

Onelink User Guide for MOH PPE Supplies

You now have access to the Onelink website to enable you to order MOH approved PPE supplies.

Go to www.onelink.co.nz

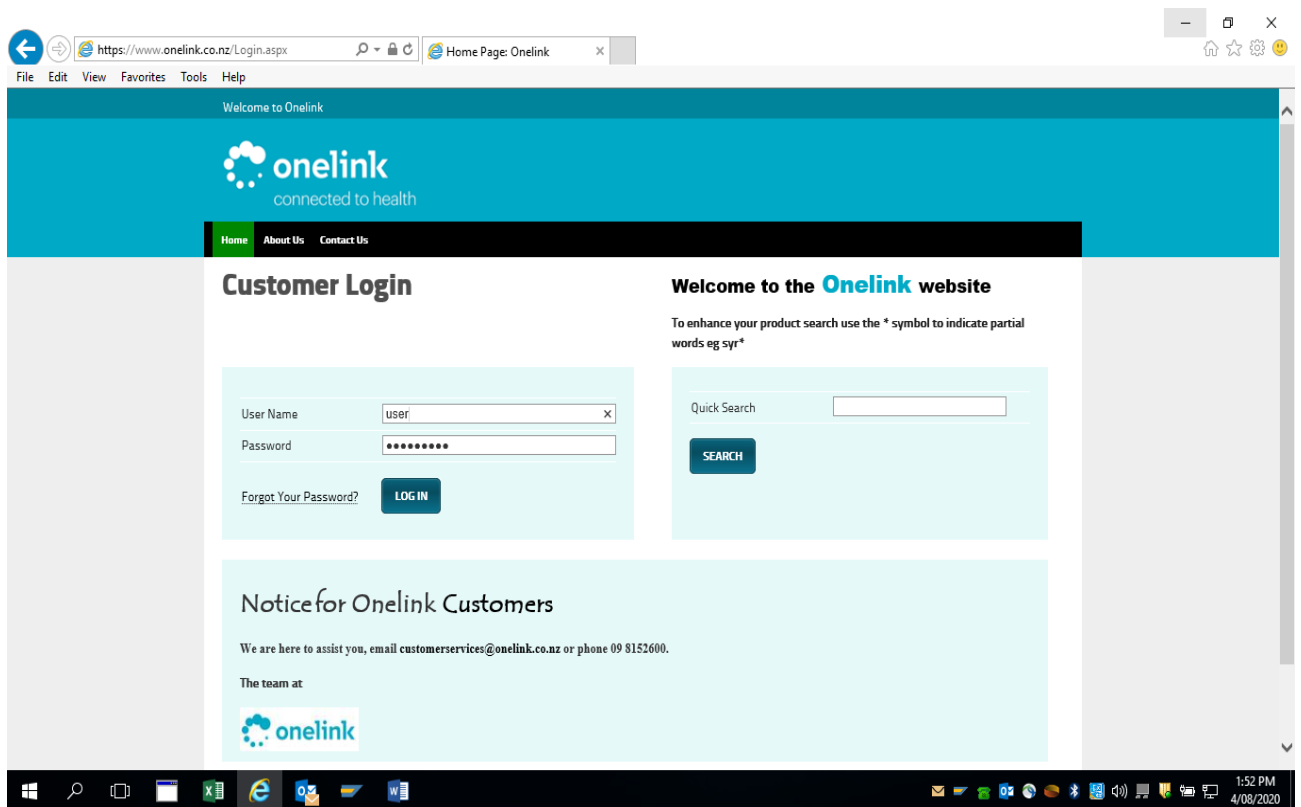
You will be prompted to change your password when you first log in.

You can continue to use Password1 (enter it twice into the fields) or you can change to a new password at this point if you prefer.

Here is a quick guide on how to order your PPE supplies.

