

# Placing a Quick Order

## GETTING STARTED: E-COMMERCE WEBSITE

Placing an Order / **Placing a Quick Order**

Creating an Order Template / Reviewing your Account

Quick orders can help if you need to place an order quickly and have all of your part numbers.

- 1 Go to **preferredmedical.com** and log in to your web account using your credentials.
- 2 Click the **Quick Order** tab from the homepage.
- 3 Fill out the Quick Order screen by entering the part numbers one by one, or scroll to the bottom of the page and click **here** where it says "Click here to paste your order".

### To enter part numbers one by one:

- Enter your part number and quantity in the correct columns, and select the correct UOM.
- Click the orange **Add To Cart** button. Items will be added to your cart.

### To paste your order:

- Copy and paste the part numbers and quantities, separated by a tab or comma, into the field provided.
- Click **Paste**. Your order appears next to the Paste field.
- Click the orange **Add To Cart** button. Items will be added to your cart.

- 4 Follow the checkout steps outlined in Placing an Order to complete your purchase.

**NOTE:** *The Quick Order page only allows 15 minutes to enter your order. After 15 minutes, your session expires and you must start over.*

