



Website User Manual

 Vital Medical
Supplies

Table of Contents

Home Page	3
Login Instructions.....	3
New to the Vital Medical Supplies Website?	4
Customer Account Screen	5
Searching for Products	5
Search Bar	6
Product Menu	6
Product Listing and Adding to Cart	7
Product Screen.....	7
My Account Dashboard.....	8
Account Details.....	9
Changing your Password	9
Making a Payment.....	10
Order History	11
Backorders.....	11
Product Use Summary.....	12
Ordering from a Template.....	13
Templates - Default.....	14
Templates - Default Editing	15
Templates - Customised.....	16
Templates - Customised Editing	17
Building Your Shopping Cart	19
Order Confirmation Page	20
How to Order Online	
- Order Requestor.....	21
Notes and Details to the Approver ...	23
How to Approve Pending Requests	
- Order Approver.....	24
Order Rejection - Approver	26
Order Rejection - Requestor	27
Contact Us	28
About Us	28

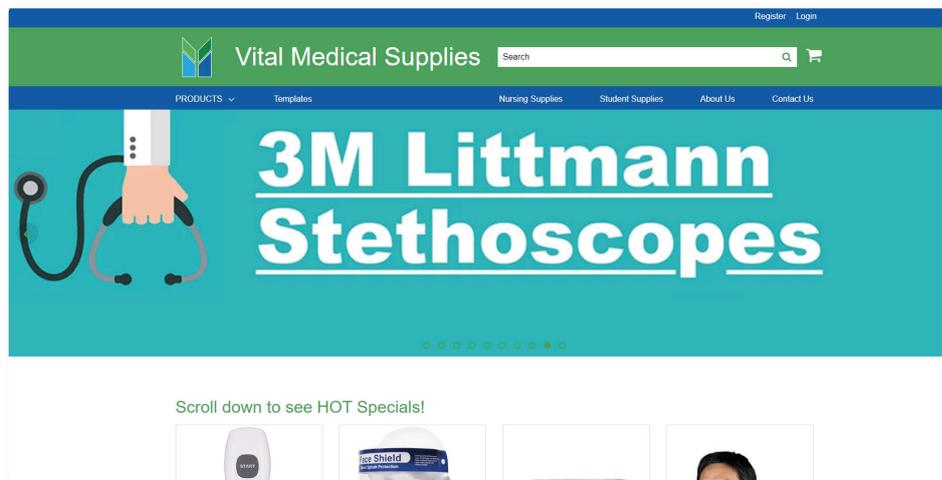


Home Page

You don't need to Register with Vital Medical Supplies (www.vitalmedicalsupplies.com.au) to use many of the features.

The Vital Medical Supplies website allows a user to purchase online without a login.

We recommend that you log in to the website though to gain access to your pricing. You can log in at any stage.

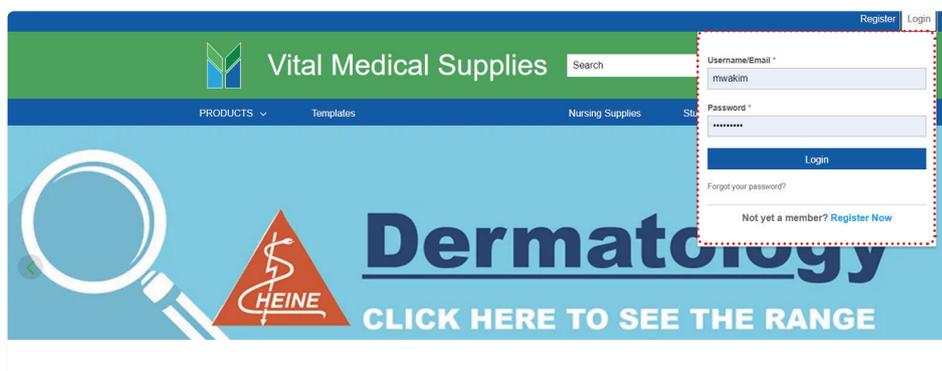


Login Instructions

- Enter your email address
- Enter your password
- Click on the 'Login' button

* Please note: on your first login, we ask that you reset your password for security purposes.

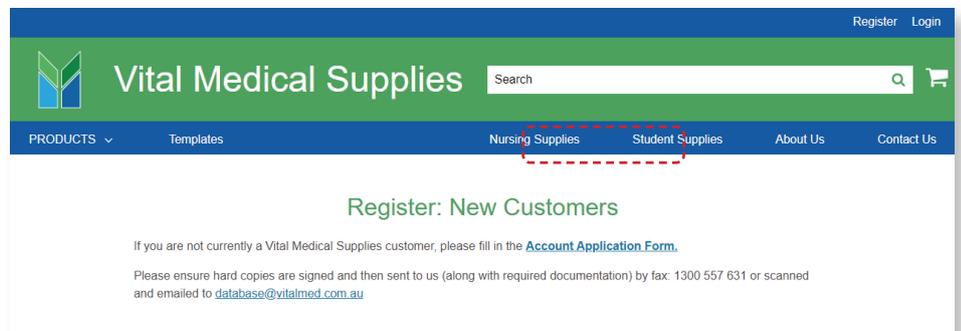
Fill in your 'Username' and then click on 'Forgot your password' link to reset your password.



New to the Vital Medical Supplies Website?

How to Register: New Customer

Please download and fill out the Account Application Form and email it to: database@vitalmed.com.au



How to Register: Existing Customer

- Are you an existing customer wanting access to online?
- Under the Existing Customer section, please fill out the Register for Online Account Form and your Online account will be created within 48 hours.

Existing Customers

If you are an existing customer and would like to set up an online account, please fill in the **Register for Online Account Form** below and we'll create your account within 48 hours. The system will support logins with multiple accounts, please advise these in the Message field below. You will receive an email confirmation once your account has been completed.

Register for Online Account

Please fill out and submit the form below with existing Trading Account details.

First Name *

Last Name *

Company Name *

Company Address *

Department *

Account Number *

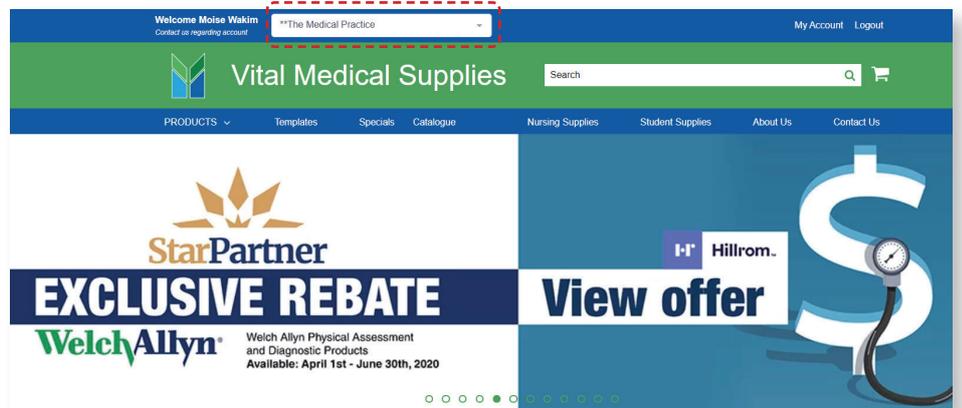
Phone Number *

Customer Account Screen

Once you have logged in, you will notice your account name will show in the left hand side of the screen together with the user that is logged in.

