



**ssaustralia** HEALTHCARE  
SUPPLIES

*Does More For you*

# WEBSITE & ONLINE ACCOUNT MANAGEMENT TOOL FEATURE GUIDE

ONLINE ACCOUNT MANAGEMENT FEATURE GUIDE | VERSION 3.0.24.11

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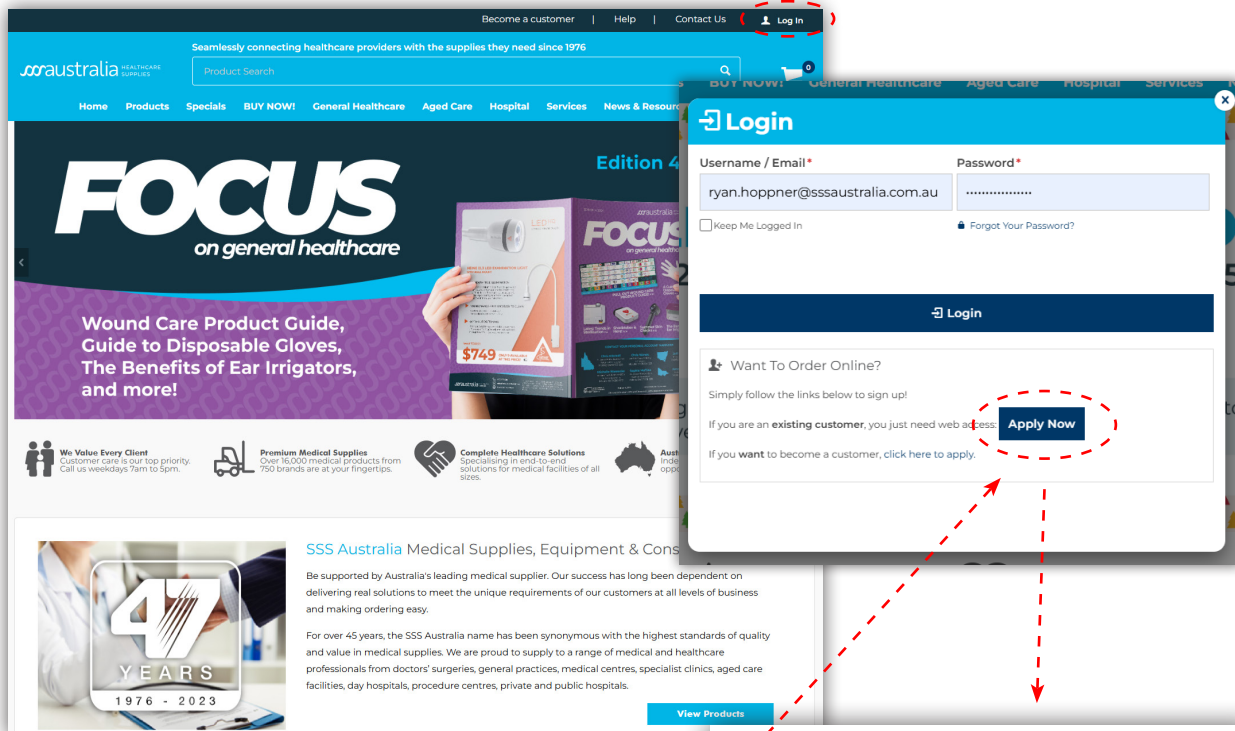
SSS Australia want to make ordering your healthcare supplies quick, easy, and cost effective, helping you deliver the best possible outcomes for your patients. With our website, the SSS Australia 5 star customer service will be extended to how you interact with us online.

## Top 10 features of our website:

- Greater functionality to manage how you order including flexible templates, order history and custom catalogues
- More control over your account, including user and site management, budget and approved product protocols, and more
- Multiple ways to help you improve your inventory management.
- Fast order entry and order upload functionality available (via CSV)
- Check the status of your order, plus view any order placed with SSS Australia
- Pay your account, and/or settle your pay up front orders by secure payment gateway
- Generate order history and back order reports on demand
- Filter products by more categories, including filter by brand and more, plus take advantage of a new & improved product search
- Search for and download resources quickly and easily for thousands of products, including safety datasheets and sizing charts
- Download handy equipment information & guides to help troubleshoot problems, and book equipment support

# Accessing Your Account

Log into the SSS Australia website by clicking on the Log In button at the top right of the page and entering your login details.



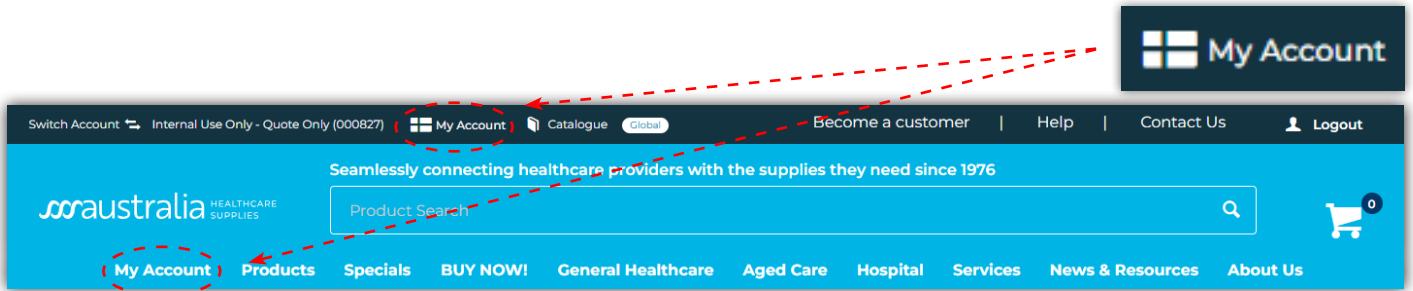
## Don't have an online login yet?

If you don't currently have an SSS Australia website account, click the "Apply Now" button and fill out your details on the next screen to register for a login.

For assistance accessing your account online, please contact our friendly customer service team on 1800 777 518 or via [sales@sssaustralia.com.au](mailto:sales@sssaustralia.com.au)

# Your Dashboard

Your customer dashboard is the heart of your self serve account management at SSS Australia. You can find your dashboard in the navy bar at the very top of the page. It will be visible once you are logged into your account.



**My Profile**

- Change Password**  
Reset & update your password
- My Details**  
Update your personal details
- My Preferences**  
Update your personal preferences

**My Pages**

- My Favourites**  
Your favourite products
- Orders & Quotes**  
Check the status of your order
- Invoices**  
Invoice History
- Orders On Hold**  
Orders you've placed on hold
- Order Templates**  
Your saved order templates
- Standing Orders**  
Standing Orders
- Stocktake Templates**  
Stocktake Templates
- Order Import**  
Import Orders
- Approve Orders**  
Orders awaiting your approval
- Pay Account**  
Pay outstanding invoices
- User Maintenance**  
Create and maintain users
- Reports**  
Report Generator
- Website Training**  
Website Training
- Stock Management**  
Stock Management

## Your Dashboard Features:

- Your territory manager's contact information
- Change Password
- Update Details
- Update Preferences
- My Favourites
- Orders & Quotes
- Invoices
- Orders On Hold
- Order Templates
- Standing Orders
- Stocktake Templates
- CSV Order Import
- Approve Orders
- User Maintenance (account managers only)
- Reports
- Stock Management Tool
- Website Training
- Quickview:
  - Back orders
  - Recent orders
  - Orders pending approval
  - Orders awaiting approval

**BACK ORDERS** [GO TO ORDERS / QUOTES PAGE](#)

Order Date	Your Order #	Part Number	B/O Qty	ETA
Currently no data to be loaded				

**RECENT ORDERS** [GO TO ORDERS / QUOTES PAGE](#)

Order Date	Order Reference #	Total ex gst	Status
21/06/2024	858515	\$30.00	Despatched, partly
01/05/2024	850569	\$2.64	Order Placed
20/03/2024	844646	\$37.40	Despatched, partly
26/03/2023	791800	\$8.75	Order Placed
06/10/2022	756723	\$316.74	Despatched, partly

