

Willis Towers Watson 

Stationery and Promotional Items

User Documentation

Willis Towers Watson Stationery Items

Initial screen provided when accessing the site:

http://orders.cgintl.com/cgforce/Converge/Willis_Towers_Watson/redirect.htm

Below is the initial screen you will see when accessing the Willis Towers Watson Stationery and Promotional Items Store. From this screen you have three options from which to choose:

1. **The North America/LATAM Stationery Products** – order your business cards, letterhead, envelopes, folders and report covers
2. **EMEA, APAC Stationery Products** – order your business cards, letterhead, envelopes, folders and report covers
3. **WTW Promotional Items** – order your Willis Towers Watson branded products here

Please make your selection from one of the above items to proceed to the ordering tool. *Please note – you will be required to register and create a separate account for each of the above site options.*

Willis Towers Watson

Welcome to the WTW Stationery and Promotional Items Store!
Please select a site to continue:

From this screen you have three options from which to choose. *Note – you will be required to register and create a separate account for each of the site options:*

1. **North America/LATAM Stationery Store** – order your business cards, letterhead, envelopes, folders and report covers
2. **EMEA, APAC Stationery Store** – order your business cards, letterhead, envelopes, folders and report covers
3. **WTW Promotional Items** – order your Willis Towers Watson branded products here

1 North America/LATAM Stationery Products (click here)

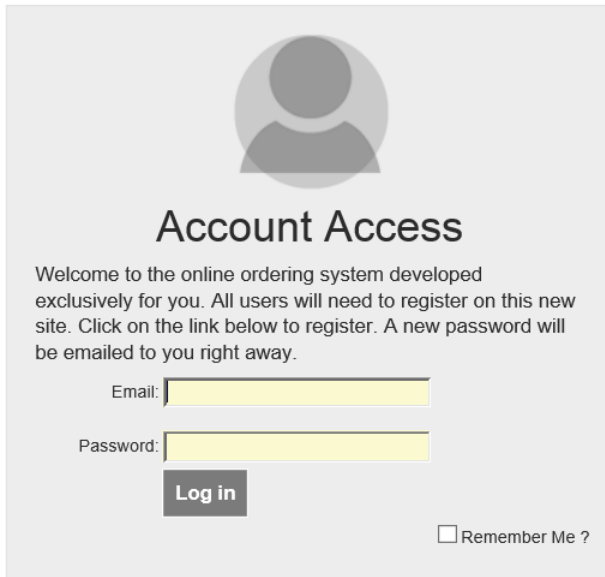
Argentina	Colombia
Bermuda	Mexico
Canada	Peru
USA	Uruguay
Brazil	Venezuela
Chile	


2 EMEA, APAC Stationery Products (click here)

Australia	Japan	South Africa
Austria	Kazakhstan	South Korea
Bahrain	Kingdom of Saudi Arabia	Spain
Belgium	KOR	Sweden
China	Liechtenstein	Switzerland
Czech Republic	Malaysia	Taiwan
Denmark	Malta	Thailand
Finland	Netherlands	The Netherlands
France	New Zealand	The Philippines
Germany	Norway	Turkey
Hong Kong	Poland	Ukraine
Hungary	Portugal	United Arab Emirates
India	Russia	United Kingdom
Indonesia	Saudi Arabia	Vietnam
Ireland	Singapore	
Italy	Slovakia	

3 WTW Promotional Items (click here)

Argentina	Indonesia	Singapore
Australia	Ireland	Slovakia
Austria	Italy	South Africa
Bahrain	Japan	South Korea
Belgium	Kazakhstan	Spain
Bermuda	Kingdom of Saudi Arabia	Sweden
Brazil	KOR	Switzerland
Canada	Liechtenstein	Taiwan
Chile	Malaysia	Thailand
China	Malta	The Netherlands
Colombia	Mexico	The Philippines
Czech Republic	Netherlands	Turkey
Denmark	New Zealand	Ukraine
Finland	Norway	United Arab Emirates
France	Peru	United Kingdom
Germany	Poland	Uruguay
Hong Kong	Portugal	USA
Hungary	Russia	Venezuela
India	Saudi Arabia	Vietnam





Account Access

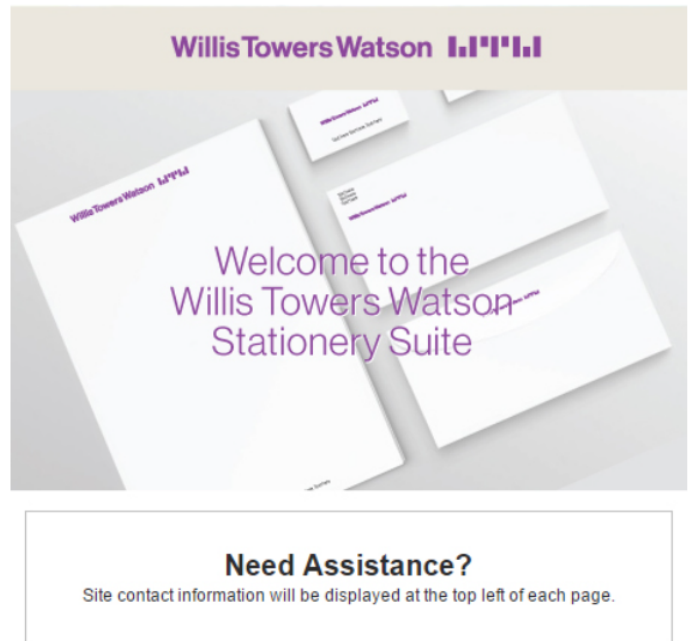
Welcome to the online ordering system developed exclusively for you. All users will need to register on this new site. Click on the link below to register. A new password will be emailed to you right away.


Email:

Password:

Remember Me ?

[Create an account](#)
[Forgot Your Password ?](#)



WillisTowersWatson 

Welcome to the
Willis Towers Watson
Stationery Suite

Need Assistance?
Site contact information will be displayed at the top left of each page.

To begin placing orders on the Willis Towers Watson Stationery Suite you will need to initially click on the **“Create an account”** link (located just under the Account Access area) to register as a new user.

You will be directed to a screen to create a new user: E-mail, First Name and Last Name are required fields. Please also note that your email is required to be entered twice.

Once completed click **Continue with Registration**. You should receive a confirmation e-mail with a temporary password and a link to the site.

