



# Darby.com Training Guide



STEP 1: HOW TO SHOP WITH THE DARBY FORMULARY

STEP 2: HOW TO ORDER FROM A FORMULARY LIST

STEP 3: HOW TO TRACK A DARBY DENTAL ORDER

STEP 4: HOW TO APPROVE A DARBY DENTAL ORDER

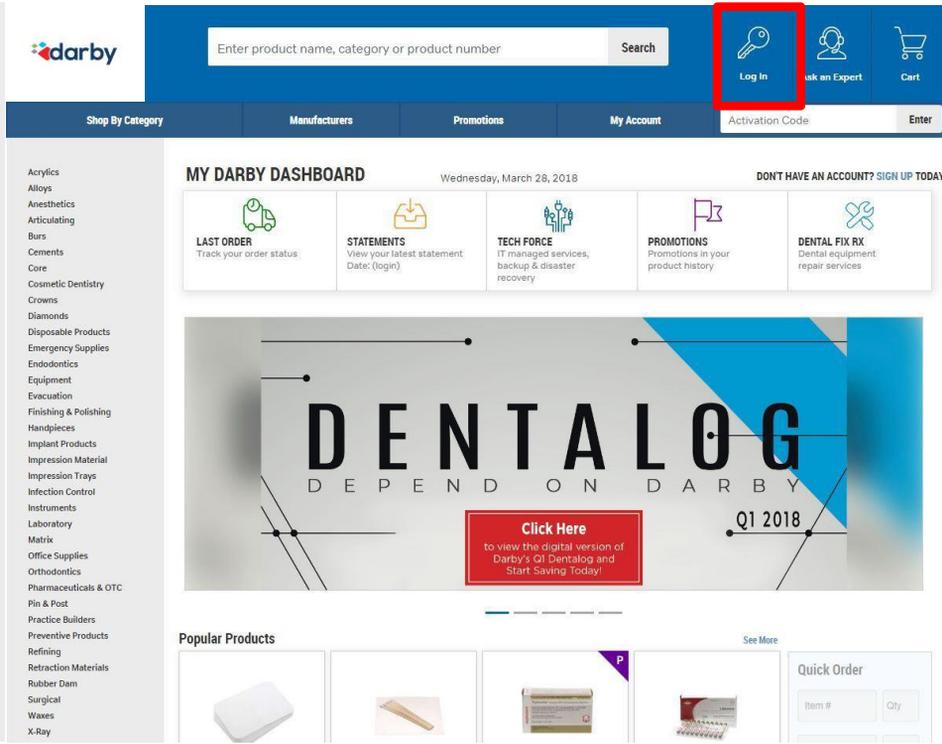
ADDITIONAL INFORMATION

# How to shop with the Darby formulary

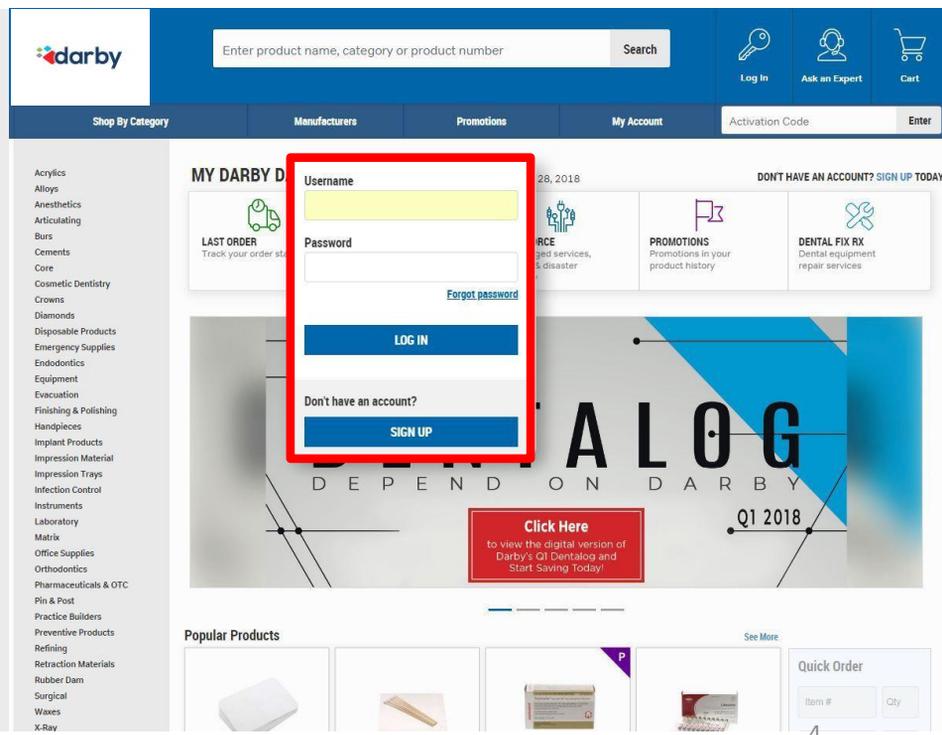
# How to shop with the Darby formulary



► Log on to the Darby site using your Darby issued logon and password:



► Enter your username and password. Click 'Log In'.



# How to shop with the Darby formulary



► To view products in your formulary, select either the 'Formulary' link on the menu bar, or the 'Formulary' option on 'My Darby Dashboard'.

The screenshot shows the Darby website interface. At the top, there is a search bar with the text "Enter product name, category or product number" and a "Search" button. To the right of the search bar are three icons: "Log Out", "Ask an Expert", and "Cart". Below the search bar is a navigation menu with the following items: "Shop By Category", "Manufacturers", "Formulary" (highlighted with a red box), "My Account", and "Selected Account: MM Overbrook".

Below the navigation menu is the "MY DARBY DASHBOARD" section, dated "Wednesday, March 28, 2018". The dashboard contains five main tiles: "LAST ORDER" (Order #: 6076910, Status: Shipped 3/20, Tracking: 6076910), "STATEMENTS" (Your Latest Statements: Date: 01/18), "BREAKAWAY PRACTICE" (Redefining dental success & practice management), "FORMULARY" (Shop your Formulary Products) (highlighted with a red box), and "DENTAL FIX RX" (Dental equipment repair services). To the right of the dashboard is a link: "DO YOU HAVE AN ACCOUNT? SIGN UP TODAY".

Below the dashboard is a large banner for "DENTALOG" with the text "DEPEND ON DARBY" and "Q1 2018". A red button in the banner says "Click Here to view the digital version of Darby's Q1 Dentalog and Start Saving Today!".

Below the banner is a "Popular Products" section with four product images. To the right of the products is a "Quick Order" form with fields for "Item #", "Qty", and "P".

# How to shop with the Darby formulary



► The available products displayed are part of your custom formulary.

