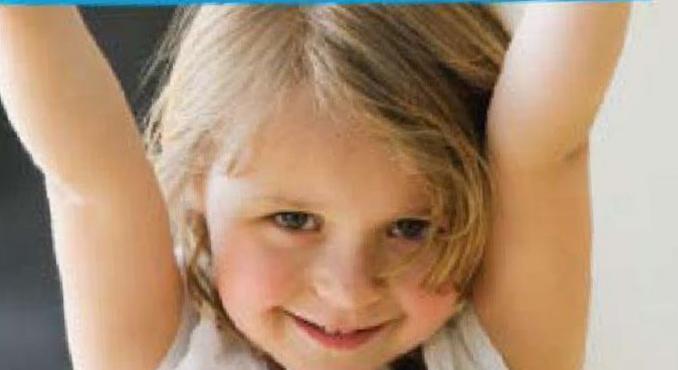
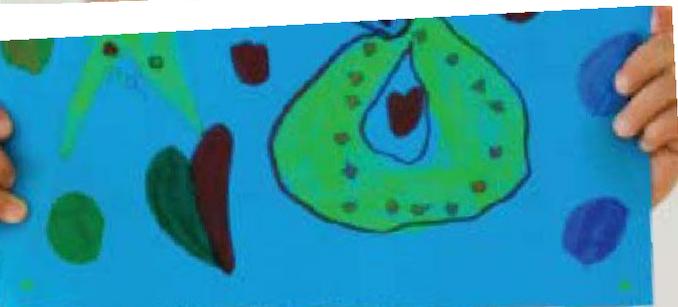


Maternal and Child Health Service  
**Nursery Equipment Program  
Guidelines for Ordering**

May 2013



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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](mailto: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](mailto: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](mailto: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 15<sup>th</sup> March 2013 and quarterly thereafter.

For assistance contact the IRIS HELP DESK at: [iris.helpdesk@dhs.vic.gov.au](mailto: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](http://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](mailto: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.

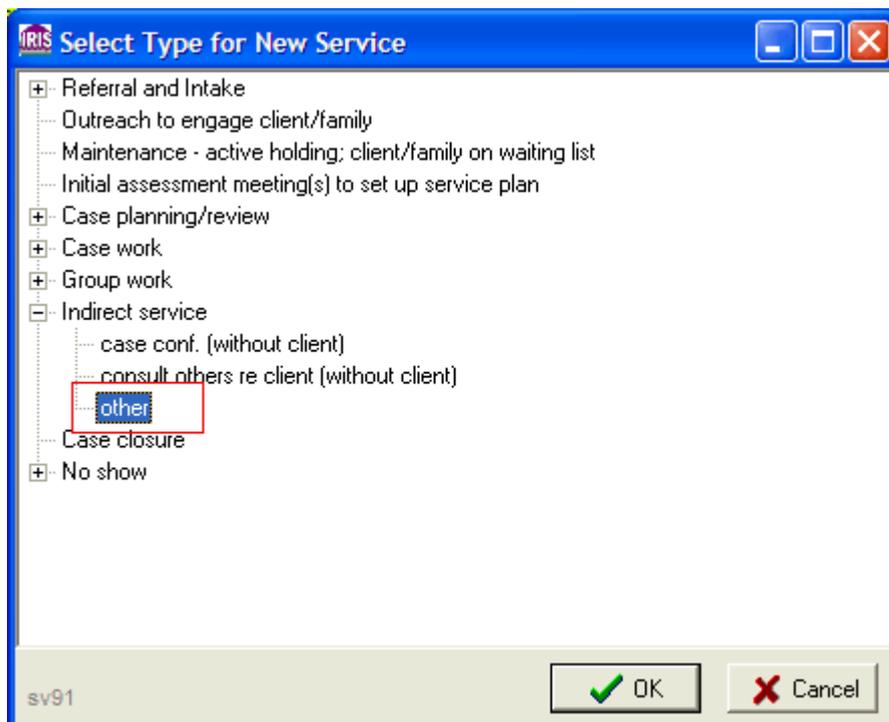
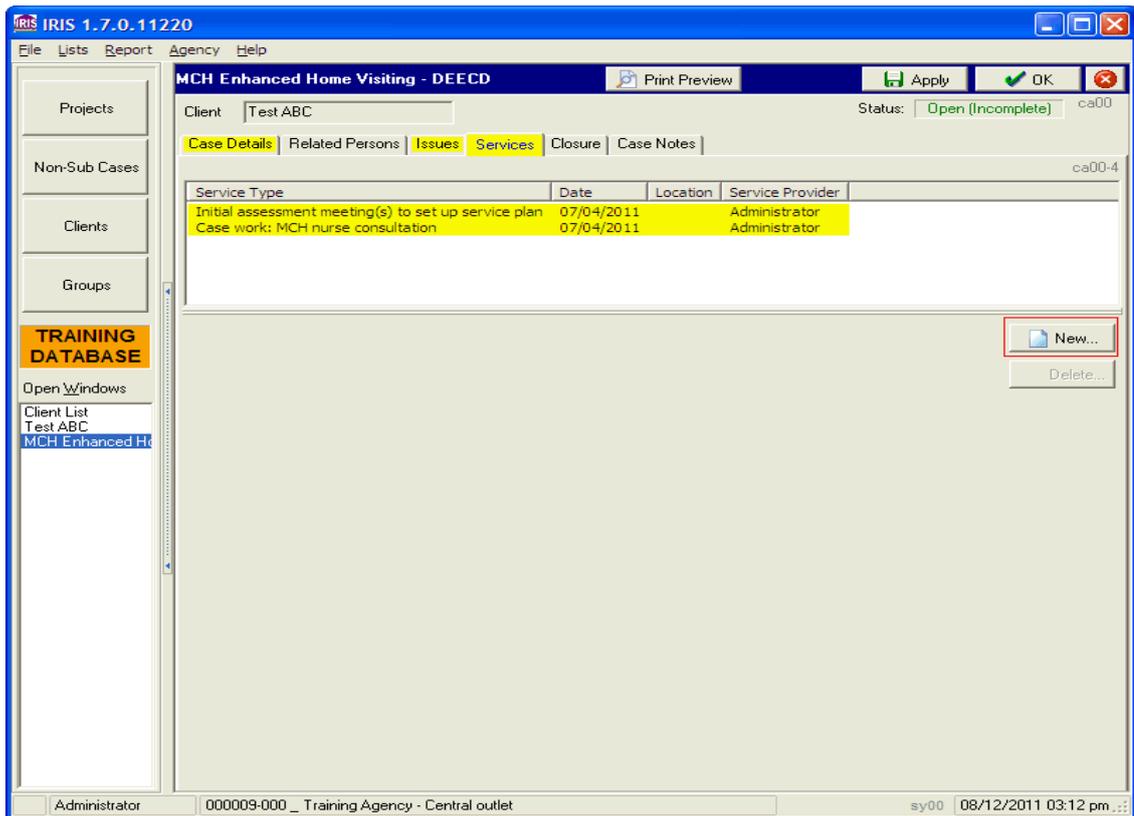
For existing Enhanced MCH clients this information will already be entered, however you may wish to update some details. This information can be entered by appropriately trained administrative staff.