Contact us: 630-315-9015 or cmalone@jnwk.com

Willis Towers Watson

Creating a new user:

To start your self registration, please complete the fields in the form below. Once submitted your user name and password will be emailed to you

[Click Here for Registration Instructions](#)
[Look-up Special Characters](#)

User Prompts

Email:

First Name:

Last Name:

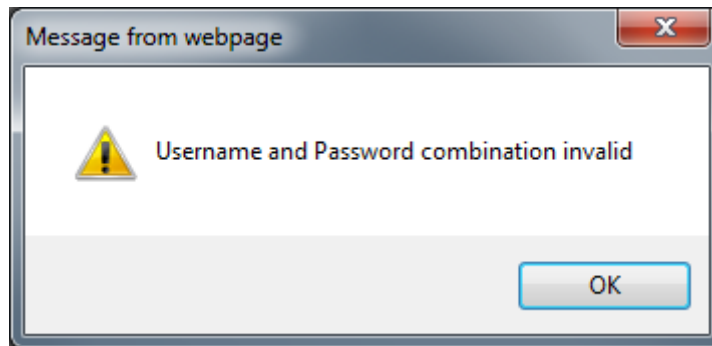
Email:

[Terms of Use](#) | [Privacy Policy](#)

Registration Tips

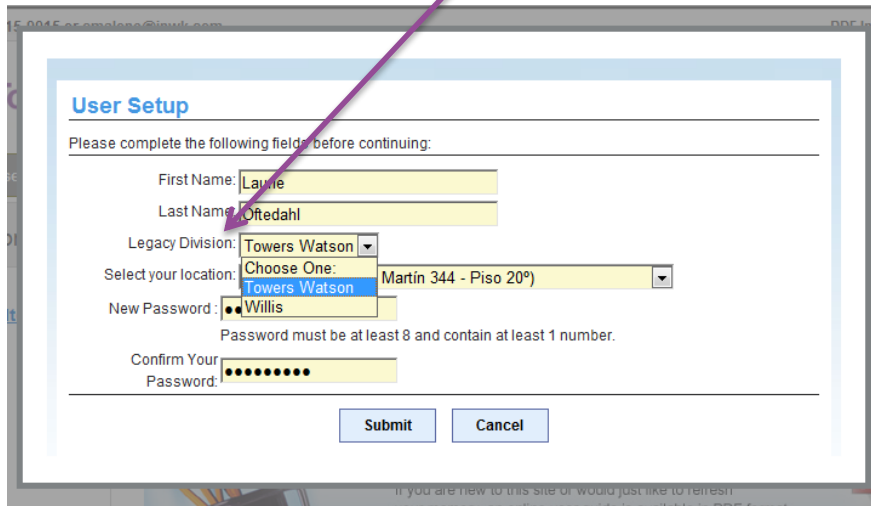
- Please complete all required fields.
- Once submitted an email will be sent to the address provided.
- Our Customer Service department is here to assist you, the Toll Free number will be displayed at the top of each page.

When clicking **Continue with Registration** you may receive the below screen:



Please click **OK** and you will then be taken to the **User Setup** page.

In the initial user setup choose the **Legacy Division** by clicking on the drop down arrow next to the Legacy Division selection field.

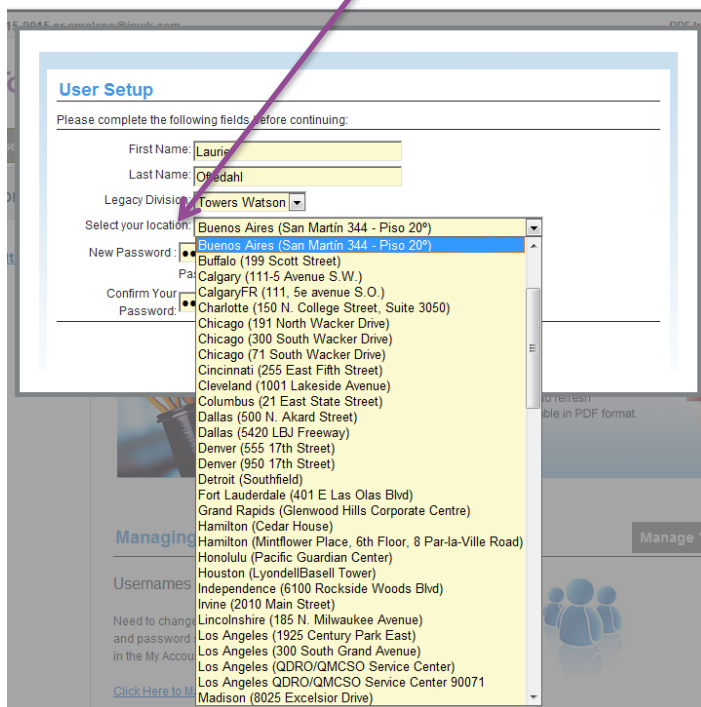


The screenshot shows the 'User Setup' form with the following fields and values:

- First Name: Laurie
- Last Name: Otedahl
- Legacy Division: Towers Watson (dropdown menu)
- Select your location: Choose One: Martin 344 - Piso 20° (dropdown menu)
- New Password: Willis
- Confirm Your Password: [masked]

Buttons: Submit, Cancel

Enter your location from the **Select your location** drop down list.



The screenshot shows the 'User Setup' form with the 'Select your location' dropdown menu open, displaying a list of locations. The purple arrow points to the dropdown arrow.

Locations listed in the dropdown menu:


- Buenos Aires (San Martín 344 - Piso 20°)
- Buenos Aires (San Martín 344 - Piso 20°)
- Buffalo (199 Scott Street)
- Calgary (111-5 Avenue S.W.)
- CalgaryFR (111, 5e avenue S.O.)
- Charlotte (150 N. College Street, Suite 3050)
- Chicago (191 North Wacker Drive)
- Chicago (300 South Wacker Drive)
- Chicago (71 South Wacker Drive)
- Cincinnati (255 East Fifth Street)
- Cleveland (1001 Lakeside Avenue)
- Columbus (21 East State Street)
- Dallas (500 N. Akard Street)
- Dallas (5420 LBJ Freeway)
- Denver (555 17th Street)
- Denver (950 17th Street)
- Detroit (Southfield)
- Fort Lauderdale (401 E Las Olas Blvd)
- Grand Rapids (Glenwood Hills Corporate Centre)
- Hamilton (Cedar House)
- Hamilton (Mintflower Place, 6th Floor, 8 Par-la-Ville Road)
- Honolulu (Pacific Guardian Center)
- Houston (LyondellBasell Tower)
- Independence (6100 Rockside Woods Blvd)
- Irvine (2010 Main Street)
- Lincolnshire (185 N. Milwaukee Avenue)
- Los Angeles (1925 Century Park East)
- Los Angeles (300 South Grand Avenue)
- Los Angeles (QDRO/QMCSO Service Center)
- Los Angeles (QDRO/QMCSO Service Center 90071)
- Madison (8025 Excelsior Drive)

Enter a new password, confirm your new password, and click **Submit**. Information on how to change your password to one of your choosing will be contained later in this document.



