

# B+L eCommerce Detailed Reference Guide



For Surgical Customers



See better. Live better.



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# **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.





## **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.

BAUSCH+LOMB See better. Live better.			
a	Log In Welcome to Bausch + Lomb Online Ordering Portal USERNAME	🕪 Canada 🛛 👻	English 💌
a	Enter Username		
	PASSWORD Enter Password	ø	
	Remember Me	Forgot Password?	
A A A A A A A A A A A A A A A A A A A	Log In		
and That	PRIMARY USER REGISTRATION Aiready a Bausch + Lomb customer and need an access? Click the Register Now button.		
So Alexandre	1 Register Now	Need Help	
See better, Live better. A lifetime of healthy vision-don't take it for granted.	Wete customers: Online Ordering is meanded for use by Fire C your Dye Care Professionals today to order Davidon – Lonik Pr	are Professionals and Retailer only oducts:	. Please contact

- 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.



	Welcome to Bausch + Lomb Online Ordering Site. Place your order for Vision Care, Surgical Care, and Pharma.	NE
PRIMARY USER REGISTRATION Please enter the below information and click Req	uest to Register to proceed for registration.	Already have an account? Login
Phase Note: If you are not a primary account contact of you representative to initiate the registration process.	erganitation, you have to contact the primary account	
whose total dyna are not a primary array of control of your representative to initiate the registration process.  ACCOUNT INFORMATION	ur anganitation, you have to contact the primary account	
Where National from one will a polymory account constant of you representative to whole the regularized or polymory  ACCOUNT INFORMATION  INFORMATION  INFORMATION  Adam	ur angendutien, you have to contact the primary account	
Whate National You wan wat a polymay account contract of you representative to vehicle the regularization polymax  ACCOUNT INFORMATION  INFORMATION INFORMATION  INFORMATION INFORMATION INFORMATION INFORMATION	LAST NAME John SHIPPING ACCOUNT NUMBER ()	
Water Ketter fyran an ut a połnacy arcunater contract of yra water Ketter fyran arc arc and a połnacy arcunater contract of yra COCOUNT INFORMATION	LAST NAME John 3 SHIPPING ACCOUNT NUMBER () 12345678 5	
Water Method fyrma and a polymay accurate contract of you     where Method fyrma and a polymay accurate contract of you     contract of you	LAST NAME John SHIPPING ACCOUNT NUMBER () 12345678 5	

- 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.**"



BAUSCH+LOMB See better. Live better.	Register to Get Access to Online Ordering Bauschonline.com is intended for use by professionals.	
	Thank You for Registration	
	Your registration request is submitted. Your account is currently being reviewed. You will receive a <b>confirmation</b> email shortly. <u>Click here to go to homepage</u>	

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.

ľ		ų į
	BAUSCH + LOMB See better. Live better.	6
	Thank You for Registration	
	$\bigcirc$	
	Congratulations Ethan !	
	Your access is approved. User Id: adam.john@bausch.com	
	Click here to set password 11	
	We are there for any inquiries or concerns. Please check our Help or Corporate Contact page for more details	
	Thanks for your co-operation, BauschIT   Identity & Access Management	
Note: Thi	s is an automatically generated message. DO NOT "Reply" back to t	his email



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



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

	Re	gister to Get Access	to Online Ordering d for use by professionals.	
Primary User	Registrat	on		
Hi Ethan				
Hi Ethan, Please enter your password ar PASSWORD	id click <b>Save</b> for comp	eting the registration		
Hi Ethan, Please enter your password au PASSWORD	id click <b>Save</b> for comp	eting the registration CONFIRM PASSWORD	∞ 13	
HI Ethan, Please enter your password ai PASSWORD ********* Password Strength ✓ At least 8 characters ✓ One upper case letter and one lower ✓ One special character ✓ One public	d click Save for comp	eting the registration CONFIRM PASSWORD	∞ 13	

15. The Log In page is displayed. The system displays a message "You have successfully set your Password. Please login to start your journey."

