HOLOGIC iStore

HOW DO I?

Use Customer Relationships During Checkout?

Login to iStore

Place items in Shopping Cart and click the Checkout button.

To choose a Ship To address from a Related Customer:

Under Ship To:

Click the Select button on the right side of the page next to the Ship to Customer field:



Checkout: Shipping Information

Time Zone (GMT-05:00/-04:00)Eastern Time Step 1 of 3 Next Cancel Go * Indicates required field Save Cart 🔻 Actions **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: HILLCREST HOSPITAL	Select
	Ship to Contact: Fred Osicka	Select Clear
	216-448-8373@	1
	O SICKAF@CCF.ORG	
	 Ship To Address: 6780 MAYFIELD RD MAYFIELD HEIGHTS,OH 44124 UNITED STATES 	Select
Shipping Details		
	Shipping Instructions:	A
		×
	Packing Instructions:	<u>_</u>
		*
	Cancel Actions Save Cart Go	Step 1 of 3 Next
	NovaSure THS MyoSure Aquilex	
	Sites Cart Order Profile Logout	

Next you will see a Search and Select: Ship to Customer page:



Search and Select: Ship to Customer

search	Search For: Organization 🔽 clev	/e%	
	Account Number:		
Select	Customer Name	Account Number	
	No search conducted.		
	No search conducted.		Cane

Here you can search for related customers by Customer Name(note: you can use the % symbol as a wildcard as shown above) and also by Account Number.

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:

Indicates required field	Cancel Actions Save Cart Go	Step 1 of 3 Nex
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FEDEX GROUND		
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	Ship to Contact: No Selected Contact	Select
	Ship to Contact: No Selected Contact * Ship To Address: 9500 EUCLID AVE CLEVELAND,OH 44195 UNITED STATES	Select
nipping Details	Ship to Contact: No Selected Contact * Ship To Address: 9500 EUCLID AVE CLEVELAND,OH 44195 UNITED STATES	Select
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This will add the Ship to Address to the cart:

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Shipping Details				
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To choose a Bill To address from a Related Customer:

• Redo this same exact process on Step 2 of Checkout.