

WEB Catalogue & Shopping Cart Instructions

ACT Health Supply Services Internet Address & Home Page



ACT Health Supply Services

- About Supply Services
- Contact Details
- Manual Ordering Process
- Returns Policy
- New Items for Inventory
- Product Evaluations
- Faulty Products & Problem Reporting Information
 - [\(Click Here for the Template\)](#)
- Disclaimer and Copyright

Supply Catalogue (Username and Password Required)

- Search Catalogue
 - [\(instructions for use\)](#)
- Standard Shopping Cart (SSC)
 - [\(instructions for use\)](#)
- Supply Update Bulletin
 - [\(updated August 2007\)](#)
- Material Safety Data Sheets (Stock Only)

Fax Order Form

- QIKFAX Order Form

Hours of Business
7.30am - 4.00pm
Monday - Friday

Access to services outside of these hours can be provided by prior arrangement.

To begin searching the Catalogue and/or to create a Shopping Cart (Product Order), click the Search Catalogue hyperlink.



Enter Network Password

Please type your user name and password.

Site: supply.bsb.com.au

Realm: Supply Catalogue

User Name:

Password:

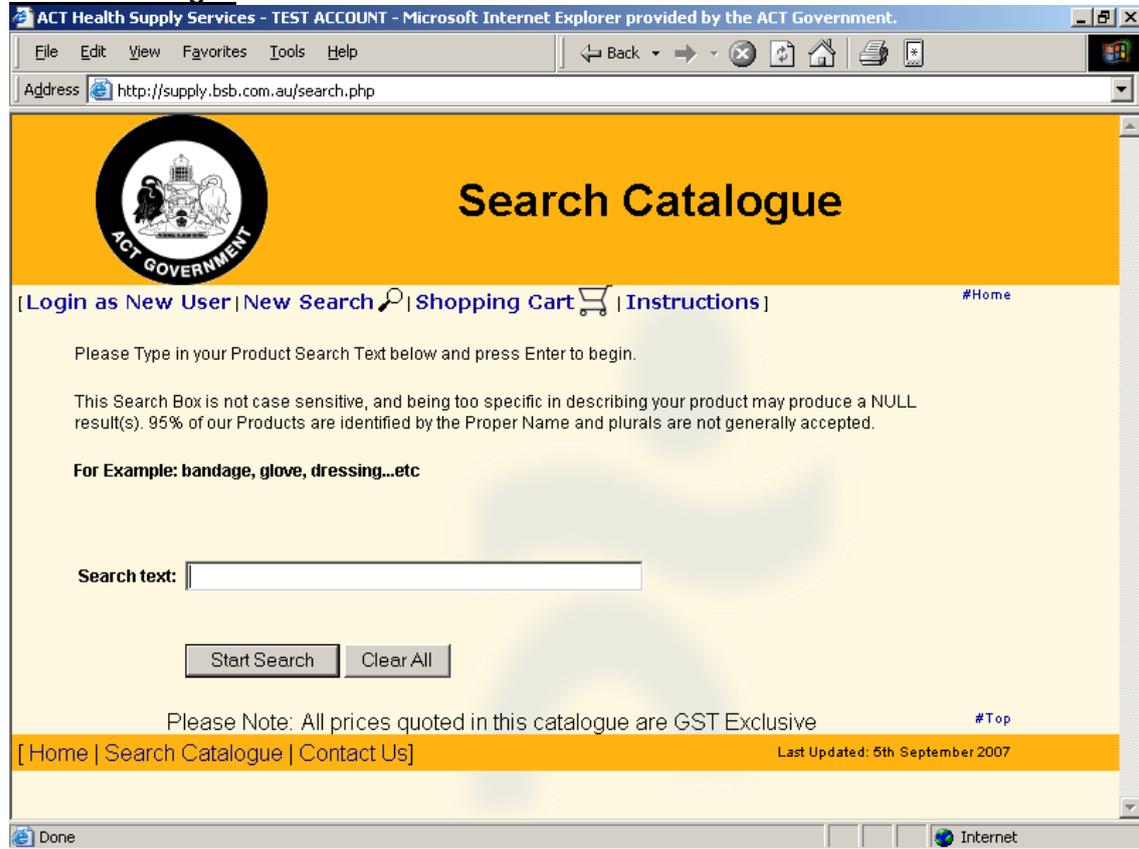
Save this password in your password list

OK Cancel

Enter your User Name (Cost Centre) and Password (Delivery Code – Y is the only letter and it must be a CAPITAL) Note: Click the Save this password in your password list checkbox, so the next time you want to create an Order, your details are already entered. Click on the OK button. Your Cost Centre and Delivery Code are Departmental specific, if you require another Cost Centre or Delivery Code, please contact the Web Administrator.

