



element
solutions

REVISED November, 2022

Online Ordering User Guide

Element Solutions has partnered with Compumail to provide a global online ordering system for business cards. This ensures a consistent branding, style and card stock.

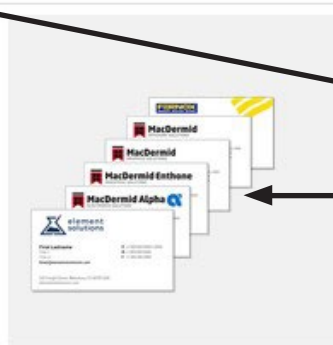
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Welcome to the Element Solutions Inc Stationery Online Ordering Site.

[Address book](#)[Profile](#)

Recently Viewed

 [Business Cards](#) [ES Business Cards](#) [ES Business Cards - English](#)[Business Cards](#)

**CLICK HERE
TO ACCESS
USER GUIDE**

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Click on 'Products' to see a fly-out menu or click on the image to see all products.

If you would like to view your saved items without entering a new product customization, go to your cart (even if it is empty) to access the **'View Saved Items'** option.

For ordering assistance, you may access the User Guide here or from the top navigation bar on any page of the ordering site.

Recently Viewed

Business Cards

ES Business Cards

MAES Business Cards

**CLICK HERE
TO ACCESS
USER GUIDE**

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 **compumail**
Design | Print | Mail

Business Cards

All Products / Business Cards



ES Business Cards



MAES Business Cards



MEIS Business Cards



MGS Business Cards



MOS Business Cards



FERNOX Business Cards

Click on a **Product**.

You may need to scroll down to see all products.

MAES Business Cards

All Products / Business Cards / MAES Business Cards

Sort by Default

Recently Viewed

Business Cards

MAES Business Cards

ES Business Cards

MAES Business Cards - English

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Click on business card language

MAES Business Cards - French,
German, Italian, Portugese,
Spanish, Swedish

MAES Business Cards - Chinese
(Simplified)

MAES Business Cards - Chinese
(Traditional)

MAES Business Cards - Czech

MAES Business Cards - Dutch

MAES Business Cards - English

MAES Business Cards - English

Front



MacDermid Alpha
ELECTRONICS SOLUTIONS

First Lastname
Title 1
Title 2
Email@MacDermidAlpha.com

227 Freight Street, Waterbury, CT 06702 USA
MacDermidAlpha.com

Back

Quantity

250

Rush this Order?

No

Price

\$35.80

CUSTOMIZE ORDER

BACK TO CATALOG

SHOPPING CART

Click on **CUSTOMIZE ORDER**

Part Number: BC1S-MAES-EN

DESCRIPTION

After you have customized your order, click update preview below. Check your proof carefully. Your order will print exactly as shown.

Preview Size

Standard

To change the size of the preview select from the 'Preview Size' dropdown

Cancel

Save for Later

Update Preview

Enter information for all required fields

Name *

Title 1 *

Title 2

Title 3

Email (@MacDermidAlpha.com is static) *

PHONE NUMBERS

Format = 0 +1.111.111.111 x 123

Phone Label *

Country Code *

**MacDermid Alpha**
ELECTRONICS SOLUTIONS

After all required fields are entered, Click **Update Preview**.

Fields with a red asterisk are required fields. You may need to scroll down to see all fields.

After you have customized your order, click update preview below. Check your proof carefully. Your order will print exactly as shown.

Preview Size

Standard



Cancel

Save for Later

Finish Editing

All required items complete

Title 3

Email (@MacDermidAlpha.com is static) *

Email

PHONE NUMBERS

Format = 0 +1.111.111.111 x 123

Phone Label *

Office

Country Code

United Sta

Phone Number

000.000.0000

Phone Label

Country Code

If you would like a pdf proof, click the download icon. This icon is only available after all required items are complete and the preview has been updated (see previous page).

Click **Save for Later** if you would like to be able to access the document at a later point in time (see also page 9).

