

TREC Card Web Portal Instructions (Prepaid)

Introduction

The Web Portal allows you to purchase TREC Cards online - www.trec.co.za

To do so simply register and login.

Proceed through the steps to create and order your cards.

Your Print Instruction will be emailed to you.

Download the TREC Printer using the link on your invoice email.

Print your order using the invoice number and key emailed to you.

Registration

If you are a first time user you need to register.

Click on register, the web browser will direct you to the registration page.

1. Complete all the required fields on the registration page.
2. Please note that when the suburb field is filled in a drop down list of suburbs will appear, select the correct suburb. The other address fields will be automatically filled in.
3. To read the terms and conditions click on the terms and conditions bar. Tick the "Accept Terms and Conditions" check-box.
4. Click the submit button to continue.
5. You will receive an email with your login details.
6. Click on continue to be redirected to the Login page.

Login:

1. Enter the username and password as per the email received and click Login.
2. If you have lost or forgotten your password check the box and enter the email address you registered with. Click submit to receive new access details via email.
3. Once logged into the portal, you will be directed to the "Process TREC Card Order", see instructions below to continue.

NOTE: In order to have credit preloaded, you must have already ordered and paid for the credits. To order more credits call **011 435 0010** or email us on lizetv@trec.co.za / info@trec.co.za. Once payment has been made, an invoice will be sent via email and your credit balance will be updated. Your balance will show on the first page after the login screen. As cards are ordered, the credits will be deducted from your account.

4 Steps for Processing TREC Card Order.

You can order single or multiple TREC Cards.

Step 1: UN Number Selection

1. Enter the UN Number in the box provided - numbers only.
E.g. To select SILANE - UN Number 2203 enter "2203" not "UN2203"
2. A drop down list will appear with corresponding UN Numbers and descriptions. Click on the appropriate UN from the list.
3. A table will appear at the bottom of the page where you can select a previous TREC card with that UN Number (if you have created one before) or tick on "New Card" and click on next.

Step 2: Custom Data

1. Enter all the required fields to appear on the TREC Card.
2. Enter the amount of cards you want to print.
3. Select or deselect phrases to be printed on the TREC Card in section.
Use your (SDS) Safety Data Sheet to select the most appropriate phrases.
4. Preview the TREC Card by clicking on the Preview Card button in the bottom right.
5. Approve the card by ticking the TREC Card Approve box.
6. Click the next button to proceed to the 3rd step.

Step 3: Order Confirmation

1. If you are satisfied with the order, click next to complete. The order will be placed and an email with the invoice attached will be sent to you.
2. You can choose to cancel the order or amend the order by deleting or adding UN number/s.

Step 4: Finish

Your order has been placed and you should have received a confirmation email with Print Instruction attached. On the Print Instruction you will find your basket number with the key that you will use to print the cards.

You have two options on this page:

1. Click on place a new order to process a completely new order or,
2. Logout by clicking the logout button.

Download the TREC Printer in order to print your TREC Cards.

Refer to the documentation "TREC Printer" on how to download and install the printer.

After payment has been received, your cards will be released for printing.