WEB Catalogue & Shopping Cart Instructions

Search Catalogue



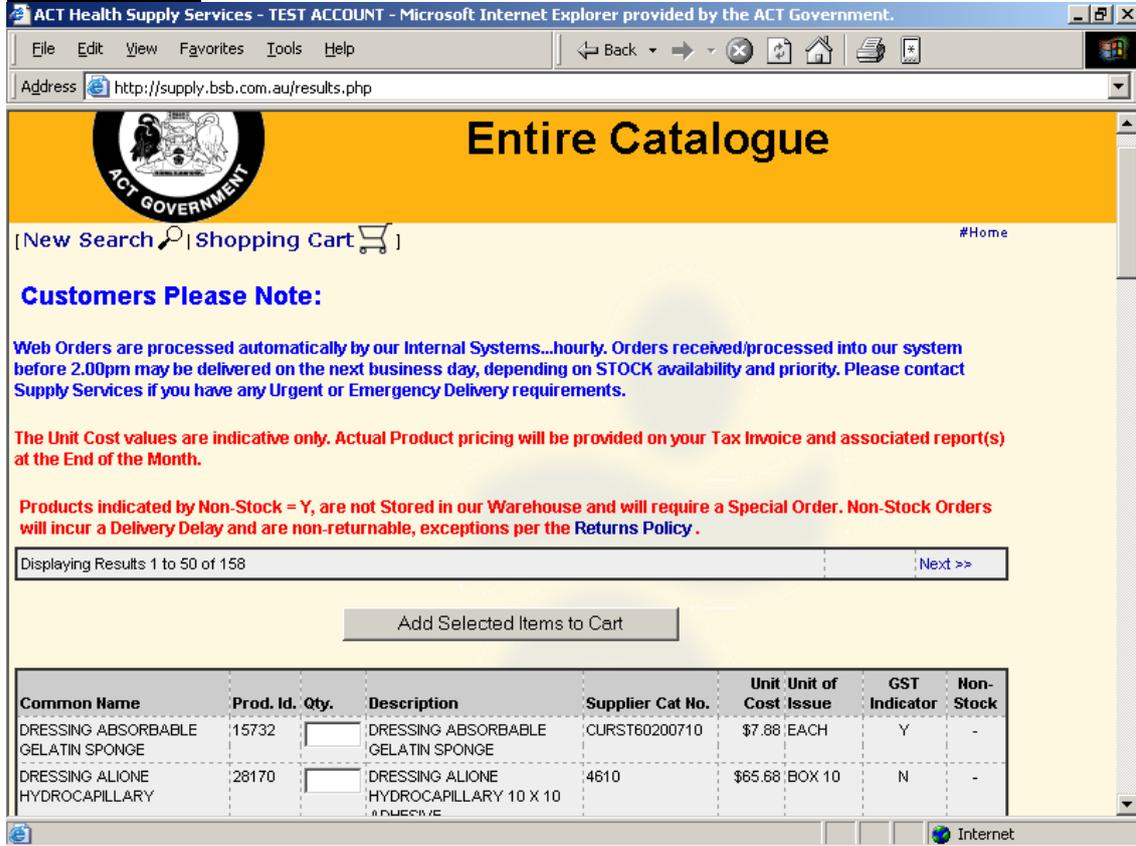
The screenshot shows a Microsoft Internet Explorer browser window displaying the ACT Health Supply Services Search Catalogue. The browser title is "ACT Health Supply Services - TEST ACCOUNT - Microsoft Internet Explorer provided by the ACT Government." The address bar shows "http://supply.bsb.com.au/search.php". The page features a yellow header with the ACT Government logo and the text "Search Catalogue". Below the header, there are navigation links: "[Login as New User | New Search | Shopping Cart | Instructions]" and a "#Home" link. The main content area has a light yellow background and contains the following text: "Please Type in your Product Search Text below and press Enter to begin." followed by "This Search Box is not case sensitive, and being too specific in describing your product may produce a NULL result(s). 95% of our Products are identified by the Proper Name and plurals are not generally accepted." Below this is an example: "For Example: bandage, glove, dressing...etc". A search text input field is present, followed by "Start Search" and "Clear All" buttons. At the bottom of the main content area, it says "Please Note: All prices quoted in this catalogue are GST Exclusive" and a "#Top" link. The footer of the page includes "[Home | Search Catalogue | Contact Us]" and "Last Updated: 5th September 2007". The browser status bar at the bottom shows "Done" and "Internet".

