



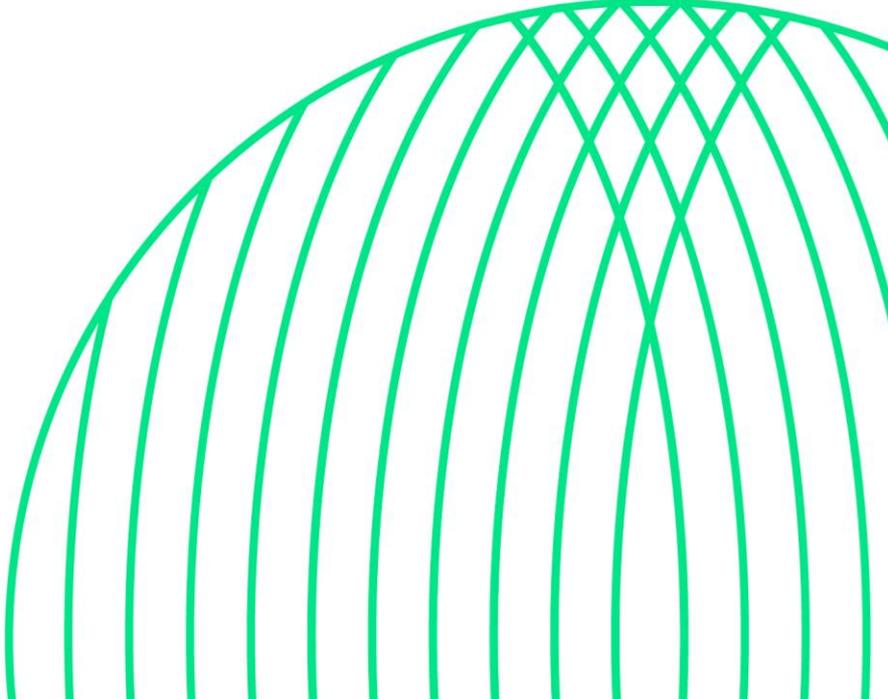
# HH Global Vision Care Ordering Portal

Client

JnJ Canada Vision

Date

March 2025



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## Versions

Version No.	Release Date	Author	Notes
1.0	March 2025	HHG PMO	

# Accessing the Vision Care Ordering Portal

## Logging in

All Johnson and Johnson Vision users are required to login via SSO.

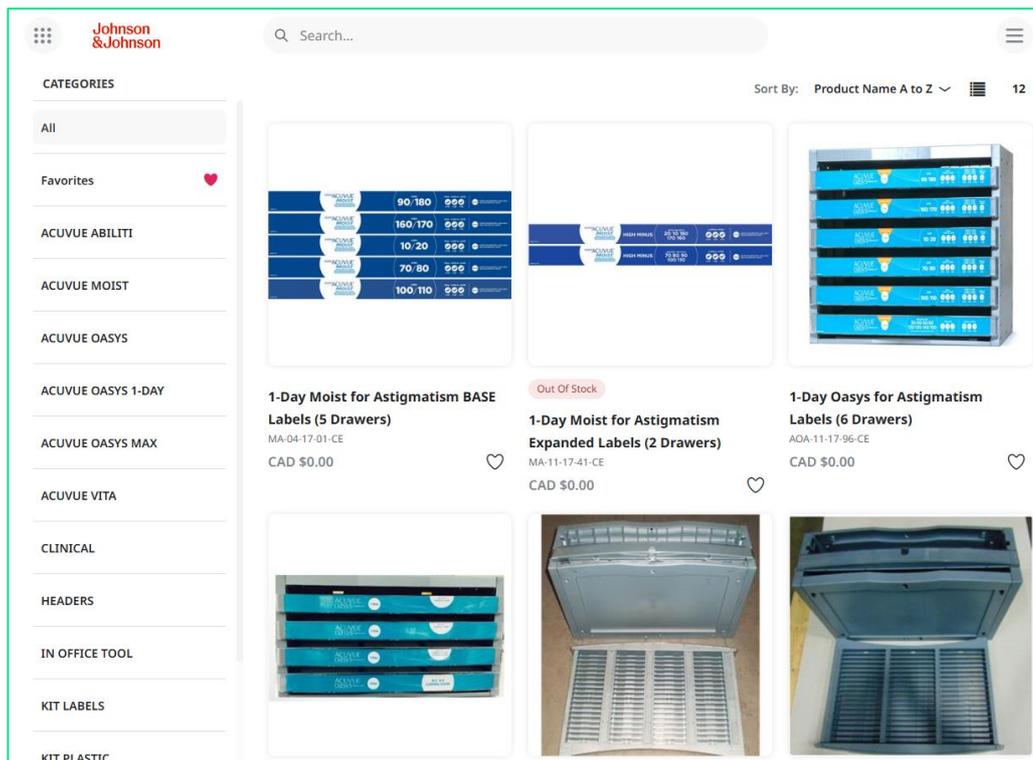
Please go to [jnivision.hhglobal.com](http://jnivision.hhglobal.com) to see the login page. Select the **Johnson and Johnson Vision Users with SSO** button to be logged into the site with your Johnson and Johnson credentials.



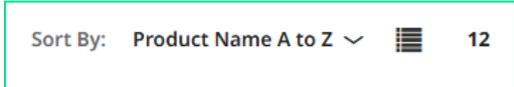
## Vision Care Ordering Catalog

### Main Catalog Page

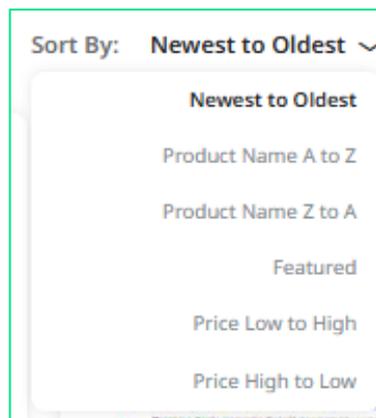
After you log in, you'll be directed to the main catalog page.



You can the layout and sort the item list using the following symbols found in the top right of the catalog:



Items can be sorted based on the following parameters in the drop down:



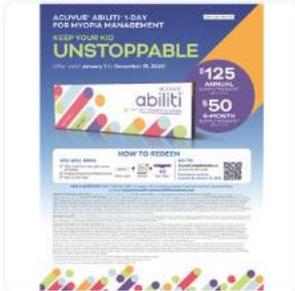
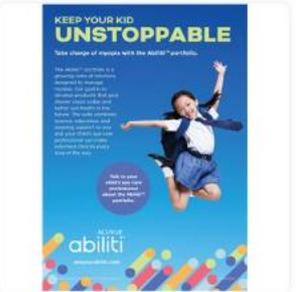
There are two item layouts available for the main catalog page: List and Grid. The view can switch between the two by clicking on the following symbols:

List view:



Below is an example of the list view:

