



To: Purdue Sales Force  
Managed Care Account Executives  
National Account Managers

From: Lisa Pilla

Number: 180

Date: October 4, 2016

**REVISED – Business Cards – Online Ordering**

The purpose of this bulletin is to update you of our new vendor, Printech, to order your business cards.

Printech provides a user friendly ordering site that will allow you to place, view and track your business card order. **It is important to add your home address and email in the shipping section.** When you complete the ordering process this site will provide the date that you will receive your cards.

**PLEASE REVIEW THE ATTACHED INSTRUCTIONS BEFORE PLACING YOUR ORDER.**

Link to order business cards:

<http://purduepharma.myprintdesk.net/DSF/SmartStore.aspx?6xni2of2cf1fVhle2HHLrEVVACe89hwKJd/Y/7hUmZqAYhzKG+FOvj1iXPSMvGUe#!/DefaultLogin/>

**Login details:**

User Name: **purdue**  
Password: **corporate**

**NOTE:** The Login ID and Password should not be changed under any circumstance.

A screenshot of the Purdue login page. At the top is the Purdue logo. Below it is a pink banner with the text "Login To Continue". Underneath is a "Login" section with a "User Name" field containing "purdue" and a "Password" field with masked characters. There is a "Remember User Name" checkbox and a "Login" button. A link for "Forgot Your Password?" is also visible.

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SHOP BY CATEGORY	FEATURED PRODUCTS
View All	<p><b>SAMPLE</b></p> <p>John Doe Title Department</p> <p>(123) 456.7890 Office (123) 456.7890 Fax (123) 456.7890 Mobile john.doe@purduepharma.com</p>
PURDUE PHARMA	
	<p>PURDUE_BC</p> <p><b>ORDER NOW</b></p>

Click ORDER NOW

Enter YOUR NAME in Job Name

**Purdue\_BC**

\* Job Name  
Purdue\_BC4

\* Quantity 250 \* Pages 1

**Print Services**

100# Finch Opaque Cover

Color Digital Printing

Trim to Size

☐ Special Instructions

**Edit Information Here**

Common Data Address Book or Data Source

Name First M. Last (Suffix)

Title 1 Territory Business Manager I OR II

Department Sales

Award 1 (ex. - President's Club 2011, 2013-14)

Award 2 (ex. - Platinum Council 2014)

