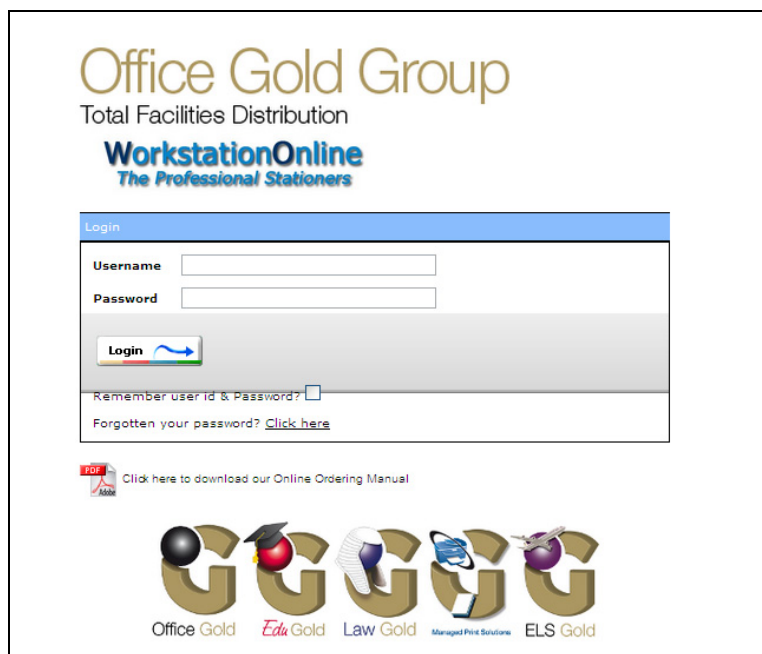


Guide to using the new Workstation Business Supplies online ordering system

Follow the link below from www.workstationonline.co.uk



This will take you to the new Online Ordering portal.



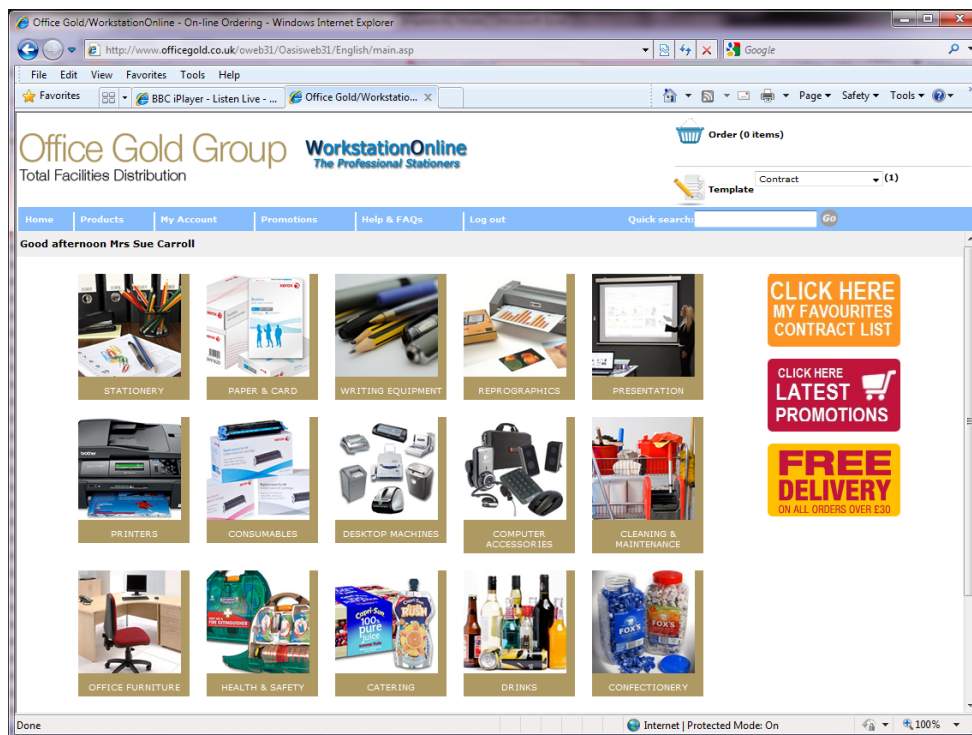
ORDERING PROCESS

- a. Enter website via this Portal
- b. Enter user name and password
- c. Under the My Account menu button across the top bar, you can access your contract list via the My Templates link
- d. You can then add items from your contract list to the shopping basket
- e. When you've finished ordering check your "Shopping basket" by the link from the top right hand of the screen.
- f. You can add further items by searching through the catalogue sections from the home page or by using the quick search facility
- g. When your order is complete select "Place Order"

- h. Add in Your Reference/Purchase Order Number, Change the Delivery Date (if not following day delivery) and add any further delivery instructions
- i. Press “Confirm”
- j. You will then receive an email confirmation of your order

4. MAIN 3B SCREEN

You will be presented with the Main Screen, which looks like below.
 This screen has all the links to different product catalogues, click on the links accordingly.
 The main product sections are broken down thus:



- Office Stationery – Huge range of office products
- Green catalogue – Office Gold’s catalogue of Green products
- Office Machines and consumables – printers, scanners, binders etc
- IT Supplies – toners and inkjets, useful links to cartridge finder and more
- Catering – tea, coffee, beer, boardroom supplies and much, much more
- Clothing – catalogue full of clothing/promotional items that can be embroidered or printed
- Office Furniture – office and home office furniture
- Paper and Card
- Cleaning and Maintenance
- Health and Safety