

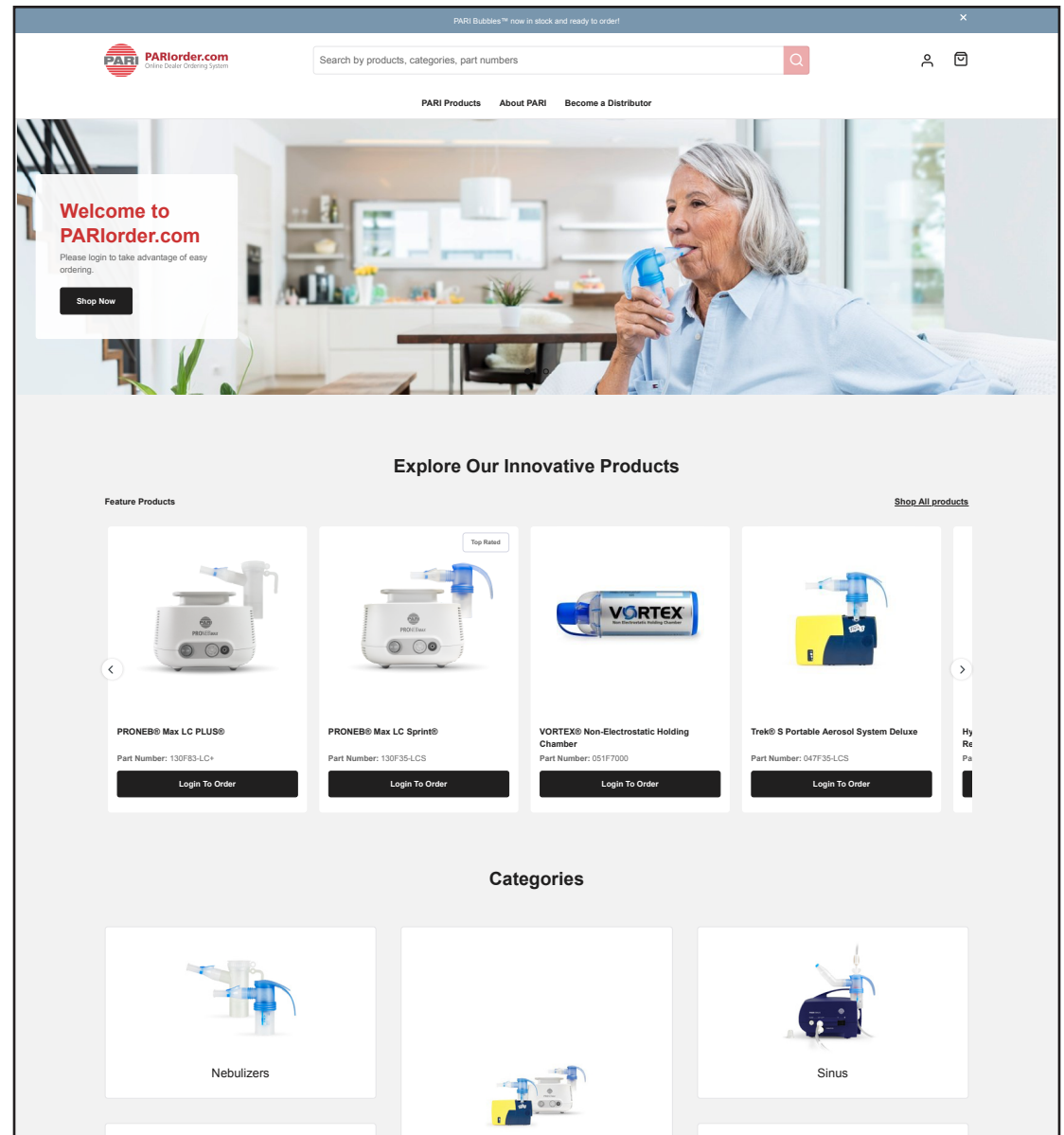


PARIorder.com Customer Manual
Updated 08/2023

Welcome to PARlorder.com!