See better.	✓ You have successfully set your <b>Password</b> . Please login to start your journey.
	LOY 111 Welcome to Bausch + Lomb Online Ordering Portal. USERNAME
	ethan11@bausch.com
	PASSWORD
	Enter Password 🕫
	Remember Me Forgot Password?
	Log In
5-101 - 5 C	PRIMARY USER REGISTRATION
ACT V AN	Click the Register Now button.  Register Now Need Help
See better, Live better. A lifetime of healthy vision-don't take it for granted.	O Note customers: Online andersog is intended for our by type Core professionals and Anteolece only. Product customs your type Core Professional solary to ander Builds + Lond products.



## 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.

See Better, Live Better.	💽 Canada 👻 English	•
	Log In Welcome to Bausch + Lomb Online Ordering Portal	
	USERNAME	_
a	1 CAN_VIS2@MAILINATOR.COM	
	PASSWORD	
	2	Ø
	Remember Me     Forgot Pas	sword?
	Log In	
a	3 PRIMARY USER REGISTRATION Already a Bausch + Lomb customer and need an access? Click the Register Now button.	

#### \*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.\*

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

<b>BAU</b> See be	SCH+L tter. Live bet	OMB ter.			
=	Search for pro	oducts and categories O		Quick Orc	der A S
		Welco My	Hello VISION TEST me to Bausch + Lomb Vision Care Online Orde y Favorite Products View all of your favourite	ering Portal	
		RAUSCH+LOMB Unternational Weiserschaft results Weiserschaft results		Actin 50*	
	<	Bausch + Lomb ULTRA® Fa	Go Free	Billable Ocuvite Adult 50+ - TEST U GN46508C	$\left \right>$
		This product needs some configuration.     Select Product	This product needs some configuration.     Select Product	Reference(Option Qty 🗸	
			• •		



## 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.

BAUSCH + LOMB See better. Live better.			۵ ۱	0016907 🗸	1
Search for products and categories $\rho$			Quick Order	8	, Pi
and the second se			I+I VISION TEST		1
- Caller		Helping custome to li	My Account Details My Orders My Saved Carts		
Macunal	• • •		My Favorite Products My Address Book		
	Hello VISION T Welcome to Bausch + Lomb Vision Care	EST 2	Sign Out		
	Recent Order	rs.			
PLACED ON ~ ORDER NO. ~	P.O. NO. $\sim$ ORDERED BY $\sim$	SOURCE ~ TOTAL PRICE ~	STATUS ~		
	View More Orders	5			
	My Favorite Produc	ts View All			
	*	*			



# Homepage

BAUSCH+ See better. Live be	LOMB etter.			
Search for p	products and categories O		Quick Order	
	Welcome	Hello VISION TEST to Bausch + Lomb Vision Care Online Order	ring Portal	
	My F	avorite Products View all of your favourite	products	
	BAUSCH+LOMB UMRA briss WMRANDAR bris		CCUVICE CALL SOF	
<	Bausch + Lomb ULTRA® Fa	Go Free	Billable Ocuvite Adult 50+ - TEST U GN46508C	>
	① This product needs some configuration. Select Product	This product needs some configuration.     Select Product	Reference(Option Qty V	

## Navigation

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

Element	Description
	<b>LOB icon:</b> You can click the LOB icon to change the line of business for which products are displayed on the Bausch + Lomb Online Ordering Portal.
10016907 🗸	<b>Shipping Account icon:</b> You can click the <b>Shipping Account</b> 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 <b>Product Category</b> menu.

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Search for products and categories	<b>Search field</b> : You can use the search field to search for any brand or product on the Bausch + Lomb Online Ordering Portal.
Quick Order	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.
2	<b>My Account icon</b> : You can click the <b>My Account</b> 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.
200	<b>Cart icon:</b> You can click the <b>Cart</b> icon to view the items in your cart. You can click the <b>View Cart</b> button to navigate to the <b>Shopping Cart</b> page.
Reset Order:           RATE 1         SERIE 1         ALLES 2         SERIE 2	<b>Recent Orders section:</b> You can view your most recent orders in the <b>Recent Orders</b> section. You can click the <b>View More Orders</b> button to navigate to the <b>Orders</b> page and view your order history.
AUDER TALING MARKEN MARK MARKEN	<b>My Favorite Products section:</b> You can view your most ordered products in the <b>My Favorite Products</b> section. You can select the quantity for each product and click the <b>Add to Cart</b> button to add it to the cart.



## **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.



5. 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.



