

HOW DO I?

Checkout(submit my order) through Hologic iStore?

Once you have all of the items you need for your order in your Shopping Cart you can place your order by clicking the Checkout button and following the steps below:

Your Shopping Cart

Time Zone (GMT-05:00/-04:00)Eastern Time

[Continue Shopping](#)

Actions

[Save Cart](#)

[Go](#)

[Checkout](#)

Items

Promotion Codes

✓ Your Store cart expires on 18-APR-2014. Please save this cart if you intend to use it beyond this date

Part Number	Item Name	UOM	Quantity	Price	Remove
A TEC 0914-12MR	9G (3.7MM) X 14 CM, 12MM HANDPIECE-MR	BOX/5	1	\$0.00	
MP201	PACKAGE ASSY, BULK LARGE PAD MP201	BOX/50	1	\$0.00	
763114160X	14G X 16CM, OPT. CO-AXIAL NEEDLE MCXS1416TX	BOX/10	1	\$0.00	

Sub-Total: \$0.00

[Recalculate](#)

Total: \$0.00

*Shipping & Handling Fee will be added to order at the time of Shipment.

*All orders are shipped FOB Origin, Net 30 days. Freight is prepaid and added to invoice.

- **Step 1 of 3 - Checkout: Shipping Information**

During this step of the Checkout process you will choose your Shipping Method, choose your Ship To address and also enter in any Shipping Details you wish to include with on your Hologic order:

Choose your Shipping Method

In this step you can choose which Shipping Company to use with your order

Shipping Method:

- * FEDEX GROUND
- FEDEX-Air-2Day
- FEDEX-Air-Express Saver
- FEDEX-Air-First Overnight
- FEDEX-Air-Priority Overnight
- FEDEX-Air-Standard Overnight
- UPS 3 Day
- UPS-Air-Next Day Air
- FEDEX GROUND

Shipping Method	Shipping Description
FEDEX GROUND	Ground shipments will arrive within 5 business days of order shipment for destinations within the continental US. 6+ days for HI and AK.
FEDEX-Air-2Day	2 Day Delivery
FEDEX-Air-Express Saver	3 Day Delivery
FEDEX-Air-First Overnight	Overnight Delivery by 8:30AM
FEDEX-Air-Priority Overnight	Overnight Delivery by 10:30AM
FEDEX-Air-Standard Overnight	Overnight Delivery by 3PM

- First Overnight/Priority Overnight not available in all areas. Shipping descriptions contain estimated ship dates.
- Kit and Drapes cut off time is 2:30PM ground and expedited shipments. All orders placed after this cutoff will be shipped out next business day.
- MammoPads and all other products have a 3PM cutoff for ground shipments and 6PM cutoff for expedited shipments. All orders placed after these cutoffs will be shipped out next business day.
- If you have a FedEx/UPS account you would like to use, enter account number in shipping instruction field. Please note: you may NOT use personal FedEx accounts for MammoPads or Kits & Drapes shipments.

Choose your Ship To information

In this step you can select which Ship to Customer, Ship to Contact, and Ship to Address to use with this order

Ship To

* Ship to Customer: **ADVANCED MEDICAL IMAGING COLORADO**

Ship to Contact: **Amico Admedimgco sdumas@hologic.com**

* Ship To Address: **2490 W 26TH AVE STE 55A AMI DIAMOND HILL DENVER,CO 80211 UNITED STATES**

If you need to use a RELATED CUSTOMER: click the Select button next to the Ship To Customer data:

Ship To

* Ship to Customer: **ADVANCED MEDICAL IMAGING COLORADO**

Ship to Contact: **Amico Admedimgco sdumas@hologic.com**

* Ship To Address: **2490 W 26TH AVE STE 55A AMI DIAMOND HILL DENVER,CO 80211 UNITED STATES**

On the next page you can search for RELATED CUSTOMERS(customers that you have a previously established relationship with in our ordering system) by searching for the customer name(you can use ‘%’ to do a wildcard

search) on their account if necessary.



Search and Select: Ship to Customer

Cancel

Search

Search For: Organization
Account Number:

Select	Customer Name	Account Number
	No search conducted.	

Cancel

Search for appropriate related customer here and click Select button once you have found it.

