



healthcare
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GHX **WEBCONNECT**

WebConnect User Guide

Standard User

**Bunzl Healthcare
Unit 6 Delta Park Industrial Estate
Millmarsh Lane
Enfield
London
EN3 7QJ**

Telephone: +44 (0)20 8443 7800

<https://shop.bunzlhealthcare.com>



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WebConnect

Getting Started

Logging On

The first step is to log on:

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



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:

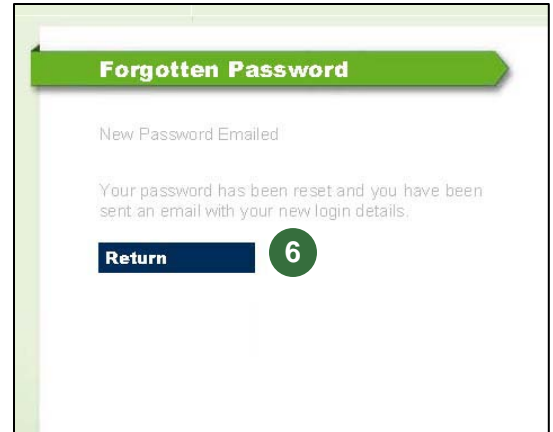
- 1 If you have forgotten your password, click on the link below the Login button.
- 2 Enter your email address and click Continue.
- 3 If you have logged in before and set up your security question, WebConnect will now ask you to answer that question.
- 4 If you have not set up your security question, 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.

A screenshot of a web form titled "Forgotten Password". The form contains the instruction: "Enter your account's email address and then the answer to your security question to be emailed a new password." There is a text input field labeled "Email Address" containing the email address "deepa.vaid@bunzl.co.uk". A green circle with the number "2" is next to the input field. At the bottom of the form are two buttons: "Continue" and "Cancel".A screenshot of a web form titled "Forgotten Password". The form contains the instruction: "Enter your account's email address and then the answer to your security question to be emailed a new password." There are three input fields: "Email Address" (containing "deepa.vaid@bunzl.co.uk"), "Security Question" (containing "What is your birth town/city?"), and "Answer" (empty). A green circle with the number "3" is next to the "Security Question" field. At the bottom of the form are two buttons: "Send" and "Cancel".



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- 6 Click on Return to go back to the Login screen.

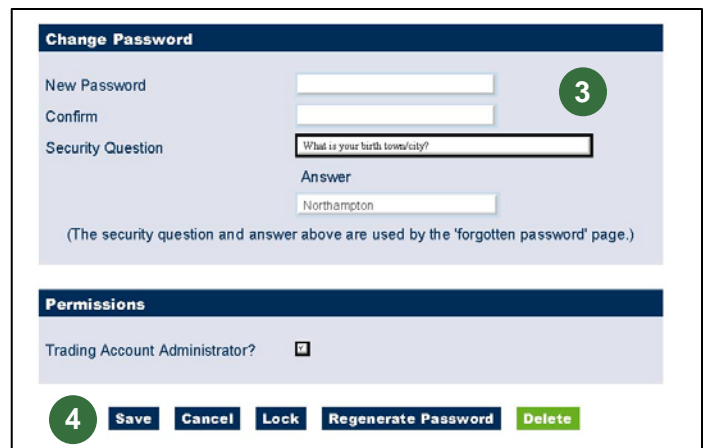


Tip: It is highly recommended that you enter a security question when you log in to WebConnect for the first time.

Changing Your Password

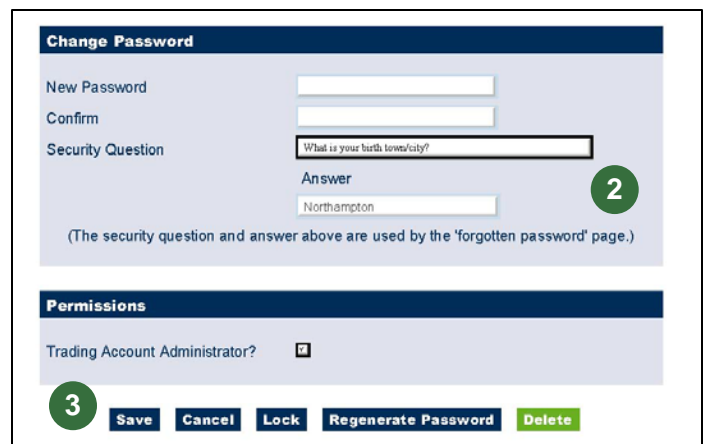
The first step is to log into WebConnect:

- 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.



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.





