

On InsideKF, we have a new web-based format for ordering business cards and stationery for Korn/Ferry, Lominger, and LTC Government Practice (Sensa). This new format allows you to review and approve your order before you submit it.

**Business cards and stationery orders can be placed at the same place on InsideKF at:**  
<http://insidekf/kfresources/pages/kornferrystore.aspx>

...where you will see the following:



We have a new web-based format for ordering business cards and stationery for Korn/Ferry, Lominger, and Sensa.

- [User Guide](#) – Learn how to set up a user account, submit and process an order, and navigate through the website.
- [Order Form](#) – Enter and submit your information.

## Login Page

A link is provided on this page allowing new users to register.

Returning Users can simply enter their Email Address and Password to enter the site. *Individual companies may require different prompts in this section such as Store or Division numbers.*

If you are a returning user and have forgotten your password, use the link provided to have the password reset.

Click Here for more detailed Registration Instructions

Convergence - Windows Internet Explorer  
http://newinterfacetest.converge.guardiangroup.inet/Login.aspx

File Edit View Favorites Tools Help

Online Corporate Stationery

Step 1:  
Register as a New User

New User to this site? [Click Here](#) to register

Account Access:  
Welcome to the online ordering system developed exclusively for you. Registered users, please enter your Email Address and Password to begin ordering:

Email   
Email is a required field.


Password

Remember Me?

[Forgot Your Password?](#) [Click Here](#) to reset

Enhanced features you'll find in Converge!

- Reduced clicks for faster ordering
- Compact navigation to quickly locate your products
- Link to recent orders on your home page
- Improved order history view with search tools
- Streamlined checkout
- Print friendly views of your entire order
- Ease of transition from existing ordering site
- Enhanced administration tools

 **converge**<sup>™</sup>  
Where fast and easy ordering meet.

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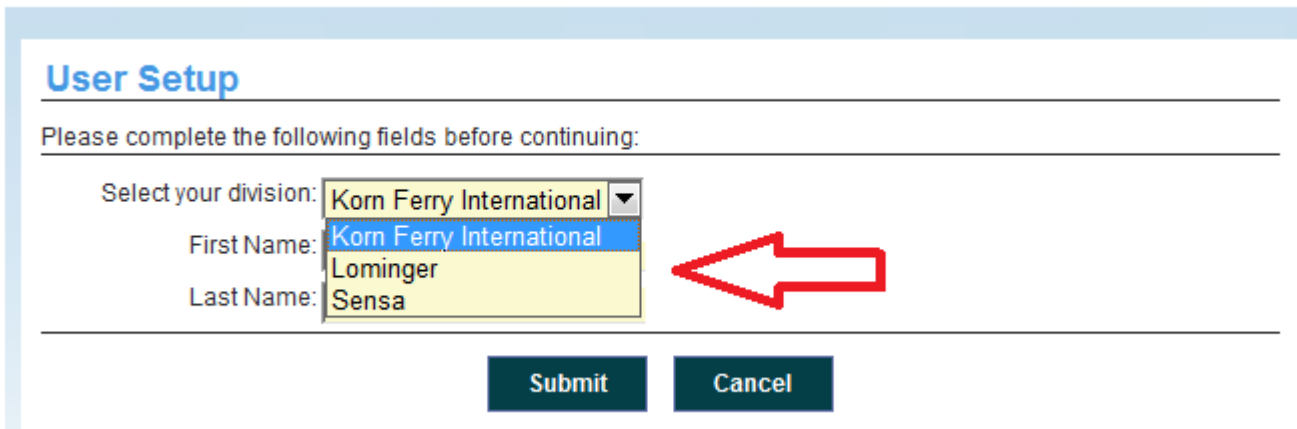
Within an hour of registering, you will be emailed registration details and a password from [cgwcs@cgintl.com](mailto:cgwcs@cgintl.com)

RE: Converge User Registration Information

If you do not, please contact Lisa Nasser at 310-843-4177 / [lisa.nasser@kornferry.com](mailto:lisa.nasser@kornferry.com)

**When you log in, select the division you work for to access the business card and stationery items approved under your division.**

**Legacy Global Novations and PDI employees should select the Korn/Ferry division.**



**User Setup**

Please complete the following fields before continuing:

Select your division: Korn Ferry International ▼

First Name: Korn Ferry International

Last Name: Lominger

Sensa

Submit Cancel

Orders will be forwarded to the respective division approver before they are sent onto the printer.

