

Web User Manual



 **EBOS**
HEALTHCARE

ESSENTIAL TO HEALTH

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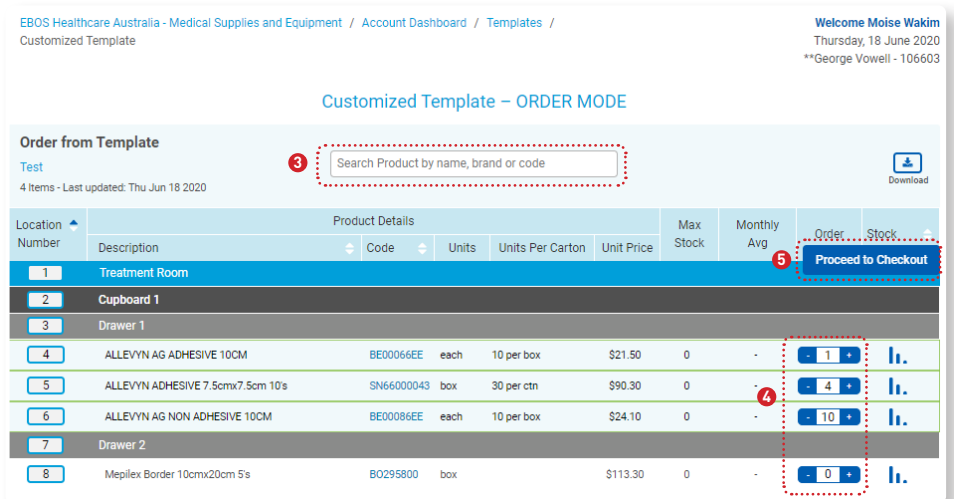
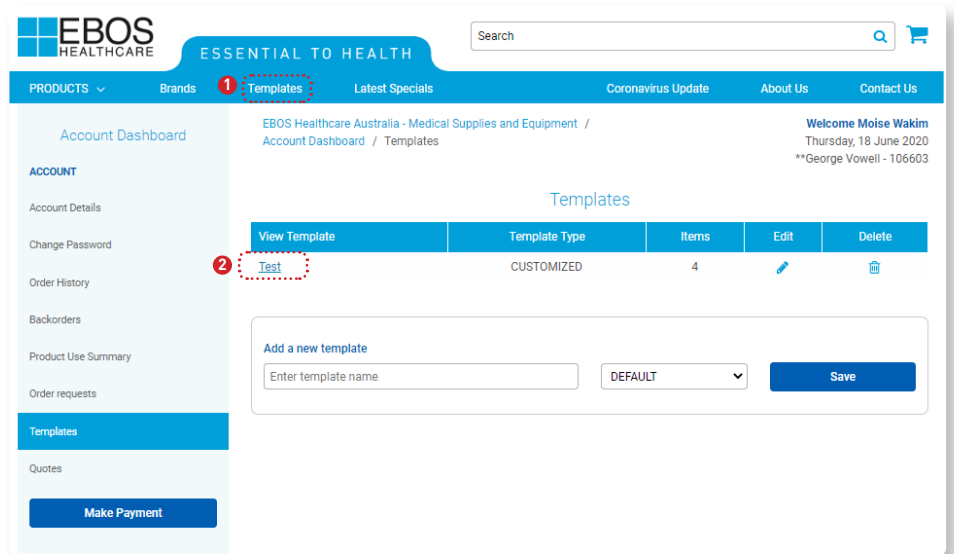
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Ordering from a template

How to Order

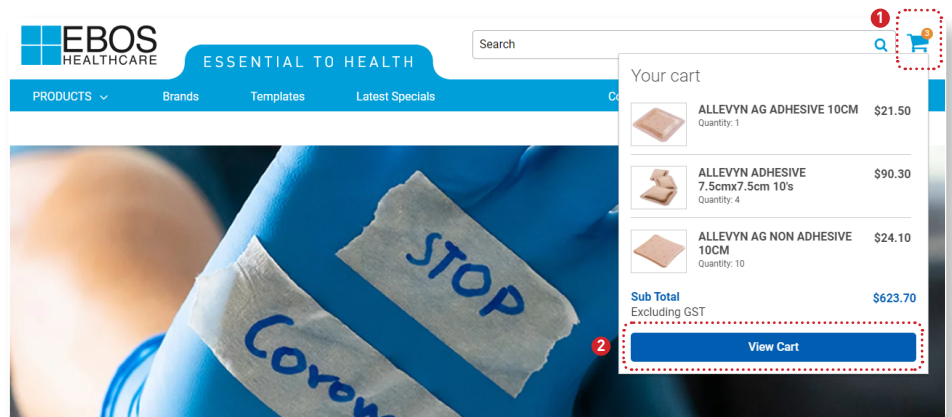
1. Select "Templates" from the Header of the website
 2. Click on the name of template you would like to order from.
 3. The best and fastest way to search for products is by using the search bar that says "Search Product by name, brand or code".
 4. Increase the quantity per product in the template.
 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 ebosonline@ebosgroup.com.au for assistance.