## Completing the Services screen

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

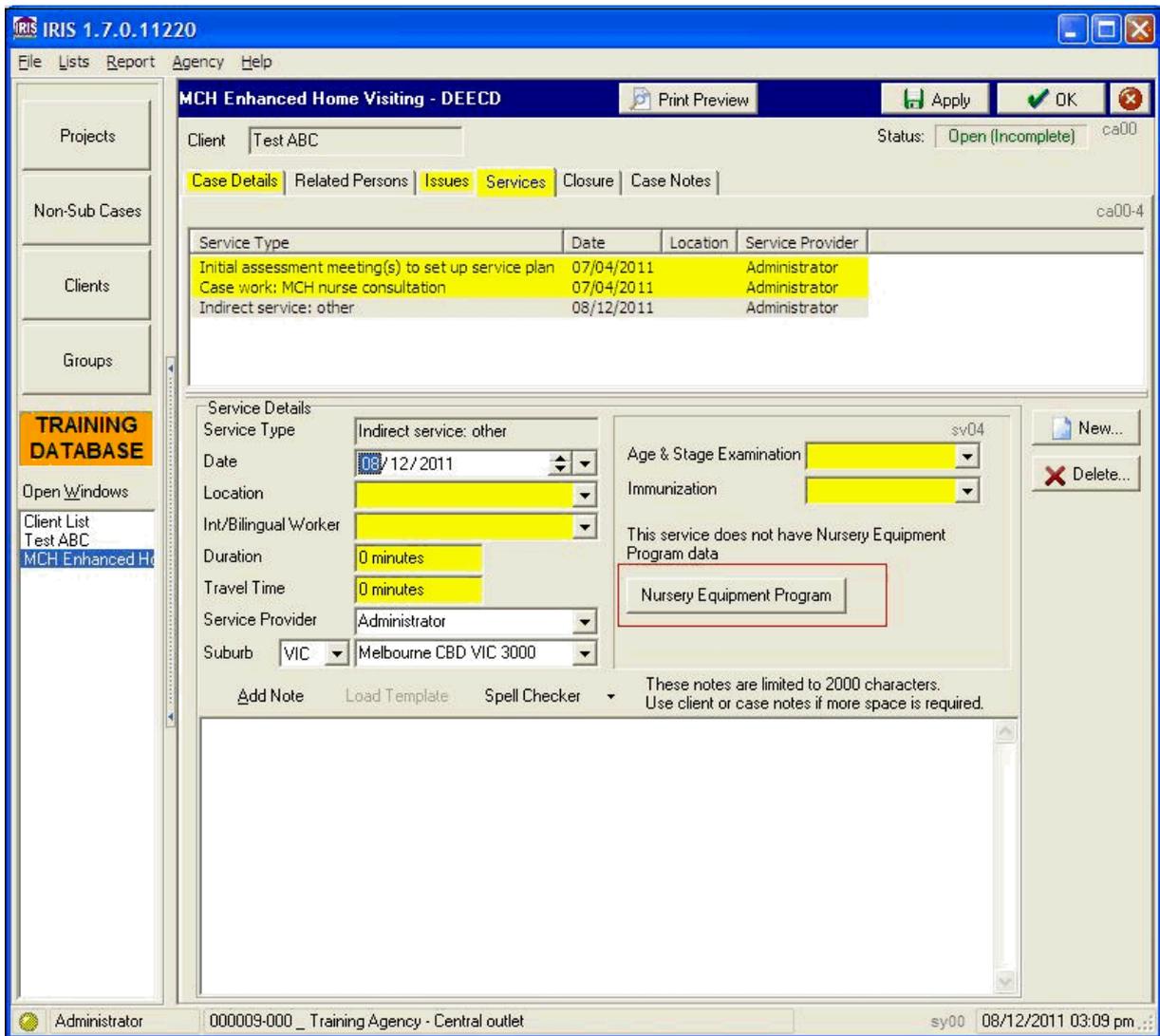
Step 1. Service Screen : Click on New to start creating a new service