When you click **Submit** you will enter the site to begin your order.

Once you are on the site there will be a PDF available with the ordering instructions.

Click Here for Questions - Legacy TW or Legacy Willis PDF Instructions | Logout

Willis Towers Watson  Basket Total : \$0.00 (0) Items [View Basket](#)

[Home](#) [Browse Products](#) [Order History/Check Status](#) [Manage My Account](#)


Stored text profile for  [test.user@test.com](#) | [Switch User](#) | [Manage](#) | [?](#) 

Personalized Items

- [Business Cards](#)
- [Letterhead](#)
- [Envelopes](#)
- [Folders](#)
- [Report Covers](#)
- [View All](#)

Welcome!


A drop down list of products is available on the left side of your screen, or simply [Click Here](#) to view the product catalog. If you need assistance we are here to help! Contact and help information is located at the top of your screen.




Ordering Instructions:

If you are new to this site or would just like to refresh your memory, an online user guide is available in PDF format.

[Click Here to open](#)



Managing Your Account: [Manage Your Account](#)

Username and Passwords	Manage Stored Text	
Need to change your password? User and password settings can be found in the My Account section.	Converge can save text to prefill your personalization prompts, shipping locations, or requester information.	
Click Here to Manage	Click Here to Manage	

To begin your order you may do any of the following:

1. Click the **Browse Products** link at the top of the page – will require an additional click on the item link you wish to order, or
2. Select from the **Personalized Items** link in the left sidebar – will require an additional click on the item link you wish to order, or
3. Click the **Click Here** link under the Welcome! area – will require an additional click on the item link you wish to order, or
4. Click on the individual links under **Personalized Items** to select the item you wish to order.

The screenshot shows the Willis Towers Watson user interface. At the top, there is a navigation bar with links for "Click Here for Questions - Legacy TW or Legacy Willis" and "PDF Instructions | Logout". Below this is the Willis Towers Watson logo, a basket total of "\$0.00 (0) Items", and a "View Basket" button. A secondary navigation bar contains "Home", "Browse Products", "Order History/Check Status", and "Manage My Account". Below the navigation is a user profile section for "test.user@test.com" with "Switch User", "Manage", and "?" links, and a search bar for products. The main content area is divided into a left sidebar and a main panel. The sidebar, labeled "Personalized Items", lists "Business Cards", "Letterhead", "Envelopes", "Folders", "Report Covers", and "View All". The main panel features a "Welcome!" message with a callout (3) and a paragraph of text. Below this is a banner for "Ordering Instructions" with a PDF icon and a "Click Here to open" link. At the bottom, there is a "Managing Your Account:" section with a "Manage Your Account" button and two sub-sections: "Usernames and Passwords" and "Manage Stored Text", each with a "Click Here to Manage" link and a small icon of three people.

To order business cards, select the **Business Cards** link in the left sidebar and choose from the following:

- WTWCRO(W) – Willis Towers Watson North America Business Cards (US & Canada),
- WTWCDDL(W) – Willis Towers Watson Double Sided Business Cards,
- WTWCRO(LatinAmerica) – Willis Towers Watson Latin America Business Cards (Mexico & South America)
- WTWCDDL(LatinAmerica) – Willis Towers Watson Double Sided Latin America Business Cards (Mexico & South America)

You may click on the graphic of the business card you wish to order, or you may click on the **Order This Item** link just below the graphic in order to begin your business card order.

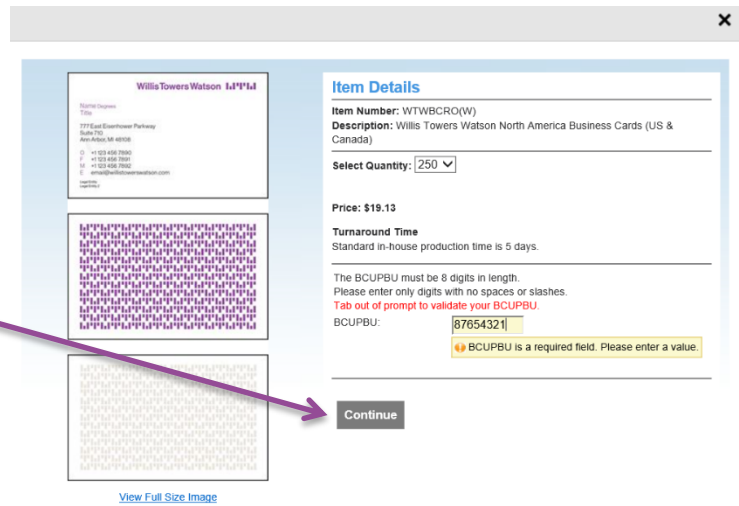
The screenshot displays the Willis Towers Watson website interface. At the top, there are navigation links: "Click Here for Questions - Legacy TW or Legacy Willis" and "PDF Instructions | Logout". The Willis Towers Watson logo is prominently displayed, along with the "Basket Total : \$0.00 (0) Items" and a "View Basket" button. A navigation bar includes "Home", "Browse Products", "Order History/Check Status", and "Manage My Account". Below this, a user profile section shows "Stored text profile for test.user@test.com" with options to "Switch User", "Manage", and a help icon. A search bar is labeled "Search for Products".

The main content area is titled "Personalized Items" and "Business Cards". It features a sidebar with categories: Business Cards, Letterhead, Envelopes, Folders, Report Covers, and View All. The main display shows four business card options, each with a thumbnail image and a description:

- WTWCRO(W) - Willis Towers Watson North America Business Cards (US & Canada)**: Includes an "Order This Item" link and a "View Larger Image" link.
- WTWCDDL(W) - Willis Towers Watson Double Sided Business Cards**: Includes an "Order This Item" link and a "View Larger Image" link.
- WTWCRO(LatinAmerica) - Willis Towers Watson Latin America Business Cards (Mexico & South America)**: Includes an "Order This Item" link and a "View Larger Image" link.
- WTWCDDL(LatinAmerica) - Willis Towers Watson Double Sided Latin America Business Cards (Mexico & South America)**: Includes an "Order This Item" link and a "View Larger Image" link.