Korn/Ferry- Lisa Nasser

Lominger- Matthew Bertram

LTC Government Practice (Sensa)- Bob Teh

# Identifying what style of business card you should order

The following card options are available under the Korn/Ferry division:

- 03B** KF Full-Time Employee Standard Card
- 03F** KF French Card for Montreal
- 03M** KF LTC Card (KF LTC employees, and LTC Diversity, Inclusion, and Talent Optimization Practice (Global Novations))
- 03P** KF PDI Card
- 03I** KF Independent Consultant Card
- 03N** KF Full-Time Employee Card for Santiago





6195003B - KFI Employee Business Card 3-1/2 x 2

 [Order This Item](#)  
 [View Larger Image](#)



6195003F - French Montreal Business Card - 3-1/2 x 2

 [Order This Item](#)  
 [View Larger Image](#)



6195003M - Leadership and Talent Consulting Business Card

 [Order This Item](#)  
 [View Larger Image](#)



6195003P - PDI Ninth House Business Card

 [Order This Item](#)  
 [View Larger Image](#)



6195003I - KFI Independent Consultant Business Card - 3-1/2 x 2



6195003N - Santiago Chile Business Card - 3-1/2 x 2

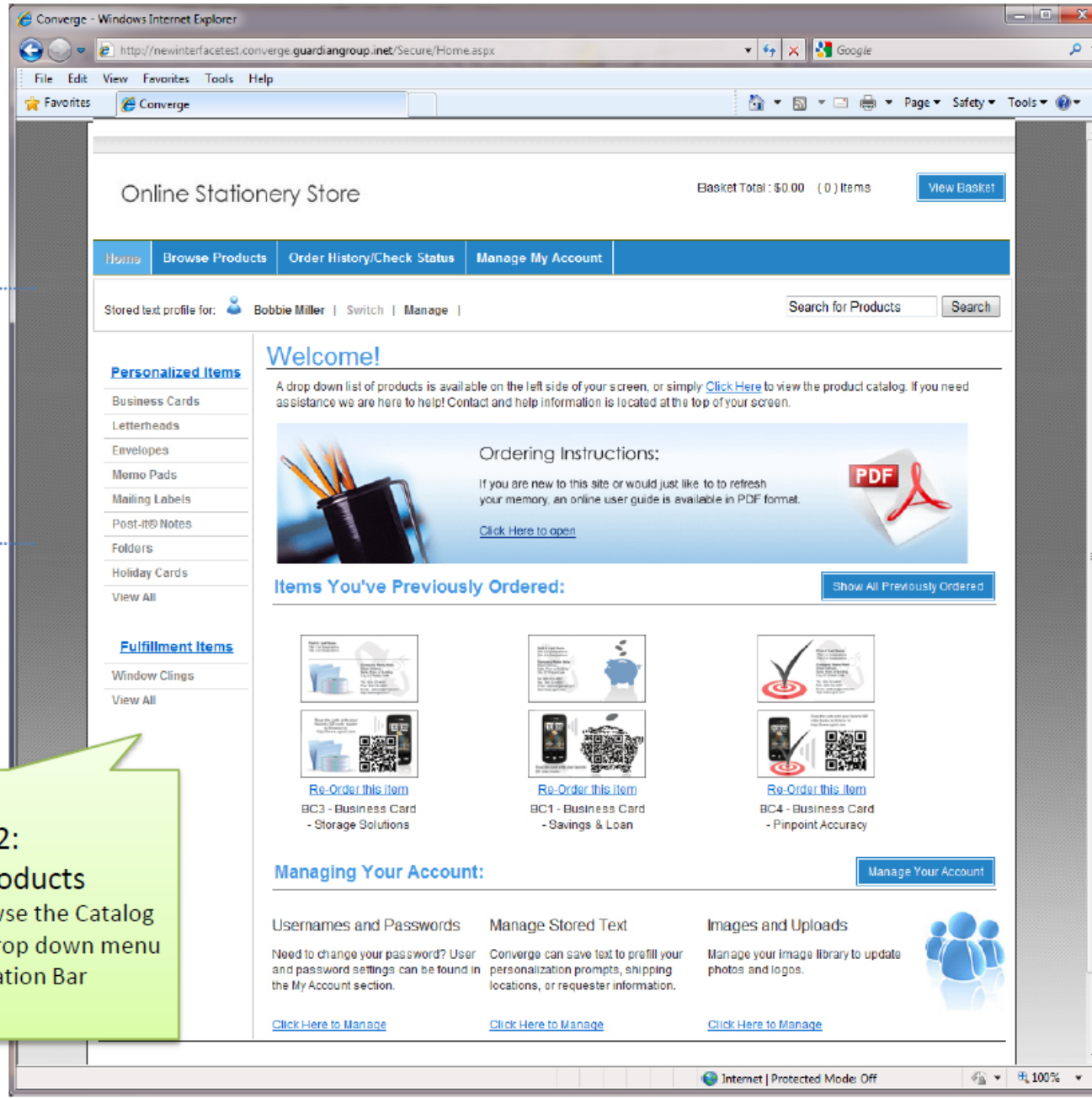


# Home Page

A compact navigation bar will help you find the items you are looking for. The button corresponding to the page you are currently viewing will remain highlighted.

The main content section of the Home Page provides quick links to common areas. Users can go directly to browsing for products, or see a quick glimpse of recently placed orders. Links to the most used areas of "My Account" are also shown here.

**Step 2:**  
**Browse Products**  
You can either Browse the Catalog or select from the drop down menu on the Navigation Bar



## Product Menu

You may also skip directly to any product at any time by using the Product drop down menu. This menu will display all categories and products in a compact format with the preview included.

