

# **CH2** **DIRECT**

## **Customer User Guide** **Hospital** **V1.5**

# Index

Overview .....	3
Creating a New Cash Account .....	3
Enabling an Existing Commercial Account.....	<b>Error! Bookmark not defined.</b>
Enable an Existing Commercial Account.....	5
Logging into CH2 Direct .....	6
Searching for Products.....	8
Quantity Available .....	10
Minimum Quantities.....	10
Product Details .....	11
Placing an Order .....	13
Checkout Screen - Commercial Account.....	14
Checkout Screen – Cash Customer.....	16
Creating a New Order Template .....	18
Creating a Template from an Order .....	21
Amending a Template .....	22
Using a Template to Place an Order .....	25
Export a Template to Excel .....	28
Export an Order to Excel .....	30
Reports.....	31
Viewing Order History .....	34
Settings .....	35
Retrieving a Forgotten Password .....	37

## Overview

This document contains instructions for customers on how to use the CH2 Direct website.

New cash customers who pay by credit card are able to create an account online and receive an email confirming their login details.

Existing commercial accounts can enable their account by providing the account number, contact name, email address and password.

The customer's login ID is the account number or email address if unique to one account. A parent can login and place orders on behalf of multiple child accounts.

The password, email address and contact name can be updated by the customer. Instructions for doing so follow later in this document.

## Creating a New Cash Account

Customers who pay by credit card online can create a CH2 account online. They will receive an email containing their login details within a few minutes and can then login and place orders.

The screenshot shows the CH2 Direct website interface. At the top, there is a navigation bar with the CH2 Direct logo and the text 'CLIFFORD HALLAM HEALTHCARE'. Below this is a search bar with a 'Keyword' field, a 'Search within' dropdown menu, and a 'Go' button. To the right of the search bar is a 'Sort By' dropdown menu set to 'Product'. The main content area is divided into two columns. The left column contains a 'Web ordering system - Simple, Intuitive, Fast' section with a link to a brochure, a search prompt, and contact information for setting up a CH2 Direct account. The right column contains a login section with 'Username' and 'Password' fields, a 'Login' button, and a 'Forgotten your password?' link. Below the login section are two buttons: 'Create a New Cash Account' and 'Enable an Existing CH2 Commercial Account'. At the bottom of the page, there is a footer with links to 'CH2 Privacy Policy', 'Terms and conditions of sale', 'CH2', '1300 720 274', 'marketing@ch2.net.au', 'copyright 2012', and 'web design image / ben fitzhardinge'.

Select 'Create a New Cash Account'

**CH2 DIRECT** CLIFFORD HALLAM HEALTHCARE

### Cash Account Creation

**Cash account**  
Offers immediate account creation for ordering, with payments via credit card only. Suitable for those who prefer to shop online, rather than phoning or faxing an order to our customer service team, or for adhoc purchases.

**Commercial account**  
An account that is subject to specific trading terms, which generally offers credit facilities and multiple payment methods. These accounts offer greater flexibility and may be better suited to those with requirements for larger or more frequent purchases.

Business / Personal name \*  ?

Contact Name  ?

Bus/Home Phone  ?

Mobile

Email address \*

Address Line 1 \*

Address Line 2

Postcode \*  and Suburb

Delivery option

Packaging option

Password \*

Verify Password \*

\* Indicates a required field  
No fields may contain the following characters < > # \* " ; % & , ( or )

☐ I agree to receive marketing material

The fields marked with \* are required fields and must contain data. The contact name is not required but is used to mark emails to the attention of this person.

Complete all required fields and click **Submit**.

An email containing the account number and login details will be sent within a few minutes. The customer can then login and place an order.

## Enable an Existing Commercial Account

Customers who currently have a commercial account with CH2 can create a CH2 Direct login and place orders online.

The screenshot shows the CH2 Direct website interface. At the top, there's a navigation bar with the CH2 Direct logo and Clifford Hallam Healthcare name. Below this is a search bar with fields for 'Keyword', 'Search within', 'Category', 'Sub Category', and a 'Go' button. A 'Sort By' dropdown is set to 'Product'. The main content area is titled 'Web ordering system - Simple, Intuitive, Fast' and provides instructions on how to use the system. On the right, there's a login section with fields for 'Username: (your account number or email address)' and 'Password:', along with a 'Login' button and a 'Forgotten your password?' link. Below the login section, there are two buttons: 'Create a New Cash Account' and 'Enable an Existing CH2 Commercial Account'. A note mentions that for new customers paying by credit card, they should use the 'Enable an Existing CH2 Commercial Account' button. Another note states that existing CH2 account holders can use the same button to enable their account. A footer at the bottom contains links to 'CH2 Privacy Policy', 'Terms and conditions of sale', 'CH2', '1300 720 274', 'marketing@ch2.net.au', 'copyright 2012', and 'web design image / ben ftzharding'.

Select 'Enable an Existing CH2 Commercial Account'.

The screenshot shows the 'New Account' page in a Windows Internet Explorer browser. The page is titled 'Please enter your existing CH2 Account number'. It features two columns: 'Cash account' and 'Commercial account'. The 'Cash account' column describes immediate account creation for ordering. The 'Commercial account' column describes an account subject to specific trading terms. Below these descriptions are input fields for 'CH2 account number', 'contact name', 'email address', 'password', and 'verify password'. A 'submit' button is at the bottom. A note indicates that fields marked with an asterisk are required and lists disallowed characters.

All fields are mandatory. The password must be at least 6 characters and contain at least one numeric.

Complete all fields and click **Submit**.

An email containing the customer's login details will be sent within a few minutes. The customer can then login and place orders.

## Logging into CH2 Direct

**CH2 DIRECT** CLIFFORD HALLAM HEALTHCARE

Home

Keyword  Search within  Category  Sub Category  Go Sort By

**Web ordering system - Simple, Intuitive, Fast**

For more details on CH2 Direct please refer to the [brochure](#)

Browse our catalogue above and search for the products you want. Pricing, availability and ordering is available only once logged in.

To setup a CH2 Direct account,

- Please contact your Business Development Manager,
- Or the CH2 Accounts Department at [chaccounts@ch2.net.au](mailto:chaccounts@ch2.net.au) or call 03 9554 0490 (quoting your customer number)

**ch2.net.au**

Our New Look Website, Your Complete Healthcare Solution

**Hospital Primary Care Aged & Community Care Vet**

Username:  (your account number or email address)

Password:

[Forgotten your password?](#)

For new customers who will pay by credit card

For existing CH2 account holders who wish to enable their account

We regret that we can only supply customers within Australia

CH2 Privacy Policy | Terms and conditions of sale | CH2 | 1300 720 274 | [marketing@ch2.net.au](mailto:marketing@ch2.net.au) | copyright 2012 | web design image / ben fitzhardinge

Enter your customer number or email address in the Username Field  
Enter your password and click **Login**.

**CH2 DIRECT** CLIFFORD HALLAM HEALTHCARE

Please select your account from the list below.

Account	Account Name / Address	Branch	Backorder Status
999001 CH2 Direct Test Customer	Annette ODea 60 South Park Drive Dandenong South, VIC	310 - Melbourne	Yes
999002 CH2 Direct Test Customer	Annette ODea 60 South Park Drive Dandenong South, VIC	310 - Melbourne	Yes

Logged in as a Parent Account  
CH2 Direct Parent Test AC: 999610

[Logout](#)

When logged in as a parent account, all child accounts are listed for your selection. Only when a child account has been selected, can you perform searches and place orders.

When logged in as a single account, this page will not be displayed.



The CH2 Direct User Guide is available under Documents.

When logged in as a parent account, the child account can be changed here.

## Searching for Products

Products can be found using the following methods:

- Choose a category from the drop down list, click **Go**
- Choose a category and a sub category from the drop down lists, click **Go**
- Use a keyword, click **Go**
- To use a Keywords in conjunction with category and sub category, select , **Search within**, click **Go**
- Keywords can be part of a description and do not require wildcards
- Inclusive search - When searching for supplier part number of 08-888, 08-888NP products will be found.
- Plural search - So that glove finds gloves and vice versa
- Logical and - "nitrile gloves" will return a result where both words appear somewhere together in any searched field.



Check boxes allow you to display:

- Order History
- Only in Stock Lines
- Only Contract lines



**CH2**  
DIRECT

**CH2 HOSPITAL**  
TOTAL HEALTHCARE SUPPLY SOLUTIONS

Home Reports Change Account

Keyword  ☐ Search within  Sub Category  Go Sort By

☒ Show Ordering History ☒ Show Only In-Stock Lines ☒ Show Only Contract Lines

**Gloves**

Page 1

CH2CODE/ GTIN	DESCRIPTION	SUPPLIER PART NO	EX GST PRICE	DRUG SCHED	COLD CHAIN	NON- RETRN	ORDER							
1292399 29310201241511	GLOVE SURGEON LATEX POWDERED 6 GAMMEX ANSELL INTERNATIONAL	4151N	\$77.50 CP BOX 40 GST: Yes				<input type="text" value="1"/> add 1 available							
Feb 1	Mar 10	Apr 3	May 2	Jun 1	Jul 2	Aug 2	Sep 6	Oct 2	Nov 1	Dec 1	Jan 6	MTD 1	Last Date 18/01/12	Open 1
1292437 29310201241559	GLOVE SURGEON LATEX POWDERED 8 GAMMEX ANSELL INTERNATIONAL	4155N	\$75.00 CP BOX 40 GST: Yes				<input type="text" value="1"/> add 27 available							
Feb 2	Mar 4	Apr 4	May 6	Jun 3	Jul 3	Aug 12	Sep 4	Oct 5	Nov 12	Dec 4	Jan 2	MTD 2	Last Date 27/01/12	Open 0

Logged in: CH2 Direct Hospital Test  
Customer [Logged in as Parent: 999810]  
Account: 999802  
Branch: 310 - Melbourne  
Accept Backorders: Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

Current Order

Product Qty Price

No products in cart.

Order Templates

The example above shows all three check boxes checked.

## Quantity Available

The quantity available and status of: 'Available', 'On Order' or 'Non Stock Line' are displayed against each product. The quantity available is updated every 5 minutes.

