

Nursing Home Order Processing



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### **Logging in & Account Info**







### New Company User Set up

Go to 'My Account' to view/edit your account summary and to add yourself or multiple users





### New Company User Set up

1) Once admin has added new user, and email confirmation and instructions will be sent to the new user:

#### Welcome to Silverts

Silverts Customer Support <customercare@silverts.com></customercare@silverts.com>	Reply			
To • Adrianne Liu	Toll free 1 (800) 387-7088	Easy Returns Catalogs Our Story		
(i) If there are problems with how this message is displayed, click here to view it in a web browser.	Silverts	WOMEN MEN		
Since 1930 #1 in ADAPTIVE APPAREL	Set a New Password			
Adrianne Liu, Welcome to Silverts. To sign in to our site and set a password, click on the link: • Email: adriannel@silverts.com	Password Strength: No Password Confirm New Password *			
When you sign in to your account, you will be able to:	SET A NEW PASSWORD			
<ul> <li>Proceed through checkout faster</li> <li>Check the status of orders</li> <li>View past orders</li> </ul>	A new window will open up to the Silver password. New Company User has now	ts page to set up a new been set up.		
<ul> <li>Store alternative addresses (for shipping to multiple family mem</li> </ul>	bers and friends)			

Thank you, for shopping at silverts.com!





- 1) Facility can email **Wish List** direct to a family member and the Wish List can be added right to cart and purchased immediately
- 2) If PGT resident, the Wish List can be emailed/faxed to the PGT via the facility or Silverts at customercare@silverts.com

#### 1) Go to My Wish List and Create New Wish List

Toll free 1 (800) 387-7088	Easy Returns Catalogs Our Story Testimonials Help Sign In 🛛 ENGLISH 🗸 🗮 USD 🗸	
Silverts	WOMEN MEN SHOP BY NEED Q 🖓 🔮	
	My Wish Lists	
My Account	Wish List: Wish List admin Mrs. Smith - 123 James Smith - 456 John Doe Sally Good Gertrude Doe Mike Carpenter	
My Orders	Sample Mr Josh test Mrs Smith room 232 shannon willard Adrianne scout penny sam scout sister	
My Wish List	ursula shane Create New Wish List	
Address Book Account Information	Wish List Edit Create New Wish List ×	
	Vis Wish List Name A pop-up will appear, input	
	Wi     Jane Doe     resident's Name, click     Sav	E
	urs SAVE CANCEL	
	Lis	
		Atic NDS



2) Once Wish List is created it will be added to your general My Wish Lists summary







3) Start shopping and instead of adding to cart,

ADD TO WISHLIST

\*\*\*Adding items to wish list only adds to the general wish list and will need to moved to the resident's wish list after all items have been selected





4) Once you click	ADD TO WISHLIST you will automatically be directed to your <b>My Wi</b>	i <b>sh Lists</b> page
Deep and Wide Diabetic Bootie Slipper	r Women/Men has been added to your Wish List. Click here to continue shopping.	
	My Wish Lists	
My Account	Wish List: Wish List admin Mrs. Smith - 123 James Smith - 456 John Doe Sally Good Gertrude Doe	
My Orders	shannon willard Adrianne scout penny sam scout sister ursula shane Jane Doe	
My Wish List	Wish List Edit	
Address Book	—	Click here to continue shopping
Account Information		Click here to continue shopping.
Gift Card	1 Item in wish list	
Company Profile		*TIP- To continue adding items to you wish
Company Credit		list, click here, it will bring you back to your
Company Structure		previous item
Company Users		
Roles and Permissions		*Check that the quantity is correct
Reward Points		
My Product Reviews	(ANT) AT	
Newsletter Subscriptions		
My Invitations	an Australia and	
My Returns		
Recent Orders		
Order #: 100008195		
Date: 9/24/20	Deep and Wide Diabetic Bootie Slipper Women/Men	
Ship To: Rick Easter Order Total: USD \$98.34	Color: Fuschia Size: M	
Status: Delivered	Oty: - 1 + In stock	
View Order   Reorder	ADD TO CART	
	Move to Wish List ✓	• • •
Order #: 100000103	Copy to Wish List $\backsim$	👝 🛛 🧶 Careismatic
Ship To: EricBTBUSMANUAL	✓ Edit	BRANDS







7) Wish List should now be empty, and moved to Resident's Wish List ready to be Shared with family member/ caregiver/ PGT to purchase







SHARE WISH LIST

8) Click on Resident Wish List to view items, click

#### My Wish Lists





9) A new browser will appear, enter in email(s) separated by commas if it is being shared with more than one family member/ caregiver. If PGT resident, the Wish List can be emailed through here at <u>customercare@silverts.com</u>, or faxed to the PGT via the facility.





