



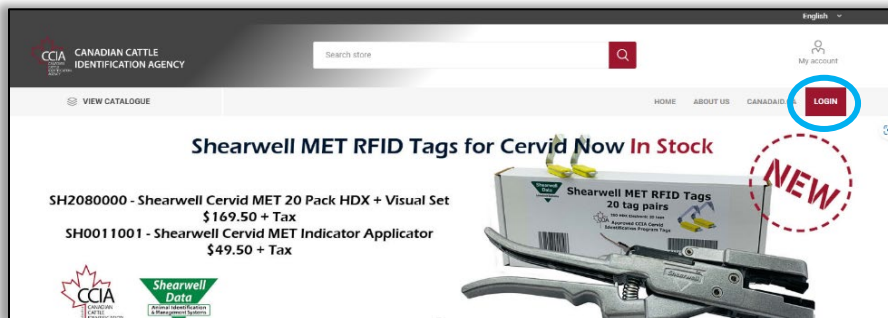
GOAT PRODUCER REFERENCE GUIDE

PLACING A TAG ORDER

How to place a tag order

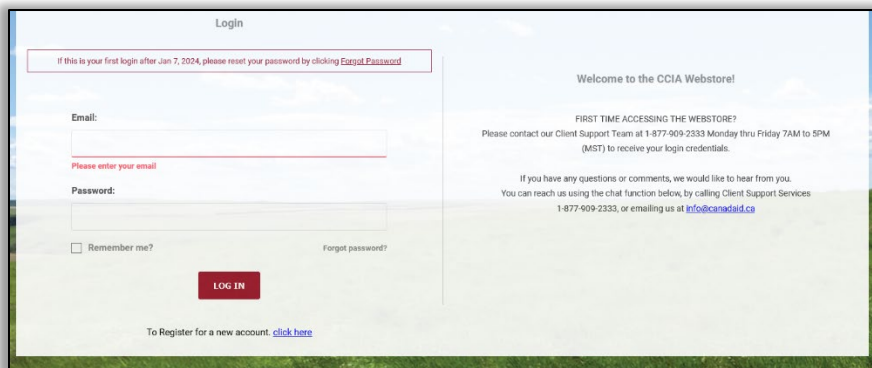
Logging in

- In your web browser type <https://tags.canadaid.ca>.
- Click **LOGIN** at the top right of the home page.
- Enter your email and password, then click **LOG IN**.



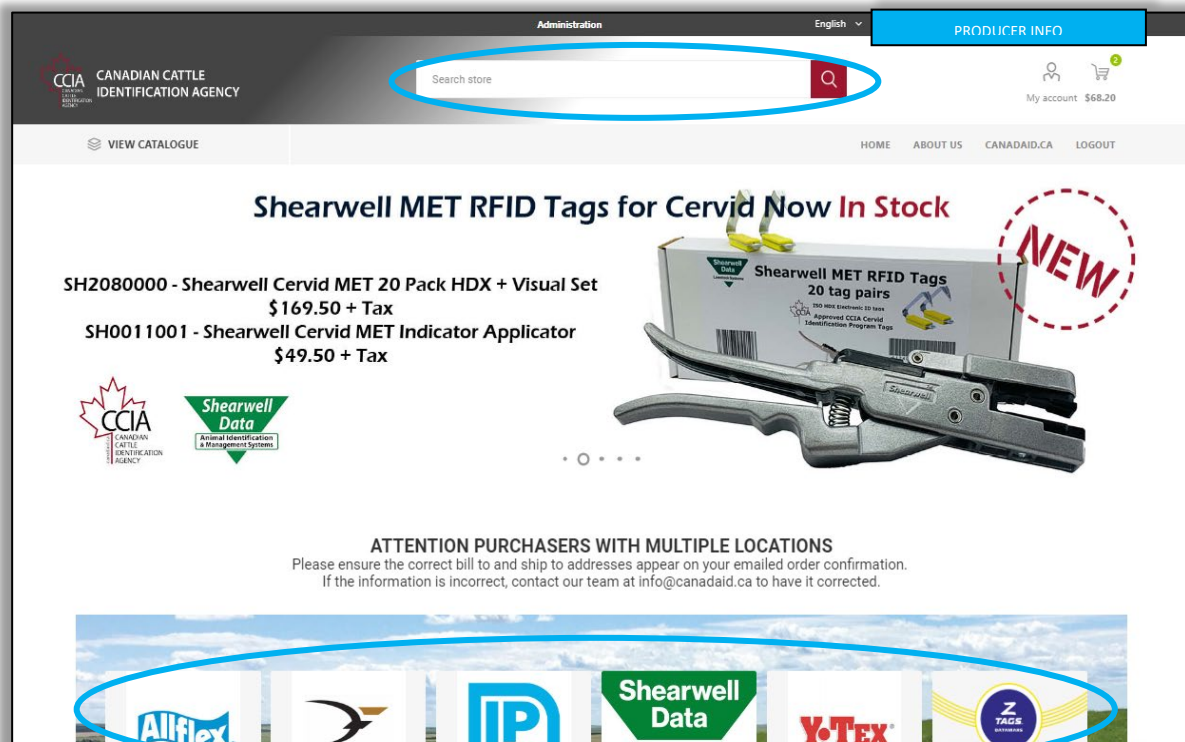
If you don't have or don't know your login information:

- At the bottom of the page, find the link: "**To Register for a new account, click here**".
- Click the link, fill out the required information, and click **SUBMIT FORM**.
- This will send an email to CCIA to create an account for you. Client Support will call you to confirm your information. If required, they can walk you through placing your first order.



Browsing and selecting products

- Once logged in, you will see the **Welcome to CCIA Webstore** banner. All approved manufacturers are listed below this banner.
- The top left menu, reads **VIEW CATALOGUE**.
- Click on any manufacturer box to view all products for that manufacturer or use the search bar at the top of the page to find specific items. For example, you can type "goat" to bring up all available goat tags and accessories.



Administration English **PRODUCER INFO**

Search store

My account \$68.20

VIEW CATALOGUE HOME ABOUT US CANADAID.CA LOGOUT

Shearwell MET RFID Tags for Cervid Now In Stock

NEW

SH2080000 - Shearwell Cervid MET 20 Pack HDX + Visual Set
\$169.50 + Tax

SH0011001 - Shearwell Cervid MET Indicator Applicator
\$49.50 + Tax

CCIA CANADIAN CATTLE IDENTIFICATION AGENCY

Shearwell Data Animal Identification & Management Systems

Shearwell MET RFID Tags 20 tag pairs

100 MET Cervid MET 20 Pack HDX + Visual Set
Approved CCIA Cervid Identification Program Tags

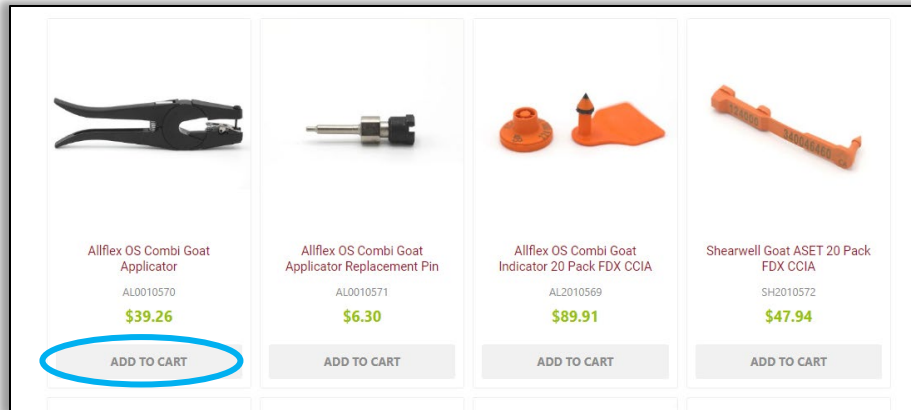
ATTENTION PURCHASERS WITH MULTIPLE LOCATIONS
Please ensure the correct bill to and ship to addresses appear on your emailed order confirmation.
If the information is incorrect, contact our team at info@canadaid.ca to have it corrected.

