Initial User Login

- 1. Navigate to https://ordering.bausch.ca
- 2. Sign in using your existing Username & Password
- 3. You will be prompted to verify your email address & change your password
 - Password requirements:
 - At least 8 characters
 - One upper case letter & one lower case letter
 - One special character
 - One number
- 4. After you check the privacy consent boxes & select save, you will receive an email with a verification code which you'll enter on the site
- 5. After you've entered the verification code, you're all set to begin using the new Bausch + Lomb Online Ordering Portal!

USER REGISTRATION

Hi Jim Bennett!

Please enter your **Email**, **new Passw** for completing the registration.

EMAIL

james.bennett@bausch.com

NEW PASSWORD

.....

10 92

Password Strength

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

PRIVACY CONSENT

"Your privacy is important to us

- I have read, understand, and ag GDPR policies.
- I have read, understand, and ag including GDPR policies.
- Yes, subscribe to promotional and

Save



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	8+1	Canada	•	English	•
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	CONFIRM PA	SSWORD			
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gree	to <u>Bausch +</u>	Lomb Visio	onCare V	Veb Polici	<u>es</u>
nd	product news	emails fro	om Baus	ch + Lomb) .
	Cancel				

Canada **Navigating Through the Bausch + Lomb Online Ordering Portal**

Let's review the steps to register a primary user, a secondary user and search for a product on the Bausch + Lomb Online Ordering Portal. In addition, we will review the Homepage elements.

Primary User Registration

As a primary user, you can submit registration requests for accessing and using the Bausch + Lomb Online Ordering Portal.

1. Add the required information under the **ACCOUNT INFORMATION** section, select the checkboxes under the **PRIVACY CONSENT** section, and click the Request to Register button.

Please.Note.If you are not a primary account contact of your organization, you have to contact the primary account representative to initiate the registration process.						
ACCOUNT INFORMATION						
FIRST NAME	LAST NAME					
Adam	john .					
EMAIL ()	SHEPPING ACCOUNT NUMBER ①					
adam.john@bausch.com	12345678					
WORK NUMBER(Optional)						
🚥 +1 🗸 (201) 555-5555						
PRIVACY CONSENT						
"Your privacy is important to us"						
I have read, understand and agree to	Bausch + Lomb Web Policies including GDPR policies.					
Yes, subscribe to promotional and pro	duct news emails from Bausch + Lomb.					

- 2. After the registration request is approved, you will receive the password setting link in your email followed by a 2-step authentication code.
- 3. Once the password is set, you can log in to the Bausch + Lomb Online Ordering Portal and select your Line of Business (LOB) and ship-to account. The Bausch + Lomb Online Ordering Portal homepage will be displayed.



Secondary User Registration

As a primary user, you can submit registration requests for secondary users in your account for maintaining specific ship-to accounts.

- 1. After logging in to the Bausch + Lomb Online Ordering Portal, click the My Account icon and select the My Account Details option.
- 2. Click the Manage My Users button on the My Account Details page.
- 3. Click the Add New User button on the Manage My **Users** page to add a secondary user.
- 4. Add the required information on the Add New User page and click the **Save** button to add the secondary user.

FIRST NAME	LAST NAME
Jack	Hawkins
EMAIL	WORK NUMBER (Optional)
jack.hawkins@bausch.com	🚥 +1 🗸 (201):555-1234
ROLE (Optional)	
View Price ×	
SHIPPING ACCOUNT NUMBERS	
02011736 ×	

5. The system displays a message that the user has been added.

Note: You can add secondary users at any time after the primary user registration is completed.

Homepage	Navigation
----------	------------

Let's review the various elements available on the Bausch + Lomb Online Ordering Portal homepage:

LOB icon:		Click the LOB icon to change the Line of
Business (L	OB) t	or which products are displayed.

Shipping Account icon:	02028246 🗸	Click the Shipping
Account dropdown icon to	view the li	st of shipping
accounts.		

Hamburger icon: 📃 Click the Hamburger icon to view
the Product Category menu.

Quick Order button:	Quick Order] Click the Quick Orde
button to quickly add a	product to	o the cart.

My Account icon: | A | Click the My Account dropdown button to view the account management options, such as account details, orders, saved carts, favorite products, address book, and sign out.

Cart icon: Click thoe **Cart** icon to view the items in your cart.

