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Pattersondental.com

# Patterson Online Ordering

**Volume I**

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Web Site Address: [www.pattersondental.com](http://www.pattersondental.com)



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# Patterson Online Ordering

## Overview

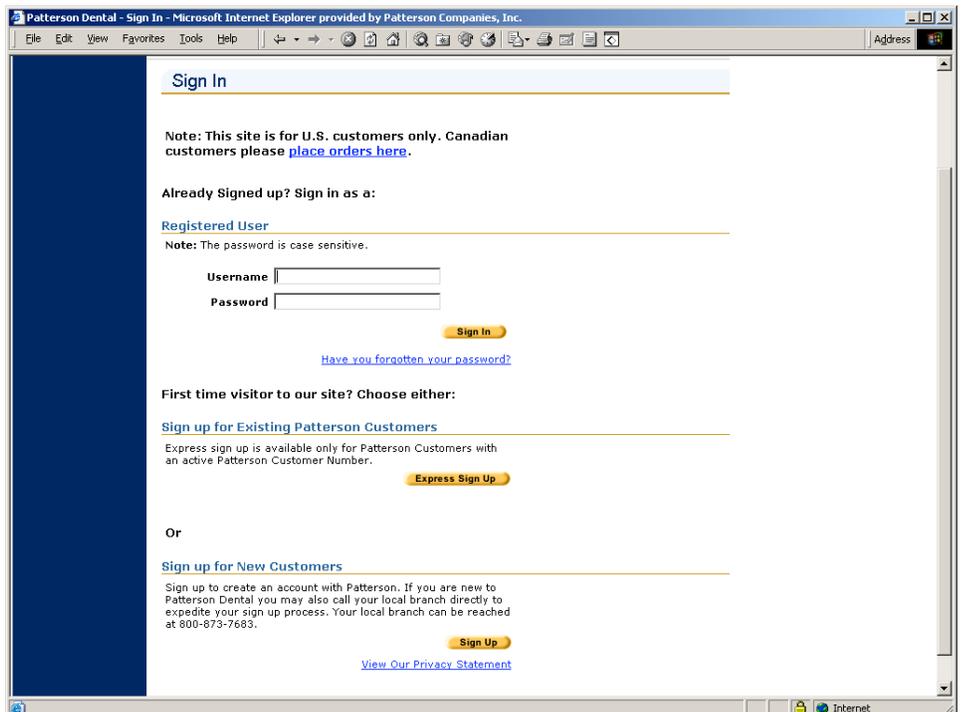
Patterson Dental offers the latest in online technology, allowing you to order easily and efficiently on Pattersondental.com. The following guide will assist you in placing orders using Pattersondental.com.



# Registration/Sign In



Prior to placing an order, you will need to sign in. You can view products without signing in, but you must sign in to place an order or to access features like Material Safety Data Sheets (MSDS) or online order tracking. To sign in, select the **Sign In** hyperlink below the **Help** tab.



Registered Users: enter your Username and Password in the appropriate fields and select the **Sign In** button.

## New Registrations

Existing Patterson Customers: Select the **Express Sign Up** button. You must have your nine-digit Patterson account number available.

First Time Visitors: Select the **Sign Up** button. *Note: Once your sign up is complete, your local branch may contact you to verify your information on the system.*

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## The Home Page

Use the home page to find the most current information about the products and services available from Patterson.



## Using the Blue Tabs

**Products** – Use the **Products** tab to browse the Patterson complete online supply catalog.

**Services** – Use the **Services** tab to explore some of the services Patterson Dental offers customers.

**Technology** – Use the **Technology** tab to browse the latest in dental technology products.

**Upcoming Events** – Use the **Upcoming Events** tab to view a schedule of trade shows and planned events Patterson Dental will be participating in.