The screenshot shows a web browser window displaying the 'Online Corporate Stationery' website. The browser's address bar shows the URL 'http://orders.cgintl.com/cgforce/Converge\_POC/home.asp'. The website's navigation menu includes 'Home', 'Browse Products', 'Order History / Check Status', 'Manage My Account', 'Approval Queue', 'Administrator Tools', and 'Reports'. The user is logged in as 'Jonathan James Sample'. The main content area is titled 'SHOP BUSINESS CARDS' and lists several business card options: 'CORPORATE', 'BC1 - Business Cards (Savings & Loan)', 'BC2 - Business Cards (Think Outside)', 'BC3 - Business Cards (Storage Solutions)', 'BC4 - Business Cards (Pinpoint Accuracy)', 'BC5 - Business Cards (Now Showing!)', and 'BC6 - Business Cards (Printing Solutions)'. A 'Product Preview' window is open over the 'BC4' item, showing a business card with a QR code and a target graphic. Below the product list, there is a section for 'Items You've Previously Ordered:' which displays four previously ordered items: 'BC1 - Business Card (Savings & Loan)', 'BC2 - Business Card (Think Outside)', 'BC4 - Business Card (Now Showing)', and 'BC6 - Business Card (Printing Solutions)'. The website footer shows the URL 'http://orders.cgintl.com/cgforce/Converge\_POC/home.asp#', the status 'Internet | Protected Mode: Off', and a zoom level of 100%.

http://orders.cgintl.com/cgforce/Converge\_POC/home.asp

Online Corporate Stationery

Basket Total: \$0.00 (0) Items [View Basket](#)  
[Recall order\(s\) on hold](#)

Home Browse Products Order History / Check Status Manage My Account Approval Queue Administrator Tools Reports

Stored text profile for: [Jonathan James Sample](#) Switch Manage Search for Products [Show in Catalog](#)