Options

Type in your Search parameters (**ie:** Product ID, Description or Supplier Catalogue Number). Click on Start Search (or press Enter), and all the Products relevant to your search parameters will be retrieved.

WEB Catalogue & Shopping Cart Instructions

Search Results



ACT Health Supply Services - TEST ACCOUNT - Microsoft Internet Explorer provided by the ACT Government.

Address: <http://supply.bsb.com.au/results.php>

Entire Catalogue

[[New Search](#) | [Shopping Cart](#)] #Home

Customers Please Note:

Web Orders are processed automatically by our Internal Systems...hourly. Orders received/processed into our system before 2.00pm may be delivered on the next business day, depending on STOCK availability and priority. Please contact Supply Services if you have any Urgent or Emergency Delivery requirements.

The Unit Cost values are indicative only. Actual Product pricing will be provided on your Tax Invoice and associated report(s) at the End of the Month.

Products indicated by Non-Stock = Y, are not Stored in our Warehouse and will require a Special Order. Non-Stock Orders will incur a Delivery Delay and are non-returnable, exceptions per the Returns Policy.

Displaying Results 1 to 50 of 158 [Next >>](#)

[Add Selected Items to Cart](#)

Common Name	Prod. Id.	Qty.	Description	Supplier Cat No.	Unit Cost	Unit of Issue	GST Indicator	Non-Stock
DRESSING ABSORBABLE GELATIN SPONGE	15732	<input type="text"/>	DRESSING ABSORBABLE GELATIN SPONGE	CURST60200710	\$7.88	EACH	Y	-
DRESSING ALIONE HYDROCAPILLARY	28170	<input type="text"/>	DRESSING ALIONE HYDROCAPILLARY 10 X 10	4610	\$65.68	BOX 10	N	-

If the Product you require is listed in the Search Results, and you would like to place an order, click into the QTY field and type in the amount (per the Unit of Issue) then click on the Add Selected Items to Cart button.

Note 1: Products indicated by a Non-Stock Flag 'Y', are products that are NOT STOCKed at ACT Health Supply Services and will require a Special Order.

Note 2: More results can be viewed by clicking the Next >> hyperlink.

If the total number of displayed results is too large, click on your browsers Back button and enter more detail to your original Search parameters.

To search for another product (after entering a QTY), click on **New Search**.

When you have finished selecting (Ordering) all of your required Products, click on the **Shopping Cart** at the top of the page.

WEB Catalogue & Shopping Cart Instructions

Shopping Cart



ACT Health Supply Services - TEST ACCOUNT - Microsoft Internet Explorer provided by the ACT Government.

Address <http://supply.bsb.com.au/cart.php>

Shopping Cart

[[Search Catalogue](#)] [[Printer Friendly](#)] #Home

Step 1 of 3: Your shopping cart

Use this page to choose how many units of each item you want to order. To remove an item from your cart, enter 0 (zero) for that item and click on the **Re-Calculate Total** button. Click on the **Place Order** button to proceed to the **Checkout**.

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The Unit Cost values are indicative only. Actual Product pricing will be provided on your Tax Invoice and associated report(s) at the End of the Month.

This order will be delivered to: TEST ACCOUNT

Prod. Id.	Description	Supplier Cat No.	Unit Cost	Unit of Issue	Quantity	Total
15732	DRESSING ABSORBABLE GELATIN SPONGE	CURST60200710	\$7.88	EACH	<input type="text" value="1"/>	\$7.88
10355	DRESSING PACK BASIC	11001014	\$0.50	EACH	<input type="text" value="1"/>	\$0.50
					TOTAL:	\$8.38

Re-Calculate Total [Click Here To Place Order](#)

If the QTY entered is incorrect, click into the Quantity field DELETE or BACKSPACE and re-enter your required Quantity. Click on the Re-Calculate Total button to view the revised order total.