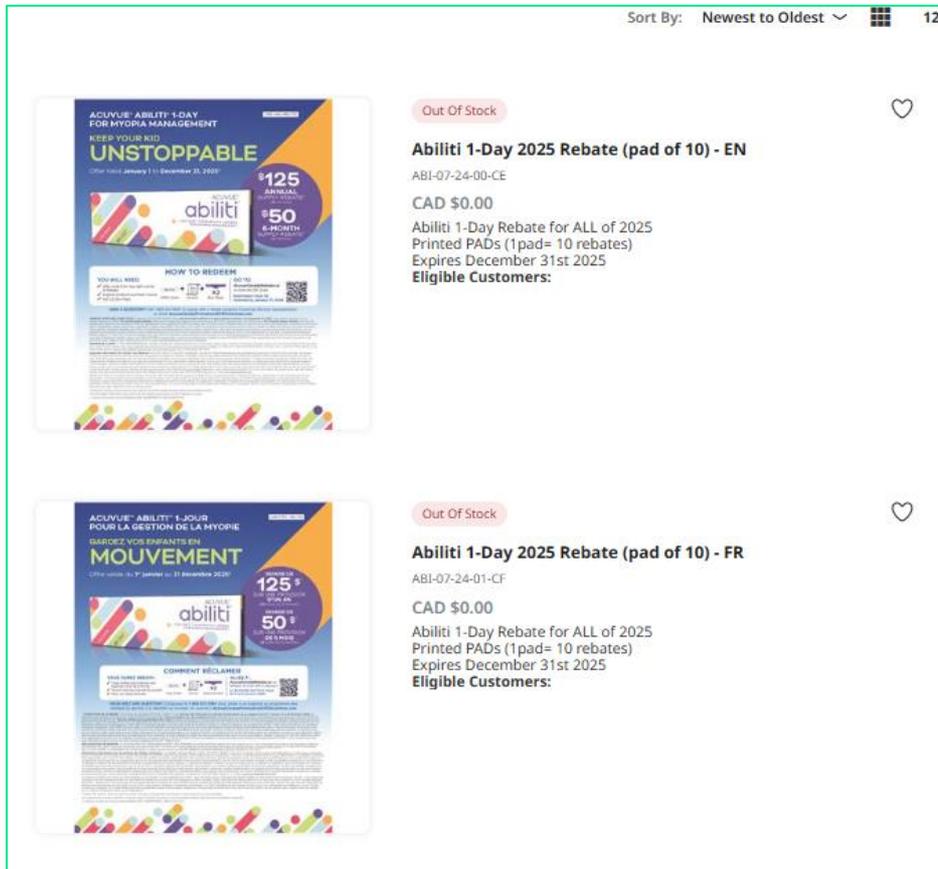
Sort By: Newest to Oldest  12

 <p>Out Of Stock</p> <p><b>Abiliti 1-Day 2025 Rebate (pad of 10) - EN</b> ABI-07-24-00-CE CAD \$0.00</p> 	 <p>Out Of Stock</p> <p><b>Abiliti 1-Day 2025 Rebate (pad of 10) - FR</b> ABI-07-24-01-CF CAD \$0.00</p> 	 <p>Out Of Stock</p> <p><b>Abiliti 1-Day 4 Page Clinical - EN</b> ABI-02-24-00-CE CAD \$0.00</p> 
 <p>Out Of Stock</p> <p><b>Abiliti 1-Day 4 Page Clinical - FR</b> ABI-02-24-01-CF CAD \$0.00</p> 	 <p>Out Of Stock</p> <p><b>Abiliti 1-Day Brochures (25pk) - EN</b> ABI-12-22-11-CE CAD \$0.00</p> 	 <p>Out Of Stock</p> <p><b>Abiliti Master Brand Counter Card (Pack of 2) - EN</b> ABI-01-22-13-CE CAD \$0.00</p> 

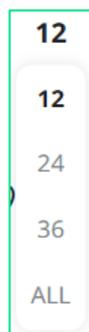
- Grid view:



Below is an example of the grid view:



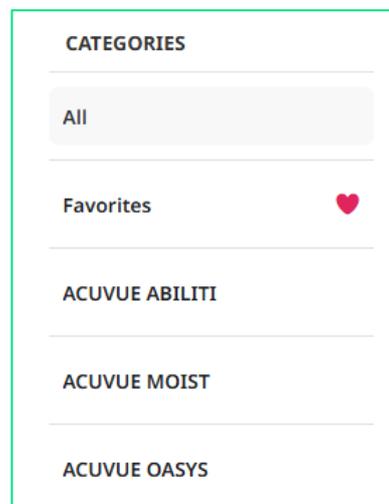
To see change the qty of items shown per page in the catalog, hover over the number displayed:



When your view shows an item quantity of 12, 24, or 36, scroll to the bottom of the page to use the page turner to go to the next page.



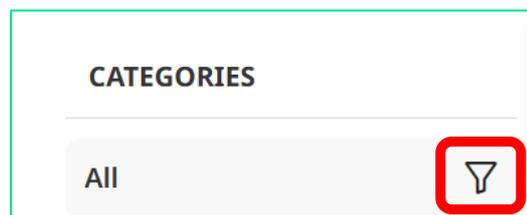
If you would like to browse a shorter/filtered list, select a category on the left-hand side of the screen.



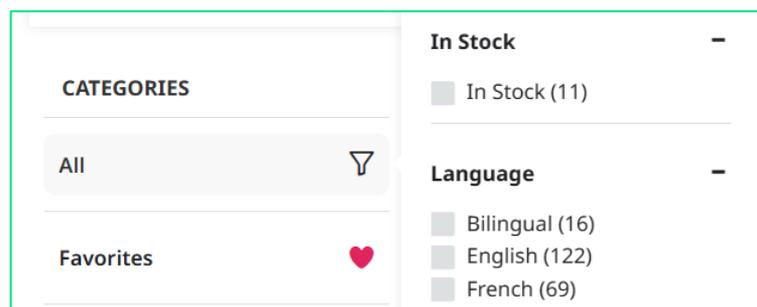
Once you select a category, only the products within that category will be listed in the catalog view.

## Item Filters

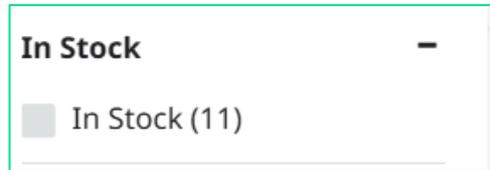
If you click on any category name, a funnel icon will appear.



Click the funnel icon to see two filter options: **In Stock** and **Language**.



- **In Stock:** This filter allows you to only see the items that are in stock within a category. Check the box to apply the filter.

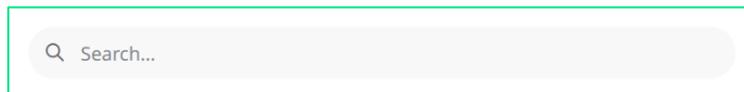


- **Language:** This filter allows you to only see items that are in a specified language. Check the box next to your language of choice to apply the filter.

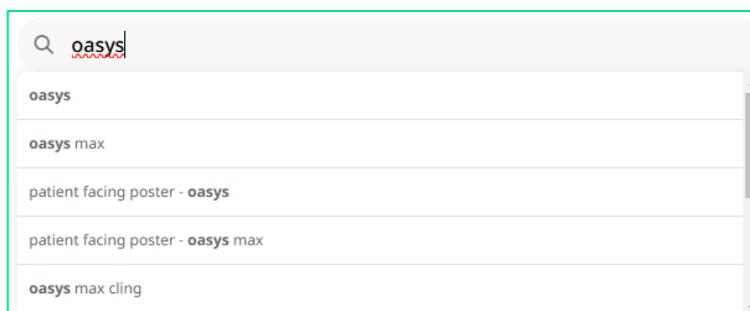


## Search for Items

If you would like to search for a specific item, enter a keyword into the search bar at the top of the window:



The search field will display items based on an item's name or description containing the searched keyword:



## Catalog View of Items

As you scroll through the site, the catalog view will display each item's image, item code, price, and pack size.

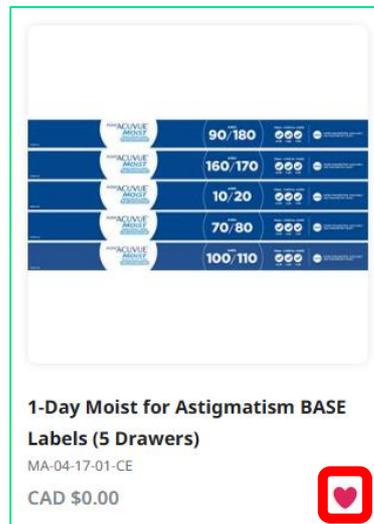


Pack size is represented by the icon below:



- This icon shows that this item is shipped in packs of 25.
- **Example:** If you order a quantity of 2 of the item above, you would receive 2 packs of 25.
- **If an item does not have this icon, the item is sold as one individual item.**

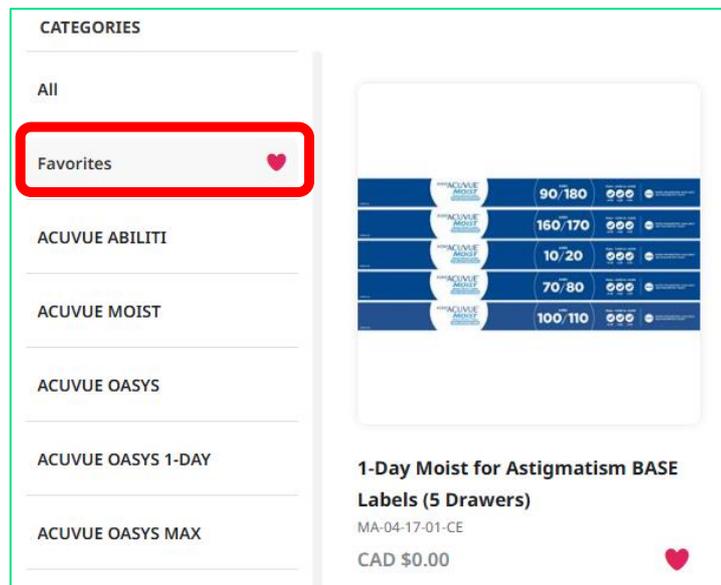
## Favorite Items



If you order a certain item frequently, click the item's **heart** icon. The heart icon will fill in, letting you know that you successfully favorited it.