The screenshot shows the Darby website interface. At the top, there is a search bar with the text "Enter product name, category or product number" and a "Search" button. To the right of the search bar are icons for "Log Out", "Ask an Expert", and "Cart". Below the search bar is a navigation bar with tabs for "Shop By Category", "Manufacturers", "Formulary", "My Account", and "Selected Account: LG Acworth Center". On the left side, there is a "Filters" section with a "Clear All" button and a "Home / Search & Filter" breadcrumb. The "Filters" section includes "Custom Lists" (with a dropdown menu set to "Full Formulary"), "Promotions" (with a checkbox for "Promotions Only"), "Category" (with a list of categories and checkboxes), and "Subcategory" (with a list of subcategories and checkboxes). The main content area displays a grid of 10 product cards, each with an image, item number, product name, price, and an "Add to Cart" button. A red box highlights the entire product grid area.

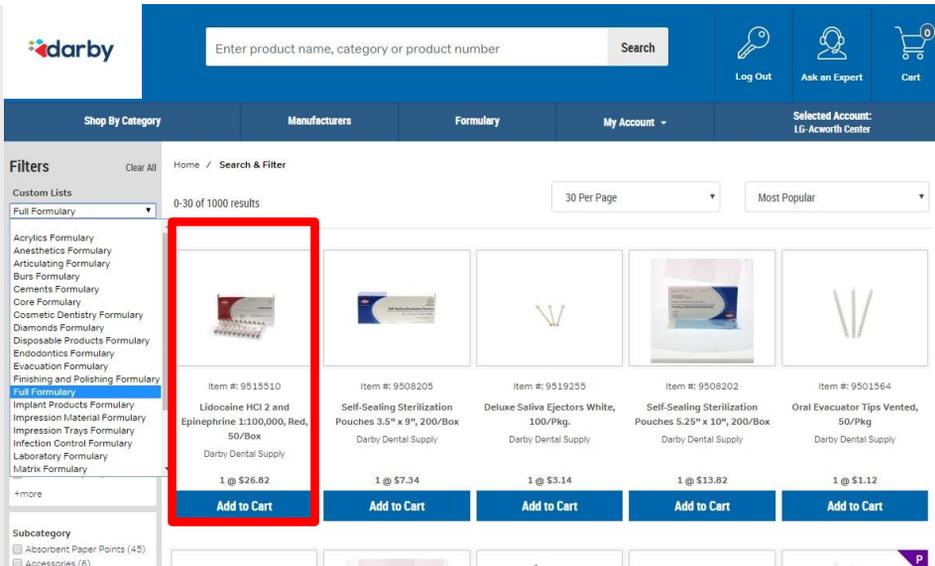
► To further refine the displayed products, select category lists under the 'Custom Lists' drop down. This will filter results to the defined list.

This screenshot is similar to the one above, but with the "Custom Lists" dropdown menu open. The menu lists various formulary categories, including "Acrylics Formulary", "Anesthetics Formulary", "Articulating Formulary", "Burs Formulary", "Cements Formulary", "Core Formulary", "Cosmetic Dentistry Formulary", "Diamonds Formulary", "Disposable Products Formulary", "Endodontics Formulary", "Evacuation Formulary", "Finishing and Polishing Formulary", "Full Formulary" (which is highlighted in blue), "Implant Products Formulary", "Impression Material Formulary", "Impression Trays Formulary", "Infection Control Formulary", "Laboratory Formulary", and "Matrix Formulary". A red box highlights the entire "Custom Lists" dropdown menu.

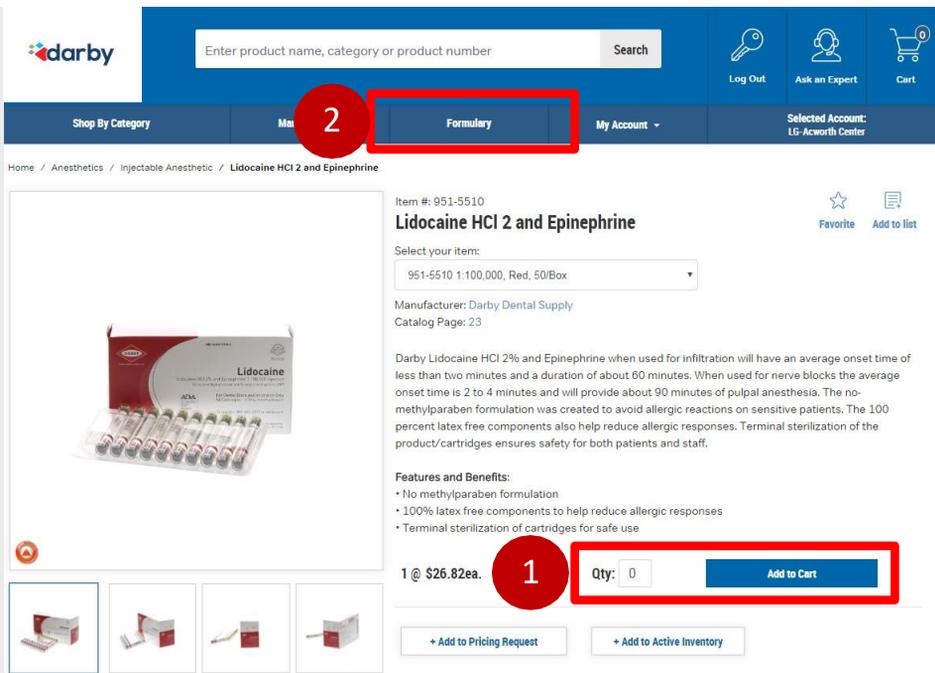
# How to shop with the Darby formulary



► Select a product to view details.



► 1. Input desired quantity and select 'Add to Cart'. You can continue shopping your formulary by selecting the 'Formulary' link (2) on the menu bar.



# How to shop with the Darby formulary



darby

► To review your order, select the 'Cart' icon at the top right.

The screenshot shows the Darby website interface. At the top, there is a search bar with the text "Enter product name, category or product number" and a "Search" button. To the right of the search bar are icons for "Log Out", "Ask an Expert", and "Cart". The "Cart" icon is highlighted with a red box. Below the search bar is a navigation menu with options: "Shop By Category", "Manufacturers", "Formulary", "My Account", and "Selected Account: LG-Acworth Center". The main content area displays the product "Lidocaine HCl 2 and Epinephrine" with an item number of 951-5510. A dropdown menu shows the selected item: "951-5510 1:100,000, Red, 50/Box". The manufacturer is listed as "Darby Dental Supply" and the catalog page is "23". A large image shows the product box and syringes. Below the main image are four smaller images showing different views of the product. The product description states: "Darby Lidocaine HCl 2% and Epinephrine when used for infiltration will have an average onset time of less than two minutes and a duration of about 60 minutes. When used for nerve blocks the average onset time is 2 to 4 minutes and will provide about 90 minutes of pulpal anesthesia. The no-methylparaben formulation was created to avoid allergic reactions on sensitive patients. The 100 percent latex free components also help reduce allergic responses. Terminal sterilization of the product/cartridges ensures safety for both patients and staff." The "Features and Benefits" section lists: "• No methylparaben formulation", "• 100% latex free components to help reduce allergic responses", and "• Terminal sterilization of cartridges for safe use". The price is "1 @ \$26.82ea." and the quantity is "0". There is an "Add to Cart" button and two buttons below: "Add to Pricing Request" and "Add to Active Inventory".

