Order tracking with Staples/Proftech

Any order can be tracked on the Staples/Proftech website. Please see below for instructions on how to track your order.

1. Log into ShopBlue, Shopping homepage.
2. Click on the Staples/Proftech Punch-Out Catalog logo, which can be found in the "Showcases" section on the ShopBlue homepage.

3. Once you are on the Staples/Proftech homepage, you should see a section titled “Orders.”
4. Click “View All”
5. You will be taken to a page with the option to input your Staples/Proftech order number or your ShopBlue PO number. Either option will take you to your order details.

- In your order details, you can see the status, order date, amount, as well as options to print your receipt and return your items.

6. Click on the order number to see the full details of the order.
- From here you will have the option to track your order.
7. When you click “Track these items” a pop-up screen will appear on the right side, showing the delivery status of your items.