VISION-EASE LENS
Web Order Entry
User Guide

Contents

Prerequisites:

- Users must be an active customer in the Vision-Ease Lens order management system before a request can be made for a logon and password. If the user is not active, then please request to have a new account set up through Customer Service. To obtain a username and password or to set up a customer account, call 1-800-328-3449 or e-mail orders@vision-ease.com.
- The user must have at least the specified version of one of the following browsers in order to access all features of this site.   Earlier versions or other internet browsers may not function correctly and are not supported.
    - Microsoft Internet Explorer 7 or above
    - Firefox 3.0 or above
    - Chrome 3.0 or above
    - Opera 9.5 or above

Support:

For web page functionality support or other customer service concerns please contact your customer service representative at 1-800-328-3449 or e-mail orders@vision-ease.com.

General User Instructions:

The following instructions guide the user through the login process as well as through the navigation of the Vision-Ease Lens ordering site.

> **NOTE:** *If the user navigates the current window away from the site or closes the window, the order will be lost!*

1) Navigate to http://weborder.vision-ease.com
2) Enter the login credentials in the username and password fields provided by Vision-Ease Lens and click the Login button, as shown below:

> *If you receive the message "Login Failed. Please try again." attempt to re-enter the login information and try again. If your username and password do not work, please contact Vision-Ease Lens customer service at 1-800-328-3449 or via e-mail at orders@vision-ease.com.*

3) Upon successful login the following order entry screen will be displayed:

4) The following features are available from the order entry window:
   o "Order Status" quick look-up in upper left hand corner of web page
      ▪ Allows for the entry of an order number to view the summary information and status of the order
   o "Search" link in the upper right area of the web page
      ▪ Allows for more comprehensive lookup of orders by filtering of dates, detailed in the section of this document "Order Lookup Instructions"
   o "Log Out" link in the upper right area of the web page
      ▪ This link allows the user to log out of the order site and either log back in with another account or close the window.
   o "Add Line Item" button on the middle of the web page
      ▪ Allows the user to add a line to the order
   o "Barcode Lookup Utility"button on the middle of the web page
      ▪ Detailed in the "Barcode Lookup Utility Instructions" section of this document, the utility allows for the dynamic lookup of barcode numbers through the hierarchical search by lens characteristics, and integrated ability to add items to the order.
   o "Upload Order File" button on the middle of the web page
      ▪ Detailed in the "Upload Order File Instructions" area
   o Vision-Ease Lens Website Navigation
      ▪ The navigation bar at the bottom of the window will take the user to any of the Vision-Ease Lens web locations listed.

Order Entry Process Instructions

Once the user has successfully logged in and has been acquainted with the layout of the page, he or she can begin to enter the order details

1) Select a Ship To Location from the Ship To Location drop-down box. If the ordering company has more than one ship to location that should be accessible in this box, please contact Vision-Ease Web Order Entry customer support at weborderentry@vision-ease.com

   NOTE: *The ship to location details will be populated on the upper right hand area of the order section of the web page. Please validate this information. If this information is incorrect contact Vision-Ease web order entry customer support as described at the beginning of this document.*

2) Enter a PO Number for reference purposes. This PO Number will be carried through to the shipment documents and invoice and should be populated, but it's not mandatory.
3) Provide a Requested Ship Date. If a date is not provided, the system defaults the value in the order to the current date.
4) The order begins with a single line item.
   a. Either through the use of the BARCODE lookup utility, a scanner or manually entering the values, provide an OPC number, tray number (if applicable) and the Quantity for the line item. The quantity will default to 1 for each item.
   b. The system will validate the OPC number and will show a check mark and populate the description in the space next to the item number if the line is valid. If the OPC number is not accepted, the order must be submitted through customer service.
5) The user can click the Add Line Item buttonto add another line item row.
6) If for any reason the user wishes to remove a line item, the ✖ button on the left of the individual line will delete a line item from the order. Alternatively the user can click the Remove All Lines button to remove all line items from the order.
7) When the order entry process is complete and all line items have been populated with the correct values, click the Place Order button to submit the order. If any errors have been identified the user will be notified at this time. If the order is accepted, a confirmation message will be displayed with the WEB order number. This order number is NOT the Vision-Ease Lens sales order number, simply a reference to the order within the Web order management system. Click the link in the message to review and see the status of the order. If any errors are found on the order the user must correct the errors then click the Place Order button to submit the order.

