

How to Place an Order for New Business Cards

Login Page

To login: Enter your Merck email address and the password you selected for the business card ordering system.

If you forgot your password, use the link provided to reset the password. A temporary password will be emailed to you from orders@cgintl.com.

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

Online Corporate Stationery

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 Convergence!

- 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**TM
Where fast and easy ordering meet.

[Terms of Use](#) | [Privacy Policy](#)

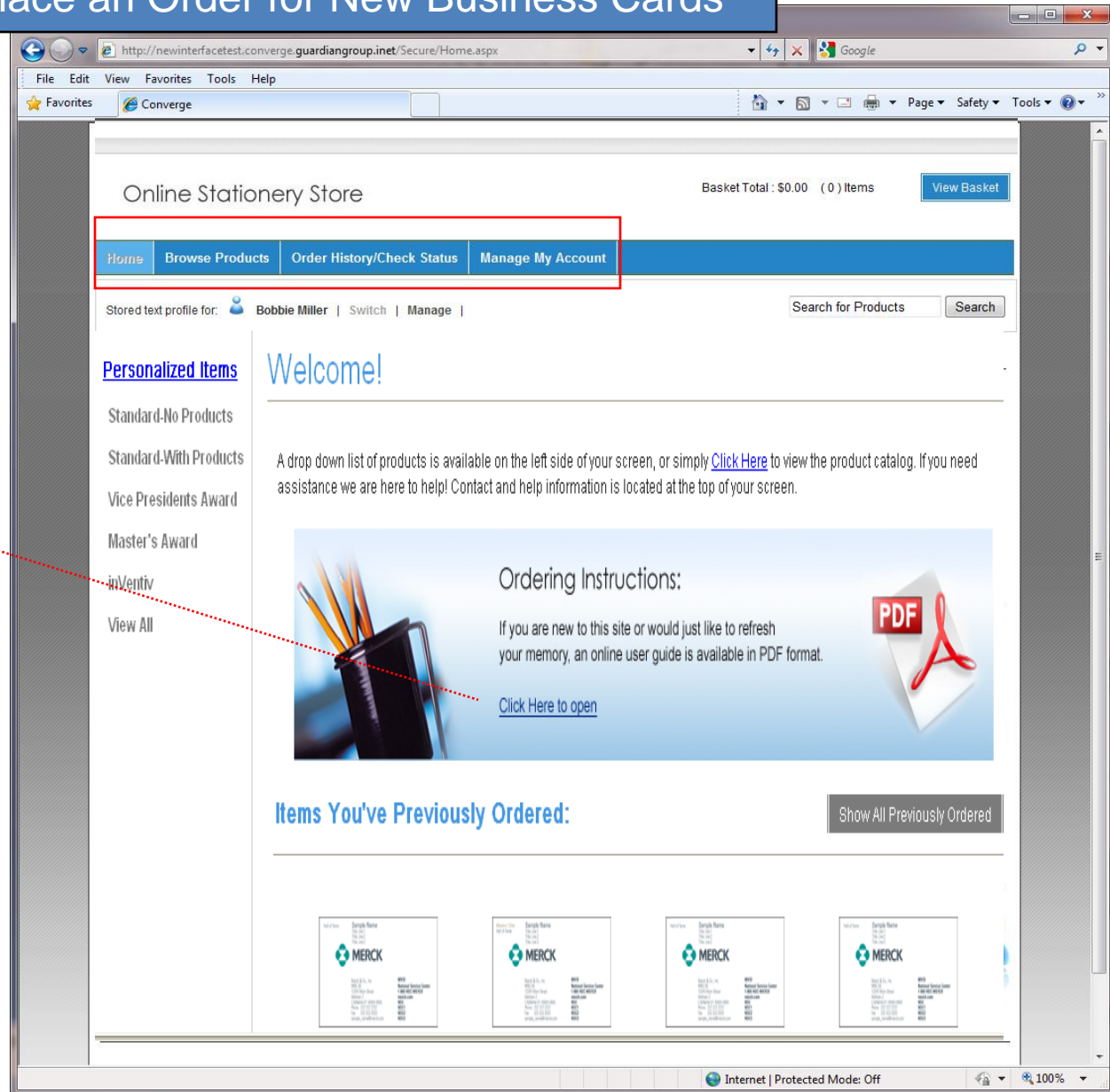
Internet | Protected Mode: Off 100%

How to Place an Order for New Business Cards

Home Page

The main content section of the Home Page provides quick links to common areas. You can go directly to browsing for products, or see a quick glimpse of recently placed orders.

