



## Medline.com User QuickStart Guide

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## Medline.com User QuickStart Guide

### My Account Home Page:

Many tools are available on the My Account Home Page which is depicted below.

The screenshot shows the My Account Home Page with several sections and callouts:

- My Orders:** View Current Cart, Create New Order, Search Orders, Search Backordered Items, Search Invoices/Credits, Search Returns, Create Return, Shopping Lists (Templates), Search Item History, Upload Orders.
- My User Preferences:** My Profile, Change Password, Manage Drop Ships, Manage Payment.
- Other Tools:** Cross Reference Search, View GL/Category Codes, Customer Item Numbers, Flu Pre-booking, Help & Tutorials, What's New in Medline.com, Combine Un-Submitted Orders, Download Formulary Items.
- Top Sellers:** Aloetouch Personal Cleansing Wipes, FitRight Extra Briefs, FitRight Extra Briefs.
- Un-submitted Orders:** No un-submitted orders found.
- Orders Pending Shipment:** Table with columns: Order #, Order Date, PO Number, Total, Order Status.
- Fully Shipped Orders:** Table with columns: Order #, Order Date, PO Number, Total, Order Status.
- Quick Order:** Table with columns: Item #, Qty.
- Dedicated Service Rep:** JAMIE CLANCY EXT 6368767, 855-294-9618, JCLANCY@MEDLINE.COM.
- Sales Rep:** PAUL ARENA, 732-551-4711, PARENA@medline.com.

Callouts explain the following features:

- Order/Invoice history backordered items status report along with the Shopping List tool.
- Manage your user profile, such as changing your password or also managing your payment type if applicable.
- Review order history from 3 different statuses.
- Quickly enter a new order on the My Account Home Page.
- Sales Rep Contact Information.

Recent orders will be placed in 1 of 3 different statuses:

**Un-submitted Orders:** Orders waiting to be submitted by user. Medline will not begin to process an order until it is fully submitted by the user. User may also combine multiple Un-submitted orders into 1 larger order.

**Orders Pending Shipment:** Any order in the process of being filled by Medline. It is important to note that an order status of "Back order" indicates at least one item is on back order. All items that were able to be filled were and are being shipped to you.

**Fully Shipped Orders:** When all items in an order have been shipped to you, the order status will be changed to Fully Shipped. Order tracking will be available within order details.



## Medline.com User QuickStart Guide

### Shopping Lists:

Shopping Lists are saved lists that help you consolidate all of the items you purchase frequently and store them in a central location. When logged into Medline.com, you can simply use your shopping list to quickly add all of these common items to your cart decreasing the amount of time spent placing orders.

From the My Account Home Page, click on "Shopping Lists" on the left-side toolbar.

The screenshot shows the 'My Account' page. On the left sidebar, 'Shopping Lists (Templates)' is highlighted with a red box. The main content area shows 'Top Sellers' with three products: Aloetouch Personal Cleansing Wipes, FitRight Extra Briefs (SKU: FITEXTRALG), and another FitRight Extra Brief (SKU: FITEXTRALG). On the right, there is a 'Welcome, AMY RIVERA' section with contact information for a dedicated service rep and a sales rep, and a 'Quick Order' table.

This is where you can begin to create Shopping Lists and also where they will be listed once created.

The screenshot shows the 'Shopping Lists' page. It features a search bar with a dropdown menu set to 'in Shopping List Name'. Below the search bar are 'Search' and 'Reset' buttons. To the right is an 'Advanced Tool' section with instructions on how to create new shopping lists by uploading a file, and links for 'Download Sample Shopping List File' and 'Upload New Shopping List'. A green 'Create New Shopping List' button is located below the advanced tool. At the bottom, there is a table listing existing shopping lists.

Shopping List Name	Creation Date	Last Accessed	Last Updated	Creator	Locked for Edit	# Lines	Delete
DEMO LIST	02/21/2017	04/24/2018	04/24/2018	JOHN SUPERVISOR		41	
FORMULARY LIST	04/04/2016	03/15/2018	03/15/2018	LARRY FORMUE		16	



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### Creating a Shopping List

To create a shopping list, click the [Create New Shopping List](#) button on the right hand side.

First, enter a List name. This will be helpful for identifying your list or products within a shopping list in the future.

Secondly, if you know the Medline Item Numbers of the products you will be purchasing frequently, you can enter them directly into the open fields.

#### New Shopping List [Help for this page](#)

Shopping List Name:  [Save and Close](#) [Cancel](#)


Enter New Category:  [Add](#)

Expand All || Collapse All [Update](#)

Order	Product	Qty	Unit	Product Description	Availability	C	Price
10	<input type="text" value="MSC263754"/>	<input type="text"/>		WIPE, ALOETOUCH, SCENTED, 68/PK	<input checked="" type="checkbox"/> In Stock <a href="#">More info</a>	<input checked="" type="checkbox"/>	\$31.80
20	<input type="text"/>	<input type="text"/>					

If you need to search for items to enter into your shopping list, follow the “Searching the catalog” instructions or click [here](#).

When you find the item you are looking for, simply add by clicking “Add to List”



### Woven Non-Sterile Gauze Sponges

GAUZE, SPONGE, 2"X2", 8PLY, NS, LF, 200/PK

- These cotton sponges are ideal for applications where sterile gauze is not required
- Our strictly controlled manufacturing process assures clean, debris-free packing with folded edges to prevent unraveling
- Non-sterile

Packaging: 200 Each / 1 Bag / Pack  
Manuf / Supplier: Medline  
Manuf / Supplier #: NON25208  
Focus 600: Yes

Price \$3.20 / Pack  
SKU NON25208H

Qty:  [Add to Order](#)

[Add to List](#) to make reordering quicker.



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Select the Shopping List name to which you want to add the item to.



You will receive a popup notification letting you know that the item has been added to your list.

You can also add multiple items from the same product family at once by clicking the checkbox to the right of the item(s) and then clicking on "Add to List".

