

Patient Education Training – Customer and Delivery Information, Submitting Order

Customer Information

1. All customer and delivery information must be completed before the order can be submitted.
2. This information will only need to be entered once. The system will save your information for subsequent orders.

Customer Information:

*First Name:

*Last Name:

*Manager:

*E-Mail:

*Phone:

Delivery Information

1. All delivery information must be completed before the order can be submitted.
2. If you order for multiple units or locations, you may need to adjust some of the information each time you order.
3. You may add additional comments regarding your delivery information in the comments field.

Delivery Information:

*Address:

*Building Name:

*Room Number/
Nursing Workstation:

Comments:

NOTE: If you decide to add more materials after completing the Customer and Delivery information, some information may have to be re-entered.

Submit Order

1. Click the Submit Order button to finalize the ordering process.


Customer Information:	Delivery Information:
*First Name: Moss T. Test 2	*Address: test address
*Last Name: test	*Building Name: test building
*Manager: manager	*Room Number/ Nursing Workstation: test room
*E-Mail: test@yahoo.com	Comments:
*Phone: 43212133445	

Field marked with * is required.
Please review the order to ensure the quantity and delivery information are correct before submitting your order.

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2. Your order will be confirmed and an order number will be displayed.

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Order Confirmation

Your order has been received. Your order number is **100041**. Emails will be sent to keep you updated on the status of your order.

If you have any questions, please contact a Patient Education staff member at (614) 293-9654 or (614) 293-3191.

3. Emails will be sent to keep you updated on the status of your order. You can use the Order Number in the email message to track the status of your order.
If you have any questions about your order, please contact the Patient Education office at (614) 293-9654