Street Address One Stamford Forum

Street Address 2

City Stamford

State CT

Enter Personal Information

Note President's Club or Platinum Council Awards if applicable

**DO NOT CHANGE BUSINESS ADDRESS**  
All cards should say Stamford. You may not use your personal address.

Press Update Review  
**DO NOT PRESS SAVE**

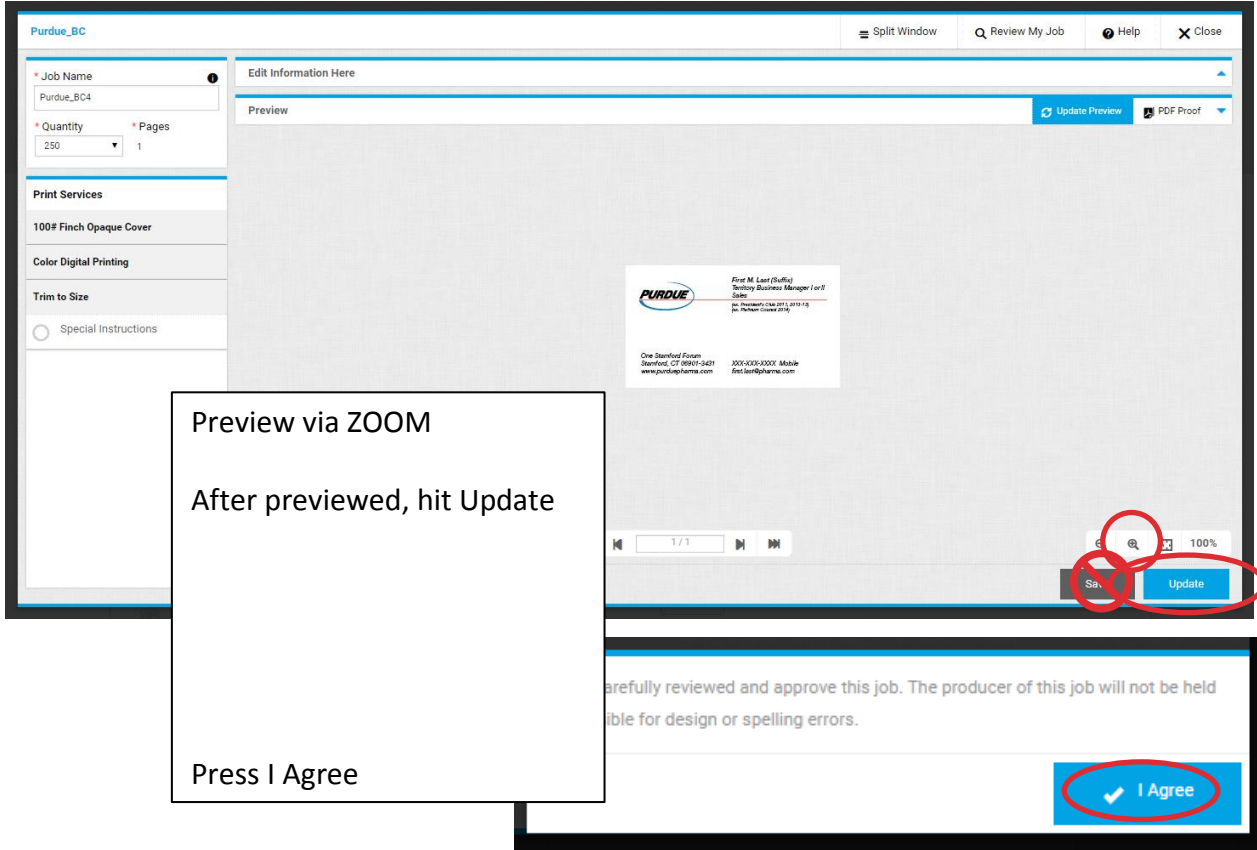
Unit Price Total Price

**Update Preview** PDF Proof

**Save** **Update**

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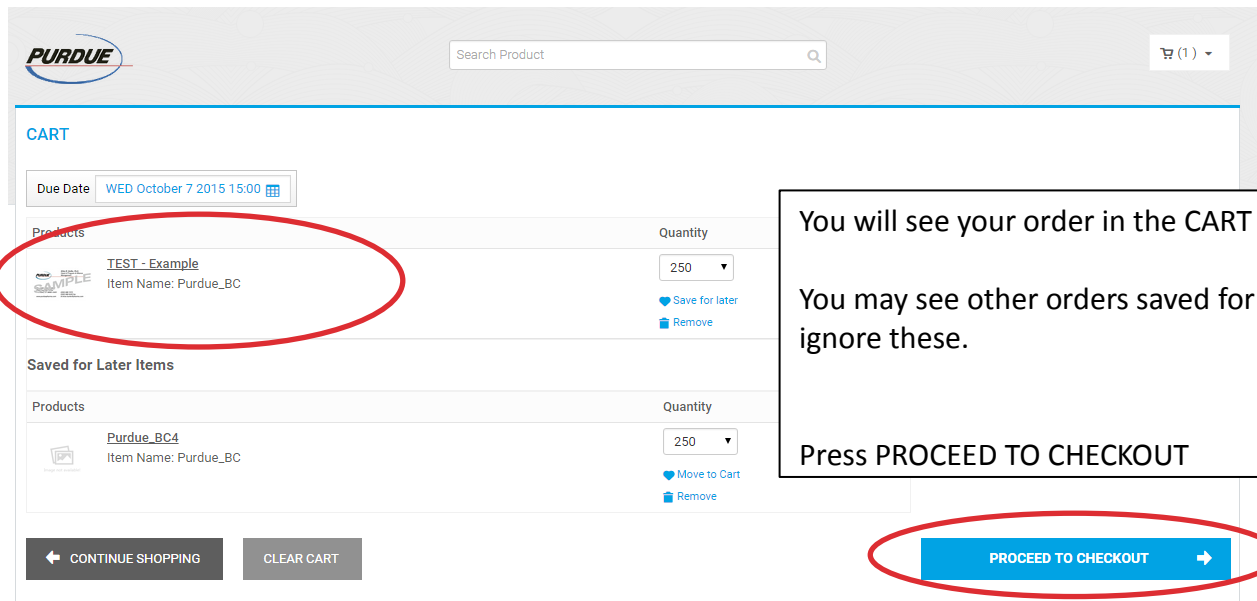
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Preview via ZOOM

