

# **Essilor Source: User Guide**



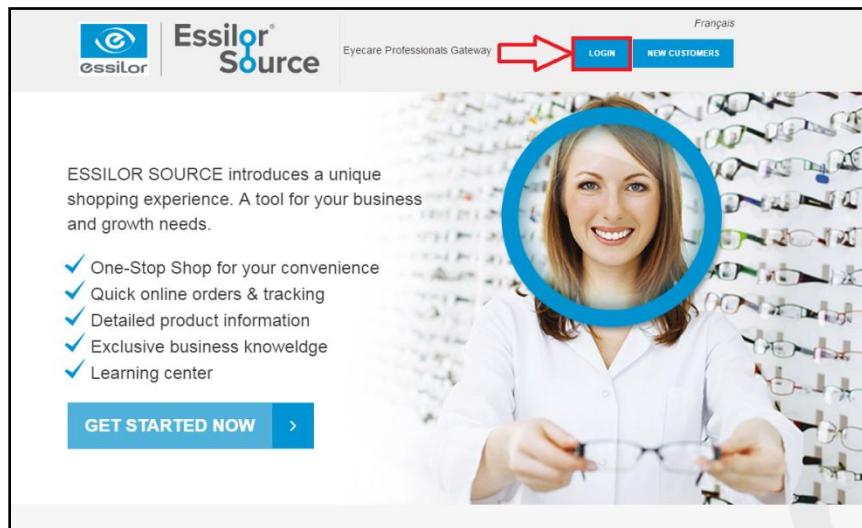
**Essilor<sup>®</sup>**  
**Source**

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## 1. Log on (How to)

- **Step 1-** In your internet search bar, type the link: <http://www.essilorsource.ca>
- **Step 2-** On Essilor Source homepage, click on “Login”.



- **Step 3-** Enter your “Username” (1), your “Password” (2) and click on “Log in” (3).

A screenshot of the Essilor Source login page. The top navigation bar includes "About Us", "Need Help", "Fr", and "Login / Register". Below the navigation is a "RETURNING CUSTOMERS" section with a "LOGIN" form. The form has fields for "Username" (with value "esrep", highlighted with a red box and labeled 1) and "Password" (highlighted with a red box and labeled 2). A "LOG IN" button (highlighted with a red box and labeled 3) is at the bottom of the form. To the right, there's a "NEW CUSTOMERS" section with a "CREATE A NEW ACCOUNT" form and some instructions. A red arrow points from the number 3 to the "LOG IN" button.

## ⚠️Forgot your password?

1- Click on “Forgot your password?”

The screenshot shows the Essilor Source login interface. On the left, under 'RETURNING CUSTOMERS', there is a 'LOGIN' section with fields for 'Username' (containing 'egrep') and 'Password'. Below these is a 'LOG IN' button and a 'Forgot your password?' link. A red arrow points to this link. On the right, under 'NEW CUSTOMERS', there is a 'CREATE A NEW ACCOUNT' section with instructions and a 'Call us at 1-877-678-8870' link.

2- Enter your “Username” and “Validate”:

The screenshot shows the 'RESET PASSWORD' page. It has a 'Username' field containing '████████@essilor.ca' and a 'VALIDATE' button. A red arrow points to the 'VALIDATE' button.

3- Respond to the question and click on “Reset password”:

The screenshot shows the 'SECURITY QUESTION' page. It has a question 'What high school did you attend?' and an answer 'St-Jones' in the 'Answer' field. A red arrow points to the 'RESET PASSWORD' button.

⚠️ Fields with red stars are mandatory → \*

## 2. LENSES

### 2.1. CHOOSE LENSES (HOW TO)

- Step 1-** Click on “Stock Lenses”, choose from the different categories: brands, design and material. Click on your selection.

The screenshot shows the Essilor Source website interface. At the top, there's a navigation bar with links like 'About Us', 'Need Help', 'Fr', 'Welcome Salesrep', 'TRAY ORDER', 'BARCODE ORDERS', and a shopping cart icon. Below the header, the 'Essilor Source' logo is displayed. On the left, there's a sidebar with sections for 'BRANDS', 'DESIGN', and 'MATERIAL'. The 'BRANDS' section lists various lens brands. The 'DESIGN' section shows 'Spheric' and 'Aspheric' options. The 'MATERIAL' section lists materials like Airwear (Poly 1.59), Orma (Plastic 1.5), Trexa (Trivex 1.53), 1.56, Airwear (Plastic 1.59), Other Polycarbonate 1.59, Plastic 1.6, Plastic 1.67, Plastic 1.69, and Glass 1.5. To the right, a large 'STOCK' button is highlighted with a red box and a red arrow pointing to it. Below the main content area, there are three prominent brand logos: Crizal, Transitions, and Xperio.