Figure 1

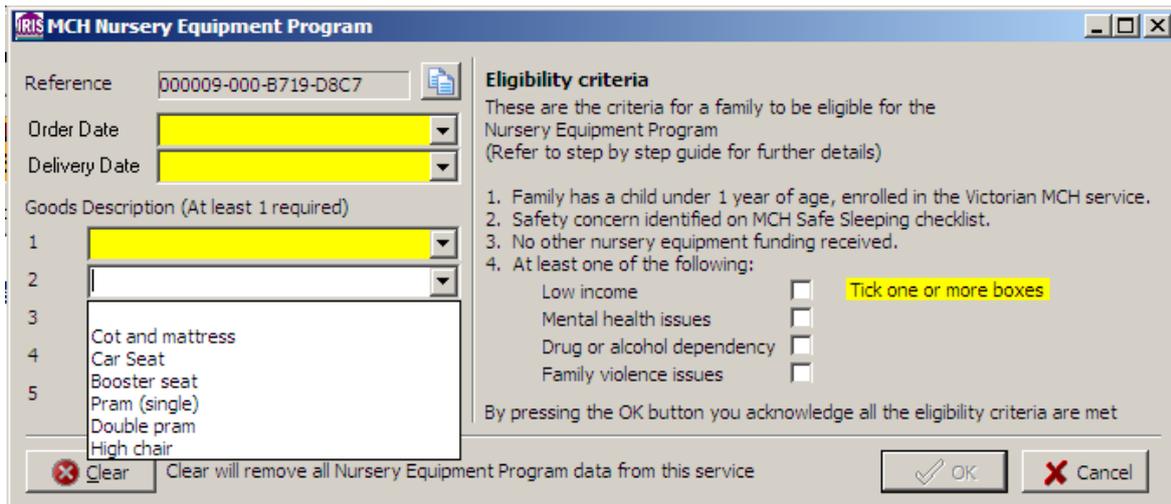


2. Select "Indirect service -> Other" as shown above,

Figure 2



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.



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

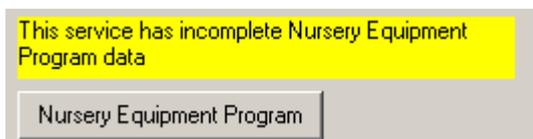
Step 4: A Reference code is automatically generated by IRIS. Clicking the copy button to the right of the reference code enables you to copy the reference number to the computer's clipboard and then easily paste it into the EACH system at the ordering stage. This number links the IRIS and EACH web portal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

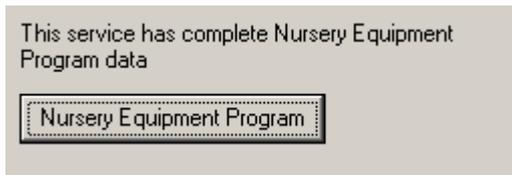
Step 7: You will not be able to enter a delivery date at this stage but the information will be saved when you press 'OK' and this information can be entered later. Enter the delivery date only when delivery is confirmed by the client. The case will not be able to be closed in IRIS until the delivery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



