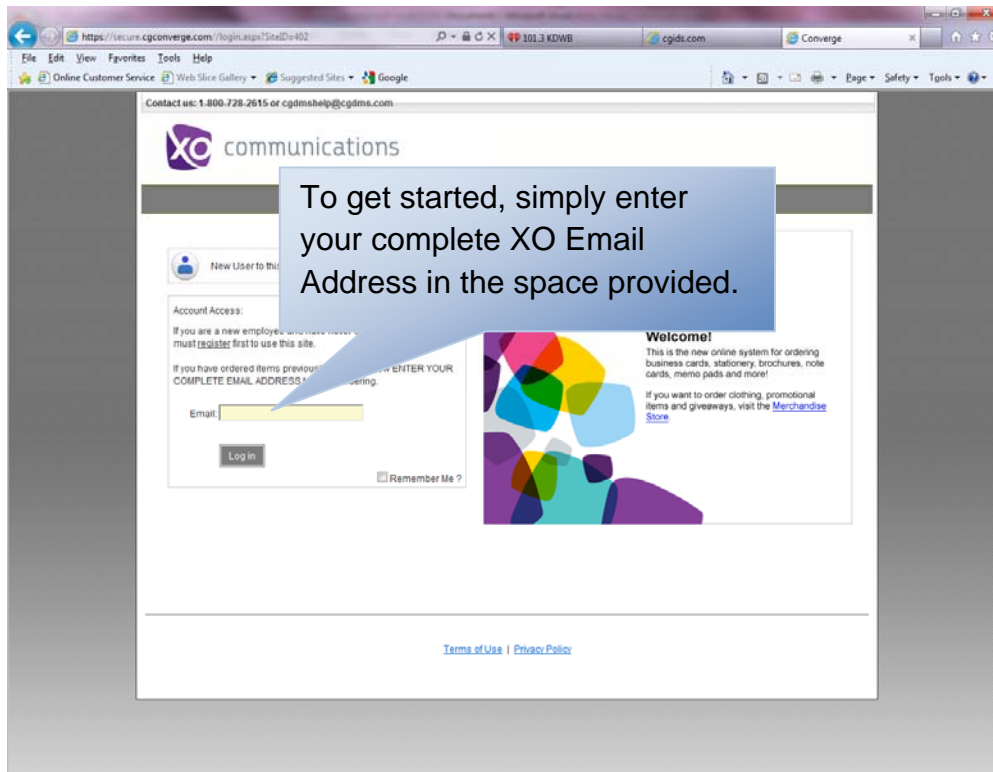
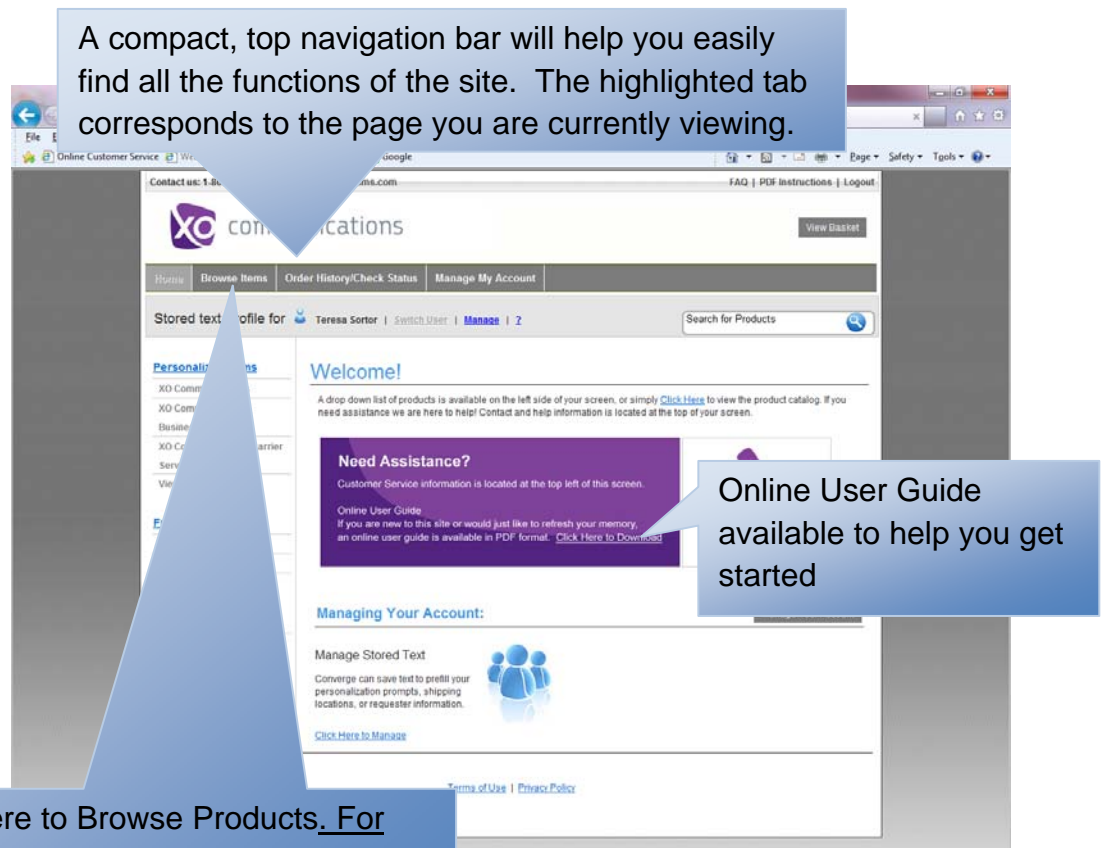


