

# WebConnect User Guide

## Standard User

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Web Site: <https://shop.bunzlhealthcare.com>

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**1**

**IN THIS SECTION**

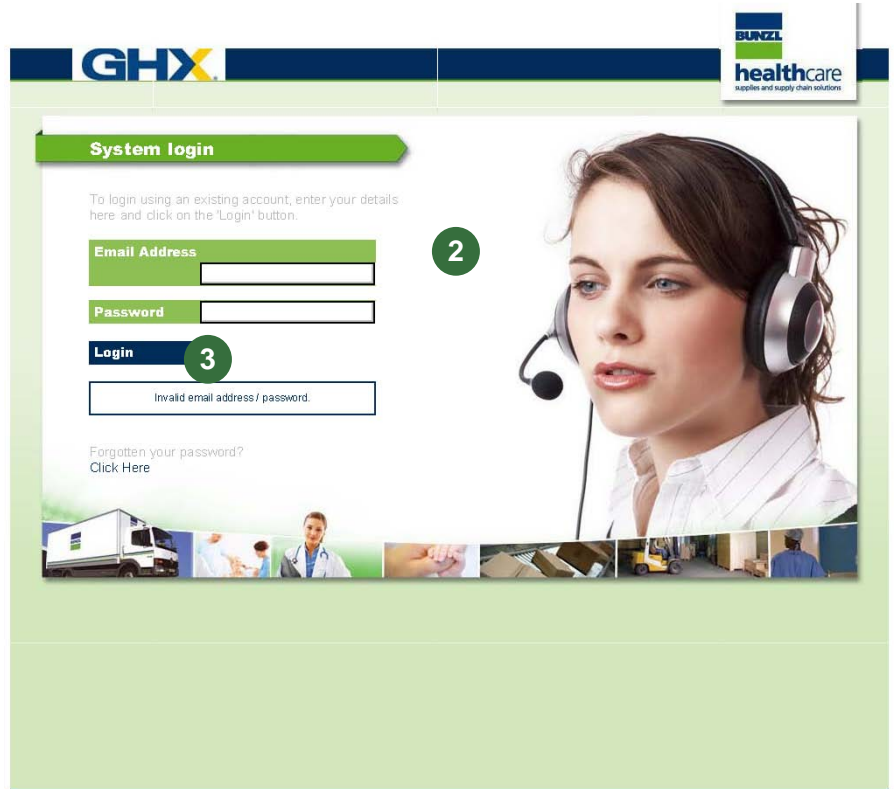
**W**ebConnect

**Getting Started**

## Logging On

The first step is to Logon

- 1 Go to  
<https://shop.bunzlhealthcare.com>
- 2 Enter your email address and password
- 3 Click on Login



The screenshot shows the 'System login' page. At the top, there is a header with the GHX logo and the BUNZL healthcare logo. Below the header, the page title is 'System login'. A green arrow points to the title. Below the title, there is a text box that says 'To login using an existing account, enter your details here and click on the 'Login' button.' Below this text are three input fields: 'Email Address', 'Password', and 'Login'. The 'Login' button is highlighted with a green circle and the number 3. Below the 'Login' button is a text box that says 'Invalid email address / password.' Below this text box is a link that says 'Forgotten your password? Click Here'. On the right side of the page, there is a large image of a woman wearing a headset. At the bottom of the page, there is a horizontal strip of small images showing various healthcare-related scenes.

## Forgotten Passwords

If you have forgotten your password you will need to follow these simple steps and you will be sent a new password via email.

- 1 If you have forgotten your password, click on the link below the login button



2 Enter your email address and click Continue

3 If you have logged in before and set up your security question, WebConnect will now ask you to answer that question.

4 If you have not set up your security question, you will be directed to the final screen which tells you that your new password has been sent to you via email.

5 Once you have received the forgotten password by email, you can login and reset your password to one that you will remember.

6 Click on Return to go back to the Login screen

**Tip:** It is highly recommended that you enter a security question when you login to WebConnect for the first time.

## Changing Your Password

The first step is to log into WebConnect

- 1 When you have logged into WebConnect, click on My Account, located at the top right hand of the toolbar.
- 2 Click on the Details tab and scroll down to the Change Password section
- 3 Enter new password and confirm it in the box below
- 4 Click Save

Bunzl - User Account Properties

Shop | Orders | **My Account** | Logout  
 deepa.vaid@bunzl.co.uk  
 Last logged in: 30/08/2011 16:21:20  
 Account:

Complete Healthcare Supply Chain Solutions

Shop Search  Go 0 Item(s) £0.00 Favourites

Currently Editing Account: Four Seasons Healthcare Ltd - Deepa Vaid  
 Summary | **Details** | Users | Addresses | Configuration

### Change Password

New Password

Confirm

Security Question   
 Answer

(The security question and answer above are used by the 'forgotten password' page.)

