

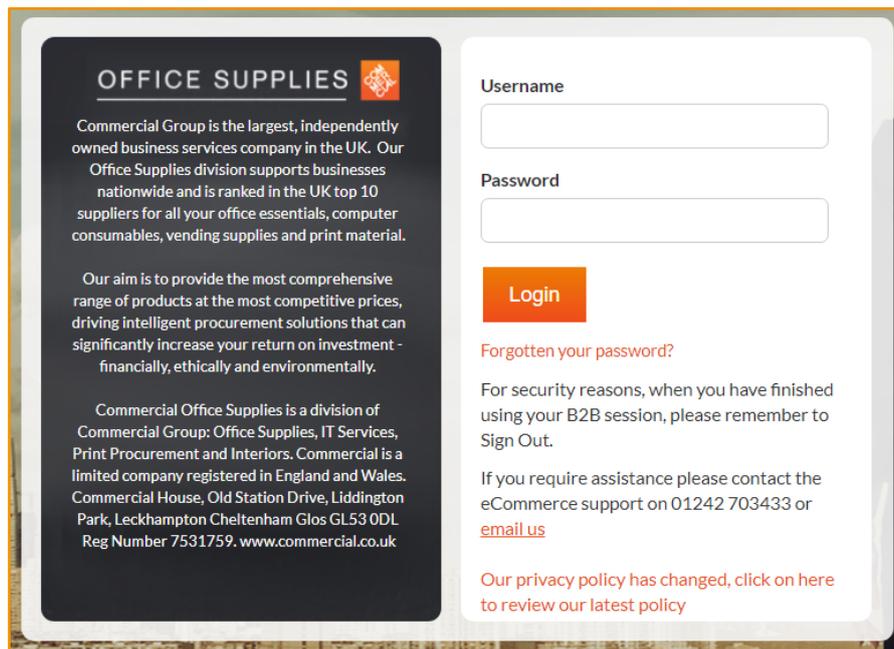
COMMERCIAL ONLINE – SPRINT QUICK USER GUIDE

How to Log In

To access Sprint, please follow the below URL:

<https://online.commercial.co.uk>

Once you have reached the homepage, you will need to log in. The login form is situated in the centre of the screen.



OFFICE SUPPLIES

Commercial Group is the largest, independently owned business services company in the UK. Our Office Supplies division supports businesses nationwide and is ranked in the UK top 10 suppliers for all your office essentials, computer consumables, vending supplies and print material.

Our aim is to provide the most comprehensive range of products at the most competitive prices, driving intelligent procurement solutions that can significantly increase your return on investment - financially, ethically and environmentally.

Commercial Office Supplies is a division of Commercial Group: Office Supplies, IT Services, Print Procurement and Interiors. Commercial is a limited company registered in England and Wales. Commercial House, Old Station Drive, Liddington Park, Leckhampton Cheltenham Glos GL53 0DL Reg Number 7531759. www.commercial.co.uk

Username

Password

Login

[Forgotten your password?](#)

For security reasons, when you have finished using your B2B session, please remember to Sign Out.

If you require assistance please contact the eCommerce support on 01242 703433 or [email us](#)