**CH2 DIRECT HOSPITAL**  
TOTAL HEALTHCARE SUPPLY SOLUTIONS

Home Reports Change Account

Keyword  Search within  Sub Category  Go

☐ Show Ordering History ☐ Show Only In-Stock Lines ☐ Show Only Contract Lines

**Gloves**

Page 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19

CH2CODE/ GTIN	DESCRIPTION	SUPPLIER PART NO	EX GST PRICE	DRUG SCHED	COLD CHAIN	NON- RETRN	ORDER
1560361	GLOVE EXAM LATEX N/ST SMALL P/FREE LONG CUFF FLEXI MEDIFLEX INDUSTRIES	PLMISH101	\$8.90 BOX 100 GST: Yes			Y	10 add 0 available Non-Stock Line
1390229 19310208301129	GLOVE EXAM LATEX N/ST SMALL PROTEX SMITH & NEPHEW AUST P/L	3630112	\$7.60 BOX 100 GST: Yes				1 add 0 available
1312494	GLOVE EXAM LATEX N/ST SMALL SURGIGLOVE POWDERED 24CM MEDICAL INDUSTRIES AUST	SG1115	\$8.80 BOX 100 GST: Yes			Y	10 add 0 available Non-Stock Line
1562574 09340232006502	GLOVE EXAM LATEX N/ST X-SMALL P/FREE TEXTD PROMEDICA PTY LTD, PROMED	PMD148060	\$8.90 BOX 100 GST: Yes			Y	10 add 0 available Non-Stock Line
1548221	GLOVE EXAM LATEX N/ST X-SML FLEXI MEDIFLEX INDUSTRIES	LMISHXS	\$8.90 BOX 100 GST: Yes			Y	1 add 42 available
1362112	GLOVE EXAM LATEX N/ST X-SML NO POWDER SURGIGLOVE MEDICAL INDUSTRIES AUST	GSM1196FF	\$9.50 BOX 100 GST: Yes			Y	1 add 0 available Non-Stock Line

Logged in: CH2 Direct Hospital Test Customer [Logged in as Parent: 999810]  
Account: 999802  
Branch: 310 - Melbourne  
Accept Backorders: Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

**Current Order**

Product Qty Price

No products in cart.

**Order Templates**

Create/Modify

Select...

## Minimum Quantities

If a product has a minimum order quantity set, the default quantity shown here will reflect that quantity. The default quantity will also take into account any remnants currently in stock. An order can be placed for a quantity up to the available quantity and then in multiples of the minimum quantity.

**CH2 DIRECT HOSPITAL**  
TOTAL HEALTHCARE SUPPLY SOLUTIONS

Home Reports Change Account

Keyword  Search within  Sub Category  Go

☐ Show Ordering History ☐ Show Only In-Stock Lines ☐ Show Only Contract Lines

**Drainage & Tubing & Masks**

Page 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20

CH2CODE/ GTIN	DESCRIPTION	SUPPLIER PART NO	EX GST PRICE	DRUG SCHED	COLD CHAIN	NON- RETRN	ORDER
1951861 20694393089205	CATHETER URETH 12FG MALE DOVER COUDE COVIDIEN	20512C	\$32.30 EACH GST: No			Y	10 add 0 available Non-Stock Line
1951609 19325334015543	AAXIS 2000ML URINARY BAG STD 120CM TUBING T-BAR NON-STERILE AAXIS PACIFIC	10013120	\$1.20 EACH GST: No			Y	1 add 489 available
1951617 01932534015550	AAXIS 2000ML URINARY BAG STD 120CM TUBING T-BAR STERILE AAXIS PACIFIC	10013121	\$1.60 EACH GST: No			Y	1 add 127 available
1947863	ABRI FORM LARGE EXTRA 3400ML 100-150CM WHITE BUNZL	SA43067	\$47.20 PKT 20 GST: No			Y	4 add 0 available Non-Stock Line
1947870	ABRI FORM LARGE PLUS 2500ML 100-150CM WHITE BUNZL	SA43066	\$50.20 PKT 25 GST: No			Y	4 add 0 available Non-Stock Line

Logged in: CH2 Direct Hospital Test Customer [Logged in as Parent: 999810]  
Account: 999802  
Branch: 310 - Melbourne  
Accept Backorders: Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

**Current Order**

Product Qty Price


No products in cart.

**Order Templates**

Create/Modify

Select...

**Documents**




TOTAL HEALTHCARE SUPPLY SOLUTIONS

[Home](#)
[Reports](#)
[Change Account](#)

Keyword 
☐ Search within 


 Sort By:

☐ Show Ordering History
 ☐ Show Only In-Stock Lines
 ☐ Show Only Contract Lines

**Drainage & Tubing & Masks**

Page 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20

CH2CODE/ GTIN	DESCRIPTION	SUPPLIER PART NO	EX GST PRICE	DRUG SCHED	COLD CHAIN	NON- RETRN	ORDER
1698464	AIRWAY MEDASIL #2 PRECISE MEDICAL SUPPLIES PTY L	GU38/ 2	\$1.20 EACH GST: No			Y	<input type="text" value=""/> add 0 available Non-Stock Line
1698633	AIRWAY MEDASIL #3 PRECISE MEDICAL SUPPLIES PTY L	GU38/ 3	\$1.20 EACH GST: No			Y	<input type="text" value="50"/> add 0 available Non-Stock Line
1698764	AIRWAY MEDASIL #4 PRECISE MEDICAL SUPPLIES PTY L	GU38/ 4	\$1.20 EACH GST: No			Y	<input type="text" value="50"/> add 0 available Non-Stock Line
1684133	AIRWAY NASOPHARYNGEAL 3.5MM COVIDIEN	200016	\$17.90 EACH GST: Yes			Y	<input type="text" value="10"/> add 0 available Non-Stock Line
1721130	AIRWAY NASOPHARYNGEAL 2.5MM COVIDIEN	200012	\$17.90 EACH GST: Yes			Y	<input type="text" value="10"/> add 0 available Non-Stock Line
1721147	AIRWAY NASOPHARYNGEAL 3.0MM	200014	\$17.90			Y	<input type="text" value="10"/> add

Logged in: CH2 Direct Hospital Test  
 Customer [Logged in as Parent: 999810]  
 Account: 999802  
 Branch: 310 - Melbourne  
 Accept Backorders: Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)




**Current Order**

Product	Qty	Price
1. 1698464 AIRWAY MEDASIL #2	<input type="text" value="10"/>	\$12.00 X EA

Invalid order qty:  
This item is affected by a minimum order quantity and is currently out of stock.  
To purchase this product you must order in multiples of 50.  
Your closest valid order quantity is 50.  
[Please adjust your cart and click Update.](#)

When an incorrect quantity is added to the cart an error message is displayed, explaining what the correct quantity should be. This must be corrected before proceeding.

## Product Details

1292386 29310201241504	 <b>GLOVE SURGEON LATEX POWDER</b> <b>GAMMEX ST SZ 5.5</b> ANSELL INTERNATIONAL	4150N	<b>\$46.92 CP</b> BOX 40 GST: Yes	<input type="text" value="1"/> add 3 available
1292399 29310201241511	 <b>GLOVE SURGEON LATEX POWDERED 6</b> <b>GAMMEX</b> ANSELL INTERNATIONAL	4151N	<b>\$75.00 CP</b> BOX 40 GST: Yes	<input type="text" value="1"/> add 0 available
1292408 29310201241528	 <b>GLOVE SURGEON LATEX POWDERED 6.5</b> <b>GAMMEX</b> ANSELL INTERNATIONAL	4152N	<b>\$46.92 CP</b> BOX 40 GST: Yes	<input type="text" value="1"/> add 0 available

The presence of a camera icon indicates that an image is available for this product.

TOTAL HEALTHCARE SUPPLY SOLUTIONS

[Home](#)
[Reports](#)
[Change Account](#)

Keyword: 
☐ Search within:
Category: 
Sub Category: 
Go
Sort By: 
☐ Show Ordering History
☐ Show Only In-Stock Lines
☐ Show Only Contract Lines

**Display Item - 1292399**

GLOVE SURGEON LATEX POWDERED 6 GAMMEX

UOM: BOX 40  
Supplier: ANSELL INTERNATIONAL  
Part Number: 4151N  
GTIN: 29310201241511

Price Ex GST: \$51.40  
GST Applicable: Yes  
Contract: No  
Special: No

Available: 0  
Next ETA Date:  
Multiple Order Qty: 6

Non-Returnable: No  
Refrigerated Item: No  
Drug Schedule:

Logged in: CH2 Direct Hospital Test Customer [Logged in as Parent: 999810]  
Account: 999802  
Branch: 310 - Melbourne  
Accept Backorders: Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

**Current Order**

Product Qty Price

No products in cart.

**Order Templates**

Create/Modify

Select...

**Documents**

[CH2 Direct User Guide](#)

[CH2 Equipment Catalogue](#)

**Your purchasing history for this item**

Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	MTD	Last Date	Open
1	10	3	2	1	2	2	6	2	1	1	6	1	18/01/12	1

**Product Information**

Gammex® premium quality, powdered surgical gloves are suitable for a wide range of surgical procedures. Gammex offers you the sensitivity and comfort required for surgical procedures, together with Ansell's high quality barrier protection.

