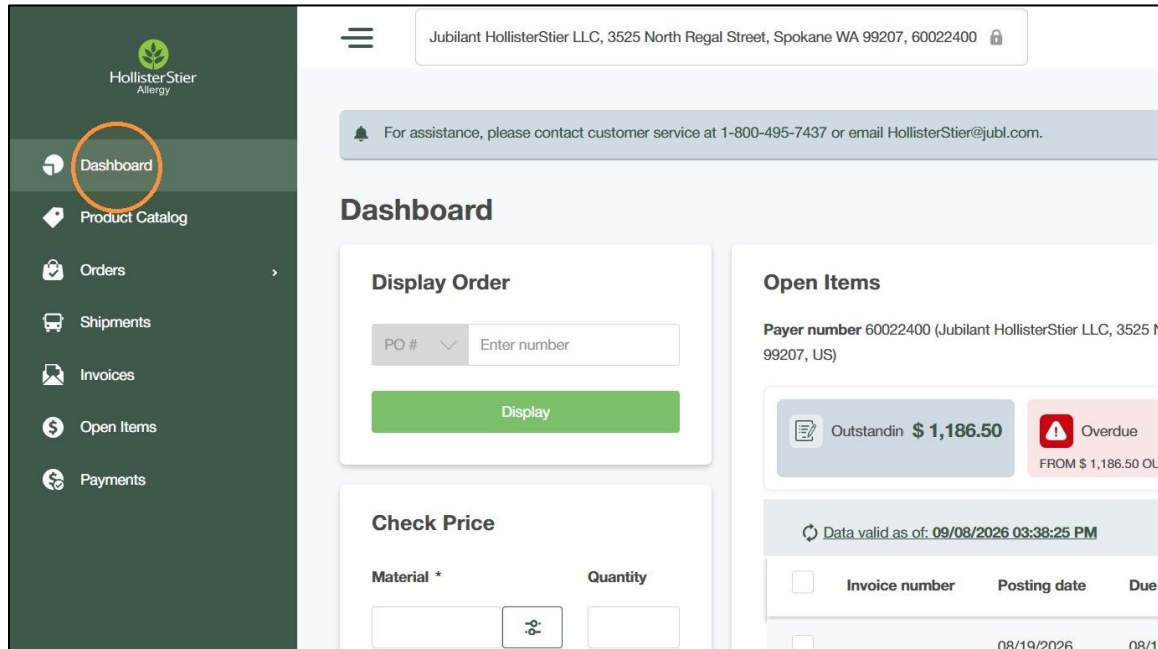


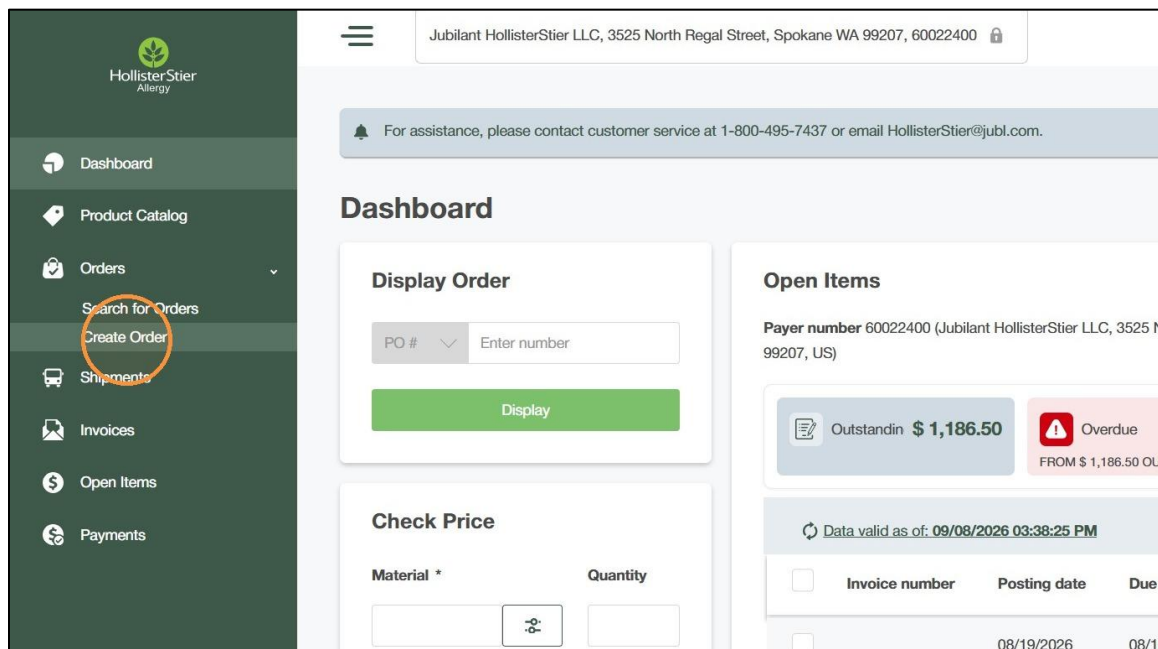
Create New Orders

This guide demonstrates how to view and place new orders and reorder items in the HollisterStier Allergy Ordering Portal. This makes it easy to keep track of previous purchases and reorder products quickly.

1. To place a new order, begin at the **Dashboard**.

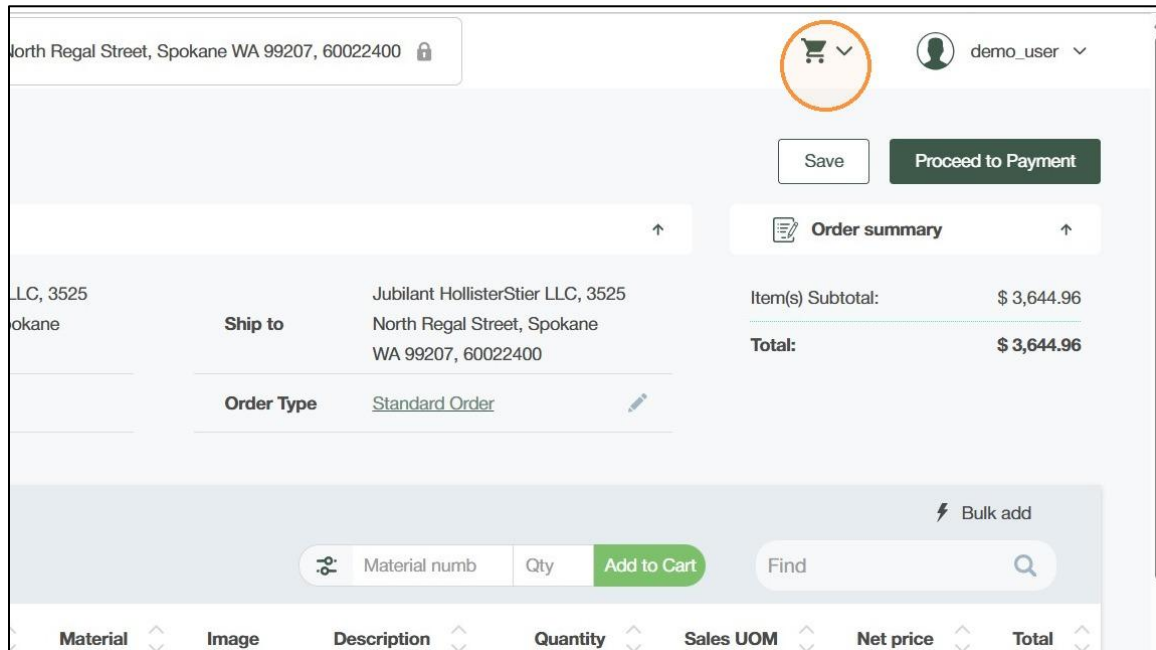


2. Go to orders and select **Create Order**.



Create New Orders

3. Select your cart.



North Regal Street, Spokane WA 99207, 60022400

demo_user

Save Proceed to Payment

Order summary

Item(s) Subtotal: \$ 3,644.96

Total: \$ 3,644.96

Ship to Jubilant HollisterStier LLC, 3525 North Regal Street, Spokane WA 99207, 60022400

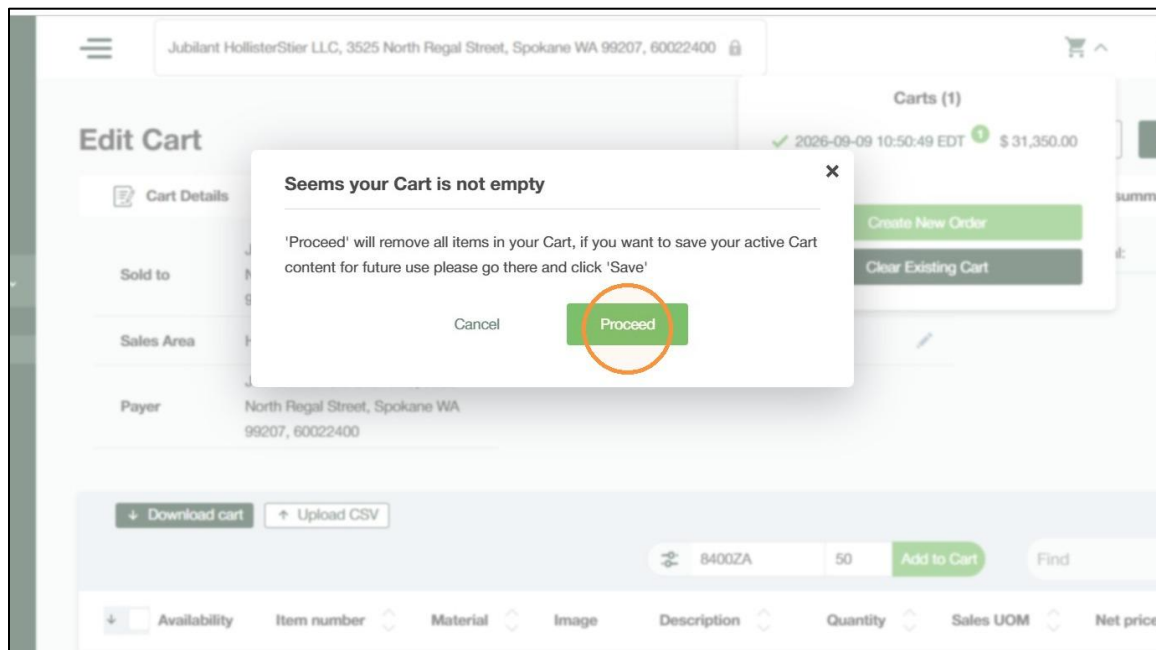
Order Type Standard Order

Bulk add

Material numb Qty Add to Cart Find

Material Image Description Quantity Sales UOM Net price Total

4. To prevent accidental purchases, previous items will be removed from your cart. You can either save these items for future purchases or select **Proceed** to clear your cart.