A copy of the instructions for ordering is available as needed.



The screenshot shows the 'Online Stationery Store' website. The browser address bar displays 'http://newinterfacetest.converge.guardiangroup.inet/Secure/Home.aspx'. The page features a navigation menu with 'Home', 'Browse Products', 'Order History/Check Status', and 'Manage My Account'. A red box highlights this menu. Below the navigation, the user is identified as 'Bobbie Miller' with options to 'Switch' or 'Manage'. A search bar is present with the text 'Search for Products' and a 'Search' button. The main content area includes a 'Welcome!' message and a section for 'Ordering Instructions' with a PDF icon and a link 'Click Here to open'. A red dotted line points from the text on the left to this link. Below this is a section for 'Items You've Previously Ordered' with a 'Show All Previously Ordered' button. At the bottom, there are four placeholder cards for 'MERCK' business cards.

How to Place an Order for New Business Cards

Product Catalog

View and select the card style options from the list of “Personalized Items”.

Card Styles Available:

Standard – No Products
Standard – With Products
Vice President’s Award
Master’s Award
inVentiv

After selecting the card style, choose a specific item. Select from USCO, Vaccines and MM&P options.

Award Card Options:

Only **current year** award winners are eligible to order Vice President’s and Master’s Award cards. If you are not a **current year** award recipient, select a Standard card option.

Hall of Fame

Once achieved, “Hall of Fame” recipients may always include the distinction on their cards. **“Hall of Fame” is an available option on ALL card styles.**

The screenshot shows the 'Online Corporate Stationery' website. The browser address bar displays 'http://orders.cgintl.com/cgforce/Converge_POC/product_catalog.asp'. The page features a navigation menu with options: Home, Browse Products, Order History / Check Status, Manage My Account, Approval Queue, Administrator Tools, and Reports. A user profile for 'Jonathan James Sample' is visible, along with a search bar for products. The main content area is titled 'Welcome!' and includes a 'Personalized Items' section with a list of categories: Standard-No Products, Standard-With Products, Vice Presidents Award, Master's Award, inVentiv, and View All. A callout box with a green background and a red arrow pointing to the 'Standard-With Products' category contains the text: 'You can move your mouse over each category to see samples of the available options, then click to choose the desired option.' Below this, there is a section for 'Items You've Previously Ordered:' with a 'Show All Previously Ordered' button. At the bottom, four sample business cards for 'MERCK' are displayed, each with a unique design and contact information.

How to Place an Order for New Business Cards

Item Detail

Item details are displayed. Select a quantity.

http://orders.cgintl.com/cgforce/Converge_POC/product_catalog.asp - Windows Internet Explorer

http://orders.cgintl.com/cgforce/Converge_POC/product_catalog.asp#

File Edit View Favorites Tools Help

http://orders.cgintl.com/cgforce/Converge_POC...

Contact us Toll Free: 1-800-247-2751 or customerservice@cgintl.com (Now Available) Live Chat! FAQ Download PDF Instructions Logout

Home

Stored

Personal

Business

Letter

Envelope

Memo

Holiday

Stamp

Name

View /

Fulfill

Product

Employ

Hall of Fame

Sample Name

Title Line 1

Title Line 2

Title Line 3

MERCK

Division Name

Merck

WBC 55

12945 Main Street

Suite 1100

City/Name ST 00000-0000

977 MERCK01 Ext. X000

Phone 800 300 1111

Fax 800 300 2222

sample.name@merck.com

For Information:
Visit MerckUSA.com
or Call 877-VAX-MERCK

MDV03
MDV04
NSC
NSC1
NSC2

Secondary URL

Item Details

Item Number: MERC001(USCO_H)
Description: USCO with Product Listing Horizontal

Select Quantity: 250

Price: \$16.80

Turnaround Time
Standard in-house production time is 4 days.