Navigating the XO Online Stationery and Collateral Site

Login Page



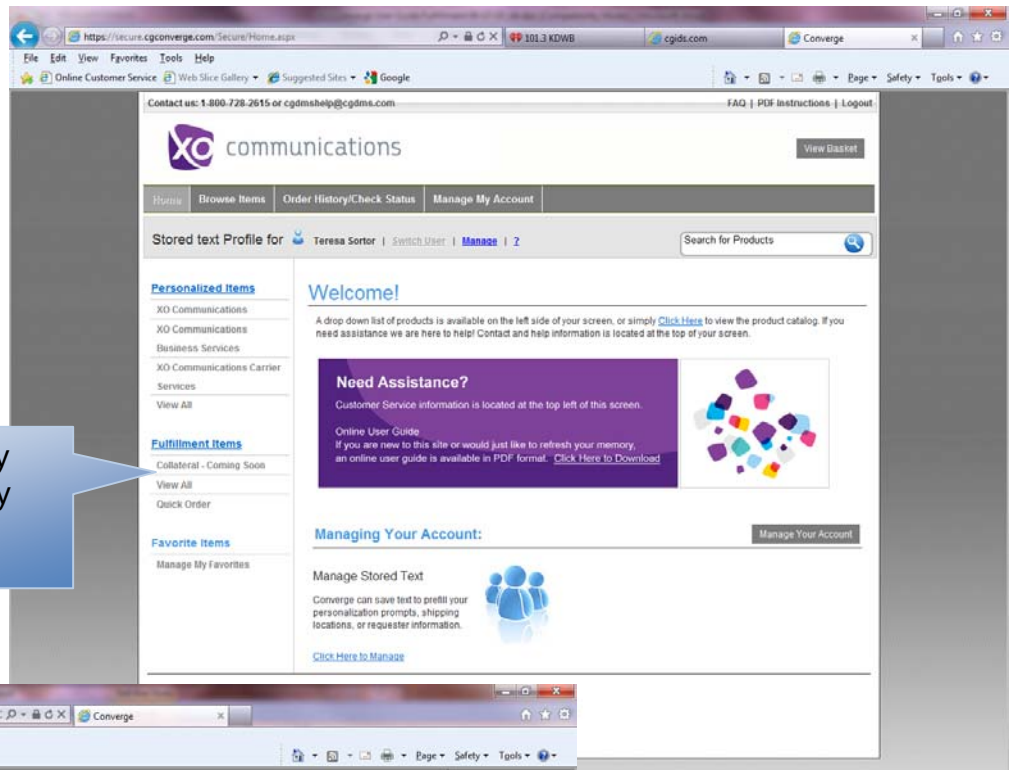
Home Page



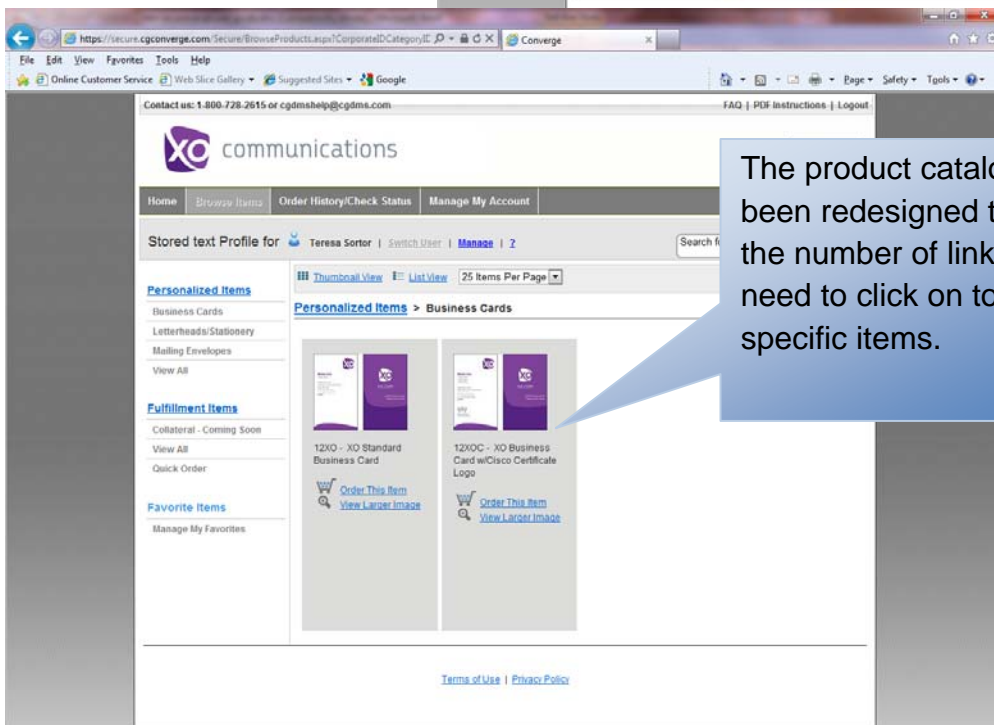
From the home page, click here to Browse Products. For this site, "products" are the stationery and marketing collateral items you can order.

