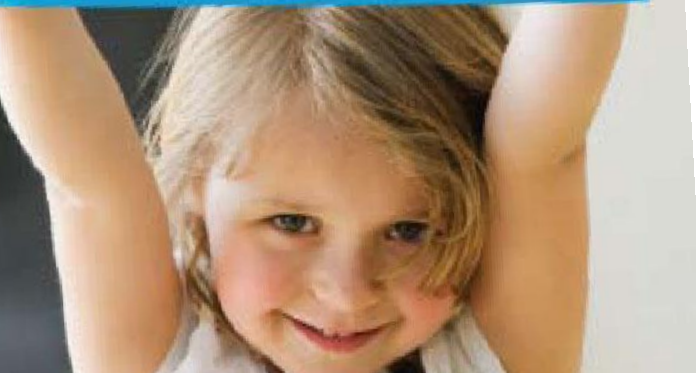


Maternal and Child Health Service

Nursery Equipment Program Guidelines for Ordering

May 2013



**Published by the Programs and Partnerships Division
Department of Education and
Early Childhood Development**
Melbourne
15 February 2011 (1st edition)
1 March 2011 (2nd edition)
12 May 2011 (3rd edition)
1 January 2013 (4th edition)
28 May 2013 (5th edition)

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Background

The Maternal and Child Health (MCH) service is a free, universal primary health service for all Victorian families with children from birth to school age. The service is provided in partnership with the Municipal Association of Victoria, local government and the Department of Education and Early Childhood Development (DEECD). The service aims to promote healthy outcomes for children and their families through a comprehensive and focused approach to managing the physical, emotional or social factors affecting young children and their families in contemporary communities.

The Nursery Equipment Program has been established to provide safe nursery equipment for vulnerable Victorian families where a safety concern has been identified by a maternal and child health nurse on the MCH Safe Sleeping Checklist. The program is open to all clients of the MCH service, both universal and enhanced, who meet the eligibility criteria.

The Nursery Equipment Program builds on the development of the MCH Safe Sleeping Checklist, which was driven by the landmark 2005 report by the Child Safety Commissioner, *Tackling SIDS – a community responsibility*. This report concluded that in complex family circumstances there are a number of obstacles in the way of providing a safe sleeping environment, some of which are practical in nature, such as the cost of the equipment. To date, there has been no or limited access to safe equipment for those families who are unable to purchase equipment themselves. The purchase of cot ensembles and car restraints through the Nursery Equipment Program has the potential to make a significant difference to the health and wellbeing of children and their families.

1. The Nursery Equipment Program

The Nursery Equipment Program is designed to allow families who present with risk factors such as unemployment, low household income, disability, drug, alcohol or mental health issues to improve the health and wellbeing of their child through the provision of a safer physical environment. Please note that there are strict eligibility criteria for the program and a limited budget that will be closely monitored by representatives of DEECD.

The available nursery equipment is a cot ensemble including a cot, mattress and mattress protector and car restraints.

Equipment has been carefully chosen to meet Australian Standards and will be delivered directly to clients.

Ordering of equipment through the program is a two-step process to protect confidential client information. Firstly, client information is completed on IRIS, the software used to collect information from the Enhanced MCH service. Information includes client demographic details, the reason the client needs the equipment and verification by the MCH nurse that they meet eligibility requirements. Secondly, a web portal is accessed to place the actual order. Collecting appropriately detailed client information will be essential to report back on the program, to fully evaluate its effectiveness, and to put forward a case to enable the program to be extended in the future.

The administration associated with ordering and delivering the equipment was tendered out and has been awarded to Eastern Access Community Health (EACH). They have developed a web-portal that is simple and easy to use. Regular email and phone services will also be available for those MCH centres without access to a computer or the internet.

Consent

MCH nurses are required to discuss the program with the family and gain their consent to participate, either verbally or via existing local government consent forms. Consent should specifically include the use of information - the family should understand that their name, address and contact telephone number will be provided to a third party with the order and that the supplier will get in contact with them to arrange a suitable delivery time.

Ownership of items

All items that are purchased through the Nursery Equipment Program become the property of the family for whom they were purchased. No approach is to be made to retrieve the items at any point. The program has no facility to have items returned.

Monitoring of items

All items that are purchased through the Nursery Equipment Program will be closely monitored by the DEECD central office for budget and data reporting purposes via monthly reports from EACH. The nominated representatives from each MCH service will be kept informed of any potential program changes.

All cots purchased through the Nursery Equipment Program should be installed by a local government recognised service provider, according to assembly instructions. Incorrectly installed cots may present a danger to the child. Following advice from the MAV and local government areas, MCH services are asked to activate one of the following options when a cot is ordered:

- Refer to council's HACC home maintenance service
- Refer to contractor list used by council's home maintenance service
- Refer to agency which provides HACC home maintenance (if not provided through local government).

Local councils, contracted agencies or other home maintenance providers, then invoice EACH for up to one hour of service plus additional travel time if warranted in rural areas. This process is intended to be cost neutral for the council / HACC/service provider. If HACC services are outsourced, contact should be made prior to the first order to ensure suitable installation procedures are available.

It is recommended that the MCH nurse has a discussion about cot safety and its position in a room at the next visit. The MCH nurse should sight the new cot if at a home visit, or engage in a discussion using the MCH Safe Sleeping checklist if at a centre visit. A recently revised MCH Safe Sleeping checklist should be provided to the client if they no longer have their original copy.

Installation

It is a requirement that all car seats are installed by a Restraint Fitting Station. All costs associated with fitting will be invoiced to EACH. For clients who have had child restraints supplied by Baby Bunting and live near a Baby Bunting store the fitting will occur there. For clients who do not live close to a Baby Bunting store, EACH will deliver the car seat to the client and provide details of the nearest possible Restraint Fitting Station location. The client will need to take their car and the car seat to that Restraint Fitting Station.

The following web sites list current car restraint fitters in Victoria:

VicRoads:

[Child Restraint Fitting Stations : VicRoads](#)

Australian Child Restraint Resource Initiative:

<http://www.acri.com.au/>

All cots purchased through the Nursery Equipment Program should be installed by a local government recognised service provider, according to assembly instructions. Incorrectly installed cots may present a danger to the child. All cots should initially be delivered to a central local government venue for assembly. The assembled cot is then delivered to the family. Following advice from the MAV and local government areas, MCH services are asked to activate one of the following options when a cot is ordered:

- Refer to council's HACC home maintenance service
- Refer to contractor list used by council's home maintenance service
- Refer to agency which provides HACC home maintenance (if not provided through local government)
- Refer to private company who assembles nursery furniture if HACC home maintenance service not available

Local councils, or other home maintenance provider, then invoice EACH for up to one hour of service plus additional travel time if warranted in rural areas. This process is intended to be cost neutral for the council / HACC provider. If HACC services are outsourced, contact should be made prior to the first order to ensure suitable installation procedures are available.

It is recommended that the MCH nurse has a discussion about cot safety and its position in a room at the next visit. The MCH nurse should sight the new cot if at a home visit, or engage in a discussion using the MCH Safe Sleeping checklist if at a centre visit. An MCH Safe Sleeping checklist should be provided to the client if they no longer have their original copy.

Delivery

In the past it has been difficult at times to contact clients to arrange delivery of nursery equipment. Provided below is information on the processes followed once an order has been received. The information has been provided so that MCH nurses will understand if they are contacted by EACH to follow up with clients.

- On receipt of an order from an MCH nurse EACH forwards a purchase order to the supplier e.g. Baby Bunting by the following business day.

- If the supplier is unable to contact the person nominated in the purchase order within three working days they will notify EACH.
- EACH will contact the MCH nurse via email and phone. A voice mail message is left if phone contact cannot be made.
- The MCH nurse is asked to contact the client confirming the contact details and/or organise a possible alternate delivery point and time.
- The MCH nurse forwards these details to EACH who will inform the supplier by email with the required details.
- Time allowed for the MCH nurse to contact EACH is 10 working days from the date of the contact email. If there is a failure to respond then EACH will have to cancel the order.

Delivery to an alternative address for installation purposes

Some local government areas have requested that cots or car seats be delivered directly to the installer rather than to the client to reduce the risk that clients may attempt to install cots themselves or open the boxes. This can be achieved by entering the required address as a care of (c/-) in the address field. Please note that if other items are also ordered for the same family either all items need to be delivered to that one address, or a separate order placed for the items going directly to the client. The same IRIS reference number would be entered for each order in this case.

