

# **CH2** **DIRECT**

## **Customer User Guide** **Primary Care** **V1.5**

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## 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. 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.

## Create 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 header with the CH2 Direct logo and the text 'CLIFFORD HALLAM HEALTHCARE'. Below the header is a navigation bar with a search bar and dropdown menus for 'Category' and 'Sub Category'. The main content area is divided into two columns. The left column contains a 'Web ordering system - Simple, Intuitive, Fast' section with a search bar and a 'Go' button. Below this is a section for 'ch2.net.au' with the tagline 'Our New Look Website, Your Complete Healthcare Solution' and four colored buttons: 'Hospital', 'Primary Care', 'Aged & Community Care', and 'Vet'. The right column contains a login section with fields for 'Username' and 'Password', 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 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** **CH2 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.

Select 'Enable an Existing CH2 Commercial Account'.

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** **PRIMARY CARE**  
OUR PRIMARY CARE IS YOU

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

Keyword  ☐ Search within    Sort By

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

**Gloves**

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	\$75.00 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

1330150	GLOVE SURGEON LATEX POWDERED 6 TRIFLEX Medline International Two Aust	2072511	\$40.00 CP BOX 40 GST: Yes				<input type="text" value="1"/> add 5 available							
Feb 1	Mar 1	Apr 1	May 2	Jun 3	Jul 2	Aug 1	Sep 3	Oct 1	Nov 2	Dec 3	Jan 2	MTD 2	Last Date 16/01/12	Open 0

1330163	GLOVE SURGEON LATEX POWDERED 6.5 TRIFLEX Medline International Two Aust	2072531	\$40.00 CP BOX 40 GST: Yes				<input type="text" value="1"/> add 22 available							
Feb 2	Mar 3	Apr 3	May 5	Jun 4	Jul 4	Aug 6	Sep 2	Oct 3	Nov 4	Dec 4	Jan 3	MTD 2	Last Date 27/01/12	Open 2

Logged in: CH2 Direct Primary Care Test  
Customer [Logged in as Parent: 999810]  
Account: 999804  
Branch: 310 - Melbourne  
Accept Backorders: Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

**Current Order**  
  
Product Qty Price  
  
No products in cart.

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

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 PRIMARY CARE**  
OUR PRIMARY CARE IS YOU

Home Reports Change Account

Keyword  Search within  Sub Category  Go

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

Sort By

**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
1962161	GLOVE EXAM NITRILE MEDIUM STD CUFF MEDICHOICE	12EX011	\$9.60 BOX 100 GST: Yes				1 add 1054 available
1952214 20680651139416	GLOVE EXAM NITRILE MEDIUM STERLING P/FREE KCC HEALTH CARE	13941	\$27.40 BOX 200 GST: Yes				1 add 0 available ETA: 19/01/2012
1987943	GLOVE EXAM NITRILE MM P/FREE CELESTE PHARMATEX	NTR58MM	\$12.80 BOX 200 GST: Yes				1 add 403 available
1987871	GLOVE EXAM NITRILE MM P/FREE MAVERICK PHARMATEX	NTR28MM	\$13.50 BOX 200 GST: Yes				1 add 1137 available
1548898	GLOVE EXAM NITRILE N/ST EX-LGE P/FREE BLUE MEDIFLEX INDUSTRIES	PF1BS-XL	\$8.10 BOX 100 GST: Yes			Y	10 add 0 available Non-Stock Line
1560425	GLOVE EXAM NITRILE N/ST EX-LGE P/FREE BLUE PLUS L/CUFF MEDIFLEX INDUSTRIES	PF1BL104	\$21.50 BOX 100 GST: Yes			Y	10 add 0 available Non-Stock Line

Logged in: CH2 Direct Primary Care Test Customer [Logged in as Parent: 999810]  
Account: 999804  
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 PRIMARY CARE**  
OUR PRIMARY CARE IS YOU

Home Reports Change Account

Keyword  Search within  Sub Category  Go

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

Sort By

**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
1962161	GLOVE EXAM NITRILE MEDIUM STD CUFF MEDICHOICE	12EX011	\$9.60 BOX 100 GST: Yes				1 add 1054 available
1952214 20680651139416	GLOVE EXAM NITRILE MEDIUM STERLING P/FREE KCC HEALTH CARE	13941	\$27.40 BOX 200 GST: Yes				1 add 0 available ETA: 19/01/2012
1987943	GLOVE EXAM NITRILE MM P/FREE CELESTE PHARMATEX	NTR58MM	\$12.80 BOX 200 GST: Yes				1 add 403 available
1987871	GLOVE EXAM NITRILE MM P/FREE MAVERICK PHARMATEX	NTR28MM	\$13.50 BOX 200 GST: Yes				1 add 1137 available
1548898	GLOVE EXAM NITRILE N/ST EX-LGE P/FREE BLUE MEDIFLEX INDUSTRIES	PF1BS-XL	\$8.10 BOX 100 GST: Yes			Y	10 add 0 available Non-Stock Line
1560425	GLOVE EXAM NITRILE N/ST EX-LGE P/FREE BLUE PLUS L/CUFF MEDIFLEX INDUSTRIES	PF1BL104	\$21.50 BOX 100 GST: Yes			Y	10 add 0 available Non-Stock Line

Logged in: CH2 Direct Primary Care Test Customer [Logged in as Parent: 999810]  
Account: 999804  
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...

OUR PRIMARY CARE IS YOU

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

☐ Search within Gloves


Sort By Product

☐ 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
1962161	GLOVE EXAM NITRILE MEDIUM STD CUFF MEDICHOICE	12EX011	\$9.80 BOX 100 GST: Yes				1 add 1054 available
1952214 20680651139416	GLOVE EXAM NITRILE MEDIUM STERLING P/FREE KCC HEALTH CARE	13941	\$27.40 BOX 200 GST: Yes				1 add 0 available ETA: 19/01/2012
1987943	GLOVE EXAM NITRILE MM P/FREE CELESTE PHARMATEX	NTR58MM	\$12.80 BOX 200 GST: Yes				1 add 403 available
1987871	GLOVE EXAM NITRILE MM P/FREE MAVERICK PHARMATEX	NTR29MM	\$13.50 BOX 200 GST: Yes				1 add 1137 available
1548898	GLOVE EXAM NITRILE N/ST EX-LGE P/FREE BLUE MEDIFLEX INDUSTRIES	PNB5XL	\$8.10 BOX 100 GST: Yes			Y	0 available Non-Stock Line
1560425	GLOVE EXAM NITRILE N/ST EX-LGE P/FREE BLUE PLUS L/CUFF MEDIFLEX INDUSTRIES	PNBL104	\$21.50 BOX 100 GST: Yes			Y	10 add 0 available Non-Stock Line

Logged in: CH2 Direct Primary Care Test Customer [Logged in as Parent: 999810]  
 Account: 999804  
 Branch: 310 - Melbourne  
 Accept Backorders: Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

#### Current Order

Product	Qty	Price
1. 1548898 GLOVE EXAM NITRILE N/ST EX-LGE	5	\$40.50 X B100

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 10.  
 Your closest valid order quantity is 10.  
 Please adjust your cart and click Update Pricing.

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

## Product Details

1292386 29310201241504	GLOVE SURGEON LATEX POWDER GAMMEX ST SZ 5.5 ANSELL INTERNATIONAL	4150N	\$46.92 CP BOX 40 GST: Yes	1 add 3 available
1292399 29310201241511	GLOVE SURGEON LATEX POWDERED 6 GAMMEX ANSELL INTERNATIONAL	4151N	\$75.00 CP BOX 40 GST: Yes	1 add 0 available
1292408 29310201241528	GLOVE SURGEON LATEX POWDERED 6.5 GAMMEX ANSELL INTERNATIONAL	4152N	\$46.92 CP BOX 40 GST: Yes	1 add 0 available

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

OUR PRIMARY CARE IS YOU

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

☐ Search within:

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

### Display Item - 1292386

[Back to Search](#)

**Gammex**

**ANSELL**

**GLOVE SURGEON LATEX POWDER GAMMEX ST SZ 5.5**  
 UOM: BOX 40  
 Supplier: ANSELL INTERNATIONAL  
 Part Number: 4150N  
 GTIN: 29310201241504

Price Ex GST: \$48.20  
 GST Applicable: **Yes**  
 Contract: No  
 Special: No

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

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

[add](#)

Logged in: CH2 Direct Primary Care Test Customer [Logged in as Parent: 999810]  
 Account: 999804  
 Branch: 310 - Melbourne  
 Accept Backorders: **Yes**  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

#### Current Order

Product Qty Price

No products in cart.