Also a link to your 5 most recent orders and another link to View All Order History

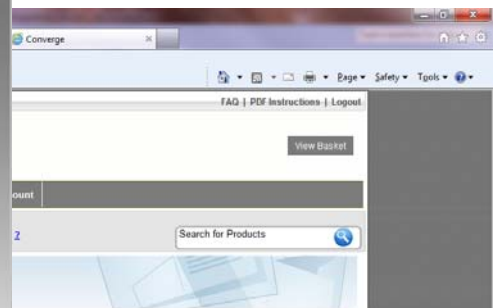
Browse Products



At the left navigation, simply use the tree menu to quickly get to a specific item.



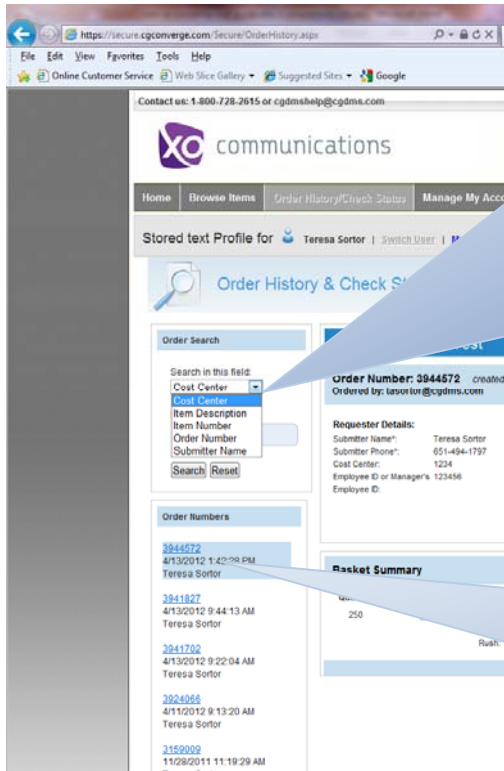
The product catalog has been redesigned to reduce the number of links you need to click on to reach specific items.



