



INTRODUCING

HEALTHCARE LOGISTICS

winKel

*On line ordering portal
user guide*

winKel *Index*

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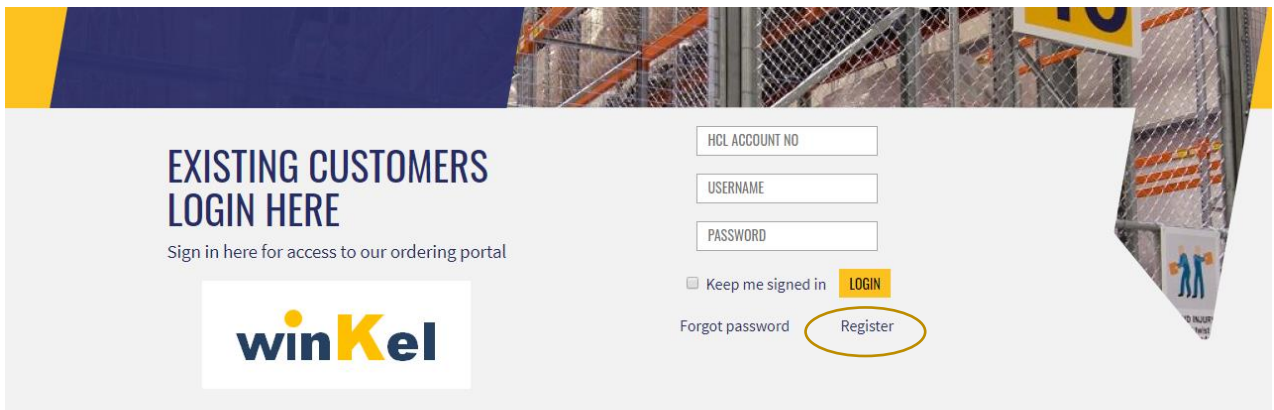
Author Christine Vella

Thank you for your registration to the Healthcare Logistics online ordering webpage

Please read this **How To** manual before using the website.

To activate your account please go to <https://www.hcl.com.au>

New User



EXISTING CUSTOMERS
LOGIN HERE

Sign in here for access to our ordering portal

winKel

HCL ACCOUNT NO

USERNAME

PASSWORD

☐ Keep me signed in **LOGIN**

[Forgot password](#) **Register**

Enter the Account Number and the User Name and email address you want to use



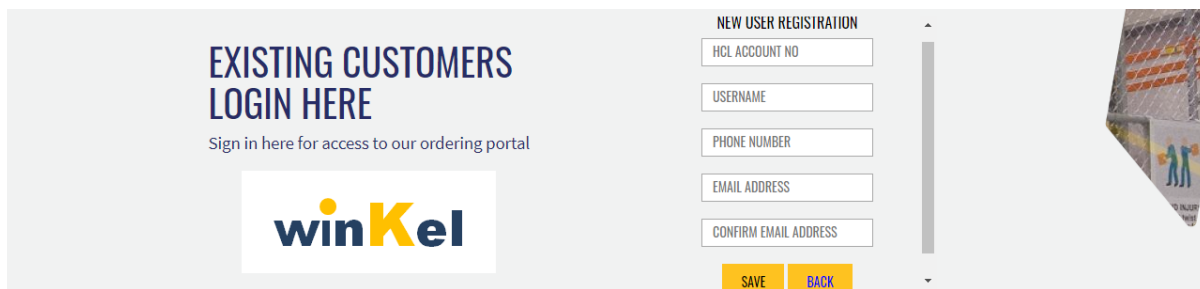
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Phone number is optional

