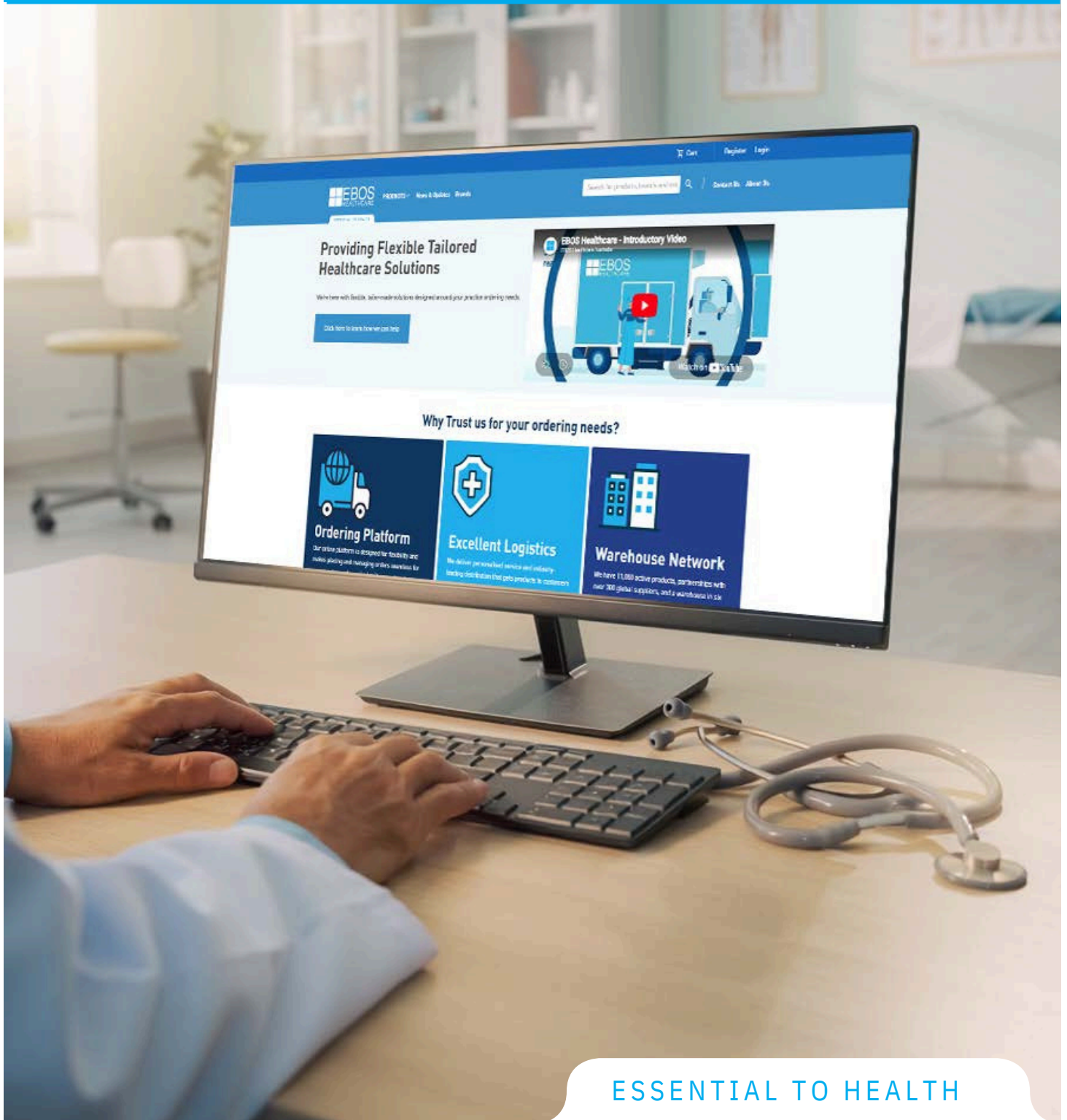




# Order Requester

Online User Manual



ESSENTIAL TO HEALTH

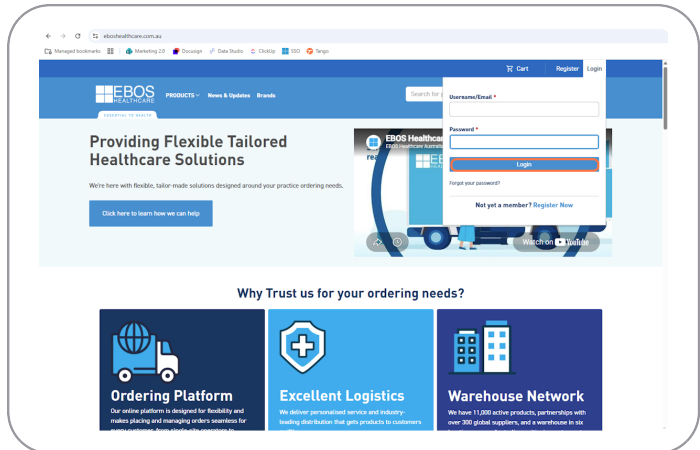


## Order Requester User Manual

1

Log into [www.eboshealthcare.com.au](http://www.eboshealthcare.com.au)

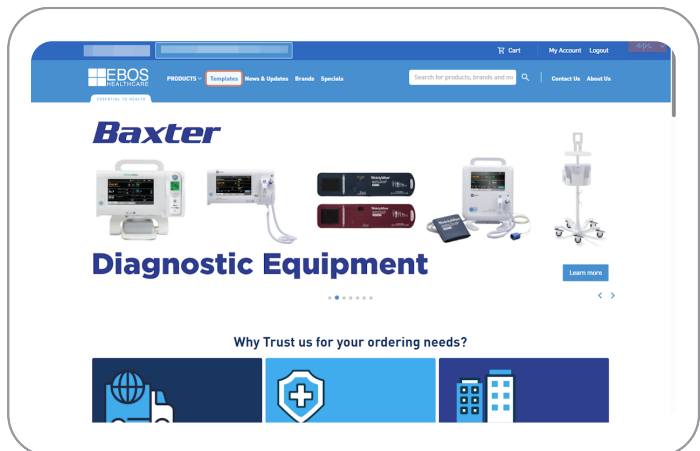
1. Start by going onto [www.eboshealthcare.com.au](http://www.eboshealthcare.com.au)
2. Click on the login button at the top right
3. Enter your registered email address and password.
4. Click 'Login' button



2

To start ordering

1. Please use the dropdown menu above to select your account.
2. Locate the navigation menu at the top of the screen.
3. Click Templates
4. This will redirect you to the Templates page.

