

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 **Order Supplies** 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.)

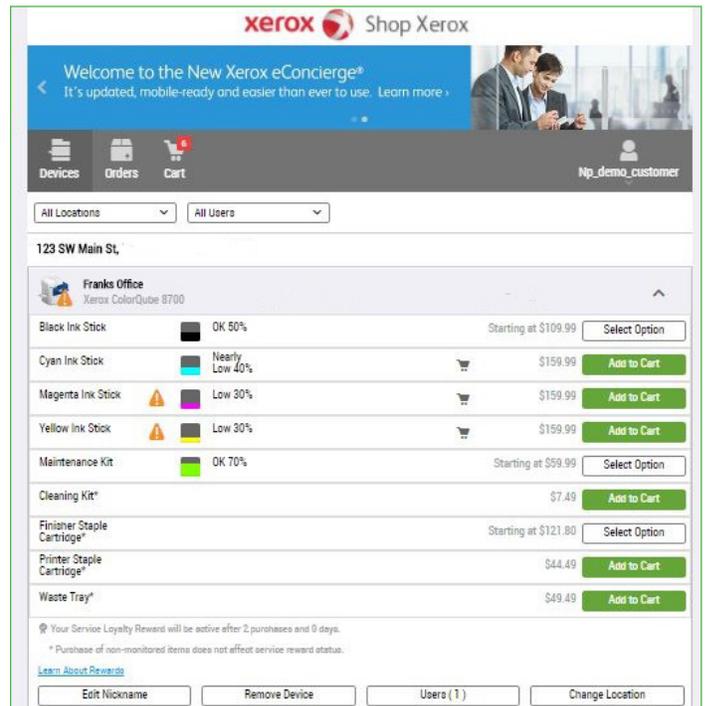
Option B: Ordering from Web Link

You can go directly to the login page using:
econciergetools.com/ecommerceportal

GO TO STEP 2.

STEP 2

Use the **Devices** tab to place items in a "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.)

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 shopping carts.

Location	Device	Serial#	Action	Qty	Unit Price	Total Price
123 SW Main						
Franks Office	Xerox ColorQube 8700	Serial#: NPDEMO001	Shop This Device			
108R00990	ColorQube Ink Cyan, ColorQube 8700 (2 sticks)		Remove	1	\$159.99/ea.	\$159.99
108R00991	ColorQube Magenta, ColorQube 8700 (2 sticks)		Remove	1	\$159.99/ea.	\$159.99
108R00992	ColorQube Yellow, ColorQube 8700 (2 sticks)		Remove	1	\$159.99/ea.	\$159.99
Johns Office	Xerox Phaser 6500	Serial#: NPDEMO002	Shop This Device			
106R01591	Phaser 6500/WorkCentre 6505, Standard Capacity Cyan Toner Cartridge		Remove	1	\$69.99/ea.	\$69.99
106R01595	Phaser 6500/WorkCentre 6505, High Capacity Magenta Toner Cartridge		Remove	1	\$114.99/ea.	\$114.99
Receiving	Xerox Phaser 3250	Serial#: NPDEMO004	Shop This Device			
106R01374	Phaser 3250 High Capacity Print Cartridge		Remove	1	\$124.99/ea.	\$124.99
Estimated Total						\$789.94

Each location has its own shopping cart. You cannot combine orders from different locations; you must place orders 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.

Shipping Address

Email Address (required for order confirmation) *

Yes, please keep me informed about new Xerox © products and occasional special offers

First Name *

Last Name *

Company

Street Address *

City *

Order Summary

6 Items in Cart [Get Out](#)

- ColorQube 8700 Yellow Solid Ink Pack (2 Sticks) \$159.99 Qty 1
- ColorQube 8700 Magenta Solid Ink Pack (2 Sticks) \$159.99 Qty 1
- ColorQube 8700 Cyan Solid Ink Pack \$159.99

Sign in using your Shop Xerox account email and password (your Shop Xerox email address and password may be different from Xerox eConcierge). If you have an existing Shop Xerox account, the Password field will be exposed after you enter your email. Click **Login** to access your account.

To checkout as a guest enter your email and shipping information.

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.