

# Navigating Through the Bausch + Lomb Online Ordering Portal



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Let's review the steps to register a primary, a secondary user and search for a product on the Bausch + Lomb Online Ordering Portal. In addition, we will review the Homepage elements.

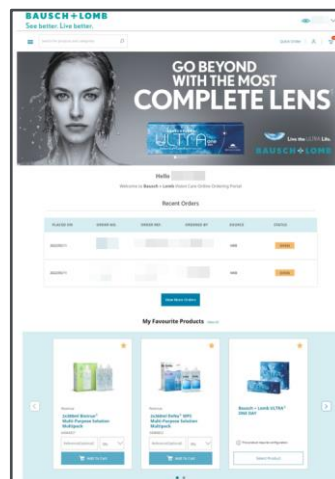
## Primary User Registration

As a primary user, you can submit registration requests for accessing and using the Bausch + Lomb Online Ordering Portal.

1. Add the required information under the **ACCOUNT INFORMATION** section, select the checkboxes under the **PRIVACY CONSENT** section, and click the **Submit** button.

2. After the registration request is approved, you will receive the password setting link in your email

3. Once the password is set, you can log in to the Bausch + Lomb Online Ordering Portal and select your Line of Business (LOB) and ship-to account. The Bausch + Lomb Online Ordering Portal homepage will be displayed.



## Secondary User Registration

As a primary user, you can submit registration requests for secondary users in your account for maintaining specific ship-to accounts.

1. After logging in to the Bausch + Lomb Online Ordering Portal, click the **My Account** icon and select the **My Account Details** option.
2. Click the **Manage My Users** button on the **My Account Details** page.
3. Click the **Add New User** button on the **Manage My Users** page to add a secondary user.
4. Add the required information on the **Add New User** page and click the **Save** button to add the secondary user.


5. The system displays a message that the user has been added.


**Note:** You can add secondary users at any time after the primary user registration is completed.

## Homepage Navigation


Let's review the various elements available on the Bausch + Lomb Online Ordering Portal homepage:

**LOB icon:**  Click the **LOB** icon to change the Line of Business (LOB) for which products are displayed.

**Shipping Account icon:**  Click the **Shipping Account** dropdown icon to view the list of shipping accounts.

**Hamburger icon:**  Click the **Hamburger** icon to view the **Product Category** menu.

**Quick Order button:**  Click the **Quick Order** button to quickly add a product to the cart.

**My Account icon:**  Click the **My Account** dropdown button to view the account management options, such as account details, orders, saved carts, favourite products, address book, and sign out.

**Cart icon:**  Click the **Cart** icon to view the items in your cart.

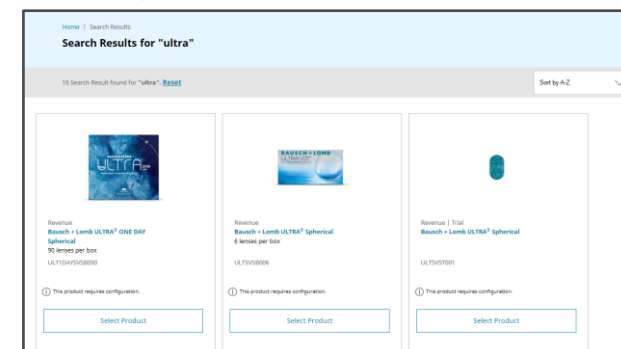
## Product Search

From the Bausch + Lomb Online Ordering Portal homepage, you can search for a product.

1. Enter a search value in the **Search** field. As you enter the search term, suggested search terms are displayed in the **Search** dropdown.
2. Click to select the required option from the **Search** dropdown list.



3. Select the appropriate product from the **Search Results** page.



## Additional Resources

Review the following documents for additional information on navigating the portal:

- <https://ordering.bausch.com>
- We want your feedback! [Link to Survey](#)

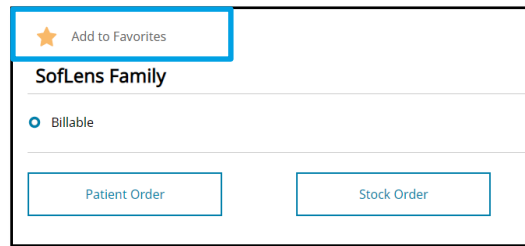
# Navigating Through the Bausch + Lomb Online Ordering Portal



Let's review the steps on favouriting products, managing saved carts and scheduled orders via the Bausch + Lomb Online Ordering Portal.

## Favourite Products

**My Favourite Products:** Click the **star** icon on any product page to favourite that item. Clicking the **star** icon when it is **gold** will result in you unfavouriting the product.