- Step 2-** After you clicked on one choice, you can choose a different filter for your lenses.

This screenshot shows the results of a filtered search for lenses. On the left, a 'FILTERS' sidebar is highlighted with a red box and a red arrow pointing to it. The filters include 'CLEAR FILTERS', 'Brand', 'Design', 'Material', 'Tint', and 'Coating', each with a dropdown menu. The main area displays a grid of lens products with columns for product name, price, and 'STOCK ORDER' and 'TRAY ORDER' buttons. The products listed are: 1.67 Asph Trans 7 Gray UV Forte (\$72.00), Airw Asph Trans 7 Gray Crizal Forte UV (\$56.50), Airw Sph Trans7 Gr Green Crizal Forte UV (\$56.50), Airwear Asph Transition 7 Grey HC (\$21.00), Airwear Crizal (\$16.00), and AIRWEAR CRIZAL UV OPTIFOG SPH (\$38.50).

- **Step 3-** Your lenses will appear with the price. You can “Stock Order” or “Tray Order”.

FILTERS

CLEAR FILTERS

Brand: TRANSITIONS®

Design: SINGLE VISION

Material: 1.67

Tint: TRANSITIONS

Coating: CRIZAL

Rows per page: 25

1.67 Asph Trans 7 Gray UV Forte	\$72.00	STOCK ORDER	TRAY ORDER
---------------------------------	---------	-------------	------------

row(s) 1 - 1 of 1

## 2.2. ORDER LENSES (HOW TO)

### 2.2.1. STOCK ORDER

- **Step 1-** Click on “Stock Order”.

FILTERS

CLEAR FILTERS

Brand: TRANSITIONS®

Design: SINGLE VISION

Material: 1.67

Tint: TRANSITIONS

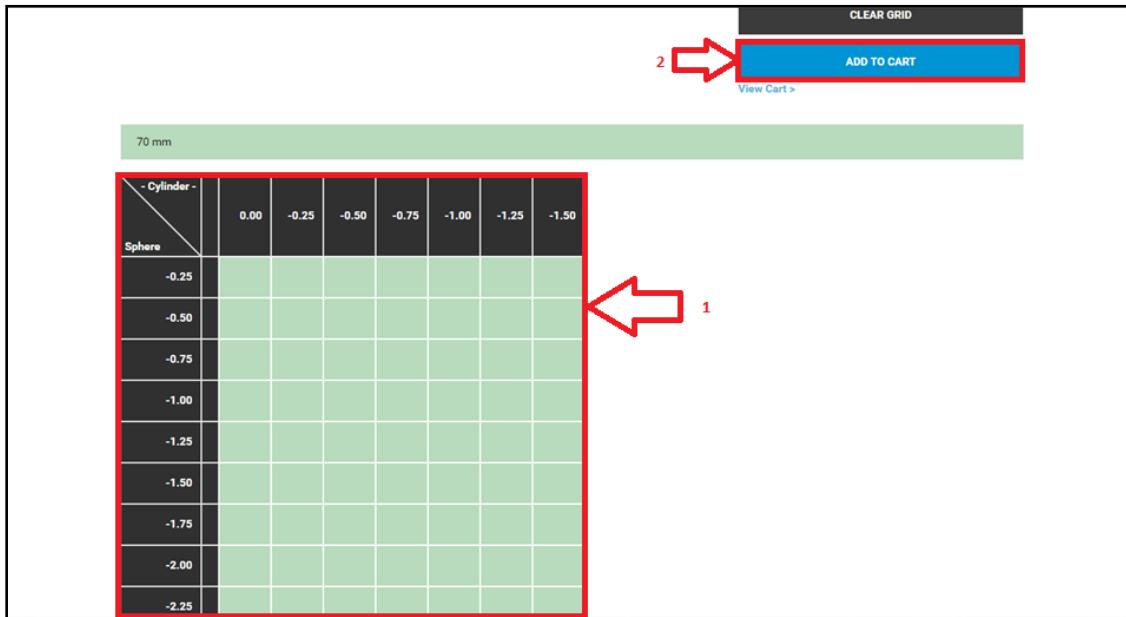
Coating: CRIZAL

Rows per page: 25

1.67 Asph Trans 7 Gray UV Forte	\$72.00	STOCK ORDER	TRAY ORDER
---------------------------------	---------	-------------	------------