#### Order Templates

[Create/Modify](#)

#### 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
0	1	0	1	1	0	1	0	0	6	0	0	0	27/10/11	0

#### 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
1292399 29310201241511	GLOVE SURGEON LATEX POWDERED 6 GAMMEX ANSELL INTERNATIONAL	4151N	\$75.00 CP BOX 40 GST: Yes				<input type="text" value="1"/> <a href="#">add</a> 1 available
1292408 29310201241528	GLOVE SURGEON LATEX POWDERED 6.5 GAMMEX ANSELL INTERNATIONAL	4152N	\$42.32 BOX 40 GST: Yes				<input type="text" value="1"/> <a href="#">add</a> 25 available
1292411 29310201241535	GLOVE SURGEON LATEX POWDERED 7 GAMMEX ANSELL INTERNATIONAL	4153N	\$42.32 BOX 40 GST: Yes				<input type="text" value="1"/> <a href="#">add</a> 38 available
1292424 29310201241542	GLOVE SURGEON LATEX POWDERED 7.5 GAMMEX ANSELL INTERNATIONAL	4154N	\$42.32 BOX 40 GST: Yes				<input type="text" value="1"/> <a href="#">add</a> 18 available
1292437 29310201241559	GLOVE SURGEON LATEX POWDERED 8 GAMMEX ANSELL INTERNATIONAL	4155N	\$42.32 BOX 40 GST: Yes				<input type="text" value="1"/> <a href="#">add</a> 24 available
1292440 29310201241566	GLOVE SURGEON LATEX POWDERED 8.5 GAMMEX ANSELL INTERNATIONAL	4156N	\$42.32 BOX 40 GST: Yes				<input type="text" value="1"/> <a href="#">add</a> 1 available

#### Alternative Items

CH2CODE/ GTIN	DESCRIPTION	SUPPLIER PART NO	EX GST PRICE	DRUG SCHED	COLD CHAIN	NON- RETRN	ORDER
1330147	GLOVE SURGICAL LATEX SZ 5.5 TRIFLEX ST SU Medline International Two Aust	2072501	\$40.00 CP BOX 40 GST: Yes			Y	<input type="text" value="1"/> <a href="#">add</a> 0 available Non-Stock Line

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

Click on the product description in the search screen to display the full details for a product. This includes s 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.

The screenshot displays the CH2 Direct Primary Care website interface. The top navigation bar includes 'Home', 'Reports', and 'Change Account'. A search bar is present with a 'Go' button. Below the search bar, there are checkboxes for 'Show Ordering History', 'Show Only In-Stock Lines', and 'Show Only Contract Lines'. The main content area is titled 'Gloves' and shows a list of products with columns for CH2CODE/GTIN, DESCRIPTION, SUPPLIER, EX GST, PRICE, DRUG, COLD, NON-SCHED, CHAIN, RETRN, and ORDER. The products listed include various types of gloves from Mediflex Industries, Ansell International, and KCC Health Care. The 'Current Order' section on the right shows a list of items added to the cart, including 'GLOVE EXAM LATEX STERILE P/F' and 'GLOVE EXAM LATEX STERILE SML P/F'. The total order amount is \$281.16. A red circle highlights the 'Checkout' button at the bottom right of the page.

CH2CODE/GTIN	DESCRIPTION	SUPPLIER	EX GST	PRICE	DRUG	COLD	NON-SCHED	CHAIN	RETRN	ORDER
1777292	GLOVE EXAM LATEX STERILE P/F AMBIDEXTROUS LARGE MEDIFLEX INDUSTRIES	STGELS103		\$35.20 BOX 100 GST: Yes					Y	4 add 0 available Non-Stock Line
1757021	GLOVE EXAM LATEX STERILE P/F AMBIDEXTROUS MED MEDIFLEX INDUSTRIES	STGELS-102		\$39.40 BOX 100 GST: Yes					Y	1 add 0 available Non-Stock Line
1521522 29310201044822	GLOVE EXAM LATEX STERILE PF DERMACLEAN MEDIUM ANSELL INTERNATIONAL	4482		\$50.40 BOX 100 GST: Yes					Y	1 add 20 available
1521535 29310201044808	GLOVE EXAM LATEX STERILE SMALL P/F FREE DERMACLEAN ANSELL INTERNATIONAL	4480		\$50.40 BOX 100 GST: Yes					Y	4 add 0 available Non-Stock Line
1621626	GLOVE EXAM LATEX STERILE SMALL P/F FREE SAFESKIN SATIN PLUS KCC HEALTH CARE	50301M		\$41.30 BOX 100 GST: Yes					Y	10 add 0 available Non-Stock Line
1548301	GLOVE EXAM LATEX STERILE SML P/F MEDIFLEX INDUSTRIES	STGEL-101		\$36.90 BOX 50 GST: Yes					Y	4 add 0 available Non-Stock Line
1560483	GLOVE EXAM LATEX STERILE X-SML POWDERED BIOFLEX MEDIFLEX INDUSTRIES	LMLXS		\$4.90 BOX 50 GST: Yes					Y	1 add 0 available Non-Stock Line
1536801 09340232006540	GLOVE EXAM LATEX X-L P/F FREE TEXTD PROMEDICA PTY. LTD. PROMED	PMD148095		\$8.40 BOX 100 GST: Yes					Y	1 add 0 available Non-Stock Line
1760950	GLOVE EXAM LATEX X-LARGE FLEXTRA POWDER FREE STERILE MEDIFLEX INDUSTRIES	STPLXS104		\$35.20 BOX 100 GST: Yes					Y	20 add 0 available Non-Stock Line

**Current Order**

Product	Qty	Price
1. 1757021 GLOVE EXAM LATEX STERILE P/F	4	\$157.60 X B100
2. 1560483 GLOVE EXAM LATEX STERILE X-SML	20	\$98.00 X B50
<b>EX GST SUB-TOTAL:</b>		<b>\$255.60</b>
<b>GST:</b>		<b>\$25.56</b>
<b>TOTAL:</b>		<b>\$281.16</b>

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

**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, 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 PRIMARY CARE**  
OUR PRIMARY CARE IS YOU

Home Reports Change Account

Keyword  Search within    Sort By

☐ Show Ordering History ☐ Show Only In-Stock Lines ☐ Show Only Contract 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 Primary Care 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](#)

**Current Order**

Product	Qty	Price
1. 1757021 GLOVE EXAM LATEX STERILE P/F	4	\$157.60
2. 1560483 GLOVE EXAM LATEX STERILE X-SML	20	\$98.00
<b>EX GST SUB-TOTAL:</b>		<b>\$255.60</b>
<b>GST:</b>		<b>\$25.56</b>
<b>TOTAL:</b>		<b>\$281.16</b>

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

Select...

**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

The screenshot displays the CH2 Direct Primary Care website interface. At the top, the CH2 DIRECT logo is on the left, and the PRIMARY CARE logo with the tagline 'OUR PRIMARY CARE IS YOU' is on the right. Below the logos is a navigation bar with 'Home', 'Reports', and 'Change Account' links. A search bar contains the text 'keyword' and has dropdown menus for 'Category' and 'Sub Category', along with a 'Go' button. Below the search bar are three checkboxes: 'Show Ordering History', 'Show Only In-Stock Lines', and 'Show Only Contract Lines'. The main content area is divided into two columns. The left column, titled 'Order Sent', contains a thank you message, a link to 'view your order summary', and a link to 'build a template from this order'. The right column, titled 'Current Order', shows the user's login information and a table of the current order items. The footer of the page contains contact information: 'CH2 | 1300 720 274 | marketing@ch2.net.au | copyright 2012 | web design image / ben fitzhardinge'.

**CH2 DIRECT** **PRIMARY CARE**  
OUR PRIMARY CARE IS YOU

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

Keyword:  Search within:    Sort By:

☐ Show Ordering History ☐ Show Only In-Stock Lines ☐ Show Only Contract 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](#).

**Current Order**

Logged in: CH2 Direct Primary Care Test Customer [Logged in as Parent: 999810]  
Account: 999804  
Branch: 310 - Melbourne  
Accept Backorders: Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

Product	Qty	Price
1. 1757021 GLOVE EXAM LATEX STERILE P/F	4	\$157.60 B100
2. 1560483 GLOVE EXAM LATEX STERILE X-SML	20	\$98.00 B50
<b>EX GST SUB-TOTAL: \$255.60</b>		
GST: \$25.56		
<b>TOTAL: \$281.16</b>		

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Select the 'Home' button to return to the start

## Checkout Screen – Cash Customer

OUR PRIMARY CARE IS YOU

[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 INC TAX
1	1741521 AVAGARD HAND RUB 125ML CHG 0.5% W/V ETHANOL 70%	EACH	no	1	\$5.60	\$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	\$5.60
2. 1258808 MICROSHIELD HANDWA- SH 500ML	1 C12	\$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**.









