

The logo consists of a stylized icon of a pen nib on the left, followed by the words "Express" and "Order" stacked vertically in a sans-serif font.

**Express
Order**



Express Order

Quick Reference Guide

www.corporateexpress.co.uk

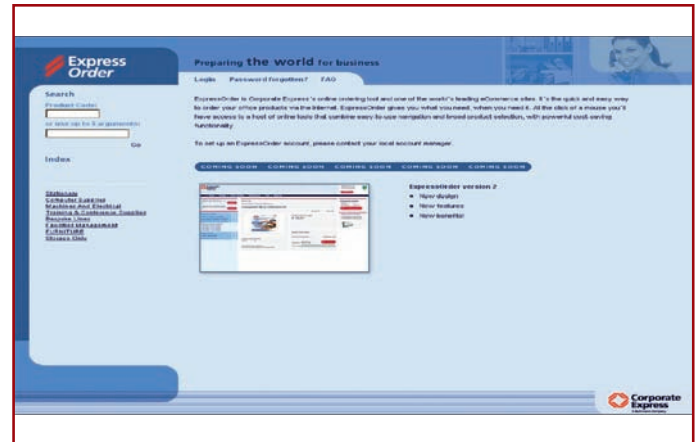
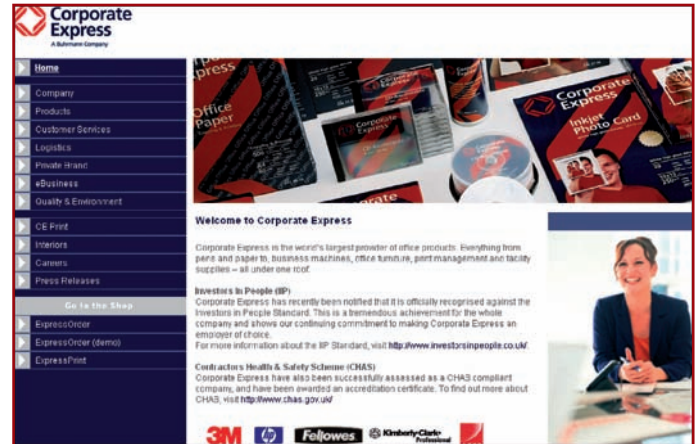
1. Logging Into ExpressOrder

Type www.corporateexpress.co.uk in the address bar on your Internet browser. This will take you to the website of Corporate Express where you can:

1. Browse the pages of the corporate web site
2. Go to the Shop – ExpressOrder

Click on ExpressOrder and you will be able to:

1. Browse the online catalogue before logging in.
2. Login to shop on ExpressOrder.
3. Request a forgotten password.



Enter Network Password

Please type your user name and password.

Site: connect.corporateexpress.co.uk

Realm: Corporate Express UK

User Name: SCREENSHOT

Password: ██████████

Save this password in your password list

OK Cancel

Click 'Login' for logging onto ExpressOrder. You will now be asked for your user name and password, which must be entered in uppercase.

Select Account

Name: Sarah Nicholson
 Company Name: ADDRESS 1
 ADDRESS 2
 E-mail: ecom.request@cesp.co.uk [Change settings](#)
 Account code: 00544119

Account code: 00544119 ADDRESS 1
 ADDRESS 2
 TAMESIDE DRIVE
 HOLFORD,
 B6 7AY BIRMINGHAM **Order with this account**

Select Account **Search**

Name	Address	Account code
<u>#ADDRESS 1</u>	TAMESIDE DRIVE	00544119
<u>ADDRESS 2</u>	B6 7AY BIRMINGHAM	
<u>#CE INTERNET DEMO A/C</u>	TAMESIDE DRIVE	00544120
<u>E-COMMERCE</u>	B6 7AY BIRMINGHAM	

1.1 Select an Account

Once you have logged on you will be taken to the Select Account page, if you order for more than one account you are able to select the one you require before you start to place your order. Click onto the name of the required account and then click onto the 'Order with this Account' button. To select a new account from the Home Page, click onto the 'Select Account' button on the right of your screen in the Your Data section.

Once on the ExpressOrder home page the following options are available:

1. Browse the online catalogue.
2. Create orders.
3. Select an Account (If you order for more than one).
4. Check your order history and status.
5. Change your personal settings.
6. Go to Customer Service.

