VisionWeb Contact Lens Ordering Guide

Ordering contact lenses on VisionWeb has never been easier! Follow these instructions to get started.

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1. Log In to VisionWeb

Visit www.visionweb.com and submit your VisionWeb username and password in the **Member Login** section. If you do not have a VisionWeb account, you can register online by selecting "Register Now".

2. Add Your Contact Lens Supplier Accounts

If you need to add your contact lens suppliers to your VisionWeb account, select "Add a Supplier" from the **My Account** section. Enter in your supplier information and click "Submit Request" to send your request for validation to your supplier. Once your account has been validated, you can start ordering (usually within 24 hours).

3. Access the Contact Lens Ordering Service

Select "Contact Lens Office Delivery" or "Contact Lens Patient Delivery" from the **Order Now** Section. For this example, we show how to place an order for office delivery. Once you are in the **Contact Lens Office Delivery** screen, you will need to select the desired supplier and designate the billing and shipping account you would like to use for this order.

HOME	Order Now	Track Orders	Payer Transactions	My Account	CE/CME	News	& Info	Technology Partners
	Rx Lens	Frames (Contact Lens	ry Contact Le	ns Patient I	Delivery	Custo	mer Service: 1-800-874-660
			\Box					
Contact L	ens Order Entry							Instructions
Curatian			Dilleral	China in a farmer				
Supplier				Shipping Account				
Select		•	Select	-				

4. Choose Ordering Method

If you know the specific product code for the lenses that you would like to order, use the **Fast Order** tab. Enter in the SKU or UPC number and the desired quantity and select the "Enter" button. The product will then be added to your **Item List**.

If you would like to search for the product based on specific criteria, select the **Advanced Search** tab. Click "+" to expand the categories for which to base your search. Select the desired criteria to display the results. You can select to order lenses for revenue or diagnostic (sample) purposes.

Supplier Vistakon	Billing/Shipping Account 1234 / 656				
ast Order Advanced Search	Revenue Diagnostic				
Category Search	Spheric				
	1 Day Acuvue Moist				
Lens Type Bifogal	Acuvue				
Spheric	Acuvue 1 day Visitint				
Torio	Acuvue Advance				
Color	Acuvue Oasys				
Manufacturer Series	Acuvue2				
Wear Schedule	Acuvue2 Colours Enhancer				
Pack	Acuvue2 Colours Opaque				
UPC Search					

5. Enter Patient and Prescription Information

Enter in the patient name (if lenses are being ordered for a specific patient), and select the desired prescription selection method. **Line View** is best for ordering one product and **Grid View** is best for ordering multiple products quickly. For this example, we show how to use the **Grid View** screen. Select the base curve from the "BC" field, then Diameter, Color, and Unit Pack size. The prescription grid will become active once this information has been selected. Enter in numeric quantity for each power of lenses you wish to order and select "+Add Item" to add the order to your **Item List**.

ю 8.5 🗸 🖬	Diameter	Color Clear 💙	Unit/Pack	v 9			+ Add	Item
Spheric Power								
-12.00	-7.00	-4.00	-1.50	2	1.75	+4.25	;	
-11.50	-6.50	-3.75	-1.25	-	2.00	+4.50		
-11.00	-6.00	-3.50	-1.00		2.25	+4.75	;	
-10.50	-5.75	-3.25	-0.75		2.50	+5.00		
-10.00	-5.50	-3.00	-0.50	-	2.75	+5.25	;	
-9.50	-5.25	-2.75	+0.50	-	-3.00	+5.50		
-9.00	-5.00	-2.50	+0.75	-	3.25	+5.75	;	
-8.50	-4.75	-2.25	+1.00		3.50	+6.00		
-8.00	-4.50	-2.00	2 +1.25	-	3.75			
-7.50	-4.25	-1.75	+1.50		4.00			

6. Complete the Order

Add more products and edit the products in the **Item List** as needed. Select your delivery option, and choose to "Save to Pending" orders or "Send" the order now. Once the order has been sent, you will receive a printable **Order Confirmation** that you can keep for your records.

	JPC	Advance 8.3 BaseCurve			Power	Cylinder	Axis	Addition	Unit/Pack	Patient Na	ame(Last, First)	Quantity
1	33905144431	8.3	14.0	Clear	-2.00				6 Pack	Smith	Jane	1
1	33905144455	8.3	14.0	Clear	-1.50				6 Pack	Smith	John	2
	*	\$53.00										

7. Track the Order

Selecting "Order Status" from the **Track Orders** section (top navigation bar) and view all of the orders that have been submitted. Select the **E-Order** # link to view the details of the order, or select the **Order Status** link to view details about the status of the order.

rder	r Status				Instructions 🕾
E-Ori	der # Patient Las	t Name Supplier All Suppliers		×	Sear
Vie	w All RX Lens	s Contact Lens	Frames		
Sort B	y Submission Date - De	escending 💌	47Results 10 💌 P	er Page Page	1 💌 of 522
	rchive Selected Orders	Refresh	_		
AJ					
	E-Order # Submitted	Patient / Items / (*) Customer PO	Order Status Last Update	Supplier Shipping Account	Supplier Order # E.T.A.
	CP1AK7J 1/19/2009 4:54 PM	Palmer	Sent to Supplier 1/19/2009 5:00 PM	Vistakon - Jacksonville, FL 656	
				ABB Optical - All Locations - Fort	
	CO1AINA 1/8/2009 10:29 AM	Prash ABB	Sent to Suppler 1/8/2009 10:30 AM	Lauderdale, FL 2006723	

It's that simple!

For help with contact lens ordering, please refer to VisionWeb's online User Guide and Instructions, or contact Customer Service.

VisionWeb Customer Service (800) 874-6601 customerservice@visionweb.com