Another way to select an item is by clicking on the Browse Products button in the top navigation bar to display all categories on the page.

Simply click on the category you wish to order from.

Order History/Check Status



There is a search feature.

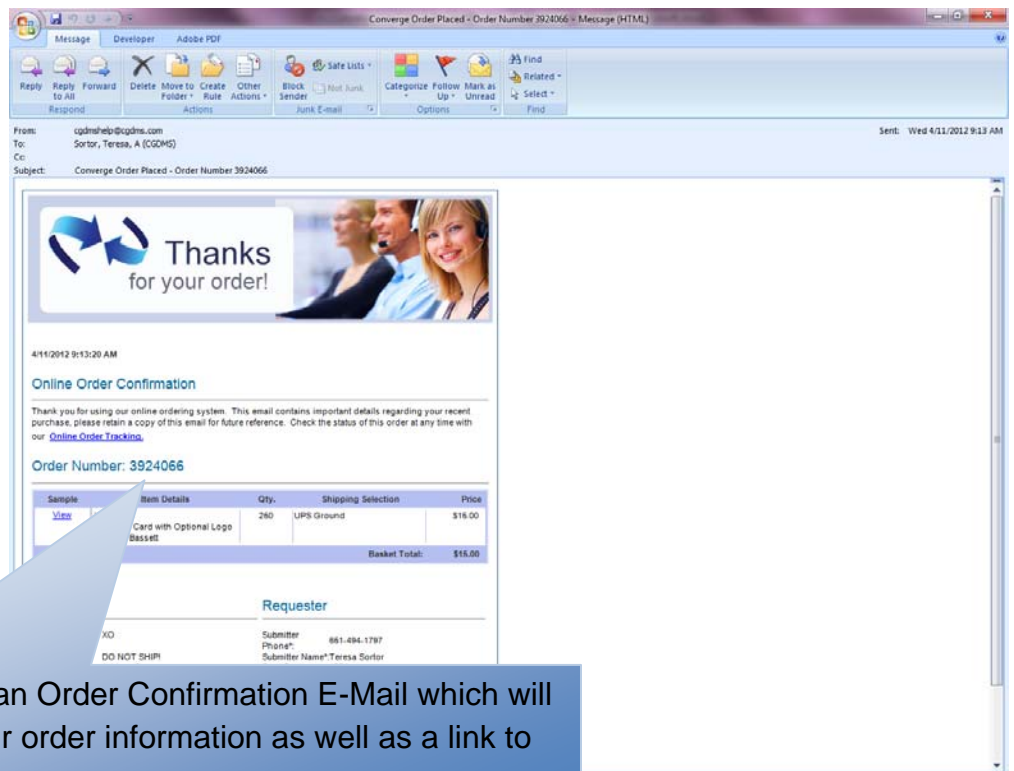
Choose the information you'd like to search by (you can search by Order Number, Item Description, Item Number, Cost Center or Submitter Name) in the 1st field. Then enter the value to search for in the 2nd field.

For example:

You are looking for an order for a Business Card.

