

B+L eCommerce Detailed Reference Guide



For Surgical Customers

BAUSCH + LOMB

See better. Live better.



Table of Contents

User Registration.....	3
Register as a Primary User.....	4
Steps to Log In.....	8
Steps to Log Out.....	10
Homepage.....	11
Navigation.....	11
Product Search.....	13
My Favorite Products.....	15
Manage Users.....	18
Review the Secondary Users.....	18
Add a New User.....	19
Edit Existing Users.....	20
Deactivate/Reactivate Users.....	21
Resend the Confirmation Email for Pending Users.....	22
Patient Address Book and Consent Management.....	23
Add the Patient Address to the Address Book.....	23
Add the Patient Address from the Products Detail Page (PDP).....	25
Edit Patient Address.....	27
Delete Patient Address.....	28
Cart Activities.....	29
Add Products from Quick Order.....	29
Viewing Consignment Inventory (Surgical Customers Only).....	31
Consignment Bundles (U.S. Surgical Customers Only).....	32
Consignment Billing/Reordering (Surgical Customers Only).....	35
Save or Cancel a Cart.....	38
Restore or Merge Carts.....	39
Cart Checkout.....	40
Create Scheduled Orders.....	43



My Orders.....	46
View Order History	46
View Scheduled Orders	49
Cancel Scheduled Orders	50
Filter, Search, and Sort Order.....	51

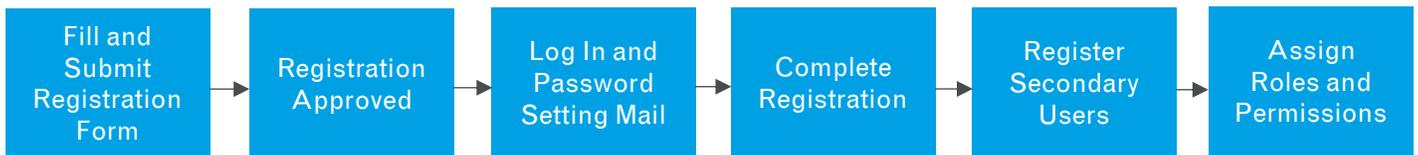


User Registration

As a primary user, you have the ability to use the Bausch + Lomb Online Ordering Portal and grant/revoke secondary user(s) access. Secondary users can have the ability to order products but cannot grant/revoke other user access.

Let's look at the high-level User Registration process for primary users:

- Provide the shipping account number in the registration request form, if you have an existing Bausch + Lomb customer account.
- Registration request is approved by a Bausch + Lomb internal user.
- First time log in and password setting instructions will be sent to you via mail, after approval.
- Register secondary users in your account.
- Assign the required roles and permissions to the secondary users.



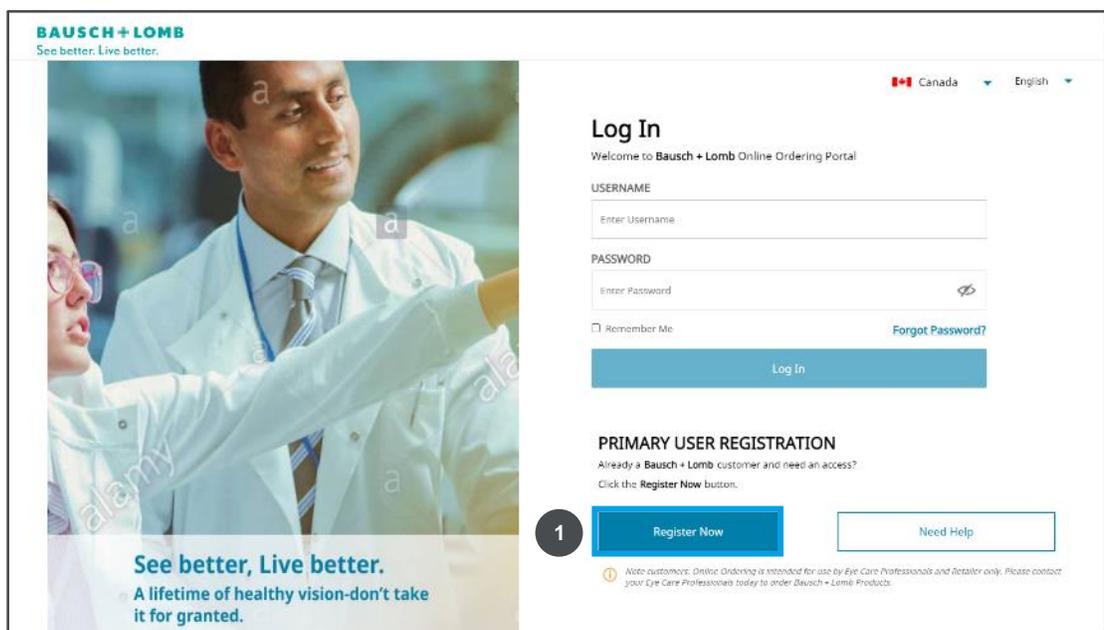
Note: Secondary users will need to give their consent and complete their registration after receiving the registration mail.



Register as a Primary User

Perform the following steps to register as a primary user at the Bausch + Lomb Online Ordering Portal:

1. Click the **Register Now** button on the **Log In** page to start the registration.

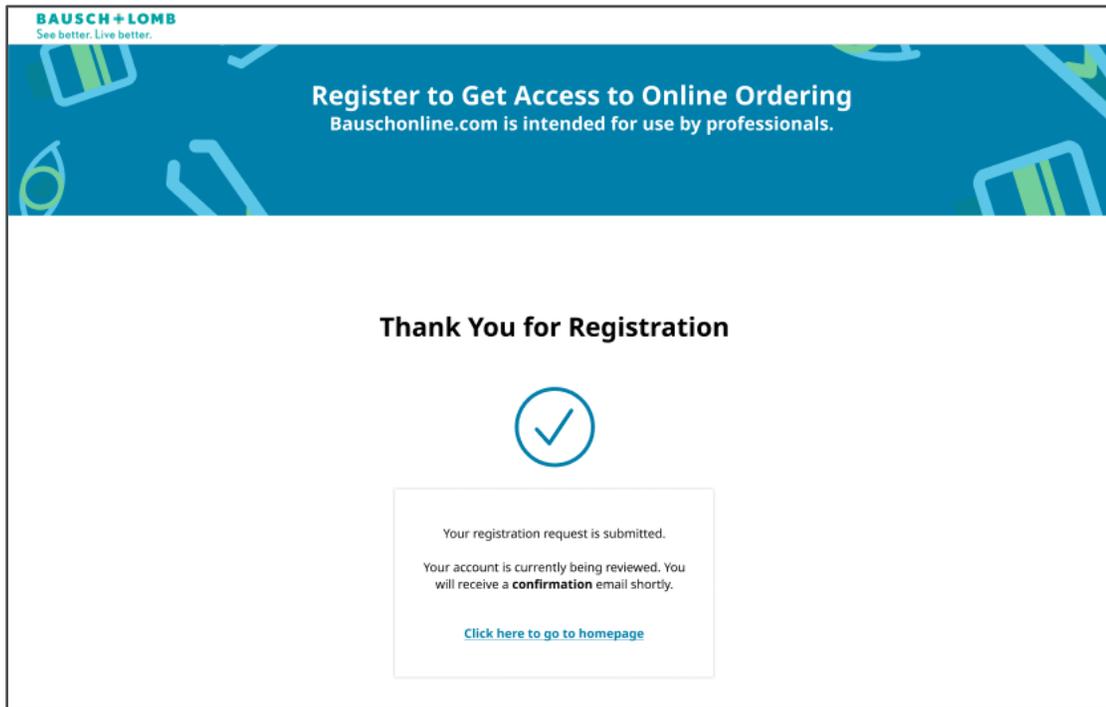


2. The **PRIMARY USER REGISTRATION** page is displayed. Under the **ACCOUNT INFORMATION** section, enter the required value in the **FIRST NAME** field.
3. Enter the required value in the **LAST NAME** field.
4. Enter the required value in the **EMAIL** field.
5. Enter the required value in the **SHIPPING ACCOUNT NUMBER** field.
6. Enter the required value in the **WORK NUMBER** field.

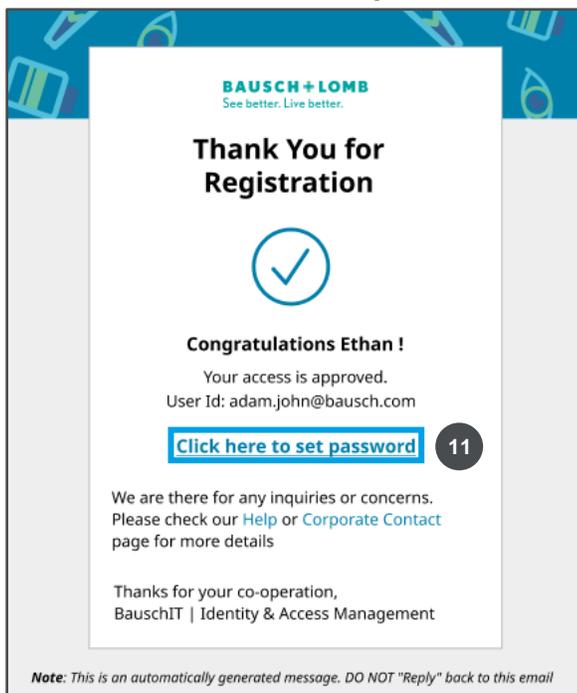


7. Under the **PRIVACY CONSENT** section, click the **I have read, understand, and agree to Bausch + Lomb Web Policies including GDPR policies.** checkbox to give your consent to Bausch + Lomb web policies.
8. Click the **Yes, subscribe to promotional and product news emails from Bausch + Lomb.** checkbox to subscribe to promotional mailers.
9. Click the **Request to Register** button to submit the registration request.

10. The **Thank You for Registration** page is displayed. The system displays a message “**Your registration request is submitted. Your account is currently being reviewed. You will receive a confirmation email shortly.**”



11. After your registration request is approved, you will receive the password setting link in your email. Click the **Click here to set password** link to set your password.





- The **Primary User Registration** page is displayed. Enter the required value in the **PASSWORD** field. In this example, enter **Abcd12345**.



Note: Refer to the password creation guidelines below the **PASSWORD** field for creating a strong password.

- Enter the required value in the **CONFIRM PASSWORD** field. In this example, enter **Abcd12345**.
- Click the **Save** button to save the password.

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Register to Get Access to Online Ordering

Bauschonline.com is intended for use by professionals.

Primary User Registration

Hi Ethan,
Please enter your password and click **Save** for completing the registration

PASSWORD **CONFIRM PASSWORD**

12 13

Password Strength

- ✓ At least 8 characters
- ✓ One upper case letter and one lower case letter
- ✓ One special character
- ✓ One number

Save 14 **Cancel**

Already have an account? [Login](#)

- The **Log In** page is displayed. The system displays a message “**You have successfully set your Password. Please login to start your journey.**”

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15

✓ You have successfully set your Password. Please login to start your journey.

Log In

Welcome to **Bausch + Lomb** Online Ordering Portal.

USERNAME
ethan11@bausch.com

PASSWORD
Enter Password

Remember Me [Forgot Password?](#)

Log In

PRIMARY USER REGISTRATION

Already a **Bausch + Lomb** customer and need an access?
Click the **Register Now** button.

Register Now **Need Help**

Note customers: Online ordering is intended for use by Eye Care professionals and Retailers only. Please contact your Eye Care Professional today to order Bausch + Lomb products.

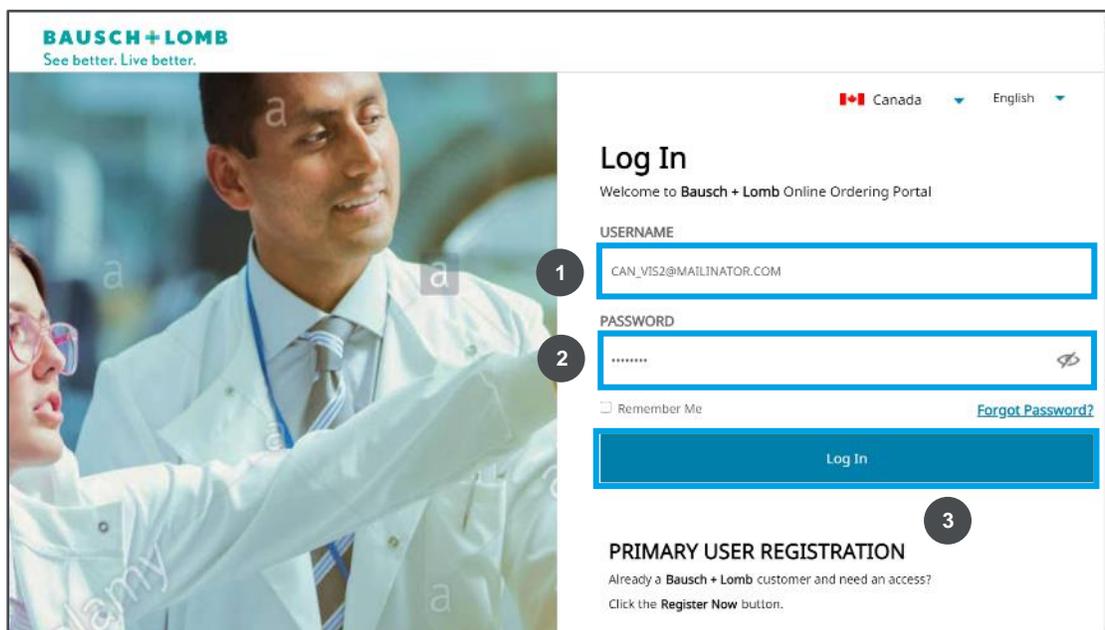
See better, Live better.
A lifetime of healthy vision—don't take it for granted.



Steps to Log In

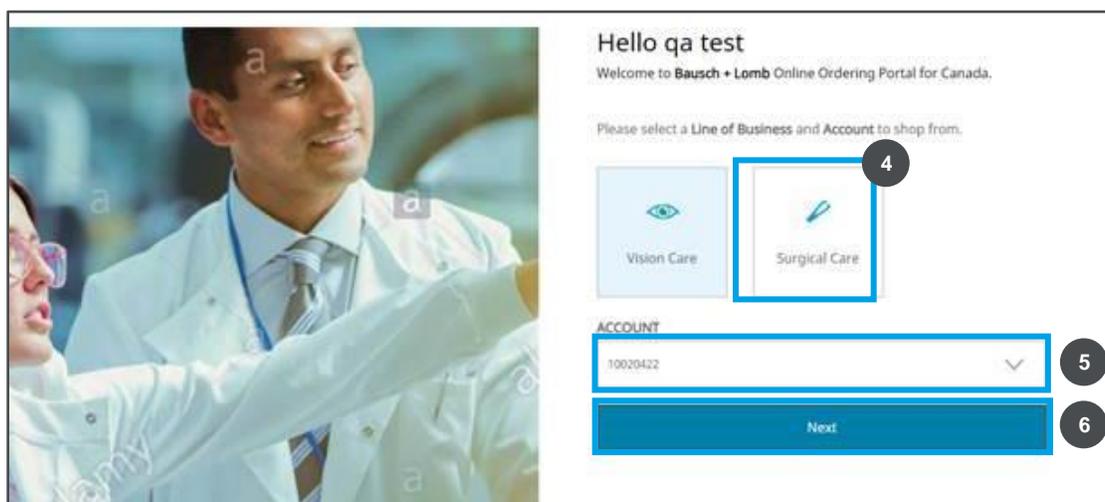
Perform the following steps to log in to the Bausch + Lomb Online Ordering Portal:

1. The **Log In** page is displayed. Enter the required value in the **USERNAME** field.
2. Enter the required value in the **PASSWORD** field.
3. Click the **Log In** button to log on to the Bausch + Lomb Online Ordering Portal.