**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 )**

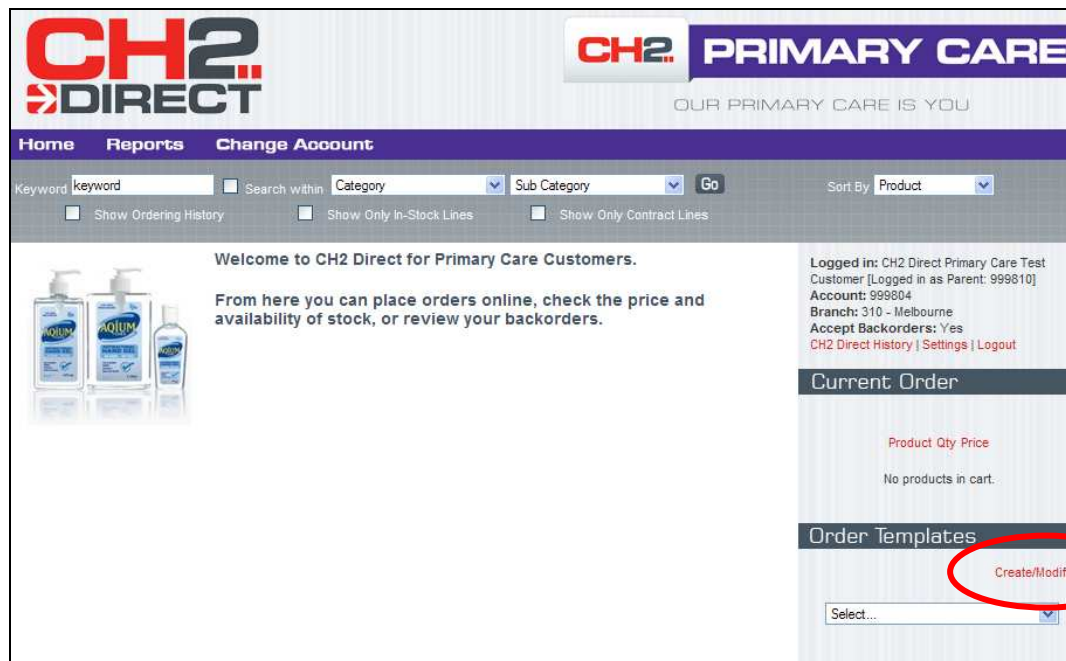
**Amount** **AUD\$811.45**



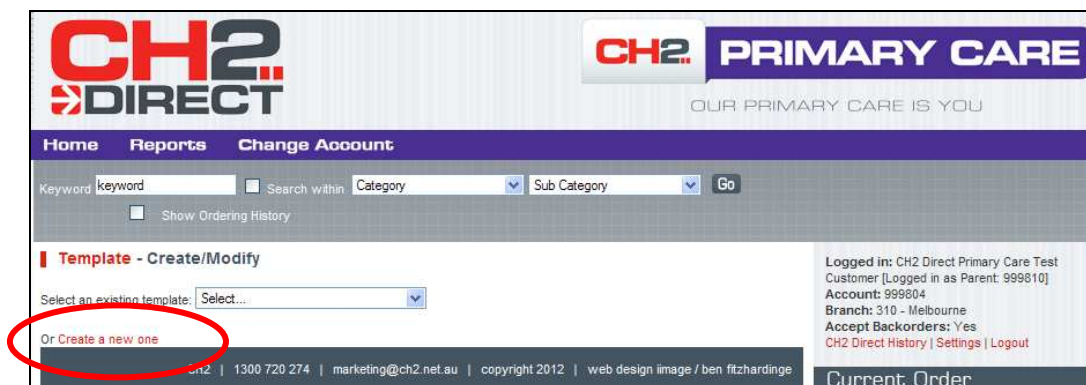
Enter your credit card details on the St George payments page and click '**Submit Payment**'.

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

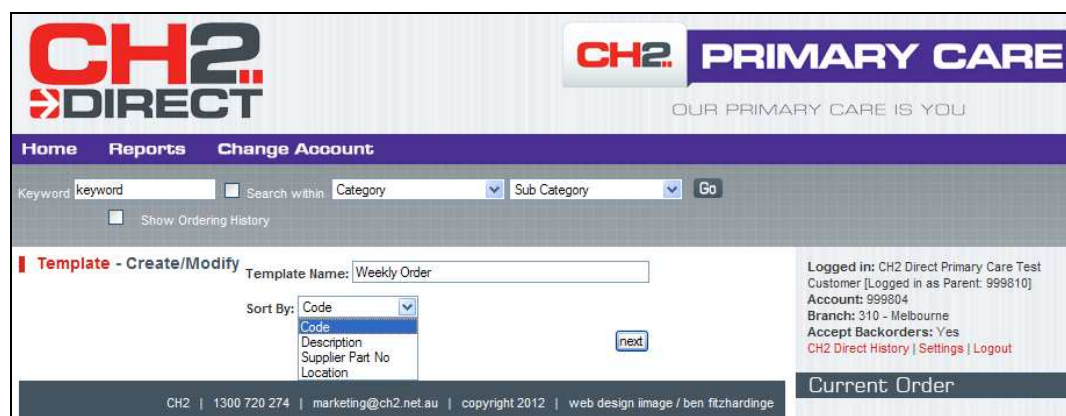
## Creating a New Order Template



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





Select 'Create a new one'



Type a meaningful name in the Template Name field

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




**PRIMARY CARE**

OUR PRIMARY CARE IS YOU

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

Keyword 
☐ Search within 


 Sort By

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

### Hand Hygiene

CH2CODE/ GTIN	DESCRIPTION	SUPPLIER PART NO	EX GST PRICE	DRUG SCHED	COLD CHAIN	NON- RETRN	Page 1   2   3 TEMPLATE QTY
1859845 09421901692742	ANTIBACTERIAL HAND GEL ALCOHOL 70% CHLORHEXIDINE 2% 500ML REYNARD HEALTH SERVICES	RHS406	\$4.90 EACH GST: Yes				1 add 17 available
1859829 09421901692711	ANTIBACTERIAL HAND GEL ALCOHOL 70% CHLORHEXIDINE 2% 60ML REYNARD HEALTH SERVICES	RHS405	\$1.30 EACH GST: Yes			Y	0 add 0 available Non-Stock Line
1698802 09314839002366	AQIUM GEL ANTI BACTERIAL 1LT EGO PHARMACEUTICALS	10378	\$11.40 EACH GST: Yes				1 add 93 available
1585371 09314839001901	AQIUM GEL ANTI BACTERIAL 375ML EGO PHARMACEUTICALS	10377	\$11.20 EACH GST: Yes				1 add 2294 available
1585362 00000093466028	AQIUM GEL ANTI BACTERIAL 70ML EGO PHARMACEUTICALS	10376	\$2.30 EACH GST: Yes				1 add 138 available
1723092 09310063037143	AVAGARD 125ML SKIN CLEANSER NON MEDICATED 3M AUSTRALIA	AH100018342	\$3.90 EACH GST: Yes			Y	0 add 0 available Non-Stock Line
1620658 09310063037457	AVAGARD BARRIER LOTION 1.5LT MOISTURISING BARRIER 3M AUSTRALIA	AH100017369	\$22.70 EACH GST: Yes				1 add 14 available
1639113 09310063037129	AVAGARD BARRIER LOTION 125ML MOISTURISING BARRIER 3M AUSTRALIA	AH100013839	\$4.00 EACH GST: Yes				1 add 36 available
1587886 09310063037136	AVAGARD BARRIER LOTION 500ML MOISTURISING BARRIER 3M AUSTRALIA	AH100013947	\$8.60 EACH GST: Yes				1 add 99 available
1593426 09310063037525	AVAGARD HAND & BODY WASH 1.5L CHG 2% WWW 3M AUSTRALIA	AH100010125	\$26.40 EACH GST: Yes				1 add 36 available
1605829 09310063037440	AVAGARD HAND & BODY WASH 1.5L GENERAL WASH 3M AUSTRALIA	AH100018367	\$19.00 EACH GST: Yes				1 add 208 available

Logged in: CH2 Direct Primary Care Test  
Customer [Logged in as Parent: 999810]  
Account: 999804  
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

Product	Qty
1. 1859829 ANTIBACTERIAL HAND GEL ALCOHOL	72 X
2. 1723092 AVAGARD 125ML SKIN CLEANSER	40 X
3. 1587843 AVAGARD HAND & BODY WASH 500ML	10 X

[Return to template editing](#)

[Cancel Add/Edit](#)

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 DIRECT** **CH2 PRIMARY CARE**  
OUR PRIMARY CARE IS YOU

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

Keyword  ☐ Search within  Category  Sub Category    
☐ 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:

1587843	AVAGARD HAND & BODY WASH 500ML TRICLOSAN 1% WWV W/NOZZLE 3M AUSTRALIA	AH100010158	<input type="text" value="10"/>	<a href="#">delete</a>
1723092	AVAGARD 125ML SKIN CLEANSER NON MEDICATED 3M AUSTRALIA	AH100018342	<input type="text" value="40"/>	<a href="#">delete</a>
1859829	ANTIBACTERIAL HAND GEL ALCOHOL 70% CHLORHEXIDINE 2% 60ML REYNARD HEALTH SERVICES	RHS405	<input type="text" value="72"/>	<a href="#">delete</a>

**Logged in:** CH2 Direct Primary Care Test Customer [Logged in as Parent: 999810]  
**Account:** 999804  
**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](#)

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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 PRIMARY CARE**  
OUR PRIMARY CARE IS YOU

