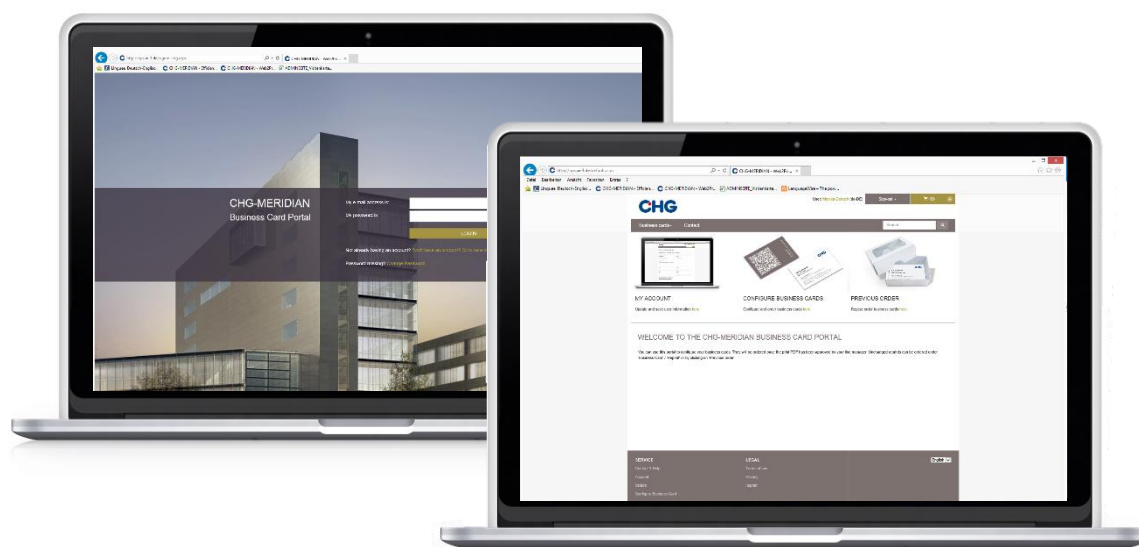


# CHG-MERIDIAN MANUAL BUSINESS CARD PORTAL



Quick reference guide for the process of ordering business cards on the intranet

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## 1 INTRODUCTION

CHG-MERIDIAN is growing. And so are the processes and procedures within the organization. Everything is getting bigger and more complex. In order to remain fast, flexible and efficient we have adapted the process for ordering your business cards and created a separate platform for it.

This manual describes and explains the new process. It contains brief instructions on how to log in for the first time, and it provides an overview of how you will be able to order new business cards for yourself on the intranet in future.

## 2 THE BUSINESS CARD ORDERING PROCESS



## 3 LOCATION ON THE INTRANET

Access to the CHG-MERIDIAN business card portal is as before, through the intranet brand portal:  
Brandportal > In General > Business Cards

