

# Save time on your next return at StaplesAdvantage.com.

It's easy...just follow this Quick Guide.

## Returns: My Shipped Orders

- Returns can be initiated by choosing the **Return An Item** option on the dashboard through the **Return Item** drop down
- **My Shipped Orders** page displays orders that have been shipped.
- Click on **Order #** to review line item detail.
- Click on **Returns** to process a return for an order.

Item Description	Price Each	Available to Return	Quantity To Return	Reason For Return
HP LaserJet M1005n Printer (Black, 100 Sheets)	\$ 332.49	1	1	Return Reason
Staples® Primary Composition Book, Marble, Grade School, Rules, 9 3/4" x 7 1/2", 100 Sheets	\$ 3.32	1	1	Return Reason
Staples® Folder, 11" x 17", 100 Sheets	\$ 100.00	1	1	Return Reason

## Returns Confirmation Page

- **Print a copy** of this page and include one in each box being returned.

Order Number	PO Number	Return Status	Order Date	Order Method	Order Total	Quantity Ordered	Return Items
760004481	ANLU1212	Shipped View Returns	02/05/2018	Online	\$489.35	13 (8 Returned)	Return Items
760004480	ANLU12E1123	Shipped View Returns	02/05/2018	Online	\$308.82	7 (6 Returned)	Return Items
760004498	TEST0204	Shipped	02/04/2018	Online	\$74.92	4	Return Items
760004498	A7EST0204	Submitted	02/04/2018	Online	\$182.20	8	Return Items
760004218	34857	Processing Return Track Order	01/27/2018	Online	\$28.87	1 (1 Returned)	Return Items
760004214	7889	Return Credit Issued Track Order	01/27/2018	Online	\$28.87	1 (1 Returned)	Return Items
760004213	78578	Return Credit Issued Track Order	01/27/2018	Online	\$28.87	1 (1 Returned)	Return Items
760004212	848	Return Credit Issued Track Order	01/27/2018	Online	\$28.87	1 (1 Returned)	Return Items
760004211	7887	Shipped Track Order	01/27/2018	Online	\$28.87	1	Return Items
760004210	8648	Return Credit Issued Track Order	01/27/2018	Online	\$28.87	1 (1 Returned)	Return Items
760004218	786478	Processing Return Track Order	01/27/2018	Online	\$8.10	2 (2 Returned)	Return Items
760004217	868886	Shipped Track Order View Returns	01/27/2018	Online	\$8.10	2 (2 Returned)	Return Items
760004216	78676	Shipped View Returns	01/27/2018	Online	\$8.10	2 (2 Returned)	Return Items
760004215	876878	Return Credit Issued Track Order	01/27/2018	Online	\$8.89	1 (1 Returned)	Return Items

## Return Items: Order Information

- Your user and shipping information automatically populates
- **Enter Quantity** of specific item(s) to be returned.
- Select **Reason for Return**.
- Click **Submit** to complete online return.

Your return has been submitted. Please follow the instructions below to prepare your return for pickup:

- Place the items in the original shipping box or a box suitable for shipping.
- Include a copy of the packing slip, if available, or a printout of this page in the box.
- Place your package ready for pickup as early as tomorrow (excluding holidays and weekends) and leave it in the location where packages are normally delivered.
- The pickup driver will have the appropriate paperwork to ensure your return is processed correctly.
- A credit will be applied to your account within 30 days.

If you need a replacement item, please place a new online order.

Return Items from Order Number 7600044561

Customer Number: 1019857NYC  
Name: chub adrian  
Phone Number: 755-756-8688-8686  
Order Date: 02/05/2018

Item Description	UOM / Quantity	Price Each	Total	Quantity Returned	Reason For Return
Staples® Primary Composition Book, Marble, Grade School, Rules, 9 3/4" x 7 1/2", 100 Sheets	EA-10	\$3.32	\$3.32	1	Damaged

Return Total: \$3.32

Continue Shipping

Back To Order Details