# How to shop with the Darby formulary



► After reviewing your order for accuracy, complete your order by selecting the 'Checkout' button on the lower left.

Home / Cart

Alan S Horlick DDS 3/7/2018

This cart is waiting for you to approve it.

ITEM #	PRODUCT NAME	PRICE	QUANTITY	ITEM SUB TOTAL
951-5510	Lidocaine HCl 2 and Epinephrine 1:100,000, Red, 50/Box	\$26.82	5	Rx F \$134.10

SHIPPING ADDRESS:  
37010746917  
Alan S Horlick DDS  
Acworth Center for Dental Excellenc  
Suite 120  
6572 Highway 92  
Acworth GA 30102

Special Instructions:

**CHECKOUT** UPDATE CART CONTINUE SHOPPING CANCEL

► You will be transferred to a screen for final review. Enter a PO number consisting of your name and date (ex. SMITH4.01.18). Click 'Request Approval' and the order will be submitted to your designated approver for final approval and submission. (If your account is not setup for approval routing, order will process automatically).

If you have a rush order, please enter 'RUSH' in the 'Special Instructions' box. Please note that additional charges apply.

Home / Checkout

You must click 'Request Approval' to make this order available to an order approver.

If you close your browser now, credit card and purchase order will not be saved, but the shopping cart will still be there the next time you log on.

After you click 'Request Approval', someone else will be able to log in and approve this order for processing by Darby.

Purchase Order: \_\_\_\_\_ (Required)

Special Instructions: \_\_\_\_\_

Coupon Code: \_\_\_\_\_

We Accept:

Cardholder Name: \_\_\_\_\_ (optional)

Credit Card Number: \_\_\_\_\_

Expiration Date (MMYY): \_\_\_\_\_

**Request Approval**



► Confirmation message will show, indicating that a request has been made to the order releaser.

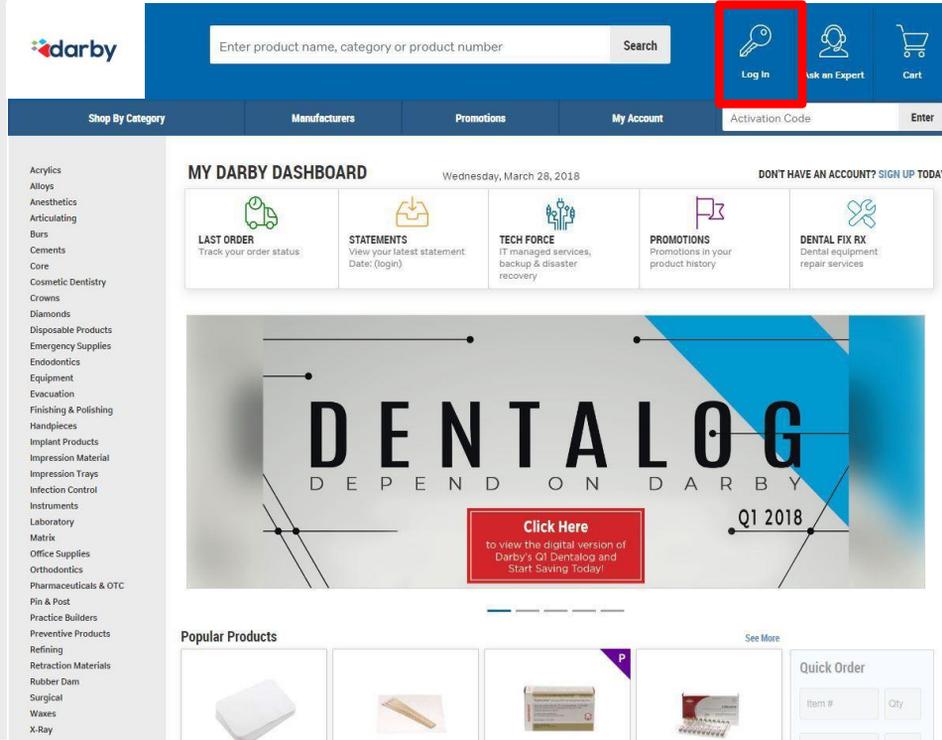
The screenshot shows the Darby website interface. At the top left is the Darby logo. To its right is a search bar with the placeholder text "Enter product name, category or product number" and a "Search" button. Further right are three icons: "Log Out" (a key icon), "Ask an Expert" (a person icon), and "Cart" (a shopping cart icon with a "1" in a red circle). Below these is a navigation bar with the following items: "Shop By Category", "Manufacturers", "Formulary", "My Account", and "Selected Account: LG Acworth Center". On the left side of the page is a vertical list of product categories: Acrylics, Alloys, Anesthetics, Articulating, Bars, Cements, Core, Cosmetic Dentistry, Crowns, Diamonds, Disposable Products, Emergency Supplies, Endodontics, Equipment, Evacuation, Finishing & Polishing, Handpieces, Implant Products, Impression Material, Impression Trays, Infection Control, Instruments, Laboratory, Matrix, Office Supplies, Orthodontics, Pharmaceuticals & OTC, Pin & Post, Practice Builders, and Prosthetic Products. In the center of the page is a confirmation message: "Thank You For Your Order" followed by "We will remind your organization's order releaser to release this cart."

# How to order from a formulary list

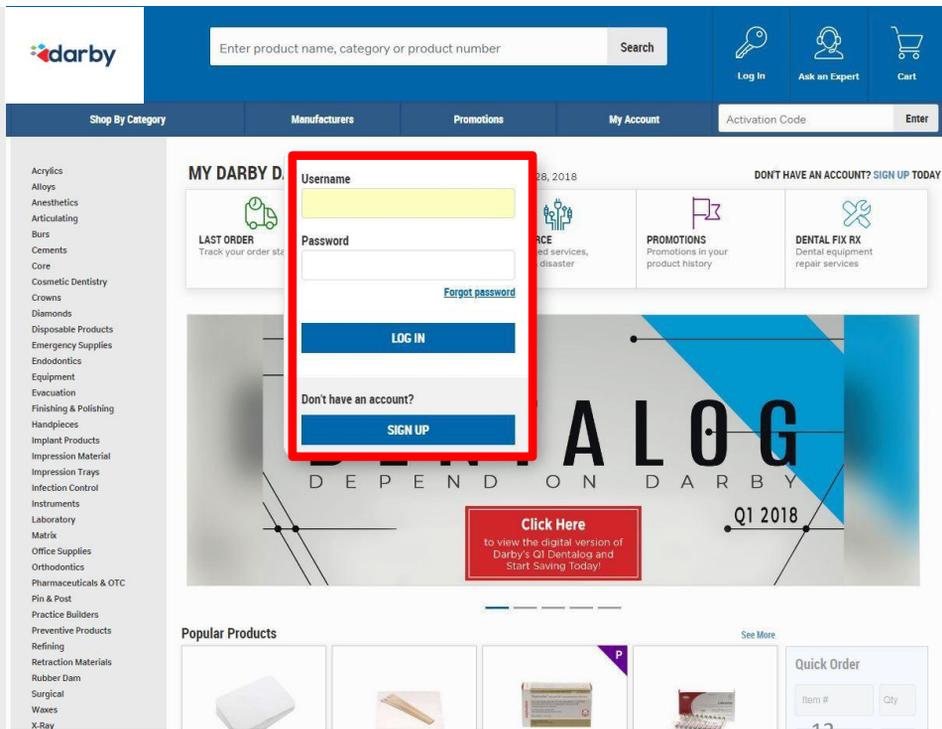
# How to order from a formulary list



► Log on to the Darby site using your Darby issued logon and password:



► Enter your username and password. Click 'Log In'.



