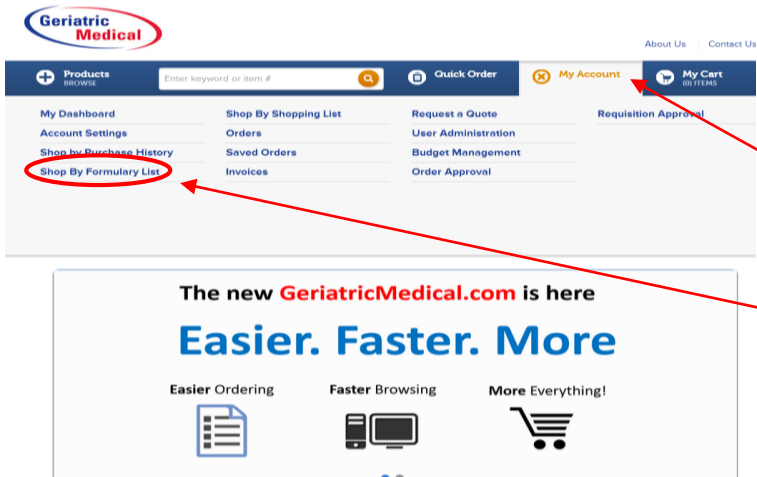


How To: Order by Formulary

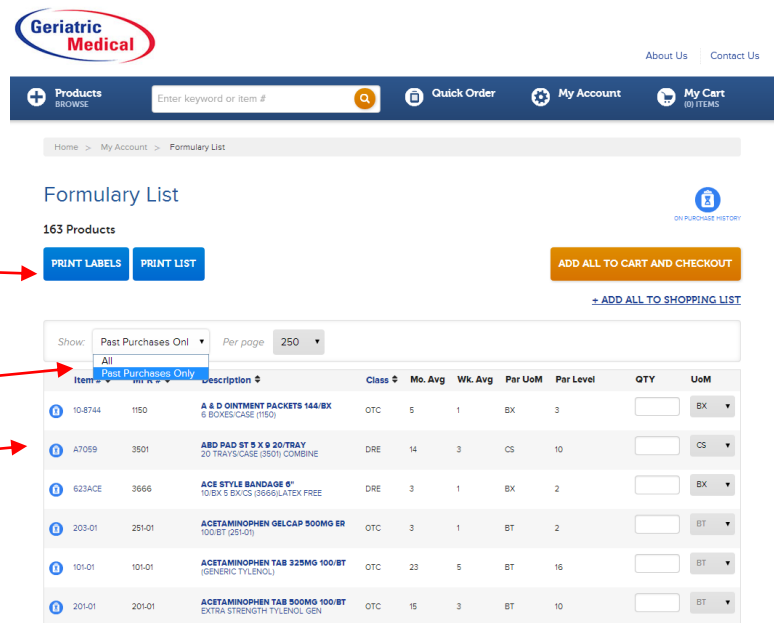


Select Order By Formulary:

- Once logged in, find the 'My Account' Button located within the top blue bar
- Click on 'My Account' from the drop down menu
- Navigate over and click on 'Shop by Formulary List'

Navigating Formulary:

- Once on 'Shop by Formulary List' Page, you see your formulary items
- Key Features:
 - Print Shelf Labels
 - Print Fax Order Form List
 - Purchase History Filter
 - Purchase History Icon
 - Monthly & Weekly usage
 - Par Level Suggestion



To Place an Order:

- Enter the quantity desired for each item on your Formulary List
- Change the Unit of Measure if needed
- Click 'Add all to cart and checkout' once you have satisfied your specific order needs

Formulary List