If you see a message to contact us under your name, this typically means there is a concern in your account and its best to reach out to us.

If you have access to more than one account, a drop down box will be provided where the account name is shown, which will allow you to swap between the accounts you have access to. If the account is not showing up in the drop down box, it could be that this is the account you are already in.

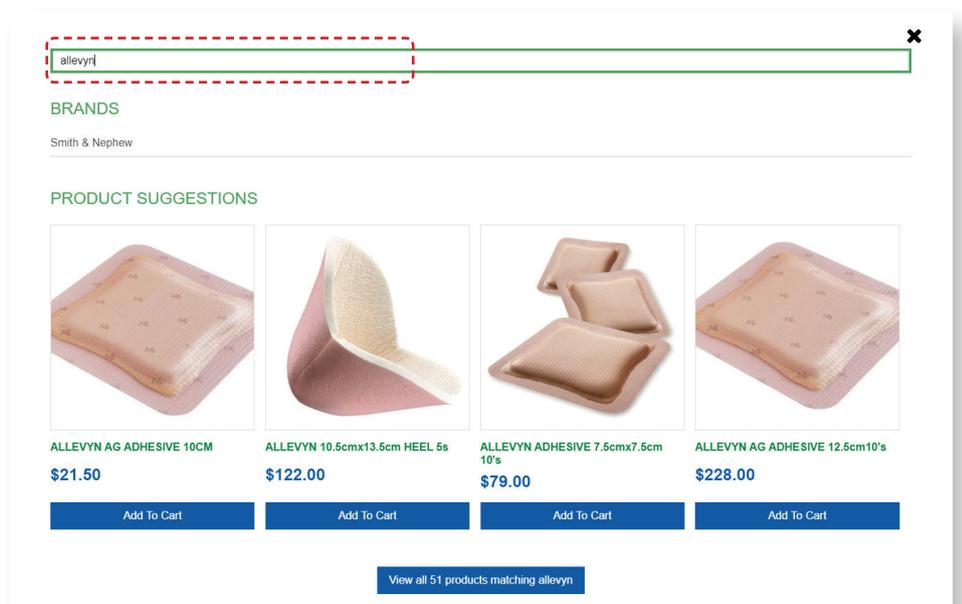


Searching for Products

Main Search Bar will expand when you click on it. Try typing something in.

You can search using

- keywords
- product codes
- supplier part number
- product description

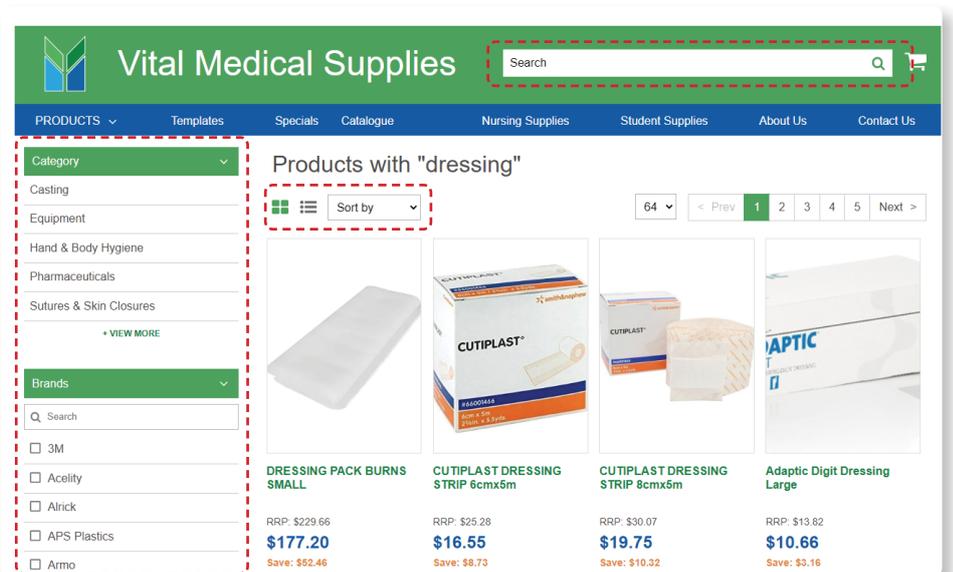


Search Bar

When searching through the search bar you can further refine your search by making use of the below options:

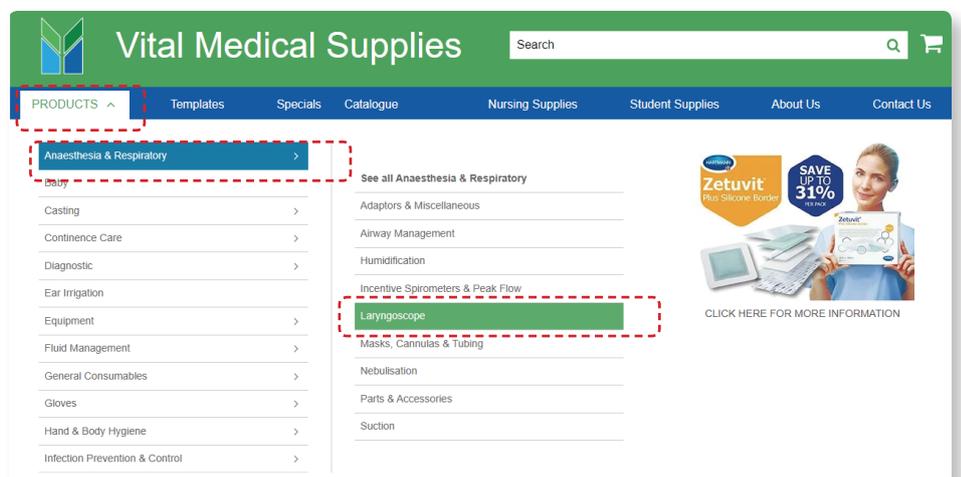
- Refine your search by selecting
- Category
- Brand
- Grid or list view
- Sort By

NB: Pricing shown is for illustrative purposes only.