You can see the list of all your favorite items by clicking **Favorites** in the Category menu.



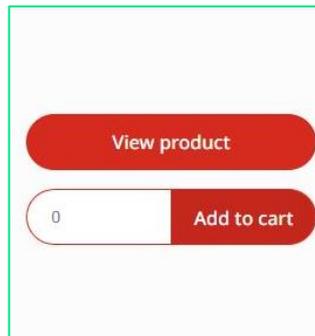
If you want to remove an item from your favorites, click the **heart** icon again.



## Quick Add Items to Cart

To quickly add an item to your shopping cart, hover over the item's image. Enter your desired quantity and click **Add to Cart**.

If you need to look at an item more closely, click **View Product**.



## Item Detail Page

**Johnson&Johnson**  
200 (Roe) Whitehall Drive, Markham, ON L3R 0T5

**Vision**



**2025 Rebate Mailing Packages - EN**  
AS-10-24-04-CE

**Price**  
CAD \$0.00

**Items in Stock**  
45

**Min Quantity**  
1

**Additional Product Information** —

Language English

**Items to Add**  
0 CAD \$0.00

**Add to cart** 

**Overview**

Rebate Mailing Package for First half of 2025  
Package contains:  
Letter  
1 x National rebate pad  
1 x New Wearer rebate pad  
2025 Tech Spec sheet  
Printed PADs (1 pad= 26 rebates)  
Expires June 30th, 2025

When you click into an item, you will see the following information:

- **Item Name**
- **Item Number/SKU**
- **Package Quantity:** The pack size of this item.

- If package quantity is not listed, the item is sold as one individual item, not in a pack of multiple items.
- **Items in Stock:** Quantity of items available.
- **Minimum Quantity:** Smallest orderable quantity of this order.
- **Maximum Quantity:** Largest orderable quantity of this item (if applicable).
- **Overview:** Item description (if available).
- **Additional Product Information (if available):**
  - **Language:** English, French, Bilingual

To add an item to your shopping cart, enter a quantity in the text box under **Items to Add** and click **Add to Cart**.

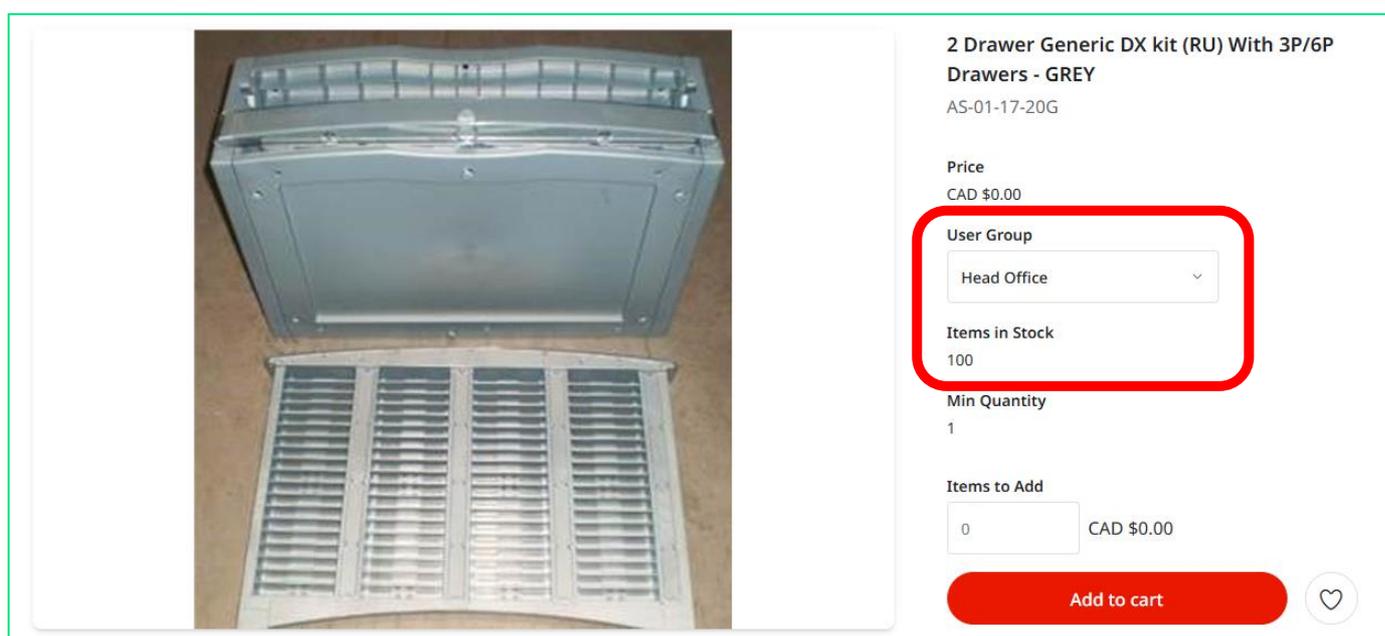
Once you add one item to your shopping cart, the cart icon will appear at the top right of the page, which can be used to begin the checkout process.



## Group Allocated Inventory

Some items have specific quantity allocations for user groups. This is managed by restricting the inventory quantity at the **GROUP** level.

In the example below, the Head Office group has access to a qty of 100 of this item.

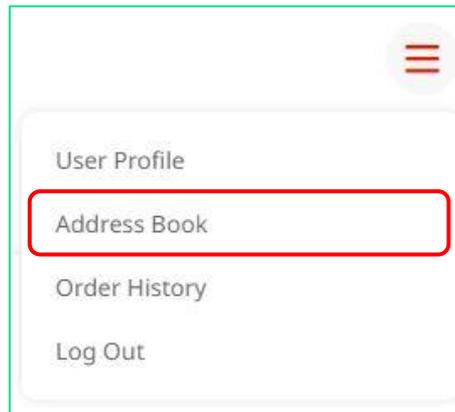


The screenshot displays a product page for a "2 Drawer Generic DX kit (RU) With 3P/6P Drawers - GREY" (AS-01-17-20G). The product image shows a grey metal cabinet with two drawers and a front panel with three vertical slots. The product details on the right include the price (CAD \$0.00), a "User Group" dropdown menu set to "Head Office", and "Items in Stock" of 100. The "Items to Add" section shows a quantity of 0 and a price of CAD \$0.00. A red "Add to cart" button and a heart icon are visible at the bottom right.

## Personal Address Book

You can save frequently used addresses in your personal address book.

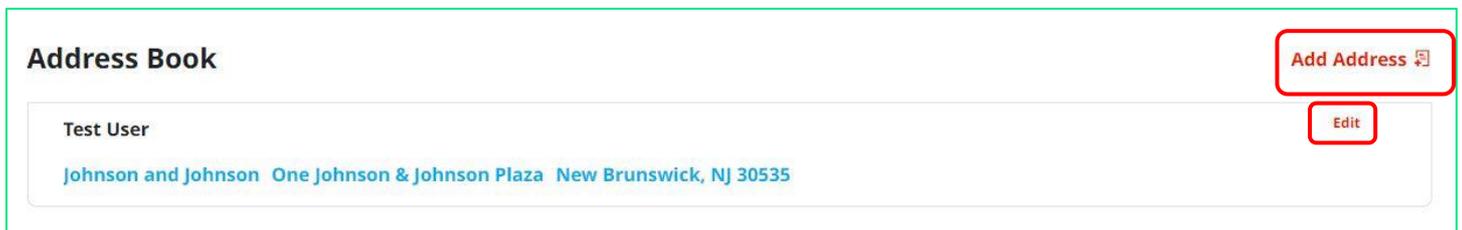
To access your personal address book, navigate to the menu in the upper right corner of the screen and select **Address Book**.



