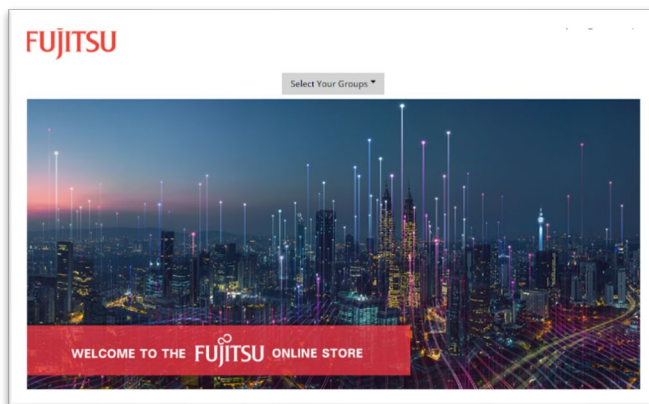


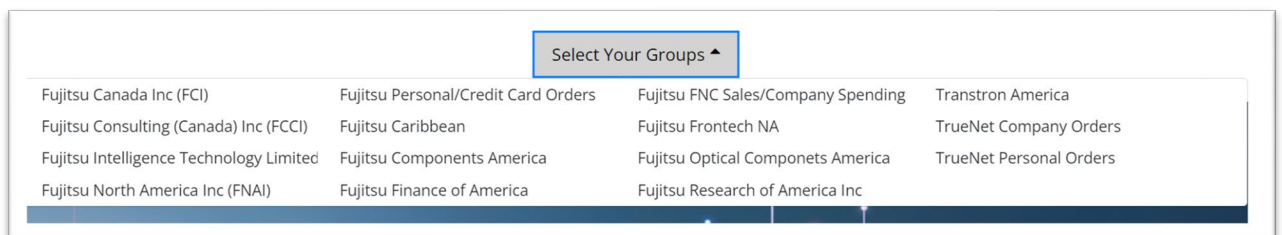
# FUJITSU ONLINE STORE ORDERING GUIDE

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](mailto:Mariela.SmithMena@fujitsu.com) or [Americas\\_Procurement@fujitsu.com](mailto: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)

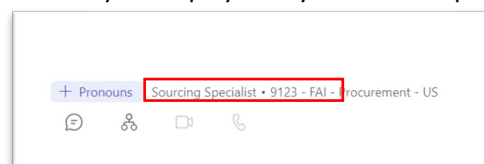


Select Your Groups ▼

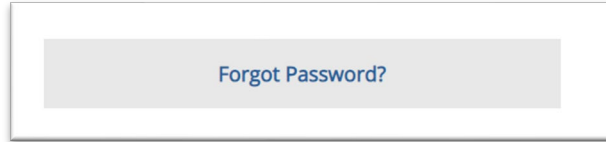


2. After selecting your group (company), the website will prompt you to sign in.

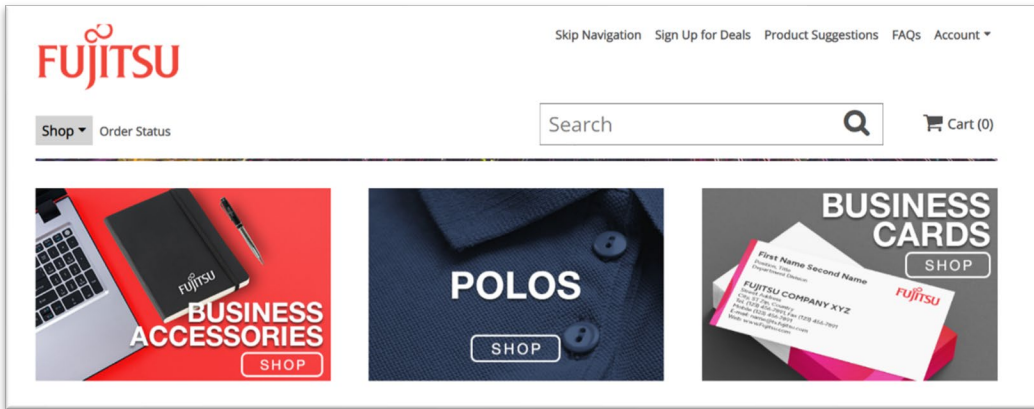
- a. If you're unsure about your cost code, you can verify it by checking with your Finance Team. Your Cost Center may be displayed in your Outlook profile.