When you are ready to approve your document, click **Finished Editing**

You will then be prompted to approve your file or continue design (see next page).

After you have customized your order, click update preview below. Check your proof carefully. Your order will print exactly as shown.

Preview Size
Standard  

All require

Title 3

Email (@MacDermidAlpha.com)

PHONE NUMBERS
Format = O +1.111.111.1111 x 123
Phone Label *
Office 
Country Code *
United States of America 
Phone Number *
000.000.0000
Phone Label
 
Country Code
 

Name
Title 1
Email@MacDermidAlpha.com
245 Freight Street, Waterbury, CT 06702 USA
MacDermidAlpha.com

0 +1.000.000.0000

Approve Document 

☐ Yes, I approve this document.

Continue Editing **Add to Cart**

Click to Approve
or
Continue Editing

You will not be able to **Add to Cart** until you have approved the document.

Cancel Save for Later **Finish Editing**

Shopping Cart

Go to your cart (even if it is empty) from any page to **VIEW SAVED ITEMS**

DO NOT combine RUSH items and standard delivery items in the same Order.

Please do not exceed 35 characters in any address field. Doing so will render your order undeliverable.

If your order will ship to Mainland China, please enter the shipping address in Simplified Chinese characters.

如果您的订单需要运送到中国大陆，请使用简体中文输入详细的送货地址。

Shipping Address

Deanna Cullen
MacDermid
245 Freight Street
Waterbury, CT 06702
203.575.5661

Ship To

Deanna Cullen, MacDermid, 245 Freight Street, Water...

Shipping options

To Be Determined \$0.00

ORDER SUMMARY

1 product shipping to 1 location

Items : \$35.80

Shipping : \$0.00

Total Before Tax : \$35.80

Estimated Tax : \$2.27

Order Total : \$38.07

CONTINUE SHOPPING

PROCEED TO CHECKOUT

SAVED FOR LATER

You have 1 item saved for later

VIEW SAVED ITEMS

VIEW SAVED ITEMS (only available if items are saved).

MAES Business Cards - English 250 \$35.80



DUPLICATE

SAVE FOR LATER

EDIT

REMOVE

Job Item Name

Name

Details

Quantity = 250

Rush this Order? = No

[Products](#)[Address book](#)[Profile](#)

Recently Viewed

[Business Cards](#)[MAES Business Cards](#)[ES Business Cards](#)[MAES Business Cards - English](#)

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Saved for Later



200 S. Irving St. Ste. 100, Woburn, MA 01801-1000
MacDermidAlpha.com

MAES Business Cards - English

Item Name Name

Price : \$35.80

Quantity : 250

Added on : 7/28/2020

[ADD TO CART](#)[EDIT OPTIONS OR QUANTITY](#)[DOWNLOAD PDF](#)[REMOVE](#)

You will automatically arrive here at your 'Saved for Later' items page after clicking **'Save for Later'** from your customization window (page 6), or after clicking **'View Saved Items'** from your cart (page 8).

Checkout

Review the 'Order Item Summary' and the 'Order Summary' and click **CHECK OUT**.

Payment Method

☒ CHECK OUT

Order Item Summary

(1) Item Shipping To Element Solutions

Description	Quantity
ES Business Cards - English	500

ORDER SUMMARY

1 product shipping to 1 location

[EDIT QUANTITIES OR SHIPPING OPTIONS.](#)

CHECK OUT



Thank you for your order. A summary of your order is below. You may want to print this page for your records.

Order #100047

REORDER

Purchase Order: n/a
Order Date: 2/5/2019 9:46 AM

Bill To
Accounts Payable
MacDermid
245 Freight Street
Waterbury, CT 06702
Ordered By
1MacDermid Developer
andrea@compumail.net

Notes

Print Summary

Click **Print Summary** to print the Order Summary

The 'Order Summary' appears when the order has been submitted.

When your order is submitted you will receive a 'New Order' email.

When it is shipped you will receive an 'Order Completed' email which includes a tracking number.