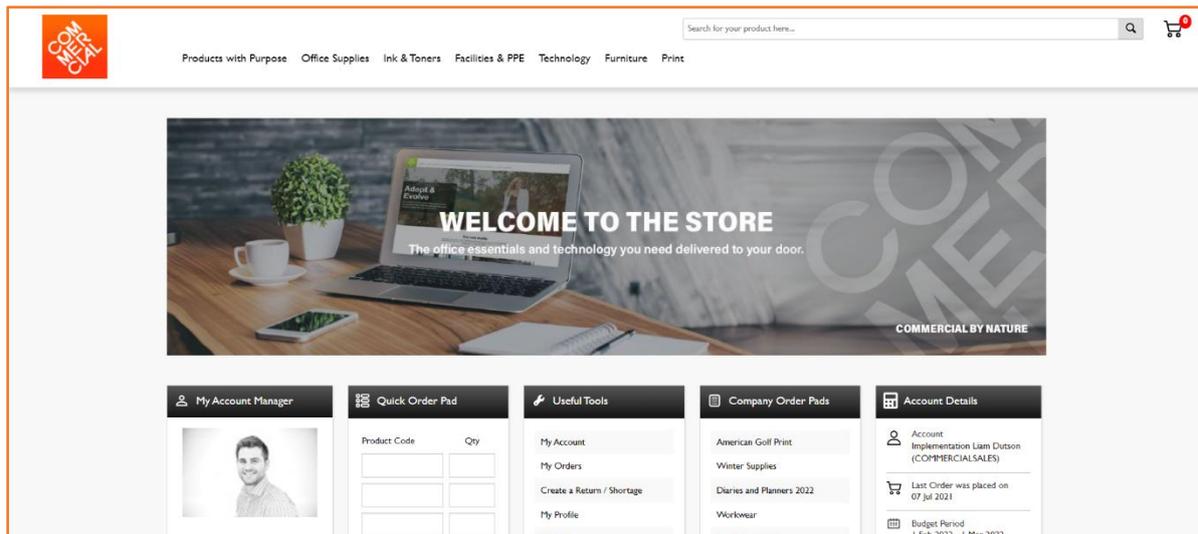
[Our privacy policy has changed, click on here to review our latest policy](#)

Once logged in, you may need to choose the site you wish to visit. In this guide we will be covering Stationery & Approved Print.

Stationery & Approved Print	Web2Print
 <p>Place Orders for Office Supplies and Approved Print Items</p>	 <p>Access our Web2Print solution and place orders for templated Print Items</p>

Searching for products

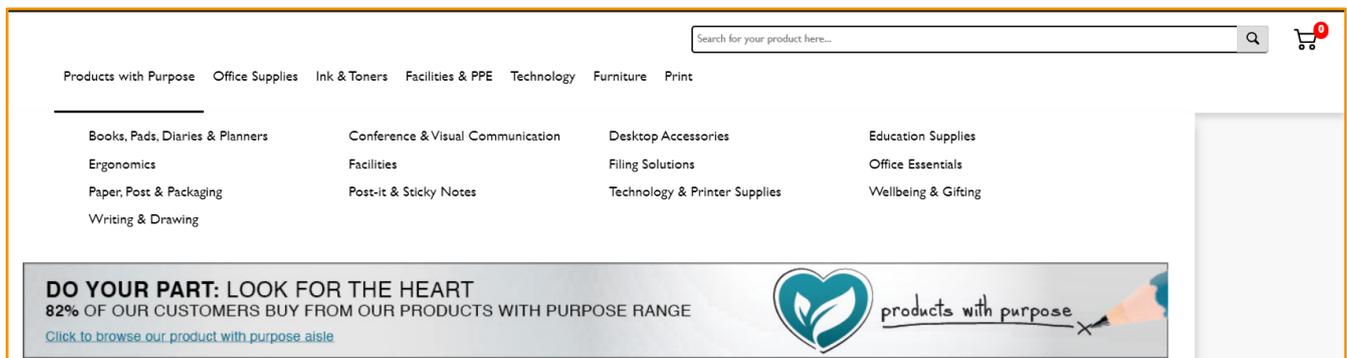
Now logged in to Sprint, you'll notice we've identified your company's preferred items which include those you use on a regular basis. These items can be ordered quickly by selecting your company order pads from the homepage.