On the Address Book page, you will see every address that is saved to your account.

To add a new address, select **Add Address**.

To edit an existing address, select the **Edit** button on the right side of that address.



Clicking either of these buttons initiates an address pop-up box. Please edit or fill out a new address in this box and select **Save** when complete.

### Add Address

Default Shipping Address

Country	United States
First Name	Test
Last Name	User Two
Company	Johnson and Johnson
Phone	555-555-5555
Address 1	1003 US-202

[Save](#) [Cancel](#)

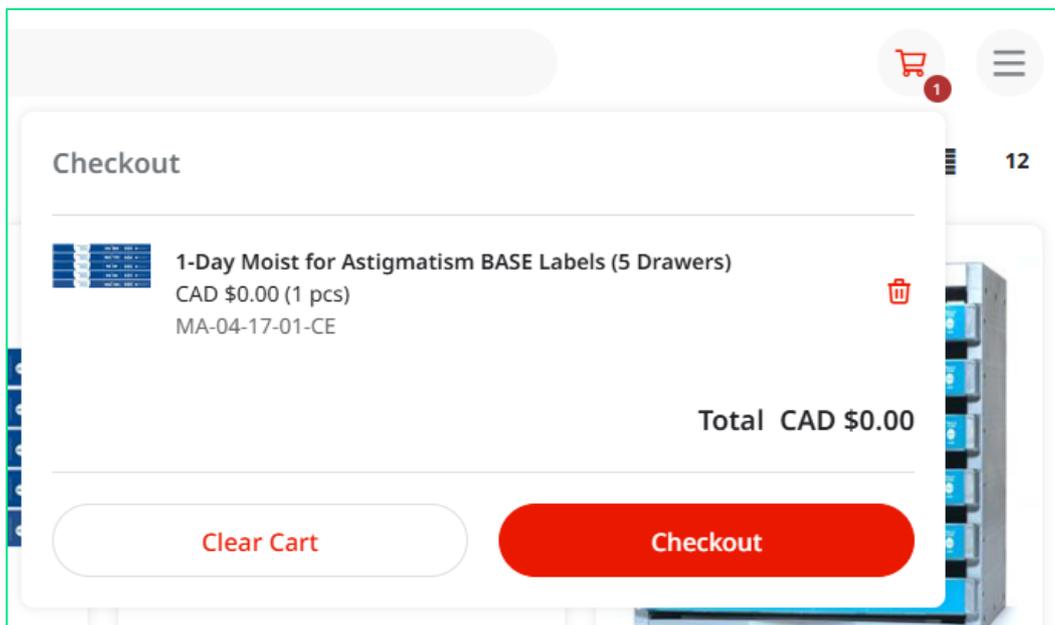
After you save the address, you will see it reflected on the main Address Book page.

Address Book		<a href="#">Add Address</a>
<b>Test User</b>	<a href="#">Edit</a>	
<a href="#">Johnson and Johnson</a> <a href="#">One Johnson &amp; Johnson Plaza</a> <a href="#">New Brunswick, NJ 30535</a>		
<b>Test User Two</b>	<a href="#">Edit</a> <a href="#">×</a>	
<a href="#">Johnson and Johnson</a> <a href="#">1003 US-202</a> <a href="#">Raritan, NJ 08869</a>		

## Placing your Order

### Single Address Shipping

When you have added all necessary items to your shopping cart, hover over the cart icon in the upper right corner of the screen. The icon will turn red, and the cart will expand to show you a preview. Select **Checkout** to start the checkout process.



When the **Shopping Cart** page opens, you will be prompted through five steps:

- Review Items
- Shipping
- Delivery
- Payment
- Checkout

Each of these pages is described below.

## Review Your Cart

On the **Items** page, you can take the following actions:

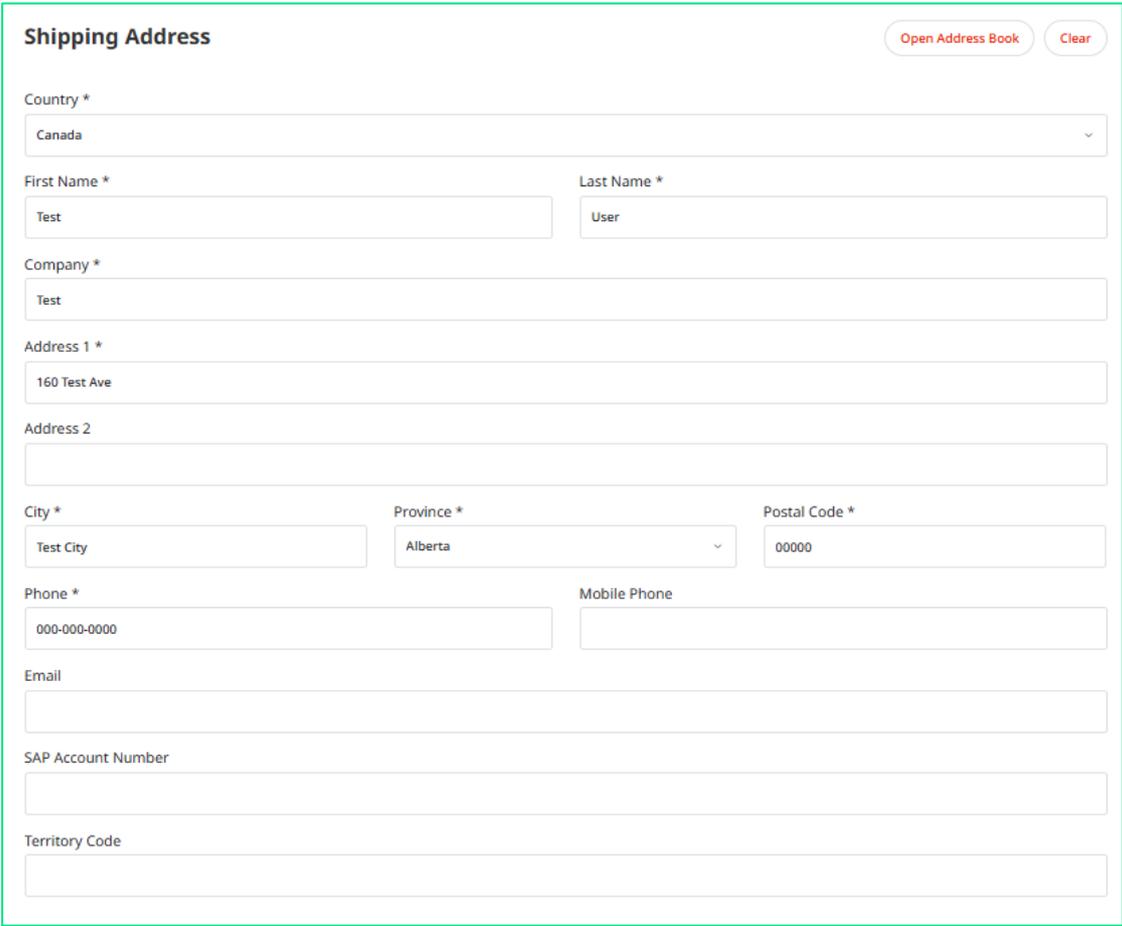
1. Remove all items from your shopping cart by clicking **Clear**.
2. Modify item quantities in the **Quantity** field.
3. Remove individual items by clicking the **X** button on the right side of each item's line.
4. Continue adding items to your cart before checking out by clicking the **Continue Shopping** button.
5. Continue with the checkout process by clicking the **Next** button.

The screenshot shows the Johnson & Johnson Shopping Cart interface. At the top, there is a search bar and a navigation menu. Below the search bar is a progress indicator with four steps: 1. Items (highlighted in red), 2. Shipping, 3. Payment, and 4. Checkout. The main content area is titled "Shopping Cart" and contains a table with the following columns: Item Description, Quantity, Price, and Subtotal. The table lists one item: "1-Day Moist for Astigmatism BASE Labels (5 Drawers)" with a quantity of 1, a price of CAD \$0.00, and a subtotal of CAD \$0.00. There is a red "X" button next to the item's subtotal. Below the table, there is a summary section with "Subtotal" and "TOTAL" both at CAD \$0.00. At the bottom, there are two buttons: "Continue Shopping" and "Next".

