



**raustralia** HEALTHCARE  
SUPPLIES

**STOCK  
MANAGEMENT  
TOOL**

# STOCK MANAGEMENT TOOL USER GUIDE



# TABLE OF CONTENTS

---

<b>Menu.....</b>	<b>3</b>
Maintenance	
Stocktake	
<b>Setting up your Stock Management.....</b>	<b>4</b>
Locations	
Product Import	
Manual Set Up	
Generate Labels	
<b>Preparing the Storage Locations.....</b>	<b>6</b>
Print Labels	
Set your Stock Levels	
<b>Using Stock Management to Order with Other Suppliers.....</b>	<b>8</b>
Add other Suppliers	
Add Non-SSS Australia Products	
<b>Performing a Stocktake.....</b>	<b>10</b>
Barcode Mode	
Floorplan Mode	
<b>Raising an Order.....</b>	<b>13</b>
Raising your SSS Australia Order	
Raising your Order with Other Suppliers	

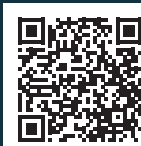
## CONTACT SSS AUSTRALIA FOR SUPPORT

---

### Aged Care

Contact your friendly Aged Care Personal Account Manager for more information or to request a training session on the Stock Management Tool

 <https://www.sssaustralia.com.au/aged-care-team>



### General Health Care

Contact your friendly General Health Care Personal Account Manager for more information or to request a training session on the Stock Management Tool

 <https://www.sssaustralia.com.au/general-healthcare-team>



### Hospital



Contact your friendly National Hospital Personal Account Manager for more information or to request a training session on the Stock Management Tool

 <https://www.sssaustralia.com.au/hospitals>



### Customer Support

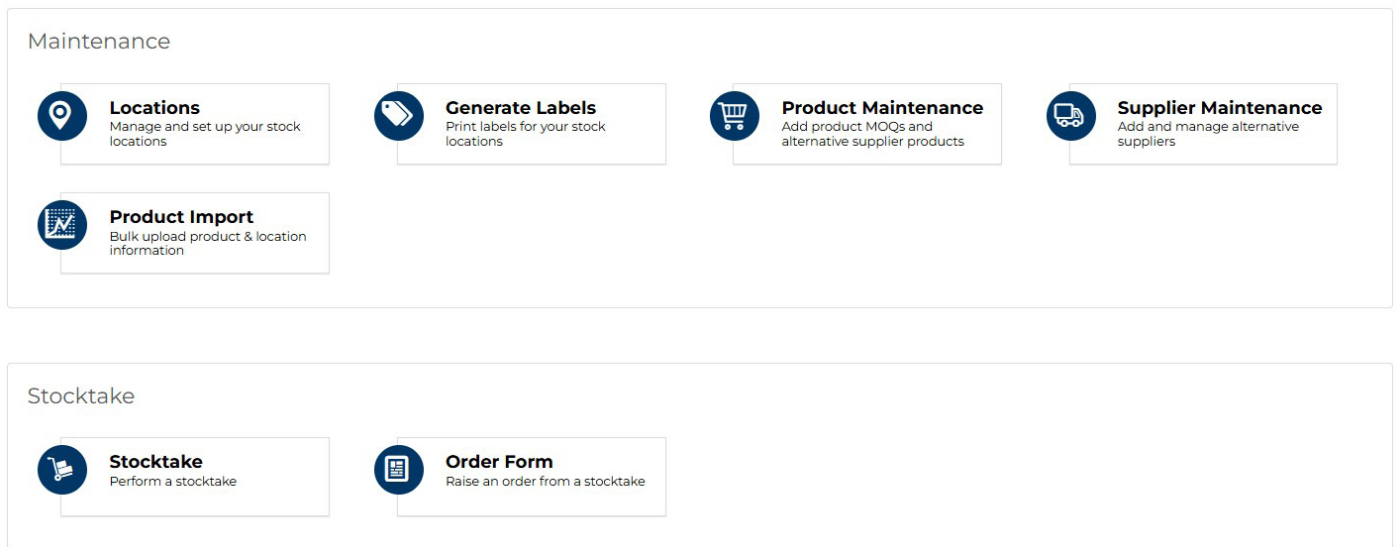
Contact our friendly Customer Support Team for more information or to request a training session on the Stock Management Tool

 1800 777 518  [sales@sssaustalia.com.au](mailto:sales@sssaustalia.com.au)



# MENU

The stock management menu screen is accessible through your dashboard once Stock Management has been activated on your account. It is comprised of two sections – maintenance and stocktake.