Building Your Shopping cart

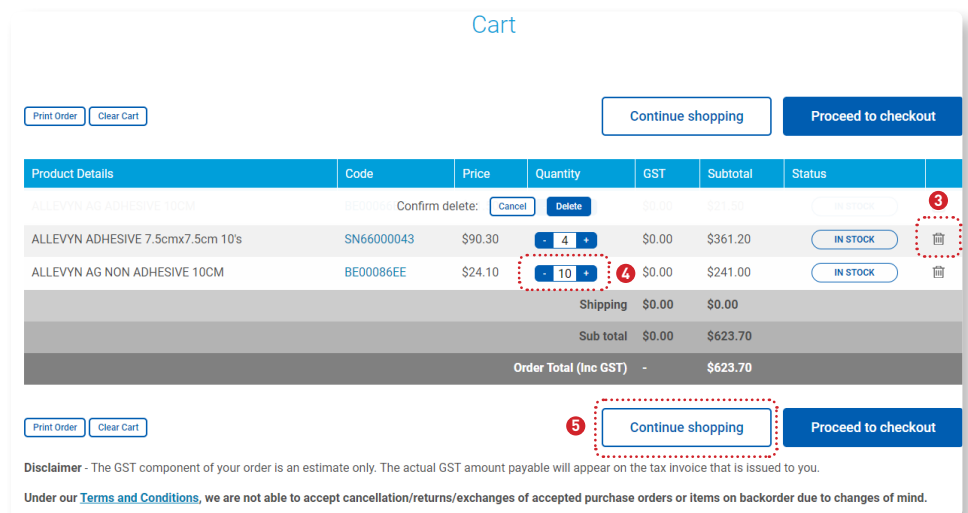
Your shopping Cart can be built by searching products via the brand, category or quick search functions. You may also add to your cart from existing templates you have set up.

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

1. 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.
2. To delete product, click on the rubbish bin icon,  and confirm you want to delete.
3. 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.
4. 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

**George Vowell
1 Cobb Rd
MOUNT ELIZA, 3930

Billing Address

Moise Wakim
**George Vowell
1 Cobb Rd
MOUNT ELIZA, 3930

Contact & Order Details

Purchase Order Number

Contact Name

Contact Phone

Instructions

On Account
 Pay Online

Dear Customer,

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

Order Details

| Product Information | Code | Supplier Part | Price | Qty | GST | Subtotal |
|-------------------------------------|----------|---------------|--------|-----|---------------|---------------|
| Red Seal Propolis & Honey Soap 100g | 28510020 | 24032 | \$1.02 | 1 | \$0.15 | \$1.02 |
| Package and Handling Fee | | | | | \$0.00 | \$0.00 |
| Sub Total | | | | | \$0.15 | \$1.02 |
| Order Total (inc GST) | | | | | | \$1.17 |

Delivery Details
Sufiyan Anwar Staff Purchase Account
TO BE COLLECTED

Contact and Order Details
Web Order Reference : 4356438
Order Date : 5/9/2018
Delivery Instructions :
Contact Name :
Contact Phone :