[View Full Size Image](#)

Continue / Personalize This Item

1 • 2 • 3 • 4 • 5 • 6 • 7 » NEXT PAGE

Done

Internet | Protected Mode: Off

100%

Choose a quantity,
then click on
"Continue/Personalize This Item"

How to Place an Order for New Business Cards

Personalizing Guidelines

Once a business card style is chosen, information is entered to customize your card.

The customization screens offer **instant proofing**. As you personalize your card, you will see your proof created. **What you see in the proof is EXACTLY what will appear on your cards.**

Note:

Text that extends into a red bar will NOT print on business cards.

To ensure requested text prints on the card, you will be able to:

- Select a vertical card style, which will allow for a greater number of products than the horizontal format, OR
- Select fewer products

Text visible in or below a red bar, if displayed, will NOT print on business cards

View the next slide for instructions to enter custom information on your card

The screenshot displays the 'Online Corporate Stationery' website interface. At the top, the page title is 'Online Corporate Stationery' and the basket total is '\$0.00 (0) Items'. A navigation menu includes 'Home', 'Browse Products', 'Order History / Check Status', 'Manage My Account', 'Approval Queue', 'Administrator Tools', and 'Reports'. A search bar is present with the text 'Search for Products'. The main content area is titled 'Personalizing Your Item' and shows a 'Hall of Fame' section with several 'Select Product' dropdown menus. The selected products are JANUMET, JANUVIA, JUVISYNC TM, and JUVISYNC. Below the product selection, there is a 'Verification' dropdown set to 'No'. A preview of the business card is shown on the right, featuring the Merck logo and contact information for Sally A. Representative. A red bar is visible at the bottom of the card preview, and a note states: 'Please note: Copy in the shaded area will not print. If the copy extends into the shaded area, you must choose the vertical layout option available'. Below the card preview, there is an 'Online Proof Approval' section with a checked checkbox and the text: 'Do you require another person to approve this proof? A sample of your proof can be emailed from the... Do you need to put this order...'. A 'Continue / Add to Basket' button is located at the bottom of the page. The browser's address bar shows 'Internet | Protected Mode: Off' and the zoom level is set to 100%.

As you enter data, an instant proof will display the personalized card options chosen, allowing you to proofread your card.

Please note: Copy in the shaded area will not print. If the copy extends into the shaded area, you must choose the vertical layout option available

JANUMET™
(sitagliptin/metformin HCl)
Please read the full Prescribing Information and Patient Information, including the Boxed Warning about lactic acidosis.
JANUVIA™
(sitagliptin)
JUVISYNC™
(sitagliptin and simvastatin) Tablets

Online Proof Approval: By checking this box I agree that layout, content, and spelling are correct. I understand that my order will be printed exactly as shown and I will not be allowed to make changes once checkout is complete.

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

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How to Place an Order for New Business Cards

Customization Guidelines

Job Titles:

- Select your HR approved job title.
- inVentiv reps select your designated job title.

Address:

Select your region office.
DO NOT list your home address.

Phone:

- Select between one and five different phone listings (inVentiv reps select one or two.)
- The "Field Sales Role with Enabling Channel Capabilities" phone option is for select representatives who have been notified directly to include this option. Do not select this option unless instructed.

Product Listing on Cards:

- Select **ONLY** those products for which you have current promotional responsibility
- List products in alphabetical order.
- Vaccine FBEs: Select product by sales team (MSVCR or Field Sales), **OR** select products individually.

Verification:

Verify that text is not visible in the red bar area. Text appearing in or below the red bar will NOT print on business cards. To resolve, select a vertical card option for additional products or select fewer products.

Complete the fields as prompted, carefully following the Customization Guidelines provided.