Seems your Cart is not empty

'Proceed' will remove all items in your Cart, if you want to save your active Cart content for future use please go there and click 'Save'

Cancel Proceed

Create New Order

Clear Existing Cart

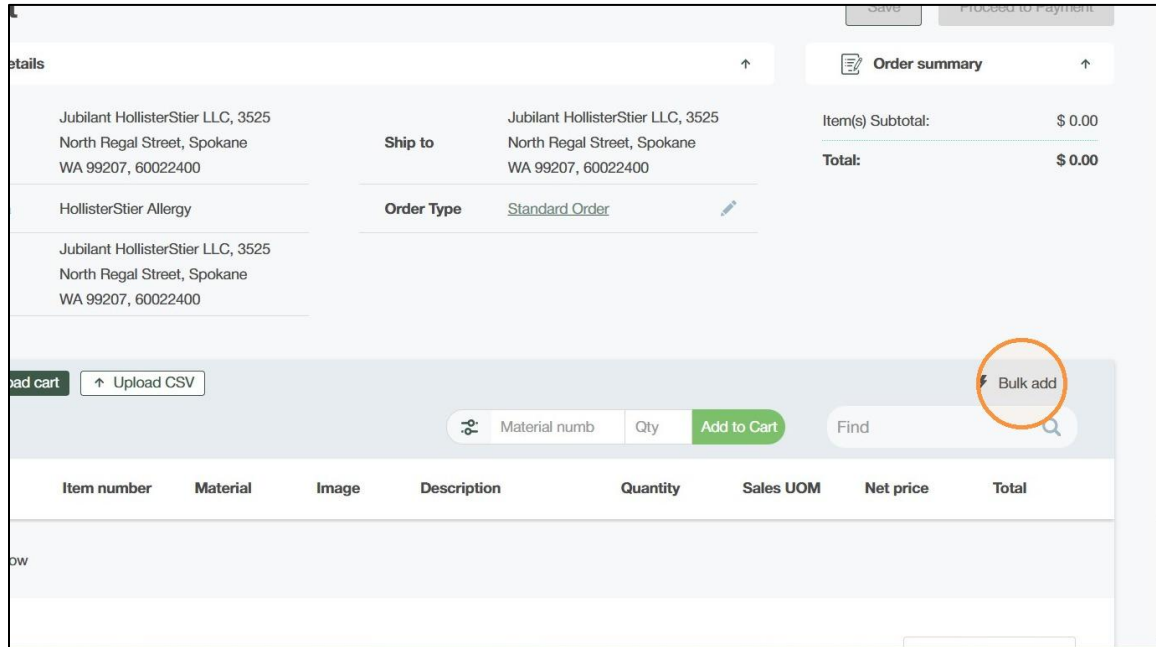
Download cart Upload CSV

8400ZA 50 Add to Cart Find

Availability Item number Material Image Description Quantity Sales UOM Net price

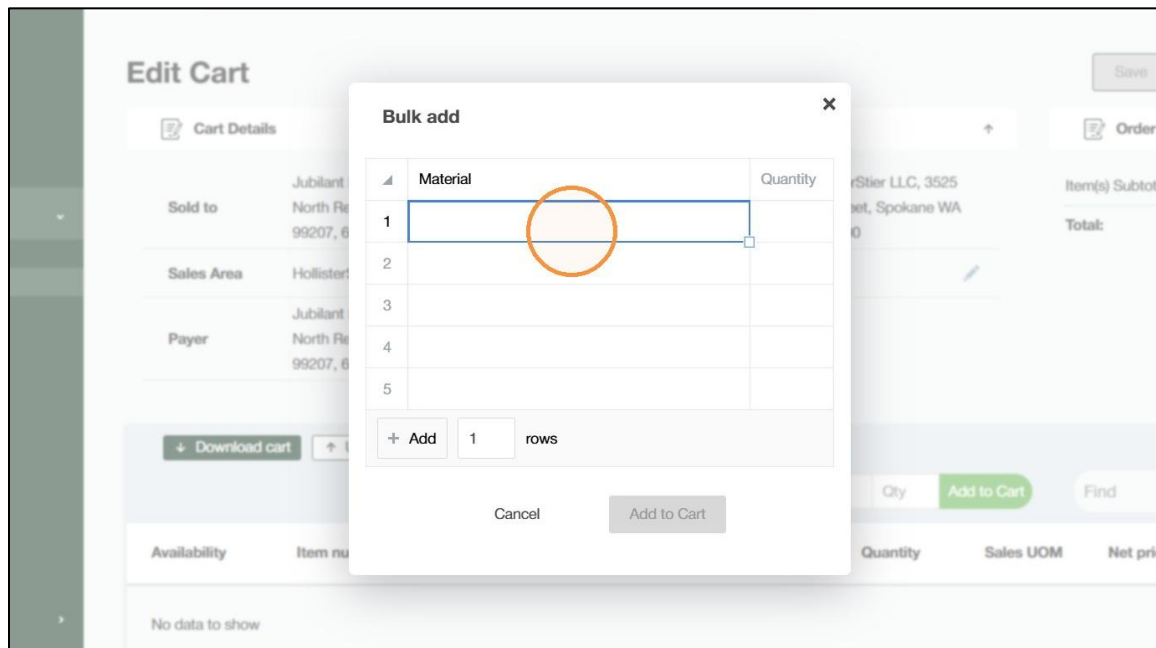
Create New Orders

5. Now our cart is empty and ready to begin a new order. From this screen, you can view the order details. You can also add multiple products by selecting **Bulk Add**.



The screenshot shows the 'Order details' screen. On the left, there are two sections for 'Jubilant HollisterStier LLC, 3525 North Regal Street, Spokane WA 99207, 60022400'. The top section is for 'Ship to' and the bottom for 'Order Type' (Standard Order). On the right, the 'Order summary' shows 'Item(s) Subtotal: \$ 0.00' and 'Total: \$ 0.00'. Below this is a 'Bulk add' button circled in orange. At the bottom, there is a table with columns: Item number, Material, Image, Description, Quantity, Sales UOM, Net price, and Total.

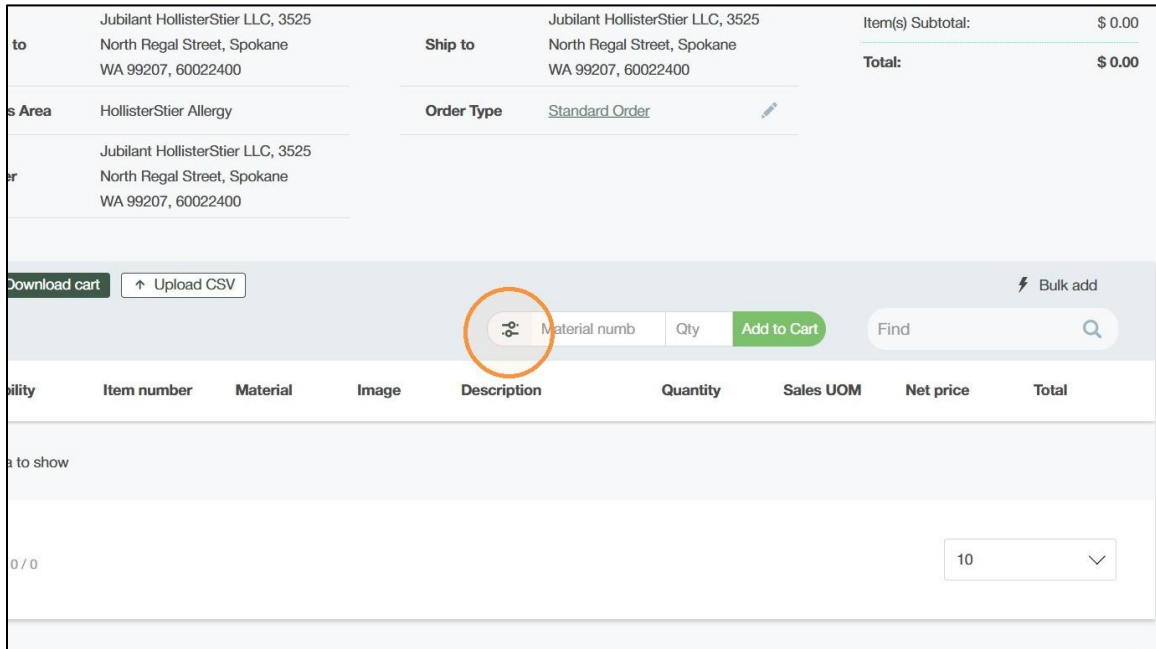
6. The **Bulk Add** feature allows you to add multiple products and quantities at one time.