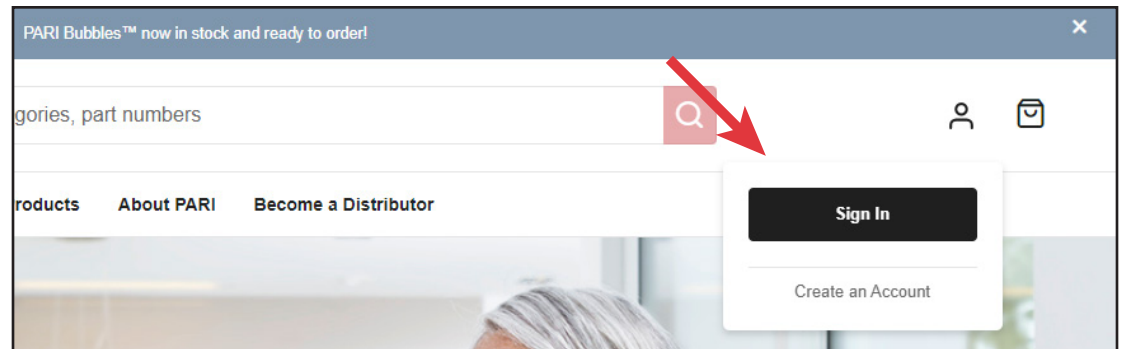
PARlorder.com is PARI's customer portal where you can place orders, track previous orders, and view your invoice and shipment history.

This guide will help you understand all of the functions on this site.



Login instructions

Users with an account already created can log in by clicking the "User" icon in the top right and then clicking "Sign In" to login with their user credentials.



If you have forgotten your password, you can reset your password by clicking "Forgot Password" on the login form

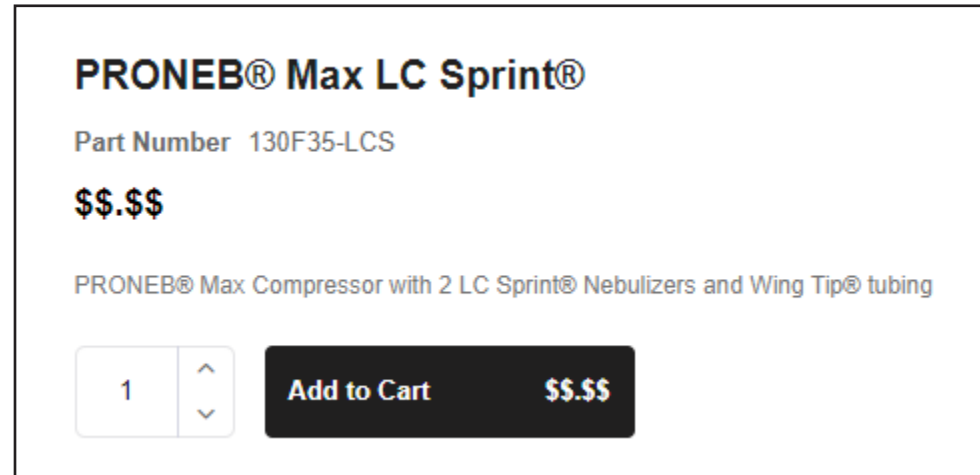
A screenshot of the "Sign in to your PARlorder Account" form. The form is titled "Sign in to your PARlorder Account" and contains the following elements:

- An "Email *" input field.
- A "Password *" input field. A red arrow points to the "Forgot Password?" link located to the right of this field.
- A checkbox labeled "Remember Me".
- A black "Login" button.
- A link at the bottom that says "Don't have an account? [Sign up](#)".

Placing orders

There are multiple ways you can place orders on PARIorder.com.

