Digital Commerce

Quick Reference Guide: Navigating the Storefront (1/3)



This Quick Reference Guide outlines the instructions for customers to navigate the storefront.

- 1. From the storefront homepage, functionalities include:
 - a) Logging In: Click the Log In link and enter your username and password. On first log in, click the Forgot username or password? link on the log in screen to set your password.
 - b) Search: Click Search to search a specific product.
 - c) View All: Click the View All link to view all the products available online in the Digital Commerce storefront (non-logged in view).
 - d) View Products by Therapy Area: Click the required therapy area link to view products for that area.







- 2. To select an account to log into:
 - Choose Select an account that ships and bills to my company for nondrop-ship orders.
 - Or,
 - Choose Select an account that ships to one of my company's customers option for drop-ship orders and then select a Sold To Account and Ship To Account from the account list.

Then, select account: Click Select this Account to proceed.

Ne Please choose an account to c	enu :ontinue.
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Cancel Login	Select
	I help?

- 3. On the homepage when logged into an account, functionalities are:
- a) Account Summary: Click Open Items or Billing History to view account history details.
- **b) Recent Orders**: Click **Order History** to see details of an order, including shipment tracking information for a particular order.
- c) Reporting: Click Potency Report to see potency information of available products. This report will display the low stock indicator for products which have less than 100 units available. Click Product Usage Report to see products purchased by the logged in account in the past.

Takeda B	etter Health, Brighte	r Future					Account # 335260 Switch Account
	Hema	Hematology & Rare Diseases		Plasma-Derived	Established		Quick Order Ca
Gastroenterology Neuroscier	science Lysosomal Storage Disorder	Hematology	HAE	Therapies	Brands	Oncology	quickoraci
Account Sum	mary a	Rece	nt Ord	der 🕒		Reporti	ng 🕝
Account Sum Outstanding balance \$13,955,641.40	Past due balance \$13,955,261.4		You have	no recent online oro	ders.	Reporti	ng c



The data shown in this document is from a system test environment, with example pricing figures and masking of some data elements.