IN THIS SECTION

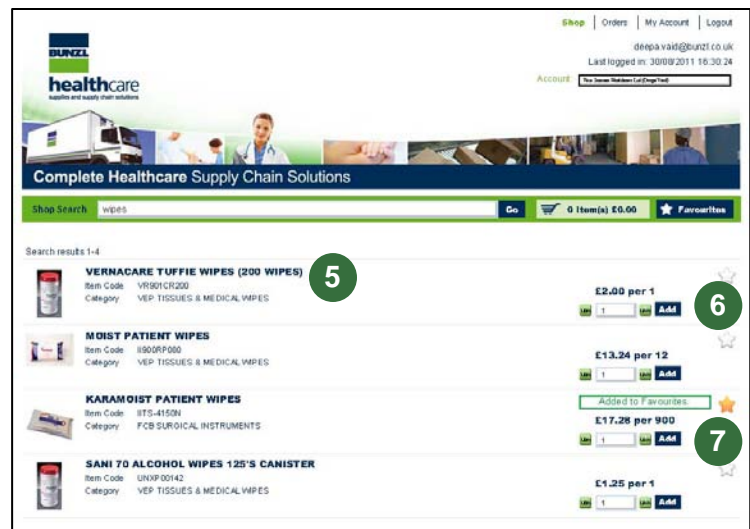
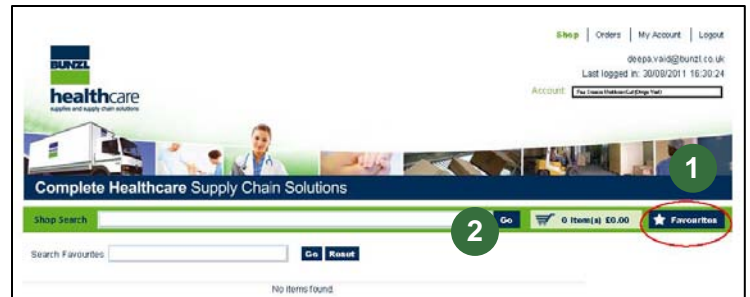
This section explains the functionality available under the Shop section in WebConnect.

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 re-click on the star and it will become clear again.

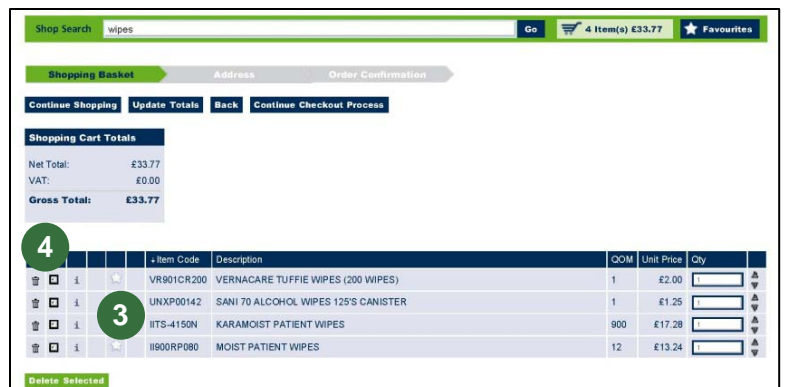


- 8 If you click on the description, it will take you to the item details. This screen displays all the product information, e.g. Supplier, Item code, Description, etc.
- 9 The quantity can also be edited from this screen.

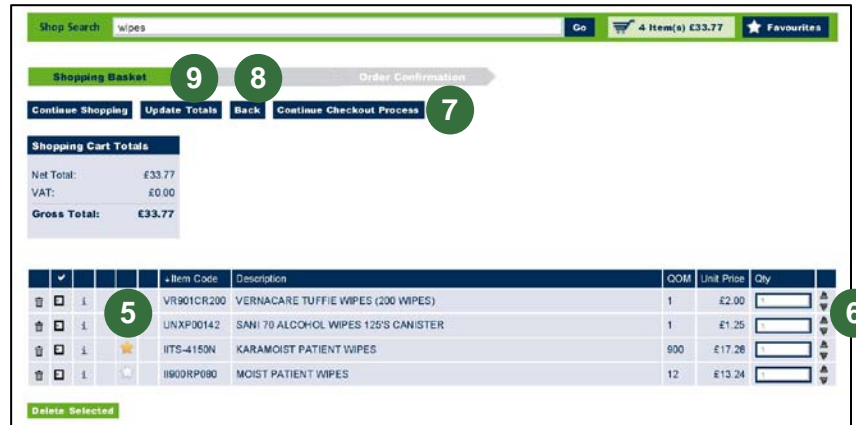


The Checkout Process

- 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 .
- 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 be shown as yellow. You can add items to your Favourites by clicking on the star. Click the star again to remove the item from your Favourites.
- 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.
- 10 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.
- 11 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.