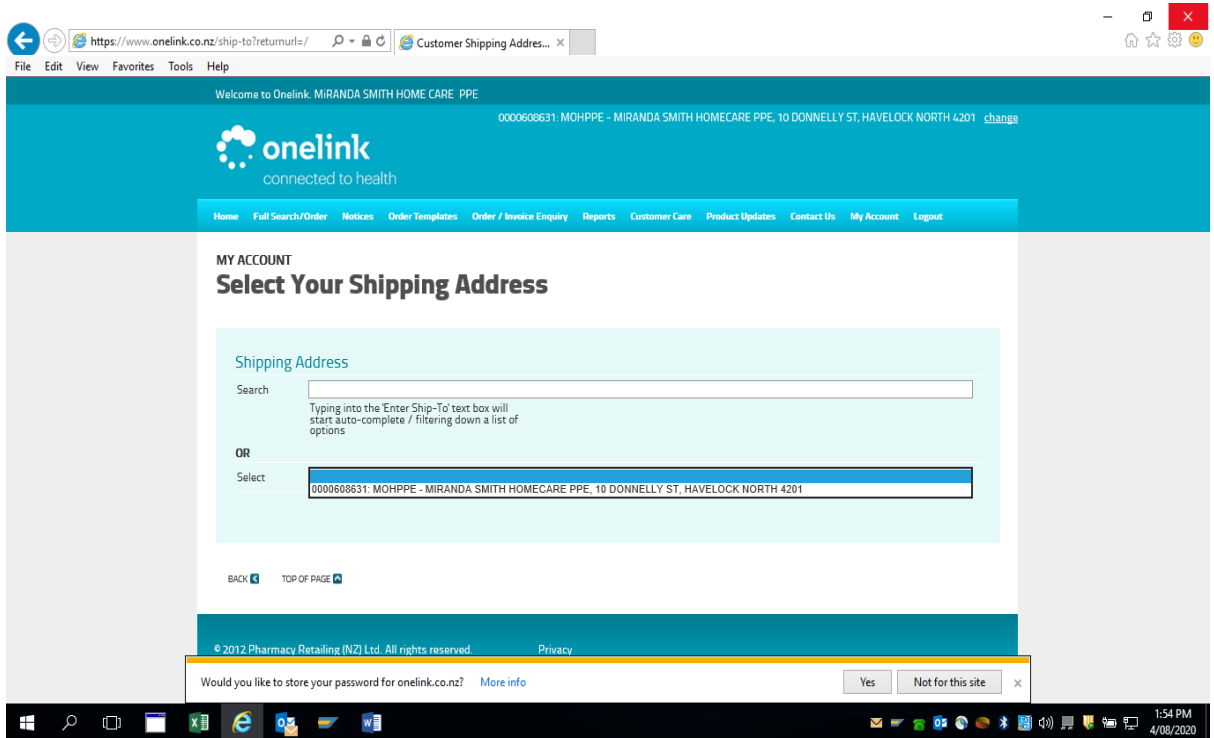
From the Onelink Login screen

Enter your User name which was provided on the covering email.

