

## FORM AA001- Business cards into salesforce

BEST Group has a salesforce database. This form is designed to accelerate the process of transferring contact details from business cards into the database and assigning a contact to one or more BEST Group businesses or services.

The workflow is

- 1. STEP ONE Attach business cards to this form.
- 2. STEP TWO Indicate which BEST Group company or companies these people should be entered under by ticking the check box, see Table 1.1.

BEST Group Company	Description
BECCI_USEA	Customers who are in the semiconductor industry
PiezoSource	Speaker customers
BEST-Bio	Martin Peacock is going to move people out of this company so don't use
Encore	Car equipment customers
BEST Chem, and Pharma Services	Research scientists in the biotech, pharma and chemical industry
BEST-Bio Diagnostics	People in the IVD and biosensor industry
BEST Cloud	People interested in Cloud Services
BEST Group	People to whom we would want to promote the group of companies
BEST Medical Center and Services	People interested in our services to medical centers and ou medical centers

- 3. STEP THREE Scan the cards as a PDF or JPEG.
- 4. STEP FOUT Upload the scanned document to the IT Request Ticketing along with a request to enter the details into salesforce.