Eligibility criteria

All families who receive nursery products through the Nursery Equipment Program must meet ALL of the following criteria:

- have a child under the age of 12 months enrolled in the Victorian Maternal and Child Health Service
- not be a recipient of any other government funding that has been provided specifically to purchase nursery equipment, e.g. program or brokerage funds from Child Protection
- have an identified safety concern on the revised Safe Sleeping Checklist that requires the purchase of new equipment
- have low income, mental health issues, drug or alcohol dependency or family violence issues, which adversely impact on their ability to provide safe nursery equipment.

Low income eligibility is demonstrated by possession of a concession card, including a Health Care Card, Pensioner Concession Card, Department of Veterans Affairs Gold Card, or a Temporary Protection/Humanitarian Visa 447, 451, 785 or 786, Asylum Seeker Bridging Visa A-F, or Refugee and Special Humanitarian Visa 200-217.

Safety concerns on the revised Safe Sleeping Checklist include the following:

- Unsafe nursery furniture that doesn't meet the Australian Safety Standard AS2172
- The baby is co-sleeping with an adult.

Overseas students

Overseas students are not eligible to receive nursery equipment through this program.

A Student visa is subject to a number of visa conditions. Two of these conditions are that adequate health insurance is maintained for the duration of the visa and that the visa holder can demonstrate sufficient funds to reside in Australia. The following paragraphs were taken directly from the Australian Government website.

- International students must have appropriate health cover while in Australia. Students can ask their education provider to organise Overseas Student Health Cover (OSHC) for them or they can select an approved OSHC provider and pay the insurance themselves. OSHC assists international students to meet the costs of medical and hospital care if needed when in Australia. Student visas are only valid for the same period as the OSHC policy. There are options available for single and family cover. If a student has a child while residing in Australia it is a condition of their visa that they change to a family policy.

- International students are required to demonstrate and/or declare that they have genuine access to sufficient funds to be granted a Student visa. This includes funds to cover travel, tuition and living expenses. Applicants may have to demonstrate sufficient funds to cover these expenses for the first one, two or three years in Australia, depending on their Assessment Level (AL). Living costs were updated from 1 January 2010.

Further information is available at:

<http://www.immi.gov.au/students/student-information.htm>

Temporary Business (Long Stay) – Standard Business Sponsorship

Clients sponsored to come to Australia on work visas are not eligible to receive nursery equipment through this program.

The visa conditions state that the person entering Australia is responsible for all health costs for themselves and their family. They are required by law to maintain adequate insurance for these health costs for the length of their visa. Evidence must be provided that adequate insurance has been purchased before the working visa can be granted.

If the client was approved for this visa prior to 14 September 2009, their sponsor is still responsible for all medical or hospital expenses arising from treatment administered in a public hospital for the duration of the visa (other than expenses that are met by health insurance or reciprocal health care arrangements).

Further information is available at:

<http://www.immi.gov.au/skilled/skilled-workers/sbs/obligations-employee.htm>

Purchasing car seats for families that do not own a car

Purchase of car seats for families that do not own a car needs to be authorised by DEECD as it comes with a number of difficulties, most importantly about the fitting of the car seat and ensuring the safety of the child. The guidelines for the MCH Nursery Equipment Program require all car seats are fitted by a recognised car seat fitter, as research consistently shows a significant proportion of car seats are incorrectly fitted and not safe. This requirement must still be met for families that do not own the car themselves.

If you are considering ordering a car seat for a family that don't own a car, please discuss the following points with your client:

- Does the client have a valid license?
- Will the car seat be staying in one car or being taken in and out when needed?
- Does the client always put the car seat in the same car or in a number of different cars? Do they all have anchor points?
- Is she (or he) prepared to attend the car seat fitting to learn and observe so that they know how to correctly install a car seat in the future?

Clients must be prepared to attend the fitting for DEECD to give approval for this order. Approval can be done very quickly via email (assuming they meet all other eligibility requirements).

Families with more than one child requiring Nursery Equipment Program support

Where there is more than one child in the same family requiring cot ensembles, they can be ordered at the same time up to a maximum of four items in one transaction for the one family. For example, a family might require multiple cots for multiple births.

Requests to purchase items not listed

The equipment available under this program has been chosen to respond to recognised safety needs on the Safe Sleeping Checklist and meet Australian Safety Standards AS2172 for cots and the Australian/New Zealand Standard 1754 for car seats and are marked accordingly. Variations from this list are not possible except in exceptional circumstances. In all instances of ordering outside the standard list EACH will check with the Program Manager, DEECD to confirm support for the item.

Please consider the timing of product delivery when making your order and ensure a mobile phone number is provided where possible as someone needs to be at the home address to receive the goods.

Process for return of faulty equipment

Please contact EACH immediately if any piece of equipment is found to be faulty. They will organise an appropriate replacement with the supplier. EACH can be contacted on (03) 8720 2700.

Helpful telephone numbers and email addresses

IRIS: All queries regarding IRIS data entry to be directed to the IRIS Helpline on Email: IRIS.helpdesk@dhs.vic.gov.au or Ph: (03) 9096 6919.

EACH: All queries regarding web-based ordering to be directed to EACH on Email: orders@eachmch.com.au (03) 8720 2700.

DEECD: All queries regarding the program to be directed to the MCH team on mch@edumail.vic.gov.au

2. Using IRIS

Quarterly Data Collection (IRIS)

As you are aware we have been requesting when ordering nursery equipment for a family you enter the client information on the IRIS system.

In order for the Department to now receive this data we require the following:

- Ensure the new version of IRIS version 1-7-0 has been loaded onto your system
- Please select **<all data>** when forwarding electronically enhanced MCH data to the Department
- The next export of data is due in to the Department by 15th March 2013 and quarterly thereafter.

For assistance contact the IRIS HELP DESK at: iris.helpdesk@dhs.vic.gov.au or phone 03 9616 6919

Entering client information (IRIS)

The IRIS upgrade for the MCH Nursery Equipment Program has been posted on the IRIS website, which has a new web address. The MCH upgrade is on a separate page; the address is: www.irissoftware.com.au/MCHE (please note that capitals are required when typing MCHE into the web address).

The page contains the upgrade as a .zip file for down loading. There are specific instructions that cover all computer operating systems that agencies may have in place. Agencies are asked to contact the IRIS Helpdesk if advice or assistance is required with the down load and upgrading processes. The IRIS Helpdesk is open Monday-Friday 8:00 am to 4:30 pm, except for public holidays, on Email: IRIS.helpdesk@dhs.vic.gov.au or Ph: (03) 9096 6919.

All local government areas have been asked to provide two contacts who will be responsible for ensuring the correct data for the Nursery Equipment Program is entered on to IRIS and ordered through EACH. Some councils use appropriately trained administrative staff to enter demographic details of new clients onto the IRIS system. This arrangement can continue for new clients added for the Nursery Equipment Program. However, an MCH nurse must enter the information on the Services screen that details how the client meets eligibility requirements and the equipment required.

To start ordering from the Nursery Equipment Program, open an MCH Enhanced Home Visiting case in IRIS, either for an existing client or a new case. For new clients, details will need to be entered on the 'Case Details', 'Issues' and 'Services' screens. For existing Enhanced clients, new information is only required on the 'Services' screen.

Please note that universal MCH clients receiving equipment from the Nursery Equipment Program will not be counted as a client in the Enhanced service.

Completing the Case Details screen

For new clients, enter details on the 'Case Details' screen as you would for any client of the Enhanced MCH Service. Complete details for both the mother/carer and the child. For existing Enhanced MCH clients this information will already be entered, however you may wish to update some details. This information can be entered by appropriately trained administrative staff.

Completing the Issues screen

For new clients, enter details on the 'Issues' screen as you would for any client of the Enhanced MCH Service. Please note that an issue must be selected. For clients from the Universal service who are only being entered for the purposes of the Nursery Equipment Program, please select the following issue:

- Housing: home safety.

Any other relevant issues can be selected in addition to home safety.

