



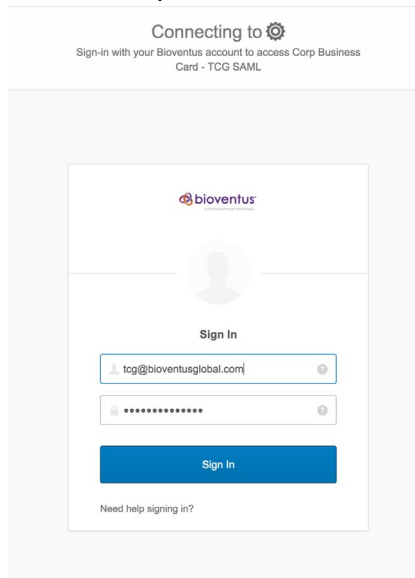
Business Card Portal

Online Business Card Portal

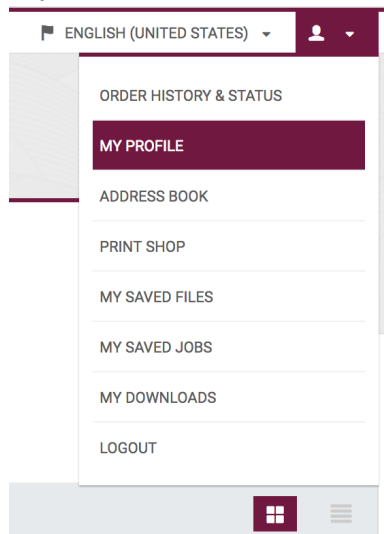
****Site Instructions****

Steps to log in/setup your account:

1. Go to ***bvcorp.onlinetoprint.com*** for Corporate and International Sales
2. Enter your company username and password



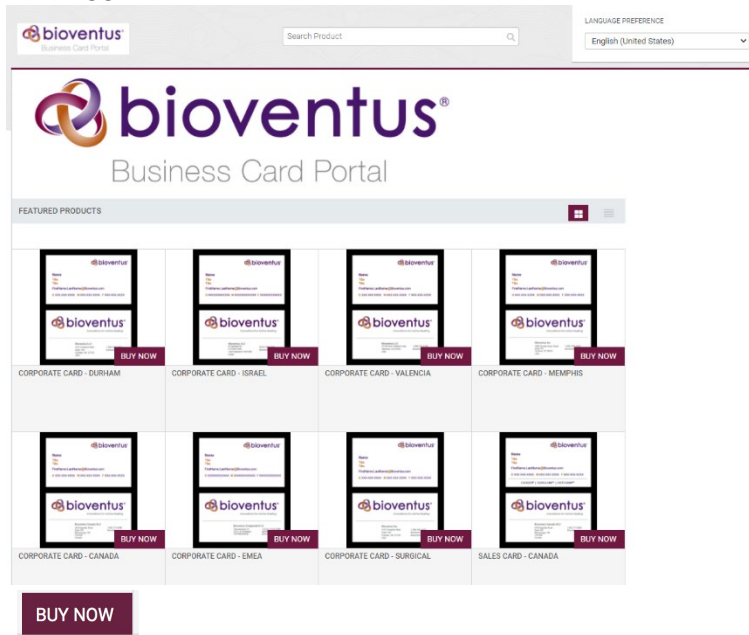
3. Once you have logged into the Business Card Portal, hover over the user icon with your name beside it in the top right corner until the drop-down menu appears. Once it appears you should click "My Profile"



