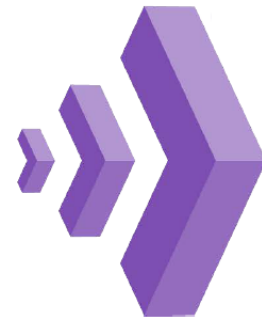Navigate to the product catalog by hovering over the *Order Products* drop-down in the top header. Select a specific product category such as *Vaccines & Biologicals, Pharmaceuticals, Paper products,* etc.

If your organization has implemented an approved formulary, you can click on the *My Formulary* link to take you to a list of approved products.

On the product catalog page, use the left panel to filter by category or manufacturer.

You can also filter to your formulary items here (if applicable) by clicking on the *My Formulary* link.
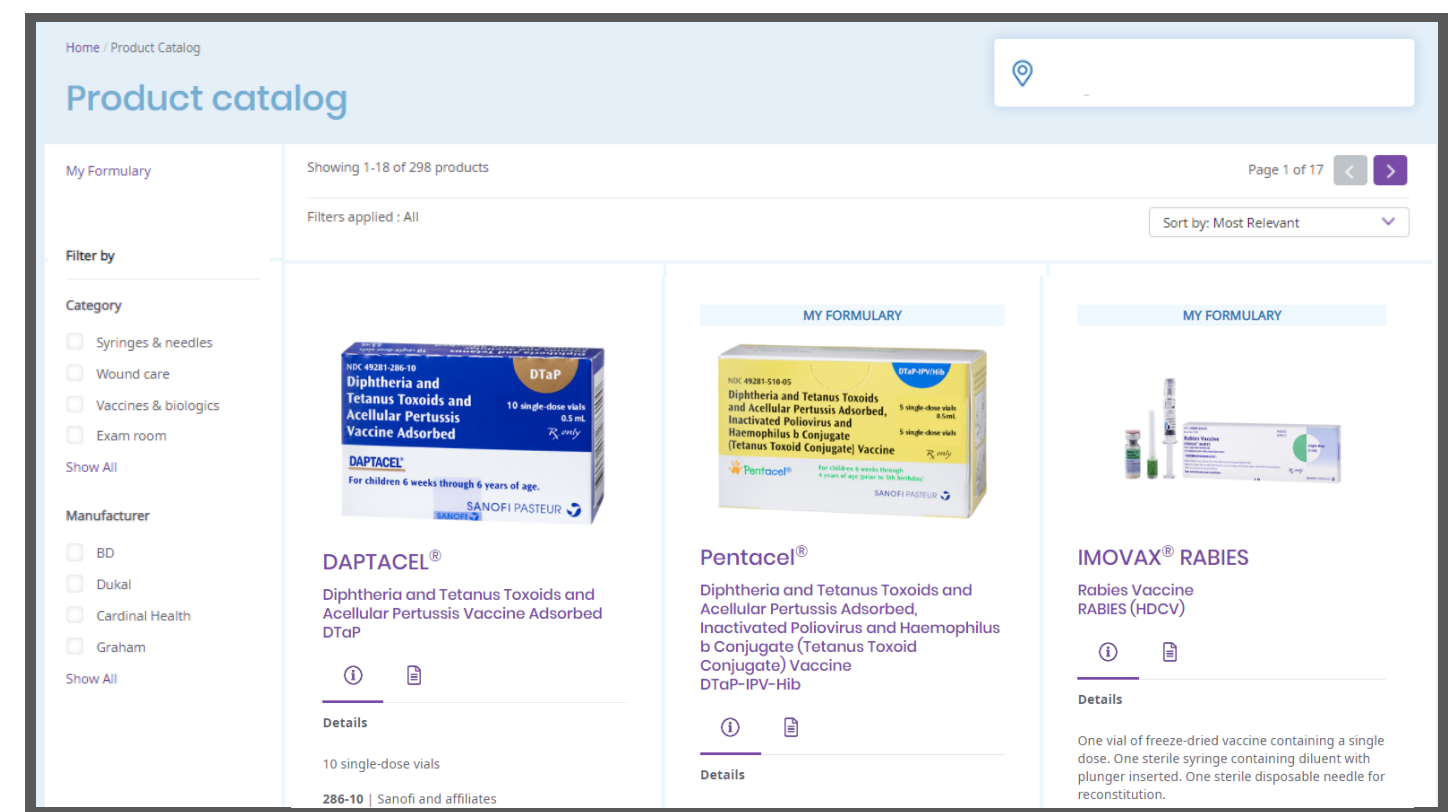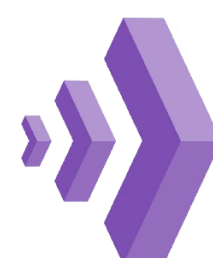