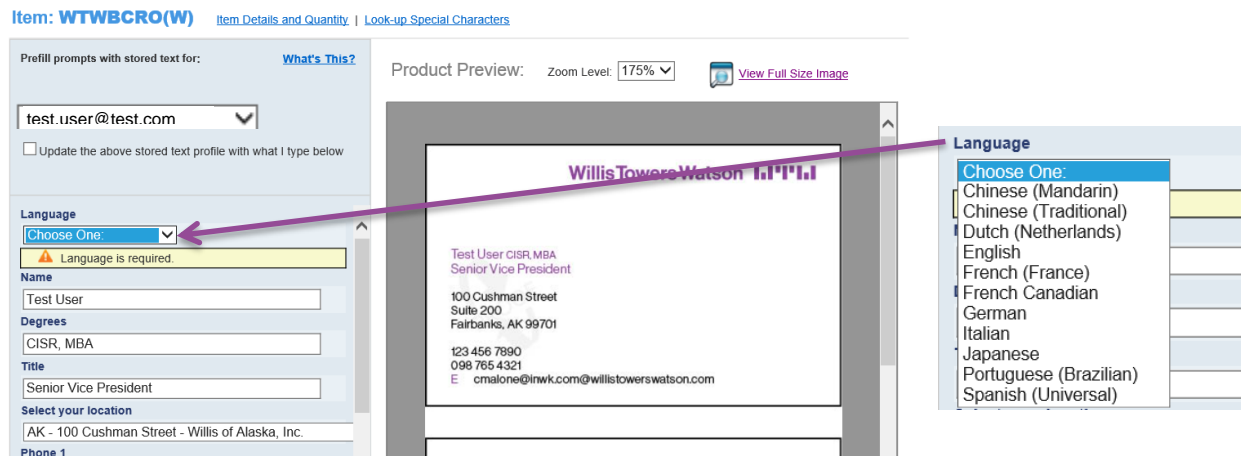
A purple arrow points from the text above to the "Order This Item" link for the WTWCRO(W) product.

An **Item Details** page will be displayed which will provide you with a drop down from to select the quantity (either 250 or 500) of business cards you wish to order. Please note that a BCUPBU cost center number (8 digits in length) must be entered prior to clicking **Continue** on the Legacy Willis ordering path.



On the **Personalize Your Item** screen, you will be prompted to select the language from the **Language** drop down box. *Please note if your keyboard matches the language selected you will see your business card populated with the appropriate characters (for example, a German keyboard will provide for an umlaut ö and the business card preview will show the umlaut).*

Personalize Your Item



Your business card requires at least one phone number including the designation as shown below and your country code.

Please complete the business card information as you want it to appear on your card utilizing the fields on the left side of the screen. The information will populate the proof on the right side of the screen.

When the legal entities are available they will be added to the drop down menu and will work the same as the “**Select your location**” field. For now, please type in your legal entity as it appears on your legacy business card.

Personalize Your Item

Item: **WTWCRO(W)** [Item Details and Quantity](#) | [Look-up Special Characters](#)

Please be sure to review all your business card information and when it has been verified to be correct, scroll down to the bottom of the page and click **Approve/Continue**. Please note any required information for the item which has not been provided will be highlighted for your review prior to moving the item to your basket.

Approving Your Proof

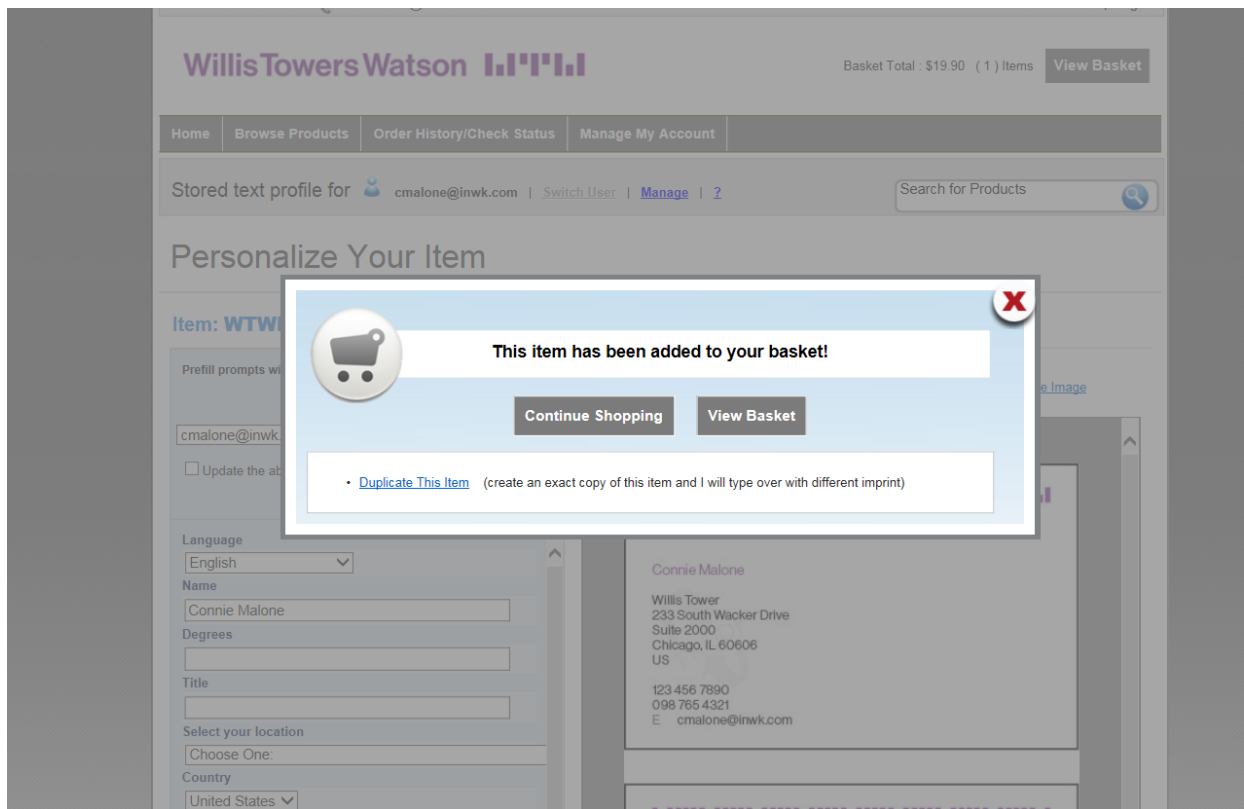
Important: By approving this proof I agree the layout, content, and spelling are correct. I understand that my order will be printed exactly as shown. Once added to your basket, you can print, email, or return to this screen to make changes. Changes will not be allowed after checkout.

