

ORDERING

Order Templates

Order Templates
View & Manage your templates

Filter by Name

7 records (1 page)

Template Name	Template Type	Date Created	Date Updated	Created By	Total	Options
000022_151 rods	Company Template		25-Nov-2020	SSS Australia	\$8,145.62	<input type="button" value="View"/>
000053_151 Medical Supplies	Company Template		25-Nov-2020	SSS Australia	\$0.00	<input type="button" value="View"/>
001678_151 Medical Supplies	Company Template		24-Nov-2020	SSS Australia	\$0.00	<input type="button" value="View"/>
12 Months	Company Template	03-Nov-2020	24-Nov-2020	SSS Australia	\$0.00	<input type="button" value="View"/>
6 Months	Company Template	03-Nov-2020	24-Nov-2020	SSS Australia	\$0.00	<input type="button" value="View"/>
Hello	Company Template	25-Nov-2020	25-Nov-2020	B2B Demo	\$148.16	<input type="button" value="View"/> <input type="button" value="Delete"/>
test template	User Template	24-Nov-2020	24-Nov-2020	B2B Demo	\$24.48	<input type="button" value="View"/> <input type="button" value="Delete"/>

7 records (1 page)

View, manage, create and edit order templates straight from your dashboard.

NEW! You can now quickly find products within your template with a handy product search.

Search Product:

1259531 - Coban Cohesive Bandages 25mm x 2m Flesh P5

NEW! Quickly search for and add new products straight from the template. (Only on user made templates)

Order Templates
View & Manage your templates

Search Product:

Hello

Product	Price (ex GST)	Est. Price (ex GST)	Qty	Options
Vaccine Hepatitis-B Engr/V-B Adult P55 RD Code: 1259522 (B2B)	\$22.25	\$111.25	5	<input type="button" value="Delete"/>
Coban Cohesive Bandages 25mm x 2m Flesh P5 Code: 1259531 (P5)	\$10.52	\$21.04	2	<input type="button" value="Delete"/>
Cotton Tipped Applicator Double Ended 7.5cm P100 Code: 108131 (P100)	\$1.20	\$2.40	2	<input type="button" value="Delete"/>

Subtotal (ex GST) \$134.69
Plus GST \$13.47
Total (inc GST) \$148.16

(1319892) - Cello Ultrasoft Disposable Towels 30 x 33cm (8 x 70)

- Automatically generated 6 & 12 month history templates provide you with all products ordered in recent times.
- Templates can be shared across other users connected to your account.
- Personal account managers can produce templates for you, and/or you can easily make them yourself by building a cart and choosing to save it to your account as a template.

- ➔ **Templates created by SSS Australia cannot be edited online.**
- ➔ **Templates you create for yourself can be edited online.**

Shopping Cart

Please review your cart before checkout.

Create your own template by building a shopping cart and hitting the "Save As Template" button in the check out.

! **NB:** Do not navigate away from the template page after adding quantities to lines, but before adding to cart, or you will lose your progress.

Order History

Dashboard / Order History

Order History

Check the status of your order

Order Status: All Orders | Order Date (start): 28/10/2020 | Order Date (end): 27/11/2020 | Your Reference: | Product Search: | Account Code Search: | Show My Orders Only (B2B Demo):

Order Number: | Search

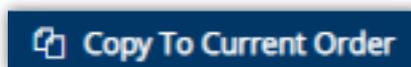
Search Results: 34 records (2 pages)

Order No.	Order Date	Customer Code	Status	Your Ref	Total (ex)	Options
S00497733	27/11/2020	014737	Order Received		\$2,503.00	View
S00497732	24/11/2020	014036	In Progress (Partly)		\$10,846.60	View
S00497731	24/11/2020	017267	Order Received		\$125.15	View
S00497729	24/11/2020	017267	In Progress (Full)		\$574.22	View
S00497728	23/11/2020	014405	Order Received		\$25.10	View

Copy To Current Order

- Search your entire SSS Australia order history using a number of different fields.
- View:
 - ➔ Outstanding orders,
 - ➔ Backorders,
 - ➔ Completed orders,
 - ➔ Quotes,
 - ➔ Orders requiring approval and,
 - ➔ Rejected orders
- View your order status (see below)

- Copy any order directly to your cart.
- Print any order.