## 4 CHG-MERIDIAN BUSINESS CARD PORTAL – THE WEB SHOP

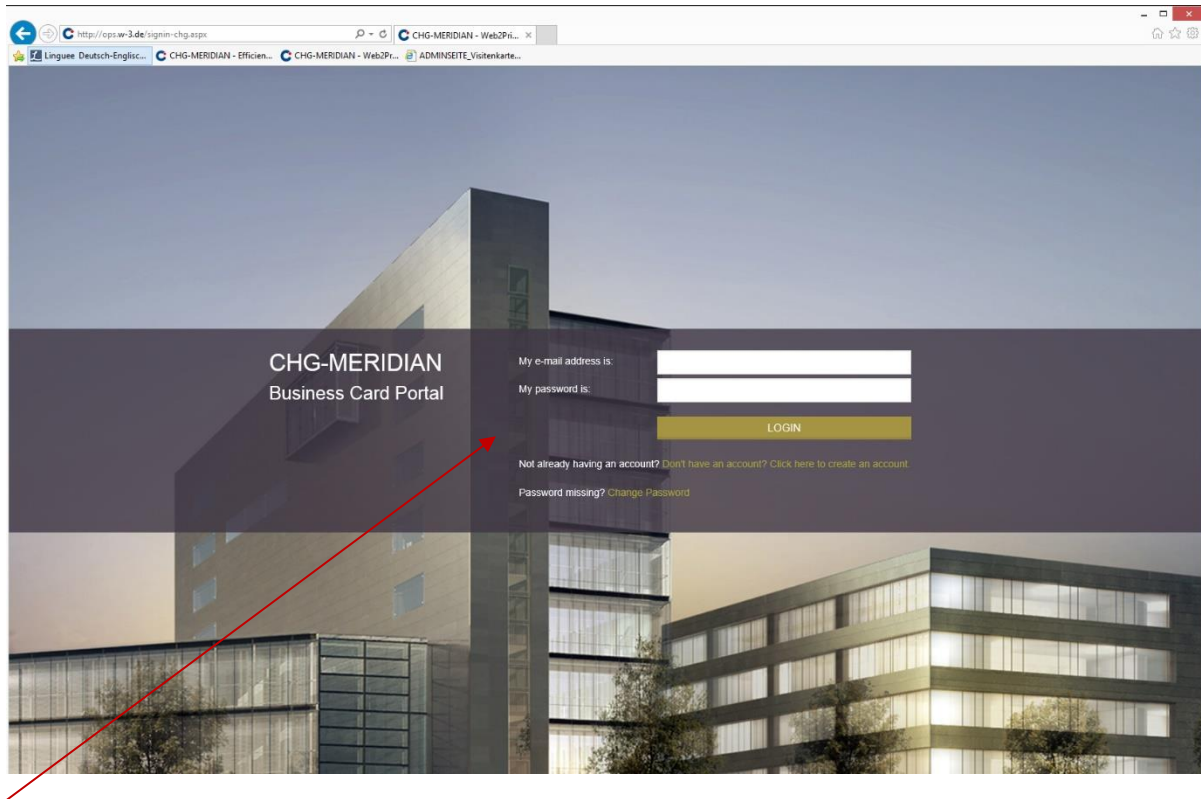
Use the link in the dropdown menu of the intranet Business Card page – which is divided into Germany, Austria, Switzerland and International – to access the login page of the CHG-MERIDIAN BUSINESS CARD PORTAL. The portal is a simply designed web shop run by our printer in Weingarten, W3 Kommunikation.

W3 prints the business cards for Germany, Austria and Switzerland, and also for certain other countries, and ships them directly to the person who ordered them. The billing process is handled by Weingarten headquarters. International sites that currently print their orders locally will receive a printable PDF file that they can send to their local printer.

### 4.1 Login and initial registration on the CHG-MERIDIAN business card portal

No company-specific or personal information is transferred when opening the CHG-MERIDIAN business card portal from the intranet. For this reason you need to complete a one-off registration to create your own user account. After that you will be able to log in using your email address and your chosen password.

Click here to create an account



CHG-MERIDIAN  
Business Card Portal

My e-mail address is:

My password is:

LOGIN

Not already having an account? [Click here to create an account.](#)

Password missing? [Change Password](#)

Complete all fields and confirm your details by clicking on 'Create account'.  
You are transferred to the homepage.

For the billing address please always enter the headquarter address:

CHG-MERIDIAN AG  
Franz-Beer-Straße 111  
88250 Weingarten

eckout=False

CHG-MERIDIAN - Web2Pri...

Login

0 Item

Business cards

Contact

Search...

[Home](#) → [Account Information](#)

## ACCOUNT

Before you can order your business cards you need to register on the CHG-MERIDIAN Business Card Portal.

Please complete the fields and then click on 'Create account'.

**\*Your First Name:**

**\*Your E-Mail:**

**\*Create a Personal Password:**

**\*Your Last Name:**

**\*Phone:**

**\*Re-Enter Your Password:**

### Billing Information

Enter your billing information below.

☐ (Same as account info above)

Title:

\*First Name:

\*Phone:

Company:

\*Last Name:

\*Address1:

Other (Non U.S.)

**SAME AS BILLING INFO:**

Title:

\*First Name:

\*Phone:

\*Zip:

Suite:

\*State/Province:

Other (Non U.S.)