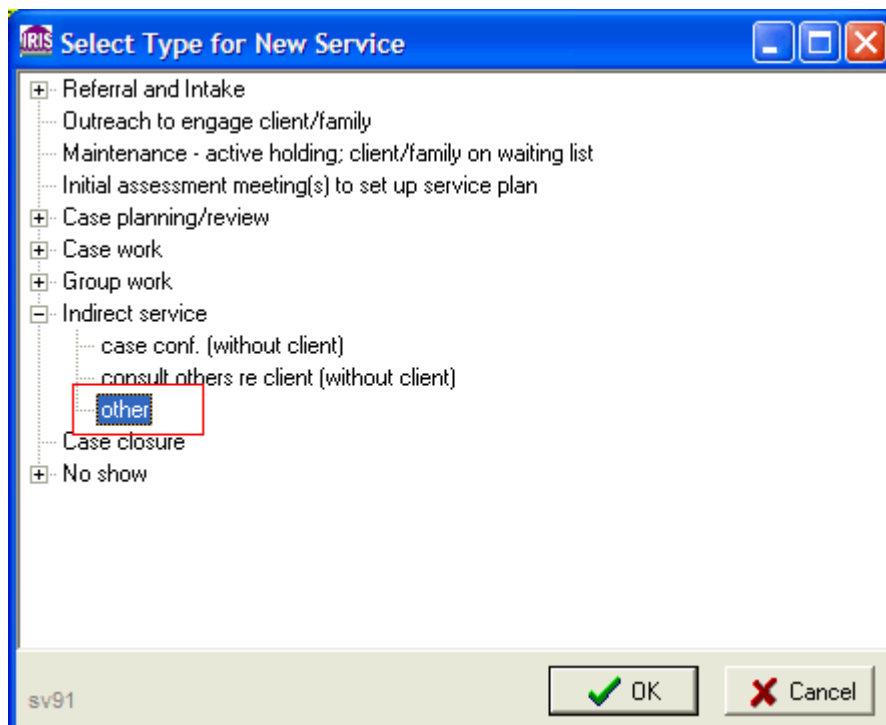
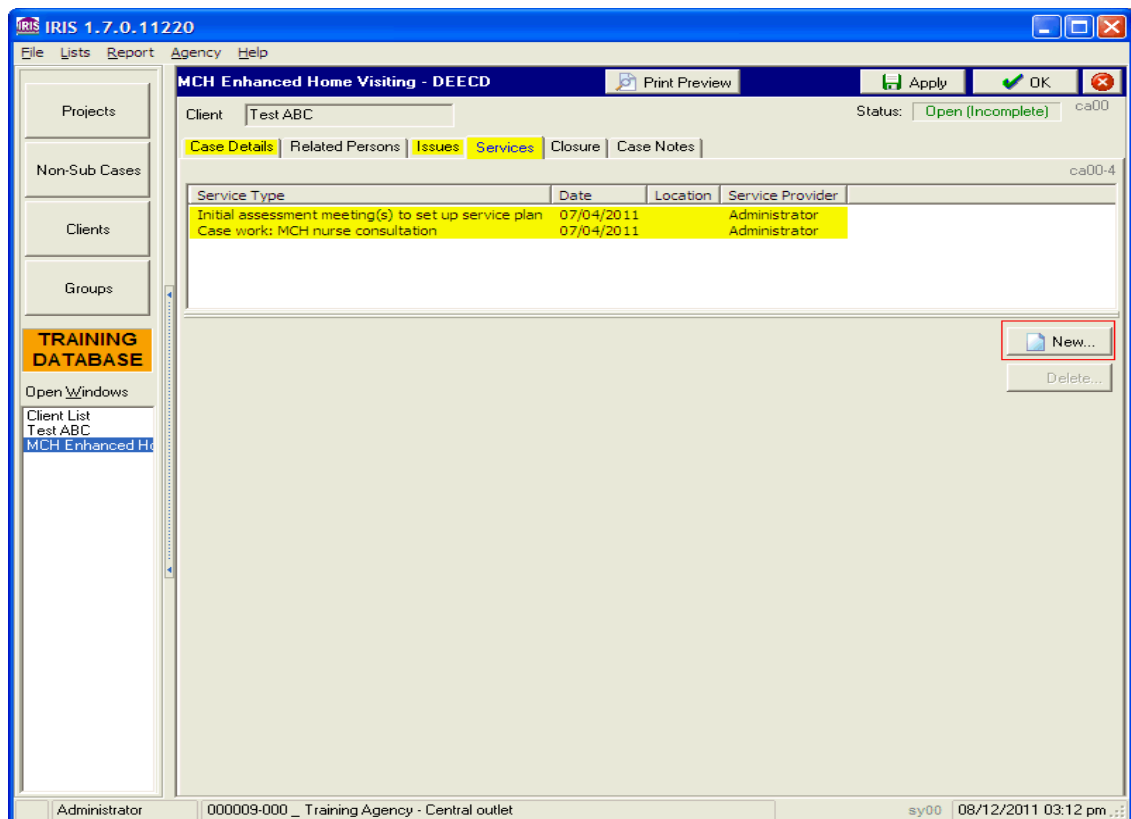
For existing Enhanced MCH clients this information will already be entered, however you may wish to update some details. This information can be entered by appropriately trained administrative staff.

Completing the Services screen

Changes have been made to the type Service Details Screen. This section must be completed by a MCH nurse.

Step 1. Service Screen : Click on New to start creating a new service

Figure 1



2. Select "Indirect service -> Other" as shown above,

Figure 2

IRIS 1.7.0.11220

File Lists Report Agency Help

MCH Enhanced Home Visiting - DEECD

Client: Test ABC Status: Open (Incomplete) ca00

Print Preview Apply OK

Case Details Related Persons Issues Services Closure Case Notes

Service Type	Date	Location	Service Provider
Initial assessment meeting(s) to set up service plan	07/04/2011		Administrator
Case work: MCH nurse consultation	07/04/2011		Administrator
Indirect service: other	08/12/2011		Administrator

Service Details

Service Type: Indirect service: other

Date: 08/12/2011

Location:

Int/Bilingual Worker:

Duration: 0 minutes

Travel Time: 0 minutes

Service Provider: Administrator

Suburb: VIC Melbourne CBD VIC 3000

Age & Stage Examination: sv04

Immunization:

This service does not have Nursery Equipment Program data

Nursery Equipment Program

Add Note Load Template Spell Checker

These notes are limited to 2000 characters. Use client or case notes if more space is required.

Administrator 000009-000 _ Training Agency - Central outlet sy00 08/12/2011 03:09 pm

Step 3: To access the program, click on the 'Nursery Equipment Program' button underneath the immunisation area, as shown on **Figure 3** above. Clicking on this button takes you to the screen where you can enter data for the program. A statement appears above the button indicating whether or not the button has been pressed and data entered.

IRIS MCH Nursery Equipment Program

Reference: 000009-000-B719-D8C7

Order Date: [Yellow box]

Delivery Date: [Yellow box]

Goods Description (At least 1 required)

- 1: [Yellow box]
- 2: [Yellow box]
- 3: [Yellow box]
- 4: Cot and mattress
- 5: Car Seat
- 6: Booster seat
- 7: Pram (single)
- 8: Double pram
- 9: High chair

Eligibility criteria
These are the criteria for a family to be eligible for the Nursery Equipment Program (Refer to step by step guide for further details)

1. Family has a child under 1 year of age, enrolled in the Victorian MCH service.
2. Safety concern identified on MCH Safe Sleeping checklist.
3. No other nursery equipment funding received.
4. At least one of the following:
 - Low income ☐
 - Mental health issues ☐
 - Drug or alcohol dependency ☐
 - Family violence issues ☐

By pressing the OK button you acknowledge all the eligibility criteria are met

Clear will remove all Nursery Equipment Program data from this service

OK Cancel

Figure 4: The MCH Nursery Equipment Program screen. Mandatory fields are highlighted in yellow.

Step 4: A Reference code is automatically generated by IRIS. Clicking the copy button to the right of the reference code enables you to copy the reference number to the computer's clipboard and then easily paste it into the EACH system at the ordering stage. This number links the IRIS and EACH web portal systems for data and reporting purposes.

Step 5: The Order Date is mandatory and must be entered before the OK button becomes active at the bottom of the screen.

Step 6: Enter the nursery item or items required in the Goods Description field and tick at least one box against eligibility criterion number 4. If more than one of a particular item is required, for example two cots for twins, this can be ordered by selecting 'cot and mattress' in the first and second drop down box. A maximum of five items can be ordered at one time for one family.

Step 7: You will not be able to enter a delivery date at this stage but the information will be saved when you press 'OK' and this information can be entered later. Enter the delivery date only when delivery is confirmed by the client. The case will not be able to be closed in IRIS until the delivery date is entered.

When one or more, but not all the mandatory fields in the program screen are entered and OK clicked, the statement above the program button will confirm that there is incomplete data, as shown in **figure 4**.

This service has incomplete Nursery Equipment Program data

Nursery Equipment Program

Figure 5: Incomplete Nursery Equipment Program data

Step 8: When delivery is confirmed and the date entered, and all the mandatory fields in the program screen are completed and OK clicked, the statement above program button will confirm that data is complete, as shown in **figure 6**. At this stage the case can be closed, if the client will not require ongoing Enhanced MCH services.