### Permissions

Trading Account Administrator?

**4**

## Setting Your Security Question

- 1 The option to set up your security question is also under the Details tab under My Account
- 2 The security question drop down list displays the 3 questions that you can choose from. Select one and enter the answer in the box below
- 3 Click Save

### Change Password

New Password

Confirm

Security Question   
 Answer

(The security question and answer above are used by the 'forgotten password' page.)

### Permissions

Trading Account Administrator?

**3**

## IN THIS SECTION

**T**his section explains the functionality available under the Shop section in WebConnect

## Shop

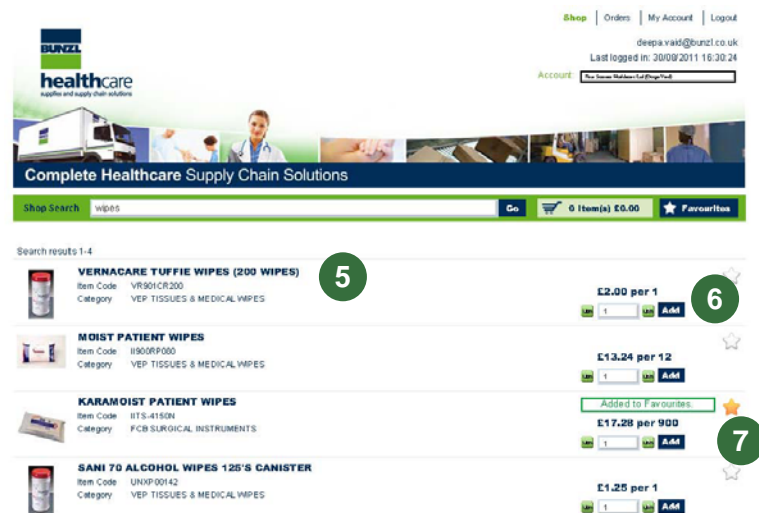
## Shopping

When you log in you will be directed to the Favourites screen. To begin shopping, click on Shop in the top toolbar and search for an item using the Shop Search.

- 1 The My Favourites page is your Home page. From this page you can begin shopping
- 2 To begin shopping use the Shop Search toolbar to search for an item
- 3 The Shop Search has a predict search function based on previous searches. This list is ordered by the amount of times that search phrase has been used. It will only return search phrases used in the past 3 months. More recent searches will be displayed at the top of the predict list
- 4 Select your search criteria or select one of the suggested searches from the predict search list, and click Go




- 5 Your search results will be displayed in a list. The description acts as the main heading for each item.
- 6 To add the item to your basket, select a quantity and click on the Add button
- 7 To add to your Favourites, click on the star (located on the left hand side of the item). When the item has been added to your Favourites, it will turn yellow. To remove an item from your Favourites, just click on the star again and it will become clear again.