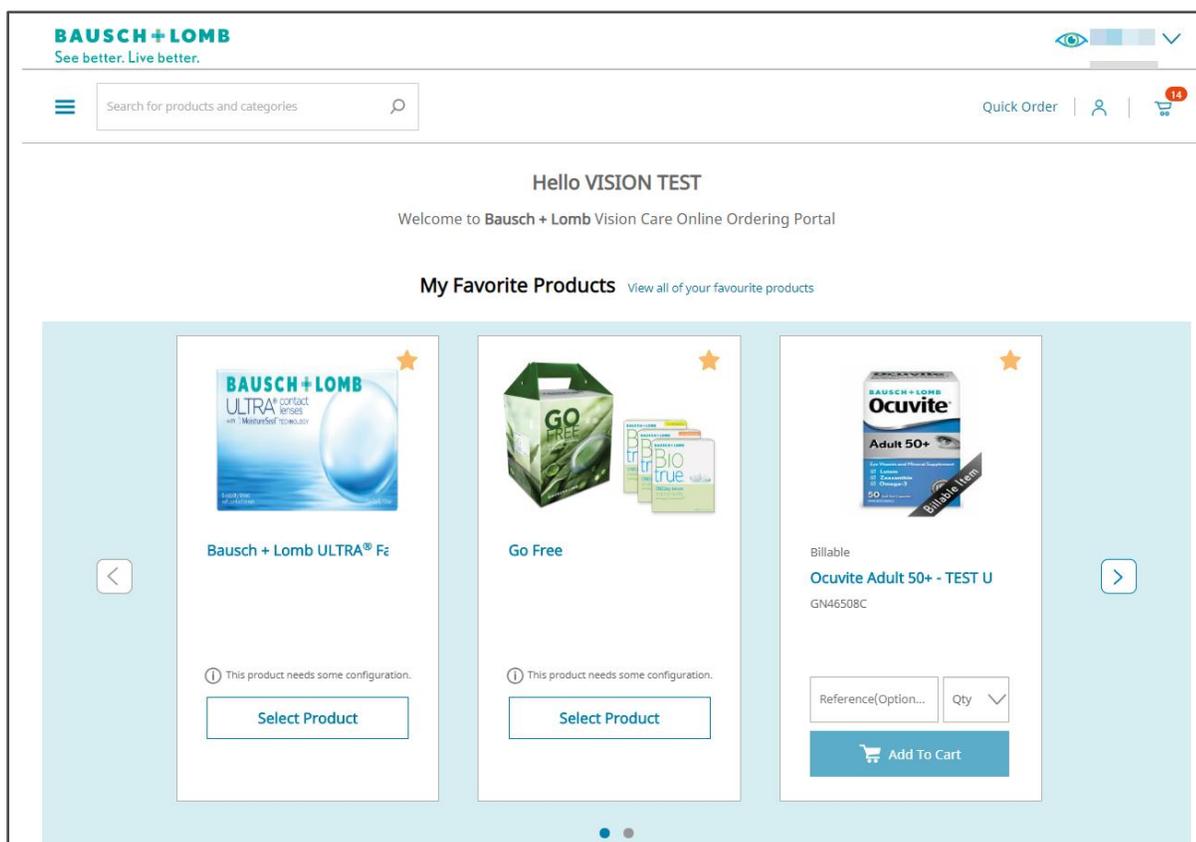


NOTE THAT STEPS 4-6 ARE ONLY REQUIRED IF THE ACCOUNT IS ENTITLED TO PURCHASE BOTH VISION CARE & SURGICAL PRODUCTS

4. The Bausch + Lomb Online Ordering Portal landing page is displayed. Click the **Surgical Care** button to select the surgical care Line of Business (LOB).*
5. Click the **ACCOUNT** dropdown button and select an option from the dropdown list.*
6. Click the **Next** button to navigate to the Bausch + Lomb Online Ordering Portal homepage.*



7. The Bausch + Lomb Online Ordering Portal homepage is displayed.

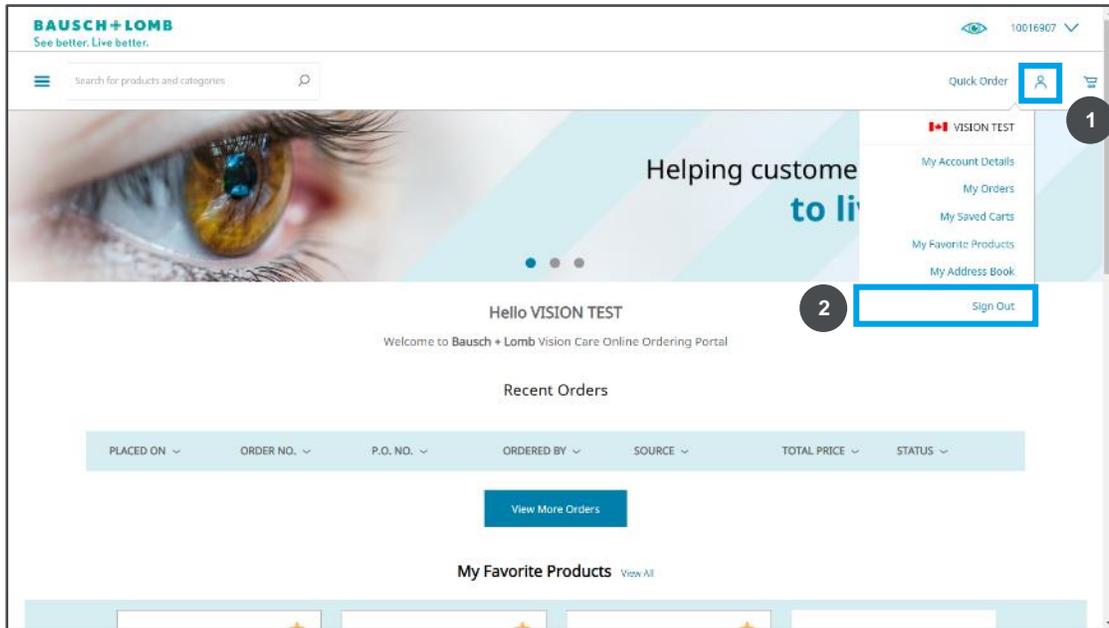




Steps to Log Out

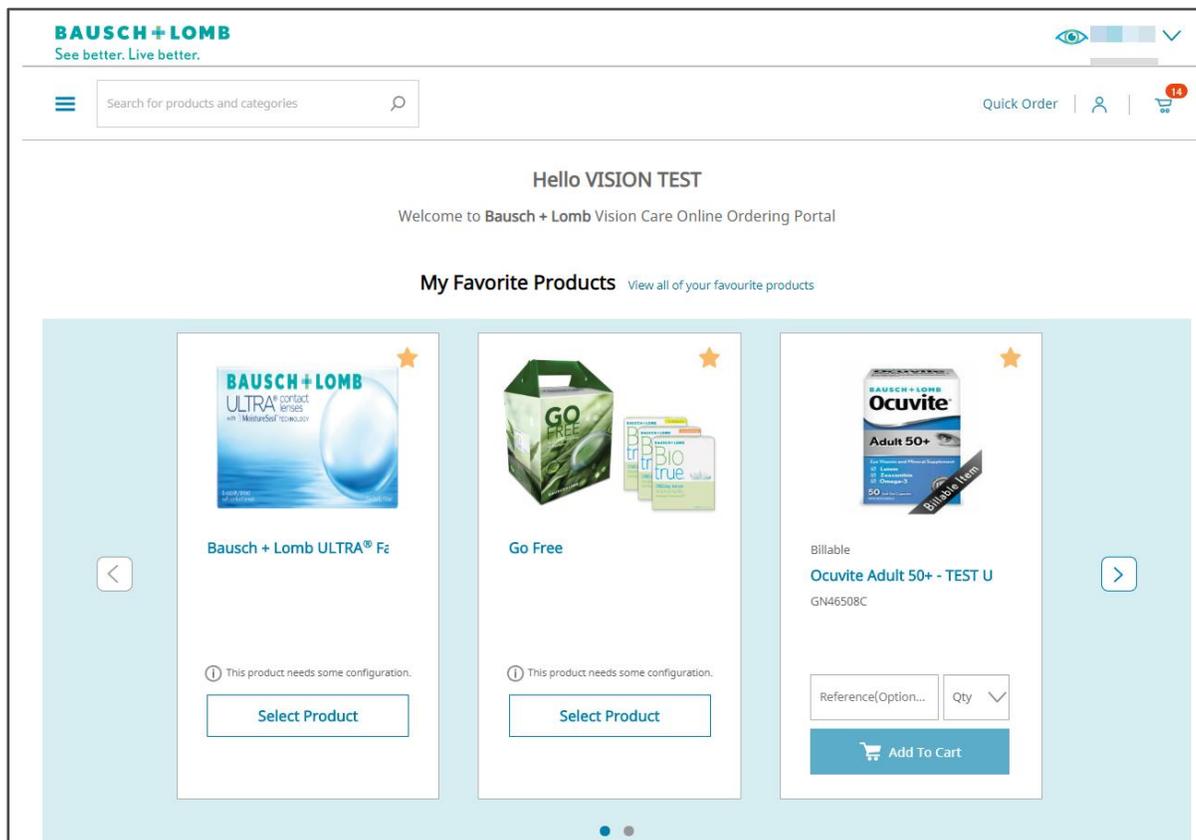
Perform the following steps to log out of the Bausch + Lomb Online Ordering Portal:

1. Click the **My Account** icon to view the available options.
2. Select the **Sign Out** option to log out of the Bausch + Lomb Online Ordering Portal.





Homepage

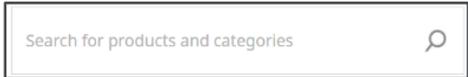
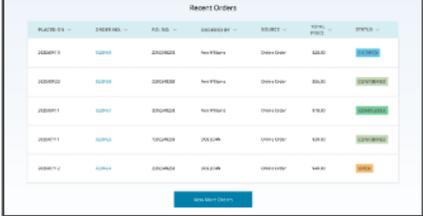
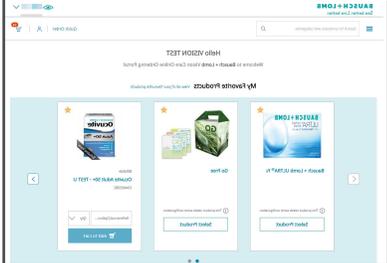


Navigation

Let's look at the various elements present on the Bausch + Lomb Online Ordering Portal homepage:

Element	Description
	LOB icon: You can click the LOB icon to change the line of business for which products are displayed on the Bausch + Lomb Online Ordering Portal.
	Shipping Account icon: You can click the Shipping Account dropdown button to view the list of shipping accounts. You can select a different shipping account from the list.
	Hamburger icon: You can click the Hamburger icon to view the Product Category menu.



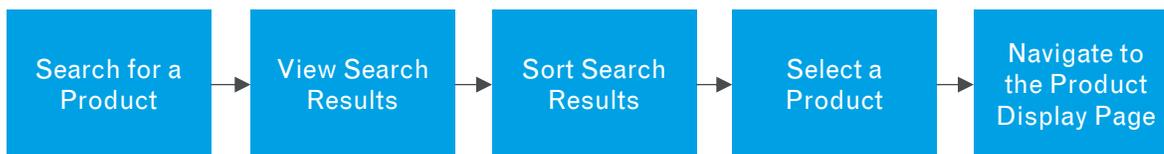
	<p>Search field: You can use the search field to search for any brand or product on the Bausch + Lomb Online Ordering Portal.</p>
	<p>Quick Order button: You can click the Quick Order button to navigate to the Quick Order page. On the Quick Order page, you can add the required product code in the Product Code field. Then, you can click the Add to Cart button to add the product to the cart.</p>
	<p>My Account icon: You can click the My Account dropdown button to view the list of account management options such as account details, orders, saved carts, favorite products, address book, and to sign out.</p>
	<p>Cart icon: You can click the Cart icon to view the items in your cart. You can click the View Cart button to navigate to the Shopping Cart page.</p>
	<p>Recent Orders section: You can view your most recent orders in the Recent Orders section. You can click the View More Orders button to navigate to the Orders page and view your order history.</p>
	<p>My Favorite Products section: You can view your most ordered products in the My Favorite Products section. You can select the quantity for each product and click the Add to Cart button to add it to the cart.</p>



Product Search

From the homepage, you can search for a product.