Home Reports Change Account

Keyword:  Search within:  Category:  Sub Category:  Go

☐ Show Ordering History ☐ Show Only In-Stock Lines ☐ Show Only Contract 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 Primary Care Test Customer [Logged in as Parent: 999810]  
Account: 999804  
Branch: 310 - Melbourne  
Accept Backorders: Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

**Current Order**

Product	Qty	Price
1. 1723092 AVAGARD 125ML SKIN CLEANSER	40	\$156.00 EA
2. 1587843 AVAGARD HAND & BODY WASH 500ML	10	\$105.00 EA
3. 1562611 CLEANSER SKIN 500ML	6	\$53.40 EA
4. 1811761 DERMASOFT 1LT SANITISING	2	\$84.20 EA
5. 1856610 MICROSHIELD	6	\$188.40 EA

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Select **'Build a Template from this Order'**

**CH2 DIRECT PRIMARY CARE**  
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Home Reports Change Account

Keyword:  Search within:  Category:  Sub Category:  Go

☐ 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:  X Delete This Template | Print All Items

Sort By:

CODE	DESCRIPTION	SUPPLIER PART NO	LOCATION	ORDER
1723092	AVAGARD 125ML SKIN CLEANSER NON MEDICATED 3M AUSTRALIA	AH100018342	<input type="text"/>	40 delete
1587843	AVAGARD HAND & BODY WASH 500ML TRICLOSAN 1% WWV W/NOZZLE 3M AUSTRALIA	AH100010158	<input type="text"/>	10 delete
1562611	CLEANSER SKIN 500ML ANTIBACTERIAL KCC PROFESSIONAL	4355C	<input type="text"/>	6 delete
1811761	DERMASOFT 1LT SANITISING HAND GEL CAMPBELL BROTHERS	16458	<input type="text"/>	2 delete
1856610	MICROSHIELD LOTION 1.5L MOISTURISING JOHNSON & JOHNSON	61118	<input type="text"/>	6 delete
1431247	NUTRA GEL HAND CLEANER 5 LITRE HAMMERSLEY PRODUCT	NUTGELS5L	<input type="text"/>	2 delete
1123667	SOAP HAND LIQUID SLT SOFT CARE ENHANCE JOHNSON DIVERSEY	3412545	<input type="text"/>	1 delete

Logged in: CH2 Direct Primary Care Test Customer [Logged in as Parent: 999810]  
Account: 999804  
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

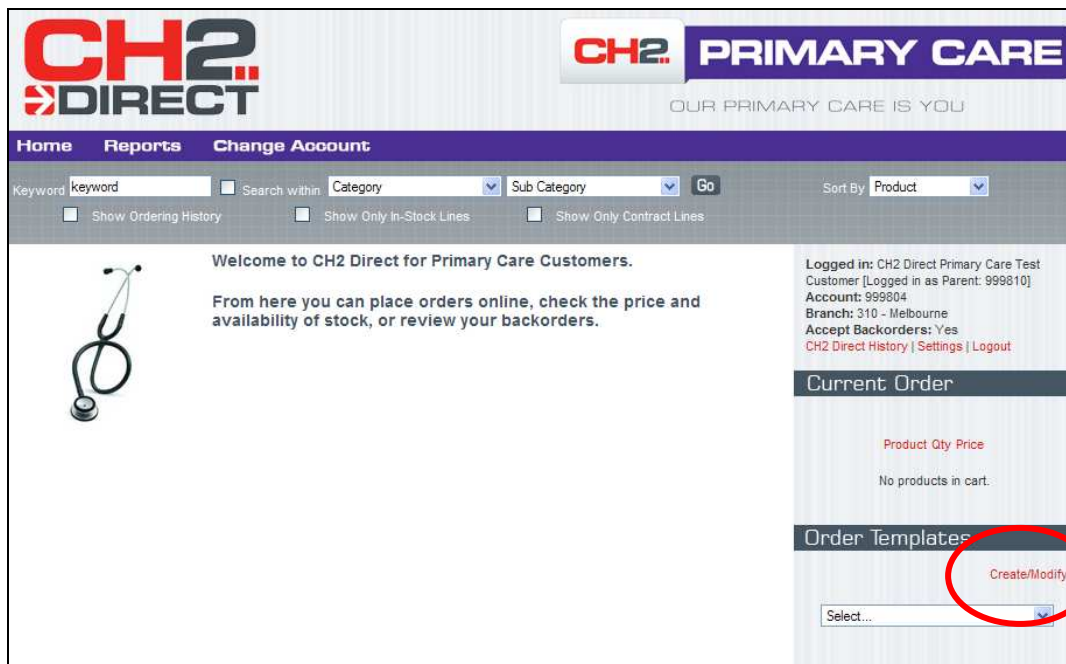
You can add products, delete products and edit locations.

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

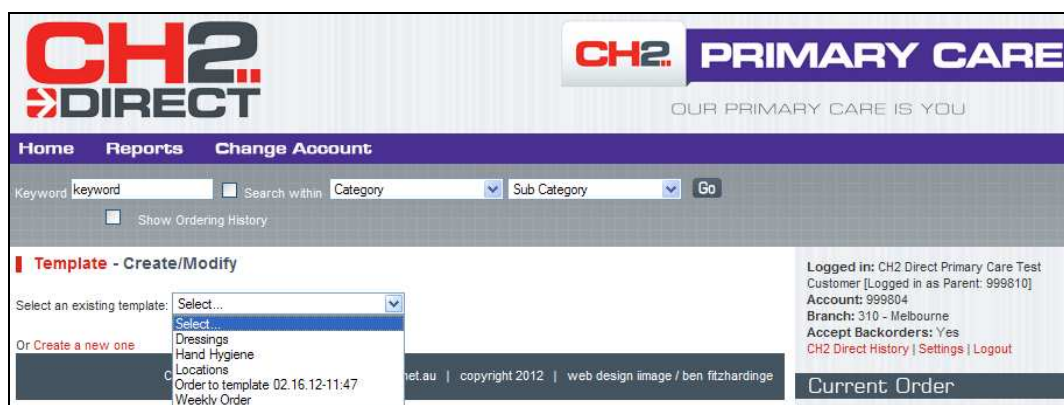


## Amending a Template

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

OUR PRIMARY CARE IS YOU

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

Keyword  ☐ Search within  Category  Sub Category  
  
☐ Show Ordering History

**Template Dressings - 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:

CH2CODE/ GTIN	DESCRIPTION	SUPPLIER PART NO	EX GST PRICE	DRUG SCHED	COLD CHAIN	NON-RETRN	TEMPLATE QTY	
1964240	DRESSING ADH ISLAND FILM W/P 6 X 7CM ST 1S HEALBAND AAXIS PACIFIC	12633261	10				1	<a href="#">delete</a>
1922914	DRESSING ADH TRANS 9X15CM TEGADERM PLUS PAD ST SU 3M AUSTRALIA	70200748930	20				25	<a href="#">delete</a>
1342025	DRESSING COVER PROTECT WOUND KEEP-DRI (RECT) GRN 40X20CM SUTHERLAND MEDICAL SUTHER	KDR-G	30				2	<a href="#">delete</a>
1570927	DRESSING ABSORB FULL EXU-DRY 7.5CMX10CM ST SMITH & NEPHEW AUST P/L	5999034	50				50	<a href="#">delete</a>
1676096	DRESSING IMPREGNATED 20CMX40CM CUTICERIN ST SU SMITH & NEPHEW AUST P/L	66045502	70				2	<a href="#">delete</a>
1368443	DRESSING CALCIUM ALGINATE KALTOSTAT 5X5CM CONVATEC	168210	80				2	<a href="#">delete</a>

Logged in: CH2 Direct Primary Care Test Customer [Logged in as Parent: 999810]  
 Account: 999804  
 Branch: 310 - Melbourne  
 Accept Backorders: Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

**Current Order**

Product Qty Price  
 No products in cart.

