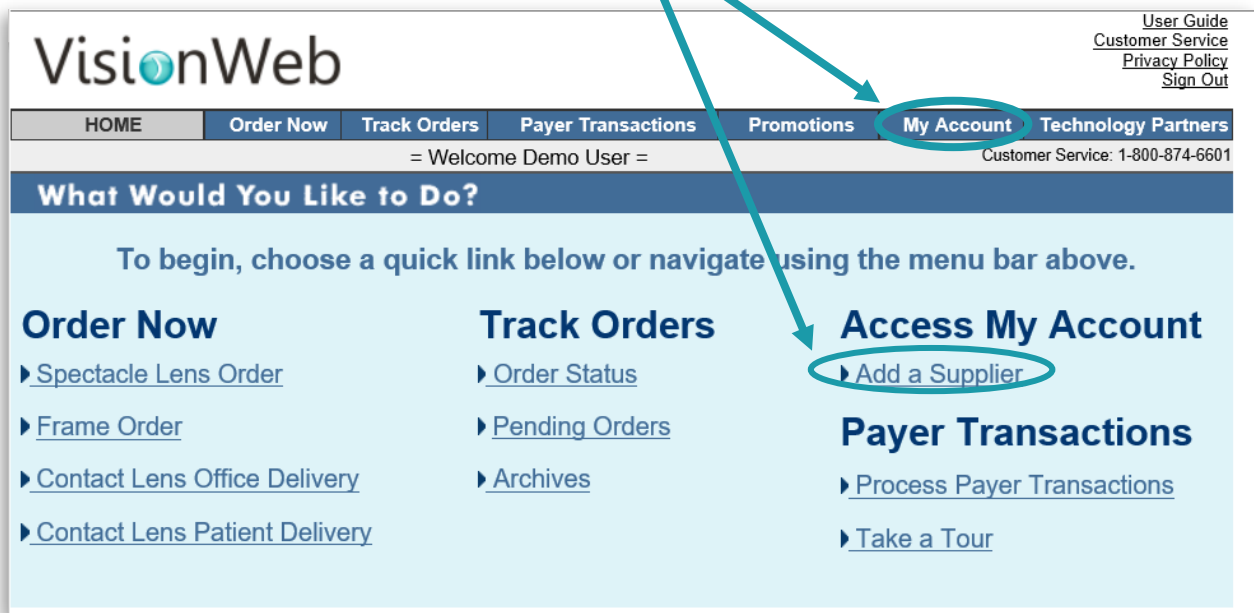


Adding Suppliers

Before you can send any orders through VisionWeb (either through visionweb.com or using your practice management software), you must first add suppliers to your VisionWeb account.

To begin, login to your VisionWeb account and click the **Add a Supplier** link on the homepage. You may also hover over **My Account** in the blue menu bar near the top of the page and select the **Supplier Accounts** option. Both options will bring up the Supplier Accounts page.

Note: These options are available only to Admin users.



On this page you can view any suppliers you have added/requested.

You can also click the **Add New Supplier** button in the upper right to begin adding a new supplier. If you have not added/requested any suppliers yet, you will go directly to the Add New Supplier page.

The Supplier Accounts page will list any suppliers you have requested, along with the status of the request. You will also see the billing and shipping address(es) and account number that were included with the request.

Suppliers with a status of **Active** are available for ordering.

Suppliers that have been requested, but not yet approved, will have a status of Supplier Reviewing Account. **Note:** any time a new supplier is added, the request must be approved by the supplier before you may place any orders.