### Avant Gauze Sterile Drain Sponge



- This sponge features an extra fenestration which allows it to lay flat when wrapped around a drainage tube
- Without it, the sponge will pucker, decreasing effectiveness by allowing fluids to pool around the drain tube
- Each 6-ply sterile rayon/polyester sponge is highly absorbent, low-linting and fast wicking to wound beds
- Drain not included

Click to enlarge. To view full image, [click here](#)

ORDERING INFORMATION | LITERATURE | SPECIFICATIONS | SDS

ORDERING INFORMATION 3 items selected [Add to List](#) to make reordering quicker or [Add to Order](#)

Material	Description	Formulary	Availability	Packaging	QTY	Price	Contract Price	<input type="checkbox"/>
NON256000	GAUZE, SPONGE, DRAIN, 4"X4",6PLY, STRL, 2'S		In Stock <a href="#">More Info</a>	600/CS	<input type="checkbox"/>	\$42.33		<input checked="" type="checkbox"/>
NON256000H	GAUZE, SPONGE, DRAIN, 4"X4",6PLY, STRL, 2'S		In Stock <a href="#">More Info</a>	50/BX	<input type="checkbox"/>	\$4.50		<input type="checkbox"/>
NON256000HH	GAUZE, SPONGE, DRAIN, 4"X4",6PLY, STRL, 2'S		In Stock <a href="#">More Info</a>	2/PK	<input type="checkbox"/>	\$0.63		<input checked="" type="checkbox"/>
NON256001	GAUZE, SPONGE, IV, 2"X2", 6PLY, ST, 2'S		In Stock <a href="#">More Info</a>	1400/CS	<input type="checkbox"/>	\$53.17		<input type="checkbox"/>
NON256001H	SPONGE, DRAIN, NW, IV, 2"X2",STRL		In Stock <a href="#">More Info</a>	2/PK	<input type="checkbox"/>	\$0.65		<input checked="" type="checkbox"/>
NON256001Z	GAUZE, SPONGE, IV, 2"X2", 6PLY, ST, 2'S		In Stock <a href="#">More Info</a>	70/BX	<input type="checkbox"/>	\$3.21		<input type="checkbox"/>



## Medline.com User QuickStart Guide

### Editing a Shopping List

From the Shopping List page, click on the List name which you wish to edit:

#### Shopping Lists

[? Help for this page](#)

Search:  in Shopping List Name ▼

#### Advanced Tool

You can create new shopping lists by uploading a formatted file. View format specifications in the [Upload Shopping List Format Guide](#)

[Download Sample Shopping List File](#)

[Upload New Shopping List](#)

Shopping List Name	Creation Date	Last Accessed	Last Updated	Creator	Locked for Edit	# Lines	Delete
MEDLINE ORDER GUIDE	04/27/2018	04/27/2018	04/27/2018	MIKE CZERWINSKI (ADMIN)		6	<input type="button" value="X"/>

When the list is displayed, select the  button and the Edit List screen will appear.

#### Edit List

[? Help for this page](#)

Shopping List Name:

Enter New Category:

[Expand All](#) || [Collapse All](#)

Order	Product	Qty	Unit	Product Description	Availability	C	Price
10	MSC3222H	<input type="text"/>	1 EA	GAUZE, BORDERED, 2" X 2"(1" X 1"PAD)STRL	<input checked="" type="checkbox"/> In Stock <a href="#">More Info</a>		\$2.25 <input type="text"/>
20	MSC32410H	<input type="text"/>	1 EA	GAUZE, BORDER, 4"X10",(2X8"PAD),STERILE	<input checked="" type="checkbox"/> In Stock <a href="#">More Info</a>		\$2.66 <input type="text"/>
30	MSC32414H	<input type="text"/>	1 EA	GAUZE, BORDER, 4"X14",(2X12"PAD),STERILE	<input checked="" type="checkbox"/> In Stock <a href="#">More Info</a>		\$3.50 <input type="text"/>
40	OAT6800H	<input type="text"/>	250/BX	GLOVE, NITRILE, RESTORE OATMEAL, XS	<input checked="" type="checkbox"/> In Stock <a href="#">More Info</a>		\$21.40 <input type="text"/>
50	OAT6801H	<input type="text"/>	250/BX	GLOVE, NITRILE, RESTORE OATMEAL, S	<input checked="" type="checkbox"/> In Stock <a href="#">More Info</a>		\$21.40 <input type="text"/>
60	OAT6802H	<input type="text"/>	250/BX	GLOVE, NITRILE, RESTORE OATMEAL, M	<input checked="" type="checkbox"/> In Stock <a href="#">More Info</a>		\$21.40 <input type="text"/>



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From the Edit Template Screen, you can:

- Add or remove items from the list
- Change or add purchase quantities from the list
- Change List name
- Delete List
- Copy items from list to another shopping list
- Add item categories
- Change item description

Item categories can be added to shopping lists to organize and easily locate items within larger lists. When categories are created, users are able to expand or collapse all categories to quickly see all categories in a large list. To add a category, enter a Category Name and click "Add"

