






# How to Order Toner Using the eConcierge Toner Ordering Program

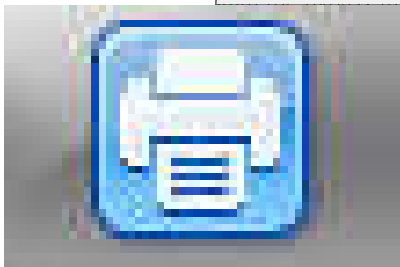
eConcierge powered by xerox 



Supplies Assistant System Help

Reliable Office Technologies Corp. eConcierge powered by xerox™

Device	Model	Alerts	Location
 <ul style="list-style-type: none"> <li>✔ David printer</li> <li>✘ 192.168.1.47</li> <li>✘ XFN026264</li> </ul>	Xerox ColorQube 8570	 <ul style="list-style-type: none"> <li>Device not reporting since 03/16/20 ...</li> <li><a href="#">Reconnect Device</a></li> <li>Refer to Help for Troubleshooting Tips</li> </ul>	211 S. Jefferson St. Frederick, MD 21701
 <ul style="list-style-type: none"> <li>✔ Toms Office</li> <li>✘ 192.168.1.40</li> <li>✘ XFN149378</li> </ul>	Xerox ColorQube 8570	 <ul style="list-style-type: none"> <li>Cyan Ink Stick Low (20% full)</li> <li>Magenta Ink Stick Nearly Low (40% ...)</li> <li>Open Device Details for more...</li> </ul>	211 S. Jefferson St. Frederick, MD 21701
 <ul style="list-style-type: none"> <li>✔ Admin 3635</li> <li>✘ 192.168.1.42</li> <li>✘ BB1489227</li> </ul>	Xerox Phaser 3635	 OK	211 S. Jefferson St. Frederick, MD 21701



To order toner for your Xerox printer, please open the eConcierge program on your PC. You should have an icon on your desktop as seen to the left.

It will open a window as seen above. Click on “Buy Online”

# Xerox® eCommerce Services

**Log In**

[Forgot User ID or Password?](#)

**xerox**

The web portal will open and have you login. Just put your username and password in and click on “Log In”





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Devices Orders Cart <sup>3</sup> SampleID1234 Help








All Locations

211 S. Jefferson St., Frederick, MD

	<b>Admin 3635</b> Xerox Phaser 3635	Serial #: BB1489227	192.168.1.42	 
Black Toner Cartridge	 Ok 85%	(Ordered: 02/05/2020)	Starting at \$136.99	<a href="#">Select Option</a>

 Your Xerox Service Loyalty Reward is now active.  
[Learn About Rewards](#)

[Edit Device](#) [Users \(1\)](#) [Device Website](#)

	<b>David printer</b> Xerox ColorQube 8570	Serial #: XFN026264	192.168.1.47	 
 Device not reporting since 03/16/20 10:04 AM. Consumable levels shown may not be accurate. Refer to <a href="#">Help</a> for Troubleshooting Tips.				
	<b>Toms Office</b> Xerox ColorQube 8570	Serial #: XFN149378	192.168.1.40	 

Select the device you want to order for and if it has more than one option for toner, click on “Select Option” it will give you the options for toner for that machine. If it has more than one supply, go to the next slide.







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Devices Orders Cart 3 SampleID1234 Help


All Locations

211 S. Jefferson St., Frederick, MD

	<b>Admin 3635</b> Xerox Phaser 3635	Serial #: BB1489227	192.168.1.42	 
	<b>David printer</b> Xerox ColorQube 8570	Serial #: XFN026264	192.168.1.47	 