**Product Documents**

No Related Documents

**Related Items**

CH2CODE/ GTIN	DESCRIPTION	SUPPLIER PART NO	EX GST PRICE	DRUG SCHED	COLD CHAIN	NON- RETRN	ORDER
1292386 29310201241504	GLOVE SURGEON LATEX POWDER GAMMEX ST SZ 5.5 ANSELL INTERNATIONAL	4150N	\$51.40 BOX 40 GST: Yes			Y	6 add 0 available Non-Stock Line
1292408 29310201241528	GLOVE SURGEON LATEX POWDERED 6.5 GAMMEX ANSELL INTERNATIONAL	4152N	\$51.40 BOX 40 GST: Yes				1 add 28 available
1292411 29310201241535	GLOVE SURGEON LATEX POWDERED 7 GAMMEX ANSELL INTERNATIONAL	4153N	\$51.40 BOX 40 GST: Yes				6 add 0 available ETA: 18/02/2012
1292424 29310201241542	GLOVE SURGEON LATEX POWDERED 7.5 GAMMEX ANSELL INTERNATIONAL	4154N	\$51.40 BOX 40 GST: Yes				6 add 30 available
1292437 29310201241559	GLOVE SURGEON LATEX POWDERED 8 GAMMEX ANSELL INTERNATIONAL	4155N	\$51.40 BOX 40 GST: Yes				1 add 28 available
1292440 29310201241566	GLOVE SURGEON LATEX POWDERED 8.5 GAMMEX ANSELL INTERNATIONAL	4156N	\$51.40 BOX 40 GST: Yes				1 add 2 available

**Alternative Items**

CH2CODE/ GTIN	DESCRIPTION	SUPPLIER PART NO	EX GST PRICE	DRUG SCHED	COLD CHAIN	NON- RETRN	ORDER
1330150	GLOVE SURGEON LATEX POWDERED 6 TRIFLEX Medline International Two Aust	2072511	\$34.40 BOX 40 GST: Yes				1 add 5 available

Click on the product description in the search screen to display the full details for a product. This includes a image (if available), your purchasing history, and related and alternative products. Items can be added to the cart from this screen or you can choose to 'Back to Search'.

## Placing an Order

Once the required product has been located, change the quantity if necessary and click the **Add** button next to that product. The product will appear in a list under '**Current Order**'.

Continue adding products and when finished, click '**Checkout**'

**Note:** Products can be deleted from the '**Current Order**' by clicking on the cross to the right of the product or click **Empty Cart** to delete all items from the cart.

**CH2 DIRECT HOSPITAL**  
TOTAL HEALTHCARE SUPPLY SOLUTIONS

Home Reports Change Account

Keyword:  Search within:  Sub Category:  Go Sort By:

☐ Show Ordering History ☐ Show Only In-Stock Lines ☐ Show Only Contract Lines

**Search - surgeon inside Gloves**

CH2CODE/ GTIN	DESCRIPTION	SUPPLIER PART NO	EX GST PRICE	DRUG SCHED	COLD CHAIN	NON- RETR	ORDER
1292386 29310201241504	GLOVE SURGEON LATEX POWDER GAMMEX ST SZ 5.5 ANSELL INTERNATIONAL	4150N	\$51.40 BOX 40 GST: Yes			Y	<input type="text" value="1"/> add 0 available ETA: 16/02/2012
1292399 29310201241511	GLOVE SURGEON LATEX POWDERED 6 GAMMEX ANSELL INTERNATIONAL	4151N	\$51.40 BOX 40 GST: Yes				<input type="text" value="1"/> add 9 available
1292408 29310201241528	GLOVE SURGEON LATEX POWDERED 6.5 GAMMEX ANSELL INTERNATIONAL	4152N	\$51.40 BOX 40 GST: Yes				<input type="text" value="1"/> add 28 available
1292411 29310201241535	GLOVE SURGEON LATEX POWDERED 7 GAMMEX ANSELL INTERNATIONAL	4153N	\$51.40 BOX 40 GST: Yes				<input type="text" value="6"/> add 0 available ETA: 16/02/2012
1292424 29310201241542	GLOVE SURGEON LATEX POWDERED 7.5 GAMMEX ANSELL INTERNATIONAL	4154N	\$51.40 BOX 40 GST: Yes				<input type="text" value="6"/> add 30 available
1292437 29310201241559	GLOVE SURGEON LATEX POWDERED 8 GAMMEX ANSELL INTERNATIONAL	4155N	\$51.40 BOX 40 GST: Yes				<input type="text" value="1"/> add 27 available
1292440 29310201241566	GLOVE SURGEON LATEX POWDERED 8.5 GAMMEX ANSELL INTERNATIONAL	4156N	\$51.40 BOX 40 GST: Yes				<input type="text" value="1"/> add 2 available
1330150	GLOVE SURGEON LATEX POWDERED 6 TRIFLEX Medline International Two Aust	2072511	\$34.40 BOX 40 GST: Yes				<input type="text" value="1"/> add 5 available
1330163	GLOVE SURGEON LATEX POWDERED 6.5 TRIFLEX Medline International Two Aust	207252	\$34.40 BOX 40 GST: Yes				<input type="text" value="1"/> add 20 available

Page 1 | 2 | 3 | 4 | 5 | 6

Logged in: CH2 Direct Hospital Test  
Customer [Logged in as Parent: 999810]  
Account: 999802  
Branch: 310 - Melbourne  
Accept Backorders: Yes  
CH2 Direct History | Settings | Logout

**Current Order**

Product	Qty	Price
1. 1292386 GLOVE SURGEON LATE- X	<input type="text" value="6"/>	\$308.40 X 840
<b>EX GST SUB-TOTAL:</b>		<b>\$308.40</b>
<b>GST:</b>		<b>\$30.84</b>
<b>TOTAL:</b>		<b>\$339.24</b>

Click the 'X' to remove an item from your order

Warning - Freight fees may apply on orders when the ex tax value of goods is less than \$200

[View Order](#) [Update Pricing](#)

[Export to Excel](#) [Empty Cart](#) [Checkout](#)



## Checkout Screen - Commercial Account

The order confirmation screen is displayed, showing the customer and order information.

Enter the Customer PO (Purchase Order) field, this is a mandatory field, but if you don't use PO numbers, it may be a date, or name of the ordering person (or anything else that assists both you and CH2 to identify the order).

Enter Delivery Instructions if required. This can be up to 28 characters per line.

Click **Submit Order**

**CH2 DIRECT HOSPITAL**  
TOTAL HEALTHCARE SUPPLY SOLUTIONS

Home Reports Change Account

Keyword  Search within  Category  Sub Category  Go  
☐ Show Ordering History ☐ Show Only In-Stock Lines

**Check Out** [Continue Shopping](#)

**Order Conditions:**  
 ■ THIS ORDER CONTAINS NON-RETURNABLE ITEMS.

**Customer Information**

**Customer PO:**  \* Required

**Delivery Instructions:**

**Name:** Annette ODea  
**Account:** CH2 Direct Hospital Test Customer  
**Phone:** 02 4978 5338

**Address:** 60 South Park Drive  
**Suburb:** Dandenong South  
**State:** VIC  
**Post Code:** 3175  
**Country:** Australia

**Email:** annette.odea@ch2.net.au

[Continue Shopping](#) -

**Logged in:** CH2 Direct Hospital Test Customer [Logged in as Parent: 999810]  
**Account:** 999802  
**Branch:** 310 - Melbourne  
**Accept Backorders:** Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

**Current Order**

Product	Qty	Price
1. 1292386 GLOVE SURGEON LATE-X	6	\$308.40
2. 1330163 GLOVE SURGEON LATE-X POWDERED	5	\$172.00
<b>EX GST SUB-TOTAL:</b>		<b>\$480.40</b>
<b>GST:</b>		<b>\$48.04</b>
<b>TOTAL:</b>		<b>\$528.44</b>

**Order Templates**  
[Create/Modify](#)

**Documents**  
[CH2 Direct User Guide](#)  
[CH2 Equipment Catalogue](#)

A confirmation email will be sent to the customer. It will contain details of exactly what products are available for delivery. When a parent is placing an order on behalf of a child account, the confirmation email will be sent to both the parent and child unless the email addresses are the same.

After submitting an order, a summary of your order can be printed

**CH2**  
**DIRECT**

**CH2** **HOSPITAL**  
TOTAL HEALTHCARE SUPPLY SOLUTIONS

[Home](#) [Reports](#) [Change Account](#)

Keyword:  ☐ Search within    Sort By:

☐ Show Ordering History ☐ Show Only In-Stock Lines

**Order Sent**

Thank you for ordering from our website. You should receive confirmation of your order via email in the next few minutes. Your order has been placed and it will be processed soon.

We will let you know as soon as your order is shipped.

Click here to [view your order summary](#).

Click here to [build a template from this order](#).


**Logged in:** CH2 Direct Hospital Test  
Customer [Logged in as Parent: 999810]  
**Account:** 999802  
**Branch:** 310 - Melbourne  
**Accept Backorders:** Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)


**Current Order**

Product	Qty	Price
• 1. 1292386 GLOVE SURGEON LATE- X	6	\$308.40 B40
• 2. 1330163 GLOVE SURGEON LATE- X POWDERED	5	\$172.00 B40
<b>EX GST SUB-TOTAL:</b>		<b>\$480.40</b>
GST:		\$48.04
<b>TOTAL:</b>		<b>\$528.44</b>

Select the 'Home' button to return to the start

## Checkout Screen – Cash Customer





TOTAL HEALTHCARE SUPPLY SOLUTIONS

[Home](#)
[Reports](#)
[Change Account](#)

**Check Out**
[Continue Shopping](#)

Logged in: CH2 Direct Cash Test Customer  
Account: 999812  
Branch: 310 - Melbourne  
Accept Backorders: Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

Line Item	Description	UoM	Cold Item	Qty	Unit Price	Unit GST	TOTAL GST	TOTAL IIC TAX
1	1741521 AVAGARD HAND RUB 125ML CHG 0.5% W/V ETHANOL 70%	EACH	no	1	\$5.80	\$0.56	\$0.56	\$6.16
2	1258808 MICROSHIELD HANDWASH 500ML	CTN 12	no	1	\$134.70	\$13.47	\$13.47	\$148.17
3	1258895 MICROSHIELD SKINCARE CLEANSER 5L	EACH	no	2	\$148.70	\$14.87	\$29.74	\$327.14
4	2022043 TORK PREMIUM FOAM MILD HAND S1	CTN 6	no	1	\$143.23	\$14.32	\$14.32	\$157.55
5	2022051 TORK PREMIUM FOAM MILD HAND S1	EACH	no	6	\$24.13	\$2.41	\$14.48	\$159.26
Credit Card Transaction Fee (1.65%)						\$13.17	\$0.00	\$13.17
<b>ORDER TOTAL</b>							<b>\$72.57</b>	<b>\$811.45</b>

**Order Conditions:**

- THIS ORDER CONTAINS NON-RETURNABLE ITEMS.