Product Menu

- Selecting the Product Drop down menu will allow you to browse all our category of products.
- Here you can search within a product category and further refine your search using sub-tiers.
- Select a subcategory to see the products within that sub-tier.
- **The search will then return a list of relevant products.**



Product Listing and Adding to Cart

1. Select List view first
2. All products are listed with Vital Medical Supplies Code, Unit of Measure and Stock availability.
3. To add the item to your cart, adjust the quantity as desired then click 'Add to Cart'. The item will be added to your shopping cart and the order total will be updated.

NB: Pricing shown is for illustrative purposes only.

The screenshot shows the Vital Medical Supplies website interface. At the top, there is a search bar and a navigation menu with options like PRODUCTS, Templates, Specials, Catalogue, Nursing Supplies, Student Supplies, About Us, and Contact Us. Below the navigation, the page title is "Products with 'cutiplast'". There are filters for Category (Wound Management) and Brands (Smith & Nephew). The main product listing shows a box of CUTIPLAST DRESSING STRIP 6cmx5m. The product details include Code: BE1466, Supplier Part: 66001466, and Units: box. The price is \$16.55 (RRP: \$25.28, Save: \$8.73). The quantity is set to 1, and the 'Add To Cart' button is visible. Red dashed boxes and numbers 1, 2, and 3 highlight the list view icon, the product details, and the 'Add To Cart' button respectively.

Product Screen

When clicking into a particular product you will find images, user manuals, product brochures, safety data sheets, and web links to help provide you as much information as you require.

If you require additional information use the link at the bottom of the page to request it.

NB: Pricing shown for illustration purposes only.

The screenshot shows the Vital Medical Supplies website interface for a specific product. At the top, there is a search bar and a navigation menu with options like PRODUCTS, Templates, Specials, Catalogue, Nursing Supplies, Student Supplies, About Us, and Contact Us. Below the navigation, the breadcrumb trail is "Wound Management / Dressings / Wound Contact Layer / Adaptic Digit Dressing Large". The main product image shows a box of ADAPTIC Digit Dressing Large. The product details include Code: JJ62620, Supplier Part: MAD023 (EACH), and Unit: each. The price is \$10.66 (RRP: \$13.82, Save: \$3.16). The quantity is set to 1, and the 'Add To Cart' button is visible. Below the product image, there is a description box with the following text: "ADAPTIC® DIGIT Non-Adhering Digit Dressing is made of a unique tacky silicone coated open-knit cellulose fabric with a double-coiled tubular bandage that is specifically designed for dressing fingers and toes. ADAPTIC® DIGIT is comfortable, convenient to apply and easy to remove for mild to severe digit injuries". A red dashed box highlights a link that says "Request further information on this product".

My Account Dashboard

Accessing the My Account Dashboard

Simply click on 'My Account' to view the Account dashboard This is where you can manage and view your:

- Account details
- Passwords
- Payments
- Order History
- Backorders
- Product Use Summary
- Templates

Vital Medical Supplies

Search  

PRODUCTS ▾ Templates Specials Catalogue Nursing Supplies Student Supplies About Us Contact Us

Account Dashboard

Vital Medical Supplies - Medical Supplies and Equipment / Account Dashboard

Welcome Moise Wakim
Friday, 19 June 2020
**The Medical Practice - 601143

ACCOUNT

Account Details
Change Password
Order History
Backorders
Details of Your Clinics Purchases
Order Requests
Templates
Quotes

Make Payment

Account Details

Change Password

Make A Payment

Order History

Backorders

Details of Your Clinics Purchases

Order Requests

Templates

Quotes

Account Details

- Click on the “My Account” button in the header of the website near the logout button.
- Select – Account Details – This shows the current status of your account with Vital Medical Supplies.
- You can update your address by clicking on the ‘Request Address Change’ tab.

Vital Medical Supplies

Search

PRODUCTS Templates Specials Catalogue Nursing Supplies Student Supplies About Us Contact Us

Account Dashboard

ACCOUNT

Account Details

Change Password

Order History

Backorders

Details of Your Clinics Purchases

Order Requests

Templates

Quotes

Make Payment

Vital Medical Supplies - Medical Supplies and Equipment / Account Dashboard / Account Details

Welcome Moise Wakim
Friday, 19 June 2020
**The Medical Practice - 601143

Account Details

Account Name: **The Medical Practice
Account Created: 21 Jun 2018
Account Number: 601143
Account Type: ACCOUNT
Accept Backorders: Yes

Balance \$0.00 Credit Limit \$0.00

Addresses

Shipping details

Billing Address

Suite 11 Level 9, 1 Corporate Crt
BUNDALL, 4217

Suite 11 Level 9, 1 Corporate Crt
BUNDALL, 4217

Request Address Change

Changing Your Password

From the ‘My Account’ menu, click on the ‘Change Password’ button and enter your old and new password details.

Vital Medical Supplies

Search

PRODUCTS Templates Specials Catalogue Nursing Supplies Student Supplies About Us Contact Us

Account Dashboard

ACCOUNT

Account Details

Change Password

Order History

Backorders

Details of Your Clinics Purchases

Order Requests

Templates

Quotes

Make Payment

Vital Medical Supplies - Medical Supplies and Equipment / Account Dashboard / Change Password

Welcome Moise Wakim
Friday, 19 June 2020
**The Medical Practice - 601143

Change Password

Current Password *

New Password *

Repeat New Password *

Change Password

Making a Payment

- From the 'My Account' menu, click on the 'Make a Payment' button.
- Enter the invoice you wish to pay.
- Enter the instructions that you may like to add.
- Enter the amount you are paying.
- Then follow to prompts to pay by credit card.

Payment Process

You can make a payment for an account using your credit/debit card. Please specify the details below.

Business Name

EBOS Account Number

Contact Email

Invoice Number (only specify if paying a single invoice)

Instructions (any notes you might like to add)

Payment Amount \$AU *

Submit

Order History

From the 'My Account' menu, click on the 'Order History' button, here you can download PDF invoices and search past orders.

1. You can use the Search Filters to locate previous Orders.
2. Click on Download Invoice to download PDF copies of your invoices, please note orders need 24hrs before they are available to be downloaded.

1 Customer Order History and Downloads of Invoices and Credits

FILTERS

Reference No.	Order No.	Date From	Date To	
<input type="text"/>	<input type="text"/>	<input type="text" value="dd/mm/y"/> <input type="text"/>	<input type="text" value="dd/mm/y"/> <input type="text"/>	<input type="button" value="Apply"/> <input type="button" value="Clear"/>

Date: Thursday, June 18, 2020				\$866.25
Order No: 6943489				
Reference No: 4102195220				
Download Invoice				
Unposted (78)	Delivered (77)	Backorder (1)	Despatched	

Date: Thursday, June 18, 2020				\$194.24
Order No: 6943488				
Reference No: 4102195220				
Download Invoice				
Unposted (6)	Delivered (6)	Backorder (0)	Despatched	

Backorders

- From the 'My Account' menu, click on the 'Backorders' button, here you can view all your backorders.
- You can click on the product code to view what the product is.
- Most products will also have an ETA for you to view.