## Using the Gold Tabs

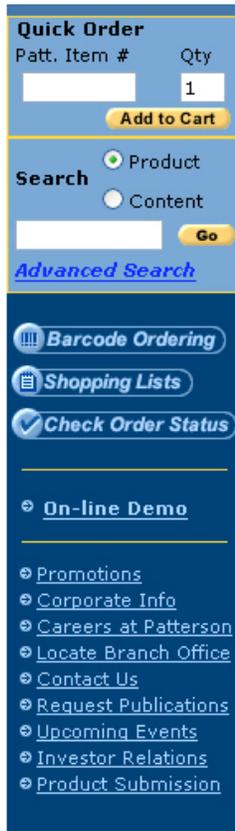
**Home** – Use the **Home** button anytime to return to the Pattersondental.com home page.

**Your Account** – Use the **Your Account** button to review and edit your personal account information.

**Shopping Cart** – Use the **Shopping Cart** button to view items that you have placed into the shopping cart during this session.

**Help** – Use the **Help** button to launch the Help menu. The Help menu can be searched by keyword or browsed by topic.

## Using the Sidebar



The sidebar contains the following sections and links:

- Quick Order**
  - Patt. Item # [input field] Qty 1
  - [Add to Cart](#)
- Search**
  - Product
  - Content
  - [input field] [Go](#)
  - [Advanced Search](#)
- [Barcode Ordering](#)
- [Shopping Lists](#)
- [Check Order Status](#)
- 
- [On-line Demo](#)
- 
- [Promotions](#)
- [Corporate Info](#)
- [Careers at Patterson](#)
- [Locate Branch Office](#)
- [Contact Us](#)
- [Request Publications](#)
- [Upcoming Events](#)
- [Investor Relations](#)
- [Product Submission](#)

*For more information on barcode scanning options from Patterson Dental, call 800-873-7683.*

**Quick Order** – Use the Quick Order section to order products using the seven-digit Patterson item number.

**Search** – Enter a keyword in the Search field. Select Product or Content. Select Go to begin searching.

Select the **Advanced Search** hyperlink to further refine your search criteria or to search by manufacturer item number.

**Barcode Ordering** – Select the **Barcode Ordering** button. Scan the Patterson-supplied bar codes for the product(s) you wish to order using an optional bar code wand. You can also use this feature to order a list of products quickly by keying in their Patterson item numbers.

**Shopping Lists** – Select the **Shopping Lists** button to access your previously created shopping lists or to create a new list.

**Check Order Status** – Select the **Check Order Status** button to review the status of a previously placed order.

**On-line Demo** – Select the **On-line Demo** button to view a short in-browser tutorial that explains how to use the ordering features of the Web site. Note that some “pop-up blocking” software prevents this tutorial from running. If you have difficulty, you may wish to try disabling pop-up blocking in your browser.

### More Information:

- Promotions
- Careers at Patterson
- Contact us
- Upcoming events
- Product submission
- Corporate information
- Locate your local branch office
- Request publications
- Investor relations

# Ordering Options



## Quick Order

Use the **Quick Order** section to locate and order a specific item.

Under **Quick Order**, enter the **Patterson** item number. Enter a number in the **Qty** field. Select the **Add to Cart** button to place the item in your shopping cart for purchase.

## Item Search

In the **Search** field, enter a description or name of the item you wish to locate. Select the radio button **Product** or **Content** to narrow your search. Select the **Go** button. Use the **Advanced Search** hyperlink to open the **Product Search** window.

### Product Search

Search:

Search For:

In the **Product Search** window, use the drop-down list to select from the available search criteria: Description, Patterson Item Number or Manufacturer Item Number. In the **Search For** field, enter a descriptor and select the **Search** button.

## Bar Code Ordering

Select the **Barcode** button to build an order using the item's Patterson-supplied bar code and a bar code scanner.

There are two options for bar code-scanned entry: item number or item number and item quantity. The default page is for scanning by item number. To access the page featuring item number and quantity, select the Click **here** link near the top of the page.

### Barcode Ordering

Click [here](#) if you are using Patterson's Supply Management Summary with item quantities for barcode ordering.

