

The Workwear Group Online Ordering Manual

Ramsay Health Care

Welcome to The Workwear Group online at <u>http://www.pbworkwearonline.com.au</u>

This site provides you with everything you need to manage your uniform ordering.

Browse products, place orders and check order status.

This manual is designed to assist you with using the site. Images within this manual are not all customer specific.

For further assistance contact the customer service team.

Email: PBWWenquiry@pacbrands.com.au

Phone: 1800 460 003



Table of Contents

How to Log in	pg 3
Forgot your Password	pg 4
Ordering Products	pg 5
Purchasing Over your Entitlement	pg 10
Order Status	pg 12



How to Log in

To log into <u>http://www.pbworkwearonline.com.au</u> you need a username and password. This will be provided to you prior to placing your uniform order online.

To login follow these steps:

Step 1: In the Login block, click inside the Username entry box.

Type in your **Username**= PB1004V_E(employee number)

Step 2: Click inside the Password entry box.

Type in your **Password**= Employee Number (if less than 6 digits add 0s at the end)

Note: Your username and password is case sensitive – be sure to use capital letters.

Step 3: Click on the Login button.

Note: If you leave the "Remember me" checkbox ticked, the site will remember your username the next time you come to login.





Forgot your password

To log into <u>http://www.pbworkwearonline.com.au</u> you need a Login Username and a Password.

Your log in details should always be as follows:

Username= PB1004V_E(employee number)

Password= (employee number)

If these details are not working, you can contact Greenslopes Private Hospital- Human Resources for help.

Phone: (07) 3394 7094

Email: uniforms.gph@ramsayhealth.com.au

Alternatively, you can email Customer Service at PB Workwear directly.

Phone: 1800 460 003 Email: PBWWenquiry@pacbrands.com.au



Ordering Products

Step 1: Above the home page you will see the entitlement packs you can order. You have a garment allocation (see step 2). If you purchase over your entitlement you will need to pay this extra amount by credit card.

To order click on the pack name to open all the garments within this pack. Continue to step 3.

DIVISION OF PACIFIC BRANDS	GROUP	Welcome CORINNA CHILDS CHANGE YOUR DETAILS VIEW ENTITLEMENTS SIGN OUT
our current entitlemen	ts are as follows:	
	Mens Stores Staff Order I	Period Full Time
	All Workstreams Self P	Purchase Male
NEWS ARTICLES		
Ramsay Health	Care Uniform Range	
RAMSAY HEALTH CARE		Contact Us Call: 1800 460 003 Email: help@nnt.com.au
Welcome This online orderi	to Ramsay Health Care	e online ordering available in your uniform range.
<u>New Starters</u> - an from the day the o Information 'Othe	e able to order all year. Expected despatch order is placed. To view the approved range r' section.	of new starter orders is 10 working days of or all existing staff it is located in the
Order Period - al periods each year within the despate circumstances. T section.	I existing employees are able to place orders . Please note that all orders placed for the R ch periods noted below. No orders will be ab o view the approved range for all existing sta	s during either of the 2 scheduled order Ramsay Health Care range will be delivered ble to be released early under any aff it is located in the Information 'Other'
Existing Employe	es - the 2 scheduled order periods are as foll	ilows:
February 2014	Online Ordering 03/02/14 - 21/02/14 - 3 v Despatch 03/06/14 - 30/06/14	weeks

Step 2: You can check entitlement by clicking on the "View Entitlements" link at the top of the screen.

A DIVISION OF PACIFIC BRANDS		GROUP	CHANG	HOME ORD	ERS HELP C Welcome CORIN EW ENTITLEMENTS	ONTACT NA CHILDS
Home \rightarrow view	ENTITLEMENT	S				
VIEW ENTITLE	MENTS					
THRESHOLDS						• 4
Any 4 Garments (Quantity) - Annual Allocation					4
Limit	Consumed	Awaiting Approval	In Progress	In Cart	Remaining	
4	0	0	0	0	4	
Not Subsidised (\$ Value)						\rightarrow
Limit	Consumed	Awaiting Approval	In Progress	In Cart	Remaining	
\$unlimited	\$0.00 (inc GST)	\$0.00 (inc GST)	\$0.00 (inc GST)	\$0.00 (inc GST)	\$unlimited	
OVERPLIECHASES						-



Step 3: All the garments and categories you can order from are shown as you scroll down the screen. To view the garment details and images in more detail click on either the image or the style name.

