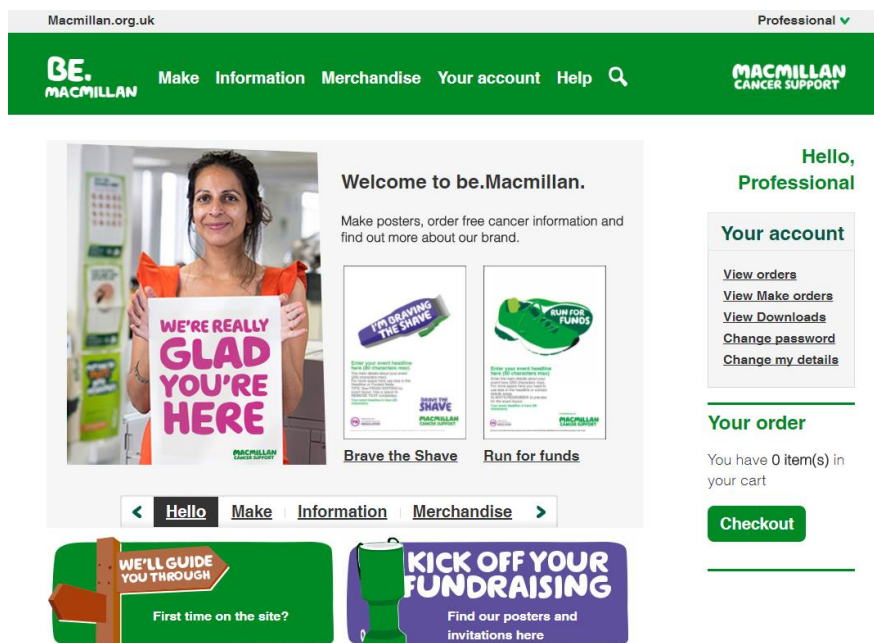


# Instructions for ordering merchandise for Macmillan Professionals

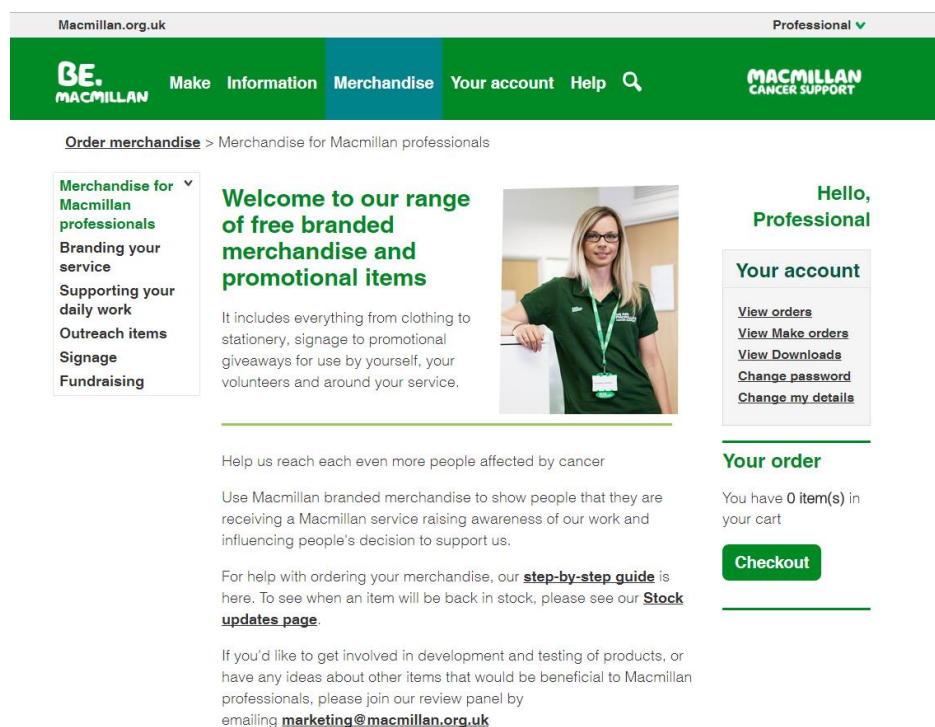
## STEP 1 – Sign in

1. Sign in as a Macmillan Professional to view the merchandise available to you.



## STEP 2 – Choose and order your merchandise

2. Click 'Order merchandise' then 'Merchandise for Macmillan Professionals' to browse.



- To order, click the item you want and an order box will pop up. Enter the quantity you require and click 'Add to cart'.