# **Check out process for approved Wish Lists**

- 1) Once family member/ caregiver or PGT receives wish list, all they have to do is click View all Wish List items, and it will automatically bring them to the Silverts cart to check out.
- 2) They will need to click
- ADD ALL TO CART , C
  - , click on shopping cart, and

**CHECKOUT** to complete purchase.











### Placing bulk order with facility credit

- 1) Sign in with My Account with Facility credentials
- 2) Check Balance under Company Credits





### Placing bulk order with facility credit





# **Placing Individual Resident order with facility credit**

To place an order for a Resident using facility credits, complete the same steps as ordering for a bulk order on facility credit with the exception of Shipping information- Add new Shipping information to include Resident's Full Name Rm # (room number can be inputted into Apt No).





1) Go to My Orders, to View Orders. Identify which order needs partial or full refund. Click View Order



WOMEN

MEN SHOP BY NEED

My Account
My Orders
My Wish List
Address Book
Account Information
Gift Card
Company Profile
Company Crodit

#### My Orders

ly Account	Order #	Date	Ship To	Order Total	Status	Action
dy Orders	100008195	9/24/20	Rick Easter	CAD \$98.34	Delivered	View Order D Reorder
	100000103	9/9/20	EricBTBUSMANUAL Lee	USD \$89.26	Delivered	View Order   Reorder
ly Wish List	100000100	9/9/20	EricBTBUSSUBTWO Lee	USD \$130.54	Delivered	View Order Reorder
ddross Pook	10000097	9/9/20		USD \$50.00	Pending	View Order Reorder
duless book	10000091	9/9/20	EricBTBUSMASTER Lee	USD \$171.59	Delivered	View Order Reorder
ccount Information	000012299	8/28/20		USD \$200.00	Pending	View Order Reorder
ift Card	000012293	8/28/20	EricBTBUSSUBTWO Lee	USD \$214.13	Shipped	View Order Reorder
	000012290	8/28/20		USD \$150.00	Pending	View Order Reorder
ompany Profile	000012284	8/28/20	EricBTBUSMASTER Lee	USD \$243.06	Pending	View Order Reorder
ompany Credit	000012148	8/24/20	RickBTBUSMANUAL Easter	USD \$17.99	Delivered	View Order Reorder





2)

	<b>Returns</b> o		inges	5		
ew browser will appear, click Return						
rder # 100008195	RED					
red: September 24, 2020 (Jane Smith)				Print Order		
Items Ordered Invoices Order Shipme	ents					
tems Ordered Track your order						
Product Name	SKU	Price	Qty	Subtotal		
Poly-Cotton Hospital Gowns for Men						
Color Grav/White	50050 SV1295 M	CAD \$35.98	Ordered: 1	CAD \$35.98		
oray/white		•	Snipped: 1			
Size M			Shipped: 1			
Size M Mens Extra Extra Wide Width Slippers			Shipped: 1			
Size M Mens Extra Extra Wide Width Slippers Color Black	10105_SV2_9	CAD \$44.98	Ordered: 1 Shipped: 1	CAD \$44.98		
Size M Mens Extra Extra Wide Width Slippers Color Black Size	10105_SV2_9	CAD \$44.98	Ordered: 1 Shipped: 1	CAD \$44.98		
Size M Mens Extra Extra Wide Width Slippers Color Black Size 9	10105_SV2_9	CAD \$44.98	Ordered: 1 Shipped: 1 Subtotal	CAD \$44.98 CAD \$80.96		
Size M Mens Extra Extra Wide Width Slippers Color Black Size 9	10105_SV2_9	CAD \$44.98	Ordered: 1 Ordered: 1 Shipped: 1 Subtotal	CAD \$44.98 CAD \$80.96 CAD \$10.70		
Size M Mens Extra Extra Wide Width Slippers Color Black Size 9	10105_SV2_9	CAD \$44.98	Ordered: 1 Shipped: 1 Subtotal nipping & Handling Tax	CAD \$44.98 CAD \$80.96 CAD \$10.70 CAD \$6.68		
Size M Mens Extra Extra Wide Width Slippers Color Black Size 9	10105_SV2_9	CAD \$44.98	Ordered: 1 Shipped: 1 Subtotal nipping & Handling Tax Grand Total	CAD \$44.98 CAD \$80.96 CAD \$10.70 CAD \$6.68 CAD \$98.34		

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3) Using the dropdown under Item \*, pick which item from the order needs to be refunded. Input Quantity to return. For the rest of the criteria use the drop down menus to populate. Note that Resolution will always be Refund as Exchanges cannot be processed through the website- Please contact <u>customercare@silverts.com</u>.