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= Welcome Demo User = Customer Service: 1-800-874-6601

My Account

Account Settings:

- Change Password
- User Accounts
- Office Locations
- **Supplier Accounts**
- Group Level Access
- Dropship Accounts

Supplier Accounts

[◀ Back](#) [+ Add New Supplier ▶](#)

Select	Supplier Name	Status	Billing Address / Account	Shipping Address / Account
Delete	Art Craft	Active	8601 FM 2222 Building III Austin, TX 78730-2326 #1234	8601 FM 2222 Building III Austin, TX 78730-2326 #12345
Delete	Art Craft	Active	8601 FM 2222 Building III Austin, TX 78730-2326 #12345678	8601 FM 2222 Building III Austin, TX 78730-2326 #12345678
Delete	East Coast Ophthalmic	Active	8601 FM 2222 Building III Austin, TX 78730-2326 #test	8601 FM 2222 Building III Austin, TX 78730-2326 #test
Delete	Epic Labs, Inc.	Active	Test Account Test, TX 12345 #test	Test Account Test, TX 12345 #test
Delete	Kosh Ophthalmic	Active	6500 River Place Austin, WI 12345-0000 #TEST12	6500 River Place Austin, WI 12345-0000 #TEST12
Delete	Marchon	Active	8601 FM 2222 Building III Austin, TX 78730-2326 #TEST	8601 FM 2222 Building III Austin, TX 78730-2326 #TEST
Delete	Nassau Vision Group - Contact Lens	Active	8601 FM 2222 Building III Austin, TX 78730-2326 #68578658969	8601 FM 2222 Building III Austin, TX 78730-2326 #865548675876
Delete	SafeVision by Hoya - Safety Collection	Active	8601 FM 2222 Building III Austin, TX 78730-2326 #12345678	8601 FM 2222 Building III Austin, TX 78730-2326 #12345678
Delete	Stock - Bell Optical	Supplier Reviewing Account	Test Account Test, TX 12345 #test	Test Account Test, TX 12345 #test
Delete	Stock - Omega -- Dallas	Supplier Reviewing Account	Main Street Austin, TX 11111 #12345	Main Street Austin, TX 11111 #12345

On the **Add New Supplier** page, select the category of supplier you wish to add: Contacts, Frames, or Lenses.

Note: The Frames category refers to frame manufacturers only. Suppliers that provide frames and spectacle lenses together will be listed under Lenses.

After selecting your **Category**, you may then select a supplier from the **Supplier** menu. If the supplier has more than one location, you will select that from the Location option on the right.

After selecting your supplier, you will need to fill out the **Account Details** section of the request:

Contact Person – The person at the practice making the request.

Contact Phone – The phone number for the practice.

Billing Account Number/Shipping Account Number – This is your account number for the supplier you are adding. In most cases, the billing/shipping account number will be the same. However, if you have multiple locations, you may have different account numbers for billing and shipping.

Billing Account Location/Shipping Account Location – This is the address of your practice. Like the billing/shipping account number, it will typically be the same for both billing and shipping.

The Billing/Shipping account number is your account number with the supplier you are adding. It is usually the same number for both billing and shipping.

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

Add New Supplier * = denotes required field

Supplier Details
Category* [select] Supplier* [select] Location* [select]

Account Details
If you already have an existing account with the selected supplier, fill out all the fields below. If you do not have a separate shipping account, use your billing account number for the shipping account as well.
If you do not already have an account with the selected supplier you wish to use with VisionWeb, you will first need to contact the supplier directly about setting up an account. [Click here](#) to view the list of supplier contact information.
To add a new Dropship Account please click on the Dropship Accounts link on the left navigation bar.

Contact Person* Demo User VisionWeb
Contact Phone* (214) 675-3302 Contact Ext.
Billing Account Number* Shipping Account Number*
Billing Account Location* 8601 FM 2222 Building III, Austin, TX 78730-2 Shipping Account Location* 8601 FM 2222 Building III, Austin, TX 78730-2
Street# Street Name City State Zip
8601 FM 2222 Building III Austin TX 78730-2326
Same as Billing

[Back](#) [Submit Request](#)

After you have filled out the Add New Supplier page, you may click **Submit Request** to send your request to your supplier for approval.

Note: The supplier will not be available for ordering right way. The supplier must first review and approve your request before it is added to your account. These requests are usually approved within 24-48 hours. You will receive a confirmation email to notify you when your request has been approved.

“What if I have multiple locations?”

If your practice has multiple office locations, you will need to add your suppliers multiple times - once for each of your offices.

