

Business Card ordering process



1. Select the RCH Business Card link on the branding page of the intranet.
2. Enter your **Username & Password** in the following format:
User name: rch.(cost centre code) Password: (cost centre code)
Eg. If your department's cost centre number is r12345 the format would be User name: rch.r12345 Password = r12345

Please note: *You must use lower case letters when logging in.*
3. Select the blue 'stationery' button.
4. Select the blue 'Order' button.
5. Select either the business card template or appointment card template option by clicking on the image.
6. Fill out your details in the fields provided. Double check your details before selecting the 'Submit' button.
7. Check the proof of your card displayed onscreen.
8. Once you have finalised your order, select the 'Submit the order' button.
9. Complete delivery details in the fields provided if they are different to the address printed on the card.
10. Complete a purchase requisition form and enter the requisition number and cost centre number into the online fields.
11. Select the quantity of cards you require and submit your order.



12. Log out by selecting the yellow 'Logout' button at the top of the screen.

13. Once you have completed the online information, you must forward the authorised Purchase Requisition form to RCH material resources who will then approve the order.

14. **Please note:** Orders will not be processed by our online provider if you do not have an authorised purchase requisition form.