This will add the Related Customer to the Cart as shown below:



Checkout: Shipping Information

* Indicates required field

Cancel

Actions

Save Cart

Go

Step 1 of 3

Next

Shipping Method:

* FEDEX GROUND

- All freight charges will be added to the invoice once the order is shipped.
- Ground orders placed by 1 pm, and expedited orders placed by 6 pm will be shipped the same business day. Our standard shipping method is FedEx Ground. If you prefer that we use your FedEx account, please include your account number in the shipping instructions box.

Ship To

* Ship to Customer: CLEVELAND CLINIC

Ship to Contact: No Selected Contact

* Ship To Address: 9500 EUCLID AVE
CLEVELAND, OH 44195
UNITED STATES

Shipping Details

Shipping Instructions:

Packing Instructions:

Cancel

Actions

Save Cart

Go

Step 1 of 3

Next

Select Ship To Contact:

Next you can choose the Ship to Contact for the order(usually this will contain your information and you will not need to change this)

Select Ship To Address:

If you need a different Ship To address than the one shown:

Click the Select button next to the Ship To address data and then click the View By drop down and select the value that applies:

Search and Select: Ship to Address

Ship to Customer:ADVANCED MEDICAL IMAGING COLORADO Cancel

Ship to Contact:Amico Admedimgco

Search

Country: United States

View by: Ship To Contact's Addresses

Results

- Ship To Contact's Addresses
- Ship To Customer's Addresses
- All Contacts' Addresses

Select	Address	Address Type	Primary
	No records found matching the given criteria.		

“Ship To Contact’s Addresses” – shows the Ship To addresses linked to the Contact chosen for this order.

“Ship To Customer’s Addresses” - shows the Ship To addresses linked to the Customer chosen for this order.

“All Contact’s Addresses” - shows you ALL the addresses linked to the Contact for this order.

If you have any special Shipping Details to be included on the order you can enter those in subsequent fields on the page.

Once you have completed everything click the Next button to move to Step 2 of the checkout process.

- **Step 2 of 3 - Checkout: Billing and Payment Information**

Next you will enter in your Payment information – Currently Hologic iStore only accepts Invoice(PO) or Credit Card payment. You will need to enter those payment details here:

Checkout: Billing and Payment Information

* Indicates required field

Cancel

Actions

Save Cart ▾

Go

Back

Step 2 of 3

Next

Payment

Invoice

Credit Card:

Create New Credit Card ▾

Please enter the following information for your new credit card

Card Holder Name:

Type:

Discover ▾

Number:

Expiration:

03 ▾ 2014 ▾

DISCLAIMER: ALL CREDIT CARD NUMBERS ARE STORED PERMANENTLY IN OUR ORDER PROCESSING SYSTEM.

By providing your credit card number, you are agreeing that future orders may be processed on this credit card. We are not able to offer refunds via credit card.

Purchase Order Information:

If you have a purchase order, please enter Purchase Order Number:

- Not a PO facility? Please enter your first name followed by today's date (i.e. John 04/18/08).

* PO Number:

Next you will need to enter in your Bill To address:

Bill To

* Bill To Customer: ADVANCED MEDICAL IMAGING COLORADO

Select

Bill To Contact: Amico Admedimgco
sdumas@hologic.com

Select

Clear

* Bill To Address: 2490 W 26TH AVE
STE 120
BLDG A
AMI DIAMOND HILL
DENVER, CO 80211
UNITED STATES

Select

In the same manner as you did in Step 1 – Choose Ship To address, you can click the Select button next to the Bill To Customer data and search for RELATED CUSTOMERS. You can choose to use the Related Customers Bill To information on your order here or select from your own Bill To information.

- **Step 3 of 3 - Checkout: Review and Place Order**

This is the final step and also the most important! Be sure to review all the order details - checking all of the items on the order as well as Pricing, Shipping and Billing information.

If something does not look right make sure to click the Back button to go back and fix it.

If necessary you can also choose Save Cart from the drop down list to save the entire cart and submit your order at a later time.

Once everything is ready you can simply click the Place Order button to submit your order!

Please wait a moment or two while the order is entered(BE SURE NOT TO LEAVE OR REFRESH THE PAGE) and the store will give you an order number to confirm that the order went through successfully as shown below:



Confirmation

Your order number is: 2134071

Please print this page and keep it for your records.

Time Zone (GMT-05:00/-04:00)Eastern Time

[Continue Shopping](#)

Soon after your order is submitted you will also be sent an Order Confirmation email containing the details of your order.

Your Hologic order has been placed!