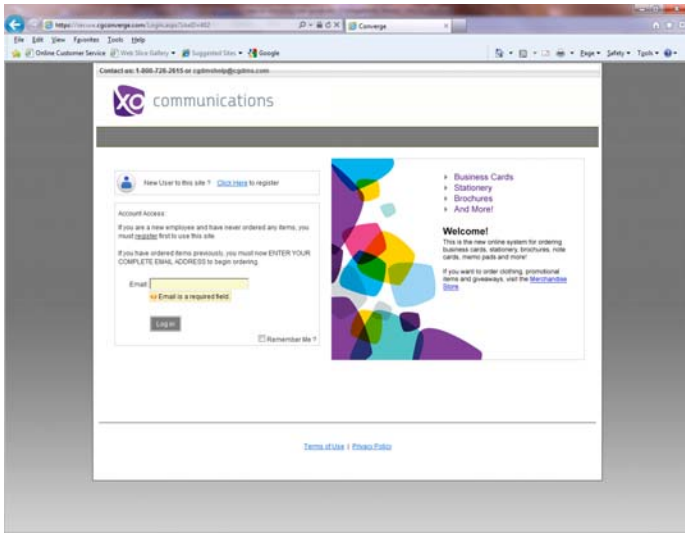
1. Choose Item Description from the 1st field
2. Enter Business Card in the 2nd field
3. Click on Search
4. Your results will be displayed

The Order Status/History page will give you quick access to recently placed orders. When you first visit the page, it will display your most recent order. To select another order, simply click on the order number and the order will display on the right.



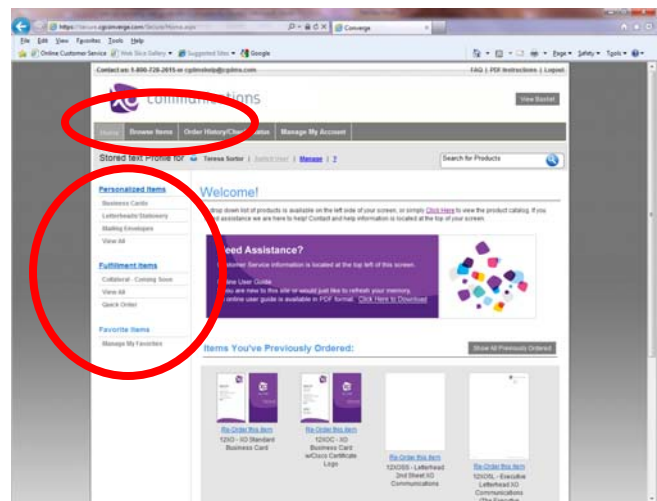
You will receive an Order Confirmation E-Mail which will contain all of your order information as well as a link to track your order.

Placing an Order



1. Go to the insideXO home page. From Quick Links, choose XO Storefront. This will take you to the page where you can log in to the ordering portal. Select the link titled **XO Online Stationery and Collateral Site**. **If you want to bookmark this site for later reference, bookmark the web address of <http://xo.cgconverge.com>**. Log in using your complete XO email address, you do not need a password.

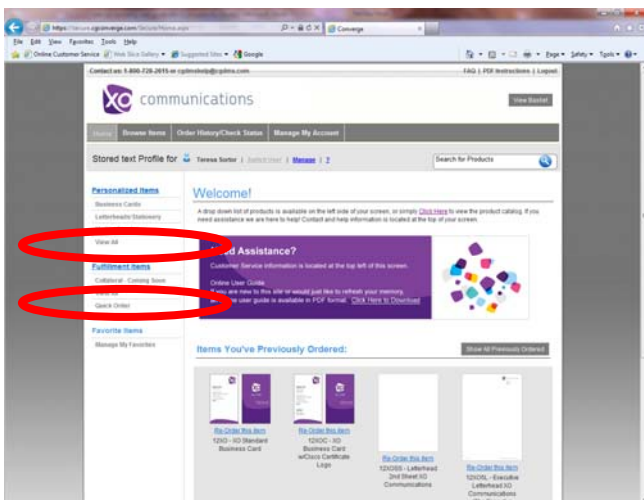
2. From the home page, click on **Browse Products** or choose one of the categories in the left navigation tree.