Once finished, click Approve Proof and Continue/Add to Basket

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

Personalizing Your Item

Characters: [] Zoom Level: 175% [View Full Size Image](#)

Sally A. Representative
Executive Customer Representative

MERCK
Global Human Health

Merck
770 Sunneytown Pkts
West Point PA 19486-0004
sally.representative@merck.com

Please note: Copy in the shaded area will not print. If the copy extends into the shaded area, you must choose the vertical layout option available

JANUMET™
(sitagliptin/metformin HCl)
Please read the full Prescribing Information and Patient Information, including the Boxed Warning about lactic acidosis.

JANUVIA™
(sitagliptin)

JUVISYNC™
(sitagliptin and simvastatin) Tablets

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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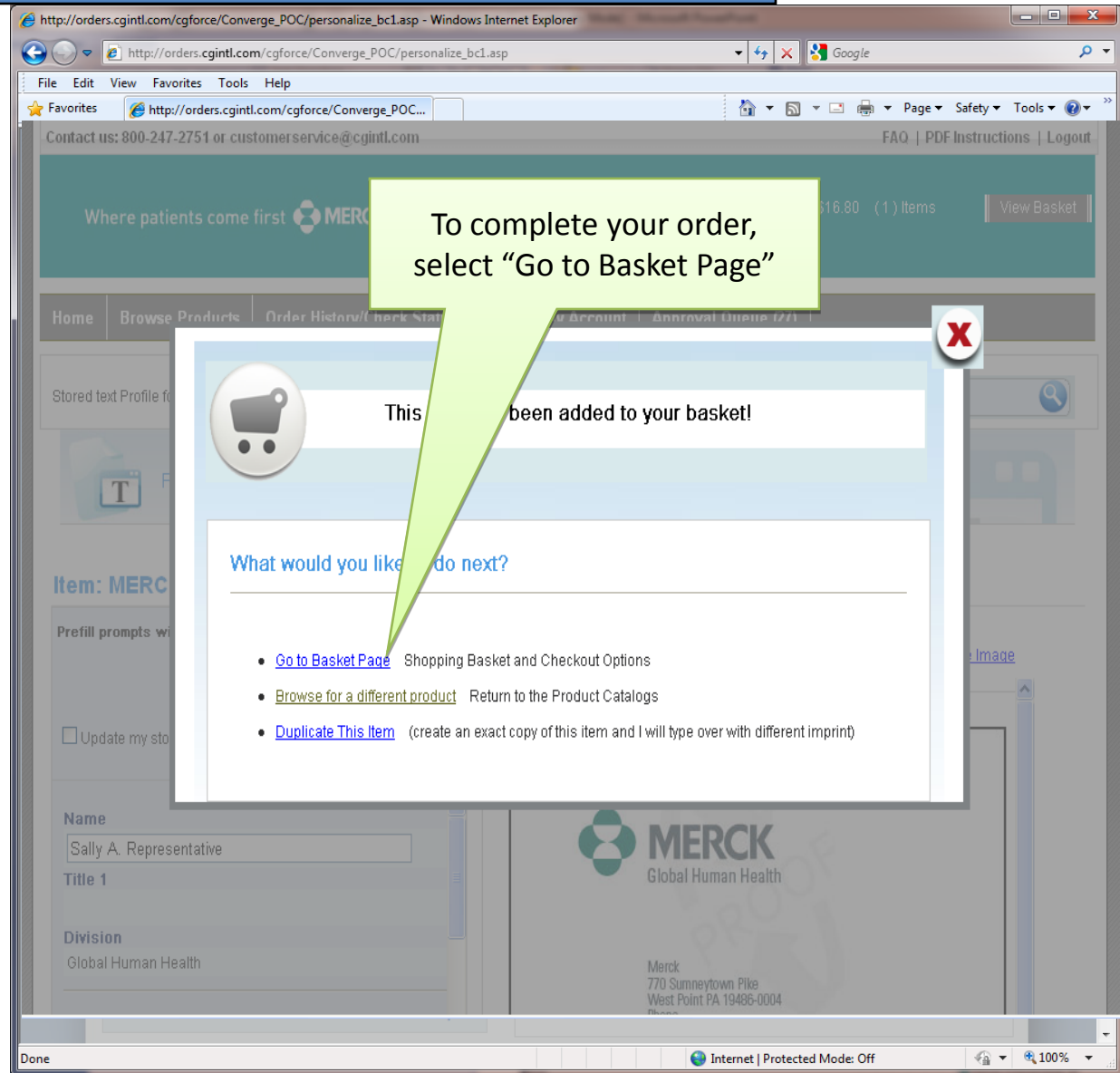
Done Internet | Protected Mode: Off 100%