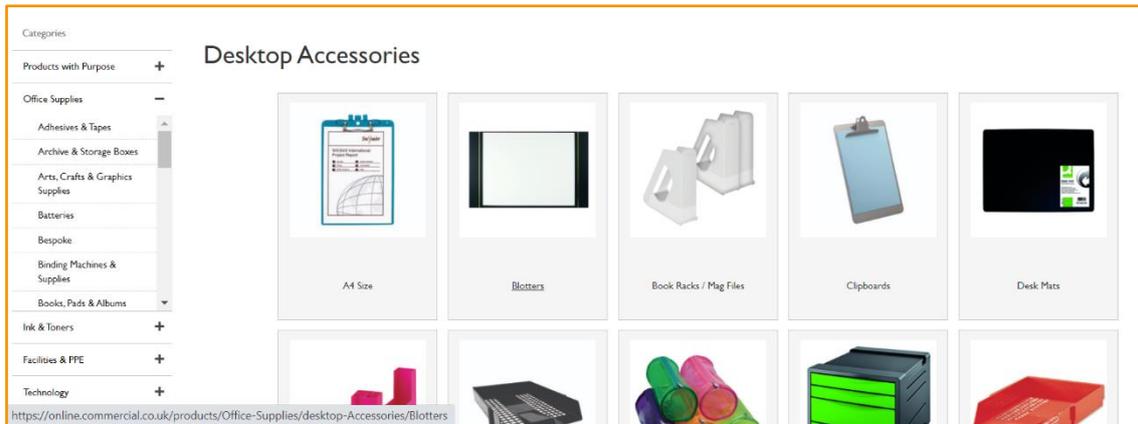
Alternatively, if you want to perform a search on a specific term, use the search bar situated at the top of every screen.



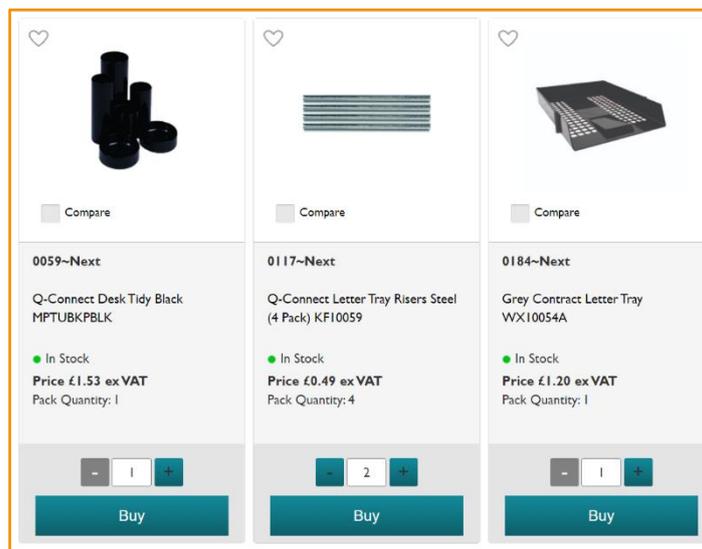
You can also access all catalogue sections across the top of every page. Hover your cursor over the relevant category and a drop down menu will follow.



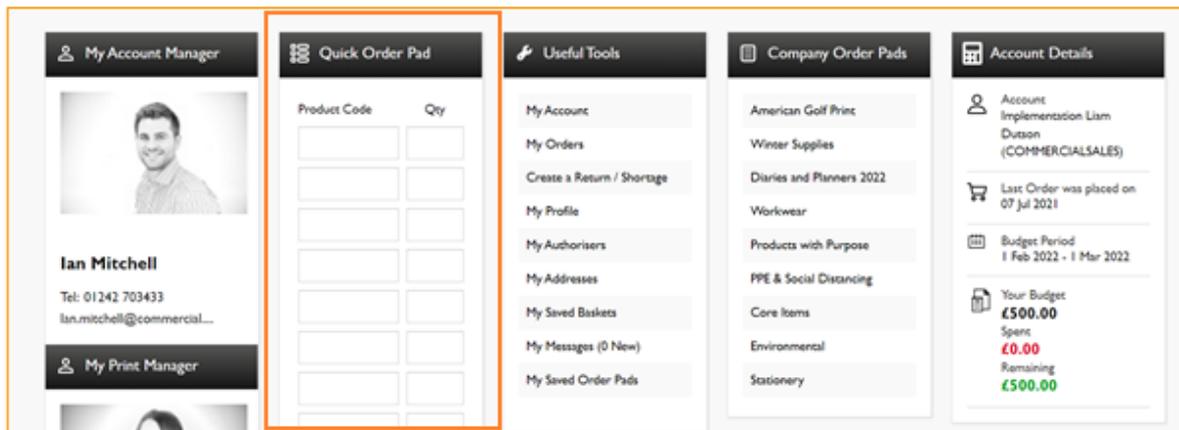
Your search results will then be displayed