Enter Patterson Item # (a barcode wand may be used here).

<input type="text"/>	<input type="text"/>

Submit

Cancel

### Barcode Ordering

Enter Patterson Item # (a barcode wand may be used here).

Item #	Quantity
<input type="text"/>	<input type="text"/>

Use the bar code wand to scan the bar code or enter the **Patterson Item** number in the field. Select the **Submit** button to place an order.

The bar code entry pages can also be used to manually key in a list of Patterson item numbers and add them to your shopping cart with a single click.

## Shopping Lists

Create a shopping list of frequently ordered items for quick accurate ordering.

Home > Shopping Lists

## Shopping Lists

[Create Shopping List](#)

**Note:** You can schedule a shopping list to be submitted as an order in the future by managing the appropriate list.

Name of Shopping List	Items	Shopping
<input type="checkbox"/> <a href="#">Endo</a>	19	<a href="#">Add All items in List to Cart</a>
<input type="checkbox"/> <a href="#">Hygiene</a>	16	<a href="#">Add All items in List to Cart</a>
<input type="checkbox"/> <a href="#">Weekly Order</a>	13	<a href="#">Add All items in List to Cart</a>

[Delete Selected](#)

Select the **Shopping Lists** button on the blue sidebar. To order from an existing shopping list, either select the list that opens that shopping list for browsing or click the **Add All items in List to Cart** hyperlink to add all items in that list to the shopping cart. To edit an existing shopping list, select the name hyperlink.

To delete a shopping list, select the checkbox next to the name of the list and select the **Delete** Selected button.

Select the **Create Shopping List** button to create a new list.

## Creating a New Shopping List

### Create a Shopping List

Enter a name for your shopping list:

Name

[Create Shopping List](#) [Cancel](#)

In the **Create a Shopping List** window, enter a desired name in the **Name** field. Select the **Create Shopping List** button.

## Adding items to the shopping list

 Weekly Order

[Schedule an order for this shopping list](#)

Patterson Item #  [Add To List](#) List Name  [Rename](#)

<input checked="" type="checkbox"/> Items in Shopping List	Mftr.	Quantity
--	-------	----------

Select items above to: [Delete](#) [Move](#) [Copy](#) [Add To Cart](#) [Update Quantity](#)

**Note:**

You can also add items to a shopping list from within [Shopping Cart](#) and when browsing through [Products](#).

In the **Patterson Item #** field, enter the number and select the **Add To List** button. You can also add items to a shopping list when browsing products by clicking the **Add to List** hyperlink from the product's **Item Detail** page. Lastly, you can transfer or copy items from one shopping list to another by using the **Move** or **Copy** buttons.

 Weekly Order

[Schedule an order for this shopping list](#)

Patterson Item #  [Add To List](#) List Name  [Rename](#)

<input checked="" type="checkbox"/> Items in Shopping List	Mftr.	Quantity
<b>bleaching tooth whitening</b>		
<input type="checkbox"/> <a href="#">(314-8608) bleaching kit</a>	ELLMAN	<input type="text" value="1"/>
<b>infection control</b>		
<input type="checkbox"/> <a href="#">(100-0371) accubite pf bl nitrile gloves small</a>	ACCUBI	<input type="text" value="2"/>
<input type="checkbox"/> <a href="#">(257-6411) allrap lt hdl cover 4x6 blue</a>	DENDIS	<input type="text" value="1"/>
<input type="checkbox"/> <a href="#">(407-2021) glove microtouch nitrile medium</a>	ANSELL	<input type="text" value="3"/>
<input type="checkbox"/> <a href="#">(674-2274) glove exam pf stretch nitrile small</a>	BAXTER	<input type="text" value="6"/>
<b>office safety products</b>		
<input type="checkbox"/> <a href="#">(321-9706) alcohol cleansing pad 20</a>	FIRSTA	<input type="text" value="1"/>
<b>preventive products</b>		
<input type="checkbox"/> <a href="#">(160-0816) floss 12 yard (12 doz/box) fine mint waxed</a>	BUTLER	<input type="text" value="1"/>
<input type="checkbox"/> <a href="#">(160-0964) floss 50 yard (3 doz/box) fine mint waxed</a>	BUTLER	<input type="text" value="1"/>
<input type="checkbox"/> <a href="#">(471-7146) d-lish prophy paste 200/pk cinnamon coarse</a>	YOUNG	<input type="text" value="1"/>
<input type="checkbox"/> <a href="#">(501-0954) clinpro prophy pst mint 200</a>	MMM	<input type="text" value="1"/>

