

Sub – Agent Cheat Sheet Placing an Order

Step 1:

- ▶ Enter in your user name and password
- ▶ Press Login

NDSS national diabetes services scheme NDSS : Sub-Agent Connectivity Diabetes HEALTH

Login

User Name:

Password:

Login

Step 2:

- ▶ Enter Registrant number or Medicare number

NDSS national diabetes services scheme NDSS

Main Menu | Announcements | SATS* | Downloads | System* | Account Profile

Validate Registrant Details

Enter Registrant, or Medicare number

Registrant Number:

Medicare Number:

Submit

SATS Status

- ▶ Review Current SATS
- ▶ Search SATS
- ▶ Search Registrant Details

Step 3:

- ▶ Check Registrant Details
- ▶ Act on any messages that may appear
- ▶ Complete the declaration
- ▶ Press Next

NDSS national diabetes services scheme NDSS

Main Menu | Announcements | SATS* | Downloads | System* | Account Profile

Validate Registrant Details

Registrant Details	
Registration Number:	0010260
Medicare Number:	2002 00994 5
DOB:	9/08/1949
Name:	Mrs Mary Warren
Medicare Status / Expiry:	
Address Unknown:	No

Phone Details	
Phone:	02 6288 6364
Mobile:	

Residential Address Details	
Shipping:	22 YIMAN STREET WARAMANGA 2611
Address:	22 YIMAN STREET
Address 2:	
Address 3:	
PostCode:	2611
Suburb:	WARAMANGA
State:	ACT

Diabetes Details	
Type:	Type 2
Insulin Requiring:	Yes
GDM Expiry:	N/A

Forms

- Print 'Change of Details' form
- Print 'Change to Insulin' form

Declaration

Declaration:

- Details are correct
- Details are incorrect. A 'Change of Details' form has been printed.
- Details are incorrect. Registrant did not want to complete 'Change of Details' form.

Next »

Step 4:

► Check all registrant concession cards are correct.

► Enter in the Qty to purchase

► Press print

The screenshot shows the NDSS Sub-Agent Connect interface. At the top, there is a navigation bar with links for Main Menu, Announcements, SATS, Downloads, System, and Account Profile. Below this is a registration form with fields for Registration No., Name, Diabetes Type, Insulin Requiring, AAU Exemption, Health Care, Pension, Safety Net CN, Safety Net SN, DVA, and Exp Date. A red box highlights the 'Print' button. Below the form is a table of previous purchases:

No.	Description	Last Purchase	Qty.	Unit Price	UOM	Line Amount
Previous Purchases						
17	Advantage II Blood Glucose	7/11/2006		\$6.35	PACK50	
35	Accu-Check Go	7/11/2006		\$6.35	PACK50	

Step 5:

► Have the registrant sign their order to confirm purchase of products.

The screenshot shows the NDSS Order Form. It includes fields for Delivery Address, Sub-Agent - On-Line Order, Phone No., Fax No., A.B.N., Date, Purchase Location, and Sub Agent Code. A table of items is shown with columns for Product Code, Description, Quantity, UOM, Unit Price, and Amount. A red box highlights the signature field.

Product Code	Description	Quantity	UOM	Unit Price	Amount
17	Advantage II Blood Glucose	1	PACK50	6.35	6.35
				Subtotal AUD	6.35
				Incl. GST of	0.00
				Total Amount	6.35

Step 6:

► Press the complete button

The screenshot shows the bottom of the NDSS Order Form. A red box highlights the 'Complete' button. Below the buttons is a table with columns for Last Purchase, Qty., Unit Price, UOM, and Line Amount.

Last Purchase	Qty.	Unit Price	UOM	Line Amount
---------------	------	------------	-----	-------------

You will now returned to the home page to begin your next order