



Order Approver

Online User Manual

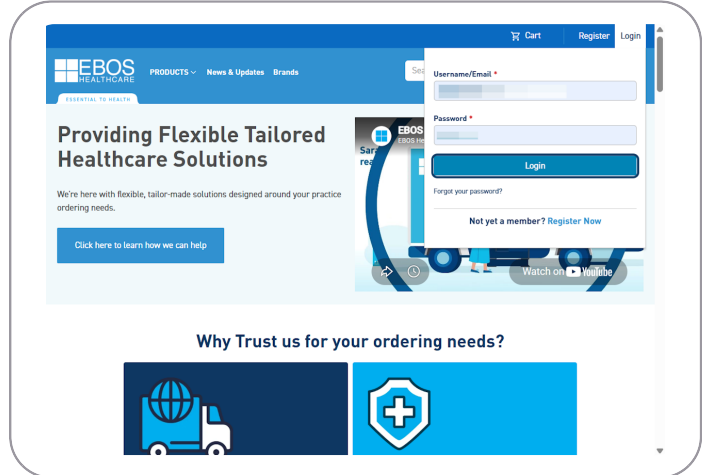


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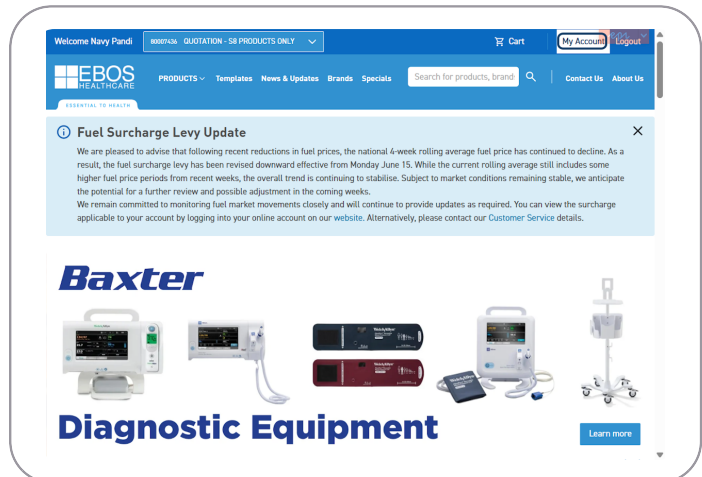
1 Go to www.eboshealthcare.com.au

2 Login with your username and password.

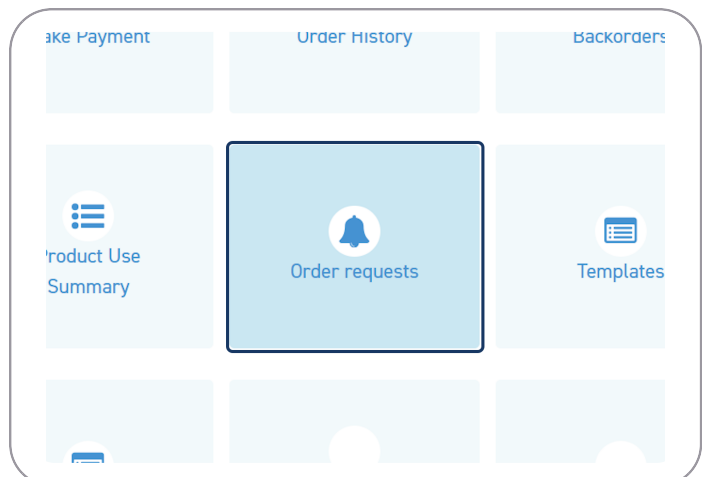
If applicable, select account name of the organisation that has the order waiting for your approval (or select the Centre/Clinic/Site).



