



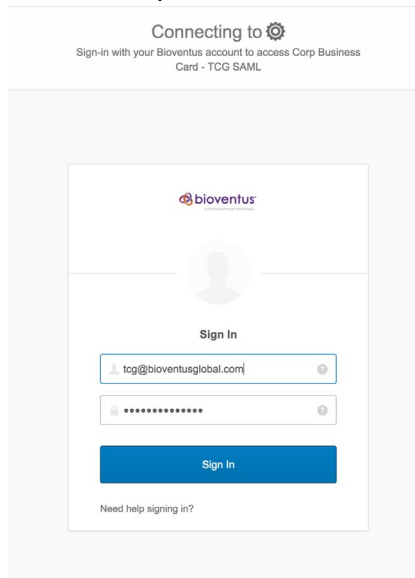
## Business Card Portal

### Online Business Card Portal

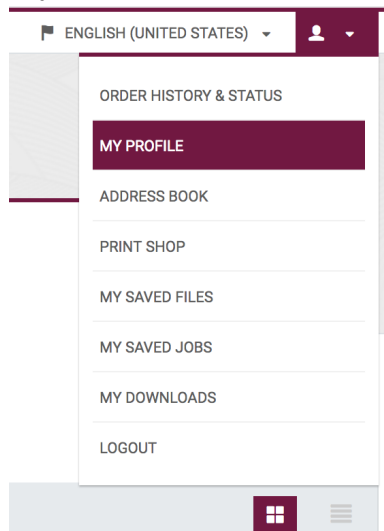
**\*\*Site Instructions\*\***

#### Steps to log in/setup your account:

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



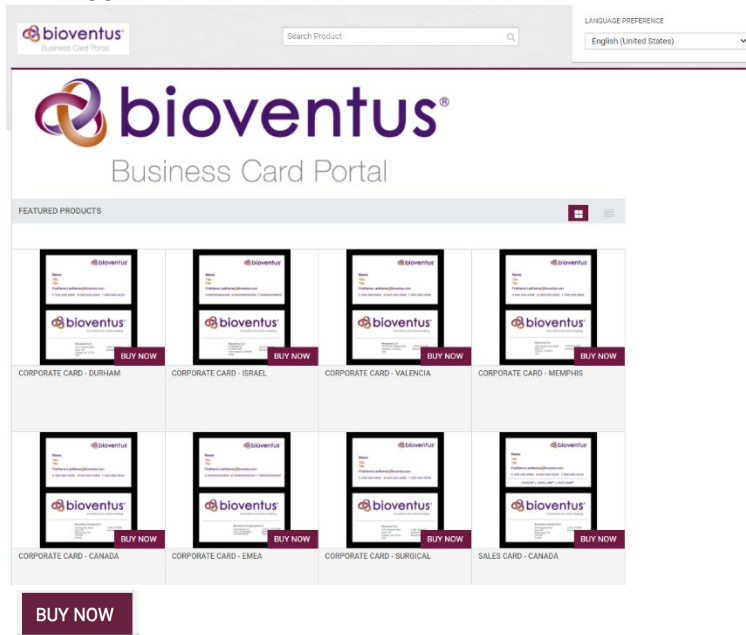
3. Once you have logged into the Business Card Portal, hover over the user icon with your name beside it in the top right corner until the drop-down menu appears. Once it appears you should click "My Profile"



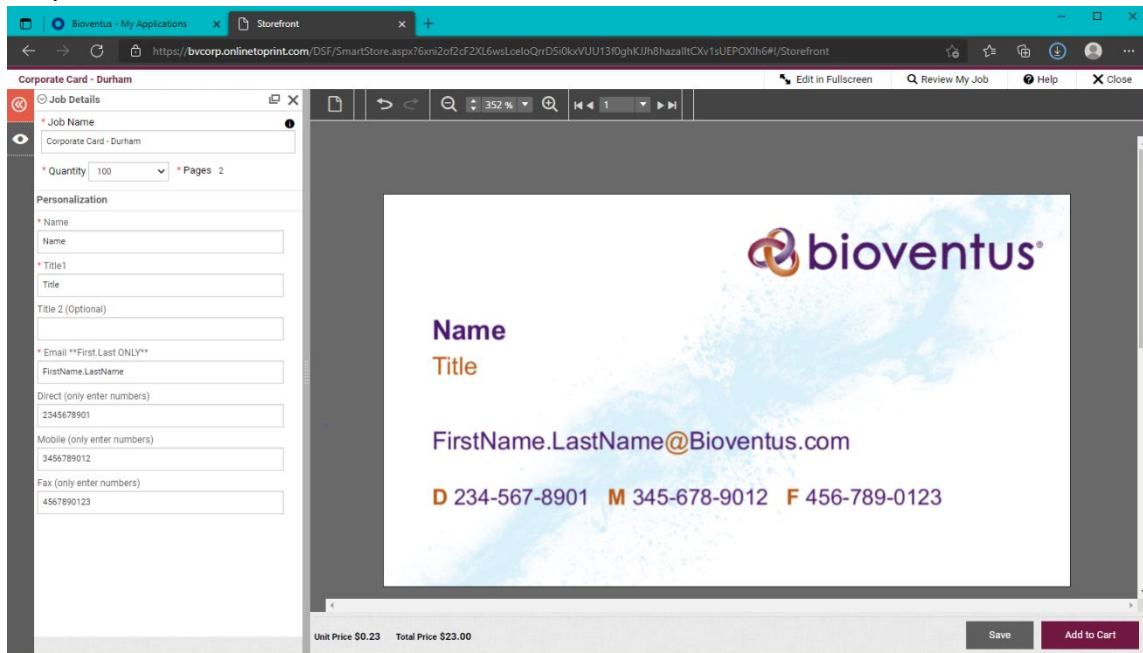
4. Please review your address, email, and phone number to make sure that they are all correct.