## Maintenance

The maintenance section of the Stock Management dashboard is for maintaining stock locations, products, and suppliers.

- **Locations:** This is where you can add, remove, and maintain your stock locations and the inventory contained within them.
- **Generate Labels:** This is where you can create location labels for all your inventory. This allows you to conduct stocktakes utilising a barcode scanner, clearly labels your inventory storage locations so products are clearly identifiable, and their spots are clearly defined.
- **Product Maintenance:** This is where you can set maximum order quantity for your products. You can also add new products from suppliers other than SSS Australia.
- **Supplier Maintenance:** If you use Stock Management to maintain products and order products from other suppliers, you can manage those suppliers in this section.
- **Product Import:** You can use product import to upload your inventory and locations to the Stock Management tool quickly and easily.

## Stocktake

The stocktake section of the Stock Management dashboard is where you go to conduct your stocktakes, and generate orders based off your stocktakes.

# SETTING UP YOUR STOCK MANAGEMENT

You can set up your Stock Management tool utilising a CSV import, or manually setting up your locations and adding your products.

The first step in the process, regardless of which method you use, is to organise your inventory storage, decide on your desired shelf quantities so you can assign your reorder point, and label your storage areas so they are identifiable. Your SSS Australia Personal Account Manager can assist you through this process.

## Locations

Decide how you would like to organise your locations. There are two levels of locations that are available to be utilised to organised your inventory. Think about how you might use the two levels to best organise your facility. We suggest setting up your locations by room, then within that, setting up the storage locations within the room.

Treatment Room	Cupboard 1
	Cupboard 2
	Drawer 1
Doctor's Room 1	Cupboard 1
	Drawer 1
	Drawer 2

## Product Import

Download: [Product Import Template](#)

By utilising the product import functionality to set up your Stock Management tool, you are able to set up your locations, load in your product lists, assign your reorder point (shelf quantity) and generate your label print queue.

This is the fastest method to set up your stock management tool.

Home / Stock Management / Product Import

### Data Import

This function allows you to create the initial order management dataset required for the order management system.

[Help Guide](#) [Download example CSV file](#)

Select CSV File To Upload

Choose File

No file chosen

Reset

Location	Sub Location	Product Code	Description	Reorder Point	Supplier	Generate Label
LEVEL 1	HALL CUPBOARD	1343475	Gammex Latex Powdered Gloves Sterile Size 8	3		yes
LEVEL 1	STERI ROOM	1183380	Multigate Sontara Mediclean All Purpose Towels 35 x 30cm	8		yes
LEVEL 1	STOCK ROOM	1401203	Glucose Solution 5% 500ml Viaflo	1		yes
MEDICATION	MEDICATION	1084963	Panadol Colour Free Suspension Strawberry 200ml 1-5 Years RD	1		yes
MEDICATION	MEDICATION	1263712	Panadol Child Colour Free Drops 20ml 1mth to 1 yr RD	1		yes

Simply download the attached product import template and fill in with your product locations and information. You can speed up this process by downloading your 6-month order history from your SSS Australia [reports dashboard](#).

## Manual Set Up

Once you have decided on how you will manage your locations, you can go ahead and create them.

### Step 1: Create Level 1 Location

To do this, simply type the name of the location into the field, and hit the blue + button on the right-hand side:

Room A

+

### Step 2: Create Level 2 Locations that fall under level 1

Once again, simply type the sub location name and click the save icon:

Room A

Shelf A

You can repeat this for as many Locations and Sub Locations you require.

### Step 3: Add Products

Once you have a sub location set up, you can begin to add products by clicking the “View Products” drop down and revealing the product management widget:

Just enter the SSS Australia item number or search for the product in the “Enter or Scan Barcode” field and select the product/s you would like to add to the location, then hit “add to location.”