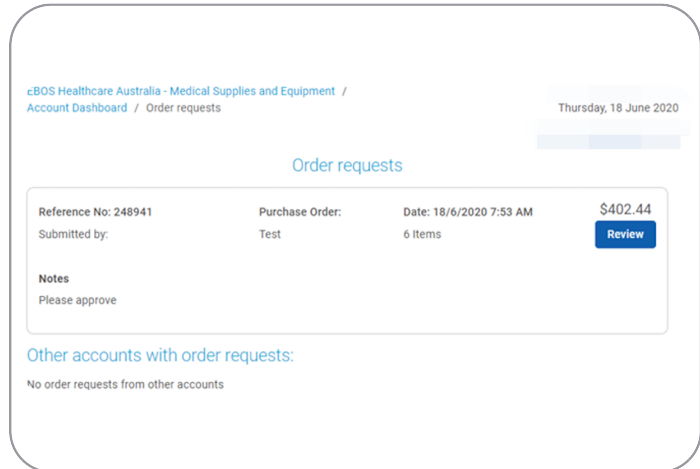
3 Click on My Account



4 Click on Order requests

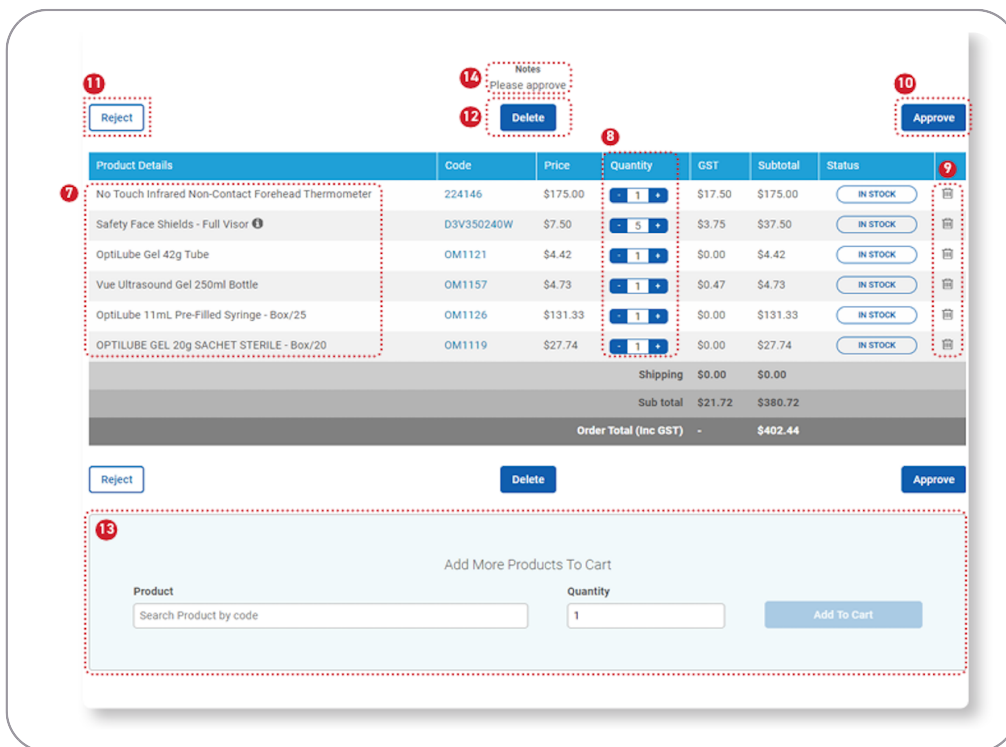


5 Find the order you would like to approve and click 'Review'

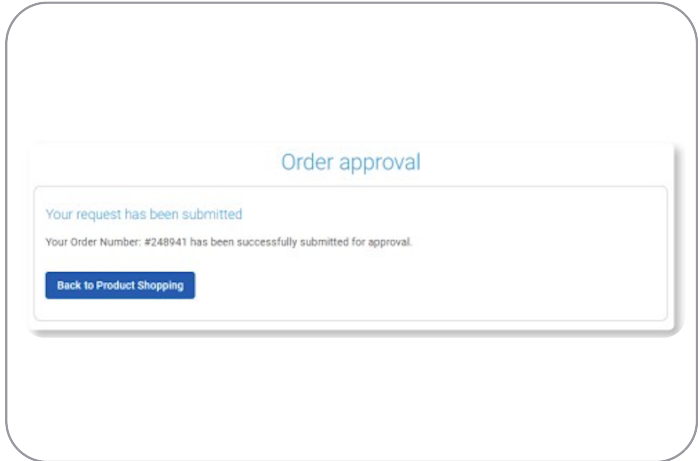


6 This is the expanded version of your cart

1. Ensure all Products are in the cart
2. Adjust the quantities.
3. Delete products.
4. Approve the order and it will be sent to us.
5. Reject the order and it will sent back to the requester.
6. Delete the order and it will be deleted
7. Add products to the cart if you need to add something else,
8. Notes from the requester will be shown here.