# How to order from a formulary list



► To quickly order from within a formulary list, select 'My Account' from the menu bar, and select 'Custom Lists.'

The screenshot shows the Darby website interface. At the top, there is a search bar with the text "Enter product name, category or product number" and a "Search" button. To the right of the search bar are icons for "Log Out", "Ask an Expert", and "Cart". Below the search bar is a navigation bar with tabs for "Shop By Category", "Manufacturers", "Formulary", "My Account", and "Selected Account: MM-Deatbrook". The "My Account" tab is active, and a dropdown menu is open, showing options: "My Darby Dashboard", "Account Information", "Locations", "Product History", "Invoice History", "Reports", "Place Order", "Custom Lists" (highlighted with a red box), "Pending requests", and "Active Inventory". Below the navigation bar is the "MY DARBY DASHBOARD" section, which includes a "LAST ORDER" card (Order #: 5076910, Status: Shipped 3/20, Tracking: 6076910), a "STATEMENTS" card (Your Latest Statements: Date: 01/18), a "BREAKAWAY" card (Relieving dis... & practice ma...), and a "DENTAL FIX RX" card (Dental equipment repair services). Below the dashboard is a large banner for "DENTALOG" with the text "DEPEND ON DARBY" and "Q1 2018". A red box highlights a "Click Here" button with the text "to view the digital version of Darby's Q1 Dentalog and Start Saving Today!". Below the banner is a "Popular Products" section with four product images and a "See More" link. To the right of the "Popular Products" section is a "Quick Order" form with fields for "Item #" and "Qty". On the left side of the dashboard, there is a vertical list of product categories including Acrylics, Alloys, Anesthetics, Articulating, Burs, Cements, Core, Cosmetic Dentistry, Crowns, Diamonds, Disposable Products, Emergency Supplies, Endodontics, Equipment, Evacuation, Finishing & Polishing, Handpieces, Implant Products, Impression Material, Impression Trays, Infection Control, Instruments, Laboratory, Matrix, Office Supplies, Orthodontics, Pharmaceuticals & OTC, Pin & Post, Practice Builders, Preventive Products, Refining, Retraction Materials, Rubber Dam, Surgical, Waxes, and more.

# How to order from a formulary list



► Your custom formulary lists are displayed. Select the custom list you would like to order from by selecting the list name.

Home / My Custom Lists

### Custom Lists

[Start A New List](#)

NAME	LIST TITLE	NO. OF ITEMS	DELETE
Acrylicsfm	Acrylics Formulary	9	×
Anesthetfm	Anesthetics Formulary	16	×
Articulafm	Articulating Formulary	9	×
Bursfm	Burs Formulary	172	×
Cementsfm	Cements Formulary	25	×
Corefm	Core Formulary	7	×
Cosmeticfm	Cosmetic Dentistry Formulary	224	×
Diamondsfm	Diamonds Formulary	47	×
Disposabfm	Disposable Products Formulary	56	×
Endodontfm	Endodontics Formulary	170	×

► All products from your selected list are displayed. Input your desired order quantities and select 'Add to Cart'.

Home / Custom Lists / Custom List

### Custom List

List Name: Anesthetfm  
List Title: Anesthetics Formulary

[REMOVE](#)

<input type="checkbox"/> SELECT ALL	ITEM #	SIZE	DESCRIPTION	LAST ORDERED	LAST QTY	ORDER QUANTITY
<input type="checkbox"/>	950-2992	000EA	BENZOCAINE GEL 20% 10Z BBLGUM DARBY			<input type="text"/>
<input type="checkbox"/>	950-2993	000EA	BENZOCAINE GEL 20% 10Z CHERRY DARBY			<input type="text"/>
<input type="checkbox"/>	950-2994	000EA	BENZOCAINE GEL 20% 10Z MINT DARBY			<input type="text"/>
<input type="checkbox"/>	950-2980	000EA	BENZOCAINE GEL 20% 10Z RASP DARBY			<input type="text"/>
<input type="checkbox"/>	805-0205	050BX	CITANEST 4% PLAIN HCL IN J USP 46616			<input type="text"/>
<input type="checkbox"/>	951-5510	050BX	LIDOCAINE HCL 2%+EPI 1:100 DARBY	20170517	2	<input type="text"/>
<input type="checkbox"/>	951-5500	050BX	LIDOCAINE HCL 2%+EPI 1.50 DARBY			<input type="text"/>

[Add to Cart](#)

# How to order from a formulary list



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► To review your order, select the 'Cart' icon at the top right.

Search

Log Out
Ask an Expert
Cart 0

Shop By Category
Manufacturers
Formulary
My Account ▾
Selected Account  
LH-Acworth Center

Home / Custom Lists / Custom List

### Custom List

List Name: Anesthetfm  
List Title: Anesthetics Formulary

REMOVE
Add to Cart

<input type="checkbox"/> SELECT ALL	ITEM #	SIZE	DESCRIPTION	LAST ORDERED	LAST QTY	ORDER QUANTITY
<input type="checkbox"/>	<a href="#">950-2992</a>	000EA	<a href="#">BENZOCAINE GEL 20% 1OZ BRILGUM DARBY</a>			<input style="width: 40px;" type="text"/>
<input type="checkbox"/>	<a href="#">950-2993</a>	000EA	<a href="#">BENZOCAINE GEL 20% 1OZ CHERRY DARBY</a>			<input style="width: 40px;" type="text"/>
<input type="checkbox"/>	<a href="#">950-2994</a>	000EA	<a href="#">BENZOCAINE GEL 20% 1OZ MINT DARBY</a>			<input style="width: 40px;" type="text"/>
<input type="checkbox"/>	<a href="#">950-2980</a>	000EA	<a href="#">BENZOCAINE GEL 20% 1OZ RASP DARBY</a>			<input style="width: 40px;" type="text"/>
<input type="checkbox"/>	<a href="#">805-0205</a>	050BX	<a href="#">CITANEST 4% PLAIN HCL INJ USP 46616</a>			<input style="width: 40px;" type="text"/>
<input type="checkbox"/>	<a href="#">951-5510</a>	050BX	<a href="#">LIDOCAINE HCL 2%+EPI 1:100 DARBY</a>	20170517	2	<input style="width: 40px;" type="text"/>
<input type="checkbox"/>	<a href="#">951-5500</a>	050BX	<a href="#">LIDOCAINE HCL 2%+EPI 1:50 DARBY</a>			<input style="width: 40px;" type="text"/>
<input type="checkbox"/>	-					<input style="width: 40px;" type="text"/>

