

## Introduction

This User Guide provides step-by-step instructions on how to place a tag order once your account has been activated. If you have not yet activated your account, [click here](#) for the instructions to do so.

## Glossary

There are some basic terms used in the user guides that users should become familiar with.

**CCIA**- Canadian Cattle Identification Agency

**Activate** - Creating a username and password to access your tag order account.

**CLTS Account ID** – The account ID that represents your account in the Canadian Livestock Tracking System. The ID starts with an A and is followed by 7 numerical digits.

**CRC** – CLTS Resource Centre, the repository of step-by-step instructions and guidelines designed to help users with the CLTS.

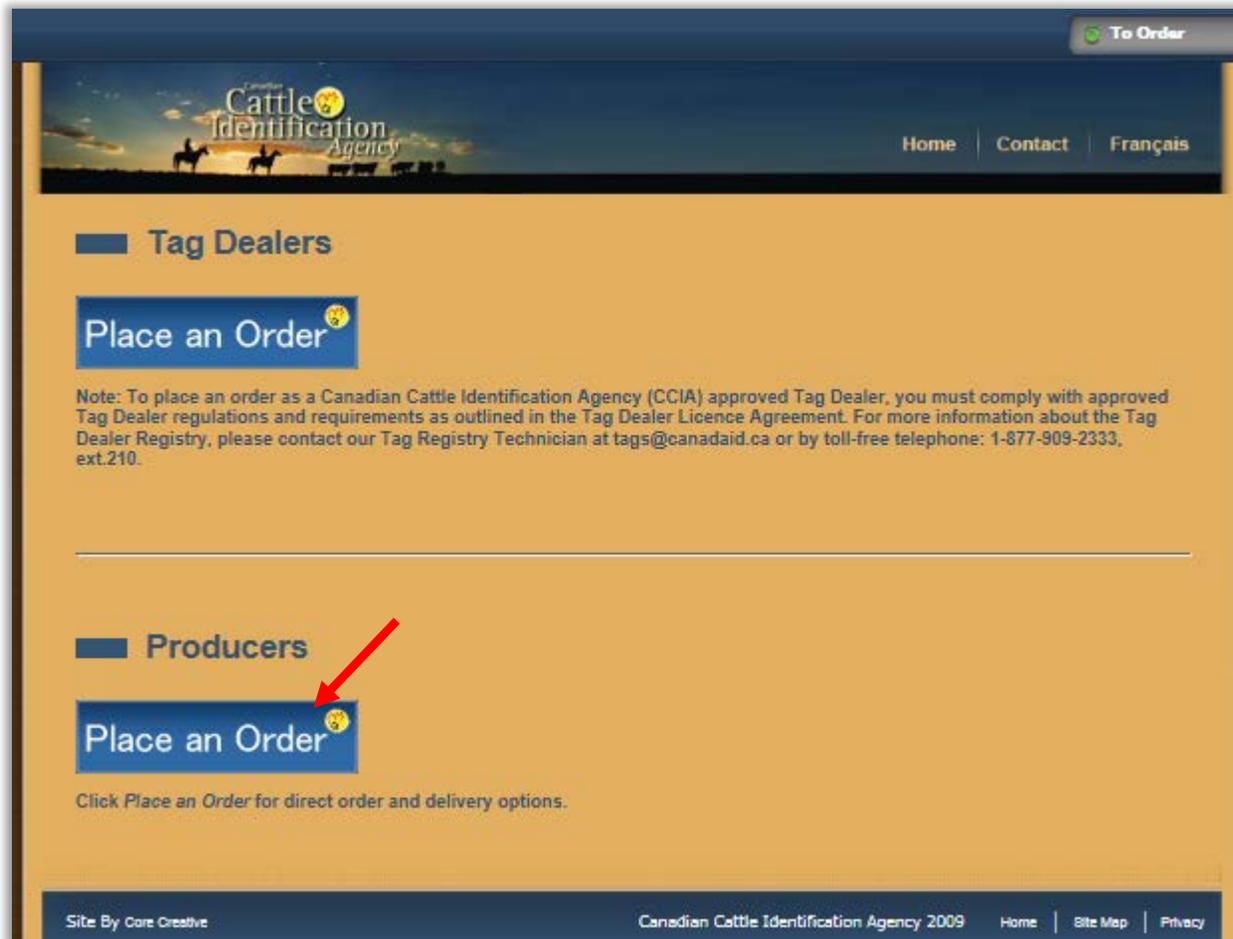
**Producer** - A person, company, or country that makes, grows, or supplies goods or commodities for sale.

