

BUSINESS CARDS

Awarded Vendor: Thermcraft

MUNIS VENDOR NUMBER: 9754

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.****

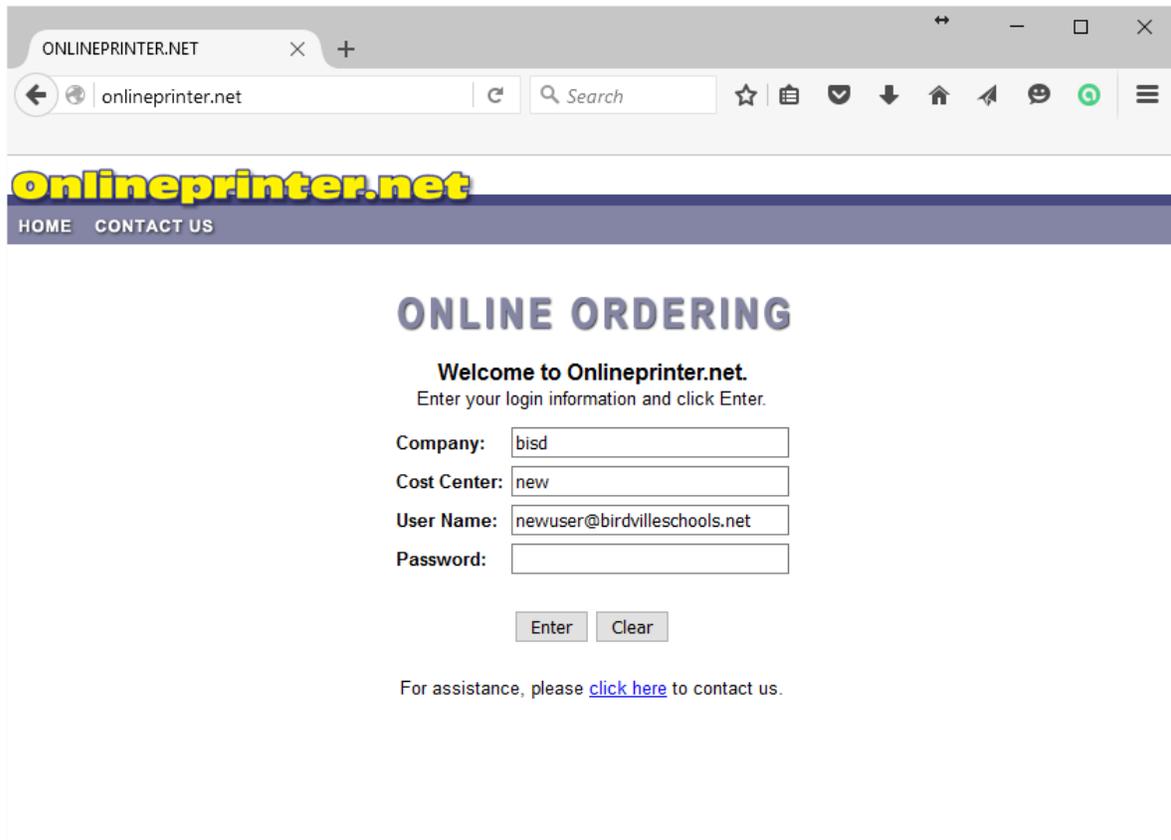
Once your requisition has been converted into a purchase order, your purchase order will be returned to you by email. You will follow the attached, easy guidelines in placing your business card order.

Ordering Instructions for Business Cards

Go to www.onlineprinter.net

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

For this screen only, enter the information exactly as shown and click on the “Enter” button. Once you are past this screen you will set up your own log in.



The screenshot shows a web browser window with the URL 'ONLINEPRINTER.NET' and 'onlineprinter.net' in the address bar. The page title is 'Onlineprinter.net' and the navigation menu includes 'HOME' and 'CONTACT US'. The main heading is 'ONLINE ORDERING'. Below this, it says 'Welcome to Onlineprinter.net. Enter your login information and click Enter.' The form contains four input fields: 'Company:' with 'bisd', 'Cost Center:' with 'new', 'User Name:' with 'newuser@birdvilleschools.net', and 'Password:' which is empty. There are 'Enter' and 'Clear' buttons below the fields. At the bottom, it says 'For assistance, please [click here](#) to contact us.'

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.