Formulary items are noted above the product with a *My Formulary* banner in blue.
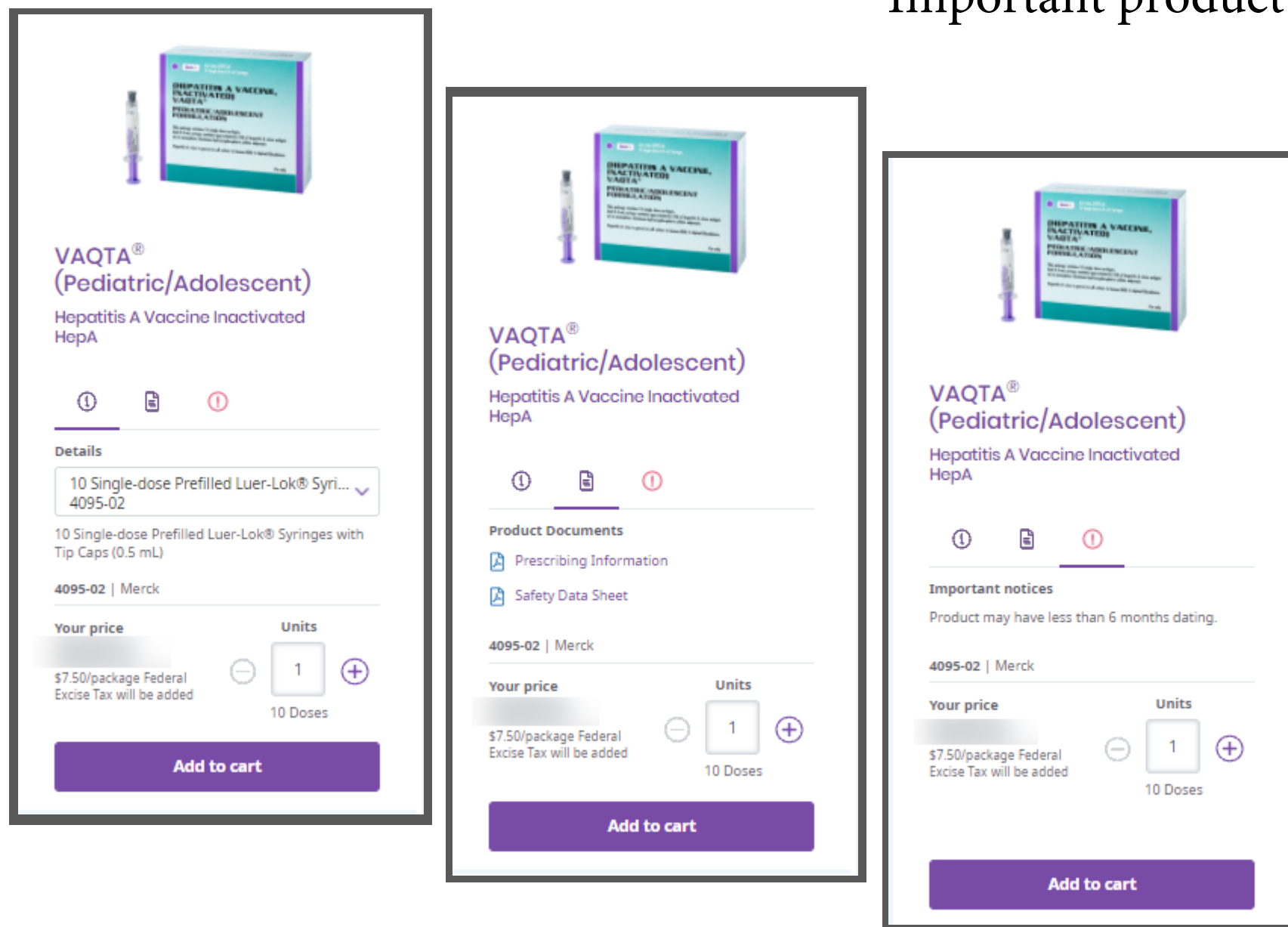For products with multiple presentations, the banner will not appear until a presentation is selected.
