

Covis Online Ordering Process User Guide

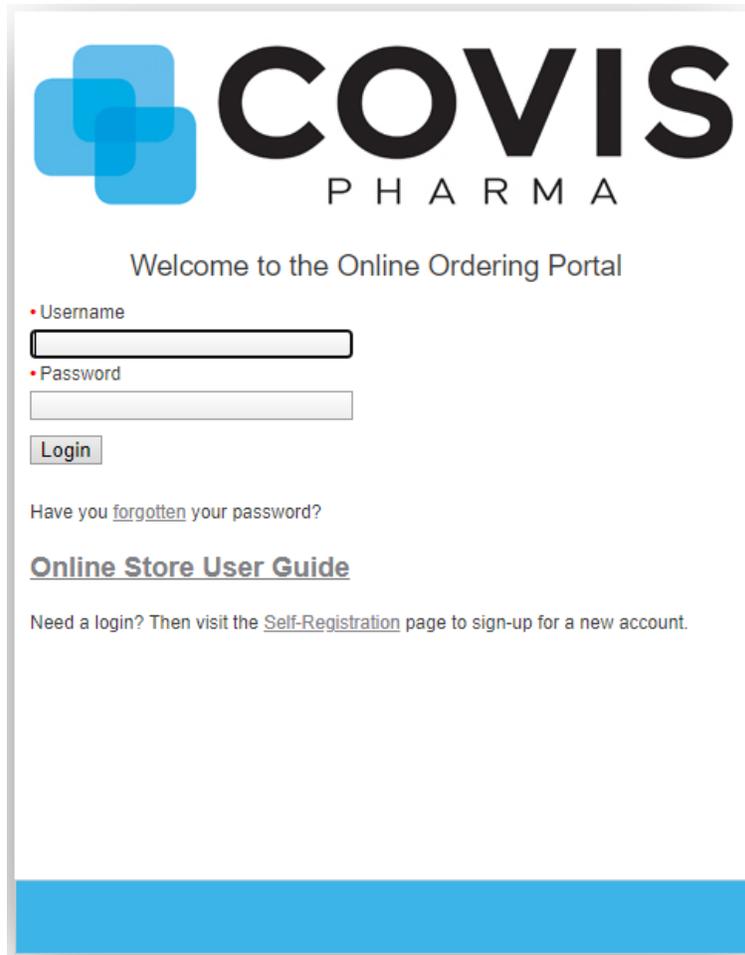
Welcome to the online store. The system is real-time which means:

- Inventory quantity is actual, up-to-the-minute of what is available in the warehouse
- Once an order is placed, the quantity for that order is subtracted and shows the new available quantity immediately.

This document will walk you through some of the basics for navigating the store.

To access the store, go to: www.covisstore.com

We recommend you bookmark this page for easy access in the future.



The screenshot shows the login page for the Covis Pharma Online Ordering Portal. At the top left is the Covis Pharma logo, consisting of three overlapping blue squares and the text "COVIS PHARMA" in a bold, sans-serif font. Below the logo, the text "Welcome to the Online Ordering Portal" is centered. The login form includes a "Username" label with a red bullet point, a text input field, a "Password" label with a red bullet point, another text input field, and a "Login" button. Below the form, there is a link for "Have you forgotten your password?". A link for "Online Store User Guide" is also present. At the bottom, there is a note: "Need a login? Then visit the Self-Registration page to sign-up for a new account." The page has a blue footer bar at the bottom.

New Users

From the landing page, select the [Self-Registration](#) link to set up your account.

The image shows two side-by-side screenshots of the COVIS PHARMA website. The left screenshot displays the 'Welcome to the Online Ordering Portal' page. It features the COVIS PHARMA logo at the top, followed by the text 'Welcome to the Online Ordering Portal'. Below this, there is a login form with fields for 'Username' and 'Password', and a 'Login' button. A link for 'Have you forgotten your password?' is also present. The right screenshot displays the 'Register with Covis Store' page. It features the COVIS PHARMA logo at the top, followed by the text 'Register with Covis Store'. Below this, there is a registration form with fields for 'Username', 'First Name', 'Last Name', 'E-mail Address', 'Company Name', and 'Phone Number', and a 'Register' button.

Note: We recommend you use your full Covis email as your username

Complete all fields and click Register. You will receive an email with a password so you can log in and order your materials.

