

VisionWeb Frames 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 Frames Supplier Accounts

Set up your billing and shipping account with your supplier by selecting "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 will be able to begin ordering (usually within 24 hours).

3. Access the Frames Ordering Service

Select "Frames" from the **Order Now** Section. Select your supplier and billing/shipping account from the drop-down menus.

Frames Order Entry - Merchon - Change

Select a Supplier: [Select a Supplier] Billing/Shipping Account: [Select an Account]

Select the location where you would like the frame order sent in the "Dropship Location" drop-down menu.

Frames Order Entry - Merchon - Change

Dropship Location (Bill/Ship): [1444444;f44444b;f44444s]->cbu_name-8601 FM 2222, building 3-Austin, TX 78730-0000-US

4. Choose Ordering Method

If you know the specific product code for the frames that you would like to order, use the **Fast Frame Order** tab. Enter the FPC or UPC number and the desired quantity and select the "Enter" button. The product(s) will be added to your **Item List**.

If you would like to search for the frame based on specific criteria, select the **Frames Search** tab. You can search on style, UPC/FPC, or use the "Advanced Search" feature. Once you have found the frames that you would like to order, click the frame description. If you hover over the frame image or click the frame image, a larger image of the frame will appear.

Frames Order Entry - Merchon - Change

Dropship Location (Bill/Ship): [1444444;f44444b;f44444s]->cbu_name-8601 FM 2222, building 3-Austin, TX 78730-0000-US

Fast Frame Order | Frame Search

Coach - 101(Autor)
Vendor: Merchon® Material: Metal

Coach - 102(Clare)
Vendor: Merchon® Material: Metal

Coach - 102(Clare)
Vendor: Merchon® Material: Metal

5. Complete the Order

Enter the patient information (if you are ordering frames for a specific patient) and select the frame color, size, temple, and quantity. Click the "+Add Item" button to add this frame to your order.

Back to Results

Coach - 102(Clare)
Vendor: Merchon® Gender: Female
Material: Metal
Rim Type: Half Rim
Show Frame Measurements

Click to View Larger Image

Patient Last Name: [Smith] Patient First Name: [Jennifer]
Color: [516 Lilac] Size: [49-17] Temple: [130] City: []
Add Item

Item List: 1 Items - 1 Frames

FPC	UPC	Color	Size	Temple	Patient (Last Name, First Name)	QTY
400190016090		516 Lilac	49-17	130	[Smith] [Jennifer]	[1]

Delivery Options: [Default] [Shipping and Billing Policy](#)

Save to Pending | Send Now

All of the products that you add to the order will be listed in the **Item List**. Once your order is complete, select your delivery option, and choose to "Save to Pending" orders or "Send" the order now. Once the order is sent, you will receive a printable Order Confirmation that you can keep for your records.

6. Track the Order

Select "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 [All Suppliers] Search

View All | RX Lenses | Contact Lenses | Frames

Sort By: [Submission Date - Descending] 500 Results | 10 | Per Page | Page 1 of 50

Archive Selected Orders | Refresh

E-Order #	Submitted	Patient / Items / Customer PO	Order Status / Last Update	Supplier Shipping Account	Supplier Order # E.T.A.
FR1721H	10/24/2006 11:57 AM	James Smith	Send to Supplier 10/24/2006 11:57 AM	VisionWeb Frame 12212	
FR1739E	10/24/2006 11:02 AM		Send to Supplier 10/24/2006 11:05 AM	VisionWeb Frame 12212	

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