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

-	Search for products and estension		Quick Order 9
	searcinity products and categories		
	Home   Search Results		
	Search Results for "lens"		
	17 Search Result found for "lens", <u>Reset</u>		Sort by Z-A
	Soother Restore	Souther 6	
	6 Billable	Billable	
	Soothe Restore 15ml	Soothe Night Time 3,5 g	
	AC49311	AC31334	
	Reference(Optional) Qty V	Reference(Optional) Qty V	



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

BAUSCH+LOMB See better. Live better.		
Search for products and categories		Quick Order   名   🔮
Home   Vision Care   Over the Counter Eye Drops   Soothe Resto Soothe Restore 15ml	re 15mi	
	Add to Favorites Billable Soothe Restore 15ml	
Anapara in the     Anapara     Anaparaa     Anaparaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa	• Ship to Office	
	REFERENCE (Optional)     QTY       Enter reference(optional)     24	$\sim$

## **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.

Add to Favorites	
• Billable	
Patient Order	Stock Order

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.

2 Add to Favorites	
SofLens Family	
• Billable	
Patient Order	Stock Order





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

BAUSCH+LOMB See better. Live better.	10318112 *
Search for products and categories	Quick Order   A,   T
Home   Vision Care   Essentials Lite Essentials Lite	
	★ Add to Favorites Essentials Lite
	O Ship to Office O Deliver to Patient's Home

- 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 unfavorite 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.

_								
	Home   My Accou	nt Details   Manage My Users y Users						
	Search for user's n	name, email D		(+) Add N	ew User TOTAL:	43 ACTIVE: 20 INACTIVE:	10 PE	NDING: 0
	NAME ~	$\rm email \sim$	role $\sim$	created on $ \sim $	status $\sim$	ACTIONS		
	19.75	10.000323	Manage User	2020/09/05	Active	Deactivate	1	Û
			Manage User	2020/09/05	Active	Deactivate	1	ŧ
			Consignment customer, View Price,Ma	2020/09/04	Deactive	Reactivate	1	Û
			View Price	2020/09/08	Active	Deactivate	1	Û
	-		Manage Users, View Price	2020/09/06	Pending	Resend Confirmation	1	B
	the loss	(any desidence)	Consignment Customer, Manage User	2020/09/05	Active	Deactivate	1	ŧ
	-	A PARTY NEW YORK	Consignment Customer, View Price	2020/09/02	Deactive	Reactivate	1	B

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## 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.

-	ing obers					
Search for user	's name, email ∮	þ	1 ⊕ Add N	lew User Total: 4	43 ACTIVE: 20 INACTIV	E: 10 PENDIN
NAME 🗸	EMAIL 🗸	ROLE 🗸	created on $\checkmark$	status $\sim$	ACTIONS	

- 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. <u>Manage Users</u> User will be able to add new users, delete, edit, activate, deactivate existing users, and resend the confirmation email to newly created users.
  - ii. <u>View Prices</u> 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. <u>Consignment</u> 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.

FIRST NAME	LAST NAME
2	3
EMAIL	WORK NUMBER (Optional)
4	5 <b>1+1 +1 ∨</b> 204-234-5678
ROLE (Optional)	
Select Roles	~
SHIPPING ACCOUNT NUMBERS	
×	~
8 Save	Cancel

## **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 🗸 I	email ~	ROLE 🗸	CREATED , ON	~	status 🗸	actions 🗸		
		Manage Users	2021/02/22		Active	Deactivate	2	Û

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.

FIRST NAME	LAST NAME 3
	×
EMAIL	WORK NUMBER (Optional)
	I+I +1 ∨ 204-234-5678 🧪
POLE (Ontional)	
ROLE (Optional)	
Manage Users ×	~
SHIPPING ACCOUNT NUMBERS	
	~
Save	Cancel

## **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:

- 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. In the **ACTIONS** column, click the **Deactivate** link to deactivate an active user.

NAME 🛩 EI	MAIL ~	ROLE 🗸	CREATED ON	~	status 🗸	ACTIONS	~		
		Manage Users	2021/02/22		Active	Deactivate		/	Û

3. 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.