Approve / Continue

[Cancel](#) Do not add this to my cart

Should you need to cancel the order please click the **Cancel** link just under the **Approve/Continue** button. *Please note once you have checked out changes will not be allowed.*


Once your item has been approved you can continue shopping to add other items to the cart or check out. To continue shopping click the **Continue Shopping** button.



You can review your items here before finalizing your order by clicking the **View Basket** button.

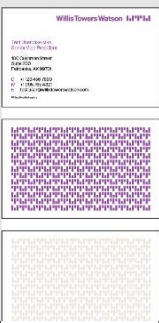

Please note once you have checked out changes will not be allowed.

Home | [Browse Products](#) | [Order History/Check Status](#) | [Manage My Account](#)

Stored text profile for  [test.user@test.com](#) | [Switch User](#) | [Manage](#) | [?](#)



Shopping Basket & Checkout

Item Sample	Item Details	Price
 <p>Edit Item Remove Item View Proof Email Proof</p>	<p>Quantity Selected: <input type="text" value="250"/></p> <p>Item Description: WTWBCRO(W) - Willis Towers Watson North America Business Cards (US & Canada) Test User</p> <p>In-House Production Time: <input checked="" type="radio"/> Standard 5 Days <input type="radio"/> Rush 48 Hours - \$50.00</p> <p>Shipping Method: <input type="text" value="UPS Ground"/></p> <p>Estimate Delivery: TBD</p> <p>The BCUPBU must be 8 digits in length. Please enter only digits with no spaces or slashes. Tab out of prompt to validate your BCUPBU. BCUPBU: <input type="text" value="12345678"/></p>	\$19.13
<p> Basket Options: Hold This Order</p>		<p>Basket Total: \$19.13</p> <p>Estimated Shipping: (enter shipping address to calculate): \$0.00</p> <p>Estimated Tax: (enter shipping address to calculate): \$0.00</p> <p>Estimated Order Total: \$19.13</p>

*Tax is subject to change based on state/local guidelines.


Need help finding additional items? [Click Here](#) to let us know
(Clicking this link will not interrupt your order)

Use the "Orders on Hold" link in the Recent Orders section on the Home page to retrieve this basket. A link is also provided in the top section of the website. The "Orders on Hold" section will provide tools to manage your baskets. Baskets can remain on hold for up to 60 days. If you have an Order on Hold it must be restored to Basket prior to adding orders.

Ready to Checkout

Shipping information is completed at this time.

Once your shipping information is complete please click **Save** and your total production costs will be calculated.

 **When can I expect product delivery?**

After you have entered and saved your shipping address, the shopping cart above will be updated.

Shipping Details:

Prefill prompts with:

Company:

Contact Name:

Street Address:

Suite, Floor, Bldg.:


City:

State:

Postal Code:


ShipTo Country:

Country 2-Letter Abbreviation: US

 Selecting "Save" is required for checkout.

If you are ordering from an international location, please select the ****** in the **State** field and then select the appropriate **ShipTo Country** from the drop down box.

Ready to Checkout

 **When can I expect product delivery?**

After you have entered and saved your shipping address, the shopping cart above will be updated.

Shipping Details:

Prefill prompts with:

Company:

Contact Name:

Street Address:

Suite, Floor, Bldg.:


City:


State:

Postal Code:


ShipTo Country:

Country 2-Letter Abbreviation:

 is a required field. Please choose from the list.

 is required for checkout.

Requester information is needed in case there is a question regarding the order so that our Team can reach out for clarification.



Will I receive a copy of my receipt?

Once your order has been placed you will receive an email order confirmation. You will also receive a notification email once your order has shipped.

Requester:


[Add New Requester](#)

Prefill prompts with:

Requester's Name:

Requester's Phone:

Legacy Division:

 Selecting "Save" is required for checkout.

Please click **Save** to record the Requester information.

Once the shipping and requester information is completed, please check the box stating that you approve the proof and place the order by clicking **Place Order**.

Basket Total: **\$19.13**

Estimated Shipping Charges: \$29.08

Estimated Tax: \$0.00

Estimated Order Total: **\$48.21**

Completing your Order:

Final Approval: I agree that all information is correct and proofs are approved and ready to be processed. I understand that due to the speed of electronic processing changes or cancellations are not allowed once this order is placed in production.

I have read the information stated above and approve this order.

You should receive an **Order Summary** with an **Order Number**. You will also receive an email confirmation of your order and should retain both the email and Order Number for future reference.

Thank you, the order has been sent!


What's next?

Now that your order has been placed you will receive an email confirmation shortly.

Save your email and order number for future reference.

How was your experience?

Our goal is to create an online solution where fast and easy ordering meet. Please let us know how we are doing by participating in a quick survey.

 [Take our survey!](#)

Order Summary [Printer Friendly View](#)

Order Number: 14946499 created on 12/31/2015

Requester Details:		Shipping Details:	
Requester's Name:	Test User	Company:	Willis Towers Watson
Requester's Phone:	123-123-1234	Contact Name:	Test User
Legacy Division:	Legacy Willis	Street Address:	100 Cushman Street
		Suite, Floor, Bldg.:	Suite 200
		City:	Fairbanks
		State:	AK
		Postal Code:	99701
		ShipTo Country:	US
		Country 2-Letter	US
		Abbreviation:	

Basket Summary

Quantity	View Sample	Item Detail	Price
250	View	WTWBCRO(W) - Willis Towers Watson North America Business Cards (US & Canada) - (Test User) Ship Method: UPS Ground Production Time: 5 Days Estimated Delivery: BCUPBU: 12345678	\$19.13
Basket Total :			\$ 19.13
Order Fee :			\$ 0.00
Estimated Shipping :			\$ Calculating
Estimated Tax :			\$ Calculating
Estimated Order Total :			\$ Calculating

Order History & Check Status

Order Search

Search in this field:

For this value:

Order Numbers

[14946499](#)

12/31/2015 7:49:27 PM
cmalone@inwk.com

01

Order Summary -- Test [Printer Friendly View](#)

Order Number: 14946499 created on 12/31/2015 7:49:27 PM

Ordered by : cmatest user@test.com

Requester Details:		Shipping Details:	
Requester's Name:	Test User	Company:	Willis Towers Watson
Requester's Phone:	123-123-1234	Contact Name:	Test User
Legacy Division:	Legacy Willis	Street Address:	100 Cushman Street
		Suite, Floor, Bldg.:	Suite 200
		City:	Fairbanks
		State:	AK
		Postal Code:	99701
		ShipTo Country:	US
		Country 2-Letter	US
		Abbreviation:	

Basket Summary

Quantity	View Sample	Item Detail	Price
250	View	WTWBCRO(W) - Willis Towers Watson North America Business Cards (US & Canada) - (Test User) Re-Order this item Ship Method: UPS Ground Production Time: 5 Days Estimated Delivery: 1/15/2016 BCUPBU: 12345678	\$19.13
Basket Total :			\$ 19.13
Estimated Shipping :			\$ 29.08
Estimated Order Total :			\$ 48.21

Please note: If during the order process you click the **Home** tab, you will be taken to the Home page for the ordering platform. To change order platforms (i.e. change from Stationery Items to Promotional Items), please use the initial web link used to access the site.