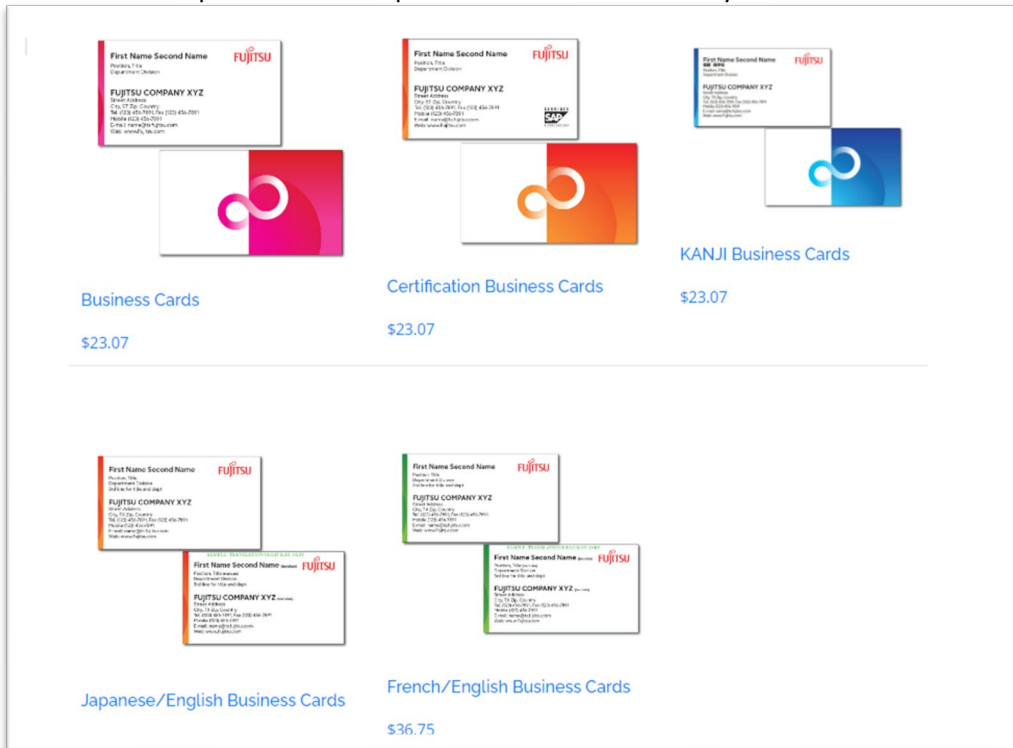
- b. If this is your first time signing in, click on 'Forgot Password' and follow the provided steps.



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.



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

French/English Business Cards -  
\$36.75

For personalized products, please only add 1 size at a time to the cart to allow customization

SIZE AND QUANTITY

-	0	+	250/lot
-	0	+	500/lot (+\$9.10)
-	0	+	1000/lot (+\$25.80)

View Size Chart

Total: **\$0.00**

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.

Fujitsu French/English Business Card  
8-24-FU1001G FormID (18176)

Personalize

Select Previous Recipient Email  
-- Select --

Enter New Recipient Email

Update Email Address

View Proof

Cancel

7. Please thoroughly review the proof for accuracy. Once confirmed, click 'Accept and Continue.' If you need to make changes, click 'Edit Proof.'"

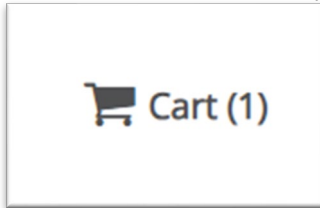
Please check everything very closely on your proof below. The accuracy is your responsibility.

Your final product will be printed using a high resolution version of this file.  
If you uploaded an image and the image is not high resolution, you will be responsible for the resulting output.

Mariela Smith  
Sr. Marketing Specialist  
Fujitsu North America  
1400 Parkside Plaza  
Herndon, VA 20186

Accept And Continue Edit Proof Cancel


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.'

## Cart

French/English Business Cards 250/lot  
*Mariela Smith Sr. Sourcing Specialist* [Edit](#)



\$36.75  
[Remove](#)

QUANTITY  
- 1 +  
[Update](#)

[Click here to wrap these items.](#)

Order Summary

Estimated Ship Date:  
11/30/2023

Orders may be delayed due to high order volume and / or shipping delays by carriers.

Merchandise total does not include taxes or freight on this order.

**Merchandise Total: \$36.75**

[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.

## Checkout

**Contact Information**

Email Address

Attention Name  
\*

Company Name

Select Payment Type:  
 Company Purchase

This order may need approval  
**Approving Manager: \***

GL Account #  
\*

**GL Account #**  
\*

Choose your GL Account #  
63571030 - Office Supplies  
63761010 - Tradeshows

[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

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**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
<b>Order Total</b>	<b>\$39.78</b>

WE ACCEPT

**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.

The screenshot shows a web page for a Fujitsu order confirmation. At the top left is the Fujitsu logo. Below it is a "Back to Cart" link. In the center, it says "Thank you for your order!". To the right is a "Print Order Details" link. The page is divided into two main sections: "Order Details" and "Order Summary".

**Order Details**

- Order Number: 5481207
- Order Date: Wednesday, November 22, 2023
- Shipping Method: Fed Ex 1 Day by 3:30 pm

**Order Summary**

Merchandise	\$36.75
Tax (8.25%)	\$3.03
Shipping	N/A
Estimated Ship Date	Thursday, November 30, 2023
<b>Order Total</b>	<b>\$39.78</b>

A red warning message is present: "Orders may be delayed due to high volume and/or shipping delay by carriers".

The screenshot shows an email client interface with a message titled "Advanced-Online Order Confirmation". The sender is "CustomerService@advanced-online.com" and the recipient is "Smith, Maria". The message body contains the Fujitsu logo and the following information:

**Order Number:** 5481207  
**Order Date:** Wednesday, November 22, 2023

Your order has been submitted for approval and must be approved by David Stanger before we can begin processing.

The Reason: The total purchase (or a single line item) amount requires approval.

Immediately after approval, you will receive a confirming email with the expected ship date of your order.

**Shipping Address:**  
Fujitsu America, Inc.-ITAI - Procurement  
Marilela Smith  
2801 Telecom Pkwy  
Marilela Smith  
Richardson TX US  
75082

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.