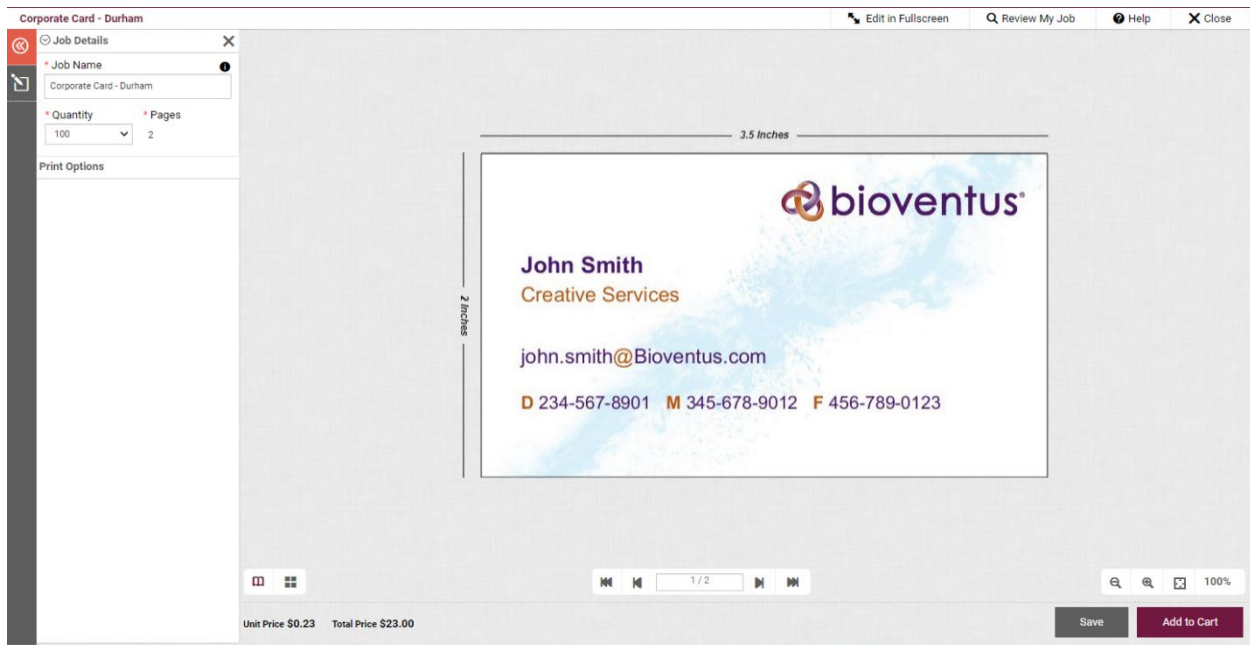
## Business Card Customization:

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 1

BVCORP-Australia

\* Quantity      \* Pages

100      2

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**Print Options**

Add to Cart

7. For US Sales users, your shipping information will be auto-populated. Please confirm address, or enter where you would like the cards delivered

Select a shipping address & shipping options

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

SHIPMENT 1

Phone: (503) 520-3415

FedEx One-Day-Del Priority-Mail Account

ADDRESS

Add from Address Book

\* First Name:

\* Last Name:

\* Address Line 1:

Address Line 2:

Address Line 3:

\* City:

Country:

\* State/Province/Region:

\* Zip/Postal Code:

\* Phone Number 1:

Company:

\* Email:

Delivery Instructions:

Save to My Address Book

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 →

10. In the next screen, please choose your assigned Cost Center from the dropdown menu

How would you like to pay?

**i** \*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.

Bioventus Sales

BIOVENTUS SALES

\* Cost Centers:

Products

Bioventus BC Sales

Item Name: Bioventus BC Sales

Qty	Unit Price	Total
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 →

v9.8.100.22909

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PLACE MY ORDER →

12. 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

13. 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