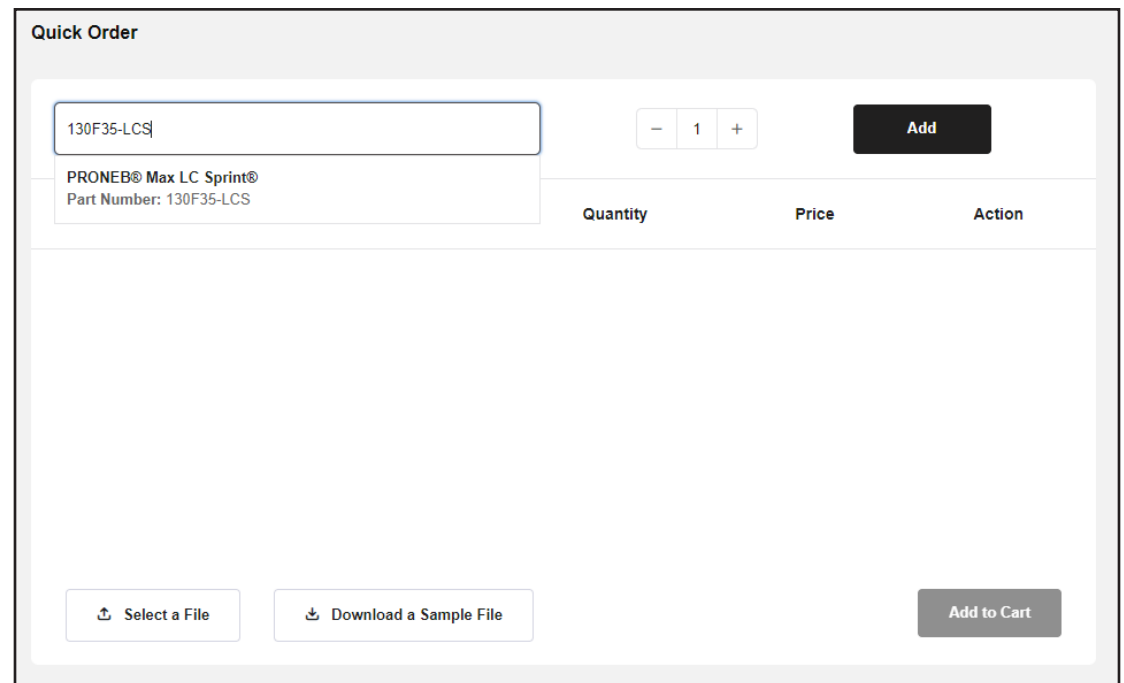
Orders can be placed through the product catalog when logged in.



PRONEB® Max LC Sprint®
 Part Number 130F35-LCS
\$\$.\$\$
 PRONEB® Max Compressor with 2 LC Sprint® Nebulizers and Wing Tip® tubing

1 ▲ ▼ **Add to Cart** **\$\$.\$\$**

Orders can also be placed through our “Quick Order” system by typing in the part number and quantity of the product to order.



Quick Order

130F35-LCS - 1 + **Add**

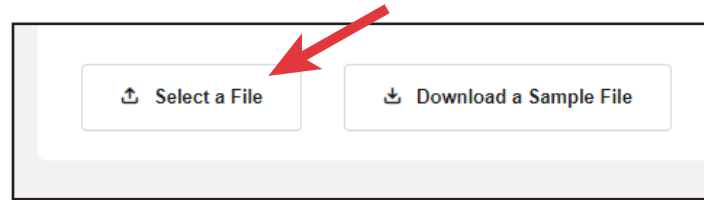
PRONEB® Max LC Sprint®
 Part Number: 130F35-LCS

Quantity	Price	Action

Select a File Download a Sample File **Add to Cart**

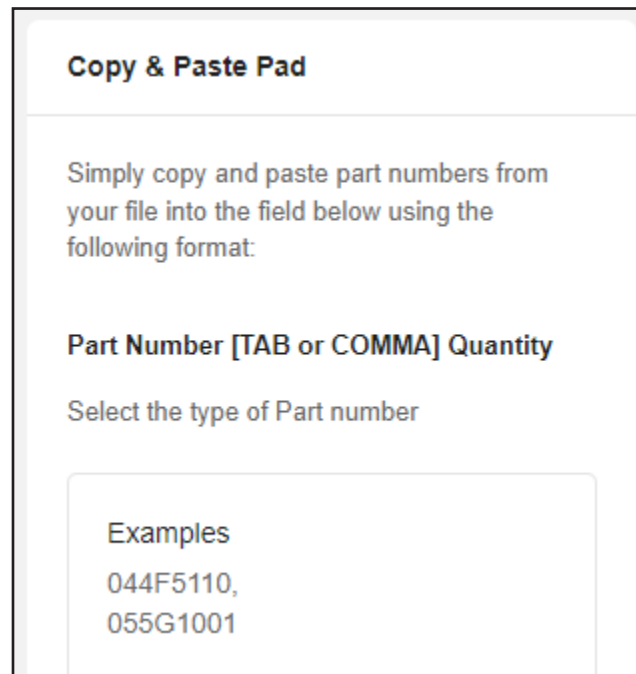
Placing orders

If you wish to upload a .csv file containing part numbers and quantities of pari products to add to your cart, you can do so by clicking the button below the quick order section.