[Order merchandise](#) > [Merchandise for Macmillan professionals](#) > Supporting your daily work

**Merchandise for Macmillan professionals**

- Branding your service
- Supporting your daily work
- Outreach items
- Signage
- Fundraising


## Supporting your daily work

Filter your results:

Product Type:

Browse and order from our range of free stationery and other items for use by yourself and your volunteers.


Quantity:




Ballpoint pen  
MACP21889

Macmillanise to the max. No office is complete without this beautiful branded ball point pen, made with long lasting German ink. Now includes the Support Line telephone number and url.


26159 in stock @ £.15




Logo Mug




Professionals Fleece



Sticky Notes with Support Line



Medium Paper Bag



Professionals' name badge

**Hello, Professional**

**Your account**

- [View orders](#)
- [View Make orders](#)
- [View Downloads](#)
- [Change password](#)
- [Change my details](#)

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**Your order**

You have 0 item(s) in your cart

Please note some items come in packs (like balloons, in packs of 50) and some other items can only be ordered in limited quantities. Your order will be automatically adjusted if so.

Macmillan.org.uk Professional

**BE. MACMILLAN**

[Make](#) [Information](#) [Merchandise](#) [Your account](#) [Help](#)

**MACMILLAN CANCER SUPPORT**

Shopping cart

**Shopping cart**

Product	Quantity	Sub Total:
Ballpoint pen SKU: MACP21889	<input type="text" value="2"/> <input type="button" value="Delete"/>	£0.30
<b>Total: £0.30</b>		

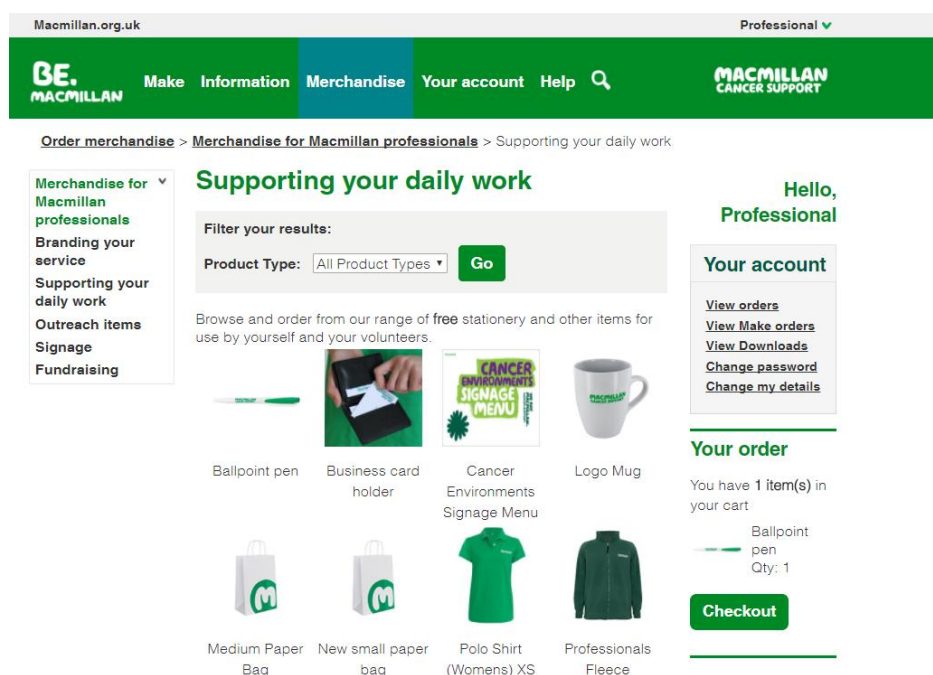
**Hello, Professional**

**Your account**

- [View orders](#)
- [View Make orders](#)
- [View Downloads](#)
- [Change password](#)
- [Change my details](#)

All merchandise is free to Macmillan Professionals so, although you will see a price for your items and a total price for your Shopping basket, you will not be charged – it is just part of our admin process.

