

Introduction

This User Guide provides step-by-step instructions on how to place a tag order once your account has been activated. If you are an approved Tag Dealer and you have not yet received your confirmation email or if you have misplaced your login information, please contact CCIA order desk at 1-877-909-2333 (press 2) or email orderdesk@canadaid.ca and the customer support representatives can assist you.

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.

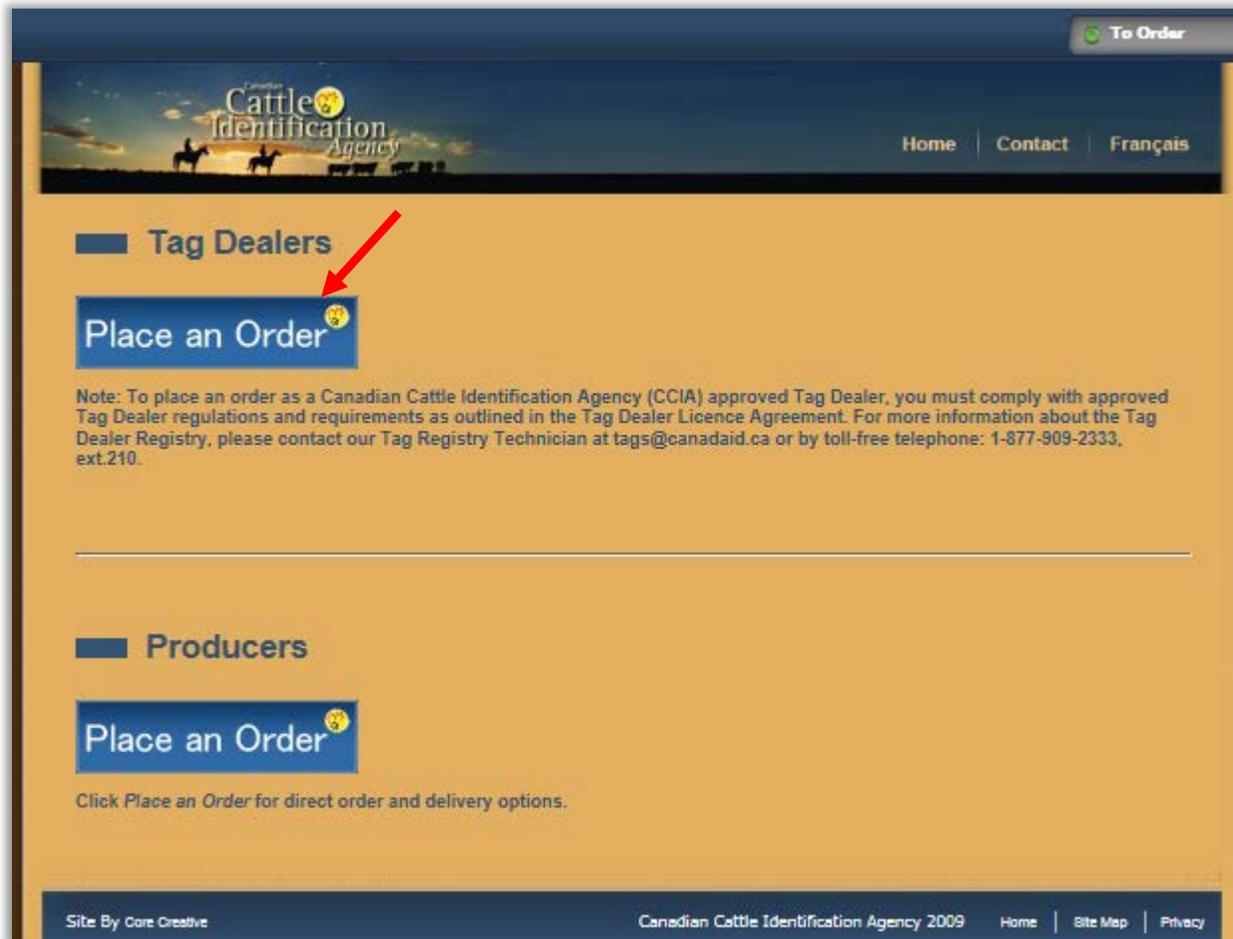
Producer - A person, company, or country that makes, grows, or supplies goods or commodities for sale.