THE WOORKOVA A DIVISION OF PACIFIC BRANDS		H CHANGE YOU	IOME ORDERS HI Welcor R DETAILS VIEW ENTITLI	ELP CONTACT me CORINNA CHILDS EMENTS SIGN OUT	
HOME \rightarrow PACK \rightarrow VO1-	014 - Mens Store taff Ord	er Period Full Time			
STORES STAFF S					
Colour GREY	VE RESORT POLO POLYE Size Quantity	STER SPORT KNIT Unit Price	A	\$25.77 DD TO CART "胃	
TROUSERS AND	SHORTS			2	
SINGLE PLE/	T SHORT P/V GABERDIN Fit	E Size Quan	tity Unit Price	\$33.00	
INK NAVY	REGULAR	~	A	DD TO CART	SX (

Step 4: To have a closer look at the image scroll over the image in the main screen. This will enlarge as you move your cursor. To see the other images click on these to bring into the main screen. To order this garment click on the "Return to Pack Page" button.

Style Code: RAMC6T		
	DESCRIPTION	-
A DE AL	Features	
	 Ink Navy Polyviscose Gaberdine 	
	2 Side Pockets	
	Beit Loops and Fob Pocket	
	Gentle machine wash in warm water	
	65% Polyester 35% Viscose	
	RANGE	-
	Sizes 77 to 117	



Step 5: To order this garment select the size and quantity from the drop down list, then click the "Add to Cart" button. You must do this for each item you are purchasing.

The amount you have spent will update at the top of the screen as your add garments to the cart. If you have ordered above your entitlement, the \$value that you will need to pay is shown separately.(This is covered in the "Purchasing Over Your Entitlement" section on page 10) If you wish to remove an item click on the "Remove Item" button next to that garment.

DIVISION OF PACIFIC	BRANDS	GROUF)	CHA	NGE YOUR DET.	AILS VIEW EN	TITLEMENTS SIGN OUT	
		_	_)=	(6 items) \$195.1	7 (inc GST) Employer \$129.17 Employee \$66.00	
HOME ->	PACK \rightarrow VO1-0	014 - M s St	ores St	Order Period Fu	III Time			
								X
STORES	5 STAFF SI	HIRT						
STR	Colour	Size	Quantity	V Unit Price			\$25.77	$\langle \rangle$
1/11	Grey	S	1	\$25.77			REMOVE ITEM	
1.000								
	GREY		\mathbf{v}	V			ADD TO CART	
	GREY		~	v			ADD TO CART	
TROUG				×			ADD TO CART 眞	
TROUS	GREY	SHORTS		×			ADD TO CART 眞	
TROUS	GREY	SHORTS					ADD TO CART 眞	
TROUS	GREY ERS AND S SINGLE PLEA Colour	SHORTS AT SHORT P/1 Fit	V GABERI	V DINE Size	Quantity	Unit Price	ADD TO CART	
TROUS	GREY ERS AND S SINGLE PLEA Colour Ink Navy	SHORTS AT SHORT P/1 Fit REGULAR	V GABERI	DINE Size 77	Quantity 3	Unit Price \$33.00	ADD TO CART	
TROUS	GREY ERS AND S SINGLE PLEA Colour Ink Navy INK NAVY	SHORTS IT SHORT P/N Fit REGULAR REGULA	V GABERI	VINE Size 77	Quantity 3	Unit Price \$33.00	ADD TO CART	
TROUS	GREY ERS AND S SINGLE PLEA Colour Ink Navy INK NAVY	SHORTS TSHORT P/1 Fit REGULAR REGULA	V GABERI	V DINE Size 77	Quantity 3	Unit Price \$33.00	ADD TO CART	
TROUS	GREY ERS AND S SINGLE PLEA Colour Ink Navy INK NAVY SECRET WAI	SHORTS T SHORT P/1 Fit REGULAR REGULAR	V GABERI	DINE Size 77	Quantity 3	Unit Price \$33.00	ADD TO CART 🛒 \$33.00 REMOVE ITEM ADD TO CART 🛒	
TROUS	GREY ERS AND S SINGLE PLEA Colour Ink Navy INK NAVY SECRET WAIS Colour	SHORTS IT SHORT P/ Fit REGULAR REGULA REGULA ST TROUSER Fit	V GABERI	DINE Size 77 Size	Quantity 3 Quantity	Unit Price \$33.00 Unit Price	ADD TO CART	



Step 6: When you have finished ordering scroll to the bottom of the page and click the "Proceed to Checkout" button or click on the yellow cart at the top of the screen.