**Tag Dealer/ Tag Distributor** - means an individual, a partnership, a corporation, a cooperative, an association or an organization that sells or distributes approved tags.

**eServices**- Electronic Service- deeds, efforts or performances whose delivery is mediated by information technology. Such e-service includes the service element of orders, invoices, payments and backorders.

## How to Place a Tag Order

1. If you are already logged into the site, [click here](#) to skip to step 3. If you are not logged in please go to <http://tags.canadaid.ca> and click **Place an Order** under the **Producers** heading.



2. On the login screen, enter your **Username** and **Password** and then click **Login**.

Canadian  
**Cattle**  
Identification  
Agency

for Canadian Producers

Home Cart eServices Profile Login Register

Options Search →

Login

\* Indicates required field

\* Username:

\* Password:

Login

[Forgot your username/password information?](#)

[Register - Create your Access Codes](#)

Cart eServices Profile **Login** Register

3. On the home page, click **View all** beside the tag manufacturer brand of tags you would like to order.

The screenshot shows the homepage of the Canadian Cattle Identification Agency for producers. At the top, there is a navigation bar with the agency logo, a 'Home' button, and links for 'Cart', 'eServices', 'Profile', and 'Logout'. Below this is a search bar with the text 'Enter your search criteria', an 'Options' dropdown menu, and a 'Search' button with a right-pointing arrow. Language options for 'English' and 'Français Canadien' are also present. The main content area features a heading: 'To order, click "View all" by tag manufacturer of choice.' Below this heading is a list of four tag manufacturers, each with a logo, a description of their products, a starting price, and a 'View all' button. A red arrow points to the 'View all' button for Z-Tags. On the right side of the page, there is a 'Producer Account' section with the text 'Producer Account', 'Producer', and 'Account: 200781'. Below this is a 'View Shopping Cart' button with a shopping cart icon. At the bottom of the account section, there are links for 'View Pending Carts' and 'View Shopping Lists'. A 'QUICK ORDER' button with a shopping cart icon is located on the left side of the page. A small image of a herd of cattle is visible in the bottom left corner of the main content area.

4. A list of available products from that manufacturer will appear. To narrow down the options, use the filters on the left hand side.

The screenshot shows the CCIA website interface. At the top, there's a banner with the CCIA logo and the text 'for Canadian Producers'. Below the banner is a search bar with the placeholder 'Enter your search criteria', an 'Options' dropdown, and a 'Search' button. The main content area displays '5 product(s) found' and a message: 'You can navigate through the search results or filter them using the tool on the left'. On the left side, there is a 'Filter results' sidebar with a red circle around it. The sidebar includes sections for 'Availability' (In stock (1)), 'Suppliers' (Zee Tags Limited (5)), 'Product categories' (Supplies (5)), 'Usages' (CCIA - Cattle identification (5)), and 'Clear search filter'. The main product list shows a table with columns: Product, Availability, Price, and Qty. The first product is 'Zee Tag - FBTPFDX YEEUZ-20' by 'Zee Tags Limited | CDMV'. It is 'In stock' and 'Regular'. The price section shows 'Regular price : \$' and 'Billed price: \$'. A link 'See equivalent' is visible. The product image shows a yellow tag with '20' and 'RFID' markings.