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

Home   My Account Details   Manage My Users Manage My Users						
Search for user's name, email		(•) Add No	ew User Total.	40   ACTIVE 20   INACTIVE	10   20	KOONG: 63
NAME ~ EMAIL ~	ROLE ~	created on $\sim$	status $\sim$	ACTIONS		
	Manage User	2020/09/05	Active	Deactivate	1	8
	Manage User	2020/09/05	Active 4	Deactivate	1	8
100 Barrison (1997)	Consignment customer, View Price,Ma	2020/09/04	Deactive	Reactivate	1	8
	View Price	2020/09/08	Active	Deactivate	1	8
	Manage Users, View Price	2020/09/06	Pending	Resend Confirmation	1	8
	Consignment Customer, Manage User	2020/09/05	Active	Deactivate	1	8
	Consignment Customer, View Price	2020/09/02	Deactive	Reactivate	1	8
	4 1 2 3 -	0				

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.

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	lone   My Account Manage My	nt Details   Manage My Use	5						
1	Search for user's na	ime, email	Q		Add Net	W User TOTAL	G ACTIVE 20 DIACTIVE 1	8   PD	NDONG: 83
NA	me 🗸	$_{\rm EMAIL}$ $\sim$		role ~	created on $\sim$	status $\checkmark$	ACTIONS		
				Manage User	2020/09/05	Active	Deactivate	1	ŧ
				Manage User	2020/09/05	Active	Deactivate	/	8
				Consignment customer, View Price, Ma.,	2020/09/04	Deactive	Reactivate	/	8
				View Price	2020/09/08 2	Ictive	3	1	ŧ
				Manage Users, View Price	2020/09/06	Pending	Resend Confirmation	1	8
				Consignment Customer, Manage User	2020/09/05	Active	Deactivate	1	8
				Consignment Customer, View Price	2020/09/02	Deactive	Reactivate	1	ŧ
				4 1 2 3 = 1	3 🔸				

# **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.

My Address Book				
Search for patient's name ,D	* 🛃 8 C 0 E F G H	г ј к с м	N O P Q R S T U V	w x y z
Add Patient's Address	1000	× 8		× 1
		× 1		× 1
		1.1	100	× 8

- 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.

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FIRST NAME		LAST NAME	
Enter First Name		Enter Last Nar	me
ADDRESS 1		-	
Enter Address Line 1			
ADDRESS 2 (Optional)			
Enter Address Line 2			
CITY	PROVINCE		POSTAL CODE
Entor City	Select Province	$\sim$	Enter 7 Digit Postal Code

## 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.

bioti de ONLday Pa	inny
• Billable	O Trial
Patient Order	Stock Order
<ul> <li>Ship to Office</li> </ul>	• 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.

Search for patient's name D	* 👗 B C D E F G	нтуксм	NOPQRSTU	w x y z
Add Patient's Address		× 8		1
× 1		× 1		1
	_		100	

- 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 Bo	ok   Add Patient's Address			
Add Patient's	Address			
FIRST NAME		LAST NAME		
Enter First Name		Enter Last Name	2	
ADDRESS 1				
Enter Address Line 1				
ADDRESS 2 (Optional)				
Enter Address Line 2				
CITY	PROVINCE		POSTAL CODE	
Enter City	Select Province	$\sim$	Enter 7 Digit Postal Code	

#### **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.



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

found by and some			 	
	~		 	
		1000	100 C	
Add Patient's Address			1000	



**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.

IRST NAME		FIRST NAME	
	×	and a	×
DDRESS 1			
			×
DDRESS 2 (Ontingal			
Enter Address Line 2	,		
ITY	PROVINCE	POSTAL CODE	

#### **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.

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- 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.

PRODUCT CODE	PRODUCT	REFERENCE(Optional)	QTY
2 AB31336 X	S.5G SOOTHE NIGHT TIME OINTMENT Billable	3 Enter Reference	4 1 V
Enter Product Code			
5 🗑 Add To Cart	Subtotal <b>1 Items</b>		× <u>Reset</u>

- 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.



