BUSINESS CARDS

Awarded Vendor: Thermcraft

WHEN ORDERING, REFERENCE BID #007-16 on your requisition.

Enter your requisition to the vendor listed above. In your description field please list how many cards you need and the name of the person the cards are for.

Example: Qty of 1 - 500 Business Cards for John Runnels

The quantity and prices are as follows:

250	$15.90
500	$23.80
1000	$37.50

You are ordering **1 box of 250, 500 or 1000; therefore, when you enter your requisition, you will enter a quantity of 1 for each line item.**

Once your requisition has been converted into a purchase order, your purchase order will be returned to you by email. You will follow the attached, easy guidelines in placing your business card order.

Ordering Instructions for Business Cards

Go to https://qnet.e-quantum2k.com/~onlineprinter/cgi-bin/
login-client.cgi?Client=BISD

1 NEW USER REGISTRATION: **(All users must register the 1st time)**

For this screen only, enter the information <u>exactly</u> as shown and click on the **"Enter"** button. Once you are past this screen you will set up your own log in.
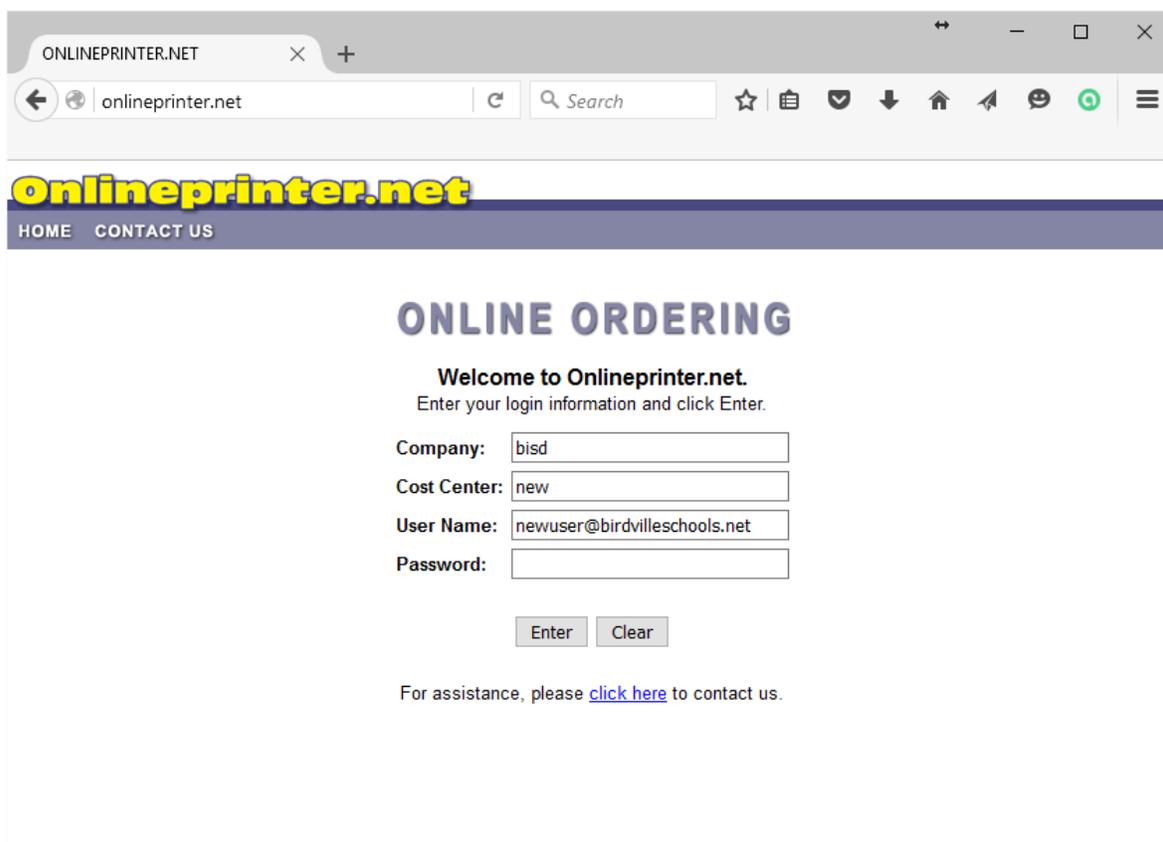
Company:	bisd	
Cost Center:	new	
User Name:	newuser@birdvilleschools.net	
Password:	*"leave blank"*	

On the next screen you will be asked to enter your school email address. This email address will be your **Username** and be used to send order confirmations. Once you have entered your email address, click on the **"Continue"** button.