- Acrylics
- Alloys
- Anesthetics
- Articulating
- Burs
- Cements
- Core
- Cosmetic Dentistry
- Crowns
- Diamonds
- Disposable Products
- Emergency Supplies
- Endodontics
- Equipment
- Evacuation
- Finishing & Polishing
- Handpieces
- Implant Products
- Impression Material
- Impression Trays
- Infection Control
- Instruments
- Laboratory
- Matrix
- Office Supplies
- Orthodontics
- Pharmaceuticals & OTC
- Pin & Post
- Practice Builders
- Preventive Products
- Refining
- Retraction Materials

# How to order from a formulary list



► After reviewing your order for accuracy, complete your order by selecting 'Checkout'.

The screenshot shows the Darby website's checkout process. At the top, there is a search bar and navigation icons for Log Out, Ask an Expert, and Cart. Below the navigation is a menu with categories like Shop By Category, Manufacturers, Formulary, and My Account. The main content area shows the user's cart with one item: Lidocaine HCl 2 and Epinephrine 1:100,000, Red, 50/Box. The price is \$26.82 and the quantity is 5. The subtotal is \$134.10. There is a 'CHECKOUT' button highlighted with a red box, along with 'UPDATE CART', 'CONTINUE SHOPPING', and 'CANCEL' buttons. The shipping address is listed as Alan S Horlick DDS, Acworth Center for Dental Excellence, Suite 120, 6572 Highway 92, Acworth GA 30102. There is also a 'Special Instructions' field.

► You will be transferred to a screen for final review. Enter a PO number consisting of your name and date (ex. SMITH4.01.18). Click 'Request Approval' and the order will be submitted to your designated approver for final approval and submission. (If your account is not setup for approval routing, order will process automatically).

The screenshot shows the 'Request Approval' page on the Darby website. The page title is 'Home / Checkout'. It contains instructions for the user: 'You must click 'Request Approval' to make this order available to an order approver. If you close your browser now, credit card and purchase order will not be saved, but the shopping cart will still be there the next time you log on. After you click 'Request Approval', someone else will be able to log in and approve this order for processing by Darby.' Below the instructions is a 'Purchase Order' field, which is highlighted with a red box. There are also fields for 'Special Instructions', 'Coupon Code', and 'We Accept' (with logos for Visa, Mastercard, American Express, and Discover). Below these are fields for 'Cardholder Name', 'Credit Card Number', and 'Expiration Date (MMYY)'. At the bottom, there is a 'Request Approval' button highlighted with a red box.



► Confirmation message will show, indicating that a request has been made to the order releaser.

The screenshot shows the Darby website interface. At the top left is the Darby logo. To its right is a search bar with the placeholder text "Enter product name, category or product number" and a "Search" button. Further right are three icons: "Log Out" (a key icon), "Ask an Expert" (a person icon), and "Cart" (a shopping cart icon with a "1" in a red circle). Below the search bar is a navigation bar with the following items: "Shop By Category", "Manufacturers", "Formulary", "My Account", and "Selected Account: LG Acworth Center". On the left side of the page is a vertical list of product categories, including Acrylics, Alloys, Anesthetics, Articulating, Bars, Cements, Core, Cosmetic Dentistry, Crowns, Diamonds, Disposable Products, Emergency Supplies, Endodontics, Equipment, Evacuation, Finishing & Polishing, Handpieces, Implant Products, Impression Material, Impression Trays, Infection Control, Instruments, Laboratory, Matrix, Office Supplies, Orthodontics, Pharmaceuticals & OTC, Pin & Post, Practice Builders, and Prosthetic Products. In the center of the page, a confirmation message reads: "Thank You For Your Order" followed by "We will remind your organization's order releaser to release this cart."