- 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



Shopping	Cart   00050800					
Products NOTE : Pleas	e Order Before <b>6 pm</b> for NEXT D.	AY DELIVERY.				
	Cart	Saved Carts (0)				
1 Item in y	our cart		Save Cart	Delete Cart	Checkout	
SHIP TO OFFIC	E		REFERENCE(Optional)		QTY	
IMALE COMING SOOF 7	3.5G SOOTHE NIGHT TIN Billable   AB31336	IE OINTMENT			1 🗸	Û

**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

BAUSCH + LOMB See better. Live better.	P 10003458 V
Search for products and categories	Quick Order Consignment 🕺 🕌
Home   Consignment	
Consignment	
-	

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

	2		
Consignment Billing	Consignment Inventory		
Select Order Type, Enter Serial Numl	ber and Reference (Optional) for Consignment Billing.		
ORDER TYPE			
• Bill & Replace O Bill On	ý		
SERIAL NO.	PRODUCT	REFERENCE (Optional)	QTY
Enter Serial No.			



- 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

SERIAL NO.		SHIP TO LOCATION		× Reset	
Search for Serial No	Q				
PRODUCT		EXPIRY START DATE	EXPIRY END DATE		
Al	~	yyyy-mm-dd	300Aumog		
AI FAL PRODUCT : 775 PRODUCT ~	V DESCRIPTION ~	PRODUCT CODE ~	SERIAL NO. V	QTY ~ EX	C Exp
AI TAL PRODUCT: 775 PRODUCT ~ Silicore 10L-B&L Model L1615E	DESCRIPTION ~ SOFLIX:SELENSES	PRODUCT CODE ~	SERIAL NO. ~	QTY ~ EX 1 202	C Exp XP1RY ~

## **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

BAUSCH+LOMB See better, Live better,	10003458 V
Search for products and categories	Quick Order Consignment 🛛 🎗 📋 🛫
Home   Consignment	
Consignment	

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

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Consignment Billing	2 Bundle Packs	Consignment Inventory		
Enter Bundle Pack, Select Order Type,	, Enter Serial Number and Re	eference (Optional) for each Lens.		
BUNDLE PACK				
Enter Bundle Pack				
ORDER TYPE	SERIAL NO.	PRODUCT	REFERENCE (Optional)	QTY
• Bill & Replace O Bill Only	Enter Serial No.			
👽 Add To Cart	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 Referen	nce (Optional) for each Lens.		
3	BUNDLE PACK				
	ORDER TYPE	SERIAL NO. P	RODUCT	REFERENCE (Optional)	QTY
	• Bill & Replace O Bill Only	Enter Serial No.			
	🙀 Add To Cart	Subtotal <b>0 Items</b>			

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					
E	Enter Bundle Pack, Select Order Type, Enter Serial Number and Reference (Optional) for each Lens.							
E	BUNDLE PACK							
	Enter Bundle Pack							
4	ORDER TYPE	SERIAL NO. P	RODUCT	REFERENCE (Optional)	QTY			
	● Bill & Replace   ○ Bill Only	Enter Serial No.	-					
	🕁 Add To Cart	Subtotal O Items						



- 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 <u>Viewing Consignment Inventory</u> 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, I	Enter Serial Number and Re	eference (Optional) for each Lens.				
UNDLE PACK						
USSVSMXEP8	enVista E Lens	& 60081L × <u>Reset</u>				
ORDER TYPE	SERIAL NO.	PRODUCT	REFERENCE (Optional)	QTY		
• Bill & Replace O Bill Only	3943506066	MX60EUS 12.5MM +28.50 MXUE2850	Enter Reference	1	Ŵ	
<ul> <li>Bill &amp; Replace • Bill Only</li> </ul>	3876101043	MX60EUS 12.5MM +27.50 MXUE2750	Enter Reference	1	Ŵ	
● Bill & Replace   ○ Bill Only	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.

USSVSMXEP8	enVista f	E Lens & 60081L × <u>Reset</u>			
ORDER TYPE	SERIAL NO.	PRODUCT	REFERENCE (Optional)	QTY	
• Bill & Replace O Bill Only	3943506066	MX60EUS 12.5MM +28.50 MXUE2850	Enter Reference	1	
Bill & Replace O Bill Only	3876101043	MX60EUS 12.5MM +27.50 MXUE2750	Enter Reference	1	
● Bill & Replace   ○ Bill Only	Enter Serial No.				

