![nanosonics logo — Infection Prevention. For Life.]

Sales Representative: _____

Contact: _____

Ways to Submit Purchase Orders to Nanosonics, Inc.

Nanosonics has four methods for clients to submit Purchase Orders for consumable products. For Capital, Accessory, Contracts or Service there are two methods to submit purchase orders. Any type of order can come through Email or Fax. Email is preferred over fax as it is easier to search and track email orders.

Purchase Order Requirements

- Purchase Order number (PO#) with every order.
  - If your facility does not use a PO#, we ask you use your last name and the date for the PO number
- Bill-to Address or Nanosonics Bill-to Account number
- Ship-to Address or Nanosonics Ship-to account numbers
- Product Number(s) of item(s) being ordered
- Description(s) of item(s) being ordered
- Quantity
- Contact Name and Phone or Email of the Buyer
- It is helpful if your Contract Pricing is also listed with each item.
  - If you need pricing or a list of consumables, accessories or capital items, either your sales representative or the customer service team can help
- Special instructions

Email/Fax Orders:

Email: Sales@Nanosonics.us

Fax: 888-980-1075

Consumable orders can come through either of these methods as well, but for faster and more accurate order processing, we suggest using either EDI or our online ordering Portal.

EDI Ordering

If your institution already has a relationship with GHX, setting up EDI ordering is very simple. The Nanosonics Customer Service team can provide you with our customer ID's for the shipping location(s) for your institution. Below are abbreviated instructions.

- Your GHX administrator goes to GHX Registration Center
- Go to suppliers and enter Nanosonics ID (DUNS #), 066472423
- Enter the request to become a Buyer
- Request which types of communications you want
  - Purchase Orders (850's) will have to be set up for you to submit PO's by EDI
  - 855 (Purchase Order Acknowledgments)
  - 856 (Advanced Shipper Notices)
  - 810's (Invoices)
- Once the request has been made, our team will usually have the request loaded and approved within two business days.
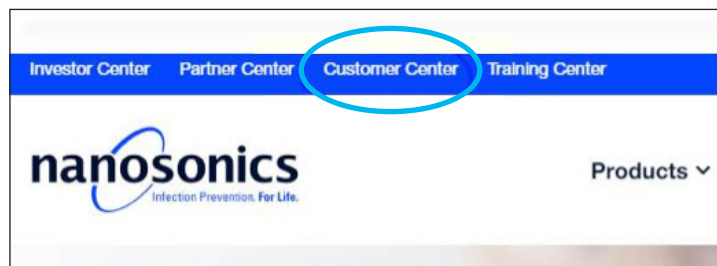
If you do not have a relationship with GHX, but do have EDI through another platform, we can setup a TradingNet partnership between your EDI platform and GHX. This is more complicated, but once it is set up, allows normal EDI flow of orders, reporting and invoicing.

Online Ordering

When ordering online you will need to use your Nanosonics customer numbers. These can be provided to you by the customer service team or your sales representative. There will be a Sold-to/ Ship-to ID (Generally three letters and four numbers (example: AAA1234) and a Bill-To ID, generally three letters and four numbers followed by a $ (example: AAAA1234$).

Below are instructions on how to access our online ordering form. Additionally, you can bookmark this URL to access the direct order form anytime. https://www.nanosonics.us/customer-center/electronic-ordering/product-order-form/

- First, you will need to visit https://www.nanosonics.us/ and click on "Customer Center" at the top of the page.

- Next, you will need to create an account by entering your email into the box that is shown below, this will prompt a new account set up. Once the account is set up you will be able to log in with your email and password and the system will save most of your information.

- Next, you will need to fill out the appropriate boxes to register for access.

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CUSTOMERS

Register for access

Enter your details below to create an online account.

If you think you already have an account with us, go back try retyping your email address. If your account still isn't found, please **contact us**.

* Indicates required fields

Email

c.keel@nanosonics.com

First Name*

Surname*

Facility/Hospital Name

- After that, you will need to click on the button to the right of the page titled "Electronic Ordering"

Customer Center

Providing a great trophon experience is our priority.

Welcome to our Customer Center
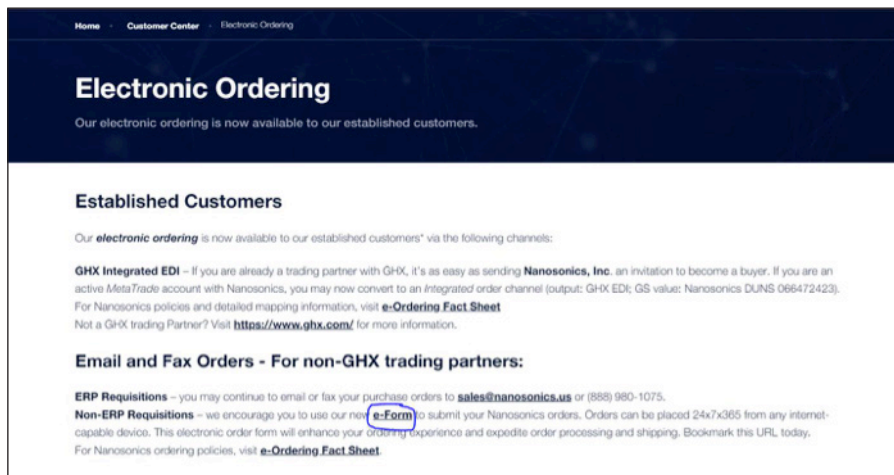
Nanosonics Service

As both the developer and manufacturer, Nanosonics offers service and support delivered directly to you by the experts in trophon technology.

Electronic Ordering

Find out more

- Next, you will need to click on the button titled "e-Form"

- This will bring you to the Direct Customer Order Form where you will need to fill out the information for your order. This is where you will need the Sold-to and Bill-to ID's. Once this information is submitted, for future orders you will be able to just simply click in the box and a drop down will appear with your recently used ID's that you can select.

It is important to note that you **MUST** enter a PO number. If your facility doesn't use PO numbers, you can use your last name and the date as the PO. This helps us research your order if there are questions, concerns or if tracking is needed.

- Finally, you will need to agree to the terms and conditions and review and submit the order. After you review, there will be a box for you to check to submit the order.