Create New Return		
New Return for Order 100008195		Item *
Order ID 100008195	Customer Name Jane Smith	Poly-Cotton Hospital Gowns for Men (Gray/White, M)  Poly-Cotton Hospital Gowns for Men (Gray/White, M)
Email eric@leximit.com	Contact Email Address eric@leximit.com	Mens Extra Extra Wide Width Slippers (Black, 9)
Order Shipping Address Rick Easter 4715 Mountain Creek Pkwy Dallas, Texas, 75236 United States T: 2132159779	1	Item Condition *
Return Items Information		Unopened
Item • Poly-Cotton Hospital Gowns for Men (Gray/White, M) ~	Quantity To Return *	Opened Damaged
Resolution *	Item Condition *	
Reason to Return *		Reason to Return *
		~
Resolution *	~	Too Large Too Small Product no longer needed Product is not as described on the website Received wrong product or size The item I received was damaged Other



4) Once all criteria has been populated, you are ready to submit return. Check off acknowledgement of \$9.95 shipping fee, and click \*\*\*Free returns for facilities only, this will be reimbursed on a monthly basis- Contact <u>customercare@silverts.com</u> for reimbursement process. SUBMIT

#### **Return Items Information**

Item *	Quantity To Return *
Poly-Cotton Hospital Gowns for Men (Gray/White, M) $\sim$	0
	Remaining Quantity: 0
Resolution *	Item Condition *
Refund ~	Unopened ~
Reason to Return *	
Too Large ~	
ADD MORE ITEM TO RETURN	
Comments	
✓ By submitting this return, you agree to be charged \$9.95 return shipping fee. To arrange	a return at your own expense, please contact 1-800-387-7088 to obtain an RMA.
SUBMIT	





5) Once return has been submitted you can view the summary and status of your returns under My Returns by clicking on View Return

#### **My Returns**

My Account	Return #	Date	Ship From	Return Status	
Mv Orders	100000383	9/30/20	RickBTBUSMASTER Easter	Authorized	View Return
My Wish List	100000374	9/30/20	Jane Smith	Authorized	View Return
wy wish List	10000362	9/30/20	RickBTBUSMASTER Easter	Authorized	View Return
Address Book	00000509	8/21/20	RickBTBUSMASTER Easter	Processed and Closed	View Return
Account Information	00000506	8/21/20	RickBTBUSMASTER Easter	Processed and Closed	View Return
Gift Card	00000503	8/21/20	RickBTBUSSUB Easter	Processed and Closed	View Return
	00000500	8/21/20	RickBTBUSMASTER Easter	Processed and Closed	View Return
Company Profile	000000482	8/20/20	RickBTBUSMASTER Easter	Authorized	View Return
Company Credit	000000479	8/20/20	RickBTBUSMASTER Easter	Authorized	View Return
Company Structure	00000260	8/11/20	RickBTBUSMASTER Easter	Processed and Closed	View Return
company structure					

Items 1 to 10 of 15 total

Roles and Permissions

Reward Points

Company Users

My Product Reviews

Newsletter Subscriptions

My Invitations







Show 10 🗸 per pag



6) Once you have clicked on View Return, you can print off the shipping labels right off the page by clicking on Print Shipping Label and affix to package.



OS

#### Comments



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SUBMIT COMMENT





#### Is the billing process the same?

• Silverts will no longer invoice the family member or caregiver. They must purchase directly via Wish List recommended by facility member.

#### What's the difference between move to wish list and copy to wish list?

• Moving items to resident's wish list takes items out of your general wish list. Copying to wish list allows you to place items in residents wish list and keep the items in your general wish list

#### What if you have the same item in your wish list for multiple residents, how do you add to wish list?

• You can use the copy to wish list function (this is useful for o/s or repeated orders)

#### Is my facility company credit updated automatically after each purchase?

• Yes, you will see the balance deplete

#### Can one facility have multiple users?

• Yes, you can add multiple users through the Company User link (see page 3 on How to add Company User)

#### How do I view my Reward points balance?

• You can find this under the *Reward Points* link on the side navigation.

#### How do I redeem my reward points?

• You can redeem reward points directly online as gift certificates or contact <u>customercare@silverts.com</u> for redemption for other gift cards or facility rewards.

#### I need help troubleshooting, customer care, who can I contact?

Call 1-800-387-7088 or <u>customercare@silverts.com</u>







#### Returns

#### How do I return/exchange?

- Exchanges are not processed through the web site. Please contact <u>customercare@silverts.com</u>
- The My Returns function is only for tracking purposes. If you need to do a return please process through website

#### Can returns from the facility be combined if shipping from the same facility?

• No, returns needs to be processed and shipped separately per resident with RMA# given by Customer Service department

#### Do returns have shipping fees?

- Facility returns have free shipping.
- Non-facility returns are \$9.95