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. Once your account has been activated and you have received a username and password, you are ready to place your order. Please go to <http://tags.canadaid.ca> and click **Place an Order** under the **Tag Dealers** heading.



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

Canadian
Cattle
Identification
Agency

for Canadian Tag Dealers

Home Cart eServices Profile Login Register

Options Search

Login

* Indicates required field

* Username: TagDealer

* Password:

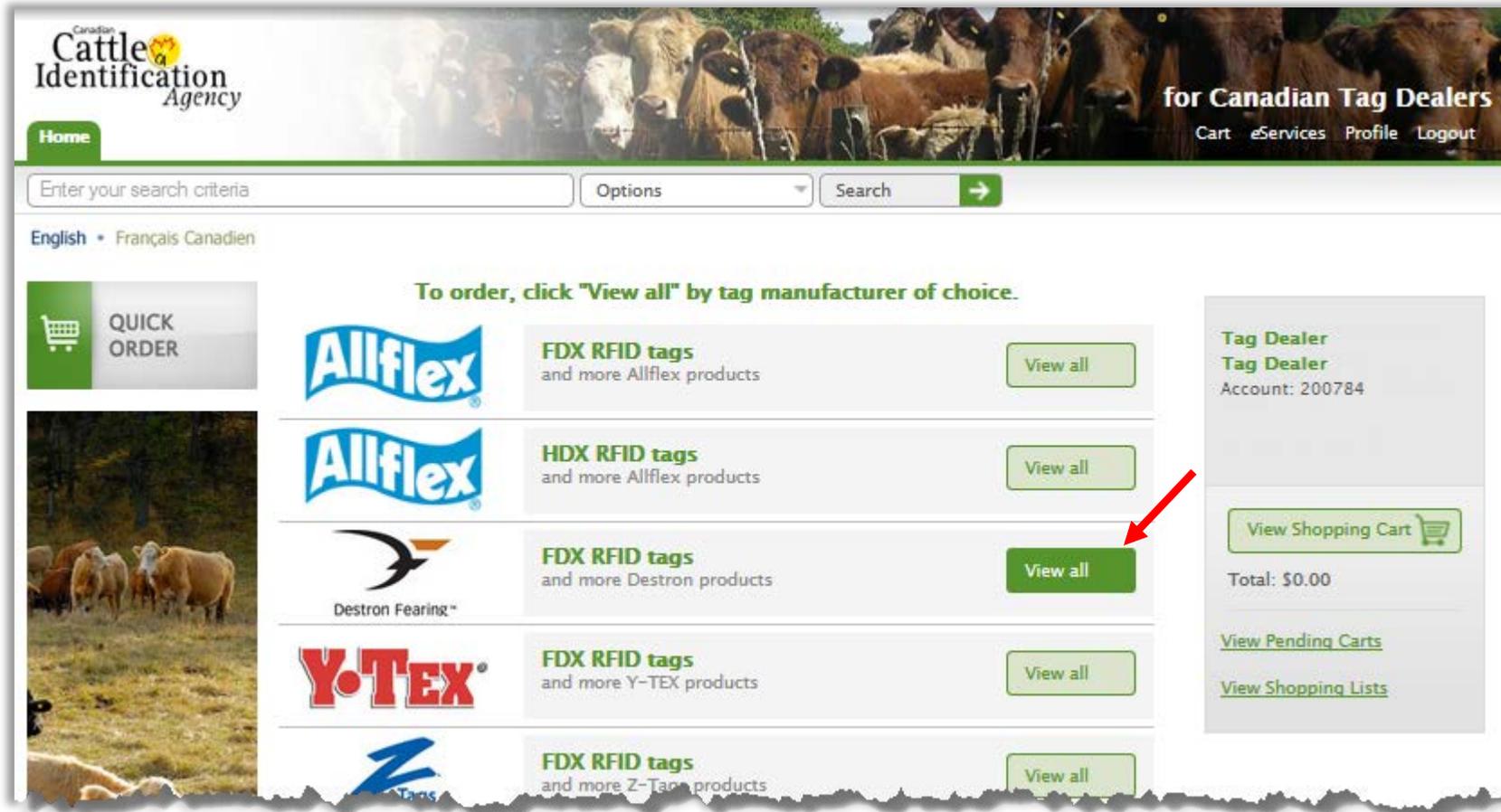
Login

[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.



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 navigation bar with 'Home', 'Cart', 'eServices', 'Profile', and 'Logout'. Below that is a search bar with 'Enter your search criteria', an 'Options' dropdown, and a 'Search' button. The main content area displays '6 product(s) found' and a list of products. On the left, a 'Filter results' sidebar is circled in red, containing the following filters:

- Availability: In stock (6)
- Suppliers: Destron Fearing (6)
- Product categories: Instruments (1), Supplies (5)
- Usages: CCIA - Cattle identification (6)

The product list table is as follows:

Product	Availability	Price	Qty
 Destron Fearing eTag FDX TX 12202B Destron Fearing CDMV Code : 107540 Size : P10 Return : No Returns - Supplier	In stock Regular See equivalent	Regular price : \$ Billed price: \$	<input type="text"/>
 Destron Fearing eTag FDX TX 12202B Destron Fearing CDMV Code : 107541	In stock Regular See equivalent	Regular price : \$ Billed price: \$	<input type="text"/>

5. On the order screen:

- a. Enter the quantity of packs you would like to order in the **Qty** field beside the item or items you want to purchase.
- b. Click **Add to cart**.

Note: Please be aware of pack sizes when placing your order. (P10 = pack of 10 tags)