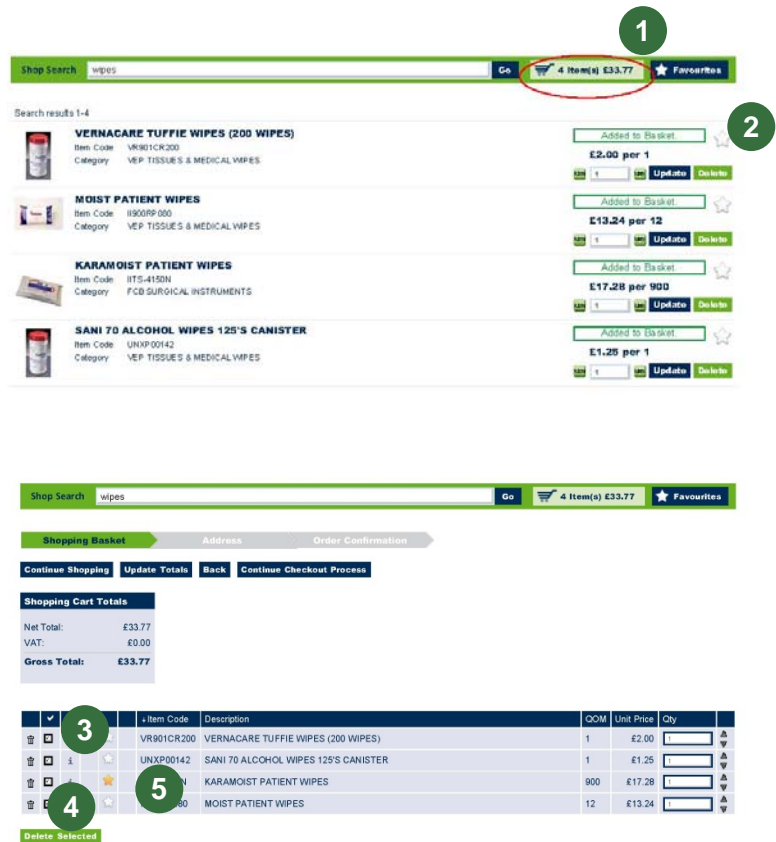


- 8 If you click on the description, it will take you to the item details. This screen displays all the information from Nexus, e.g. Supplier, Item code, Description, etc.
- 9 The quantity can be edited from this screen too



## The Checkout Process

- 1 When you have added items to your shopping basket and would like to view the items and checkout, click on the basket total.
- 2 From this screen, you can view the items in your shopping basket. The Shopping Cart Total is displayed above the list of order items. If you edit the quantities, the total will change accordingly.
- 3 To view the Item Details, click on the  This screen is identical to the item details at Shop Level. You can edit the order quantity and add in notes for the Supplier.
- 4 To remove the item from the shopping basket, click on the bin icon. You can also select the items you wish to remove and click on the Delete Selected button.
- 5 If an item in your basket has been added to your Favourites, the star will shown as yellow. You can add items to your Favourites by clicking on the star. Click the star again to remove.



- 6 You can edit the quantity of items you have ordered by using the arrows by the box to increase or decrease the number of items.
- 7 Click on Continue Checkout Process to move to the next step
- 8 If you wish to navigate back or continue shopping, click on the appropriate button
- 9 There is also an option to Update Totals. If you have been changing the quantities of the items in your basket, this will update the total price.

- 11 When you go to Proceed to Checkout, a default Delivery and Invoice address will appear. If not, or if they need to be changed, please contact the Trading Account Administrator
- 12 Enter a Customer Reference number (a reference that will help you keep track of the order, such as your name) and Cost Centre code – this should have already been allocated by the Trading Account Administrator. Press Proceed to Checkout.

## Addresses

- 1 Each user is assigned a Delivery address by the Trading Account Administrator. This will be the pre-set address on any order that the user creates
- 2 In the Invoice Address section, the default address and cost centre displayed will be that which has been entered by the Trading Account Administrator.
- 3 Click on the Continue Checkout Process button

The screenshot displays the checkout interface with the following sections:

- Progress Bar:** Shopping Basket, Address (selected), Order Confirmation
- Buttons:** Continue Shopping, Back, Continue Checkout Process (3)
- Delivery Details:**
  - Customer Reference No.
  - Required By Date
- Delivery Address (1):**
  - Bunzl Healthcare
  - Unit 6 Delta Park Industrial Estate
  - Milmarsh Lane
  - Enfield
  - London
  - EN3 7QJ
  - UK
  - 0
- Invoice Address (2):**
  - Bunzl Healthcare
  - Unit 6 Delta Park Industrial Estate
  - Milmarsh Lane
  - Enfield
  - London
  - EN3 7QJ
  - UK
  - Cost Centre

## Order Confirmation

- 1 This screen shows a summary of everything you have selected including prices and addresses
- 2 If you are happy with the details displayed, click on Place Order(s)
- 3 A message will appear to ask if you are sure – click OK
- 4 Your shopping cart items will be queued for order
- 5 You will receive an email in a few moments informing you that your order has been created.

The screenshot shows the 'Order Confirmation' page with the following details:

**Navigation:** Shopping Basket, Address, Order Confirmation (1), Continue Shopping, Back, Place Order(s) (2)

**Delivery Address:** Buntz Healthcare, Unit 8 Delta Park Industrial Estate, Millmarsh Lane, Enfield, London, EN3 7QJ, UK, Account Number: 0

**Invoice and Payment Enquires To:** Buntz Healthcare, Unit 8 Delta Park Industrial Estate, Millmarsh Lane, Enfield, London, EN3 7QJ, UK, Cost Centre: demo

**Shopping Cart Totals:** Net Total: £5.00, VAT: £0.00, Gross Total: £5.00

**Delivery Details:** Customer Reference No: deepa, Required By Date: 08/08/2011

Item Code	Description	QTY	Unit Price	Quantity
BD300910	BD LUER LOCK 3ML SYRINGES SYRINGE HYPODERMIC CONCENTRIC LUER LOCK 3ML TRANSLUCENT	10	£2.50	1
BD300888	BD LUER LOCK 3ML SYRINGES SYRINGE CONCENTRIC LUER LOCK 3ML TRANSLUCENT	10	£2.50	1

**User Account:** deepa.vaid@bunzl.co.uk, Last logged in: 07/09/2011 10:52:27

**Footer:** Complete Healthcare Supply Chain Solutions, Shop Search, 0 Item(s) £0.00, Favourites (4)

Message: Your shopping cart items have been queued for order creation. This should be complete within a few minutes.