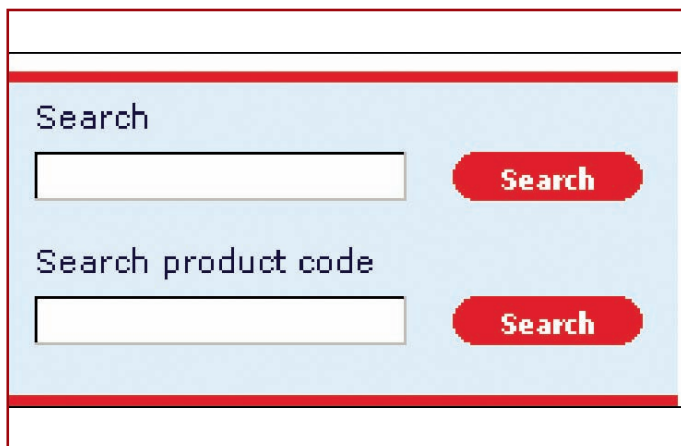
The screenshot shows the Corporate Express website interface. At the top, there's a navigation bar with links like 'Home', 'Order history', 'New products', 'Customer service', 'Corporate entities', and 'Log out'. Below this is a search bar and a 'Supplies Wizard' menu. The main content area includes a 'Welcome Sarah Hethelton' message, a 'Latest news' section with a printer advertisement, and a 'My Favourite Products' table. The table lists products with columns for 'Product', 'Times Ordered', and 'Price'. The 'Shopping Basket' section on the right shows 'Items: 0' and 'Subtotal: £ 0.00'.

Product	Times Ordered	Price	Contract price	Order
EE 1423826 3RING NOTEBOOK 123X188 85SHIT	1	£ 6.95	Contract price	Order
EE 2188812 CALPENEER PAD 53X80 A1 95SHIT	1	£ 1.50	Contract price	Order
EE 3888817 WIND PAD A4 P121T 85SHIT	1	£ 18.47	Your price	Order

2. Create orders

You can create orders by simply searching and finding products and adding them to your shopping basket. All search methods can easily be found in the menu panel on the left of your screen. You can find products easily using one of the available search options:

1. Search using keywords
2. Search using Corporate Express product codes
3. Supplies wizard
4. Search the Catalogue
5. My favourite products
6. Previous orders
7. Shopping lists



The image shows a screenshot of a search interface. It features two search sections. The first section is titled 'Search' and contains a text input field followed by a red 'Search' button. The second section is titled 'Search product code' and also contains a text input field followed by a red 'Search' button. The interface is framed by a red border.

2.1 Search using keywords

You can search products using keywords. A simple search for 'Padded Bag' will return all padded bags found. You can specify your search result in depth using up to 5 keywords.

Searching for 'CE Laser Labels' will return all the Corporate Express labels which are suitable for laser printers.

2.2 Search using a product code

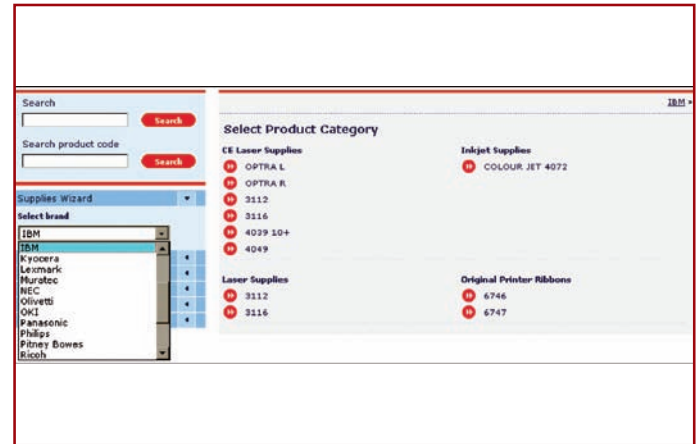
If you're familiar with the Corporate Express product code, you can easily find the required product, by simply keying in the correct product code and clicking 'Search'. You will be returned the correct product and you can now easily fill in the required quantity and click on 'Order' to add the product to your shopping basket.

