

OFFICIAL

User Guide

ORDERING INFORMATION RESOURCES

Immunisation Section
Communicable Disease Control Branch

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Introduction

This user guide provides information on how to order information resources to support the delivery of the National Immunisation Program.

The Immunisation Section of the Communicable Disease Control Branch, Department for Health and Wellbeing warehouses and distributes information resources using a contractor.

Orders can be placed as required and are generally despatched within 24 hours of receipt Monday to Friday (excluding public holidays). Delivery timeframe will be dependent on the location of delivery and could take up to a week.

Please note:

Only one order can be submitted and processed within a 28 day order window. If a second order is created within the 28 day order window it will remain in the system as **'Open'**.

You will be required to either **'Delete'** the order, or **'Submit'** the order once the 28 day window has passed (refer to step 10).

National and state immunisation program information resources

Information resources supporting the National and State funded immunisation programs can be ordered free of charge from both SA Health and the Commonwealth.

- > Information resources held by SA Health can be ordered using the online ordering system explained in this user guide.
- > National information resources can be ordered on the Australian Government Resources page using the following link [Resources | Australian Government Department of Health and Aged Care](#)

How to access the information resource ordering system

Each immunisation provider with a Vaccine Account Number (VAN) is provided access to the online information resource ordering system.

Login at the following web address www.poscat.com.au

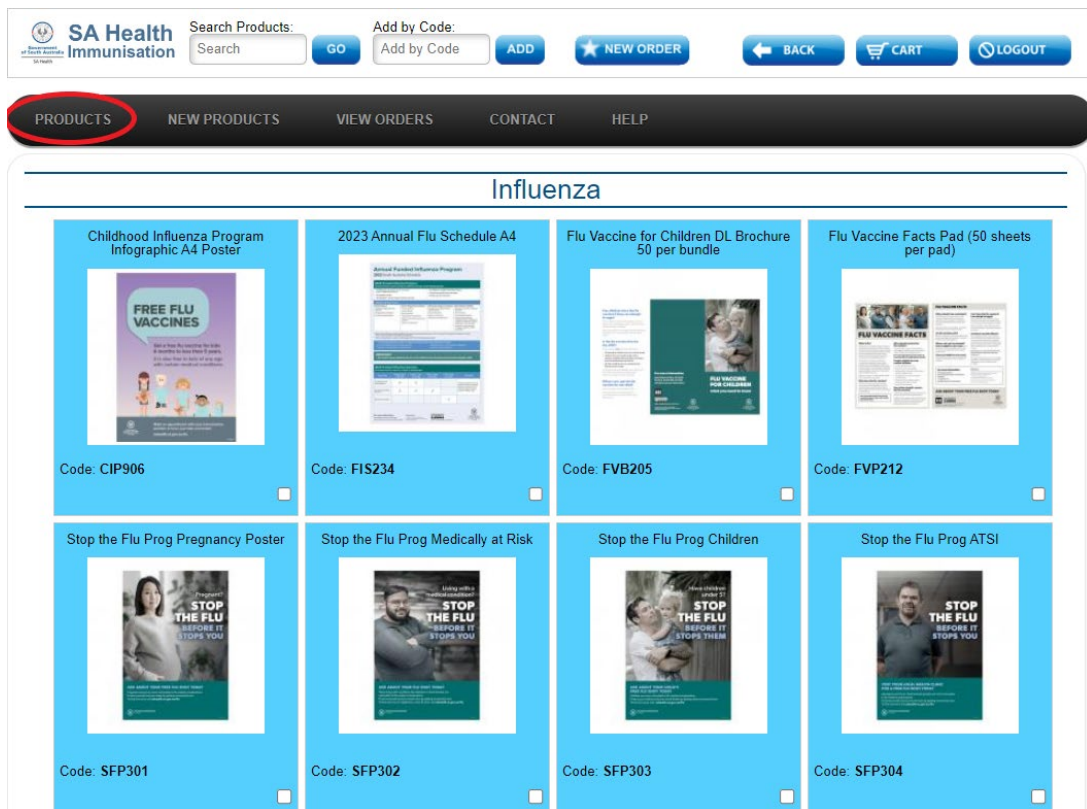
- > Login: *Vaccine Account Number (VAN i.e. 502925 or RS50292501)*
- > Password: *Vaccine Account Number (VAN i.e. 502925 or RS50292501)*

Placing an order

1. Once logged in the **'View orders'** screen appears for quick access to order history.

Order Date	Name	Order Ref 1	Ref 2	Lines	Status	Value	Action
09/06/16	Immunisation Test User	30973		2	Despatched	\$0.00	Action

- Click on the **'Products'** tab and choose a category. Images of products available under that category will be displayed on the screen.



- Click the box in the bottom right hand corner of each image of the resources you wish to order within that category.

Continue to follow Step 2 and Step 3 moving between categories until all products required are selected from all categories.

Hint:

- > Click the image to view product details and enlarge image.
- > Note - if there is no box to tick, there is no stock available.