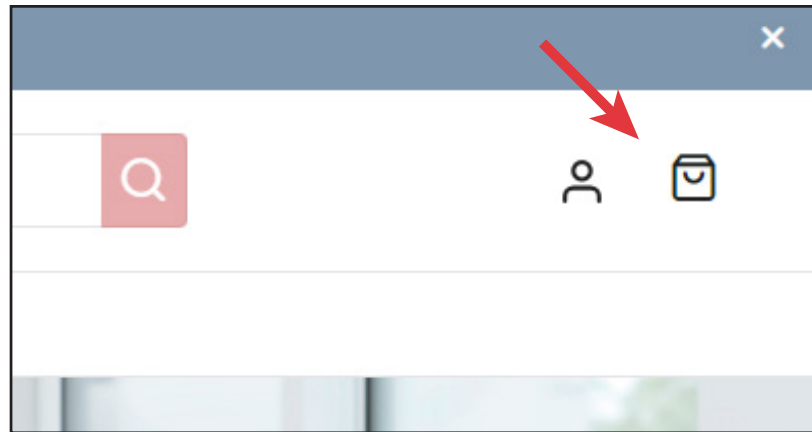
Please use the sample .csv file as a guide for how to create a valid order request file

You can also use the “Copy Paste Pad” to paste in part numbers (comma separated) to add to your cart.

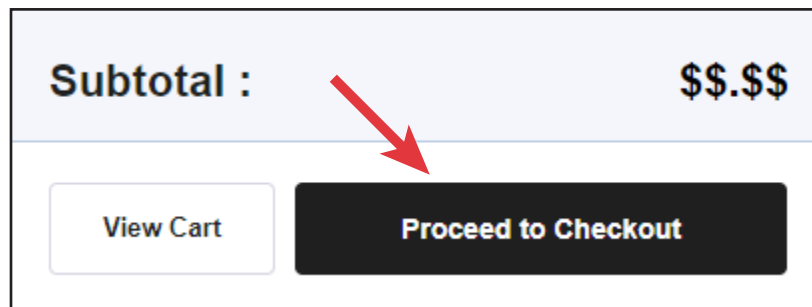


Viewing your cart

You can view your cart by clicking the "Shopping Bag" icon on the top right of the webpage, next to the user icon.



From here, you can proceed to check out.



Checkout

Checkout has two parts. First, set your PO number and select one of your shipping addresses. You can also drop ship orders from this screen. On the second screen, you will review and then place your order

When checking out, make sure to use a unique PO number. This number cannot be the same as any of your previous PO numbers.

If you wish to add a shipping address to your account, contact our customer service team at b2binfo@pari.com.

1 Shipping — **2 Review & Order Placement**

General Information

Company Name
 Customer Account Number: PARI Account Number
 Your email address
 Credit Status ✔

PO/Ref. *

Shipping Address

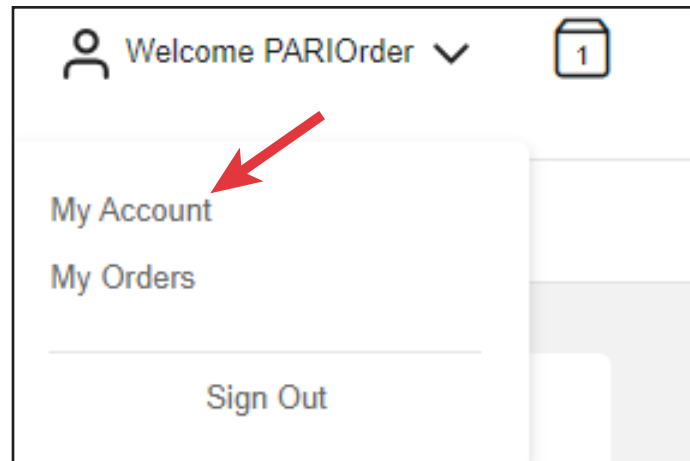
Address name and Attn
 Address Line 1, City
 State, Zip, United States
 Phone Number