Item Description	Quantity	Price	Subtotal
 1-Day Moist for Astigmatism BASE Labels (5 Drawers) SKU MA-04-17-01-CE	1	CAD \$0.00	CAD \$0.00
Subtotal			CAD \$0.00
TOTAL			CAD \$0.00

## Shipping

On the **Shipping** page, your default address will automatically populate in the address fields. You can also edit the address fields and enter an address of your choice.



The screenshot shows a 'Shipping Address' form with the following fields and values:

- Country \***: Canada
- First Name \***: Test
- Last Name \***: User
- Company \***: Test
- Address 1 \***: 160 Test Ave
- Address 2**: (empty)
- City \***: Test City
- Province \***: Alberta
- Postal Code \***: 00000
- Phone \***: 000-000-0000
- Mobile Phone**: (empty)
- Email**: (empty)
- SAP Account Number**: (empty)
- Territory Code**: (empty)

Buttons for 'Open Address Book' and 'Clear' are located in the top right corner of the form.

If you would like to use a pre-loaded address, you can use the **Corporate Address Book** or your **Personal Address Book** to select your shipping address.

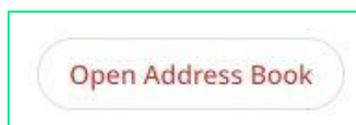
The **Corporate Address Book** contains pre-loaded addresses of Eye Care Professionals.

Your **Personal Address Book** is self-managed via the instructions in [this](#) section of the guide.

You can search and select an address from the Corporate address book as well as add it to your personal address book by following the directions on [page 17](#).

To select an address from the Corporate or Personal Address Book, please follow the directions below:

1. On the Shipping page click the Open Address Book button.



This will open your address books. You can toggle between the Corporate Address Book **AND** your Personal Address Book by clicking on their buttons on the right-hand side of the screen.

## Example of Corporate Address Book:

Search by **Search**

Enter search criteria  
Search across all fields

Country Code

First Name Last Name

Company

Address 1

Address 2

Address 3

Address 4

City State/Province Zip Code

**Corporate Address Book** Personal Address Book

**Test User 13**  
Johnson and Johnson 1 Johnson And Johnson Plaza New Brunswick, New Jersey 08933

**Test User 14**  
Johnson and Johnson 1003 US-202 Raritan, New Jersey 08869

**Test User 2**  
Johnson and Johnson 1003 US-202 Raritan, New Jersey 08869

**Test User 6**  
Johnson and Johnson Route 22 West Building #50 Route 22 West Building, New Jersey 08876

**Test User 7**  
Johnson and Johnson 1 Johnson And Johnson Plaza New Brunswick, New Jersey 08933

**Test User 5**  
Johnson and Johnson 8 Clarke Dr #1 East Windsor, New Jersey 08512

**Test User 12**  
Johnson and Johnson Route 22 West Building Route 22 West Building, New Jersey 08876

**Test User 3**  
Johnson and Johnson 425 NJ-18 Piscataway, New Jersey 08854

**Test User 10**  
Johnson and Johnson 1125 Bear Tavern Rd Titusville, New Jersey 08560

**Test User 11**  
Johnson and Johnson 8 Clarke Dr East Windsor, New Jersey 08512

**Test User 1**  
Johnson and Johnson 1 Johnson And Johnson Plaza New Brunswick, New Jersey 08933

**Test User 4**  
Johnson and Johnson 1125 Bear Tavern Rd Titusville, New Jersey 08560

Previous 1 2 Next

Go to Page Go

OK Cancel

## Example of Personal Address Book:

Search by **Search**

Country Code

First Name Last Name

Company

**Corporate Address Book** **Personal Address Book**

**Test User**  
Johnson and Johnson One Johnson & Johnson Plaza New Brunswick, NJ 08933 0000001

**Test User Two**  
Johnson and Johnson 1003 US-202 Raritan, NJ 08869

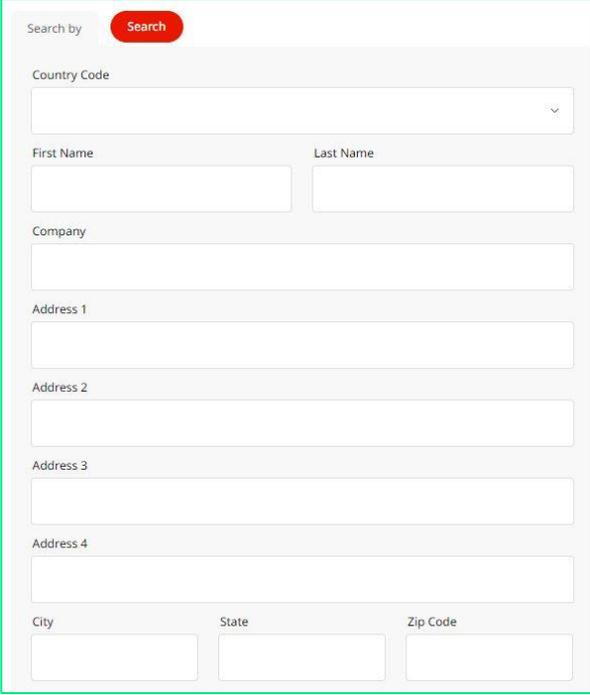
OK Cancel

On the right-hand side of the Address Book, you'll see the following icons:

	<b>Cancel:</b> Closes the Address Book.
	<b>Refresh:</b> Refreshes the addresses displayed in the Address Book.
	<b>Grid:</b> Displays the addresses in a grid format.
	<b>List:</b> Displays the addresses in a list format.
	<b>Ok:</b> Selects the highlighted address.
	<b>Copy:</b> Copy to Personal Address Book. Select an address, click this icon, and press okay.
	<b>Filter:</b> Filter results based on key words.
	<b>Results Displayed:</b> Selects the number of results displayed on the page (6, 12, or 24).

- To find an address, you can search with any of the fields on the left-hand side of the screen. Once you have filled out your search field, press the red **Search** button:

If you want to clear your search, please delete the information from the search field and select the **Search** button again. This will re-populate the full address book.



**OR** you can scroll through the address book using the next button beneath the list of addresses:

This screenshot shows a selection screen with four test user cards arranged in a 2x2 grid. Each card contains a user name and a full address. Below the cards are navigation controls: 'Previous' and 'Next' buttons, a page indicator showing '1' and '2', and a 'Go to Page' field with a 'Go' button.

<b>Test User 7</b> Johnson and Johnson 1 Johnson And Johnson Plaza New Brunswick, New Jersey 08933	<b>Test User 1</b> Johnson and Johnson 1 Johnson And Johnson Plaza New Brunswick, New Jersey 08933
<b>Test User 5</b> Johnson and Johnson 8 Clarke Dr #1 East Windsor, New Jersey 08512	<b>Test User 4</b> Johnson and Johnson 1125 Bear Tavern Rd Titusville, New Jersey 08560

Previous 1 2 Next  
Go to Page Go

This screenshot shows the same selection screen as above, but with the 'Test User 5' card highlighted in red. The 'Next' button is now highlighted in red, and a blue 'Ok' button has appeared below the navigation controls. The 'Go to Page' field and 'Go' button are still present.

<b>Test User 5</b> Johnson and Johnson 8 Clarke Dr #1 East Windsor, New Jersey 08512	<b>Test User 4</b> Johnson and Johnson 1125 Bear Tavern Rd Titusville, New Jersey 08560
---	--

Previous 1 2 Next  
Go to Page Go  
Ok Cancel

3. One you have found the correct address, click on it to select it, and press the blue **Ok** button to move to the next screen.

The address will populate into the Shipping Address field. Click **Next** to proceed to the Delivery page.

## Delivery

On the **Delivery** page, you have the option to choose the shipping method for your order:

- FedEx Ground
- FedEx Standard Overnight

### Please Note:

- Standard Shipping for orders is FedEx Ground. If an order is under 5lbs, cost saving measures will be implemented, and the order will ship Canada Post.
- If FedEx Ground / Canada Post will not meet the needed delivery time, users may select FedEx Standard Overnight delivery.