The screenshot shows the 'Bulk add' modal window. It has a table with columns 'Material' and 'Quantity'. The first row is highlighted with a blue selection bar, and the 'Material' input field is circled in orange. Below the table, there is a '+ Add' button, a '1' input field, and the text 'rows'. At the bottom, there are 'Cancel' and 'Add to Cart' buttons. The background shows the 'Edit Cart' screen with 'Cart Details' and 'Order' sections.

Create New Orders

7. You can add items by selecting the highlighted icon below and search by material number or description.



to Jubilant HollisterStier LLC, 3525 North Regal Street, Spokane WA 99207, 60022400

Ship to Jubilant HollisterStier LLC, 3525 North Regal Street, Spokane WA 99207, 60022400

Item(s) Subtotal: \$ 0.00

Total: \$ 0.00

S Area HollisterStier Allergy

Order Type [Standard Order](#)

Jubilant HollisterStier LLC, 3525 North Regal Street, Spokane WA 99207, 60022400

Download cart Upload CSV

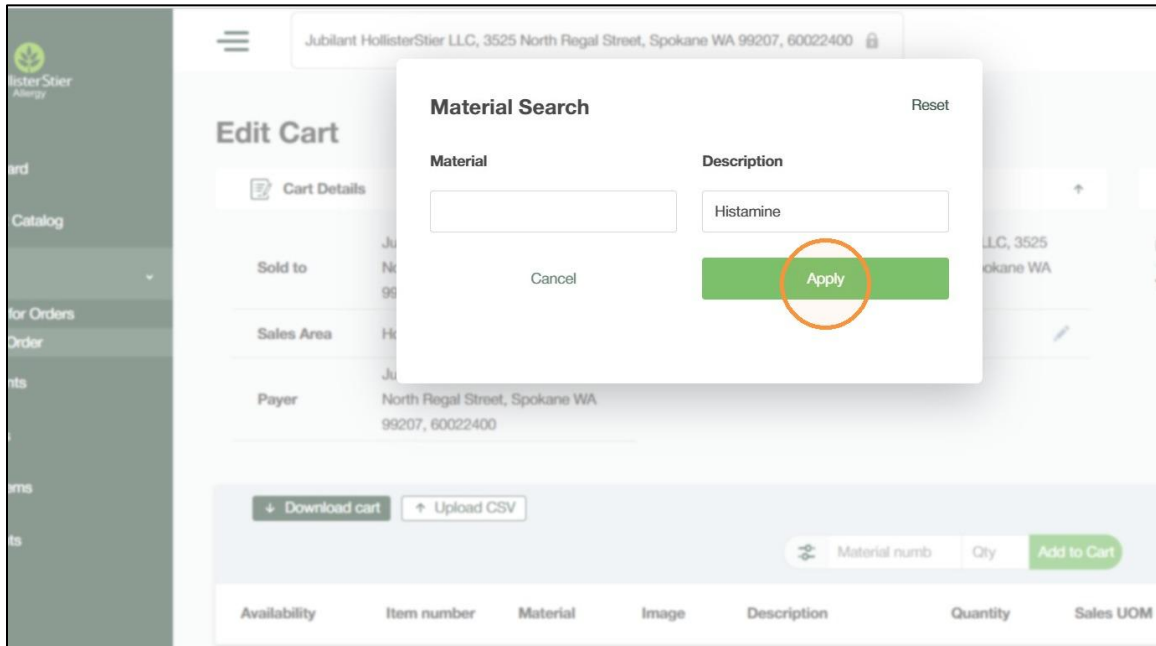
Material numb Qty Add to Cart Find

Availability Item number Material Image Description Quantity Sales UOM Net price Total

to show

0 / 0 10

8. In this example, let's search for Histamine. Select **Apply**.



Jubilant HollisterStier LLC, 3525 North Regal Street, Spokane WA 99207, 60022400

Edit Cart

Material Search

Material Description

Cancel Apply

Sold to Jubilant HollisterStier LLC, 3525 North Regal Street, Spokane WA 99207, 60022400

Sales Area HollisterStier Allergy

Payer Jubilant HollisterStier LLC, 3525 North Regal Street, Spokane WA 99207, 60022400

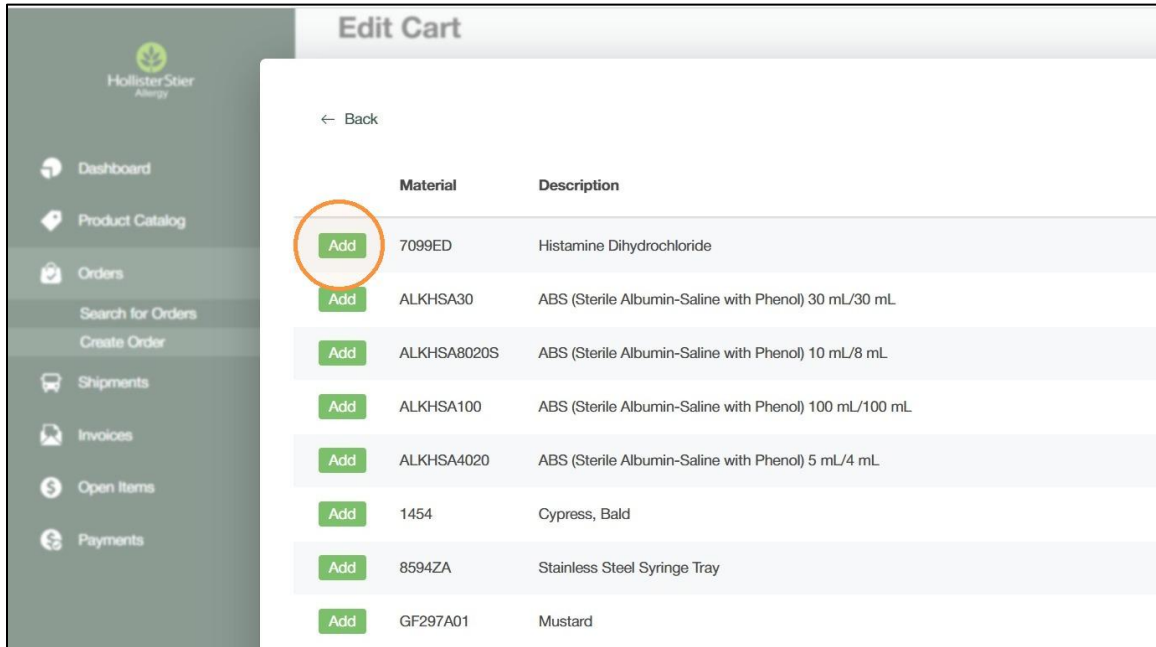
Download cart Upload CSV

Material numb Qty Add to Cart

Availability Item number Material Image Description Quantity Sales UOM

Create New Orders

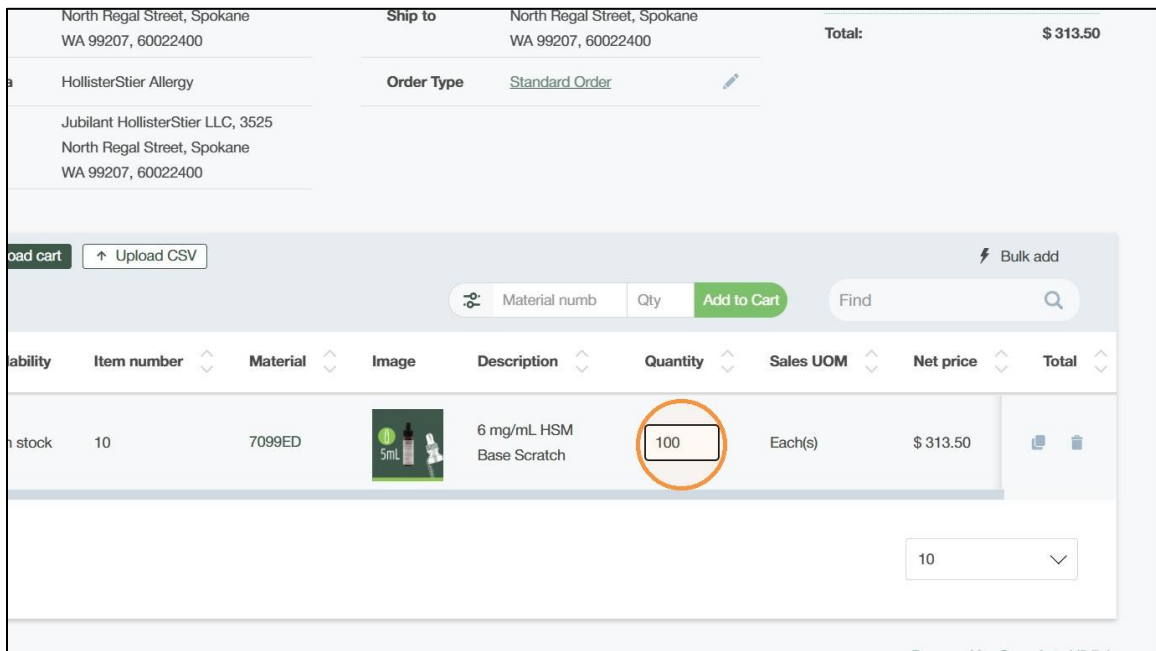
9. Click **Add** to select the item.