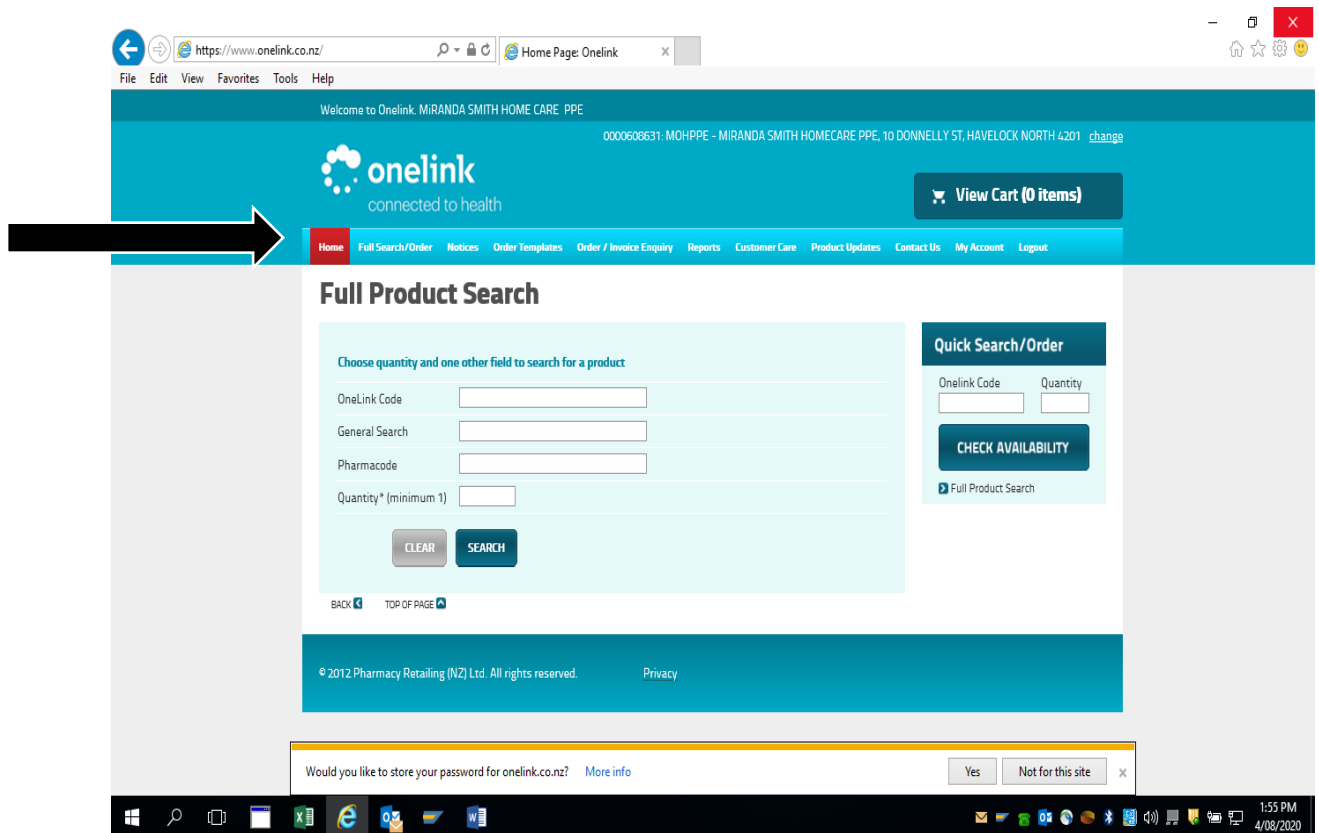


The screenshot shows a web browser window displaying the Onelink website. The browser's address bar shows the URL <https://www.onelink.co.nz/Login.aspx>. The website header features the Onelink logo and the tagline "connected to health". Below the header is a navigation menu with "Home", "About Us", and "Contact Us". The main content area is titled "Customer Login" and includes a form with fields for "User Name" (containing "user") and "Password" (masked with dots). A "Forgot Your Password?" link and a "LOGIN" button are also present. To the right, there is a "Welcome to the Onelink website" message and a "Quick Search" box with a "SEARCH" button. Below the login form is a "Notice for Onelink Customers" section with contact information: "We are here to assist you, email customerservices@onelink.co.nz or phone 09 8152600." The footer of the page shows the Onelink logo and the text "The team at". The Windows taskbar at the bottom indicates the time is 1:52 PM on 4/08/2020.

Select your user from the bottom drop down box.



Select Order templates from this screen – this is the only way you can order your PPE equipment.



Click on the template name – PPE Template.

onelink
connected to health

View Cart (0 Items)

Home Full Search/Order Notices Order Templates Order / Invoice Enquiry Reports Customer Care Product Updates Contact Us My Account Logout

View Order Template / Place Order Create / Upload Order Template Template Maintenance

View Order Template / Place Order

Search Templates Search

[select all](#) View / Order Download Remove

PPE Download

Print by Product Name Print by Location

BACK TOP OF PAGE BACK TO FULL PRODUCT SEARCH

Quick Search/Order

Onelink Code Quantity

CHECK AVAILABILITY

Full Product Search

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The following order screen will pop up.

Home Full Search/Order Notices Order Templates Order / Invoice Enquiry Reports Customer Care Product Updates Contact Us My Account Logout

View Order Template / Place Order Create / Upload Order Template Template Maintenance

View Order Template / Place Order

Template Name

Product Name	Product Code	Customer Code	Supplier Code	Pharma Code	Min Stock	Recom Stock	Current Stock	Units	UOM	Shelf Location	Comment	Print Barcode
MoH Bactive-500ML HandSanitiser(CTN9)ZURU	PND148					0		<input type="text" value="0"/>	CTN			
Zuru Bactive MOH Procedure Mask BX/50	PND095					0		<input type="text" value="0"/>	BOX			

CREATE ORDER

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Place your order by adding how many units you require for each item.

Then click Create Order – this will take you to the shopping cart.

You have an option to add an order number or reference in the Purchase Number Field.

If you are happy with the quantities selected – click place order.

You will then see a confirmation screen pop up.

This can be printed for your reference.