4. You can either 'Continue shopping' or 'Check out now'. If you want to continue shopping, you can keep an eye on your basket in your account box on the right hand side and when you want to check out, just click 'Checkout' then 'Check out now'.



5. When you click 'Check out now', you need to confirm your Shipping address. Your registered address will appear automatically, but if you want to use another address, click 'Add new address' from the drop-down menu and fill in the details in the relevant fields. Please note that if you change your shipping address, the new address will only apply to this order. However, it will be saved so you can select it for future orders if you want.

6. On the Approval page, select Macmillan Professional from the drop-down menu for 'Region' and Macmillan Professional will automatically fill into the budget code box. This will send your order for approval on our budget for Macmillan Professionals. Please also fill out as full a reason as possible for your order, because it will help your order to be approved. Click 'Place Order'.

Macmillan.org.uk Professional

**BE. MACMILLAN** Make Information Merchandise Your account Help

MACMILLAN CANCER SUPPORT

Please confirm your order

### Approval

You have items in your cart that require approval. Please complete the following.

**Region:**  
 Macmillan Professional

**Budget code:**  
 Macmillan Professional

**Reason:**

**Delivery address**  
 Your order will be delivered to:  
 Macmillan Professional  
 Macmillan Cancer Support  
 Dept  
 Add1  
 Add2  
 London  
 LDN  
 TEST  
 United Kingdom  
[Change address](#)

**Place Order**

**Hello, Professional**

**Your account**

- [View orders](#)
- [View Make orders](#)
- [View Downloads](#)
- [Change password](#)
- [Change my details](#)

**Place Order**

7. You will see a Thank you for your order page when it has been placed.

Macmillan.org.uk Professional

**BE. MACMILLAN** Make Information Merchandise Your account Help

MACMILLAN CANCER SUPPORT

Order - Confirmation:

### Thank you for your order with be.Macmillan.

We rely on your donation to ensure be.Macmillan keeps providing free information and support to people affected by cancer. [Please donate](#) and help us make sure no one faces cancer alone.

Your order (ID: 819308) has gone for approval and should be approved within the next few days.  
 You will receive delivery of it a few days after that.

If you want to recreate this order, just click on ['View my orders'](#) in your account box on be.Macmillan. Handy, eh?

**Hello, Professional**

**Your account**

- [View orders](#)
- [View Make orders](#)
- [View Downloads](#)
- [Change password](#)
- [Change my details](#)

**Your order**

You have 0 item(s) in your cart

**Checkout**

8. When your order is approved (which can be up to 4 working days later), you will receive a confirmation email. Please take note of your Order Number in this email.

Once approved you will receive a series of emails to notify you of the delivery status. When your order has been received, despatched and then, if it's with Parcelforce and requires a signature, delivered.

If it's with Royal Mail or Parcelforce we will be unable to chase progress. If you still haven't received your order after 5 working days from the approved date, please place your order again and enter as much detailed information in the shipping address as you can.

**BE.MACMILLAN****Where's Your Order?**

Your [be.macmillan.org.uk](https://be.macmillan.org.uk) has been posted (second class) via Royal Mail and is now on its way. You should receive your delivery within 2-3 working days.

Order Status: Despatched

Warehouse number: MR819006  
Order number: 819006

**BE.MACMILLAN****Where's Your Order?**

We are pleased to let you know your [be.macmillan.org.uk](https://be.macmillan.org.uk) order has been despatched and is out for delivery.

It will be delivered by Parcelforce UK. The tracking reference is [PL4666721](#).

Order Status: Despatched

Warehouse number: MR819032  
Order number: 819032