The screenshot shows the 'Edit Cart' interface. On the left is a sidebar with navigation links: Dashboard, Product Catalog, Orders, Search for Orders, Create Order, Shipments, Invoices, Open Items, and Payments. The main area is titled 'Edit Cart' and has a 'Back' button. It displays a table of materials with columns for Material, Description, and an 'Add' button. The 'Add' button for the first item, '7099ED Histamine Dihydrochloride', is circled in orange.

Material	Description	Add
7099ED	Histamine Dihydrochloride	Add
ALKHSA30	ABS (Sterile Albumin-Saline with Phenol) 30 mL/30 mL	Add
ALKHSA8020S	ABS (Sterile Albumin-Saline with Phenol) 10 mL/8 mL	Add
ALKHSA100	ABS (Sterile Albumin-Saline with Phenol) 100 mL/100 mL	Add
ALKHSA4020	ABS (Sterile Albumin-Saline with Phenol) 5 mL/4 mL	Add
1454	Cypress, Bald	Add
8594ZA	Stainless Steel Syringe Tray	Add
GF297A01	Mustard	Add

10. After adding the item, you can update the quantity.

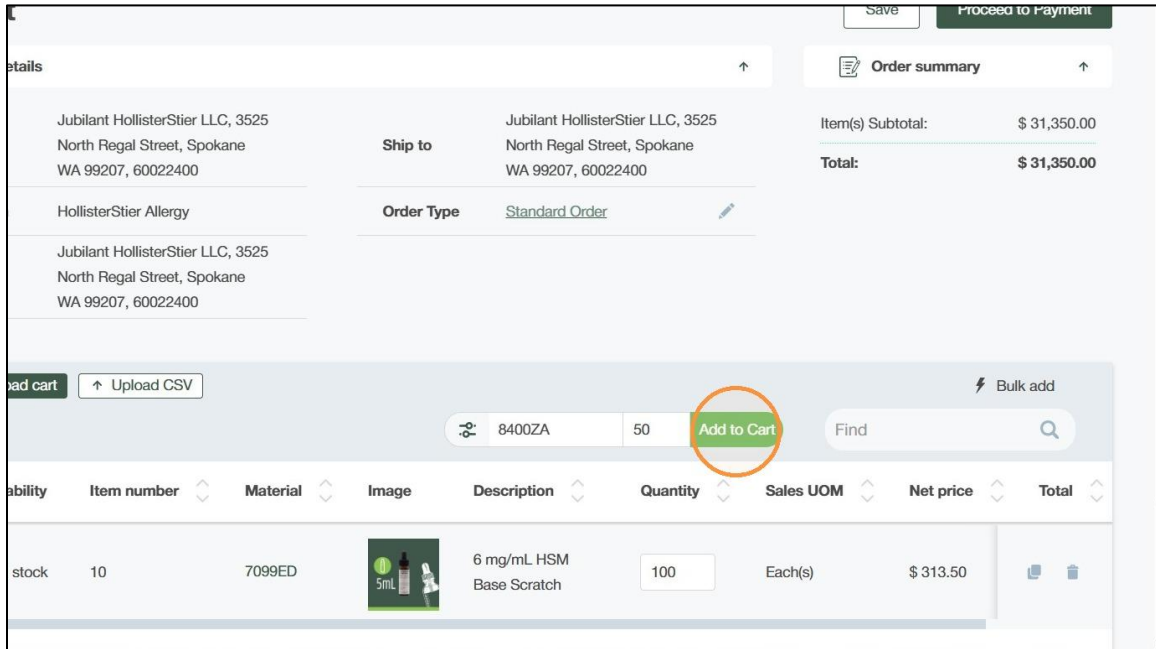


The screenshot shows the order management interface. At the top, it displays the shipping address (North Regal Street, Spokane, WA 99207, 60022400) and the total amount (\$313.50). Below this, the order type is set to 'Standard Order'. The main area shows a table of items in the cart. The first item is '7099ED' with a description of '6 mg/mL HSM Base Scratch'. The 'Quantity' field for this item is circled in orange and shows the value '100'. Below the table, there is a dropdown menu for the quantity, currently set to '10'.

Item number	Material	Image	Description	Quantity	Sales UOM	Net price	Total
10	7099ED		6 mg/mL HSM Base Scratch	100	Each(s)	\$ 313.50	

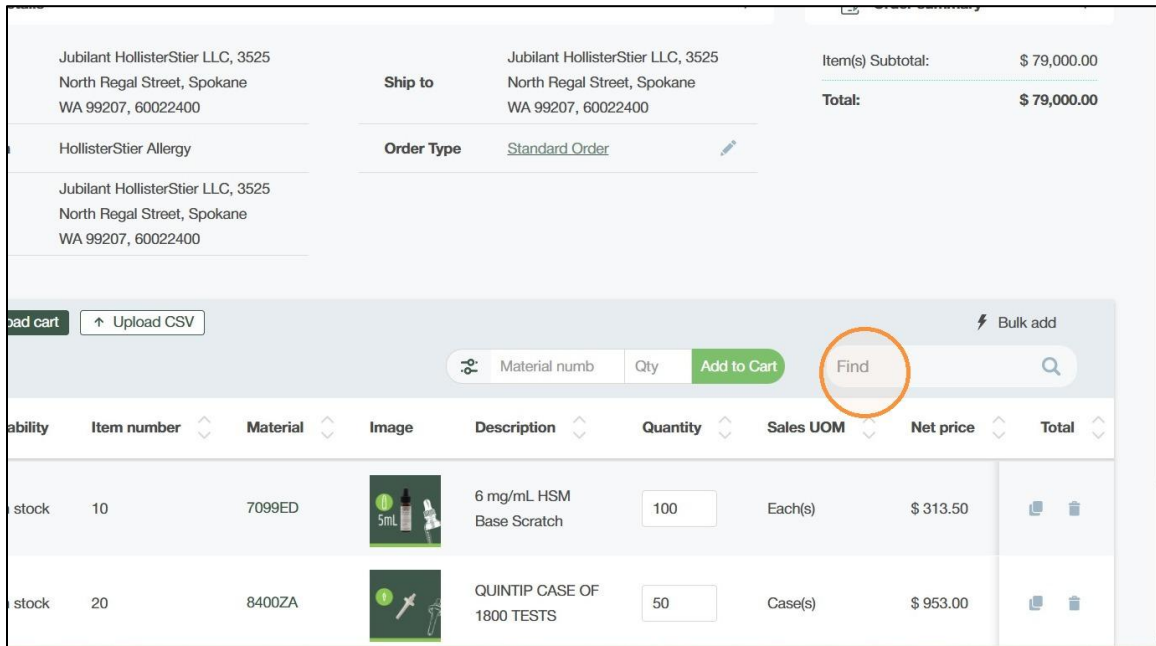
Create New Orders

11. If you know the material number, you can enter it directly, along with your desired quantity, and select Add to Cart.



The screenshot shows the HollisterStier Allergy ordering interface. At the top, there are buttons for 'Save' and 'Proceed to Payment'. Below these, there are sections for 'Details' and 'Order summary'. The 'Details' section includes fields for 'Ship to' and 'Order Type'. The 'Order summary' section shows 'Item(s) Subtotal: \$ 31,350.00' and 'Total: \$ 31,350.00'. Below the summary, there is a 'Load cart' button and an 'Upload CSV' button. A search bar is present with a filter icon, a text input field containing '8400ZA', a quantity input field containing '50', and a green 'Add to Cart' button which is circled in orange. To the right of the search bar is a 'Find' button with a magnifying glass icon. Below the search bar is a table with columns: 'Availability', 'Item number', 'Material', 'Image', 'Description', 'Quantity', 'Sales UOM', 'Net price', and 'Total'. The table contains one row with the following data: 'stock', '10', '7099ED', an image of a 5mL vial, '6 mg/mL HSM Base Scratch', '100', 'Each(s)', '\$ 313.50', and icons for a clipboard and a trash can.

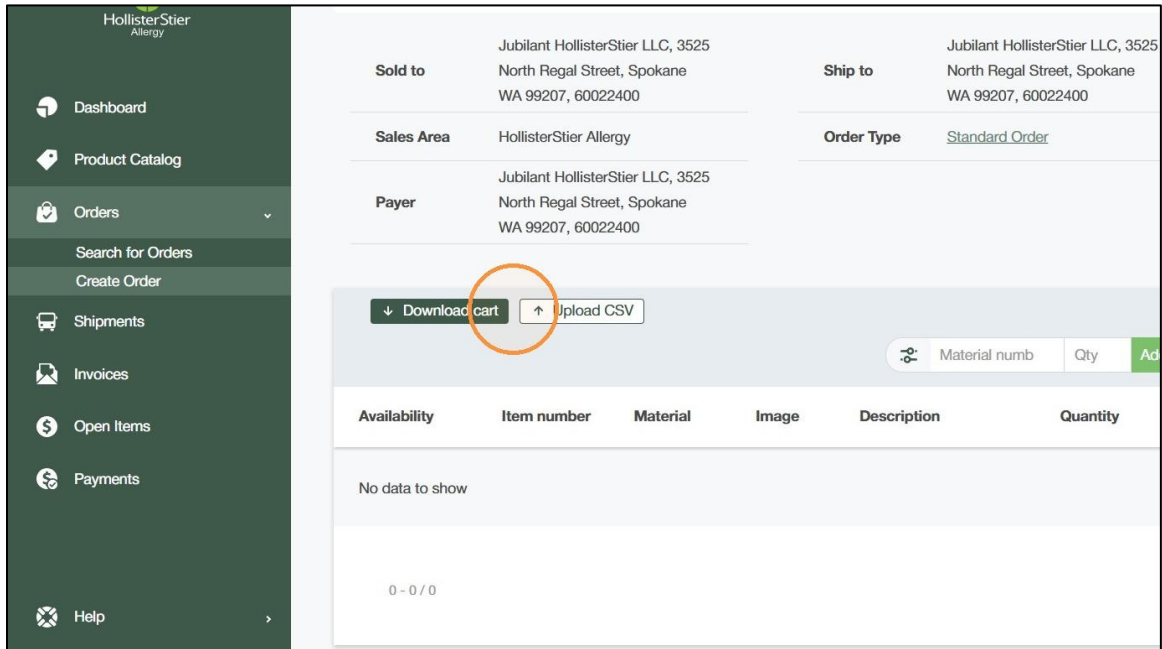
12. To search for items within your cart, enter your criteria here.