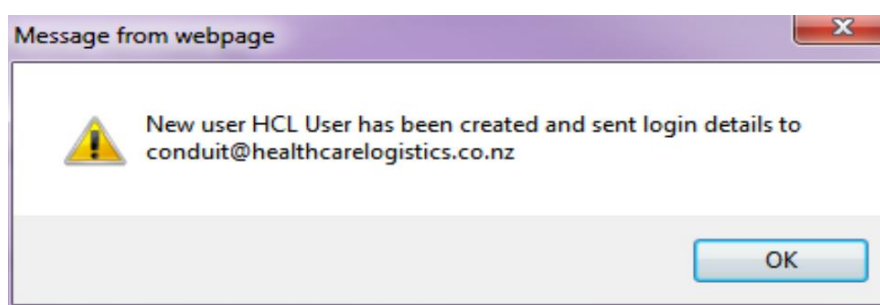


The screenshot shows the winKel login and registration interface. On the left, under the heading "EXISTING CUSTOMERS LOGIN HERE", there is a subtext "Sign in here for access to our ordering portal" and the winKel logo. On the right, under the heading "NEW USER REGISTRATION", there is a form with the following fields: "HCL ACCOUNT NO", "USERNAME", "PHONE NUMBER", "EMAIL ADDRESS", and "CONFIRM EMAIL ADDRESS". Below these fields are two buttons: "SAVE" (yellow) and "BACK" (blue). A vertical scrollbar is visible to the right of the form fields.

When complete, select

Save

The following message will pop up



An email will be received with your login details



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From: HCLWebsite@edis.co.nz
To: Conduit
Cc:
Subject: HCL - New user registration

Thank you for registering for the new Healthcare Logistics Website.

The old website is no longer available for use.

Please bookmark this website for future use.

Website address : <http://www.hcl.co.nz/>

HCL Account No : 179190

UserName : HCL User

Password : Y

Standard Login

Sign In to the website using the Account Number, User Name and Password Registered.

EXISTING CUSTOMERS LOGIN HERE

Sign in here for access to our ordering portal

winKel

☐ Keep me signed in[Forgot password](#)[Register](#)

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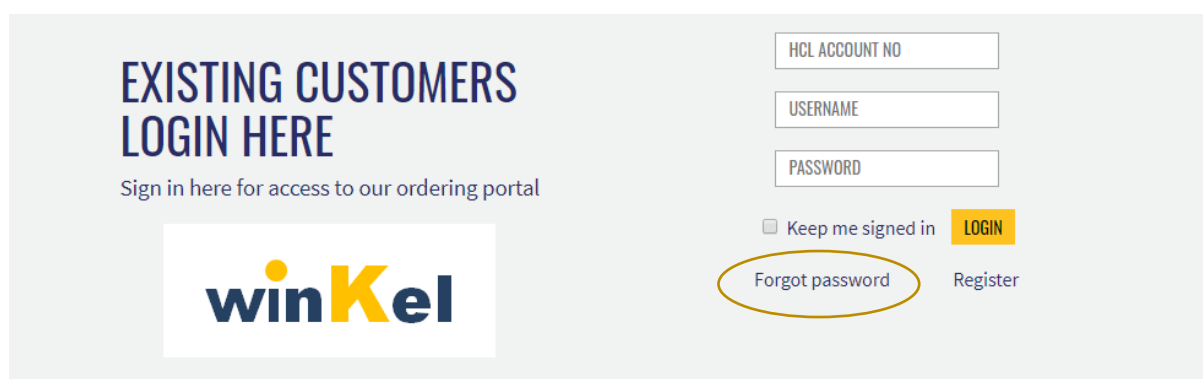
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Forgotten password

If you have forgotten your password select [I forgot my password](#)



The screenshot shows the login interface for 'winKel'. On the left, the text 'EXISTING CUSTOMERS LOGIN HERE' is displayed in blue, with the subtitle 'Sign in here for access to our ordering portal' below it. The 'winKel' logo is also present. On the right, there are three input fields labeled 'HCL ACCOUNT NO', 'USERNAME', and 'PASSWORD'. Below these fields is a checkbox labeled 'Keep me signed in' and a yellow 'LOGIN' button. A link labeled 'Forgot password' is circled in yellow, and a 'Register' link is located to its right.

Enter either your HCL Account No/ User name and new password and repeat the new password.



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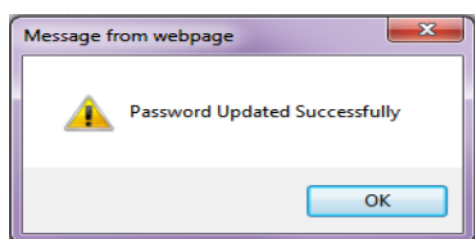
EXISTING CUSTOMERS LOGIN HERE