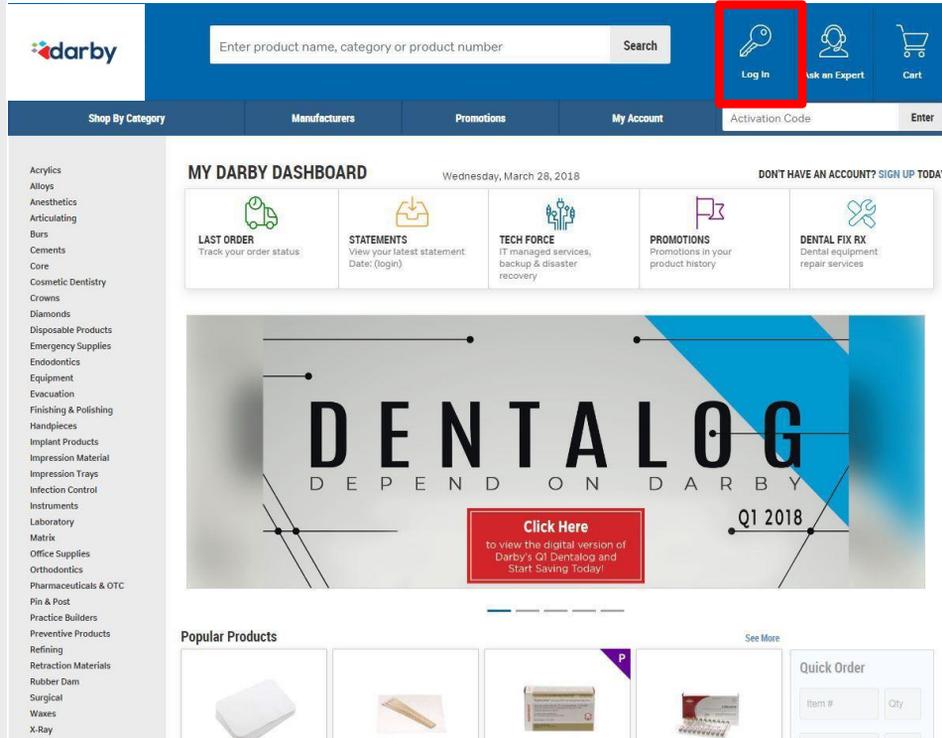
# How to track a Darby Dental order

# How to track a Darby Dental order

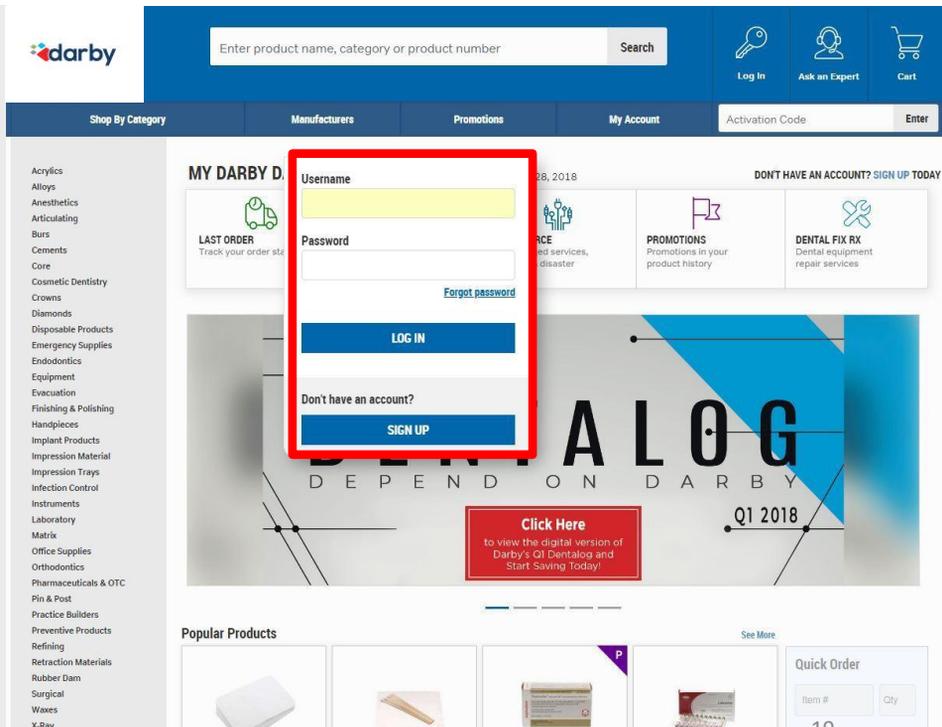


Use this function to check status of an order you've placed in the online ordering tool.

► Log on to the Darby site using your Darby issued logon and password:



► Enter your username and password. Click 'Log In'.



# How to track a Darby Dental order



► Choose 'My Account' from the menu bar, and select 'Invoice History'.

The screenshot shows the Darby website's 'My Account' dashboard. At the top, there is a search bar and navigation icons for 'Log Out', 'Ask an Expert', and 'Cart'. Below the search bar is a horizontal menu with 'Shop By Category', 'Manufacturers', 'Formulary', 'My Account', and 'Selected Account: MN-Deerstrock'. The 'My Account' dropdown menu is open, showing options: 'My Darby Dashboard', 'Account Information', 'Locations', 'Product History', 'Invoice History' (highlighted with a red box), 'Quick Order', 'Custom Lists', 'Pricing Requests', and 'Active Inventory'. The main dashboard area contains several widgets: 'LAST ORDER' (Order #: 6076910, Status: Shipped 3/20, Tracking: 6076910), 'STATEMENTS' (Your Latest Statements: Date: 01/18), 'BREAKAWAY' (Redefining dental practice), and 'DENTAL FIX RX' (Dental equipment repair services). A large banner for 'DENTALOG' is displayed with the text 'DEPEND ON DARBY' and a red button that says 'Click Here to view the digital version of Darby's Q1 Dentalog and Start Saving Today!'. Below the banner is a 'Popular Products' section with four product images and a 'Quick Order' form with 'Item #' and 'Qty' fields.

# How to track a Darby Dental order



► Find the order you want to track and click on the 'Tracking Info' icon

Home / Account / Invoice History

Invoice History All Dates Print List

INVOICE #	DATE	P.O NUMBER	LINES	TAX	TOTAL	# OF PACKAGES	TRACKING INFO
<a href="#">1719861</a>	3/5/2018	11244	5	\$18.57	\$328.03	3	
<a href="#">1719608</a>	3/1/2018	25896	35	\$113.22	\$2,000.34	8	
<a href="#">1719561</a>	2/5/2018	565656	4	\$25.20	\$445.20	3	
<a href="#">6011002</a>	1/24/2018	AB01719132	1	\$2.65	\$46.77	1	
<a href="#">1719222</a>	1/10/2018	11111	1	\$11.79	\$208.35	1	
<a href="#">1719132</a>	1/4/2018	52569	32	\$167.68	\$2,962.23	8	
<a href="#">1718931</a>	12/19/2017	12366	9	\$23.06	\$407.09	1	
<a href="#">1718852</a>	12/13/2017	11115	1	\$18.36	\$324.44	1	
<a href="#">5967801</a>	12/12/2017	kim	1	\$70.50	\$1,245.50	1	
<a href="#">1718782</a>	12/8/2017	12521	26	\$175.95	\$3,136.17	3	

► Order status for each package is displayed on in the far right 'Status' column.

Home / Account / Invoice History / Invoice #1719861 / Tracking Detail

Tracking Information for Invoice #1719861 \*Click on a tracking number to show delivery information.

BOX: 1

SHIP DATE	WEIGHT(LBS)	TRACKING NUMBER	STATUS
03/05/18	17.45	<a href="#">17A80R640331651833</a>	Delivered at Mar 7 2018 9:31AM Signed For By: KALETA FRONT DESK

BOX: 2

SHIP DATE	WEIGHT(LBS)	TRACKING NUMBER	STATUS
03/05/18	5.25	<a href="#">17A80R640331652172</a>	Delivered at Mar 7 2018 9:31AM Signed For By: KALETA FRONT DESK

BOX: 3

SHIP DATE	WEIGHT(LBS)	TRACKING NUMBER	STATUS
			Delivered at Mar 7 2018 9:31AM

# How to track a Darby Dental order



darby

► Select the tracking number link to access tracking information on the UPS site.

darby

Enter product name, category or product number

Log Out Ask an Expert Cart

Shop By Category Manufacturers Formulary My Account Selected Account: LG-Acworth Center

Home / Account / Invoice History / Invoice #1719861 / Tracking Detail

### Tracking Information for Invoice #1719861

\*Click on a tracking number to show delivery information.