How to Place an Order for New Business Cards

Proceed to Shopping Basket

A popup screen verifies items are added to your shopping basket.

To proceed, choose “Go to Basket Page”.




http://orders.cgintl.com/cgforce/Converge_POC/personalize_bc1.asp - Windows Internet Explorer

http://orders.cgintl.com/cgforce/Converge_POC/personalize_bc1.asp


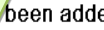
Contact us: 800-247-2751 or customer.service@cgintl.com

FAO | PDF Instructions | Logout

Where patients come first  \$16.80 (1) Items [View Basket](#)

Home Browse Products Order History/Check Status My Account Approval Queue 12/1

Stored text Profile for

 This  has been added to your basket!

What would you like to do next?

- [Go to Basket Page](#) Shopping Basket and Checkout Options
- [Browse for a different product](#) Return to the Product Catalogs
- [Duplicate This Item](#) (create an exact copy of this item and I will type over with different imprint)

Item: MERCK


Prefill prompts with

Update my store

Name
Sally A. Representative

Title 1

Division
Global Human Health

 **MERCK**
Global Human Health

Merck
770 Sumneytown Pike
West Point PA 19486-0004
Phone

Done Internet | Protected Mode: Off 100%

How to Place an Order for New Business Cards

View Shopping Basket

The shopping basket displays a small product image, and the estimated delivery date, which adjusts according to the shipping location.

The standard shipping method is UPS Ground.

Shipping charges are not reflected on this screen but will be included in your order confirmation email, along with your applicable state tax.

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

Shopping Basket & Checkout

You will receive a shipping notification when your order ships that will have your final cost listed, including shipping charges.

| Item Sample | Item Details | Price |
|---|--|-------|
|  | Quantity Selected: 250 Item Description: MERC001(USCO_H) - USCO with Horizontal Sally A. Representative In-House Production Time: Standard 4 Days Shipping Method: UPS Ground Estimate Delivery: 11/16/2011 | |

Click the thumbnail to see your proof
[Edit Item](#) | [Remove Item](#)

When can I expect product delivery?

After you have entered and saved your shipping address, the shopping cart above will be updated to show shipping charges and estimated delivery dates.

[Need to ship to multiple locations?](#)
[Need to ship to separate locations?](#)

Shipping Details:

Prefill prompts with: Wachovia

Company:
Contact Name:
Street Address:
Suite, Floor, Bldg:
City, ST Postal Code: MN
Country:

[Save](#) [Cancel](#)

Requester Details:

[Add New Location](#)

Prefill prompts with: Wachovia

Company:
Contact Name:
Street Address:
Suite, Floor, Bldg:
City, ST Postal Code: MN
Country:

[Save](#) [Cancel](#)

| | |
|----------------------|----------------|
| Basket Total: | \$20.99 |
| Shipping Charges: | \$2.00 |
| Taxes: | \$3.00 |
| Order Total: | \$31.99 |

Completing your order:

Final Approval: I agree that all information is correct and proofs are approved and ready to be processed. I understand that due to the speed of electronic processing changes or cancellations are not allowed once this order is placed in production.

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

[Submit This Order](#)

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Review your business card selection, edit if necessary, and verify the Shipping and Requestor Details for your order before proceeding

How to Place an Order for New Business Cards

Order Approval

Before your order is processed, you **MUST** select your Region Office Administrator (ROA) from the "Approver" drop down list. (If you don't know the name of your ROA, contact your manager.)

ALL orders will be forwarded for approval BEFORE your credit card is charged. Your ROA will verify the content of your business card and either Approve or Reject your order.