**Personalized Items**

- Business Cards**
- Letterheads
- Envelopes
- Memo Pads
- Holiday Cards
- Stamps
- Name Badges
- View All

**Fulfillment Items**

- Product Brochures
- Employee Forms
- RFQ Forms

**My Favorites**

- Midwest Executives
- 2011 Tech Conference
- Environmental Docs

**SHOP BUSINESS CARDS**

**CORPORATE**

- BC1 - Business Cards (Savings & Loan)
- BC2 - Business Cards (Think Outside)
- BC3 - Business Cards (Storage Solutions)
- BC4 - Business Cards (Pinpoint Accuracy)**
- BC5 - Business Cards (Now Showing!)
- BC6 - Business Cards (Printing Solutions)

**Product Preview**

view the located at

**Items You've Previously Ordered:** [Show All Previously Ordered](#)

- [Re-Order This Item](#)  
BC1 - Business Card (Savings & Loan)
- [Re-Order This Item](#)  
BC2 - Business Card (Think Outside)
- [Re-Order This Item](#)  
BC4 - Business Card (Now Showing)
- [Re-Order This Item](#)  
BC6 - Business Card (Printing Solutions)

Internet | Protected Mode: Off 100%

# Product Catalog

The enhanced product catalog will save you time by reducing clicks to navigate through products and categories.

The screenshot shows the 'Online Stationery Store' website. At the top right, there are links for 'FAQ | PDF Instructions | Logout' and a 'View Basket' button showing a total of '\$0.00 (0) Items'. A navigation bar contains links for 'Home', 'Browse Products', 'Order History/Check Status', 'Manage My Account', 'My Administration Tools', and 'Reports'. Below this, a user profile for 'John Doe' is shown with 'Switch' and 'Manage' options, and a search bar for products. The main content area is titled 'Personalized Items > Business Cards' and displays a grid of business card options. A green callout box with a white border points to the first two items in the grid, containing the text: 'Step 3: Select the item you wish to order'. Each item in the grid includes a thumbnail image of the business card, a title, and two buttons: 'Order This Item' and 'View Larger Image'. The items shown include 'BC1 Landing Page Business Card', 'BC1 VCF - Business Card - Savings & Loan - VCF QR', 'BC1 URL - Business Card - Savings & Loan - URL QR Code', and 'BC2 Landing Page - Business Card - Think Outside - Landing Page QR Code'. A sidebar on the left lists various stationery categories such as 'Business Cards', 'Letterheads', 'Envelopes', 'Memo Pads', 'Mailing Labels', 'Post-it® Notes', 'Folders', 'Badges', 'Stamps', 'Flyers', 'Business Forms', 'Brochures', 'Postcards', 'Posters', 'All Occasion Cards', 'Custom All Occasion Cards', 'Calendars', 'Holiday Cards', 'Custom Holiday Cards', 'Report Covers', and 'View All'.

## Item Detail

Once you have selected a product you will see the item detail screen. This will allow you to view a larger image and select your quantity before going on to customize the product.

The screenshot shows a web browser window displaying the 'Item Details' page for 'Business Cards - Savings and Loan'. The page includes a navigation menu, a sidebar with categories like 'Personalized' and 'My Favorites', and a main content area. A callout box is overlaid on the 'Select Quantity' dropdown menu, which is currently set to 250. The callout box contains the text 'Step 4: Input quantity'. Below the dropdown menu is a 'Continue / Personalize This Item' button. The page also features a 'View Full Size Image' link and a 'Pinpoint' button. The browser's address bar shows the URL 'http://orders.cgintl.com/cgforce/Converge\_POC/product\_catalog.asp#'. The status bar at the bottom indicates 'Internet | Protected Mode: Off' and '100%' zoom.



## Personalizing Items

Once a product has been selected, you are offered a, "all in one" screen to personalize the item.

This screen includes personalization prompts with instant proofing.

Additional options for proofing are available, including selecting the Zoom Level and viewing as a PDF.

