# Shop Xerox eConcierge®
Program Purchasing Guide

Xerox eConcierge® is the easy way to track and re-order printer supplies so you never run out. You can use Xerox eConcierge® on your desktop computer, tablet, or smart phone.

STEP 1

There are two ways to order:

Option A: Ordering from Email Notification

Xerox eConcierge® monitors supply levels in your printer and sends an email notification when a supply item is low. Click the **click here** link in the email to open the login window. After logging in, you'll see the **QuickBuy** window.
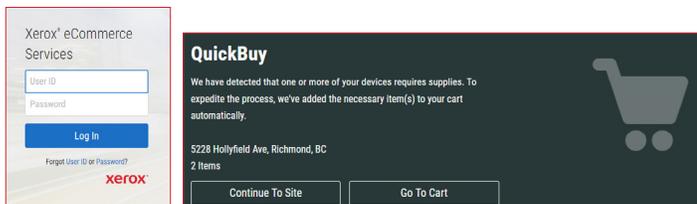
To re-order the low-supply item(s), click **Go to Cart**. SKIP TO STEP 3.

(Click **Continue to Site** to open the **Devices** tab. GO TO STEP 2.)
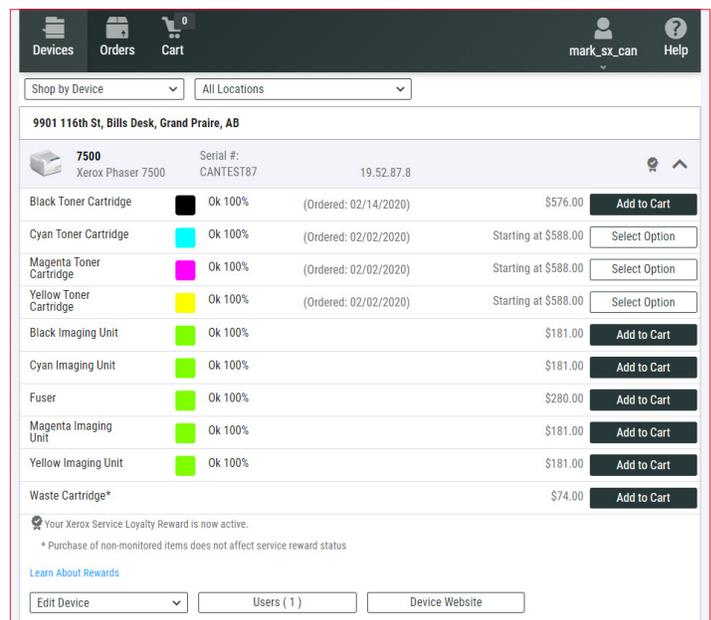
Option B: Ordering from Web Link

You can go directly to the login page using:

www.econciergetools.com

GO TO STEP 2.

STEP 2

Use the **Devices** tab to place items in the "shopping cart." (By default, the system places low-supply items in the shopping cart.)

Each location has its own shopping cart. You can scroll through the entire list of locations or use the Location and User menus to narrow the list. Each location lists the printers for that location, along with the supplies available to purchase for each printer.

To place items in the shopping cart, use the supply list **Add to Cart** or **Select Option** buttons. (**Select Option** appears when there are multiple versions of an item, such as toner cartridges with different page yields.)

xerox™

Shop Xerox eConcierge®
Program Purchasing Guide

STEP 3

Use the **Cart** tab to review shopping cart contents before submitting your order to Shop Xerox. By default, the system places low-supply items in the shopping cart.

Each location has its own shopping cart. You cannot combine orders from different locations; you must place orders for one location at a time.

Confirm the items and quantities for each shopping cart; use the **Remove** button to delete items entirely.

To complete your purchase, click **Check Out** or **Check Out for This Location** to go to Shop Xerox.

STEP 4

The Shop Xerox Shopping Cart automatically imports the items in your Xerox eConcierge shopping cart.

Sign in using your Shop Xerox account email and password (your Shop Xerox email address and password may be different from Xerox eConcierge). Click **Sign in** to access your account.

Continue through the Shop Xerox checkout by choosing a shipping method and entering a payment method. Review your checkout basket and click the **Terms and Conditions** checkbox if applicable. Clicking the **Place Order** button completes your purchase.

xerox™