MyCanon Business



QUICK REFERENCE GUIDE

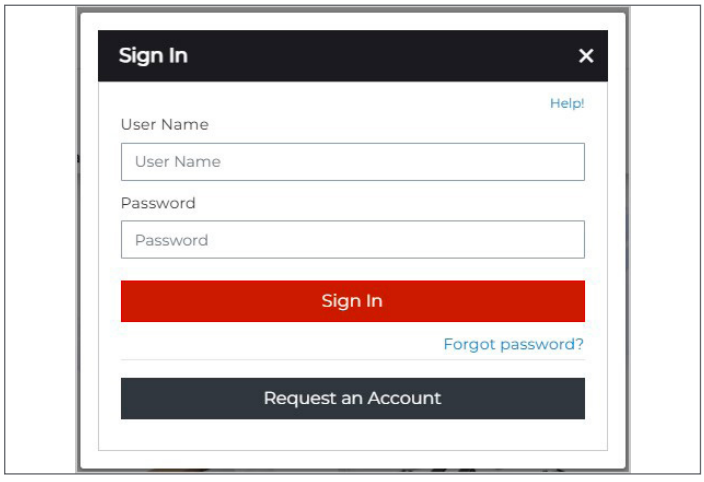
MyCanon Business Shop: A Convenient and Comprehensive Online Marketplace





STOCK UP ON THE PRINT SUPPLIES THAT POWER YOUR WORKDAY

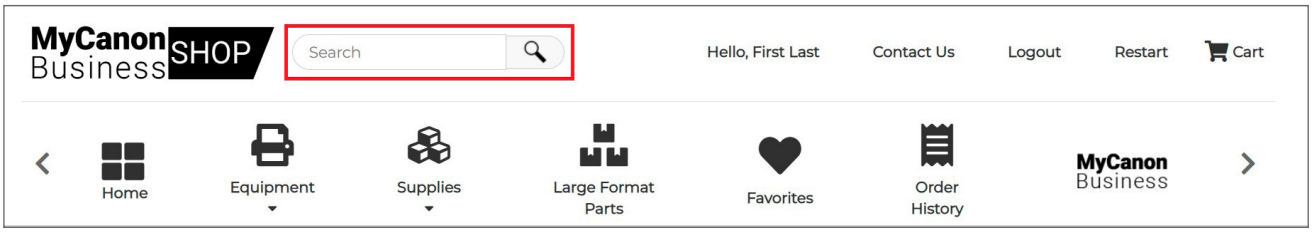
While schedules can be complex, shopping for the print supplies, office resources, and device parts necessary to stay on track should be simple. MyCanon Business Shop—in conjunction with Canon U.S.A.'s MyCanon Business device management portal—supports active users with a convenient 24/7 online marketplace to fulfill and replenish contract and billable print supply requests.

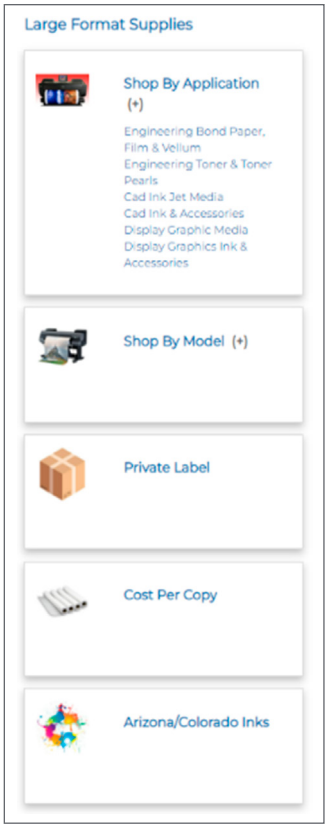


By utilizing your MyCanon Business credentials, you can immediately take advantage of MyCanon Business Shop's optimal user interface when searching, ordering, and tracking essential print products. With considerable benefits, such as combined ordering for supplies and parts, access to order history reports, simple one-click re-ordering with the optionality to store favorites, and more, procurement is a straightforward process.

