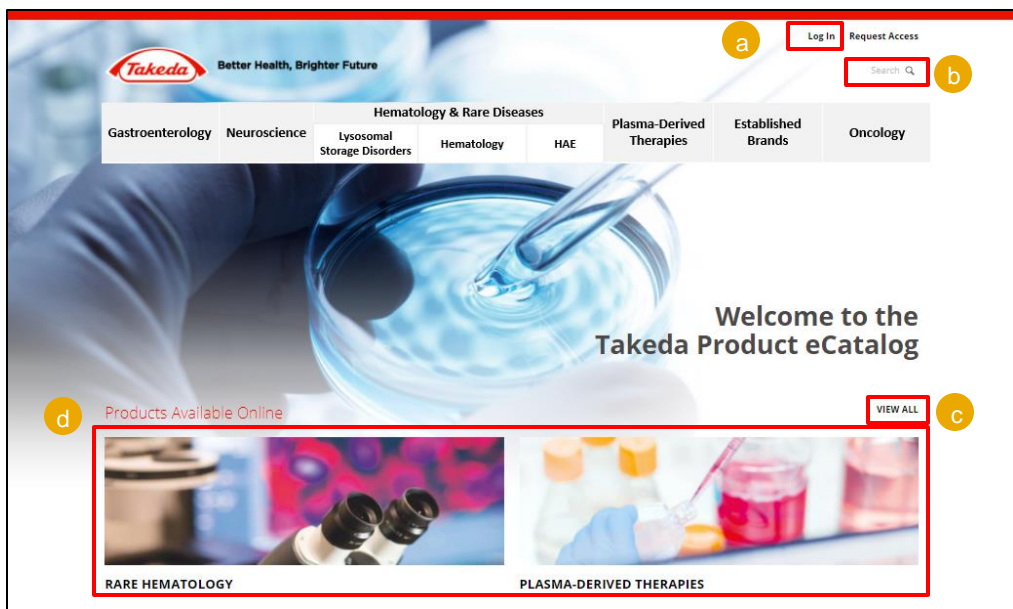




This Quick Reference Guide outlines the instructions for customers to navigate the storefront.

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.

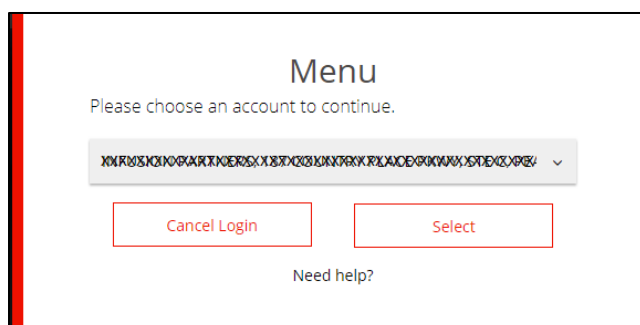




2. To select an account to log into:

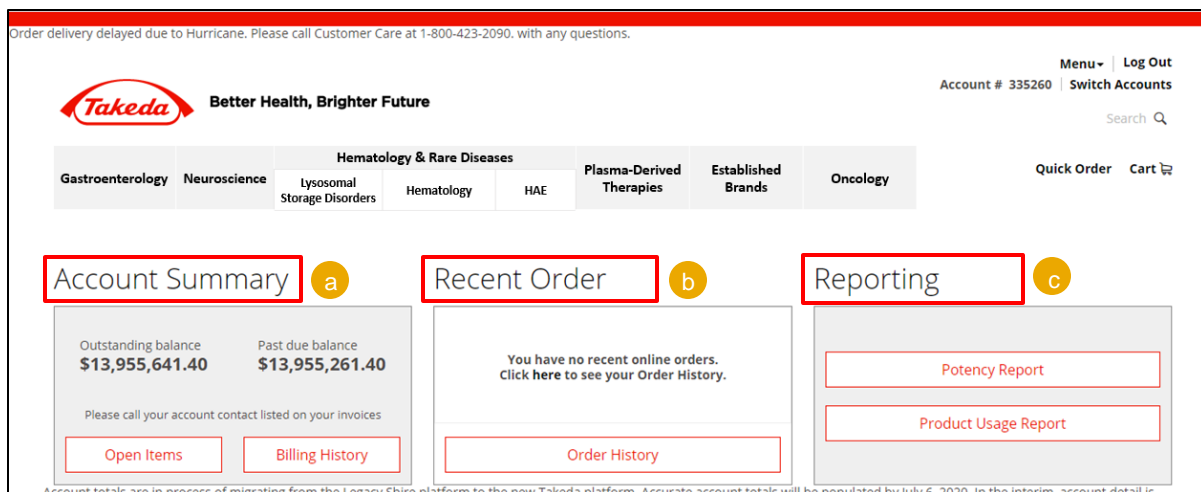
- Choose Select an account that ships and bills to my company for non-drop-ship orders.
Or,
- Choose Select an account that ships to one of my company's customers option for drop-ship orders and then select a Sold To Account and Ship To Account from the account list.

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



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.



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