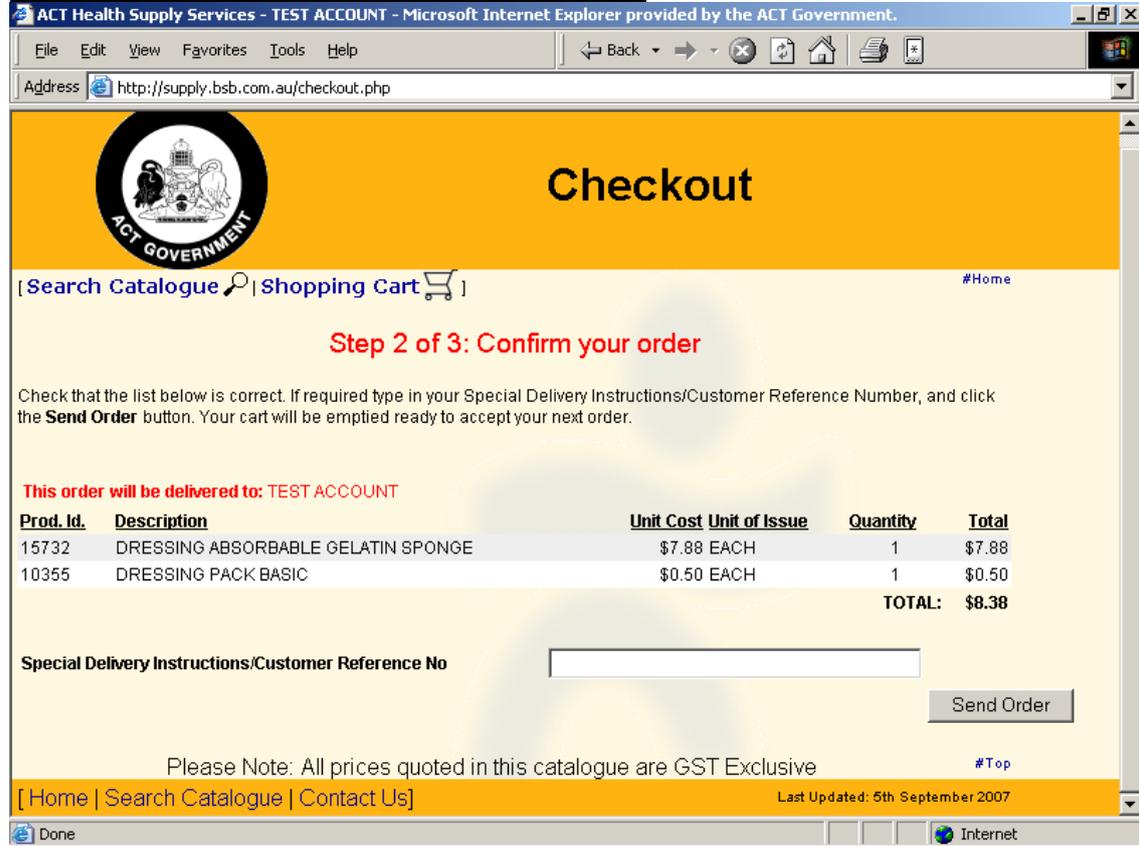
To remove a Product from the Shopping Cart, enter a zero(0) into the Quantity field and click the Re-Calculate Total button (this will remove the Product).

If you need to add a Product to your Order, click on [Search Catalogue](#) and follow the previous instructions.

Once you are satisfied with your order, click the [Click Here to Place Order](#) button.

WEB Catalogue & Shopping Cart Instructions

Shopping Cart Confirmation / Special Instructions



ACT Health Supply Services - TEST ACCOUNT - Microsoft Internet Explorer provided by the ACT Government.

Address <http://supply.bsb.com.au/checkout.php>

Checkout

[[Search Catalogue](#) | [Shopping Cart](#)] #Home

Step 2 of 3: Confirm your order

Check that the list below is correct. If required type in your Special Delivery Instructions/Customer Reference Number, and click the **Send Order** button. Your cart will be emptied ready to accept your next order.

This order will be delivered to: TEST ACCOUNT

Prod. Id.	Description	Unit Cost	Unit of Issue	Quantity	Total
15732	DRESSING ABSORBABLE GELATIN SPONGE	\$7.88	EACH	1	\$7.88
10355	DRESSING PACK BASIC	\$0.50	EACH	1	\$0.50
TOTAL:					\$8.38

