

ORDERING OFFICER INSTRUCTIONS

1	Go to www.ordermax.com.au
2	Enter username (your email address) and password
3	Click on 'log in' this will take you to the next page
4	Click on 'view cart' at top right hand corner which will take you to the ordering page where you can view already selected products and/or enter known product codes
5	Place product code(s) in the 'code' box and enter required amount in 'QTY' box
6	Enter a product description in the 'search' field and press enter or click the adjoining arrow to search. Alternatively, you can browse for products by selecting a product category
7	If you need to enter more items than the page allows click on 'update order', which is the orange box above order lines. Please pay attention to 'available' stock which will allow you to manage possible backorders
8	Once all items have been entered click on 'update order' then click on 'checkout'
9	This is the final part of the ordering process. You will be asked for a 'customer ref', this can be anything the office wants to use eg; 2010/01 (best to keep a small spreadsheet using a customer ref to track previous orders, if desired). Ensure the delivery address is correct then click the 'submit' button at the bottom of the page
10	The order has now been sent to the approving officer who will receive an email advising there is an order to be approved. Please note that the email to the 'approving officer' contains a link to the order, however it may be best to log in from the beginning as per the Approving Officer Instructions.

NB – Please notify M&PS-WA@finance.gov.au of incorrect order or any return requests.