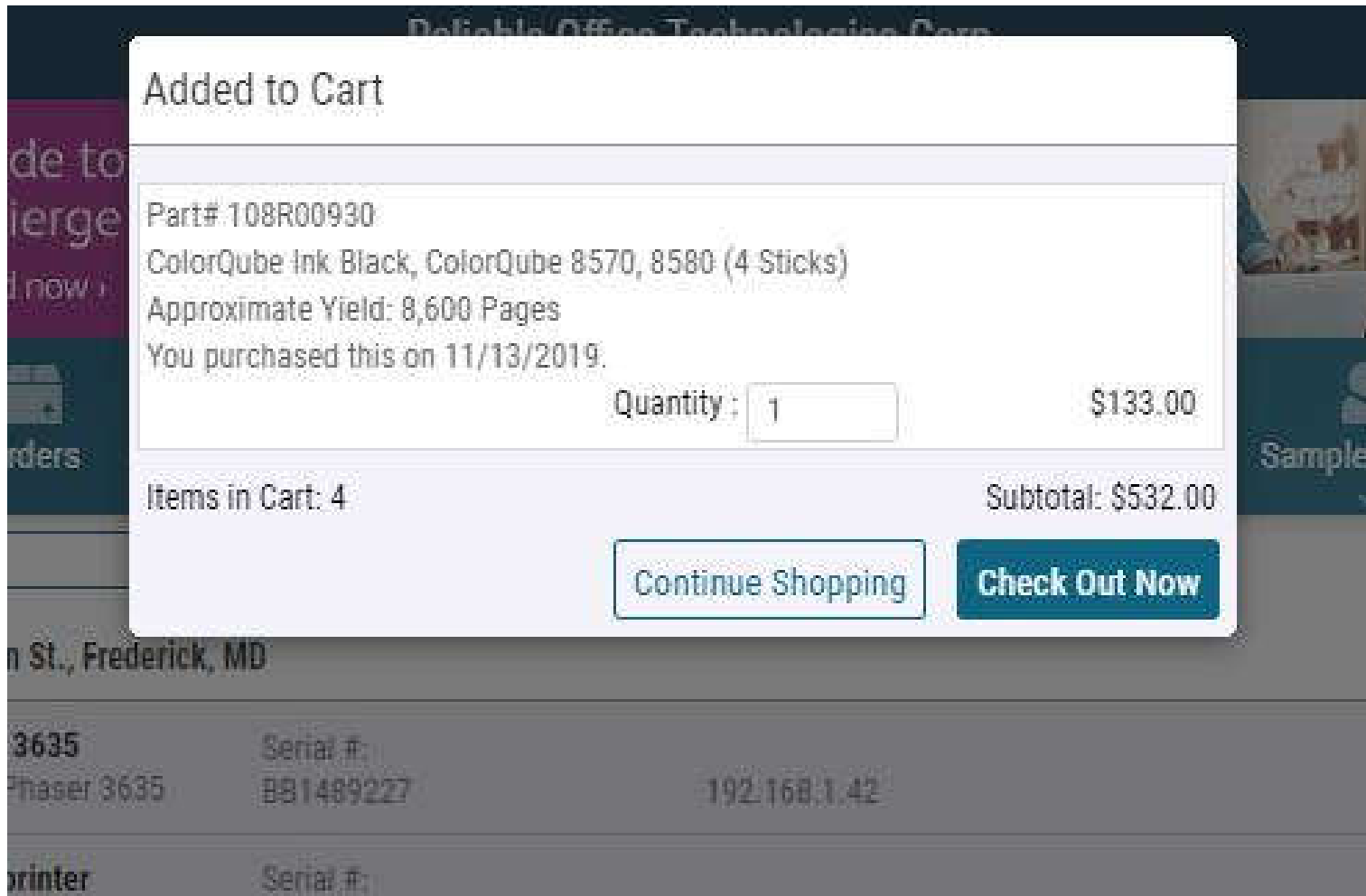
 Device not reporting since 03/16/20 10:04 AM. Consumable levels shown may not be accurate. Refer to [Help](#) for Troubleshooting Tips.