Room A

+

Create a Sub Location Here

Shelf A

0 Items View Products ^ Delete

BANDAGE

Search

Bandaids Plastic Strips 100 17149-5 37206127

1043325

☐

Remove selected

Select All

Unselect All

Toggle

Relocate selected

Edit

Add to label queue

Select All

Unselect All

Toggle

Add to location

OFFICE

+

Create a Sub Location Here

ROOM

4 Items View Products ^ Delete

Bio-Hazard Collector B.D. Sharps 7.8 litre One Piece

1003428

☐

Bio-Hazard Collector B.D. Sharps 7.8 litre One Piece

1003428

☐

Facial Tissues Livi Essentials 2 Ply 100

1486756

☐

Garbage Bags Black 55L 630mm x 830mm

1298151

☐

Enter or Scan Barcode

Search

Remove selected

Select All

Unselect All

Toggle

Relocate selected

Edit

Add to label queue

### Generate Labels

Once you have added a product to a location, you can then add products to the label queue. Simply select all the products you would like to print a label for, then hit “Add to Label Queue”.

Once you have created all your locations and added all your products to the label queue, you can move forward to printing your labels.

## PREPARING THE STORAGE LOCATIONS

Now that your stock system is set up, you can move on setting up your physical inventory storage.

### Print Labels

After you have added all your products to the label queue while you were setting up your stock management, you can now go to print your labels. From the main menu, select [Generate Labels](#). You should see your list of products.

Select the products you would like to print a label for, choose your label size, and hit print.

Label Queue 

Product Code	MPN	Description	Quantity	Options
1203901	47131905	ZeoMed Biohazard Spill Kit	1 <input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>	<input checked="" type="checkbox"/>
1452010	14110000	Underpads Half Size 28 x 40cm Folded C500	1 <input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>	<input checked="" type="checkbox"/>
1277758	42142500	Sodium Bicarbonate 8.4% 10 x 10ml	1 <input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>	<input checked="" type="checkbox"/>

 Remove selected ☒ Select All ☒ Unselect All  Toggle

Please select a Layout

 Print

**Standard label:** Avery J8156

<https://www.averyproducts.com.au/product/quick-peel-address-labels-sure-feed-936060>

Print your labels out and affix them to your inventory locations within your facility.

### Set Your Stock Levels

To raise orders off the back of completing a stocktake, you will need to set your “max order quantity”. This is done in the Product Maintenance section of stock management. Simply navigate to [Product Maintenance](#), scan the barcode or search for the product you are dealing with, hit edit, and then input the maximum order quantity. Make sure you save changes before moving on to the next product.


## Stock Management - Product Maintenance

ADD NEW PRODUCT +

1154164 x Both v Q Search

Showing 1 result(s) for search term **1154164**

1154164 Heine K-180 LED Otoscope/Ophthalmoscope Set 2.5V in Hard Case Edit



Product Name  
Heine K-180 LED Otoscope/Ophthalmoscope Set 2.5V in Hard Case

Border Point:  + -

Product Managed By: Supplier

GST Free: No

Product Code: 1154164 / 42182014

Unit of Measure: Each

Active Toggle

Save Changes

Cancel Edit

Supplier:

Unit Price Ex:

Unit Price Inc:  Add

Options

SSS Australia

11544.00

12584.00

Remove Selected Save

The reorder point quantity should be the quantity of that item you would like to keep on the shelf, or your par level. When you complete your stocktake, and have on hand less than this quantity, the stock management tool will add the deficit to your order. Do not worry, before your order is placed, you will be able to edit your order quantities.

# USING STOCK MANAGEMENT TO ORDER WITH OTHER SUPPLIERS

SSS Australia's stock management tool allows you to add other suppliers' products so you can include them in your stocktakes and even generate PDF and CSV orders.

## Add Other Suppliers

From the main menu, go to [Supplier Maintenance](#), then just add your suppliers by giving them a supplier code and description, then hit the blue plus.

### Stock Management - Supplier Maintenance

Use this screen to create / update your own supplier information

Supplier Code	Supplier Description	+
---------------	----------------------	---

Supplier Search	Q Search
-----------------	----------





Showing 0 result(s) for search term

## Add Non-SSS Australia Products

Once you have added your other suppliers in the supplier maintenance section, you can add the products. From the main menu, go to Product Maintenance. At the top there is an option for you to add a new product. Simply hit the blue plus sign to drop down the add new product widget:

### Stock Management - Product Maintenance

ADD NEW PRODUCT +

Product Code: 123456	 Fire Hazard <input type="checkbox"/>
Manufacturer Part Number: 987644	 Refrigerate <input type="checkbox"/>
Product Description: A4 White Paper Reams	 Rotation Required <input type="checkbox"/>
Reorder Point: 10 <input type="text"/>	 Partial Count Required <input type="checkbox"/>
Unit Of Measure: Each	Active <input checked="" type="checkbox"/>
GST Free: <input checked="" type="checkbox"/> No	
<div>Save Changes</div> <div>Cancel Edit</div>	