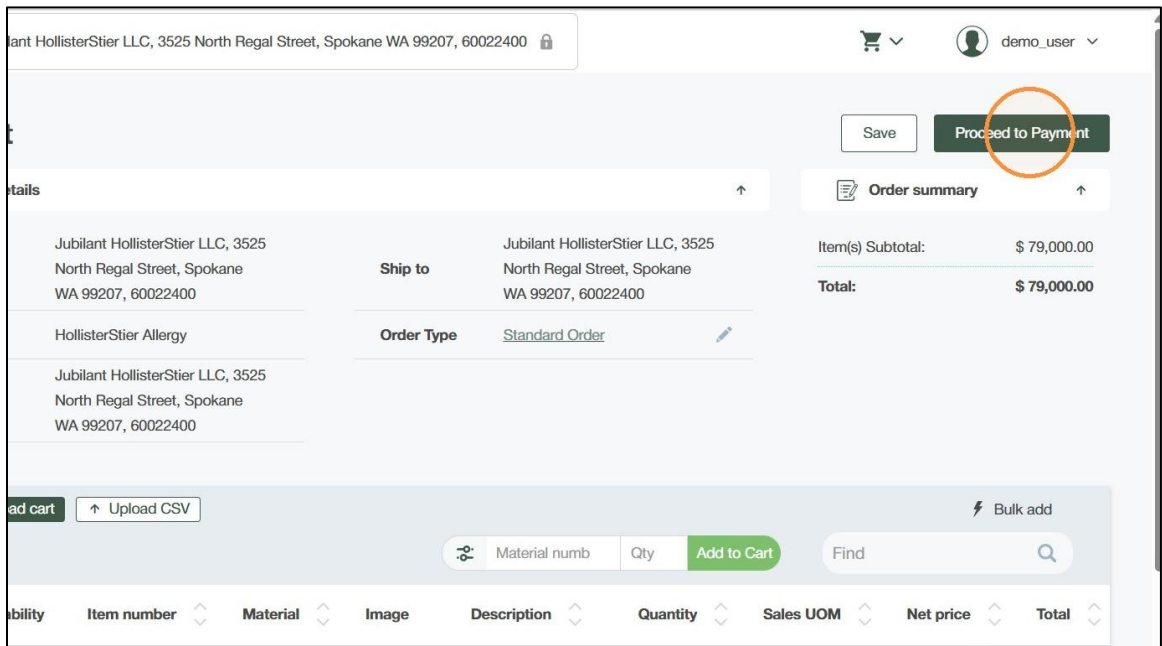
The screenshot shows the HollisterStier Allergy ordering interface. At the top, there are buttons for 'Save' and 'Proceed to Payment'. Below these, there are sections for 'Details' and 'Order summary'. The 'Details' section includes fields for 'Ship to' and 'Order Type'. The 'Order summary' section shows 'Item(s) Subtotal: \$ 79,000.00' and 'Total: \$ 79,000.00'. Below the summary, there is a 'Load cart' button and an 'Upload CSV' button. A search bar is present with a filter icon, a text input field containing 'Material numb', a quantity input field containing 'Qty', and a green 'Add to Cart' button. To the right of the search bar is a 'Find' button with a magnifying glass icon, which is circled in orange. Below the search bar is a table with columns: 'Availability', 'Item number', 'Material', 'Image', 'Description', 'Quantity', 'Sales UOM', 'Net price', and 'Total'. The table contains two rows with the following data: 'stock', '10', '7099ED', an image of a 5mL vial, '6 mg/mL HSM Base Scratch', '100', 'Each(s)', '\$ 313.50', and icons for a clipboard and a trash can; and 'stock', '20', '8400ZA', an image of a box of tests, 'QUINTIP CASE OF 1800 TESTS', '50', 'Case(s)', '\$ 953.00', and icons for a clipboard and a trash can.

Create New Orders

13. You also have the option to upload part numbers from a CSV file, as well as download current items in your cart as a CSV.

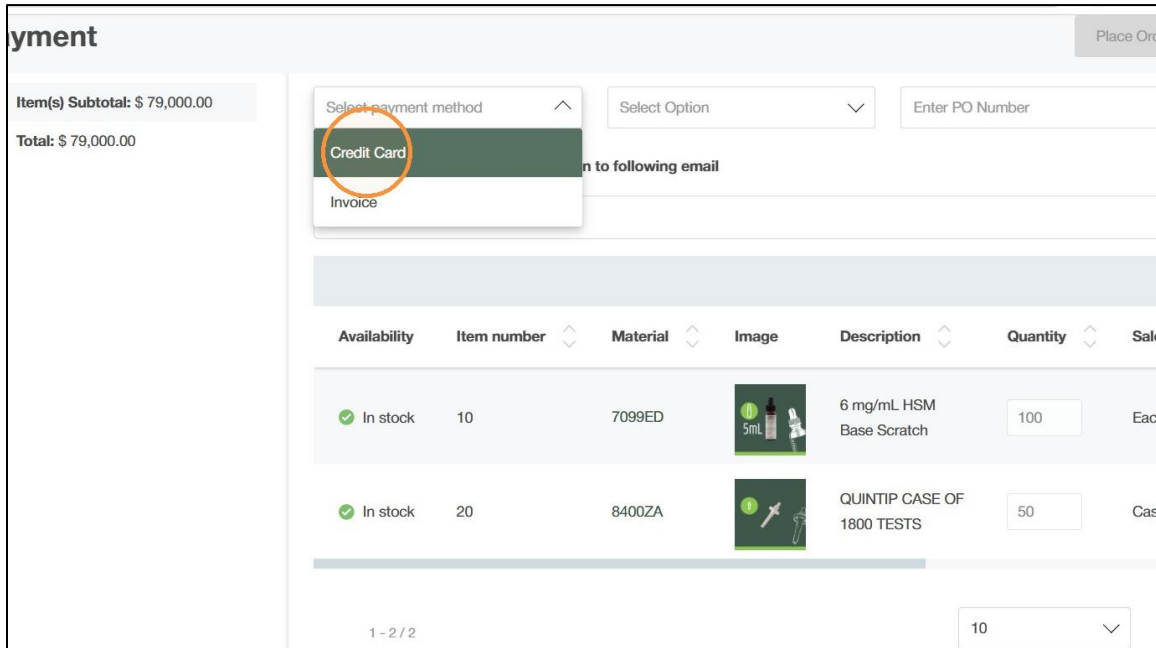


14. Once we have added our items to the cart, we have the option to either save our cart or proceed to payment. Let's **Proceed to Payment**.



Create New Orders

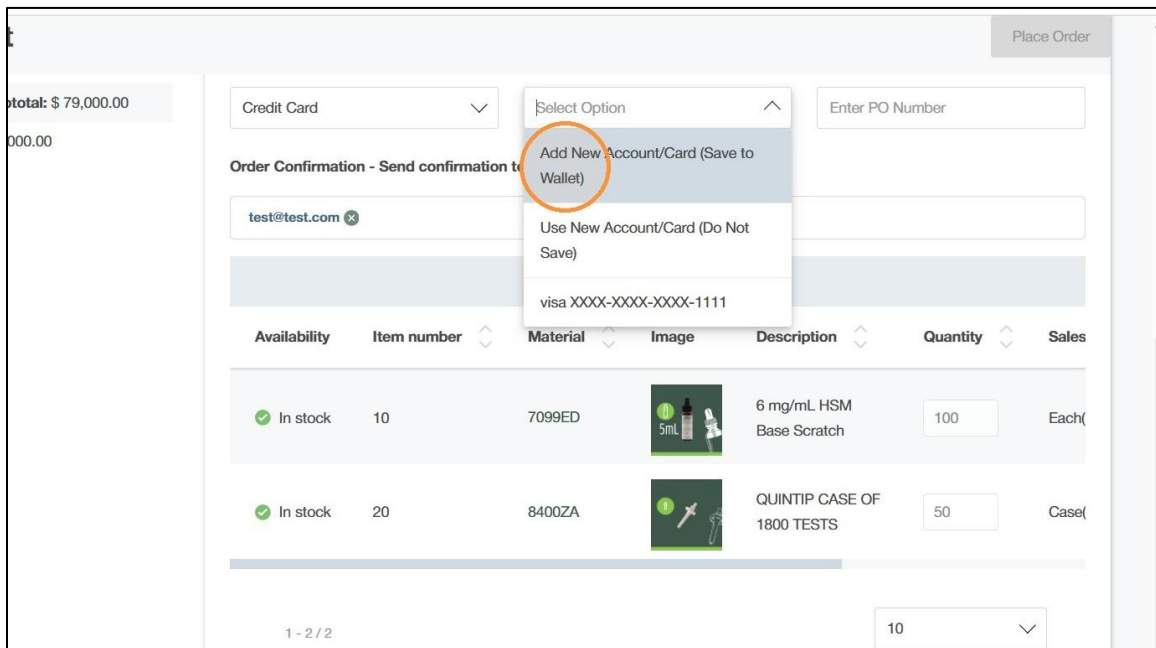
15. Payment options are determined by your customer profile and the established payment terms will apply. In this example, let's select **Credit Card**.