**ORDERS AWAITING YOUR APPROVAL** [GO TO APPROVE ORDERS PAGE](#)

Order Date	Order Number	Entered By	Your Reference	Total (Inc. GST)
Currently no data to be loaded				

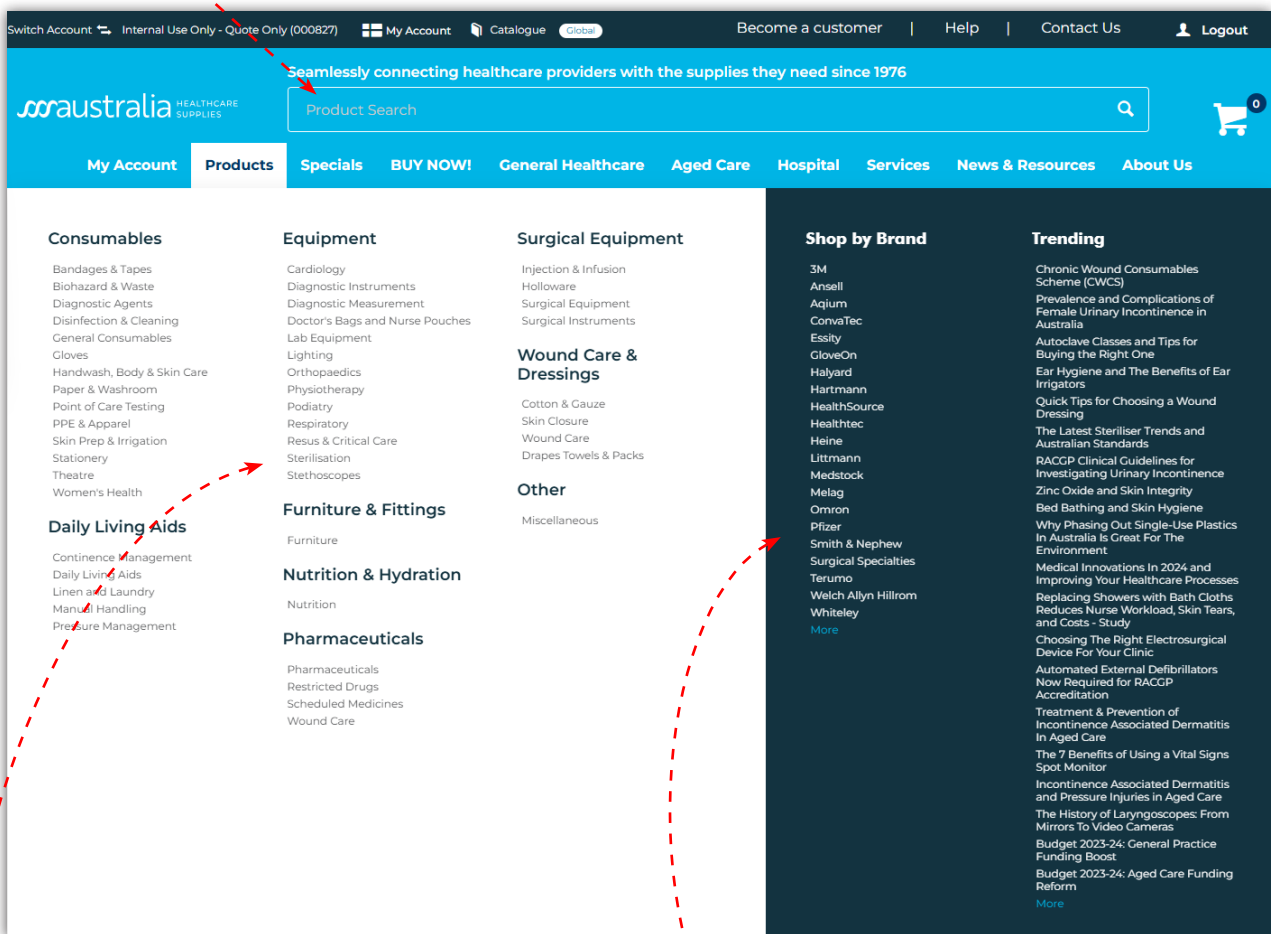
**ORDERS PENDING APPROVAL** [GO TO ORDERS / QUOTES PAGE](#)

Order Date	Order Reference #	Total ex gst	Approver
12/11/2024	133608169	\$18.48	nick.iles@sssaustralia.a

# Product Search

Our website features an improved search function that will make it a lot easier for you to find what you are looking for.

To utilise our keyboard search, input your search term and make your search. Over time, the results will become more and more informed based on others search terms. You can also now search by the **brand or manufacturer product code**, not just SSS Australia product code.



If you prefer to filter down through categories, you can utilise our product mega menu to see all of our different product groups, and find what you are looking for within your category of choice.

If you are looking for something by a certain brand, you can now do so by picking your brand of choice within the product mega menu.

# Search Filters

Once you have completed your keyword search, or you've chosen your subcategory or brand through the product menu, you will be presented with your results. From there, you now have more controls over refining the results even further.

Refine by brand. You can refine down your search results to only show relevant search results by that brand.

The screenshot displays a search results page with a left-hand navigation menu and a grid of product cards. The navigation menu includes sections for RELEVANCE, BRANDS, CATEGORIES, and SUPPLIERS. The BRANDS section is expanded, showing a list of brands such as 3M, ACTIMOVE, ALLCARE, COBAN, COFLEX, COLLARFORM, COPLUS, CURITY, DEFRIES, DURAPORE, EASIFIX, ELASTOLITE, ELASTOPLAST, ELASTOSPORT, ELOFLEX, ESMARCH, ESSITY, EVOLAN, EZY-AS, and GAIA MEDICAL. The CATEGORIES section lists various medical supplies like ADHESIVE BANDAGES, BANDAGES & TAPES, COHESIVE BANDAGES, COMPRESSION BANDAGES, COMPRESSION STOCKINGS, CONFORMING BANDAGES, CREPE BANDAGES, FIRST AID SUPPLIES, FOAM TAPES, GENERAL CONSUMABLES, MEDICATED BANDAGES, MISCELLANEOUS, ORTHOPAEDICS, SLINGS, SPLINTS & BRACES, SPORTS AND STRAPPING TAPES, SURGICAL TAPES AND FIXATION, TUBULAR BANDAGE APPLICATORS, TUBULAR ELASTIC SUPPORT BANDAGES, and TUBULAR GAUZE BANDAGES. The SUPPLIERS section is currently collapsed.

The product grid contains eight items:

- Tubigrip Tubular Elastic Support Bandage Size J** (SKU: 1251515): Price \$84.05 ex GST (Roll). Status: Limited Stock. Order Now!
- Medipore H Soft Cloth Surgical Tape 50mm x 9.1m 2862** (SKU: 1251918): Price \$162.20 ex GST (B12). Status: Ships in 1-3 Weeks.
- Protouch Synthetic Stockinette 2.5cm x 22.8m** (SKU: 1252586): Price \$43.65 ex GST (Each). Status: Ships in 1-3 Weeks.
- Protouch Synthetic Stockinette 5cm x 22.8m** (SKU: 1252595): Price \$36.33 ex GST (Each). Status: Ships in 1-3 Weeks. WAS: \$40.30.
- Protouch Synthetic Stockinette 7.5cm x 22.8m** (SKU: 1252601): Price \$36.33 ex GST (Each). Status: Ships in 1-3 Weeks.
- Protouch Synthetic Stockinette 10cm x 22.8m** (SKU: 1252610): Price \$36.33 ex GST (Each). Status: Ships in 1-3 Weeks.
- Protouch Cotton Stockinette 2.5cm x 22.8m** (SKU: 1253117): Price \$36.33 ex GST (Each). Status: Ships in 1-3 Weeks.
- Protouch Cotton Stockinette 5cm x 22.8m** (SKU: 1255102): Price \$36.33 ex GST (Each). Status: Ships in 1-3 Weeks.