The screenshot shows the CCIA website interface for tag dealers. At the top, there's a banner with the CCIA logo and the text 'for Canadian Tag Dealers'. Below the banner is a navigation bar with 'Home', 'Cart', 'eServices', 'Profile', and 'Logout'. A search bar is present with the placeholder 'Enter your search criteria' and a search button. The main content area shows '6 product(s) found' and a list of products. The first product is 'Destron Fearing eTag FDX TX 12202B'. A red callout 'a.' points to the 'Qty' field in the table, which contains the number '20'. Another red callout 'b.' points to the 'Add to cart' button. A 'Note:' callout points to the 'Return : No Returns - Supplier' text. The table has columns for Product, Availability, Price, and Qty.

Product	Availability	Price	Qty
<p>Destron Fearing eTag FDX TX 12202B Destron Fearing CDMV Code : 107540 Size : P10 Note: Return : No Returns - Supplier</p>	In stock Regular See equivalent	Regular price : \$ Billed price: \$	20
<p>Destron Fearing eTag FDX TX 12202B</p>	In stock Regular See equivalent	Regular price : \$ Billed price:	

6. The **Shopping Cart** 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.

Canadian Cattle Identification Agency for Canadian Tag Dealers

Home Cart eServices Profile Logout

Shopping Cart | My Pending Carts | My Shopping Lists

Enter your search criteria Options Search

Shopping Cart

Actions Create Pending Cart

✓ Your Store cart expires on 2014-06-11. Please save this cart if you intend to use it beyond this date

Availability	CDMV Code	Item Name	Size	Quantity	Billed Price	Remove
✓	107540	Destron Fearing eTag FDX TX 12202B	P10	<input type="text" value="20"/>	\$	<input type="button" value="Remove"/>
	F	Freight Charge	UV	1	\$0.00	

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. On the **Shipping** screen:

- 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 destination.