Online Corporate Stationery Basket Total: \$0.00 (0) Items [View Basket](#)  
[Recall order\(s\) on hold](#)

Home | Browse Products | Order History / Check Status | Manage My Account | Approval Queue | Administrator Tools | Reports

Stored text profile for: [Jonathan James Sample](#) | Switch | Manage |

### Personalizing Your Item

Item: **BC1** [Item Details](#)

Prefill prompts with stored text  
[John Q. Sample](#)  
 Update my stored text with

**Name:**

**Title 1:**

**Title 2:**

**Company:**

**Address 1:**

**Address 2:**

**City:**

**State:**

**Zip:**

**Phone 1:**

[- Shrink](#) | [+ Expand](#)

100% [View Full Size Image](#)

Demo Only Imprint will update when programming is complete.

Once finished, click Approve Proof and Save to Basket

#### Approving Your Proof:

Do you require another person to approve this proof?  
A sample of your proof can be emailed from the basket page.

Do you need to **put this order on hold**?  
This feature is also available on the basket page.

I've changed my mind:  
[Cancel](#) do not add this item to my cart.

I have read the information stated above and approve this proof.

[Continue / Add to Basket](#)

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Done | Internet | Protected Mode: Off | 100%

## Item Added to Basket

A popup screen will appear to notify you that the item has been added to your basket.

From here you can select which option you'd prefer.

The screenshot shows a web browser window displaying the 'Online Corporate Stationery' website. A confirmation popup is centered on the screen, featuring a shopping cart icon and the text: 'This item has been added to your basket!'. Below this, a section titled 'What would you like to do next?' offers three options: 'Go to Basket Page' (Shopping Basket and Checkout Options), 'Browse for a different product' (Return to the Product Catalog), and 'Duplicate This Item' (create an exact copy of this item and I will type over with different imprint). The background website shows a navigation menu, a search bar, and a form for adding items to the basket. A green callout box at the bottom of the popup area contains the text: 'Step 6: What would you like to do next?'. The browser's address bar shows the URL 'http://orders.cgintl.com/cgforce/Converge\_POC/personalize\_bc1.asp'.

## View Basket

The checkout process has been enhanced to further reduce clicks.

The shopping cart now includes a small product thumbnail and the Estimated Delivery date, which will adjust according to the shipping location.

Shipping and Payment options have been added to this section. You can add new locations to "My Account" without navigating away from your order.

Even though a rush order and overnight shipping are available options, they might not be approved due to the cost. Please plan accordingly when ordering cards & stationery to keep cost down.



Online Corporate Stationery

Shopping Basket & Checkout

Item Sample	Item Details	Price
	Quantity Selected: 100 Item & Description: 5x7 Card - Processed Stamp In-House Production Time: Standard (7 Days) Shipping Method: UPS Ground Estimated Delivery Date: 4/19/2011	\$10.00
	Quantity Selected: 100 Item & Description: 5x7 Card - Business Card Stamp & Logo In-House Production Time: Standard (7 Days) Shipping Method: UPS Ground Estimated Delivery Date: 4/19/2011 Landing Page Updated: Yes	\$10.00

Ready to Checkout?

Shipping Details:

Requester Details:

Completing your order:

Final Approval: I agree that all approved and ready to be processed orders will be shipped once I have approved this order.

Submit This Order

Basket Total: \$20.00  
Shipping Charges: \$10.00  
Taxes: \$10.00  
Order Total: \$31.99

Step 7:  
Checkout page, complete all required fields

Step 8:  
Approve your order and submit

## Order Complete

Once the order is placed, you will see a Thank You screen which includes the order confirmation number.

You will also be able to open a printer-friendly version of your order. This will include the order details and small-scale proofs for your records.

In most cases you will also receive an email confirmation which contains all of the order details. Individual companies may have different options, such as punching out to a different application for checkout.

http://orders.cgintl.com/cgforce/Converge\_POC/order\_confirmation.asp - Windows Internet Explorer

http://orders.cgintl.com/cgforce/Converge\_POC/order\_confirmation.asp

File Edit View Favorites Tools Help

Home Browse Products Order History / Check Status Manage My Account Approval Queue Administrator Tools Reports

Stored text profile for: Jonathan James Sample Switch Manage Search for Products

Online Corporate Stationery Basket Total: \$0.00 (0) Items View Basket Recall order(s) on hold

### Thank you, the order has been sent!

**What's next?**

Now that your order has been placed you will receive an email confirmation shortly.

