

Placing an Order

Step 1. Enter User Name and Password. Select “Login”

Step 2. Enter Registrant’s NDSS Registration number or Medicare number

Step 3. Check that Registrants details are correct. Print “Change of Details Form” if required

Step 4. Complete the declaration and select “Next”

Step 5. Check Registrants concession card details. Amend as necessary and select “Refresh” if any changes to the concession card details are made.

Step 6. Enter the quantity of products required.

Step 7. Select “Print” and have the Registrant sign the printed receipt.

Step 8. Select “Complete” to complete the order. This will then transfer to the SATS sheet.

Submitting the completed SATS

Select “SATS” then “Review SATS”

The screenshot shows the NDSS Sub-Agent Connectivity web application. The browser title is "Main Menu - Windows Internet Explorer" and the URL is "https://sac.ndss.com.au/sac/MainMenu/ebid/36/Default.aspx". The page header includes the NDSS logo, "NDSS : Sub-Agent Connectivity", and the Diabetes Australia logo. A navigation menu contains "Main Menu", "Announcements", "SATS", "Downloads", "System", and "Account Profile". The "SATS" menu item is highlighted with a red box, and a red arrow points to the "Review SATS" sub-menu item. Below the navigation menu, there are sections for "Validate Registrant Details" (with input fields for Registrant Number and Medicare Number), "SATS Status" (with links for Review Current SATS, Search SATS, and Search Registrant Order), and "Current SATS Status" (with a table showing 21 line items and 7 days remaining). Other sections include "New Announcement", "Downloads", and "System".

Review SATS - Windows Internet Explorer

https://sac.ndss.com.au/sac/SATS/ReviewSATS/tabid/39/SATSNr/WEB000007978/Default.aspx

Number of Lines:	21 (of 20)	Number of Days:	7 (of 14)
Total No. of Registrant Orders:	19	Total Qty of Items Sold:	45

Registration No	Registrant Surname	Trans. Date	No.	Description	Quantity	Unit Price	UOM	Line Amount
2004791	Richmond	2/10/2007	87	B-D Micro-Fine+P/Needle 12.7mm	2	\$0.00	PACK100	\$0.00
9166052	Garling	3/10/2007	17	Advantage II Blood Glucose	2	\$6.60	PACK50	\$13.20
2658371	Trbojevic	3/10/2007	92	B-D Micro-Fine+Pen Needle (8mm)	1	\$0.00	PACK100	\$0.00
2653554	Markovic	3/10/2007	17	Advantage II Blood Glucose	2	\$0.50	PACK50	\$1.00
0211774	Turnbull	4/10/2007	107	Accu-Chek Performa Elec Strips	3	\$0.00	PACK50	\$0.00
0211774	Turnbull	4/10/2007	17	Advantage II Blood Glucose	3	\$0.00	PACK50	\$0.00
9139574	Staniford	4/10/2007	17	Advantage II Blood Glucose	2	\$0.00	PACK50	\$0.00
0103866	Overton	4/10/2007	27	Optium Glucose Strips	2	\$0.00	PACK100	\$0.00
9320364	Miller	4/10/2007	39	Accu-Chek Integra Strips	5	\$0.50	BOX51	\$2.50
9107735	Wright	5/10/2007	17	Advantage II Blood Glucose	2	\$6.60	PACK50	\$13.20
9081170	Savic	5/10/2007	22	Accu-Chek Active Glucose Strip	2	\$6.60	PACK50	\$13.20
9059024	Wheeler	5/10/2007	91	NovoFine 30G Insulin P/N 8mm	6	\$0.00	PACK100	\$0.00
0112297	Sarzentich	5/10/2007	85	NovoFine 28G Insulin P/N 12mm	1	\$0.00	PACK100	\$0.00
2213652	Jones	5/10/2007	92	B-D Micro-Fine+Pen Needle (8mm)	1	\$0.00	PACK100	\$0.00
9027854	Baker	6/10/2007	27	Optium Glucose Strips	1	\$13.20	PACK100	\$13.20
2013327	Drazic	6/10/2007	92	B-D Micro-Fine+Pen Needle (8mm)	1	\$0.00	PACK100	\$0.00
9189308	Pierson	6/10/2007	17	Advantage II Blood Glucose	3	\$0.00	PACK50	\$0.00
9189308	Pierson	6/10/2007	91	NovoFine 30G Insulin P/N 8mm	1	\$0.00	PACK100	\$0.00
0236470	Lavis	6/10/2007	107	Accu-Chek Performa Elec Strips	1	\$6.60	PACK50	\$6.60
0227291	Price	8/10/2007	102	Freestyle Papillon Elec Strips	3	\$6.60	PACK50	\$19.80
0037367	Munro	9/10/2007	91	NovoFine 30G Insulin P/N 8mm	1	\$0.00	PACK100	\$0.00

Total Amount \$82.70

Submit SATS Print

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1. Select "Print". The SATS will then be printed.
2. Check that all the receipts have printed to the SATS and the orders are correct.
3. Attach all signed receipts (in numerical order please) and any change of detail forms, insulin etc to the SATS and post to Diabetes Australia in the reply paid envelope provided.
4. Select "Submit SATS" and the order will be submitted to Diabetes Australia for processing, auditing and delivery.