If you manage multiple SSS Australia customer accounts, you can view the history across all of the accounts you have access to, or refine down to just orders placed by you.

Order Statuses

Order Received = SSS Australia have received your order.

*If you are using approval hierarchies, your order will not show up in order history until your approver has submitted your order. Search 'Orders & Quotes' by status 'Orders Requiring Approval' to see orders not yet approved.

In Progress = Work has begun on picking and packing your order

In Progress (Partly) = Work has begun on picking and packing your order, however your order has been split. That could be due to item(s) being on back order.

Despatched = All or part of your order has been despatched from our warehouse. It's on its way to you.

Canceled = Your order has been canceled. If you are unaware why this has happened, please contact customer support.

Hold = Your order has been placed on hold. If you are unaware why this has happened, please contact customer support.

Quote Statuses

Received = SSS Australia has received your quote request and are working on it

Updated by SSS Australia = SSS Australia have made edits to your quote and it's available for your review

Approved & Confirmed = Your quote has been converted to a sales order

Save Your Cart

|| Hold Order

Shopping Cart

Please review your cart before checkout.

Save As Template Create Standing Order **Hold Order** Update Order Remove All Export To CSV

Keep Shopping Continue To Checkout

PRODUCT	QTY	PRICE(EX GST)	UNIT	TOTAL (EX GST)
 Surgical Face Mask Ear Loop 3 Ply Level 2 B50 Code: 1430807	1	\$24.00	B50	\$24.00
 Precise Defend Hand Sanitiser (80% Ethanol) 500ml Flip Cap Code: 1431811	1	\$8.00	Each	\$8.00
 Flexiwipe Alcowipe 42 x 14.5cm Canister P75 Code: 1327380	1	\$8.60	P75	\$8.60
 Disposable Face Shield Code: 1437879	1	\$18.95	P10	\$18.95

The best way to save your progress when you are building an order is to place your order on hold. This is for those scenarios when you may need to come back to your order at a later date.

To put an order on hold, simply build your cart (this can be done from a template, from product search, from a previous order or more). Head to your cart and click the "Hold Order".

Orders On Hold
Orders you've placed on hold

You can access orders you have put on hold through your dashboard under "Orders On Hold".

! **NB:** If you are sharing your user log in with a colleague, it is very important that you utilise the hold order functionality, as two carts cannot be built by the same user account at the same time.

Raise a Quote

To raise a quote on the SSS Australia website, all you need to do is create cart as you usually would. When you are happy with your cart, just “continue to check out”. On the next page, you need to input or confirm your shipping information and add any comments to the order. When you have completed this, instead of clicking “continue to place order”, instead click the yellow “submit cart for quote” button.

Shopping Cart

Please review your cart before checkout.

Save As Template | Create Standing Order | Hold Order | Update Order | Remove All | Export To CSV

Keep Shopping | Continue To Checkout

PRODUCT	QTY	PRICE(Ex GST)	UNIT	TOTAL (Ex GST)
 Autoclave Melag Euroklav 23-S & Printer 22 ltr Code: 1228114	1	\$6,995.00	EA	\$6,995.00

Note To Approver | Add to Favourites | Update | Remove

Fast Order Entry

Product	Qty	Note To Approver	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Add To Cart

Have A Promo Code?

Enter Code Here | Apply Code

Subtotal (ex GST) \$6,995.00
Plus GST \$699.50
Total (inc GST) \$7,694.50

Keep Shopping | Continue To Checkout

Checkout

Step 1 of 3 - Please provide your delivery address details

DELIVERY DETAILS

Alternate Delivery Address*
Please Select...

Name*
Internal Use Only - Quote Only

Street Address*
Quote account only

Suburb*
MURARRIE

State*
QLD

Postcode*
4172

Order Comments
Order Comments

SHIPPING

(\$149.00) Shipping (Ex GST)

Customer Request / Purchase Order Number*
Customer Request / Purchase Order Number

Return To Cart | Continue to Place Order

Looking for a quote from SSS Australia? | Submit Cart for a Quote

You can review your quotes in your dashboard under “Orders and Quotes”.