Product Code	Description	Unit	Remaining	ETA	Reference No.	Order No.
NT-001	NO TOUCH RAPID THERMOMETER	EA	2	31/07/2020		SAPO110660
NT-001	NO TOUCH RAPID THERMOMETER	EA	3	31/07/2020		SAPO110660

Product Use Summary

From the 'My Account' menu, click on the 'Product Use Summary' button, here you can view the last 12 months product purchases per month

1. You can download a CSV copy
2. You can download a PDF copy

Details of Your Clinics Purchases														
Product Code	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
AXH0216	IV STAND S/S 1350-2050MM POLYM. BASE MOB	-	-	-	-	-	-	-	-	1	-	-	-	1
BM50921	ACCU-CHEK PERFORMA METER ONLY	-	-	-	-	-	-	-	-	-	1	-	-	1
BMB951	SAFE-T-PRO LANCETS 200's	-	-	-	-	-	-	-	-	-	1	-	-	1
ED20038	BRUSHES CLEANING FSSB 3's	-	-	1	-	-	-	-	-	-	-	-	-	1
HUSON1	SONICAID ONE FETAL HEART DETEC	1	-	-	-	-	-	-	-	-	-	-	-	1
IN11010560	Y-SUCTION W/SUCTION CNTRL 10FG 43cm MED	-	-	-	-	-	-	-	-	1850	400	-	-	2250
IN11012580	Y-SUCTION W/SUCTION CNTRL 12FG 43cm MED	-	-	-	-	-	-	-	-	1250	1000	200	-	2450
SY5002	FRAZIER SZ 12 SUCTION TUBE	-	-	-	-	-	-	-	-	-	2	-	-	2
UM1101200B	SUCTION TUBING 2.0m D/W 50's	-	-	1	-	-	-	-	10	40	19	2	-	72
WLT06000-5	THERMOSCAN PRO 6000 PROBE COVERS 200's	1	4	-	-	-	-	-	-	-	-	-	-	5
WLT06000-S	THERMOSCAN PRO 6000	1	-	-	-	-	-	-	-	-	-	-	-	1

Ordering from a template

How to Order

1. Select "Templates" from the Header of the website.
 2. Click on the name of template you would like to order from.
 3. The best and fastest way to search for products is by using the search bar that says "Search Product by name, brand or code".
 4. Increase the quantity per product in the template.
 5. Click on "Proceed to Checkout".
- To make any changes to your Template, please see the edit template section in this user guide or contact vitalonline@vitalmed.com.au for assistance.

Vital Medical Supplies

PRODUCTS ▾ 1 Templates Specials Catalogue Nursing Supplies Student Supplies About Us Contact Us

Account Dashboard

Vital Medical Supplies - Medical Supplies and Equipment / Account Dashboard / Templates

Welcome Moise Wakim
Friday, 19 June 2020
Ecomed Pty Ltd - 80030

Templates

View Template	Template Type	Items	Edit	Delete
2 Test	CUSTOMIZED	5		

Add a new template

Enter template name DEFAULT

Make Payment

Vital Medical Supplies - Medical Supplies and Equipment / Account Dashboard / Templates / Customized Template

Welcome Moise Wakim
Friday, 19 June 2020
Ecomed Pty Ltd - 80030

Customized Template – ORDER MODE

5 Proceed to Checkout

Order from Template

Test
5 Items - Last updated: Fri Jun 19 2020

3 Search Product by name, brand or code

Location Number	Description	Code	Units	Units Per Carton	Unit Price	Max Stock	Monthly Avg	Order	Stock
3	ALLEVYN ADHESIVE 7.5cmx7.5cm 10's	SN66000043	box	30 per ctn	\$75.00	0	0	3	
4	ALLEVYN AG ADHESIVE 10CM	BE00066EE	each	10 per box	\$19.00	0	0	1	
5	ALLEVYN 10.5cmx13.5cm HEEL 5s	SN66007630	box	6 per ctn	\$111.00	0	0	9	
7	ALLEVYN THIN 5cmx6cm 10's	BE47576	box	10 per ctn	\$59.00	0	0	4	
8	ALLEVYN Adhesive 10cmx10cm 10's	SN66000599	box	10 per ctn	\$109.80	0	0	2	

Download

Templates - Default

Accessing Your Templates

- Once logged in, Simply click on 'Template' tab in the header of the website.
- This will bring up a list of templates loaded against your account.

Creating a Default Template

(Not all online accounts have this access)

1. Enter in the NEW template name in the box provided, highlighted above.
2. Ensure Default is selected.
3. Click save.
 - This will create a new template for yo.
 - If your access does not allow you to add new templates, please contact vitalonline@vitalmed.com.au.

View Template	Template Type	Items	Edit	Delete
Order template	DEFAULT	0		

[Add a new template](#)

1 2 DEFAULT 3

View Template	Template Type	Items	Edit	Delete
Order template	DEFAULT	0		

4

Editing your Default Template

(Not all online accounts have this access)

4. Click on the pencil icon of the template that you wish to edit, highlighted below
 - This will then take you to the Edit Mode of the template.
 - In this mode you will now be able to add to products to your template.
 - If your access does not allow you to add new templates, please contact vitalonline@vitalmed.com.au.

Templates - Default Editing

Editing your Default Template Adding products

1. Once the edit mode is activated, in the header of the screen it will read “Default Template – EDIT MODE”.
2. You can change the name of your template using the pencil.
3. Scroll to the bottom of the page and find the block titled “Add Products To Your Template” here you can search products by name, code, supplier code or brand to add to your template. The first time you add a product to your template you need to click on “Add a heading” and create a heading for the product. Select how many you normally have in stock, default is 1 and click Update.
4. These buttons will allow you to:
 - Add products to your template
 - Contract/Expand all the products in your template
 - Download your template in PDF format
 - Delete an item
 - Save any changes

The screenshot displays the 'Edit Template' interface. At the top, the header reads 'Default Template – EDIT MODE' (1). Below this, the 'Edit Template' section shows the current template name 'Order template' and a search bar for products (2). A toolbar (4) contains buttons for 'Add Products', 'Contract All', 'Expand All', 'Download', 'Delete', and 'Save'. The main area is a table with columns: 'Select All', 'Description', 'Code', 'Units', 'Units Per Carton', 'Unit Price', 'Max Stock', 'Monthly Avg', and 'Stock'. The table lists items like 'Treatment Room', 'Needles & Syringes', and 'Needles'. The 'Needles' row shows a unit price of \$5.60 and a stock quantity of 1 (3). Below the table is the 'Add Products To Your Template' section (3), which includes a search bar, a dropdown menu for 'Treatment Room', a stock quantity input field set to 1, and an 'Update' button.

