

# + Creating an order for a different location

## Create Order

You can create a new order by:

1. Creating a Primary Location Order – this will be dispatched to your assigned location.
2. Creating an order for another location – this will be dispatched to the requested location.

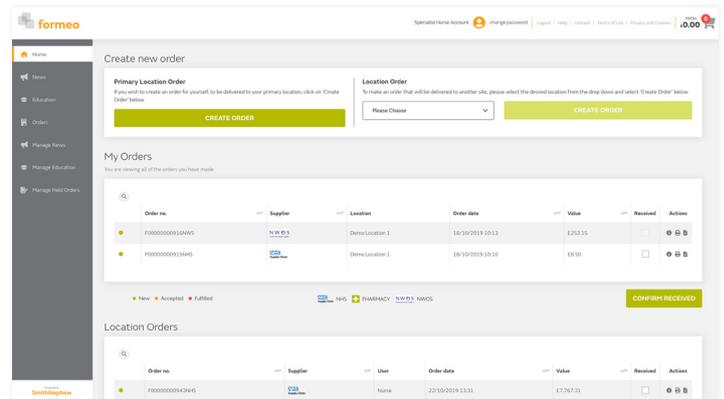


Fig 4

## Product Search Page

At the top of the page you can use the search box. This allows you to start typing and suggestions will be listed.

You can also search via Product Category, Product Manufacturer or Product Brand.

If you would rather scroll through all products listed within your formulary you can click on 'show all' and select the desired products.

By clicking the +/- icons you will open and close the filter tables.

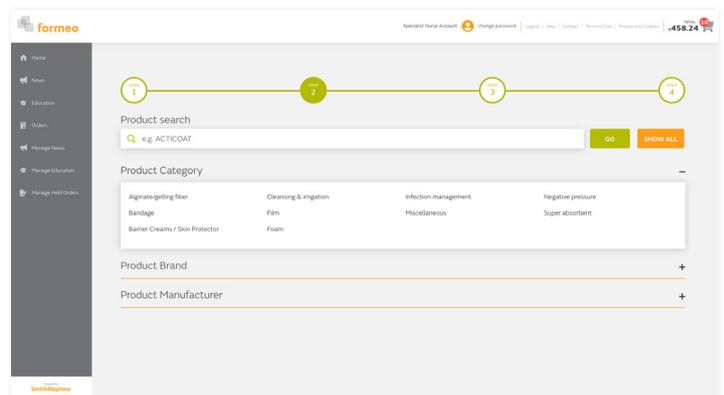


Fig 4.1

## Item Listing Page

Each item is listed with the following information:

- Product Image
- Product Name
- Supplier Name
- PIP Code
- NHS Supply Code
- Size (dropdown)
- Box Quantity
- Price
- Quantity Required
- Add to Basket
- Authorisation Status (blue diamond)
- NWOS
  - Stock Information
  - Maximum Buy Quantity
  - Minimum Buy Quantity
  - Stock Availability Message

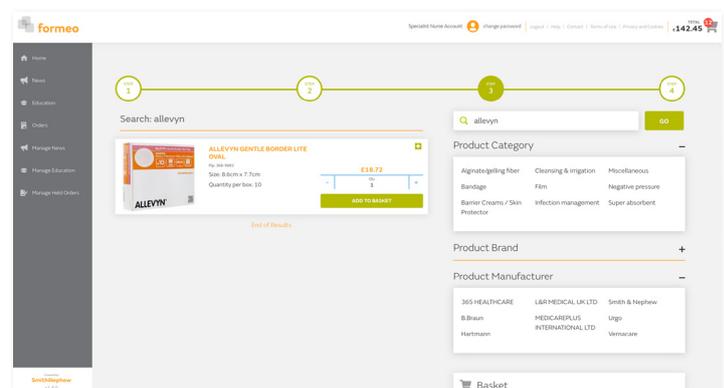


Fig 4.2

The right-hand side of the page features the search functionality. The checkout button directs you to the basket confirmation page.