SMOOTH NAVIGATION

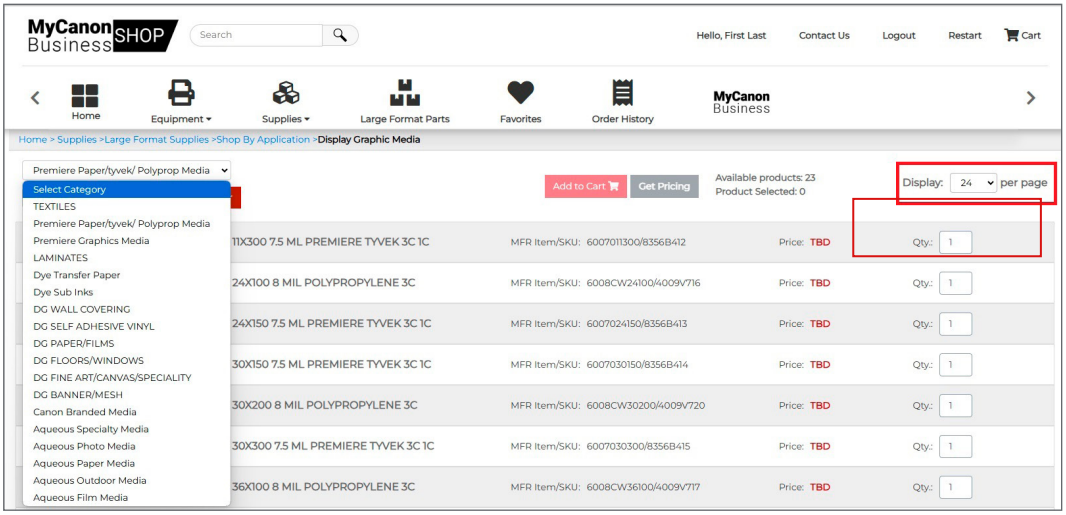
Locating the correct product is critical. MyCanon Business Shop makes it a snap. In the search bar, enter the item number, item description, or partial information. Navigate the results by selecting the ITEM PER PAGE quantity, and transition from page to page by utilizing the left and right arrows to pinpoint the appropriate product.



