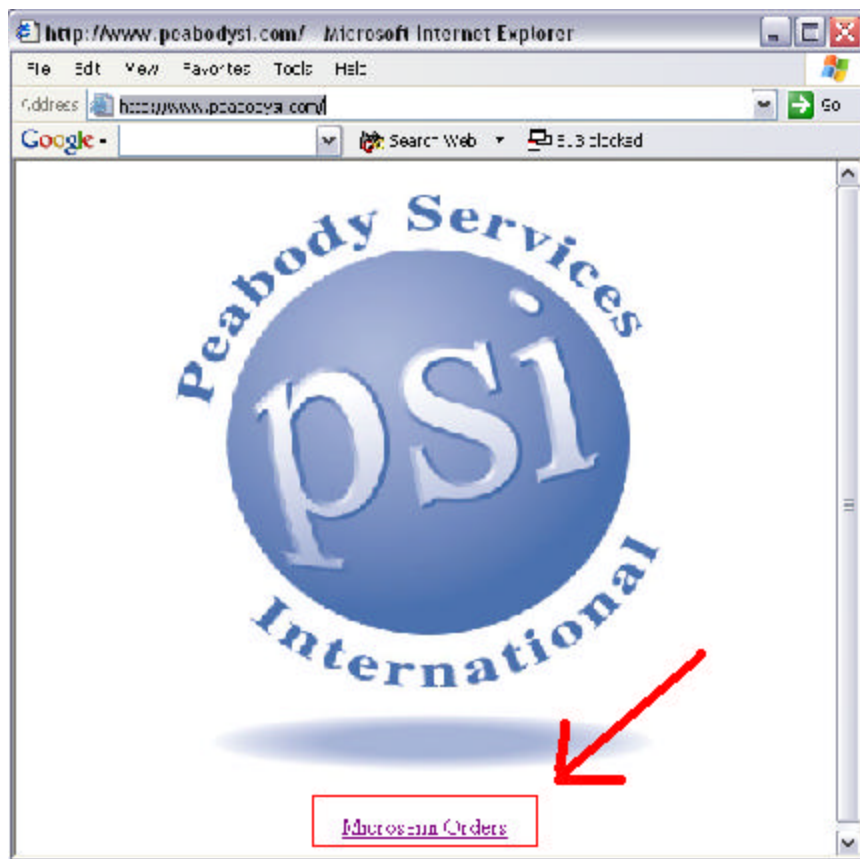


Microsemi Business Card Orders

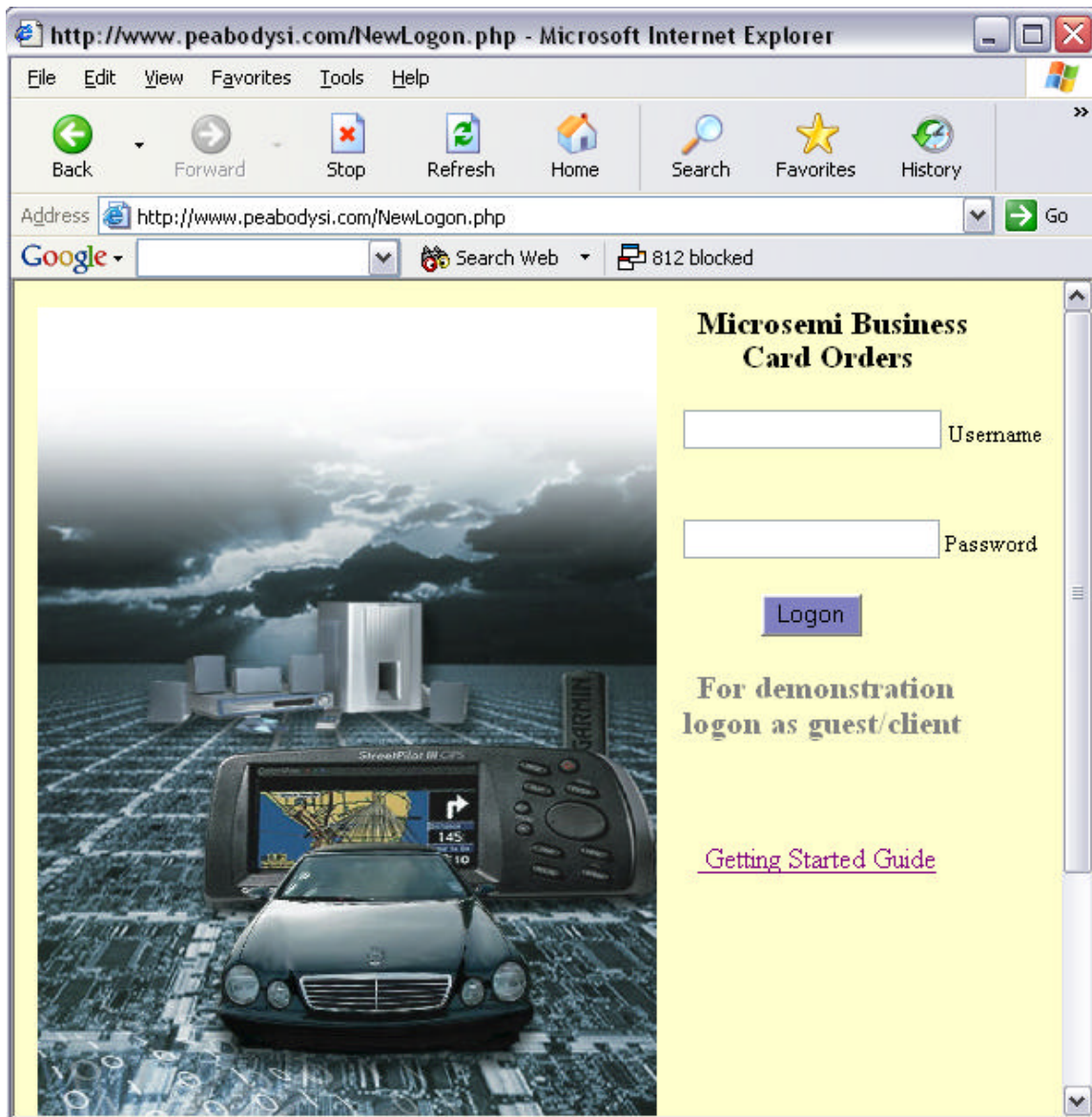
To order a batch of business cards use the web ordering system on the PSI web site. You will need a logon, password and email address for submitting orders. Please contact Steve Peabody at 949.375.0470 or steve@peabodysi.com.

Card Ordering Demo

Go to <http://www.peabodysi.com/> and select the Microsemi Orders link.



Enter "guest" for username and "client" for password. Later when you are making a real order you will use your assigned username and password. The logon is case sensitive.