Order Save & Retrieve Process Instructions

Once the user has begun the order entry process at any time the user can save an order to be completed at a future time. These orders can be reopened at a later date and time, updated and placed.

1. At any point in the process of entering an order, click on the save order button in the lower left area of the screen.

2. The web order portal will prompt the user for an order reference. This should be a unique identifier for the order.
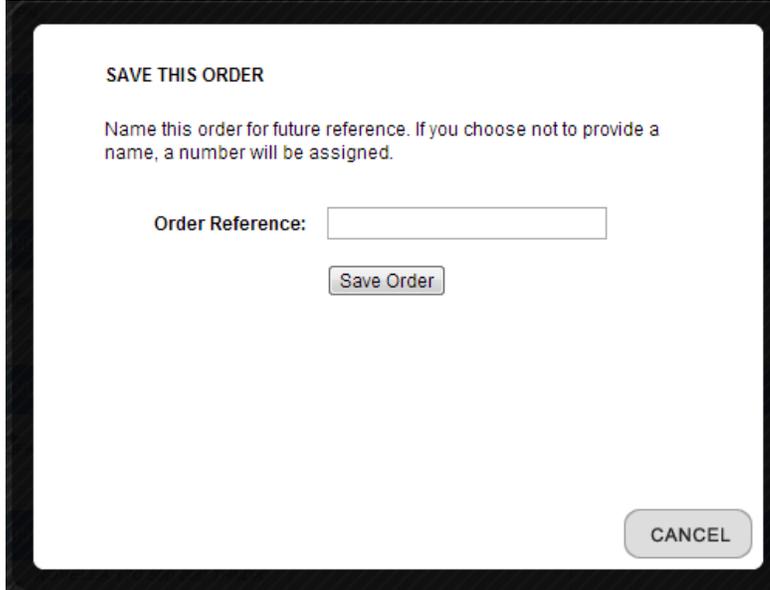
3. When an order reference has been saved, the portal will provide an order confirmation window as shown below. At this point the user can proceed to the ordering home page.
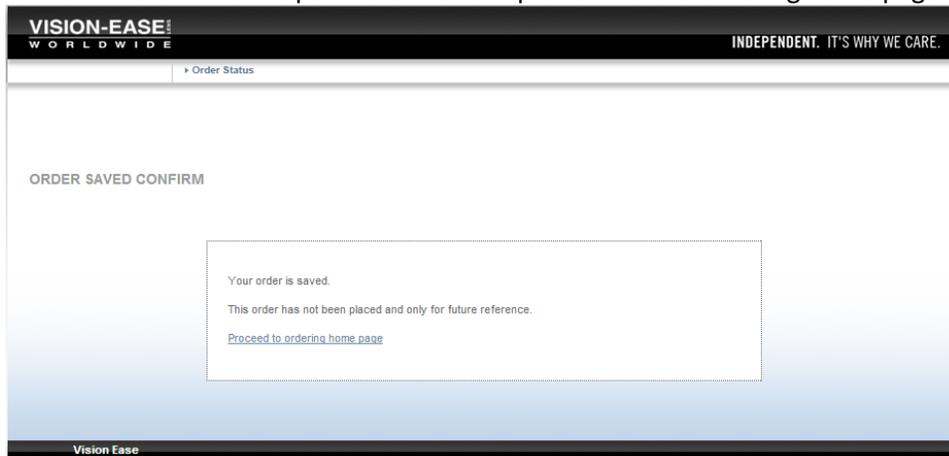
4. Once at the ordering home page, the user can click the button to open saved orders on the top left area of the order form.