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Table of Contents



	Cart	Saved Carts (1)				
5 Items in	n your Cart.		Save Cart	Delete Cart	Check	kout
PRODUCT	HASE	REFERENCE(Optional)	QTY	UNIT PRICE	TOTAL PRICE	
	0000PUT125 12:5MM +09:0 0000PT125-090 CYLINDER POWER 1.25 9:00		- 2 +			Û
CONSIGNME	NT					
PRODUCT		REFERENCE(Optional)	QTY	UNIT PRICE	TOTAL PRICE	
Ŷ	Bundle Pack: USSVSMXEP8 EnVista E Lens & 60081L		3			Û
	MX60EUS 12.5MM +28.50 Bill & Replace   MX042850   3943506066 POWER 28.50		1			ŧ

## **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

BAUSCH+LOMB See better, Live better,	10003458 🗸
E 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)

2 Consignment Billing	Consignment Inventory		
Select Order Type, Enter Serial	Number and Reference (Optional) for Cons	ignment Billing.	
ORDER TYPE			
● Bill & Replace	ill Only		
SERIAL NO.	PRODUCT	REFERENCE (Optional)	QTY
Enter Serial No.			

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.

	Consignment Billing	Consignment Inventory		
9	elect Order Type, Enter Serial Number a	and <b>Reference (Optional)</b> for Consignment Billing.		
	ORDER TYPE			
3	• Bill & Replace O Bill Only			
	SERIAL NO.	PRODUCT	REFERENCE (Optional)	QTY
	Enter Serial No.			

- 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 <u>Viewing</u> <u>Consignment Inventory</u> steps for more details)
  - Users may also enter the serial number by scanning the item's barcode via a Bausch + Lomb provided scanner.

Select Order Type, Enter Serial N ORDER TYPE	umber and Reference (Opt	t <b>ional)</b> for Consignment Billing.		
• Bill & Replace O Bill	Only			
SERIAL NO.	PRODUCT		REFERENCE (Optional)	QTY
3963017020	×Ò	MX60TP200 12.5MM +20.0 MX60TP200+200	Enter Reference	1
`⊊ Add To Cart	Subtotal			





5. [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 Nu	<b>mber</b> and <b>Reference (Optional)</b> for Con	nsignment Billing.	
ORDER TYPE			
● Bill & Replace	nly		
SERIAL NO.	PRODUCT	REFERENCE (Optional)	QTY
	BLIS-X1 en	Vista IOL Cartridge 10/box	
18155D3	× BLIS-X1	Enter Reference	6
INSERTION DEVICES (i)			
Select an Insertion Device	$\sim$		
	Subtotal		
🙀 Add To Cart	6 Items		

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





	Cart Seven	Carts (3)				
18 Items ir	n your Cart.		Save Cart D	elete Cart	Checkes	z
IRECT PURCH	ASE					
PRODUCT		REFERENCE(Optional)	QTY	UNET PRICE	TOTAL PRICE	
-	Bipolar Cord Adaptor Otkisk		- 15 +		-	Û
1	AMISC 0.8HL SHOPL		- 1 +			Û
NSIGNMENT	т					
PRODUCT		REFERENCE(Optional)	QTY	UNET PRICE	TOTAL PRICE	
Q	MONEOTIODO 12.5MM +20.5 BI & Regime 1.4096/19201-201.1304011020 CRUNDER POWER 2.50 25:00		,			ŧ
9	SQUARE EDGE SBJCOME LENGE3.6D EIT & Reytwor I (DITSE1300 ) 464608019 POWER		1			8

## 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.

Home   Shopping Cart Shopping Cart   00050799	
NOTE : Please Order Before 6 pm for NEXT DAY DELIVERY.	
Cart Saved Carts (0)	
<b>24 Items</b> in your Cart. SHIP TO OFFICE	2 Save Cart Delete Cart Checkout
PRODUCT	REFERENCE(Optional) QTY
Boston Simplus-sup>® Billable   625618C	24 V

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- 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.



#### **Restore or Merge Carts**

Perform the following steps to restore/merge carts:



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



View Cart D	etails				
Cart Id : 123	34567890 (Total Qty : 2	20)		Delete Cart	➔ Restore
CART NAME Orders for Ana Will	liams 🥒	DESCRIPTION (Optional) Order for next week			,
	Character Left: 340				Character Left: 255
PRODUCT	ASE		REFERENCE (Optional)	QTY	
Q <sub>ii</sub>	erVista Toric B90-0900175029N POWER CYLINDER -1.35 +1.75		Personal	7	Û

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

Your Are y for	Shopping Cart will you sure you want i ?	be replaced and s o restore the cart	X aved. " Order
	Restore	Cance	I