Product	Availability	Price	Qty
 <b>Zee Tag - FBTPFDX YEEUZ-20</b> Zee Tags Limited   CDMV Code : 107526 Size : P20 Return : Return allowed if intact for resale	In stock Regular <a href="#">See equivalent</a>	Regular price : \$ Billed price: \$	<input type="text"/>
<b>Zee Tag - FBTPFDX YEEUZ</b>	In stock	Re	<input type="text"/>

5. On the order screen:

- a. Enter the quantity of packs you would like to order in the **Qty** field, then
- b. Click **Add to cart**.

*Note: Please be aware of pack sizes when placing the order. (P20 = pack of 20 tags)*

The screenshot shows the CCIA website interface. At the top, there is a navigation bar with the CCIA logo and the text 'for Canadian Producers'. Below this is a search bar with the placeholder text 'Enter your search criteria' and a search button. The main content area displays '5 product(s) found' and a list of products. The first product is 'Zee Tag - FBTFPDX YEEUZ-20'. The product details include 'Availability: In stock Regular', 'Price: Regular price: \$, Billed price: \$', and 'Qty: 2'. A red callout 'a.' points to the 'Qty' field. Another red callout 'b.' points to the 'Add to cart' button. A 'Filter results' sidebar is visible on the left, and a 'Note' callout points to the product details.

Product	Availability	Price	Qty
 <p><b>Zee Tag - FBTFPDX YEEUZ-20</b> Zee Tags Limited   CDMV Code : 107526 Size : P20 <b>Return</b> : Return allowed if intact for resale</p>	In stock Regular <u>See equivalent</u>	Regular price : \$ Billed price: \$	2

6. The **Shopping Cart** screen will appear.

- a. If you would like to continue adding items to the cart, select **Continue Shopping** and the home page will appear ([step 3](#)).
- b. If you are ready to place the order, click **Checkout**.

*Note: If you change the Quantity of the order at anytime, be sure to click Recalculate before Checkout to update it correctly.*

Shopping Cart | My Pending Carts | My Shopping Lists

Enter your search criteria  Options

Shopping Cart

Actions Create Pending Cart

✓ Your Store cart expires on 2014-06-07. Please save this cart if you intend to use it beyond this date

Availability	CDMV Code	Item Name	Size	Quantity	Billed Price	Remove
✓	107526	<a href="#">Zee Tag - FBTPFDX YEEUZ-20</a>	P20	<input type="text" value="2"/>	\$	<input type="button" value="Remove"/>
	F	Freight Charge	UV	1	\$	

Sub-Total: \$

**Note:** Goods and Services Tax(Rate: 5%): \$

**Total: \$**

Actions Create Pending Cart

✓ = In Stock  
 X = Out of Stock

Cart eServices Profile Logout

7. The **Shipping** screen will appear.

- a. Confirm that the **Ship To Address** is correct. If you have multiple ship to addresses, click **Select** to be taken to a list of your registered addresses to choose the correct location.

*Note: If none of the addresses shown are correct or you would like to add an address, click Go to Create a Pending Cart and contact CCIA at 1-877-909-2333 or email [orderdesk@canadaid.ca](mailto:orderdesk@canadaid.ca) with the changes required. Do not continue your order as it will be shipped to the wrong location.*

- b. If you would like the order shipped at a later date, click the calendar icon to select a different date.

*Note: the order will be shipped on the day that is selected.*

- c. If there are any **Shipping Instructions**, enter them in the text box provided.

- d. If there are any **Packing Instructions**, enter them in the text box provided.

- e. Once all of the required information is filled out, click **Next**.

Shipping Billing and Payment Review Order Details And Confirm

Checkout: Shipping Information

\* Indicates required field Cancel Actions Create Pending Cart Go Step 1 of 3 Next

**Ship To**

\* Ship to Customer: **Producer**

Ship to Contact: **Producer Account**  
 info@canadaid.ca

\* Ship To Address: **300, 5735 - 7th St NE** Select

Calgary  
 T2E 8V3  
 ALBERTA  
 Canada

**Shipping Details**

Shipping Date (other than regular)  
 (WARNING! Read indications please): [Calendar Icon]

Shipping Instructions: deliver to the back door

Packing Instructions:

Cancel Actions Create Pending Cart Go Step 1 of 3 Next

Cart eServices Profile Logout

8. The **Billing and Payment** screen will appear.

- a. Confirm that the **Bill To Address** is correct. If you have multiple billing addresses, click **Select** to be taken to a list of your registered addresses to choose the correct location.