### Edit List Help for this page

Shopping List Name:  Save and Close Cancel Delete List

Enter New Category:  Add

[Expand All](#) || [Collapse All](#) Update

Order	Product	Qty	Unit	Product Description	Availability	C	Price
10	MSC3222H	<input type="text"/>	1 EA	GAUZE, BORDERED, 2" X 2"(1" X 1"PAD)STRL	<input checked="" type="checkbox"/> In Stock. <a href="#">More Info</a>		\$2.25 <input type="text"/>
20	MSC32410H	<input type="text"/>	1 EA	GAUZE, BORDER, 4"X10",(2X8"PAD),STERILE	<input checked="" type="checkbox"/> In Stock. <a href="#">More Info</a>		\$2.66 <input type="text"/>
30	MSC32414H	<input type="text"/>	1 EA	GAUZE, BORDER, 4"X14",(2X12"PAD),STERILE	<input checked="" type="checkbox"/> In Stock. <a href="#">More Info</a>		\$3.50 <input type="text"/>
40	OAT6800H	<input type="text"/>	250/BX	GLOVE, NITRILE, RESTORE OATMEAL, XS	<input checked="" type="checkbox"/> In Stock. <a href="#">More Info</a>		\$21.40 <input type="text"/>
50	OAT6801H	<input type="text"/>	250/BX	GLOVE, NITRILE, RESTORE OATMEAL, S	<input checked="" type="checkbox"/> In Stock. <a href="#">More Info</a>		\$21.40 <input type="text"/>
60	OAT6802H	<input type="text"/>	250/BX	GLOVE, NITRILE, RESTORE OATMEAL, M	<input checked="" type="checkbox"/> In Stock. <a href="#">More Info</a>		\$21.40 <input type="text"/>



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Select the Category from the drop-down menu on the right side of the item line for all items you wish to add to a category, then click **Update** button.

### Edit List ? Help for this page

Shopping List Name:  **Save and Close** Cancel Delete List

Enter New Category:  **Add**

Expand All || Collapse All **Update**

Order	Product	Qty	Unit	Product Description	Availability	C	Price	Category	
10	<b>Category:</b> WOUND CARE				rename   delete	Sort: <input type="text"/>			
20	<b>Category:</b> GLOVES				rename   delete	Sort: <input type="text"/>			
	<b>Category:</b> UNCATEGORIZED				Sort: <input type="text"/>				<input type="checkbox"/>
10	<input type="text" value="OAT6800H"/>	<input type="text"/>	250/BX	GLOVE, NITRILE, RESTORE OATMEAL, XS	<input checked="" type="checkbox"/> In Stock <a href="#">More Info</a>		\$21.40	GLOVES <input type="text"/>	<input type="checkbox"/>
20	<input type="text" value="OAT6801H"/>	<input type="text"/>	250/BX	GLOVE, NITRILE, RESTORE OATMEAL, S	<input checked="" type="checkbox"/> In Stock <a href="#">More Info</a>		\$21.40	GLOVES <input type="text"/>	<input type="checkbox"/>
30	<input type="text" value="OAT6802H"/>	<input type="text"/>	250/BX	GLOVE, NITRILE, RESTORE OATMEAL, M	<input checked="" type="checkbox"/> In Stock <a href="#">More Info</a>		\$21.40	GLOVES <input type="text"/>	<input type="checkbox"/>
40	<input type="text" value="MSC32414H"/>	<input type="text"/>	1 EA	GAUZE, BORDER, 4"X14", (2X12"PAD),STERILE	<input checked="" type="checkbox"/> In Stock <a href="#">More Info</a>		\$3.50	WOUND CAR <input type="text"/>	<input type="checkbox"/>
50	<input type="text" value="MSC3222H"/>	<input type="text"/>	1 EA	GAUZE, BORDERED, 2" X 2"(1" X 1"PAD)STRL	<input checked="" type="checkbox"/> In Stock <a href="#">More Info</a>		\$2.25	WOUND CAR <input type="text"/>	<input type="checkbox"/>
60	<input type="text" value="MSC32410H"/>	<input type="text"/>	1 EA	GAUZE, BORDER, 4"X10", (2X8"PAD),STERILE	<input checked="" type="checkbox"/> In Stock <a href="#">More Info</a>		\$2.66	WOUND CAR <input type="text"/>	<input type="checkbox"/>





## Medline.com User QuickStart Guide

Your list has now been updated, with items organized in your categories. You can always edit these categories when within the Edit List screen.

### Edit List Help for this page

Shopping List Name:  Save and Close Cancel Delete List

Enter New Category:  Add

[Expand All](#) || [Collapse All](#) Update

Order	Product	Qty	Unit	Product Description	Availability	C	Price	Category	
Category: WOUND CARE <span>rename   delete</span> Sort: <input type="text"/>									
10	MSC32414H	<input type="text"/>	1 EA	GAUZE, BORDER, 4"X14", (2X12"PAD),STERILE	<input checked="" type="checkbox"/> In Stock. <a href="#">More Info</a>		\$3.50	WOUND CAR	<input type="checkbox"/>
20	MSC3222H	<input type="text"/>	1 EA	GAUZE, BORDERED, 2" X 2"(1" X 1"PAD)STRL	<input checked="" type="checkbox"/> In Stock. <a href="#">More Info</a>		\$2.25	WOUND CAR	<input type="checkbox"/>
30	MSC32410H	<input type="text"/>	1 EA	GAUZE, BORDER, 4"X10", (2X8"PAD),STERILE	<input checked="" type="checkbox"/> In Stock. <a href="#">More Info</a>		\$2.66	WOUND CAR	<input type="checkbox"/>
Category: GLOVES <span>rename   delete</span> Sort: <input type="text"/>									
10	OAT6800H	<input type="text"/>	250/BX	GLOVE, NITRILE, RESTORE OATMEAL, XS	<input checked="" type="checkbox"/> In Stock. <a href="#">More Info</a>		\$21.40	GLOVES	<input type="checkbox"/>
20	OAT6801H	<input type="text"/>	250/BX	GLOVE, NITRILE, RESTORE OATMEAL, S	<input checked="" type="checkbox"/> In Stock. <a href="#">More Info</a>		\$21.40	GLOVES	<input type="checkbox"/>
30	OAT6802H	<input type="text"/>	250/BX	GLOVE, NITRILE, RESTORE OATMEAL, M	<input checked="" type="checkbox"/> In Stock. <a href="#">More Info</a>		\$21.40	GLOVES	<input type="checkbox"/>

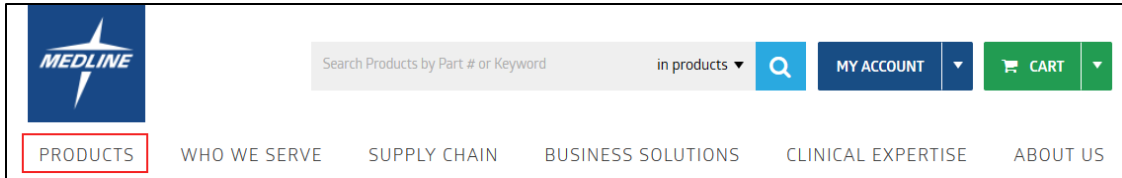
Don't forget to save your changes by clicking the Save and Close button in the top right corner of your shopping list.