Templates - Customised

Accessing Your Templates

- Once logged in, Simply click on 'Template' tab in the header of the website.
- This will bring up a list of templates loaded against your account.

Creating a Customised Template

(Not all online accounts have this access)

1. Enter in the NEW template name in the box provided, highlighted above.
2. Change the type of template is set to Customised.
3. Click save.
 - This will create a new customised template for you
 - If your access does not allow you to add new templates, please contact vitalonline@vitalmed.com.au



Add a new template

1 Enter template name

2 CUSTOMIZED

3 Save

Templates				
View Template	Template Type	Items	Edit	Delete
Test	CUSTOMIZED	5	4 	

Editing Your Customised Template

(Not all online accounts have this access)

4. Click on the pencil icon of the template that you wish to edit, highlighted below.
 - This will then take you to the Edit Mode of the template.
 - In this mode you will now be able to add to products to your template.
 - If your access does not allow you to add new templates, please contact vitalonline@vitalmed.com.au

Templates Customised - Editing

Editing your Customised Template Adding products

1. Once the edit mode is activated, in the header of the screen it will read “Customised Template – EDIT MODE”.
2. You can change the name of your template using the pencil .
3. Scroll to the bottom of the page and find the block titled “Add Headings To Your Template” here you can add a custom heading like “Treatment Room 1” or “Drawer 2” or “Woundcare”. You will also need to select the header level too, then click update.
4. Scroll to the bottom of the page and find the block titled “Add Products To Your Template” here you can search products by name, code, supplier code or description to add to your template. Select how many you normally have in stock, default is 1 and click Update.
5. The last block on this page is used to upload a list of products to load as a template from CSV. We recommend to first load a product, any product, using the “Add Products To Your Template” block, then Click Export Template Items. This will give you the CSV template to fill in which you can then upload using the block below.

The screenshot displays the 'Edit Template' interface with five numbered steps highlighted by red dashed boxes:

- Step 1:** The header of the page is titled 'Customized Template – EDIT MODE'.
- Step 2:** A pencil icon next to the search bar indicates the option to edit the template name.
- Step 3:** The 'Add Headings To Your Template' section contains a text input field for 'Enter Heading (Max 100 Characters)', a dropdown menu for 'Select Heading Level', and an 'Update' button.
- Step 4:** The 'Add Products To Your Template' section features a search bar for 'Search Product by code', a quantity input field set to '0', and an 'Update' button.
- Step 5:** The 'Import template from CSV' section includes a 'Choose file' button, an 'Upload' button, and an 'Export template items' button.

Templates Customised- Editing

Editing your Customised Template moving products around

1. In the edit mode, if you want to move a product around to change the order, you need to change the location number of that product.
2. Example, if the below Mepilex product needed to move into Drawer 1 from its current location, you would change its number 8 to a 6 then click "Save".

Customized Template – EDIT MODE

Edit Template
Test
4 Items - Last updated: Fri Jun 19 2020

Search Product by name, brand or code

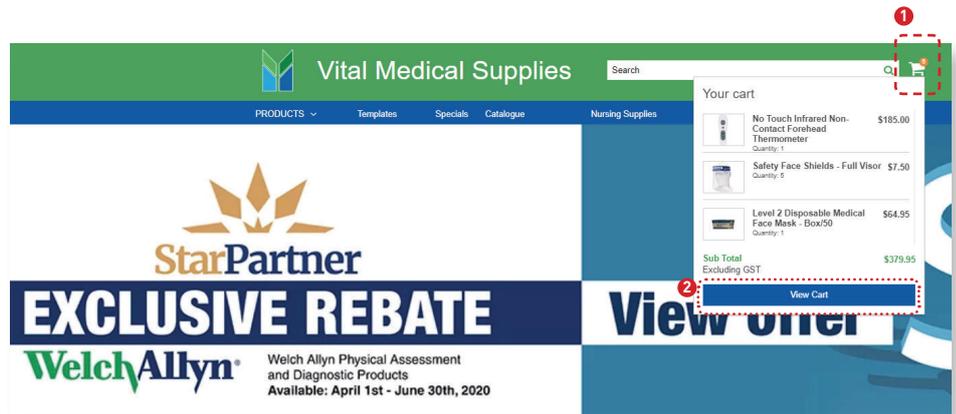
Add Products Download Delete Save

Select All	Location Number	Product Details					Max Stock	Monthly Avg	Stock
<input type="radio"/>		Description	Code	Units	Units Per Carton	Unit Price			
<input checked="" type="radio"/>	1	Treatment Room							
<input checked="" type="radio"/>	2	Cupboard 1							
<input checked="" type="radio"/>	3	Drawer 1							
<input type="radio"/>	4	ALLEVYN AG ADHESIVE 10CM	BE00066EE	each	10 per box	\$19.00	- 0 +	0	📊
<input type="radio"/>	5	ALLEVYN 10.5cmx13.5cm HEEL 5s	SN66007630	box	6 per ctn	\$111.00	- 0 +	0	📊
<input type="radio"/>	6	ALLEVYN ADHESIVE 7.5cmx7.5cm 10's	SN66000043	box	30 per ctn	\$75.00	- 0 +	0	📊
<input checked="" type="radio"/>	7	Drawer 2							
<input checked="" type="radio"/>	8	Mepilex 20cmx20cm 5's	BO294400	box		\$149.00	- 0 +	0	📊

Building Your Shopping cart

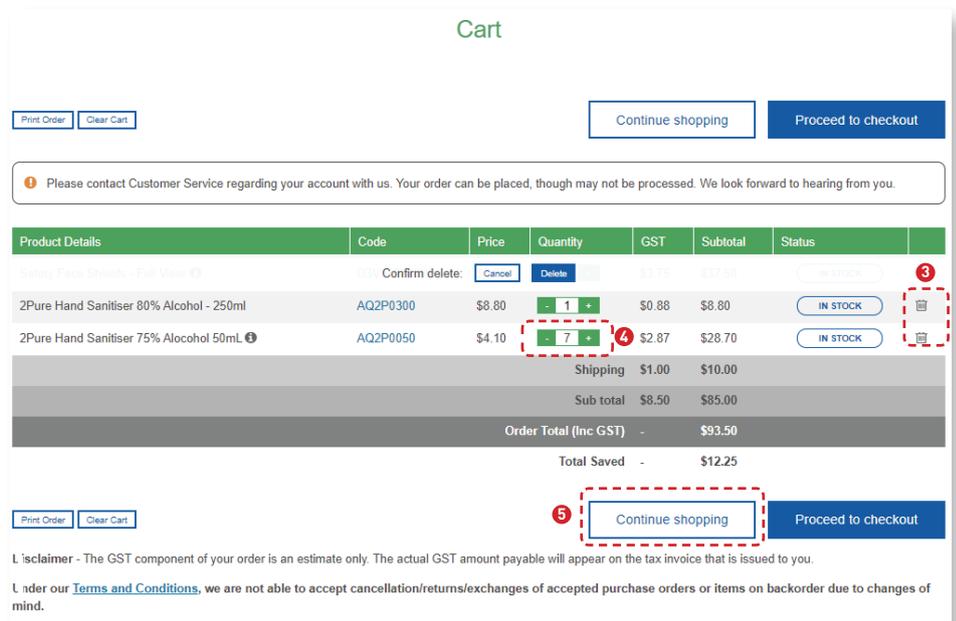
Your shopping Cart can be built by searching products via the brand, category or quick search functions. You may also add to your cart from existing templates you have set up.