Each product card includes an image, title, SKU, price, status, quantity selector, and buttons for 'Add to cart', 'Add to Favourites', and 'Add to Compare'.

Refine by subcategory. Dive deeper into your search results by selecting subcategories






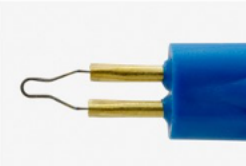


# Contract Products in Search

Products in your contract product list will have priority in any searches, appearing above non-contract products in the search results.

Contract products can be easily identified by the ribbon in the top left hand corner of the product listing.

Contract product

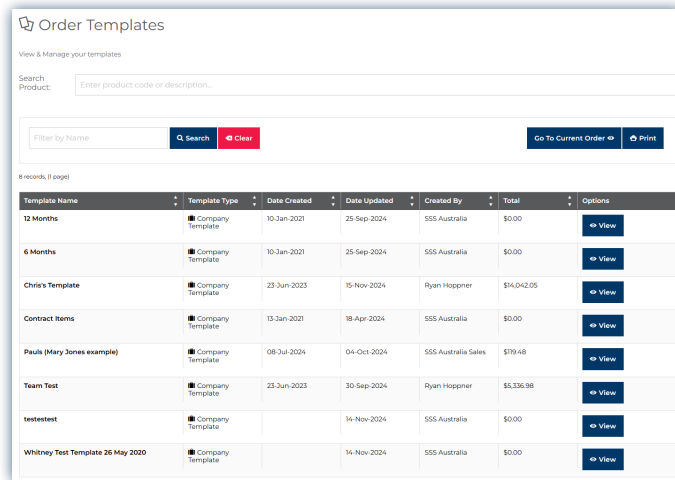
Non-contract product

 <p><b>Algerbrush II Rust Ring Remover with 1mm Burr Complete</b></p> <p>1000159 Limited Stock. Order Now!</p> <p><b>\$115.80</b> ex GST (Each)</p> <p>0 + -</p> <p><a href="#">Add to cart</a></p> <p><a href="#">Remove from Favourites</a></p> <p><input type="checkbox"/> Add to Compare</p>	 <p><b>Triangular Bandages Non Woven Disposable Sling Pk12</b></p> <p>1002251 Arriving Soon. Order Now!</p> <p>WAS: \$8.20 <b>\$5.35</b> ex GST (P12)</p> <p>0 + -</p> <p><a href="#">Add to cart</a></p> <p><a href="#">Add to Favourites</a></p> <p><input type="checkbox"/> Add to Compare</p>	 <p><b>Argyle Trocar Catheters 10Fg</b></p> <p>1004739 In Stock</p> <p>WAS: \$18.45 <b>\$15.56</b> ex GST (Each)</p> <p>0 + -</p> <p><a href="#">Add to cart</a></p> <p><a href="#">Add to Favourites</a></p> <p><input type="checkbox"/> Add to Compare</p>	 <p><b>Askir Round Spacer For Suction Unit</b></p> <p>1439952 Accepting Orders (ETA Unknown)</p> <p><b>\$18.00</b> ex GST (Each)</p> <p>0 + -</p> <p><a href="#">Add to cart</a></p> <p><a href="#">Add to Favourites</a></p> <p><input type="checkbox"/> Add to Compare</p>
 <p><b>Accu-Temp Disposable Cautery Xomed 84-42000 (Sharp Fine Tip)</b></p> <p>1000005 Accepting Orders (ETA Unknown)</p> <p>WAS: \$39.15 <b>\$32.98</b> ex GST (Each)</p> <p>0 + -</p> <p><a href="#">Add to cart</a></p> <p><a href="#">Add to Favourites</a></p> <p><input type="checkbox"/> Add to Compare</p>	 <p><b>Accu-Temp Disposable Cautery Xomed 84-43000 (Sharp Loop Tip)</b></p> <p>1000014 Ships in 1-3 Weeks</p> <p><b>\$28.00</b> ex GST (Each)</p> <p>0 + -</p> <p><a href="#">Add to cart</a></p> <p><a href="#">Add to Favourites</a></p> <p><input type="checkbox"/> Add to Compare</p>	 <p><b>Airway Guedel Disposable 60mm Black Size 0</b></p> <p>1000088 Limited Stock. Order Now!</p> <p>WAS: \$0.71 <b>\$0.64</b> ex GST (GST free) (Each)</p> <p>0 + -</p> <p><a href="#">Add to cart</a></p> <p><a href="#">Add to Favourites</a></p> <p><input type="checkbox"/> Add to Compare</p>	 <p><b>Airway Guedel Disposable 70mm Clear Size 1</b></p> <p>1000097 Limited Stock. Order Now!</p> <p>WAS: \$0.71 <b>\$0.64</b> ex GST (GST free) (Each)</p> <p>0 + -</p> <p><a href="#">Add to cart</a></p> <p><a href="#">Add to Favourites</a></p> <p><input type="checkbox"/> Add to Compare</p>



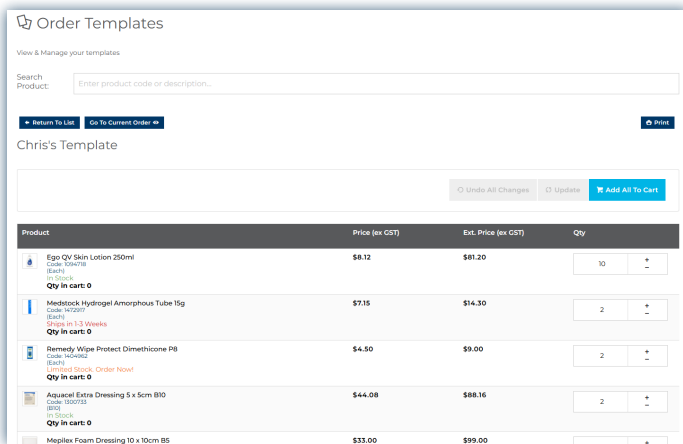
# Ordering

## Order Templates

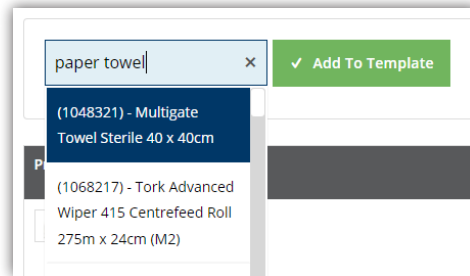


View, manage, create and edit order templates straight from your dashboard.

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

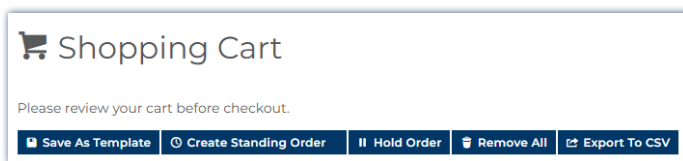


! Quickly search for and add new products straight from the template. (Only on user made templates)



- 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.**



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

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

## Orders & Quotes

**Orders & Quotes**

Status: All | Date (start): 06/02/2024 | Date (end): 07/03/2024 | Your Reference: | Product Search: |

Show My Orders Only (Ryan Hoppner)

Order / Quote Number: | OR: |

**Search Results**  
144 records (6 pages)

Order No.	Order Date	Customer Code	Status	Your Ref	Total (ex)	Options
S00842432	06/03/2024	002179	In Progress		\$120.46	<input type="button" value="View"/>
S00842393	06/03/2024	018261	In Progress	Level 3	\$1,348.22	<input type="button" value="View"/>
S00842371	06/03/2024	011138	In Progress	Deliver to VH - ACDV	\$464.40	<input type="button" value="View"/>
S00842351	06/03/2024	011138	In Progress	ACDV	\$4,271.14	<input type="button" value="View"/>
S00842269	06/03/2024	015308	Despatched	Gloves Standing Orde - Gloves Order ACPG	\$1,820.00	<input type="button" value="View"/>
S00842259	06/03/2024	006650	Despatched		\$102.45	<input type="button" value="View"/>
S00842250	06/03/2024	020222	Despatched, partly		\$877.96	<input type="button" value="View"/>
S00842241	06/03/2024	006650	Despatched		\$341.40	<input type="button" value="View"/>
S00842210	05/03/2024	006650	Despatched		\$48.45	<input type="button" value="View"/>
S00842209	05/03/2024	006650	Despatched		\$176.00	<input type="button" value="View"/>
S00842205	05/03/2024	006951	Despatched	575669	\$623.02	<input type="button" value="View"/>
S00842185	05/03/2024	006650	Despatched		\$56.00	<input type="button" value="View"/>

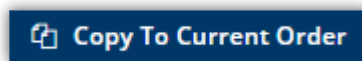
Search your entire SSS Australia order history using a number of different fields.