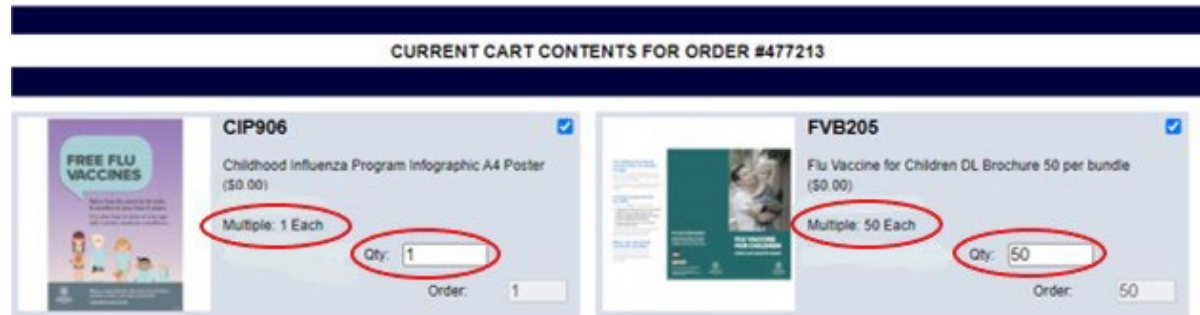
- Click **'Add to Cart'** at the bottom of the screen once all items required have been ticked.
- The minimum order quantity available is the default order quantity for each product. If more is required, change the quantity and click **'Update cart'**.

When ordering more than the default amount your order must be multiples of the default quantity.

For example:

The Childhood Influenza Program A4 poster can be multiples of 1, eg 2,3,4,5

The Flu Vaccine for Children DL brochure can be multiples of 50, eg 100, 150, 200



6. To remove a product, uncheck the tick box in the top right hand corner and click **'Update Cart'** button. The screen will refresh with product removed.

Submitting an order

7. Once you have completed your order, click **'Confirm order'**.
 - > The confirm order screen will list your itemised order and delivery details.
 - > Check your delivery details and modify as required. Add any additional delivery instructions.
8. Click the **'Submit'** button to finalise order.

Hint:

- > If only **'Confirm order'** is clicked after adding products, and **'Submit'** is not clicked, the order will not be processed and will remain in an **'Open'** status (refer to step 10).

9. Shortly after submitting the order, you will receive a confirmation email.

Viewing order history

10. To view **order history** or **order status** click on **'View Order'** menu tab.

The **'Status'** column displays the despatch status of your order with the following options:

- > **Open** status is when the order has been created but not submitted.
 - To delete an **'Open'** order, click **'Action'** and click **'Delete'**.
 - To submit the order at a later time:
 1. re-open an **Open** order by clicking on the order (a blue arrow will appear left of the date and it will highlight with a grey background);
 2. click on **'Cart'** at the top of the screen, the current cart contents will appear; and
 3. complete steps 7 – 9.
- > **Approved** status indicates the order has been successfully submitted and will be despatched within one working day.
- > **Despatched** status indicates the order has been posted.
 - Once your order status is **'Despatched'**, you will be able to track your order. Hover your mouse over **'Action'** and select **'Track'**.

Order Date	User	Cost Center	Name	Order	Ref 1	Ref 2	Lines	Status	Value	Create New Order
02/08/16	immuser			32363		4	Open	\$0.00	Action	32363---1-1-1-0-1-1-0--0
02/08/16	nicolel			32361		0	Open	\$0.00	Action	32361---1-1-1-0-1-1-0--0
02/08/16	nicolel			32360		6	Approved	\$0.00	Action	32360---0-0-0-1-1-1-0--0
02/08/16	nicolel			32359		3	Approved	\$0.00	Action	32359---0-0-0-1-1-1-0--0
02/08/16	nicolel			32353		2	Approved	\$0.00	Action	32353---0-0-0-1-1-1-0--0
02/08/16	nicolel			32352		2	Approved	\$0.00	Action	32352---0-0-0-1-1-1-0--0
02/08/16	nicolel			32351		2	Approved	\$0.00	Action	32351---0-0-0-1-1-1-0--0
29/07/16	annek			32277		2	Despatched	\$0.00	Action	32277---0-0-0-1-1-1-0--0
29/07/16	annek			32275		2	Despatched	\$0.00	Action	32275---0-0-0-1-1-1-0--0
29/07/16	melissac			32264		1	Despatched	\$0.00	Action	32264---0-0-0-1-1-1-0--0
28/07/16	annek			32249		1	Despatched	\$0.00	Action	32249---0-0-0-1-1-1-0--0

Changing an order

Once an order has been submitted (refer to step 8) it cannot be changed through the system. You will need to email healthimmunisationadmin@sa.gov.au to request cancellation of the order and resubmit a new order.

As orders are packed and despatched within one working day a cancellation email must be sent without delay.

For more information

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Communicable Disease Control Branch
PO Box 6 Rundle Mall
ADELAIDE SA 5000
Email: healthimmunisationadmin@sa.gov.au
Website: www.sahealth.sa.gov.au/immunisationprovider

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