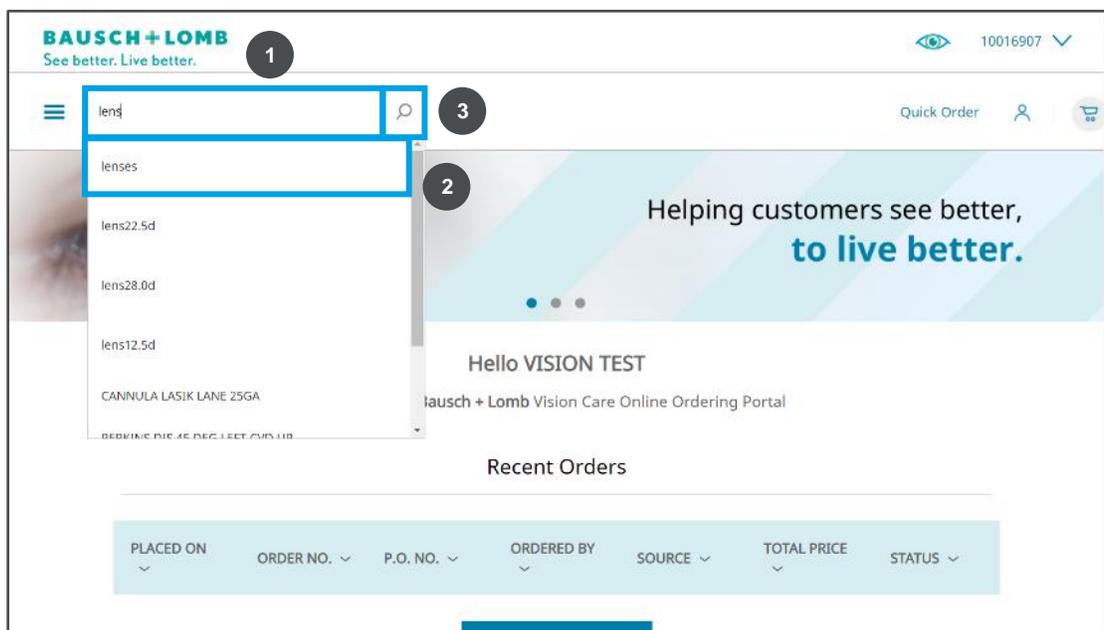
Let's look at the high-level process to perform a product search:



Steps to Perform a Product Search

Perform the following steps to perform a product search:

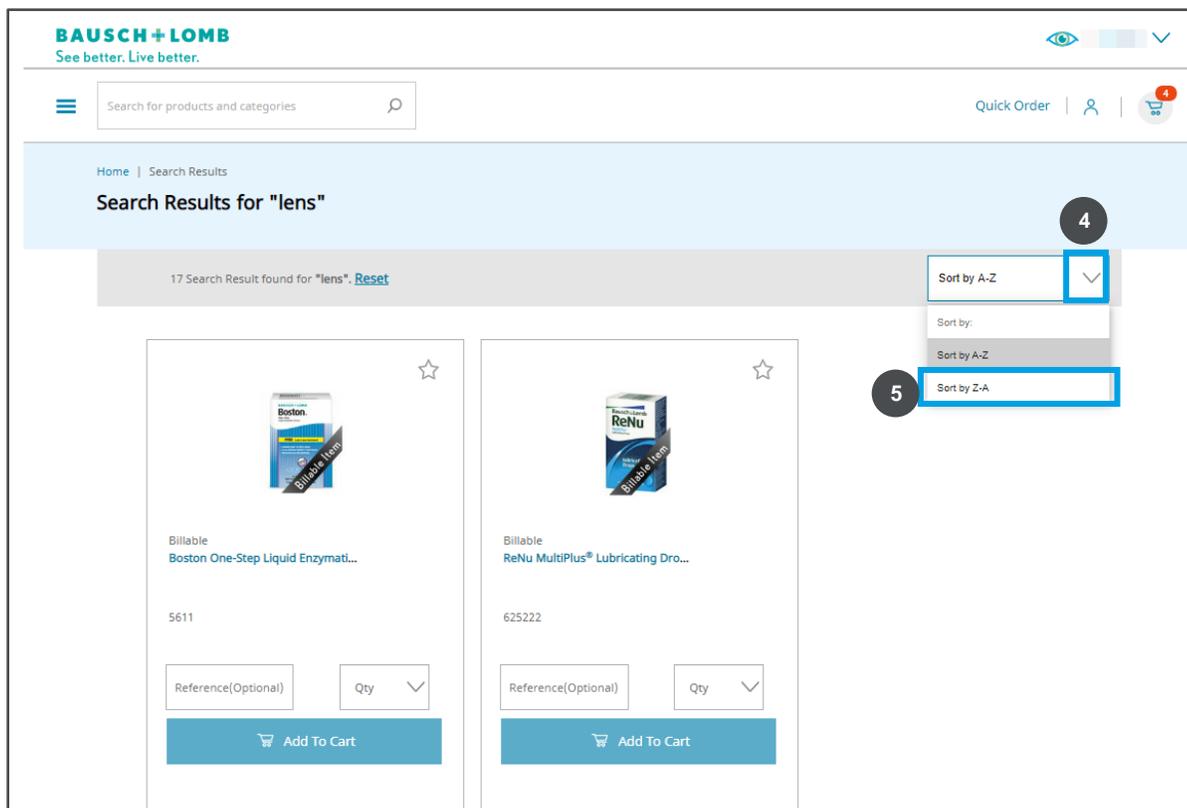
1. Enter the required value in the **Search** field. In this example, enter **lens**. As you enter the search term, suggested search terms are displayed in the **Search** dropdown.
2. Click to select the required option from the **Search** dropdown list. In this example, select the **lenses** option from the list.
3. Click the **Search** icon to search for the product.



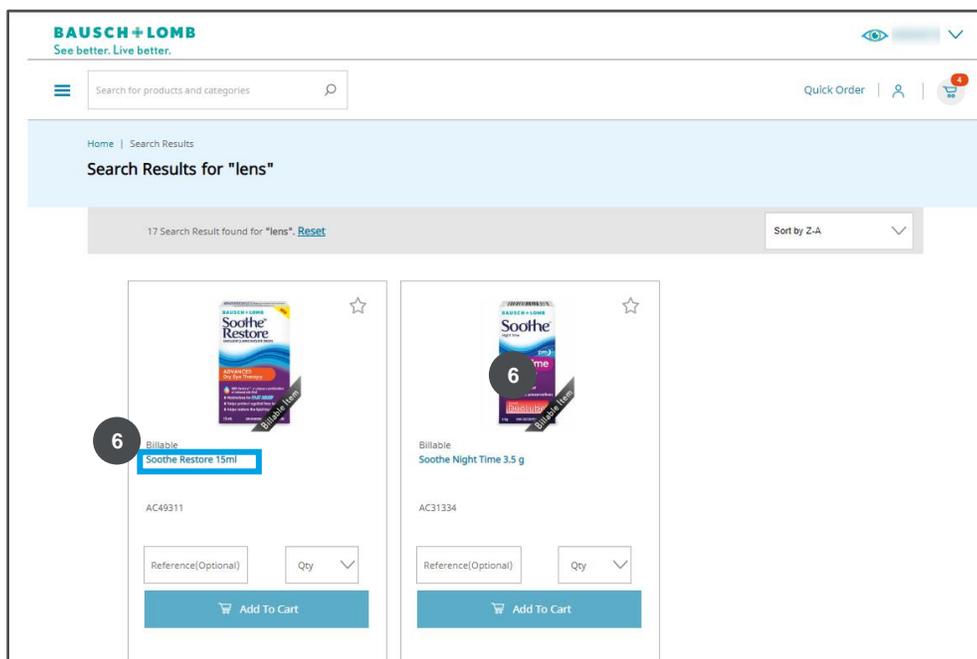
4. The **Search Results** page is displayed. Click the **Sort** dropdown button to view the available sorting options.



- Click to select an option from the **Sort** dropdown list. In this example, select the **Sort by Z-A** option from the list to sort the search results based on relevance.

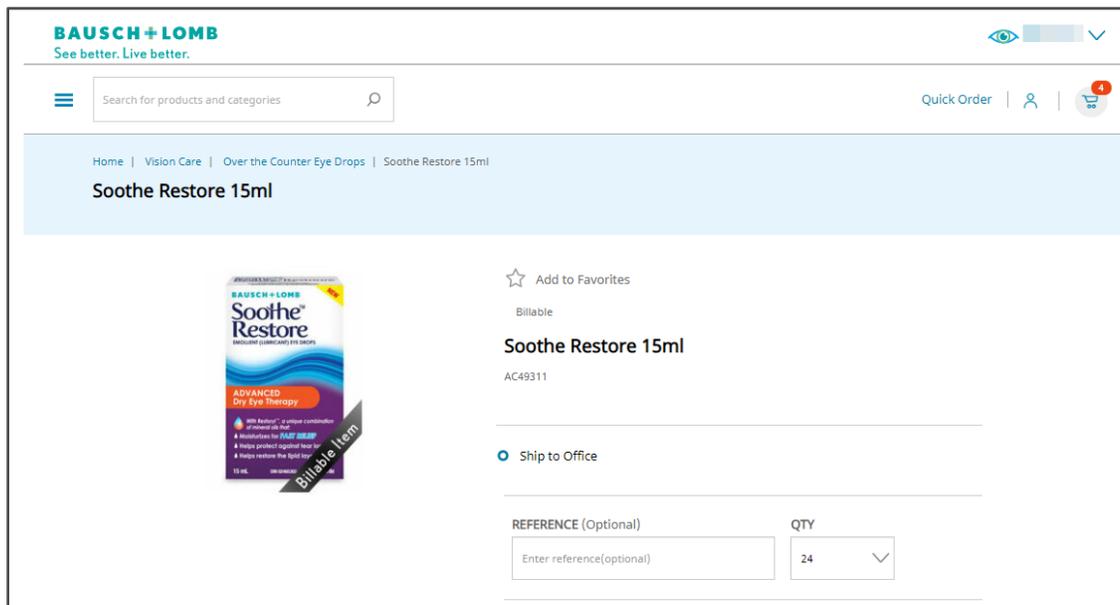


- Select the appropriate product from the **Search Results** page.





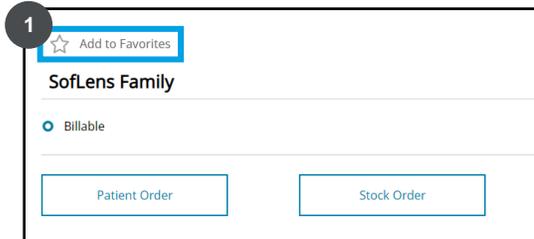
7. The product details page for the selected product is displayed.



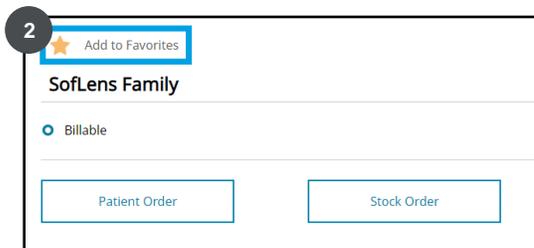
My Favorite Products

Perform the following steps to tag products as a “Favorite”

1. While in the Product Details Page (PDP) on the desired item, click the star icon located above the item description to favorite that item.

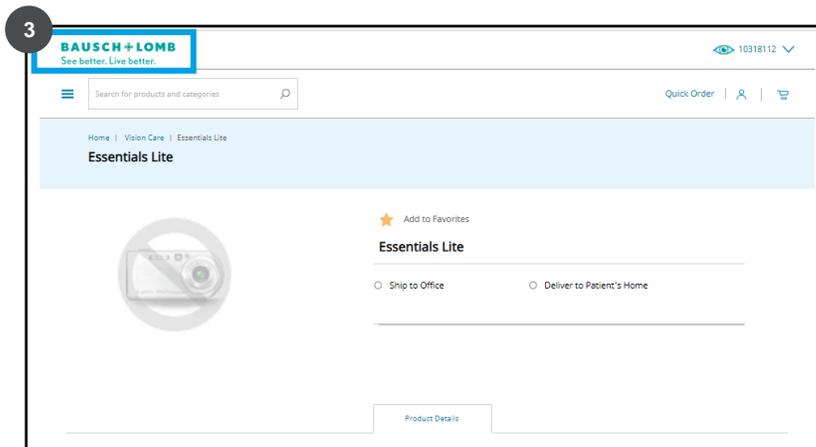


2. When done correctly, the white star will now display gold in color. Clicking the star while it is gold will remove this item from your favorites.

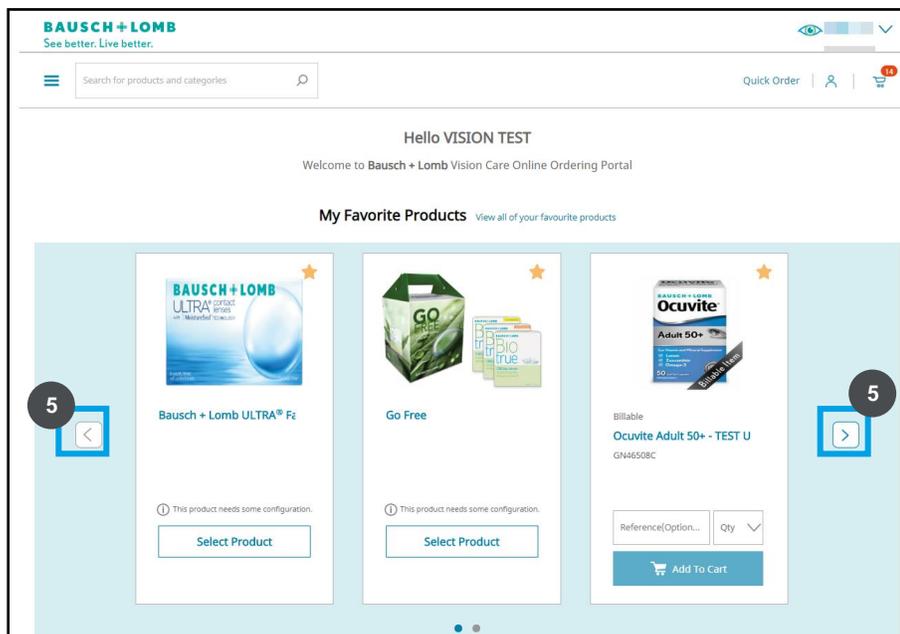




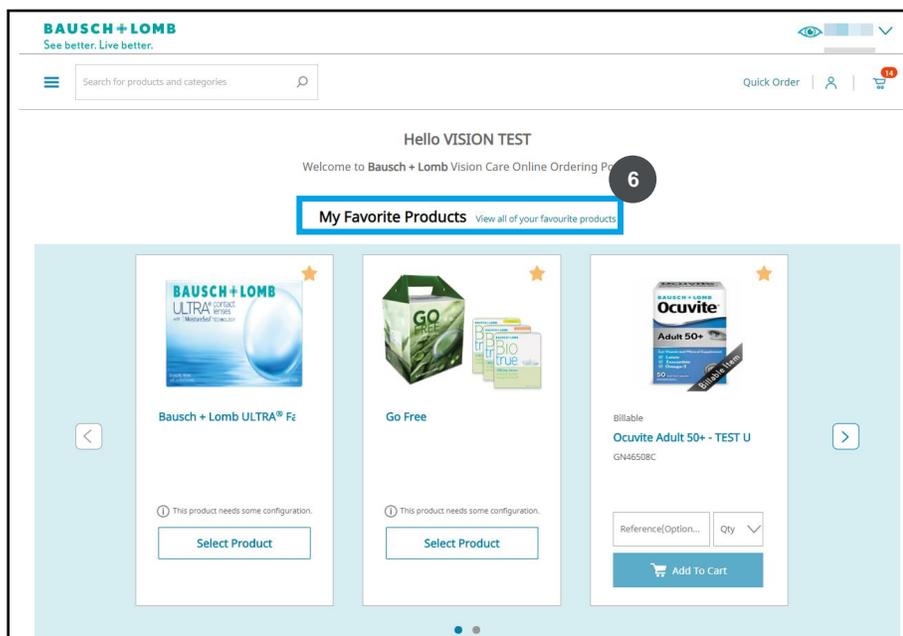
3. Navigate to the home page by clicking the Bausch + Lomb logo in the top left of the web page.



4. Your newly favorited item(s) will now be displayed on the homepage alongside with any other items you have favorited.
5. From this list, you can navigate through a summary of favorited items by utilizing the arrows on the left and right of the screen.