2.3 Supplies Wizard

This is a great time saver when ordering your printer, fax or photocopier supplies.

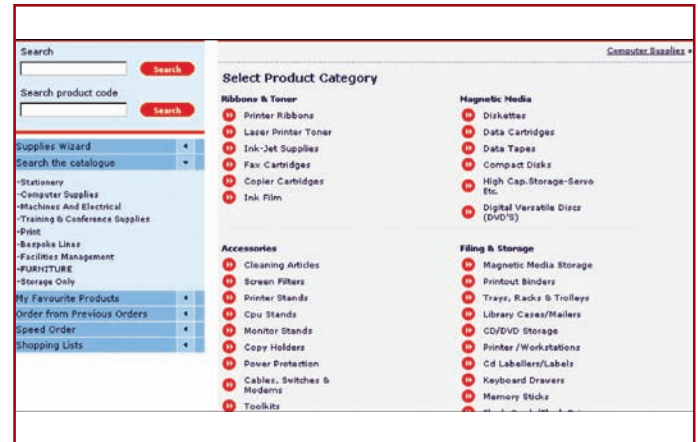
You simply click on 'Supplies Wizard' and select the required brand from the drop down list.

The Supplies Wizard will display all products, listed by category and then by machine, select which machine you have, click, and all suitable products will be displayed.



2.4 Search the Catalogue

You can 'drill down' through the Corporate Express product hierarchy to choose products from a particular category. To do this, click on 'Search the Catalogue' and select the required category. A list of all products in this category will be displayed, grouped by subcategory. Drill down until you've found the required product. Click on 'Order' to add the product to your shopping basket.





Corporate Express
A Business Company

SINGLE SOURCE SUPPLIER

Home Order History Maintenance Customer Service Corporate website

Search [] Search
Search product code [] Search

Supplies Wizard
Search the catalogue
My Favourite Products
Order from Previous Orders
Speed Order
Shopping Lists
Product Request

Favourites 6 Items found

Hide images | Sort by [Most ordered] | Price filter [] | Make your choice []

Image	Product Name	Availability	Times ordered	Price per Item(s) £58.69 Your price	Quantity	Order
	SE 98823 LIFE FLIPMART EASEL LIFE, CORPORATE EXPRESS, Each	6	4	£58.69 Your price	1	Order
	BLU TACK ECONOMY PACK BK68437 BLU, GCE UK Customer Products), Each	2598	3	£0.71 Contract price	1	Order
	SINGLE FACE CORRUGATED 89326 658MM73H 171 1196, GCE UK Brand), Roll	24	1	£27.95 Your price	1	Order

2.5 My Favourite Products

To order products you've ordered before; simply click on 'My Favourite Products'. Your most frequently ordered products will be displayed in descending order.

Enter your quantity and click 'Order' to add the product to your shopping basket. Your list of favourite products is also shown on your homepage of ExpressOrder.

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SINGLE SOURCE SUPPLIER

Home Order History Maintenance Customer Service Corporate website Application Menu

Search [] Search
Search product code [] Search

Supplies Wizard
Search the catalogue
My Favourite Products
Order from Previous Orders
My previous orders:
-769011 15/02/2016 JH-0016
-760659 27/01/2016 JH-0008
Speed Order
Shopping Lists

Previous orders 5 Items found

Hide images | Sort by [Sequence (0-9)] | Price filter [] | Make your choice []

Image	Product Name	Availability	Price per Item(s)	Quantity	Order
	EE OFFICE LASER COPIER PAPER A4 8863H 3414656, CORPORATE EXPRESS, Ream	17854	£12.41 Your price	Ordered 1	Change
	EE HP 31633H INKJET CART BLACK 1047382, CORPORATE EXPRESS, Each	4	£15.87 Your price	Quantity 1	Order
	BLU TACK ECONOMY PACK BK68437 BLU, GCE UK Customer Products), Each	2598	£0.71 Contract price	Quantity 7	Order

2.6 Order from Previous orders

To order products from one of your previous orders, simply click on 'Order from Previous Orders'. Select the order from the list of previous orders. Select the required product from the list of orderlines and click 'Order' to add the item into your shopping basket.

2.7 Speed Order

Using Speed Order you can enter up to ten products and quantities at once. Selecting 'Order' will put them straight in your shopping basket.