BOX: 1

SHIP DATE	WEIGHT(LBS)	TRACKING NUMBER	STATUS
03/05/18	17.45	<a href="#">1Z A80R640331651833</a>	Delivered at Mar 7 2018 9:31 AM Signed For By: KALETA FRONT DESK

BOX: 2

SHIP DATE	WEIGHT(LBS)	TRACKING NUMBER	STATUS
03/05/18	5.25	<a href="#">1Z A80R640331652172</a>	Delivered at Mar 7 2018 9:31 AM Signed For By: KALETA FRONT DESK

BOX: 3

SHIP DATE	WEIGHT(LBS)	TRACKING NUMBER	STATUS
			Delivered at Mar 7 2018 9:31 AM

- Acrylics
- Alloys
- Anesthetics
- Articulating
- Burs
- Cements
- Core
- Cosmetic Dentistry
- Crowns
- Diamonds
- Disposable Products
- Emergency Supplies
- Endodontics
- Equipment
- Evacuation
- Finishing & Polishing
- Handpieces
- Implant Products
- Impression Material
- Impression Trays
- Infection Control
- Instruments
- Laboratory
- Matrix
- Office Supplies
- Orthodontics
- Pharmaceuticals & OTC
- Pin & Post
- Practice Builders
- Preventive Products

United Parcel Service, Inc. [US] | <https://wwwapps.ups.com/etracking/tracking.cgi?InquiryNumber1=1ZA80>

**UPS Tracking**  
UPS OnLine® Tools

1Z A80R640331651833

**Delivered**

**Delivered On:**  
Wednesday, 03/07/2018 at 9:31 A.M.

**Left At:**  
Front Desk

**Received By:**  
KALETA

Proof of Delivery

What time will your package be delivered to your home? Get **FREE** estimated Delivery Windows on most UPS packages.

I am already a UPS My Choice® Member

# How to approve a Darby Dental order



▶ As a registered approver, you will receive an email advising that a location has submitted an order for approval.

Dear Ronald P Beasley DDS,  
Thank you for placing your order with us!

Your order, number 2065552, has been approved to ship and is being sent to the warehouse to be picked and packed.

Here is a review of your order.:

Product	Size	Description	Quantity	Price
9521843	000EA	TURBINE F/MIDWEST TRADITION DARBY	1	\$181.45

**We're Here to Help:**

100% satisfaction guaranteed.

Questions? Call (800) 645-2310

[customercaresupport@darby.com](mailto:customercaresupport@darby.com)

or [Visit us online](#)

<b>Sub Total :</b>	<b>\$181.45</b>
<b>Flat Rate Shipping :</b>	<b>\$1.75</b>
<b>Tax:</b>	<b>\$14.52</b>
<b>Total:</b>	<b>\$197.72</b>

\* Tax is an estimate and will be finalized when your order is processed.

\* You will be charged freight for equipment and hazardous materials

**Shipping To:**

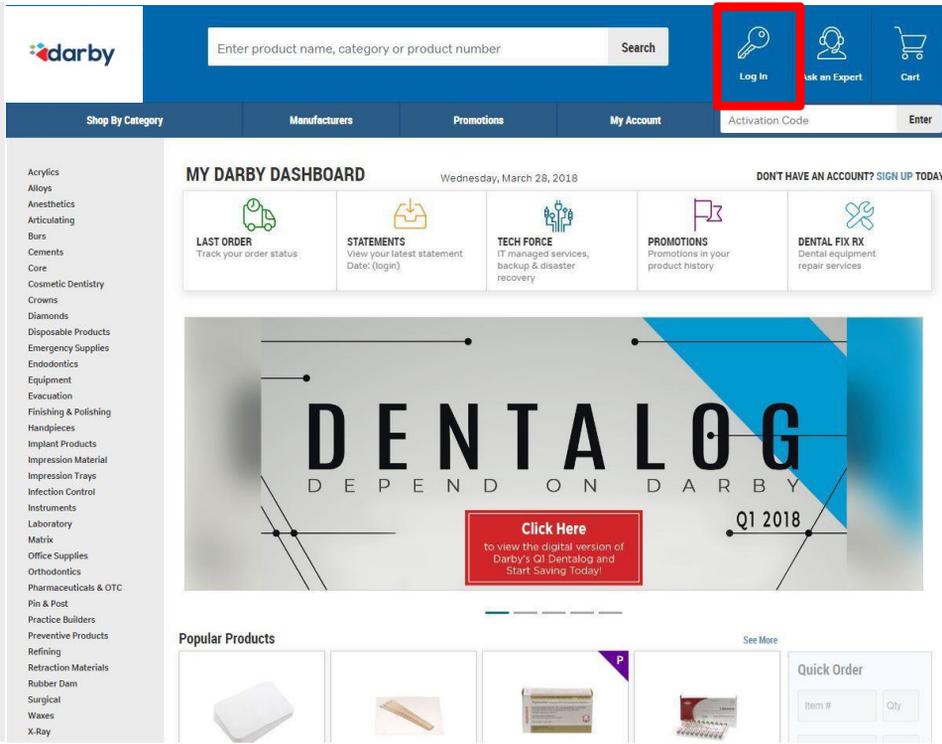
Ronald P Beasley DDS  
Stone Creek - Beasley  
1841 Montclair Lane  
Birmingham AL 35216  
Customer 37120973910



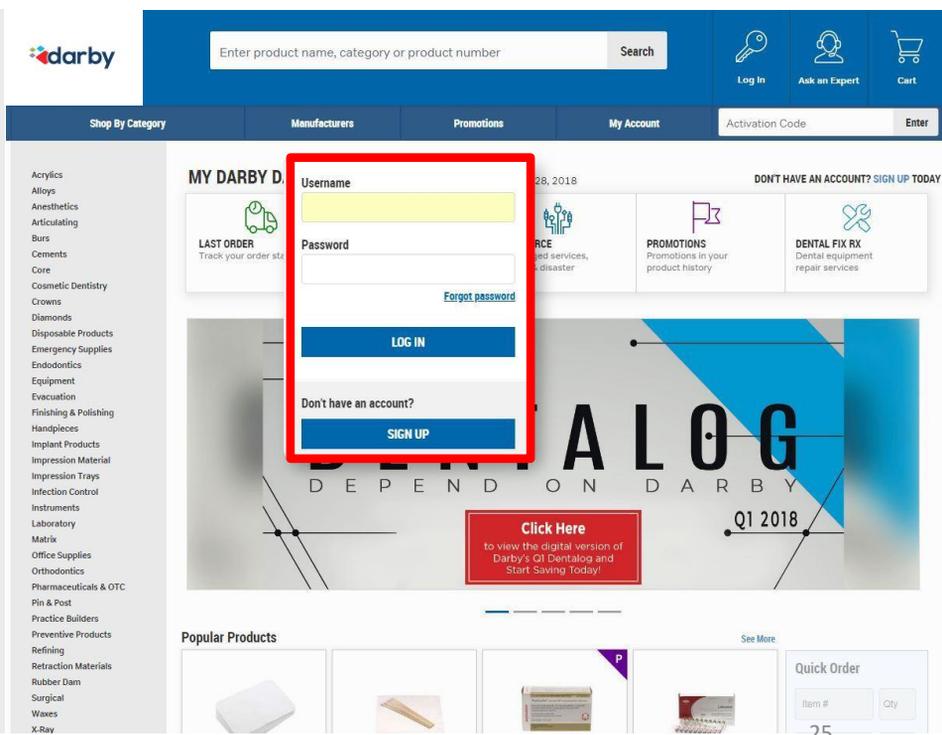
# How to approve a Darby Dental order



► Log on to the Darby site using your Darby issued logon and password:



► Enter your username and password. Click 'Log In'.



# How to approve a Darby Dental order



► Select 'My Account' from the menu bar, select 'Locations'.