**Customer Information**

Customer Reference \*

Card Holders Name \*

Email \*

Phone

Address \*

Address line 2

Postcode \*  Dandenong South(VIC) Please edit your postcode to change suburb

Country

Delivery option

Packaging option

Make this your new default shipping address ☐ Yes ☒ No

\* Indicates a required field  
No fields may contain the following characters < > # ' " ; % & , ( or )

[Continue Shopping](#) OR [Pay via Credit Card](#)

**Current Order**

Product	Qty	Price
1. 1741521 AVAGARD HAND RUB 125ML CHG	1 EA	\$5.80
2. 1258808 MICROSHIELD HANDWA- C12 SH 500ML	1	\$134.70
3. 1258895 MICROSHIELD SKINCA- RE CLEANSER	2 EA	\$297.40
4. 2022043 TORK PREMIUM FOAM MILD HAND	1 C6	\$143.23
5. 2022051 TORK PREMIUM FOAM MILD HAND	6 EA	\$144.78
<b>EX GST SUB-TOTAL: \$725.71</b>		
<b>GST: \$72.57</b>		
<b>TOTAL: \$798.28</b>		

**Order Templates**

[Create/Modify](#)

Select...

**Documents**

[CH2 Direct User Guide](#)


[CH2 Equipment Catalogue](#)


A summary of the products purchased and any additional charges such as freight and merchant fee are displayed at the top of the screen.


Complete the customer reference (this can be anything up to 25 characters that identifies your order) and the Card Holders Name.

Click 'Pay via Credit Card'.





 **CLIFFORDHALLAMHEALTHCARE**



**Please enter your credit card details below**

Note: your credit card payment will be made to 'Clifford Hallam Healthcare', please note this when reviewing your credit card statement.

**Invoice / Reference Number** 171

**Card Holder Name** Annette ODea



**Description** CH2 Direct Order: Test 0808-03

**Email Address ( for receipt )** annette.odea@ch2.net.au

**Card Number**  **CVC2**

**Card Expiry ( MM/YY )**

**Amount** **AUD\$811.45**

Enter your credit card details on the St George payments page and click '**Submit Payment**'.

A receipt will be emailed to the customer and displayed on the screen where it can be printed.

## Creating a New Order Template

The screenshot shows the CH2 Direct Hospital website interface. At the top, there are logos for CH2 DIRECT and CH2 HOSPITAL, along with the tagline 'TOTAL HEALTHCARE SUPPLY SOLUTIONS'. Below the logos is a navigation bar with links: Home, Reports, and Change Account. A search bar is present with fields for Keyword, Search within (Category, Sub Category), and a Go button. There are also checkboxes for 'Show Ordering History' and 'Show Only In-Stock Lines'. A 'Sort By' dropdown menu is set to 'Product'. The main content area has a welcome message and a 'Current Order' section showing 'No products in cart.' The 'Order Templates' section is visible at the bottom right, with a 'Create/Modify' link circled in red.

Select 'Create/Modify' from beneath the 'Template' label

The screenshot shows the CH2 Direct Hospital website interface. The 'Template - Create/Modify' section is active. It features a 'Select an existing template:' dropdown menu. Below this, the link 'Or Create a new one' is circled in red. The right sidebar shows user login information and a 'Current Order' section.

Select 'Create a new one'

The screenshot shows the CH2 Direct Hospital website interface. The 'Template - Create/Modify' section is active. The 'Template Name' field is filled with 'Monthly Order'. The 'Sort By' dropdown menu is open, showing options: Code, Description, Supplier Part No, and Location. A 'next' button is visible. The right sidebar shows user login information and a 'Current Order' section.

Type a meaningful name in the Template Name field

Select a sort sequence from the drop down list if required and click **Next**

TOTAL HEALTHCARE SUPPLY SOLUTIONS

[Home](#)
[Reports](#)
[Change Account](#)

Keyword:

☐ Search within
 

Personal Care

Sub Category

Go

Sort By: 

Product

☐ Show Ordering History
 ☐ Show Only In-Stock Lines

Personal Care

Page 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20

CH2CODE/ GTIN	DESCRIPTION	SUPPLIER PART NO	EX GST PRICE	DRUG SCHED	COLD CHAIN	NON- RETRN	TEMPLATE QTY
1873031	ABRIFLEX EX SMALL PLU 1200ML 45- 70CM BUNZL	SA41070	\$154.40 CTN 84 GST: No			Y	1 add 0 available Non-Stock Line
1954834 05710811037045	ABRIFLEX SMALL 60-95CM 1400ML BUNZL	SA41071	\$119.80 CTN 84 GST: No			Y	1 add 0 available Non-Stock Line
1943385	ABRIFLEX ZERO LARGE BUNZL	SA41081	\$155.20 CTN 112 GST: No				1 add 2 available
1943377	ABRIFLEX ZERO MEDIUM BUNZL	SA41080	\$143.40 CTN 112 GST: No				1 add 1 available
1954797 05703508043093	ABRILIGHT EXTRA PREMIUM WHITE BUNZL	SA41004	\$80.50 CTN 200 GST: No			Y	1 add 0 available Non-Stock Line
1954789 00570353894983	ABRILIGHT SUPER PREMIUM WHITE BUNZL	SA41005	\$103.90 CTN 180 GST: No			Y	1 add 0 available Non-Stock Line
1954800 05703538958182	ABRINET STRETCH PANTS XL BUNZL	SA4252	\$96.60 PKT 50 GST: No			Y	1 add 0 available Non-Stock Line
1954818 05703538129612	ABRIPANTS 80-120CM LARGE BUNZL	SA4240	\$23.40 PKT 10 GST: No				1 add 2 available
1954754 05710811043695	ABRISAN 3 SMALL MINI PAD WHITE 500ML BUNZL	SA9286-12	\$89.00 CTN 168 GST: No			Y	1 add 0 available Non-Stock Line

Logged in: CH2 Direct Hospital Test  
 Customer [Logged in as Parent: 999810]  
 Account: 999802  
 Branch: 310 - Melbourne  
 Accept Backorders: Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

Current Order

Product Qty Price  
  
 No products in cart.

Order Templates

Modify Template: Monthly Order  
  

Product	Qty
1. 1954762 ABRISAN SMALL MICRO PAD WHITE	1 X
2. 1716464 ALPHA KERI OIL 500ML	18 X
3. 1689340 ANAL PLUG SMALL CONVEEN	1 X

[Return to template editing](#)  
[Cancel Automatic](#)

Search for products as shown above

Amend the quantity against a product if required and click **add** for that product

When all products have been added, click 'Return to Template Editing'.

CH2 Clifford Hallam Healthcare

Page 19 of 37

**CH2 DIRECT** **CH2 HOSPITAL**  
TOTAL HEALTHCARE SUPPLY SOLUTIONS

[Home](#) [Reports](#) [Change Account](#)

Keyword:  ☐ Search within:  Category:  Sub Category:

☐ Show Ordering History

### Template Monthly Order - Create/Modify

Use the product search navigation above to "Add" products to your template cart. [Cancel Add/Edit](#)

Template Name:  [X Delete This Template](#) | [Print All Items](#)  
[Export to MS Excel](#)

Sort By:

1689340	ANAL PLUG SMALL CONVEEN COLOPLAST	1450	<input type="text"/>	1	<a href="#">delete</a>
1716464	ALPHA KERI OIL 500ML MENTHOLATUM PTY. LTD.	0412	<input type="text"/>	18	<a href="#">delete</a>
1954762	ABRISAN SMALL MICRO PAD WHITE 350ML BUNZL	SA9260-11	<input type="text"/>	1	<a href="#">delete</a>

**Logged in:** CH2 Direct Hospital Test Customer [Logged in as Parent: 999810]  
**Account:** 999802  
**Branch:** 310 - Melbourne  
**Accept Backorders:** Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

### Current Order

[Product](#) [Qty](#) [Price](#)

No products in cart.

### Order Templates

[Modify Template: Monthly Order](#)

[Cancel Add/Edit](#)

The order template details are displayed. Locations can be added for internal use.

Click **'Save'**.

Select the **'Home'** button to return to the start.

## Creating a Template from an Order

After an order has been submitted, the order contents can be used to create a template.

**CH2 DIRECT** **CH2 HOSPITAL**  
TOTAL HEALTHCARE SUPPLY SOLUTIONS

Home Reports Change Account

Keyword  Search within  Category  Sub Category  Go Sort By  Product

☐ Show Ordering History ☐ Show Only In-Stock Lines

**Order Sent**

Thank you for ordering from our website. You should receive confirmation of your order via email in the next few minutes. Your order has been placed and it will be processed soon.

We will let you know as soon as your order is shipped.

Click here to [view your order summary](#).

Click here to [build a template from this order](#).

CH2 | 1300 720 274 | [marketing@ch2.net.au](mailto:marketing@ch2.net.au) | copyright 2012 | web design image / ben fitzhardinge

**Logged in:** CH2 Direct Hospital Test Customer [Logged in as Parent: 999810]  
**Account:** 999802  
**Branch:** 310 - Melbourne  
**Accept Backorders:** Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

**Current Order**

Product	Qty	Price
1. 1720885	6	\$150.60
GLOVE SURGEON LATE-		B50
X PWD SP		
<b>EX GST SUB-TOTAL:</b>		<b>\$150.60</b>
<b>GST:</b>		<b>\$15.06</b>
<b>TOTAL:</b>		<b>\$165.66</b>

Select 'Build a Template from this Order'

**CH2 DIRECT** **CH2 HOSPITAL**  
TOTAL HEALTHCARE SUPPLY SOLUTIONS

Home Reports Change Account

Keyword  Search within  Category  Sub Category  Go Sort By  Product

☐ Show Ordering History ☐ Show Only In-Stock Lines ☐ Show Only Contract Lines

Use the product search navigation above to "Add" products to your template cart. [Cancel Add/Edit](#)

**Template Name:**  Order to template 02.09.12-16:34 [X Delete This Template](#) | [Print All Items](#)

**Sort By:**  Code

CODE	DESCRIPTION	SUPPLIER PART NO	LOCATION	ORDER
1720885	GLOVE SURGEON LATEX PWD SP CLASSIC SIZE 8.5	SC85	<input type="text"/>	6 <a href="#">delete</a>

[update](#) [save](#)

CH2 | 1300 720 274 | [marketing@ch2.net.au](mailto:marketing@ch2.net.au) | copyright 2012 | web design image / ben fitzhardinge

**Logged in:** CH2 Direct Hospital Test Customer [Logged in as Parent: 999810]  
**Account:** 999802  
**Branch:** 310 - Melbourne  
**Accept Backorders:** Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

**Current Order**

Product	Qty	Price
No products in cart.		