The screenshot shows the 'Speed Order' section of the website. On the left, there is a search bar and a navigation menu with options like 'Supplies Wizard', 'Search the catalogue', 'My Favourite Products', 'Order from Previous Orders', 'Speed Order', and 'Shopping Lists'. The main area is titled 'Speed Order' and contains a table with three columns: 'Product code', 'Quantity', and 'Your note'. Below the table is a red 'Order' button.

2.8 Shopping Lists

You can create your own personal shopping lists or a company shopping list can be created for you. These can be used by clicking on 'My Shopping Lists' and selecting one from the drop down list. Amend the quantity and click 'Order' and the product will be added to your shopping basket.

You can create a new shopping list by selecting 'Shopping Lists' and click on 'Add a List'. You will be prompted for a description for your list, click 'OK'. The new shopping list will be added.

You can add products to the list by searching for a product. If you click on the product, one of your options available will be to add to Shopping List.

The screenshot shows the Corporate Express website interface. At the top, there is a navigation bar with 'Home', 'Order history', 'Maintenance', 'Customer service', 'Corporate website', and 'Log out'. The main content area is titled 'Order Template: ACCOUNTS 3 Items found'. It displays a list of products with columns for 'Availability', 'Price per 1 item(s)', 'Quantity', and 'Order'. The products listed are 'CE 4380146 CORRECTION FLUID 28ML', 'CE RP 3123A REHMAN CARTRIDGE', and 'SONY DCR127P DATA CART 40MB DG 120H 12GB'. On the right side, there is a 'Shopping Basket' section showing 'Items: 0' and 'Subtotal: £ 0.00', along with a 'View Basket' button and a 'Compare Products' section.

Shopping Basket

Your Order 2 Items Go to the order confirmation page [Next](#)

Show images | Refresh | Save | Delete order | Print

CE OFFICE LASER COPIER PAPER A4 80GSM		Delete	
3414656, Available: 14021, Ream			
Memo	Price per 1 item: £ 12.41 Your price	Quantity 5 > Calc.	£ 62.05
CE HP 51645A REMAN CART BLACK		Delete	
1046839, Available: 073, Each			
Memo	Price per 1 item: £ 21.50 Your price	Quantity 1 > Calc.	£ 21.50
Total excl. closing costs/VAT			£ 83.55
VAT 17.50 %			£ 14.62
Total			£ 98.17

Go to the order confirmation page [Next](#)

3. View Basket

When you have finished shopping, you can click on 'View Basket' to see all the products in your shopping basket. You can do this anytime whilst ordering, to view the contents of your shopping basket.

In the shopping basket screen you can add a line note; amend the quantity; print the order or save the order, which allows you to build your order before sending to Corporate Express.

You can now decide to continue shopping or to go to the order confirmation page to complete your order details and send the order to Corporate Express. Click 'Next' if you would like to complete your order.

4. Order confirmation

1. Add two order references, which are mandatory.
 - 1st reference will appear in the contact field on the parcel
 - 2nd reference will appear on the delivery note and invoice
2. View a summary of your shopping basket.

Corporate Express
SINGLE SOURCE SUPPLIER
Signed in as: Sarah McArthur

Back to your order list

Order Confirmation Order no: 936872 Date: 30-1-2026 Save Delete Print

Order References

Internal order code: SIN003

Cost centre: 06248187 SUPPORT
Description: 06248187SUPPORT

Summary And Invoicing

View summary list of ordered items Edit

Invoice address	CE INTERNET DEMO A/C IT SUPPORT TAMESSIDE DRIVE WOLFORD, B6 7AY BIRMINGHAM	Total incl. shipping costs/VAT	£ 9.47
		VAT 17.50%	£ 1.64
		Total	£ 11.11

Shipping

Shipping address

CE INTERNET DEMO A/C IT SUPPORT
TAMESSIDE DRIVE WOLFORD,
B6 7AY BIRMINGHAM

Close Order Send Order

After you've completed the order information you can now decide to:

1. Save the order for future use by clicking 'Save'.
2. Print a hardcopy by clicking 'Print'.
3. Send the order to Corporate Express or your authoriser by clicking on 'Send Order'.





www.corporateexpress.co.uk