

Quick Start Guide

Customers With a VisionWeb Account:

▶ **Step 1:**

Go to the VisionWeb homepage at: www.visionweb.com. Enter your Username and Password then select the "Log in" button.

▶ **Step 2:**

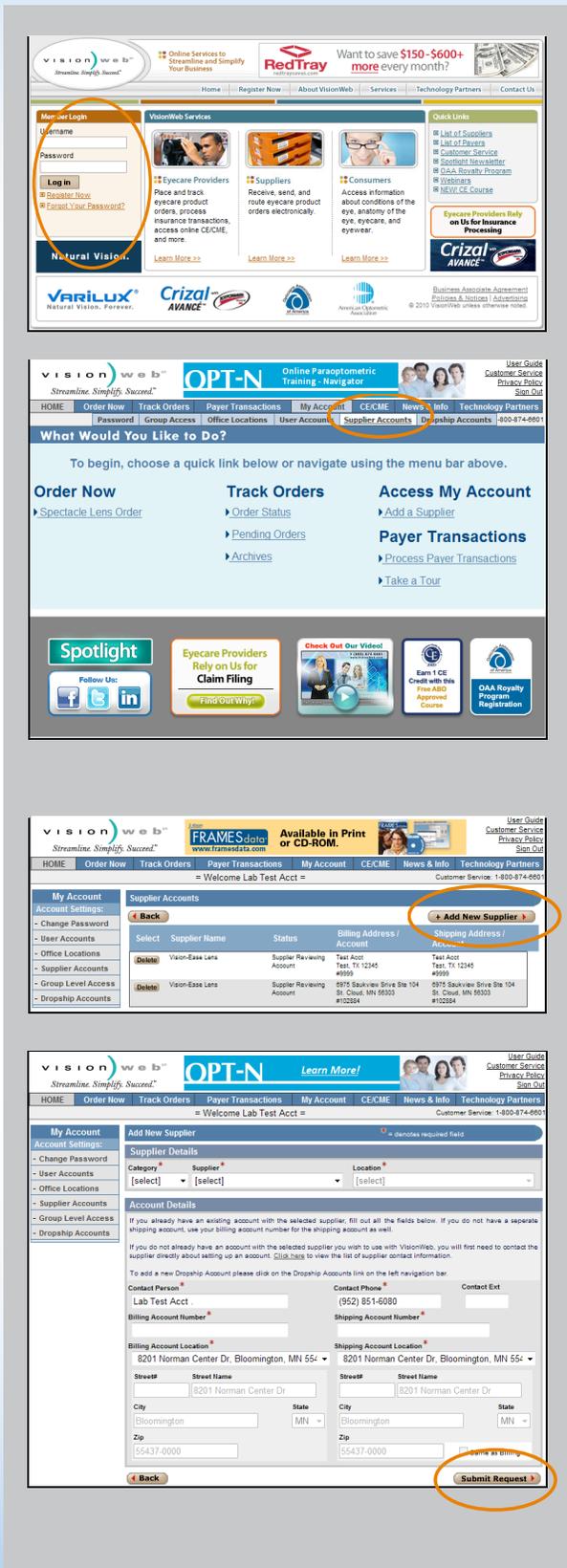
Select "Supplier Accounts" from the **My Account** section

▶ **Step 3:**

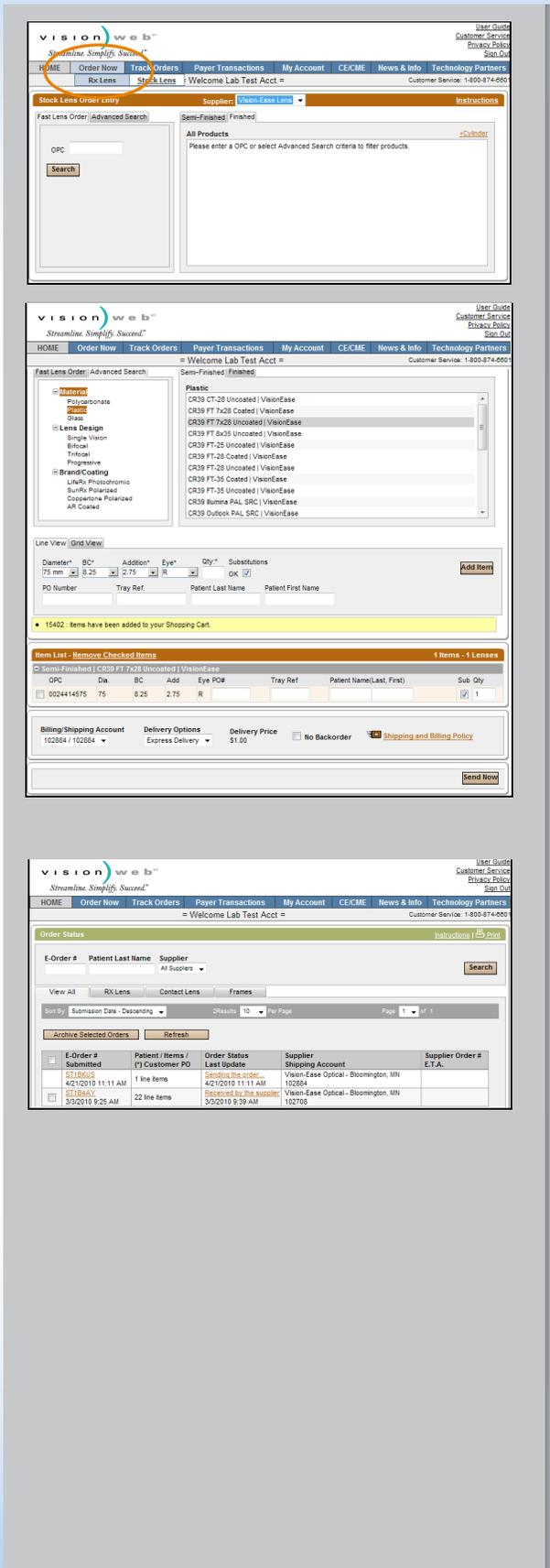
Select the "Add a Supplier" link then select supplier information as follows:
 Category: Select "Lenses"
 Supplier: Select "Vision-Ease Lens"
 Location: Ramsey, MN