Company:

\*Last Name:

\*Address1:

\*City or APO/AFO:

Country:

Germany

CREATE ACCOUNT

**SERVICE**

Contact & Help

Account

Orders

Edit Business Card

**LEGAL**

Terms of use

Privacy

Imprint

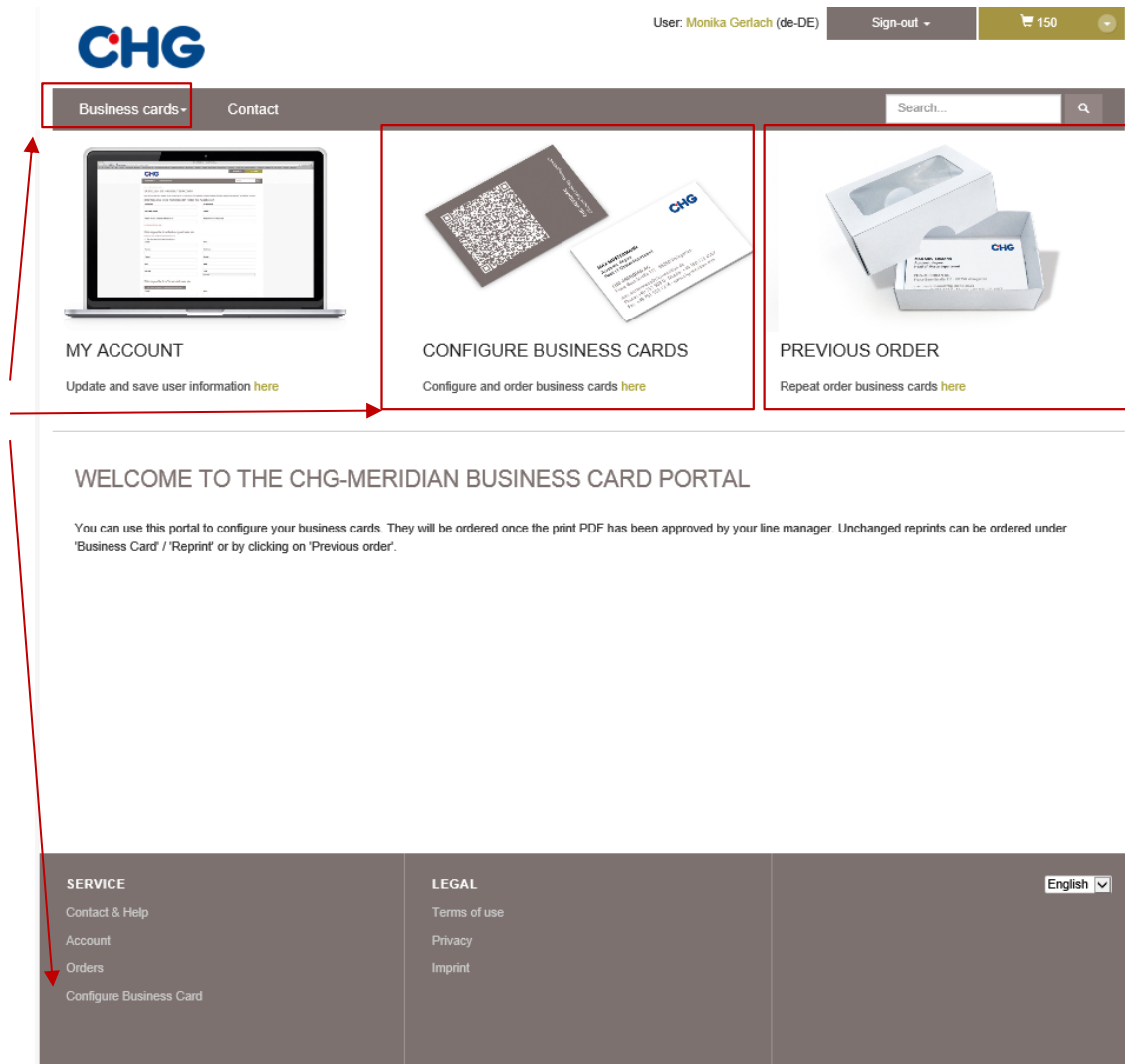
United States

Confirm with  
"Create account"

© w3 GmbH 2016.