DIVISION OF PACIFIC BR	ANDS	GROUP		CHAI	NGE YOUR DET	AILS VIEW EN	NTITLEMENTS SIGN OU
)#	(6 items	s) \$195.1	7 (inc GST) Employer \$129.17 Employee \$66.00
HOME \rightarrow P/	ACK \rightarrow VO1-0)14 - Mens Store	es Staff Orc	ler Period Fu	ll Time		
STORES	STAFF SI	HIRTS					
	SHORT SLEEV	VE RESORT PO		STER SPOR	T KNIT		\$25.77
	Grey	S	1	\$25.77			REMOVE ITEM
10.00							
	GREY	×	V				ADD TO CART 🐺
TROUSE	GREY RS AND S SINGLE PLEA	SHORTS	ABERDIN	E Size	Quantity	Unit Price	ADD TO CART
	GREY RS AND S SINGLE PLEA Colour Ink Navy	SHORTS T SHORT P/V G Fit REGULAR	ABERDIN	E Size 77	Quantity 3	Unit Price \$33.00	ADD TO CART 眞 \$33.00 REMOVE ITEM
TROUSE	GREY RS AND S SINGLE PLEA Colour Ink Navy INK NAVY	SHORTS T SHORT P/V C Fit REGULAR REGULAR	ABERDIN	E Size 77	Quantity 3	Unit Price \$33.00	ADD TO CART 🕌 \$33.00 REMOVE ITEM ADD TO CART 🛒
TROUSE	GREY GREY RS AND S SINGLE PLEA Colour Ink Navy INK NAVY SECRET WAIS Colour	SHORTS T SHORT P/V G Fit REGULAR REGULAR ST TROUSER Fit	ABERDIN	E Size 77 Size	Quantity 3	Unit Price \$33.00	ADD TO CART 眞 \$33.00 REMOVE ITEM ADD TO CART 眞
TROUSE	GREY	SHORTS T SHORT P/V G Fit REGULAR REGULAR ST TROUSER Fit REGULAR	ABERDIN	E Size 77 Size 87	Quantity 3 Quantity 2	Unit Price \$33.00 Unit Price \$35.20	ADD TO CART 꽃 \$33.00 REMOVE ITEM ADD TO CART 꽃 \$35.20 REMOVE ITEM

Step 7: This pop up will appear. As you may have other packs you can order from you can click the "Continue Shopping" button. Place the order for the other packs. Once you have ordered your full entitlement, click the "**Continue to Checkout**" button.

You still have	packs available that you can	add to this order, what
would you like	to do?	



Step 8: Check the order within the Shopping Cart.

If you need to remove or change a garment, click on the "Amend" button. Go back and delete the item and choose the correct garments.

If you have ordered over your entitlement and wish to pay this extra amount by credit card, then follow the steps in "Purchasing Over Your Entitlement" section on page 10.

	-					·· — •	.	
If	vou have	finished	ordering	click (nn the '	"Place	Order"	hutton
••	you nave	millioneu	oracinig,			1 1000	Oraci	button.

					2		itome) C	162 17	E	mployer \$129.17
					5		items) ş .	102.17	(Inc GST) E	mployee \$33.00
	Checkout (Options - 5	ltems							
		KOUT								
× I	ORDER #1									Ξ
	Customer : 1004V: RAMSAY Store : RAMOR: Greenslopes	HEALTH CARE <u>Employee</u> : TE 4120	STCC: CORINN	A CHILDS <u>Ware</u>	10USE : KE	S: NNT KEYSE	SOROUGH <u>Start D</u>	ate : 09-Jan-201 te : 28-Jan-201	4	
	Purchase Order Number	1389217820		Cost	Sentre		N/A			
	Delivery Ad	dress								
	Payment De Products Qty Product	etails	Style	Colour	Size	Fit	Employée ora	Employer ore	Net	Value one caro
41	Mens Stores Staff Orde	r Period Full Time (V01-014)								
XKK I	2 SECRET WAIST	TROUSER	RAMOSY	ink Navy	107	REGULAR	\$0.00	\$70.40	\$35.20	\$70.40
	2 SINGLE PLEAT SHORT SLEEVE SPORT KNIT	SHORT P/V GABERDINE RESORT POLO POLYESTER	RAMC6T RAMD7D	Ink Navy Grey	77 S	REGULAR	\$33.00 \$0.00	\$33.00 \$25.77	\$33.00 \$25.77	\$86.00
	Warning: This order re	equires payment and you will b	e taken through	a payment proc	ess during	checkout.				Total \$162.17
K -										

Step 9: You will be asked to complete a short survey.

You will receive this message online when you have successfully placed your order.

Ensure log out when you have finished. Click on the "Home" link and Sign Out.

You will receive a confirmation email. The purchase order number provided in your confirmation email can be used as your reference if you need to contact Customer Service.

