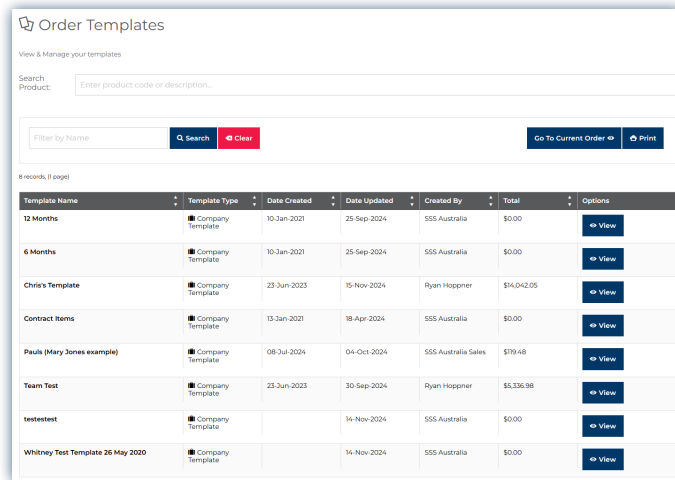


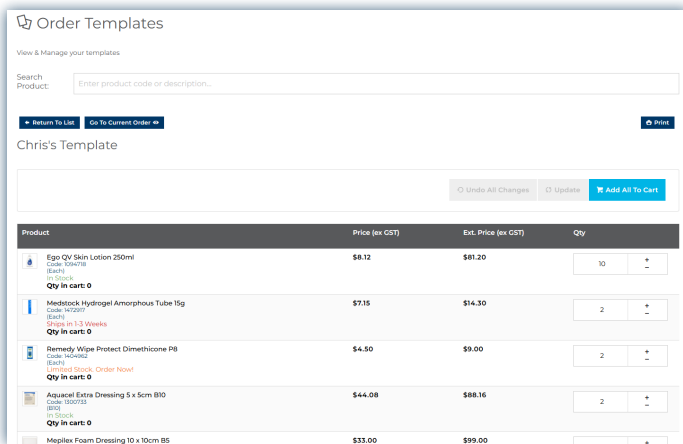
Ordering

Order Templates

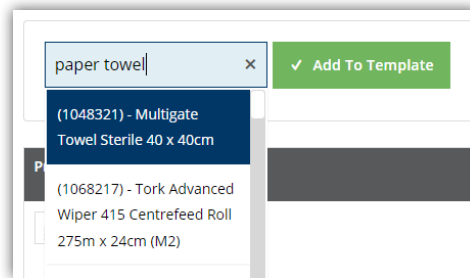


View, manage, create and edit order templates straight from your dashboard.

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

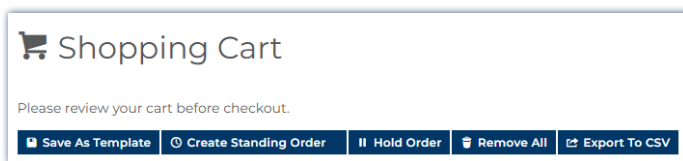


! Quickly search for and add new products straight from the template. (Only on user made templates)



- 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"/>

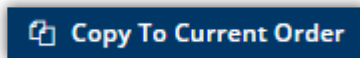
Search your entire SSS Australia order history using a number of different fields.

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 NON RETURNABLE 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