Add products to your shopping basket quickly and easily by typing in a quantity or using the arrows, and then click the Buy button.

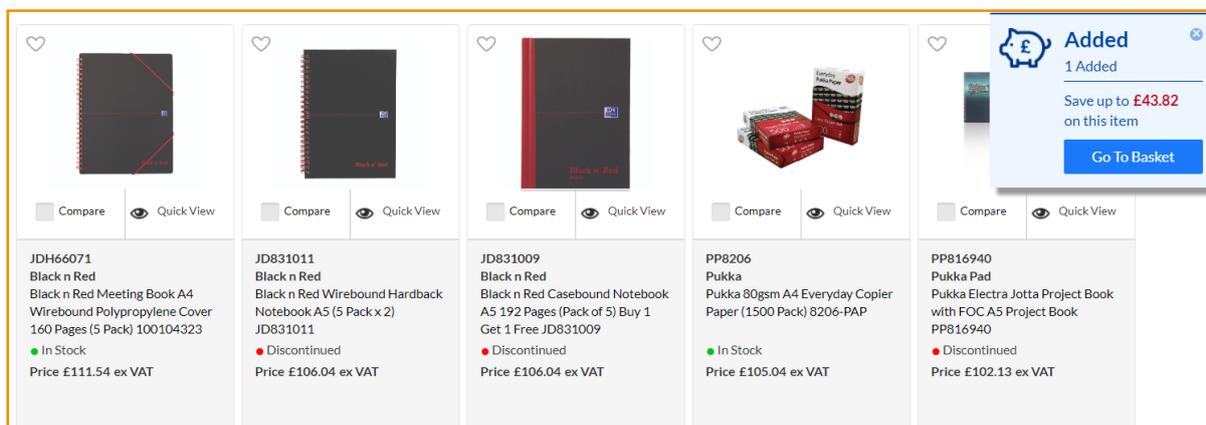


If you know the product code you can use the Quick Order Pad to enter the product code and the quantity you require in the quick order form. Your items will be automatically placed in your shopping basket.

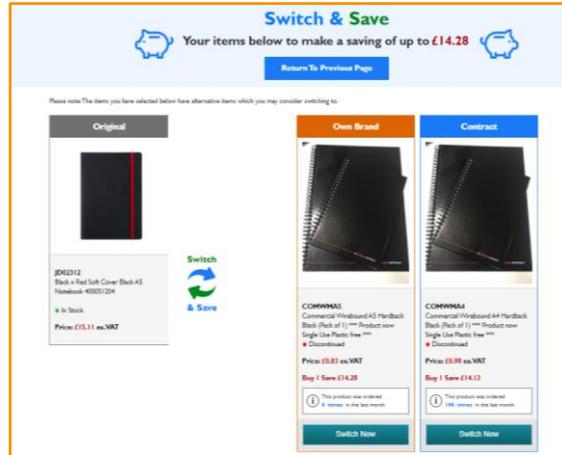


Switch and Save

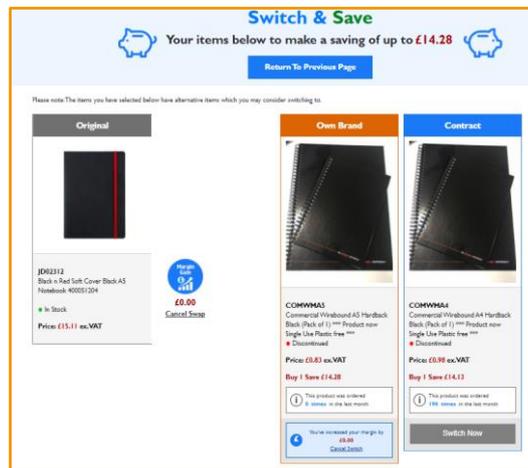
Where there is a cheaper alternative to a branded product and Switch and Save has been set against your online account, you will be offered a cheaper alternative to your branded product. Where an item has a cheaper alternative, this will be flagged by our blue savings pig.