Allflex Shearwell Data Y-TEX Z-TAGS

Adding products to your cart

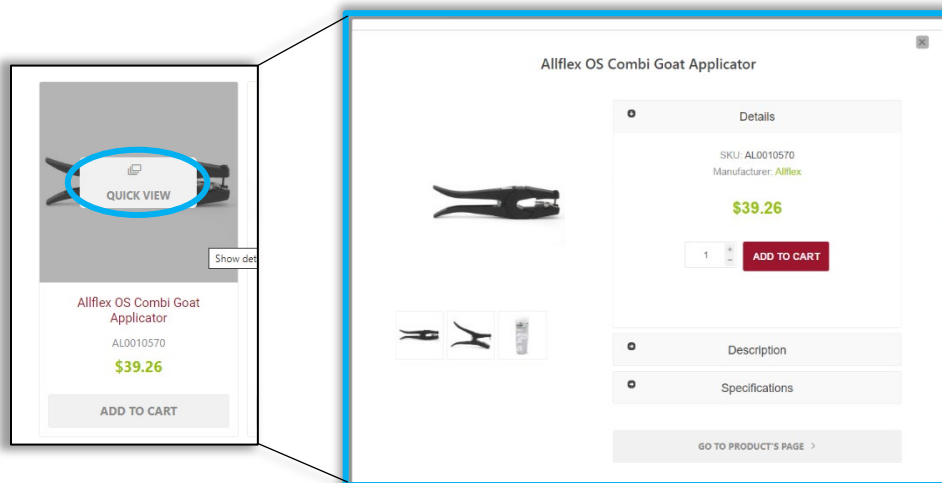
Add one item

- After selecting a product, click **ADD TO CART**.



Add multiple items

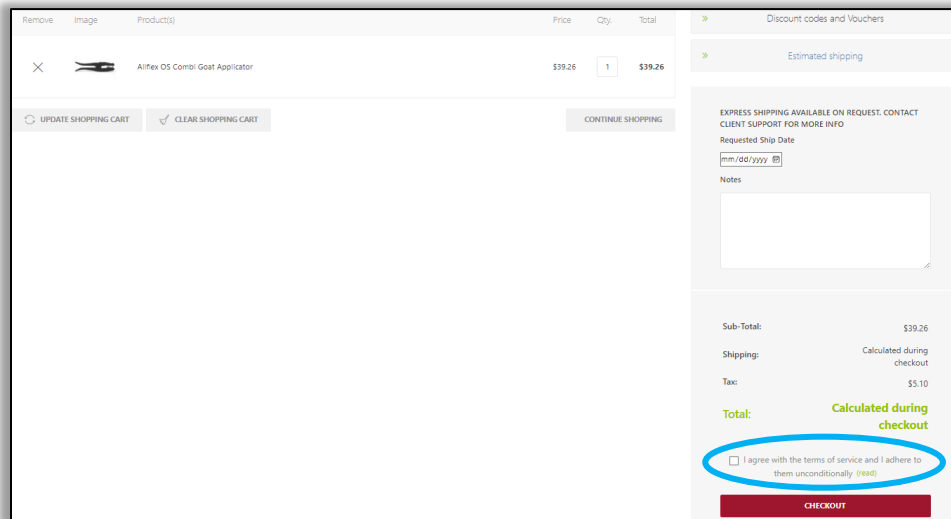
- Click on the item photo to open a pop-up (it will read **QUICK VIEW**). Increase the quantity needed then click **ADD TO CART**.



Review cart before proceeding to checkout

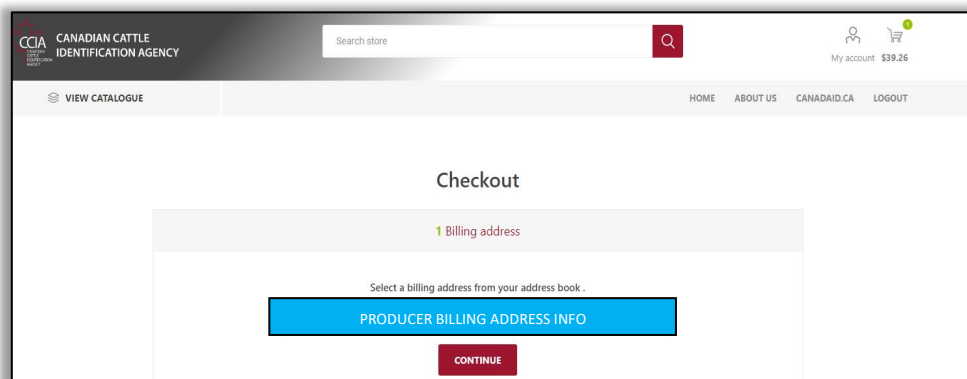
- After adding all desired products to your cart, click the cart icon at the top right to proceed to the checkout.

