

eBuy User's Guide

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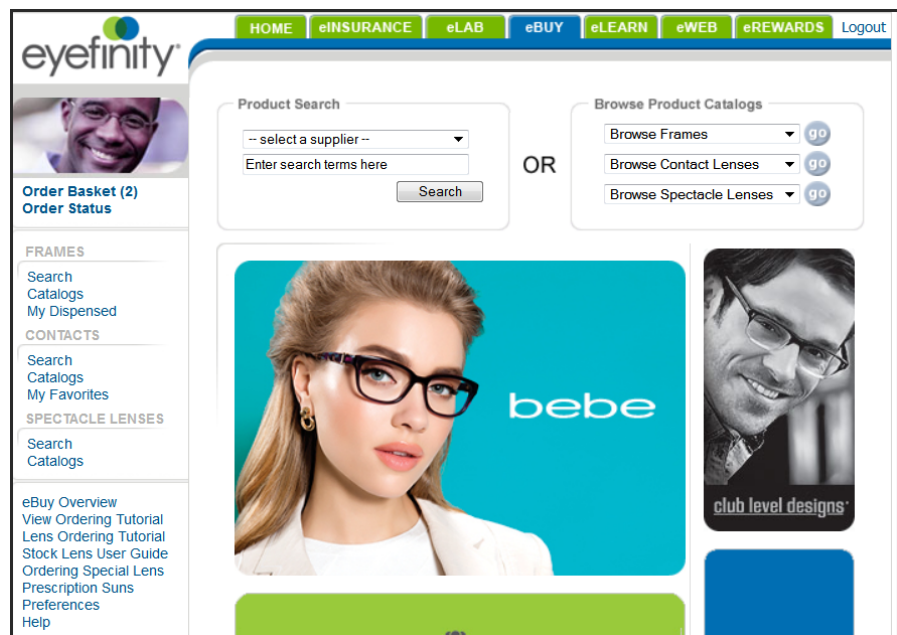
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This document is a short guide that explains how to use Eyefinity eBuy to order eyewear products.

Accessing eBuy

1. Log on to Eyefinity.com as an Eyecare Professional.
2. Click the **eBuy** tab.

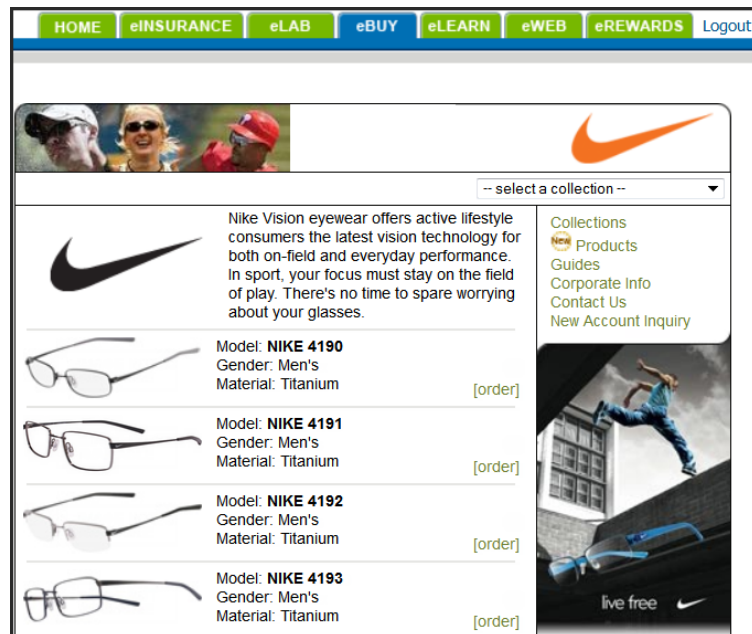
The eBuy home page opens.



Browsing the Product Catalog

The product catalog shows a full-color representation of frames available from numerous collections. Follow these steps to browse the catalog and place an order.

1. On the eBuy home page, under **Browse the Product Catalogs**, select the frame line you want to search for, and click **go**.
A list of all the frame collections in that line opens.
2. Click the **Collection** you wish to browse.
A list of all the frames in that collection opens.



3. Click **Order** next to the frame you wish to order.

- Select the size, quantity, and color of the frame on the **Frame Order Form**.



Eye	A	B	ED	DBL	Temple
☐ 50	50.00	26.50	51.00	18	140
☐ 52	52.00	27.50	53.00	18	145

*Quantity:

- Select Frame Attributes First -



Nike Optical
Model: NIKE 4190
Material: Titanium
Gender: Men's
Temple:
Bridge:

[Hide](#)
Wholesale Frame Cost:
Select Size and Color

Inventory Status:
Select Size and Color

Order Information [Show Summary](#)

☒ **Stock** Reference #:

☐ **Patient** *Last:
First:

*Order Placed By:
Doctor's Tray #:
Promotion Code:
Special Instructions:

Adding special instructions could delay your order.