5. This will bring up a list of saved orders which the user can rename, delete or click the order name to continue the order.
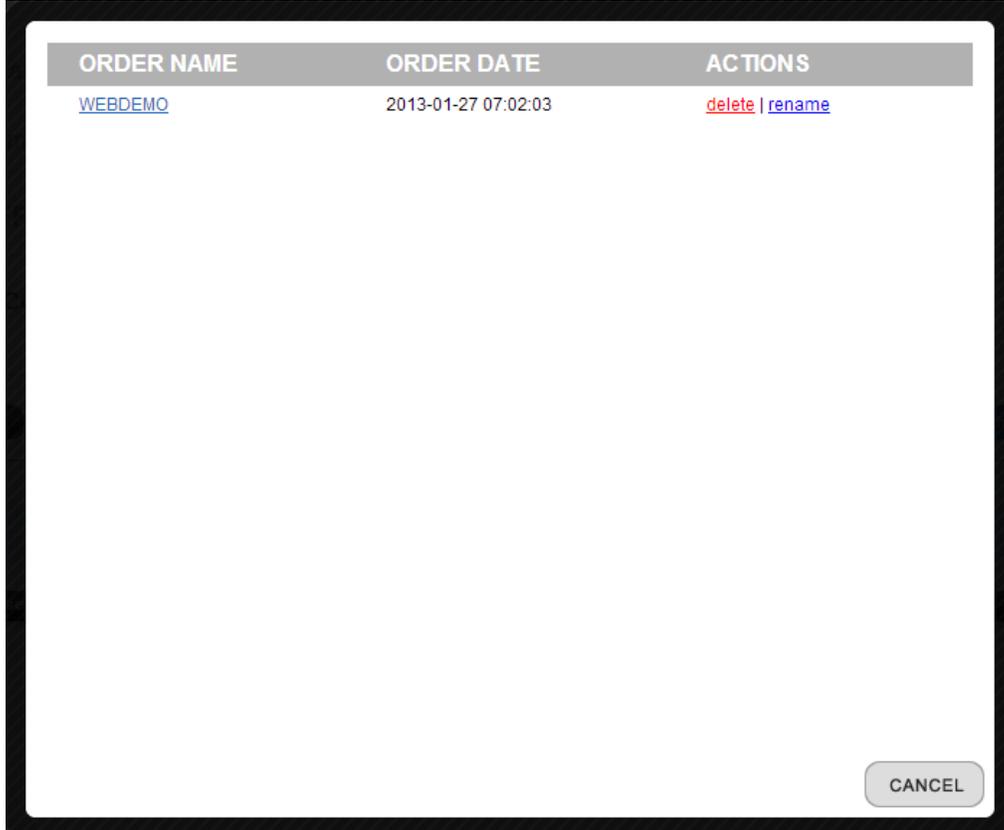
ORDER NAME	ORDER DATE	ACTIONS
WEBDEMO	2013-01-27 07:02:03	delete	rename

CANCEL

6. Once the order has been reopened, the user can resave the order or submit the order. Once the order has been resubmitted, the order will no longer appear in the saved order list.

Barcode Lookup Utility Instructions

The Barcode Lookup Utility allows for the user to drill down through each available product category to determine the final options for a left and Right OPC number combination. The tool requires the user to make sequential choices about the attributes of the remaining columns in order to determine the final set of available OPC numbers. In other words, the Barcode Lookup Utility will walk you through the process by highlighting the next choice you must make in order to get your list of available OPC numbers.   At any time the user can go back to any field and pick up the lookup process with any previous field, allowing for true dynamic selection within the product hierarchy.

The process is as follows.

