

The Workwear Group Online Ordering Manual

Ramsay Health Care

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

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: PBWEnquiry@pacbrands.com.au

Phone: 1800 460 003

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How to Log in

To log into <http://www.pbworkwearonline.com.au> 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.

THE
WORKWEAR
A DIVISION OF PACIFIC BRANDS
GROUP

HOME ORDERS

Login

Username

Password

Remember me

Login

Forgot your password?

brands:
**WE EXIST TO CLOTHE
PEOPLE TO WORK AT THEIR
BEST EVERY DAY.**

Hard Yakka

KingGee

STUBBIES

STYLEcorp

NNT

1 2 3 4

150 Bridge Road, Keysborough, VIC 3173, AUST | Telephone: +61 3 8769 4444 | Facsimile: +61 3 8769 4777 | receptionkeys@pacbrands.com.au

PACIFIC BRANDS

Forgot your password

To log into <http://www.pbworkwearonline.com.au> 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.

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HOME | ORDERS | HELP | CONTACT
Welcome CORINNA CHILDS
CHANGE YOUR DETAILS | VIEW ENTITLEMENTS | SIGN OUT

Your current entitlements are as follows:

- Mens Stores Staff Order Period Full Time
- All Workstreams Self Purchase Male

NEWS ARTICLES

Ramsay Health Care Uniform Range

Contact Us
Call: 1800 460 003
Email: help@nnt.com.au

Welcome to Ramsay Health Care online ordering

This online ordering site enables you to view all of the items available in your uniform range.

New Starters - are able to order all year. Expected despatch of new starter orders is 10 working days from the day the order is placed. To view the approved range for all existing staff it is located in the Information 'Other' section.

Order Period - all existing employees are able to place orders during either of the 2 scheduled order periods each year. Please note that all orders placed for the Ramsay Health Care range will be delivered within the despatch periods noted below. No orders will be able to be released early under any circumstances. To view the approved range for all existing staff it is located in the Information 'Other' section.

Existing Employees - the 2 scheduled order periods are as follows:

Month	Online Ordering	Despatch
February 2014	03/02/14 - 21/02/14 - 3 weeks	03/06/14 - 30/06/14
July 2014	07/07/14 - 25/07/14	10/11/14 - 28/11/14

Any orders received by NNT after the end date of the order period will be moved into our late order period with despatch 4 - 6 weeks after the initial

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

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HOME | ORDERS | HELP | CONTACT
Welcome CORINNA CHILDS
CHANGE YOUR DETAILS | VIEW ENTITLEMENTS

HOME → VIEW ENTITLEMENTS

VIEW ENTITLEMENTS

THRESHOLDS

Any 4 Garments (Quantity) - Annual Allocation

Limit	Consumed	Awaiting Approval	In Progress	In Cart	Remaining
4	0	0	0	0	4

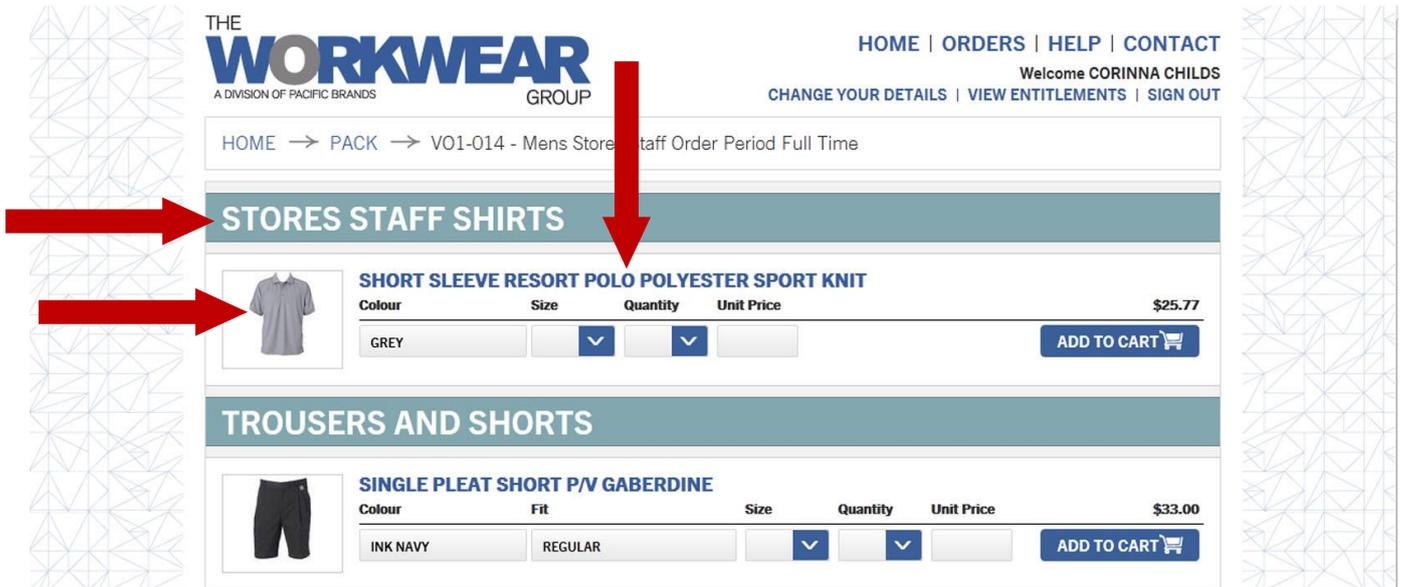
Not Subsidised (\$ Value)