3. Click on the **Category** of items you want to order.

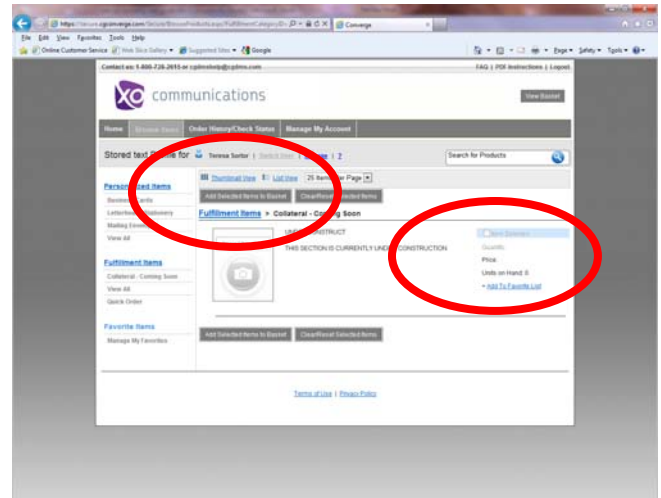
Or you can:

- select View All to see all items
- select Quick Order to view by item number

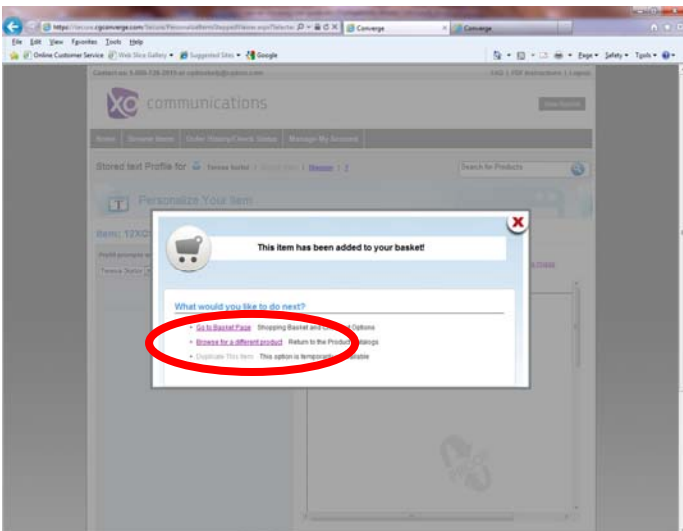


4. For Fulfillment Items:

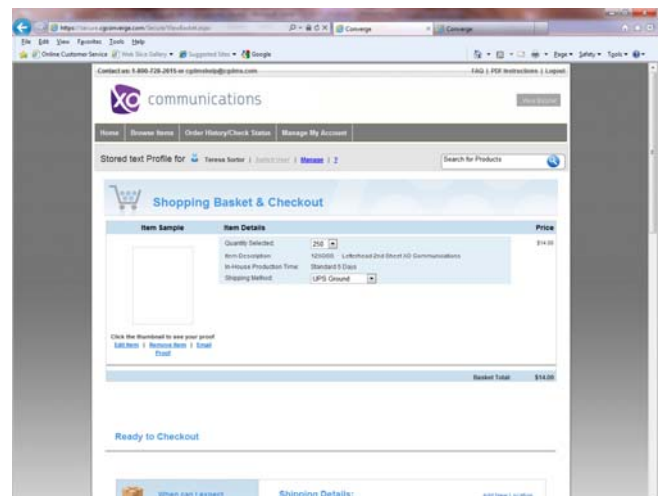
- Enter the number of units you wish to order in the Quantity field (please note the Unit of Issue in the item description)
- Continue to enter qtys for each item you wish to order from this category.
- Click on **Add Selected Items to Basket** button which can be found at the top and bottom of the page

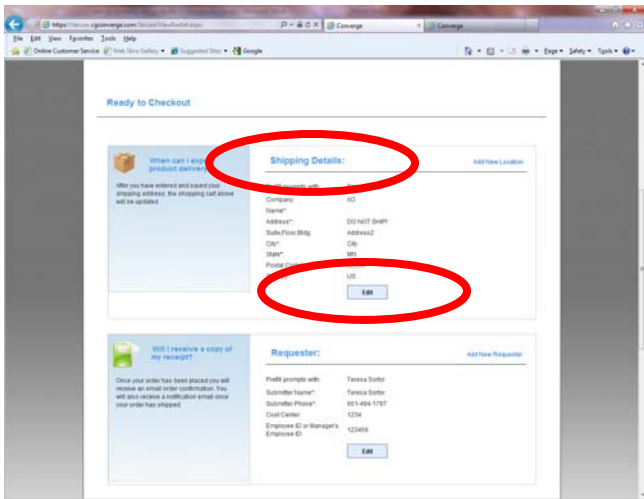


5. If your order is complete, click on **Proceed to Checkout**. If you need to order additional items, click on **Continue Shopping** and choose the next category