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 test profile for: Jonathan James Sample Switch Manage Search for Products

Shopping Basket & Checkout

You will receive a shipping notification when your order ships that will have your final cost listed, including shipping charges.

| Item Sample | Item Details | Price |
|-------------|--|---------|
| | Quantity Selected: 250 Item Description: MERC001(USCO_H) - USCO with Product Listing Horizontal Sally A. Representative In-House Production Time: Standard 4 Days Shipping Method: UPS Ground Estimate Delivery: 11/16/2011 | \$16.00 |

Click the thumbnail to see your proof
[Edit Item](#) | [Remove Item](#)

Shipping Details:

When can I expect product delivery?
After you have entered and saved your shipping address, the shopping cart above will be updated to show shipping charges and estimated delivery dates.
[Need to ship to multiple locations?](#)
[Need to ship to separate locations?](#)

Will I receive a copy of my request?
Once your order has been placed you will receive an email order confirmation. You will also receive a notification email once your order has shipped.

Prefill prompts with: Wachovia

Company: _____
Contact Name: _____
Street Address: _____
Suite, Floor, Bldg: _____
City, ST Postal Code: _____
Country: _____
[Save](#) [Cancel](#)

Requester: [Add New Requester](#)

Prefill prompts with: My Requester

Submitter Name: Susan Z...
Submitter Phone: 111-111-1111
Company: Resin
Contact Name: Susan Z...
Street Address: 617 A Street
Suite, Floor, Bldg: _____
City: _____
State: NJ
Postal Code: 07003
Country: US
Approver: **Army Davlin** [Edit](#)

Type: American Express

Name On Card: _____
Card Number: _____
Expiration Date: 11/2011 / 2011

Basket Total: \$20.99
Shipping Charges: \$2.00
Taxes: \$3.00

Order Total: \$31.99

Completing your order:

Final Approval: I agree that all information is correct and proofs are approved and ready to be processed. I understand that due to the speed of electronic processing changes or cancellations are not allowed once this order is placed in production.

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

[Submit This Order](#)

[Terms of Use](#) | [Privacy Policy](#)

How to Place an Order for New Business Cards

Submit Your Order

Verify your information before submitting your order.

Approve your order
and Submit

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

Shopping Basket & Checkout

You will receive a shipping notification when your order ships that will have your final cost listed, including shipping charges.

| Item Sample | Item Details | Price |
|---|--|---------|
|  | Quantity Selected: 250 Item Description: MERCD01(USCO_H) - USCO with Product Listing Horizontal Sally A. Representative In-House Production Time: Standard 4 Days Shipping Method: UPS Ground Estimate Delivery: 11/16/2011 | \$16.00 |

Click the thumbnail to see your proof
[Edit Item](#) | [Remove Item](#)

Shipping Details:

[Add New Location](#)

Prefill prompts with: Wachovia

Company:
Contact Name:
Street Address:
Suite, Floor, Bldg:
City, ST Postal Code: MN
Country:

[Save](#) [Cancel](#)

Requester Details:

[Add New Location](#)

Prefill prompts with: Wachovia

Company:
Contact Name:
Street Address:
Suite, Floor, Bldg:
City, ST Postal Code: MN
Country:

[Save](#) [Cancel](#)

Completing your order:

Final Approval: I agree that all information is correct and proofs are approved and ready to be processed. I understand that due to the speed of electronic processing changes or cancellations are not allowed once this order is placed in production.

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

[Submit This Order](#)

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How to Place an Order for New Business Cards

Order Complete

Once your order is placed, a *Thank You* screen appears with the order confirmation number.

You are able to open a printable version of your order which includes order details and finalized proofs for your records.

An immediate email confirmation will be sent as notification that your order has been submitted for approval. PLEASE RETAIN THIS CONFIRMATION EMAIL RECEIPT FOR YOUR RECORDS.

An additional follow-up email is sent when your order is Approved or Rejected.

