

# 4 Steps to a Successful First Order

Prepare for your first order with these simple steps.



## 1. Communicate with your Reps

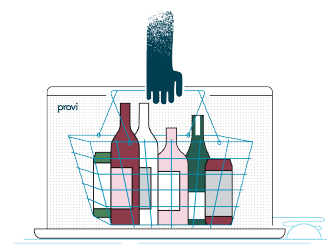
Reach out to your reps before you order to remind them that your orders will be sent through Provi moving forward. This is also a great opportunity to **confirm their email and phone number are correct** in Provi.



## 2. Review your Lists

Log into Provi and review your pre-approved lists. If you feel an item is missing or need to adjust the assigned distributor, please contact **implementations@provi.com** for immediate assistance.

If there is an item outside of your pre-approved list that you'd like to order, search for the item and click "**Request Item.**" The assigned Approver will immediately receive a notification for approval. Once approved, the approved item will appear in a new list under your **Lists** tab.



## 3. Double-check your shopping cart

Build your order by adding products to your cart from your Lists. When you're ready, click on the **Cart** icon in the upper right and double-check your shopping cart for accuracy. Once you're sure the product quantities and distributor details are correct, click to **Submit** your order.



## 4. Need help? Get immediate support

If you are experiencing any issues or have any questions, please contact the Implementation Team through chat in the bottom right corner of Provi for instant support between 8am-6pm CT, or by email at **implementations@provi.com** at any time.