## Viewing Orders

- 1 Click on the Orders link in the top toolbar
- 2 The order will be listed on the page showing details including who it was requested by.
- 3 The status shows at what point the order is at. It will go through many order statuses. When the order has been sent it shows as 'Sent to Exchange'
- 4 To view the properties of the order, click on the icon
- 5 The Order Properties displays a list of each item on the order. You can see which order items have been added to Favourites. You can add or remove items from your Favourites by clicking on the star icon
- 6 Click on Show More Order Details to display the Sender, Supplier, Delivery and Invoice details
- 7 Top copy the order, click on Copy Order Items. This will copy the items into your Shopping Cart – this is useful if you wish to order the exact list of items again
- 8 When you have copied the order, the duplicated items will appear in your Shopping Cart.
- 9 To email the order to someone, click on Email.
- 10 Enter the person's email address of the person who wishes to receive the order, click Send.

**1** Shop **Orders** My Account | Logout  
 deepa.vaid@bunzl.co.uk  
 Last logged in: 07/09/2011 10:52:27  
 Account:

**2** Complete Healthcare Supply Chain Solutions  
 Shop Search  Go

**3** Filters  
 Account: Bunzl Demo Account - Unit B, Circle Court  
 Order Number:   
 Order Status:  All   
 User: (all accounts)   
 Date Selection:

**4**  Auto-refresh page every  seconds

id	Web Order Number	Customer Reference No.	Need By Date	Order Date	ACC	Lines	Total (Gross)	Status
<b>4</b>	TST00001	deepa	08/09/2011	07/09/2011 15:21:59		2	£5.00	Sent To Exchange <b>3</b>

Shop Search  Go

**5** Order Details  
 Web Order No: TST00001 Order Date: 07/09/2011 15:21:59 Cost Centre: demo  
 deepa Need By Date: 08/09/2011 Net: £5.00  
 Status: Sent To Exchange Line Count: 2 VAT: £0.00  
 Total: £5.00  
 **6**

+Line No.	Item Code	Description	QOM	Unit Price	Quantity	Net Amount	VAT Amount	Total Amount
<b>5</b>	BD300910	BD LUER LOCK 3ML SYRINGES.SYRINGE HYPODERMIC CONCENTRIC LUER LOCK 3ML TRANSLUCENT	10	£2.50	1	£2.50	£0.00	£2.50
<b>5</b>	BD309658	BD LUER LOCK 3ML SYRINGES.HYPODERMIC SYRINGE.CONCENTRIC LUER LOCK.3ML.TRANSLUCENT.	10	£2.50	1	£2.50	£0.00	£2.50

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**9** Shopping Cart Totals  
 Net Total: £10.00  
 VAT: £0.00  
 Gross Total: £10.00

✓	+	Item Code	Description	QOM	Unit Price	Qty
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BD LUER LOCK 3ML SYRINGES.HYPODERMIC SYRINGE.CONCENTRIC LUER LOCK.3ML.TRANSLUCENT.	10	£2.50	<input type="text" value="1"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BD LUER LOCK 3ML SYRINGES.HYPODERMIC SYRINGE.CONCENTRIC LUER LOCK.3ML.TRANSLUCENT.	10	£2.50	<input type="text" value="1"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BD LUER LOCK 3ML SYRINGES.SYRINGE HYPODERMIC CONCENTRIC LUER LOCK 3ML TRANSLUCENT	10	£2.50	<input type="text" value="1"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BD LUER LOCK 3ML SYRINGES.SYRINGE HYPODERMIC CONCENTRIC LUER LOCK 3ML TRANSLUCENT	10	£2.50	<input type="text" value="1"/>

Shop Search  Go    
 2/2 Items have been copied into your shopping cart.

**10** Order Details  
 Web Order No: TST00001 Order Date: 07/09/2011 15:21:59 Cost Centre: demo  
 deepa Need By Date: 08/09/2011 Net: £5.00  
 Status: Sent To Exchange Line Count: 2 VAT: £0.00  
 Total: £5.00

Email Order  
 Email To: