



**State of South Dakota
Bureau of Administration**

Missy Schuetzle

Purchasing Specialist
Office of Procurement Management
Home page: <http://www.state.sd.us/boa/opm>

**PMB 01231
523 East Capitol Ave.
Pierre, SD 57501-3182**

**Phone: (605) 773-4277
Fax: (605) 773-4840
Missy.Schuetzle@state.sd.us**

Instructions for Online Ordering

1. Double click on the business card above if it does not automatically log you into the site. Please complete the following steps:
 - a. Log onto www.orderprinting.com
 - b. Account number 2042sdstate
 - c. Password contract
 - d. type in your name and click log on.
2. Click on Place an Order.
3. Fill in all applicable fields. On template sdstate
 - a. note for all phone number just input 10 digits
example 1. FAX number 1234567890. Template will
format to Fax: (123) 456-7890
 - b. for email first and last name Missy.Schuetzle
Template will
format to Email: Missy.Schuetzle@state.sd.us
 - c. Click Next. Note you card will compose for you.
4. Per contract - cards will be paid with State issued Visa please provide the visa and exp in the pcard number and exp fields, our site is secure.
5. Enter number sets (Names) 1 of _
6. Pick from the list of personnel authorized to approve this order per departments.
7. Click Next. Verify all information is correct.
8. Click Send my order.
9. If you have another name to enter. Click Order another similiar.
10. Change the information for the new card and and repeat steps 3-12 for each additional card to be ordered.
11. If no other names are to be ordered click log off.

If you need any further assistance please contact Martin at 803.788.6644 or via email at mbleasdale@bctsc.com