The screenshot shows the Darby Dental website dashboard. At the top, there is a search bar with the text "Enter product name, category or product number" and a "Search" button. To the right of the search bar are icons for "Log Out", "Ask an Expert", and "Cart". Below the search bar is a navigation bar with tabs for "Shop By Category", "Manufacturers", "Formulary", "My Account", and "Selected Account: MM-Deerbrook". The "My Account" tab is selected, and a dropdown menu is open, showing options: "My Darby Dashboard", "Account Information", "Locations", "Invoice History", "Reports", "Quick Order", "Custom Lists", "Pricing Requests", and "Active Inventory". The "Locations" option is highlighted with a red box. Below the navigation bar is the "MY DARBY DASHBOARD" section, which includes a "LAST ORDER" card (Order #: 6076910, Status: Shipped 3/20, Tracking: 6076910), a "STATEMENTS" card (Your Latest Statements: Date: 01/18), and a "BREAKAWAY" card (Redefining de... & practice ma...). To the right of the dashboard is a "DENTAL FIX RX" card (Dental equipment repair services). Below the dashboard is a large banner for "DENTALOG" with the text "DEPEND ON DARBY" and "Q1 2018". A red button in the banner says "Click Here to view the digital version of Darby's Q1 Dentalog and Start Saving Today!". Below the banner is a "Popular Products" section with four product cards and a "Quick Order" form with "Item #" and "Qty" fields.

# How to approve a Darby Dental order



darby

► All available locations will display.

GROUP	LOCATION CODE / CUSTOMER NUMBER	ORDER PENDING
Apollo Beach Dentistry	Apollo Beach Dentistry/ 37010746933	
Artistic Smiles	Artistic Smiles/ 37010746918	
Atlanta Dental Care	Atlanta Dental Care/ 37011018427	
Bell	Bell/ 37011018414	
Blue Ridge Family Dental	Blue Ridge Family Dental/ 37010746992	
Buck Family Dental	Buck Family Dental/ 37010746994	
Cascade Dental Care	Cascade Dental Care/ 37011018425	
Cherry Blossom Family	Cherry Blossom Family/ 37010746965	
Comp Dentistry - Bloomingdale	Comp Dentistry - Bloomingdale/ 37010746936	
Comp Dentistry - Riverside	Comp Dentistry - Riverside/ 37010746933	
Dental Arts of Peachtree	Dental Arts of Peachtree/ 37011018421	

► Locations with a pending order will have a order icon present in the 'Order Pending' column. Select this icon to bring you to the order cart.

LD-Dr Walls - Johns Creek	LD-Dr Walls - Johns Creek/ 37010746915	
LD-Lawrence Dental	LD-Lawrence Dental/ 37010746913	
LD-Midtown Smile Ctr	LD-Midtown Smile Ctr/ 37010746911	
LD-Norcross Dental Associates	LD-Norcross Dental Associates/ 37010746944	
LD-Poppin Perio	LD-Poppin Perio/ 37010746979	
LG-Acworth Center	LG-Acworth Center/ 37010746917	
LG-Buckhead Smile Ctr	LG-Buckhead Smile Ctr/ 37010746912	
LG-Downtown Atlanta Dentistry	LG-Downtown Atlanta Dentistry/ 37011018454	
LG-East Cobb Family Dentistry	LG-East Cobb Family Dentistry/ 37010746939	
LG-Executive Park Dentistry	LG-Executive Park Dentistry/ 37010746940	
LG-Flat Creek Family Dentistry	LG-Flat Creek Family Dentistry/ 37010746941	
LG-Windy Hill Dental	LG-Windy Hill Dental/ 37010746914	
Life Dental	Life Dental/ 37010746977	
Lithia Springs	Lithia Springs/ 37010746980	

# How to approve a Darby Dental order



► Once you are inside the order, you can approve it, modify the item quantity, delete an item, or cancel the order. Click 'Checkout' to go to the final approval screen.

The screenshot shows the Darby Cart page. At the top, there is a search bar and navigation icons for Log Out, Ask an Expert, and Cart. Below the search bar is a navigation menu with categories: Shop By Category, Manufacturers, Formulary, My Account, and Selected Account: LG-Acworth Center. The main content area shows the cart items, a shipping address, and special instructions. A red box highlights the 'CHECKOUT' button.

ITEM #	PRODUCT NAME	PRICE	QUANTITY	ITEM SUB TOTAL
951-5510	Lidocaine HCl 2 and Epinephrine 1:100,000, Red, 50/Box	\$26.82	5	Rx F \$134.10

Subtotal: \$134.10  
Flat Rate Shipping: \$0.00  
Total: \$134.10

► Review the final aspect of the order, note a purchase order number or other order indicator that you would like. Click the 'Approve/Process' button and your order is fully approved and now routing to Darby for fulfillment.

\*You must click 'Approve/Process' to complete the approval process and release the order.

The screenshot shows the Darby Checkout page. At the top, there is a search bar and navigation icons for Log Out, Ask an Expert, and Cart. Below the search bar is a navigation menu with categories: Shop By Category, Manufacturers, Formulary, My Account, and Selected Account: LG-Acworth Center. The main content area shows the checkout form, including a purchase order number, special instructions, coupon code, and payment information. A red box highlights the 'Approve/Process' button.

Purchase Order: Test123 (Required)

Special Instructions:

Coupon Code:

We Accept:

Cardholder Name: (optional)

Credit Card Number:

Expiration Date (MMYY):

# How to approve a Darby Dental order



► To send a copy of the order to another person, enter the email address and click 'Confirm'.

The screenshot shows the Darby Dental website interface. At the top, there is a search bar with the text "Enter product name, category or product number" and a "Search" button. To the right of the search bar are icons for "Log Out", "Ask an Expert", and "Cart". Below the search bar is a navigation menu with "Shop By Category", "Manufacturers", "Formulary", "My Account", and "Selected Account: LG - Acworth Center". On the left side, there is a vertical list of product categories including Acrylics, Alloys, Anesthetics, Articulating, Burs, Cements, Core, Cosmetic Dentistry, Crowns, Diamonds, Disposable Products, Emergency Supplies, Endodontics, Equipment, Evacuation, Finishing & Polishing, Handpieces, Implant Products, Impression Material, Impression Trays, Infection Control, Instruments, Laboratory, Matrix, Office Supplies, Orthodontics, Pharmaceuticals & OTC, Pin & Post, Practice Builders, Preventive Products, Refining, Retraction Materials, Rubber Dam, Surgical, Waves, and X-Ray. The main content area displays "Thank You For Your Order" with the invoice number 9501328 and the email address kathy@darbygroup.com. A red box highlights a section titled "To send to another email please enter below" which contains an empty text input field and a blue "CONFIRM" button.

# Additional information



To setup and manage budgets for each location, please contact Matt Ramacca at Darby Dental Supply.

**Matt Ramacca**

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**tel. 800.645.2310 ext 4166**

**fax. 516.874.3469**