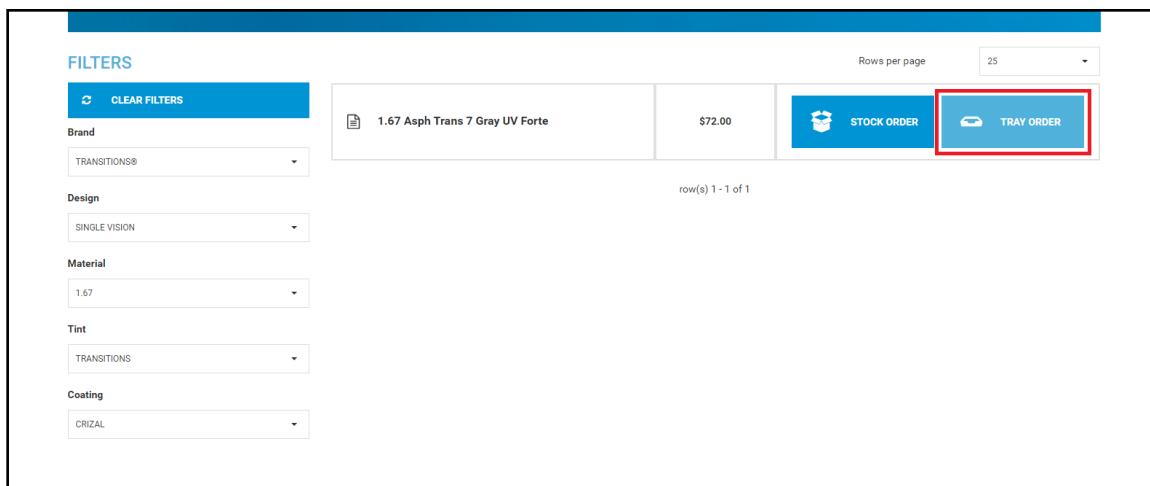
row(s) 1 - 1 of 1

- **Step 2-** Choose the “Sphere/Cylinder” and the number of lenses with it (1). Click on “Add to Cart” (2).

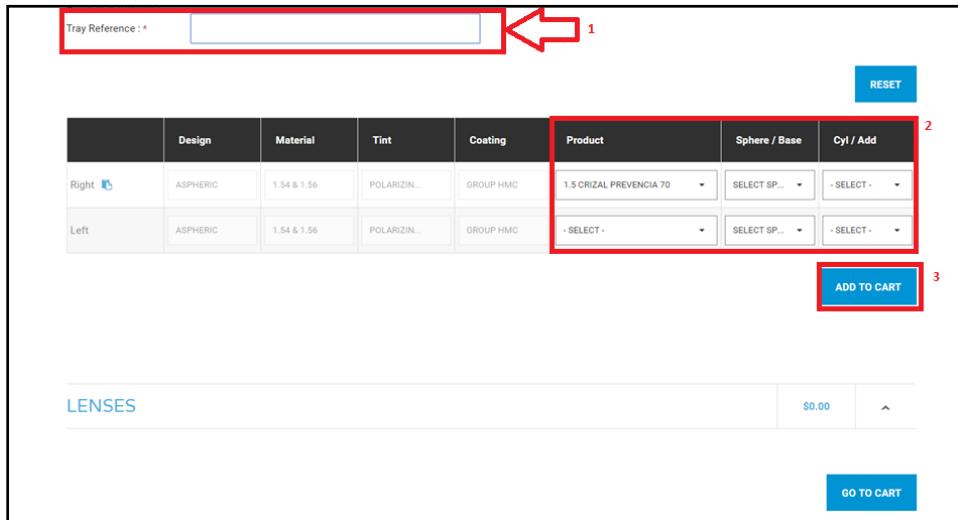


## 2.2.2. TRAY ORDER

- **Step 1-** Click on “Tray Order”.