THANK YOU	
Home \rightarrow thank yo	U
Ve have successfully placed your (Order.
ou snould receive a commation	email of your order in a lew moments.
	Thank you for completing the Survey.



Purchasing Over your Entitlement

Step 1: If you have ordered over your entitlement or selected to purchase from a "Self Purchase Pack" it will be shown at the top of the screen. Click on the shopping cart symbol.



Step 2: In the Shopping Cart the yellow highlighted area means you have ordered over your entitlement. Check the order within the Shopping Cart.

If you need to remove or change a garment, click on the "Amend" button. Go back and delete the item and choose the correct garments.

The system will allocate a Purchase Order number to your order (or you can use your own). Keep this number for tracking your order after it has been placed.

To pay by your credit card open the payment section and follow step 3.

When you have finished ordering, click on the "Place Order" button.

A DIVISION OF PACIFIC BRANDS	GROUP		CHANG	HOME (YOUR DETAILS 6 items) \$	ORDERS We VIEW ENT	HELP Icome CO ITLEMENT Inc GSTD	CONTACT RINNA CHILDS TS SIGN OUT mployer \$129.17 mployee \$65.00		
Checkout Opti	ons - 6 Item	s							
ORDER #1							-		
Customer : 1004V: RAMSAY HEALTH C Store : RAMOR: Greenslopes 4120	ARE Employee : TESTCC: CORI	NNA CHILDS <u>Ware</u>	NOUSE : KB: NNT K	EYSBOROUGH <u>Start I</u> End D	Date : 08-Jan-201 Date : 28-Jan-2014	4			
Purchase Order Number 13891	57792	Cost	Sentre	N/A					
Payment Details									
Payment Details Products Aty Product	Style	Colour	Size Fit	Employee one astri	Employer one cath	Net	Value ne con		
Payment Details Products Qy Product Mens Stores Staff Croser Period Pu	Style II Time (V01-014)	Colour	Size Fit	Employéé oke astri	Employer ore sam	Net	Value over carro		
Payment Details Products Gy Product Mens Stores Staff Croser Period Pu Finance SECRET WAIST TROUSER	Style II Time (VO1-O14) RAMC6Y	Colour 1 Ink Navy	Size Fit	Employee ore sam AR \$0.00	Employer ore sati	Net \$35.20	Value on com \$70.40		
C Payment Details Products Qy Product Mens Stores Start Order Period PL Stores Walst TROUGER Single PLEAT SHORT PA SHORT SLEVE RESORT PA SHORT SLEVE RESORT PA	Style II Time (V01-014) RAMOST RAMOST ROLVESTER RAMOST	Colour r Ink Navy r Ink Navy o Grey	Size Fit	Employee we san AR \$0.00 AR \$66.00 \$0.00	Employer ore arr) \$70.40 \$33.00 \$25.77	Net \$35.20 \$33.00 \$25.77	Value nu can \$70.40 \$99.05 \$25.77		
B Payment Details Products dy Product Mens Stores Staff Order Period PL finesc screet WAIST TROUGER sindat Electer REPORT SPORT KNIT Warning: This order requires pay	Style II Time (V01-014) I GABERDINE RAMOOT RAMOOT RAMOOT RAMOOT RAMOOT RAMOOT RAMOOT	Colour r Ink Navy r Ink Navy o Grey ugh a payment proc	Size Fit	Employee we arm arm AR \$0.00 AR \$96.00 \$0.00 £	Employer exe arrs \$70.40 \$33.00 \$25.77	Net \$35.20 \$33.00 \$25.77	Value on sam 570.40 599.05 525.77 Total \$190.17		
Payment Details Products Ay Product Aread Stores Start Order Period PL Mens Stores Start Order Period PL Mens Stores Start Order Period PL Schort Walst Trouber PA Short Subject Resolver T Short Result Warning: This order requires pay	Style II Time (V01-014) II Time (V01-014) IGASERDINE GABERDINE RAM057 RAM057 ment and you will be baen throo	Colour Inic Naxy Inic Naxy Inic Naxy Grey Ugh a payment proc	Size Fit	Employee we san AR 50.00 AR 596.00 50.00 4.	Employer ex sm \$70.40 \$33.00 \$22.77	Net \$35,20 \$33,00 \$25,77	Value on ean 570.40 599.05 825.77 Total \$190.17		



Step 3: Fill in your credit card details.