6. Alternatively, you can press View All to see a sortable and searchable view of favorited items.



7. In either the View All or Summary View you can unfavoritize any item by pressing the gold star icon.





Manage Users

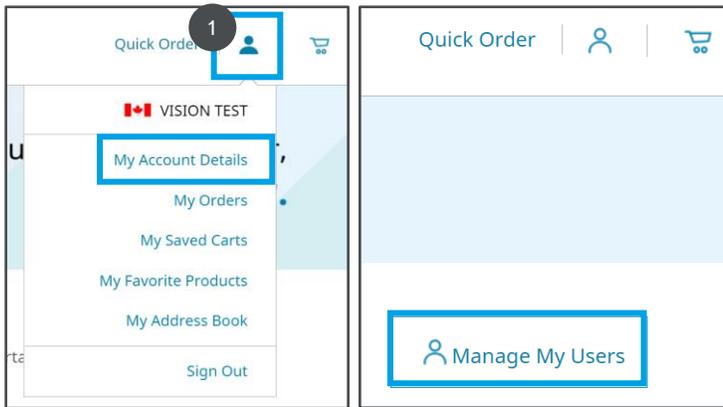
A primary user can add, delete, search, deactivate/reactivate secondary users whereas secondary users have limited functionality pertaining to the tasks allocated to them.

Review the Secondary Users

A primary user can review each secondary user added to the primary account and edit information such as first and last names, role assigned, status of the secondary user, and take actions to deactivate or reactivate a secondary user as needed.

Perform the following steps to view the secondary users added to a primary user account:

1. Click the **My Account** icon in the top-right corner. From the dropdown list, select the **My Account Details** and then the **Manage My Users** option.



 **Note:** You will see all the secondary users added to your account. You will see Name, Email, Role, Created On, Status, and Actions columns.

The screenshot shows the 'Manage My Users' page. At the top, there is a search bar for user name or email, an 'Add New User' button, and summary statistics: TOTAL: 43, ACTIVE: 20, INACTIVE: 10, PENDING: 03. Below is a table with columns: NAME, EMAIL, ROLE, CREATED ON, STATUS, and ACTIONS. The table contains 8 rows of user data.

NAME	EMAIL	ROLE	CREATED ON	STATUS	ACTIONS
[Redacted]	[Redacted]	Manage User	2020/09/05	Active	Deactivate [Edit] [Trash]
[Redacted]	[Redacted]	Manage User	2020/09/05	Active	Deactivate [Edit] [Trash]
[Redacted]	[Redacted]	Consignment customer, View Price, Ma...	2020/09/04	Deactive	Reactivate [Edit] [Trash]
[Redacted]	[Redacted]	View Price	2020/09/08	Active	Deactivate [Edit] [Trash]
[Redacted]	[Redacted]	Manage Users, View Price	2020/09/06	Pending	Resend Confirmation [Edit] [Trash]
[Redacted]	[Redacted]	Consignment Customer, Manage User	2020/09/05	Active	Deactivate [Edit] [Trash]
[Redacted]	[Redacted]	Consignment Customer, View Price	2020/09/02	Deactive	Reactivate [Edit] [Trash]

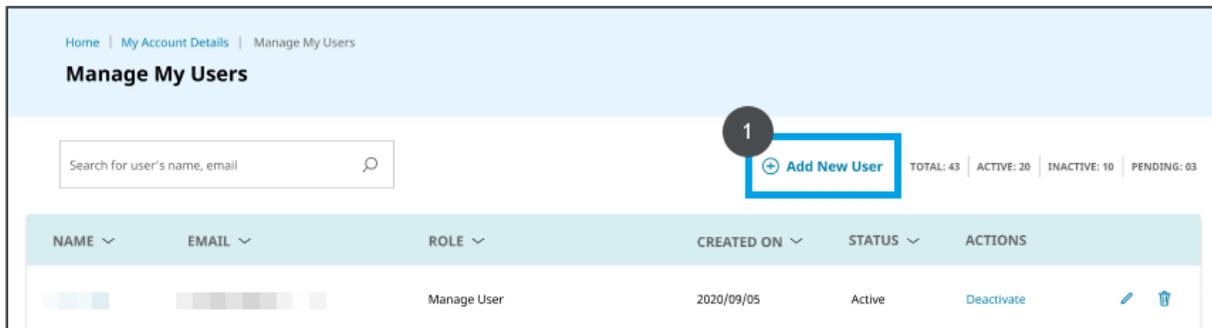


Add a New User

Every new customer can be added in the Bausch + Lomb online ordering portal as a new user.

Perform the following steps to add a new user

1. Click the **Add New User** link on the **Manage My Users** page to add a new user.



2. Enter the first name of the new user in the **FIRST NAME** text field.
3. Enter the last name of the new user in the **LAST NAME** text field.
4. Enter the email ID of the new user in the **EMAIL** text field.
5. Enter the work contact number of the new user in the **WORK NUMBER** text field. *This is an optional step.*
6. [Optional] Select the desired role for the new user from the **ROLE** drop-down. By default, all users will be granted access to place orders, manage address book, and view order history. Additional access can be granted by assigning one or more of the following roles:
 - i. Manage Users – User will be able to add new users, delete, edit, activate, deactivate existing users, and resend the confirmation email to newly created users.
 - ii. View Prices – User will have the ability to see prices in order history. In addition, surgical customers with this role could view prices of products in the cart and checkout pages.
 - iii. Consignment – This is specific to surgical customers with a consignment inventory location. User will be able to add products to consignment and view the consignment section. From that section, this user can view consignment inventory, add consignment billing and consignment bundle items to the cart.
7. Select the desired ship-to account from the **SHIPPING ACCOUNT NUMBERS** drop-down.



8. Click the **Save** button to save the details.
 - i. The **Save** button will be activated only if all the mandatory fields are filled.
 - ii. A confirmation message will be displayed on the screen once the details are saved.
 - iii. You can click the **Cancel** button to cancel all the details added.

The screenshot shows a form with the following fields and callouts:

- 2**: FIRST NAME input field
- 3**: LAST NAME input field
- 4**: EMAIL input field
- 5**: WORK NUMBER (Optional) field, showing a dropdown for country code (+1) and a text input (204-234-5678)
- 6**: ROLE (Optional) dropdown menu with "Select Roles" text
- 7**: SHIPPING ACCOUNT NUMBERS dropdown menu
- 8**: Save and Cancel buttons at the bottom

Edit Existing Users

The existing secondary users can update their information such as their first and last names or their work number. The primary users, in addition, can also edit the role and the shipping account numbers assigned to the secondary users.

Perform the following steps to edit the existing users:

1. Access the **Manage My Users** option from the **My Account** dropdown list. The list of all the secondary users added to your account will be displayed.
2. Click the **Edit** button to edit the details of the secondary user.

NAME	EMAIL	ROLE	CREATED ON	STATUS	ACTIONS
[Redacted]	[Redacted]	Manage Users	2021/02/22	Active	Deactivate

The 'ACTIONS' column for the first row contains an **Edit** icon (pencil) and a trash icon. The **Edit** icon is highlighted with a blue box and a callout number **2**.

3. You can edit the First Name, Last Name, Role, and Shipping Account Numbers. Click the **Edit** icon to the field to be edited.



- Click the **Save** button to save the edited details. You can click **Cancel** if you want to discard the edits.

The image shows a user profile edit form. It includes fields for FIRST NAME, LAST NAME, EMAIL, WORK NUMBER (Optional), ROLE (Optional), and SHIPPING ACCOUNT NUMBERS. The 'Save' button is highlighted with a blue circle and the number 4. The 'Cancel' button is also visible. A blue box with a pencil icon and the number 3 is positioned over the edit icon in the LAST NAME field.

Deactivate/Reactivate Users

Primary users can deactivate secondary users for various reasons such as security violation or if the user is no longer active. Primary users can also reactivate a deactivated user as needed.

Perform the following steps to deactivate/reactivate a user account:

- Access the **Manage My Users** option from the **My Account** dropdown list. The list of all the secondary users added to your account will be displayed.
- In the **ACTIONS** column, click the **Deactivate** link to deactivate an active user.

The image shows a table with columns: NAME, EMAIL, ROLE, CREATED ON, STATUS, and ACTIONS. A row is highlighted with a blue box around the 'Deactivate' link in the ACTIONS column, with a blue circle and the number 2 next to it.

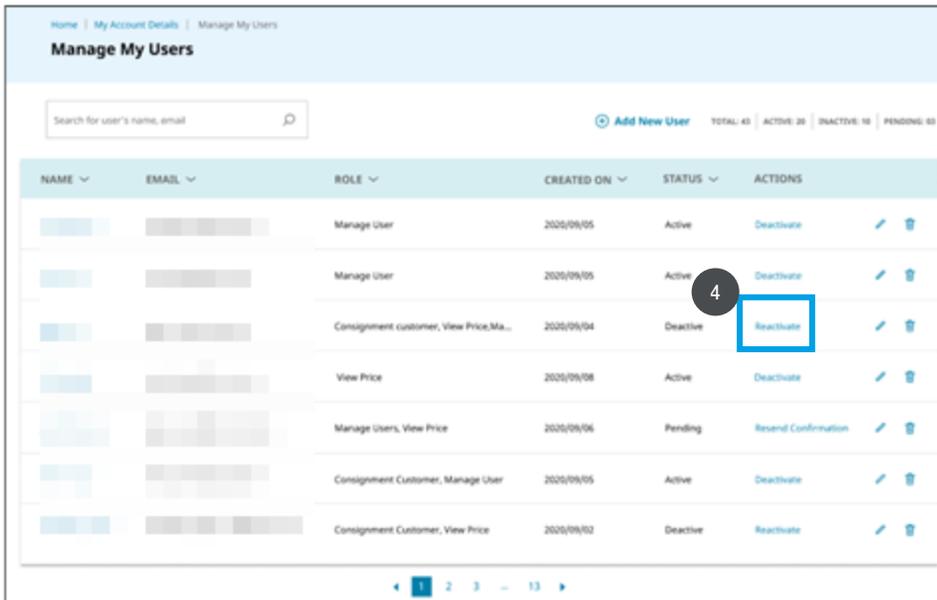
NAME	EMAIL	ROLE	CREATED ON	STATUS	ACTIONS
[Redacted]	[Redacted]	Manage Users	2021/02/22	Active	Deactivate [Edit] [Delete]

- A confirmation pop-up is displayed on the screen to confirm the deactivation/reactivation of the user. Click the **Deactivate** button to confirm the deactivation of the user.

The image shows a confirmation pop-up dialog titled 'Manage User' with the text 'Are you sure you want to Deactivate JACOB BOB?'. It has 'Deactivate' and 'Cancel' buttons. A blue circle with the number 3 is next to the 'Deactivate' button.



4. To reactivate a deactivated user, click the **Reactivate** link.



5. Click the **Reactivate** button to confirm the reactivation of the user.



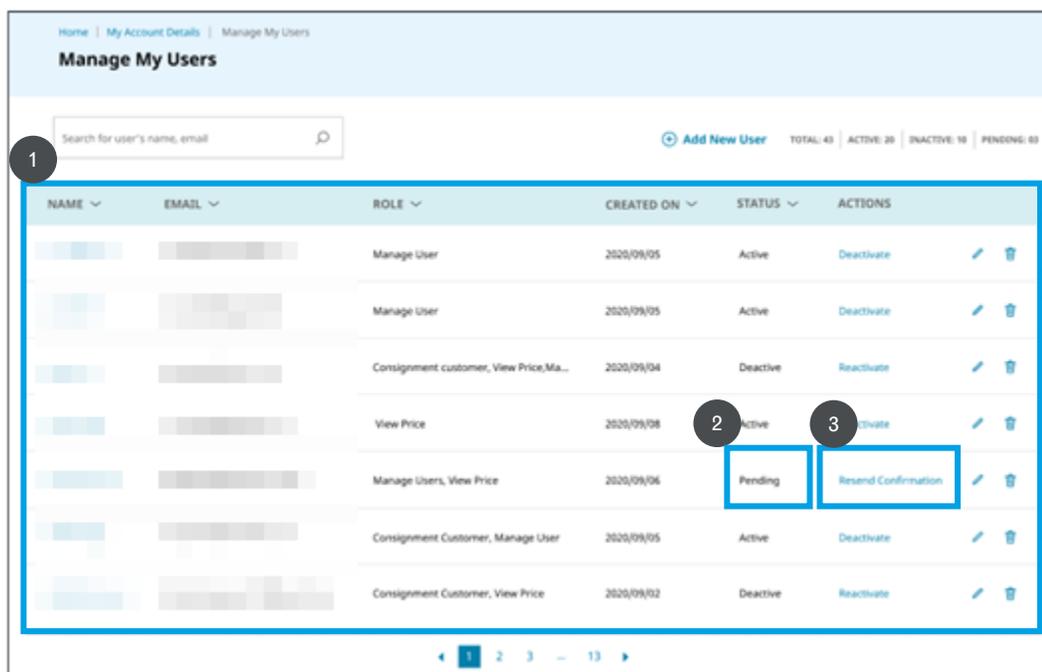
Resend the Confirmation Email for Pending Users

Perform the following steps to resend the confirmation email:

1. Access the **Manage My Users** option from the **My Account** dropdown list. The list of all the secondary users added to your account will be displayed.
2. View the status of the user in the **STATUS** column. You can resend the confirmation email only if the status is **Pending**.
3. Click the **Resend Confirmation** link to resend the confirmation email. A confirmation email will be sent to the selected secondary user.



Note: Secondary users must follow the instructions in the confirmation email to reactivate their account.



Patient Address Book and Consent Management

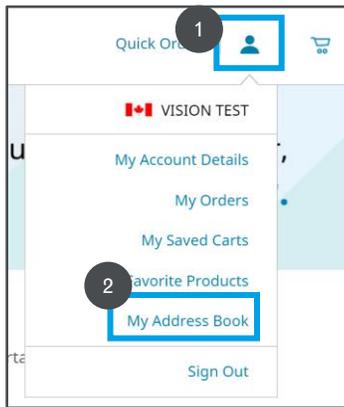
You can add a patient's address with the patient's consent in the address book. If the patient doesn't give consent, the address should not be saved and should not be displayed in the search results. The patient has the option to withdraw the consent.

For the US and Canada, it is assumed that patient has provided consent. Hence, the consent checkboxes are not displayed.