ES Business Cards - English

Approved



REORDER

QTY: 500
Price: BC15-ES-EN
Item Name: First Lastname
Item Number: 1

Details

Quantity = 500

Status

2/5/2019 9:46 AM
Order Received
1MacDermid Developer <andrea@compumail.net>

Shipping Method

Name To Be Determined
Carrier none

Ship To

Element Solutions
245 Freight Street
Waterbury, CT 06702
000.000.0000

Files

[proof_100047-1-firstlastname.pdf](#)

Preview



Approved Text
Yes, I approve this document.

For a PDF proof of your order click on the proof link.

USER ENTRY FORMATTING RULES

1. If you do not see an address that you need within the address dropdown menu, please contact Elisete.Costa@MacDermidAlpha.com with the full address as you would want it on the business card. If the address needs to be translated for the 2nd side of business card, please provide the translated address as well.
2. **Office** numbers are first, then **Mobile**, then **Fax** if any. If you do not have an office phone number then it is okay to put only your mobile number and/or a fax number.

INCORRECT:

M 201.234.2345

O 203.456.7890

F 203.123.1234

CORRECT:

O 203.456.7890

M 201.234.2345

F 203.123.1234

3. **Phone Numbers** will be separated by periods (.) & extensions separated by an x with a space before and after it, See example below:

INCORRECT: 203-575-5654x123

CORRECT: 203.575.5654 x 123

4. **Always capitalize the first and last name in email** (the email alias has been statically placed so all you need to type is First. Lastname)

INCORRECT: elisete.costa@MacDermidAlpha.com

CORRECT: Elisete.Costa@MacDermidAlpha.com

5. **(MacDermid Alpha Electronics Solutions Only)** Please state the employee's division underneath their title (Circuitry Solutions, Semiconductor & Assembly Solutions, Film & Smart Surface Solutions, or Compugraphics Photomasks) If an employee works for multiple or all divisions, please leave blank.

Divisions will always be in English and both words will have the first letter capitalized.

INCORRECT: circuitry solutions **CORRECT:** Circuitry Solutions

6. ONLY FOR DOUBLE SIDED BUSINESS CARDS

- a. Only Names and Titles may be translated.
- b. Addresses are displayed in English in the drop-down menu, when chosen, click "update preview" and switch to page number 2 to see the translated address

7. Things to know:

- a. Designations ie: Ph.D belong in the Name field, not the Title fields.

8. Who gets a business Card:

- a. The corporate policy is to limit the number of business cards ordered. Business Cards should only be ordered primarily for customer and/or vendor facing employees and human resource employees.

FREQUENTLY ASKED QUESTIONS

1. Can we print a quantity different from the standard selection?

We have only two options for quantities 250 and 500.

2. Can I order business cards from my local supplier?

Per corporate guidelines and request by Ben, we are to use one online source, Compumail, for all business cards to ensure consistent branding, style, card stock, etc.

3. I need to order ESI business cards, and I do not see a template for this business. How do I get a business card for ESI?

- All request goes to Nydia Rivers-Brown, copy Elisete Costa, for approval from corporate and processing

4. Facility address is not listed on site:

Send the address to elisete.costa@macdermidalpha.com for review.

FREQUENTLY ASKED QUESTIONS

5. What email should I use for an associate?

If the associate's email address does not match the business cards static email address as shown below, an IT request for an updated email address should be completed. Note: IT can provide multiple alias addresses so their old email will be forwarded to their new email address:

Example of Compumail's business defined static business email address:

Element Solutions Inc	@elementsolutionsinc.com
MacDermid Alpha Electronics Solutions	@MacdermidAlpha.com
MacDermid Enthone Industrial Solutions	@MacDermidEnthone.com
MacDermid Graphics Solutions	@MacDermid.com
MacDermid Offshore Solutions	@MacDermid.com
MacDermid Envio Solutions	@MacDermidEnvio.com

If the associate is responsible for multiple businesses, you will need to submit the business card form to Elisete.Costa@MacDermidAlpha.com for assistance in determining which is the most accurate.