To edit a shopping list, select the check boxes next to the product numbers and choose from the following options:

**Delete** – Select **Delete** to remove the selected item(s) from your shopping list.

**Move** – Select **Move** to move the selected item(s) from the current shopping list to another shopping list. This removes the item(s) from the current shopping list.

**Copy** – Select **Copy** to copy the selected item(s) from the current shopping list to another shopping list. This does not remove the item(s) from the current shopping list.

**Add To Cart** – Select **Add To Cart** to move the selected item(s) to the shopping cart

**Update Quantity** – Select **Update Quantity** to amend the quantities according to your changes

### Schedule an Order

 Weekly Order

[Schedule an order for this shopping list](#)

Patterson Item #  **Add To List** List Name  **Rename**

<input checked="" type="checkbox"/> Items in Shopping List	Mftr.	Quantity
bleaching tooth whitening		
<input type="checkbox"/> <a href="#">(314-8608) bleaching kit</a>	ELLMAN	<input type="text" value="1"/>

Select the **Schedule an order for this shopping list** hyperlink to schedule an order. Select the check box of the item that you wish to schedule.



**Schedule Order:** > [Shipping Method](#) > [Shipping Address](#) > [Payment Method](#) > **Schedule** > [Review Schedule](#) > [Confirmation](#)

### Schedule Order

Select Scheduled Order Type

[Scheduled Order Type](#)

**Recurring Dates**

**I'll Specify Dates**

**Back** **Continue >>**

Select the **Recurring Dates** button to have the order placed on regularly recurring dates (for example, once every other week). Select **I'll Specify Dates** to identify specific dates that you would like the order placed.

PATTERSON DENTAL

Products Services Technology Upcoming Events Home | Your Account | Shopping Cart | Help

Schedule Order: > Shipping Method > Shipping Address > Payment Method > Schedule > Review Schedule > Confirmation

Schedule Order

Set Scheduling Parameters

Scheduled Order Setup

Submit this order:

- Weekly
- Bi-Weekly
- Monthly (1st of each month)
- Monthly (15th of each month)

Begin Date

End Date

[Back](#) [Continue >>](#)

For a scheduled order with **Recurring Dates**, enter the applicable frequency and assign an active date range.

PATTERSON DENTAL

Products Services Technology Upcoming Events Home | Your Account | Shopping Cart | Help

Schedule Order: > Shipping Method > Shipping Address > Payment Method > Schedule > Review Schedule > Confirmation

Schedule Order

Set Scheduling Parameters

Scheduled Order Setup

Submit this order on the following dates:

Order Date 1	<input type="text"/>	
Order Date 2	<input type="text"/>	
Order Date 3	<input type="text"/>	
Order Date 4	<input type="text"/>	
Order Date 5	<input type="text"/>	
Order Date 6	<input type="text"/>	
Order Date 7	<input type="text"/>	
Order Date 8	<input type="text"/>	
Order Date 9	<input type="text"/>	
Order Date 10	<input type="text"/>	
Order Date 11	<input type="text"/>	
Order Date 12	<input type="text"/>	

[Back](#) [Continue >>](#)

For a scheduled order with **Specified Dates**, enter up to 12 dates upon which you would like the order placed.

