

VisionWeb Contact Lens Ordering Guide



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

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.



Supplier: Billing/Shipping Account:

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: Billing/Shipping Account:

Fast Order / Advanced Search

Category Search

- Brand
- Material
- Color
- Series
- Wear Schedule
- Pack

UPC Search

Revenue / Diagnostic

Spheric

1 Day Acuvue Moist

Acuvue

Acuvue 1 day Vistal

Acuvue Advance

Acuvue Oasys

Acuvue2

Acuvue2 Colors Enhancer

Acuvue2 Colors Opaque

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**.

Line View Grid View

BC: Diameter: Color: Unit/Pack:

+ 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	+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.

Item List - Remove Checked Items 2 Items - 3 Contact Lens Pairs

UPC	Base Curve	Diameter	Color	Power	Cylinder	Axis	Addition	Unit/Pack	Patient Name (Last, First)	Quantity
733905144431	8.3	14.0	Clear	-2.00				6 Pack	Smith, Jane	1
733905144455	8.3	14.0	Clear	-1.50				6 Pack	Smith, John	2

Delivery Options: Delivery Price: \$53.00 PO Number:

Shipping And Billing Policy

Save To Pending Submit Order

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.

Order Status

E-Order # Patient Last Name Supplier

View All Rx Lens Contact Lens Frames

Sort By: Submission Date - Descending 4 Results 10 Per Page Page 1 of 1

E-Order # Submitted	Patient / Items / (*) Customer PO	Order Status Last Update	Supplier Shipping Account	Supplier Order # E.T.A.
CD14523 1/19/2009 4:54 PM	Palmer	Sent to Supplier 1/19/2009 5:00 PM	Vision - Jacksonville, FL 656	
CD14865 1/20/2009 10:29 AM	Prash AB	Sent to Supplier 1/20/2009 10:30 AM	ABB Optical - All Locations - Fort Lauderdale, FL 2006723	
CD14868 1/20/2009 10:28 AM	Prashan/H Aharan	Sent to Supplier 1/20/2009 10:30 AM	Vision - Jacksonville, FL 656	

It's that simple!

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

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