1. You can constantly monitor your progress by checking the shopping cart icon on the top right hand corner of your screen. It will show you the number of items in your cart and the value of the cart.



The Cart

2. To see a detailed list of your Shopping cart at any time, click on the shopping trolley icon in the top right hand corner of your screen, and select view cart.
3. To delete product, click on the rubbish bin icon,  and confirm you want to delete.
4. To amend quantity, input the new quantity required directly or click on the (-) or (+) to adjust levels. Your cart is 'auto saved', meaning items stay in cart if you are interrupted in the middle of finalising an order.
5. If you want to add more products, simply continue shopping using the 'Continue Shopping' tab on the top of cart summary.



Order Confirmation Page

This is the Order Confirmation Page, it is designed as a review page for you to check that the order looks correct, and that the shipping details are also correct.

This page will also require you to enter the following information:

- Purchase Order Number
(mandatory item – choose date of order, if you do not use purchase order numbers)
- Contact name
- Contact phone number
- Any additional delivery instructions.
- You can choose to purchase using either of the two options: On Account or Pay Online.

* An email confirmation of your order will now be sent and this order can be viewed online from the following day.

E-mail Order Confirmation

A copy of your order confirmation will be emailed to you, directly after placing your order.

Account & Delivery

Shipping details

**The Medical Practice
 Suite 11 Level 9, 1 Corporate Crt
 BUNDALL, 4217

Contact & Order Details

Purchase Order Number

Contact Name

Contact Phone

Instructions

On Account
 Pay Online

Billing Address

Moise Wakim
 **The Medical Practice
 Suite 11 Level 9, 1 Corporate Crt
 BUNDALL, 4217

Order Confirmation

Dear Customer,

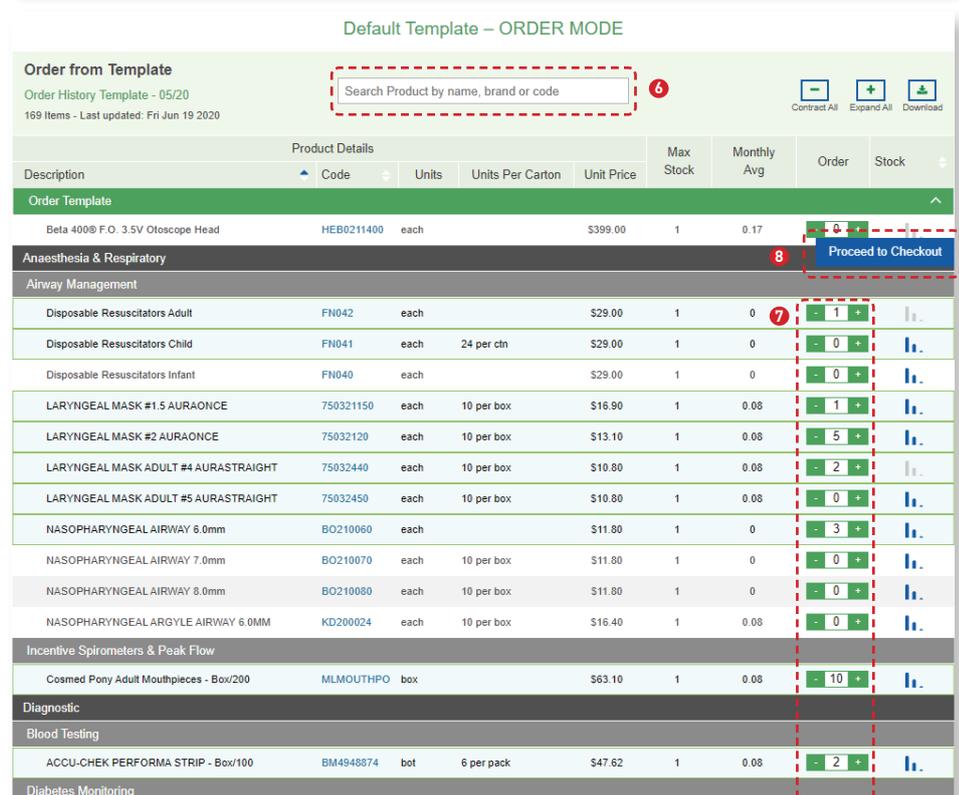
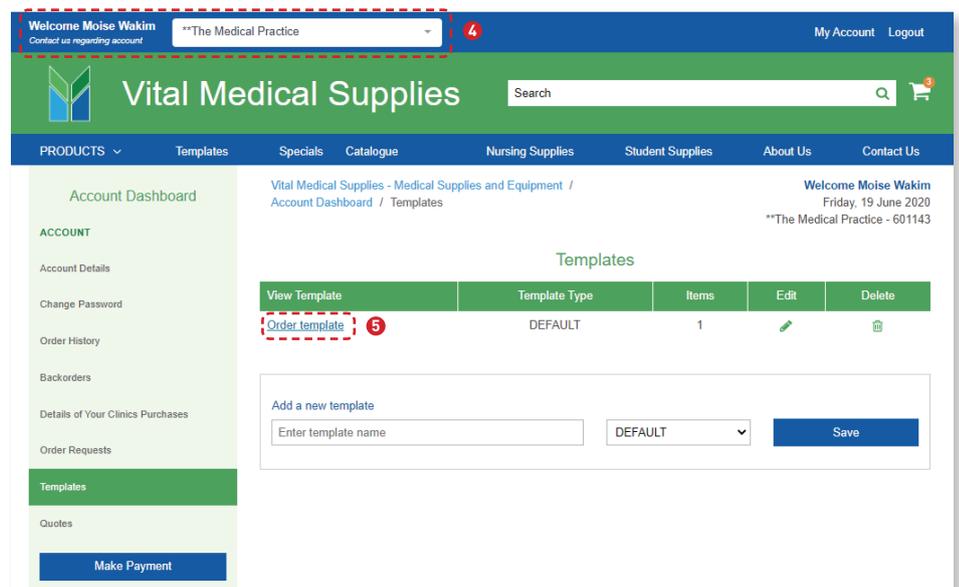
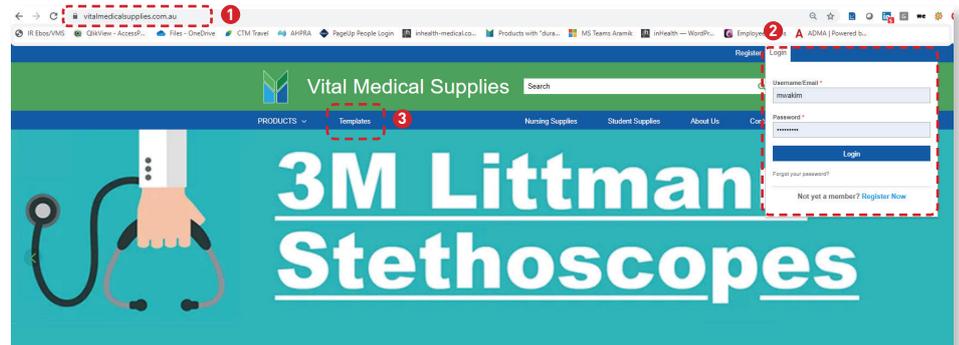
This is to inform you that your order was submitted successfully.