Purchase Order Number	1389157792-000	
Entitlement Creation	dit Card Payment	
Payment Details	3	
Your payme	nt \$66.00 (inc GST)	
Credit Card Det	ails	
Card Type	Visa	
	Validation Error: Please select the type for the Credit Card	
Card Name	*	5
Card Number	er *	_ 75
	Validation Error: Please enter the credit card number embossed on your card.	
Card Secure	Code * Where is my Secure code?	
	Validation Error: Please enter the last 3-4 digits of the card number printed on the signature panel.	
Card Expiry	01 💽 2014 💌 *	
	Validation Error: Please enter a valid expiry month and year.	\rightarrow
C Entitlement Che	que Payment	

Step 4: You will be asked to complete a short survey.

You will receive this message online when you have successfully placed your order. Ensure log out when you have finished. Click on the "Home" link and Sign Out.

INANK IC	U					
Home> Than	(YOU					
e have successfully place w should receive a confirm	your Order. ation email of your	order in a few mome	nts			
e have successfully place	your Order. lation email of your	order in a few mome	nts.			
e have successfully place	your Order. lation email of your	order in a few mome	or completin	g the Survey.		



Order Status

The "Orders" facility holds all your historical order data, allowing you to search, review and track orders placed with The Workwear Group.

Step 1: Click on the "Orders" button in the Navigation bar



Step 2: Select "Order" or "PO" to view order detail

A DIVISION OF PACE	FIC BRANDS	WE	GROUP	CHANGE Y	HOME ORDERS HE Welcom DUR DETAILS VIEW ENTITLE	LP CONTAC e CORINNA CHILD MENTS SIGN OU
HOME →	► ORDERS	5				
ORDERS						PRINT PAGE 🖨
Search orders:		Sh	ow derange:	1 to:		
Order Date	Status	Order #	PO #	Employee	Origin	Payment
02-09-2012	Complete	8000155	1346559838-0	TESTCC - CORINNA CHILDS	Customers (BRANDSNET)	Statement

Step 3: Order detail available to view or print. Click back to go back to order search screen.

									BA	АСК	PRINT PAGE	8
Cus	tomer:	1004V	- RAMSAY H	HEALTH CA	RE							
	Store:	RAMOR	R - GREENS	LOPES 4120	0							
Co	ontact:	TESTCO	C - CORINN	A CHILDS								
elivery Ad	ddress:	GREEN	ISLOPES PR	IV HOSPITA	AL C/- STORES E	DEPT NEV	VDEGATE ST G	REENSLOPES	QUEEN	SLAND A	JSTRALIA 412	0
rder ate	Stat	us	Order #	PO #	Emplo	yee		Origin			Payment	
2-09-2012	Com	plete	8000155	134655983	8-0 TESTC	C - CORINN	A CHILDS	Customers	(BRAND	SNET)	Statement	
ORDER		EMS										
ORDER Admin	RED IT	EMS art Pai	rt Time/Ca	sual Male	(NN2-011)							
ORDER Admin	RED IT	EMS art Pai	rt Time/Ca	sual Male	e (NN2-011) Colour	Size	Fit	Threshold	Qty	Invoice	Invoice Date	
ORDER Admin I tatus	RED ITI New St Style RAMC6	EMS art Par	rt Time/Ca	sual Male	e (NN2-011) Colour INK NAVY	Size 77	Fit REGULAR	Threshold	Qty 1	Invoice	Invoice Date	
ORDER Admin I tatus ancelled ancelled	RED IT	EMS art Par T SINGLE 0 LONG S	rt Time/Ca PLEAT SHORT	isual Male	e (NN2-011) Colour INK NAVY STRIPE NAVY	Size 77 37	Fit REGULAR STANDARD	Threshold FUL FUL	Qty 1	Invoice	Invoice Date	
Admin I Admin I tatus ancelled ancelled	RED ITI New St Style RAMC6 RAMD1 RAMC6	EMS art Pai T SINGLE 0 LONG S F SINGLE	PLEAT SHORT PLEAT SHORT SLEEVE SHIRT PLEAT PANT	isual Male	e (NN2-011) Colour INK NAVY STRIPE NAVY INK NAVY	Size 77 37 77	Fit REGULAR STANDARD REGULAR	Threshold FUL FUL FUL	Qty 1 1 1	Invoice	Invoice Date	
ORDER Admin I tatus ancelled ancelled ancelled	RED ITI New St Style RAMC6 RAMD1 RAMC6 RAMD0	EMS art Par T SINGLE 0 LONG S F SINGLE 2 S/S CLA	PLEAT SHORT BLEEVE SHIRT PLEAT PANT SSIC SHIRT	sual Male	e (NN2-011) Colour INK NAVY STRIPE NAVY INK NAVY STRIPE NAVY	Size 77 37 77 37 37	Fit REGULAR STANDARD REGULAR STANDARD	Threshold FUL FUL FUL	Qty 1 1 1 1 1 1	Invoice	Invoice Date	