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 hierachies, 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** Remove All Export To CSV

Keep Shopping Continue To Checkout

PRODUCT	QTY	PRICE (EX GST)	UNIT	TOTAL (EX GST)
 Tubigrip Tubular Elastic Support Bandage Size J Code: 1251515	1	\$84.05	Roll	\$84.05
 Dracula Universal Glove/Tissue Box Holder Code: 1006528	1	\$26.15	Each	\$26.15
 Solvex Chemical Handling Gloves .56mm x 46cm 7-71/2 Code: 1011608	1	\$15.40	Pair	\$15.40
 Aqueous Cream BP 500g Code: 1000945 <b>NON RETURNABLE</b> Please refer to our return policy for more information	1	\$15.25	Each	\$15.25

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” button.

### || Orders On Hold

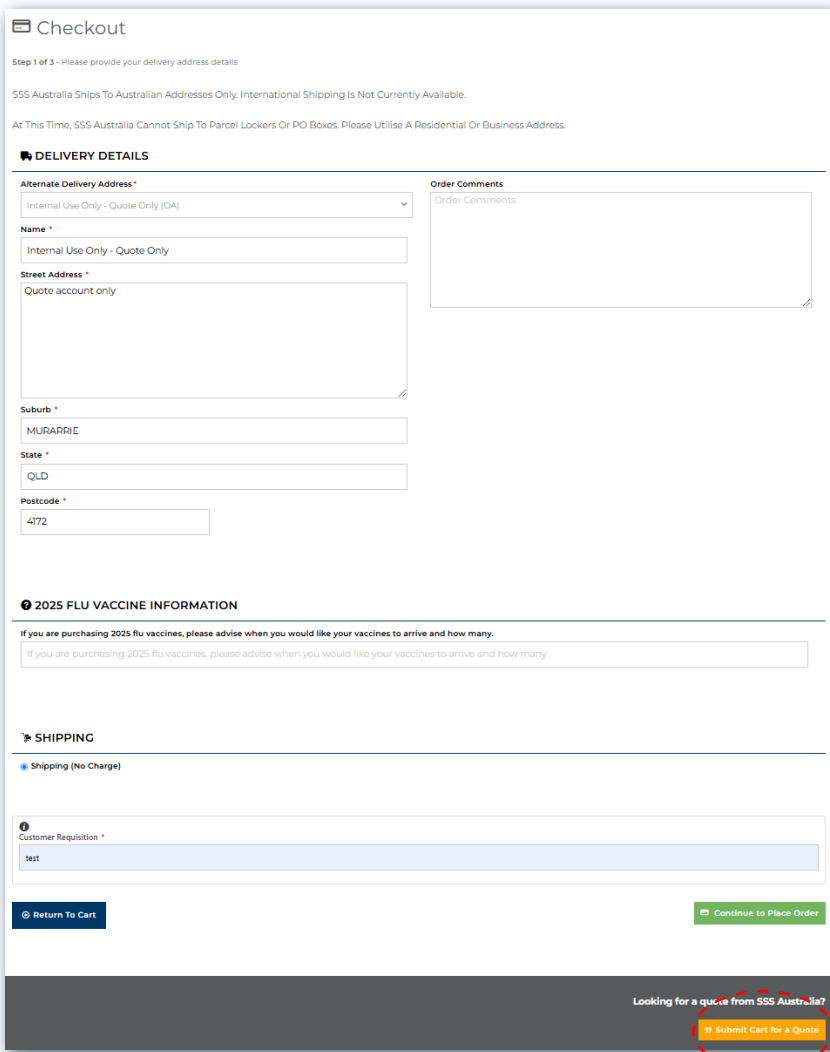
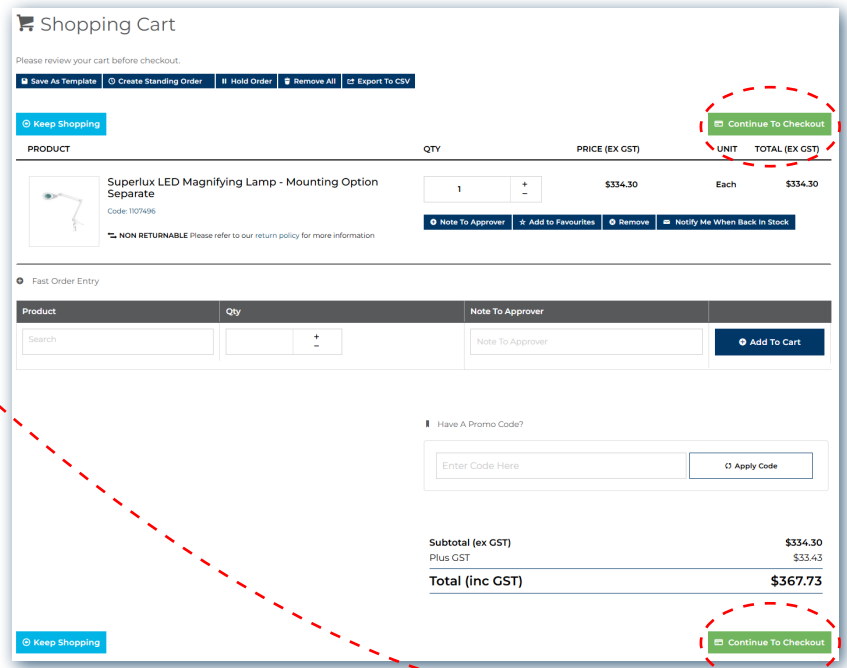
Orders on hold, ready to be placed

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

! 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 Checkout”.



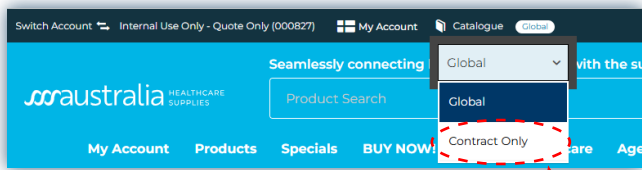
On the next page, you need to input or confirm your shipping information and add any comments to the order.

When you have completed this, instead of clicking “Continue to Checkout”, click the yellow “Submit Cart for a Quote” button.