**Order Templates**

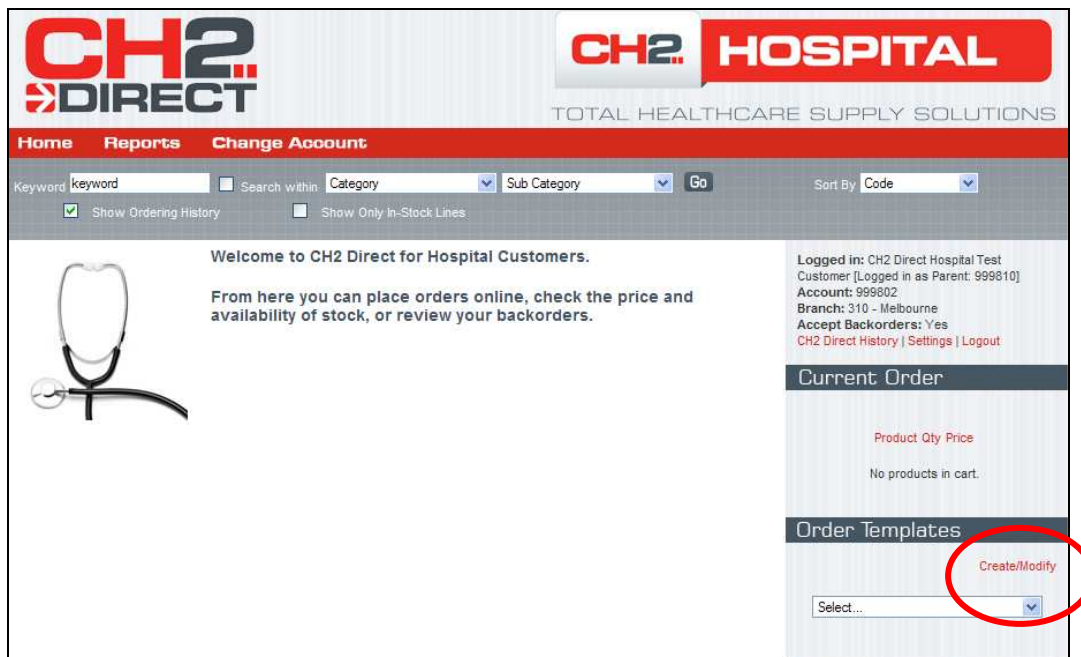
You can add products, delete products and edit locations.

Click **Save**, Click **Home**.



## Amending a Template

It may be necessary at times to add or delete items from a template; the following steps will show you how.



Select 'Create/Modify' from below **Order Templates**



Select the template from the drop down list

**CH2 DIRECT HOSPITAL**  
TOTAL HEALTHCARE SUPPLY SOLUTIONS

Home Reports Change Account

Keyword  Search within  Category  Sub Category  Go

☒ Show Ordering History

**Template Hand Hygiene - Create/Modify**

Use the product search navigation above to "Add" products to your template cart. [Cancel Add/Edit](#)

Template Name:  [X Delete This Template](#) | [Print All Items](#) | [Export to MS Excel](#)

Sort By:

Item No	Description	Supplier	Price	Qty	Action
1588117	AVAGARD HAND & BODY WASH 125ML CHG 2% WW 3M AUSTRALIA	AH100010109	10	40	<a href="#">delete</a>
1458337	MICROSHIELD T SKIN CLEANSER 500ML JOHNSON & JOHNSON	60342	25	1	<a href="#">delete</a>
1758008	BACTOL ALCOHOL HAND GEL 500ML ANTIBACTERIAL WATERLESS WHITELEY INDUSTRIES	020066	30	12	<a href="#">delete</a>
1727934	DERMALUX HAND SOAP 1L EVERYDAY USE FOR DISP 302001 WHITELEY INDUSTRIES	040145	50	8	<a href="#">delete</a>
1123667	SOAP HAND LIQUID SLT SOFT CARE ENHANCE JOHNSON DIVERSEY	3412545	60	2	<a href="#">delete</a>

[update](#) [save](#)

Logged in: CH2 Direct Hospital Test Customer [Logged in as Parent: 999810]  
Account: 999802  
Branch: 310 - Melbourne  
Accept Backorders: Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

**Current Order**

Product Qty Price

No products in cart.

**Order Templates**

Modify Template: Hand Hygiene

[Cancel Add/Edit](#)

The existing items for the template are displayed

**CH2 DIRECT HOSPITAL**  
TOTAL HEALTHCARE SUPPLY SOLUTIONS

Home Reports Change Account

Keyword  Search within  Hand Hygiene  Sub Category  Go

☒ Show Ordering History ☐ Show Only In-Stock Lines

Sort By:

**Hand Hygiene**

Page 1 | 2 | 3

CH2CODE/ GTIN	DESCRIPTION	SUPPLIER PART NO	EX GST PRICE	DRUG SCHED	COLD CHAIN	NON-RETRN	TEMPLATE QTY	Action
1031840 09319912015080	CHLORHEXIDINE GLUCONATE ALC1% / 70% HAND LOTION 500ML ORION LABORATORIES P/L	CHL01500F	\$9.50 EACH GST: Yes				1	<a href="#">add</a> 34 available
1069197	CLEANSER HAND 500ML ORION LABORATORIES P/L	HAN01470F	\$5.90 EACH GST: Yes			Y	0	<a href="#">add</a> 9 available Non-Stock Line
1082686 19319912018033	LIQUID SOAP PRE OP WASH 40ML TRICLOSAN 1% UNISE TUBE ORION LABORATORIES P/L	LQ01803F	\$52.20 BOX 20 GST: Yes				1	<a href="#">add</a> 14 available
1123667	SOAP HAND LIQUID SLT SOFT CARE ENHANCE JOHNSON DIVERSEY	3412545	\$37.50 EACH GST: Yes				1	<a href="#">add</a> 2 available
1208194 09319912014496	CHLORHEXIDINE SURGICAL SCRUB 4% 500ML PUMP ORION LABORATORIES P/L	CHL01448F	\$13.80 EACH GST: Yes				1	<a href="#">add</a> 96 available
1227867 09323124136075	MICROSHIELD 4 HAND WASH 500ML JOHNSON & JOHNSON	61351	\$190.30 CTN 12 GST: Yes				1	<a href="#">add</a> 5 available
1227874	MICROSHIELD 4 HAND WASH SL JOHNSON & JOHNSON	60243	\$221.70 CTN 2 GST: Yes				1	<a href="#">add</a> 10 available

Logged in: CH2 Direct Hospital Test Customer [Logged in as Parent: 999810]  
Account: 999802  
Branch: 310 - Melbourne  
Accept Backorders: Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

**Current Order**

Product Qty Price

No products in cart.

**Order Templates**

Modify Template: Hand Hygiene

Product Qty

- 1. 1588117 AVAGARD HAND & BODY WASH 125ML 40 X
- 2. 1758008 BACTOL ALCOHOL HAND GEL 500ML 12 X
- 3. 1727934 DERMALUX HAND SOAP 1L 8 X
- 4. 1458337 MICROSHIELD T SKIN CLEANSER 1 X
- 5. 1123667 SOAP HAND LIQUID SLT 2 X
- 6. 1069197 CLEANSER HAND 500ML 20 X
- 7. 1227881 MICROSHIELD HAND RUB 500ML 1 X

[Return to template editing](#)

Search for items to add to the template

The items that already exist on the template are displayed in the right hand pane under **Order Templates**

Click **add** next to the items you wish to add to the template

As items are added, they are displayed under **Order Templates** on the right side of the screen.

When all items have been added, click **Return to Template Editing**.

**CH2 DIRECT** **CH2 HOSPITAL**  
TOTAL HEALTHCARE SUPPLY SOLUTIONS

Home Reports Change Account

Keyword  ☐ Search within  Category  Sub Category  Go

☒ Show Ordering History

**Template Hand Hygiene - Create/Modify**

Use the product search navigation above to "Add" products to your template cart. [Cancel Add/Edit](#)

Template Name:  [X Delete This Template](#) | [Print All Items](#) | [Export to MS Excel](#)

Sort By:

Product ID	Product Name	SKU	Qty	Price	delete
1069197	CLEANSER HAND 500ML ORION LABORATORIES P/L	HAN01476F	<input type="text"/>	20	<a href="#">delete</a>
1227881	MICROSHIELD HAND RUB 500ML JOHNSON & JOHNSON	61357	<input type="text"/>	1	<a href="#">delete</a>
1588117	AVAGARD HAND & BODY WASH 125ML CHG 2% W/W 3M AUSTRALIA	AH100010109	<input type="text"/>	40	<a href="#">delete</a>
1458337	MICROSHIELD T SKIN CLEANSER 500ML JOHNSON & JOHNSON	60342	<input type="text"/>	1	<a href="#">delete</a>
1758008	BACTOL ALCOHOL HAND GEL 500ML ANTIBACTERIAL WATERLESS WHITELEY INDUSTRIES	020066	<input type="text"/>	12	<a href="#">delete</a>
1727934	DERMALUX HAND SOAP 1L EVERYDAY USE FOR DISP 302001 WHITELEY INDUSTRIES	040145	<input type="text"/>	8	<a href="#">delete</a>
1123667	SOAP HAND LIQUID SLT SOFT CARE ENHANCE JOHNSON DIVERSEY	3412545	<input type="text"/>	2	<a href="#">delete</a>

[update](#) [save](#)

Logged in: CH2 Direct Hospital Test Customer [Logged in as Parent: 999810]  
Account: 999802  
Branch: 310 - Melbourne  
Accept Backorders: Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

**Current Order**

Product Qty Price

No products in cart.

**Order Templates**

Modify Template: Hand Hygiene

[Cancel Add/Edit](#)

**Documents**

[CH2 Direct User Guide](#)

Locations can be added or changed and the sort sequence can be selected.

Click **Save**

To delete items from the template, select the template as shown above

Click the **delete** button next to the item

Click **Save**



## Using a Template to Place an Order





Select a template from the drop down list.