Save your email and order number for future reference.

[Frequently Asked Questions](#)

**How was your experience?**

Our goal is to create an online solution where fast and easy ordering meet. Please let us know how we are doing by participating in a quick survey.

[Take our Survey!](#)

#### Order Summary

Order Number: 123456 Created on: 06/03/2011

Requester: Jonathan James Sample

Company: Corporate Graphics International  
Saula Hoyer  
885 Northway Drive  
Suite 123  
North Mankato, MN 56003

City, ST Postal Code: North Mankato, MN 56003  
Country: US

#### Basket Summary

Quantity	View Sample	Item Detail
500	<a href="#">Item Imprint</a>	BC1 - Savings & Loan Business Cards - PO Number: 123456 Cost Center Number: 123456 Ship Method: UPS Next Day Air Production Time: Standard 5 Days
10,000	<a href="#">Item Imprint</a>	ENV1 - Savings & Loan #10 Envelopes - PO Number: 123456 Cost Center Number: 123456 Ship Method: UPS Next Day Air Production Time: Standard 5 Days

#### Thanks for your order!

2011/06/03 8:57:17 AM

#### Online Order Confirmation

Thank you for using our online ordering system. This email contains important details regarding your recent purchase, please retain a copy of this email for future reference. Check the status of this order at any time with our [Online Order Tracking](#).

Order Number: 368114

Sample	Item Details	Qty.	Match	Shipping Selection	Price
<a href="#">View</a>	BCS Business Card - Cutting Edge Print	250	No	LPS Ground	\$1.00
					Basket Total: \$ 1.00
					Shipping Total: \$ 7.26
					Tax Total: \$ 0.57
					Order Total: \$ 8.83

#### Shipping

Company Name: Conduity, Main Here  
Address1: Address Line 1  
Address2: Address Line 2  
City: North Mankato  
State: MN  
Zip: 56003  
Country: US

#### Requester Information

Submitter Name: Jonathan James Sample  
Phone: 500-900-0000  
CustCenter: 12345

If you have any questions about this order or the products/services you've purchased, please feel free to:

- \* Access a printer friendly version of your order [Click Here!](#)
- \* Contact Customer Service Toll Free: (800) 247-2761
- \* Email us at [customer.service@cgintl.com](mailto:customer.service@cgintl.com)

## History / Tracking

Our enhanced Order History page allows you to quickly click and view orders without navigating through additional pages.

http://orders.cgintl.com/cgforce/Converge\_POC/order\_history.asp - Windows Internet Explorer

http://orders.cgintl.com/cgforce/Converge\_POC/order\_history.asp

File Edit View Favorites Tools Help

Home Browse Products Order History / Check Status Manage My Account Approval Queue Administrator Tools Reports

Basket Total: \$0.00 (0) Items [View Basket](#)

[Recall order\(s\) on hold](#)

Stored text profile for: Jonathan James Sample [Switch](#) [Manage](#) Search for Products

### Order History / Check Status

**Order Search**

Search in this field:  
Confirmation Number

For this value:

[Search](#) [Reset](#)

**Order Numbers**

- [123455](#)  
05/27/2011 3:16:17 PM  
Jennifer Kosarka
- [123456](#)  
05/27/2011 3:16:17 PM  
Linda Latham
- [123457](#)  
05/27/2011 3:16:17 PM  
Bruce Whittemore
- [123458](#)  
05/27/2011 3:16:17 PM  
William Donald Shakaspear
- [123459](#)  
05/27/2011 3:16:17 PM  
James T. Kirk

1 · 2 · 3 > [NEXT](#)

### Order Summary

[Printer Friendly View](#)