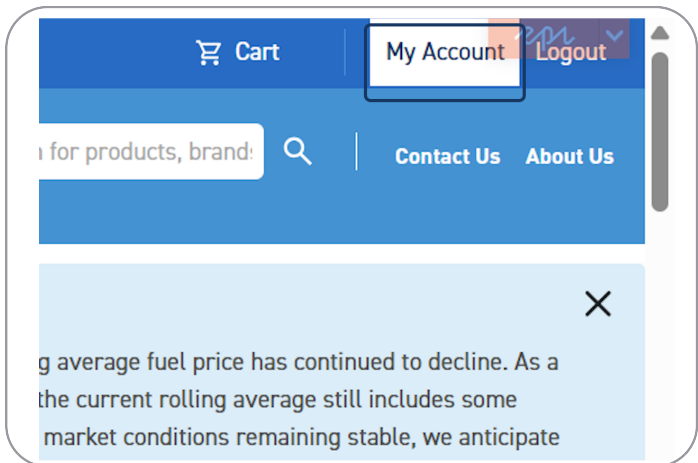


- 7 Email Order Confirmation
A copy of your order confirmation will be emailed to you and the requester if you approve, reject or delete the order.



Order Rejection - Approver

- 8 Click on My Account



- 9 Click on Order requests



10 Find the order you would like to review

Order requests

Reference No: 249288	Purchase Order: testing	Date: 19/6/2020 2:55 AM	\$173.06
Submitted by: Requestor test		4 Items	Review

Notes
reject order

11 Reject Order

If the order needs to be rejected and sent back to the requester, click 'Reject'

Notes
reject order

[Reject](#)
[Delete](#)
[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
ACCU-CHEK PERFORMA STRIP - Box/100	BM4948874	\$65.90	1	\$0.00	\$65.90	IN STOCK
AERFLO NEB KIT ADULT	BIA1631EE	\$5.54	1	\$0.00	\$5.54	IN STOCK
Otoscope Specula Disposable 2.75mm	WL52432-UJ	\$4.29	1	\$0.43	\$4.29	IN STOCK
SAFE-T-PRO LANCETS - Box/200	BMB951	\$85.90	1	\$0.00	\$85.90	IN STOCK
				Shipping	\$1.00	\$10.00
				Sub total	\$1.43	\$171.63
				Order Total (Inc GST)	-	\$173.06

[Reject](#)
[Delete](#)
[Approve](#)

12 Reject Reason

Enter the reason you are rejecting the order, i.e 'wrong brand of otoscope' and click the submit button.

- the requester will then receive and email to notify them the order have submitted for approval has been rejected and they need to review.

Reject Reason

Notes to Requestor

[Submit](#)

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

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

Order Request Rejected

Dear Tasha Tawhai

Order Request Rejected

Dear Customer,

Your order request(s) on <https://www.eboshealthcare.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.

**Adelaide Hills Medical Clinic - 100645

- Reference no #249310, created by Tasha Tawhai, on 19/6/2020 1:27 PM

Rejected By: Order

Notes From Approver: change the order

Purchase Order: testing

Contact Name: Natasha

Contact Phone: 1300457890

Delivery Instructions:

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

- When an order is rejected the requester of the order will get an email to notify them.
- The requester will then:
 - log into the website
 - Click on My Account
 - Click on Order Requests

1. Review the notes that are on why the order was rejected
2. Either edit the order to resubmit or delete it.

Rejected order requests:

Reference No: 249310

Purchase Order: testing

Date: 19/6/2020 3:27 AM

\$169.47

Submitted by: Tasha Tawhai

5 Items

Edit

Delete

Notes

change the order

EBOS Healthcare – Australia

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