6. What if the associate's title does not match ADP?

If the associate's title does not match the ADP system, the following steps are to be performed:

Send an E-Mail to the associate and their manager noting the discrepancy.

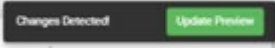
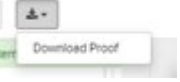
If the manager confirms, the ADP system is correct

1. Associate is notified he is to use the ADP system title on the business card
2. Business card is to be created using the ADP title

If the manager confirms, the associate's title is correct, and the ADP system is incorrect.

1. Email needs to be sent to HR requesting title correction.
Note: Include your email confirmation from the manager confirming the associate's title to HR.
2. Business card can be processed.

NOTES / TAKE AWAY

1. **Save for Later** –  Use when you want to save any documents.
2. **Update Preview** –  Select when all required data is entered.
3. **Preview Size** –  Used when you want to change size of preview.
4. **Change Detection** –  Icon only appears in center of page when a new document is entered or when actual changes have been entered into content.
5. **Download Icon** –  Icon will only appear when all required fields are entered. If any missing fields are missing this icon will not appear.
6. **Required Fields** – * Any item with an asterisk (*) is a required field and needs to be entered.
7. **Finishing Editing** –  Only use “finishing Editing” when you are ready to order. When not ready to order use “Save for Later” option. When you are ready to approve your document, click Finished Editing. You will then be prompted to approve your file or continue design.

Template

To help with the business card request, have associates fill out business card template

Template

Business (Element, MAES, MEIS, MOS, MGS, Fernox, Element Automotive, MacDermid Envio)	
Name	
Title	
Division for MAES Only (Circuitry Solutions, Semiconductor & Assembly Solutions, Film & Smart Surface Solutions or Compugraphics. If all divisions, leave blank)	

Example

Email address	Business (Element, MAES, MEIS, MOS, MGS, Fernox, Element Automotive, MacDermid Envio)	MAES
Office Phone Number	Name	Donald Wong
Mobile Phone Number	Title	Regional Operations Director - China
(Optional) Fax Number	Division for MAES Only (Circuitry Solutions, Semiconductor & Assembly Solutions, Film & Smart Surface Solutions or Compugraphics. If all divisions, leave blank)	
(Optional) 4 th Phone Number (Chinese Only)	Email address	Donald.Wong@MacdermidAlpha.com
Address line	Office Phone Number	+86 21 37585000 ext 330
Additional line - Optional (If you require to add - legal entity name, Tax ID Number)	Mobile Phone Number	+65.9771.9641
 For MAES Only – Do you want the 5 brand logos on the back of your card? Note, you cannot have both the logos and foreign language	(Optional) Fax Number	
	(Optional) 4 th Phone Number (Chinese Only)	+86 187.2130.6395
	Address line	26 Tuas West Road, Singapore 638382
	Additional line - Optional (If you require to add - legal entity name, Tax ID Number)	
Do you want a double sided business card with foreign language on the back?		
If yes, what language?		
Please provide translation of Name if any		
Please provide translation of title		
Translation - Additional line - Optional (If you require to add - legal entity name, Tax ID Number)		
Additional line - Optional (Optional if needed for legal entity name, Chinese employees - do you want a Circuitry or Assembly WeChat QR Code located on the back? If yes, please indicate which)		
Please provide shipping address if different from office address		
	 For MAES Only – Do you want the 5 brand logos on the back of your card? Note, you cannot have both the logos and foreign language	
Do you want a double sided business card with foreign language on the back?		Yes
If yes, what language?		Chinese
Please provide translation of Name if any		黄汤荣
Please provide translation of title		区域运营总监 - 中国
Translation - Additional line - Optional (If you require to add - legal entity name, Chinese employees - do you want a Circuitry or Assembly WeChat QR Code located on the back? If yes, please indicate which)		
Please provide shipping address if different from office address		新加坡大士西路26号 邮编638382
		No.29 of North Chuhua Road , Fengxian District , Shanghai China



Click to download template