The screenshot shows a web browser window with the following content:

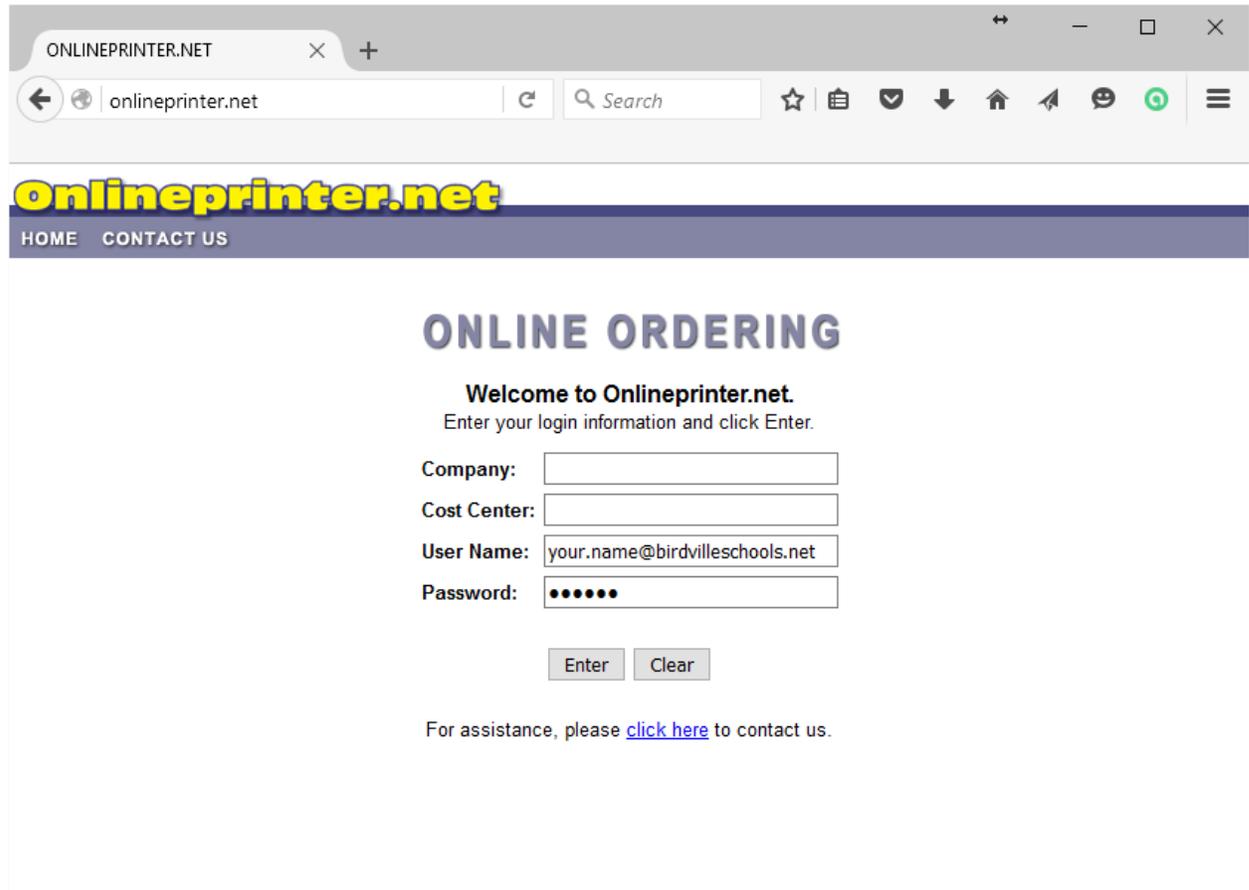
- Browser tab: User Setup
- Address bar: <https://qnet.e-quantum2k.com/~online>
- Page Header: **Onlineprinter.net** with links for HOME and LOGOUT.
- Form Section 1: "A valid email address is required." with a field for * E-mail.
- Form Section 2: "New account setup." with fields for * First Name, Middle Initial, Last Name, * Phone, and * Cost Center (dropdown menu showing "NEW - Select Location").
- Form Section 3: "Enter a password for account access." with fields for Password (6-25 characters) and Re-Type Password.
- Button: Continue

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:

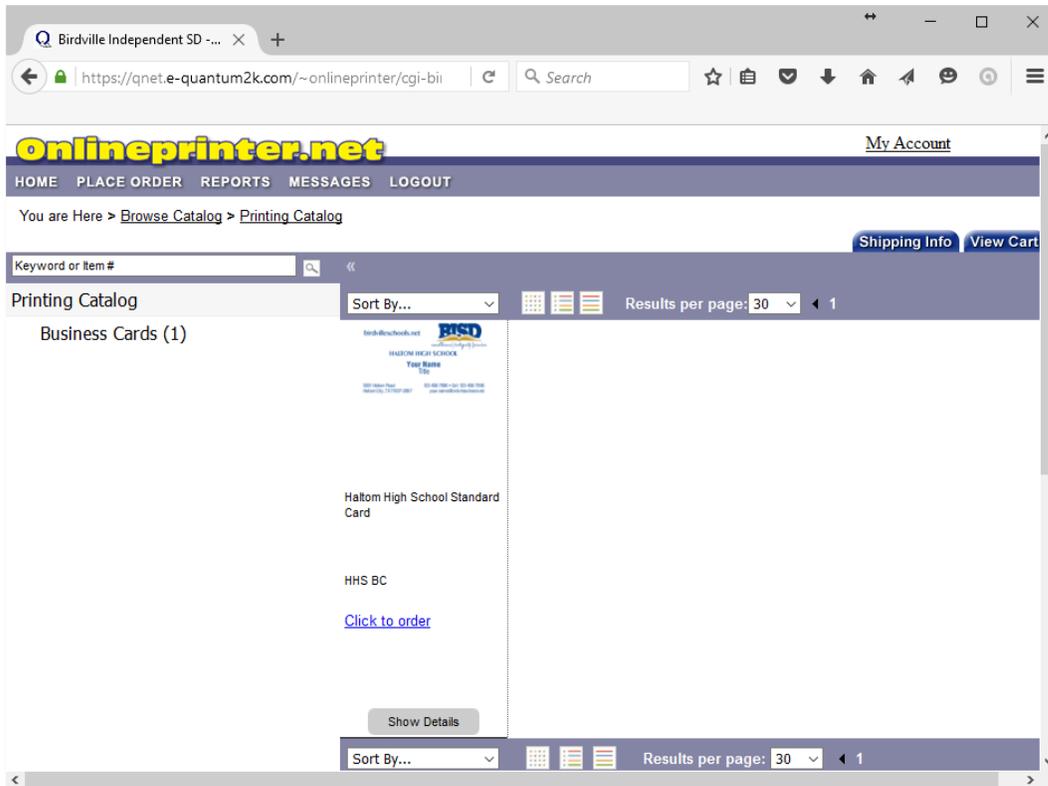
You are ready to place orders for business cards. If you are not already logged in, go to www.onlineprinter.net and enter your email in the **Username** field and put in the **password** you created. **You do not need to fill in the Company and Cost Center fields again.**



The screenshot shows a web browser window with the URL 'ONLINEPRINTER.NET' in the address bar. The page title is 'Onlineprinter.net' and the navigation menu includes 'HOME' and 'CONTACT US'. The main heading is 'ONLINE ORDERING'. Below this, there is a welcome message: 'Welcome to Onlineprinter.net. Enter your login information and click Enter.' The login form consists of four fields: 'Company:', 'Cost Center:', 'User Name:' (with the placeholder 'your.name@birdvilleschools.net'), and 'Password:' (with six dots). There are 'Enter' and 'Clear' buttons below the fields. At the bottom, there is a link: 'For assistance, please [click here](#) to contact us.'

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.

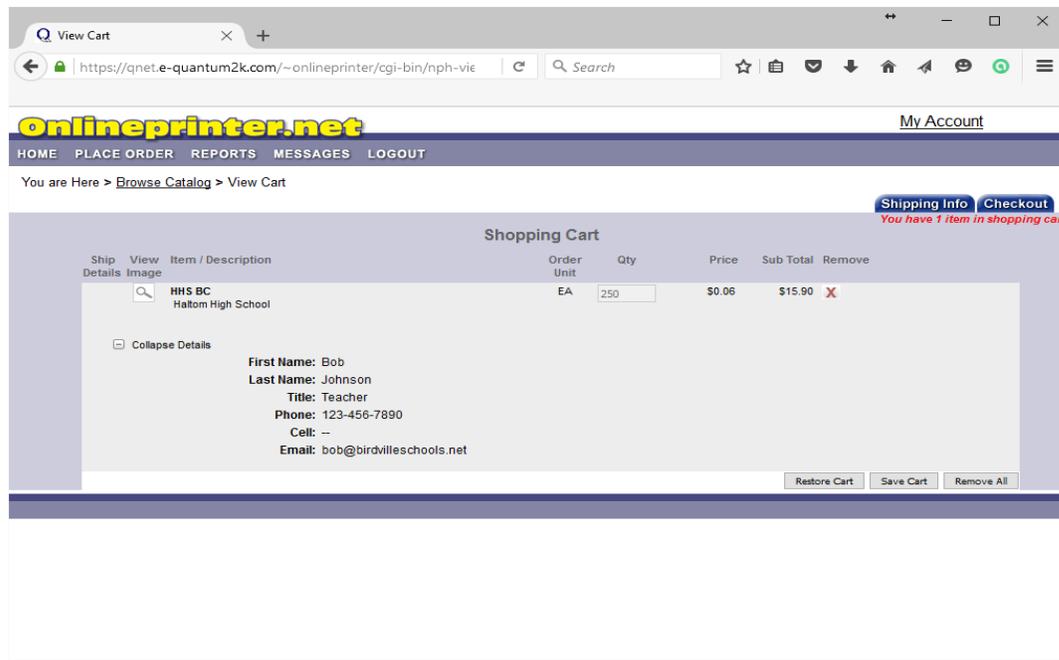
Now that your information has been entered, the card has been previewed, and everything is correct, select the “**Quantity**” you need and your order will be added to your cart.