## Medline.com User QuickStart Guide

### Catalog:

To browse the catalog from anywhere in Medline.com, hover over the “Products” tab underneath the Medline logo.



You can begin to browse product categories and sub categories



You can narrow down results by using the filter criteria on the left-side toolbar:

**Manuf / Supplier**

- Medline (217)
- 3M Healthcare (6)
- Action Health (1)
- Acute Care Pharmaceuticals (1)
- Adenna Inc (7)
- Alimed (19)
- Allerderm Laboratories Inc (3)
- Alpha Pro Tech (1)
- American Biotech (2)
- American Diagnostic Corp (1)

Show More... ▼

**Color**

- Beige (8)
- Black (2)
- Blue (25)
- Clear (18)
- Cream (6)
- Dark Blue (7)
- Green (12)
- Natural (2)
- Off White (2)
- Orange (1)

Show More... ▼

**Size**

- Small (128)
- Medium (137)
- Large (125)
- X-Large (115)
- X-Small (54)
- XX-Large (9)

**Sterile**

- No (140)
- Yes (19)



## Medline.com User QuickStart Guide

### Product Families:

Browse Product Families and see the item images, descriptions, literature, specifications, and SDS documents where available.



### Aloetouch Ultra IC Powder-Free Synthetic Exam Gloves

- Aloetouch® Ultra IC powder-free synthetic exam gloves retain our freeze-dried aloe lining and couples it with a proprietary enhanced inner coating
- Pairing these features means the Aloetouch Ultra IC doesn't just moisturize the hands with soothing aloe vera, it's faster and easier to don
- Easy-on tapered cuffs for a better fit
- Not made with natural rubber latex

Click to enlarge. To view full image, [click here](#)

ORDERING INFORMATION | MORE ABOUT THIS ITEM | LITERATURE | SPECIFICATIONS | SDS

Product families will list all similar products with varying sizes, colors, quantities, etc. Item availability, pricing, and contract information is also listed.

Material	Description	Availability <sup>(2)</sup>	Packaging	QTY	Price	Contract Price	<input type="checkbox"/>
<a href="#">MG100L</a>	GLOVE, EXAM, NITRILE, MG ES, 100, L	In Stock. <a href="#">More info</a>	1000/CS	<input type="text"/>	\$64.44		<input type="checkbox"/>
<a href="#">MG100LH</a>	GLOVE, EXAM, NITRILE, MG ES, 100, L	In Stock. <a href="#">More info</a>	100/BX	<input type="text" value="3"/>	\$6.33	✓	<input checked="" type="checkbox"/>
<a href="#">MG100M</a>	GLOVE, EXAM, NITRILE, MG ES, 100, M	In Stock. <a href="#">More info</a>	1000/CS	<input type="text"/>	\$64.44		<input type="checkbox"/>
<a href="#">MG100MH</a>	GLOVE, EXAM, NITRILE, MG ES, 100, M	In Stock. <a href="#">More info</a>	100/BX	<input type="text" value="2"/>	\$6.33	✓	<input checked="" type="checkbox"/>
<a href="#">MG100S</a>	GLOVE, EXAM, NITRILE, MG ES, 100, S	In Stock. <a href="#">More info</a>	1000/CS	<input type="text"/>	\$64.44		<input type="checkbox"/>
<a href="#">MG100SH</a>	GLOVE, EXAM, NITRILE, MG ES, 100, S	In Stock. <a href="#">More info</a>	100/BX	<input type="text" value="3"/>	\$6.33	✓	<input checked="" type="checkbox"/>
<a href="#">MG100XL</a>	GLOVE, EXAM, NITRILE, MG ES, 100, XL	In Stock. <a href="#">More info</a>	1000/CS	<input type="text"/>	\$64.44		<input type="checkbox"/>
<a href="#">MG100XLH</a>	GLOVE, EXAM, NITRILE, MG ES, 100, XL	In Stock. <a href="#">More info</a>	100/BX	<input type="text"/>	\$6.33		<input type="checkbox"/>

ORDERING INFORMATION | 3 items selected | [Add to List](#) to make reordering quicker on | [Add to Order](#)

Click on any Material number in the list to view specific details for that item.

Simply enter quantities and click "Add to Order" to place orders for multiple items quickly.




## Medline.com User QuickStart Guide

### SKU Detail Page:

On the SKU detail page you will have the ability to add the item to your order, as well as, see more item specifics including:

- Packaging info
- View Product Alternatives
- Contract information – GPO, Tier, Contract Numbers, Contract Effective/Expiration Dates
- Availability Details – Plant item is stocked at, if available, and quantity available
- Recommended Products
- Additional Item Specifics



Click to enlarge. To view full image, [click here](#)

[View All Additional Items](#)

**Safety Data Sheet**  
[Exempt NON21420.pdf](#)  
[MSD\\_SDSE0109.pdf](#)

### Woven Sterile Gauze Sponges

GAUZE, SPONGE, 2"X2", 8PLY, STERILE, LF, 2'S

- These USP Type VII cotton sponges are ideal for wound dressings, wound packing and general wound care.
- Our strictly controlled manufacturing process assures clean, debris-free packing with folded edges to prevent unraveling.
- Sterile 2's are packed in a coated paper envelope to reduce fiber debris.
- This easy-open envelope is also carefully sealed to prevent the intrusion of dust and contaminants.
- Sterile 10's feature strong rigid trays.
- Also available in non-sterile bulk packs.