**Order Templates**

Modify Template: Dressings  
[Cancel Add/Edit](#)

**Documents**

The existing items for the template are displayed

OUR PRIMARY CARE IS YOU

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

Keyword  ☐ Search within  Dressings & Wound Care  Sub Category  
  
☐ Show Ordering History
 ☐ Show Only In-Stock Lines
 ☐ Show Only Contract Lines

**Dressings & Wound 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	
1769612	CERDAK BASIC 50X20CM BX 10 WOUND TREATMENT DEVICE DEVICE TECHNOLOGIES	CE-BO2050025	\$24.40 BOX 10 GST: Yes			Y	1	<a href="#">add</a> 0 available Non-Stock Line
1796186 05000223441654	CICA-CARE 12CMX15CM BX10 SMITH & NEPHEW AUST P/L	66250707	\$1,061.24 BOX 10 GST: Yes			Y	1	<a href="#">add</a> 0 available Non-Stock Line
1926590	CICA-CARE 12CMX15CM BX10 SMITH & NEPHEW AUST P/L	66250707	\$121.70 EACH GST: Yes			Y		<a href="#">add</a> 0 available Non-Stock Line
1795714 30707387292905	CLOSURE WOUND 12MM X 50MM X 6 STERIL-STRIP ELASTIC SKIN TONE 3M AUSTRALIA	70200699662	\$39.60 BOX 50 GST: Yes			Y	4	<a href="#">add</a> 0 available Non-Stock Line
1696219 30707387070176	CLOSURE WOUND 25MM X 125MM X 4 STERIL-STRIP ELASTIC SKIN TONE 3M AUSTRALIA	9121387	\$47.40 BOX 25 GST: Yes			Y	4	<a href="#">add</a> 0 available Non-Stock Line
1795693 30707387070176	CLOSURE WOUND 25MM X 125MM X 4 STERIL-STRIP ELASTIC SKIN TONE 3M AUSTRALIA	9121387	\$47.40 BOX 25 GST: Yes			Y	4	<a href="#">add</a> 0 available Non-Stock Line
1676774 30707387494644	CLOSURE WOUND SYSTEM TEGADERM STERIL-STRIP LAPAROSCO ST SU 3M AUSTRALIA	70200709528	\$95.00 BOX 25 GST: Yes			Y	8	<a href="#">add</a> 0 available Non-Stock Line
1892223 19326306005579	COHESIVE BANDAGE CO-WRAP BLUE 100MMX4.5M SENTRY MEDICAL PTY LTD	COB054	\$73.80 CTN 18 GST: Yes			Y	1	<a href="#">add</a> 0 available Non-Stock Line
1892266 19326306005586	COHESIVE BANDAGE CO-WRAP BLUE 150MMX4.5M SENTRY MEDICAL PTY LTD	COB055	\$80.70 CTN 12 GST: Yes			Y	1	<a href="#">add</a> 0 available Non-Stock Line
1892194 19326306005548	COHESIVE BANDAGE CO-WRAP BLUE 25MMX4.5M SENTRY MEDICAL PTY LTD	COB051	\$115.20 CTN 60 GST: Yes			Y	1	<a href="#">add</a> 0 available Non-Stock Line
1892207 19326306005555	COHESIVE BANDAGE CO-WRAP BLUE 50MMX4.5M SENTRY MEDICAL PTY LTD	COB052	\$94.50 CTN 36 GST: Yes			Y	1	<a href="#">add</a> 0 available Non-Stock Line
1892215 19326306005562	COHESIVE BANDAGE CO-WRAP BLUE 75MMX4.5M SENTRY MEDICAL PTY LTD	COB053	\$87.60 CTN 24 GST: Yes			Y	1	<a href="#">add</a> 0 available Non-Stock Line
1347517	COMFEEL BARRIER CREAM 60ML TUBE COLOPLAST	4720	\$13.10 EACH GST: No				1	<a href="#">add</a> 8 available
1396970 05708932208314	COMFEEL HYDROCOLLOID ULCER DRESSING 15x15CM COLOPLAST	3218	\$75.60 BOX 5 GST: No			Y	1	<a href="#">add</a> 3 available

Logged in: CH2 Direct Primary Care Test Customer [Logged in as Parent: 999810]  
 Account: 999804  
 Branch: 310 - Melbourne  
 Accept Backorders: Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

**Current Order**

Product Qty Price  
 No products in cart.

**Order Templates**

Modify Template: Dressings

Product	Qty
1. 1964240 DRESSING ADH ISLAND FILM W/P	1 X
2. 1922914 DRESSING ADH TRANS 9X15CM	25 X
3. 1368443 DRESSING CALCIUM ALGINATE	2 X
4. 1342025 DRESSING COVER PROTECT WOUND	2 X
5. 1676096 DRESSING IMPREGNATED 20CMX40CM	2 X
6. 1570927 DRESSING ABSORB FULL EXU-DRY	50 X
7. 1926590 CICA-CARE 12CMX15CM BX10	10 X

[Cancel Add/Edit](#)

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 PRIMARY CARE**  
OUR PRIMARY CARE IS YOU

Home Reports Change Account

Keyword  ☐ Search within  Category  Sub Category  Go

☐ Show Ordering History

**Template Dressings - 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	Unit Price	Total Price	Action
1926590	CICA-CARE 12CMX15CM BX10 SMITH & NEPHEW AUST P/L	86250707	<input type="text" value="10"/>			<a href="#">delete</a>
1964240	DRESSING ADH ISLAND FILM W/P 6 X 7CM ST 1S HEALBAND AAXIS PACIFIC	12633261	<input type="text" value="10"/>	<input type="text" value="1"/>		<a href="#">delete</a>
1922914	DRESSING ADH TRANS 9X15CM TEGADERM PLUS PAD ST SU 3M AUSTRALIA	70200748930	<input type="text" value="20"/>	<input type="text" value="25"/>		<a href="#">delete</a>
1342025	DRESSING COVER PROTECT WOUND KEEP-DRI (RECT) GRN 40X20CM SUTHERLAND MEDICAL SUTHER	KDR-G	<input type="text" value="30"/>	<input type="text" value="2"/>		<a href="#">delete</a>
1570927	DRESSING ABSORB FULL EXU-DRY 7.5CMX10CM ST SMITH & NEPHEW AUST P/L	5999034	<input type="text" value="50"/>	<input type="text" value="50"/>		<a href="#">delete</a>
1676096	DRESSING IMPREGNATED 20CMX40CM CUTICERIN ST SU SMITH & NEPHEW AUST P/L	66045502	<input type="text" value="70"/>	<input type="text" value="2"/>		<a href="#">delete</a>
1368443	DRESSING CALCIUM ALGINATE KALTOSTAT 5X5CM CONVATEC	168210	<input type="text" value="80"/>	<input type="text" value="2"/>		<a href="#">delete</a>

**Logged in:** CH2 Direct Primary Care Test Customer [Logged in as Parent: 999810]  
Account: 999804  
Branch: 310 - Melbourne  
Accept Backorders: Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

**Current Order**

Product Qty Price

No products in cart.

**Order Templates**

Modify Template: Dressings

[Cancel Add/Edit](#)

**Documents**

[CH2 Direct User Guide](#)

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

Click **Save**

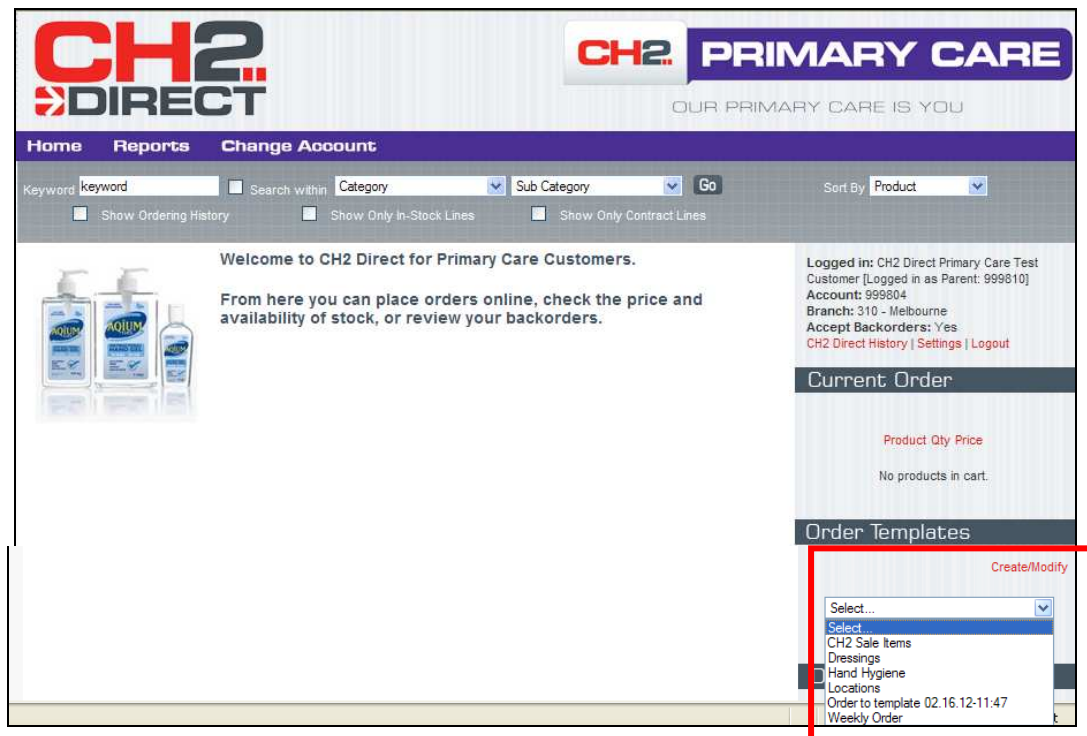
To delete items from the template, select the template as shown above

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 contains item that are currently on sale

**CH2 DIRECT PRIMARY CARE**  
OUR PRIMARY CARE IS YOU

Home Reports Change Account

Keyword  ☐ Search within  Category  Sub Category  Go

☐ Show Ordering History

**Template - Weekly Order**

Load All Items | Print All Items Page 1

CODE/ GTIN	DESCRIPTION	SUPPLIER PART NO	PRICE	LOCATION	ORDER
1587843 09310063037204	AVAGARD HAND & BODY WASH 500ML TRICLOSAN 1% WWV W/NOZZLE 3M AUSTRALIA	AH100010158	\$10.50 EACH GST: Yes		<input type="text" value="10"/> add 0 available Non-Stock Line
1723092 09310063037143	AVAGARD 125ML SKIN CLEANSER NON MEDICATED 3M AUSTRALIA	AH100018342	\$3.90 EACH GST: Yes		<input type="text" value="40"/> add 0 available Non-Stock Line
1859829 09421901692711	ANTIBACTERIAL HAND GEL ALCOHOL 70% CHLORHEXIDINE 2% 60ML REYNARD HEALTH SERVICES	RHS405	\$1.30 EACH GST: Yes		<input type="text" value="72"/> add 0 available Non-Stock Line

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Logged in: CH2 Direct Primary Care Test Customer [Logged in as Parent: 999810]  
Account: 999804  
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...