2 The next screen will be where you fill out your contact information. You will also create a password for logging into the site.

Select your location from the **Cost Center** drop down menu. If your location is not listed, contact tom@thermcraft.com to have your location added.


You have now successfully registered. You will use your new log in information each time you enter the site. For your convenience, next time you log in, you will only need to enter your **Username** (email) and **Password**.

Now you can go to **Ordering Business Cards** in the next section.

3 ORDERING BUSINESS CARDS:

You are ready to place orders for business cards. If you are not already logged in, go to www.onlineprinter.net and enter your email in the **Username** field and put in the **password** you created. <mark>You <u>do not</u> need to fill in the **Company** and **Cost Center** fields again.</mark>
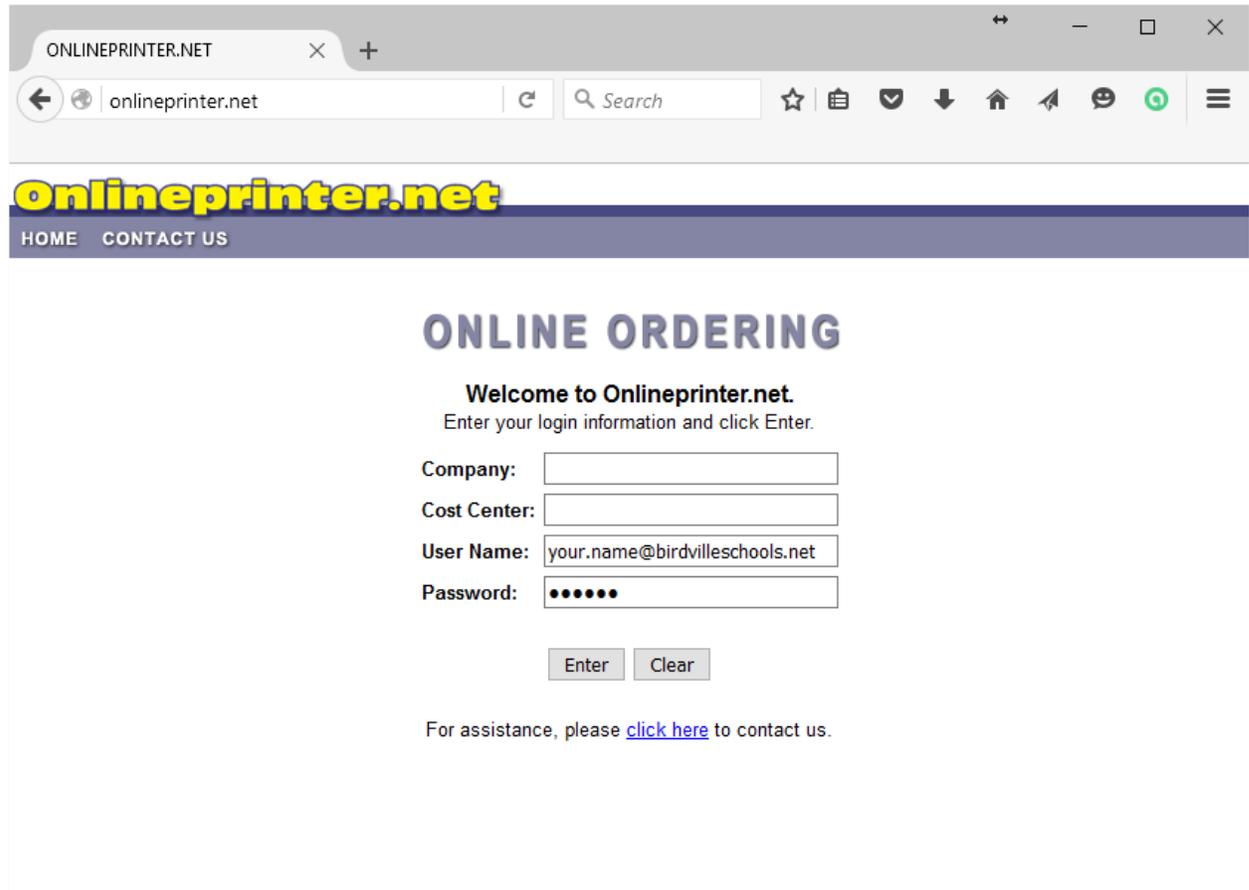
Once you have logged in you will see the Birdville Independent School District logo. Select the **"Printing Catalog"** link on the left side of the screen.