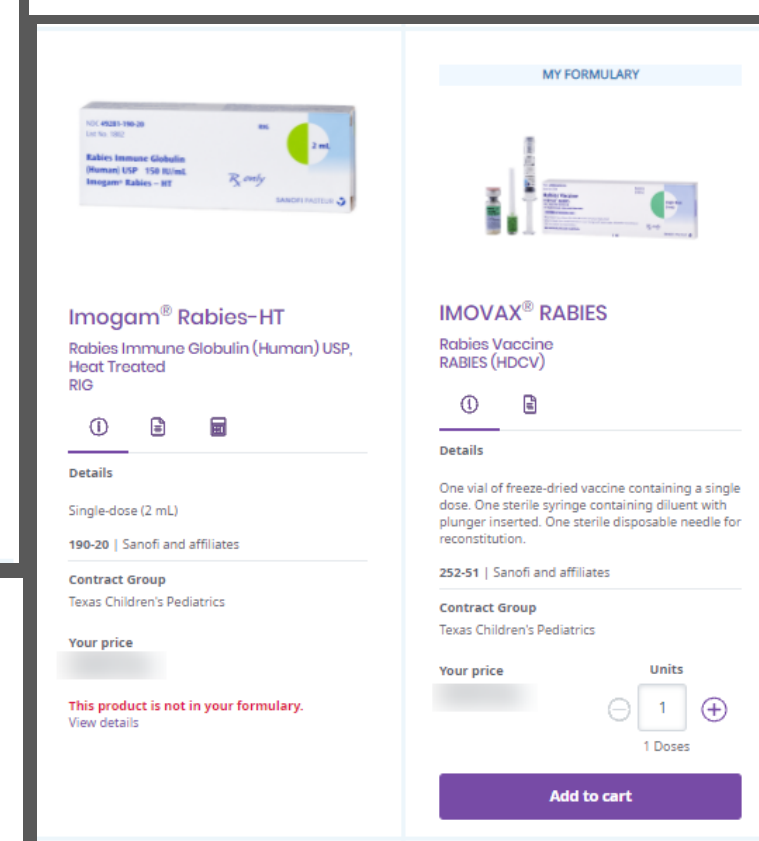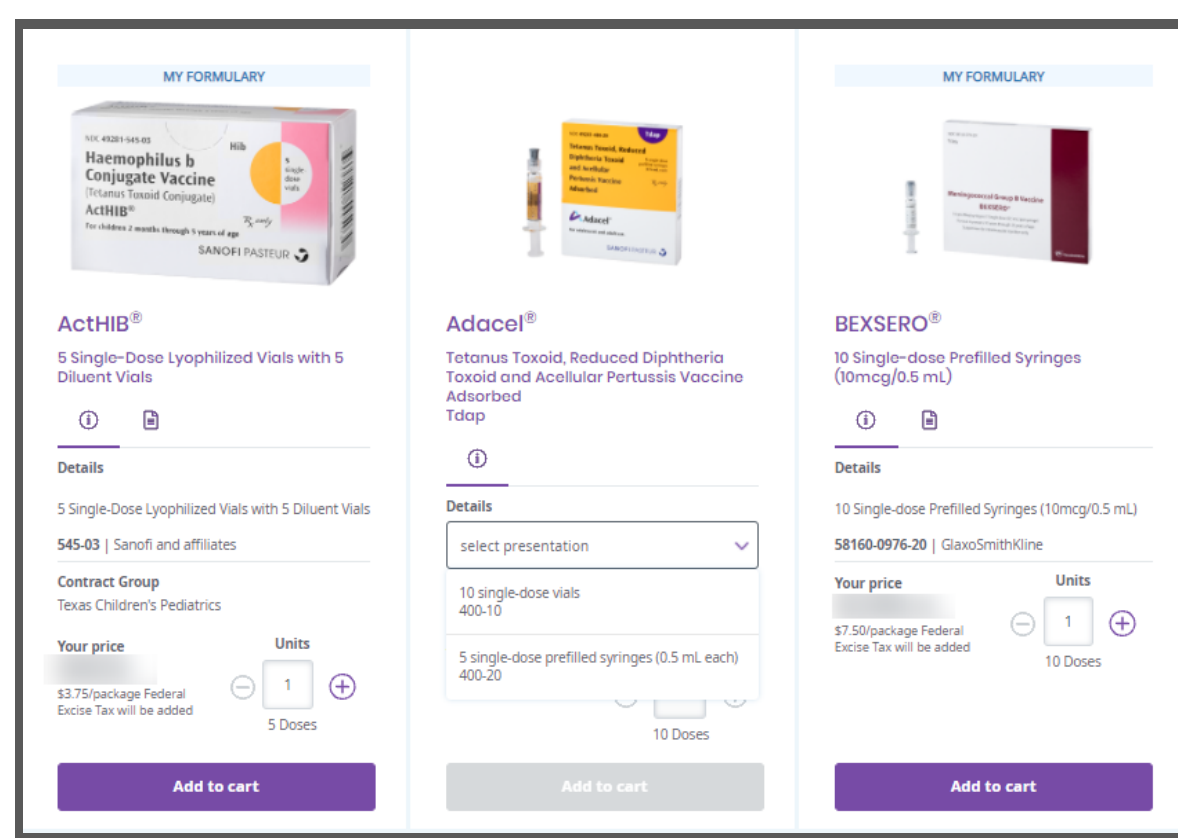
Products not on formulary will also be noted in red on the bottom of the product card and cannot be added to your order.