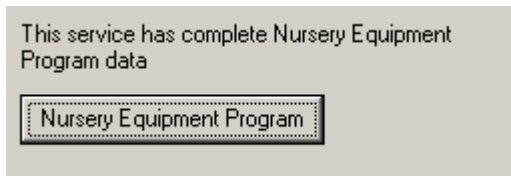


Figure 5: Complete Nursery Equipment Program data

Step 9: If the 'Clear' button on the program screen is clicked at any time, the following pop-up screen shown at **figure 7** will appear. If the OK button is clicked on this pop-up, the nursery equipment program screen (and all the data it contains) will be deleted. The statement above the Nursery Equipment Program button will revert to 'This service does not have Nursery Equipment Program data'.

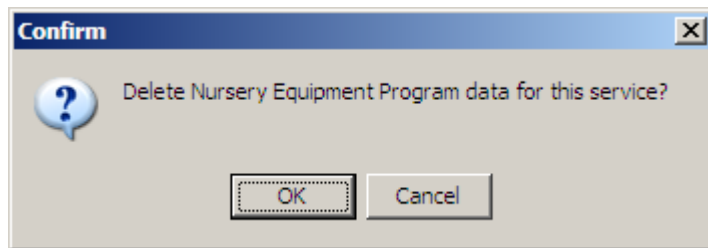
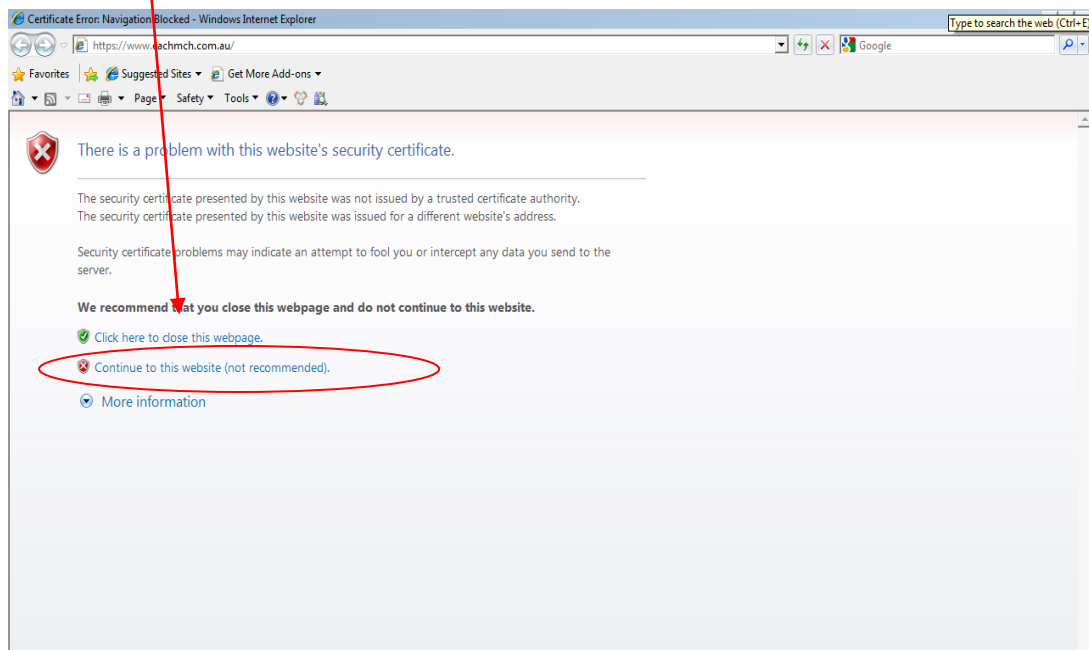


Figure 7: Deleting data.

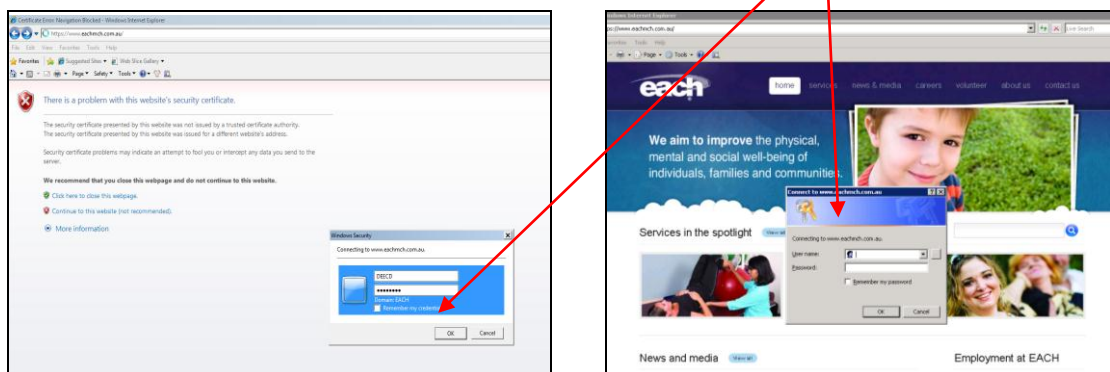
3. Entering order and delivery information (EACH)

Logging in

1. Open the following web site, making sure you bookmark it or save to your 'favourites' for future use:
<https://www.eachmch.com.au>.
2. If a security warning as below appears go to **step 3**, if no security warning go to **step 4**.
3. A certificate warning may appear, click 'Continue to this website'



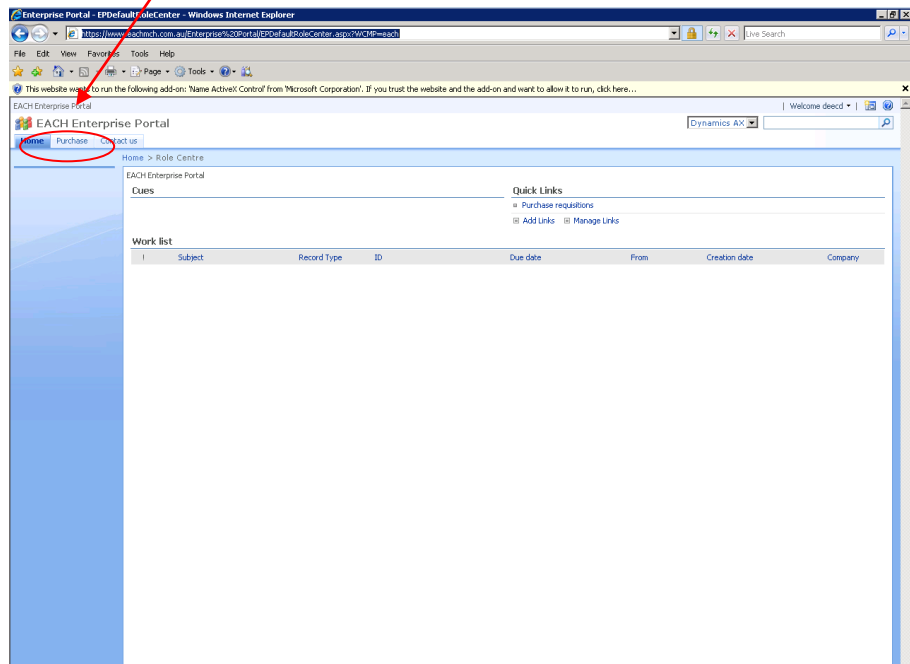
4. A log in window will appear on top of your internet browser scene, similar to one of the below. Enter the User Name and Password (provided by EACH) and click OK to login.



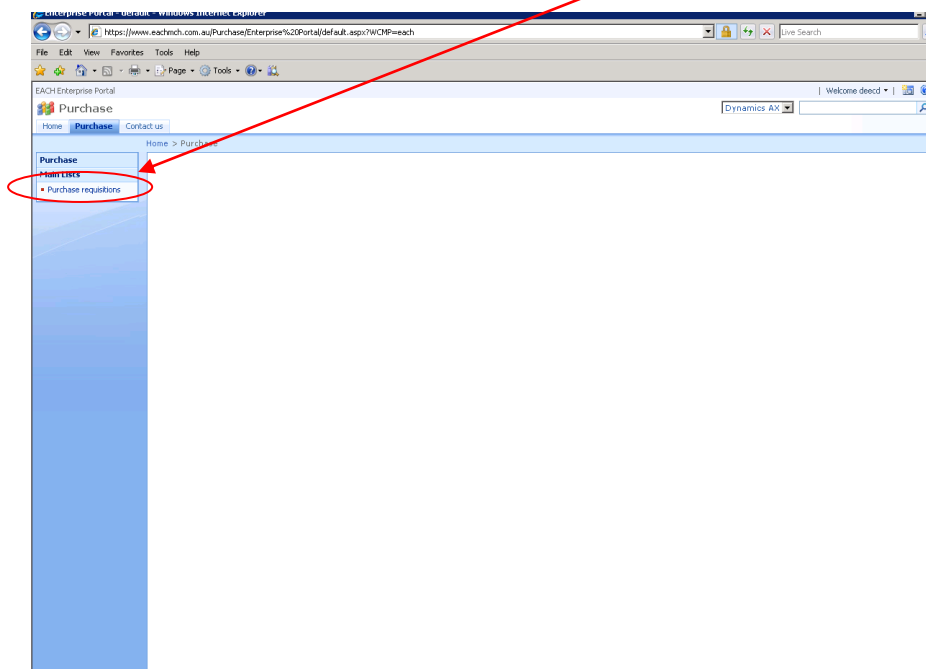
If you have a 'pop up blocker' turned on, the log in window may not appear, and you will need to check the settings of your internet browser.