WTW Promotional Items

To access the WTW Promotional Items ordering platform please click the **WTW Promotional Items** button from the Willis Towers Watson landing page. *Remember you will be required to register and create a separate account to place a promotional item order.*

Willis Towers Watson 

Welcome to the WTW Stationery and Promotional Items Store!

Please select a site to continue:



From this screen you have three options from which to choose. **Note – you will be required to register and create a separate account for each of the site options:**

1. **North America/LATAM Stationery Store** – order your business cards, letterhead, envelopes, folders and report covers
2. **EMEA, APAC Stationery Store** – order your business cards, letterhead, envelopes, folders and report covers
3. **WTW Promotional Items** – order your Willis Towers Watson branded products here



North America/LATAM Stationery Products (click here)

Argentina	Colombia
Bermuda	Mexico
Canada	Peru
USA	Uruguay
Brazil	Venezuela
Chile	

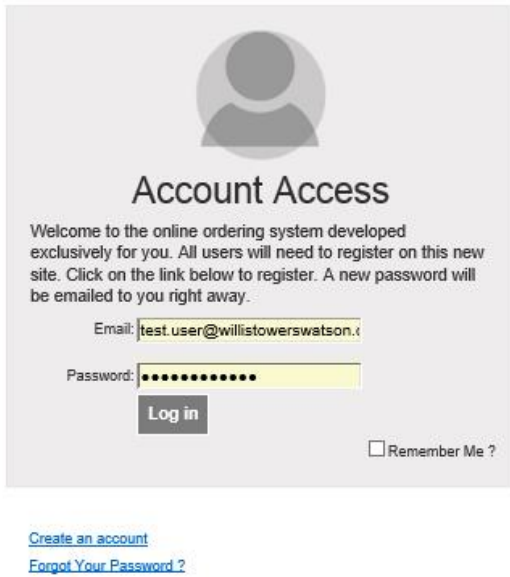
EMEA, APAC Stationery Products (click here)

Australia	Japan	South Africa
Austria	Kazakhstan	South Korea
Bahrain	Kingdom of Saudi Arabia	Spain
Belgium	KOR	Sweden
China	Liechtenstein	Switzerland
Czech Republic	Malaysia	Taiwan
Denmark	Malta	Thailand
Finland	Netherlands	The Netherlands
France	New Zealand	The Philippines
Germany	Norway	Turkey
Hong Kong	Poland	Ukraine
Hungary	Portugal	United Arab Emirates
India	Russia	United Kingdom
Indonesia	Saudi Arabia	Vietnam
Ireland	Singapore	
Italy	Slovakia	

WTW Promotional Items (click here)

Argentina	Indonesia	Singapore
Australia	Ireland	Slovakia
Austria	Italy	South Africa
Bahrain	Japan	South Korea
Belgium	Kazakhstan	Spain
Bermuda	Kingdom of Saudi Arabia	Sweden
Brazil	KOR	Switzerland
Canada	Liechtenstein	Taiwan
Chile	Malaysia	Thailand
China	Malta	The Netherlands
Colombia	Mexico	The Philippines
Czech Republic	Netherlands	Turkey
Denmark	New Zealand	Ukraine
Finland	Norway	United Arab Emirates
France	Peru	United Kingdom
Germany	Poland	Uruguay
Hong Kong	Portugal	USA
Hungary	Russia	Venezuela
India	Saudi Arabia	Vietnam

WillisTowers Watson



Account Access


Welcome to the online ordering system developed exclusively for you. All users will need to register on this new site. Click on the link below to register. A new password will be emailed to you right away.

Email:

Password:

Remember Me ?

[Create an account](#)
[Forgot Your Password ?](#)



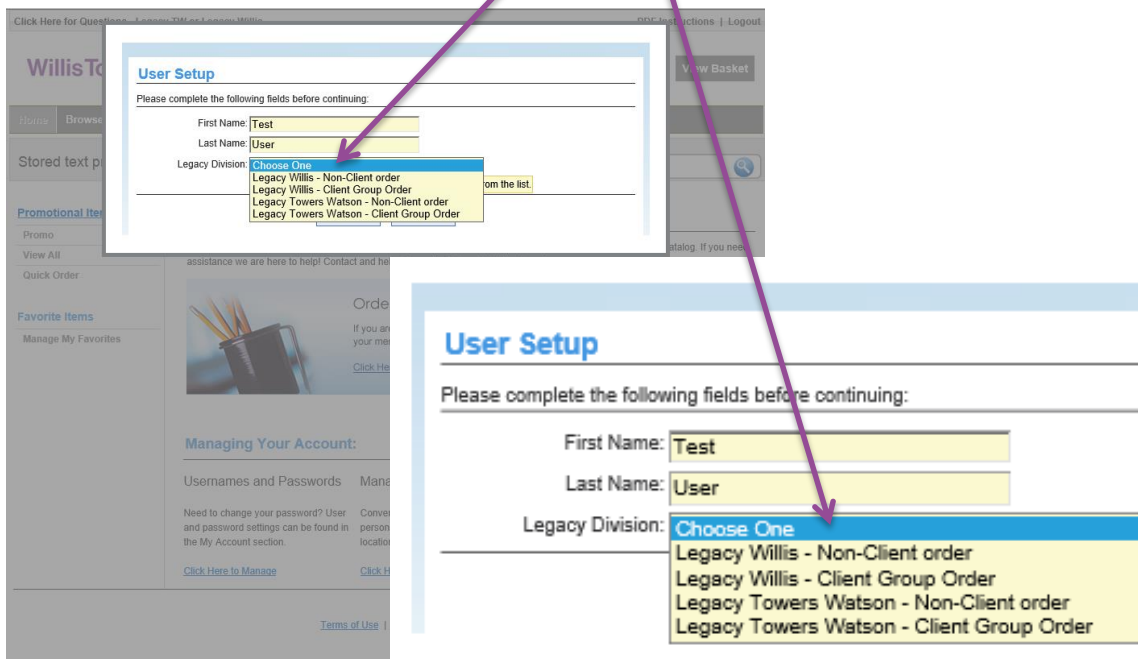
WTW Promotional Items



Need Assistance?
Site contact information will be displayed at the top left of each page.