Site by w3

## 4.2 Configuring, ordering and re-ordering business cards



CHG

User: **Monika Gerlach** (de-DE) Sign-out 150

Business cards- Contact Search...

**MY ACCOUNT**  
Update and save user information [here](#)

**CONFIGURE BUSINESS CARDS**  
Configure and order business cards [here](#)

**PREVIOUS ORDER**  
Repeat order business cards [here](#)

WELCOME TO THE CHG-MERIDIAN BUSINESS CARD PORTAL

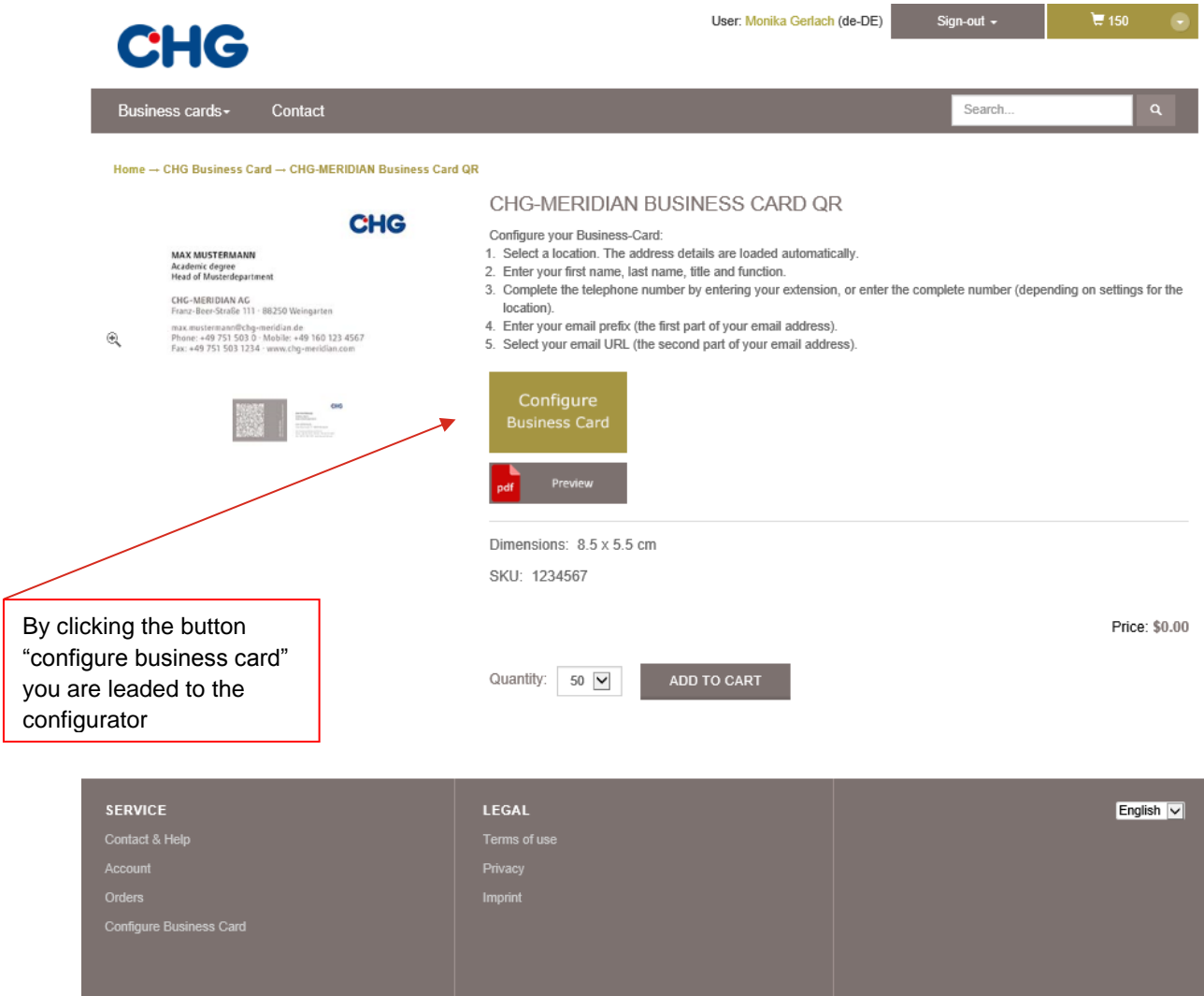
You can use this portal to configure your business cards. They will be ordered once the print PDF has been approved by your line manager. Unchanged reprints can be ordered under 'Business Card' / 'Reprint' or by clicking on 'Previous order'.

