# FUJITSU ONLINE STORE ORDERING GUIDE

This guide helps you navigate the process of ordering business cards and Fujitsu branded promotional products. If you encounter any issues, please don't hesitate to reach out to Mariela.SmithMena@fujitsu.com cc Americas_Procurement <Americas_Procurement@fujitsu.com> for further assistance.

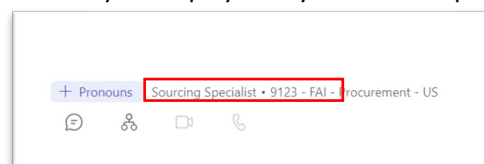1. Access the Fujitsu Online Store https://fjbrandstore.merchorders.com and choose your group (which represents the organization you work for)
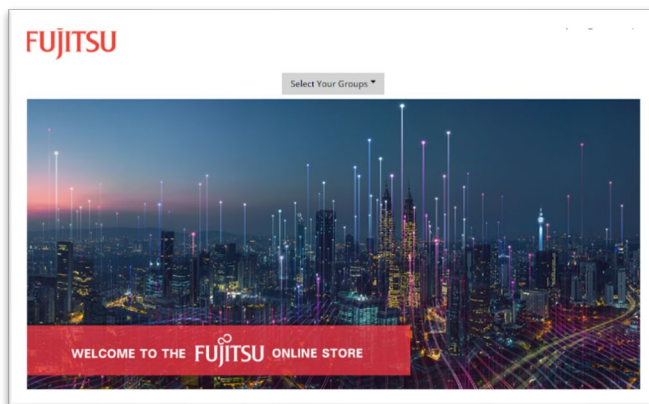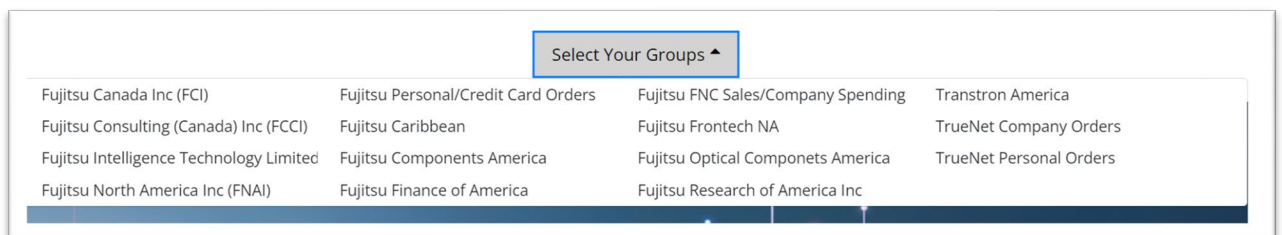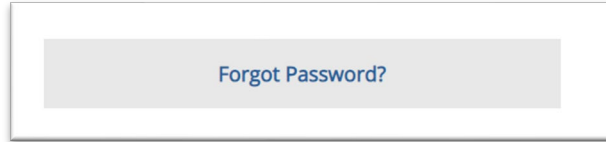

2. After selecting your group (company), the website will prompt you to sign in.

   a. If you're unsure about your cost code, you can verify it by checking with you Finance Team. Your Cost Center may be displayed in your Outlook profile.
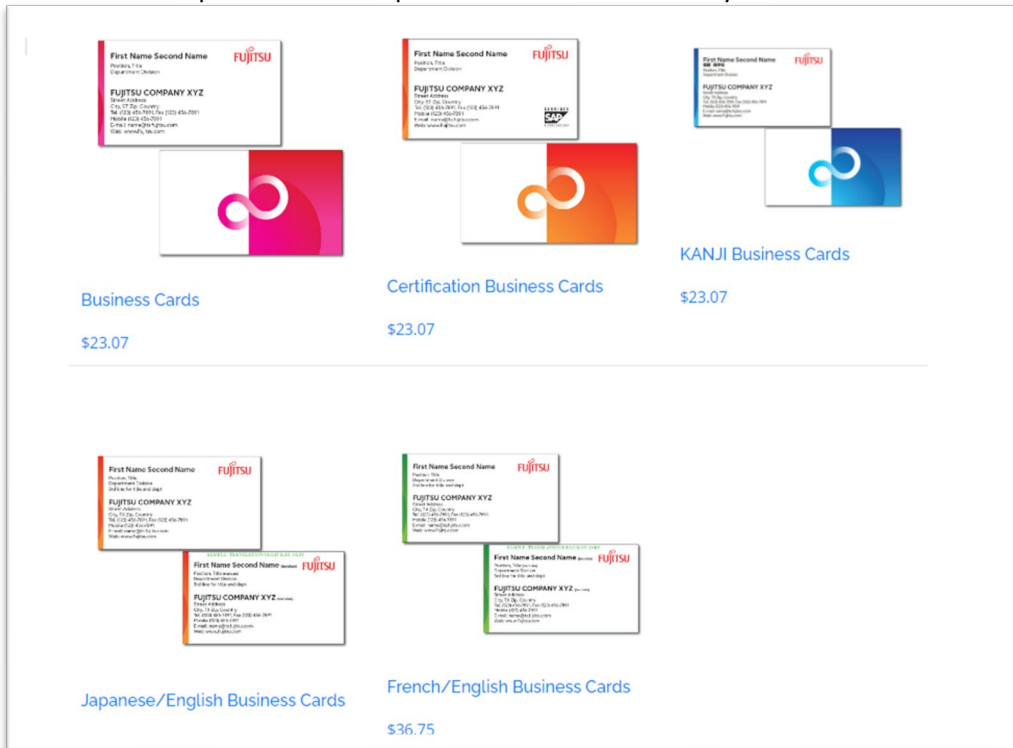
b. If this is your first time signing in, click on 'Forgot Password' and follow the provided steps.