1) Select a Material. Based on this selection the tool will populate those categories with only a single option. The next required selection field will be populated with the text "—select –" replacing the existing text "----" and will be highlighted in yellow, as shown below:

2) In this case the user selected LifeRx Poly, and the next selection field, Style, was populated with "—select—" and was highlighted in yellow.

3) From the available styles, for this example, the user will choose "Single Vision", as shown below. Once again, the available fields will be pre-populated, and the next choice is highlighted in yellow.

4) The process continues and further selections are made as follows:

The user chooses Product of "LifeRx SFSV":

The user chooses Filter of "PHOT GRY3". At this point the Coating and Diameter only have a single option, so they auto-populate. The next field, Sph/Base is highlighted as the next available option:

5) The user now has two options. The first option is to continue the selection process, where in this case the user chooses Sph/Base of 2.00, and Cyl/Add is auto-populated with 0, the only remaining option.

6) The user can now choose to add the left lens OPC number, the right lens OPC number, or both to the order using the buttons titled "SELECT LEFT", "SELECT RIGHT" and "SELECT BOTH". The web application will add order lines as needed to compensate for additional line items.

7) Alternatively the user can select the Switch to Grid View link and view the options in a grid view, allowing for multiple selections to streamline the order entry process. The user simply clicks in any available box in green, and types the quantity for that lens in the box, and click the add to order button.

An alternate grid is shown below, where the remaining options after the selection criteria include left, right and both. Note that as the mouse moves over the screen the Cyl/Add and Sph/Base are highlighted in order to simplify the selection of the correct lenses. If a quantity is entered in the column OU, the pair of L and R will be entered on the order on two separate order lines.

Upload Order File Instructions

When placing an order in the Vision-Ease order portal the user has the option to upload a file to populate the web-form of the order. This is particularly helpful if a user wants to scan box tops throughout the day into notepad, save the file and upload to the portal, or if the user has an application that creates "Optical" layout files.

1) Click the "upload order file" button.

2) Click the Browse button to select a file from the user's filesystem.

3) Navigate to the file saved by the user and click Open.

4) The web application will interpret the file, determine the layout as specified in the section of this document entitled File Layout Documentation, also available on the screen shown above in

the web portal. If the validation of the file fails, the user will be presented with an error message. At this time the user should make sure that the file was saved as a text file in notepad or similar application, or if the file was created in Excel, the user should verify that the file format chosen at the time of the file save in excel was CSV (*.csv). An example of an error message is shown below:
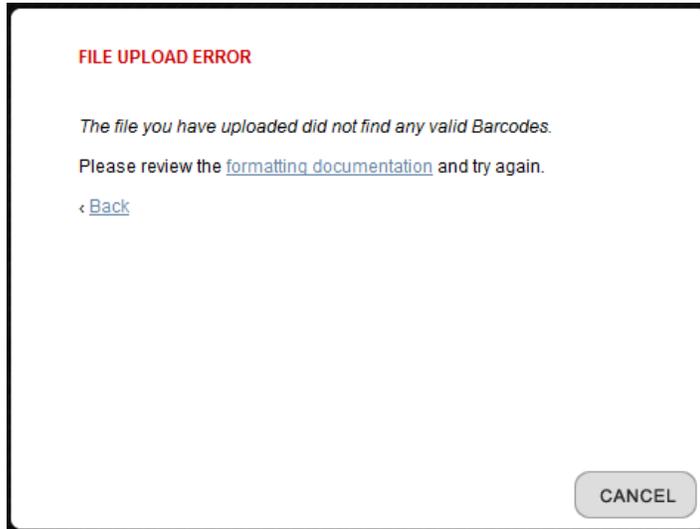
5) If the process is successful the user should then review the items, change any quantities as necessary, remove any items if desired and submit the order.

Order Lookup Instructions

A user can review submitted orders to determine the status of the orders and even double click on an order and view the details of the submitted order.

1) When in the Order Status Inquiry screen, the following page will be shown:

2) The user can click on the column headers to sort by a column, such as Order Date. An Arrow will be placed in the header to indicate which field has been sorted, as well as which direction the sort has occurred. To sort in reverse order, click on the header field again.