Important product information can be found on the product card.

Click on the corresponding icon for pertinent product information.

ⓘ **Details** - *provides specific presentation and item number information.*

📄 **Product Documents** - *provides pdf links to important documents such as Prescribing Information and Safety Data Sheet.*

⚠ **Important Notices** - *provides product specific notifications such as short dating or special shipping information.*
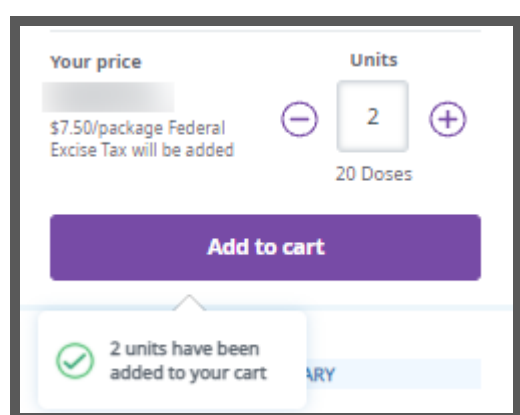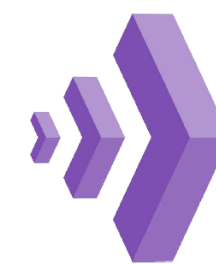
To add product(s) to your cart, confirm the number of units you wish to add.
Use the + and - signs to increase or decrease units.
The number of doses will automatically update under the units box.
Once the desired amount of units have been selected, click *Add to cart*.

