

There are two ways you can place an order.

1. The **Place an Order** screen provides you with a list of stock available and a mechanism to add this stock to your shopping cart.
2. The Order History screen provides you with a mechanism for copying an old order and jumping straight to checkout using a shopping cart populated with the same stuff as the old order.

This document describes the first of these two scenarios, which consists of the following steps:


1. Browse stock and add it to your shopping cart
2. Proceed to checkout
3. Review your shopping cart
4. Select the type of order
5. Provide payment information
6. Provide delivery details
7. Review your order

Each step is described in detail on the following pages.

Note: You must be logged onto the system to place an order, otherwise you will not have access to the **Place an Order** screen.

1. Browse the available stock and add the desired items to your shopping card

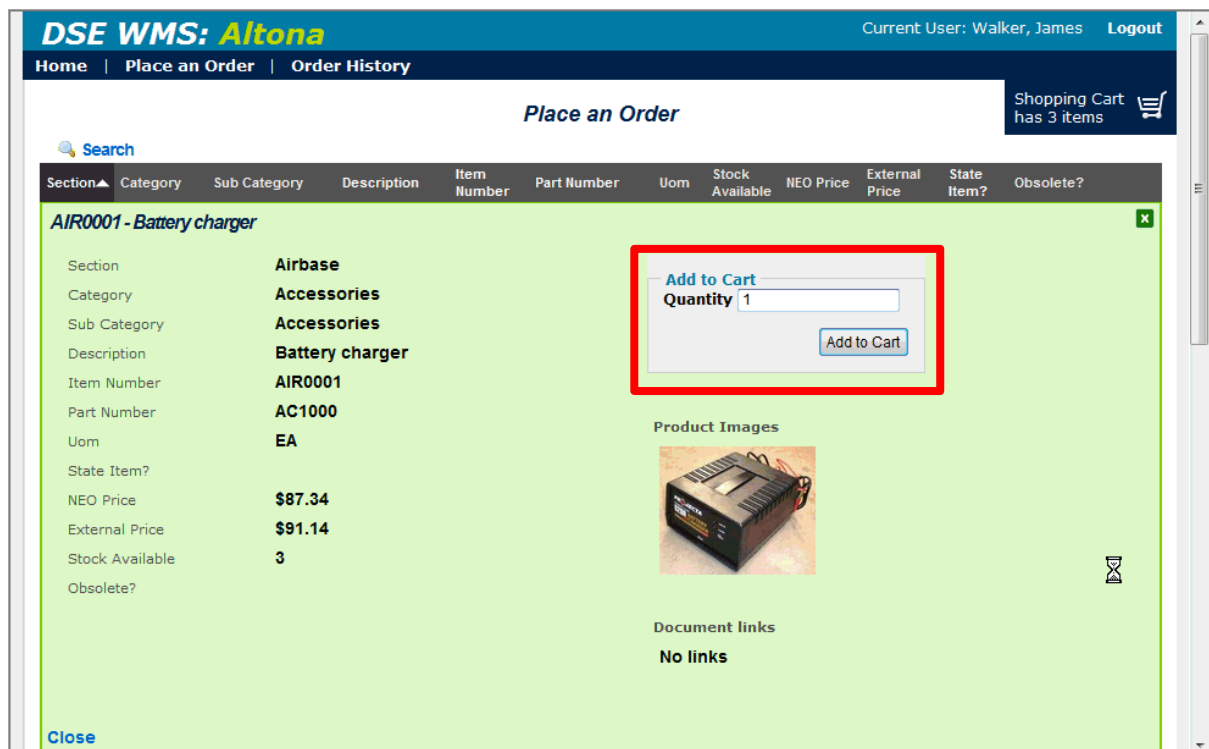
This is done from the **Place an Order** screen.

Having browsed for the item of interest, click the 'Add to Cart'  icon ...



Section	Category	Sub Category	Description	Item Number	Part Number	Uom	Stock Available	NEO Price	External Price	State Item?	Obsolete?	
Airbase	Accessories	Accessories	Battery charger	AIR0001	AC1000	EA	3	\$87.34	\$91.14			
Airbase	Accessories	Accessories	Electronic	AIR0002	7034563	EA	3	\$34.49	\$36.00			


... and enter the Quantity required, then click the **Add to Cart** button...



