

1. Definitions

1. Agency Name – Name of the agency placing the media order.
2. Contact Name – Name of the person creating the order.
3. Contact email – Email address of the person placing the order.
4. Contact Number – Phone number of the person placing the order.
5. Repeat Order – Has this media product been ordered before from Genfare?
6. Media Type – Media material description
 - a. Magnetic Paper – Paper media with magnetic stripe. Typical thickness 7mil or 10mil.
 - b. Magnetic Poly – Poly media with magnetic stripe. Typical thickness 10 mil.
 - c. LUC smart cards – Paper smart cards. Typical thickness 15 mil.
 - d. DESFire smart cards – Plastic smart cards. Typical thickness 30 mil.
 - e. MiFare Classic smart cards – Plastic smart cards. Typical thickness 30 mil.
 - f. Nano smart cards – Paper smart cards.
7. Material Thickness – Thickness of the material. Typical thickness is 7 mil or 10 mil for magnetics, 15 mil or 30 mil for smart cards.
8. Rider Classification – User profile of the rider using the card. Used in Genfare fare structure setup, such as full, reduced, other.
9. Part Number – Genfare media part number.
10. Product Name – Name of the product that will be encoded on the media such as one day or 7 ride fare card.
11. Quantity – Quantity requested.
12. Serial Number – Number printed on the media. This is typically 6 to 10 digits, depending on the type of media.
13. Designator – Genfare specific number used for setting up the fare structure.
14. TTP - Genfare specific number used for setting up the fare structure.
15. Artwork – Customer specific artwork that goes on the front and/or back of the fare card media. The artwork file can be either an Adobe Illustrator file or a high-resolution PDF.

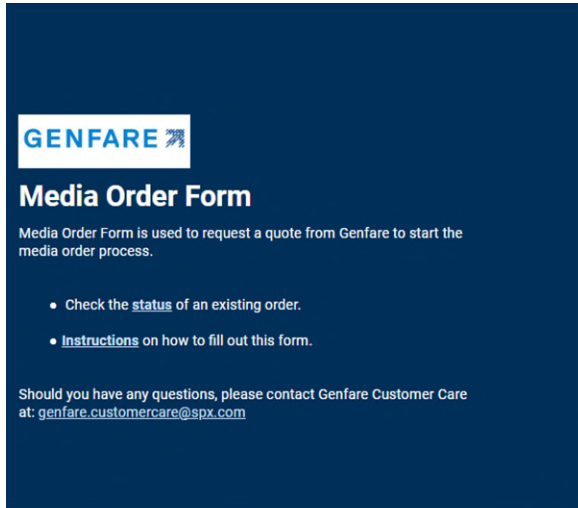
2. Responsibilities

The media specialist will be maintaining and fulfilling the requests that are entered through the Media Order Form.

The purpose of this form is to take in customer information to start the media quote process.

3. Procedure

Steps to fill the form:



GENFARE

Media Order Form

Media Order Form is used to request a quote from Genfare to start the media order process.

- Check the [status](#) of an existing order.
- [Instructions](#) on how to fill out this form.

Should you have any questions, please contact Genfare Customer Care at: genfare.customercare@spx.com

Agency Name *

Contact Name *

Contact e-mail *

Contact Number *

Repeat order? *

Yes = you have purchased this product before;
No = you have never purchased this product before.

Select or enter value

Comments

Any additional information and/or questions

1. Enter Agency name
2. Enter Contact name
3. Enter Customer email address
4. Enter Contact phone number
5. If Repeat Order – check YES
 - a. Media Type – choose the material type:

Repeat order? *

Yes = you have purchased this product before;
No = you have never purchased this product before.

Yes

Media Type

Type of material.

Magnetic - Poly

Magnetic - Paper

Magnetic - Poly

LUCC - Smart Card

DesFire - Smart Card

MiFare Classic

Nano

- b. Choose Material Thickness:

Media Type

Type of material.

Magnetic - Paper

Material Thickness

Select or enter value

7 mil

10 mil

Not sure

NOTE: THIS FORM ACCEPTS ONLY ONE PART NUMBER OR DESCRIPTION PER SUBMISSION.

Material Thickness

Part Number or Description *
For information on the location of the part number, click here:
<https://rh.gy/uibvha>
Note: This form accepts only one part number or description per submission.

Quantity *

Serial Number *
The starting serial number for your next order.
Magnetic Media = min 6 digits (i.e. 100001),
Smart Cards = must be 10 digits (i.e. 1000000001),
No Serial = NA

- c. Enter Part Number or Product Description
- d. Enter order Quantity
- e. Enter starting Serial Number for the media
- f. Check if new artwork is needed

Has your Art Work changed? *

- Yes
- No
- Not sure
- Genfare Generic

Comments
Any additional information and/or questions

- g. Upload the artwork if needed

Has your Art Work changed? *

Upload Art Work *
We accept Adobe Illustrator (.AI) and/or High Resolution PDF.

Drag and drop files here or [browse files](#)

Comments
Any additional information and/or questions

- h. Enter any Comments
- i. SUBMIT order

- 6. If New Order – check NO
 - a. Choose Media material

Repeat order? *
Yes = you have purchased this product before;
No = you have never purchased this product before.

No

Media Type
Type of material.

Magnetic - Paper

Material Thickness

10 mil

Product Name *
Example: 1 day, 3 days, 10 rides, Blank/Unencoded, etc

Quantity *

Serial Number *
The starting serial number for your next order.
Magnetic Media = min 6 digits (i.e. 100001),
Smart Cards = must be 10 digits (i.e. 1000000001),
No Serial = NA

- b. Choose Material thickness if Magnetics paper or poly material
 - c. Choose Rider Classification if DESFire smart card

Media Type
Type of material.

DesFire - Smart Card

Rider Classification
User Profile

Select or enter value

Full
Reduce
Other

Quantity *

- d. Enter Product Name
 - e. Enter Quantity
 - f. Enter starting Serial Number

g. Enter Designator (if known)

Designator

Not required for Blank/Unencoded cards.
If not known, Genfare will choose.

TTP

Not required for Blank/Unencoded cards.
If not known, Genfare will choose.

Upload Art Work *

We accept Adobe Illustrator (.AI) and/or High Resolution PDF.

Drag and drop files here or [browse files](#)

Comments

Any additional information and/or questions

[Submit](#)

- h. Enter TTP (if known)
- i. Upload artwork
- j. Enter Comments
- k. SUBMIT order