Packaging	3000 Each / 1500 Pack / 30 box / 30 Tray / 1 Carton / Case
Manuf / Supplier	Medline
Manuf / Supplier #	NON21420

Price \$53.92 / Case  
SKU NON21420

Qty:


[Add to Order](#)

[Add to List](#) to make reordering quicker.


[View Alternates](#)

[Print Label](#)

### You Might Also Consider



**Medline Sterile Alcohol Prep Pads**  
SKU: MDS090735  
PAD,PREP,ALCOHOL,STERILE,MEDI.



**Bulkee II Sterile Cotton Gauze Bandages**  
SKU: NON25865  
BANDAGE,GAUZE,BULKEE II,4

### Contract & Account Information

Customer Number	0001071790
Customer Name	IS TESTING ACCOUNT
Contract Item	Yes
GPO Information	
Mfr. Contract #	G2290CM
Medline Contract #	G2290CM
Contract Name	GRP 2290 MANDATORY COMMODITIES
Tier	TIER 1
Valid From	02/26/2018
Valid To	12/31/2019

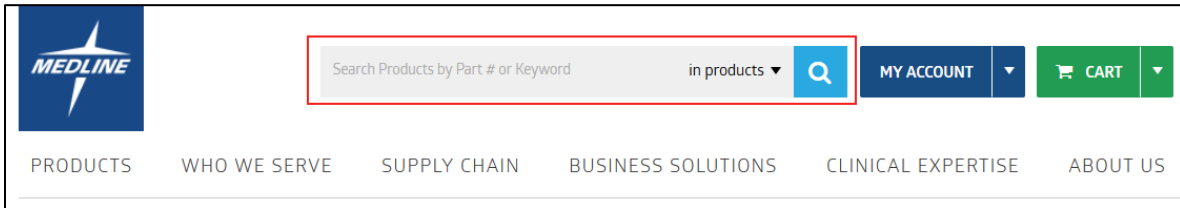
**Availability Details**  
 Shipping from Aurora, CO (B11).  
 While the above is currently available, it may differ at time of order.



## Medline.com User QuickStart Guide

### Searching the Catalog:

The catalog search is always available in the top middle of Medline.com



In the search box, you can type a Medline Item Number or another Manufacturer part number.



Or a product



Or a product description

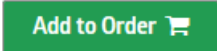


Or commonly used product slang



Or you can also perform cross reference searches by typing in a Manufacturer part number and switching your search selection by clicking on the triangle to get a drop down



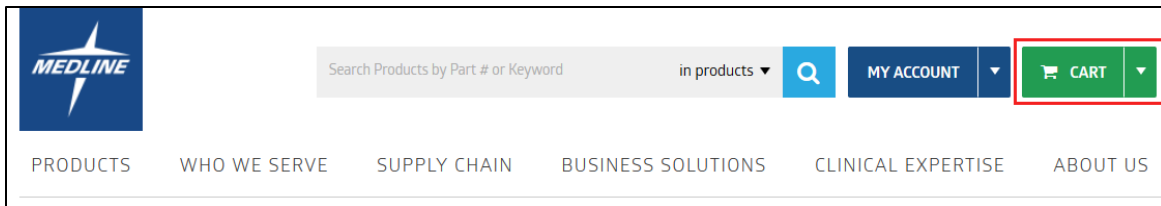
Once you find the items you are looking for, just click the  button.



## Medline.com User QuickStart Guide

### Your Cart:

You can access your Cart from anywhere when logged into Medline.com by clicking on the “Cart” button in the top right corner.



From within your Cart, you can review order details, freight minimums, item details, item availability, and continue to add items to your order.

1. Create Order
2. Review & Submit
3. Confirmation

### New Order

[Save as PDF](#)
[Print](#)
[Help for this page](#)

Internal Order History:

Created By: MIKE CZERWINSKI (ADMIN)  
Date: 04/30/2018 01:34:37 PM CDT

Sold To Account: 1071790-IS TESTING ACCOUNT

Delivery Address: 2800 PALO PKWY, IT TEST BOULDER, CO-80301-1540, US [Add Drop-Ship](#)

PO Number:

Delay Shipping:  No Delay

Notes:  [Add Notes](#)

[Review & Submit >](#)

[Update](#) [Save and Close](#) [Delete Order](#)

SubTotal: \$218.40

Freight Minimum: \$750.00

Until Free Freight: \$531.60

**Payment Options :**  
Invoice Account: [Change](#)

Coupon Code:  [Add](#)  
Acknowledgment Emails: [Add](#)  
mCzerwinski@medline.com

#	SKU	QTY	Unit	Description		Unit Price	Net Value
10	<input type="text" value="NON21420H"/>	<input type="text" value="3"/>	100/BX	GAUZE, SPONGE, 2"X2", 8PLY, STERILE, LF, 2'S <span style="color: green;">✔ In Stock. <a href="#">More Info</a></span>	✔	\$3.19	\$9.57
20	<input type="text" value="NON21422H"/>	<input type="text" value="3"/>	80/BX	GAUZE, SPONGE, 3"X3", 12PLY, STERILE, LF, 2'S <span style="color: green;">✔ In Stock. <a href="#">More Info</a></span>	✔	\$4.54	\$13.62
30	<input type="text" value="NON21424H"/>	<input type="text" value="4"/>	50/BX	GAUZE, SPONGE, 4"X4", 12PLY, STERILE, LF, 2'S <span style="color: green;">✔ In Stock. <a href="#">More Info</a></span>	✔	\$4.50	\$18.00
40	<input type="text" value="OAT6800H"/>	<input type="text" value="2"/>	250/BX	GLOVE, NITRILE, RESTORE OATMEAL, XS <span style="color: green;">✔ In Stock. <a href="#">More Info</a></span>	✔	\$19.69	\$39.38
50	<input type="text" value="OAT6801H"/>	<input type="text" value="4"/>	250/BX	GLOVE, NITRILE, RESTORE OATMEAL, S <span style="color: green;">✔ In Stock. <a href="#">More Info</a></span>	✔	\$19.69	\$78.76



## Medline.com User QuickStart Guide

**Save and Close**

At any time, you can save your order and return to it later by clicking **Save and Close**. This order will then show up in the “Un-submitted Orders” section on the My Account Home Page.