Limit	Consumed	Awaiting Approval	In Progress	In Cart	Remaining
Sunlimited	\$0.00 (inc GST)	\$0.00 (inc GST)	\$0.00 (inc GST)	\$0.00 (inc GST)	Sunlimited

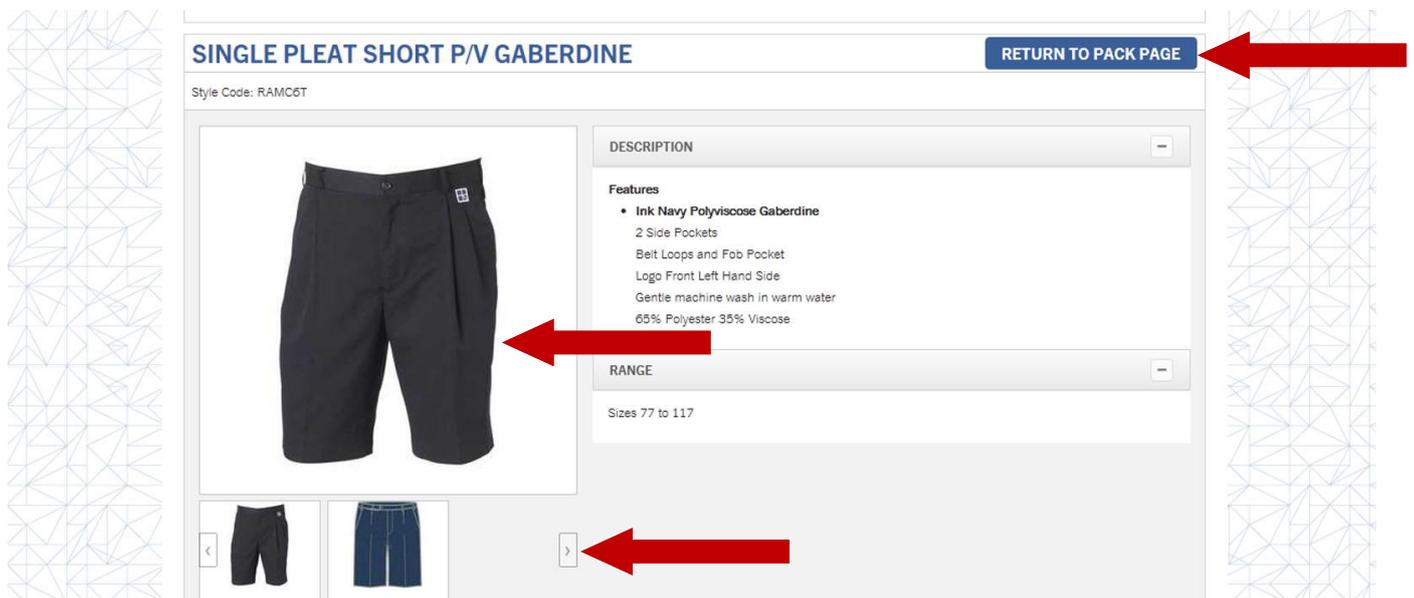
OVERPURCHASES +

CYCLES +

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.