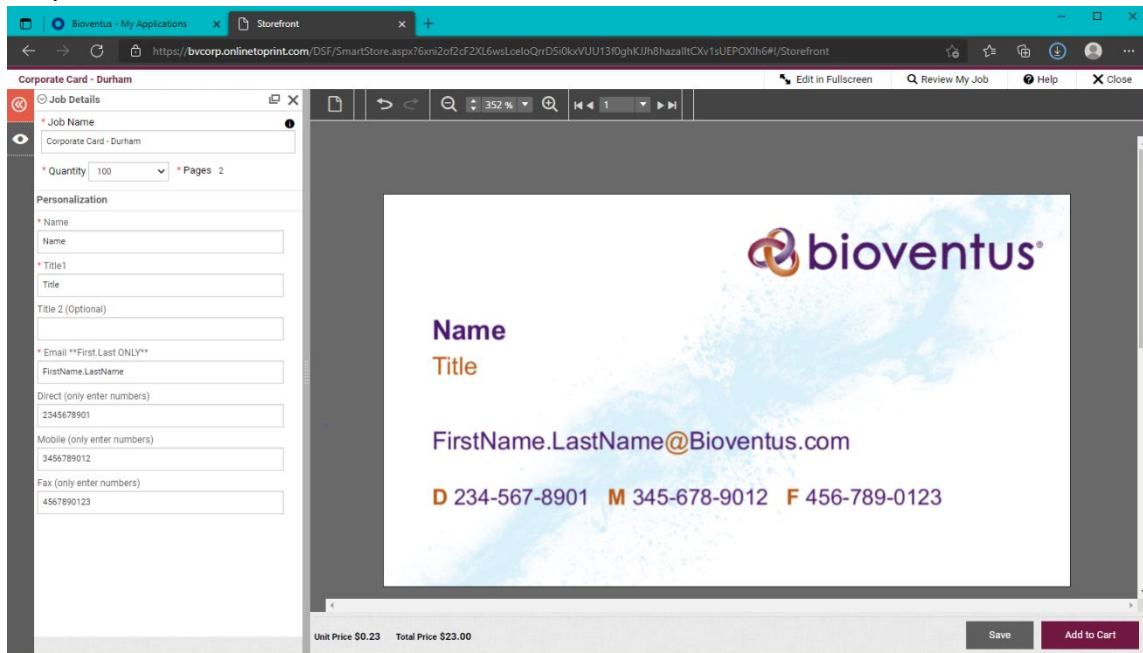
4. Please review your address, email, and phone number to make sure that they are all correct.

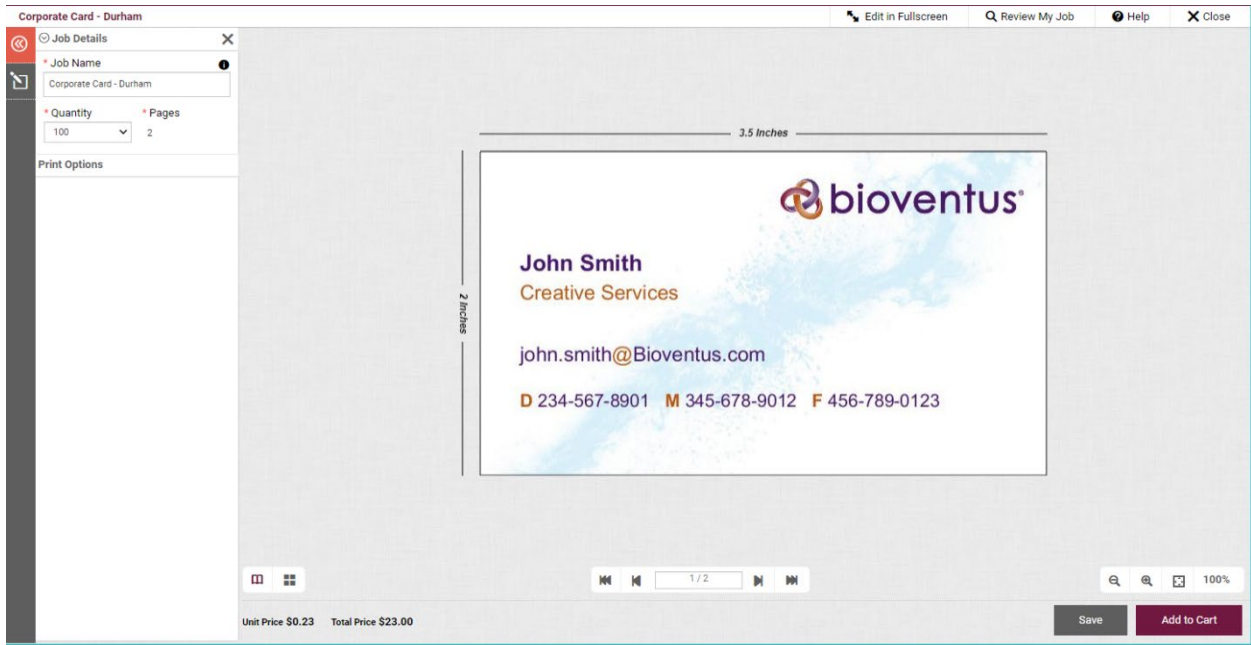
Business Card Customization:

1. Once you have logged the business cards will appear on the main page.



3. Please fill out Name, Title, Direct, Mobile, Fax and Email, and Region in the fields provided.





5. Select the Quantity you wish to order in the top left of the page using the dropdown menu

* Job Name ?

BVCORP-Australia

* Quantity * Pages

100 2

Print Options

Add to Cart

7. For Corporate users, please click “Address from Address Book” link, which appears under the “ADDRESS” label on the page.

Select a shipping address & shipping options

? *Your order contains estimated amounts; final charges will be calculated upon authorization. Final charges and authorization may not reflect the final total. You will only be charged for the

SHIPMENT 1

Please select a shipment type.

FedEx Ground 3rd Party

ADDRESS

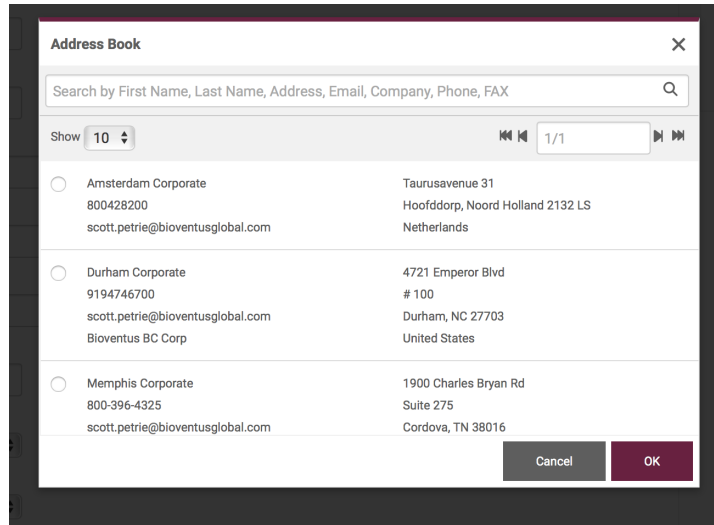
[Add from Address Book](#)

* First Name:

Amsterdam

* Last Name:

OK



Save

Hoofddorp

Country: Netherlands

State/Province/Region: Noord Holland

Zip/Postal Code: 2132 LS

Phone Number 1: 800428200

Company:

Email: scott.petrie@bioventusglobal.com

Delivery Instructions

Save to My Address Book

Save Cancel

You must click save to proceed with checkout.

PROCEED TO PAYMENT →

11. In the next screen you will be asked to enter a PO Number in the Input field provided. Please enter your Cost Center number here

ⓘ *Your order contains estimated amounts; final charges will be calculated upon completion of your order. If paying by Credit Card, the initial authorization may not reflect the final total. You will only be charged for the final amount.

PAYMENT METHOD
Please select a payment type.

PO Number

PO NUMBER

* PO Number:
23423455

Products
BVCORP-Australia

Item Name	Qty	Unit Price	Total
BVCORP-Australia	100	\$0.23	\$23.00

Subtotal: \$23.00
*Estimated Shipping: \$0.00
*Estimated Taxes: \$0.00
Total: \$23.00
Price subject to change.

← CONTINUE SHOPPING

PLACE MY ORDER →



13. Once your order has been placed, it will be submitted to the site admin for approval.
Once approved the business cards will be moved into production
14. Please allow up to 5 business days from the time of order approval before items will be shipped. Please take note that all items will be shipped FedEx Ground unless approved by the site administrator