Navigating to the purchase portal

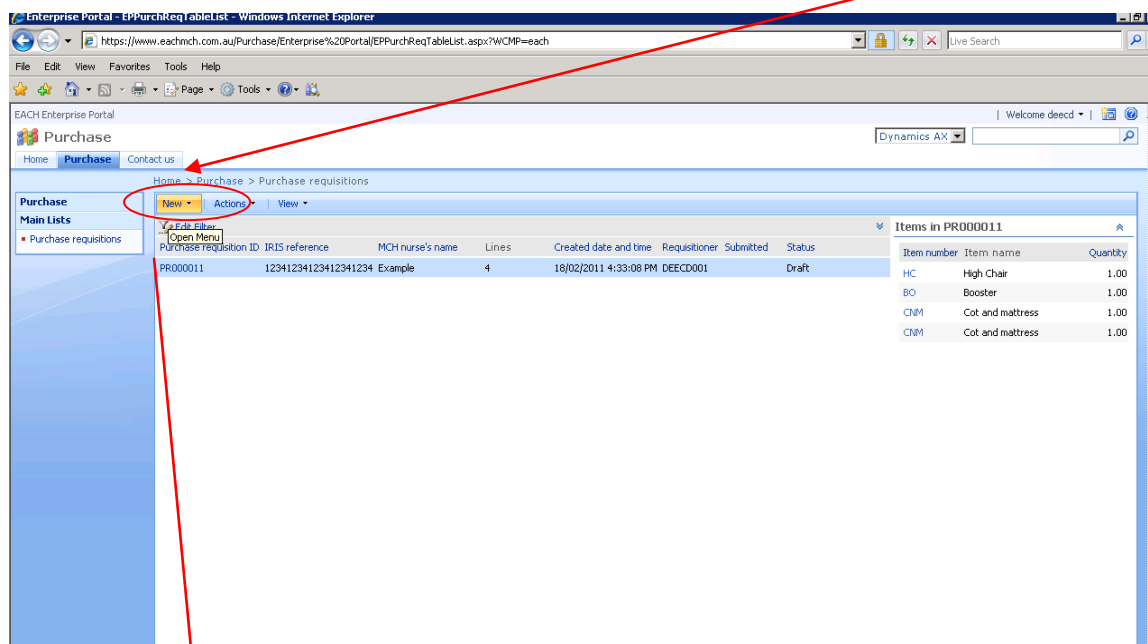
5. You are now logged into the Enterprise Portal. To begin the Purchase Requisition (ordering) process click on the **Purchase tab**. This will load a new menu.



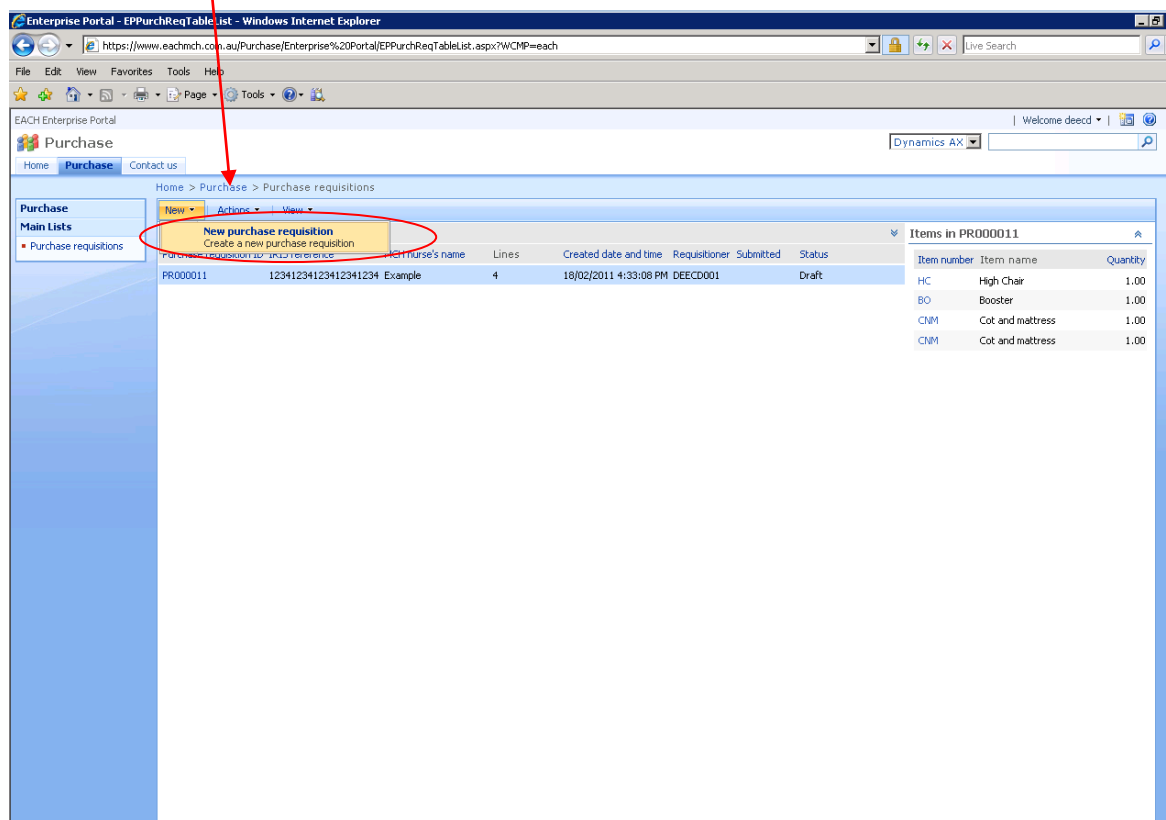
6. In the **Main Lists** column, on the left hand side of the page, click the **Purchase requisitions** to open the Purchase requisition form.



7. The Purchase Requisition screen will now load, to create a new requisition, click the **New >** (Screen 1)



New purchase requisition (screen 2).



Entering details

8. Complete all the remaining fields in the requisition section.

The screenshot shows a web browser window titled 'Enterprise Portal - EPPurchReqTableCreate - Windows Internet Explorer'. The address bar shows the URL: <https://www.eachmch.com.au/Purchase/Enterprise%20Portal/EPPurchReqTableCreate.aspx?WCMP=each>. The page header includes 'EACH Enterprise Portal' and a user greeting 'Welcome deecd'. The main navigation bar has 'Home', 'Purchase', and 'Contact us' links. A sidebar on the left contains 'Purchase' and 'Main Lists' with a sub-link 'Purchase requisitions'. The main content area is titled 'Home > Purchase > New purchase requisition'. It contains several sections: 'Identification' with fields for 'Purchase requisition ID' (PR000007), 'MCH nurse's name', 'IRIS reference', 'Type' (General purchase), 'Requested date' (18/02/2011), 'Fund/Program' (DEECD001), 'Administration' with 'On behalf of' (DEECD001), 'Submitted by' (DEECD Central Office (DEECD001)), 'Status' (Draft), and 'Total' (0.00 AUD); 'Attention' with fields for 'Carer's name', 'Street name', 'Postcode', 'City', 'Suburb', 'State', 'Country/region', and 'Attention information'; and 'Delivery contact' with a 'Delivery contact number' field. At the bottom right are 'OK' and 'Cancel' buttons.

a) Identification section

- **MCH nurse's name*** - Enter the name of the nurse placing the order. This must be one of the designated contacts as nominated to DEECD.
- **IRIS Reference*** - Enter the IRIS reference number *(unique identification number of each parent/carers, which is automatically generated in the IRIS software). IRIS allows you to copy this number to a clipboard so that it can be pasted into the web portal here.
- **Type** – Auto-populated by the system. E.g. General purchase
- **Requested date*** – Enter the date the requisition/order is made. This will default to the current date.
- **On behalf of** – This will default as the current user/nurse that is placing the requisition.

b) Address section

- **Carer's Name** – Enter the name of the person that will be receiving the delivery. E.g. The carer/parent.
- **Address fields**- Enter the delivery details such as street and postcode. This cannot be a post office box address.
 - **Note:** The system will automatically complete the city, suburb and state based on the selected postcode.