AIR0001 - Battery charger

Section	Airbase
Category	Accessories
Sub Category	Accessories
Description	Battery charger
Item Number	AIR0001
Part Number	AC1000
Uom	EA
State Item?	
NEO Price	\$87.34
External Price	\$91.14
Stock Available	3
Obsolete?	

Add to Cart
Quantity
Add to Cart

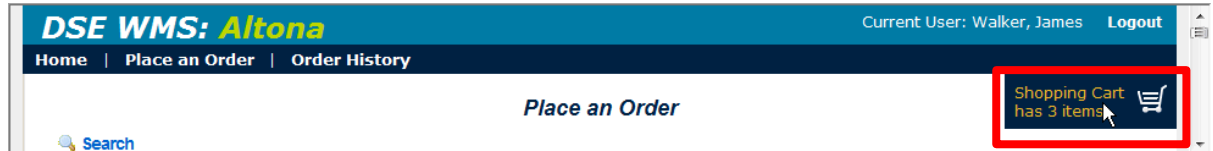
Product Images


Document links
No links

[Close](#)

2. Start Checkout

This is done by clicking on your shopping cart...



3. Review the shopping cart contents

The first step in checking out is to review your cart contents.

From this screen you can:

- remove (delete) things from your cart, and / or
- alter the **Quantity** of each item that you are ordering.

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Complete your order

Review Order | Order Type | Payment Details | Delivery Details | Final Review

Description	Item No	UoM	State Item?	Available	NEO Price	External Price	Quantity
Coupling wajax 20mm female - fa10	HAC0177	EA		163	\$21.14	\$22.06	20
Coupling wajax 20mm male - fa9	HAC0178	EA		21	\$20.06	\$20.94	20
Kestrel 3000 weather meter	FIR0122	EA		40	\$242.13	\$252.66	2

Continue Shopping | Update Shopping Cart

Proceed with Checkout

Contact Us

Note: You can click on the 'Progress Bar' (top of the screen) at any time to return to an earlier step in the order placement process.

4. Select The Type Of Order

The WMS supports 3 types of orders:

- Incident orders** Placed when ordering stock to be sent directly to a DEPI incident (emergency event) which are paid for by the Incident (***Incident transfers***). These orders require authorisation by the Logistics officer at the incident.

- Stock orders** Placed under two circumstances:
 1. By non-DEPI purchasers who provide a purchase order (***external sales***).
 2. By DEPI staff when ordering for a non-incident purpose (***other internal inventory transfers***).

DEPI staff will have to provide a chargecode, and the order will require authorisation by a Finance Officer.

- Warehouse Orders** Placed by the staff or administrators of DEPI warehouses to order stock **from Altona**, and have it transferred **to their Warehouse (*warehouse-to-warehouse internal inventory transfer*)**.

This type of order will only be available (a) when ordering from Altona and (b) only if you are a registered staff member of a different Warehouse.

Authorisation will be required by the administrators of the receiving warehouse.

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Complete your order

Review Order **Order Type** Payment Details Delivery Details Final Review

Please choose an order type

- Incident Order *For an incident (Fire, flood) where stock is required to be **delivered and charged** directly to an incident.*
- Stock Order *NEO partners and other government agencies - a purchase order number is required to place this type of order. Other DSE departments that do not have a warehouse in the AWMS can also use this type of order by providing a charge code.*
- Warehouse Order *An Automatic warehouse to warehouse transfer. Stock will be transferred automatically into the selected warehouse using its default charge code for payment. Goods will be delivered to this warehouse. Authorised by the receiving warehouse finance staff.*

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5. Provide Payment Information

Different orders require different information.

Incident orders require you to:

- identify the event (Event District, Event Type, Event Number);
- provide a Chargecode (which is automatically worked out for events of type Wildfire);
- specify an Suggested Authoriser.

Stock orders require information about the Purchaser, a Chargecode & Authoriser, or a purchase order.

5.1 Payment information for Incident orders

The screenshot shows a web form titled "Please enter payment details" on the left and a "Notes" section on the right. The form fields are as follows:

- Event District:** A dropdown menu with "-- Select one--" selected.
- Event Type:** A dropdown menu with "Fire" selected. Below it, the text "Other number" is visible, followed by an empty text input field.
- External Ref:** An empty text input field.
- Chargecode:** A text input field containing "1.38000.59.228". Below it, a pattern of asterisks is visible: "*,****,*****,*,****".
- Suggested Authoriser:** An empty text input field.
- Suggested Authoriser Email:** An empty text input field.