Sign in here for access to our ordering portal



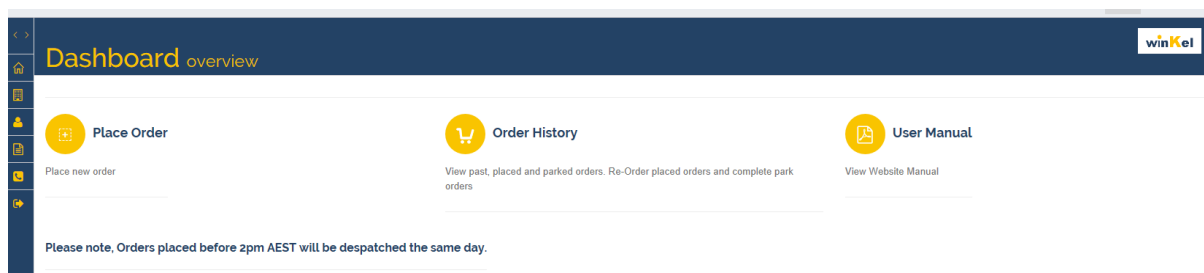
FORGET PASSWORD?

Save



After you Login if there is something new and exciting happening, the Bulletin Board will popup. When you have read the message close it by selecting

You will then be taken to the Dashboard



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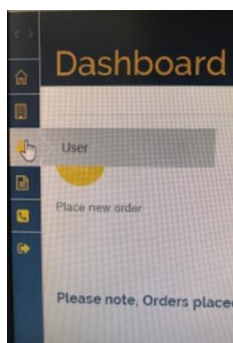
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User details

When logging in for the first time please go to the User Area and complete your details

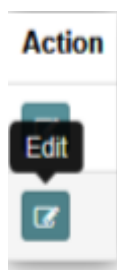


This area will display your details

 A screenshot of a web application's 'Users' management page. The page has a dark blue header with 'Home' and 'Change My Details' links. Below the header, the title 'Users' is followed by the text 'Below are the list of users'. A table displays user information with columns for User ID, HCL Account No, Email, Registration DateTime, User Suspended, Info, and Action. One user is listed: 'hcluser' with account 'testUser' and email 'support@edis.co.nz'. The 'Action' column for this user contains a green 'Edit' button.

User ID	HCL Account No	Email	Registration DateTime	User Suspended	Info	Action
hcluser	testUser	support@edis.co.nz	31-05-2019 12: 10 PM	No		

To update select ACTION



Update your information as required. The shaded areas User Name & HCL Account No cannot be updated.



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User New/Edit User Details Below

User Details

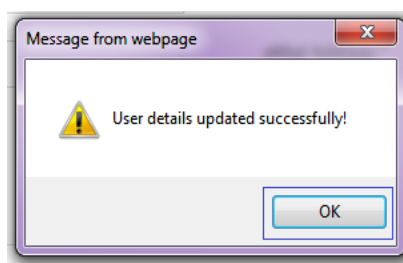
User Name *	hc001	HCL Account No (e.g. 111111) *	testUser
Phone Number	Phone Number	Mobile Phone No	Mobile Phone No
Fax Number	Fax Number	eMail Address *	User@user.co.nz

Save Details

When complete, select

Save

The following confirmation will appear



Select

OK

Then select HOME take you back to Dashboard



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< >

Home Change My Details

Home

Calendar

Users

Documents

Phone

Share

Users

Below are the list of users:

User ID	HCL Account
hcluser	testUser

< >

Dashboard

Home

Calendar

Users

Documents

Phone

Share



Place Order

Place new order



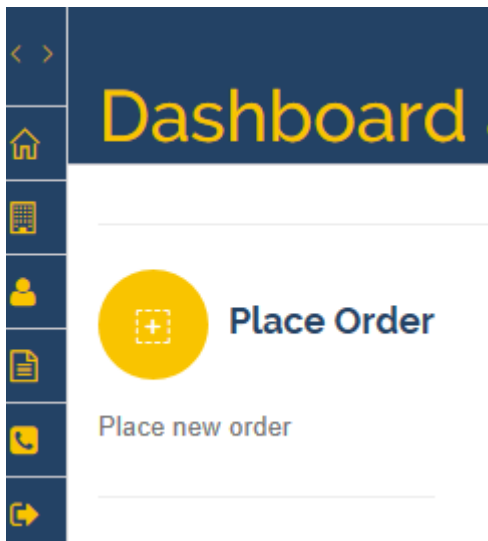
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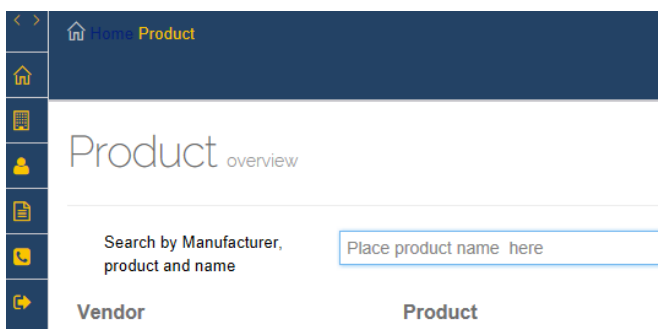
Placing an order Select Place Order



