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.
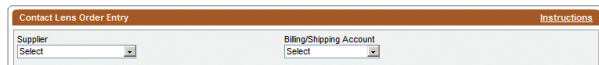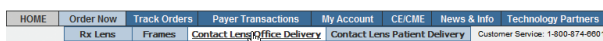
4. Choose Ordering Method
If you know the specific product code for the lenses that you would like to order, use the **Fast Order** tab. Enter in the SKU or UPC number and the desired quantity and select the "Enter" button. The product will then be added to your **Item List**.

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.
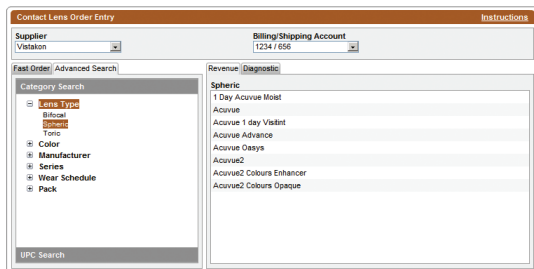

5. Enter Patient and Prescription Information
Enter in the patient name (if lenses are being ordered for a specific patient), and select the desired prescription selection method. **Line View** is best for ordering one product and **Grid View** is best for ordering multiple products quickly. For this 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**.
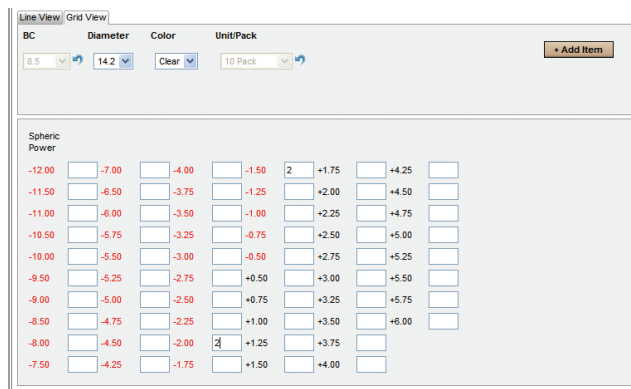

6. Complete the Order
Add more products and edit the products in the **Item List** as needed. Select your delivery option, and choose to "Save to Pending" orders or "Send" the order now. Once the order has been sent, you will receive a printable **Order Confirmation** that you can keep for your records.
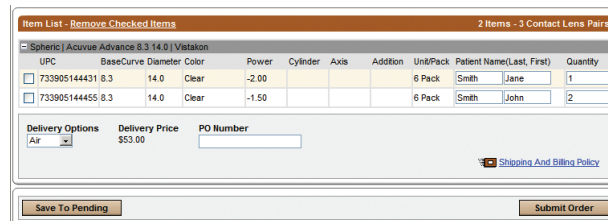
7. Track the Order
Selecting "Order Status" from the **Track Orders** section (top navigation bar) and view all of the orders that have been submitted. Select the **E-Order** # link to view the details of the order, or select the **Order Status** link to view details about the status of the order.
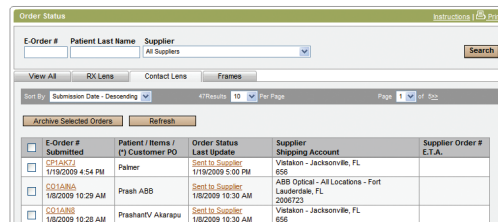
It's that simple!

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

VisionWeb Customer Service | (800) 874-6601
customerservice@visionweb.com