## Viewing Order and Invoice History

The Master Account can view Order and Invoice History for all Subaccounts attached to it via the **Check Order Status** page.

To view orders and invoices, click on the **Check Order Status** button in the left menu bar.

In either the **Order Search** or **Invoice Search** tabs, enter relevant search criteria and click on the **Search** button.

Date	Order #	Status	Customer PO	Order Method	Sold To
9/13/2006	<a href="#">1241030820</a>	Filled	TERRI/1852	PHONE CALL	CORPORATE CUSTOMER SERVICE
9/1/2006	<a href="#">1241030749</a>	Filled	TERRI/1766	PHONE CALL	CORPORATE CUSTOMER SERVICE
8/29/2006	<a href="#">1241030738</a>	Filled	TERRI/1936	PHONE CALL	CORPORATE CUSTOMER SERVICE

To view an order or invoice, click on the **Order #/Invoice #** hyperlink.

## Order Details

**Order Number :** 1241030749  
**Order Date :** 9/1/2006  
**Status :** FILLED

**Customer PO :** TERRI/1766  
**Order Method :** PHONE CALL

**Sold To :** CORPORATE CUSTOMER SERVICE  
**Shipping Address :** 1031 MENDOTA HEIGHTS RD

ST PAUL, MN 551201419

**Shipping Method :** NO PREFERENCE

**Note :**

Item #	Description	Qty (Ordered)	Qty (Shipped)	PKG MFR	MFR #
07-083-1271	WHITENING BLEACH PATIENT KIT 22% WINTERMINT	2	2	KT PATER	3222
07-083-1263	WHITENING BLEACH PATIENT KIT 16% WINTERMINT	1	1	KT PATER	3221
07-549-8688	TOOTHPASTE CRST W+SCOPE 6.2OZ	1	1	CA P&G	84905788

### Related Invoices

Date	Invoice #	Order #	Amount	Sold To	Track Order
9/1/2006	<a href="#">5864103420</a>	1241030749	\$77.45	CORPORATE CUSTOMER SERVICE	<a href="#">Track</a>

From the **Order Details** page, you can review details of the order, pull up the invoices associated with the order and track the shipment via UPS. To pull up an invoice or track a shipment, click on the respective **Invoice #** or **Track Order** hyperlinks.

## Invoice Detail

**Invoice Number:** 5864103420  
**Invoice Date:** 9/1/2006  
**Order Number:** 1241030749  
**PO Number:** TERRI/1766

[Track Order](#)

**Sold To:** CORPORATE CUSTOMER SERVICE  
**Shipping Address:** 1031 MENDOTA HEIGHTS RD  
ST PAUL, MN 551201419

**Distribution Center:** CENTRAL DC  
BOONE, IA

Item #	Qty Ordered	Qty Shipped	PKG MFR	MFR #	Description	Price	Amount
<a href="#">083-1263</a>	1	1	PATTERSON DENTAL SUPPLY	3221	WHITENING BLEACH PATIENT KIT 16% WINTERMINT	16.20	16.20
<a href="#">083-1271</a>	2	2	PATTERSON DENTAL SUPPLY	3222	WHITENING BLEACH PATIENT KIT 22% WINTERMINT	16.20	32.40
<a href="#">549-8688</a>	1	1	PROCTER & GAMBLE CO	84905788	TOOTHPASTE CRST W+SCOPE 6.2OZ	16.12	16.12

**Invoice:** USD 64.72  
**Tax Shipping & Handling:** USD 12.73  
**Invoice Total:** USD 77.45

[Your Account](#) | [Shopping Cart](#) | [Help](#) | [Privacy Statement](#) | [Security Policy](#)

From the **Invoice Details** page, you can track the order (click on **Track Order** button) or view item detail for items on the invoice (click on **Item #** hyperlink). You can also print the invoice via your Web browser.