Default Address ✔

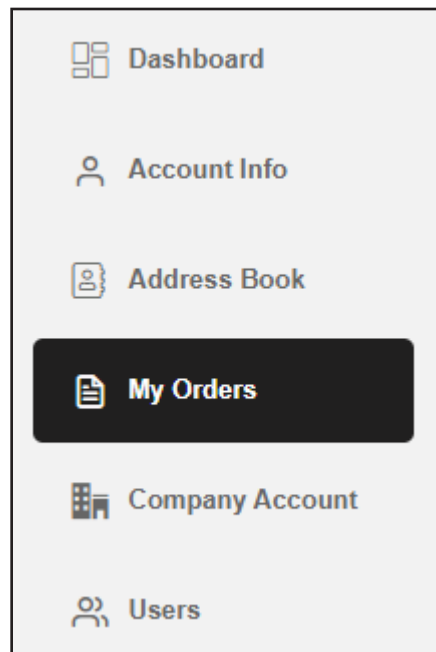
Select Address Drop Shipping Continue

Viewing orders, invoices, and shipments

You can find your order history in the “My Account” section of the website. Navigate to the “My Account” section by clicking on the user icon on the top right of the webpage header.



Click on “My Orders” to view and search through your order history.



Viewing orders, invoices, and shipments

Every order you have placed will have invoices and shipments attached to it. View an order by clicking on the order number or the “View” button next to the order.




On this tab, you are able to see the order that was placed, the PO number assigned to it, the PARI order number, and the status of the order.

Order #	Date	PO Number	Total	Status	Action
50576742	18/11/2022	21666611	\$904.25	Complete	View Reorder

Order #50576742 **PO #21666611**

Reorder Order Confirmation

Items Ordered:

Product Detail	Price	Qty	Unit	Discount %	Qty Shipped	Subtotal
 PARI LC Sprint® Reusable Nebulizer Part Number: 023F35	\$\$.\$\$	6	PCS	-	6	\$\$.\$\$
 VORTEX® Non-Electrostatic Holding Chamber Part Number: 051F7000	\$\$.\$\$	1	PCS	-	1	\$\$.\$\$
 PARI Baby™ Mask - Size 1 with PARI LC PLUS® Reusable Nebulizer Part Number: 022F91	\$\$.\$\$	50	PCS	-	50	\$\$.\$\$

Ship to

Shipping address

Billing Address

Billing Address

Order Details

Order No: 50576742
 Order Date: 11/18/2022
 Customer No: Account #
 Status: Complete