*Note: If none of the addresses shown are correct or you would like to add an address, click Go to Create a Pending Cart and contact CCIA at 1-877-909-2333 or email [orderdesk@canadaid.ca](mailto:orderdesk@canadaid.ca) with the changes required. Do not continue your order as the invoice will be sent to the wrong location.*

- b. If you have a reference number you would like to use as a **PO Number**, enter it in the text box provided. If you do not have a PO Number, enter your initials.
- c. Once all of the required information is filled out, click **Next**.

The screenshot shows the 'Billing and Payment' step of a checkout process. At the top, there are three progress indicators: 'Shipping' (blue), 'Billing and Payment' (orange), and 'Review Order Details And Confirm' (red). Below this is a 'Checkout: Billing and Payment Information' section. It includes a 'Bill To' section with fields for 'Bill To Customer' (Producer), 'Bill To Contact' (CCIA Producers), and 'Bill To Address' (300, 5735 - 7th St NE, Calgary, T2E 8V3, ALBERTA, Canada). A 'Select' button is next to the address. A 'Payment' section is below, with 'Credit Card' selected. It has a 'Create New Credit Card' dropdown and fields for 'Card Holder Name' (Producer), 'Type' (Visa), 'Number' (45...), and 'Expiration' (02/2014). There is also a 'PO Number' field with 'JH' entered. At the bottom, there are navigation buttons: 'Cancel', 'Actions', 'Create Pending Cart', 'Go', 'Back', 'Step 2 of 3', and 'Next'. Annotations 'a.', 'b.', and 'c.' are placed on the screen: 'a.' points to the address and the 'Select' button; 'b.' points to the 'PO Number' field; 'c.' points to the 'Next' button. A 'Note:' callout points to the 'Go' button.

9. The **Review Order Details and Confirm** screen will appear. Confirm the details of your order, especially the **quantity** and the **tag brand**.
  - a. If any corrections are required, click **Back**.
  - b. If everything is correct, click **Place Order**.