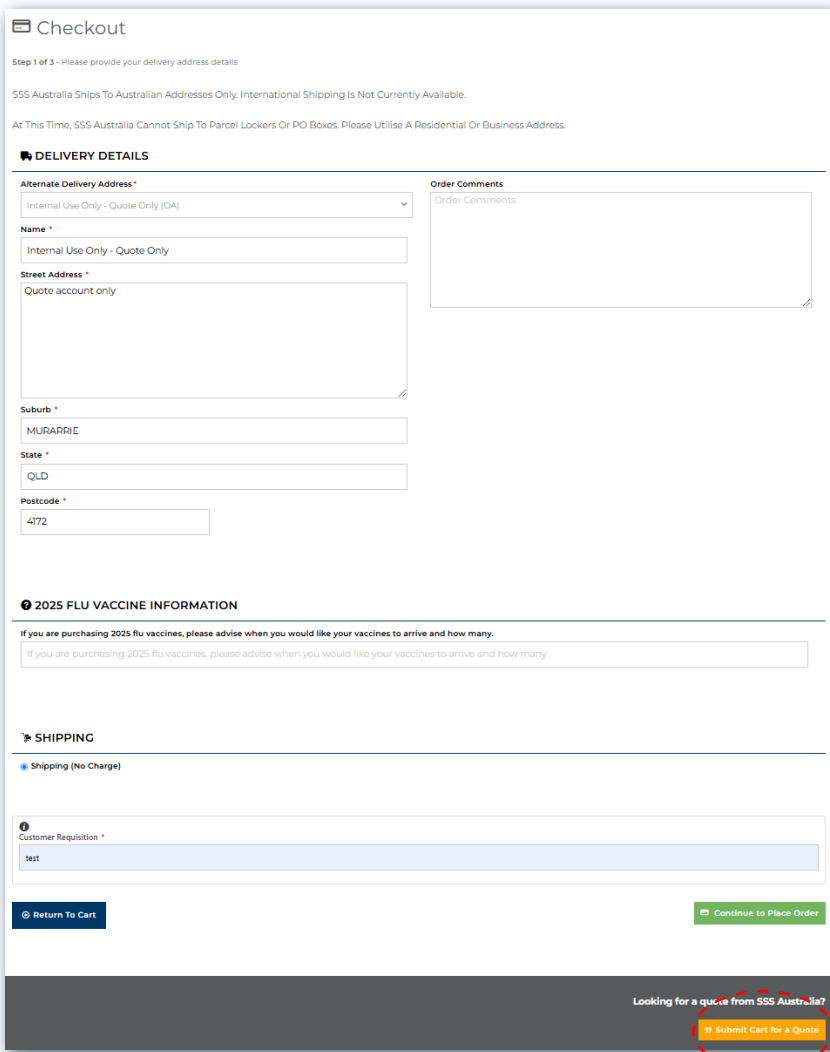
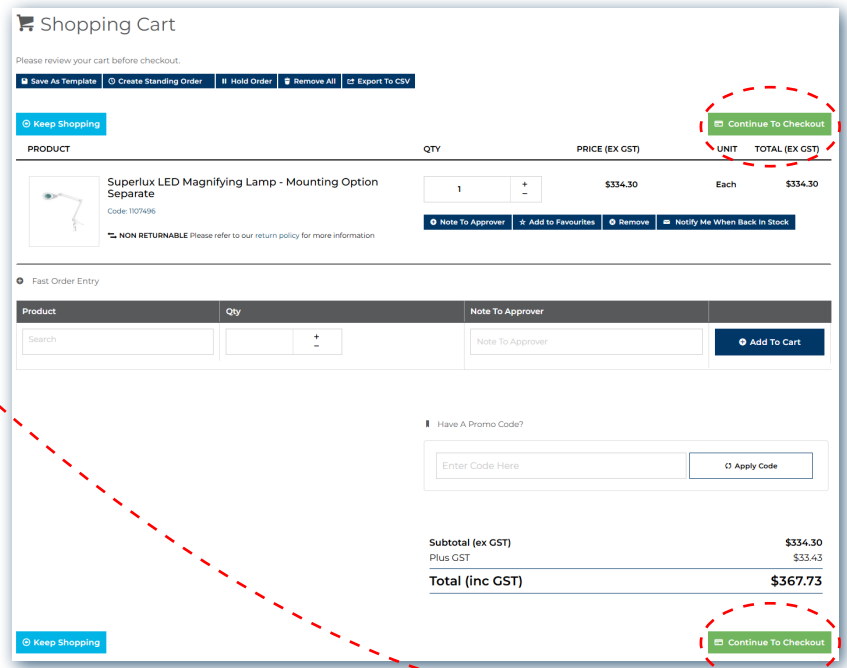
Orders on hold, ready to be placed

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”.



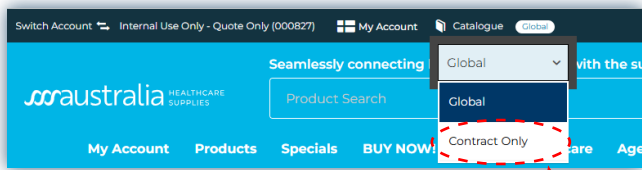
On the next page, you need to input or confirm your shipping information and add any comments to the order.

