



ExpressOrder Login

1. Open your web browser
2. Type www.corporateexpress.co.uk
3. Click on 'ExpressOrder' in the menu panel
4. Enter your username
5. Enter your password
6. Click 'OK'

Forgotten Passwords

1. Click 'Forgot Password'
2. Enter your username and click 'OK'
3. Enter your email address and the answer to your security question
4. ExpressOrder support will email you a new password to your email address

Search by Keyword

1. To search using a 'keyword', type a keyword i.e. stapler to search for stapling machines
2. You can use multiple keywords i.e. stapler blue and click 'Search'
3. Using the 'Product Code' search, type a whole or part Corporate Express product code
4. The results from your search will be displayed, including number of results and pages of results
5. The search results can be sorted

Supplies Wizard

1. Click on the 'Supplies Wizard' in the menu panel on the left of your screen
2. Select the brand you would like to search for
3. Select your machine model number

4. Amend the quantity to the amount you wish to order and click on 'Order'

Search by Category

1. To search using 'Product Categories', click a Category on the menu panel to the left of your screen. Sub categories will be displayed
2. Continue to select the category that best describes the product you are looking for until the products that meet your search criteria are displayed

Favourites

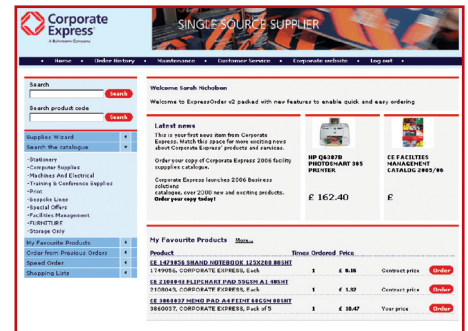
1. Click on 'Favourites'
2. The list of products will be displayed in descending order, based on the number of times ordered
3. To order a product from the list, amend the quantity to the desired amount and click 'Order'
4. The first 3 most ordered products are listed on your welcome screen (Home)

Previous Orders

1. Click 'My Previous Orders' in the menu bar on the left of your screen
2. A list of your previous orders will be displayed
3. Select an order. All items in this order will be displayed

Speed Order

1. Click on 'Speed Order' in the menu panel on the left of your screen



2. 10 product codes can be entered with a note for each line
3. Click on 'Order'

Shopping Lists

1. Click on 'Shopping Lists' from the menu bar on the left of your screen
2. Select from your personal 'Shopping Lists' or company 'Shopping Lists'
3. Click on the required 'Shopping List'

Checkout

1. Click on the 'View Basket' button
2. If you amend the quantity of a line, please click 'Calc' or 'Refresh', to give you a new order total
3. Click on 'Save' to park your order. The order can be reopened for adding to, or sending
4. Click on 'Delete'. You will be asked to confirm you want to delete your order
5. Click 'Next' to go to the order confirmation page
6. Enter order references for your order in the 2 boxes
7. Check your Billing Information
8. Check your Delivery Information
9. Click on 'Send Order' to send the order to Corporate Express or to your authoriser