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.



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.

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HOME | ORDERS | HELP | CONTACT
Welcome CORINNA CHILDS
CHANGE YOUR DETAILS | VIEW ENTITLEMENTS | SIGN OUT

(6 items) \$195.17 (inc GST) Employer \$129.17 Employee \$66.00

HOME → PACK → VO1-014 - Miss Stores Staff Order Period Full Time

STORES STAFF SHIRT

SHORT SLEEVE RESORT POLO POLYESTER SPORT KNIT \$25.77

Colour	Size	Quantity	Unit Price
Grey	S	1	\$25.77

REMOVE ITEM ADD TO CART

TROUSERS AND SHORTS

SINGLE PLEAT SHORT P/V GABERDINE \$33.00

Colour	Fit	Size	Quantity	Unit Price
Ink Navy	REGULAR	77	3	\$33.00

REMOVE ITEM ADD TO CART

SECRET WAIST TROUSER \$35.20

Colour	Fit	Size	Quantity	Unit Price
Ink Navy	REGULAR	87	2	\$35.20

REMOVE ITEM 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.

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HOME | ORDERS | HELP | CONTACT
Welcome CORINNA CHILDS
CHANGE YOUR DETAILS | VIEW ENTITLEMENTS | SIGN OUT

(6 items) \$195.17 (inc GST) Employer \$129.17 Employee \$66.00

HOME → PACK → V01-014 - Mens Stores Staff Order Period Full Time

STORES STAFF SHIRTS

Image	SHORT SLEEVE RESORT POLO POLYESTER SPORT KNIT	Colour	Size	Quantity	Unit Price	Total Price
		Grey	S	1	\$25.77	\$25.77
<input type="text" value="GREY"/> <input type="button" value="v"/> <input type="button" value="v"/> <input type="text"/>						<input type="button" value="REMOVE ITEM"/> <input type="button" value="ADD TO CART"/>

TROUSERS AND SHORTS

Image	SINGLE PLEAT SHORT P/V GABERDINE	Colour	Fit	Size	Quantity	Unit Price	Total Price
		Ink Navy	REGULAR	77	3	\$33.00	\$33.00
<input type="text" value="INK NAVY"/> <input type="text" value="REGULAR"/> <input type="button" value="v"/> <input type="button" value="v"/> <input type="text"/>						<input type="button" value="REMOVE ITEM"/> <input type="button" value="ADD TO CART"/>	

Image	SECRET WAIST TROUSER	Colour	Fit	Size	Quantity	Unit Price	Total Price
		Ink Navy	REGULAR	87	2	\$35.20	\$35.20
<input type="text" value="INK NAVY"/> <input type="text" value="REGULAR"/> <input type="button" value="v"/> <input type="button" value="v"/> <input type="text"/>						<input type="button" value="REMOVE ITEM"/> <input type="button" value="ADD TO CART"/>	

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.

Confirm

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 you have finished ordering, click on the “Place Order” button.

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HOME | ORDERS | HELP | CONTACT
Welcome CORINNA CHILDS
CHANGE YOUR DETAILS | VIEW ENTITLEMENTS | SIGN OUT

(5 items) **\$162.17** Inc GST Employer \$129.17
Employee \$33.00

Checkout Options - 5 Items

HOME → CHECKOUT

ORDER #1

Customer : 1004V: RAMSAY HEALTH CARE Employee : TESTCC: CORINNA CHILDS Warehouse : KB: NNT KEYSBOROUGH Start Date : 09-Jan-2014
Store : RAMOR: Greenslopes 4120 End Date : 28-Jan-2014

Purchase Order Number : 1389217820 Cost Centre : N/A

Delivery Address

Payment Details

Products

Qty	Product	Style	Colour	Size	Fit	Employee Inc GST	Employer Inc GST	Net	Value Inc GST
Mens Stores Staff Order Period Full Time (V01-014)									
Amend									
2	SECRET WAIST TROUSER	RAM06Y	Ink Navy	107	REGULAR	\$0.00	\$70.40	\$35.20	\$70.40
2	SINGLE FLEAT SHORT P/V GABERDINE	RAM06T	Ink Navy	77	REGULAR	\$33.00	\$33.00	\$33.00	\$66.00
1	SHORT SLEEVE RESORT POLO POLYESTER SPORT KNIT	RAMD7D	Grey	S		\$0.00	\$25.77	\$25.77	\$25.77
Warning: This order requires payment and you will be taken through a payment process during checkout.									Total \$162.17

