

# Xerox® eCommerce Solutions:

Transacting with us is simple,  
straightforward and convenient.



In a few clicks, our private and secure websites help you order equipment, supplies and services; saving your business time and money.

Offered as a value added service to Xerox clients, we will create a web ordering portal, e-catalog or punchout site specifically for your business.

### With our eCommerce solutions, you can easily:

- Procure Xerox equipment, supplies, and services at your contracted prices
- Select custom-built products or choose from commonly-ordered / standard configurations
- Lower procurement costs through automation and reduction in order cycle time
- Control spend and ensure contract adherence
- Maintain order accuracy
- Establish a My Favorites list for consistency of regularly-ordered items
- Create role-based user accounts and multiple levels of order workflow approval
- Track order status
- Access and manage your account information quickly and easily
- Collaborate online with your Xerox account team
- Reduce environmental impact by eliminating paper forms and using a digital procure to pay process

# Maximize your time, minimize your efforts. Choose the Xerox solution that works best for you:

## **Xerox Customer Web Ordering Portal**

A private extranet site with a comprehensive catalog of products at negotiated prices, collaboration tools and account management capabilities.

## **Trading Hub: e-Catalog**

A portfolio of all available products, supplies and services at your negotiated prices, posted on your intranet.

## **Trading Hub: Punch-Out Round Trip**

A private extranet connected to your eProcurement system (Ariba, SAP, SciQuest, etc.) via punch-out link. Authorized users add PO line items to a shopping cart that is sent directly to your ERP for approval.



Simple, secure, convenient ordering awaits.

- Contact your Xerox Account Manager or
- email us at [eProcure@xerox.com](mailto:eProcure@xerox.com)

**and let us start building your eCommerce solution today.**

Convenience in a few clicks: Xerox will help you through the planning, procurement, deployment and reporting process online, through:

- 24 /7 Site Availability
- Single Sign On to All Applications
- Secure Access (Password or IP)
- Secure Collaboration
- Viewing of Contracted Products & Pricing
- Contract Viewing
- Equipment Specifications
- Equipment Brochures and Virtual Demos
- Product Search
- Access to Xerox Account Team Contact Information
- Purchasing Level Approval Workflow
- Order Tracking
- Order History Reporting
- B2B Order Integration (EDI, cXML (Supplies Only), Email and Fax)
- Electronic Invoicing (EDI)

### **Additional Services Available For Certain Contract Types:**

- Print Job Submission
- Non Password-Protected Sites
- Open Invoice Account Balance Viewing
- Meter Read Submission
- Equipment Move Requests
- Electronic Payment
- Electronic PO Renewal Submission
- Online Support Assistance