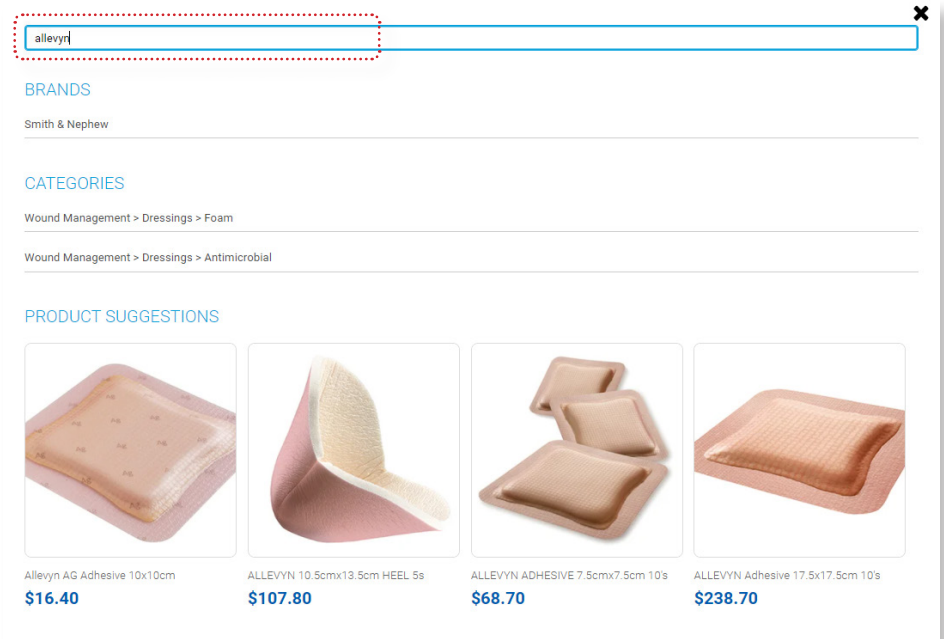
Disclaimer - The GST component of your order is an estimate only. The actual GST amount payable will appear on the tax invoice that is issued to you.

Search Bar

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

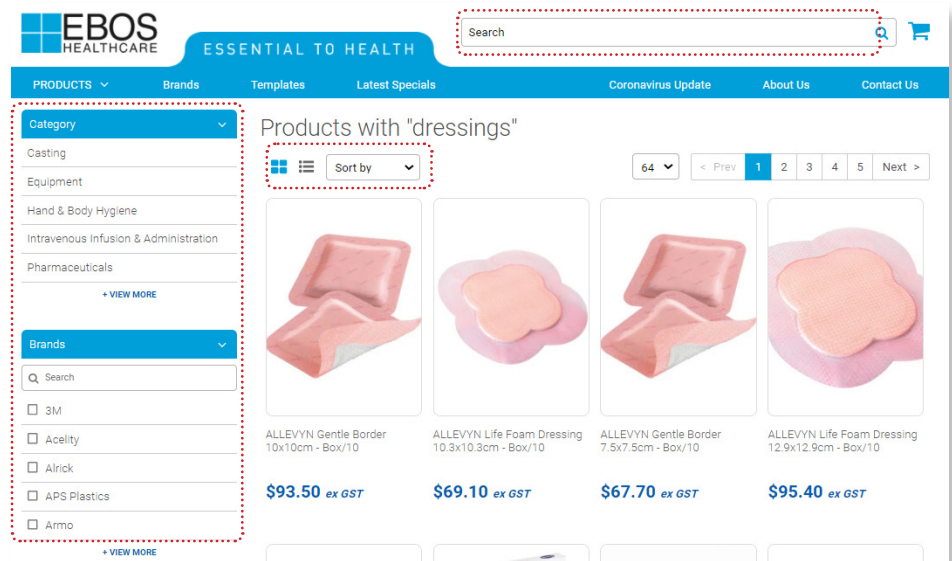


Results Page

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

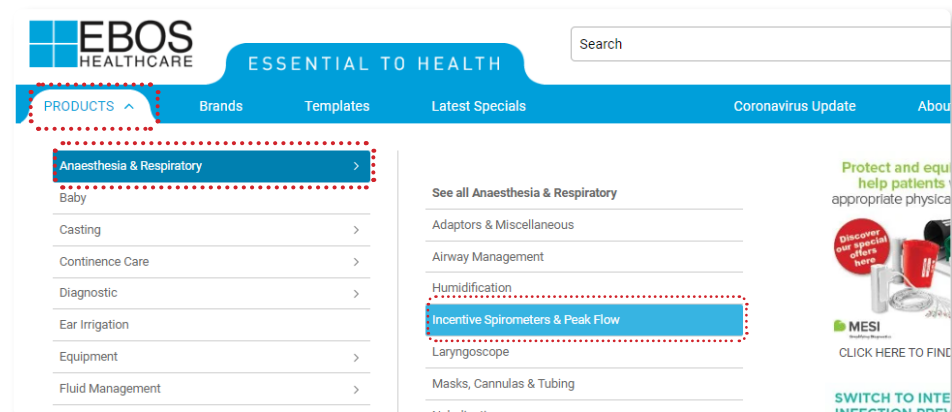
- Refine your search by selecting
- Category
- Brand
- Grid or list view
- Sort By

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.**



Browse by Brand

At the top of your browser you will see “Brands” You can browse products according to the brand of your choice.