Custom Catalogues

Custom catalogues are a brand new feature for SSS Australia customers who have large fixed priced agreements or contracted lists, and are available to all SSS Australia customers who want to use this functionality. This functionality allows you to refine these larger lists by category and brand, making it much easier to browse.

Customers utilising custom catalogues will be able to switch between the full SSS Australia catalogue and their custom catalogue with an easy drop down.

Instead of seeing the full SSS Australia catalogue, when in custom catalogue mode, only custom catalogue products will be visible.

Items that are on the contract template will be identified, and you can choose to only display them.

The screenshot displays the SSS Australia website interface. At the top, a navigation bar includes 'Dashboard', 'Catalogue', and 'Contract Only' (highlighted with a dashed arrow). Below this is the SSS Australia logo and a search bar. The main navigation menu includes 'Home', 'Contract Products' (highlighted), 'Specials', 'General Healthcare', 'Aged Care', 'Hospital', 'Services', 'News & Resources', and 'About Us'. The 'Contract Products' page shows a filter bar with 'Display Contract Items' and 'Display Non Contract Items' buttons. A grid of products is displayed, each with a 'CONTRACT' label and a product image. The 'Order Templates' dashboard is overlaid on the bottom, showing a search bar and a table of contract items.

Product	Price (ex GST)	Est. Price (ex GST)	Qty
Bio-Hazard Collector Sharpsafe 4 litre Code: 1003353 (BIO) (1003353)	\$5.75	\$0.00	0
Condoms Lubricated Chelimate Ansel - DISCONTINUED Code: 1005029 (BIO) (1005029)	\$20.20	\$0.00	0
Custom Tipped Applicators Jumbo Swab Single End 20cm 1x5 Code: 1005149 (P20) (1005149) Limited Stock, Order Now!	\$7.01	\$0.00	0
Eye Pads Sterile 6 x 7.5cm Code: 1002449 (BIO) (1002449)	\$15.10	\$0.00	0
Handy Gauze Swabs Sterile 10 x 10cm 8 Ply Code: 1011018 (BIO) (1011018)	\$13.20	\$0.00	0

NB: Talk to your Personal Account Manager today about a custom catalogue for your account.

Standing Orders

You can now create and manage your own standing orders. All you need to do is build a shopping cart, and in the checkout screen, simply select “create standing order”.

The screenshot shows a shopping cart with the following items:

PRODUCT	QTY	PRICE(EX GST)	UNIT	TOTAL (EX GST)
 Surgical Face Mask Ear Loop 3 Ply Level 2 B50 Code: 1480807	1	\$24.00	B50	\$24.00
 Precise Defend Hand Sanitiser (80% Ethanol) 500ml Flip Cap Code: 1481811	1	\$8.00	Each	\$8.00
 Flexiwipe Alcowipe 42 x 14.5cm Canister P75 Code: 1327380	1	\$8.60	P75	\$8.60
 Disposable Face Shield Code: 1487879	1	\$18.95	P10	\$18.95

Buttons at the top: Save As Template, **Create Standing Order**, Hold Order, Update Order, Remove All, Export To CSV. Buttons at the bottom: Keep Shopping, Continue To Checkout.

Once you have added your delivery details, order comments and customer requisition number, you can schedule your standing order:

The 'Schedule Standing Order' form includes the following sections:

- Standing Order Name**: Text input field.
- CC Users**: Text input field for email addresses.
- Shared Order**: checkbox.
- Recurrence Pattern**:
 - Daily
 - Day 18 of every 1 month(s)
 - Weekly
 - Monthly: The third Thursday of every 1 month(s)
 - Yearly
- Range Of Recurrence**:
 - No end date
 - End after: 10 occurrences
 - End by: 19/02/20...

You can then manage your standing orders in your dashboard.

The dashboard shows a table of standing orders:

Order Name	Order Type	Order Status	Date Created	Next Order	Owned By	Total	Options
Test Order Reference: 100200361	Shared Order	Active	18-Feb-2021	26-Mar-2021	whitney.webb@...	\$65.51	View Options