Once you have provided all necessary information needed to process your order, and you are done adding

**Review & Submit >**

items, you can click the **Review & Submit >** button.

1. Create Order
2. Review & Submit
3. Confirmation

### Review Order

[Save as PDF](#) [Print](#) [Help for this page](#)

Internal Order History:

Created By:	MIKE CZERWINSKI (ADMIN)	<a href="#">&lt; Edit</a>	<a href="#">Submit Order</a>
Date:	04/30/2018 01:48:56 PM CDT		
Sold To Account:	1071790-IS TESTING ACCOUNT		
Delivery Address:	2800 PALO PKWY, IT TEST BOULDER, CO-80301-1540, US		
PO Number:	1234		
Delay Shipping:	NO DELAY		
Notes:			

SubTotal:	\$218.40
Estimated Tax:	\$17.16
Freight Minimum	\$750.00
Until Free Freight	\$531.60

**Payment Options :**

Invoice Account

Coupon Code:



Acknowledgment Emails:  
mCzerwinski@medline.com

#	SKU	QTY	Unit	Description	Q	C	Unit Price	Net Value
10	NON21420H	3	100/BX	GAUZE, SPONGE, 2"X2",8PLY, STERILE, LF, 2'S <span style="color: green;">✔ In Stock. <a href="#">More Info</a></span>		✔	\$3.19	\$9.57
20	NON21422H	3	80/BX	GAUZE, SPONGE, 3"X3", 12PLY, STERILE, LF, 2'S <span style="color: green;">✔ In Stock. <a href="#">More Info</a></span>		✔	\$4.54	\$13.62
30	NON21424H	4	50/BX	GAUZE, SPONGE, 4"X4", 12PLY, STERILE, LF, 2'S <span style="color: green;">✔ In Stock. <a href="#">More Info</a></span>		✔	\$4.50	\$18.00
40	OAT6800H	2	250/BX	GLOVE, NITRILE, RESTORE OATMEAL, XS <span style="color: green;">✔ In Stock. <a href="#">More Info</a></span>		✔	\$19.69	\$39.38
50	OAT6801H	4	250/BX	GLOVE, NITRILE, RESTORE OATMEAL, S <span style="color: green;">✔ In Stock. <a href="#">More Info</a></span>		✔	\$19.69	\$78.76
60	OAT6802H	3	250/BX	GLOVE, NITRILE, RESTORE OATMEAL, M <span style="color: green;">✔ In Stock. <a href="#">More Info</a></span>		✔	\$19.69	\$59.07
SubTotal:							\$218.40	

[< Edit](#) [Submit Order](#)



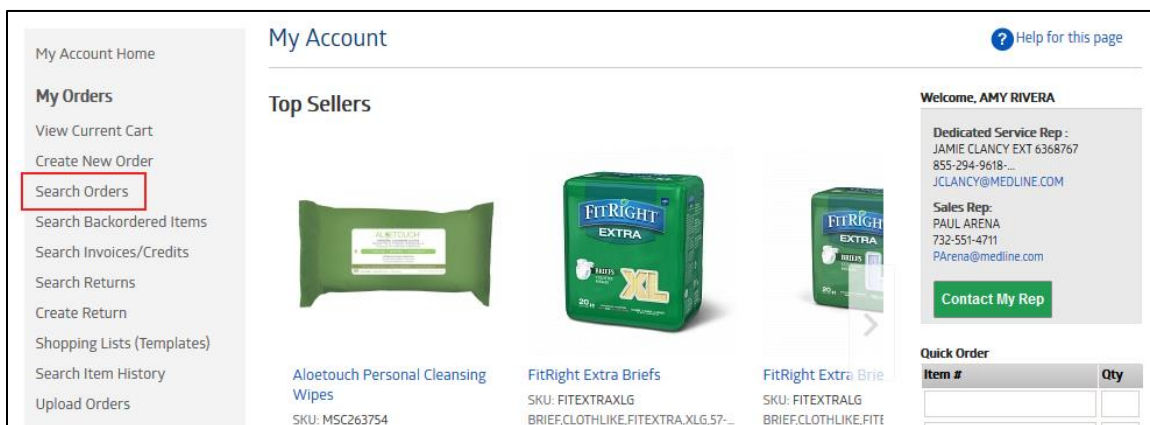
## Medline.com User QuickStart Guide

It's not too late at this point to go back and edit your order. Simply click the  button. If your order is ready to be processed, please click the  button. Medline will not begin to process your order until it has been fully submitted. Once you submit your order, you will receive a confirmation number on the next page, and an acknowledgement email.

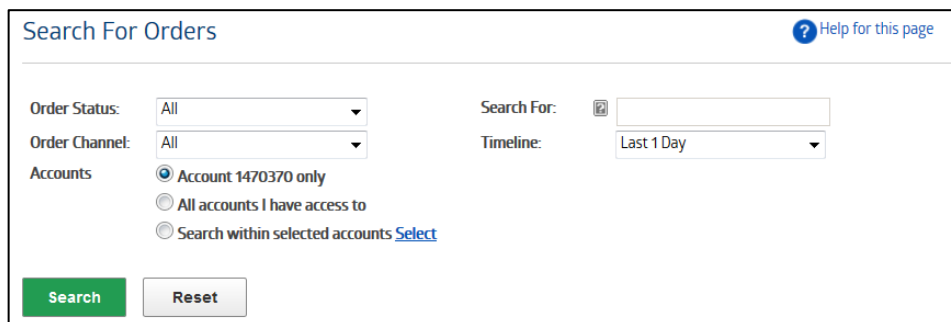
The order will be placed in the "Orders Pending Shipment" section on the My Account Home Page.