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'

**CH2 DIRECT PRIMARY CARE**  
OUR PRIMARY CARE IS YOU

Home Reports Change Account

Keyword  ☐ Search within  Category  Sub Category  Go

☐ Show Ordering History

**Template - Weekly Order**

Load All Items | Print All Items Page 1

CODE/ GTIN	DESCRIPTION	SUPPLIER PART NO	PRICE	LOCATION	ORDER
1587843 09310063037204	AVAGARD HAND & BODY WASH 500ML TRICLOSAN 1% WWV W/NOZZLE 3M AUSTRALIA	AH100010158	\$10.50 EACH GST: Yes		<input type="text" value="10"/> add 0 available Non-Stock Line
1723092 09310063037143	AVAGARD 125ML SKIN CLEANSER NON MEDICATED 3M AUSTRALIA	AH100018342	\$3.90 EACH GST: Yes		<input type="text" value="40"/> add 0 available Non-Stock Line
1859829 09421901692711	ANTIBACTERIAL HAND GEL ALCOHOL 70% CHLORHEXIDINE 2% 60ML REYNARD HEALTH SERVICES	RHS405	\$1.30 EACH GST: Yes		<input type="text" value="72"/> add 0 available Non-Stock Line

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Logged in: CH2 Direct Primary Care Test Customer [Logged in as Parent: 999810]  
Account: 999804  
Branch: 310 - Melbourne  
Accept Backorders: Yes  
CH2 Direct History | Settings | Logout

**Current Order**

Product	Qty	Price
1. 1859829 ANTIBACTERIAL HAND GEL ALCOHOL	<input type="text" value="72"/>	\$93.60 X EA
2. 1723092 AVAGARD 125ML SKIN CLEANSER	<input type="text" value="40"/>	\$156.00 X EA
3. 1587843 AVAGARD HAND & BODY WASH 500ML	<input type="text" value="10"/>	\$105.00 X EA
EX GST SUBTOTAL:		\$354.60
GST:		\$35.46
TOTAL:		\$390.06

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

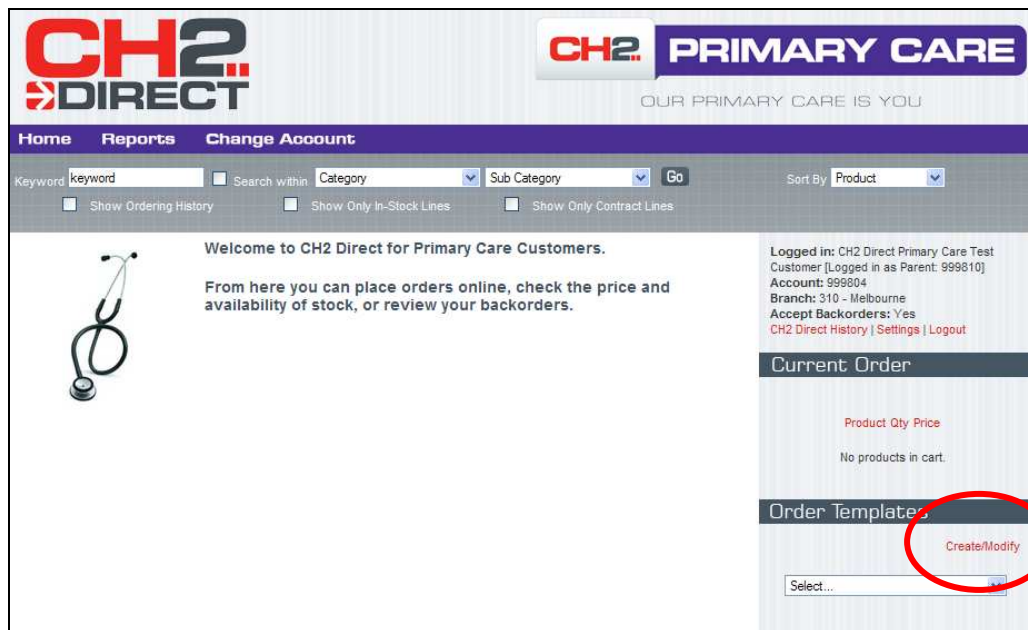
View Order Update Pricing

Export to Excel Empty Cart

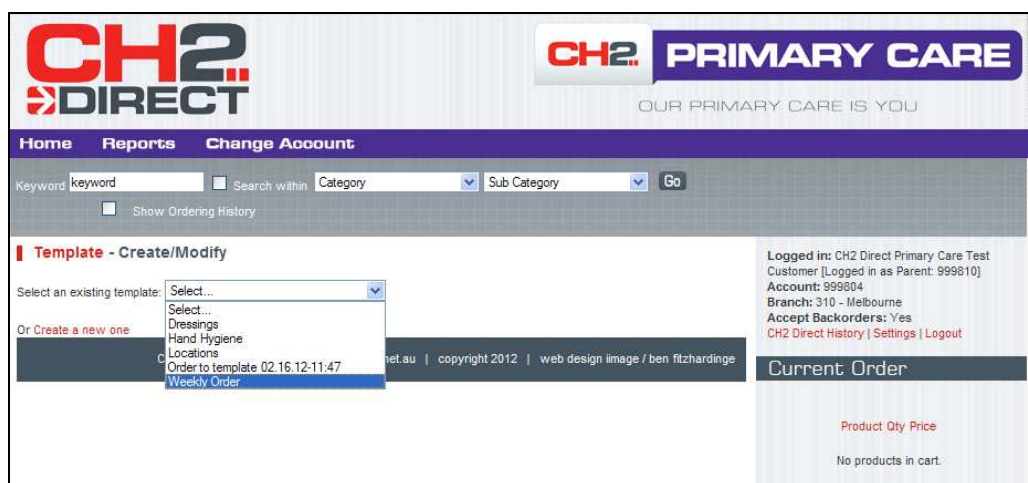
Checkout

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

## Export a Template to Excel



Select 'Create/Modify'



Select a template from the drop down list

**CH2 DIRECT PRIMARY CARE**  
OUR PRIMARY CARE IS YOU

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:  Weekly Order

Sort By:  Code

1587843	AVAGARD HAND & BODY WASH 500ML TRICLOSAN 1% W/W W/NOZZLE 3M AUSTRALIA	AH100010158	<input type="text"/> 10	<a href="#">delete</a>
1723092	AVAGARD 125ML SKIN CLEANSER NON MEDICATED 3M AUSTRALIA	AH100018342	<input type="text"/> 40	<a href="#">delete</a>
1859829	ANTIBACTERIAL HAND GEL ALCOHOL 70% CHLORHEXIDINE 2% 60ML REYNARD HEALTH SERVICES	RHS405	<input type="text"/> 72	<a href="#">delete</a>

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

Logged in: CH2 Direct Primary Care Test Customer (Logged in as Parent: 999810)  
Account: 999804  
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 10:57 am						
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 -EC002228F	\$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

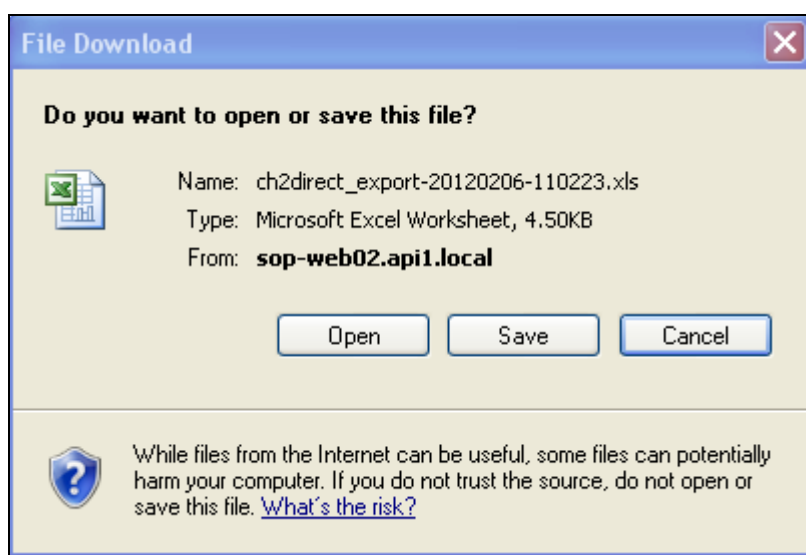
Update Pricing

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.