The screenshot shows a web browser window with the URL <https://qnet.e-quantum2k.com/~onlineprinter/cgi-bin/nph-yo>. The website is **Onlineprinter.net** and has a navigation menu with [HOME](#), [PLACE ORDER](#), [REPORTS](#), [MESSAGES](#), and [LOGOUT](#). A breadcrumb trail shows [You are Here > Browse Catalog > Printing Catalog](#). On the right, there is a [My Account](#) link.

The main content area features a "History Lookup" section with a dropdown menu. Below it are input fields for: First Name: Bob; Last Name: Johnson; Title: Teacher; Phone: 123 456 7890; Cell: ; Email: bob@birdvilleschools.net. There are buttons for "Preview" and "Update History". A "Quantity" dropdown is set to 250 at \$15.90. At the bottom of this section are "Add To Cart" and "Cancel" buttons.

To the right is a preview of a business card for **BIRDVILLE INDEPENDENT SCHOOL DISTRICT (BISD)**. The card includes the website birdvilleschools.net, the slogan "excellence | integrity | service", and the contact information for **HALTOM HIGH SCHOOL**: **Bob Johnson**, Teacher, 5501 Haltom Road, Haltom City, TX 76137-2897, 123-456-7890, and bob@birdvilleschools.net.

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.



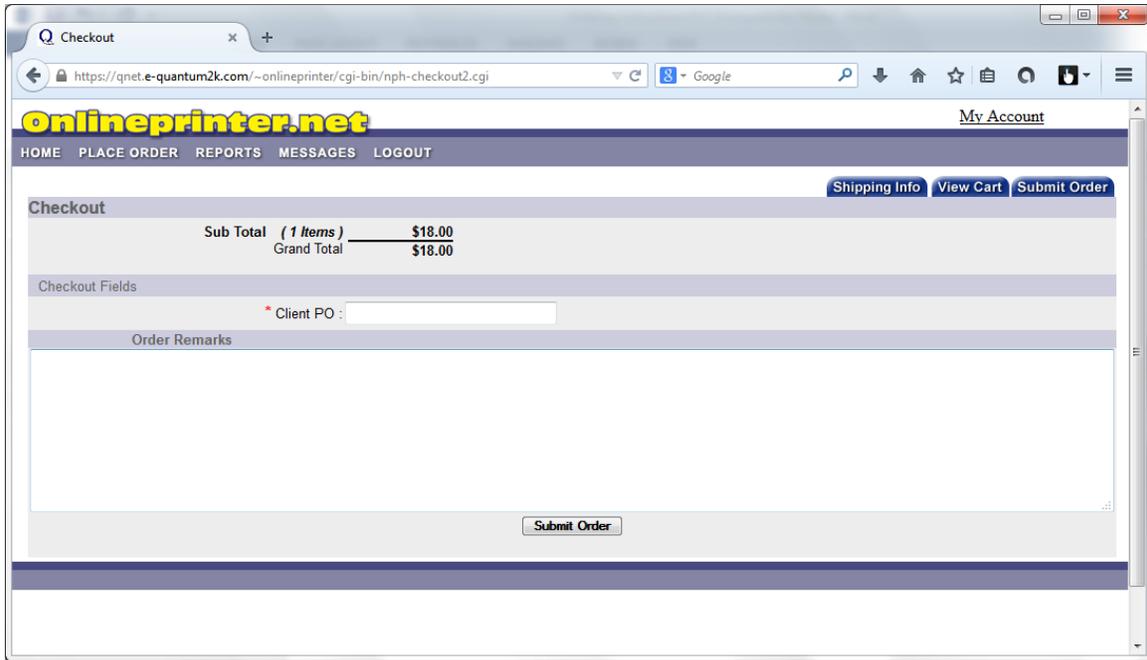
Here you can review your order. You can review the information entered, the quantity, and the cost. To remove your order from the cart, select the “**X**” option.

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. You need to enter a PO# and you need to upload your purchase order that was emailed to you. 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.



The screenshot shows a web browser window with the URL <https://qnet.e-quantum2k.com/~onlineprinter/cgi-bin/nph-checkout2.cgi>. The page title is "Checkout" and the logo is "Onlineprinter.net". The navigation menu includes HOME, PLACE ORDER, REPORTS, MESSAGES, and LOGOUT. There are buttons for "Shipping Info", "View Cart", and "Submit Order".

Sub Total	(1 Items)	\$18.00
Grand Total		\$18.00

Checkout Fields

* Client PO :

Order Remarks

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.