Shop Search: wipes 4 Item(s) £33.77

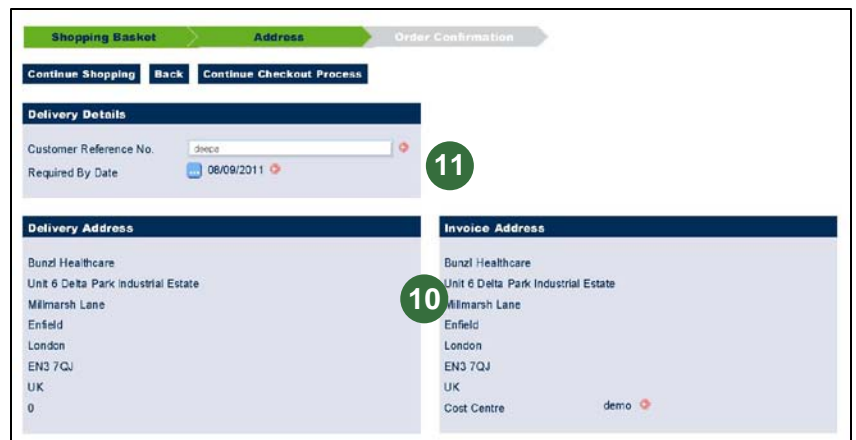
Shopping Basket **9** **8** Order Confirmation

7

Shopping Cart Totals

Net Total:	£33.77
VAT:	£0.00
Gross Total:	£33.77

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Item Code	Description	OOM	Unit Price	Qty	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	VR901CR200	VERNACARE TUFFIE WIPES (200 WIPES)	1	£2.00	<input type="text" value="1"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UNXP00142	SANI 70 ALCOHOL WIPES 125'S CANISTER	1	£1.25	<input type="text" value="1"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IITS-4150N	KARAMOIST PATIENT WIPES	900	£17.28	<input type="text" value="900"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I800RP080	MOIST PATIENT WIPES	12	£13.24	<input type="text" value="12"/>	<input type="checkbox"/>	<input type="checkbox"/>



Shopping Basket **Address** Order Confirmation

Delivery Details

Customer Reference No. **11**

Required By Date

Delivery Address

Bunzl Healthcare
Unit 6 Delta Park Industrial Estate
Milmarsh Lane
Enfield
London
EN3 7QJ
UK
0

Invoice Address

Bunzl Healthcare
Unit 6 Delta Park Industrial Estate
Milmarsh Lane
Enfield
London
EN3 7QJ
UK
Cost Centre

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 shows the checkout process in the GHX WEBCONNECT system. At the top, there is a navigation bar with 'Shopping Basket', 'Address', and 'Order Confirmation'. Below this, there are buttons for 'Continue Shopping', 'Back', and 'Continue Checkout Process'. The 'Continue Checkout Process' button is highlighted with a green circle containing the number 3. The main content area is divided into two columns. The left column is titled 'Delivery Details' and contains a 'Customer Reference No.' field with the value 'deepa' and a 'Required By Date' field with the value '08/09/2011'. Below this is the 'Delivery Address' section, which lists the address: 'Bunzl Healthcare', 'Unit 6 Delta Park Industrial Estate', 'Milmars Lane', 'Enfield', 'London', 'EN3 7QJ', 'UK', and '0'. A green circle with the number 1 is placed over the address text. The right column is titled 'Invoice Address' and lists the address: 'Bunzl Healthcare', 'Unit 6 Delta Park Industrial Estate', 'Milmars Lane', 'Enfield', 'London', 'EN3 7QJ', 'UK', and 'Cost Centre: demo'. A green circle with the number 2 is placed over the address text.

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.

Shop Search 2 Item(s) £5.00

Shopping Basket **Order Confirmation**

Delivery Address	Invoice and Payment Enquires To	Shopping Cart Totals
Bundt Healthcare Unit 6 Delta Park Industrial Estate Milmarsh Lane Enfield London EN3 7QJ UK Account Number:0	Bundt Healthcare Unit 6 Delta Park Industrial Estate Milmarsh Lane Enfield London EN3 7QJ UK Cost Centre:demo	Net Total: £5.00 VAT: £0.00 Gross Total: £5.00

Delivery Details

Customer Reference No. dsppa
Required By Date 08/09/2011

Item Code	Description	COM	Unit Price	Quantity
80300910	BD LUER LOCK 3ML SYRINGES,SYRINGE HYPODERMIC CONCENTRIC LUER LOCK 3ML TRANSLUCENT	10	£2.50	1
80309688	BD LUER LOCK 3ML SYRINGES,HYPODERMIC SYRINGE,CONCENTRIC LUER LOCK,3ML,TRANSLUCENT	10	£2.50	1

Shop | Orders | My Account | Logout

dsppa.vaid@bundt.co.uk
Last logged in: 07/09/2011 10:52:27

ACCOUNT:

Complete Healthcare Supply Chain Solutions

Shop Search 0 Item(s) £0.00

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 your Favourites.
- 6 You can add or remove items from your Favourites by clicking on the star icon.
- 7 Click on Show More Order Details to display the Sender, Supplier, Delivery and Invoice details.
- 8 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.
- 9 When you have copied the order, the duplicated items will appear in your Shopping Cart.
- 10 To email the order to someone, click on Email.
- 11 Enter the person's email address of the person who wishes to receive the order, click Send.