6. Next, you will be able to view your shopping basket.



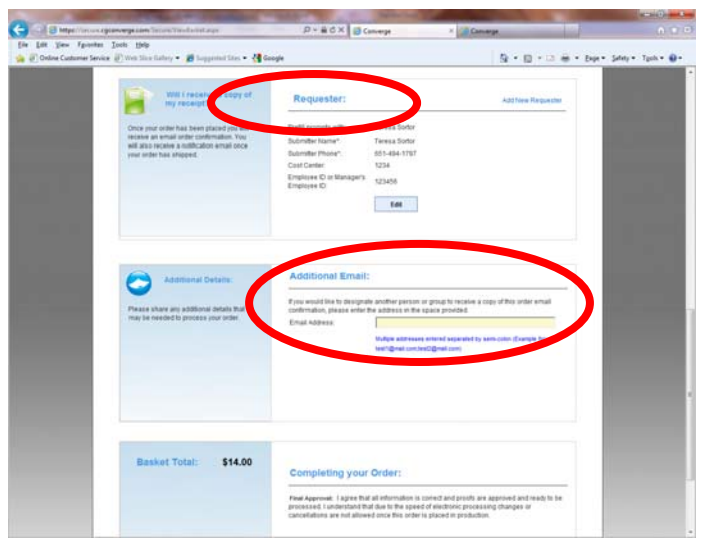


7. Fill in *Shipping* Information (the information should be pre-filled but if it isn't, it will be the next time you login to the site. To edit your shipping information, click on **Edit**).

8. Click on **Save**

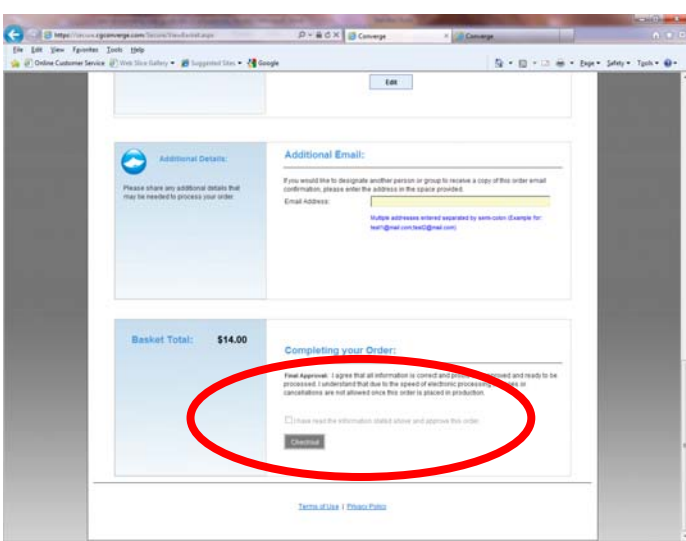
9. Fill in the *Requester* information. Note: You only have to enter this information once, and the system will save it for you for easy retrieval upon your next log in.

- To add a new requester, click on **Add New Requester**. This is helpful if you are an employee that orders items for multiple people.
- Fill in the Display As Name, Submitter Name and Submitter Phone
- Click on **Save**
- The next time you login, you can choose the name of the person you wish to order for from the drop-down menu as long as multiple requesters have been created in step above.
- If you wish to copy another user on the order confirmation emails, enter their email address in the **Order Email** Field.



10. To complete your order.

- Click on the '**I have read the information stated above and approve this order**' checkbox.
- Click on **Checkout**



11. Please note your Order Number and refer to this number when you inquire about your order. Click on **Browse Products** to begin another order.

12. You'll receive an Order Confirmation E-Mail