Suppliers

Supplier information is available in Edit Mode

Enter or Scan Barcode	Both	Q Search
-----------------------	------	----------

Once you have saved your new product, you will then need to search for that product and edit it to add the supplier:

123456

×

Both

▼

Q

Search

Showing 1 result(s) for search term 123456

123456

A4 White Paper Reams

Edit

Once you have opened the product for editing, you will be able to add the supplier and the pricing information. Make sure you hit the blue ADD button before saving:

Showing 1 result(s) for search term 123456

123456

A4 White Paper Reams

Edit

Product images not available for this item.

Product Description

A4 White Paper Reams

Reorder Point

10

+

-

CEP Flag

☒

No

Product Code

123456 / 987644

Product Managed By

User

Unit of Measure

Each

Supplier

Office Works

Unit Price Ex

10

Unit Price Inc

11.00

Options

≡+

Add

✖ Remove Selected

Save

Save Changes

✖ Cancel Edit

Fire Hazard

☐

Refrigerate

☐

Rotation Required

☐

Partial Count Required

☐

Active

☒

Once you have added the products from other suppliers, you will then be able to add them to your locations, print labels for them, and include them in your stocktakes.

1800 777 518

www.sssaustralia.com.au

sales@sssaustralia.com.au

sssaustralia

HEALTHCARE SUPPLIES

9

# PERFORMING A STOCKTAKE


Once your Stock Management Tool is set up and operational, you will then be ready to complete your first stocktake.

We recommend using a barcode scanner to assist you in the process of conducting your stocktakes. It will make the process much quicker, and much more accurate, however it is not necessary.




**Example**  
[POS-mate Barcode Scanner \\$169 from OfficeWorks](#)

Stocktake



**Stocktake**  
Perform a stocktake



**Order Form**  
Raise an order from a stocktake

To start your stocktake, select the Stocktake option from your main menu.

 Stock Management - Stocktake

CREATE A NEW ORDER

DESCRIPTION:  
Please enter description

✓ Start stocktake

Name your Stocktake and click start stocktake.

You now can work through your stock locations and sub locations one by one to perform your stock counts.

 Stock Management - Stocktake

ORDER IN PROGRESS

LAST RECORDED: 19/06/2025

DESCRIPTION: Test Stocktake 19/06/25

Return to MenuFinalise

STOCK LOCATION: Select Location SUB LOCATION:

Barcode ModeFloorplan Mode

You have two options for how you conduct your count: barcode mode or floorplan mode. If you are using a barcode scanner, we recommend using barcode mode, however if you are not using a barcode scanner, floorplan mode would be better for you.

## Barcode Mode

When using barcode mode, you can either:

- Scan the barcode of the item you are counting the number of times equal to how many of that product you have in stock, or
- Scan the barcode of the item you are counting once, then type the product quantity and press save.

## Floorplan Mode

In floorplan mode, simply input your stock counts for each product and press save. In floorplan mode, you can also reorder the products using the 'Edit Floorplan' button.

Regardless of which count style you are using, when you finish counting in a location, simply move on to your next location:

When you have finished counting all locations, return to the top of the page and select Finalise




If you have not counted all stock in all locations, the stock management system will give you an overview highlighting where you have not counted:


Missed something?					
Location	Sub Location	Total Products	Counted	Outstanding	Option(s)
BATHROOM	STORAGE	3	0	3	View
DOCTORS ROOM 1	CUPBOARD 1	6	0	6	View
DOCTORS ROOM 1	CUPBOARD 3	1	0	1	View
DOCTORS ROOM 2	OTHER	1	0	1	View
DOCTORS ROOM 2	SUTURES	3	0	3	View
OFFICE	ROOM	4	0	4	View

You will then need to view by location, or you can choose to review the whole list of uncounted items. If you want to leave those products uncounted, just continue through and confirm you want to continue with some products uncounted.

# RAISING AN ORDER

Once you have completed a stocktake, you will then be able to raise orders off the back of this count. You can do this through either the Order Form or through the Stocktake screen. Simply hit the  button on the stocktake you are wanted to raise your orders from.


On this screen you can edit the supplier, the max stock level, and the amount you want to order on this order. Be careful when editing the max stock level because this will update that product's par level indefinitely. If you just want to change how many of an item you are ordering on this order, do so using the order qty field.