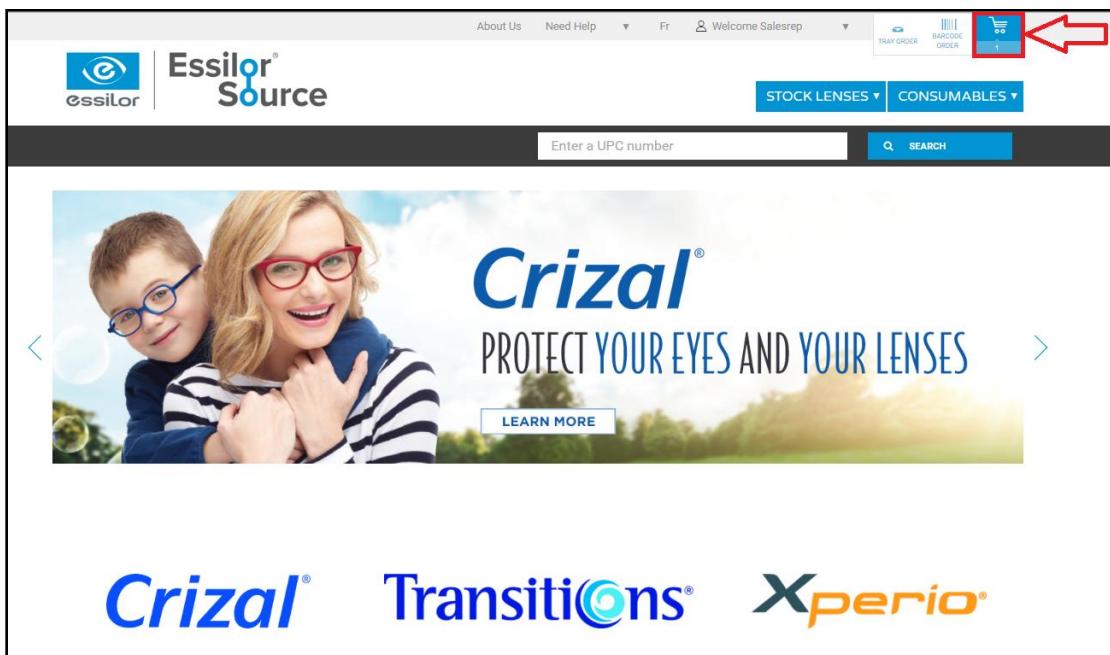


- **Step 2-** Put a “Tray Reference” (1). Choose your product, sphere and cylinder (2). Click on “Add to Cart” (3).



### 2.3. SEE MY ORDER (HOW TO)

- **Step 1-** To see your order, click on the cart icon:



- **Step 2-** A list of your order will appear.

The screenshot shows the Essilor Source website's 'MY CART' page. At the top, there are navigation links for 'About Us', 'Need Help', 'Welcome Salesrep', and order types like 'TRAY ORDER' and 'BARCODE ORDER'. Below the header is a search bar with 'Enter a UPC number' and a 'SEARCH' button. The main area is titled 'MY CART' with a 'CONTINUE SHOPPING' link. It displays an 'Order summary' table with sections for 'STOCK LENSES' (0 items) and 'CONSUMABLES' (1 item). The 'CONSUMABLES' section is highlighted with a red box. The table shows the item details: Item 9834 Crizaline Cleaning Cloths, Description Crizaline Cleaning Cloths, Price \$0.00, Quantity 4, and Subtotal \$1.60. There are up and down arrows to adjust the quantity. The total count is 4 and the total price is \$1.60. A 'CHECKOUT' button is located in the top right corner.

## 2.3.1. UPDATE MY ORDER (HOW TO)

- **Step 1-** You can change the quantity of your order.

This screenshot shows the same 'MY CART' page as the previous one, but with a red arrow pointing to the quantity input field for the Crizaline Cleaning Cloths item. The input field currently contains the value '4'. The rest of the page, including the header, search bar, and other cart details, remains identical to the first screenshot.

- **Step 2-** To confirm the quantity change, click on the green button.

The screenshot shows the 'MY CART' section of the Essilor Source website. At the top right, there are links for 'STOCK LENSES' and 'CONSUMABLES'. Below that is a search bar with 'Enter a UPC number' and a 'SEARCH' button. The main area shows 'ITEM(S) IN CART: 4' and 'TOTAL: 1.6'. There are two sections: 'STOCK LENSES' (total \$0.00) and 'CONSUMABLES' (total 1.6). Below these are detailed item lists. In the 'CONSUMABLES' list, there is an item '9834 Crizaline Cleaning Cloths' with a quantity of 4. A red arrow points to a green checkmark icon inside the quantity input field, indicating it's selected or confirmed.

Item	Description	Price	Quantity	Subtotal
9834 Crizaline Cleaning Cloths 9834	Crizaline Cleaning Cloths	.4	<input type="text" value="4"/>	1.6

### 2.3.2. DELETE MY ORDER (HOW TO)

- To delete order, click on red button to confirm.