- You can choose a Brand by clicking on the logo.
- A list of brands are also available in alphabetical order.

The screenshot shows the EBOS Healthcare website interface. At the top left is the EBOS Healthcare logo with the tagline 'ESSENTIAL TO HEALTH'. A search bar is located at the top right. Below the logo is a navigation menu with options: PRODUCTS, Brands (highlighted with a red dashed box), Templates, Latest Specials, Coronavirus Update, About Us, and Contact Us. The main content area features a large banner with the heading 'EBOS Healthcare Brands' and a sub-heading 'EBOS Healthcare represent some of the world's largest medical brands including Cardinal Health, MESI, Optimum Medical, Soehnle and Vernacare.' Below this is a section titled 'EBOS Partner Brands' which contains a carousel of logos for AIRPAL, CardinalHealth, and SC Johnson PROFESSIONAL. Underneath is a 'Browse Our Brands' section with a 'Quick filter' dropdown menu showing letters A through Z and 0-9. At the bottom of the page, there are logos for 3M, Abbott, AIRPAL, and Ansell.



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

EBOS HEALTHCARE ESSENTIAL TO HEALTH

Search  

PRODUCTS ▾ Brands Templates Latest Specials Coronavirus Update About Us Contact Us

Account Dashboard

EBOS Healthcare Australia - Medical Supplies and Equipment / Account Dashboard

Welcome **Moise Requestor**
Thursday, 18 June 2020
Lansdowne Gardens Dr P Walker - 56689

ACCOUNT

- Account Details
- Change Password
- Order History
- Backorders
- Product Use Summary
- Order requests
- Templates