Black Ink Stick		Ok 60%	(Ordered: 11/13/2019)	\$133.00	<a href="#">Add to Cart</a>
Cyan Ink Stick	 	Low 20%	(Ordered: 02/26/2020)	\$133.00	<a href="#">Add to Cart</a>
Magenta Ink Stick		Ok 60%	(Ordered: 06/14/2019)	\$133.00	<a href="#">Add to Cart</a>
Yellow Ink Stick	 	Low 30%	(Ordered: 02/26/2020)	\$133.00	<a href="#">Add to Cart</a>
Maintenance Kit		Ok 47%		Starting at \$59.99	<a href="#">Select Option</a>
Waste Tray*				\$49.49	<a href="#">Add to Cart</a>

 Your Xerox Service Loyalty Reward is now active.  
\* Purchase of non-monitored items does not affect service reward status

[Learn About Rewards](#)

Here is a color machines list of supplies. In here you would just select “add to Cart”




On this screen, you can select what quantity of supplies you wish to add. If you need to add different supplies, click on “Continue Shopping” and add more supplies to your cart. If your are done, click on “Check Out Now” to advance to the next screen.

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Devices
 Orders
 Cart 4

SampleID1234
 Help

211 S. Jefferson St., Frederick, MD 4

	<b>David printer</b>	Xerox ColorQube 8570	Serial #: XFN026264	<a href="#" style="border: 1px solid #ccc; padding: 2px 10px;">Shop This Device</a>
108R00930	ColorQube Ink Black, ColorQube 8570, 8580 (4 Sticks)	<a href="#" style="border: 1px solid #ccc; padding: 2px 10px;">Remove</a>	<input style="width: 30px; text-align: center;" type="text" value="1"/>	\$133.00/ea.    \$133.00
	<b>Toms Office</b>	Xerox ColorQube 8570	Serial #: XFN149378	<a href="#" style="border: 1px solid #ccc; padding: 2px 10px;">Shop This Device</a>
108R00926	ColorQube Ink Cyan, ColorQube 8570, 8580 (2 Sticks)	<a href="#" style="border: 1px solid #ccc; padding: 2px 10px;">Remove</a>	<input style="width: 30px; text-align: center;" type="text" value="1"/>	\$133.00/ea.    \$133.00
108R00927	ColorQube Ink Magenta, ColorQube 8570, 8580 (2 Sticks)	<a href="#" style="border: 1px solid #ccc; padding: 2px 10px;">Remove</a>	<input style="width: 30px; text-align: center;" type="text" value="1"/>	\$133.00/ea.    \$133.00
108R00928	ColorQube Ink Yellow, ColorQube 8570, 8580 (2 Sticks)	<a href="#" style="border: 1px solid #ccc; padding: 2px 10px;">Remove</a>	<input style="width: 30px; text-align: center;" type="text" value="1"/>	\$133.00/ea.    \$133.00
Subtotal				\$532.00
<input style="width: 60px;" type="text" value="Promo Code"/>		<a href="#" style="border: 1px solid #ccc; padding: 2px 10px;">Apply</a>		
Shipping			<div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">Ground \$11.99 <span style="font-size: 8px;">v</span></div>	\$11.99
Total (before tax)				\$543.99

Clear Cart Contents

Continue Shopping

Check Out

Here is the cart. You can review your order here and even remove items if you change your mind. When done, just click on “Check Out”

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Shipping      Payment      Summary

1      2      3

**Shipping Address**

Tom Rihn  
ROTC  
211 S. Jefferson St.  
Frederick, MD 21701  
301-695-0464

Ship to a different address:

[Back to Cart](#)      [Continue to Payment](#)

You will then review where you want it sent. You can also have it sent to a different address. Then click on “Continue to Payment”.



Xerox eConcierge Reliable Office Technologies Corp.

Order Information

\* Required Fields

Invoice Number: EC-011448035339345

Description:

**Total: 201.31 (USD)**

Payment Information



Card Number:  \* (enter number without spaces or dashes)

Expiration Date:  \* (mmyy)

Card Code:  \* [What's this?](#)

Please have your credit card ready. On this screen, please enter in your credit card information.

Scroll down to the bottom half of the page.

### Billing Information

Customer ID: 7337276

First Name:

Last Name:

Company:

Address:

City:

State/Province:

Zip/Postal Code:

Country:

Email:

Phone:

Fax:

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Pay Now

Please enter your first name, last name, company name, address, city, state, zip code, email and phone number. When you are finished click "Pay Now"

Congratulations!! You have ordered toner for your printer Successfully!!!