PLACE ORDER

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 → THANK YOU

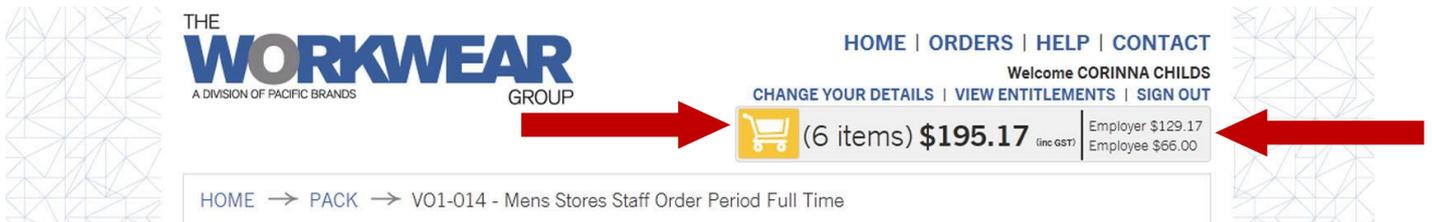
We have successfully placed your Order.
You should receive a confirmation email of your order in a few moments.

Thank you for completing the Survey.

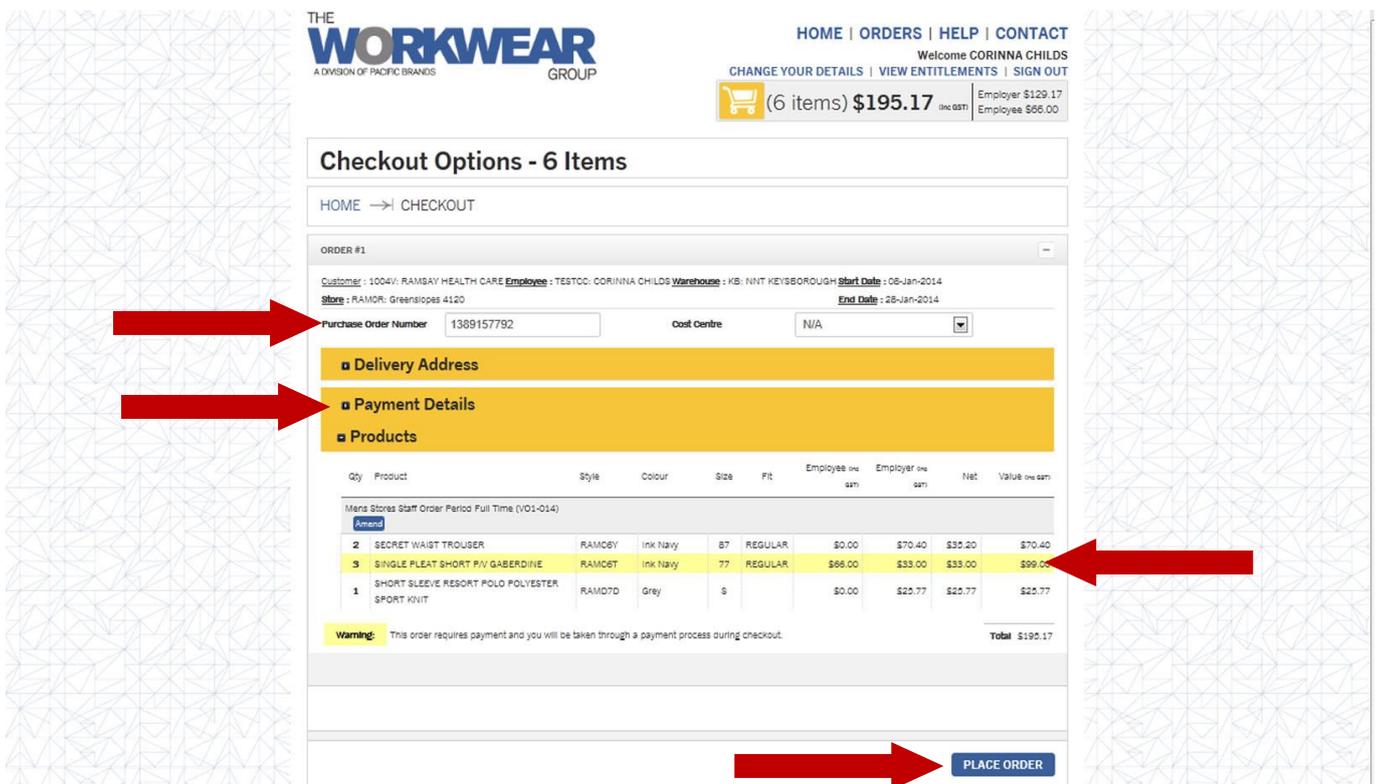
PLACE ANOTHER ORDER

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.



Step 3: Fill in your credit card details.

The screenshot shows a 'Payment Details' form with a yellow header. The 'Purchase Order Number' is 1389157792-000. The selected payment method is 'Entitlement Credit Card Payment'. The 'Payment Details' section shows 'Your payment' of \$66.00 (inc GST). The 'Credit Card Details' section includes fields for Card Type (set to Visa), Card Name, Card Number, Card Secure Code, and Card Expiry (01/2014). Each field has a red asterisk and a validation error message. A red arrow points to the Card Number field.

