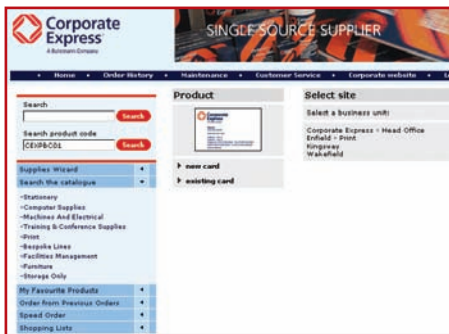




ExpressOrder Login

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'



Ordering Business Cards

1. Enter the product code in 'Search Product Codes'
2. Click 'Search', The product will be displayed
3. Enter the quantity required and Click on the 'Order' button
4. You will be asked to wait a 'Moment Please'
5. If you have ordered business cards using ExpressOrder Print before, select your name from the list displayed
6. Alternatively click on 'Existing card', this will display all cards previously ordered.
7. If you are creating a business card for the first time click on 'New card'
8. Select from the drop down lists and fill in the information on the form displayed
9. Click on 'Save', you will see an overview of your submitted information
10. You now have the option to save, reset or create a softproof (example of your card on screen)
11. To continue to order Click 'Softproof', a PDF will display the exact layout and content of your Business Card
12. After you have checked your softproof you can close the window
13. To order your business cards, check the box in the right hand corner of the screen, click 'Place Order'
14. You will return to ExpressOrder where you can continue to order other office supplies or complete your order



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