The screenshot shows a checkout progress bar at the top with five steps: Items (checked), Shipping (checked), Delivery (active, highlighted with a red circle and number 3), Payment (4), and Checkout (5). Below the progress bar, the page is titled "Choose Delivery Method". On the left, under "Test User", the address is: Test Company, 123 Test Avenue, Toronto, ON, 00000, Canada, 000-000-0000. On the right, there are two radio button options for FedEx: "FedEx Ground" and "FedEx Standard Overnight". Below these options is a summary table:

Subtotal	CAD \$0.00
<b>TOTAL</b>	<b>CAD \$0.00</b>

At the bottom left is a "Continue Shopping" button, and at the bottom right are "Back" and "Next" buttons.

After you select your shipping method click **Next** to proceed to the Payment page.

## Payment

Johnson and Johnson does not charge for the use of these items. This is a pass-through page.

The screenshot shows the "Payment" step of the checkout process. The progress bar at the top has "Items" (checked), "Shipping" (checked), "Payment" (active, highlighted with a red circle and number 3), and "Checkout" (4). The main content area features a large grey box on the left with the text "No Cost" and a large white box on the right with the text "Payment Method is not required. Press next to continue." Below this is a summary table:

Subtotal	USD \$0.00
<b>TOTAL</b>	<b>USD \$0.00</b>

At the bottom left is a "Continue Shopping" button, and at the bottom right are "Back" and "Next" buttons.

Please click **Next** to proceed to the **Checkout Confirmation** screen.

## Review and Complete Your Order

On the next page, please review your order.

Once reviewed, please click the **Checkout** button which will route your order for processing.

The checkout page features a progress bar at the top with four steps: Items (checked), Shipping (checked), Payment (checked), and Checkout (active, indicated by a red circle with the number 4). Below the progress bar, the page is divided into two main sections: Shipping Address and Payment Information.

**Shipping Address:** Test User One, Test Company, 123 Test Avenue, Toronto, ON, 00000. A 'Change' link is provided below the address.

**Payment Information:** No Cost. A 'Change' link is provided below the payment info.

**Item Table:**

Item Description	Quantity	Price	Subtotal
 1-Day Moist for Astigmatism BASE Labels (5 Drawers) SKU MA-04-17-01-CE	1	CAD \$0.00	CAD \$0.00

A 'Change' link is located below the item table. At the bottom right, a summary box shows: Subtotal CAD \$0.00, TOTAL CAD \$0.00. Navigation buttons include 'Continue Shopping', 'Back', and 'Checkout'.

After you click **Checkout**, an Order Confirmation page will appear with the option to print on the bottom right corner.

You will also receive an email copy of your order confirmation.

The Order Confirmation page displays the following information:

**Order confirmation**  
4/22/2024

**Order #** PO4745470232

**Details:** IN PROGRESS

**Ordered by:** Test User, testuserj0506@gmail.com

**Shipping Address:** Test User, Johnson and Johnson, One Johnson & Johnson Plaza, New Brunswick, NJ 08933, United States, 3053516090, 0000001

**Item Table:**

Item	Line Item Status	Quantity	Price	Sub
Darzalex RN Roundtable Moderator Guide CP-168729V3	In Progress	2	USD \$0.00	USD \$0.00

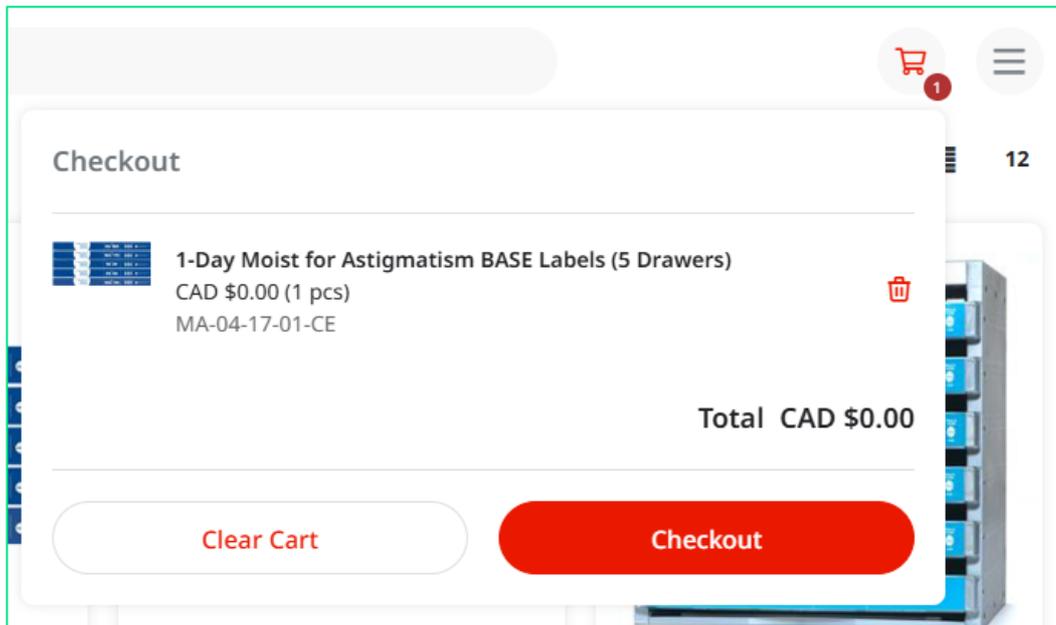
**Payment Information:** No Cost

**TOTAL:** USD \$0.00

Navigation buttons include 'Continue Shopping' and a print icon.

## Multiple Address Shipping

When you have added all the necessary items to your shopping cart, hover over the cart icon in the upper right corner of the screen. The icon will turn red, and the cart will expand to show you a preview. Select **Checkout** to start the checkout process.



When the **Shopping Cart** page opens, you will be prompted through four steps:

- Review Items
- Shipping
- Payment
- Checkout

Each of these pages is described below.

## Review Your Cart

On the **Items** page, you can take the following actions:

1. Remove all items from your shopping cart by clicking **Clear**.
2. Modify item quantities in the **Quantity** field.
3. Remove individual items by clicking the **X** button on the right side of each item's line.
4. Continue adding items to your cart before checking out by clicking the **Continue Shopping** button.

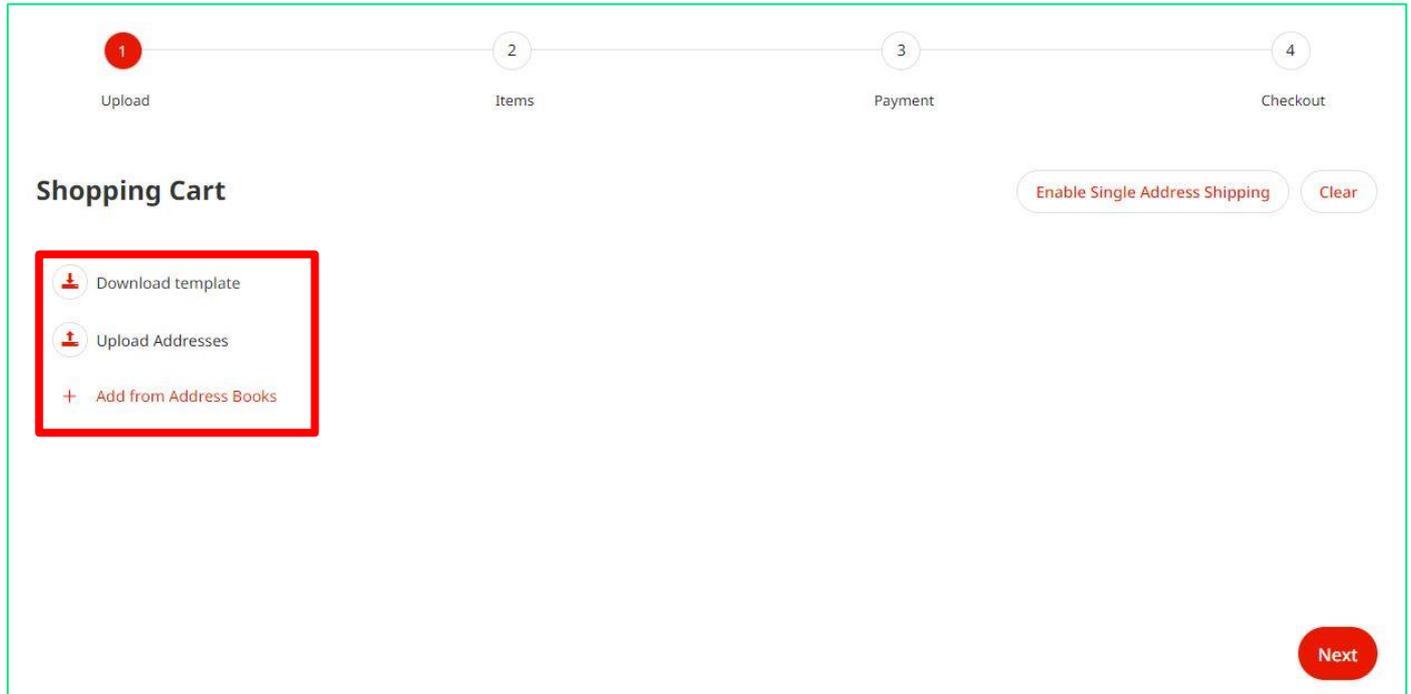
To ship items to more than one location, please click the **Multiple Address Shipping** button in the shopping cart.