- Under **Order Information**, select one of the following:
 - Select **Stock** if this is a stock order and record the optional **Stock Reference #**.
 - Select **Patient** if this is a patient order and record the patient's **Last** and **First** name.
- Under **Payment Information**, enter your **Vendor Account #** if it is not already listed.

Payment Information [Expand Details](#)

Marchon Account #: 0001500017

Shipping Information [Show Summary](#)

*Ship Method:
Extra charges will apply for non-standard shipping.

Expedited shipping requests received after the manufacturers shipping deadline will ship the following day based on product availability.

If you have a pre-arranged shipping method with the manufacturer, choose Default Method. If you do not have a pre-arranged method, Default will request standard ground shipping. To select another option, choose from the list.

*Ship To:
☒ Address on file with Nike

☐ Lab Name

Next Item
Add to the Order Basket and continue ordering.

Checkout
Go to the Order Basket to Submit.

7. To enter a purchase order number, click **Expand Details**.
8. Under **Shipping Information**, select the **Ship Method**. Select **Default** to use the shipping method your office has on file with this supplier.
9. Select the **Ship To** location. You can select a lab from your Preferred Lab List in eLab or directly to the practice, other lab, or other address.
10. When you are finished, do one of the following:
 - Click **Next Item** to place the order in the Order Basket and continue shopping.
 - Click **Checkout** to go to the Order Basket.

Using the Frame Search

Use the Search function when you want to quickly access a specific frame.

1. On the eBuy home page, select the supplier from the **Product Search** drop-down box.
2. Type all or part of the model number or name and click **Search**.
3. Locate the frame in the list and click **Order**.

Frame Search

1. Select a category or supplier in the drop down. To search across all suppliers, choose **ALL FRAMES**.

2. Enter a collection or a model in the search box. (Example: GUCCI 1180)

3. Click **Search** or hit **Enter** on your keyboard.

ALL FRAMES Enter search terms here Search

3 Results Found in "Nike" Matching "adrenaline"

 Collection: **Nike Sun**
Model: **ADRENALINE EV0605**
Gender: Men's
Material: Plastic

[order]

4. Locate the frame you want to reorder and click the order hyperlink.
The Frame Order Form opens. Follow steps 4 through 10 in ["Browsing the Product Catalog" on page 2](#) to place your order.

Using the Order Basket

The Order Basket stores and groups your orders prior to submitting them. By grouping all of your orders, you create only one order for each manufacturer or distributor, saving you money on shipping.

1. On the eBuy home page, click the **Order Basket** hyperlink.

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HOME eINSURANCE eLAB eBUY eLEARN eWEB eREWARDS Logout

 **Order Basket (2)**
Order Status

Product Search

-- select a supplier --

Enter search terms here Search

OR

Browse Product Catalogs

Browse Frames Browse Contact Lenses Browse Spectacle Lenses

2. Use the Order Basket to manage your orders, as follows.
 - To make changes to an order, click the **edit** hyperlink.

Order Basket

- To submit all of these orders, click the **Submit All** button at the bottom of the page.
- To submit orders for one supplier at a time, click the **Submit Now** buttons.

Product Search

-- select a supplier --

Enter search terms here

Search

Rx - Indicates frame with prescription lens order.

Date	Qty	Product	In Stock	Description
1 item in this order: [submit now]				
Stock Order (#123456) [edit] [remove]				
7/1/2015	1	ADRENALINE EV0605	Yes	64 14 135 Black/Grey Lens

[back to top]

Submit All

- To remove an order, click the **remove** hyperlink.
- Click the **submit now** hyperlink to submit individual orders to a specific manufacturer or distributor.
- Click **Submit All** to submit all of the orders at once to all manufacturers.

