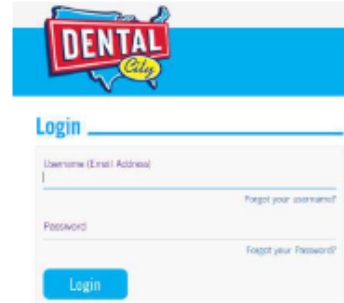


Supply Ordering

Go to Dentalcity.com

Enter login information



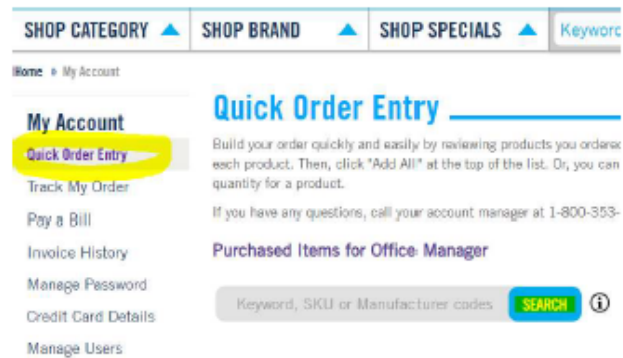
The login form features the Dental City logo at the top. Below it, there are two input fields: 'Username (Email Address)' and 'Password'. To the right of each field is a link that says 'Forgot your username?' and 'Forgot your Password?'. At the bottom of the form is a blue 'Login' button.

Go to My account (on the upper right)

HELLO, SIGN OUT / MY ACCOUNT

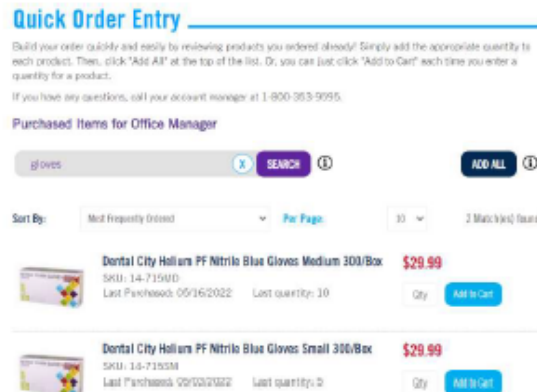
Select Quick Order Entry On the next screen.

*Each office will have a monthly budget to adhere to. Budgets will be sent out monthly.



The 'My Account' page has a sidebar on the left with links: 'My Account', 'Quick Order Entry' (highlighted with a yellow circle), 'Track My Order', 'Pay a Bill', 'Invoice History', 'Manage Password', 'Credit Card Details', and 'Manage Users'. The main content area is titled 'Quick Order Entry' and includes instructions on how to build an order. Below this is a section for 'Purchased Items for Office Manager' with a search bar and a 'SEARCH' button.

Quick Order Entry is a list of items that are frequently ordered by the office. For items that are needed, you can search the “Quick Order list” and add them to the cart. If they don’t appear in the “Quick Order list”, you can refer to the search bar in the upper right.



The 'Quick Order Entry' page shows a search bar with the word 'gloves' entered. Below the search bar, there are two product listings for 'Dental City Hollum PF Nitrile Blue Gloves'. Each listing shows the SKU, last purchase date, last quantity, and price (\$29.99). There is an 'Add to Cart' button for each item. At the top right, there is an 'ADD ALL' button.



PREMIERE
DENTAL

Supply Ordering

There are also specials that can be viewed on the top right of the screen for items that are on sale that month. Select Shop specials, select show all, and then the items on sale will be listed and you can choose which items you'd like to add if any.

SHOP SPECIALS ▲

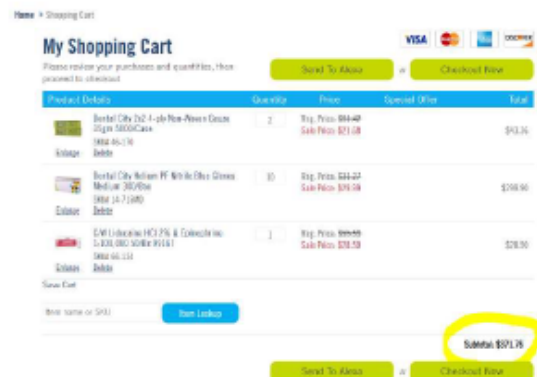
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Once all items are added to the cart, you will see a subtotal at the bottom of the screen. This total should be within the budget set for the office that month.

When your order is ready, **do not checkout**. Send an email so the list can be reviewed before being processed with the title including your office name, supply order, and the month you are ordering.

(Ex: Northeast Supply Order June)



Abington, PA

Philadelphia, PA

West Deptford, NJ

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