

# NETXPRESS AUTHORISATION FORM

## Section 1

New User

Changes to Existing User

Card Holder

Non Card Holder (must complete Section 2)

Full Name \_\_\_\_\_ E-mail Address \_\_\_\_\_

Faculty/School/Division \_\_\_\_\_

Bldg, Level & Room No. \_\_\_\_\_ Campus \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Training Session Required

## Section 2 Cardholder Details (Non-Cardholders - you can nominate more than one cardholder, however each cardholder must agree and sign)

1.

Approvers Name \_\_\_\_\_ E-mail \_\_\_\_\_

New user:  If new - Cardholder must also complete one of these forms for login access

Existing user:  Current NetXpress user login \_\_\_\_\_

I agree to log in to Netxpress and provide my mastercard details for payment of online ordering

Cardholders Authorisation (signature) \_\_\_\_\_

2.

Approvers Name \_\_\_\_\_ E-mail \_\_\_\_\_

New user:  If new - Cardholder must also complete one of these forms for login access

Existing user:  Current NetXpress user login \_\_\_\_\_

I agree to log in to Netxpress and provide my mastercard details for payment of online ordering

Cardholders Authorisation (signature) \_\_\_\_\_

Is authorised to have access to the Corporate Express Online Ordering system (NetXpress) to order office supplies and to pay for those items using a University Corporate Credit Card.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Payables Manager's Signature

\_\_\_\_\_  
Supervisor's Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Payables Manager's Name (please print)

\_\_\_\_\_  
Date

Notes: \_\_\_\_\_

## CORPORATE EXPRESS INTERNAL USE ONLY

Customer: **Charles Darwin University**

Group: **CDU**

Account Manager: **Terri Barber**

### Training

E-mail Rep  Date: \_\_\_/\_\_\_/\_\_\_ or Print Booklet

(Account Manager to Distribute at Training Session)

Booked Training Session Date: \_\_\_/\_\_\_/\_\_\_

Send Login / CDU Training Notes / NetXpress Brochure

### Implementation

#### M/P Details

Masterpack C/C Code: \_\_\_\_\_ Checked

#### NetXpress Settings:

Changes Completed

Login: cdu- \_\_\_\_\_ Notes: \_\_\_\_\_