The screenshot shows the 'Payment' section of the order creation interface. On the left, the 'Item(s) Subtotal' is \$79,000.00 and the 'Total' is \$79,000.00. A dropdown menu for 'Select payment method' is open, with 'Credit Card' selected and circled in orange. Other options visible are 'Invoice' and 'Send invoice to following email'. Below the dropdown, there is a table of items with columns: Availability, Item number, Material, Image, Description, Quantity, and Sales. The table lists two items: '6 mg/mL HSM Base Scratch' (100 units) and 'QUINTIP CASE OF 1800 TESTS' (50 units). A 'Place Order' button is visible in the top right corner.

Availability	Item number	Material	Image	Description	Quantity	Sales
In stock	10	7099ED		6 mg/mL HSM Base Scratch	100	Each
In stock	20	8400ZA		QUINTIP CASE OF 1800 TESTS	50	Case

16. Select a payment option. You can use a payment method saved in your Wallet, add and save a new payment method, or enter a one-time payment method for this order without saving it.

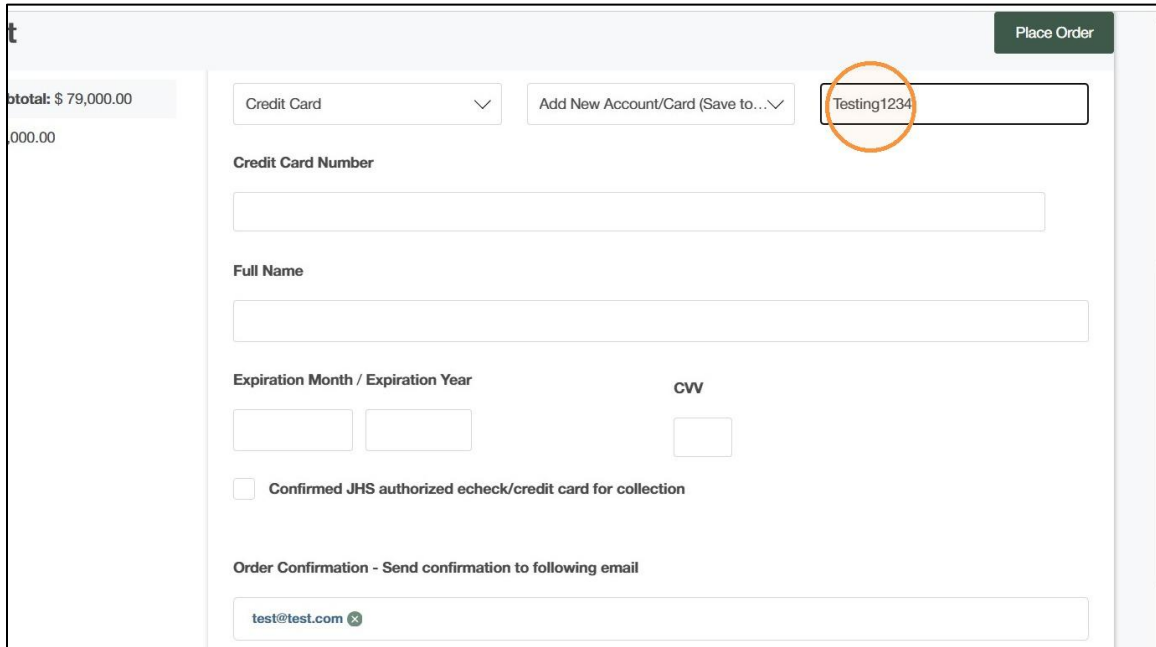


The screenshot shows the 'Payment' section of the order creation interface. The 'Credit Card' option is selected in the dropdown menu. A dropdown menu for 'Select Option' is open, with 'Add New Account/Card (Save to Wallet)' selected and circled in orange. Other options visible are 'Use New Account/Card (Do Not Save)' and 'visa XXXX-XXXX-XXXX-1111'. Below the dropdown, there is a table of items with columns: Availability, Item number, Material, Image, Description, Quantity, and Sales. The table lists two items: '6 mg/mL HSM Base Scratch' (100 units) and 'QUINTIP CASE OF 1800 TESTS' (50 units). A 'Place Order' button is visible in the top right corner.

Availability	Item number	Material	Image	Description	Quantity	Sales
In stock	10	7099ED		6 mg/mL HSM Base Scratch	100	Each
In stock	20	8400ZA		QUINTIP CASE OF 1800 TESTS	50	Case

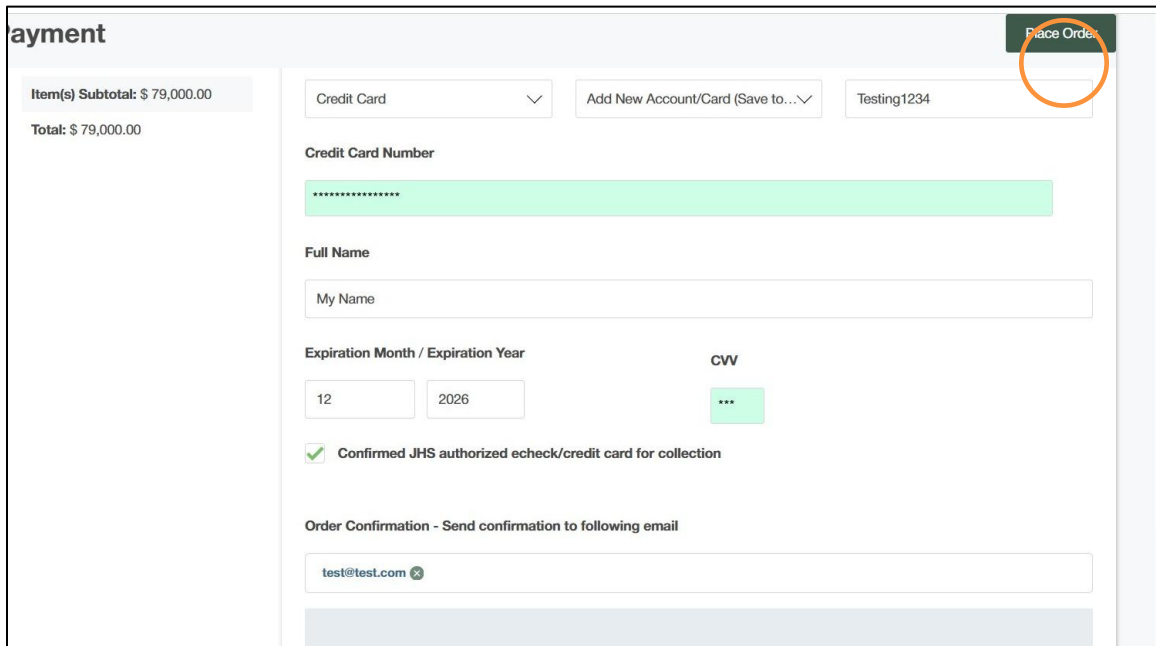
Create New Orders

17. Enter your PO number.



The screenshot shows a web form titled "Payment" with a "Place Order" button in the top right corner. On the left, a summary box displays "Item(s) Subtotal: \$ 79,000.00" and "Total: \$ 79,000.00". The main form area includes a dropdown menu set to "Credit Card", a button "Add New Account/Card (Save to...)", and a text input field containing "Testing1234", which is circled in orange. Below these are fields for "Credit Card Number", "Full Name", "Expiration Month / Expiration Year" (with two separate boxes), and "CVV" (with a box). A checkbox labeled "Confirmed JHS authorized echeck/credit card for collection" is present. At the bottom, there is a section for "Order Confirmation - Send confirmation to following email" with a text input field containing "test@test.com".

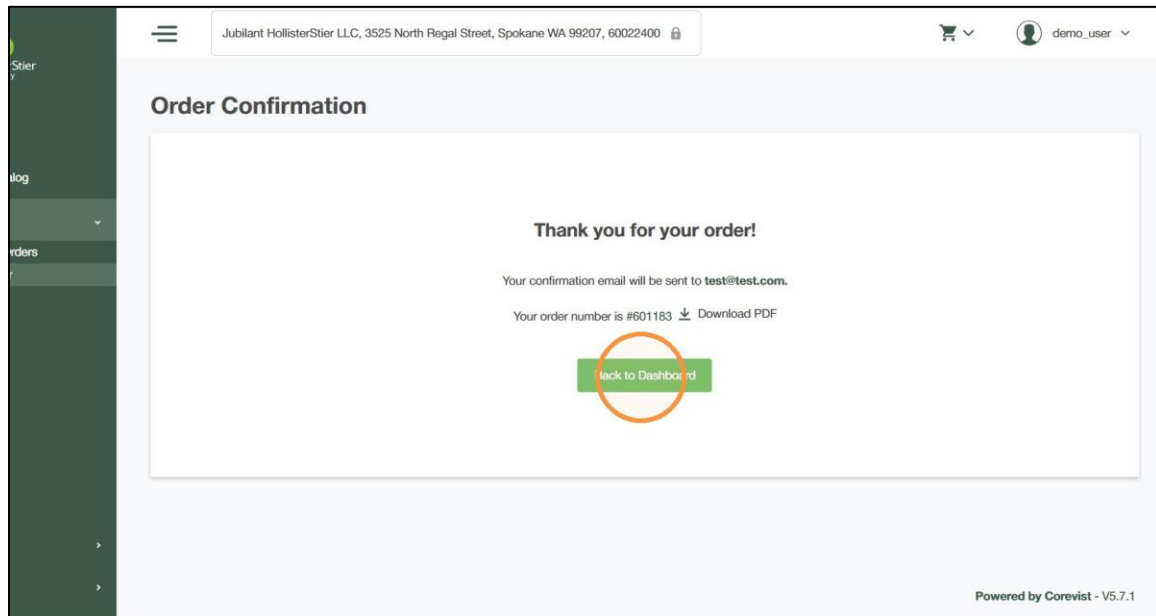
18. If your card is not in your wallet, enter your credit card details. When you are finished, select **Place Order**.