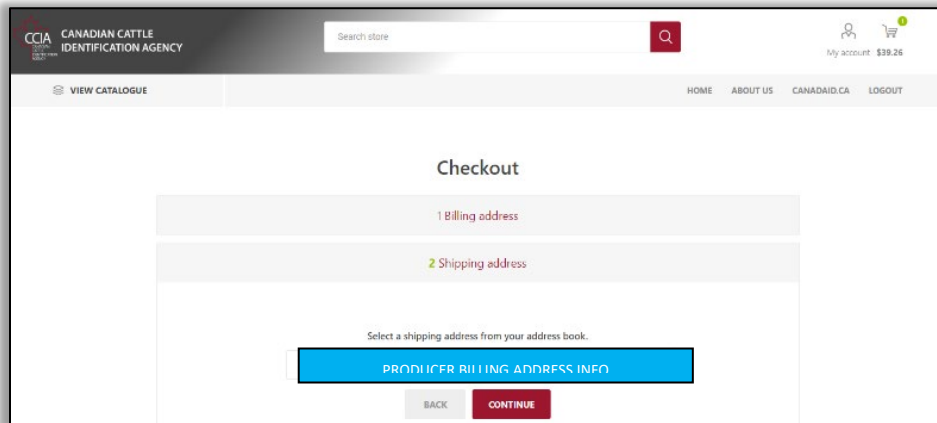
- In your cart, you can make changes to items if necessary. You can also view the sub-total, tax and notes section for any special instructions.
- Select the checkbox next to **"I agree with the terms of service and I adhere to them unconditionally (read)"**. Without this, you cannot proceed to **CHECKOUT**.
- Click **CHECKOUT**.



Checkout

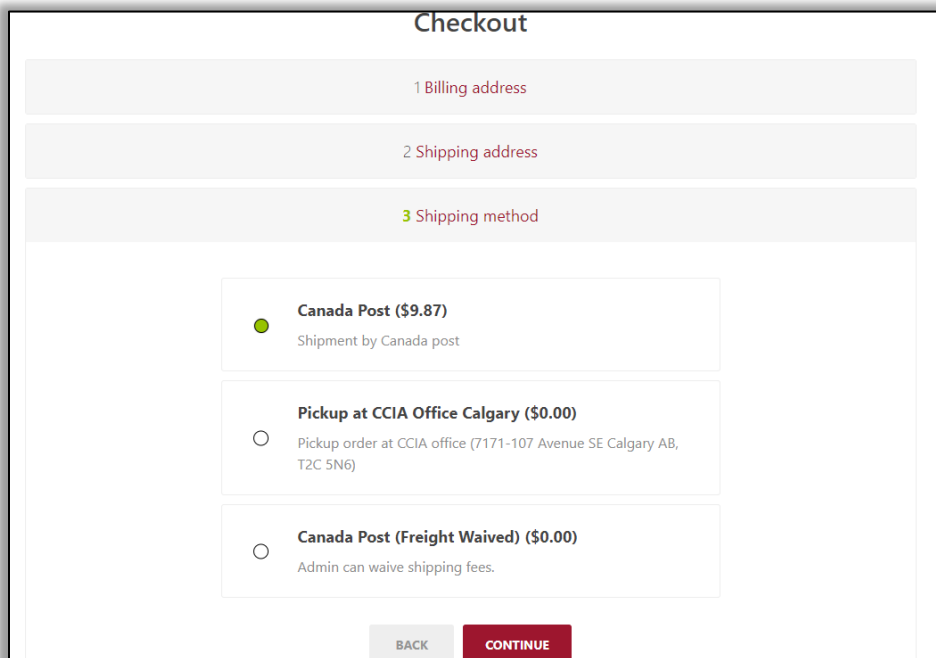
- Choose your billing and shipping addresses from the respective dropdowns. If the correct address is not shown, please contact Client Support at 1-877-909-2333 to update your information.