**SERVICE**  
Contact & Help  
Account  
Orders  
Configure Business Card

**LEGAL**  
Terms of use  
Privacy  
Imprint

English

#### 4.2.1 Configuring business cards:



CHG-MERIDIAN BUSINESS CARD QR

Configure your Business-Card:

1. Select a location. The address details are loaded automatically.
2. Enter your first name, last name, title and function.
3. Complete the telephone number by entering your extension, or enter the complete number (depending on settings for the location).
4. Enter your email prefix (the first part of your email address).
5. Select your email URL (the second part of your email address).

**Configure Business Card**

Preview

Dimensions: 8.5 x 5.5 cm

SKU: 1234567

Price: \$0.00

Quantity:  **ADD TO CART**

By clicking the button "configure business card" you are led to the configurator

<b>SERVICE</b> <a href="#">Contact &amp; Help</a> <a href="#">Account</a> <a href="#">Orders</a> <a href="#">Configure Business Card</a>	<b>LEGAL</b> <a href="#">Terms of use</a> <a href="#">Privacy</a> <a href="#">Imprint</a>	<b>English</b> ▼
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The configurator is accessible through the homepage or via the Business Card menu.

This is where you configure your business card.

Use the 'Configure business cards' button to access the configuration program.

Choose your branch/location to load all fixed address details – company name, street, town/city, internet address, telephone number (excl. extension)

The variable fields are: last name, first name, title, function and the extension (if the location does not have a general number please enter the complete telephone number here).

For the email address you can use a dropdown menu to choose between '@chg-meridian.de' and '@chg-meridian.com', so you only need to enter the first part of the email address yourself.

## WITH QR-CODE

Choose location

ABBRECHEN / CANCEL BESTELLEN / ORDER

EXCEL-DATA

Please choose your Dataset.

CHG-Data.xls

Land	Niederlassung
Belgien	Grimbergen
Brasilien	São Paulo
Canada	Windsor
Dänemark	Copenhagen, Brandby
Deutschland	Berlin
Deutschland	Berlin Mobilien
Deutschland	Bielefeld
Deutschland	Bielefeld Mobilien
Deutschland	Düsseldorf
Deutschland	Düsseldorf Mobilien

☐ Filter

FORM-FIELDS

You can change your credentials here.

QR-Code Yes/No

QR-Code ☒

Forename: Max

Surname: Mustermann

Title: Title

Function: Function

Phone-DDI: 123

2. Phone:

Fax-DDI: 123

Mobile: +49 172 999 999

Email-Prefix: maxmustermann

Email-URL: chg-meridian.com

CHG-MERIDIAN Efficient Technology Management\*

CHG-MERIDIAN

MAX MUSTERMANN

Title

Function

CHG-MERIDIAN Italia S.p.A.

Via Franco Donatelli 7 - 00127 Roma (RM)

max.mustermann@chg-meridian.com

Phone: +39 06 877 38 400 123 - Mobile: +49 172 999 999

Fax: +39 039 39 068 61 123 - www.chg-meridian.com

Closing by ordering

Choose the correct ending of e-mail by dropdown menu

## WITHOUT QR-CODE

Option:  
Business card with or  
without QR-code

ABBRECHEN / CANCEL BESTELLEN / ORDER

EXCEL-DATA

Please choose your Dataset.

CHG-Data.xls

Land	Niederlassung
Belgien	Grimbergen
Brasilien	São Paulo
Canada	Windsor
Dänemark	Copenhagen, Brandby
Deutschland	Berlin
Deutschland	Berlin Mobilien
Deutschland	Bielefeld
Deutschland	Bielefeld Mobilien
Deutschland	Düsseldorf
Deutschland	Düsseldorf Mobilien

☐ Filter

FORM-FIELDS

You can change your credentials here.