[Terms of Use](#) | [Privacy Policy](#)

When you select the WTW Promotional Items button you will be presented with the following **User Setup** from which you'll need to choose the **Legacy Division** prior to continuing with your order. When you have selected your Legacy Division, click **Submit** to move forward in the ordering platform.



User Setup

Please complete the following fields before continuing:

First Name:

Last Name:


Legacy Division: **Choose One**

- Legacy Willis - Non-Client order
- Legacy Willis - Client Group Order
- Legacy Towers Watson - Non-Client order
- Legacy Towers Watson - Client Group Order

You are presented with the WTW Promotional Items ordering page where you may begin your order by doing one of the following:


1. Click on the **Browse Products** link (directly under the Willis Towers Watson logo) – will require an additional click on Promo,
2. Click on the **Promotional Items** or **Promo** link in the left sidebar – will require an additional click on Promo, or
3. Select the **Click Here** link in the Welcome! Area – will require an additional click on Promo, or
4. Click on the **Promo** link located under Promotional Items


Click Here for Questions - Legacy TW or Legacy Willis PDF Instructions | Logout


1

Basket Total : \$0.00 (0) Items [View Basket](#)

HomeBrowse ProductsOrder History/Check StatusManage My Account

Stored text profile for  [test.user@test.com](#) | [Switch User](#) | [Manage](#) | ?

Search for Products 

2

[Promotional Items](#)

Promo

[View All](#)

Quick Order


[Favorite Items](#)

[Manage My Favorites](#)

3

Welcome!


A drop down list of products is available on the left side of your screen, or simply [Click Here](#) to view the product catalog. If you need assistance we are here to help! Contact and help information is located at the top of your screen.



Ordering Instructions:

If you are new to this site or would just like to refresh your memory, an online user guide is available in PDF format.

[Click Here to open](#)



Managing Your Account:

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Managing Your Account:

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[Manage Your Account](#)

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Managing Your Account:


Username and Passwords Manage Stored Text

Need to change your password? User and password settings can be found in the My Account section.

[Click Here to Manage](#)

Converge can save text to prefill your personalization prompts, shipping locations, or requester information.

[Click Here to Manage](#)



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Please note: If during the order process you click the **Home** tab, you will be taken to the Home page for the ordering platform. To change order platforms (i.e. change from Stationery Items to Promotional Items), please use the initial web link used to access the site.

Willis Towers Watson Stationery and Promotional Items User Documentation

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When you click on any of the three options above you will be presented with the following page from which you can choose the items and quantity you wish to order. Please note the **Item Selected** field will be grayed out until a quantity for a particular item is inserted. The price for each item will also populate when a quantity is entered in the **Quantity** field.

The screenshot shows the WillisTowersWatson website interface. At the top, there are links for "Click Here for Questions - Legacy TW or Legacy Willis" and "PDF Instructions | Logout". The main header features the WillisTowersWatson logo and a "Basket Total : \$0.00 (0) Items" with a "View Basket" button. Below the header is a navigation menu with "Home", "Browse Products", "Order History/Check Status", and "Manage My Account". A user profile section shows "Stored text profile for test.user@test.com" with "Switch User" and "Manage" options. A search bar is labeled "Search for Products".

The main content area is titled "Promotional Items" and includes a sidebar with "Promo", "View All", and "Quick Order" options. The main list shows two items:

- WTW01001F**: WTW - The Big Shopper Tote - black with white imprint Non-Woven Tote. Description: "These eco-friendly totes are the perfect alternative to plastic shopping bags. Open main compartment. Supportive bottom board. Reinforced binding on edges. Interior fabric loop at opening for attaching bag to supermarket checkout frames. Reinforced handles and binding for added durability. 10" handle drop height. Size 15" x 10" x 13". Selection options: "Item Selected" (unchecked), "Quantity:" (input field), "Price:", "Quantity On Hand: 0", and "+ Add To Favorite List".
- WTW01003F**: WTW - Pebble Grain Writing Pad. Simulated leather. Interior organizer features multiple business card pockets, clear ID window, double-gusseted file pocket, and elastic pen loops. Includes 8.5 x 11 writing pad. Selection options: "Item Selected" (unchecked), "Quantity:" (input field), "Price:", "Quantity On Hand: 0", and "+ Add To Favorite List".

Enter the quantity of the particular item you wish to purchase. You may also click the **Add to Favorite List** to collect those items you will normally order and place them in your **Favorite Items** list.

This close-up shows the product listing for WTW01001F. The "Item Selected" checkbox is now checked. The "Quantity:" field contains the number "10". The "Price:" is now "\$11.20". The "Quantity On Hand: 0" and "+ Add To Favorite List" link remain visible.

When you are finished entering the quantity of items you wish to purchase select the **Add Selected Items to Basket**.



WTW01005F

Enjoy your favorite warm beverage in this White Venti Ceramic Mug. 20 oz with wide integrated handle . Glossy finish. Microwave safe.

Item Selected

Quantity:

Price:

Quantity On Hand: 0

+ [Add To Favorite List](#)



WTW01006F

WTW - Lanyard. Great for conventions, employee IDs and key cards. 3/4" White Polyester Lanyard with purple step and repeat WTW imprint includes metal crimp, split ring and bulldog clip attachment.

Item Selected

Quantity:

Price: \$27.50

Quantity On Hand: 0

+ [Add To Favorite List](#)



WTW01007F

WTW - The Cross Stratford Pen. A smooth, distinguished silhouette with all the historical charm of a classic Cross product. Engraved WTW logo on barrel. Satin chrome finish with chrome-plated appointments. Twist-action propel/repel feature. Specially formulated Cross ink flows flawlessly for a superior writing experience. Black Medium Point Ink

Item Selected

Quantity:

Price:

Quantity On Hand: 0

+ [Add To Favorite List](#)

Add Selected Items to Basket

Clear/Reset Selected Items

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You will receive the following notice when you click the Add Selected Items to Basket and will be provided with the option to either **Continue Shopping** or to **Proceed to Checkout**.

