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.

ORDER DETAILS		PICK UP LOCATION		ACCOUNTING INFORM		PAYMENT INFORMATION	
Status (SHPPED Ordered By: child admin Order Date: 30/06/2016		INAL ACTION 103 COMPLECTION AND NOTITH HALLEDOK, NJ 07 USA	508	PQ: AND/1212		Merchandise Total Breating Tasan Talak	\$ 100.17 \$ 17.78 \$ 60.47 \$ 000.35
ACCOUNT NUMBER 10	Instance						
Fest name:		Last nemi:		Phone Number:		Commenta	
chuit		atmi-			ana (ana)		¢
	Return forn the propilitien. Murr boxes Illignes will pick-		— Hems In	Your Order			ulint Nuture
Rum Description			Price Earth	Available to return	Quantity To Rolam	Reason For Rela	
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					Enter the A	iumbir of roturn boxes Staples will	pick up: 1

Returns Confirmation Page

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

Online Retu							Bares 1 - 10 at cm 1
Order Number 1	PO Number	Return Status 11	Order Date 11	Order Method 11	Order Total	Quantity Ordered 11	Return Items
7600004581	ANJUNZNZ	Shipped Vew Returns	02/05/2018	Onine	\$919.35	13 (8 Returned)	Peturn barrs
7650004560	ANUUTEST123	Bridged View Refurms	02/05/2016	Onine	\$309.82	(1 Peturned)	Paturn Berne
7650004499	TEST0204	Shipped	02/04/2016	Onine	\$76.02	¥	Peters terms
700003408	A78370204	Submitted	02/04/2016	Onine	\$182.20	+	Peter term
7660004228	34607	Processing Return Track Order	01/27/2016	Online	\$29.87	(1 Returned)	Palat Stra
7660004224	7948	Return Credit Issued Track Order	sucrosse	Onine	\$29.87	(1 Peturned)	745.013070
7660004223	78578	Return Credit Issued Track Order	01/27/2016	Onine	\$29.87	(1 Heturned)	Peter Serve
7650004222	848	Return Credit Issued Track Order	01/07/0016	Onine	\$29.87	(1 Meturned)	Palat Sala
7680004221	7687	Shipped Theox Order	01/27/2016	Onine	\$29.87	*	Peter Items
7650004210	(4646.)	Return Credit Issued Track Order	01/07/0016	Onine	\$29.87	(1 Returned)	Petersteins
7650004218	785678	Processing Return Track Order	01/27/291e	Onine	\$8.10	(2 Returned)	Participants
7855004217	455534	Shipped Track Order View Returns	01/27/2016	Onine	68.10	(2 Avturned)	feter tere
7600004218	70576	Snaped View Petures	01/07/0018	Online	65.10	d Antoredi	Nature Initia

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.

Return Confirmation						⊖ PRINT
Your return has be	en submitted. Please follow the instructions below	r to prepare your return t	for pickup.			
 Include a copy of the Please have your part The pickup driver will 	e original shipping box or a box suitable for shipping, a packing site, if awaliable, or a printour of this page in the box charge ready for prickup as early as formorrow lexituding hold in laws the appropriate pagework to ensure your return is pro ed to your account within 30 days.	ays and weekendts and laave	it in the location where packa	ages are normally delive	rud.	
you need a replacement	nt item, please place a new online order.					
Return Items from O	rder Number 7650004561					
Customer Number: 1 Name: chub edmin Phone Number: (765) Order Date: 02/05/20	758 - 5858 56565					
Item Description		UOM / Quantity	Price Each	Total	Quantity Returned	Reason For Return
	Exclusi Princy Composition Block, Marcia, Grants Bornon Rust, S. 347 at 7 102, 100 Envents Team Rusteen: 127127 MRTR Rusteen: 427173 Continuem Ex127173 Continuem Ex127173	UOM / Guantity EA/10	Price Each \$3.32	Total \$3.32	Quantity Returned	Reason For Return
	Grade School Ruled, 9 3-4" x 7 1-0", 100 Sheets Item Number: 127173 MFR Number: 420794 Customer ID:127173				Guardity Returned	
Rein Description	Grade School Ruled, 9 3-4" x 7 1-0", 100 Sheets Item Number: 127173 MFR Number: 420794 Customer ID:127173				Guardity Returned	Camaged