Payment Details

Purchase Order Number: 1389157792-000

Entitlement Credit Card Payment

Payment Details
Your payment: \$66.00 (inc GST)

Credit Card Details

Card Type: Visa

Card Name: [Redacted]

Card Number: [Redacted]

Card Secure Code: [Redacted]

Card Expiry: 01 / 2014

Order Total: \$196.17

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.

The screenshot shows a 'THANK YOU' confirmation page. It includes a 'HOME' link, a confirmation message, a survey completion message, and a 'PLACE ANOTHER ORDER' button. A red arrow points to the confirmation message.

THANK YOU

[HOME](#) → [THANK YOU](#)

We have successfully placed your Order.
You should receive a confirmation email of your order in a few moments.

Thank you for completing the Survey.

[PLACE ANOTHER ORDER](#)

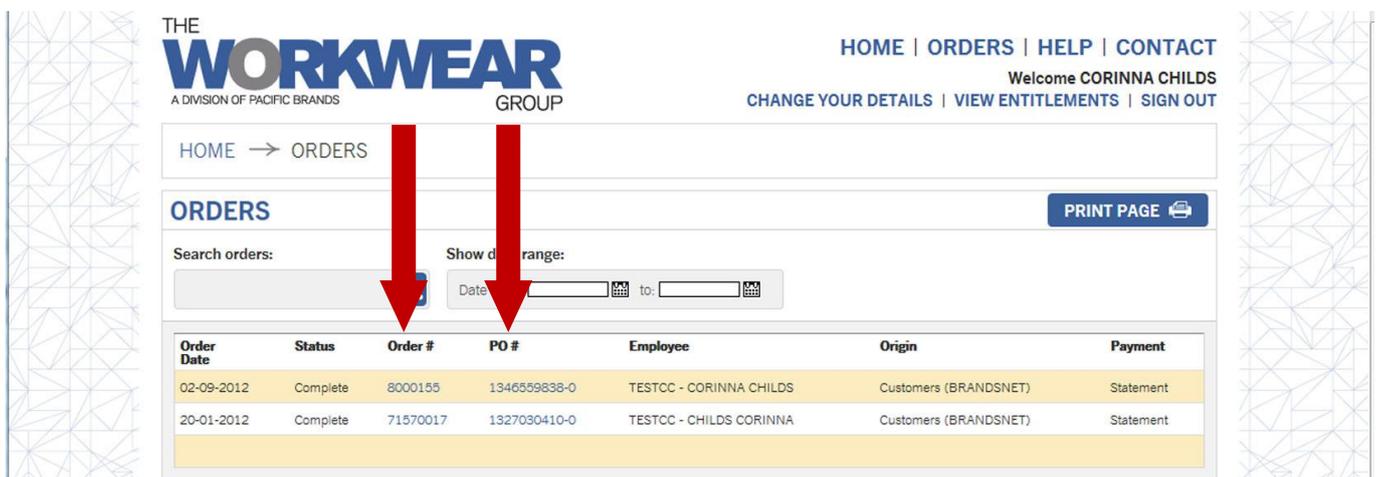
Order Status

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



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