QR-Code Yes/No

QR-Code ☐

Forename: Max

Surname: Mustermann

Title: Title

Function: Function

Phone-DDI: 123

2. Phone:

Fax-DDI: 123

Mobile: +49 172 999 999

Email-Prefix: maxmustermann

Email-URL: chg-meridian.com

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Fax: +39 039 39 068 61 123 - www.chg-meridian.com

#### 4.2.2 Ordering business cards / shopping cart:

Once your business card has been configured and the entries confirmed you are taken to the shopping cart, which contains the business card you have designed. You can perform any final layout checks here ("Preview"-Button) and choose the desired quantity. Furthermore you have the possibility to view you configured business card in the shopping cart as well ("View Design"-Button). To complete the order you must accept the terms of use and enter the email address of your line manager. As in the configurator, you only need to enter the first part of the email address yourself. The extensions '@chg-meridian.com' and '@chg-meridian.de' can be selected from a dropdown menu.

#### 4.2.3 Line manager approval request / order completion

### PLEASE CONFIRM YOUR ORDER

This concludes your order. Please check that the details of your order are correct. Also check your billing and shipping address. If your shipping address is the same as the billing address only the billing address is displayed. If the address shown is incorrect you can update or amend your address details under **Account**

If all of the information is correct, please enter your line manager's email address in the field below and then request approval for printing from your line manager by clicking on 'CONFIRM ORDER'.

PLACE ORDER

Approval email to supervisor:

@chg-meridian.de

☐ Accept Privacy Policy > read

#### Billing Address:

Marlen Moosmann  
CHG-MERIDIAN AG  
Franz-Beer-Straße 111  
Weingarten, -- 88250  
Germany  
0751/503245

#### Shipping Address

Marlen Moosmann  
CHG-MERIDIAN AG  
Franz-Beer-Straße 111  
Weingarten, -- 88250  
Germany  
0751/503245

Payment Method: Approval required

Choosing the correct ending by dropdown

### Shopping Cart

Product	Quantity	SubTotal
CHG-MERIDIAN Business Card	50	\$0.00
VIEW DESIGN		
SKU: 123456 This item has free shipping		
CHG-MERIDIAN Business Card	50	\$0.00
VIEW DESIGN		
SKU: 123456 This item has free shipping		

Enter your supervisor's mailing address  
(without ending)

Sub Total: \$0.00

VAT %: \$0.00

Total: \$0.00

PLACE ORDER

Confirm your Order



The order is completed by clicking on the 'Confirm order' button, which sends an email with the purchase order to the line manager. This email contains a PDF link and the options to approve the order for printing or to cancel it.

Only the line manager can finalize the order by approving it, thereby triggering the printing of the business cards or the sending of printable templates.

When the business card is approved for printing, the person who has placed the order receives the printed business cards or (for international orders) the printable PDF. If the order is cancelled, the person who ordered the business cards receives an email notification to this effect.

#### 4.2.4 Re-ordering business cards:

Once an order has been approved by the line manager it is shown in the order history. You can reprint/re-order existing business cards without changes at any time.

To access: Menu: Business Card / Re-order

or: Homepage, right image: Re-order

or: Footer: Orders

#### 4.3 Changing your user data

The option 'Update account' on the homepage allows you to update your user information. Please do not change the billing address. All other data can be amended.

## 5 CONTACT / HELP

You can also find this manual on the business card portal under Contact / Help.

The Communications & Marketing department is the administrator of the CHG-MERIDIAN business card portal and will be happy to help you with any problems or questions.

Contact: Sylvia Spies, [sylvia.spies@chg-meridian.de](mailto:sylvia.spies@chg-meridian.de)

Orders placed via the system are summarised once a month and checked against the costs incurred. Random sample PDFs are checked on a regular basis to confirm that the system is operating as intended, and to take any necessary corrective action.

You can find the details of the current contact person under 'Contact & Help'. This information is also available on the Business Card page on the intranet.

## 6 BACKGROUND INFORMATION / LINKS

German Homepage

**CHG-MERIDIAN Visitenkartenportal**

International Homepage

**CHG-MERIDIAN Business Card Portal**