This screenshot is identical to the one above, showing the 'MY CART' page. It includes the same header, search bar, and summary information. The 'CONSUMABLES' section shows the same item '9834 Crizaline Cleaning Cloths' with a quantity of 4. A red arrow points to a red delete icon (an 'X' inside a square) located to the right of the quantity input field, indicating it's selected for deletion.

Item	Description	Price	Quantity	Subtotal
9834 Crizaline Cleaning Cloths 9834	Crizaline Cleaning Cloths	.4	<input type="text" value="4"/>	1.6

### 3. CONSUMABLES

#### 3.1. CHOOSE CONSUMABLES (HOW TO)

- **Step 1-** Click on “Consumables”.

The screenshot shows the Essilor Source website interface. At the top, there is a navigation bar with links for 'About Us', 'Need Help', 'Welcome Salesrep', and three order buttons: 'TRAY ORDER', 'ONLINE ORDER', and a shopping cart icon showing '4' items. Below the navigation is the 'Essilor Source' logo. A red box highlights the 'CONSUMABLES' menu item in the top right corner of the main content area. Another red arrow points to the 'LOCK LENSES' button. The main content area features a banner with two people wearing glasses and the text 'PROTECT YOUR EYES AND YOUR LENSES'. Below the banner are brand logos for Crizal, Transitions, and Xperio.

- **Step 2-** Choose the “Brand” and “Consumables” in the filter.

The screenshot shows a filtered product list on the website. On the left, a 'FILTER' sidebar is open, with a red box highlighting the 'SELECT -' dropdown under the 'Consumables' section. The main content area displays a table titled '3D EDGERS' with eight rows of products. Each row includes a small image of the product, a description, the price (\$7.00 or \$57.00), quantity selection buttons, and an 'ADD TO CART' button. The table has a header row and a total count of 25 rows per page.

3D EDGERS				
	Description	Price	Quantity	Action
1	10 Blocks 14mm KappaKappaCT/CTD(GAM216)	\$7.00	- +	ADD TO CART
2	10 Blocks 18mm Grinder 3D(GAM203)	\$7.00	- +	ADD TO CART
3	20 Blocks 25mm Grinder 3D(GAM202)	\$7.00	- +	ADD TO CART
4	Bar code labels 1 to 200 (X95A02)	\$57.00	- +	ADD TO CART
5	Black Stop 18mm Replacement (N9582B)	\$7.00	- +	ADD TO CART
6	BlueStop 25mm Replacement(N9581D)	\$7.00	- +	ADD TO CART
7	Dressingstick polish wheelcx3028(CX5032)	\$27.00	- +	ADD TO CART
8	Finishing wheel dressing white(CX5024)	\$22.00	- +	ADD TO CART

## 3.2. ORDER CONSUMABLES (HOW TO)

- **Step 1-** Choose the quantity and click on “Add to Cart”:

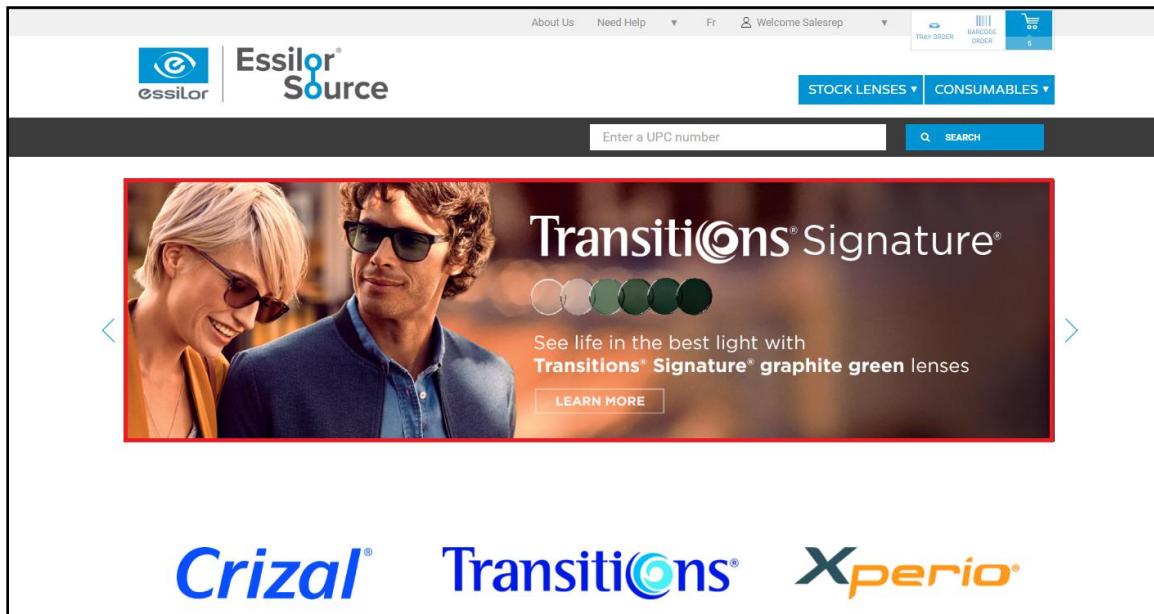
3D EDGERS				
	10 Blocks 14mm KappaKappaCT/CTD(GAM216)	\$7.00	<input type="button" value="-"/> <input type="button" value="+"/> <b>ADD TO CART</b>	
	10 Blocks 18mm Grinder 3D(GAM203)	\$7.00	<input type="button" value="-"/> <input type="button" value="+"/> <b>ADD TO CART</b>	
	20 Blocks 25mm Grinder 3D(GAM202)	\$7.00	<input type="button" value="-"/> <input type="button" value="+"/> <b>ADD TO CART</b>	
	Bar code labels 1 to 200 (X95A02)	\$57.00	<input type="button" value="-"/> <input type="button" value="+"/> <b>ADD TO CART</b>	
	Black Stop 18mm Replacement (N9582B)	\$7.00	<input type="button" value="-"/> <input type="button" value="+"/> <b>ADD TO CART</b>	
	BlueStop 25mm Replacement(N9581D)	\$7.00	<input type="button" value="-"/> <input type="button" value="+"/> <b>ADD TO CART</b>	
	Dressingstick polish wheelcx3028(CX5032)	\$27.00	<input type="button" value="-"/> <input type="button" value="+"/> <b>ADD TO CART</b>	

- **Step 2-** Click your “Cart” to view your order.

MY CART																			
< CONTINUE SHOPPING				<b>CHECKOUT</b>															
Order summary				ITEM(S) IN CART: 5															
You can modify or delete the items quantity from the list below.				TOTAL: \$51.60															
STOCK LENSES				\$0.00															
CONSUMABLES				51.6															
<table border="1"> <thead> <tr> <th>Item</th> <th>Description</th> <th>Price</th> <th>Quantity</th> <th>Subtotal</th> </tr> </thead> <tbody> <tr> <td>9834 Crizaline Cleaning Cloths 9834</td> <td>Crizaline Cleaning Cloths</td> <td>\$0.40</td> <td><input type="text" value="4"/> <input type="button" value=""/> <input type="button" value="X"/></td> <td>\$1.60</td> </tr> <tr> <td>SP11997P10 Optifog Kit Cloth (Box of 10) SP11997P10</td> <td>Optifog Kit Cloth (Box of 10)</td> <td>\$50.00</td> <td><input type="text" value="1"/> <input type="button" value=""/> <input type="button" value="X"/></td> <td>\$50.00</td> </tr> </tbody> </table>					Item	Description	Price	Quantity	Subtotal	9834 Crizaline Cleaning Cloths 9834	Crizaline Cleaning Cloths	\$0.40	<input type="text" value="4"/> <input type="button" value=""/> <input type="button" value="X"/>	\$1.60	SP11997P10 Optifog Kit Cloth (Box of 10) SP11997P10	Optifog Kit Cloth (Box of 10)	\$50.00	<input type="text" value="1"/> <input type="button" value=""/> <input type="button" value="X"/>	\$50.00
Item	Description	Price	Quantity	Subtotal															
9834 Crizaline Cleaning Cloths 9834	Crizaline Cleaning Cloths	\$0.40	<input type="text" value="4"/> <input type="button" value=""/> <input type="button" value="X"/>	\$1.60															
SP11997P10 Optifog Kit Cloth (Box of 10) SP11997P10	Optifog Kit Cloth (Box of 10)	\$50.00	<input type="text" value="1"/> <input type="button" value=""/> <input type="button" value="X"/>	\$50.00															
Row(s) 1 - 2 of 2																			