Note: The **Consignment** | Consignment | button is available for the surgical customers only. Click the **Consignment** button to access the **Consignment Billing**, **Bundle** Packs, and Consignment Inventory tabs.

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Product Search

From the Bausch + Lomb Online Ordering Portal homepage, you can search for a product.

- 1. Enter a **search** value in the **Search** field. 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.

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=	Bausch • D	Quick Order
ision Care Pr	Biotrue ONEday SVS	
	Bausch + Lomb ULTRA MFA	
-	Bausch + Lomb ULTRA SVS	Helping customers see better,
10	Biotrue ONEday for AST	to live better.
191	and the start of t	• • •

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



Additional Resources

Review the following documents for additional

information on navigating the portal:

https://ordering.bausch.ca

• We want your feedback! Link to Survey

Canada **Navigating Through the Bausch + Lomb Online Ordering Portal**



My Favorite Products My Favorite Products Continued Saved Cart My Favorite Products: 😭 Click the star icon on any Saved Cart should be used for frequently ordered Via the My Account Menu product page to favorite that item. Clicking the star icon 1. Click the **My Account Menu** located in the top right products as it allows for variability in product selection when it is <u>gold</u> $|\uparrow|$ will result in you unfavoriting the of the webpage. |and quantities. a reoccurring basis. product. 2. Click **My Favorite Products** from the drop-down Saving a New Cart Scheduling an Order 1. Add desired products to your cart. menu. Add to Favorite Quick Order 2 2. Click the Mini Cart icon on the top-right corner SofLens Family then **View Cart** to access the Cart page. 8 Bhc Prod O'reliv Billable 3. Click Save Cart My Account Details Patient Order Stock Order 4. Enter the desired **Name** and **Description** of the Shipping Method. My Orders cart. My Saved Carts 5. Click the **Save button** to save the cart. My Favorite Products Your favorited products can be accessed via the home My Address Book with the Terms & Condit page or in My Favorite Products under the My Accessing a Previously Saved Cart Sign Out Account menu. | 1. Click the **Mini Cart icon** on the top-right corner 3. In the My Favorite Products page you can: then **View Cart** to access the Cart page. Via the Homepage 2. Press the Saved Carts tab. Add product directly to your cart i. 1. Navigate to the home page by clicking the **Bausch +** (if additional selections are not required) 3. From this view you can take the following actions: **Lomb logo** in the top left of the web page. ii. Navigate to product detail page i. **Restore:** Moves selected cart to active View/Modify a Scheduled Order iii. Unfavorite any products by clicking the gold shopping cart ready to be checked out. **BAUSCH+LOMB** star icon 🔶 ii. Edit (Pencil): Edit the selection cart of the webpage. See better. Live better. without adding it to active shopping cart. 2. Your Favorites will be displayed at the bottom of the iii. Delete (Trashcan): Removes the selected 3. My Favorite Products webpage. cart from the saved carts list. Sort by A-Z Hello VISION TEST SELEC Ana sor Th e(Optional) Qty 🗸 2021/05/30 Select Product Select Product 2021/06/01

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Scheduled Orders

Scheduled orders should be used when an order contains fixed set of products and quantities which are needed on

- 1. Add item(s) to you wish to create a scheduled order for to your cart and proceed to check out screen.
- 2. Navigate through the following check out screens validating Payment Type, Shipping Address, and
- 3. In the **Final Review** section, click the consent check box and press Schedule Order.



- 4. In the pop up, you can schedule the order, set the frequency, and duration of your scheduled orders.
- 1. Click the My Account Menu located in the top right
- 2. Click **Orders** from the drop-down menu.
 - Click the Scheduled Orders tab.
- 4. You can view the order details by clicking the
 - Scheduled Order No. or cancel by clicking the
 - **Cancel button** to the right of the order.

Order History		Scheduled Order				
START & NEXT O	ORDER DATE	RANGE		SCHEDULED ORDER NO. & P.O. NO. Search for Scheduled Order NO. and P.O. Ni	o. p	<u>X Reset</u>
EDULED ORDERS	:1					Export CSV
DATE 🗸	SCI	HEDULE ORDER NO. 🗸	P.O. NO. 🗸	REPEAT 🗸	NEXT ORDER DATE 🗸	
:1	000	109FID	1234	Every 15 week	06/08/21	× Cancel