Returning Users: Logging in and Forgotten Password

Enter your username and password and click the Login button. If you have forgotten your password, click the [forgotten](#) button. **Your username should be your full Covis email.**

The image shows a screenshot of the COVIS PHARMA website's 'Forgotten Password for Covis Store' page. It features the COVIS PHARMA logo at the top, followed by the text 'Forgotten Password for Covis Store'. Below this, there is a form with a 'Username' field and a 'Remind Me' button. The text 'Your Username is your full Covis Email' is displayed above the form.

Enter your username and click the Remind Me button and you will receive an email from Covis Fulfillment Center with the subject of “Forgotten Password”.

This will contain a temporary password you can use to login to the store.

Note: Four incorrect attempts to login will lock your account. If your account becomes locked, you will need to contact Repco Customer Service – CSSupport@repcosolutions.com– to regain access to your account.

Note: The first time you log in, you will be asked to provide your preferred shipping address. The address you provide will be the defaulted address that will populate the check-out screen. You will see the request every time you login, until you have completed this one-time activity. Once you’ve completed this information, you will be directed to the home page of the store. On the home page will be the specific categories from which you can select.

The screenshot shows the COVIS PHARMA online ordering store homepage. At the top right, it says "Logged In As AMAG Store". The main header features the COVIS PHARMA logo. Below the logo is a navigation bar with links for "Home", "My Account", "Logout", and "Shopping Cart". On the left side, there is a search bar with a "Go" button, a "Categories" list including "ALVESCO", "Makena", and "PPE", and a "Direct Add to Cart" section with an "Item #" input field and an "Add to Cart" button. The main content area has a "Home" link and a "Welcome to the Online Ordering Store" message. Below this, there is a "Categories" section with two featured products: "Alvesco (ciclesonide) Inhalation Aerosol 80 mcg, 160 mcg" and "Makena hydroxyprogesterone caproate injection". At the bottom of the categories section, there is a "Personal Protection Equipment" banner with icons for gloves, a face mask, and safety glasses.

Placing Your Order – Materials

As you need to reorder your promotional materials, you can select from the category links.

Clicking within one of those folders will bring you to an organized categorization of available content from which to select.

Clicking any of the Subcategories will bring you into a display of the contents.

Logged In As AMAG Store



[Home](#) [My Account](#) [Logout](#) [Shopping Cart](#)

Search

Categories
[ALVESCO](#)
[Makena](#)
[PPE](#)
Direct Add to Cart

[Home](#) > [Makena](#) > [Makena](#) > Makena & Support Programs

Listing Item(s) 1 to 32 of 32



17-915-1 / Makena [\(Details\)](#)
Makena PEB Holder
1 / Each
167 Available



NP-MKN-US-00211 / Makena [\(Details\)](#)
**Vaginal Progesterone Leave Behind
(Reactive Use)**
1 / Each
4341 Available



PP-MKN-US-00346 / Makena [\(Details\)](#)
Makena Care Connection Business Card
1 / Each
33500 Available



PP-MKN-US-00364 / Makena [\(Details\)](#)
**Injection Preference Survey
Leave Behind**
1 / Each



PP-MKN-US-00413 / Makena [\(Details\)](#)
Makena Pregnancy Wheel
1 / Each
574 Available



PP-MKN-US-00452 / Makena [\(Details\)](#)
Makena Booklet PI
1 / Each
7058 Available

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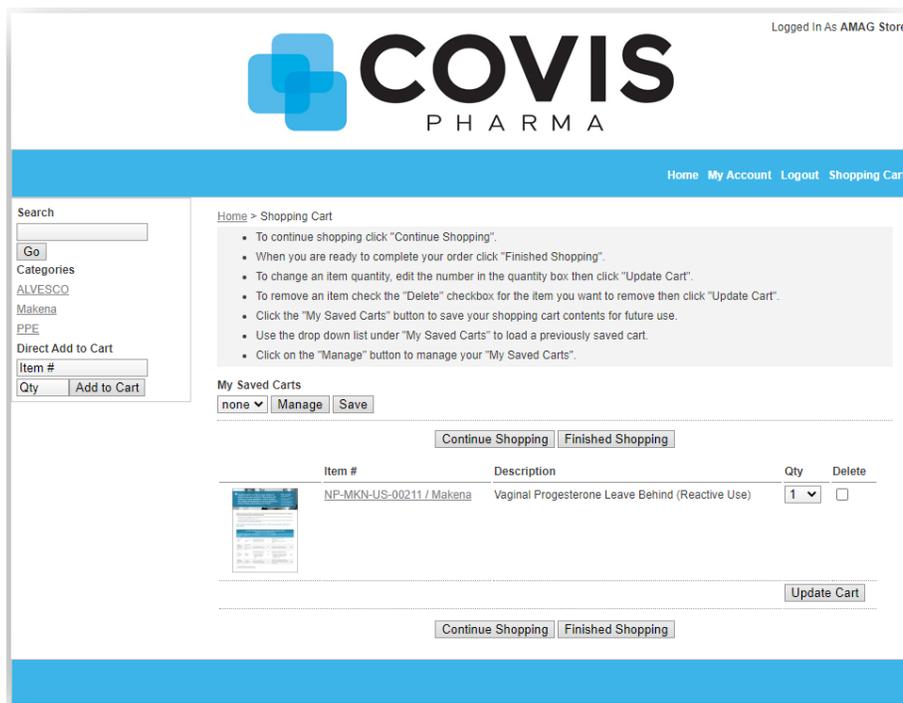
With one-click ordering, review the materials in the sub-category, make your quantity selections for all items on the page you need to order, and click the **Add** button (located at both the top right and bottom right corners of each page).