▶ **Step 4:**

Enter your Vision-Ease Lens "Billing Account Number" and "Shipping Account Number" in the **Account Details** section and click "Submit Request". Your account information will be e-mailed to Vision-Ease Lens for validation (usually within 24 hours). Once your account has been approved, you will receive a notification email alerting you that you can begin placing orders through VisionWeb.



VISION-EASE LENS TEAMS UP WITH VISIONWEB: *Your new stock lens ordering alternative has arrived!*



▶ **Step 5**

Log in again (see Step 1) and navigate to the **Order Now** section. Select “Stock Lens Order” and use the Fast Lens Order form or Advanced Search option to begin placing your order. Select the lens you would like to order, then add the lens to your **Item List** and either continue ordering lenses, or submit the order by selecting “Send Now.”

▶ **Step 6:**

Once the order has been submitted, you can track the order by selecting the “Order Status” tab in the **Track Orders** section.

Please Note: Customers must have existing account with Vision-Ease Lens before validation can occur. Vision-Ease Lens will directly contact accounts to obtain required information.

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Customers Without a VisionWeb Account:

▶ **Step 1:**

Go to the VisionWeb homepage at: www.visionweb.com and select "Register Now".

▶ **Step 2:**

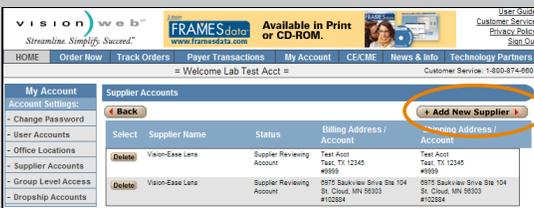
Complete the registration form and select the "Submit Registration". You will see a confirmation page with your username and VisionWeb account number, as well as instructions for adding a supplier and adding additional users to your master account.

▶ **Step 3:**

At the bottom of the registration confirmation page, select the "Login Now" button.

▶ **Step 4:**

Select the "Add a Supplier" link then select supplier information as follows:
 Category: Select "Lenses"
 Supplier: Select "Vision-Ease Lens"
 Location: Ramsey, MN



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My Account Settings: Change Password, User Accounts, Office Locations, Supplier Accounts, Group Level Access, Dropship Accounts

Add New Supplier

Supplier Details: Category, Supplier, Location

Account Details: Billing Account Number, Shipping Account Number, Billing Account Location, Shipping Account Location

Submit Request

Step 5:

Enter your Vision-Ease Lens “Billing Account Number” and “Shipping Account Number” in the **Account Details** section and click “Submit Request”. Your account information will be e-mailed to Vision-Ease Lens for validation (usually within 24 hours). Once your account has been approved, you will receive a notification email alerting you that you can begin placing orders online through VisionWeb.

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Stock Lens Order Entry

Fast Lens Order / Advanced Search

Search

Step 6:

Log in again (see Step 1) and navigate to the **Order Now** section. Select “Stock Lens Order” and use the Fast Lens Order form or Advanced Search option to begin placing your order. Select the lens you would like to order, then add the lens to your **Item List** and either continue ordering lenses, or submit the order by selecting “Send Now.”

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Fast Lens Order / Advanced Search

Plastic

- CR39 CT-28 Uncoated | VisionEase
- CR39 FT 7x28 Coated | VisionEase
- CR39 FT 7x28 Uncoated | VisionEase
- CR39 FT 6x25 Uncoated | VisionEase
- CR39 FT-25 Uncoated | VisionEase
- CR39 FT-25 Coated | VisionEase
- CR39 FT-28 Uncoated | VisionEase
- CR39 FT-35 Coated | VisionEase
- CR39 FT-35 Uncoated | VisionEase
- CR39 Illumite PAL SRC | VisionEase
- CR39 Outlook PAL SRC | VisionEase

Line View / Grid View

Diameter: 75 mm, BC: 8.25, Addition: 2.75, Eye: R, Qty: 1

PO Number, Tray Ref, Patient Last Name, Patient First Name

15402 items have been added to your Shopping Cart

Item List - Remove Checked Items 1 Items - 1 Lenses

Billing Shipping Account, Delivery Options, Delivery Price, No Backorder, Shipping and Billing Policy

Send Now

Step 7:

Once the order has been submitted, you can track the order by selecting the “Order Status” tab in the **Track Orders** section.

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Order Status

Submitted	Patient / Items / Customer PO	Order Status	Supplier	Supplier Order #
4/21/2010 11:11 AM	1 line items	Submitted by order	Vision-Ease Optical - Bloomington, MN	102284
5/1/2010 9:25 AM	22 line items	Received by the supplier	Vision-Ease Optical - Bloomington, MN	102708

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