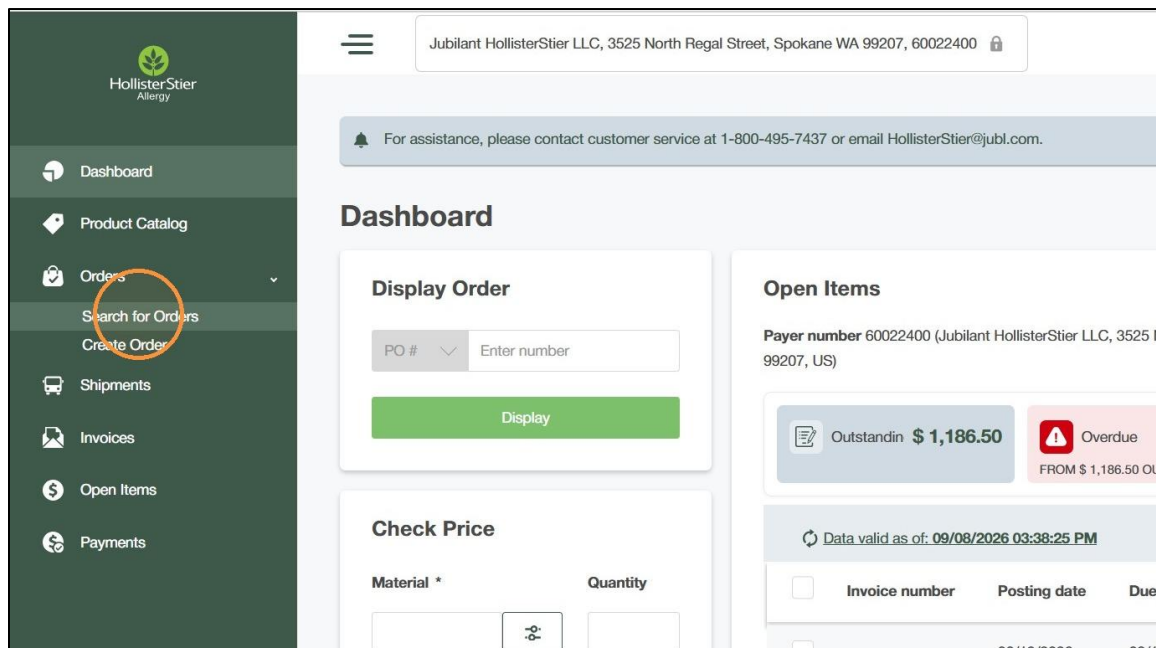
The screenshot shows the same "Payment" form as in step 17, but now with credit card details entered. The "Testing1234" PO number is still in the input field. The "Credit Card Number" field is now filled with a green bar containing asterisks. The "Full Name" field contains "My Name". The "Expiration Month / Expiration Year" fields are filled with "12" and "2026" respectively. The "CVV" field is filled with a green bar containing three asterisks. The "Confirmed JHS authorized echeck/credit card for collection" checkbox is now checked. The "Place Order" button in the top right corner is circled in orange. The email field at the bottom still contains "test@test.com".

Create New Orders

19. This screen confirms that your order has been placed. You can view the confirmation number and email recipient or download the confirmation as a PDF. Advance Pay customers will receive a payment link in the confirmation email. To search for previous orders and to reorder items off those orders, let's go **Back to the Dashboard**.

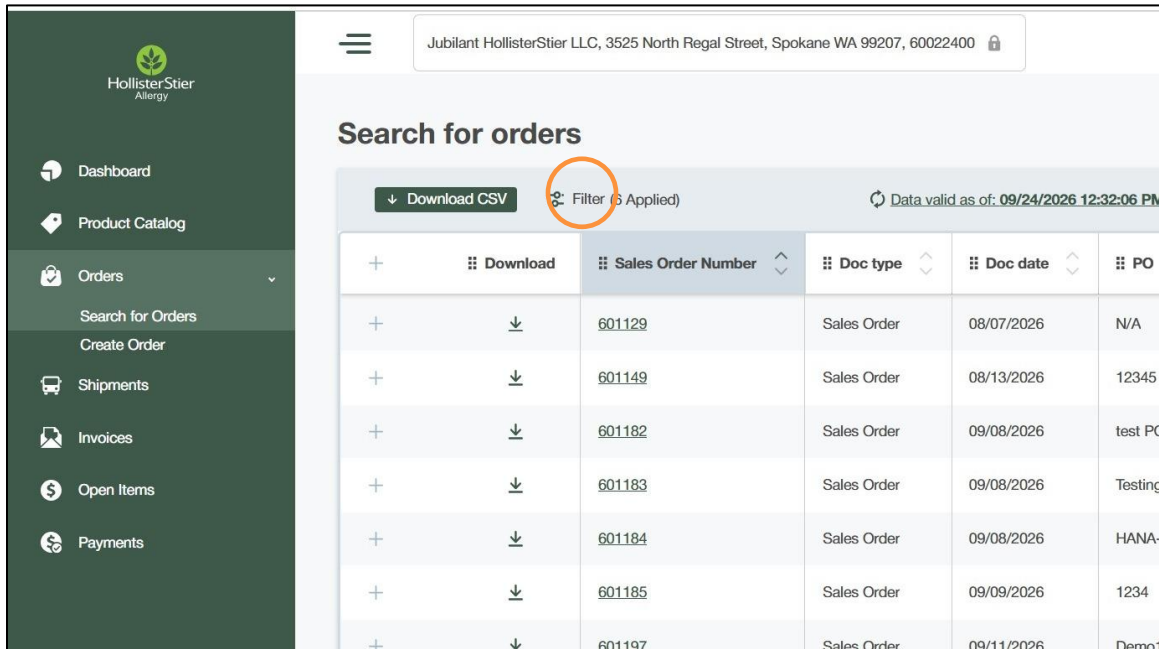


20. From the left-hand navigation, select **Orders**, then select **Search for Orders**.



Create New Orders

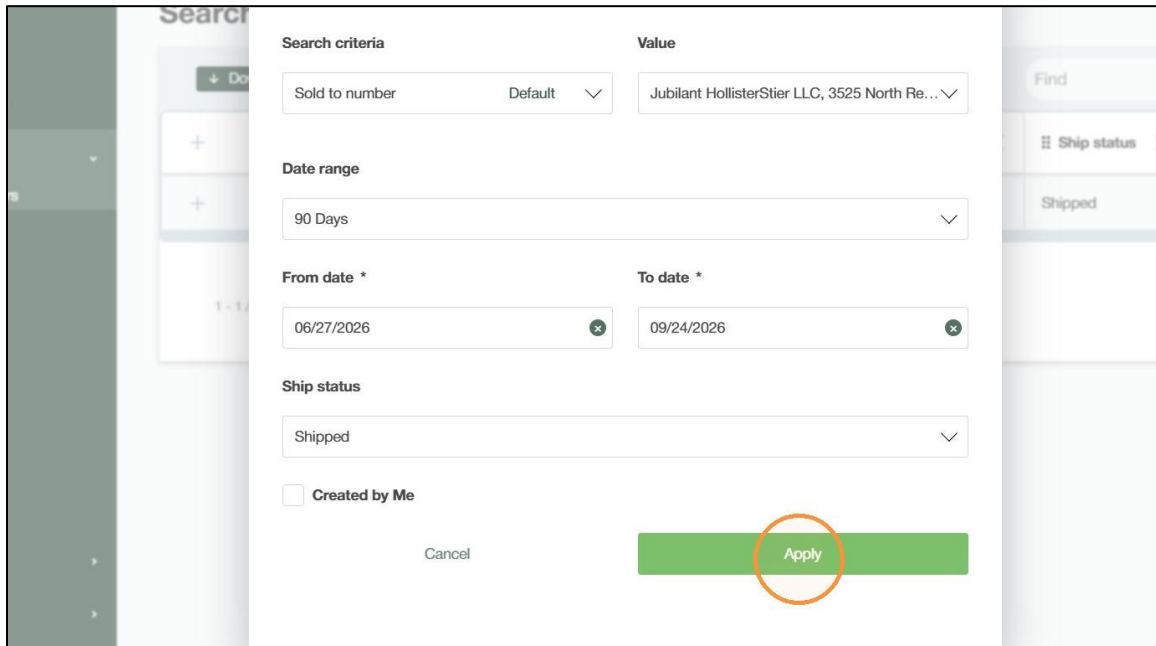
21. On this screen, you can download your orders as a CSV file or you can filter. Let's select **Filter**.