Make Payment

Account Details

Change Password

Make Payment

Order History

Backorders

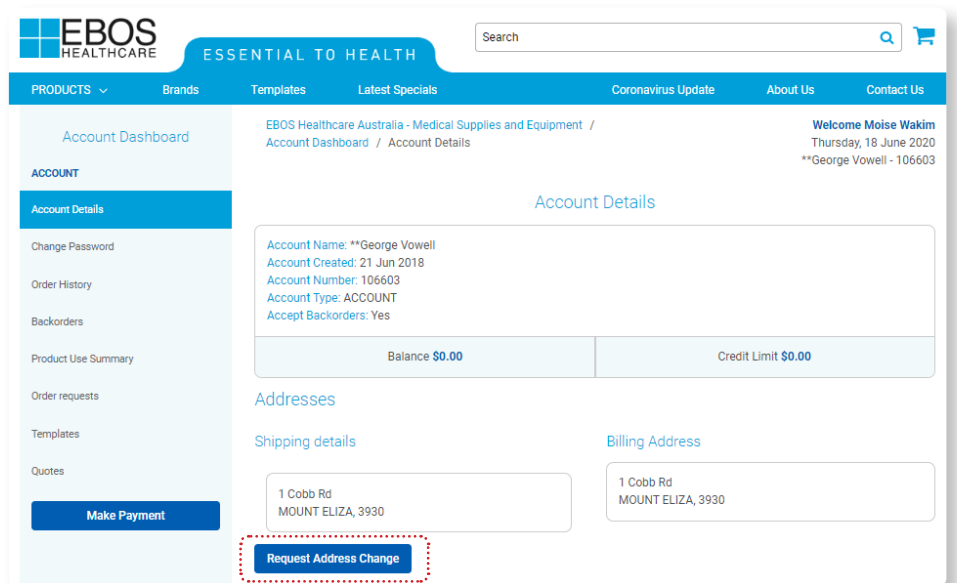
Product Use Summary

Order requests

Templates

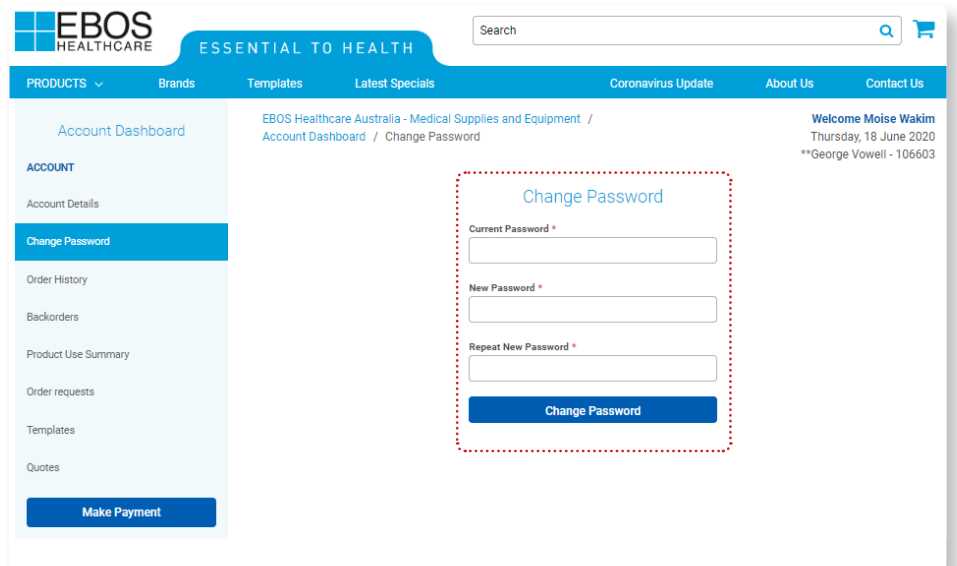
Account Details

- 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 EBOS.
- You can update your address by clicking on the ‘Request Address Change’ tab.



Changing Your Password

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

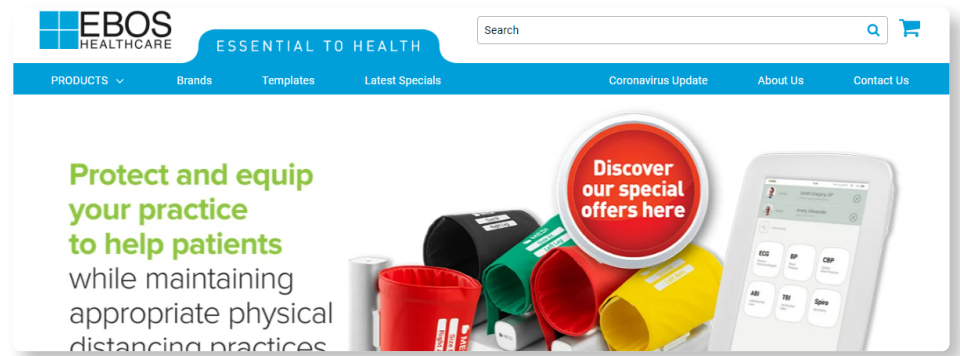


Contact Us

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

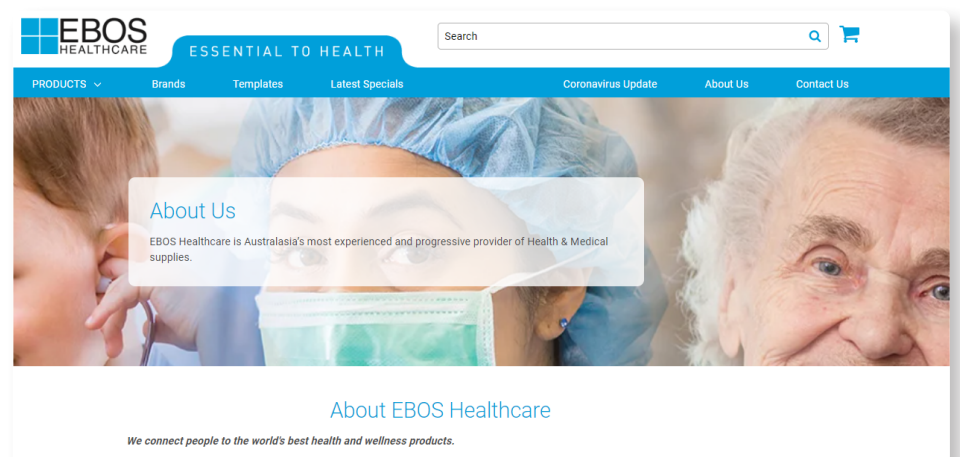
Following Enquiry Types are available:

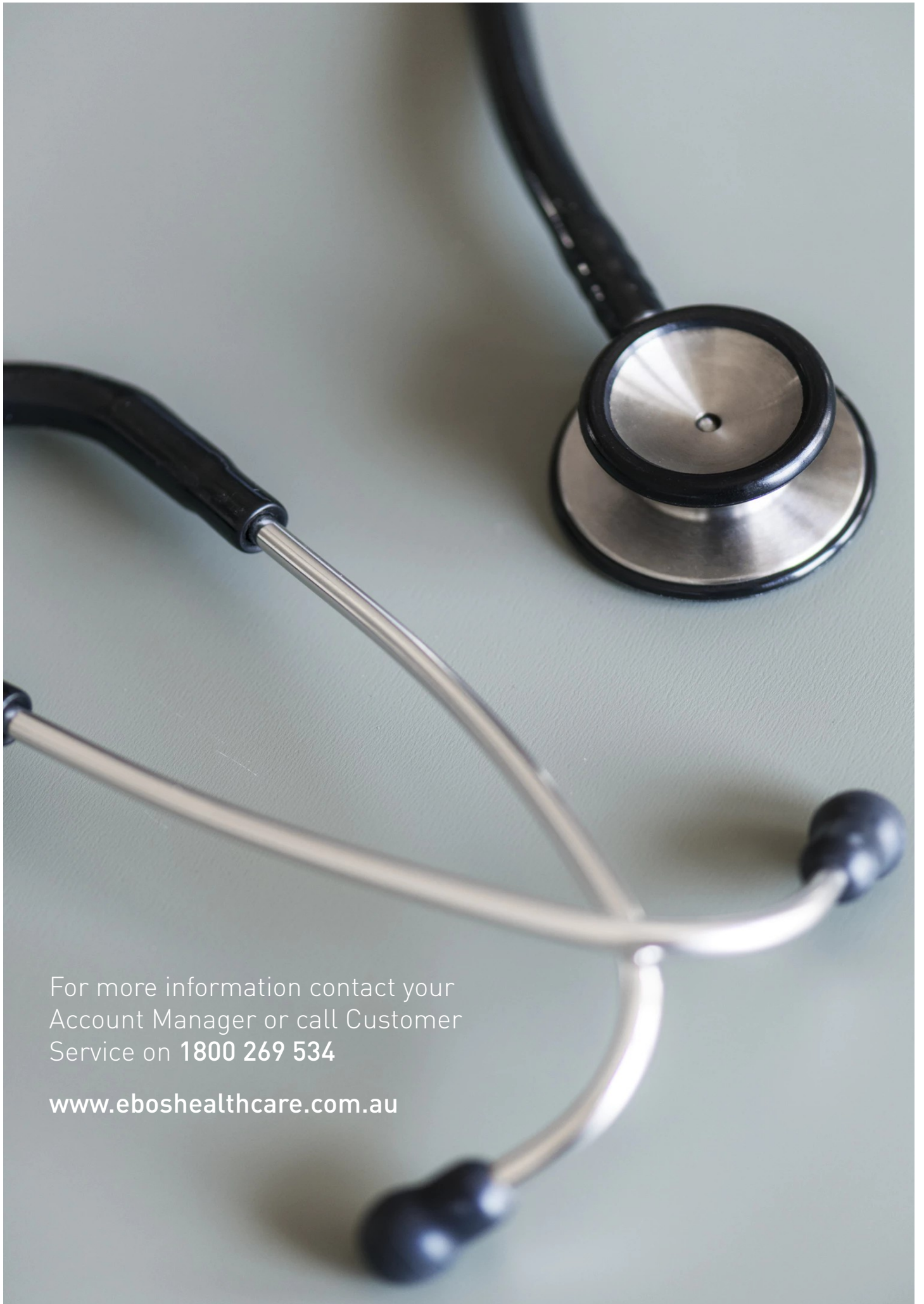
- Order Enquiry
- Account Enquiry
- Product Enquiry
- Registration Enquiry
- Website Feedback



About Us

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





For more information contact your
Account Manager or call Customer
Service on **1800 269 534**

www.eboshealthcare.com.au



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