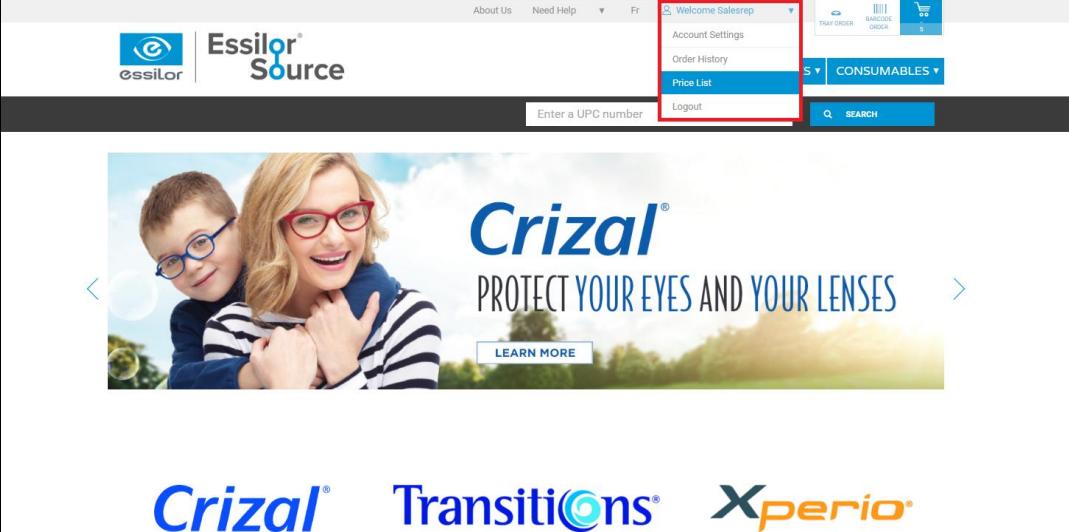
## 4. PROMOTION (HOW TO SEE THE)

- On your homepage, you can view the current promotions. Click on the promotion and you will be redirected to your choice of lenses for the promotion.



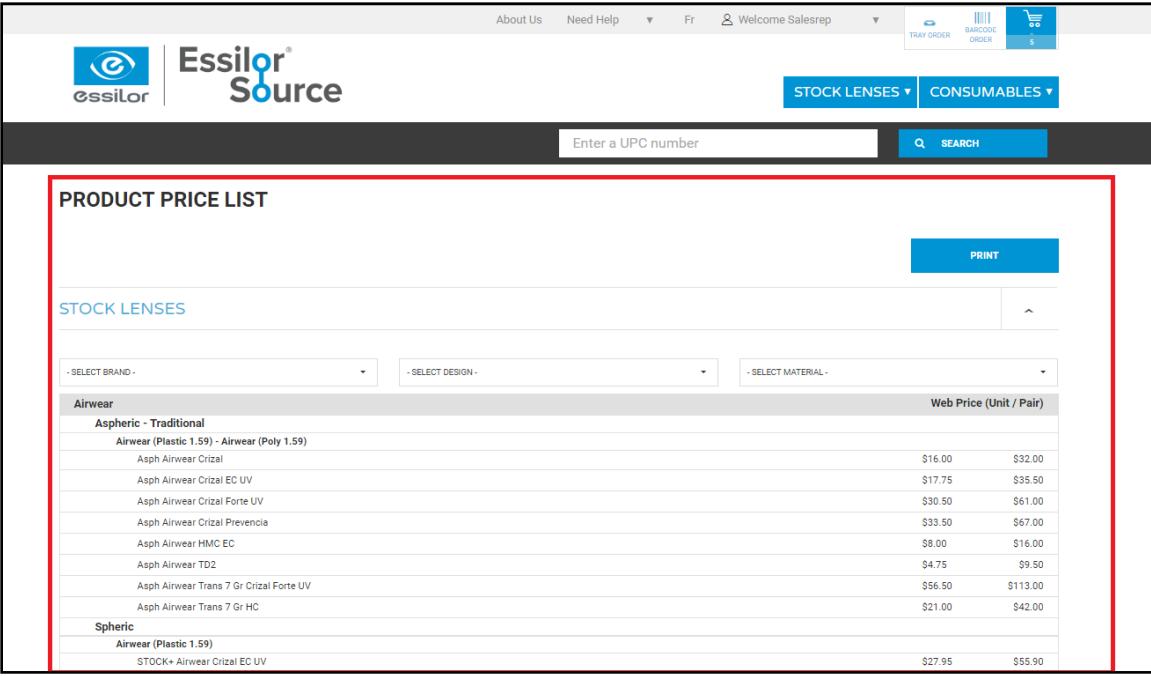
## 5. PRICE LIST (HOW TO ACCESS TO THE)

- **Step 1-** Click the “Welcome Sales rep” and select “Price List”.