# How to Place an Order

## Products

Click on category to find a product:

- [AMALGAM & ACCESSORIES](#)
- [ANESTHETIC & NEEDLES](#)
- [APPOINTMENT/SCHEDULING PRODUCTS](#)
- [ARTICULATING PAPER](#)
- [ASPIRATING MATERIAL](#)
- [BILLING PRODUCTS](#)
- [BLEACHING TOOTH WHITENING](#)
- [BONDING AGENTS/ADHESIVES](#)
- [BURS](#)
- [CAMERAS & ACCESSORIES](#)
- [CEMENT](#)
- [CERAMICS](#)
- [CEREC MATERIALS](#)
- [CLINICAL FORMS](#)
- [COMPOSITE](#)
- [COTTON PRODUCTS](#)
- [CROWNS,BANDS & SHELLS](#)
- [CURING LIGHTS](#)
- [DENTURE MATERIAL](#)
- [DIAMONDS](#)

## AMALGAM & ACCESSORIES

- [ALLOY & MISCELLANEOUS](#)
- [ALLOY LAB & ACCESSORIES](#)
- [AMALGAM CAPSULES](#)
- [AMALGAM PELLETS](#)
- [AMALGAM POWDER](#)
- [AMALGAMATORS & PARTS](#)
- [CAPSULES & PESTLES](#)
- [MERCURY & ACCESSORIES](#)

In addition to adding products to the shopping cart by **Quick Order**, **Shopping Lists** or keyword searching by **Description**, **Patterson Item Number** or **Manufacturer Item Number**, Patterson Online allows you search by product category and subcategory.

To search for your products by category, after clicking the **Products** tab select a category hyperlink. The available subcategories for that category will display at the right. Select the desired subcategory to return a list of products.

## Products

### NEEDLE CAPPERS

Filter By Manufacturer: --All-- Promotion: --All-- Sort By: Product Description Submit

15 items found  
1 2

	<a href="#">AIM SAFE NEEDLE GUARD</a> 4	631-1690 SEPTODONT INC N0010	1 @ 22.25 / PK	1	<input type="checkbox"/> Label <input type="checkbox"/> Tag <a href="#">Sign In</a> <a href="#">Add To Cart</a> <a href="#">Add To List</a>
	<a href="#">CAPTOR DELUXE NEEDLE RECAPPER</a>	774-9005 HAGER WORLDWIDE 355466	1 @ 47.95 / EA	1	<input type="checkbox"/> Label <input type="checkbox"/> Tag <a href="#">Sign In</a> <a href="#">Add To Cart</a> <a href="#">Add To List</a>

A list of all available products meeting the selected criteria appears. Optionally, you can further pair down the list of products returned by filtering products by a single manufacturer or by items currently on promotion only. To do so, use the filter drop downs and click the **Submit** button.

By default, the product list is filtered by product description. To sort by another criteria, such as price or manufacturer, use the **Sort By** drop down menu and click the **Submit** button.

Select the **Add To Cart** button to add the selected item to your shopping cart. Select the **Add To List** button to add the selected item to your Shopping List.

## Shopping Cart

### Shopping Cart

**Note:**  
Below is your shopping cart/unsubmitted order information. To view all shopping cart/unsubmitted order information, please click [here](#) or the link below the table.

[Empty Cart](#) [Express Checkout](#) [Checkout](#) [View Total](#)

Item Ordered	Price	Qty	Price Break	SubTotal
<a href="#">AIM SAFE NEEDLE GUARD 4</a> 631-1690	USD 22.25	<input type="text" value="1"/>	1+ @ \$22.25 / PK	USD 22.25

[Update Quantity](#) **Total: 22.25**

[Create a Shopping List from all items in this shopping cart](#) [Express Checkout](#) [Checkout](#) [Top](#)

[Continue Shopping](#)

In the **Shopping Cart**, you can review and make adjustments to your order prior to placing it. Select from the following options:

**Empty Cart** – Select to clear all contents of the **Shopping Cart**.

**Update Quantity** – Select to change the quantity after entering a new number into the **Qty** field.

**Express Checkout** – Select to use the **Express Checkout** option. **Express Checkout** uses your default shipping method, address selection and billing method, allowing you to place your order faster.