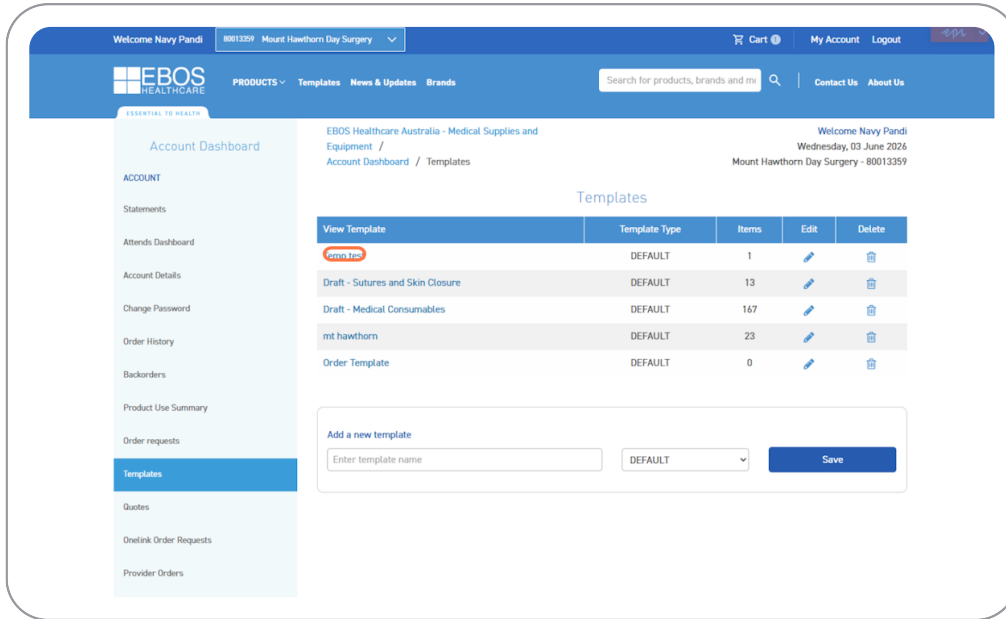


3

Open template you wish to order from

1. Locate your desired template from the template list.
2. Click the template name in the View Template column.
3. The template will open in order mode

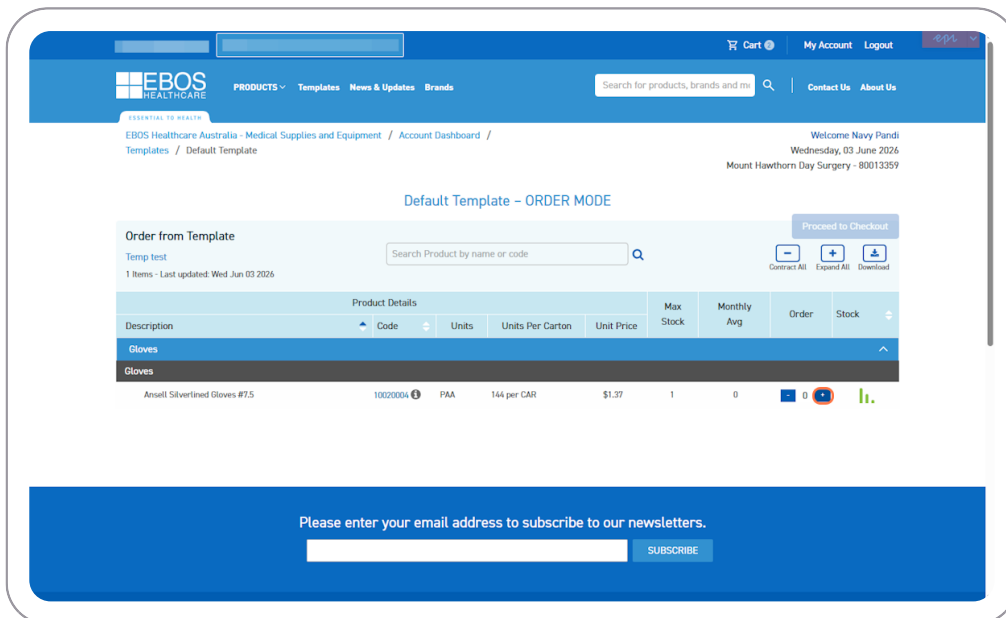
To set up a new template, please refer to Glossary Step 8.



## 4 Add Products to your order

To add a product:

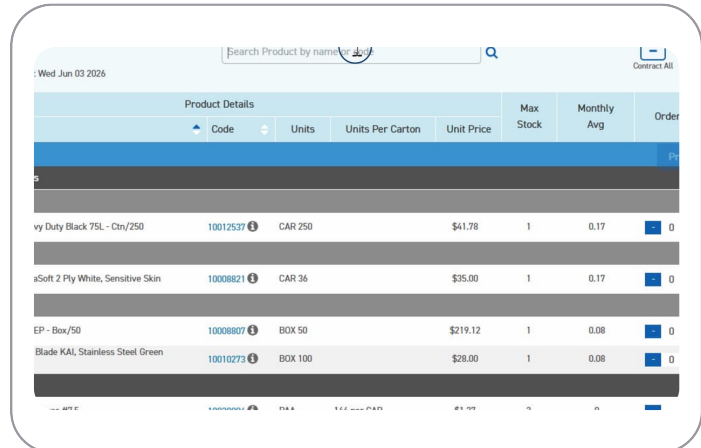
1. Locate the product you would like to order.
2. Enter the required quantity in the order field of applicable.
3. Click the '+' button in the order column
4. The product will be added to your cart.