Templates that begin with CH2 are automatically created and refreshed each night. They are maintained by CH2, and cannot be edited.

The CH2 Order History is compiled using 9 months of order history for the customer

The CH2 Sale Items template contains items that are currently on sale.

TOTAL HEALTHCARE SUPPLY SOLUTIONS

[Home](#)
[Reports](#)
[Change Account](#)

Keyword 
☐ Search within
Category 
Sub Category

☒ Show Ordering History

**Template - Hand Hygiene**

[Load All Items](#) | [Print All Items](#)

Page 1

CODE/ GTIN	DESCRIPTION	SUPPLIER PART NO	PRICE	LOCATION	ORDER									
1588117 09310063015875	AVAGARD HAND & BODY WASH 125ML CHG 2% WW 3M AUSTRALIA	AH100010109	\$4.40 EACH GST: Yes	10	40 add 0 available Non-Stock Line									
1458337 09323124000062	MICROSHIELD T SKIN CLEANSER 500ML JOHNSON & JOHNSON	60342	\$14.20 EACH GST: Yes	25	1 add 25 available									
Feb 15	Mar 15	Apr 10	May 3	Jun 10	Jul 8	Aug 12	Sep 4	Oct 1	Nov 5	Dec 8	Jan 20	MTD 12	Last Date 30/01/12	Open 0
1758008	BACTOL ALCOHOL HAND GEL 500ML ANTIBACTERIAL WATERLESS WHITELEY INDUSTRIES	020066	\$11.50 EACH GST: Yes	30	12 add 33 available									
Feb 79	Mar 12	Apr 24	May 9	Jun 28	Jul 6	Aug 50	Sep 20	Oct 12	Nov 30	Dec 24	Jan 21	MTD 25	Last Date 30/01/12	Open 24
1727934	DERMALUX HAND SOAP 1L EVERYDAY USE FOR DISP 302001 WHITELEY INDUSTRIES	040145	\$16.20 EACH GST: Yes	50	8 add 0 available Non-Stock Line									

**Current Order**

Product Qty Price  
No products in cart.

**Order Templates**

Create/Modify  
Select...

**Documents**

Logged in: CH2 Direct Hospital Test  
Customer [Logged in as Parent: 999810]  
Account: 999802  
Branch: 310 - Melbourne  
Accept Backorders: Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

The template details are displayed.

Alter the quantity if required

Click 'add' against the required products or select the option to "Load All Items"; these will be added under 'Current Order'

TOTAL HEALTHCARE SUPPLY SOLUTIONS

[Home](#)
[Reports](#)
[Change Account](#)

Keyword 
☐ Search within
Category 
Sub Category 

☒ Show Ordering History

**Template - Hand Hygiene**

[Load All Items](#) | [Print All Items](#)

CODE/ GTIN

DESCRIPTION

SUPPLIER PART NO

PRICE

LOCATION

ORDER

1588117  
09310063015875

AVAGARD HAND & BODY WASH 125ML CHG 2% WW  
3M AUSTRALIA

AH100010109

\$4.40  
EACH  
GST: Yes

10

40 add  
0 available  
Non-Stock Line

1458337  
09323124000062

MICROSHIELD T SKIN CLEANSER 500ML  
JOHNSON & JOHNSON

60342

\$14.20  
EACH  
GST: Yes

25

1 add  
25 available

Feb 15

Mar 15

Apr 10

May 3

Jun 10

Jul 8

Aug 12

Sep 4

Oct 1

Nov 5

Dec 6

Jan 20

MTD 12

Last Date 30/01/12

Open 0

1758008

BACTOL ALCOHOL HAND GEL 500ML ANTIBACTERIAL  
WATERLESS  
WHITELEY INDUSTRIES

020066

\$11.50  
EACH  
GST: Yes

30

12 add  
33 available

Feb 79

Mar 12

Apr 24

May 98

Jun 28

Jul 68

Aug 50

Sep 20

Oct 12

Nov 30

Dec 24

Jan 21

MTD 25

Last Date 30/01/12

Open 24

1727934

DERMALUX HAND SOAP 1L EVERYDAY USE FOR DISP 302001  
WHITELEY INDUSTRIES

040145

\$16.20  
EACH  
GST: Yes

50

8 add  
0 available  
Non-Stock Line

Feb 0

Mar 0

Apr 3

May 1

Jun 0

Jul 0

Aug 0

Sep 0

Oct 0

Nov 0

Dec 0

Jan 0

MTD 0

Last Date 7/04/11

Open 0

1123667

SOAP HAND LIQUID 5LT SOFT CARE ENHANCE  
JOHNSON DIVERSEY

3412545

\$37.50  
EACH  
GST: Yes

60

2 add  
2 available

Feb 2

Mar 1

Apr 0

May 0

Jun 0

Jul 1

Aug 3

Sep 1

Oct 0

Nov 1

Dec 0

Jan 0

MTD 1

Last Date 30/01/12

Open 0

Product

Qty

Price

1. 1588117  
AVAGARD HAND & BOD-  
Y WASH 125ML

40

\$176.00 X  
EA

2. 1758008  
BACTOL ALCOHOL HAN-  
D GEL 500ML

12

\$138.00 X  
EA

3. 1727934  
DERMALUX HAND SOAP 1L

8

\$129.60 X  
EA

4. 1458337  
MICROSHIELD T SKIN CLEANSER

1

\$14.20 X  
EA

5. 1123667  
SOAP HAND LIQUID 5LT

2

\$75.00 X  
EA

EX GST SUB-TOTAL: \$532.80

GST: \$53.28

TOTAL: \$586.08

Click the 'X' to remove an item from your order

View Order

Update Pricing

Export to Excel

Empty Cart

Checkout

CH2 | 1300 720 274 | marketing@ch2.net.au | copyright 2012 | web design image / ben fitzharding

When all products have been added to the order, click 'Checkout'

## Export a Template to Excel

**CH2 DIRECT** **HOSPITAL**  
TOTAL HEALTHCARE SUPPLY SOLUTIONS

Home Reports Change Account

Keyword  ☐ Search within    Sort By

☒ Show Ordering History ☐ Show Only In-Stock Lines

Welcome to CH2 Direct for Hospital Customers.

From here you can place orders online, check the price and availability of stock, or review your backorders.

Logged in: CH2 Direct Hospital Test Customer [Logged in as Parent: 999810]  
Account: 999802  
Branch: 310 - Melbourne  
Accept Backorders: Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

**Current Order**

Product Qty Price

No products in cart.

**Order Templates**

[Create/Modify](#)

Select...

Select 'Create/Modify'

**CH2 DIRECT** **HOSPITAL**  
TOTAL HEALTHCARE SUPPLY SOLUTIONS

Home Reports Change Account

Keyword  ☐ Search within    ☒ Show Ordering History ☐ Show Only In-Stock Lines

**Template - Create/Modify**

Select an existing template:

Or Create a new one

[Dressings](#)  
[Hand Hygiene](#)  
[Weekly Order](#)

Logged in: CH2 Direct Hospital Test Customer [Logged in as Parent: 999810]  
Account: 999802  
Branch: 310 - Melbourne  
Accept Backorders: Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

**Current Order**

Product Qty Price

No products in cart.

**Order Templates**

Select a template from the drop down list

**CH2 DIRECT HOSPITAL**  
TOTAL HEALTHCARE SUPPLY SOLUTIONS

Home Reports Change Account

Keyword:  Search within:  Category:  Sub Category:  Go

☒ Show Ordering History

**Template Weekly Order - Create/Modify**

Use the product search navigation above to "Add" products to your template cart. [Cancel Add/Edit](#)

Template Name:  X Delete This Template | Print All Items  
Export to MS Excel

Sort By:

1870454	GLOVE SURGEON LATEX P/FREE 6.5 SUPER SENSITIVE MOLNLYCKE HEALTH CARE	82565-01	<input type="text"/>	1	<a href="#">delete</a>
1883520	GLOVE SURGEON LATEX PF GAMMEX AMT ST SZ 9 ANSELL INTERNATIONAL	4157AMT	<input type="text"/>	4	<a href="#">delete</a>
1714533	GLOVE SURGEON NON LATEX 8 BIOGELSKINSENSE P/FREE MOLNLYCKE HEALTH CARE	50980/9932380	<input type="text"/>	1	<a href="#">delete</a>

[update](#) [save](#)

Logged in: CH2 Direct Hospital Test Customer [Logged in as Parent: 999810]  
Account: 999802  
Branch: 310 - Melbourne  
Accept Backorders: Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

**Current Order**

Product Qty Price

No products in cart.

**Order Templates**

Modify Template: Weekly Order

[Cancel Add/Edit](#)

CH2 | 1300 720 274 | [marketing@ch2.net.au](mailto:marketing@ch2.net.au) | copyright 2012 | web design image / ben fitzharding

Click [Export to MS Excel](#)

**File Download**

Do you want to open or save this file?