Order Details

Product Information	Code	Supplier Part Price	Qty	GST	Subtotal
AQIUM Antibacterial Hand Sanitiser Gel 1L	EGO639 11577	\$17.64	4	\$7.06	\$70.56
Package and Handling Fee				\$1.36	\$13.63
Sub Total				\$8.42	\$84.19
Order Total (inc GST)					\$92.61

How to Order Online - Order Requestor

1. Go to www.vitalmedicalsupplies.com.au
2. Login with your username and password.
3. Click on Templates.
4. If applicable, select the account that you want to place an order on.
5. Select the right template to use.
6. Use the Search Function or scroll through the template to find the product you want to order.
7. Enter an amount against all the products you want to order.
8. Click "Proceed to Checkout".
 - If you would like to order from more than one template, after you have proceeded to check out, click on "Templates" from the website header and repeat from point 5.



How to Order Online - Order Requestor

9. Check that the quantities in you cart are right, if not make adjustments as necessary.

10. Click on 'Request Approval' to submit your order for approval.

Cart

[Print Order](#) [Clear Cart](#)

[Continue shopping](#) [Request approval](#)

! Please contact Customer Service regarding your account with us. Your order can be placed, though may not be processed. We look forward to hearing from you.

Product Details	Code	Price	Quantity	GST	Subtotal	Status	
SYRINGES 10mL SLIP 100's	TE-10S	\$18.45	- 4 +	\$0.00	\$73.80	IN STOCK	
SYRINGES 5mL "RED" - Box/100	BD302236EE	\$32.40	- 1 +	\$0.00	\$32.40	IN STOCK	
SYRINGES 30mL CONC L/L 60's	BD301229	\$50.30	- 4 +	\$0.00	\$201.20	IN STOCK	
Shipping				\$0.00	\$0.00		
Sub total				\$0.00	\$307.40		
Order Total (Inc GST)				-	\$307.40		

[Print Order](#) [Clear Cart](#)

[Continue shopping](#) [Request approval](#)

Disclaimer - The GST component of your order is an estimate only. The actual GST amount payable will appear on the tax invoice that is issued to you.

Under our [Terms and Conditions](#), we are not able to accept cancellation/returns/exchanges of accepted purchase orders or items on backorder due to changes of mind.

Notes and Details to the Approver:

This screen will pass on all the below details to the Approver including the notes you place on this order.

- Notes to the Approver
- Purchase Order
- Contact Name
- Contact Phone
- Delivery Instructions

Order approval

Notes to the Approver

Purchase Order *

Contact Name *

Contact Phone *

Delivery Instructions

Submit Order for Approval

- Once you click Submit order for Approval you will see the below screen.
- You will also receive an email to inform you that your order has been submitted.
- The Approver on the account will also see an email with details of what they need to approve.

Order approval

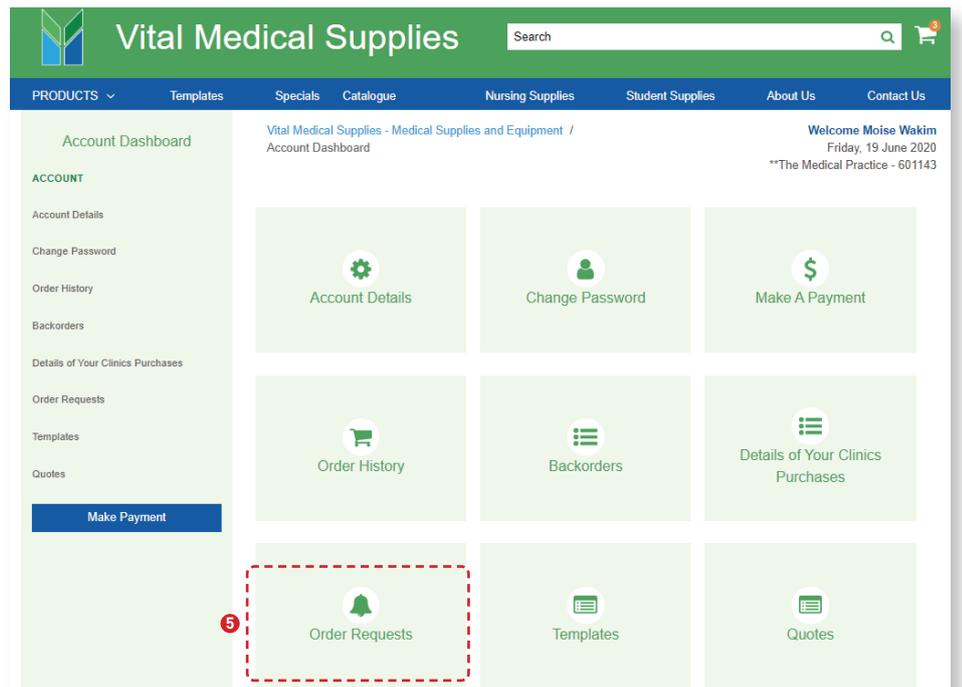
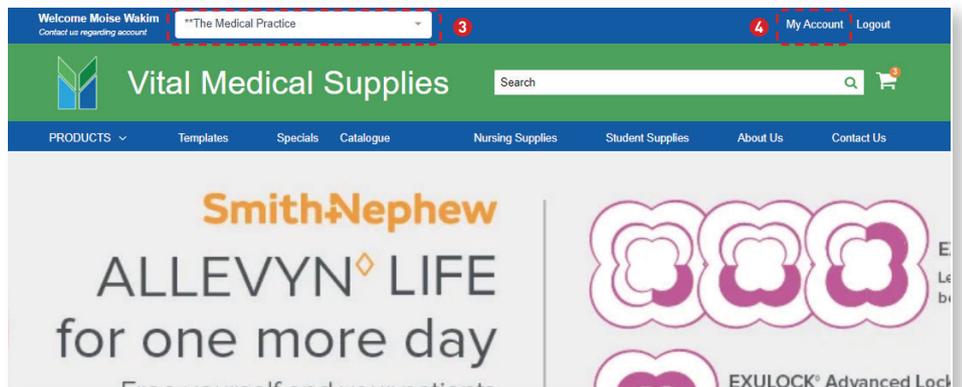
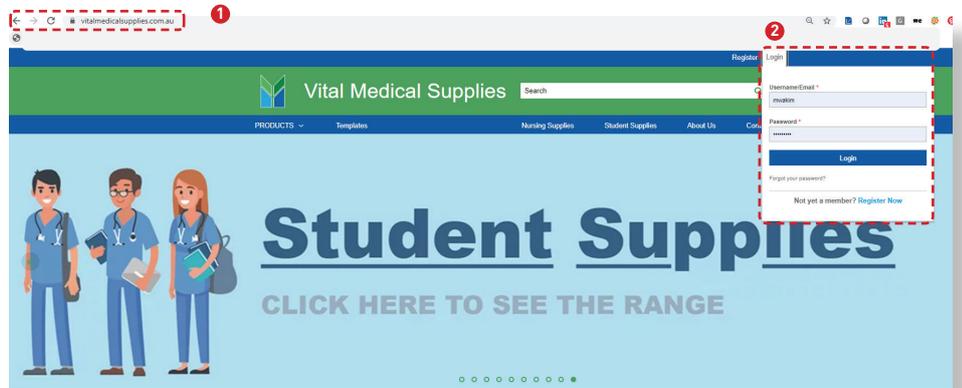
Your request has been submitted