Special Delivery Instructions/Customer Reference No

Please Note: All prices quoted in this catalogue are GST Exclusive #Top

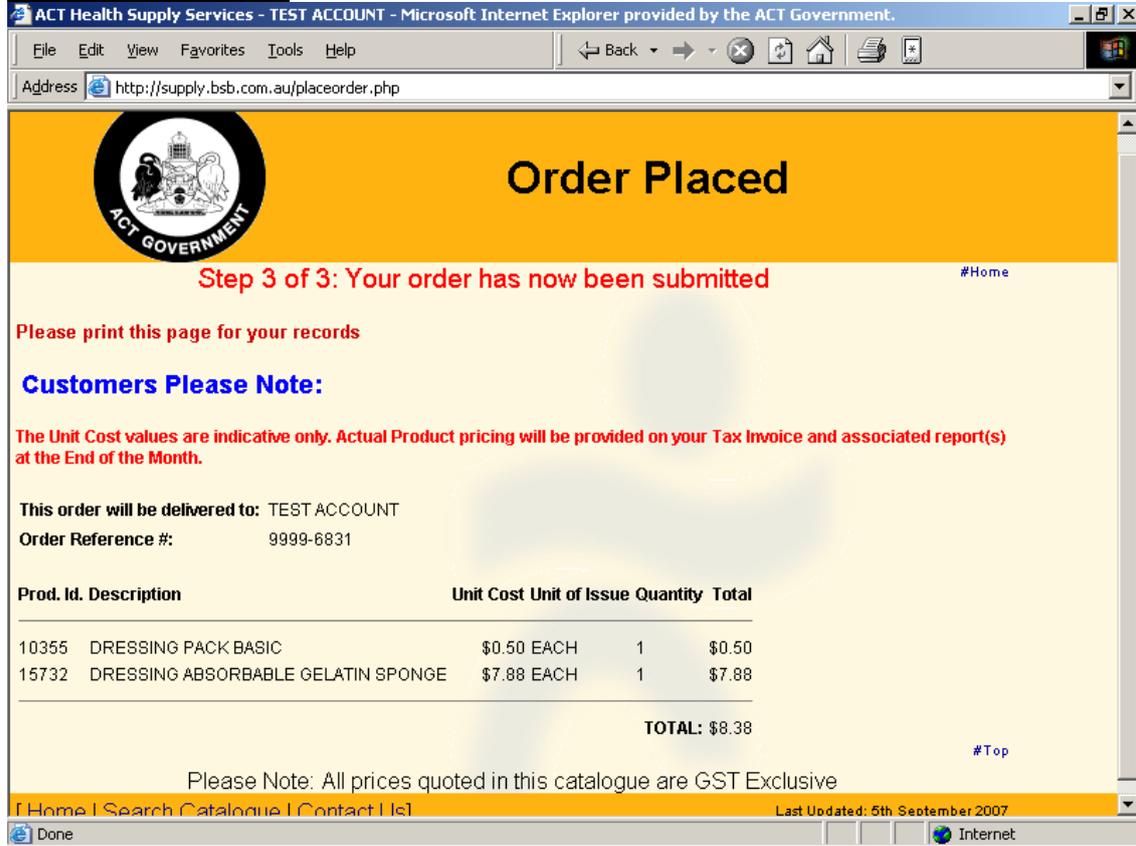
[[Home](#) | [Search Catalogue](#) | [Contact Us](#)] Last Updated: 5th September 2007

This is the Order Confirmation page. If you have any Special Delivery Instructions or a Reference/Purchase Order Number, type it into the space provided (up to 25 characters only).

Click on the **Send Order** button when complete.

WEB Catalogue & Shopping Cart Instructions

Order Placed / Record



ACT Health Supply Services - TEST ACCOUNT - Microsoft Internet Explorer provided by the ACT Government.

Address: <http://supply.bsb.com.au/placeorder.php>

Order Placed

Step 3 of 3: Your order has now been submitted [#Home](#)

Please print this page for your records

Customers Please Note:

The Unit Cost values are indicative only. Actual Product pricing will be provided on your Tax Invoice and associated report(s) at the End of the Month.

This order will be delivered to: TEST ACCOUNT
Order Reference #: 9999-6831

Prod. Id.	Description	Unit Cost	Unit of Issue	Quantity	Total
10355	DRESSING PACK BASIC	\$0.50 EACH		1	\$0.50
15732	DRESSING ABSORBABLE GELATIN SPONGE	\$7.88 EACH		1	\$7.88
TOTAL:					\$8.38

Please Note: All prices quoted in this catalogue are GST Exclusive [#Top](#)

[Home](#) | [Search Catalogue](#) | [Contact Us](#) | Last Updated: 5th September 2007

Print this page for your records using your browsers Print Button.

Click on [Home](#) or [Search Catalogue](#) to begin a New search and/or order.

Your User Name and Password will still be active until you have closed your Internet Session. If you have more than one Password (Delivery Code) for your User Name, click the [Login as New User](#) from the [Search Catalogue](#) link and you will be able to enter the alternate Password (Delivery Code) there.

Note: Web based orders are downloaded to the ACT Health Supply Services Inventory System every 60 minutes.

The Web Catalogue and Standard Shopping Cart (SSC) is updated daily.

For more information regarding the Web Site, Product Assistance, Accounts and all General Enquiries, please contact the Web Administrator.