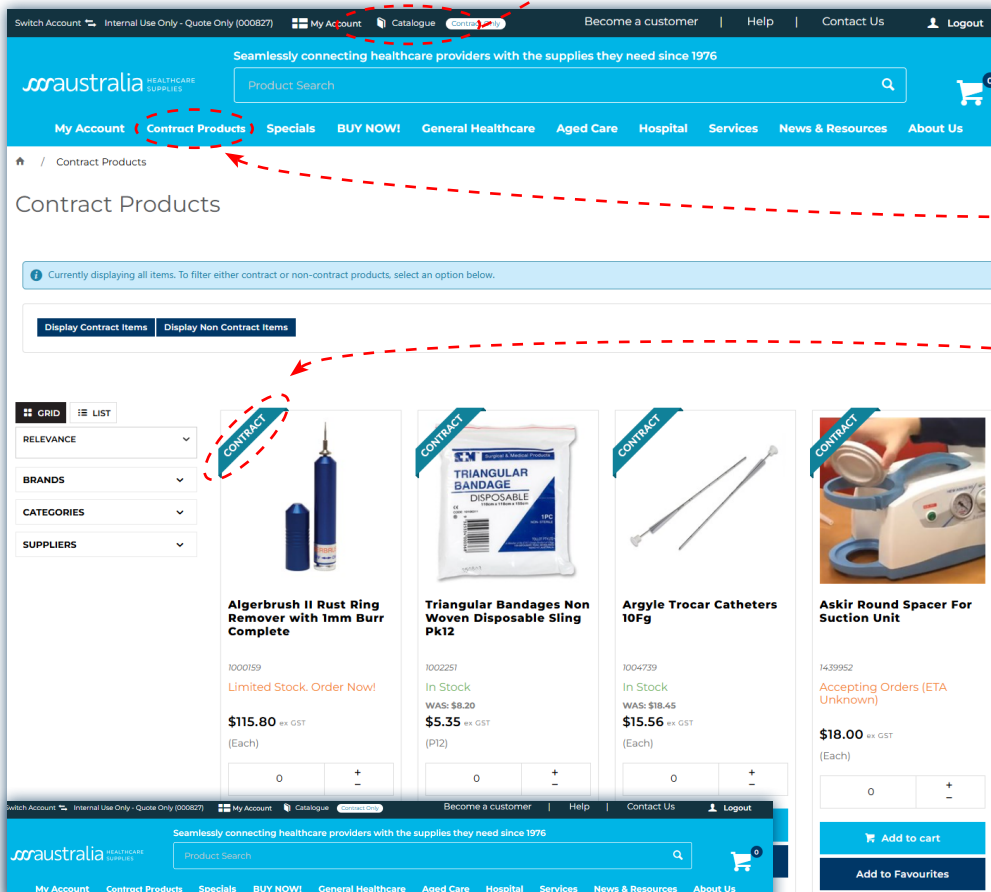
You can review your quotes in your dashboard under “Orders and Quotes”.

## Custom Catalogues

Custom catalogues are a feature that allows you to refine large fixed priced agreements or contracted lists of products by category and brand, making it much easier to browse.

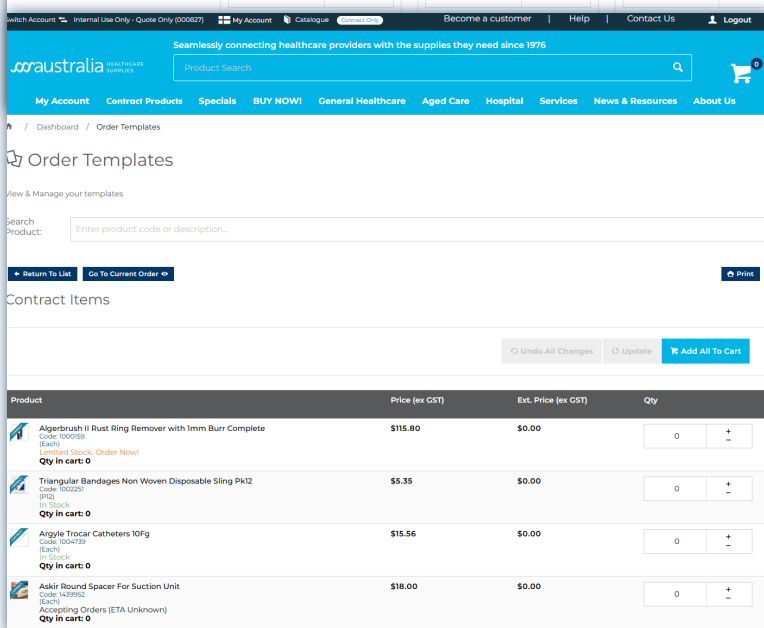


You can switch between the full SSS Australia catalogue and your custom catalogue with an easy drop down accessible at any time



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 display only them.




With custom catalogues, you also have a template automatically generated with this list of items found in the dashboard under "Order Templates".





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

## Standing Orders

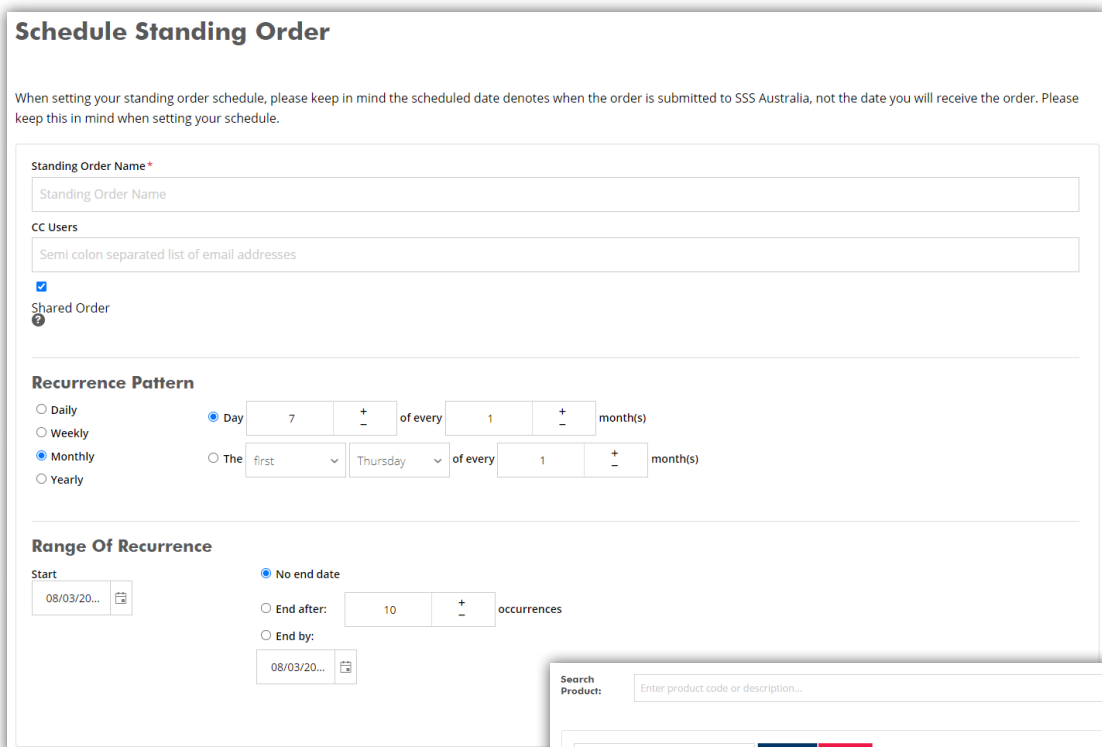
You can create and manage your own standing orders. All you need to do is build a shopping cart, and in the checkout screen, simply select “Create Standing Order”.



The screenshot shows a shopping cart with four items. A red dashed arrow points from the 'Create Standing Order' button in the cart's navigation bar to a callout box on the right that says 'Create Standing Order' with a clock icon.

PRODUCT	QTY	PRICE (EX GST)	UNIT	TOTAL (EX GST)
 Tubigrip Tubular Elastic Support Bandage Size J Code: 125325	1	\$84.05	Roll	\$84.05
 Dracula Universal Glove/Tissue Box Holder Code: 1006528	1	\$26.15	Each	\$26.15
 Solvex Chemical Handling Gloves .56mm x 46cm 7-7 1/2 Code: 101608	1	\$15.40	Pair	\$15.40
 Aqueous Cream BP 500g Code: 1000945 <small>NON RETURNABLE Please refer to our return policy for more information</small>	1	\$15.25	Each	\$15.25

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



### Schedule Standing Order

When setting your standing order schedule, please keep in mind the scheduled date denotes when the order is submitted to SSS Australia, not the date you will receive the order. Please keep this in mind when setting your schedule.