Your Order Number: #249512 has been successfully submitted for approval.

Back to Product Shopping

How to Approve Pending Requests - Order Approver

1. Go to www.vitalmedicalsupplies.com.au
2. Login with your username and password.
3. If applicable, select account name of the organisation that has the order waiting for your approval (or select the Centre/Clinic/Site).
4. Click on "My Account".
5. Click on "Order Requests".



How to Approve Pending Requests - Order Approver

6. Find the order you would like to approve and click "Review".
7. Ensure all Products are in the cart.
8. Adjust quantities as you see fit.
9. Delete products as you see fit.
10. Approve the order and it will be sent to us.
11. Reject the order and it will be sent back to the requestor
12. Delete the order and it will be deleted.
13. Add Products to the cart if you need to add something else.
14. Notes from the requestor will be shown here.

E-mail Order Confirmation

A copy of your order confirmation will be emailed to you and the requestor if you approve, reject or delete the order.

Product Details	Code	Price	Quantity	GST	Subtotal	Status
SYRINGES 10mL SLIP 100's	TE-10S	\$18.45	4	\$0.00	\$73.80	IN STOCK
SYRINGES 5mL "RED" - Box/100	BD3p2236EE	\$32.40	1	\$0.00	\$32.40	IN STOCK
SYRINGES 30mL CONC L/L 60's	BD3p1229	\$50.30	4	\$0.00	\$201.20	IN STOCK
Shipping					\$0.00	\$0.00
Sub total					\$0.00	\$307.40
Order Total (Inc GST)					-	\$307.40

Order Rejection - Approver

If an approver wants to reject the order:

- Click on My Account.
- Click on Order Requests.
- 1. Click on the Review order button .
- 2. If the order needs to be rejected and sent back to the requestor, click “Reject”.
- 3. Enter reason you are rejecting the order, i.e “wrong brand of otoscope please find correct one and click the submit button”.
- The requestor will then receive an email to notify them the order they have submitted for approval has been rejected and they need to review.

Order Requests

Reference No: 249512 Purchase Order: Date: 19/6/2020 6:23 AM **\$307.40**
Submitted by: Moise Requestor Test 3 Items **Review**

Notes
Please approve

2 **Reject** **Delete** **Approve**

Notes
Please approve

Please contact Customer Service regarding your account with us. Your order can be placed, though may not be processed. We look forward to hearing from you.

Product Details	Code	Price	Quantity	GST	Subtotal	Status	
SYRINGES 10mL SLIP 100's	TE-10S	\$18.45	4	\$0.00	\$73.80	IN STOCK	
SYRINGES 5mL "RED" - Box/100	BD302236EE	\$32.40	1	\$0.00	\$32.40	IN STOCK	
SYRINGES 30mL CONC L/L 60's	BD301229	\$50.30	4	\$0.00	\$201.20	IN STOCK	
				Shipping	\$0.00	\$0.00	
				Sub total	\$0.00	\$307.40	
				Order Total (Inc GST)	-	\$307.40	

Reject **Delete** **Approve**

Reject Reason

3 **Notes to Requestor**

Submit

Order Rejection - Requestor

If an approver rejects an order the requestor will need to do the following:

1. When an order is rejected the requestor of the order will get an email to notify them.

1

Dear Moise Requestor

Order Request Rejected

Dear Customer,

Your order request(s) on <https://www.vitalmedicalsupplies.com.au> has been rejected by the Approver.

You would need to update this order request before sending it for approval.

Kindly edit the order request.

****The Medical Practice - 601143**

- Reference no #249512, created by Moise Requestor, on 19/6/2020 4:23 PM

Rejected By: Moise Wakim

Notes From Approver: Please edit the order

Purchase Order: Test

Contact Name: Moise

Contact Phone: 0499046352

Delivery Instructions:

Warm regards,
Vital Medical Supplies

If an approver rejects an order the requestor will need to do the following:

- When an order is rejected the requestor of the order will get an email to notify them.
 - The requestor will then:
 - Log into the website
 - Click on My Account
 - Click on Order Requests
2. Review the notes on why the order was rejected.
 3. Either edit the order to resubmit or delete it.

Rejected order requests:

Reference No: 249512	Purchase Order: Test	Date: 19/6/2020 6:23 AM	3	\$307.40
Submitted by: Moise Requestor		3 Items		Edit Delete

2

Notes

Please edit the order

Contact Us

From any screen viewed, you can click on the 'Contact Us' tab to phone, fax, or email us with your queries or feedback.

Following Enquiry Types are available:

- Order Enquiry
- Account Enquiry
- Product Enquiry
- Registration Enquiry
- Website Feedback



About Us

From any screen view, click on the 'About Us' link to know more about our Company, Vital Medical Supplies divisions and our values.



Can't find what you need?

Call us on 1300 557 651 or visit
www.vitalmedicalsupplies.com.au





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