Checking Order Status

1. On the eBuy home page, click the **Order Status** hyperlink.

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HOME | eINSURANCE | eLAB | eBUY | eLEARN | eWEB | eREWARDS | Logout

Product Search

-- select a supplier --

Enter search terms here

Search

OR

Browse Product Catalogs

Browse Frames go

Browse Contact Lenses go

Browse Spectacle Lenses go

Order Basket (2)

Order Status

2. Type your search criteria on the Order Status page and click **Search**.

Order Status

From (mm/dd/yyyy) To (mm/dd/yyyy)

Date Range: 06/18/2015 - 07/02/2015

Patient Last Name:

Supplier: All Suppliers

Status: All Statuses

Search Print Results

3. Locate the order and click the **details** hyperlink.

The screenshot shows the 'Order Status' page. At the top, there are filters for 'From (mm/dd/yyyy)' and 'To (mm/dd/yyyy)' both set to 07/02/2015. Below these are fields for 'Patient Last Name', 'Supplier' (set to 'All Suppliers'), and 'Status' (set to 'All Statuses'). There are 'Search' and 'Print Results' buttons. A legend indicates that a 'Px' icon denotes a frame with a prescription lens order. The main table lists three orders, each with a '[details]' link highlighted in a red box:

Order Date	Supplier
2015-07-02	Marchon
TEST, TEST Qty: 1 Frame: M-151 - 55 17 140 Gep	
2015-07-02	Marchon
TEST, TEST Qty: 1 Frame: CE2602 - 53 16 135 Light Brown	
2015-07-02	Nike
Stock Order(#123456) Qty: 1 Frame: ADRENALINE EV0605 - 64 14 135 Black/Grey Lens	

The Order Summary page displays the quantity, product, payment option, and item status for the order.

Reordering Frames Using the My Dispensed Feature

eBuy's My Dispensed feature allows you to quickly reorder frames that have been dispensed through Eyefinity.

1. On the eBuy home page, click the **My Dispensed** hyperlink.

The screenshot shows the Eyefinity eBuy home page. The navigation bar includes links for HOME, eINSURANCE, eLAB, eBUY, eLEARN, eWEB, eREWARDS, and Logout. On the left sidebar, under the 'FRAMES' section, the 'My Dispensed' link is highlighted with a red box. The main content area features a 'Product Search' section with a dropdown for 'select a supplier', a search input field, and a 'Search' button. To the right is a 'Browse Product Catalogs' section with buttons for 'Browse Frames', 'Browse Contact Lenses', and 'Browse Spectacle Lenses', each with a 'go' button.

A list appears of frames you've recently dispensed through Eyefinity using eLab or a VSP claim.

2. Locate the frame you want to reorder and click the **order** hyperlink.

My Dispensed

Welcome to My Dispensed! Each of the frames listed below has been recently dispensed on Eyefinity by your office and we show no record of a replacement order. Use the "order" link below to reorder the frame in the same or different size and color. My Dispensed makes reorders a snap.

275 Results Found

MARCHON

	Collection: Marchon Airlock Model: AIRLOCK 720/17 Gender: Material:	Patient: Lab Order: 2015-06-22 [order] [no thanks]
	Collection: Autoflex Model: AUTOFLEX 69 Gender: Unisex Material: Titanium	Patient: Lab Order: 2015-07-02 [order] [no thanks]

The Frame Order Form opens. Follow steps 4 through 10 in “[Browsing the Product Catalog](#)” on [page 2](#) to place your order.

Viewing Top Sellers

The Top Sellers feature provides you with information about which frames are the most popular, so you can make better frame ordering decisions.

- On the eBuy home page, under **Browse the Product Catalogs**, select the supplier you want to search for, and click **go**.
- Select a collection.

The top sellers for the collection appear to the right of the frame list.

NIKESUN

high-precision sport optics eliminate nearly all distortion; Innovative adjustable frame designs bring a custom fit to every face; And finely-tuned lens tints maximize vision clarity in different sport environments. See sport better.

IMAGE NOT AVAILABLE

Model: **ACHIEVE EV0880**
Gender: Women's
Material: Plastic [\[order\]](#)

 Model: **ADRENALINE EV0605**
Gender: Men's
Material: Plastic [\[order\]](#)

 Model: **ADRENALINE P EV0606**
Gender: Men's
Material: Plastic [\[order\]](#)

 Model: **ADRENALINE R EV0757**
Gender: Men's
Material: Plastic [\[order\]](#)

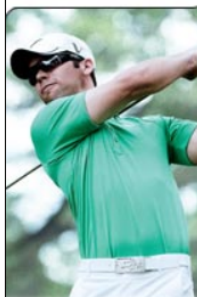
 Model: **AGILITY EV0706**
Gender: Men's
Material: Plastic [\[order\]](#)

 Model: **AGILITY P EV0707**
Gender: Men's
Material: Metal [\[order\]](#)

 Model: **AVID SQ EV0589**
Gender: Men's
Material: Metal [\[order\]](#)

 Model: **AVID SQ P EV0594**

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Top Sellers

 **ADRENALINE EV0605**

 **BRAZEN EV0571**

 **NIKE TOUR EV0744**

- Click a top seller to open the Frame Order Form and go to steps 4 through 10 in “[Browsing the Product Catalog](#)” on [page 2](#) to complete the order.