To view the alternative item, click on the savings text and you will be taken to this page. To swap to the alternative product, simply click Switch Now.



Your product has now been switched and your savings confirmed



Once your order is complete, go to the shopping basket page by clicking the basket  situated in the top-right corner of the page.



From this page, you can review your order, change item quantities and even add products directly to the basket! This is also where you will enter important information such as Order Reference before proceeding to checkout

Please review your order



COPIER PAPER A4 VALUE WHITE 2500 SHEETS
COMVALPAPER

C

UOS 1

Cost Centre
SALES

Unit Price : £10.24
Line Total : £10.24

Summary

Subtotal	£10.24
Shipping	£0.00
VAT	£2.05
Grand Total	£12.29

Proceed to checkout

Add another Product Quantity

Import a .CSV Order File No File Selected

Country

Customer/Purchase Order Number

From here you will need to select your delivery address from the address book on the right hand side. You will also be able to enter any additional information. Once this has been completed click 'Review Your Order' and you will be taken to the 'Order Confirmation' screen.

Please complete the following details:

Your Details

Title*

First Name* **Last Name***

Email* **Telephone**

Your Delivery Address

Title*

First Name* **Last Name***

Company Name

My Delivery Address Book

Sims Metal Management
Sims Metal Avonmouth (Docks)
Royal Edward Dock
Avonmouth
Bristol
BS11 9BT
United Kingdom

Commercial Office Supplies Sales
Commercial House
Old Station Drive
Cheltenham
GL53 0DL
Gloucestershire
United Kingdom

Commercial Foundation
Old Station Drive
Cheltenham
GL53 0DL
Gloucestershire
United Kingdom



From this page you can review your order for the last time before confirming and you can add any additional notes/information to this order.

Once completed click 'Confirm your Order'.

YOUR ORDER DELIVERY ADDRESS **3** CONFIRMATION

Order

[Edit shopping basket](#)

Processed By	Mr Implementation Liam Dutson
Purchase Order Ref.	DEMO
Payment Type	On Account

Delivery

[Edit delivery address](#)

Name	Mr Implementation Liam Dutson	Delivery Address	Commercial Office Supplies Sales Commercial House Old Station Drive Cheltenham Gloucestershire GL53 0DL United Kingdom
Delivery Method	Free Delivery - Free		

Summary

Subtotal	£10.24
Shipping	£0.00
VAT	£2.05
Grand Total	£12.29

[Confirm your order](#)

Once submitted you will see an Order Acknowledgement, and another will be sent to your email address with a summary of your order. From this screen you may choose to print a copy of your order.

Thank you for your order

You will receive an acknowledgement email shortly sent from our website.

Your Web Order Reference Number is **7336613**

In the event of any queries or issues with your order please contact our [Customer Care team](#) or call 01242 690006 as soon as possible

[Print a copy of your order](#) [Go back to online store](#)

Your Order Number: 7336613

This email is confirmation that we have received the order you have placed on the Commercial website.

Order Number: 7336613
Your Reference: Test
Date: 17/01/2019 14:15

Your Order contained the following products:

Product Code	Description	UOM	Unit Price	Qty	Line Total
KF03729	Q-Connect Wirebound A4 Polypropylene Notebook 160 Pages Black (3 Pack) KF03729	3	£53.47	1	£53.47

Net Total	£53.47
Delivery/Handling	£0.00
Sub Total	£53.47
VAT	£0.00