A list of all products will appear. You can either select from the materials or find the product you are seeking by using the search function to look up by manufacturer, product name or disease.

Product Overview

AUS



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Product overview						
Search by Manufacturer, product and name						
Vendor	Product	Notes	Min Order Qty	Unit Price	Quantity	Add To Cart
ELI LILLY AUSTRALIA PTY LTD	TR - Consignment - 3PL-Eli Lilly - 01		0	0.0000	2	Add To Cart
ELI LILLY AUSTRALIA PTY LTD	TR - Consignment - 3PL-Eli Lilly - 02		0	0.0000	5	Add To Cart

Once you have pressed enter the quantity will appear in the shopping basket above



If you log out before the order you are working on has been parked or place it will still appear in the basket.

At any time you can hover over the basket and see what is in it.

Check out

Once you have all the materials you want in the basket hover over the shopping basket and select



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Don't give it.

3

Recently added item(s) **Checkout**

Boostrix PFS Single Dose GSK / 2061996 / 000000000001049350	1
Engerix B 20mcg x 1 GSK / 2061945 / 000000000001038260	2
HAVRIX 1440 1 DOSE PREFILLED SYRINGE GSK / 282502 / 000000000001039005	4

A delivery address must be selected. If you have more than 1 linked to your account a dropdown box will appear at the end of the line. If not then the address linked to your account will appear.

Delivery Address: *

—Select an option—

Enter a purchase order number. Each number must be unique. If you use the same number all the time try adding the date to it to create a unique number

Purchase/Reference Number: *

User 00.00.00

You can delete materials from the order by selecting the X Action

Description [Pharmacode]	Quantity	Action
Boostrix PFS Single Dose GSK / 2061996 / 000000000001049350	1	X
Engerix B 20mcg x 1 GSK / 2061945 / 000000000001038260	2	X
HAVRIX 1440 1 DOSE PREFILLED SYRINGE GSK / 282502 / 000000000001039005	4	X

If you wish to add materials just change the value in the Quantity box.
When complete' go back to the checkout.



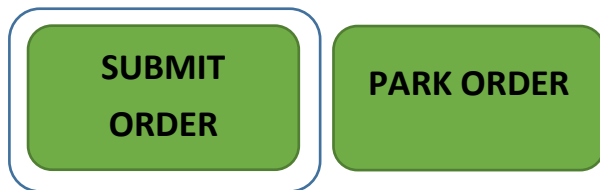
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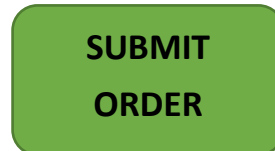
Email Client.Services@hcl.com.au

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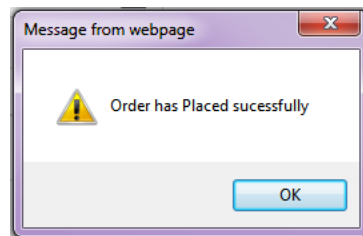
You have two options



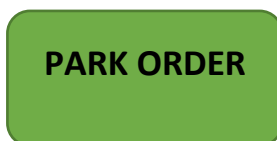
If you are ready to place your order, select



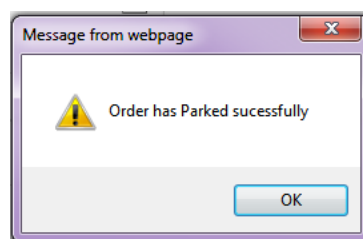
You will then receive a confirmation that the order has been placed



If you are not ready to place the order and would like to keep it for future use the select



You will receive confirmation the order has been Parked



Order History

To view past orders or look at what orders you have parked select Order History



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Order History

View past, placed and parked orders. Re-Order placed orders and complete park orders

Select if you want to have a look at Parked or Place orders

Order History: *

Parked
Placed

Parked Orders

Select View Order. You can print from this view by selecting the green box “Print Order” below.