The "Notes" section on the right is a large empty text area with a vertical scrollbar.

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- All incident orders require an Event District.
- When the incident is '**Fire**', the customer needs to provide the **Fire number** only. The rest of the charge code is automatically assigned by the system (note: the last four digits will usually automatically be assigned to account 6882 Inventory and Supplies purchases Expense).
- When the incident is '**Other**', the customer needs to provide the charge code, **except for** the Account number (last four digits). The last four digits will automatically be assigned by the system (note: the last four digits will usually automatically be assigned to account 6882 Inventory and Supplies purchases Expense).
- All incident orders require authorisation by the Logistics officer at the incident.

5.2 Payment information for Stock Orders

Review Order Order Type **Payment Details** Delivery Details Final Review

Please enter payment details

Purchaser

- DEPI
- PV
- MW
- CFA
- SES
- VF
- External Party

Notes

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- When the stock order is for **DEPI** (when staff order for a non-incident purpose- i.e. other internal inventory transfer):
 - o the customer needs to provide the charge code, **except for** the Account number – last four digits.
 - o the last four digits will automatically be assigned by the system (note: the last four digits will usually automatically be assigned to account 6882 Inventory and Supplies purchases Expense).
 - o The order will require authorisation by a Finance Officer.
- When the stock order is for NEO agencies (**PV, MW, CFA, SES, VF**):
 - o the customer needs to provide a purchase order.
 - o no authoriser will be required.
- When the stock order is for another **External Party** (for example, another State):
 - o the customer needs to provide a purchase order (without a purchase order, the order cannot be processed)
 - o no authoriser will be required.

5.3 Payment information for Warehouse Orders

Please enter payment details

Receiving Warehouse

- Select one--
- Alexandra Warehouse
- Altona Mobile Cache #1&2
- Altona Mobile Cache #3&4
- Altona Mobile Cache #5&6
- Altona Mobile Cache Practise Site
- Altona Workshop
- Anglesea Warehouse
- Avoca Warehouse
- Bacchus Marsh Warehouse
- Bairnsdale District Warehouse
- Ballarat Main Office
- Bayside Warehouse

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- When the stock order is for another **Warehouse**:
 - o the customer needs to select the receiving warehouse.
 - o the order will automatically be processed to the receiving warehouse charge code.

- o Authorisation will be required by the administrators of the receiving warehouse.
6. **Provide Delivery Information**

You will provide your details, choose the delivery method and delivery address.

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Complete your order

Review Order | Order Type | Payment Details | **Delivery Details** | Final Review

Please enter customer details

Name
Walker, James

Address
128 Highett Street

Address 2

Town
Mansfield

State
Vic

Postcode
3722

Email
james.walker@dse.vic.gov.au

Phone
(03) 57331200

DX

Please enter delivery details

Same as customer address

Freight Method
Australia Post
-- Select one --
Pick-up
DX
Road freight
Australia Post

No

Note: Delivery Details will be remembered from order to order.

5. Confirm / Review the Order

The final step is to review the data entered in the previous steps.

Proceeding from this step will:

- place the order,
- notify the necessary authorisers and
- empty your shopping cart.

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Order Items

Non-State Items

Description	Item No	UoM	Available	Quantity	Unit Price	Total Price
Coupling wajax 20mm female - fa10	HAC0177	EA	163	20	\$21.14	\$422.80
Coupling wajax 20mm male - fa9	HAC0178	EA	21	20	\$20.06	\$401.20
Kestrel 3000 weather meter	FIR0122	EA	40	2	\$242.13	\$484.26

Grand Total (GST NOT INC) \$1,308.26

Payment Details

Event
Fire 2
BAIRNSDALE FIRE DISTRICT

Bill
DSE

Charge Code
1.4610.38002.59.228

Authoriser
Logistics Guy (logistics@dse.vic.gov.au)

Customer Details

Customer
Walker, James
(james.walker@dse.vic.gov.au)
(03) 57331200

Address
128 Highett Street
Mansfield
Vic 3722

Notes

Delivery Details

Freight Method
Road freight

Address
Same as customer

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Place Order