Your cart will update at the top of the page. To view your cart summary and subtotal, hover over the cart icon. From the drop-down, you can view cart and continue to checkout or clear your cart.
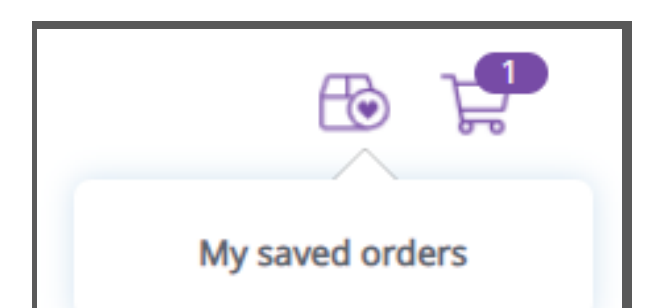
You can also save this order by clicking on the *Save order* link. This will allow you to conveniently resubmit the same order in the future.
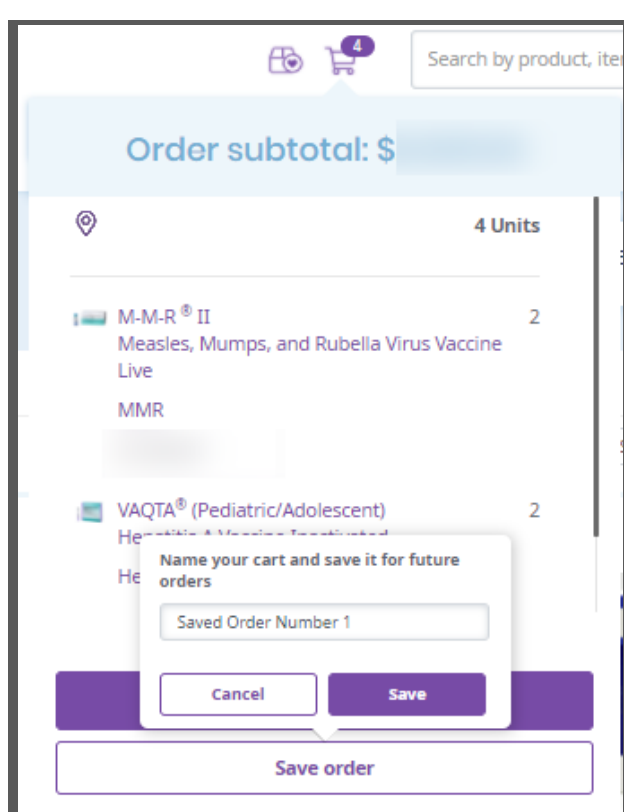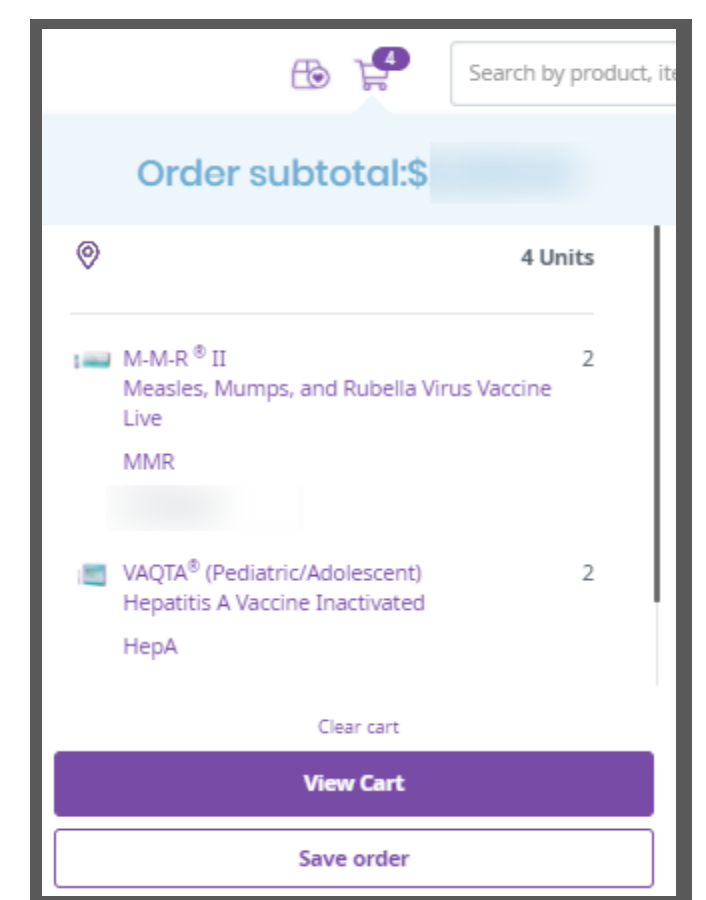
Simply click on Save order, name your order and click Save.

All saved orders can be viewed and edited from the My saved orders icon next to the cart at the top of the page.

For more information on Saved orders, look for the Quick Guide!