# Creating an order for a different location (continued)

## Basket Confirmation

At this stage, the order is split into the relevant section of:

- Pharmacy Order
- NHS Supply Chain
- NWOS

For a Pharmacy order you will have a choice via a drop down of which Pharmacy to send the order to.

A comment section will appear to allow you to input a message that will be seen by the Pharmacy user.

NHS Supply Chain and NWOS are shown on screen as separate items to Pharmacy orders.

The bar graph shows your spend for that month against the budget.

You may at this time click on the cancel button, the order will not be processed, the basket will be emptied, and you will be taken back to the home page.

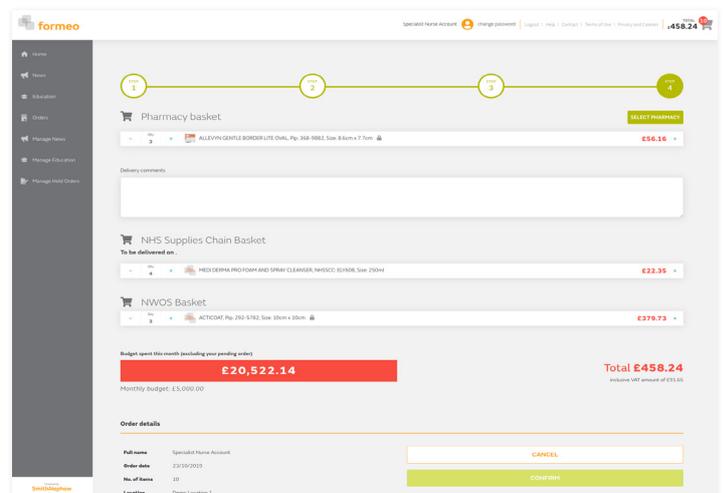


Fig 5

## Orders

All placed orders can be seen in the 'Orders' section. All orders are shown with their order status and detail. The entire detail can be viewed by clicking the  icon.

Repeat orders can be quickly placed by selecting the re-order icon  next to a previous order. All products are then added to basket and you can amend as appropriate before placing a new order.

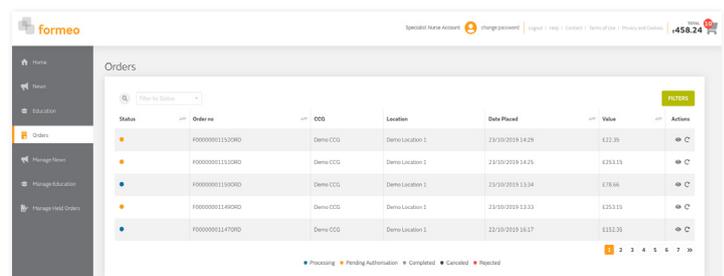


Fig 6

If you want to chase your order with your account manager you will need to find your order number in the order details by clicking on the  icon.

If you have ordered from NWOS you will need to use the NWOS order number and your nwos account number. If you have ordered from NHSSC you will need to quote your req number and the formeo invoice number which ends with NHS. If you have ordered from Pharmacy you will need to use the formeo invoice number which ends with PHA.

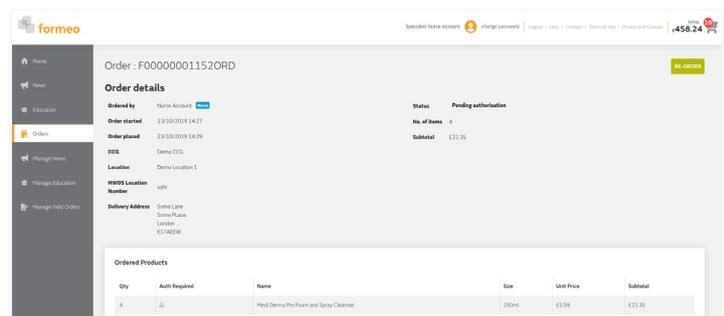


Fig 6.1