



How to order business cards

EMEA

Media Distribution



Step 1



Head over to [Webshop EMEA](#)

Go to the “Shop” tab

Go to the “Business cards” tab

The screenshot displays the QIAGEN webshop interface. At the top, the navigation bar includes the QIAGEN logo, links for Home, Shop (highlighted with a red box), and Contact us. A shopping cart icon with '405' items and a search icon are on the right. Below the navigation bar, the 'Sale Limit' is set to 200.00 €. The 'Categories' section on the left lists 'All Products', 'Marketing Literature', 'Marketing Giveaways', and 'Business cards' (selected and highlighted with a red box). The 'Tags' section includes a checkbox for 'Business cards need to be ordered in separate order'. The main content area shows the breadcrumb 'Products / Business cards', a search bar, and a 'Sort By: Featured' dropdown. A product card for 'Business card QIAGEN' is displayed, featuring a sample business card image with contact details for John Doe. The price '1.00 €' is shown below the product card.

QIAGEN Home **Shop** Contact us 405

Sale Limit: 200.00 €

Categories

- ☐ All Products
- ☐ Marketing Literature
- ☐ Marketing Giveaways
- ☒ **Business cards**

Tags

- ☐ Business cards need to be ordered in separate order

Products / Business cards

Search... Q Sort By: Featured

Business card QIAGEN

1.00 €

Step 2



Chose the Legal Entity which should appear on the Business card

Chose the quantity you would like to order

Click “**Customise**”

Search...

Q

[All Products](#) / [Business cards](#) / [Business card QIAGEN](#)

QIAGEN Employee Name

Title

Department

Phone +XX-XXXX-XX-XXXX

Mobile +XX-XXXX-XX-XXXX

john.doe@qiagen.com

www.qiagen.com

QIAGEN GmbH

QIAGEN Strasse 1 | 40724 Hilden | Germany

QIAGEN Employee Name

Title

Department

Phone +XX-XXXX-XX-XXXX

Mobile +XX-XXXX-XX-XXXX

john.doe@qiagen.com

www.qiagen.com

QIAGEN GmbH

QIAGEN Strasse 1 | 40724 Hilden | Germany

Business card QIAGEN

1.00 € VAT excluded

LEGAL ENTITY

QIAGEN GmbH Hilden Germany

-

50

+

CUSTOMISE

RESET DESIGNS

Business cards need to be ordered in separate order

Step 3



Customise your business card

Choose QR code which should be at the back:

- With your contact data
- With QIAGEN.com

Please remember to click “**Preview**” and check all the data before submission.

BUSINESS CARD

QUICK FILL

Name
Joe Doe

Title
Space for your title

Department
Department you are working at

Phone Number
+123456789

Mobile Number
+123-456-789

Email
name.surname@qiagen.com

QR Code
Style/Content
Website

Preview

Joe Doe
Space for your title
Department you are working at

QIAGEN

Phone +123456789
Mobile +123-456-789

name.surname@qiagen.com
www.qiagen.com


QIAGEN GmbH
QIAGEN Strasse 1 | 40724 Hilden | Germany

Step 4



After verifying the details, click “**Submit**”

✕ Cancel This is how your design will look. Do you wish to submit now? ✓ Submit



Joe Doe

Space for your title
Department you are working at

Phone +123456789
Mobile +123-456-789

name.surname@qiagen.com
www.qiagen.com

QIAGEN GmbH
QIAGEN Strasse 1 | 40724 Hilden | Germany


Step 5




Check your data one more time


Click **“Add to cart”**

Click **“View cart”**


[Home](#) [Shop](#) [Contact us](#)

200





Orders with value > : 200.00 € need to be approved

Search... 

Anna Skudlarska

Title

Department

Phone +XX-XXXX-XX-XXXX


Mobile +XX-XXXX-XX-XXXX

anna.skudlarska@qiagen.com

www.qiagen.com

QIAGEN GmbH

QIAGEN Strasse 1 | 40724 Hilden | Germany



1

2

[All Products](#) / [Business cards](#) / [Business card QIAGEN](#)

Business card QIAGEN

If you would like to order double-sided business cards or business cards for EC members, please get in touch with us at Media.DistributionEMEA@qiagen.com

Item Number: A00421

0.69 € VAT excluded


LEGAL ENTITY


QIAGEN GmbH Hilden Germany


-

100

+

 Add to cart

 CUSTOMISE

 RESET DESIGNS


Business cards need to be ordered in separate order



6

Step 5



Click “Checkout”

[Home](#) [Shop](#) [Contact us](#)



Anna Skudlarska ▾

Orders with value > : 200.00 € need to be approved

[Review Order](#) > [Shipping](#) > [Payment](#)

Order overview



Business card QIAGEN (QIAGEN GmbH Hilden Germany)

ID:809c72cb2ff51361becef2e258e13c20ad

[Remove](#)

-

100

+

69.00 €

[Review Design](#)

Subtotal	69.00 €
Taxes	13.11 €
Total	82.11 €

Checkout >

or

[Continue shopping](#)

Step 6

Provide shipping adress

Choose the delivery method

- UPS Standard as default - it is cheaper, the delivery time 3 – 5 working days

Put your Cost Center

Click Confirm Order

Confirm order

Billing: Innovationsstr. 1, 40724 Hilden, Germany

[Edit](#)

Shipping: Qiagen Str. 1, 40724 Hilden, Germany

Choose a delivery method

- | | |
|---|------|
| <input checked="" type="radio"/> UPS Standard | Free |
| <input type="radio"/> UPS Saver | Free |

Pay with

CHOOSE A PAYMENT METHOD

☒ Zahlung auf Rechnung / Payment on account



PREFERRED SHIPPING DATE (FROM WAREHOUSE)

dd.mm.rrrr



COST CENTER

Order summary

50 item(s) - 59.50 €

Delivery	0.00 €
Subtotal	50.00 €
Taxes	9.50 €
Total	59.50 €

Confirm Order

or

[Back to cart](#)

If you need Business cards with 2 addresses on both sides,
Business cards for EC member or have any other questions,
please contact

Media.DistributionEMEA@qiagen.com