**Standing Order Name \***  
Standing Order Name

**CC Users**  
Semi colon separated list of email addresses

Shared Order

**Recurrence Pattern**

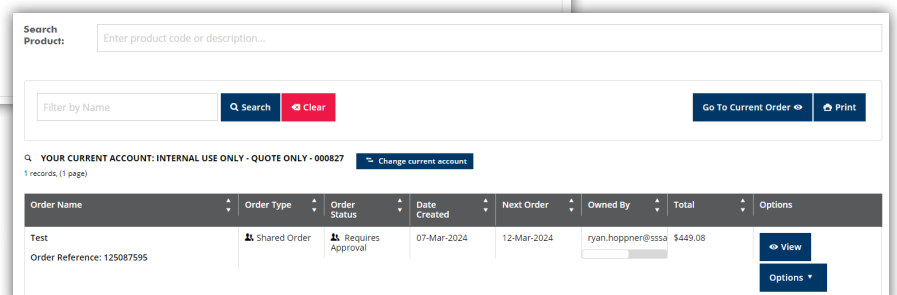
Daily  
 Weekly  
 Monthly  
 Yearly

Day 7 of every 1 month(s)  
The first Thursday of every 1 month(s)

**Range Of Recurrence**

Start: 08/03/20...  
 No end date  
 End after: 10 occurrences  
 End by: 08/03/20...

You can then manage your standing orders in your dashboard under “Standing Orders”.



Search Product: Enter product code or description...

Filter by Name [Search] [Clear] [Go To Current Order] [Print]

YOUR CURRENT ACCOUNT: INTERNAL USE ONLY - QUOTE ONLY - 000827 [Change current account]

1 records (1 page)

Order Name	Order Type	Order Status	Date Created	Next Order	Owned By	Total	Options
Test Order Reference: 125087595	Shared Order	Requires Approval	07-Mar-2024	12-Mar-2024	ryan.hoppen@sssa	\$449.08	[View] [Options]

# User & Site Management

## Account Administrator

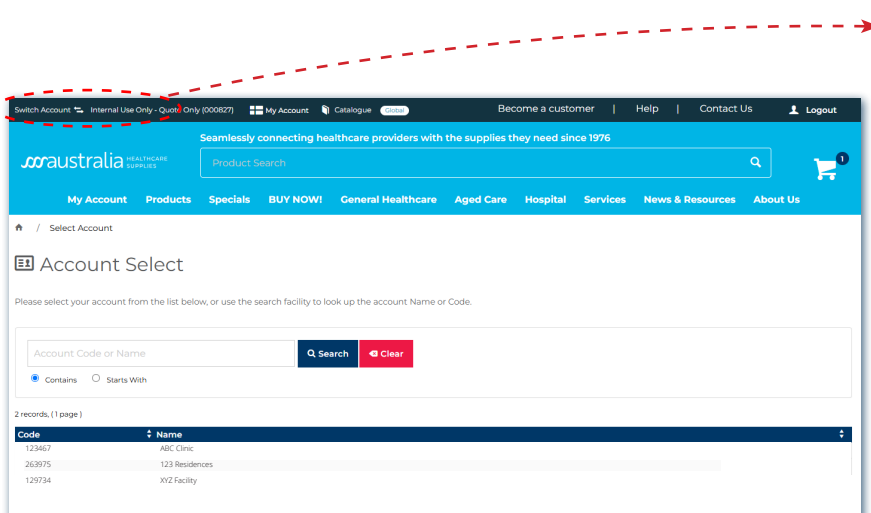
Customers with multiple users and/or multiple sites will be able to nominate an account administrator. The account administrator will be able to

- Set approval and approver limits for other users,
- Add new users,
- Edit user information like name and email address

Cost Centre Code	Name
Modify : New : Delete	
0 records (1 page)	

E.g. Managing user order, requisition and approval limits. Add a limit that the user is able to approve for other users. Add your cost centres to the customer account.

## Manage Multiple Customer Accounts (Super Users)



Switch Account ABC Clinic

If you manage multiple SSS Australia customer accounts (e.g. multiple site group), you can now switch between them quickly and easily using the switch account function.

In your order dashboard, you can also view the order history and invoice history for all of the accounts you manage, so it is easy to review for multiple accounts.

**! NB:** If you need to be set up as a super user, please contact your personal account manager.

## Order Compliance

Customers can set approval protocols with two parameters;

1. Budget restrictions
2. Approved product lists

**! NB:** Approvals need to be set up by SSS Australia. Contact your personal account manager if you would like to utilise approvals on your account.

## Budget Restrictions

Budget restrictions can be set up by account administrators in the “User Maintenance” section of the dashboard, or by SSS Australia. There are two types of budget restrictions, Order Value and Requisition Value.

Order Value is how much that user is approved to order without the order needing to go for approval. If the user does not need an order value restriction, set the value to \$999,999.

Requisition Value is the absolute limit a user can order (approval or not). Keep in mind if you set a requisition limit, the user will be denied the ability to send orders over that value for approval, meaning the approver will not even be notified of the order attempt. We recommend using this feature sparingly. If the user does not need a requisition value restriction, set the value to \$999,999.

To set a user up as an approver, you just need to place a value in the Approval Value section that is higher than the users Order Value. This gives customers the ability to set up multiple approvers at different value breaks.

The screenshot displays the 'New User' form in the SSS Australia dashboard. It includes fields for 'User Email Address', 'First Name', and 'Surname'. Below these is a search bar with 'Contains' and 'Starts With' options. A table lists two users with the same email address but different customer codes. The bottom section shows budget restriction settings for a selected user, including 'Order Limit', 'Requisition Limit', and 'Approval Limit', each with a descriptive tooltip.

Users Email Address	Customer Code
<input checked="" type="radio"/> kaityln.topping@sssaustralia.com.au	000827
<input type="radio"/> kaityln.topping@sssaustralia.com.au	000828

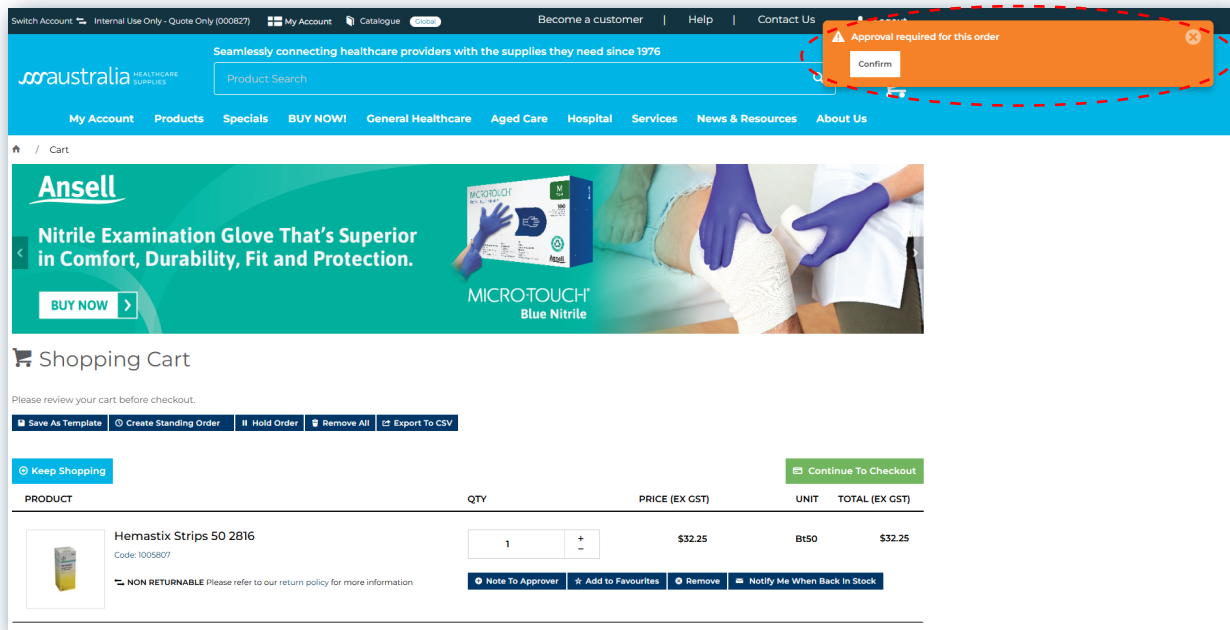
Order Limit: \$1.00  
The maximum dollar amount allowable for the user's orders before approval is required.