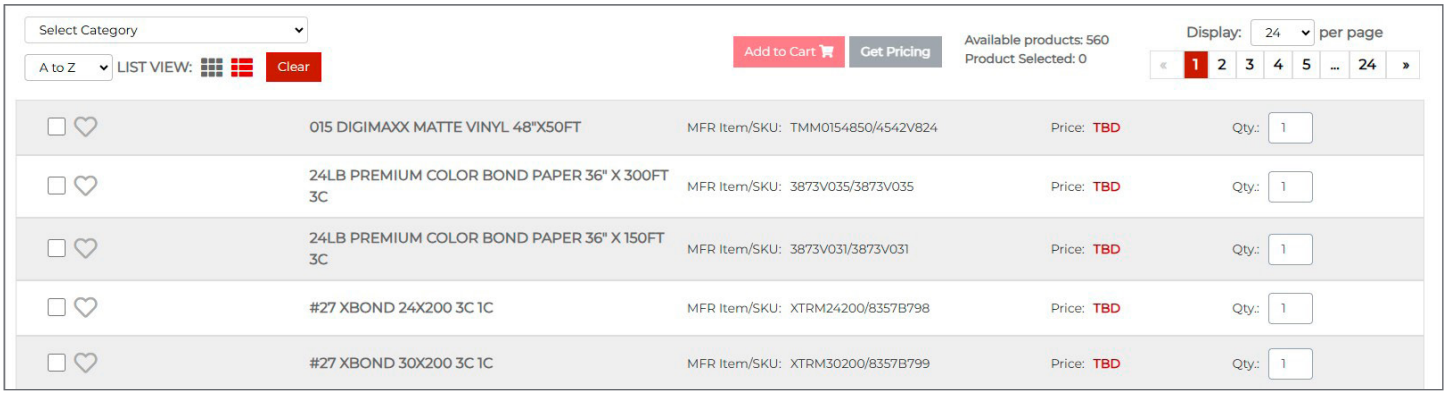


STRAIGHTFORWARD ACCESSIBILITY

There's more than one way to track down an item. The menu bar provides a detailed list of additional search options, depending on user access, which include drop-down choices by Equipment type, Supply type (Office Product & Systems, Large Format Supplies, and Production Printing Supplies), and Large Format Parts. Once on the selected search result screen, filter by category, enter desired quantities, and click the GET PRICING option to receive an instant quote.



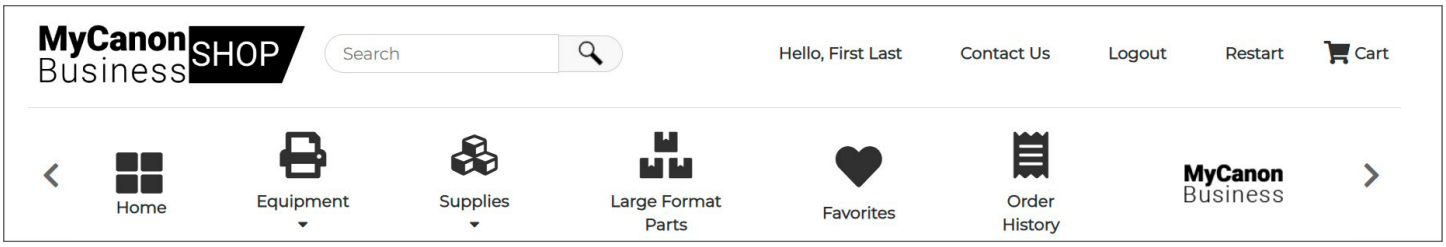
While browsing the list of results, a helpful heart-shaped icon allows users to favorite an item, saving it into a curated list that is easily accessible in the FAVORITES icon within the menu bar.



CONVENIENT CHECKOUT

Completing an order doesn't have to be difficult. Once the desired product is located, adding the item to the shopping cart is seamless. Simply check the box located next to the product description, and then select ADD TO CART. Confirm the selection by clicking SUBMIT. When finished shopping, hit the CART icon to complete the order.

If needed, the RESTART button next to the CART will empty the shopping cart and redirect the user back to the homepage to restart the order process.