Catalog Notice

Your item(s) have been added to the basket.

[Continue Shopping](#) [Proceed to Checkout](#)

When you select **Proceed to Checkout** you will be presented with the **Shopping Basket and Checkout** screen where you will review your order information, enter shipping details, provide payment information, and finalize your order. Please review the following graphics for more specific details.

Review your item details and update the quantity here. You can also change the shipping method to be used, however until all information (Shipping Information, Requester, etc.) is populated the actual shipping costs and estimated delivery will not be updated.

Click Here for Questions - Legacy TW or Legacy Willis PDF Instructions | Logout

WillisTowersWatson 





Basket Total : \$38.70 (2) Items [View Basket](#)

Home Browse Products Order History/Check Status Manage My Account

Stored text profile for  test.user@test.com | [Switch User](#) | [Manage](#) | [?](#)

Search for Products 

Shopping Basket & Checkout

Item Sample	Item Details	Price
 Remove Item View Proof	Quantity Selected: <input type="text" value="10"/> 0 On Hand Item Description: WTW01001F - WTW - The Big Shopper Tote - black with white imprint Non-Woven Tote. These eco-friendly totes are In-House Production Time: <input checked="" type="radio"/> Standard 5 Days <input type="radio"/> Rush 48 Hours - \$50.00 Shipping Method: <input type="text" value="UPS Ground"/>  Estimate Delivery: TBD	\$11.20
 Remove Item View Proof	Quantity Selected: <input type="text" value="25"/> 0 On Hand Item Description: WTW01006F - WTW - Lanyard. Great for conventions, employee IDs and key cards. 3/4" White Polyester Lanyard with In-House Production Time: <input checked="" type="radio"/> Standard 5 Days <input type="radio"/> Rush 48 Hours - \$50.00 Shipping Method: <input type="text" value="UPS Ground"/>  Estimate Delivery: TBD	\$27.50
		Basket Total: \$38.70 Estimated Shipping: (enter shipping address to calculate): \$0.00 Estimated Tax: (enter shipping address to calculate): \$0.00 Estimated Order Total: \$38.70

*Tax is subject to change based on state/local guidelines.

Need help finding additional items? [Click Here](#) to let us know

Enter your **Shipping Details**. When you have entered all your shipping details, please click **Save**.

Ready to Checkout

 **When can I expect product delivery?**

After you have entered and saved your shipping address, the shopping cart above will be updated.

Shipping Details:

Prefill prompts with:

Company:

Contact Name:

Street Address:

Suite, Floor, Bldg.:

City:

State:

Postal Code:


ShipTo Country:

Country 2-Letter Abbreviation: US

 Selecting "Save" is required for checkout.

If you are ordering from an international location, please select the ****** in the **State** field and then select the appropriate **ShipTo Country** from the drop down box.

Ready to Checkout

 **When can I expect product delivery?**

After you have entered and saved your shipping address, the shopping cart above will be updated.

Shipping Details:

Prefill prompts with:

Company:

Contact Name:

Street Address:

Suite, Floor, Bldg.:


City:


State:

Postal Code:

ShipTo Country:



Country 2-Letter Abbreviation:

 is a required field. Please choose from the list.

 is required for checkout.

Notice that the item details have been updated with the shipping costs and estimated delivery date.


Shopping Basket & Checkout

Item Sample	Item Details	Price
 Remove Item View Proof	Quantity Selected: <input type="text" value="10"/> 0 On Hand Item Description: WTW01001F - WTW - The Big Shopper Tote - black with white imprint Non-Woven Tote. These eco-friendly totes are In-House Production Time: <input checked="" type="radio"/> Standard 5 Days <input type="radio"/> Rush 48 Hours - \$50.00 Shipping Method: <input type="text" value="UPS 2nd Day End of Day"/> Estimate Delivery: 1/12/2016	\$11.20
 Remove Item View Proof	Quantity Selected: <input type="text" value="25"/> 0 On Hand Item Description: WTW01006F - WTW - Lanyard. Great for conventions, employee IDs and key cards. 3/4" White Polyester Lanyard with In-House Production Time: <input checked="" type="radio"/> Standard 5 Days <input type="radio"/> Rush 48 Hours - \$50.00 Shipping Method: <input type="text" value="UPS 2nd Day End of Day"/> Estimate Delivery: 1/12/2016	\$27.50
Basket Total:		\$38.70
Estimated Shipping: (enter shipping address to calculate):		\$14.72
Estimated Tax: (enter shipping address to calculate):		\$0.00
Estimated Order Total:		\$53.42

*Tax is subject to change based on state/local guidelines.

Need help finding additional items? [Click Here](#) to let us know
(Clicking this link will not interrupt your order)

Enter your information in the **Requester** field and then select **Save**. A credit card type, number and expiration date will need to be added to the Requester field for **New Client** orders prior to submitting your order. Follow any prompts provided to complete Credit Card information.



Will I receive a copy of my receipt?

Once your order has been placed you will receive an email order confirmation. You will also receive a notification email once your order has shipped.

Requester: [Add New Requester](#)

Prefill prompts with: My Requester Information

Requester's Name: Test User

Requester's Phone: 123-123-1234

Legacy Division: Legacy Willis - Client Group Order

[Edit](#)

Credit Card

Type:

Name On Card:

Card Number:

Expiration Date: /

If your information is not the information that will be used for the Requester information, you may click on the **Add New Requester** link in the upper right corner of the Requester area.

When you have completed the review of the order, shipping information, etc. please click the following in the **Completing Your Order** area:

I have read the information stated above and approve this order.


Basket Total:	\$38.70	Completing your Order: <hr/> Final Approval: I agree that all information is correct and proofs are approved and ready to be processed. I understand that due to the speed of electronic processing changes or cancellations are not allowed once this order is placed in production. <input type="checkbox"/> I have read the information stated above and approve this order. <input type="button" value="Place Order"/>
Estimated Shipping Charges:	\$14.72	
Estimated Tax:	\$0.00	
Estimated Order Total:	\$53.42	

Click the **Place Order** button to finalize and submit your order.

Should you have any questions regarding how to place an order or encounter questions during the placing of an order, contact information is located in the upper left corner of each page on the ordering platform as shown below. Simply click the link for either **Legacy TW** or **Legacy Willis** to send in an email with your question.



[Click Here for Questions - Legacy TW or Legacy Willis](#)

[PDF Instructions](#) | [Logout](#)

Willis Towers Watson 

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Usernames and Passwords


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