5

Search for products using the search bar within the template

1. You can search by product code, keyword, EBOS Code or supplier part number
2. Matching products will be displayed below the search bar

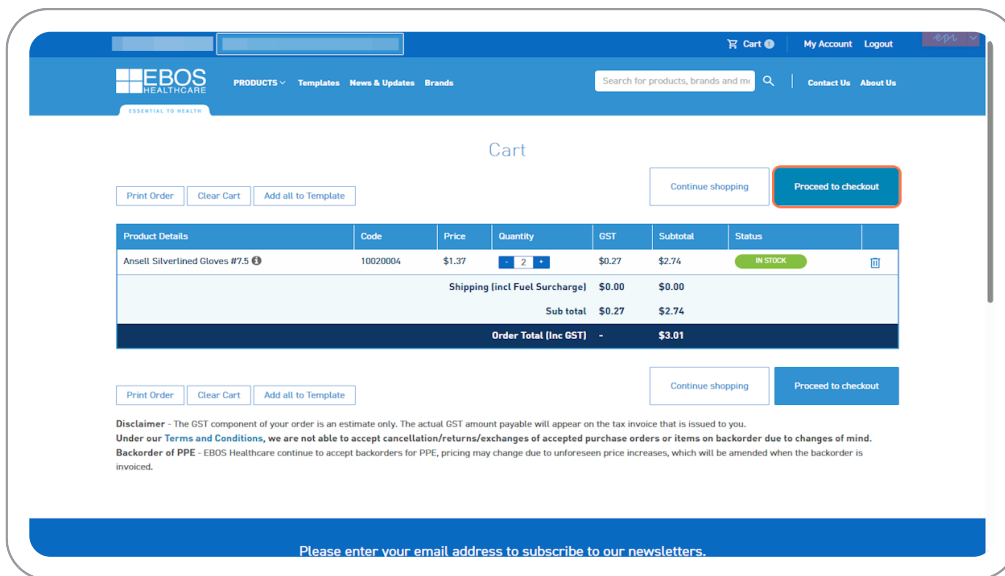


6

Review Cart Contents

Before continuing, review the products that have been added to your cart.

1. confirm the correct products have been added.
2. Verify the quantities are accurate
3. Review the order total
4. Click Request Approval to go to next step



7

Provide notes and details for the approver

Use this screen to provide the necessary order details. All information listed below, including any notes you add, will be forwarded to the Approver:

- Notes to the Approver
- Purchase Order

- Contact Name
- Contact Phone
- Delivery Instructions

Click "Submit Order for Approval" to complete your request.

Order approval

Notes to the Approver

Purchase Order \*

Contact Name \*

Contact Phone \*

Delivery Instructions

Submit Order for Approval

8

### Order submission completion

1. After clicking Submit Order for Approval, a confirmation screen will appear.
2. You will receive a confirmation email, and the account Approver will be notified via email to review the order details.

Order approval

Your request has been submitted

Your Order Number: #248941 has been successfully submitted for approval.

Back to Product Shopping

**EBOS Healthcare – Australia**

2b/300 Victoria St  
Wetherill Park, New South Wales 2164  
PO Box 6071, Wetherill Park, New  
South Wales 1851

Australia  
Telephone: 1800 269 534  
Email: [customerservice@ebosgroup.com.au](mailto:customerservice@ebosgroup.com.au)

PO Box 6071,  
Wetherill Park,  
New South Wales  
1851

Telephone: 1800 269 534  
Email: [customerservice@ebosgroup.com.au](mailto:customerservice@ebosgroup.com.au)

**Internet: [www.eboshealthcare.co.nz](http://www.eboshealthcare.co.nz)**  
**Customer Service Freephone: 0800 105 501**



ESSENTIAL TO HEALTH