4 You will now see a list of templates for your location. If you do not see the correct template or need revisions, please contact tom@thermcraft.com with your request.
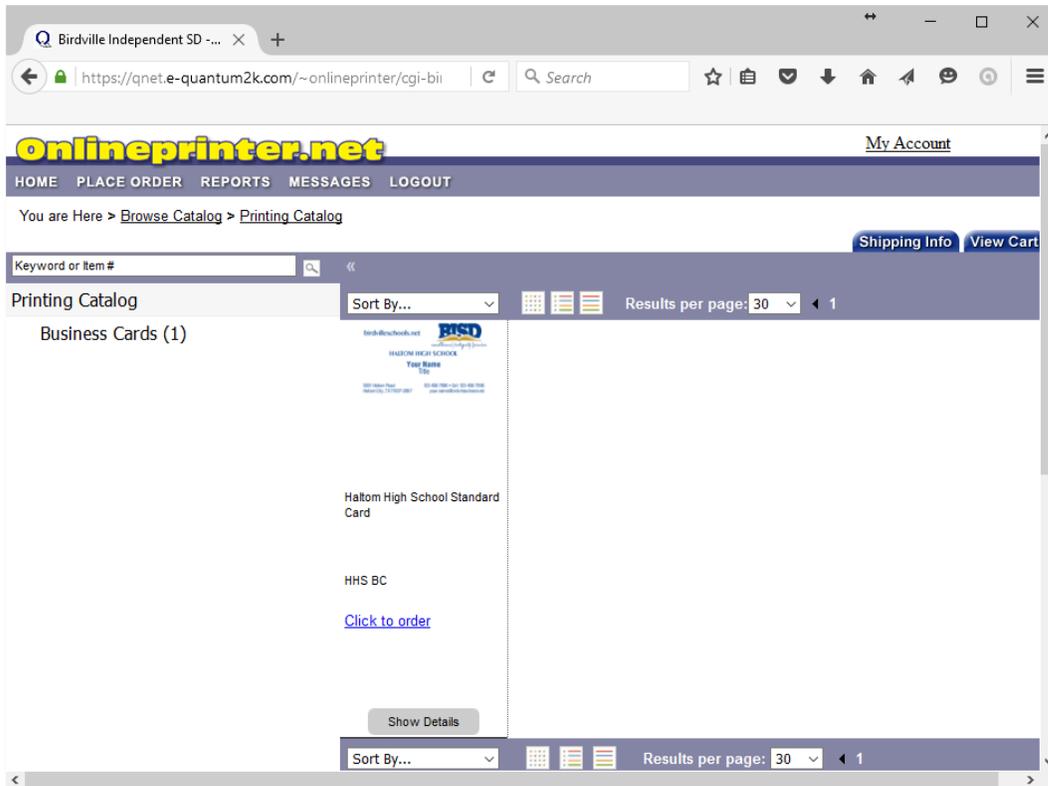
Select the template by clicking on the card icon, the Click to order link, or the "Show Details" button.

Select the down arrow located in the "Select Location" field to select your department or school location.

5 Input the information into the card template. Input all the needed information and select **"Preview."** Fields left blank will not show on the template.

Your information will preview on the screen. You must preview your order before you will be able to move forward. If you make any changes after you have previewed your card, you must select preview again.

TIP Before adding your order to the cart, click the **"Update History"** button. This saves the card in the history. If you need to make a change after your order is placed in the cart, simply delete it from the cart and pull it up from the history.

Now that your information has been entered, the card has been previewed, and everything is correct, select the **"Quantity"** you need and your order will be added to your cart.