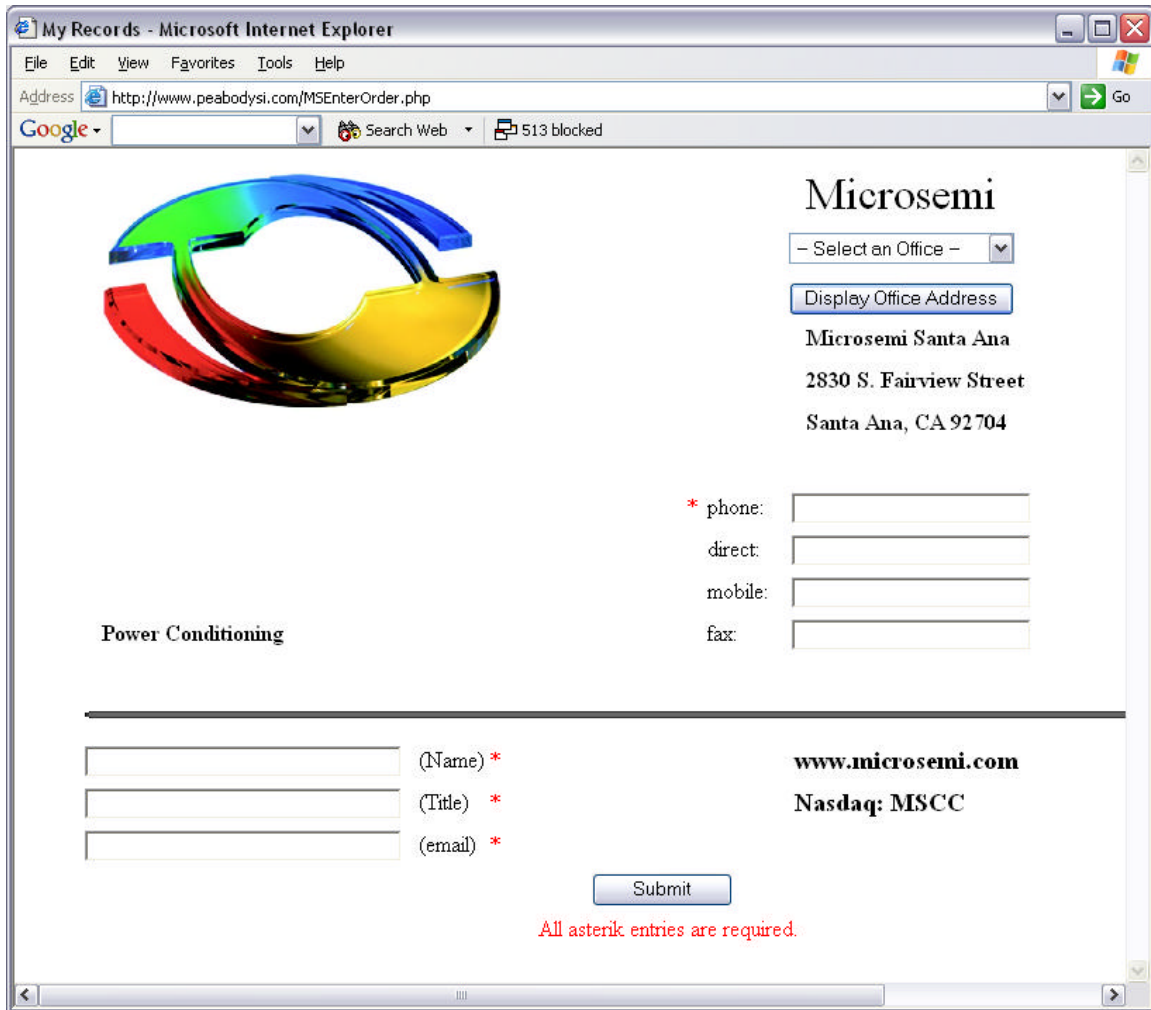


Use the "Enter Business Cards" link to enter the details for card order. Each card order is entered separately. When you are done entering all details use the "Submit Batch" to send that set of orders as a batch. Note: None of the entered business card details are placed as an order until the batch is submitted.



[Entering Business Card Details](#)

First select a Microsemi office from the drop down list box and press "Display office address". The most commonly used Microsemi Office addresses are listed here. NOTE: If you are requesting a business card for another office put these details in the notes section on the next page.



Enter details for phone, name, title, email, etc. The asterisk fields are required. Push the submit button to go to the next page.

The next page will display what you entered. If you see an error, select the edit link and you can go back and change your entries. If you would like to send a copy of the request to the employee you are ordering for check the box "send email confirmation". This gives an opportunity for the user to proof read the spelling and phone numbers.

Quantity is a required field. The date you need these by is not mandatory but helpful. If this is a rush job or there are additional instructions, enter them in the notes field.

My Records - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address  http://www.peabodysi.com/Orderentered.php  Go

Google  Search Web  513 blocked

Office:	2830 S. Fairview Street
	Santa Ana, CA 92704
	phone: 949-754-8899
	direct: 949-852-0067
	mobile: 714-645-9785
	fax: 714-555-4685
Employee:	
	Richard Stikes
	Regional Sales
	rstikes@microsemi.com

[EDIT](#) Send email confirmation to employee

Quantity **Need by Date**

Notes

When the information on this business card is complete press the submit order button. The next page allows you to enter another card or submit the batch.



Submitting the Batch

When you select the submit batch link, a summary of your business card orders will be displayed. Review the details and add any additional notes for the batch. Push the submit batch button to send the request. When you submit a batch you are sent an email summarizing your request. If you selected to send copies to each employee you submitted cards for, they will get an email of just their card request with instructions to review the order.

When the order has been submitted you will see confirmation of the submission. It may take a moment to submit but it is important to confirm that transmittal was successful.

If you have any questions, difficulties or enhancement requests, please email to this address – debbie@peabodysi.com.



My Records - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.peabodysi.com/MircroReviewOrders.php> Go

Google Search Web 513 blocked

Name	Quantity	Requested By
Richard Stikes	500	Feb 25, 2005
JoAnne Phelps	250	Feb 25, 2005

Notes

Please ship to Garden Grove office.

Submit Batch