Order No	Order Date	Order Lines	Entered by	Action
67890	25-09-2017 11:28 a.m.	3	HCL User	 

The order can be submitted from here by selecting on the blue box “View Order” and then selecting

**SUBMIT
ORDER**



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Cart overview of Products

Order Date:	28-07-2016 10:41 a.m.	User: *	hc1001
Contact Phone:	Contact Phone	Contact Email: *	Jaineesh@edis.co.nz
Delivery Address: *	Web Page Test Acc: Ship #1 (Street), Don't Pick (District), DO NOT PICK	Purchase/Reference Number: *	123456

Description [Pharmacode]	Quantity	Action
Boostrix PFS Single Dose GSK / 2061996 / 00000000001049350	2	
Engerix B 20mcg x 1 GSK / 2061945 / 00000000001038260	2	
HAVRIX 1440 1 DOSE PREFILLED SYRINGE GSK / 282502 / 00000000001039005	3	

☐ Orders of 1-4 mixed units incur a \$45 Small Order Handling Fee. With the exception of NISG Seasonal Influenza is processed separately – the quantity ordered does NOT count towards elimination of the Small Order Handling Fee.

[Submit Order](#)

The order can be deleted by deleting each line in the order.

Placed orders

Order History: *

Parked

Placed

This will show a list of orders placed with the latest one at the top.

Order History: *

Placed

Order No	Order Date	Order Lines	Entered by	Action
Order	01-06-2017 15:02 p.m.	1	HCL User	

Action
Re-order Print Order



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Enter a unique Purchase order number

Purchase/Reference Number: *

Purchase/Reference Number

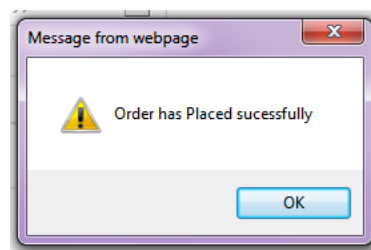
And select

RE-ORDER

PARK ORDER

RE-ORDER

You will receive the following confirmation message



To Logout, select the drop down arrow next to your user name and select Log Out

You can contact HCL by email at any time by selecting Contact us from the side menu

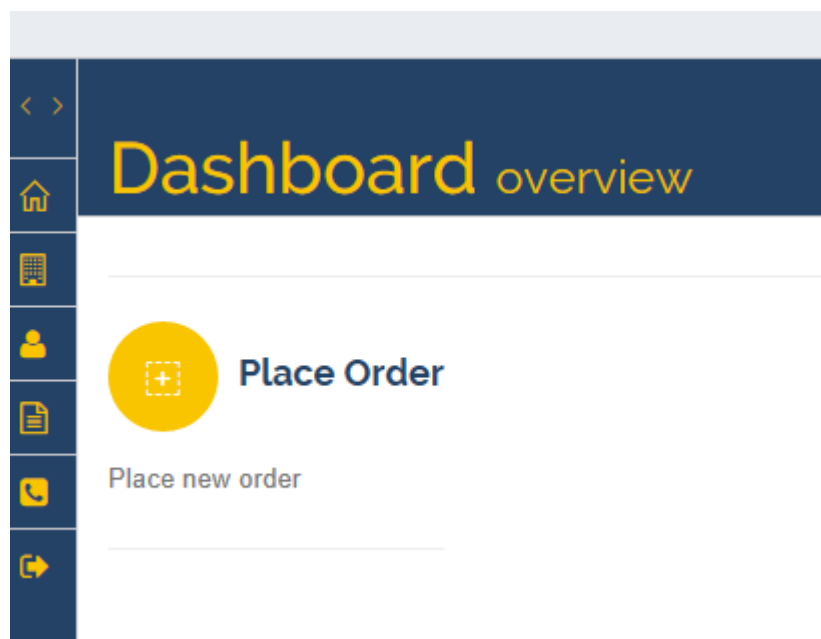


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Electronic Order Confirmation and Invoices

In a push to reduce our carbon footprint, order confirmations and invoices will be sent to the email address used to set this account up with.

If this address is incorrect please send an email to client.services@hcl.com.au to advise the correct email address.

Please note only 1 email address may be used for both invoices and order confirmations



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