Don't forget to consider items that are supplied in box, pack or carton quantities may still require an order be placed against them depending on how many units you have on hand. If a "partial count" is required for the item, you will see this icon: 

Once you are happy with your order quantities, click 

 Order Quantity is calculated **initially** based on the difference the pre-set stock level (how many you want to keep on hand) and Stock Count in the selected order

 Order Quantity can be overwritten by adjusting the Order Quantity entry box

Sort  Shows first product scanned first

Description	Product Code	Supplier	Stock On Hand	Location	Sub Location	Max Stock Level	Back Order*	Order Qty	Unit Price	Line Amount	
Scott Toilet Tissue 2 Ply White 400 Sheet 5741	1199587	SSS Au...	1 	BATHROOM	STORAGE	1 + -	0	1 + -	56.88	\$56.88	 Save
Kleenex Hand Towel Compact 19 x 29.5cm (90shots x 24) 4440	1094988	SSS Au...	2 	BATHROOM	STORAGE	1 + -	0	1 + -	61.37	\$61.37	 Save
Kleenex Hand Towel Compact 19 x 29.5cm (90shots x 24) 4440	1094988	SSS Au...	1	BATHROOM	STORAGE	1 + -	0	1 + -	67.51	\$67.51	 Save

SHOWING 1 TO 3 OF 3

 Save All Changes (0)

TOTAL PRODUCTS:  
TOTAL 1 PAGE(S)


 Back to order list



If you have products from multiple suppliers included in your order, you will see all of the suppliers and the order values listed.

Current order **TEST**

Supplier Name	Order Value	Options
SSS Australia	\$105.60	

 Review order quantity / price

## Raising your SSS Australia Order

All you need to do to raise your SSS Australia order is hit the create order button.

Then to continue, simply click the copy items to cart button. If you currently have items in your cart, you will be able to place that order on hold for you to access later. You can find orders on hold in your [dashboard here](#).

Your order will be transferred to your shopping cart. You will have your last chance to make amendments to the order here. If your organization utilizes order approvals, you can include notes to your approver on the line items, plus add other products using fast order entry.

Continue through the checkout as you normally would and place your order.

## Raising your order with other suppliers

If you have products from multiple suppliers included in your order, you will see all of the suppliers and the order values listed.

Create PDF Or CSV Orders For Third Party Suppliers

Chosen Supplier: Office Works

Download Format

CSV

PDF

When you select CSV, the download will look like this:

	A	B	C	D	E	F
1	ProductCode	Description	Quantity	UnitDescription	UnitPrice	ExtendedPrice
2	1234567	A4 White Paper Reams	10	Each	10	100
3						

The CSV option would be great for suppliers that allow for CSV order upload.

When you select PDF, you will be able to add information like Order Reference, Deliver to name and address, Delivery Instructions, Contact name and Contact phone, so the PDF can serve as a purchase order. The final PDF will look like this:

Current order Test Stocktake - 7/7/21

Back To Suppliers

Create Order For SSS Australia

You have selected to create an order for supplier SSS Australia

Orders for this supplier will be added to your web order directly and you can checkout as normal.

The order reference will be set to the name of the order Test Stocktake - 7/7/21

All location information will be added to the order as a note line to make this easier for unpacking

NB:Any items in your existing cart will be placed on hold

Copy Items to Cart

# Purchase Order Form

PURCHASE ORDER: 123456

**Deliver to:**

Test Person  
123 Fake Street  
Fake Suburb Test 1234

**Supplier Information:**

**Supplier Code:** OW  
**Supplier Name:** Office Works

Contact: Test	Phone: Test	Date: 05/Jul/21	Page: 1 of 1
---------------	-------------	-----------------	--------------

Product Code	Description	Quantity	Unit	Unit Price (ex GST)	Extended Price (ex GST)
1234567	A4 White Paper Reams	10	Each	\$10.00	\$100.00


**Delivery instructions:**  
Test

<b>Total</b>	<b>\$100.00</b>
All prices are exclusive of GST	



**sssaustralia** HEALTHCARE  
SUPPLIES

**STOCK  
MANAGEMENT  
TOOL**

 1800 777 518

 [www.sssaaustralia.com.au](http://www.sssaaustralia.com.au)

 [sales@sssaaustralia.com.au](mailto:sales@sssaaustralia.com.au)