3) The user can also start typing in any of the boxes under the column headers to immediately filter the results by that field. For instance, if we want to find any order starting with "123" as the PO Number, we can type 123 in the column above the PO Number box.

4) To view the details of an order, double click on the line. For instance, if we want to view order 100466 we can double click on that line. The following detailed report will then be shown as below. The status in the left column will change when the order has been submitted is delayed, so this is not a real-time update.

VISION-EASE
W O R L D W I D E

INDEPENDENT. IT'S WHY WE CARE.

▸ Order Status

Place Order | Log Out

ORDER REPORT

Web Reference Number: 100466   Order Date: 2010-11-09 19:29:35
PO Number: 123456
Sold To Number: 999999   Address:
Ship To Number: 999999   EDIADMIN HQ
                                               4740 White Bear Parkway
Requested Ship Date: Suite 104
Status: TESTORDER   White Bear Lake, MN 55113

Line:	Bar Code:	Description:	Quantity	Tray Number
2	0025779406	OUT160 0300 125PBX 70MM	1	
3	0026779405	OUT160 0300 125PBX 70MM	1	

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File Upload Documentation

The Vision-Ease web order portal allows users to populate an order by interpreting the content of a file. The portal will accept two types of file layouts detailed below. The first layout is a simple comma delimited text file with item OPC numbers, quantities and tray numbers. The second is the Optical layout, the standard order format for orders in the optical industry. The file upload utility will determine the layout of the file and interpret which of these layouts is used.

Only flat files, text files without formatting and saved as text only files (not .doc, .docx, .xls, .xlsx), will be interpreted correctly. Any other file will be rejected and will not populate the order. Notepad is an ideal solution for this, or using Excel choose the option to save as a CSV file.

Comma Delimited File

The file upload utility accepts one item number per line, saved in a CSV or simple text format. This solution can be used to scan box-tops into a file that can then be used to populate your web order.

        OPC Number
        OPC Number, Quantity
        OPC Number, Quantity, Tray Number

A single file can contain any combination of these record layouts, and will default a quantity of "1" if a quantity is not specified. All of the following examples would be valid file contents:

        Ex 1: Just OPC Numbers
                0014163547
                0014163554
                0014163596

        Ex 2: OPC Numbers and Quantities
                0014163547,3
                0014163554,11
                0014163596,1
        Ex 3: OPC Numbers, Quantities, and Tray Numbers
                0014163547,3,4921
                0014163554,11,2123
                0014163596,1,3345

        Ex 4: Combination of OPC Numbers, Quantities, and Tray Numbers
                0014163547,3,4921
                0014163554
                0014163596,1

Optical File

The portal also accepts an Optical Layout file, pulling only data elements that are represented in the form, including but not limited to the records below. A trailing"+" sign at the end of each field is optional, but not required. Additional records in the standard Optical layout are not used and will be ignored.

        F_Record
                RECID: F - id 1
                PARTNER - str 6
        C_Record
                RECID: C - id 1
                Customer - string 6

E_Record
>RECID: E - id 1
>Ship Date - string 6

P_Record
>RECID: P - id 1
>PO_Number - string 20

N_Record
>RECID: N - id 1
>Item_Number - string 10

U_Record
>RECID: U - id 1
>Units/Quantity - string 10

Q_Record - Alternate
>RECID: Q - id 1
>Units/Quantity - string 10

T_Record
>RECID: T - id 1
>Tray Number - string 20

X_Record
>RECID: X - id 1
>Records - string 6

Ex:

>FSTDA01+
>C999999   +
>A00+
>D062209+
>P123456   +
>N0027009927+
>Q02+
>N0027009935+
>Q02+
>N0027010289+
>Q02+
>N0027010297+
>Q06+
>N0028009942+
>Q02+
>X0000014+