The screenshot shows the 'Search for orders' interface. On the left is a dark green sidebar with navigation links: Dashboard, Product Catalog, Orders (selected), Shipments, Invoices, Open Items, and Payments. The 'Orders' section is expanded, showing 'Search for Orders' and 'Create Order'. The main content area has a header with a hamburger menu, a user profile 'Jubilant HollisterStier LLC, 3525 North Regal Street, Spokane WA 99207, 60022400', and a 'Data valid as of: 09/24/2026 12:32:06 PM' timestamp. Below the header is a 'Search for orders' section with a 'Download CSV' button and a 'Filter (6 Applied)' button circled in orange. A table of orders is displayed below.

	Download	Sales Order Number	Doc type	Doc date	PO
+	↓	601129	Sales Order	08/07/2026	N/A
+	↓	601149	Sales Order	08/13/2026	12345
+	↓	601182	Sales Order	09/08/2026	test PO
+	↓	601183	Sales Order	09/08/2026	Testing
+	↓	601184	Sales Order	09/08/2026	HANA-
+	↓	601185	Sales Order	09/09/2026	1234
+	↓	601197	Sales Order	09/11/2026	Demo

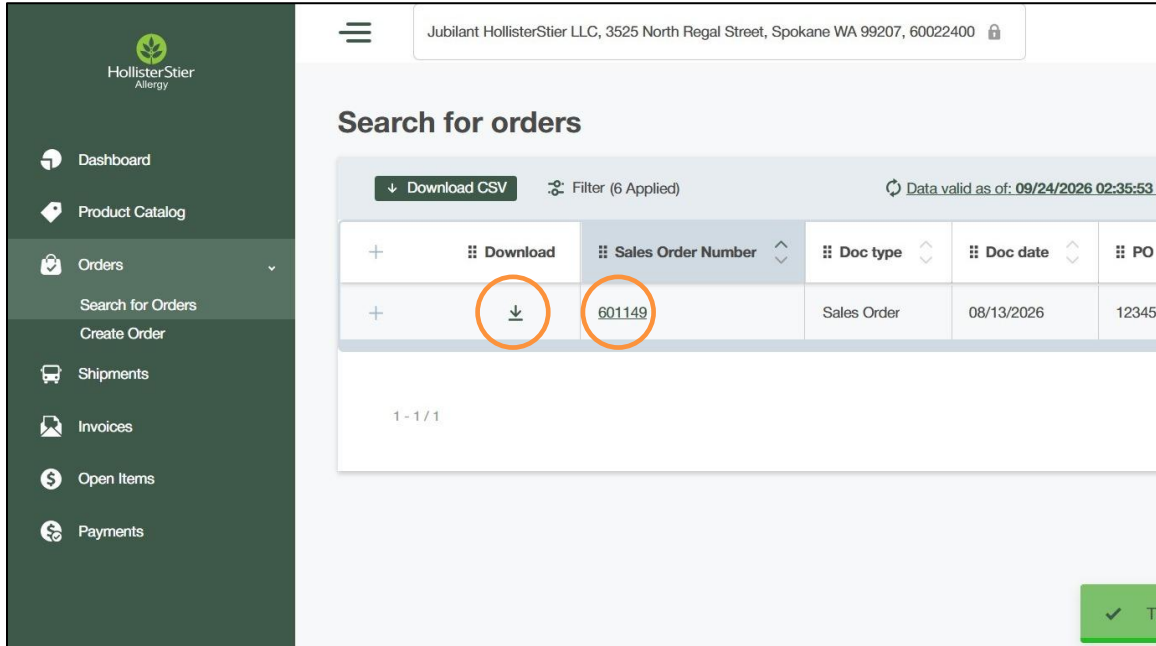
22. Define your search criteria and select **Apply**.



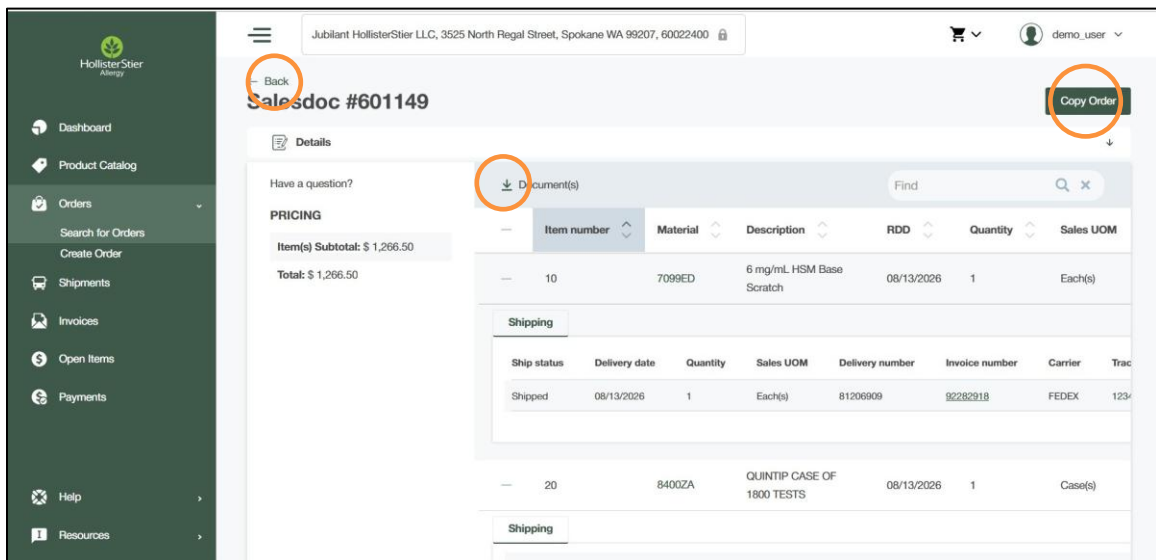
The screenshot shows the 'Search criteria' dialog box. It has two main sections: 'Search criteria' and 'Value'. The 'Search criteria' section includes 'Sold to number' (Default), 'Date range' (90 Days), 'From date' (06/27/2026), 'To date' (09/24/2026), 'Ship status' (Shipped), and a checkbox for 'Created by Me'. The 'Value' section shows 'Jubilant HollisterStier LLC, 3525 North Re...'. At the bottom are 'Cancel' and 'Apply' buttons, with the 'Apply' button circled in orange.

Create New Orders

23. From this screen you can download the document details as a PDF, view the document number, date, PO number, Ship Status and Net Value. Select the **Sales Order Number** to view the Order Details.

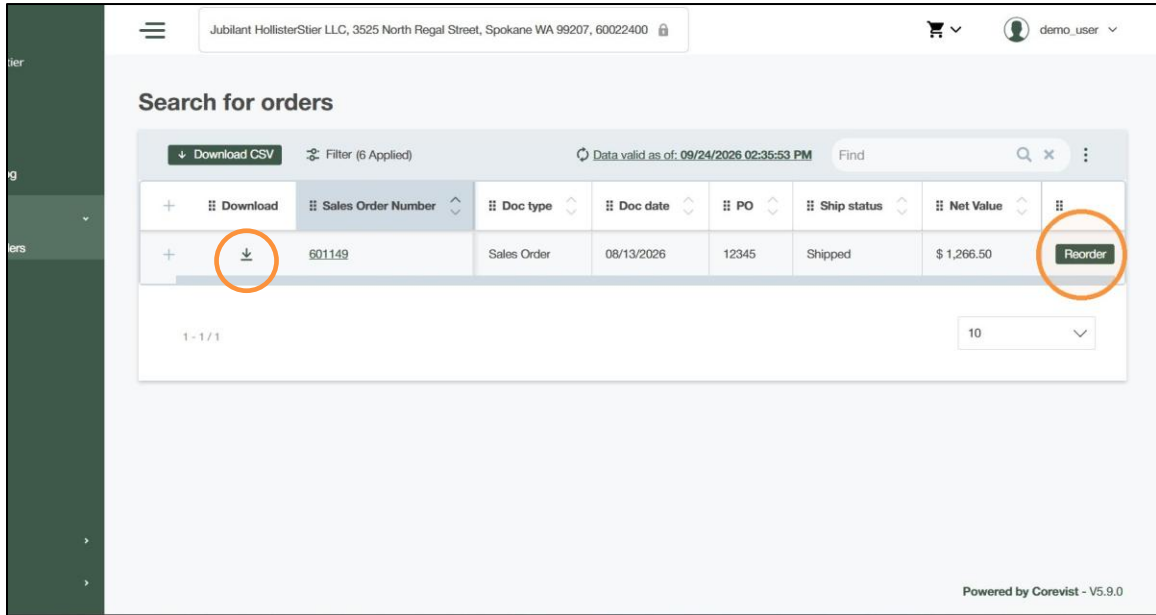


24. From this view, you can review your order details or select the **Download** icon to save as a PDF. You have the option to **Copy** this order to a new order. Select Back to return to the filtered list.



Create New Orders

25. From this screen you can **download** the order details as a PDF, select the document number, date, PO number, Ship Status or Net Value. You also can reorder directly from this view. Select **Reorder** to select payment options and place your order.



Search for orders

Download CSV Filter (6 Applied) Data valid as of: 09/24/2026 02:35:53 PM Find

	Download	Sales Order Number	Doc type	Doc date	PO	Ship status	Net Value	
+	↓	601149	Sales Order	06/13/2026	12345	Shipped	\$ 1,266.50	Reorder

1 - 1 / 1 10

Powered by Corevist - V5.9.0

Placing new orders and reordering products is easy in the HS Allergy Ordering Portal.