- If **approved**, the order will be processed and your credit card charged.
- If **rejected**, please make requested updates and submit a new order.
- **Note** - To easily submit a revised order: From the Home page, select from *Items You've Previously Ordered*, make requested changes and submit the order.

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

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 [Printer Friendly View](#)
Order Number: 123456 Created on: 06/03/2011

Requester Details:
Submitter Name: Paula Heyer
Submitter Phone: 800-247-2751
PO Number: 1234567890
Billing Location: North Mankato, MN
Company: Corporate Graphics International
Contact Name: Paula Heyer
Address 1: 1885 Northway Drive
Address 2: Suite 123
City, ST Postal Code: North Mankato, MN 56003
Country: US

Shipping Details:
Company: Corporate Graphics International
Contact Name: Paula Heyer
Address 1: 1885 Northway Drive
Address 2: Suite 123
City, ST Postal Code: North Mankato, MN 56003
Country: US

Basket Summary

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

3/31/2010 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. | Rev# | Shipping Selection | Price |
|----------------------|--|------|------|--------------------|-------------------------|
| View | BC5 Business Card - Cutting Edge Print | 250 | 0 | UPS Ground | \$1.00 |
| | | | | | Basket Total: \$ 1.00 |
| | | | | | Shipping Total: \$ 7.25 |
| | | | | | Tax Total: \$ 0.57 |
| | | | | | Order Total: \$ 8.83 |

Shipping Requester Information

Company Name: Company Name Here
Attention: Contact Name
Address 1: Address Line 1
Address 2: Address Line 2
City: North Mankato
State: MN
Zip: 56003
Country: US

Submitter Name: Submitter Name
Phone: 800-000-0000
CostCenter: 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) 247-2751
- Email us at customerservice@cgintl.com

Retain the Order Confirmation email for your records

How to Place an Order for New Business Cards

Manage My Account - *Hints to Simplify Your Next Business Card Order*

The online system automatically stores your data to save time with future orders.

Use Stored Text to save data.

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

The screenshot shows the 'Manage My Account' page for 'John Doe' in the 'Online Stationery Store'. The page includes a navigation menu with 'Home', 'Browse Products', 'Order History/Check Status', 'Manage My Account', 'My Administration Tools', and 'Reports'. A 'View Basket' button shows a total of \$0.00 for 0 items. The user's profile is displayed as 'John Doe' with options to 'Switch' or 'Manage'. A search bar is available for products. The 'Manage My Account' section features 'My Account Shortcuts' with links for 'Stored Text', 'Requester Information', 'Shipping Locations', and 'Change Password'. A table lists the user's profile information, including 'John Doe' and a 'Stored Text Prompts' link. Callouts explain that the system stores data, that 'Stored Text' saves data, and that 'Stored Text Prompts' allow saving data to avoid retyping.

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

[+ Add New](#)

My Account Shortcuts

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

| Display Name | Profile Options | Copy / Remove |
|-----------------|-------------------------------------|---------------|
| John Doe | Stored Text Prompts | |

The profile you have created is accessible at any time.

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

How to Place an Order for New Business Cards

Questions?

For technical support for the online ordering site, or for questions about specific business card orders, please contact **Customer Service** at the number located on the top of each screen.

For general questions related to Merck Field Sales business cards, please **contact Field 1st**.

The top screenshot displays the 'Online Corporate Stationery' website interface. The page title is 'Order History / Check Status'. The main content area shows an 'Order Summary' for order number 123456, created on 06/03/2011. It includes requester details for Paul Hoyer, shipping details for Corporate Graphics International, and a basket summary showing 500 items for a total price of \$124.00.

The bottom screenshot shows the 'Online Stationery Store' website interface. The page title is 'Welcome!'. It features a navigation menu with options like 'Home', 'Browse Products', 'Order History/Check Status', and 'Manage My Account'. The main content area includes a 'Welcome!' message, 'Ordering Instructions', and a section for 'Items You've Previously Ordered' with links to re-order items like 'BC3 - Business Card - Storage Solutions', 'BC1 - Business Card - Savings & Loan', and 'BC4 - Business Card - Pinpoint Accuracy'.