After previewed, hit Update

Press I Agree



You will see your order in the CART

You may see other orders saved for later – ignore these.

Press PROCEED TO CHECKOUT

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1 Shipping

Please Update Email Below

SHIPMENT 1  
Please select a shipment type:  
UPS\_3rdParty\_Ground\_PT

ADDRESS  
[Add from Address Book](#)

\* First Name:  
Purdue

\* Last Name:  
Corporate

\* Address Line 1:  
One Stamford Forum

Address Line 2:

Address Line 3:

\* City:

\* State/Province/Region:  
CT - Connecticut

\* Zip/Postal Code:  
06901

Country:  
United States

Phone Number 1:

Company:  
Purdue Pharma, L.P.

Email:  
your\_name@Pharma.com

Delivery Instructions

☐ Save to My Address Book

**Save** **Cancel**

You must click save to proceed with checkout.

**Add Another Recipient**

**CONTINUE SHOPPING**

Please enter your mailing address to have the cards mailed to you.

Press Save

Press PROCEED TO PAYMENT

**PROCEED TO PAYMENT**

Shipping

2 Payment

3 Finish

How would you like to pay?

PAYMENT METHOD  
Please select a payment type.

☒ Sales Cost Center # is 8100208

SALES COST CENTER # IS 8100208

\* Cost Center (7 digits):  
8100208

Products  
TEST - Example  
Item Name: Purdue\_BC  
Qty  
250

Re-enter Cost Center  
8100208

Press PLACE MY ORDER


**CONTINUE SHOPPING**


**PLACE MY ORDER**


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**THE INFORMATION CONTAINED HEREIN IS FOR YOUR EDUCATION ONLY – NOT FOR USE IN PROMOTION**



  
Shipping

  
Payment

  
Finish

**Order Confirmation**

Thank you for your order!

If you chose store pickup, please bring a copy of this order confirmation when you come to pick up your order.

Order Number <b>75246</b>	Status: <a href="#">User approved</a>	<div style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;"> <b>Due Date: 10/7/2015 3:00:00 PM EDT</b> </div>
<small>As of 10/1/2015 2:44:32 PM EDT</small>		

Order placed by:

Purdue Corporate  
your\_name@Pharma.com  
Purdue Pharma, L.P.  
One Stamford Forum  
Stamford  
CT - Connecticut  
06901  
United States

Print Shop

Printech  
info@iprintech.com  
652 Glenbrook Road  
Stamford  
CT - Connecticut  
06906  
United States  
203-355-7600

**Hours Of Operation**

Sun : Closed  
Mon-Fri : 8:30 AM-5:30 PM  
Sat : Closed

**Products**

TEST - Example

Item Name: Purdue\_BC

Qty  
250

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Payment Method:

**Accounting Codes**

Cost Center (7 digits)  
**8100208**

This is your Order Confirmation

Due date = approximate date you will receive your cards.

### Additional Information

- Cost Center should be entered **8100208 (no dash, no space)**
- Submitting order – **Carefully proof your submission**, the vendor will process the order exactly how it's received, therefore any typos will not be corrected by vendor. It's your responsibility to ensure the information is correct.

If you have any questions, please contact Erin Argueta x7659 (Eastern Regions)  
or Felicia Mancuso x7246 (Western Regions) in the Home Office.

MR-02407

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