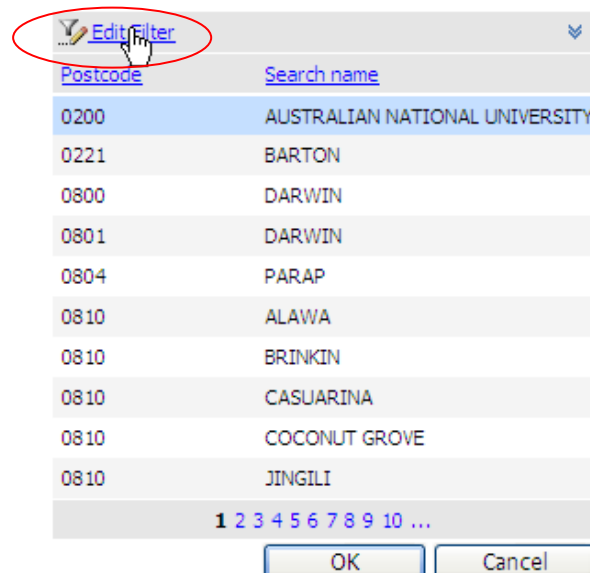
If the postcode is known, type the postcode number directly into the field. The system will automatically update the city, suburb and state.

For postcodes with multiple suburbs for the one postcode please use the search function below to find and select the suburb's correct name. The system will automatically update the city, suburb and state.

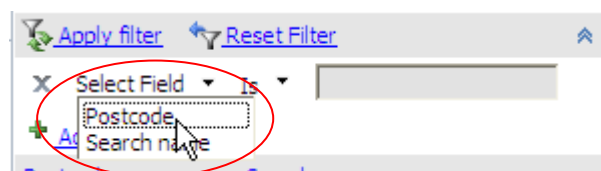
To search for a postcode click onto the arrow next to the postcode field.



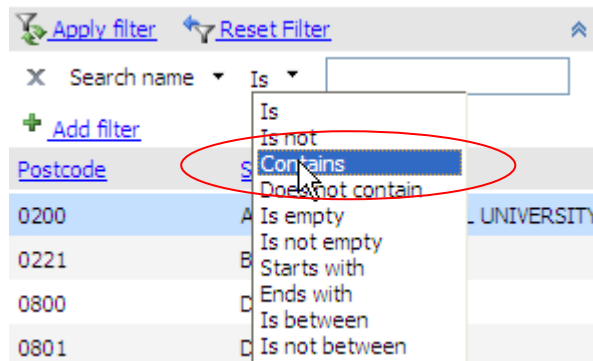
- To filter the list, click on **Edit Filter**.



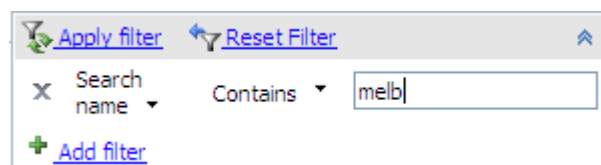
- Click the **select field** hyperlink and choose to filter by **postcode** or **suburb name**. The search function will not work unless a filter is chosen.



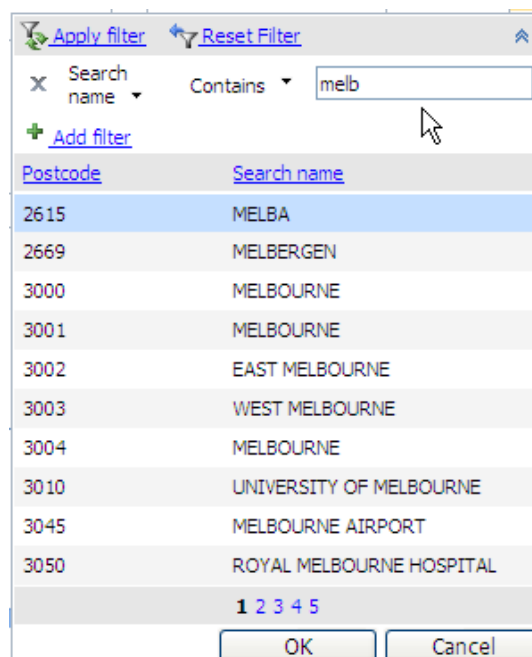
- Click the arrow next to 'is' to change the search option and select a criteria from the list. E.g. 'Contains', 'Does not contain' etc.



- Insert the value of the criteria. E.g. Melb



- Press **enter** on **your** keyboard to filter the list.



- Click onto the required postcode or scroll through to other results pages, click onto the **ok button** to accept the postcode.
- Note: The suburb name and state will only be updated on the form after the new requisition is saved.

c) Attention information

A free text field is available to enter any specific information relating to the delivery of the items. For example, 'Beware of dog' or 'Client only available Mondays and Wednesdays to receive order.'

9. Once the details are complete click the **OK** button to view the requisition line section and begin entering specific items on the purchase requisition.

Enterprise Portal - EPPurchReqTableCreate - Windows Internet Explorer

https://www.eachmch.com.au/Purchase/Enterprise%20Portal/EPPurchReqTableCreate.aspx?WCMP=each

File Edit View Favorites Tools Help

Home > Purchase > New purchase requisition

Purchase

Main Lists

Purchase requisitions

Identification

Purchase requisition ID PR000011

MCH nurse's name Example

IRIS reference 1234123412341234

Type General purchase

Requested date 18/02/2011

Fund/Program DEECD001

On behalf of DEECD001

Requisitioner DEECD Central Office (DEECD001)

Submitted by

Status

Total Draft 0.00 AUD

Delivery contact

Delivery contact number

Attention

Carer's name Sample

Street name 46 Warrandyate Road

Postcode 3134

City RINGWOOD

Suburb RINGWOOD

State VIC

Country/region AUS

Attention information

OK Cancel

10. The lines section is then added to the bottom of the requisition page.

Lines

New Actions

Child first name	Child last name	Child birth date	Item number	Item name	Type	Quantity	Unit	Net amount	Currency	Vendor account	Item details
------------------	-----------------	------------------	-------------	-----------	------	----------	------	------------	----------	----------------	--------------

Text

OK Cancel

Ordering Items

11. To select the items you want to select, click **New > New lines**. This will open the catalogue of items to choose from.

The screenshot shows the 'Purchase' page in the ECH Enterprise Portal. The 'Lines' section at the bottom is circled in red, and a red arrow points from the 'New > New lines' button in the top navigation bar to the 'Add new lines to the purchase requisition' button within this section.

12. Click on the 'Add item' to place an item on the requisition.

The screenshot shows the 'Purchase' page in the ECH Enterprise Portal, specifically the 'Catalogue items' section. The 'Add item' button is highlighted for the 'Booster' item in the table.

Item number	Item name	Purchase price	Category	Add item
BO	Booster	165.00	Maternal and child health	Add item
CNM	Cot and mattress	330.00	Maternal and child health	Add item
CS	Car Seat	190.00	Maternal and child health	Add item
DPR	Double pram	235.00	Maternal and child health	Add item
HC	High Chair	120.00	Maternal and child health	Add item
MFR	Mattress Protector	17.00	Maternal and child health	Add item
PR	Pram	330.00	Maternal and child health	Add item

- a. **Important note:** A separate line will be created for each item to be ordered, for each child in the family.