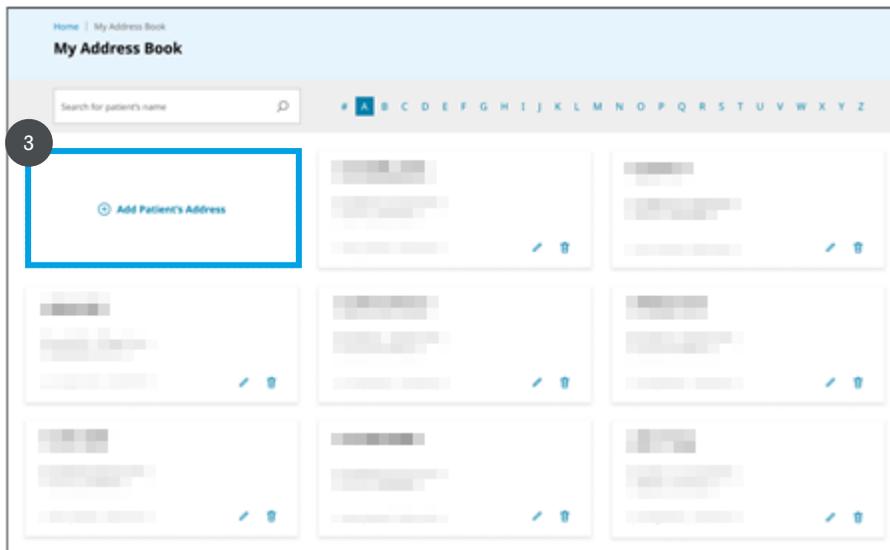
Add the Patient Address to the Address Book

Perform the following steps to add the patient address to the address book:

1. On the homepage, click the **My Account** icon in the top-right corner. A dropdown list will appear.
2. Select the **My Address Book** option from the **My Account** dropdown. The **My Address Book** page will be displayed.



3. Click the **Add Patient's Address** button to add a patient's address.



4. Add the following details for the patient:

- i. First Name
- ii. Last Name
- iii. Address Line 1
- iv. Address Line 2 (*This is an optional step*)
- v. City
- vi. Province/State
- vii. Postal Code

5. Click the **Save** button to save the address.



Home | My Address Book | Add Patient's Address

Add Patient's Address

4

FIRST NAME

LAST NAME

ADDRESS 1

ADDRESS 2 (Optional)

CITY

PROVINCE

POSTAL CODE

5

Add the Patient Address from the Products Detail Page (PDP)

Perform the following steps to add the patient address from the PDP:

1. Select the patient order and delivery from the PDP.

Biotrue ONEday Family

Billable Trial

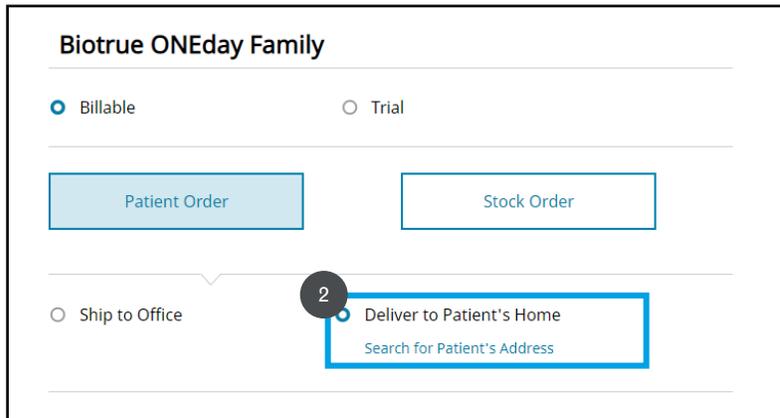
1

Ship to Office Deliver to Patient's Home

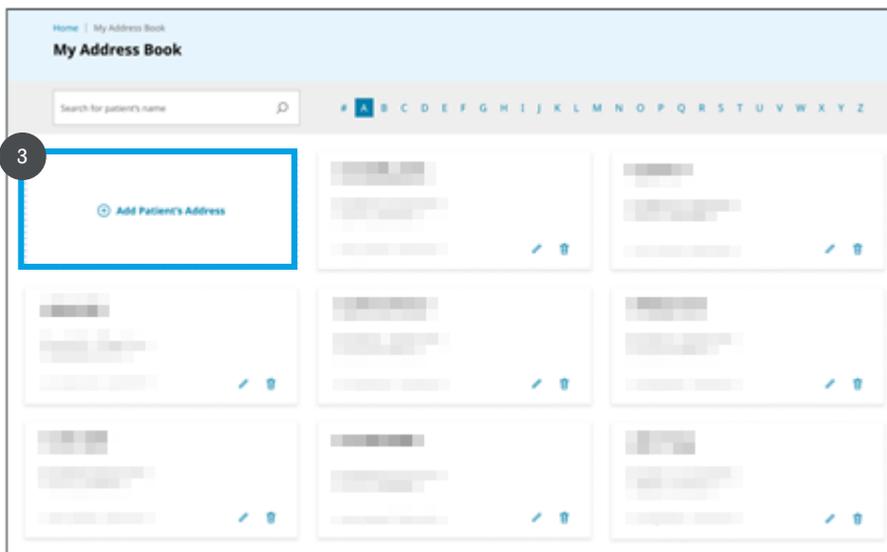
[Search for Patient's Address](#)



2. Click the **Home Delivery** icon to search for the patient or to a new patient address.



3. Click the **Add** button to add the patient details.



4. Add the following details for the patient:

- i. First Name
- ii. Last Name
- iii. Address Line 1
- iv. Address Line 2 (*This is an optional step*)
- v. City
- vi. Province/State
- vii. Postal Code



5. Click the **Save** button to save the address.



Note: Once the order is placed, the order will have the patient's address.

Home | My Address Book | Add Patient's Address

Add Patient's Address

4

FIRST NAME LAST NAME

Enter First Name Enter Last Name

ADDRESS 1

Enter Address Line 1

ADDRESS 2 (Optional)

Enter Address Line 2

CITY PROVINCE POSTAL CODE

Enter City Select Province Enter 7 Digit Postal Code

5

Save Cancel

Edit Patient Address

Perform the following steps to edit a patient's address from the address book and PDP:

1. Search for the patient's address using the first name or the last name of the patient.

Home | My Address Book

My Address Book

1

Search for patient's name

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

2. Click the **Edit** icon present against the desired patient name whose address is to be edited.

Home | My Address Book

My Address Book

Search for patient's name

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Add Patient's Address

2



Note: The saved address will be displayed and will not be editable.

3. Change the values in the desired fields in address details.
4. Click the **Save** button to save the changes made to the details.

Delete Patient Address

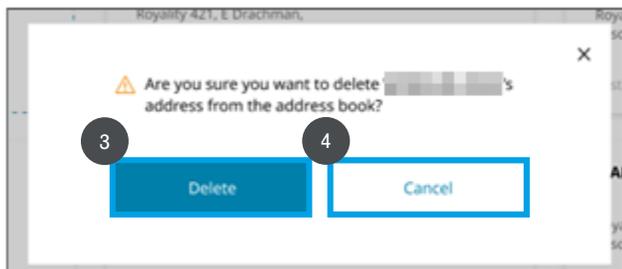
Perform the following steps to delete the address of the patient:

1. Search for the patient's address using the first name or the last name of the patient.

2. Click the **Delete** icon present against the desired patient name.



3. A pop-up will be displayed to confirm if you want to delete the address. Click the **Delete** button in the pop-up to confirm the deletion of the address.
4. Click the **Cancel** button in the pop-up to cancel the deletion process.



Cart Activities

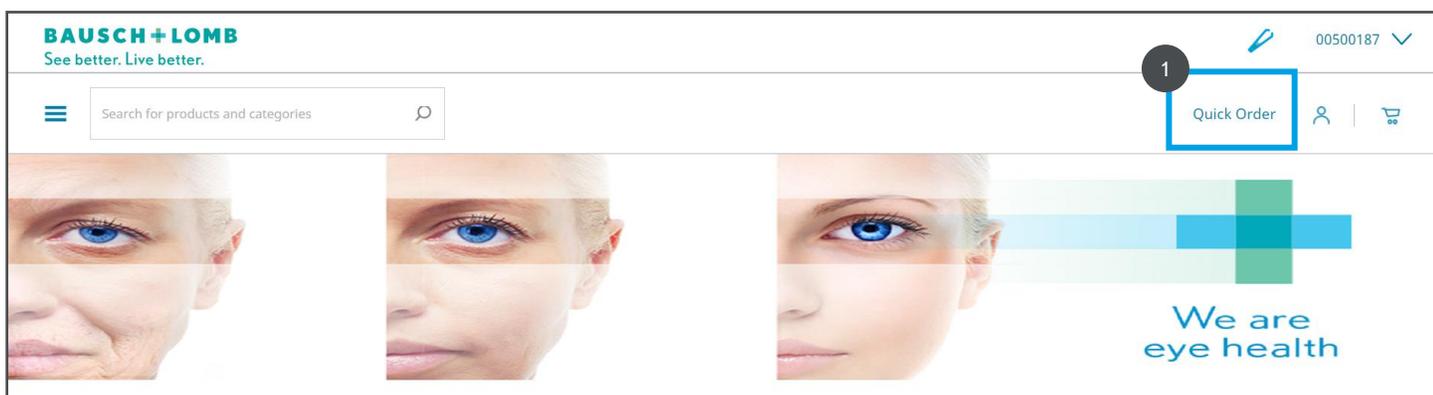
A cart facilitates the purchase of a product. It accepts the customer's payment and organizes the distribution of that information to the merchant, payment processor, and other parties.

Add Products from Quick Order

The Quick Order link helps to speed up ordering of any product. Products can be added to the cart from the Quick Order form directly.

Perform the following steps to add products from Quick Order:

1. Click the **Quick Order** link in the top-right of the portal. The Quick Order form is displayed with an empty **PRODUCT CODE** number field.



2. Enter the product code in the **PRODUCT CODE** number field to search for the product. If an invalid product code is entered, the system will give an error message.



Note: A duplicate product search is not allowed in the system. For surgical, an additional column is displayed for the type of order. If the type of order is consignment, you should check the consignment checkbox.



3. Enter the reference in the **REFERENCE** field. *This is an optional step.*
4. Enter the quantity required in the **QTY** field.
5. Click the **Add to Cart** button to add the product to the cart.

The screenshot shows a product selection form with the following structure:

PRODUCT CODE	PRODUCT	REFERENCE(Optional)	QTY
<input type="text" value="AB31336"/>	 3.5G SOOTHE NIGHT TIME OINTMENT Billable	<input type="text" value="Enter Reference"/>	<input type="text" value="1"/>
<input type="text" value="Enter Product Code"/>	---	---	---

At the bottom of the form, there is a blue **Add To Cart** button (callout 5), a **Subtotal 1 Items** label, and a **Reset** link.

6. A **pop-up** will be displayed with information such as product ID, image, product details, shipping address, quantity, etc. It confirms that the product is added to the cart. Close the pop-up and continue shopping.
7. Click the **View Cart** button to view the complete cart.

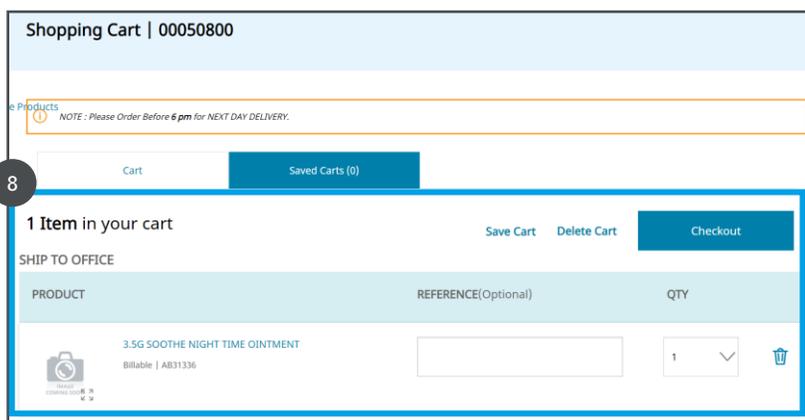
The screenshot shows a confirmation pop-up (callout 6) with the following text:

✓ You have successfully added 1 Items to the cart.

Reference:
3.5G SOOTHE NIGHT TIME OINTMENT
AB31336 | Qty : 1

Below the pop-up, there is a blue **View Cart** button (callout 7) and a **Subtotal 1 Items** label.

8. The **Cart** page will be displayed. You can view the following details on the Cart page.
 - i. Cart Number
 - ii. Number of items in the cart
 - iii. Save Cart, Delete Cart, and Check-out buttons

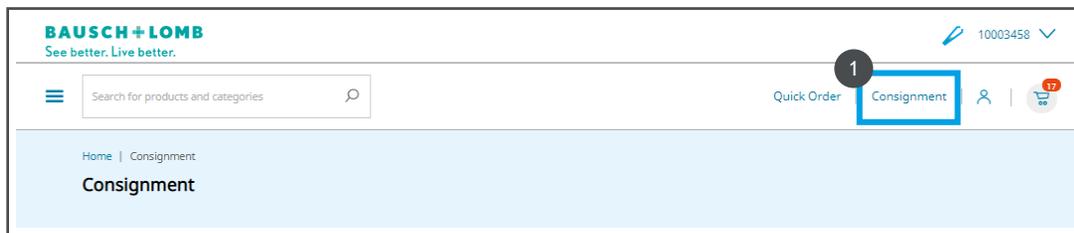


Note: Quantity is displayed as a drop-down if the product has pre-defined quantity values. Otherwise, it is displayed with +/- functions. The price is displayed only for surgical products. For consignment products, the price is displayed as zero.

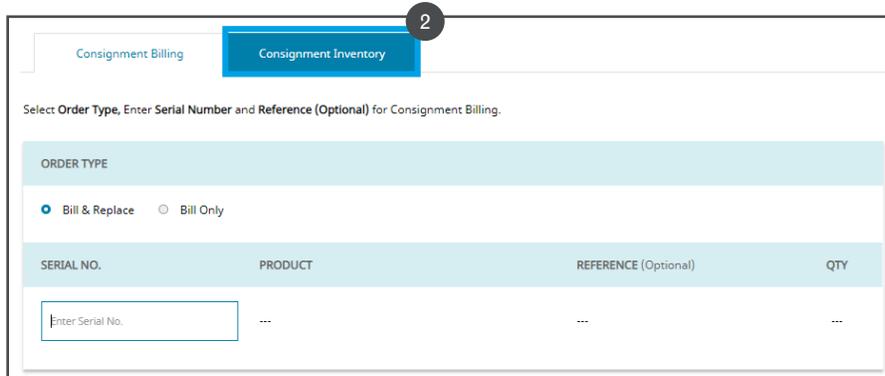
Viewing Consignment Inventory (Surgical Customers Only)

Perform the following steps to view your Consignment Inventory:

1. Click **Consignment** located in the top right of the screen



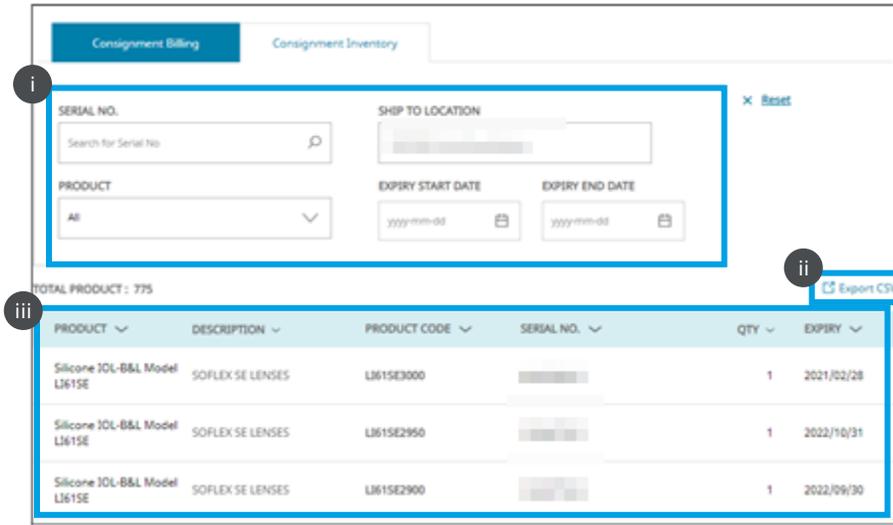
2. Click the **Consignment Inventory** tab (The tab with a white background denotes the current selection)





3. Search for desired item(s) by one of the following methods:

- i. Utilizing the search fields
- ii. Exporting all consignment inventory to a CSV File by clicking **Export CSV**. Please note, if filtering utilizing the search fields only the search results will be exported to the CSV.
- iii. Navigating through the sortable table below containing all consignment inventory



Consignment Bundles (U.S. Surgical Customers Only)

Perform the following steps to add items under a consignment bundle to the cart and replace consignment inventory:

1. Click **Consignment** located in the top right of the screen



2. Click the **Bundle Packs** tab if not auto selected (The tab with a white background denotes the current selection)



2

Consignment Billing **Bundle Packs** Consignment Inventory

Enter **Bundle Pack**, Select **Order Type**, Enter **Serial Number** and **Reference (Optional)** for each Lens.

