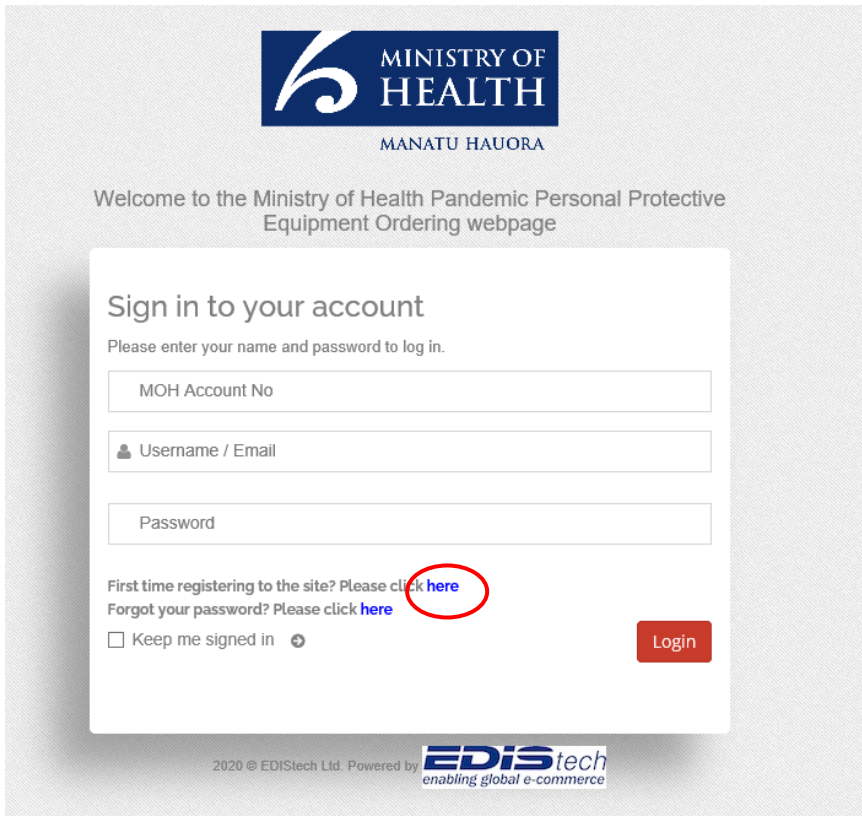


User Guide for MOH PPE Supplies

Initial Registration

Go to <http://healthppe.org>

If registering for the first time on the website click on the circled option for first time registrants

A screenshot of the Ministry of Health Pandemic Personal Protective Equipment Ordering webpage. At the top left is the Ministry of Health logo with the text "MINISTRY OF HEALTH" and "MANATU HAUORA" below it. Below the logo is the text "Welcome to the Ministry of Health Pandemic Personal Protective Equipment Ordering webpage". The main content is a white login box titled "Sign in to your account" with the instruction "Please enter your name and password to log in." Below this are three input fields: "MOH Account No", "Username / Email" (with a person icon), and "Password". Below the fields are two links: "First time registering to the site? Please click [here](#)" (where "here" is circled in red) and "Forgot your password? Please click [here](#)". There is a checkbox for "Keep me signed in" with a small circular icon to its right, and a red "Login" button. At the bottom of the page, it says "2020 © EDIS tech Ltd. Powered by EDIS tech enabling global e-commerce".

MINISTRY OF HEALTH
MANATU HAUORA

Welcome to the Ministry of Health Pandemic Personal Protective Equipment Ordering webpage

New User Registration

Enter your Company Details below for registration.

MOH Account No

Username

Phone Number

eMail Address

Confirm eMail Address

Save Back

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Use the account number provided by HCL

Create your own username
Provide your phone number
Enter your email address

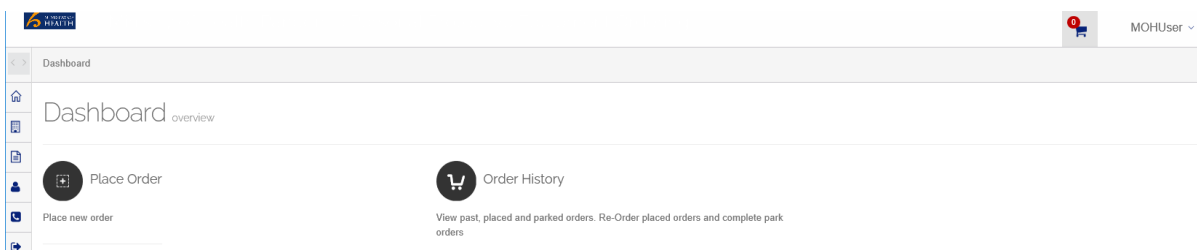
Click Save.

You will then be sent an email to verify your email address. Click on the link in that email to verify.

Another email will be generated with a temporary initial password. You may use this to log-in and update the password to your own. **However, at this stage, there will be NO products visible yet to you. (the website is refreshed 2-3 times throughout the day for the products to appear for you to order.)**

PLACING AN ORDER

Upon logging in, this is the screen. Click on *Place Order*



A page with items that are approved for you will then be visible. Please enter quantity required.

On the Notes column are details on the unit of measure.

E.g. carton of 2 bottles. If requiring 6 bottles, then place as quantity 3.

This means 3 cartons of 2 bottles will be shipped, totalling 6 bottles of sanitiser.

Then click *Add to Cart*

Product overview

Search by Manufacturer, product name and disease: Add To Cart Clear All

Vendor	Item	Condition	Notes	Min Order Qty	Unit Price	Quantity
Ministry of Health PPE	MoH Bactive-2000ml HandSanitis CTN2 ZURU		comes as 2 bottles of 2000ml in a carton. if requiring 2 bottles, order 1 carton	1	0.00	<input type="text" value="1"/>
Ministry of Health PPE	MoH Bactive-500ML HandSanitisr CTN9 ZURU		comes as 9 bottles of 500mL in a carton. if requiring 9 bottles, order 1 carton	1	0.00	<input type="text"/>



When satisfied with your order, click on the cart and select *Checkout*

Review your order, select a delivery address from the dropdown

Create your own Purchase/Reference number. You will be asked to create a unique Purchase/Reference number each time you place an order.

Click *Submit Order*

Cart overview of Products

Order Date: 29-01-2021 05:15 p.m. User:

Contact Phone: 12345678 Contact Email:

Delivery Address: Purchase/Reference Number:

Item	Unit Price	Quantity	Line Total	Action
MoH Bactive-2000ml HandSanitis CTN2 ZURU	0.00	<input type="text" value="3"/>	0.00	<input type="button" value="x"/>

Park Order Submit Order