The screenshot shows the CH2 Direct website interface. At the top, there is a header with the CH2 DIRECT logo on the left and the PRIMARY CARE logo on the right, with the tagline 'OUR PRIMARY CARE IS YOU'. Below the header is a navigation bar with 'Home' and 'Reports' links. The main content area is titled 'CH2 Direct Customer Backorder Report'. It includes a 'Print | Excel' link and a 'Logged in' status bar showing 'Doctors Cash Sales-Beresfield', 'Account: 84715', 'Branch: 335 - Newcastle', 'Accept Backorders: Yes', and links for 'CH2 Direct History', 'Settings', and 'Logout'. The report displays a table of backordered items with columns for Order Date, Order No, Line No, Your Ref, Quantity, GST, Unit Price, GST, Ext Price, and ETA Date. The table lists three items: 1292440 GLOVE SURGEON LATEX POWDERED 8.5 GAMMEX, 1379024 GLOVE SURGEON LATEX POWDERED 9 GAMMEX, and 1718402 THYROGEN KIT 1. The report total is \$360.46 GST \$3,965.06. On the right side, there are sections for 'Current Order' (No products in cart), 'Order Templates' (Create/Modify), and 'Documents'.

**CH2 DIRECT** **PRIMARY CARE**  
OUR PRIMARY CARE IS YOU

Home Reports

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

Logged in: Doctors Cash Sales-Beresfield  
Account: 84715  
Branch: 335 - Newcastle  
Accept Backorders: Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

**Item Details**

Order Date	Order No	Line No	Your Ref	Quantity	GST	Unit Price	GST	Ext Price	ETA Date
Item: 1292440 GLOVE SURGEON LATEX POWDERED 8.5 GAMMEX UOM: B40 PartNo: ANSELL-4156N									
6/02/12	5255744	2	DEFENCE	13	Y	\$42.32	\$55.02	\$605.22	
Item: 1379024 GLOVE SURGEON LATEX POWDERED 9 GAMMEX UOM: B40 PartNo: ANSELL-4157N									
6/02/12	5255744	1	DEFENCE	18	Y	\$68.30	\$122.94	\$1,352.34	
Item: 1718402 THYROGEN KIT 1 UOM: EA PartNo: SANOFI-1849-12									
3/02/12	5251778	1	BLACKHALLS PARK PHARMACY	1	Y	\$1,825.00	\$182.50	\$2,007.50	9/02/12
<b>Report Total</b>								<b>\$360.46</b>	<b>\$3,965.06</b>

ETA dates are based on up to date information given to CH2 from the product manufacturer.  
'No Supplier ETA' indicates the manufacturer has not provided a delivery date to CH2

**Current Order**

Product Qty Price

No products in cart.

**Order Templates**

Create/Modify

Select...

**Documents**



## 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.




**PRIMARY CARE**

OUR PRIMARY CARE IS YOU

[Home](#)
[Reports](#)

### CH2 Direct Open Orders Report

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

Logged in: Doctors Cash Sales-Beresfield  
 Account: 84715  
 Branch: 335 - Newcastle  
 Accept Backorders: Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

Line	Code	Description	Qty	Unit Price	GST	Ext Price	Order_Status
Order Date: 14/07/11      CH2 Order No: 4814442      Your Reference: CONVATEC 140711							
1	1472308	TUBE CONNECTOR SMALL 4-7MM STERILE	233	\$1.10	\$25.63	\$281.93	Order On Hold
Order Date: 16/01/12      CH2 Order No: 5167436      Your Reference: DR SIMON MYLABATHULA 1912							
4	1277707	AIRWAY GUEDEL SIZE 3 - 90MM ADULT PLASTIC	1	\$1.30	\$0.00	\$1.30	Order On Hold
6	1277698	AIRWAY GUEDEL SIZE 4 - 100MM LARGE ADULT PLASTIC	1	\$1.30	\$0.00	\$1.30	Order On Hold
Order Date: 30/01/12      CH2 Order No: 5171671      Your Reference: dr cosmas eekzele							
1	1205407	STETHOSCOPE CLASSIC II SE LITTMANN BLACK 71CM	2	\$115.00	\$23.00	\$253.00	Order On Hold
2	1528512	STETHOSCOPE CARDIOLOGY II 27" LITTMANN BLACK	1	\$260.00	\$26.00	\$286.00	Order On Hold
3	1632190	DIAG SET PANOPTIC / MACROVIEW	1	\$1,350.00	\$135.00	\$1,485.00	Order On Hold

#### Current Order

Product Qty Price

No products in cart.

#### Order Templates

[Create/Modify](#)


Select...


#### Documents

## 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.




**PRIMARY CARE**  
OUR PRIMARY CARE IS YOU

[Home](#)
[Reports](#)

### CH2 Direct Item History Report

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

Logged in: Doctors Cash Sales-Beresfield  
 Account: 84715  
 Branch: 335 - Newcastle  
 Accept Backorders: Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

Order Details			Last Invoice	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	MTD
1768265	ADRENALINE AMP 1:1000 1MG/ML (04040)	EACH	3/02/12	0	0	0	0	0	0	0	0	0	0	0	0	1
1000763	ADRENALINE MINUET 1/10000 (01742551)	EACH	18/02/11	4	0	0	0	0	0	0	0	0	0	0	0	0
1591797	AIRWAY GUEDEL 100MM RED ST (2877631)	EACH	9/03/11	0	1	0	0	0	0	0	0	0	0	0	0	0
1683864	AIRWAY GUEDEL 90MM YELLOW ST (2877632)	EACH	9/03/11	0	1	0	0	0	0	0	0	0	0	0	0	0
1277672	AIRWAY GUEDEL SIZE 2 - 80MM (SLGA2N)	EACH	3/02/12	0	0	0	0	0	0	0	0	0	0	0	0	1
1441669	AIRWAY GUEDEL SIZE 6 110MM (2877643)	EACH	9/03/11	0	1	0	0	0	0	0	0	0	0	0	0	0
1614231	AIRWAY GUEDEL SZ 0 50MM BLUE (2877636)	EACH	9/03/11	0	1	0	0	0	0	0	0	0	0	0	0	0
1614223	AIRWAY GUEDEL SZ 1 60MM PURPLE (2877635)	EACH	9/03/11	0	1	0	0	0	0	0	0	0	0	0	0	0
1613950	AIRWAY GUEDEL SZ 2 70MM (2877634)	EACH	9/03/11	0	1	0	0	0	0	0	0	0	0	0	0	0

#### Current Order

Product Qty Price

No products in cart.

#### Order Templates

[Create/Modify](#)

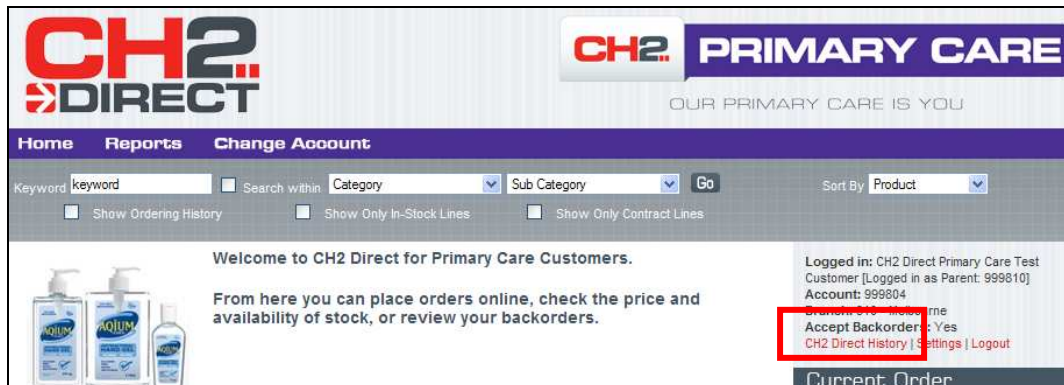
Select...