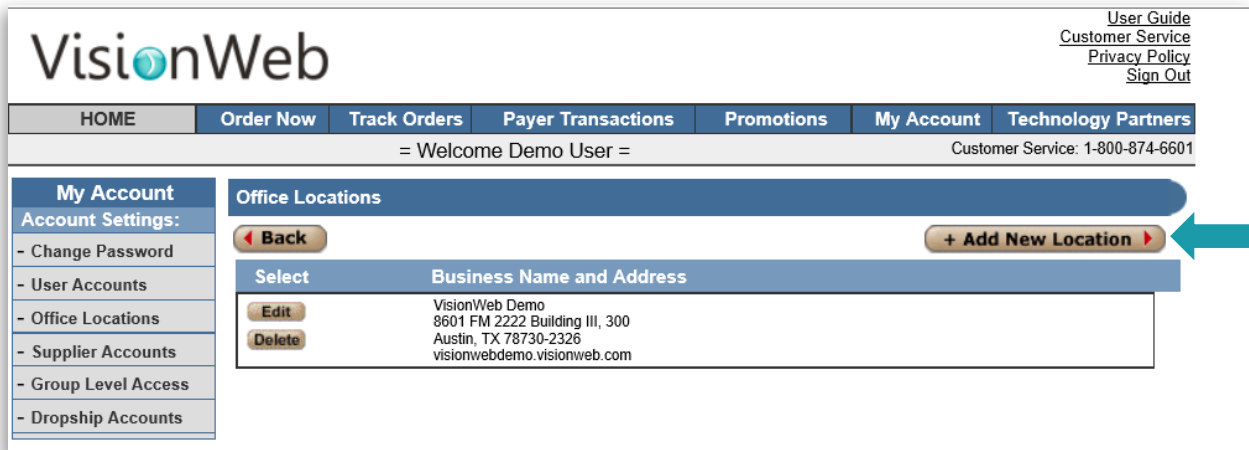
VisionWeb

First, go to the **My Account** option in the blue menu bar at the top of the page and select **Office Locations**.



The screenshot shows the VisionWeb homepage. At the top right, there are links for [User Guide](#), [Customer Service](#), [Privacy Policy](#), and [Sign Out](#). The main navigation bar includes [HOME](#), [Order Now](#), [Track Orders](#), [Payer Transactions](#), [Promotions](#), [My Account](#), and [Technology Partners](#). A sub-menu under [My Account](#) contains [Password](#), [Group Access](#), [Office Locations](#), [User Accounts](#), [Supplier Accounts](#), and [Dropship Accounts](#). A red arrow points to the [Office Locations](#) link. Below the navigation bar is a section titled "What Would You Like to Do?" with the instruction "To begin, choose a quick link below or navigate using the menu bar above." There are three columns of quick links: "Order Now" (with links for Spectacle Lens Order, Frame Order, Contact Lens Office Delivery, and Contact Lens Patient Delivery), "Track Orders" (with links for Order Status, Pending Orders, and Archives), and "Access My Account" (with links for Add a Supplier, Payer Transactions, Process Payer Transactions, and Take a Tour).

This will bring you to the **Office Locations** page. The address that was entered when you registered your account will appear here automatically.



The screenshot shows the "Office Locations" page. At the top right, there are links for [User Guide](#), [Customer Service](#), [Privacy Policy](#), and [Sign Out](#). The main navigation bar includes [HOME](#), [Order Now](#), [Track Orders](#), [Payer Transactions](#), [Promotions](#), [My Account](#), and [Technology Partners](#). Below the navigation bar, it says "= Welcome Demo User =" and "Customer Service: 1-800-874-6601". On the left is a "My Account" sidebar with links for [Account Settings:](#), [Change Password](#), [User Accounts](#), [Office Locations](#), [Supplier Accounts](#), [Group Level Access](#), and [Dropship Accounts](#). The main content area is titled "Office Locations" and has a [Back](#) button on the left and a [+ Add New Location](#) button on the right, which is highlighted with a red arrow. Below this is a table with one row for a location:

Select	Business Name and Address
Edit Delete	VisionWeb Demo 8601 FM 2222 Building III, 300 Austin, TX 78730-2326 visionwebdemo.visionweb.com

To add an additional location, click the **Add New Location** button on the right side of the page.