## 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.



Home   Shopping C Shopping Ca	art I <b>rt   00054(</b>	)70											
(	lart		Saved C	arts (0)									_
20 Items in y	our Cart.						Save Ca	art	Delete Cart		C	heckout	
PRODUCT							REFERENCE(Option	nal)		QTY			
	B30 Toric -0 Billable   B30	400 C275 A0	090 4							-	20	+	Û
	L R	-2.75	BASE CURVE 8.40	<b>AXIS</b> 90	DIAMETER 14.5	POWER -4.00							

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

PAYMENT TYPE	ORDER SUMMARY (20 ITEMS) TO	AL ITEMS: 20
Select Payment Type Bill via Invoice P.O. NO.	Shipment 1 - Ship to Office (20 Items)	-
123456	PRODUCT	QTY
Next Step	600 Torix -0400 C275 A090 Billable   830-0400275090N	when available
	CYLINDER BASE AUS DAMETER POWER	
2 SHIPPING ADDRESS	4.75 8.40 90 14.3 4.00	
3 SHIPPING METHOD	TOTAL ITEMS	20
IINAL REVIEW	TOTAL ITEMS	20

4. 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.

	ORDER SUMMARY (20 ITEMS) TOTAL	TTEMS: 20
SHEPPING ADDRESS	Shipment 1 - Ship to Office (20 Items)	
Shipment 1 - Ship to Office (20 Items)	•	
and the second se	PRODUCT	QTY
CONCEPTION	800 Toric -0400 (275 A080 Billacke   830-0400275000N	et available
Next Step	CLINDER BASE ANS DIAMETER POWER CURVE	
SHIPPING METHOD	2.75 E.40 70 14.5 4.00	20
I FINAL REVIEW		
	TOTAL ITEMS	20



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

🕑 PAYMENT TYPE 🗸 🗸	ORDER SUMMARY (20 ITEMS) TOTAL I	TEMS: 2
SHIPPING ADDRESS	Shipment 1 - Ship to Office (20 Items)	
SHEPPENG METHOD		
Shipment 1 - Ship to Office (20 Items)	PRODUCT	QTY
Sector and the sector	Bit Toric - Mol C275 A010           Bit Lober   800-0400275000N	nalidia 20
SHOPPING METHOD Standard	(C)	
Delivery charges will be updated based on the Dispoing Method.	TOTAL ITEMS	20
Next Step	TOTAL ITEMS	20
S FINAL REVIEW		
Annel Help with your checked process? Contact on at 1400-006-708		

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.

PAYMENT TYPE	× .	ORDER SUMMARY (20 ITEMS)	TOTAL ITEMS: 20
SHEPPENG ADDRESS	~	Shipment 1 - Ship to Office (20 Items)	
SHEPPENG METHOD	~		
FINAL REVIEW		PRODUCT 800 Toric -0400 C275 A090	QTY
Shipment 1 - Ship to Office (20 Items)		Bituele   830-0405275090N	Digo alter available
Shipping Address	Shipping Method Standard	C (CANDER MAE ARE DOWNTER COMPA	4.00
Total Items	20	TOTAL ITEMS SHEPPING METHOD	20 STANDARD
TOTAL ITEMS	20	TOTAL ITEMS	20
Inset replacing the order, Lam confirming that I is with the <u>Berns &amp; Conditions</u> .      Submit Order	st-see-738. 6 Nave read and agree		-

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.

$\bigcirc$
Thanks, John! Your order has been submitted successfully.
A confirmation email has been sent to your registered email address. Your online reference number is <b>0370005904.</b> Please contact a customer service rep to modify or cancel this order.
Continue Shopping Print Order Details



## **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**.

Home   Shopping Ca Shopping Car	rt   00054	070									
G	art		Saved C	arts (0)	)						_
20 Items in yo	our Cart.						Save Cart	Delete Cart		Checkout	
PRODUCT							REFERENCE(Optional)		QTY		
BIO main	B30 Toric - Billable   B3	0400 C275 A 0-0400275090	090 N						-	20 +	Û
	L R	CYLINDER -2.75	BASE CURVE 8.40	AXIS 90	DIAMETER 14.5	POWER					

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





4. 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.

