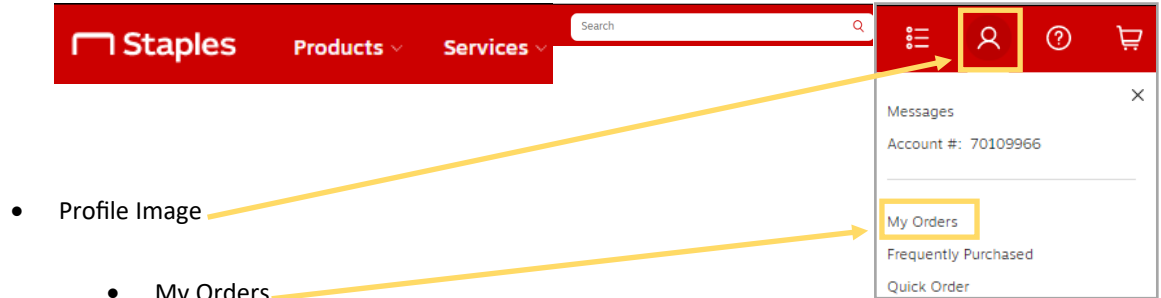


◆ For information, order tracking and/or help with your order through the Staples Punch-out click on the following:

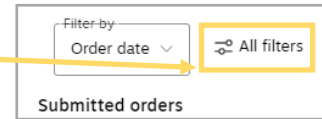
◆ Begin by clicking on the Punch-out tile



• Profile Image

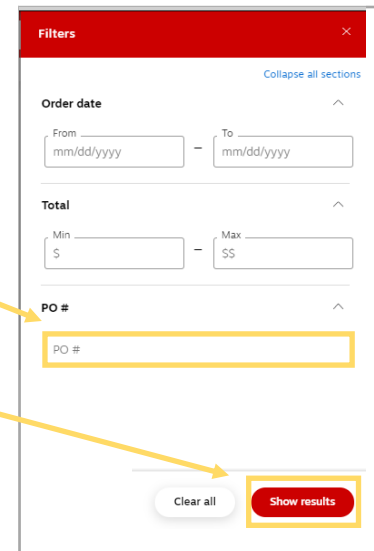
• My Orders

• All Filters



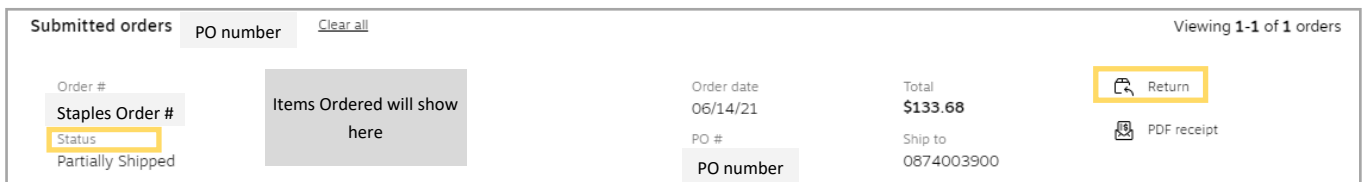
○ Enter the PO number for the order

○ Click Show results



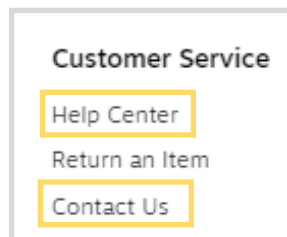
◆ View:

- ◇ Order Status
- ◇ View Items Ordered
- ◇ Return Icon

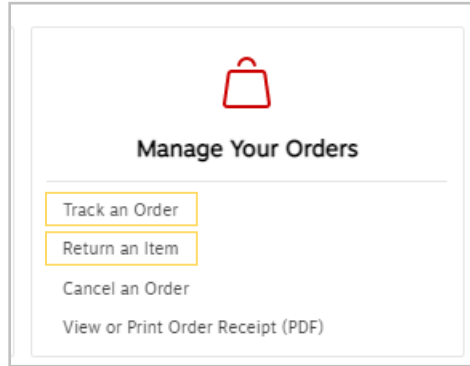



◆ For More Detailed Information Click on:

- ◇ Help Center
- ◇ Contact Us



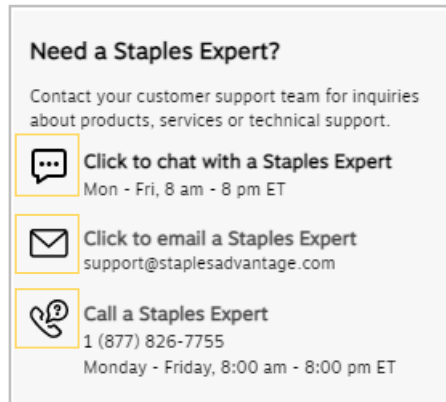
◆ Help Center Assistance Options:



  
**Manage Your Orders**




- Track an Order
- Return an Item
- Cancel an Order
- View or Print Order Receipt (PDF)

◆ Contact Us Assistance Options:



**Need a Staples Expert?**

Contact your customer support team for inquiries about products, services or technical support.

-  **Click to chat with a Staples Expert**  
Mon - Fri, 8 am - 8 pm ET
-  **Click to email a Staples Expert**  
support@staplesadvantage.com
-  **Call a Staples Expert**  
1 (877) 826-7755  
Monday - Friday, 8:00 am - 8:00 pm ET