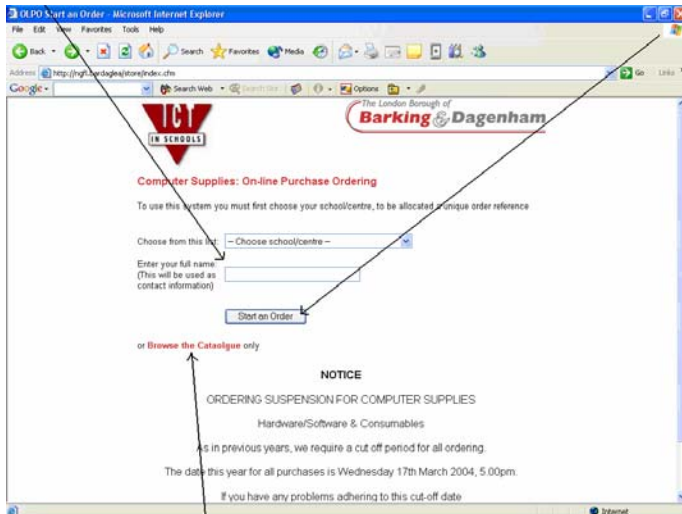


IT Ordering Instructions

Go to <http://ngfl.bardaglea/store/index.cfm>

If you know what you are ordering proceed to enter your name and department (If your department is not listed please email roger.yong@lbbd.gov.uk who will set it up for you) and click on the 'Start an Order Button'



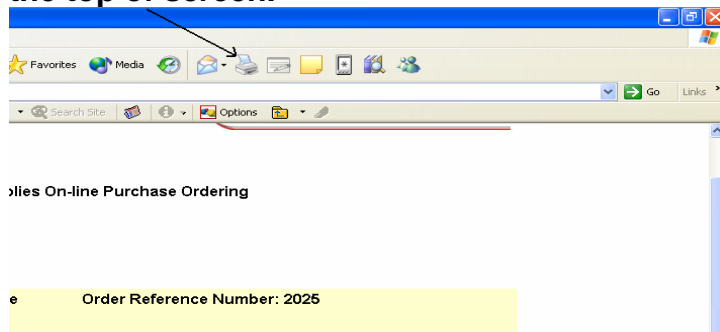
If you do not know what you are ordering but wish to browse the Catalogue click here. You will then be able to select different categories and browse through them until you find an item that you are interested in. If you then wish to place an order you will have to go back to the main screen and follow the instructions on placing an order as above.

Once you have selected the item you wish to order you will be brought to the order screen



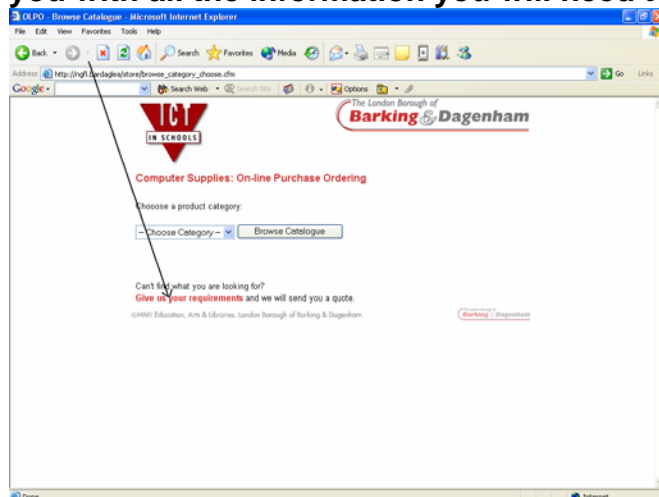
Once you have selected the item you wish to order you will be brought to the current order form, if you have finished selecting items and wish to place the order click on 'Print this form'.

You will then be presented with your order form on screen, please check that quantities are correct, if so click on the printer icon in the toolbar at the top of screen.



This will print a paper copy of your order which you must have signed by a Head of Department and a finance code written into the box provided. This order must then be faxed to 0208 270 4287.

If you do not see what you are looking for then you can ask us to look for a specific item for you by clicking on the 'Give us Your Requirements' Link (We will endeavor to meet your requirements and provide you with a quotation but some requests may need to be purchased direct from a supplier as some items are not supported, in any eventuality we will email you with all the information you will need to proceed with an order)



If you have any problems with this service or need advice, please email Gary at gbarrell@bardaglea.org.uk or call 0208 270 4804 (This number is only to be used for Purchasing advice and queries)