6 Your order is now added to the **"Shopping Cart."** You can enter another order or begin the checkout process. To begin the checkout process click the **"View Cart"** tab in the upper right corner of the page.
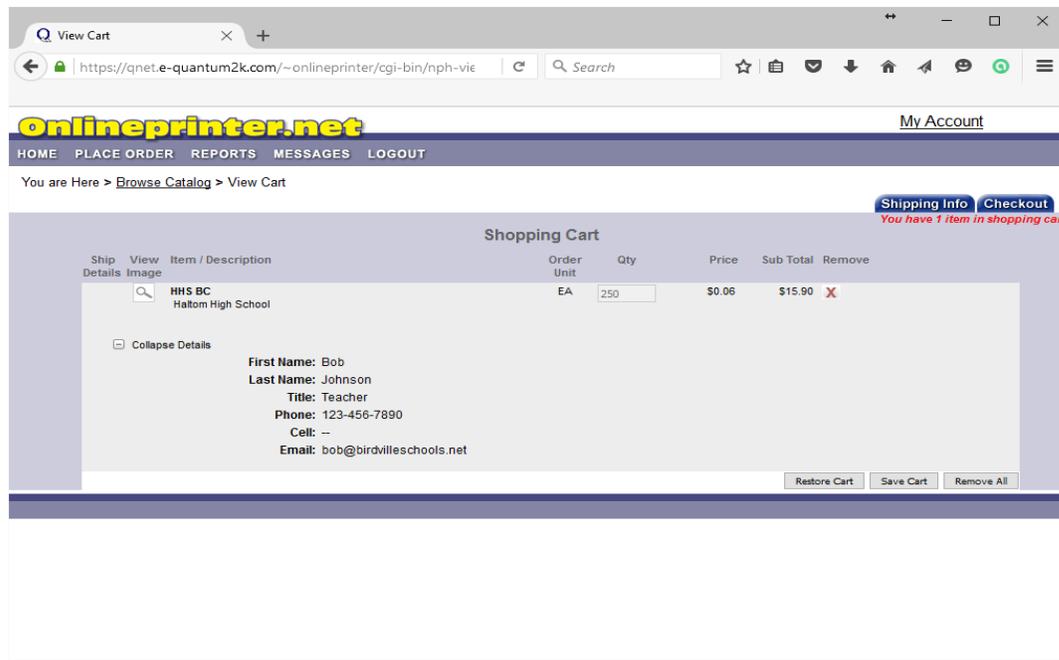

Here you can review your order. You can review the information entered, the quantity, and the cost. To remove your order from the cart, select the **"X"** option.

TIP If you find something you need to change, simply remove the order from your shopping cart, return to the template and retrieve the order from the "History Lookup" drop down menu.

To continue the checkout process, select the **"Checkout"** tab in the upper right of the page.

7 At "**Checkout**" you have a few options. <mark>You need to enter a PO# and you need to upload your purchase order that was emailed to you.</mark> If you have any information you need to enter about your order, you may enter it in the **"Order Remarks"** section.

Once you have done these things, click on the **"Submit Order"** button. You now have the option to print an order receipt. You will also receive an email confirmation of your order.
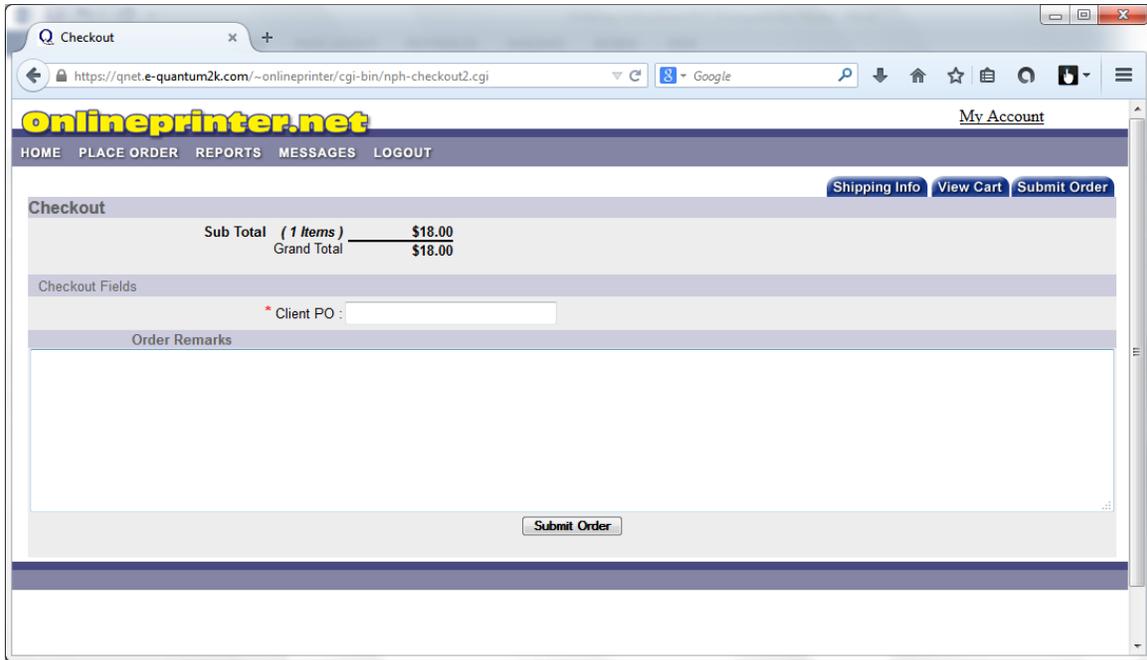
Congratulations!! Your order is complete. If you have any questions or need assistance, please call us at (916) 363-9411 or email tom@thermcraft.com.