Note: If none of the addresses shown are correct, click "Go" to Create a Pending Cart and contact CCIA at 1-877-909-2333 or email orderdesk@canadaid.ca with the changes required. Do not continue the order as it will be shipped to the wrong location.

- b. If you would like your 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**.

8. On the **Billing and Payment** screen:

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

Note: If none of the addresses shown are correct, click "Go" to Create a Pending Cart and contact CCIA at 1-877-909-2333 or email orderdesk@canadaid.ca with the changes required. Do not continue the order as the invoice will be sent to the wrong location.

- b. Enter a **PO Number** for your reference. If you do not have a PO Number, enter any value such as 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' (grey). Below this is a breadcrumb trail: 'Shipping > Billing and Payment > Review Order Details And Confirm'. A 'Note' callout points to the breadcrumb. The main heading is 'Checkout: Billing and Payment Information'. Below this is a navigation bar with 'Cancel', 'Actions' (containing a dropdown menu with 'Create Pending Cart'), 'Go', 'Back', 'Step 2 of 3', and 'Next'. The 'Bill To' section is highlighted with a grey bar. It contains:

- * Bill To Customer: Canadian Cattle Identification Agency
- Bill To Contact: (Per CCIA Customer Service Agent for Dealers) tags@canadaid.ca
- * Bill To Address: 300, 5735 - 7 Street N.E. (with a 'Select' button next to it), Calgary, T2E 8V3, ALBERTA, Canada. Callout 'a.' points to the address text, and another 'a.' points to the 'Select' button.

 The 'Payment' section is also highlighted with a grey bar. It contains:

- Charge to my CDMV account
- Please enter a purchase order number:
- * PO Number: JH (with callout 'b.' pointing to the input field)

 At the bottom of the form is another navigation bar identical to the one above. A callout 'c.' points to the 'Next' button. At the very bottom of the page are links for 'Cart', 'eServices', 'Profile', and 'Logout'.

9. The **Review Order Details and Confirm** screen will appear.
 - a. If you need to make any corrections, click **Back** and you will return to the **Billing and Payment** screen ([step 8](#)).
 - b. If everything is correct, click **Place Order**.

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

Checkout: Review Order Details And Confirm

Cancel Actions Create Pending Cart Go Back **Step 3 of 3** Place Order

Customer Information

Customer: Canadian Cattle Identification Agency
 (Per CCIA Customer Service Agent for Dealers)
 tags@canadaid.ca

Shipping Information **Billing and Payment Information**

Ship To: (Per CCIA Customer Service Agent for Dealers)
 Canadian Cattle Identification Agency
 800, 5785 - 7 Street N.E.
 Calgary
 T2E 8V8
 ALBERTA
 Canada

Bill To: (Per CCIA Customer Service Agent for Dealers)
 Canadian Cattle Identification Agency
 800, 5785 - 7 Street N.E.
 Calgary
 T2E 8V8
 ALBERTA
 Canada

Shipping Date (other than regular)
 (WARNING! Read Indications please):

Shipping Instructions: Deliver to the back door
 Packing Instructions:

Payment Type: Charge to my CDMV account
 Payment Term:

Purchase Order No: JH

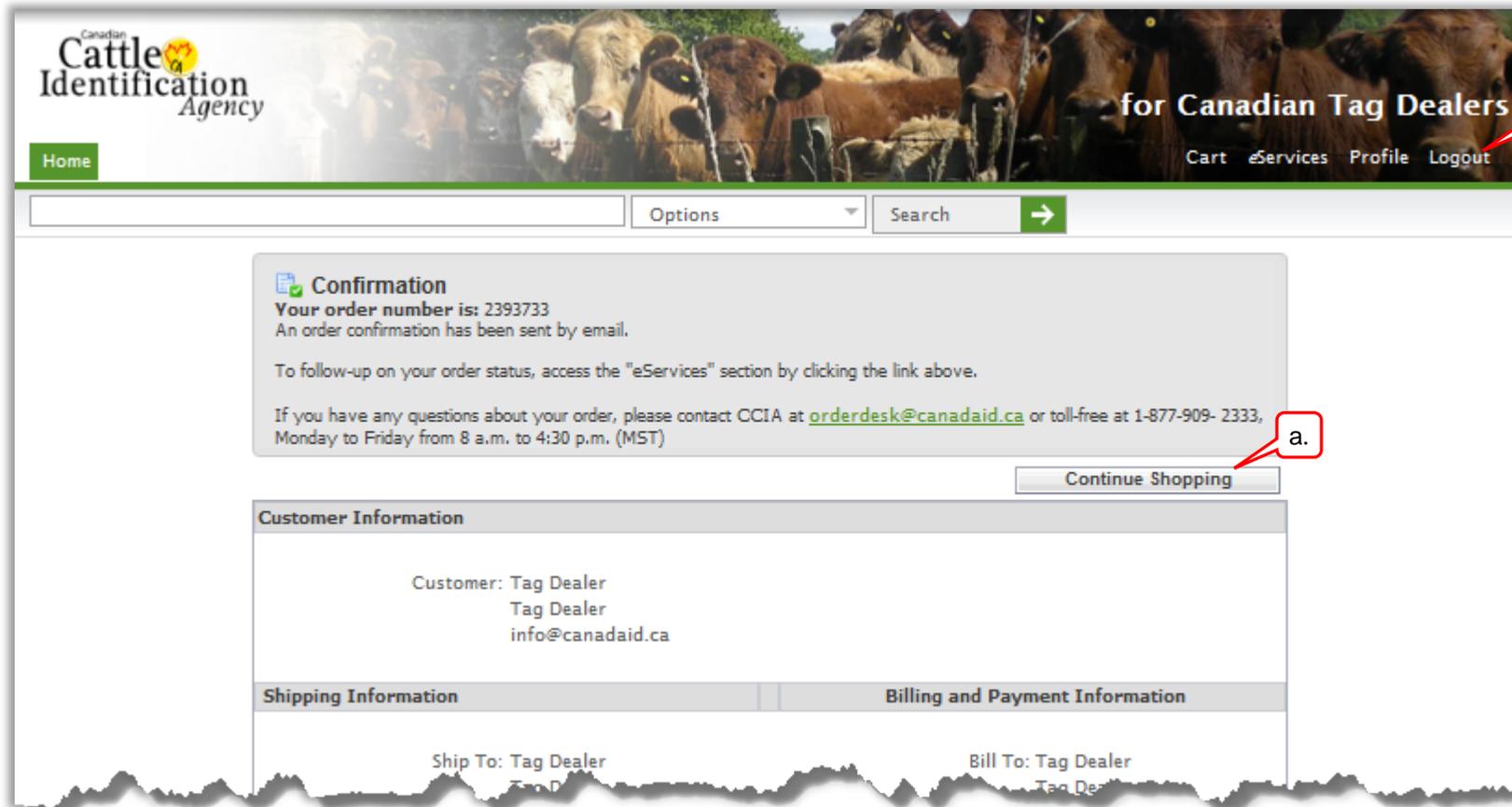
Availability	CDMV Code	Item Name	Size	Quantity	Silled Price
✓	107540	Deatron Fearing eTag FDX TX 122028	P10	20	\$
	F	Freight Charge	UV	1	\$0.00

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

Cancel Actions Create Pending Cart Go Back **Step 3 of 3** Place Order

Cart eServices Profile Logout

10. The **Confirmation** screen will appear with the order number. A confirmation email will also be sent to your account registered email address.
- a. If you would like to place another order, click **Continue Shopping** and you will return to the home page ([step 3](#)).
 - b. 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>.