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

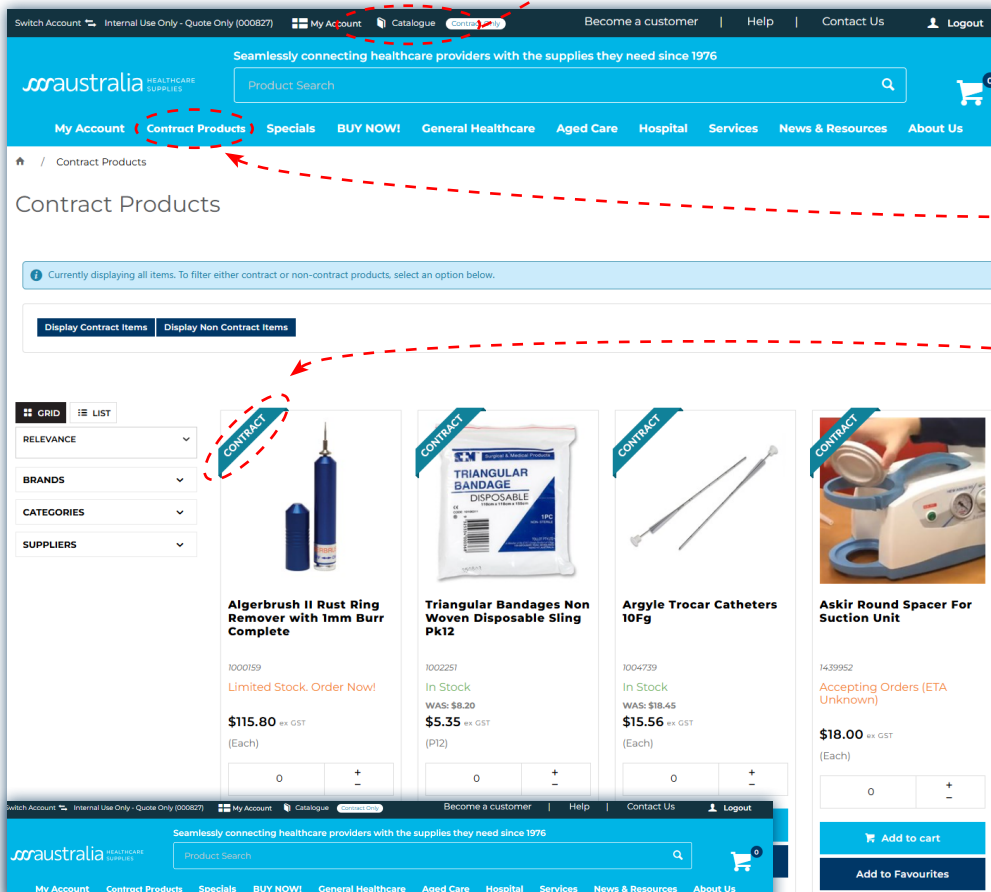
You can review your quotes in your dashboard under “Orders and Quotes”.

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.

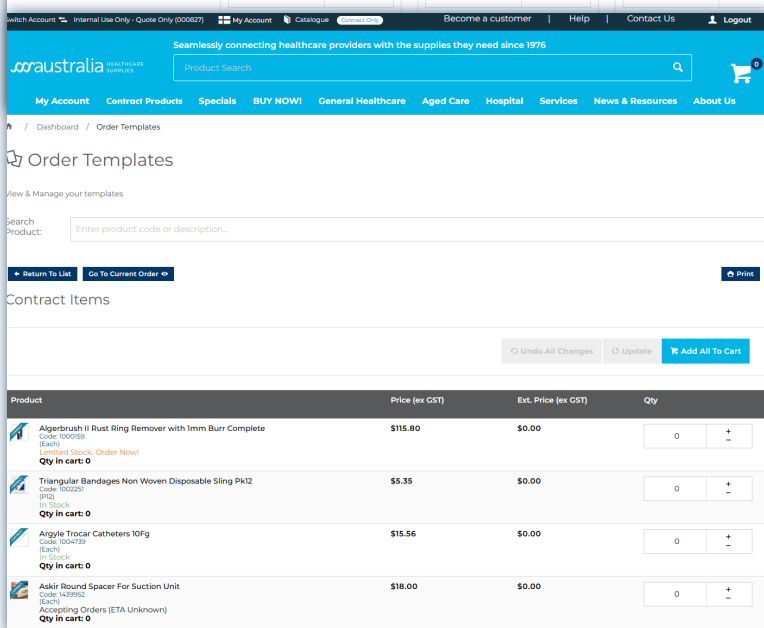


You can switch between the full SSS Australia catalogue and your custom catalogue with an easy drop down accessible at any time



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 dark blue callout box with a clock icon and the text 'Create Standing Order'.

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:

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

- Standing Order Name**: Text input field.
- CC Users**: Text input field for a semi colon separated list of email addresses.
- Shared Order**: Checked checkbox.
- Recurrence Pattern**: Radio buttons for Daily, Weekly, Monthly (selected), and Yearly. The Monthly option is configured as 'Day 7 of every 1 month(s)'. There is also an option for 'The first Thursday of every 1 month(s)'.
- Range Of Recurrence**: Radio buttons for 'No end date' (selected), 'End after: 10 occurrences', and 'End by: 08/03/20...'.

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

The dashboard shows a table of standing orders with the following data:

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