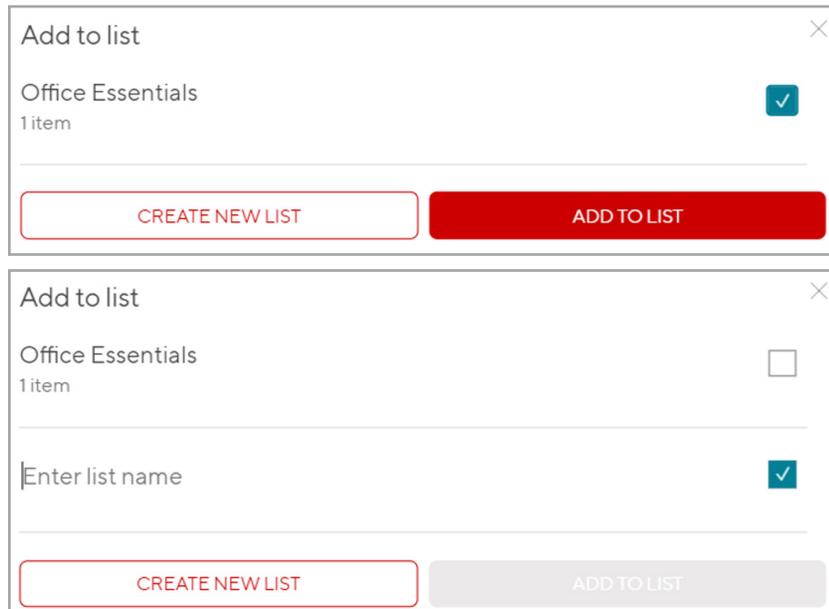


## Creating A Favourites List

**Step 1:** To create a Favorites list, select the heart icon on the product tiles that appeared after your product search or when you selected a category page.

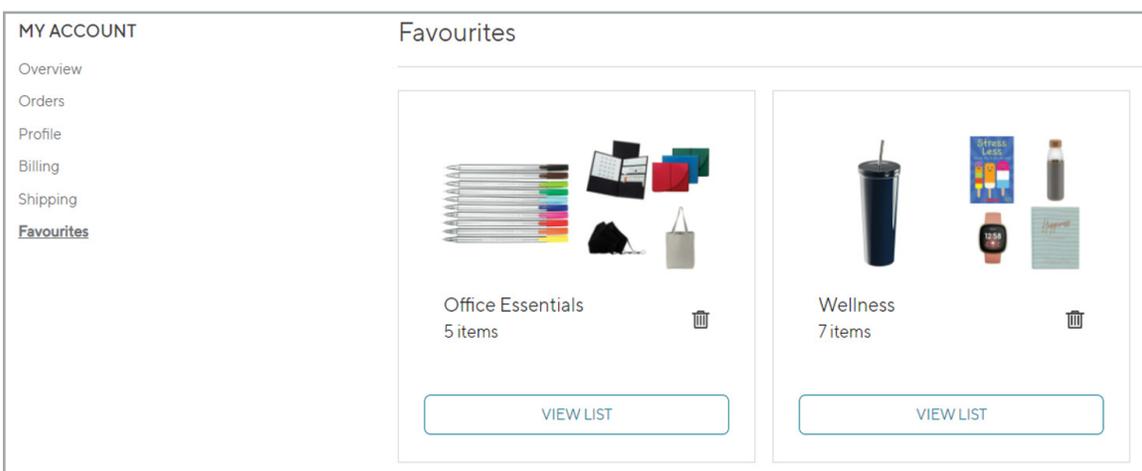
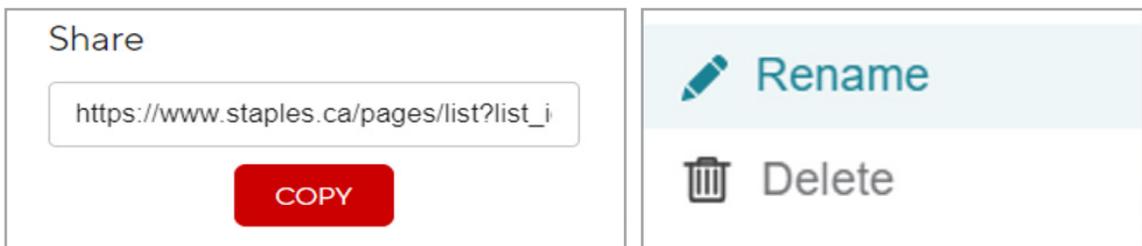


**Step 2:** When you select the heart icon, a popup box will appear. To create a new list, select Create New List and give your new Favourites list a name.



**Step 3:** View all your Favourites by selecting My Account. From the My Account list, select Favourites.

**Step 4:** You can also share your Favourites list with others. Select Share and copy the link. If you would like to rename a list or delete it, select the three dots located at the top of the list you wish to edit.



**Step 5:** From your list you can add items to cart. Check the box next to the products you wish to purchase and select the quantity. Then select Add to Cart. A pop up will appear showing the items have been added to your cart. Check out as usual.

<input checked="" type="checkbox"/> Select All	Description	Quantity	Price	
<input checked="" type="checkbox"/>	 Staedler Triplus Fineliner Pens, 0.3 mm, Assorted, 10 Pack	- 1 +	<del>\$13.79</del> \$10.34	× Remove Item
<input checked="" type="checkbox"/>	 Oxford Divide It Up 4-Pocket Poly Folder, Letter, Black	- 1 +	<del>\$57.79</del> \$9.97	× Remove Item
<input checked="" type="checkbox"/>	 Globe-Weis 7 Pocket Combo File, Angled Flap, Assorted	- 1 +	<del>\$13.49</del> \$9.67	× Remove Item
<input checked="" type="checkbox"/>	 Bondstreet Non-Medical 3-Ply Reusable Masks + Filter - Black	- 1 +	<del>\$9.99</del> \$9.69	× Remove Item
<input checked="" type="checkbox"/>	 Gry Matrr Vegan Leather Tote Bag - Putty	- 1 +	<del>\$19.98</del> \$15.98	× Remove Item

5 item(s) selected