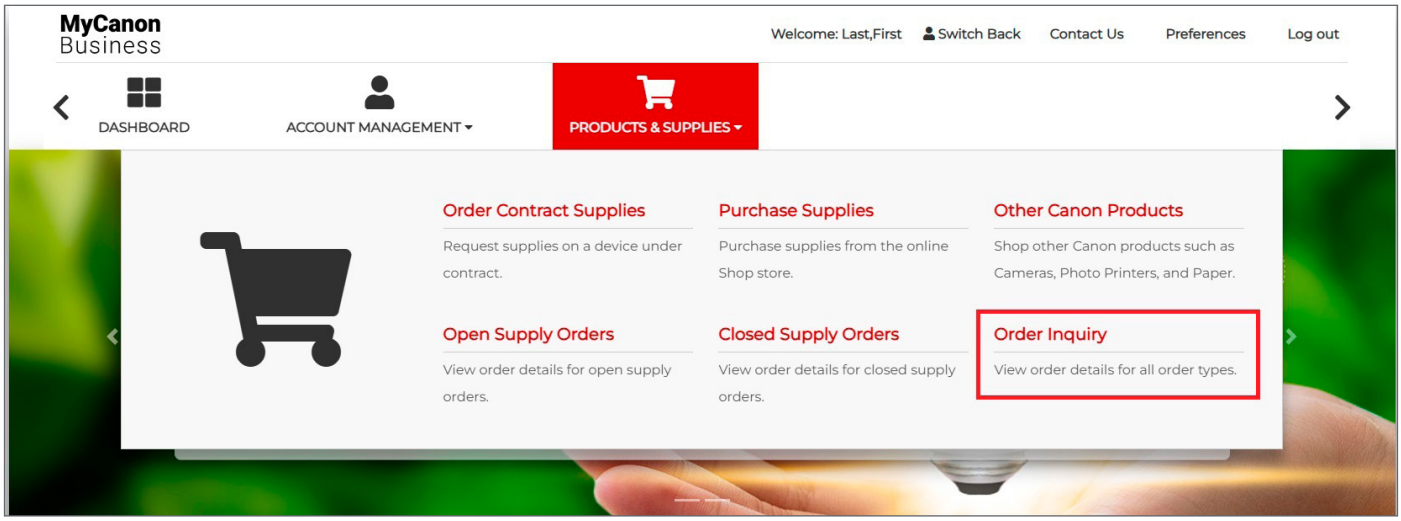


AN ALL-ENCOMPASSING ORDER HISTORY

MyCanon Business Shop supplies a detailed account of a user's order history. By accessing the ORDER HISTORY icon located in the menu bar, past orders can be searched by order number, shop reference number, and/or PO number, and an easy one-click process permits reorders. Order history reports can conveniently be downloaded via Excel directly through this page.

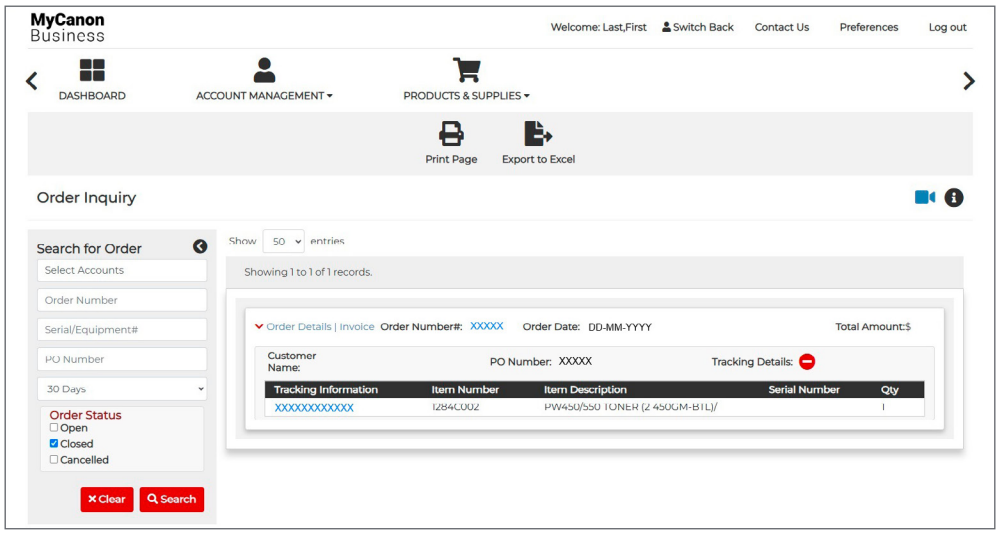
ACCESS MYCANON BUSINESS WITH EASE

By clicking on the MyCanon Business icon within the menu bar, users can navigate back to the device management portal to view complete order history, request service, enter meter reads, and more.



TRACK IT DOWN

Never again worry about the whereabouts of your order. Within the PRODUCTS & SUPPLIES drop-down in MyCanon Business, select ORDER INQUIRY to view the complete tracking information of a submitted order. This provides users with not only a hyperlink directed to the applicable carrier website, but the peace of mind in knowing the required product is en route.



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