Requisition Limit: \$999999.00  
The upper limit dollar amount the user can request for approval on this account.

Approval Limit: \$0.00  
The upper limit dollar amount the user can approve on this account. (Applies only if the Customer uses order approvals.)



## Approval Protocols

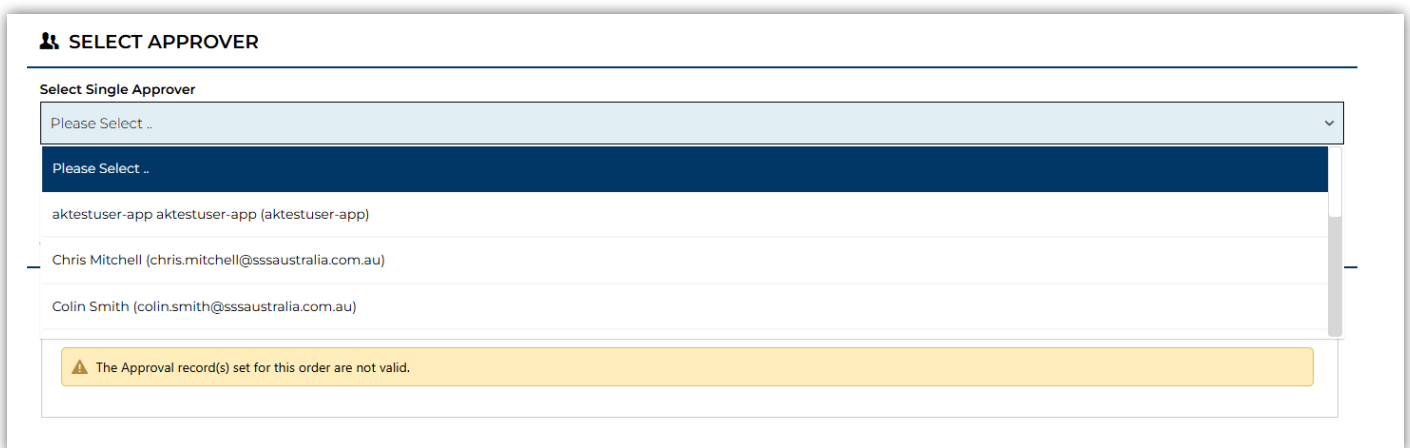


As an orderer, when navigating to your cart to check out you will see a notice at the top right of your screen "Approval required for this order".

This is not an error message, it is just to notify you that the order will need to be submitted for approval.

Once you are ready to check out, in your Cart, click "Continue To Checkout". On the next screen select your delivery address, enter your customer requisition information and then "Continue to Place Order".

Now, at the bottom of the Order Summary screen under the Select Approver header, use the dropdown menu to select the correct approver for you order.



Then click "Process order" to send your order for approval.

## Approval Emails & Dashboard

Approvers will receive an email with the order details. From this email they can directly approve, amend, or reject the order. If they choose to amend the order, the website will open for them to do so and then approve.

In the approvers dashboard, the approver will be able to review, edit and approve (or reject) orders they are responsible for reviewing. The orders will be placed on hold until they have been approved (or edited and approved). Orders requiring approval can be viewed in the dashboard by both the original order placer and the approver.

**ssaustralia** HEALTHCARE SUPPLIES

### Order #134853020 Requires Approval

**Order is over limit and contains non contract item(s)**  
**Order amount: \$155.00**  
**User order limit: \$1.00**




**Entered by:**  
Kaitlyn Topping ([kaitlyn.topping@sssaustralia.com.au](mailto:kaitlyn.topping@sssaustralia.com.au))

**Customer:**  
SSS Australia

**Phone:**  
1800 777 518

**Quick Approval:**  
[Approve Order](#) [Amend Order](#) [Reject Entire Order](#)

#### Order Summary

Item	Qty	Price (ex GST)	Unit	Total (ex GST)
 <a href="#">Surgine II Barrier Pleated Face Mask B60</a> Code: 1010745 <b>THIS IS A NON CONTRACT ITEM</b>	1	\$19.45	B60	\$19.45
 <a href="#">Hoslies Eye Guard Metallic Red</a> Code: 1014510 <b>THIS IS A NON CONTRACT ITEM</b>	1	\$33.40	Each	\$33.40
 <a href="#">Overshoe Cover Nonslip Paper Elastic Blue (non-waterproof)</a> Code: 1024974 <b>THIS IS A NON CONTRACT ITEM</b>	1	\$88.05	C300	\$88.05
Subtotal (ex GST)				\$140.90
Shipping				No Charge
Plus GST				\$14.10
Total (inc GST)				\$155.00

Email Example (approver)

Switch Account Internal Use Only - Quote Only (000827) My Account Catalogue [Logout](#) Become a customer | Help | Contact Us [Logout](#)

Seamlessly connecting healthcare providers with the supplies they need since 1976

Product Search [Cart](#)

[My Account](#) [Products](#) [Specials](#) [BUY NOW!](#) [General Healthcare](#) [Aged Care](#) [Hospital](#) [Services](#) [News & Resources](#) [About Us](#)

Dashboard / Orders Approval

## Order Approval

Below is a list of orders that require approval by you.

Search for Orders [Search](#) [Clear](#) [Print](#)

1 records, (1 page)

Order No.	Order date	Entered By	Your Reference	Total (inc. GST)	Options
134853020	15-Nov-2024	kaitlyn.topping@sssaustralia Acc Code - Internal Use Only - Quote Only		\$155.00	<a href="#">View</a> <a href="#">Approve</a> <a href="#">Reject</a>

Dashboard Example (approver)

# Stocktake Templates

With the help of your personal account manager, you can provide us with your “par value” or desired shelf quantity, and then utilise the stocktake template to input your current stock count. When you add the lines to your cart, the website will calculate the difference between your par value and your current stock holding, and add the result to your cart.