### Searching for Orders

To search for any existing orders, select "Search Orders" from the left-side toolbar on the My Account Home Page.



All orders placed, regardless of the order channel, are available for viewing on Medline.com. There are multiple criteria options available when searching for orders. You can use any combination of the options when searching for an order.







## Medline.com User QuickStart Guide

### Order Status:

**Un-submitted Orders** – Any Medline.com order which has not been fully submitted.

**Orders Pending Shipment** – Any order which is still in the process of being completely filled, this includes orders with a “Backordered” status.

**Orders Pending Approval** – Any Medline.com order which requires approval by a Supervisor before it can be fully processed.

**Orders Pending Your Approval** – If you are a Supervisor, any Medline.com order which requires your approval before it can be fully processed.

**Rejected Orders** – Any order which has been rejected by Medline, including EDI issues.

**Fully Shipped Orders** – Any order which has been completely filled and shipped by Medline.

**Search For:** Free form text field which allows users to search on a Medline account number (sold-to or ship-to), Order Number, PO Number, or GLN.

### Order Channel

Direct – Orders placed via email, phone, or fax with Dedicated Service Rep

Online – Orders placed on Medline.com

Internal – Orders placed with Medline Sales Rep

EDI – Orders placed via EDI

Teleform- Orders placed over the phone with Customer Service

**Timeline:** Allows for pre-set or customized timeframes narrowing down orders.

**Accounts:** Search by a single account or if you have access to multiple accounts, click on the “Select” option in the “Search within selected accounts” to choose the accounts you’d like to search orders for.

When your search results are displayed, click on the Order number to review order.

### Search For Orders [? Help for this page](#)

Order Status:  Search For:

Order Channel:  Timeline:

Accounts  Account 1071790 only From:  To:

Your search has returned the following 3 records

Showing 1 - 3 of 3 Results

PO#	Order	Order Date	Total	Order Status
0001071790_TEST_LABE	<a href="#">471016581</a>	04/25/2018	\$0.00	Fully Shipped
0001071790_TEST_LABE	<a href="#">471016573</a>	04/25/2018	\$0.00	Fully Shipped
0001071790_TEST_LABE	<a href="#">471007103</a>	04/25/2018	\$0.00	Fully Shipped

Showing 1 - 3 of 3 Results



## Medline.com User QuickStart Guide

### Order Details:

- Review who placed the order and when.
- Review tracking details by reviewing your item(s) that were ordered. Your tracking detail will be shown below the item description along with a copy of the packing slip.
- Easily place the same items from your order into a new cart by clicking on the Reorder button.

Order Number: 470017897 Save as PDF

**Internal Order History:**  
Status: FULLY SHIPPED  
Submitted By: MSCHLAIS  
Placed Date: 03/28/2018

**Sold-To Account:** 1071790-IS TESTING ACCOUNT  
**Delivery Address:** 2800 PALO PKWY  
IT TEST  
BOULDER, CO 80301-1540

**Order Channel:** EDI  
**Order Type:** STANDARD  
**PO Number:** MATT\_TST\_REPACK  
**Delay Shipping:** 03/28/2018

**Notes:**

**Sub Total:** \$27.12  
**Estimated Tax:** \$2.13  
**Estimated Freight/Handling:** \$0.00  
**Product Total:** \$29.25

**Payment Method:** INVOICE TO ACCOUNT

[Reorder](#) [Close](#)

[Add to Order](#) [Add to List](#)

#	SKU	QTY	Unit	Description	C	Unit Price	Net Value	Status
10	CUR0415Z	1	PAK	LIP BALM, PETRO FREE, SPF 15, CURAD, 24/PK	✓	\$27.12	\$27.12	Fully Shipped

**Shipped:** from B51 - Mount Juliet, TN 1 PAK on 03/28/2018 [FEDEX GROUND\(FDXG\)](#) Packing Slip: [0928098199](#) Bill of Lading: 430815817852

## Search Invoices/Credits

To view, save, email or print copies of an invoice or credit memo, select the “Search Invoices/Credits” option from the left-side toolbar on the My Account Home Page.




My Account Home

**My Orders**

- View Current Cart
- Create New Order
- Search Orders
- Search Backordered Items
- [Search Invoices/Credits](#)
- Search Returns
- Create Return
- Shopping Lists (Templates)
- Search Item History
- Upload Orders

**My Account**

**Top Sellers**

-   
Aloetouch Personal Cleansing Wipes  
SKU: MSC263754
-   
FitRight Extra Briefs  
SKU: FITEXTRALG  
BRIEF,CLOTHLIKE,FITEXTRA,XLG,57-...
-   
FitRight Extra Briefs  
SKU: FITEXTRALG  
BRIEF,CLOTHLIKE,FIT...

Welcome, AMY RIVERA

Dedicated Service Rep :  
JAMIE CLANCY EXT 6368767  
855-294-9618-...  
JCLANCY@MEDLINE.COM

Sales Rep:  
PAUL ARENA  
732-551-4711  
PArena@medline.com

[Contact My Rep](#)

**Quick Order**

Item #	Qty



## Medline.com User QuickStart Guide

All invoices, regardless of the order channel, are available for viewing on Medline.com. There are multiple criteria options available when searching for invoices. You can use any combination of the options when searching for an invoice. Most common is to search by the PO Number or Invoice/Credit memo number.

### Search For Invoices/Debit Memos/Credit Memos [? Help for this page](#)

Search For:

Timeline: Last 1 Day

Document Type:  
 Invoice  
 Credit Memo  
 Debit Memo

Accounts  
 Account 1470370 only  
 Search within selected accounts [Select](#)

**Disclaimer:** This feature is intended to be used as a tool for acknowledging receipt of product shipments within your organization. Information provided in no way satisfies any outstanding debts to Medline. Please call 800-388-2147 for inquiries regarding outstanding account balances.