The screenshot shows the CCIA website's checkout process. At the top, there is a search bar and navigation links for 'HOME', 'ABOUT US', 'CANADAID.CA', and 'LOGOUT'. The main heading is 'Checkout'. Below it, there are three steps: '1 Billing address', '2 Shipping address', and '3 Shipping method'. The '2 Shipping address' step is currently active. A message says 'Select a shipping address from your address book.' Below this message is a blue button labeled 'PRODUCER BILLING ADDRESS INFO'. At the bottom of the form are 'BACK' and 'CONTINUE' buttons.

- Select your preferred shipping method. If you want to pick up your order, mention this in the notes so we can arrange a pickup time, generally available Monday to Friday from 7 a.m. to 4 p.m.



The screenshot shows the '3 Shipping method' step of the checkout process. The heading is 'Checkout'. Below it, there are three steps: '1 Billing address', '2 Shipping address', and '3 Shipping method'. The '3 Shipping method' step is currently active. There are three shipping options listed, each with a radio button:

- Canada Post (\$9.87)**
Shipment by Canada post
- Pickup at CCIA Office Calgary (\$0.00)**
Pickup order at CCIA office (7171-107 Avenue SE Calgary AB, T2C 5N6)
- Canada Post (Freight Waived) (\$0.00)**
Admin can waive shipping fees.


At the bottom of the form are 'BACK' and 'CONTINUE' buttons.

- Click **CONTINUE** to proceed to the payment information section.

Payment information

- Choose to pay by Visa or Mastercard. The order total, including shipping and tax, will appear below the credit card portion.
- Enter your credit card information and click **CONTINUE**.

5 Payment information



Select credit card: New Card

Cardholder name :


Card number :

Expiration date: 01 / 2024

Card Verification Code (CVC):

Postal Code: K0G1A0

Address: 1522 FALLBROOK RD

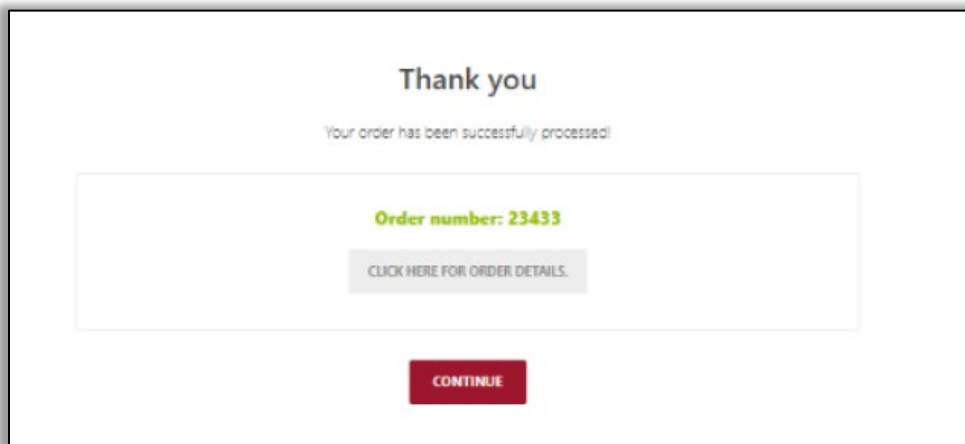
Image	Product(s)	Price	Qty.	Total
	Allflex OS Combi Goat Applicator	\$39.26	1	\$39.26

Sub-Total:	\$39.26
Shipping: (Canada Post)	\$9.87
Tax:	\$6.39
Total:	\$55.52

BACK
CONTINUE

Final confirmation

- Review your billing address, shipping address and complete order.
- If the information is correct, click **CONFIRM**. You will be directed to the order placed screen.
- If the information in the order is incorrect (items, quantities, etc.), go back to your cart, adjust as needed, and repeat the steps above. If your address information is incorrect, contact CCIA Client Support at 1-877-909-2333.



Order confirmation and shipping

You will receive an email confirmation once your order is accepted. Once the order is packaged by the warehouse, you will receive a second email with your packing slip and tracking number. When the order has shipped you will receive a final email with your invoice.

-End of document-