

VisionWeb Stock 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 yet have a VisionWeb account, please contact VisionWeb Customer Service.

2. Access Your Stock Lens Supplier Accounts

Your Stock Lens Supplier Account will be pre-validated within VisionWeb. If you do not see the menu option for “Stock Lens” ordering in the **Order Now** Section, please contact your ELOA Sales Representative or VisionWeb Customer Service.

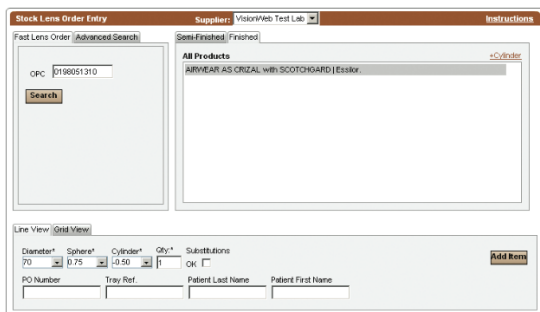
3. Access the Stock Lens Ordering Service

Once you have logged in, select “Stock Lens” from the **Order Now** Section.

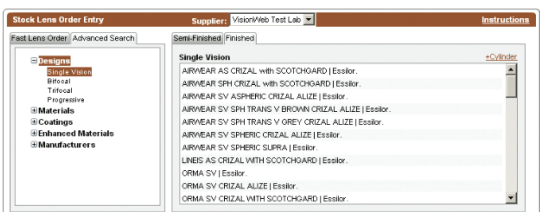


4. Choose How to Order: Fast or Advanced

On the **Stock Lens Order Entry** screen, select the “Fast Lens Order” tab if you know the OPC code for the stock lenses that you would like to order. Enter the OPC code and click the “Search” button.

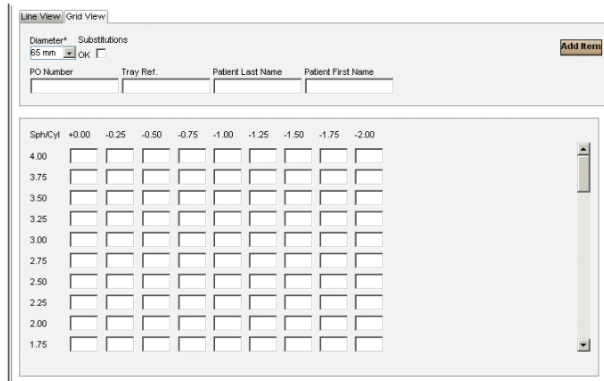
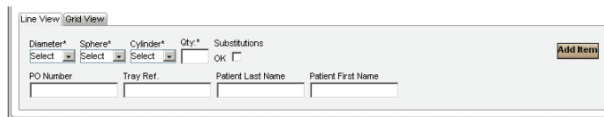


If you would like to search the supplier catalog for the desired stock lenses, select the “Advanced Search” tab from the **Stock Lens Order Entry** screen. Use the search criteria to narrow the results for the lenses you want to order. For example, if you know the Design of the lens you want, click “Design”, and then select single vision or bifocal.



5. Enter the Rx, Patient, and Quantity Info

Once you have selected the desired lens, use the “Line View” or “Grid View” to enter **Rx**, **Patient**, and **Quantity** information for the order.



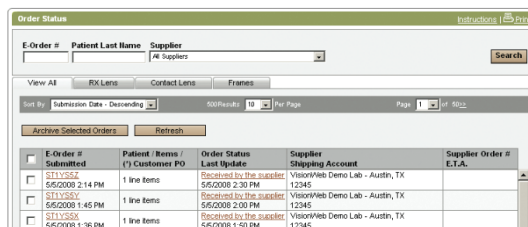
6. Add Lenses to Item List

Once you have entered the information for that lens, or set of lenses, click the “Add Item” button to add the lens(es) to your **Item List**.

You can continue to shop for lenses and add them to your **Item List** until your order is complete. Select your billing and shipping options and send the order to the lab by clicking the “Send Now” button. Once you send the order, you will receive 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.



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