PAYMENT TYPE	ORDER SUMMARY (20 ITEMS) TOTA	L ITEMS: 2
2 SHIPPING ADDRESS	4 Shipment 1 - Ship to Office (20 Items)	
Shipment 1 - Ship to Office (20 Items)		
	PRODUCT	QTY
101000	Billable   830-0400275010N	20
Next Step	CRUMMER BACE ANS DEAMETER FORMER CORNEL	
SHEPPING METHOD	TOTAL ITEMS	20
INAL REVIEW		
	TOTAL LIENS	20

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

PAYMENT TYPE	ORDER SUMMARY (20 ITEMS)     TOTAL	ITEMS: 20
SHIPPING ADDRESS	Shipment 1 - Ship to Office (20 Items)	
SHEPPENG METHOD		
Shipment 1 - Ship to Office (20 Items)	PRODUCT	QTY
	800 Tone -0400 (275 A010 Bitlable   830-04002/750101	n available)
SHEPPING METHOD Standard	CLANDER BASE AND DOWNETER POWER CURRE 2/71 E40 10 14.3 4.00	20
Delivery: charges will be updated based on the Dripping Method.	TOTAL ITEMS	20
Next Step	TOTAL ITEMS	20
Inal Review		
Annel Help with your checknest process? Centerit at at 1-800-606-708		

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 **Scheduled Order** to schedule the order(s).



Shipment 1 - Ship to Office (20 Items)	
* <b>11</b>	
PRODUCT	QTY
800 Toric -0400 C275 A040 Bittable   800-0400275010N	her available
C (8) (CARDER BASE AND DUMETER POMER CARDE BASE 10 44.5 4-00	20
TOTAL ITEMS SHIPPING METHOD STAN	20 IDARD
TOTAL ITEMS	20
TOTAL ITEMS	20
	B         FRECOULT           EXESTING         EXESTING           EXESTING         EXESTING           CONCER         EXESTING

- 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.

START DATE           2021/05/14	ii END DATE (Optional)	REPEAT iii iv o Mo	onthly
		ON THIS DAY OF MONTH - 14 +	
Schedu	le Order	Cancel	



8. 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.

	$\supset$
Thanks, John! Your order has	s been submitted successfully.
A confirmation email has been sent to your r number is <b>0370005904</b> . Please contact a c or	egistered email address. Your online reference ustomer service rep to modify or cancel this rder.
Continue Shopping	Print Order Details

# 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:

- 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 **My Orders** page will be displayed.



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



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

<b>Note:</b> You can enter the keywords in the <b>ORDER NO. &amp; P.O. NO.</b> text field to search for the desired order number and purchase order number

Order History	Scheduled Orders		
			× <u>Reset</u>
SELECT PLACED ON DATE RANGE	4	5 ER NO. & P.O NO.	× <u>Reset</u>

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

iome   Orders						
Orders						
Order Hist	tory S	cheduled Orders				
					XR	eset
SELECT PLACED ON	DATE RANGE		ORDER NO. & P.O. N	0.		
Past 03 Months		Ē	Search for Order NO.	and P.O. NO.	Q	
OTAL ORDERS : 70						La Export CSV
placed on $\sim$	order NO. $\sim$	p.o. no. $\sim$	ordered by $\sim$	source $\sim$	PRICE	status $\sim$
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	DOEJOHN	Online Order	\$40.00	SHIPPED
						Track your Order
2020/07/11	9328433	2392348228	DOEJOHN	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
						Track your Order
2020/07/09	8728430	1961248908	IOUN WITH	101	170.00	001101 575
auduro (109	3328430	2302348998	Phile Mark	101	\$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.

ders			
Order History	Scheduled Orders		7
			× <u>Reset</u>
SELECT PLACED ON DATE RANGE		ORDER NO. & P.O NO.	
Over 02 Marches	÷	Search for Order NO & PO NO	0

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

т	DTAL ORDERS : 70						🖸 Export CSV
	placed on $ \sim $	order no. $\smallsetminus$	p.o. no. $\sim$	ordered by $\sim$	source $\sim$	TOTAL ~	status $\sim$
	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	DOEJOHN	Online Order	\$30.00	CONFIRMED
	2020/07/12	9328434	2392348258	DOEJOHN	Online Order	\$40.00	8 CHIPPED

**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.

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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.



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## **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.

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	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.

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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