VisionWeb Spectacle Lens Ordering Guide

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

VisionWeb

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 yet have a Vision Web account, you can register online by selecting "Register Now".

2. Add Your Spectacle Lens Supplier Accounts

If you have not already done so, you'll need to add your spectacle lens labs to your VisionWeb account. To do this, 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'll be able to start ordering (usually within 24 hours).

3. Access the Spectacle Lens Ordering Service

Once you've logged in, select "Rx Lens" from the **Order Now** Section. Select to place a "New Order".

HOME	Order Now	Track Orders	Payer Transactions	My Account	CE/CME	News & info	Technology Partners
			= Welcome Demo User	=		Custo	mer Service: 1-800-874-660
New Order	Reuse Order	Redo Order			Create	a new Rx lens o	rder to send to a lab.

4. Enter Patient Rx Information and Select Your Lab

Tab or mouse through the patient and RX fields and enter the necessary info. Once the RX is entered, select your desired lab from the "Laboratory" drop-down



5. Select Job Type and Lens Options

Select job type and lens type for the order. Then select lens design, material, and treatments in the desired combination. The available options will change as you select more criteria. Thanks to VisionWeb's smart engines, you can't select a combination that the lab can't make!

Job Type * Lens Type * Uncut with Shape Single Vision	×
Lens Design * Single Vision Aspheric	Lens Material * Index: 1.67 Thin Lite 1.67 Orizal ALIZE
Available Treatments (Click Once To Add) Balance Left Balance Right	Selected Treatmente (Click Once To Remove)
Treatment Comments to Lab (only for treatments)	

6. Complete the Order

Import a trace file or enter the frame measurement and select the shape of the frame. Select frame type and enter any frame information for the lab, and use the additional info button to add other details. Once you have completed the order, you can select to save the order to Pending Orders, or send the order now.

Import Trace File Choose File No file chosen			_	stall Drivers	Edit Offsets
A Box* 50.00 mm	B Box* 31.90 mm	DBL * 18.00 mm	00	ED 53.60 mm	
Select Standard Shape					
Frame Type * Zyl Edge	Thickness Type Lab decides best thickness	Thickness	(RE) mm Thickne	ess (LE) mm	
Promotion Code - The laborator	y reserves the right to ultimately rede	em a promotion c	ode.		
Additional Info					
Dispenser Notes - This informa	tion is for your internal use only ar	nd will not be sh	ared with the labor	atory.	ß
	Save To Pending Orders	U)	Sen	d Order Now	$\langle \rangle$

Once you send the order, you will recieve a printable order confirmation you can keep with your records.

7. Track the Order

Once your order has been sent to your supplier, track it by selecting "Order Status" from the **Track Orders** section (top navigation bar). Find the order that you would like to track and click on the **E-Order#** link to view the details of the order. Click on the **Order Status** link to view details about the status of the order.

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-Ord	er # Patient Last	Name Supplier All Suppliers		1	Search
View	All RX Lens	Contact Len:	s Frames		
iort By	Submission Date - Des	scending 💌	179 Results 10 💌 P	er Page	Page 1 of 18 ≥
Arc	hive Selected Orders	Refresh			
Г	E-Order # Submitted	Patient / Items / (*) Customer PO	Order Status Last Update	Supplier Shipping Account	Supplier Order # E.T.A.
	SP6CZVM 1/00/0007 10:32 AM	John Smith	Sent to Supplier	VisionWeb Demo Lab - Austin, TX 122458	

It's that simple!

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

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