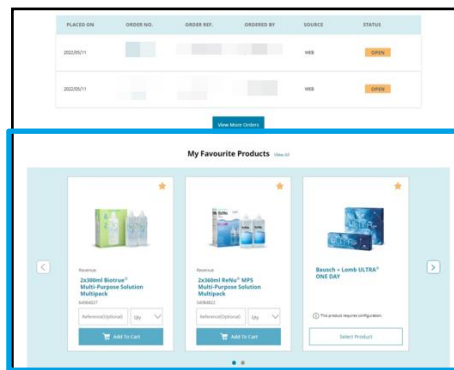
Your favoured products can be accessed via the home page or in **My Favourite Products** under the **My Account** menu.

### Via the Homepage

- Navigate to the home page by clicking the **Bausch + Lomb logo** in the top left of the web page.



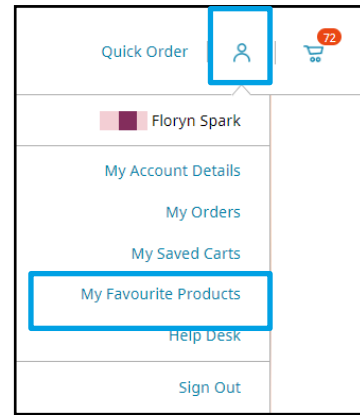
- Your Favourites will be displayed at the bottom of the webpage.



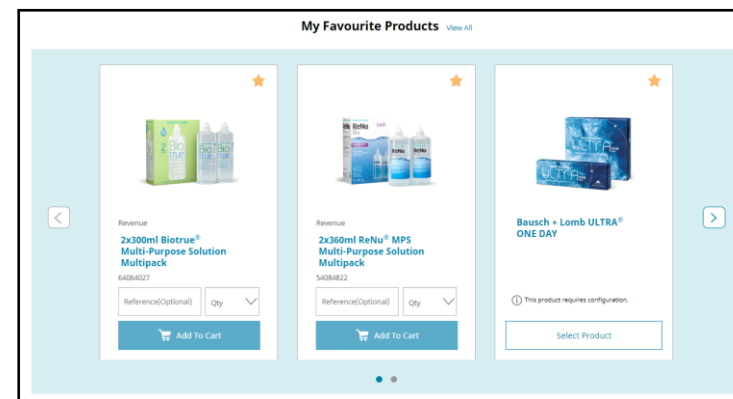
## Favourite Products Continued

### Via the My Account Menu

- Click the **My Account Menu** located in the top right of the webpage.
- Click **My Favourite Products** from the drop-down menu.



- In the **My Favourite Products** page you can:
  - Add product directly to your cart (if additional selections are not required)
  - Navigate to product detail page
  - Unfavourite any products by clicking the gold star icon



## Saved Cart

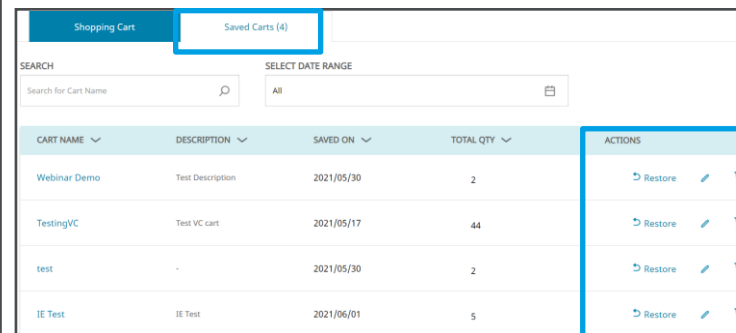
Saved Cart should be used for frequently ordered products as it allows for variability in product selection and quantities.

### Saving a New Cart

- Add desired products to your cart.
- Click the **Mini Cart icon** on the top-right corner then **View Cart** to access the Cart page.
- Click **Save Cart**
- Enter the desired **Name** and **Description** of the cart.
- Click the **Save button** to save the cart.

### Accessing a previously Saved Cart

- Click the **Mini Cart icon** on the top-right corner then **View Cart** to access the Cart page.
- Press the **Saved Carts tab**.
- From this view you can take the following actions:
  - Restore:** Moves selected cart to active shopping cart ready to be checked out.
  - Edit (Pencil):** Edit the selection cart without adding it to active shopping cart.
  - Delete (Trashcan):** Removes the selected cart from the saved carts list.



## Scheduled Orders

Scheduled orders should be used when an order contains fixed set of products and quantities which are needed on a reoccurring basis.

### Scheduling an Order

- Add item(s) to you wish to create a scheduled order for to your cart and proceed to check out screen.
- Navigate through the following check out screens validating **Payment Type**, **Shipping Address**, and **Shipping Method**.
- In the **Final Review** section, click the consent check box and press **Schedule Order**.



- In the pop up, you can schedule the order, set the frequency, and duration of your scheduled orders.

### View/Modify a Scheduled Order

- Click the **My Account Menu** located in the top right of the webpage.
- Click **Orders** from the drop-down menu.
- Click the **Scheduled Orders tab**.
- You can view the order details by clicking the **Scheduled Order No.** or cancel by clicking the **Cancel button** to the right of the order.