Name: ch2direct\_export-20120206-100253.xls  
Type: Microsoft Excel Worksheet, 4.50KB  
From: **sop-web02.api1.local**

[Open](#) [Save](#) [Cancel](#)

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Click Open or Save and name the file

**Tip:** Save this file to your C drive for easy access.

CH2 Direct Order Form						
Report Date: 6/02/2012 10:57am						
Customer Account: 999801						
Account Name: CH2 Direct Vet Test Customer						
Template Name: Hand Hygiene						
Sort Order: Location						
CH2 Code	Order Qty	UOM	Description	Part Number	Unit Price	GST Location
1069197	20	EACH	CLEANSER HAND 500ML	ORION -HAND1476F	\$5.90 Y	10
1227917	6	EACH	MICROSHIELD 5 CONCENTRATE 5% 5L	J&J -60239	\$225.60 Y	20
1789883	1	CTN 12	CRYSTAL NON MEDICATED HAND WASH 750ML	ORION -ECO02228F	\$182.40 Y	50

## Export an Order to Excel

Current Order

Product	Qty	Price
1. 1069197 CLEANSER HAND 500M- L	<input type="text" value="20"/>	\$118.00 X EA
2. 1227917 MICROSHIELD 5 CONC- ENTRATE 5%	<input type="text" value="6"/>	\$1,353.60 X EA
3. 1789883 CRYSTAL NON MEDICA- TED HAND	<input type="text" value="1"/>	\$182.40 X C12
EX GST SUB-TOTAL: \$1,654.00		
GST: \$165.40		
TOTAL: \$1,819.40		

Click the 'X' to remove an item from your order

View Order

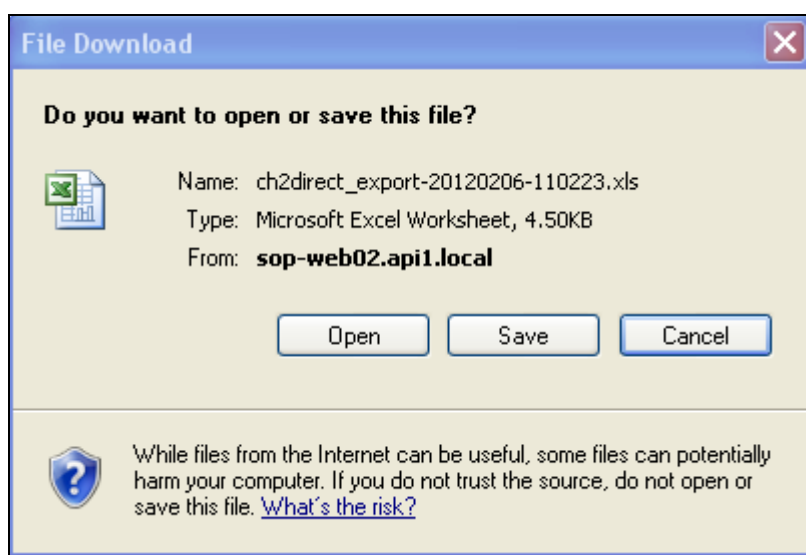
Update Pricing

Export to Excel

Empty Cart

Checkout

To export the current order to Excel, select the Export to Excel button



Select Open or Save and name the file

**Tip:** Save this file to your C drive for easy access.

Order Cart from CH2 Direct: 6/02/2012 11:06am								
CH2 Code	Order Qty	UOM	Description	Part Number	Unit Price	GST	Extended GST Amount	Extended Amount Inc GST
1069197	20	EA	CLEANSER HAND 500ML	ORION -HAND1476F	\$5.90	Y	\$11.80	\$129.80
1227917	6	EA	MICROSHIELD 5 CONCENTRATE 5% 5L	J&J -60239	\$225.60	Y	\$135.36	\$1488.96
1789883	1	C12	CRYSTAL NON MEDICATED HAND WASH 750ML	ORION -ECO02228F	\$182.40	Y	\$18.24	\$200.64
Note: Order cart details are exported to Excel before the order is submitted to CH2. Final order details can vary from the details shown above.								



## Reports

### Backorder Report

An up-to-date listing of all items you have on order, where CH2 are currently out of stock. This report is sorted by CH2 item code and lists your order date and order number; it is updated hourly.

The latest ETA from our supplier is also provided as a guide for when CH2 expects to receive the stock.

The Backorder Report is displayed on screen and can be printed or exported to Excel.




TOTAL HEALTHCARE SUPPLY SOLUTIONS

[Home](#)
[Reports](#)
[Change Account](#)

---

**CH2 Direct Customer Backorder Report**
[Print](#) | [Excel](#)

**Item Details**  

Order Date	Order No	Line No	Your Ref	Quantity	GST	Unit Price	GST	Ext Price	ETA Date
Item: 1044864 DEPO PROVERA VIAL 50MG 1ML ** OBSOLETE MANUFACTURER ** UOM: EA PartNo: PFIZER-06020505									
6/12/11	9999992	1	Test Order 3	3	Y	\$30.00	\$9.00	\$99.00	10/05/12
Item: 1205133 MICROLUT TAB 4X28 UOM: EA PartNo: BAYER-2092211									
6/02/12	9999992	40	Test Order 2	10	Y	\$30.00	\$30.00	\$330.00	10/05/12
Item: 1253518 GEL LUBRICANT CLINIGEL 10x50G UOM: P10 PartNo: ORION-CLI01801F									
6/02/12	9999992	42	Test Order 2	10	N	\$70.00	\$0.00	\$700.00	10/05/12
Item: 1291710 ZESTRIL TAB 20MG 30 UOM: EA PartNo: ASTZEN-3143									
30/01/12	9999992	6	Test Order 1	10	Y	\$30.00	\$30.00	\$330.00	11/02/12
Item: 1318661 EES FILMTAB 400MG 25 UOM: EA PartNo: LINK-02-0017									
6/02/12	9999992	12	Test Order 2	10	Y	\$30.00	\$30.00	\$330.00	22/03/12
Item: 1592124 PRIORIX VIAL 0.5ML 1 MEASLES MUMPS AND RUBELLA UOM: EA PartNo: GLAXOC-6100000600/N3205									
6/02/12	9999992	27	Test Order 2	4	Y	\$30.00	\$12.00	\$132.00	12/02/12

**Logged in:** CH2 Direct Hospital Test Customer [Logged in as Parent: 999810]  
**Account:** 999802  
**Branch:** 310 - Melbourne  
**Accept Backorders:** Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

**Current Order**

Product Qty Price

No products in cart.

**Order Templates**

[Create/Modify](#)

Select...

## Open Orders Report

Track the progress of your orders. This is a list of all your open orders with CH2, recently placed orders may take up to an hour to appear on this report.

The Open Orders Report is displayed on screen and can be printed or exported to Excel.




TOTAL HEALTHCARE SUPPLY SOLUTIONS

[Home](#)
[Reports](#)
[Change Account](#)

### CH2 Direct Open Orders Report

[Print](#) [Excel](#)

Order Details

Line Code Description Qty Unit Price GST Ext Price Order\_Status

Order Date: 1/12/11 CH2 Order No: 9989992 Your Reference: Test Order 8

2	1000763 ADRENALINE MINIJET 1/10000 *** LONG-TERM OOS NO B/ORD ***	2	\$20.00	\$4.00	\$44.00 On Backorder
3	1000763 ADRENALINE MINIJET 1/10000 *** LONG-TERM OOS NO B/ORD ***	5	\$20.00	\$10.00	\$110.00 On Backorder
4	1000778 ATROPINE SULPHATE MINIJET 1MG 10ML ** LONG-TERM OOS NO B/ORD ***	6	\$20.00	\$12.00	\$132.00 On Backorder
5	1000763 ADRENALINE MINIJET 1/10000 *** LONG-TERM OOS NO B/ORD ***	6	\$20.00	\$12.00	\$132.00 On Backorder
6	1244908 STREPTASE VIAL 1,500,000 I.U.	1	\$600.00	\$60.00	\$660.00 Pick In Progress
7	1054634 ERYC CAP B/P 250MG 25	1	\$10.00	\$1.00	\$11.00 Pick In Progress
8	1848690 PLAVIX 75MG TABS X 90 BOTTLE	1	\$300.00	\$30.00	\$330.00 On Backorder
9	1309373 GLUCOSE 5% IV 1000ML PLASTIC	12	\$10.00	\$12.00	\$132.00 On Backorder
45	1868056 MOUTHWASH SAVACOL ALCOHOL FREE 300ML	1	\$10.00	\$1.00	\$11.00 On Backorder
<b>Report Total</b>					<b>\$142.00 \$1,562.00</b>

Logged in: CH2 Direct Hospital Test Customer (Logged in as Parent: 999810)

Account: 999802

Branch: 310 - Melbourne

Accept Backorders: Yes

[CH2 Direct History](#) | [Settings](#) | [Logout](#)

#### Current Order

[Product](#) [Qty](#) [Price](#)

No products in cart.



## Item History Report

A full list of all items you have purchased through CH2 in the last 12 months, with month by month purchase quantities. Your last invoice date and supplier part number are also included. The 'View' option will only display usage for the last six months where the print and excel options have the full twelve months available.

If this report is large, or where sorting, searching or filter is required, then an export to Excel should be the option of choice.

CH2

DIRECT

CH2

HOSPITAL

TOTAL HEALTHCARE SUPPLY SOLUTIONS

Home

Reports

Change Account

CH2 Direct Item History Report

Print | Excel

Order Details

Item	Description (supplier code)	UOM	Last Invoice	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
1910512	LECTRODE CLEAR TAPE (7831Q)	BOX 300	30/03/11	0	0	1	0	0	0	0	0	0	0	0	0
1774382	TEST PREGNANCY KIT PROF (PR305)	BOX 35	24/01/12	10	2	6	10	9	5	10	10	11	6	6	8
1989352	0.9% SODIUM CHLORIDE (BC4022)	EACH	28/12/11	0	0	0	0	0	0	0	20	15	10	1	2
1762146	10 LEAD REPLACEABLE LEAD SET (401123)	PKT 10	12/10/11	0	0	0	0	0	1	0	0	0	1	0	0
1762138	10 LEAD REPLACEABLE LEAD SET (401129)	PKT 10	9/06/11	0	0	0	0	0	1	0	0	0	0	0	0
1985008	10MM KARMAN CATHETER (R57956)	EACH	19/01/12	0	0	0	0	0	0	0	0	0	0	4	6
1908987	10MM KARMAN TUBE SET (R57965)	BOX 10	6/01/12	0	0	0	0	0	0	0	0	0	0	0	2

Logged in: CH2 Direct Hospital Test  
Customer [Logged in as Parent: 999810]  
Account: 999802  
Branch: 310 – Melbourne  
Accept Backorders: Yes  
CH2 Direct History | Settings | Logout

Current Order

Product Qty Price

No products in cart.

Order Templates

Create/Modify

Select...

[Print](#) | [Excel](#)

Logged in: CH2 Direct Hospital Test  
Customer [Logged in as Parent: 999810]  
Account: 999802  
Branch: 310 - Melbourne  
Accept Backorders: Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

### Current Order

Product Qty Price  
No products in cart.

