

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.

[Website User Guide](#) [Register](#) [Login](#)



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

Welcome [User Name] [Onelink Web User Guide](#) [My Account](#) [Logo](#)



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Account Dashboard [Onelink Australia / Account Dashboard](#) [Welcome](#)
Thursday, 19 August 2021

ACCOUNT

- [Account Details](#)
- [Change Password](#)
- [Product History](#)

[Account Details](#) [Change Password](#) [Product History](#)

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

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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 Order Form - Last Ordered By on

Please enter your details: First Name * Last Name * Contact Phone Number *

Is this order to replace stock lost due to a cold chain breach? * YES 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)	<ul style="list-style-type: none">BirthCatch-up to age <20 years12 months of age if born prematurely <32 weeks gestation or <2000g birth weight	<input type="text"/>	-	<input type="text" value="0"/>	Limited stock available Place Order
Diphtheria, Tetanus, Pertussis, Hepatitis B, Polio, Haemophilus type b Brands: Infanrix Hexa	<ul style="list-style-type: none">2 months (from 6 weeks), 4 & 6 monthsCatch-up to age <10 years	<input type="text"/>	-	<input type="text" value="0"/>	Limited stock available

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 [Immunitisation Unit, Department of Health](mailto:Immunitisation.Unit.Department.of.Health@health.vic.gov.au).
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