BUNDLE PACK

Enter Bundle Pack

ORDER TYPE	SERIAL NO.	PRODUCT	REFERENCE (Optional)	QTY
<input checked="" type="radio"/> Bill & Replace <input type="radio"/> Bill Only	Enter Serial No.

Subtotal
0 Items

3. Enter your **Bundle Pack** number in field provided

Consignment Billing **Bundle Packs** Consignment Inventory

Enter **Bundle Pack**, Select **Order Type**, Enter **Serial Number** and **Reference (Optional)** for each Lens.

3

BUNDLE PACK

Enter Bundle Pack

ORDER TYPE	SERIAL NO.	PRODUCT	REFERENCE (Optional)	QTY
<input checked="" type="radio"/> Bill & Replace <input type="radio"/> Bill Only	Enter Serial No.

Subtotal
0 Items

4. Choose Order Type by clicking either the **Bill & Replace** to pay for used products and order a replacement or **Bill Only** to pay for used products.

Consignment Billing **Bundle Packs** Consignment Inventory

Enter **Bundle Pack**, Select **Order Type**, Enter **Serial Number** and **Reference (Optional)** for each Lens.

BUNDLE PACK

Enter Bundle Pack

4

ORDER TYPE	SERIAL NO.	PRODUCT	REFERENCE (Optional)	QTY
<input checked="" type="radio"/> Bill & Replace <input type="radio"/> Bill Only	Enter Serial No.

Subtotal
0 Items



5. Enter the serial number(s) for the product(s) used under the bundle code and press **Enter** on your keyboard. Reminder, serial numbers can be located using the **Consignment Inventory** tab. (See [Viewing Consignment Inventory](#) steps for more details)
 - a. Users may also enter the serial number by scanning the item’s barcode via a Bausch + Lomb provided scanner.

Consignment Billing | Bundle Packs | **Consignment Inventory**

Enter **Bundle Pack**, Select **Order Type**, Enter **Serial Number** and **Reference (Optional)** for each Lens.

BUNDLE PACK
USSVSMXEP8 enVista E Lens & 60081L [Reset](#)

ORDER TYPE	SERIAL NO.	PRODUCT	REFERENCE (Optional)	QTY
<input checked="" type="radio"/> Bill & Replace <input type="radio"/> Bill Only	<input type="text" value="3943506066"/>	MX60EUS 12.5MM +28.50 MXUE2850	<input type="text" value="Enter Reference"/>	1
<input type="radio"/> Bill & Replace <input checked="" type="radio"/> Bill Only	<input type="text" value="3876101043"/>	MX60EUS 12.5MM +27.50 MXUE2750	<input type="text" value="Enter Reference"/>	1
<input checked="" type="radio"/> Bill & Replace <input type="radio"/> Bill Only	<input type="text" value="Enter Serial No."/>	---	---	---

[Add To Cart](#) Subtotal **2 Items**

6. Click **Add to Cart**. Your cart will be automatically split between direct purchases and consignments.

Consignment Billing | Bundle Packs | **Consignment Inventory**

Enter **Bundle Pack**, Select **Order Type**, Enter **Serial Number** and **Reference (Optional)** for each Lens.

BUNDLE PACK
USSVSMXEP8 enVista E Lens & 60081L [Reset](#)

ORDER TYPE	SERIAL NO.	PRODUCT	REFERENCE (Optional)	QTY
<input checked="" type="radio"/> Bill & Replace <input type="radio"/> Bill Only	<input type="text" value="3943506066"/>	MX60EUS 12.5MM +28.50 MXUE2850	<input type="text" value="Enter Reference"/>	1
<input type="radio"/> Bill & Replace <input checked="" type="radio"/> Bill Only	<input type="text" value="3876101043"/>	MX60EUS 12.5MM +27.50 MXUE2750	<input type="text" value="Enter Reference"/>	1
<input checked="" type="radio"/> Bill & Replace <input type="radio"/> Bill Only	<input type="text" value="Enter Serial No."/>	---	---	---

[Add To Cart](#) Subtotal **2 Items**



Cart Saved Carts (1)

5 Items in your Cart. Save Cart Delete Cart Checkout

DIRECT PURCHASE

PRODUCT	REFERENCE(Optional)	QTY	UNIT PRICE	TOTAL PRICE
MX60PUT125 12.5MM +09.0 MXUPT125-090 CYLINDER POWER 1.25 9.00	<input type="text"/>	- 2 +		

CONSIGNMENT

PRODUCT	REFERENCE(Optional)	QTY	UNIT PRICE	TOTAL PRICE
Bundle Pack: USSVSMXEP8 EnVista E Lens & 60081L		3		
MX60EUS 12.5MM +28.50 Bill & Replace MXU82850 3943506066 POWER 28.50	<input type="text"/>	1		

Consignment Billing/Reordering (Surgical Customers Only)

Perform the following steps to add consignment inventory to the cart and replace consignment inventory:

1. Click **Consignment** located in the top right of the screen

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See better. Live better.

10003458

Search for products and categories

Quick Order Consignment

Home | Consignment
Consignment



2. Click the **Consignment Billing** tab if not auto selected (The tab with a white background denotes the current selection)

3. Choose Order Type by clicking either the **Bill & Replace** to pay for used products and order a replacement or **Bill Only** to pay for used products.

4. Enter the serial number for the product used and press **Enter** on your keyboard. Reminder, serial numbers can be located using the **Consignment Inventory** tab. (See [Viewing Consignment Inventory](#) steps for more details)
 - Users may also enter the serial number by scanning the item's barcode via a Bausch + Lomb provided scanner.



- [US Customers Only] Add Insertion device by utilizing the **INSERTION DEVICES** drop down if desired.

Consignment Billing | **Bundle Packs** | Consignment Inventory

Select **Order Type**, Enter **Serial Number** and **Reference (Optional)** for Consignment Billing.

ORDER TYPE

Bill & Replace Bill Only

SERIAL NO.	PRODUCT	REFERENCE (Optional)	QTY
18155D3	 BLIS-X1 enVista IOL Cartridge 10/box BLIS-X1	Enter Reference	6

6 INSERTION DEVICES ⓘ
Select an Insertion Device

Add To Cart Subtotal **6 Items**

- Click **Add to Cart**. Your cart will be automatically split between direct purchases and consignments.

Consignment Billing | **Consignment Inventory**

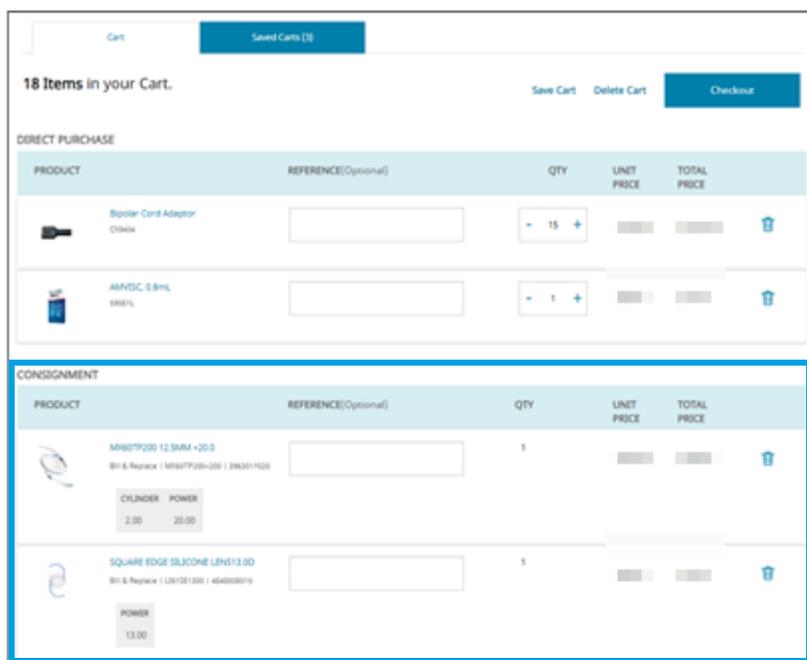
Select **Order Type**, Enter **Serial Number** and **Reference (Optional)** for Consignment Billing.

ORDER TYPE

Bill & Replace Bill Only

SERIAL NO.	PRODUCT	REFERENCE (Optional)	QTY
3963017020	 MX60TP200 12.5MM +20.0 MX60TP200-200	Enter Reference	1

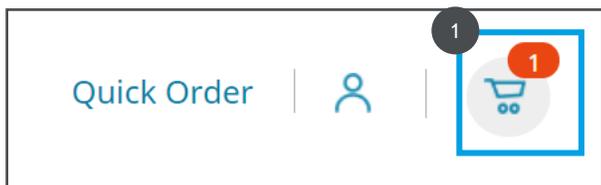
6 **Add To Cart** Subtotal **1 Item**



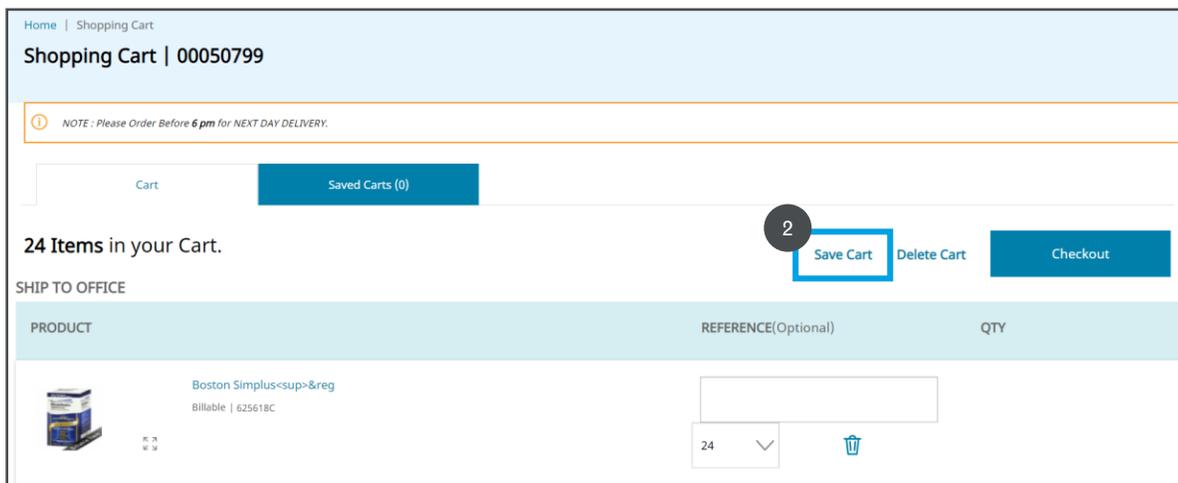
Save or Cancel a Cart

Perform the following steps to save or cancel a cart:

1. Click the **Mini Cart** icon on the top-right corner to access the Cart page.



2. Click the **Save Cart** link to save the cart.





3. The **Save Cart** page is displayed. Enter the name of the cart in the **CART NAME** text field. *This is a mandatory step.*
4. Enter the description for the cart in the **DESCRIPTION** text field. *This is an optional step.*
5. Click the **Save** button to save the cart.
6. Click the **Cancel** button to cancel the cart.

Save Cart
Your cart will be moved to Saved Carts list.

3 CART NAME
Enter Cart Name
Character Left: 140

4 DESCRIPTION (Optional)
Enter Description
Character Left: 250

5 Save 6 Cancel

Restore or Merge Carts

Perform the following steps to restore/merge carts:

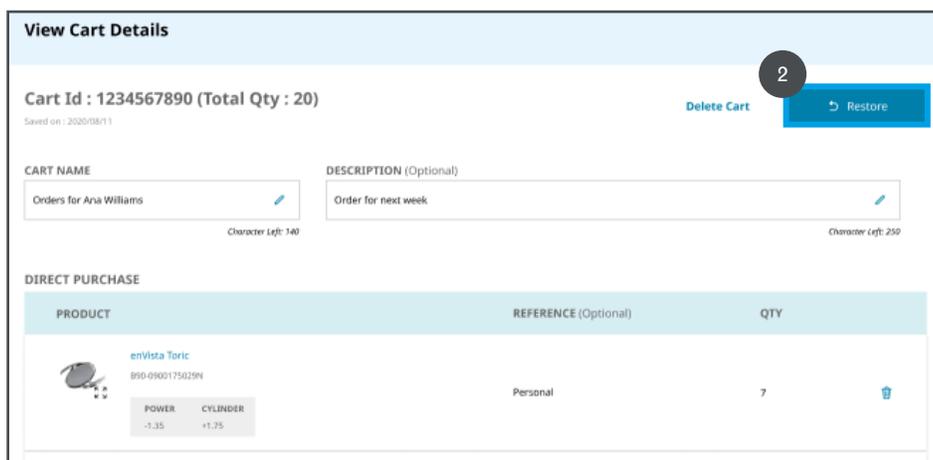


Note: It is mandatory to save a cart before restoring it.

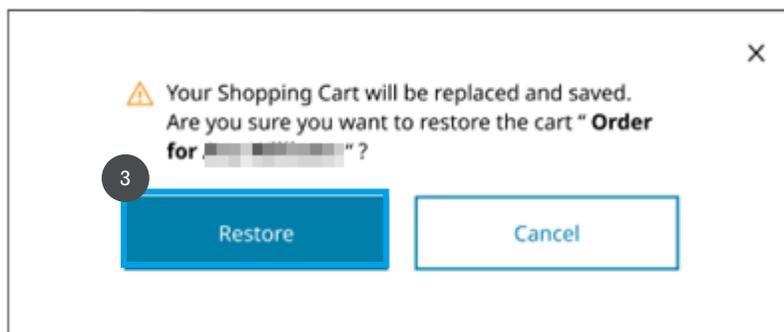
1. Click the **Restore** link.