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= Welcome Demo User = Customer Service: 1-800-874-6601

My Account
Account Settings:

- Change Password
- User Accounts
- Office Locations
- Supplier Accounts
- Group Level Access
- Dropship Accounts

Add / Modify Location = denotes required field [Click for Instructions](#)

[← Back](#) [Update & apply changes →](#)

Location Details

Business/Practice Name *		Business E-mail Address	
<input type="text"/>		<input type="text"/>	
Street Number	Street Name *	Suite/Other	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
City *	State *	Zip *	Country *
<input type="text"/>	<input type="text" value="[select]"/>	<input type="text"/>	<input type="text" value="United States"/>
Business Phone *	Ext.	Business Fax	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Eyecare Business Type: (select all that apply) *			
<input type="checkbox"/> Optometrist (OD) <input type="checkbox"/> Ophthalmologist (MD) <input type="checkbox"/> Optician/Dispenser <input type="checkbox"/> Manufacturer/Distributor			

Location Contact Person

First Name *	Last Name *
<input type="text"/>	<input type="text"/>

Fill out the **Add/Modify Location** form and click **Update & Apply Changes**.

The address you enter here will be added to the dropdown menu for Billing/Shipping Account Location on the Add New Supplier page.

VisionWeb

Add New Supplier * = denotes required field

Supplier Details

Category* [select] Supplier* [select] Location* [select]

Account Details

If you already have an existing account with the selected supplier, fill out all the fields below. If you do not have a separate shipping account, use your billing account number for the shipping account as well.

If you do not already have an account with the selected supplier you wish to use with VisionWeb, you will first need to contact the supplier directly about setting up an account. [Click here](#) to view the list of supplier contact information.

To add a new Dropship Account please click on the Dropship Accounts link on the left navigation bar.

Contact Person*	Contact Phone*	Contact Ext
Demo User VisionWeb	(214) 675-3302	
Billing Account Number*	Shipping Account Number*	
Billing Account Location*	Shipping Account Location*	
8601 FM 2222 Building III, Austin, TX 78730-2326	8601 FM 2222 Building III, Austin, TX 78730-2326	
Street#	Street Name	
8601	FM 2222 Building III	
City	State	
Austin	TX	
Zip		
78730-2326		
		<input type="checkbox"/> Same as Billing

Once you have added all your office locations, you can begin adding your suppliers.

You will need to add each supplier multiple times using the account information for each office.

For example, if you have 3 locations, you will add each of your suppliers 3 times, using the account numbers for each individual office.

Some practices choose to have one (1) office serve as the Billing Account Location for all their orders across all locations. In this case, you would enter the account number and address for that office as the Billing

Account Number/Location for each supplier request.

VisionWeb

Account Details

If you already have an existing account with the selected supplier, fill out all the fields below. If you do not have a separate shipping account, use your billing account number for the shipping account as well.

If you do not already have an account with the selected supplier you wish to use with VisionWeb, you will first need to contact the supplier directly about setting up an account. [Click here](#) to view the list of supplier contact information.

To add a new Dropship Account please click on the Dropship Accounts link on the left navigation bar.

Contact Person *	Contact Phone *	Contact Ext
<input type="text" value="Your name"/>	<input type="text"/>	<input type="text"/>
Billing Account Number *	Shipping Account Number *	
<input type="text" value="Office A account"/>	<input type="text" value="Office B account"/>	
Billing Account Location *	Shipping Account Location *	
<input type="text" value="123 Test Ave, Austin, TX 12345"/>	<input type="text" value="123 Test Ave, Jax, FL 32250"/>	
Street# <input type="text" value="123"/> Street Name <input type="text" value="Test Ave"/>	Street# <input type="text" value="123"/> Street Name <input type="text" value="Test Ave"/>	
City <input type="text" value="Austin"/> State <input type="text" value="TX"/>	City <input type="text" value="Jax"/> State <input type="text" value="FL"/>	
Zip <input type="text" value="12345"/>	Zip <input type="text" value="32250"/> <input type="checkbox"/> Same as Billing	

[Back](#)

[Submit Request](#)