**Checkout** – Select to place your order using **Standard Checkout** option.

**Continue Shopping** – Select to go back to the category selection page.

Select the hyperlink **Create a Shopping List from all items in this shopping cart** to create a new shopping list from the items in the cart.

## Shipping Method

Under **Method**, select from the available shipping options. Note that Second Day Air and Next Day Air are calculated at time of shipping based on the weight and distance of the order. Patterson Online cannot provide estimates on airfreight.

Under **Special Instructions**, enter a short note for the delivery person such as “Leave in box” or “Place at back door”. Select the check box **Do not send any items via US Mail** to avoid sending your order by USPS.

The **Additional Charges** section will list any extra charges associated with your order.

Select **Continue** to proceed to the checkout.

# Shipping Address

Shipping Address

Where do you want this order shipped?

Your Address Book [Add Shipping Address](#)

Ship to this Address  
ATT SUZANNE  
10 MENDOTA HEIGHTS  
MENDOTA HEIGHTS, MN 55120  
United States

Ship to this Address  
98 Elm  
Mendota Heights, MN 55437  
United States

[Back](#) [Continue >>](#)

Under **Your Address Book**, select from the available Ship to addresses. To add a new Shipping Address, select the **Add Shipping Address** hyperlink. Select **Continue** to proceed to the checkout.

*Note: If you are unable to add a new shipping address, contact your local Patterson Dental Branch Office at 800-873-7683 to have this feature enabled.*

# Payment Method

Payment Method

How would you like to pay for this order?

Method of payment

Bill My Patterson Account [\(More Info...\)](#)

Credit Card [\(More Info...\)](#)

Enter a Purchase Order number if needed:  
PO Number

[Back](#) [Continue >>](#)

Under **Method of payment**, select from the following options:

**Bill My Patterson Account** – Select this option to charge your current order onto your Patterson Account.

**Credit Card** – Select this option to pay for the order at the time of checkout using a credit card.

Enter your Purchase Order number in the **PO Number** field if necessary to complete your order.

Select **Continue**.

*Note: options above may vary slightly depending on your Patterson account settings.*

# Review Order

## Review Order

**Your order has not yet been placed!**

Please review your order and click the "Place Order" button to submit your order.

Shipping Method	Shipping Address	Payment Method
<b>Standard</b> USD 6.50	Sue ATT SUZANNE 10 MENDOTA HEIGHTS MENDOTA HEIGHTS MN, 55120	<b>Bill My Patterson Account</b>
<a href="#">Select Different Shipping Method</a>	<a href="#">Select Different Address</a>	<a href="#">Select Different Payment Method</a>

### Order

Item #	Product Description	Manufacturer	Price	Qty	Subtotal
090-0035	TOP ANES GEL BUBBLE GUM	PATTER	6.75	1	6.75

### Customer PO

<b>Subtotal of Items:</b>	USD 6.75
<b>Estimated Shipping &amp; Handling:</b>	USD 6.50
<b>Tax:</b>	Applicable taxes will be applied
<b>Total Estimated Cost*:</b>	USD 13.25

[Place Order](#)

\* Prices are subject to change without notice. Your actual invoice cost may differ from that displayed due to discounts, taxes, and shipping charges.

In the **Review Order** section, you can make final changes to the order prior to checkout. Use the following hyperlinks to amend the information:

- [Select Different Shipping Method](#)
- [Select Different Address](#)
- [Select Different Payment Method](#)

When you are satisfied with the contents of the order, select the **Place Order** button.

If you experience problems with this Web site or have technical questions about your order, call 877-495-6505 or e-mail [ptc.support@pattersondental.com](mailto:ptc.support@pattersondental.com). For assistance with questions related to dental products, contact your local Patterson branch at 800-873-7683.