Onelink online ordering

Quick guide to placing an order on online

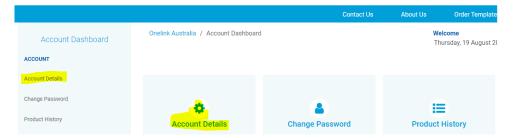
OFFICIAL

A Website User Guide will be available to you on the website, you will find this up in the right-hand corner of the page near the login/logout.



Prior to placing an order please check that your account details are correct. See My Account and navigate to Account Details.





To place an order navigate to Order Templates, you should have access to your order form. If not, please contact Onelink.

	Contact Us	About Us	Order Templates
Onelink Australia / Order Templates	Welcom Thursda	e ay, 19 August 20	021
		,,	

Website: https://www.onelinkonline.net/

Assistance: phone 03 8588 1042 or email customerservice@onelink.com.au

Click on the order form, complete the mandatory fields at the top and complete your order.

	Order Template - Order MODE									
,	Victorian Immunisation Provider Vaccine	e Order Form - Last Ordered By on								
	Please enter your details: First Name *	Last Name	•	Conta	ct Phone Number *					
Is this order to replace stock lost due to a cold chain breach? * O YES O NO										
	Vaccine	Eligibility	Stock on Hand	Suggested Order based on your monthly average	Requested Order	Current Alert				
	Hepatitis-B Paediatric Brands: H-B-Vax II (Paediatric), Engerix-B (Paediatric)	Birth Catch-up to age <20 years 12 months of age if born prematurely <32 weeks gestation or <2000g birth weight		-	0	Limited stock available	Place Order			
	Diphtheria, Tetanus, Pertussis, Hepatitis B, Polio, Haemophilus type b Brands: Infanrix Hexa	2 months (from 6 weeks); 4 & 6 months Catch-up to age <10 years		-	0	Limited stock available				
		2 months (from 6 weeks) 4 8 12								

How the order form works:

- To complete the Requested Order for a product you must have first entered the Stock on Hand for that product.
- The Suggested Order will populate once you have entered your Stock on Hand, some products have been set up not to suggest an order this will be noted under Current Alert.
- The Suggested Order comes from your individual account's ordering history.
 It looks back at what has been ordered of that product in the last 12 months and works out a monthly average, it then subtracts what you currently have in stock.
- We have rules set up in the background, if your order does not meet these
 rules it will be flagged to Onelink to review they may approve the order or
 contact you to discuss.

To receive this document in another format, email the <u>Immunisation Unit, Department of Health immunisation@health.vic.gov.au</u>.

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne. © State of Victoria, Australia, Department of Health, August 2021.



Onelink Web User Guide My Account