**Search For:** (Optional) Free form text field which allows users to search on Medline account number (sold-to or ship-to), Order Number, PO Number, Document Number or GLN.

**Timeline:** Allows for pre-set or customized timeframes narrowing down invoices/credits.

**Document Type:** If you are looking for a specific document type, you can select or de-select to narrow down your search. All document types are selected as the default.

**Accounts:** Search by a single account or if you have access to multiple accounts, click on the “Select” option in the “Search within selected accounts” to choose the accounts you’d like to search orders for.



## Medline.com User QuickStart Guide

### Search Results:

### Search For Invoices/Debit Memos/Credit Memos Help for this page

Search For:

Timeline: Select Date Range  
From:  To:

Document Type:  Invoice Any Status  
 Credit Memo  
 Debit Memo

Accounts  Account 1071790 only

✓ Your search has returned the following 2 records

Showing 1 - 2 of 2 Results

Document #	PDF	Type	Date	Gross Amount	Total Amount	PO#	Due Date	Status	
<a href="#">1842562324</a>		Invoice	01/13/2018	\$0.00	\$0.00	B02 TESTING			<input checked="" type="checkbox"/>
<a href="#">1842562325</a>		Invoice	01/13/2018	\$0.00	\$0.00	B33 TESTING			<input checked="" type="checkbox"/>

Showing 1 - 2 of 2 Results

**Disclaimer:** This feature is intended to be used as a tool for acknowledging receipt of product shipments within your organization. Information provided in no way satisfies any outstanding debts to Medline. Please call 800-388-2147 for inquiries regarding outstanding account balances.

Click on the PDF icon to view a particular invoice from which users can then print or save. Or, users may print/save multiple invoices by clicking on the box to the right of the documents, and then selecting either the

or  button.



## Medline.com User QuickStart Guide

### Search Backordered Items

To search for any current backordered item, select “Search Backordered Items” from the left-side toolbar on the My Account Home Page.

My Account Home

**My Orders**

- View Current Cart
- Create New Order
- Search Orders
- Search Backordered Items**
- Search Invoices/Credits
- Search Returns
- Create Return
- Shopping Lists (Templates)
- Search Item History
- Upload Orders

**My Account** [Help for this page](#)

**Top Sellers**

- Aloetouch Personal Cleansing Wipes**  
SKU: MSC263754
- FitRight Extra Briefs**  
SKU: FITEXTRALG  
BRIEF.CLOTHLIKE.FITEXTRA.XLG.57...
- FitRight Extra Briefs**  
SKU: FITEXTRALG  
BRIEF.CLOTHLIKE.FITEXTRA.XLG.57...

Welcome, AMY RIVERA

**Dedicated Service Rep:**  
JAMIE CLANCY EXT 6368767  
855-294-9618...  
JCLANCY@MEDLINE.COM

**Sales Rep:**  
PAUL ARENA  
732-551-4711  
PArena@medline.com

[Contact My Rep](#)

**Quick Order**

Item #	Qty

All backordered items, regardless of the order channel, are available for viewing on Medline.com. There are a few search criteria options available when searching for backordered items. You can use any combination of the options when searching.

**Search Backordered Items** [Help for this page](#)

**Search For:**

**Timeline:** Last 1 Day

**Accounts:**  Account 1071790 only

[Search](#) [Reset](#)

**Search For:** (Optional) Free form text field which allows users to search on Medline account number (sold-to or ship-to), Order Number, PO Number, GLN, Item Number, Customer Item Number(CMIR), or Item Description.

**Timeline:** Allows for pre-set or customized timeframes narrowing down backordered items.

**Accounts:** Search by a single account or if you have access to multiple accounts, click on the “Select” option in the “Search within selected accounts” to choose the accounts you’d like to search orders for.



## Medline.com User QuickStart Guide

### Search Backordered Items [? Help for this page](#)

Search For:

Timeline: Last 180 Days

Accounts:  Account 1071790 only

Your search has returned the following 5 records

Showing 1 - 5 of 5 Results

Order #	Ship To #	Line Item #	SKU	Description	Qty Ordered	Qty Backordered	Estimated In-Stock Date
465247912	1071790	10	XYZ1-G2P	NON-INVENTORY TRANSACTION	5 EA	5 EA	04/30/2018
465247909	1071790	10	XYZ1-G2P	NON-INVENTORY TRANSACTION	5 EA	5 EA	04/30/2018
465247907	1071790	10	XYZ1-G2P	NON-INVENTORY TRANSACTION	5 EA	5 EA	04/30/2018
465245297	1071790	10	XYZ1-G2P	NON-INVENTORY TRANSACTION	5 EA	5 EA	04/30/2018
465245295	1071790	10	XYZ1-G2P	NON-INVENTORY TRANSACTION	5 EA	5 EA	04/30/2018

Showing 1 - 5 of 5 Results

**Search Results:** View the items that are currently backordered. Details will show Order #, Account #, Item Number, Quantity Ordered, Quantity Backordered, and Estimated In-Stock Date.

- Estimated In-Stock date is the expected date into Medline’s warehouse; please give a few business days from this date to receive your item.



### Additional Features

- Formulary
- Order Rules
- General Ledger Codes
- Customer Item Numbers
- Review Item History
- Approve to Pay(Invoice reconciliation tool)
- Administration Dashboard

### Who to Contact

<b>Problem, concern or issue</b>	<b>Who to Contact</b>
<b>I can't find an item in the catalog</b>	Dedicated Service Rep
<b>I have a pricing concern or issue</b>	Sales Rep
<b>I need help placing an order</b>	Dedicated Service Rep
<b>The item says "Call for availability"</b>	Dedicated Service Rep
<b>I need to make a return</b>	Dedicated Service Rep
<b>I need to update my user account information (Password, contact information, user preference.</b>	Medline.com ("My Profile" option on left-side toolbar.