The screenshot shows the Essilor Source homepage. At the top, there's a navigation bar with links for 'About Us', 'Need Help', and language options ('Fr', 'Welcome Salesrep'). Below the navigation is a search bar with placeholder text 'Enter a UPC number' and a 'SEARCH' button. To the right of the search bar is a shopping cart icon with a count of '3'. The main content area features a banner for 'Crizal' with the tagline 'PROTECT YOUR EYES AND YOUR LENSES'. Below the banner are logos for 'Crizal', 'Transitions', and 'Xperio'. The overall layout is clean and professional.

- **Step 2-** You will be redirected to the price list.

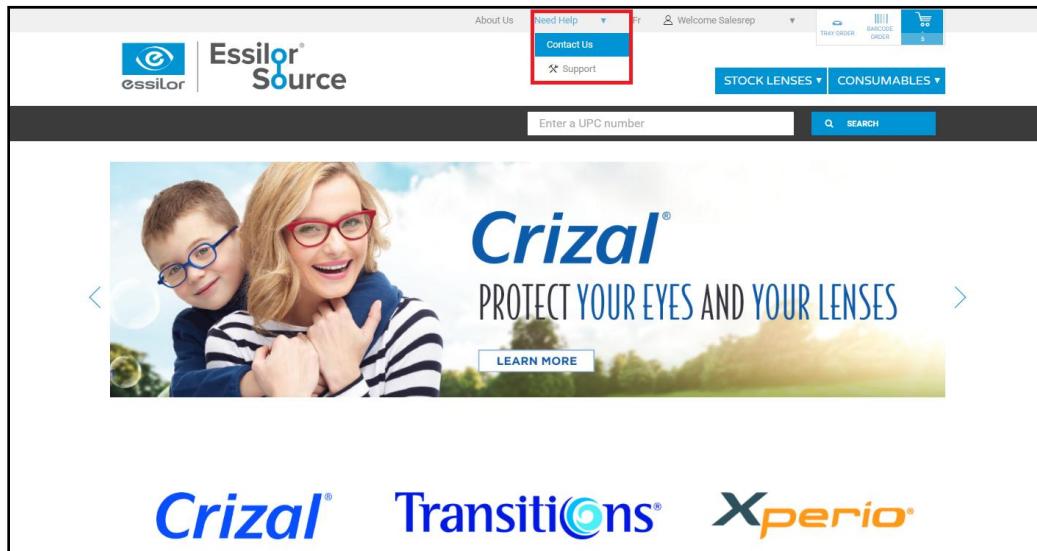


The screenshot shows the 'PRODUCT PRICE LIST' page. At the top, there's a header with the 'Essilor Source' logo and navigation links for 'STOCK LENSES' and 'CONSUMABLES'. Below the header is a search bar and a 'SEARCH' button. The main content is a table titled 'PRODUCT PRICE LIST' with a red border around it. The table has columns for 'SELECT BRAND', 'SELECT DESIGN', 'SELECT MATERIAL', and 'Web Price (Unit / Pair)'. The table is divided into sections for 'Airwear - Traditional' and 'Spheric', each listing various lens models with their respective prices.

SELECT BRAND	SELECT DESIGN	SELECT MATERIAL	Web Price (Unit / Pair)
<b>Airwear - Traditional</b>			
Airwear (Plastic 1.59) - Airwear (Poly 1.59)			
Asph Airwear Crizal \$16.00 \$32.00			
Asph Airwear Crizal EC UV \$17.75 \$35.50			
Asph Airwear Crizal Forte UV \$30.50 \$61.00			
Asph Airwear Crizal Prevencia \$33.50 \$67.00			
Asph Airwear HMC EC \$8.00 \$16.00			
Asph Airwear TD2 \$4.75 \$9.50			
Asph Airwear Trans 7 Gr Crizal Forte UV \$56.50 \$113.00			
Asph Airwear Trans 7 Gr HC \$21.00 \$42.00			
<b>Spheric</b>			
Airwear (Plastic 1.59) \$27.95 \$55.90			
STOCK+ Airwear Crizal EC UV			

## 6. NEED HELP? (HOW TO CONTACT US)

- **Step 1-** Click on “Need help” and select “Contact us”.



- **Step 2-** You will have all the contact information for customer service and the accounting departments.

