

## Follow these steps to order on the Preferred Medical website:

1. Go to [preferredmedical.com](https://preferredmedical.com) and sign into your web account using your credentials.
2. Use the search bar at the top of the website to find specific items.
  - a. Type in the product name or the item number to find the items you're looking for.
  - b. Browse the selection of items in your search results.
  - c. View the description, images, and prices.
  - d. Notice your item will say "In-Stock" or "This item is temporarily out of stock & will ship when available." If an item is unavailable, it will remain on backorder until restocked.

**NOTE: You can also browse items by category or brand using the blue navigation menu.**

3. Locate the item you're looking for and enter the quantity needed.
4. Add the item to your shopping cart by clicking the "Add to Cart" button. A pop-up window will appear to let you know that the requested item has been added to your cart.
5. When you are ready to checkout, click the Cart button at the top right of the page.
6. Review your order, paying close attention to quantity. If your order qualifies for free freight, it will be noted.
7. Under Order Subtotal, select "Checkout".

**NOTE: You can also click the "Save Order" button to save your order to purchase later. A pop-up window will appear to enter a name for this order, then click "Save".**

8. Verify that the billing and shipping addresses are correct. To change the shipping address, click the "Select Saved Addresses". Choose the preferred address for this order and select "Continue".
9. Review the details of your order:
  - a. Select your Shipping Service
  - b. Add Order Notes
  - c. Select your Payment Method
  - d. Enter Purchase Order – *You will be required to enter a PO number even if you are paying by credit card. The PO number must be unique without any special characters.*
  - e. Review Your Billing and Shipping Information
  - f. Review products
10. Select the "Place Order" button to submit for processing.
11. Review the order confirmation on the next screen and check your inbox for a confirmation email. Your order will also be immediately available in "My Account" under "Order History".