

HOW TO ORDER STATIONERY



Ordering Stationery online is fast, easy and available 24/7

Order stationery items – labels, satchels and stickers for Toll carriers IPEC and Priority on MyToll. Download the stationery catalogue for more information on all available products.

ORDER STATIONERY

MY ORDERS

Navigate to **STATIONERY**

ORDER STATIONERY

Stationery is available in your menu only if you have an approved IPEC or Priority account with standard or full financial access.

Click **ORDER STATIONERY**

1. Select **TOLL CARRIER** and **ACCOUNT NUMBER**

All stationery items available across all categories are displayed. Filter and search available stationery by category
NOTE: Carrier and account availability is based on your profile settings

2. View **STATIONERY ITEMS**, including:

- Image of item
- Item name
- Quantity
- Order options
- Pre-print options (applicable only for IPEC)

Add the from/to address and contact name for printing on the product

3. Select the **STATIONERY ITEM**

Each item has a minimum order quantity. Click on the + sign to increase the amount in increments of 5 up to the maximum quantity

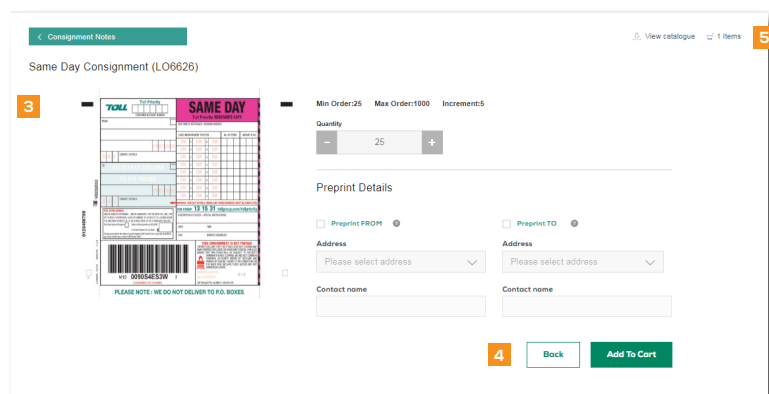
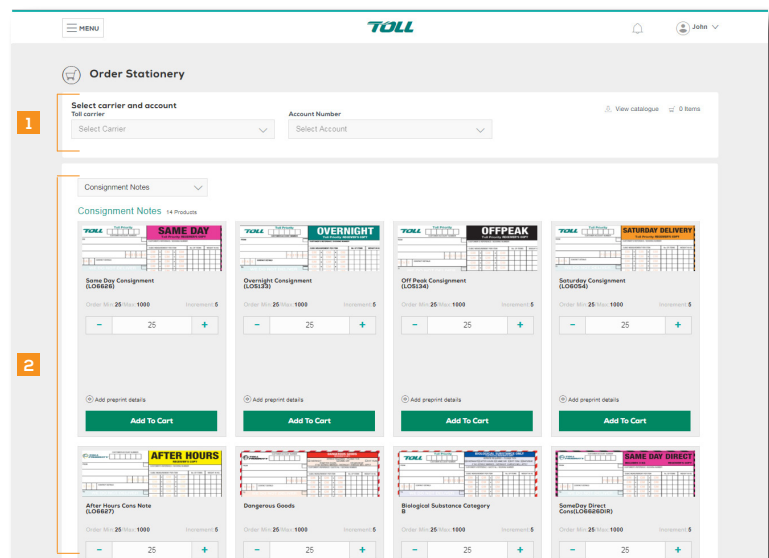
4. Click **ADD TO CART** on the item image

A tick symbol indicates you have added the item to the cart

NOTE: For Toll IPEC Stationery category 'Auswide satchels', you can order either satchels only or connotes and satchels. To order connotes, a Toll carrier setting is required to be enabled for your login. Please contact your local Toll representative. Connotes ordered are assigned to your account and can be used to create shipments in MyToll. Only one product in this category can be ordered at a time.

5. Select the trolley icon to **VIEW CONTENTS** in the cart

You can edit or delete the items in the cart



6. Click **PROCEED TO ORDER**

Enter **SENDER POSTCODE**

(only applicable when ordering IPEC connotes and satchels)

NOTE: The postcode entered here is locked to connotes ordered and should match the sender postcode when creating shipment

7. Enter a **CONTACT NAME** and **PHONE NUMBER** for the order

8. Enter a **DELIVERY ADDRESS** and **RECIPIENT NAME**

9. Enter optional details:

- **EMAIL ADDRESS INSTRUCTIONS** to receive an order confirmation email from MyToll
- **CUSTOMER REFERENCE**
- **SPECIAL DELIVERY INSTRUCTIONS** (optional)

10. Click **SAVE & REVIEW**

11. Click **CONFIRM ORDER** to place the stationery order

12. Click **PRINT**

MY STATIONERY

A central location to view a summary of all stationery orders

The screenshot shows the 'Profile Details' form with the following sections and callouts:

- 7** Contact details: Contact name, Phone Number (+61 + e.g. 412 345 678)
- 8** Delivery details: Address (Please select address), Contact name (Delivery Contact name eg. John Smith)
- 9** Optional details: Notify by email (Optional) (abc@xyz.com), Customer reference (Optional)
- 9** Delivery instructions (Optional): Enter special instructions if any
- 10** Save & Review button

A 'Cart' overlay is visible in the top right corner showing 'Same Day Consignment (LO6626)', Qty: 25, Total Items: 1, and a 'Proceed To Order' button.

The screenshot shows the 'Review Order' page with the following sections:

- Overview:** Toll carrier: PRIO, Account number: 206162, TOYOTA FINANCE SERVICES - NORTH RYDE, Contact name: Peter James, Contact number: 61-42621855
- Delivery Details:** Contact name: Peter, Phone number: 61-42621855, Company name: City Ceramics, Address: 27 Warehouse Way, CAMPBELLFIELD VIC 3061 AU, RVCZ, Customer reference, Delivery instructions
- Item List:** Line Item 1, Same Day Consignment (LO6626), Qty 25, Unit price: \$0.00, Total \$0.00
- TOTAL SURCHARGES AUD \$0.00**
- TOTAL CHARGES AUD \$0.00**
- 11** Confirm Order button

The screenshot shows the 'Order Submitted' confirmation page with the following information:

- Order number: 20414097
- Order created on: 20 Mar 2019
- Text: To print a record of your order, including a list of what is to be picked up, please click on the print icon below. You will be notified via the email address specified once your submission is processed.
- 12** Print button

The screenshot shows the 'My Orders' page with a table of 1-1 records found:

Order number	Account number	Order date	Total cost
20414097	TOYOTA FINANCE SERVICES - NORTH RYDE 206162	20 Mar 2019	\$0.00

Note: All \$ units in AUD

? READ THIS NEXT:
Quick Reference Guide
How to create a shipment and book a pickup

i For more Help and Tips visit mytoll.com