SEARCH	SELECT DATE RANGE			
<input type="text" value="Search for Cart Name"/>	<input type="text" value="All"/>			
CART NAME	DESCRIPTION	SAVED ON	TOTAL QTY	ACTIONS
Orders for john	Lorem Ipsum is simply dummy text of the printing and ...	2020/09/05	20	Restore
Orders for Jacob Tom	Lorem Ipsum is simply dummy text of the printing and ...	2020/09/05	20	Restore

2. The **View Cart Details** page is displayed. View the cart details and click the **Restore** button.



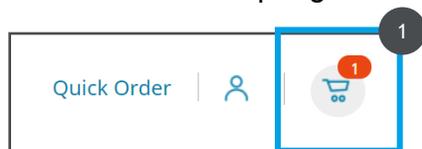
3. A confirmation message is displayed on the screen. Click the **Restore** button to restore the cart.



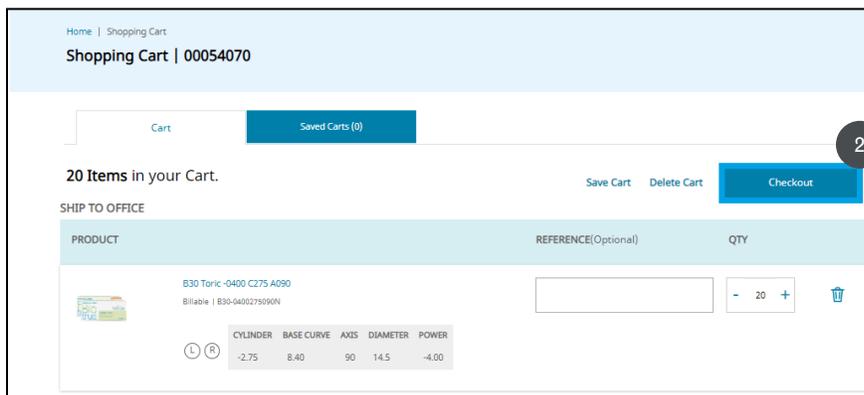
Cart Checkout

Perform the following steps to confirm payment type, shipping address, and shipping method:

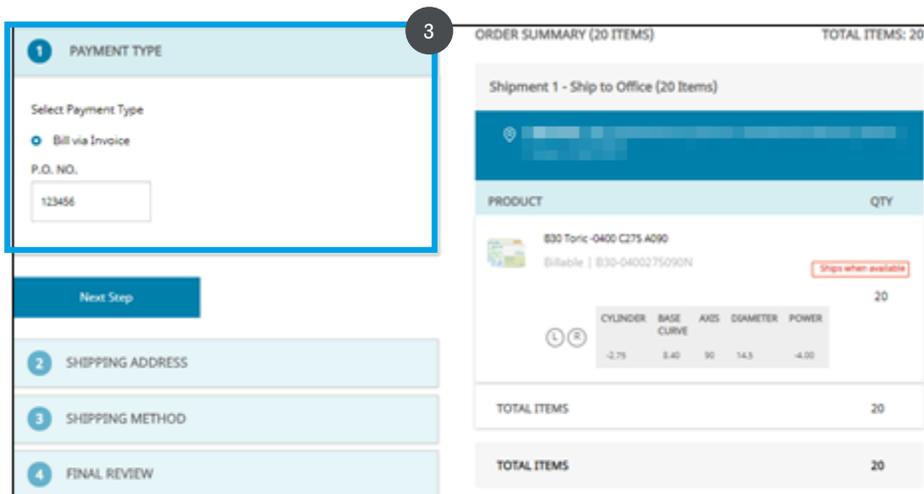
1. Click the **Mini Cart** icon on the top-right corner to access the Cart page.



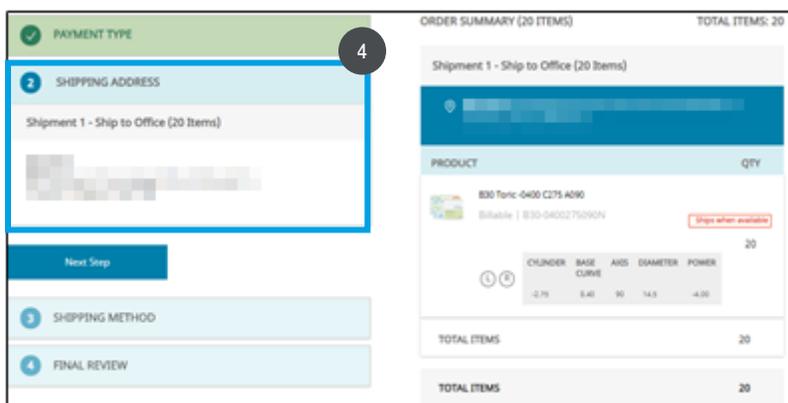
2. After confirming the item(s) and quantity in your cart are correct, you can click the **Checkout** button.



- Enter the Purchase Order number under payment type in the **P.O. NO.** field and click **Next Step**.

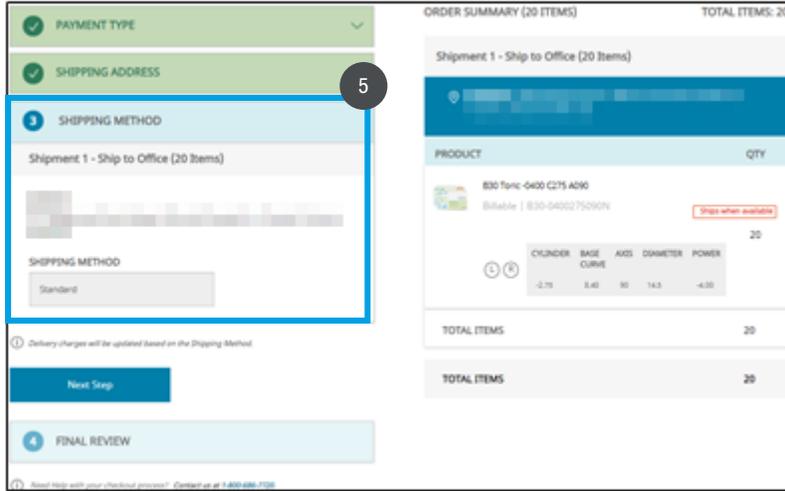


- Confirm the Shipping Address(es) are correct and click **Next Step**. If sending to multiple addresses your cart will automatically split into multiple shipments for you based on selections that were made when adding items to your cart.

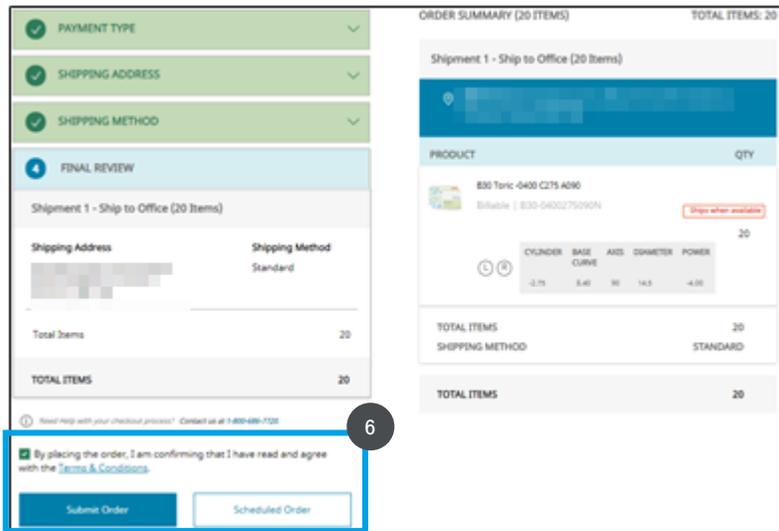




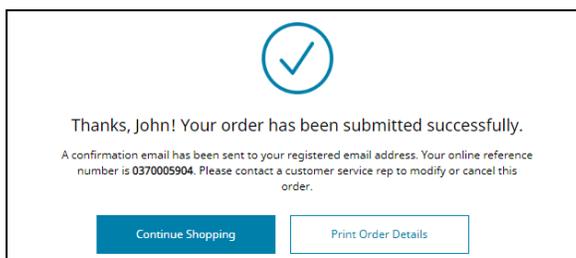
5. Choose shipping method (if applicable) and click **Next Step**.



6. Confirm the final review aligns with the items you are intending to place, the shipment address(es) and method. Check the box after reviewing the terms and conditions. Then, click **Submit Order** to finalize placing your order.



7. Once the order has been processed you will be redirected to a new page where you will see a confirmation message with a summary of your order. You will shortly receive a confirmation email sent to your registered email address. From here, you can Continue Shopping, Print Order Details, or close your web browser.

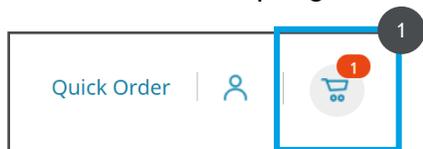




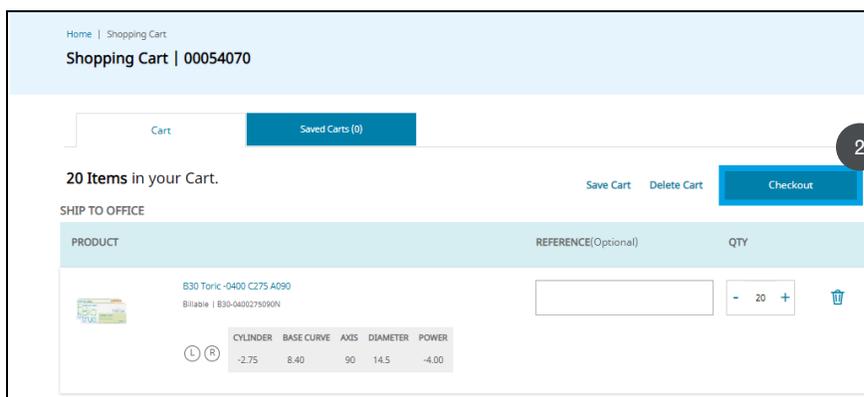
Create Scheduled Orders

Perform the following steps to create scheduled orders:

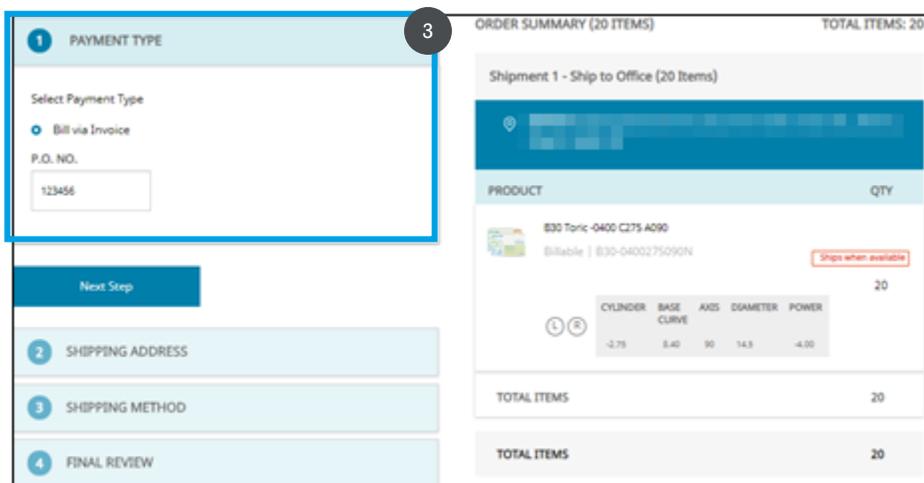
1. Click the **Mini Cart** icon on the top-right corner to access the Cart page.



2. After confirming the item(s) and quantity in your cart are correct, you can click **Checkout**.

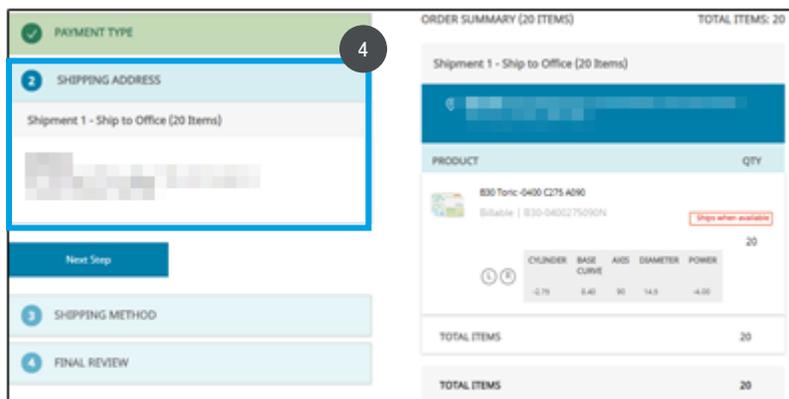


3. Enter the Purchase Order number under payment type in the **P.O. NO.** field and click **Next Step**.

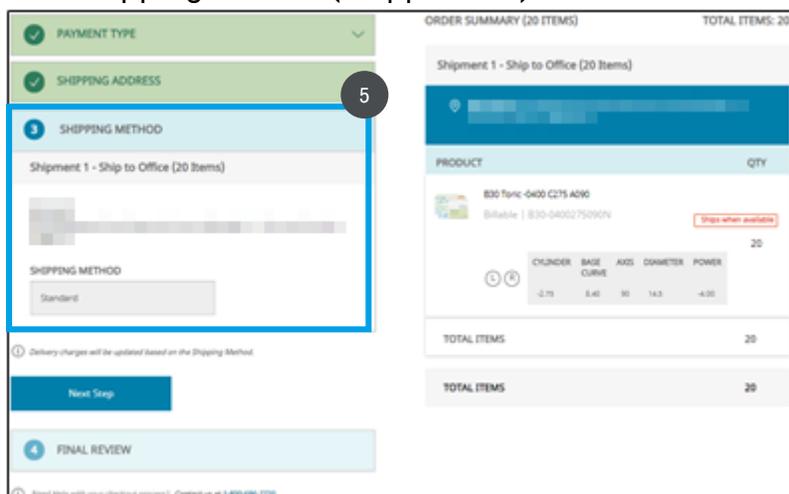




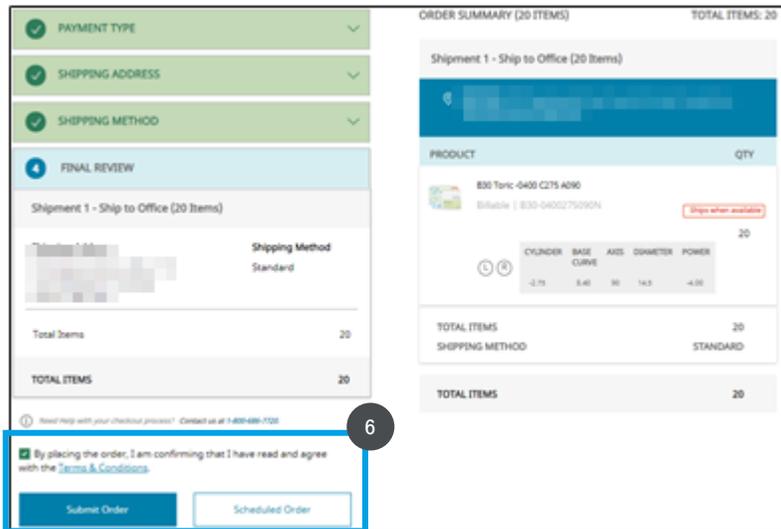
- Confirm the Shipping Address(es) are correct and click **Next Step** button. If sending to multiple addresses your cart will automatically split into multiple shipments for you based on selections that were made when adding items to your cart.