The screenshot shows the Johnson & Johnson shopping cart interface. At the top, there is a search bar and a progress indicator with four steps: 1. Items (highlighted with a red circle), 2. Shipping, 3. Payment, and 4. Checkout. Below the progress indicator, the title "Shopping Cart" is displayed. To the right of the title, there is a red-bordered button labeled "Enable Multiple Address Shipping" and a "Clear" button. The cart items are listed in a table with columns for Item Description, Quantity, Price, and Subtotal. The first item is "1-Day Moist for Astigmatism BASE Labels (5 Drawers)" with a quantity of 1, a price of CAD \$0.00, and a subtotal of CAD \$0.00. A red "X" button is next to the item. At the bottom right, there is a summary box showing "Subtotal" and "TOTAL" both as CAD \$0.00. At the bottom left, there is a "Continue Shopping" button, and at the bottom right, there is a red "Next" button.

Item Description	Quantity	Price	Subtotal
 1-Day Moist for Astigmatism BASE Labels (5 Drawers) SKU MA-04-17-01-CE	1	CAD \$0.00	CAD \$0.00
Subtotal			CAD \$0.00
TOTAL			CAD \$0.00

On the next page you have two options:

1. Click the **Download template** button. You will fill out this template with the address information for where you are shipping these items. Once you have filled out the template, close the excel sheet and upload it using the **Upload Addresses** button.



2. Click **+ Add from Address Books**.

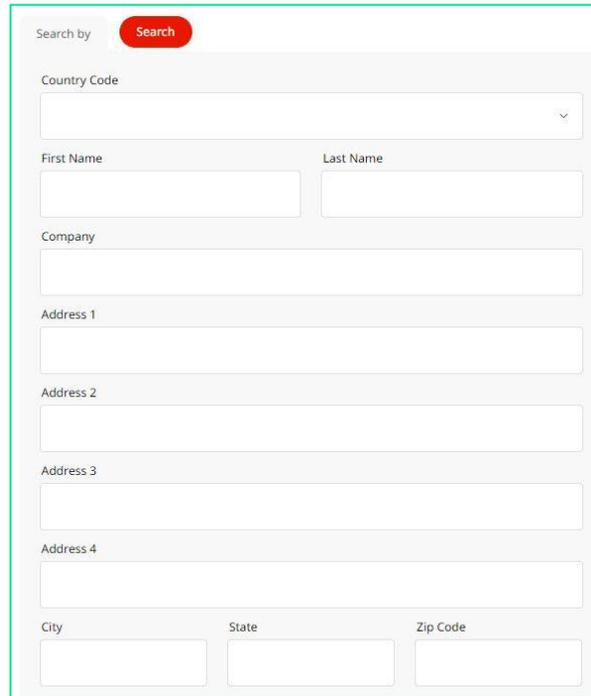
This will open the Corporate Address Book AND your Personal Address Book. You can toggle between them on this screen.

The screenshot shows the 'Address Book' interface. On the left, there is a search section with a 'Search by' dropdown and a red 'Search' button. Below this are several input fields: 'Enter search criteria' (with a sub-field 'Search across all fields'), 'Country Code' (with a dropdown arrow), 'First Name', 'Last Name', 'Company', 'Address 1', 'Address 2', 'Address 3', 'Address 4', 'City', 'State/Province', and 'Zip Code'. On the right, there are two tabs: 'Corporate Address Book' (selected) and 'Personal Address Book'. Below the tabs is a grid of address cards for 'Test User 1' through 'Test User 14'. At the bottom right, there are navigation controls: 'Previous', '1', '2', 'Next', 'Go to Page', 'Go', 'Ok', and 'Cancel'. A vertical toolbar on the far right contains icons for cancel, refresh, grid, list, ok, copy, filter, and a results displayed indicator showing '12'.

On the right-hand side of the Address Book, you'll see the following icons:

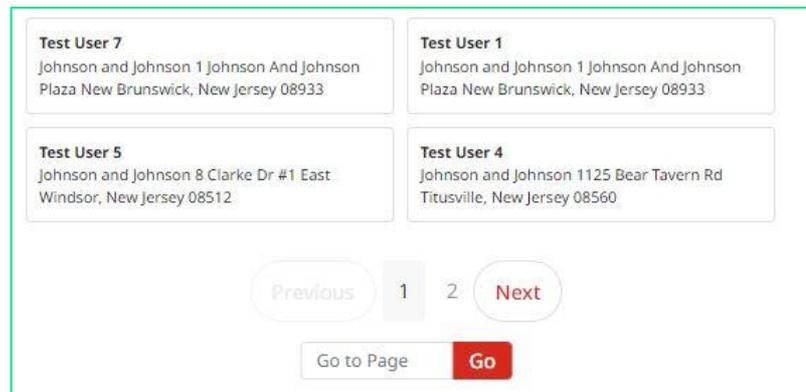
	<b>Cancel:</b> Closes the Address Book.
	<b>Refresh:</b> Refreshes the addresses displayed in the Address Book.
	<b>Grid:</b> Displays the addresses in a grid format.
	<b>List:</b> Displays the addresses in a list format.
	<b>Ok:</b> Selects the highlighted address.
	<b>Copy:</b> Copy to Personal Address Book.
	<b>Filter:</b> filter results based on key words.
	<b>Results Displayed:</b> Selects the number of results displayed on the page (6, 12, or 24).

To find an address, you can search with any of the fields on the left-hand side of the screen. Once you have filled out your search field, press the red **Search** button:



A search form for an address book. At the top, there is a 'Search by' label and a red 'Search' button. Below this is a 'Country Code' dropdown menu. The form is divided into two columns: 'First Name' and 'Last Name', each with a text input field. Below these is a 'Company' text input field. The address section consists of four stacked text input fields labeled 'Address 1', 'Address 2', 'Address 3', and 'Address 4'. At the bottom, there are three text input fields for 'City', 'State', and 'Zip Code'.

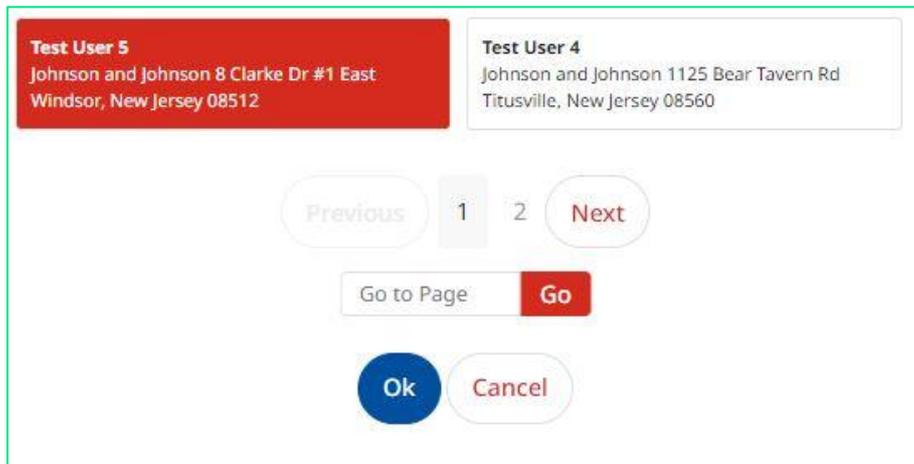
**OR** you can scroll through the address book using the **Next** button or **Go To Page** function beneath the list of addresses:



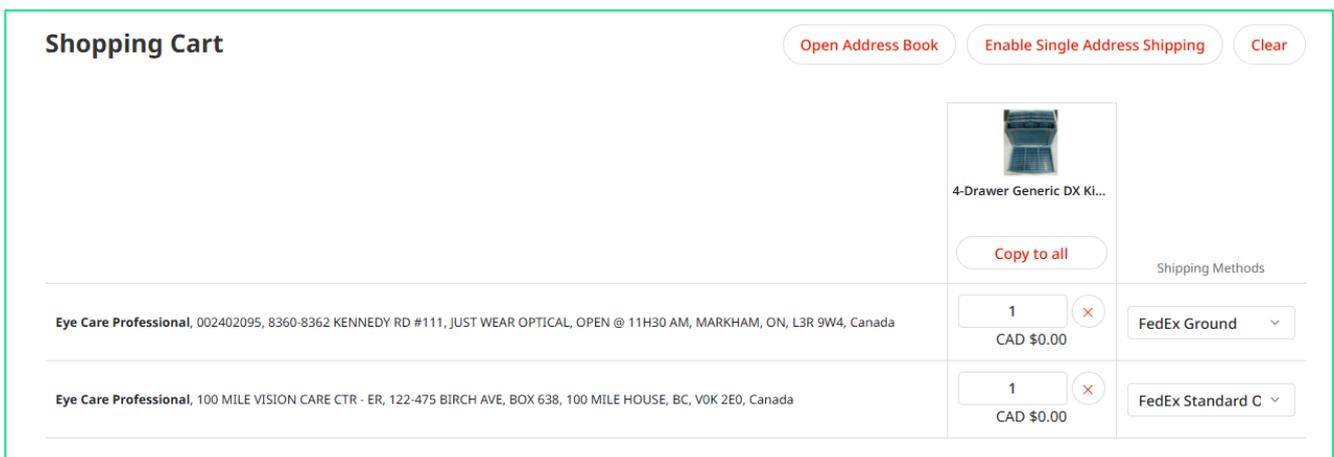
A list of four test user addresses displayed in a grid. Each entry includes a user name and a full address. Below the list are navigation controls: a 'Previous' button, a page indicator showing '1' and '2' (with '1' selected), a 'Next' button, and a 'Go to Page' input field with a red 'Go' button.

<b>Test User 7</b> Johnson and Johnson 1 Johnson And Johnson Plaza New Brunswick, New Jersey 08933	<b>Test User 1</b> Johnson and Johnson 1 Johnson And Johnson Plaza New Brunswick, New Jersey 08933
<b>Test User 5</b> Johnson and Johnson 8 Clarke Dr #1 East Windsor, New Jersey 08512	<b>Test User 4</b> Johnson and Johnson 1125 Bear Tavern Rd Titusville, New Jersey 08560

Once you have found the correct address, click on it to select it, and press the blue **Ok** button to move to the next screen.



After the file is uploaded **or** you select your addresses from your address books, you will see a grid. Your addresses will be listed on the left-hand side and the items will be running across the top.



### Actions you can take on this page:

1. Modify the item quantities for each address by using the free text quantity fields under each item.
2. Press the **X** button next to a quantity to remove that item from that specific address.
3. Press the **Copy to All** button to copy the first quantity listed for an item to all addresses.
4. Select the Delivery Method for each order: FedEx Ground **or** FedEx Standard Overnight.

### Please Note:

- Standard Shipping for orders is FedEx Ground. If an order is under 5lbs, cost saving measures will be implemented, and the order will ship Canada Post.
- If FedEx Ground / Canada Post will not meet the needed delivery time, users may select FedEx Standard Overnight delivery.

Press the **Next** button to move to the **Payment** page.

## Payment

Johnson and Johnson does not charge for the use of these items. This is a pass-through page.

The screenshot shows a checkout progress bar with four steps: Items (checked), Shipping (checked), Payment (active, highlighted in red), and Checkout (4). Below the progress bar, a grey box on the left contains the text "No Cost". To its right, a larger white box contains the text "Payment Method is not required. Press next to continue." At the bottom right, a summary box shows "Subtotal USD \$0.00" and "TOTAL USD \$0.00". At the bottom left is a "Continue Shopping" button, and at the bottom right are "Back" and "Next" buttons.

Please click **Next** to proceed to the **Checkout Confirmation** screen.

## Review and Complete Your Order

On the next page, please review your order.

Once reviewed, please click the **Checkout** button which will route your order for processing.

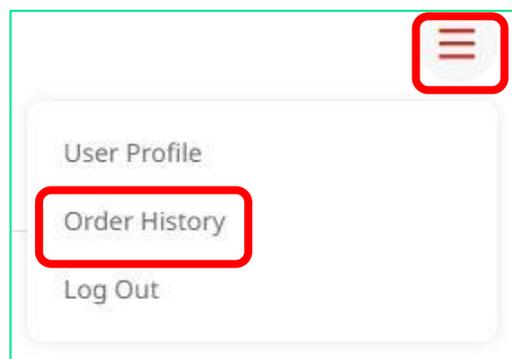
The screenshot shows a checkout progress bar with four steps: Upload (checked), Items (checked), Payment (checked), and Checkout (active, highlighted in red). Below the progress bar, the heading "Shopping Cart" is displayed. The cart contains two items, both with a quantity of 1. The first item is "Eye Care Professional, #3 LANGLEY EYE CLINIC, #310A-19705 FRASER HWY, LANGLEY, BC, V3A 7E9, Canada". The second item is "Eye Care Professional, 002557007 ONTARIO INC, Y007-1 PROMENADE CIR UNIT B, THORNHILL, ON, L4J 4P8, Canada". A small thumbnail of a product box is visible in the top right corner of the cart area. At the bottom right, a summary box shows "Subtotal CAD \$0.00" and "TOTAL CAD \$0.00". At the bottom left is a "Back" button, and at the bottom right is a "Checkout" button.

After you click **Checkout**, you will be directed back to the main catalog page.

You will receive an email copy of your Order Confirmation and you can check your order on the site by navigating to your Order History (please see section below).

## View and Copy Previous Orders

To access a list of all orders you have placed, hover over the top right menu icon and select **Order History**.



This screen will show all of your personal order history. You can filter and search through your orders by **Date**, **Order Status**, **Order Number**, **Product Name**, and what **Email Address** placed the order.

### Date Range

### Order Status

- In Progress
- Partially Shipped
- Completed
- Invoiced
- Canceled

### Order Number

### Product name

### Description

### Ordered by

## Order History

6

Order Number	Order Date	Order Total	Order Status	
#PO4745757474	4/22/2024	USD \$0.00	IN PROGRESS	1
#PO4745731849	4/22/2024	USD \$0.00	IN PROGRESS	1
#PO4745470232	4/22/2024	USD \$0.00	IN PROGRESS	1

Click on a PO Order Number or scroll to the right and click the View Details button to bring up that order's details.

Within an order's details, you can do a few things:

**Order confirmation**  
4/22/2024

Order #**PO4745470232**

**Details**  
IN PROGRESS

**Ordered by**  
Test User  
testuserj0506@gmail.com

**Shipping Address**  
Test User  
Johnson and Johnson  
One Johnson & Johnson Plaza  
New Brunswick, NJ 08933  
United States  
3053516090  
0000001

Item	Line Item Status	Quantity	Price	Sub
Darzalax RN Roundtable Moderator Guide CP-168729V3	In Progress	2	USD \$0.00	<b>USD \$0.00</b>

**Payment Information**  
: No Cost

**TOTAL** USD \$0.00

Print Shopping Cart

- 1. Copy the Order:** Click the **Shopping Cart** button on the lower right-hand side to add these items to your cart and copy this previous order.
- 2. Print:** Click the Printer button, you can print your order details.
- 3. View Tracking:** For orders that have **shipped**, a tracking link will appear in your order history.

## Contact Support

Please email [JJVOrderingCanada@HHGlobal.com](mailto:JJVOrderingCanada@HHGlobal.com) for order inquiries or site assistance.