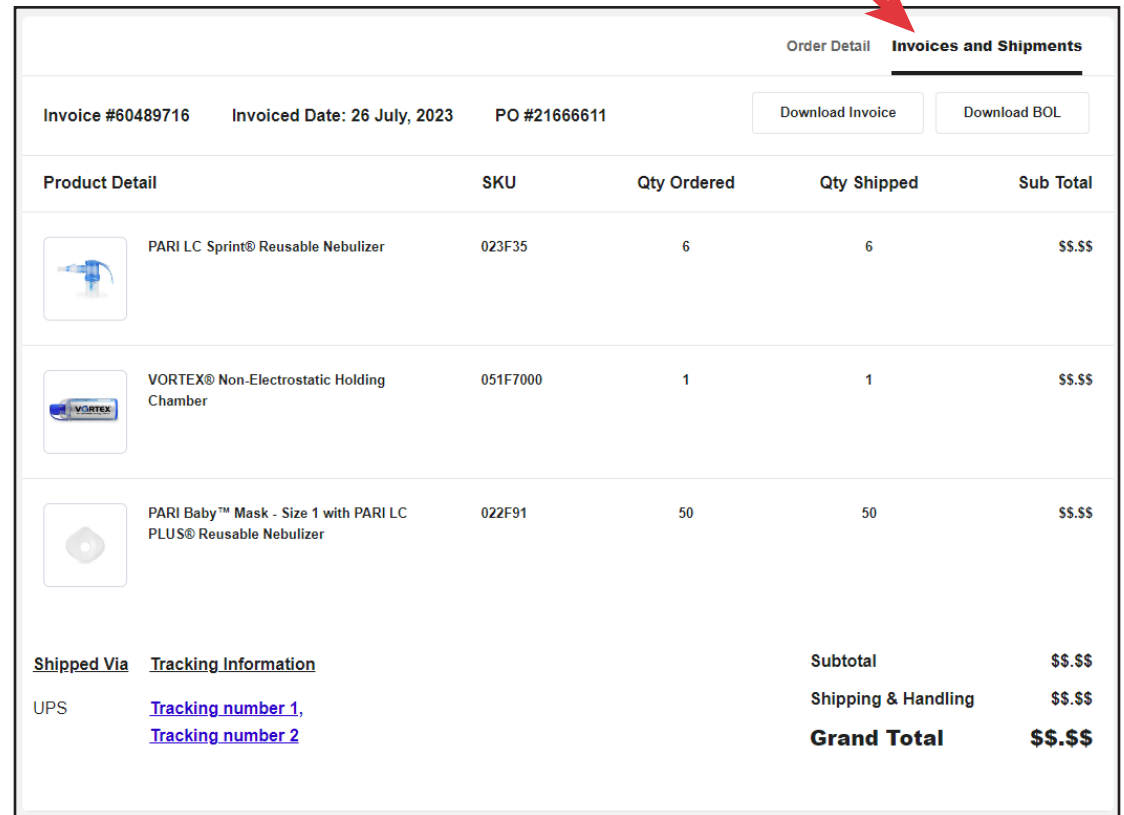
Order Summary




Subtotal	\$\$\$.\$\$
Grand Total	\$\$\$.\$\$

Viewing orders, invoices, and shipments

On the invoice tab, you are able to see if the order has been invoiced or shipped. If it has been shipped, the invoice will have a shipment and tracking number assigned to it.

Click the tracking number to navigate to the carrier's website to see the status of your shipment.



Order Detail		Invoices and Shipments		
Invoice #60489716	Invoiced Date: 26 July, 2023	PO #21666611	Download Invoice	Download BOL
Product Detail	SKU	Qty Ordered	Qty Shipped	Sub Total
 PARI LC Sprint® Reusable Nebulizer	023F35	6	6	\$\$.\$\$
 VORTEX® Non-Electrostatic Holding Chamber	051F7000	1	1	\$\$.\$\$
 PARI Baby™ Mask - Size 1 with PARI LC PLUS® Reusable Nebulizer	022F91	50	50	\$\$.\$\$
Shipped Via	Tracking Information			Subtotal
UPS	Tracking number 1 , Tracking number 2			Shipping & Handling
				Grand Total
				\$\$.\$\$

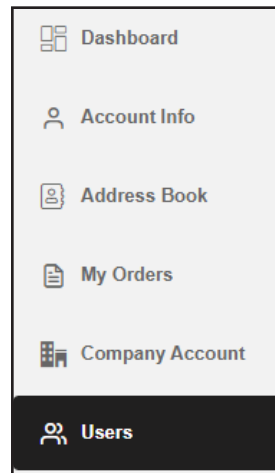
Searching for past orders, invoices, and shipments

You can search for orders and invoices through the search function on the “My Orders” page. Use the fields above the list of orders to narrow down your search.

You can search for open orders by searching for orders with a “Processing” status. This will bring up orders that have not yet been fully shipped and invoiced.

Managing users as a company admin

If you have a company admin account, you can add and edit users underneath your company's account. Do so by navigating to the "Users" tab on the My Account section.



Add users by clicking the "+ New User" button at the top of this page and filling in the information required.

That user will receive an email prompting them to set up their password to access the system.

You can easily edit or delete users from the user list on this page as well.

 A form titled 'Create a User' with a white background and a thin black border. It contains several input fields and a dropdown menu. The fields are: 'First Name *' (text input), 'Last Name *' (text input), 'Email *' (text input), 'Job Title' (text input), 'User Role' (dropdown menu with 'Can only view orders' selected), and 'Phone Number *' (text input). A dark gray 'Submit' button is located at the bottom left of the form.