

# Go Paperless

E-commerce or electronic commerce continues to evolve and grow in popularity.

ESPO can help with:

- **placing your orders electronically (e-ordering)**
- **electronic invoicing systems (e-invoicing)**

The main benefits for choosing to switch to electronic commerce are saving you time and money. Many people are "going paperless" every day and it really is a case of "it's easy when you know how!"



## E-catalogues

E-catalogues are an electronic copy of our paper catalogues. It's not only kinder on the environment, but it's easier for you as information is available at your fingertips and should eliminate the "who has not returned the ESPO catalogue" conversation!

We have several different formats of e-catalogue that can "marry up" with your existing finance system. Your organisation will use a finance system such as: SAP, Sage, FMS, SIMS, Key Solutions and Excel spreadsheets. We recommend that your IT team download an e-catalogue from the ESPO website, to ensure your finance system "speaks" with our ordering system. Alternatively, request a CD to install our catalogue data. We also have a helpful e-commerce PDF guide on our website with instructions.

## Online catalogue ordering



Orders can be placed at: [www.espocatalogue.org](http://www.espocatalogue.org)

Discover familiar features such as: browse by section, favourites, order pad and shopping basket. Also view images and COSHH sheet information

Web ordering helps you view:

- your order history and order reference
- invoice and credit information
- credit limit and balances
- items in your shopping basket (including standard price and any discounts)
- what is printed on delivery notes; adding requests such as "Telephone for access before 7:30am"



For PDF orders attach your pdf to an email and send to: [printable.orders@espo.org](mailto:printable.orders@espo.org)



Enquire about our **Customer Purchase Card** which can be used with all methods of ordering



Fax your order to: 0116 294 4390



See our **online guide about ESPOs Desktop Ordering System**

## Ordering using your own finance system

- **SIMS / FMS:** Send your XML order on an email to: [edi.inbox@espo.org](mailto:edi.inbox@espo.org)
- **Marketplaces:** Different operators provide different e-commerce solutions. For example Proserve offers buy4my, exchangewales and NPPH. While EGS provides the IDeA marketplace. A punchout to our ESPO catalogue is available from any of these marketplaces. This will enable you to return the contents of your shopping basket back to your own system for authorisation (such as SIMS, Oracle and Agresso). A confirmed order can then be sent via the marketplace to us at ESPO.



## E-invoicing

We can send you an electronic invoice in the following ways:

- **PDF invoice:** arrives via email
- **Marketplaces:** if you order using your own finance system we can send an XML invoice
- **Local Authorities:** we can send BASDA XML invoice via email to you