**Order Number: 123456** Created on: 06/03/2011

**Requester Details:**

Submitter Name: PO  
Submitter Phone: 800  
PO Number: 123456  
Billing Location: National  
Company: CG International  
Contact Name: PO  
Address 1: 1885 Northway Drive  
Address 2: Suite 123  
City, ST Postal Code: North Mankato, MN 56003  
Country: US

**Order Status**

Shipped 05/16/2011  
[Track this Shipment](#)

### Basket Summary

Quantity	View Sample	Item Detail	Price
500	<a href="#">Item Imprint</a>	BC1 - Savings & Loan Business Cards - (John Lewchenko) PO Number: 123456 Cost Center Number: 123456 Ship Method: UPS Next Day Air Production Time: Standard 5 Days Status: Shipped	\$8.00
10,000	<a href="#">Item Imprint</a>	ENV1 - Savings & Loan #10 Envelopes - (1885 Northway Drive) PO Number: 123456 Cost Center Number: 123456 Ship Method: UPS Next Day Air	\$124.00

Done Internet | Protected Mode: Off 100%



Stored text Profile for **John Doe** | [Switch](#) | [Manage](#) |



### Manage My Account

#### My Account Shortcuts



[Stored Text](#)



[Requester Information](#)



[Shipping Locations](#)



[Change Password](#)

The profiles you have created here are accessible at any time.

+ [Add New](#)

Disp	Name	Profile Options	Copy / Remove
<input checked="" type="checkbox"/>	<b>John Doe</b>	<a href="#">Stored Text Prompts</a>	
<input type="checkbox"/>	Bob Salesman	<a href="#">Stored Text Prompts</a>	
<input type="checkbox"/>	Jane Sample	<a href="#">Stored Text Prompts</a>	
<input type="checkbox"/>	Jim Generic	<a href="#">Stored Text Prompts</a>	

Use Stored Text to save data to use on your imprint screens.

Use Requester Information and Shipping Locations to store information to make your checkout faster.



Stored text Profile for **John Doe** | [Switch](#) | [Manage](#) |



### Manage My Account

#### My Account Shortcuts



[Stored Text](#)



[Requester Information](#)



[Shipping Locations](#)



[Change Password](#)

The profiles you have created here are accessible at any time.

+ [Add New](#)

Disp	Name	Profile Options	Copy / Remove
<input checked="" type="checkbox"/>	<b>John Doe</b>	<a href="#">Stored Text Prompts</a>	
<input type="checkbox"/>	Bob Salesman	<a href="#">Stored Text Prompts</a>	
<input type="checkbox"/>	Jane Sample	<a href="#">Stored Text Prompts</a>	
<input type="checkbox"/>	Jim Generic	<a href="#">Stored Text Prompts</a>	

Use Stored Text to save data to use on your imprint screens.

Use Requester Information and Shipping Locations to store information to make your checkout faster.



## Online Stationery Store

Basket Total : \$0.00 ( 0 ) Items

[View Basket](#)

- [Home](#)
- [Browse Products](#)
- [Order History/Check Status](#)
- [Manage My Account](#)
- [My Administration Tools](#)
- [Reports](#)

Stored text Profile for **John Doe** | [Switch](#) | [Manage](#) |



### Manage My Account

To create a profile, simply click  
"+ Add New"

#### My Account Shortcuts

- [Stored Text](#)
- [Requester Information](#)
- [Shipping Locations](#)
- [Change Password](#)

#### Stored Text Profile(s)

[+ Add New](#)

Display Name	Profile Options	Copy / Remove
<input checked="" type="checkbox"/> <b>John Doe</b>	<a href="#">Stored Text Prompts</a>	
Bob Salesman	<a href="#">Stored Text Prompts</a>	
Jane Sample	<a href="#">Stored Text Prompts</a>	
Jim Generic	<a href="#">Stored Text Prompts</a>	

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Use the "Stored Text Prompts" link to save the data so you do not have to retype each time.



## Thank You!

Each web page includes a Customer Service contact phone number at the top of the screen. Please call us if you have further questions!