Home | Finance | Sales | **Purchase** | Shop Floor Control | Employee Services | Human Resources | Project | Compliance | Site Actions

Home > Purchase > New lines

New lines

Purchase requisition ID 0000052_181

Catalogue items

Filter: Item number [v] Apply filter Reset filter

Item number	Item name	Purchase price	Category	
9004	Chair, Executive, Leather, Black	345.99	Chairs	Add item
9005	Chair, Executive, Leather, Brown	345.00	Chairs	Add item
9006	Chair, Task, Black, Arms	215.85	Chairs	Add item
9007	Chair, Task, Black, No Arms	107.85	Chairs	Add item
9008	Chair, Reception, Taupe, Arms	385.85	Chairs	Add item
9009	Chair, Reception, Blue, Arms	415.85	Chairs	Add item
9001	Lamp, Desk, Stationary, Bankers shade	45.65	Lamps	Add item
9002	Lamp, Desk, Adjustable, Black Shade	46.57	Lamps	Add item
9003	Lamp, Standing, Silver, Fluorescent	57.34	Lamps	Add item
2000COT	Cot	80.00	MCH Mat	Add item

Item details 1 2 3

Non-catalogue items

Items to be added to purchase requisition

Child first name	Surname	DOB	Item	Item name	Type	Quantity	Unit	Net amount	Currency	Vendor account
------------------	---------	-----	------	-----------	------	----------	------	------------	----------	----------------

Done Back

13. The system will insert the item into a new line in the requisition. The following fields in the line are auto populated by the system;

- **Item** – Item code.
- **Item name** – Item description.
- **Type** – This will be catalogue item.
- **Quantity** – A default, read only, value of one item will be entered.
- **Unit** – The purchase unit of the item. E.g. Pieces or each
- **Net amount** – The purchase price of the selected item.
- **Currency** – Default of AUD.
- **Vendor Account** – Supplier of the item i.e. Baby Bunting

Items to be added to purchase requisition

Child first name	Child last name	Child birth date	Quantity	Unit	Item number	Item name	Unit price	Category	Net amount	Currency	Vendor account
			1.00	EA	BO	Booster	165.00	MCH	165.00	AUD	MCHBBUNT

14. For each item ordered, enter the child's name and date of birth. This links the item to an individual as multiple family members may receive goods in the one order. Do not leave these fields blank.

15. Enter the date of birth manually by typing DD/MM/YYYY or use the calendar provided.

The screenshot shows the 'Purchase requisition' form in Dynamics AX. The 'Child birth date' field is highlighted with a red box, and a calendar is open below it. A red arrow points from the instruction text to the date field. Another red arrow points from the 'Done' button in the bottom right corner to the instruction text for step 16.

Purchase requisition ID: PR000011

Catalogue Items

Item number	Item name	Purchase price	Category
BO	Booster	165.00	Maternal and child health
CNM	Cot and mattress	330.00	Maternal and child health
CS	Car Seat	190.00	Maternal and child health
DPR	Double pram	235.00	Maternal and child health
HC	High Chair	120.00	Maternal and child health
PR	Pram	330.00	Maternal and child health

Items to be added to purchase requisition

Child first name	Child last name	Child birth date	Quantity	Unit	Item number	Item name	Unit price	Category	Net amount	Currency	Vendor account
Sample	Order	18/02/2011	1.00	EA	CNM	Cot and mattress	330.00	MCH	330.00	AUD	BBY001

Calendar: February 2011. Today is 18/02/2011.

Buttons: Done, Back

16. When all items have been entered, click the **Done** button in the bottom right hand corner to save the purchase requisition.

Submit Purchase

17. Check the purchase requisition details and if all details and items are correct, click the **Submit** button.

Enterprise Portal - EPPurchReqTableEdit - Windows Internet Explorer

https://www.eachmch.com.au/Purchase/Enterprise%20Portal/EPPurchReqTableEdit.aspx?WTID=6197148b16efec16f687f323395044f3ed6246dac5603aaf9d9d1c5e331bb7

File Edit View Favorites Tools Help

EACH Enterprise Portal

Purchase

Home Purchase Contact us

Welcome deede

Home > Purchase > Edit purchase requisition

New Actions Upload Document

Purchase requisition approval

Submit

Identification

Purchase requisition ID: PR000011

MCH nurse's name: Example

IRIS reference: 1234123412341234

Type: General purchase

Requested date: 18/02/2011

Fund/Program: DEECD001

Administration

Requester: DEECD Central Office (DEECD001)

Created date and time: 18/02/2011 4:33:08 PM

Modified date and time: 18/02/2011 4:33:08 PM

Submitted by:

Status: Draft

Total: 945.00 AUD

Delivery contact

Delivery contact number:

Attention

Carer's name: Sample

Street name: H6 Warrandyte Road

Postcode: 3134

City: RINGWOOD

Suburb: RINGWOOD

State: VIC

Country/region: AUS

Attention information:

Lines

Child first name	Child last name	Child birth date	Item number	Item name	Type	Quantity	Unit	Net amount	Currency	Vendor account	Item details
Sample	Order	14/02/2011	HC	High Chair	Catalogue item	1.00	EA	120.00	AUD	BBY001	Disc. pct. 0.00
Sample	Order	26/02/2011	BO	Booster	Catalogue item	1.00	EA	165.00	AUD	BBY001	Discount 0.00
Example	Order	16/02/2011	CHM	Cot and mattress	Catalogue item	1.00	EA	330.00	AUD	BBY001	Purchase misc. charges 0.00
Sample	Order	22/02/2011	CHM	Cot and mattress	Catalogue item	1.00	EA	330.00	AUD	BBY001	

Text

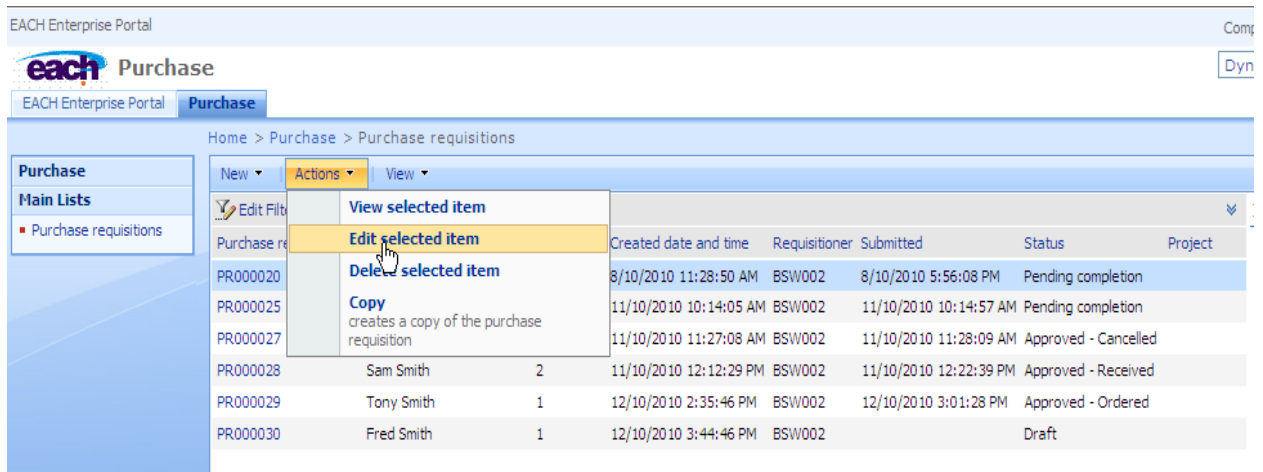
Cot and mattress
Sussex Cot in White (includes mattress 25891)

OK Cancel

Requisition / order changes

Important: A purchase requisition that has been submitted cannot be deleted or edited. Please contact EACH to rectify issues on (03) 8720 2700.

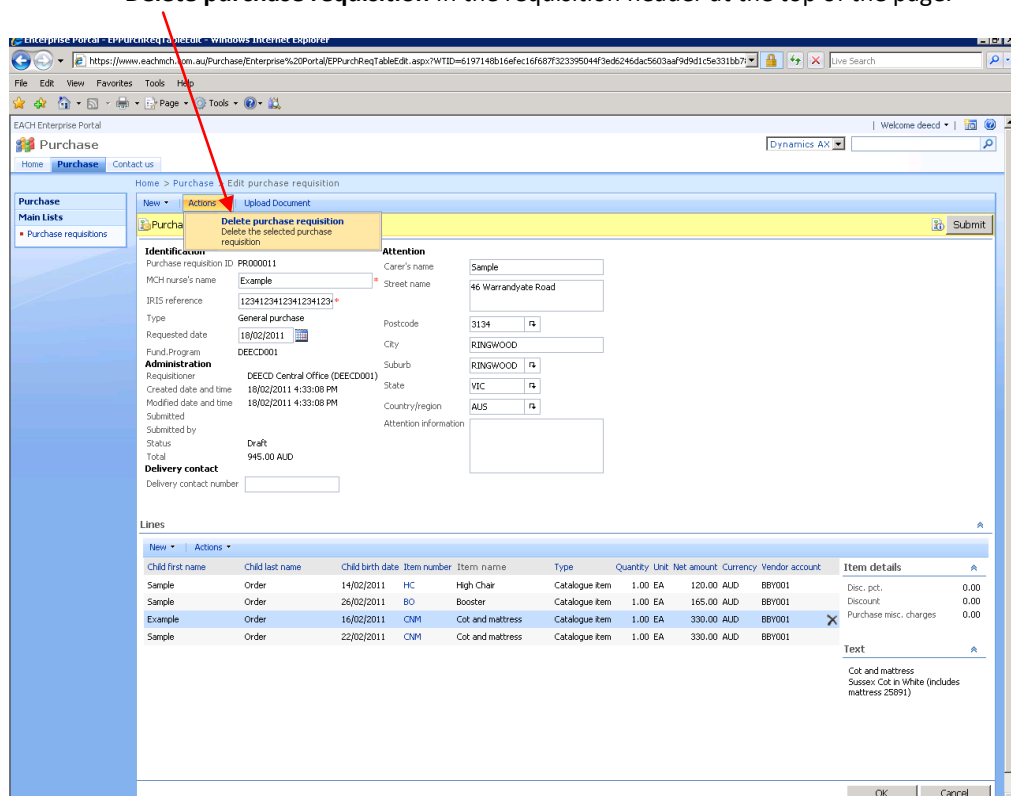
1. From the **purchase requisition main page**, select a requisition and click **Actions** to view or edit a requisition and to see to the requisition details.