Forgot Password?

3. Select the specific category for your purchase, such as 'Business Cards' in this instance.
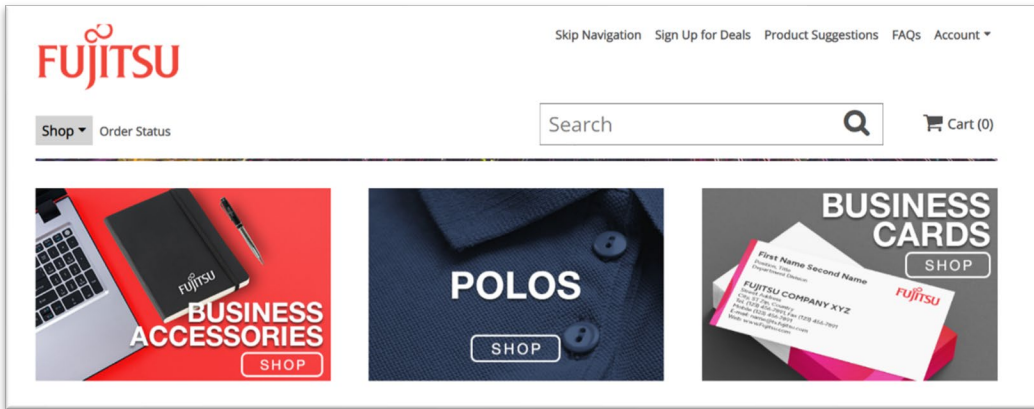
4. The website will present various options for business cards for you to choose from.

Business Cards

$23.07

Certification Business Cards

$23.07

KANJI Business Cards

$23.07

Japanese/English Business Cards

French/English Business Cards

$36.75

5. Choose the Lot of business cards and Click "Add to Cart"

6. Customize your business card by adding your email address, name, title, phone number, address, company website, and any special instructions if needed and click "View proof" once completed.

7. Please thoroughly review the proof for accuracy. Once confirmed, click 'Accept and Continue.' If you need to make changes, click 'Edit Proof.'"
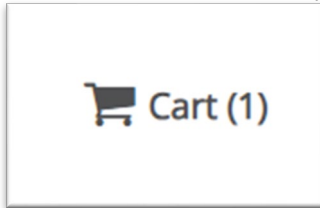
8. The item will be added to your cart. If you've finished shopping, click 'View Cart.'

9. Check your cart to ensure accuracy. If everything looks correct, choose 'Secure Checkout.'

10. During the checkout process, verify that your contact information is accurate.
    a. Choose your manager and select the appropriate GL Account from the dropdown menu that corresponds to your purchase and click Continue.

11. Review the Order Summary; Shipping Address and choose the Shipping Option that best suits your
    needs and Click Continue.

Ship To   Edit

Fujitsu N America, Inc.-FAI - Procuremen
Mariela Smith
2801 Telecom Pkwy
Mariela Smith
Richardson, TX US
75082

Shipping Method

Estimated Ship Date

November 30, 2023
Orders may be delayed due to high volume and/or shipping delay by
carriers

--Shipping Options--   ⌄

--Shipping Options--
Fed Ex 1 Day AM By 10:30am
Fed Ex 1 Day by 3:30 pm
Fed Ex 2 Day by 3:30 pm
Fed Ex 3 Day Saver Service
Fed Ex Ground-US 3-5 Dav

Order Summary

Merchandise Total $36.75
Freight via   N/A
Tax at 8.25% (TX orders) $3.03

Order Total   **$39.78**

WE ACCEPT

mastercard   VISA   AMERICAN EXPRESS   DISCOVER   PayPal

Continue

12. If everything appears correct in your order, proceed by clicking 'Submit Order.'

Product Description		Qty	Unit price	SubTotal
	French/English Business Cards 250/lot 8-24-FU1001G	1	$36.75	$36.75

SUBMIT ORDER   Back

13. After submitting your order, you'll receive an order confirmation detailing your purchase via email. Subsequently, your manager will receive an email requesting approval before the order is processed.

Note: For some Fujitsu companies, you can choose a "Fujitsu Personal/ Credit Card" in the list of groups at step 1. This option allows you to make payment using a personal credit card instead of selecting cost center.