Shipping   Billing and Payment   **Review Order Details And Confirm**

Checkout: Review Order Details And Confirm

 
 Actions  
 Create Pending Cart ▼  
 Go  
   
 Step 3 of 3  

**Customer Information**

Customer: Producer  
CCIA Producers

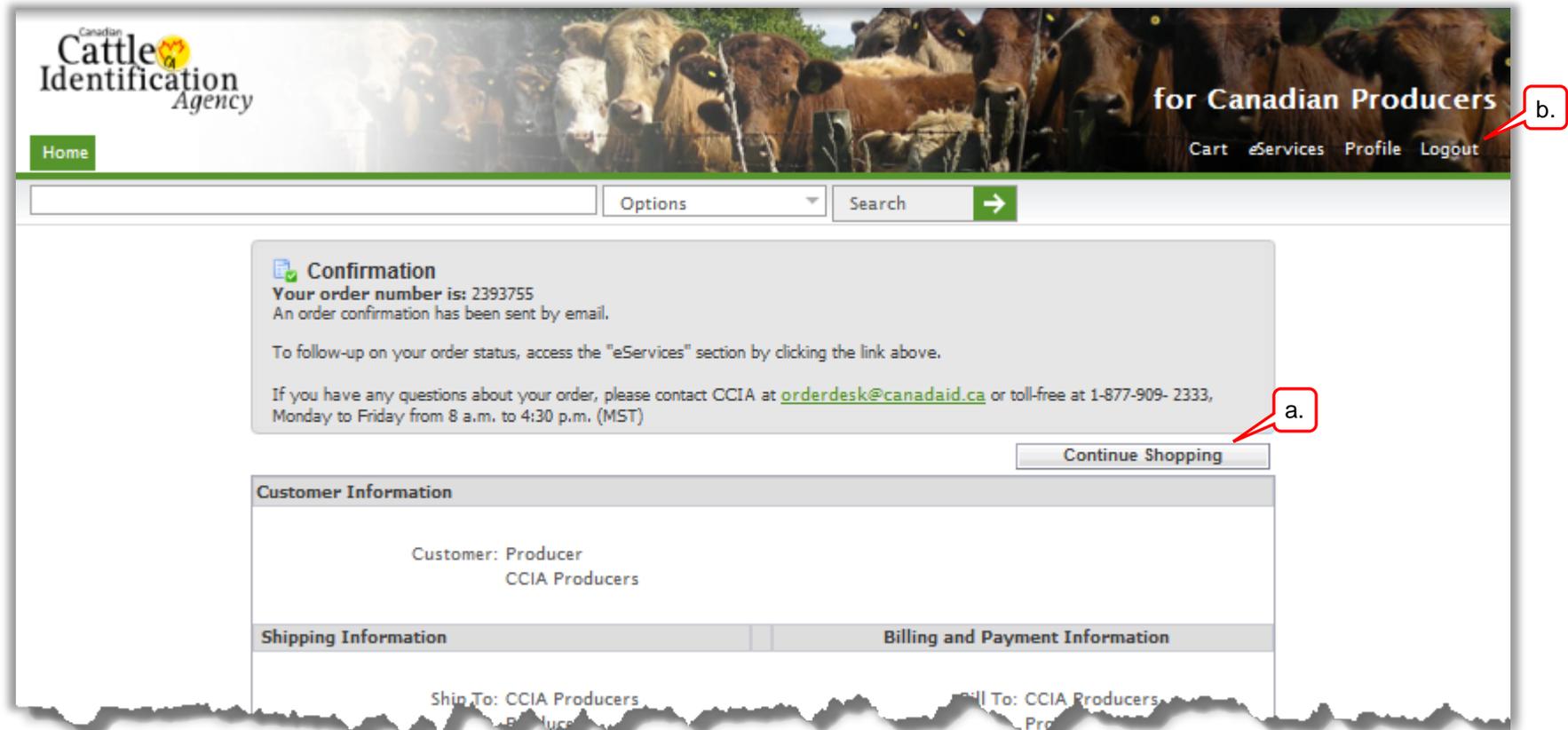
Shipping Information	Billing and Payment Information
<input type="button" value="Change"/>	<input type="button" value="Change"/>
Ship To: CCIA Producers Producer 300, 5735 - 7th St NE Calgary T2E 8V3 ALBERTA Canada	Bill To: CCIA Producers Producer 300, 5735 - 7th St NE Calgary T2E 8V3 ALBERTA Canada  Payment Type: Producer, Visa XXXXXXXXXXXXX5080 02/2014  Payment Term:
Shipping Date (other than regular) <u>(WARNING! Read indications please):</u> Shipping Instructions: <b>deliver to the back door</b> Packing Instructions:	Purchase Order No: JH

Availability	CDMV Code	Item Name	Size	Quantity	Billed Price
✓	RFCCIA.01.20	Zee-Tag CCIA FBTPFDX YEEUZ-20	P25	5	\$
	F	Freight Charge	UV	1	\$

 
 Sub-Total: \$  
 Goods and Services Tax(Rate: 5%): \$  
**Total: \$**

 
 Actions  
 Create Pending Cart ▼  
 Go  
   
 Step 3 of 3

10. The **Confirmation** screen will appear with the order number. If you have an email registered to your account, a confirmation email will be sent as well.
- If you would like to place another order, click **Continue Shopping** and you will return to the home page ([step 3](#)).
  - To finish the session, click **Logout**.



This concludes **How to Place a Tag Order**. For more CCIA user guides, please [click here](#) or visit <http://support.canadaid.ca>.