Stocktake Templates

View & Manage your templates

Search Product:

[Return To List](#) [Go To Current Order](#) [Print](#)

### STOCK

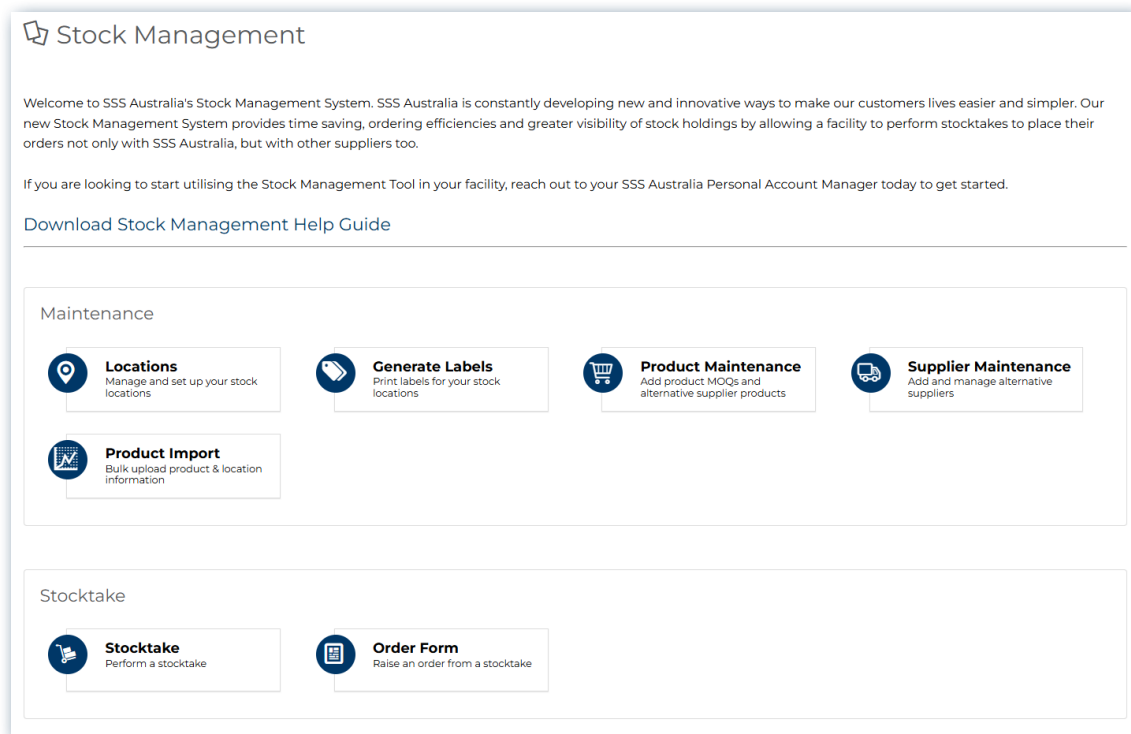
[Undo All Changes](#) [Update](#) [Add All To Cart](#)

Product	Price (ex GST)	Ext. Price (ex GST)	Maximum Count	Current Count
Leukoband Bandages Elastic 7.5cm x 2.75m Code: 1002108 (B12) Enquire Now Qty in cart: 0	\$92.25	\$0.00		Qty + -
Sage Sterile Fenestrated Drapes 50 x 68cm Code: 1006608 (Each) In Stock Qty in cart: 0	\$1.54	\$7.70	5	Qty + -
Celfim Ophthalmic P6 09-0297-03 Code: 1011250 (P6) Enquire Now Qty in cart: 0	\$783.25	\$5,482.75		Qty + -
Heine Lamp Ophthalmoscope 3.5V X-02.88.070 Code: 1013890 (Each) Limited Stock. Order Now! Qty in cart: 0	\$59.45	\$475.60	8	Qty + -
Protexis P/F Latex Sterile Classic Size 9 Code: 14-41973 (B50) Arriving Soon. Order Now! Qty in cart: 0	\$50.00	\$0.00	9	3 + -
<b>Subtotal (ex GST)</b>				\$5,966.05
Plus GST				\$596.61
<b>Total (inc GST)</b>				<b>\$6,562.66</b>

For example, in this scenario the par value is 9, and the stocktake count is 3. When you add the lines to your cart, the quantity will be 6 of this line.

# Stock Management Tool

The stock management menu screen is accessible through your dashboard and 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.

# Time Savers

## Fast Order Entry

Utilise fast order entry in the checkout to quickly add products via search directly to your cart.

Fast Order Entry

Product	Qty	Note To Approver	
<input type="text" value="Search"/>	<input type="text"/> + -	<input type="text" value="Note To Approver"/>	<input type="button" value="Add To Cart"/>

## CSV Order Upload

Using a simple CSV (excel) document that includes the SSS Australia item number and the quantity you want to order, you can upload your order in two simple clicks.

### Order Import

Insert or upload your order data via CSV

**File Upload**

Select file(s) to upload:

or

**Data Import**

Paste CSV data directly into the textbox below following the format: Product Code or APN, Order Quantity.

	A	B	C
1	Item Number	Qty	
2	1094988	2	
3	1006054	2	
4	1017343	3	
5	1182463	1	
6	1010440	1	
7	1010487	1	
8	1017209	3	
9	1211260	1	
10	1200712	1	
11	1238228	1	
12	1105016	1	
13	1002888	1	
14	1297600	10	
15	1050974	1	

# Payments

Our website has a secure payment gateway, meaning you don't need to provide us with your credit card information over the phone, or have us keep your details on file in order to make credit card payments.

## Pay for your orders by credit card online

If you have a pay up front account with SSS Australia, you can pay for your orders via secure payment gateway at the time of placing your order. Please contact SSS Australia to set this functionality up on your account.

If you have trading terms with SSS Australia, we can provide the functionality that allows you to choose to pay for orders by credit card or by placing the order on your account at the time of check out.

## Pay for your invoices by credit card online

Date	Invoice #	Due Date	Invoice Amount	Owing	Payment Amount	
03/10/2024	SI0106535	30/11/2024	\$88.00	\$88.00	\$88.00	<input checked="" type="checkbox"/> Pay
08/10/2024	SI0107091	30/11/2024	\$279.24	\$279.24	\$0.00	<input type="checkbox"/> Pay
08/10/2024	SI0107114	30/11/2024	\$31.90	\$31.90	\$0.00	<input type="checkbox"/> Pay
09/10/2024	SI0107235	30/11/2024	\$8.36	\$8.36	\$0.00	<input type="checkbox"/> Pay
11/10/2024	SI0107967	30/11/2024	\$588.27	\$588.27	\$0.00	<input type="checkbox"/> Pay
14/10/2024	SI0108916	30/11/2024	\$81.54	\$81.54	\$0.00	<input type="checkbox"/> Pay
16/10/2024	SI0109661	30/11/2024	\$156.30	\$156.30	\$0.00	<input type="checkbox"/> Pay
17/10/2024	SI0110119	30/11/2024	\$187.00	\$187.00	\$0.00	<input type="checkbox"/> Pay
22/10/2024	SI0110947	30/11/2024	\$448.41	\$448.41	\$0.00	<input type="checkbox"/> Pay
28/10/2024	SI0112458	30/11/2024	\$69.43	\$69.43	\$0.00	<input type="checkbox"/> Pay
28/10/2024	SI0112460	30/11/2024	\$11.18	\$11.18	\$0.00	<input type="checkbox"/> Pay
05/11/2024	SI0114806	30/12/2024	\$498.84	\$498.84	\$0.00	<input type="checkbox"/> Pay
05/11/2024	SI0114807	30/12/2024	\$168.45	\$168.45	\$0.00	<input type="checkbox"/> Pay
05/11/2024	SI0114808	30/12/2024	\$218.90	\$218.90	\$0.00	<input type="checkbox"/> Pay
05/11/2024	SI0114809	30/12/2024	\$21.80	\$21.80	\$0.00	<input type="checkbox"/> Pay
15/11/2024	SI0117202	30/12/2024	\$709.22	\$709.22	\$0.00	<input type="checkbox"/> Pay

**Total Payment Amount** **\$88.00**

SSS Australia customers can pay their invoices by credit card on our website.

If you would like to utilise this functionality to pay your invoices this way, contact your Personal Account Manager to request this on your account.

# Documentation

News & Resources → Documentation

Search for "Product Documentation" including Manuals, Diagrams, MSDS, Sizing Charts & Application Listings by Product Number, Title, Size or another descriptor.

## Product Documentation

Search for 'Product Documentation' including Manuals, Diagrams, MSDS, Sizing Charts & Application Listings by Product Number, Title, Size or another descriptor.

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**Alconox Detergent Powder 1.81kg 4lb**  
1000130



**Algerbrush II Rust Ring Remover with 1mm Burr Complete**  
1000159



**Algerbrush Spare Burr 1mm**  
1000168



**Hypnovel General 5mg 10 x 1ml SM**  
1000210



**Marcain Plain 0.5% 5 x 10ml SM**  
1000391

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