#### Documents

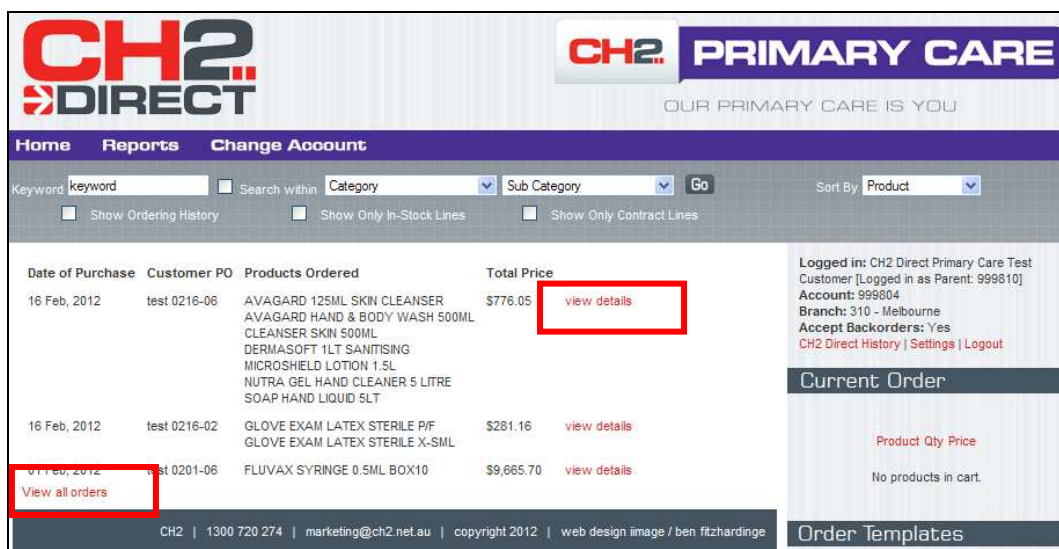


## Viewing Order History

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'




**PRIMARY CARE**

OUR PRIMARY CARE IS YOU

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

Keyword 
☐ Search within
 

Category 
Sub Category

Sort By

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

Order Date: 16 Feb, 2012  
 Customer PO: test 0216-06  
[Build Template from this order](#)

Line	Item	Description	Supplier Code	UOM	NR	Qty	Unit Price	Unit GST	Total GST	Total Price (inc GST)
1	1723092	AVAGARD 125ML SKIN CLEANSER NON MEDICATED	AH100018342		Yes	40	\$3.90	\$0.39	\$15.60	\$171.60
2	1587843	AVAGARD HAND & BODY WASH 500ML TRICLOSAN 1% W/W W/NOZZLE	AH100010158		Yes	10	\$10.50	\$1.05	\$10.50	\$115.50
3	1562611	CLEANSER SKIN 500ML ANTIBACTERIAL	4355C		Yes	6	\$8.90	\$0.89	\$5.34	\$58.74
4	1811761	DERMASOFT 1LT SANITISING HAND GEL	16458		Yes	2	\$42.10	\$4.21	\$8.42	\$92.62
5	1856610	MICROSHIELD LOTION 1.5L MOISTURISING	61118		Yes	6	\$31.40	\$3.14	\$18.84	\$207.24
6	1431247	NUTRA GEL HAND CLEANER 5 LITRE	NUTGEL5L		Yes	2	\$31.20	\$3.12	\$6.24	\$68.64
7	1123667	SOAP HAND LIQUID 5LT SOFT	3412545			1	\$56.10	\$5.61	\$5.61	\$61.71

Logged in: CH2 Direct Primary Care Test  
 Customer [Logged in as Parent: 999810]  
 Account: 999804  
 Branch: 310 - Melbourne  
 Accept Backorders: Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

**Current Order**

Product Qty Price

No products in cart.

**Order Templates**

[Create/Modify](#)

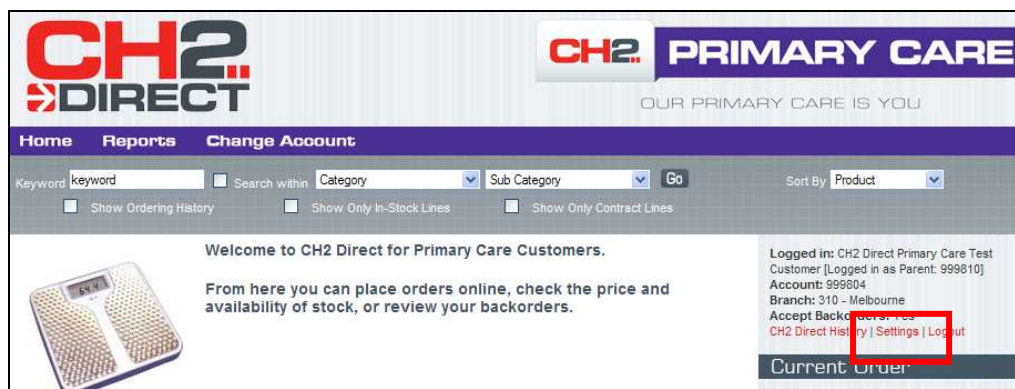
Select...

**Documents**

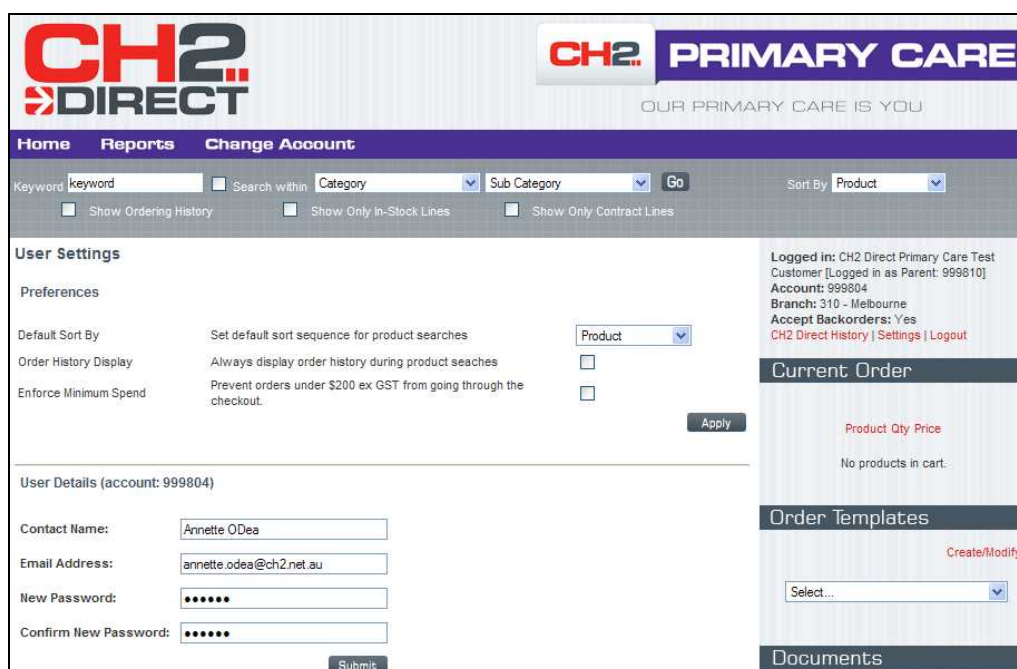
Order details are displayed. Click '[CH2 Direct History](#)' to return to the list or '[Home](#)' to return to the start

## 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 PRIMARY CARE**  
OUR PRIMARY CARE IS YOU

Home Reports Change Account

Keyword  Search within    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	<input type="text" value="Product"/>
Order History Display	Always display order history during product searches	<input type="checkbox"/>
Enforce Minimum Spend	Prevent orders under \$200 ex GST from going through the checkout.	<input type="checkbox"/>

**User Details (account: 999804)**

Contact Name:

Email Address:

New Password:

Confirm New Password:

**Parent Details (account: 999810)**

Contact Name:

Email Address:

New Password:

Confirm New Password:

**Logged in:** CH2 Direct Primary Care Test Customer [Logged in as Parent: 999810]  
Account: 999804  
Branch: 310 - Melbourne  
Accept Backorders: Yes  
[CH2 Direct History](#) | [Settings](#) | [Logout](#)

**Current Order**

Product Qty Price

No products in cart.

**Order Templates**

[Create/Modify](#)

**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?](#)

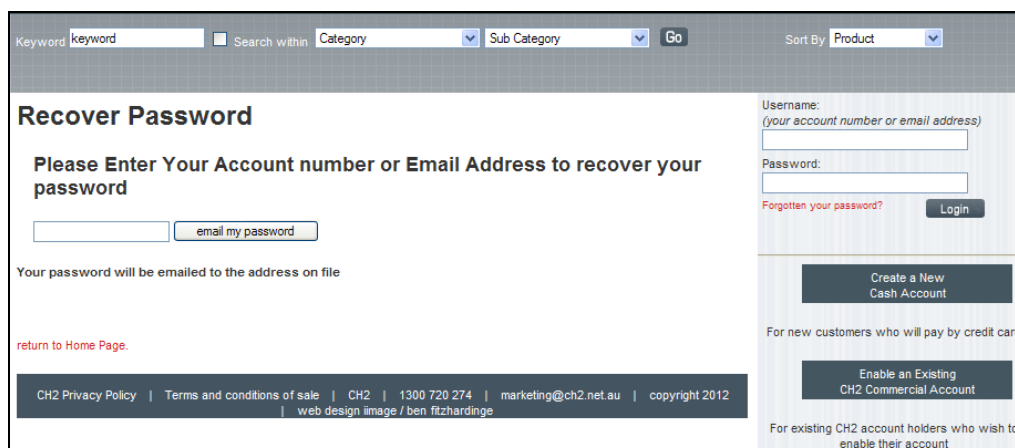
For new customers who will pay by credit card

For existing CH2 account holders who wish to enable their account

We regret that we can only supply customers within Australia

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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

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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.