### Order Templates

[Create/Modify](#)

## Viewing Order History

You can view the history of orders previously placed through **CH2 Direct**



Select '**CH2 Direct History**' from beneath the customer information



The last 5 orders are displayed. Select '**View all orders**' to see all

To view an order in greater detail, select '**View Details**'



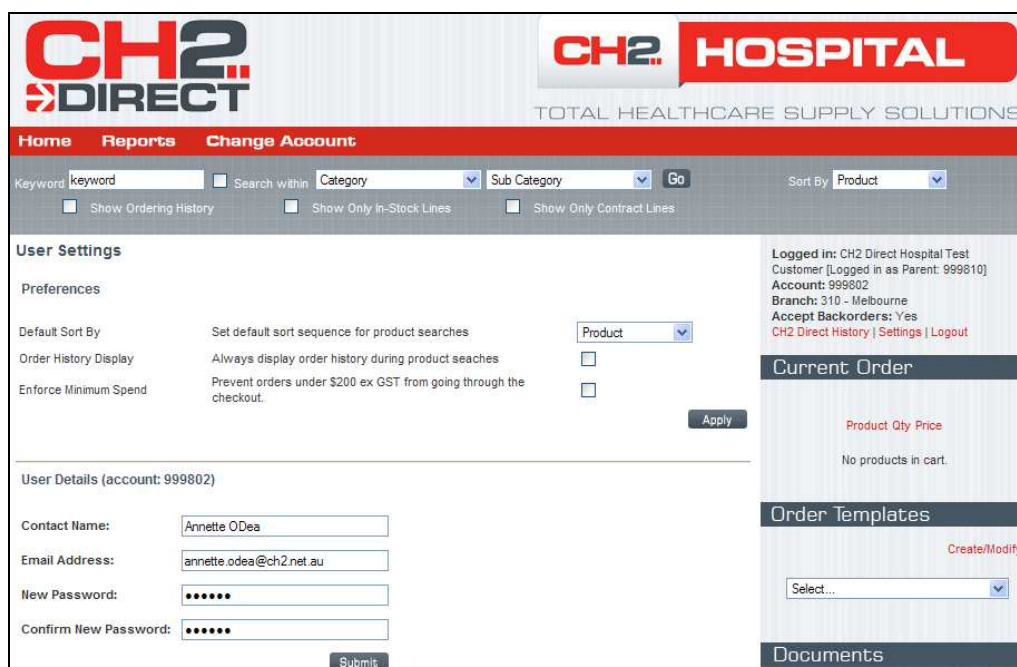
Order details are displayed. Click '**CH2 Direct History**' to return to the list or '**Home**' to return to the start

## Settings

Customers can change their password, email address and contact name, and set their display preferences.



When logged into CH2 Direct, select 'Settings' under the account details section.



This will open a screen which allows the customer to update the contact name, email address and password.

You can also set the following preferences:

- Set the sort sequence to Product, Code, GTIN, Supplier or Supplier Number.
- Display the order history for all products
- Enforce the minimum order Spend of \$200. Orders below this amount will attract freight charges. The order will not be allowed to proceed to checkout until the total is \$200 or greater.

Make your selection(s) and click **Apply**

Special characters are not allowed in the contact name or password. A message will display if illegal characters are used.

The password must be entered twice to verify the change before being submitted.

Click '**Submit**'. The changes are updated on the website immediately.

A confirmation email is sent to the customer with the updated details.

In following Best Practice, it is recommended that passwords are changed frequently.

**CH2 DIRECT HOSPITAL**  
TOTAL HEALTHCARE SUPPLY SOLUTIONS

**Home Reports Change Account**

Keyword:  Search within:  Category:  Sub Category:  Go  Sort By:

☐ Show Ordering History ☐ Show Only In-Stock Lines ☐ Show Only Contract Lines

**User Settings**

**Preferences**

Default Sort By:  Set default sort sequence for product searches:  Product

Order History Display: ☐ Always display order history during product searches: ☐

Enforce Minimum Spend: ☐ Prevent orders under \$200 ex GST from going through the checkout: ☐

**User Details (account: 999802)**

Contact Name:  Annette ODea

Email Address:  annette.odea@ch2.net.au

New Password:

Confirm New Password:

**Parent Details (account: 999810)**

Contact Name:  Annette ODea

Email Address:  annette.odea@ch2.net.au

New Password:

Confirm New Password:

**Logged in:** CH2 Direct Hospital Test Customer [Logged in as Parent: 999810]  
**Account:** 999802  
**Branch:** 310 - Melbourne  
**Accept Backorders:** Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

**Current Order**

Product Qty Price

No products in cart.

**Order Templates**

[Create/Modify](#)

Select...

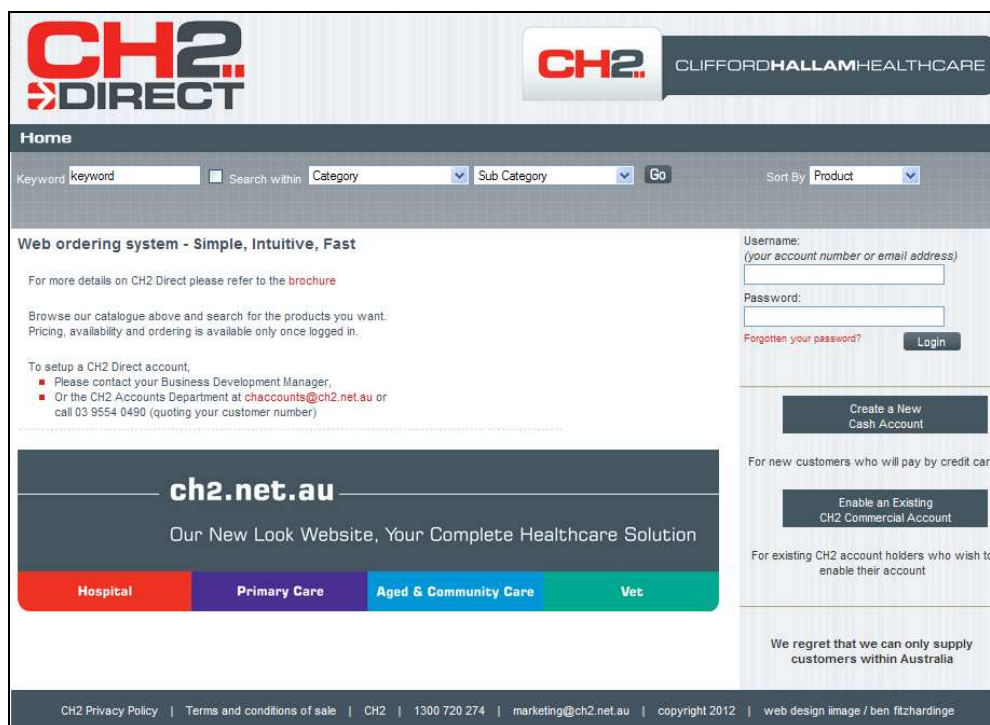
**Documents**

[CH2 Direct User Guide](#)

[CH2 Equipment Catalogue](#)

When logged in as a parent account the option also exists to change the details for the parent. The preferences apply to the child account.

## Retrieving a Forgotten Password



**CH2 DIRECT** CLIFFORD HALLAM HEALTHCARE

Home

Keyword  Search within  Category  Sub Category  Go Sort By

**Web ordering system - Simple, Intuitive, Fast**

For more details on CH2 Direct please refer to the [brochure](#)

Browse our catalogue above and search for the products you want. Pricing, availability and ordering is available only once logged in.

To setup a CH2 Direct account,

- Please contact your Business Development Manager,
- Or the CH2 Accounts Department at [chaccounts@ch2.net.au](mailto:chaccounts@ch2.net.au) or call 03 9554 0490 (quoting your customer number)

**ch2.net.au**

Our New Look Website, Your Complete Healthcare Solution

Hospital Primary Care Aged & Community Care Vet

Username:  (your account number or email address)

Password:

[Forgotten your password?](#)

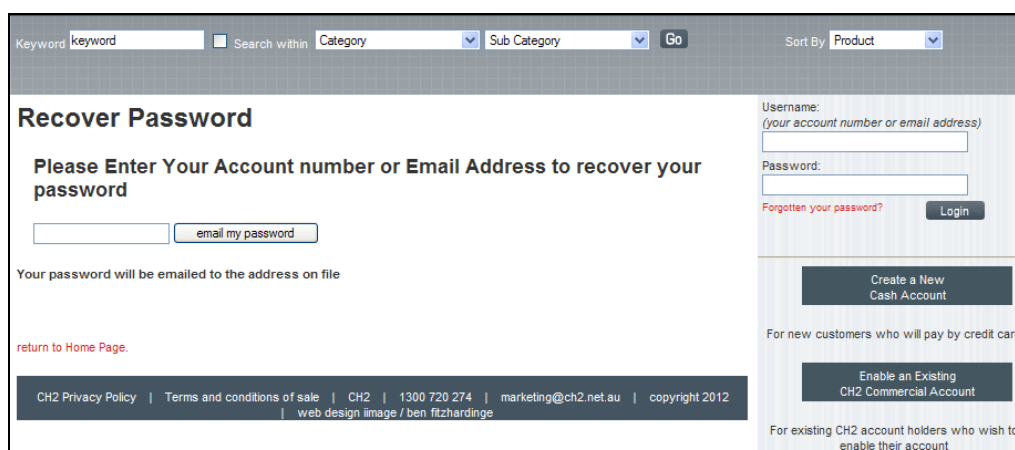
For new customers who will pay by credit card

For existing CH2 account holders who wish to enable their account

We regret that we can only supply customers within Australia

CH2 Privacy Policy | Terms and conditions of sale | CH2 | 1300 720 274 | [marketing@ch2.net.au](mailto:marketing@ch2.net.au) | copyright 2012 | web design image / ben fitzhardinge

From the Home page, click on '[Forgotten your password?](#)'



Keyword  Search within  Category  Sub Category  Go Sort By

**Recover Password**

**Please Enter Your Account number or Email Address to recover your password**

Your password will be emailed to the address on file

[return to Home Page.](#)

Username:  (your account number or email address)

Password:

[Forgotten your password?](#)

For new customers who will pay by credit card

For existing CH2 account holders who wish to enable their account

CH2 Privacy Policy | Terms and conditions of sale | CH2 | 1300 720 274 | [marketing@ch2.net.au](mailto:marketing@ch2.net.au) | copyright 2012 | web design image / ben fitzhardinge

Enter your account number or email address and click **email my password**

**Note:** Your email address can only be used if it is unique to one account.

An email will be sent immediately.