Purchase requisition ID	Requisitioner	Submitted	Status	Project
PR000020	BSW002	8/10/2010 5:56:08 PM	Pending completion	
PR000025	BSW002	11/10/2010 10:14:57 AM	Pending completion	
PR000027	BSW002	11/10/2010 11:28:09 AM	Approved - Cancelled	
PR000028	Sam Smith	11/10/2010 12:12:29 PM	Approved - Received	
PR000029	Tony Smith	12/10/2010 2:35:46 PM	Approved - Ordered	
PR000030	Fred Smith	12/10/2010 3:44:46 PM	Draft	

a) Deleting a requisition

1. To delete an entire purchase requisition that has not yet been submitted, click onto **Actions > Delete purchase requisition** in the requisition header at the top of the page.



Delete purchase requisition

Delete the selected purchase requisition

Identification

Purchase requisition ID: PR000011

MCH nurse's name: Example

IRIS reference: 1234123412341234

Type: General purchase

Requested date: 18/02/2011

Fund/Program: DEECD001

Requisitioner: DEECD Central Office (DEECD001)

Created date and time: 18/02/2011 4:33:08 PM

Modified date and time: 18/02/2011 4:33:08 PM

Submitted by: Draft

Status: Draft

Total: 945.00 AUD

Attention

Care's name: Sample

Street name: 46 Warrandyte Road

Postcode: 3134

City: RINGWOOD

Suburb: RINGWOOD

State: VIC

Country/region: AUS

Attention information:

Lines

Child first name	Child last name	Child birth date	Item number	Item name	Type	Quantity	Unit	Net amount	Currency	Vendor account	Item details
Sample	Order	14/02/2011	HC	High Chair	Catalogue item	1.00	EA	120.00	AUD	BBY001	Disc. pct. 0.00
Sample	Order	26/02/2011	BO	Booster	Catalogue item	1.00	EA	165.00	AUD	BBY001	Discount 0.00
Example	Order	16/02/2011	CHM	Cot and mattress	Catalogue item	1.00	EA	330.00	AUD	BBY001	Purchase misc. charges 0.00
Sample	Order	22/02/2011	CHM	Cot and mattress	Catalogue item	1.00	EA	330.00	AUD	BBY001	Text Cot and mattress Super. Cot in White (includes mattress 25891)

b) Adding additional items

1. From the purchase requisition details click onto the **New > New lines** button to open the item catalogue and add additional Items.

The screenshot shows the 'Enterprise Portal - EPPurchReqTableEdit' window. The 'New > New lines' button is highlighted with a red arrow. The interface includes a sidebar with 'Purchase' and 'Main Lists' sections. The main area displays 'Purchase requisition approval' with a 'Submit' button. Below this, there are sections for 'Identification', 'Attention', 'Administration', and 'Delivery contact'. The 'Lines' section at the bottom contains a table with columns: Child birth date, Item number, Item name, Type, Quantity, Unit, Net amount, Currency, Vendor account, and Item details. The table lists three items: 'High Chair', 'Booster', and 'Cot and mattress'. The 'Cot and mattress' item is highlighted with a blue row.

Child birth date	Item number	Item name	Type	Quantity	Unit	Net amount	Currency	Vendor account	Item details
14/02/2011	HC	High Chair	Catalogue item	1.00	EA	120.00	AUD	BBY001	Disc. pct: 0.00
26/02/2011	BO	Booster	Catalogue item	1.00	EA	165.00	AUD	BBY001	Discount: 0.00
16/02/2011	CM	Cot and mattress	Catalogue item	1.00	EA	330.00	AUD	BBY001	Purchase misc. charges: 0.00
22/02/2011	CM	Cot and mattress	Catalogue item	1.00	EA	330.00	AUD	BBY001	Text: Cot and mattress Sussex Cot in White (includes mattress 25891)

c) Editing incorrect lines

Use the editing functions to change errors in the child name, last name or date of birth fields.

Note: The item, quantity and vendor accounts will default and should not be changed. If the family requires 2 cots, two lines will be created and the name of each child that is receiving the cot must be entered.

The screenshot shows the 'Enterprise Portal - EPPurchReqTableEdit' window. The 'Edit selected item' button is highlighted with a red arrow. The interface is similar to the previous screenshot, but the 'Lines' table now includes a 'Child first' column. The 'Cot and mattress' item is highlighted with a blue row.

Child first	Child birth date	Item number	Item name	Type	Quantity	Unit	Net amount	Currency	Vendor account	Item details
Sample	14/02/2011	HC	High Chair	Catalogue item	1.00	EA	120.00	AUD	BBY001	Disc. pct: 0.00
Sample	26/02/2011	BO	Booster	Catalogue item	1.00	EA	165.00	AUD	BBY001	Discount: 0.00
Example	16/02/2011	CM	Cot and mattress	Catalogue item	1.00	EA	330.00	AUD	BBY001	Purchase misc. charges: 0.00
Sample	22/02/2011	CM	Cot and mattress	Catalogue item	1.00	EA	330.00	AUD	BBY001	Text: High Chair Value Address Compact Graphite

1. Highlight the line you would like to edit by clicking on the information, it will turn blue Click onto **Actions > Edit selected item.**

Lines

New	Actions	Child first n	Child last n	Child birth date	Item number	Item name	Type	Quantity	Unit	Net amount	Currency	Vendor account	Item details
	View selected item				BO	Booster	Catalogue item	1.00	EA	165.00	AUD	MCHBBUNTING	Disc. pct. 0.00
	Edit selected item				CNM	Cot and Mattress	Catalogue item	1.00	EA	330.00	AUD	MCHBBUNTING	Discount 0.00
	Delete selected item												Purchase misc. charges 0.00

2. This will take you to a new screen where you can edit the information you entered. Edit / insert the child name, child last name or child birth date only.

EACH Enterprise Portal

Company: EACH | Welcome Ax2 Training

Purchase

Home > Purchase > Edit line details

Actions | Upload Document

Item

Child info

Child first name: Fred

Child last name: Smith

Child birth date: 13/05/2010

Item number: CNM

Item name: Cot and Mattress

Type: Catalogue item

Text: Cot and Mattress Sussex Cot in White (includes mattress 25891)

Category: MCH

Unit: EA

Quantity: 1.00

Currency: AUD

Vendor account: MCHBBUNTING

Proposed vendor:

3. Click the **OK** button at the bottom of the page to save the change.

OK Cancel

d) Deleting requisition lines

Incorrect purchase requisition lines can be deleted if the purchase order has not yet been submitted.

Lines can be deleted in one of two ways;

1. Click onto the incorrect line and then click the black cross.

Lines

New	Actions	Child first name	Child last name	Child birth date	Item number	Item name	Type	Quantity	Unit	Net amount	Currency	Vendor account
					BO	Booster	Catalogue item	1.00	EA	165.00	AUD	MCHBBUNTING
Fred		Smith		13/05/2010	CNM	Cot and Mattress	Catalogue item	1.00	EA	330.00	AUD	MCHBBUNTING

2. Click onto the incorrect line then click onto **Actions > Delete selected item**

Lines

New	Actions	Child first n	Child last n	Child birth date	Item number	Item name	Type	Quantity	Unit	Net amount	Currency	Vendor account	Item details
	View selected item				BO	Booster	Catalogue item	1.00	EA	165.00	AUD	MCHBBUNTING	Disc. pct. 0.00
Fred	Edit selected item				CNM	Cot and Mattress	Catalogue item	1.00	EA	330.00	AUD	MCHBBUNTING	Discount 0.00
	Delete selected item												Purchase misc. charges 0.00