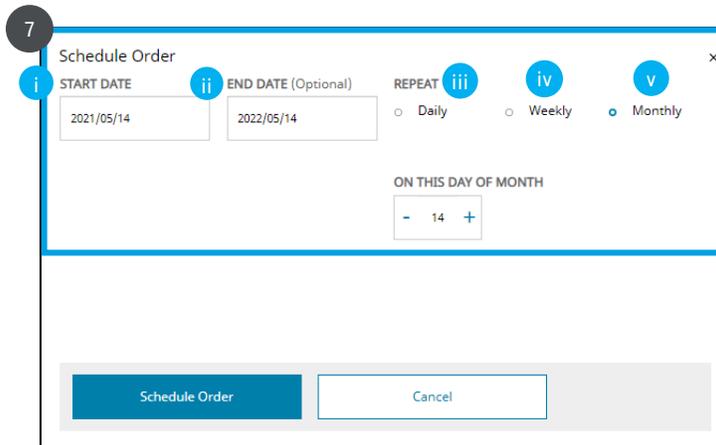
- Choose shipping method (if applicable) and click **Next Step**.



- Confirm the final review aligns with the items you are intending to place, the shipment address(es) and method. Check the box after reviewing the terms and conditions. Then, click **Scheduled Order** to schedule the order(s).

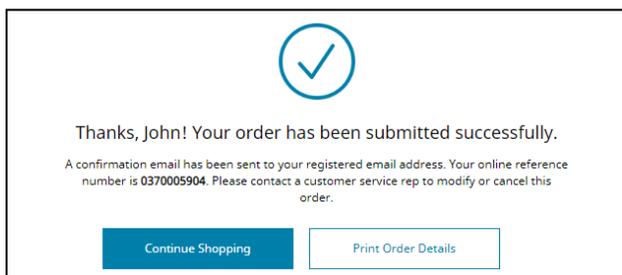


7. In the pop up, you can schedule the order, set the frequency, and duration of your scheduled orders. Once complete, click **Schedule Order** to place the scheduled order(s).
 - i. Start Date – The date you would like to receive your first occurrence of order(s).
 - ii. End Date (Optional) – The date you would like reoccurring orders to stop.
 - iii. Daily – Set the interval of each reorder frequency in days.
 - iv. Weekly – Set the interval of weekly reorders by day(s) of the week.
 - v. Monthly – Set the interval of monthly reorders based on a specific day of the month.





- Once the order has been processed you will be redirected to a new page where you will see a confirmation message with a summary of your order. You will shortly receive a confirmation email sent to your registered email address. From here, you can Continue Shopping, Print Order Details, or close your web browser.



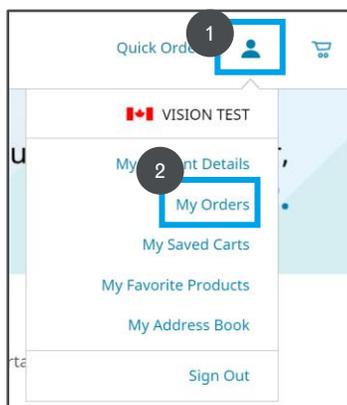
My Orders

My orders is an omnichannel view of the orders that have been placed on the web, Electronic Data Interchange (EDI), or telephone. The customers can check their order status, track deliveries by providing shipping information tracking number, reorder, and can also see their order details.

View Order History

Perform the following steps to go to the order page and view order history and scheduled order tabs:

- On the homepage, click the **My Account** icon in the top-right corner. A dropdown list will appear.
- Select the **My Orders** option from the **My Account** dropdown. The **My Orders** page will be displayed.

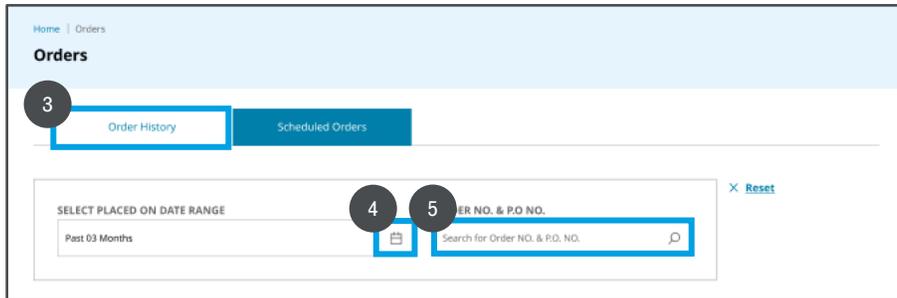


- Click the **Order History** tab to view the order history.
- Click the **Calendar** icon to select the date range.



- Enter the order number and the purchase order number in the **ORDER NO. & P.O. NO.** text field.

 **Note:** You can enter the keywords in the **ORDER NO. & P.O. NO.** text field to search for the desired order number and purchase order number



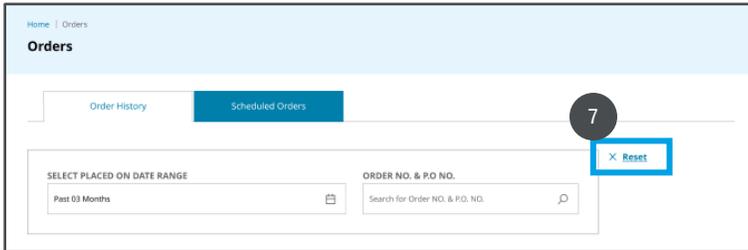
- Press the **Enter** button on the keyboard to view the order placed details.

PLACED ON	ORDER NO.	P.O. NO.	ORDERED BY	SOURCE	TOTAL PRICE	STATUS
2020/09/19	9328439	2392348258	Ann Williams	Online Order	\$20.00	OPEN
2020/09/23	9328438	2392348288	Ann Williams	Online Order	\$56.00	CONFIRMED
2020/09/11	9328437	3392348298	Ann Williams	Online Order	\$78.00	COMPLETED
2020/08/19	9328436	2492348298	Ann Williams	Online Order	\$120.00	CONFIRMED
2020/07/11	9328435	7392348298	DOE JOHN	Online Order	\$30.00	CONFIRMED
2020/07/12	9328434	2392348258	DOE JOHN	Online Order	\$40.00	SHIPPED
2020/07/11	9328433	2392348228	DOE JOHN	EDI	\$90.00	COMPLETED
2020/07/09	9328432	3392348298	DOE JOHN	Online Order	\$50.00	CONFIRMED
2020/07/09	9328431	5462348298	JOHN WICK	Online Order	\$20.00	SHIPPED
2020/07/09	9328430	2362348998	JOHN WICK	EDI	\$70.00	COMPLETED

 **Note:** The details will include order placed, order number, PO number, ordered by details, source, total price and the status (Open, Confirmed, Completed, Shipped).



7. Click the **Reset** button to reset the details entered in the fields.



8. Click the **Track Your Order** link to track the order.

TOTAL ORDERS : 70 Export CSV

PLACED ON	ORDER NO.	P.O. NO.	ORDERED BY	SOURCE	TOTAL PRICE	STATUS
2020/09/19	9328439	2392348298	Ann Williams	Online Order	\$20.00	OPEN
2020/09/23	9328438	2392348288	Ann Williams	Online Order	\$56.00	CONFIRMED
2020/09/11	9328437	3392348298	Ann Williams	Online Order	\$78.00	COMPLETED
2020/08/19	9328436	2492348298	Ann Williams	Online Order	\$120.00	CONFIRMED
2020/07/11	9328435	7392348298	DOE JOHN	Online Order	\$30.00	CONFIRMED
2020/07/12	9328434	2392348258	DOE JOHN	Online Order	\$40.00	SHIPPED

The 'SHIPPED' status in the last row is highlighted with a blue box, and a circled number '8' is placed above it. Below the 'SHIPPED' status, the text 'Track your Order' is visible.



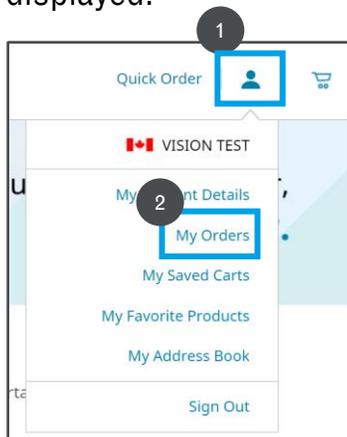
Note: The **Track Your Order** link will be active only for orders that are shipped. Also, if there are no search results, the **"No order history found"** message is displayed. You will have to click the **Continue Shopping** button to continue the shopping.



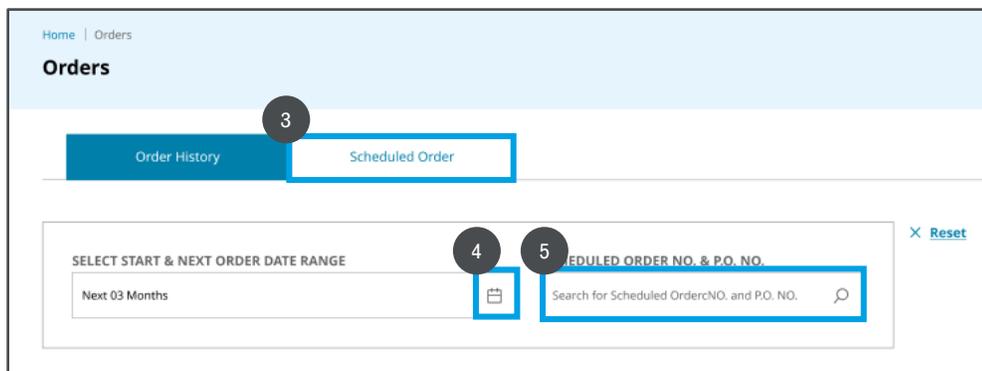
View Scheduled Orders

Perform the following steps to view the scheduled orders:

1. On the homepage, click the **My Account** icon in the top-right corner. A dropdown list will appear.
2. Select the **My Orders** option from the **My Account** dropdown. The **Orders** page will be displayed.



3. Click the **Scheduled Orders** tab to view the orders that are scheduled.
4. Click the **Calendar** icon to select the start and next order date range.
5. Enter the scheduled order number and purchase order number in the **SCHEDULED ORDER NO. & P.O. NO.** text field.



6. Press the **Enter** button on the keyboard to view the scheduled order details.



Note: The details will include start date, scheduled order number, PO number, repeat, next order date, and the cancel link. If there are no search results, the “No order history found” message is displayed. You will have to click the **Continue Shopping** button to continue the shopping.



Home | Orders

Orders

Order History | Scheduled Order

SELECT START & NEXT ORDER DATE RANGE: Next 03 Months

SCHEDULED ORDER NO. & P.O. NO.: Search for Scheduled Order NO. and P.O. NO.

TOTAL SCHEDULED ORDERS : 70

START DATE	SCHEDULED ORDER NO.	P.O. NO.	REPEAT	NEXT ORDER DATE	
2020/10/19	9328440	9001750291	Every Mon	2020/10/26	Cancel
2020/10/15	9328441	5451750291	Every Mon, Tue	2020/10/19	Cancel
2020/10/07	9328442	7601750291	Every Mon	202/10/12	Cancel
2020/11/19	9328443	7801750329	Every Mon, Tue, Wed, Thu, Fri, Sat	2020/11/12	Cancel
2020/11/09	9328444	9001753291	Every Day	2020/11/10	Cancel

Cancel Scheduled Orders

Perform the following steps to cancel the scheduled orders:

1. View the Scheduled Order page.
2. Click the **Cancel** link to stop a specified scheduled order from being re-ordered automatically by the system.



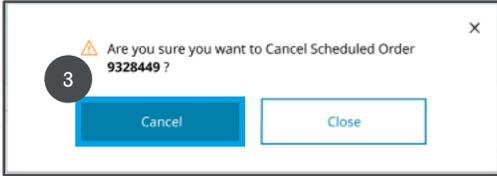
Note: Once the **Cancel** link is clicked, a pop-up message will be displayed, “Are you sure you want to cancel scheduled order <order number> with **Cancel** and **Close** buttons.

TOTAL SCHEDULED ORDERS : 70

START DATE	SCHEDULED ORDER NO.	P.O. NO.	REPEAT	NEXT ORDER DATE	
2020/10/19	9328440	9001750291	Every Mon	2020/10/26	Cancel
2020/10/15	9328441	5451750291	Every Mon, Tue	2020/10/19	Cancel
2020/10/07	9328442	7601750291	Every Mon	202/10/12	Cancel
2020/11/19	9328443	7801750329	Every Mon, Tue, Wed, Thu, Fri, Sat	2020/11/12	Cancel
2020/11/09	9328444	9001753291	Every Day	2020/11/10	Cancel



3. A confirmation message is displayed to confirm whether the scheduled order is to be canceled. Click the **Cancel** button to cancel the scheduled order.



Filter, Search, and Sort Order

Perform the following steps to filter, search, and sort order headers:

1. Select the desired date range to filter the orders by a date range.

 **Note:** The date selector will have the following options: All, Past 12 months, Past 6 months, Past 3 months, Past 30 days, and Custom

2. Select the desired order number or PO number to search for orders.

Home | Orders

Orders

Order History | Scheduled Order

1. SELECT START & NEXT ORDER DATE RANGE: Next 03 Months

SCHEDULED ORDER NO. & P.O. NO. Search for Scheduled Order NO. and P.O. NO. [Reset]

TOTAL SCHEDULED ORDERS : 70 [Export CSV]

START DATE	SCHEDULED ORDER NO.	P.O. NO.	REPEAT	NEXT ORDER DATE	
2020/10/19	9328440	9001750291	Every Mon	2020/10/26	X Cancel
2020/10/15	9328441	5451750291	Every Mon, Tue	2020/10/19	X Cancel
2020/10/07	9328442	7601750291	Every Mon	202/10/12	X Cancel
2020/11/19	9328443	7801750329	Every Mon, Tue, Wed, Thu, Fri, Sat	2020/11/12	X Cancel
2020/11/09	9328444	9001753291	Every Day	2020/11/10	X Cancel