In this view, you can see details about each piece such as:

- Front page image of the material
- Quantity available / If an item is **Out of Stock**

Note: You can order items that are out of stock. If you order materials that are out of stock, available materials will ship, and a backorder will be created. When the item is back in stock, your backorder will automatically ship.

As you move through the Subcategories, adding materials to your cart, you will receive a summary of your cart's content.



From this view, you can easily adjust quantities, or remove items altogether from your order. Use the **Continue Shopping** button to return to the Sub-Categories for additional items.

Once you've finished placing materials in your cart, click the **Finished Shopping** button to check out.

The address you entered as your preferred, default address will be pre-populated in the shipping information.

Home > Shopping Cart > Checkout

Shipping Information

My Address Book

Personal [Show Filters] [Manage]

• First Name: Fred • Last Name: Zaegel

• E-mail Address: dvinson@repcographics.com

• Phone Number: 3148847204 • Fax Number:

Company Name: Repco

• Address Line 1: 8405 SAINT CHARLES ROCK RD

Address Line 2:

Address Line 3:

• City: SAINT LOUIS • State: MO • Postal Code: 63114-4501

• US Address? Yes • Country: United States

Make this my default shipping information.

Add this person to My Address Book.

Check here to supply separate billing information

Delivery Options

Standard delivery is 3-4 days transit. If expedited shipping (overnight, 2 day) is requested, select the service type below and also please contact your admin

• Service Type:

Additional E-mail Addresses to Notify

Use the semi-colon to separate multiple email addresses.

Comments

Add Arrive by Dates to Comments Section

Other Information

Add a message with the materials that includes your name, phone number and email address?

Message will Read

Dear [recipient]

Thank you for your time to connect with me. Enclosed, please find the materials we discussed to support you and your office, as well as your patients at risk for recurrent preterm birth. If you have any questions about the materials enclosed, please do not hesitate to reach out to me at the phone/email below.

From [Rep Info]

Select:

Review Order

SSL

Update the shipping information as needed, if you are shipping your order to an alternate location than your preferred shipping address. You can use the boxes below the shipping details to update the address as your new default, or to add into your address book, if you will be shipping to the location again in the future. For example – you may choose to order patient education to have shipped direct to a HCP’s office.

You will always receive an order confirmation and a shipping confirmation. If you are placing the order on behalf of another person, you can choose to add their email address to receive the same notification emails.

Orders ship from Missouri. Standard delivery time is within 3-4 days and **efforts should be made to utilize standard delivery as much as possible**. Four Service Types are available:

- FedEx Ground (Business – Storage Units – Hotels)
- FedEx Home Delivery (Residential Addresses)

Once you have completed the fields, click the **Review Order** button on the bottom of the page. You will have a chance to review your order, including the shipping address, delivery method, and a summary of the materials you have selected. Review all details, and if everything is correct, click the **Place Order** button at the bottom of the page.



You will redirect to an order confirmation page confirming your order. You will also receive an email confirming your order from Fulfillment Center. You will receive a similar email with tracking information once your order has been packed and shipped.

Placing Your Order – Event Materials

Follow the same process for the Event Materials category.

Event Materials – Tabletop booth displays and tablecloths you may need for conferences, regional events, society meetings, etc. These materials automatically include a return shipping label, for you to return the materials to Repco following your event.

Questions/Suggestions

Our aim is for continuous improvement and ease of use. As such, if you have any questions on using the store, or suggestions for improvements, please let us know.