



## Get Started Quickly

### Ordering in 5 easy steps

- 1 Enter your account name, Username and password and click **Logon**.

<b>Account name:</b>	<input type="text" value="CoLtd"/>	
<b>Username:</b>	<input type="text" value="John"/>	
<b>Password:</b>	<input type="password" value="*****"/>	
<input type="button" value="Logon"/> <input type="button" value="Change password"/>		

- 2 Browse the site using the buttons at the top of the screen, and the search facility to the left of the screen.
- 3 To order a product, simply enter the desired amount in to any screen containing a quantity field, and click on **Add to order**, or press the Enter key. As long as a valid quantity has been assigned to the product, the line will be added to your order, which can be viewed in the "Your Order" screen.
- 4 To place an order, click on **Confirm order**.
- 5 Complete the order details and click **Send order**.



PLEASE CONTACT ON 01932 838400  
FOR ANY FURTHER QUERIES

# OFFICEzone