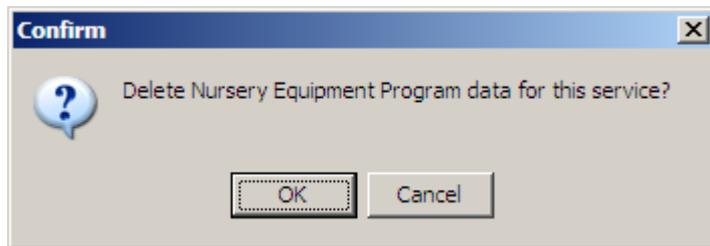
**Figure 5:** Incomplete Nursery Equipment Program data

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'.

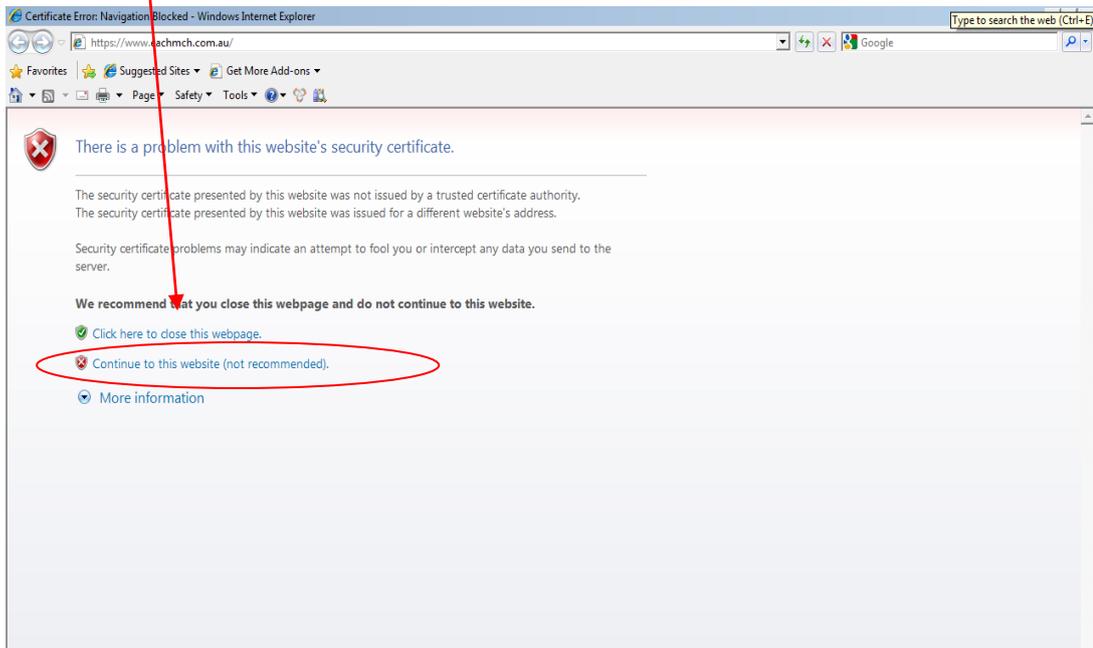


**Figure 7:** Deleting data.

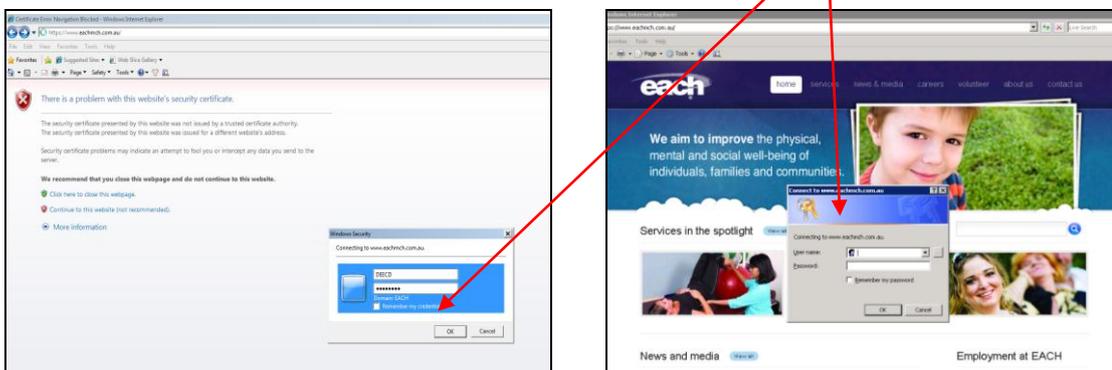
### 3. Entering order and delivery information (EACH)

#### 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'



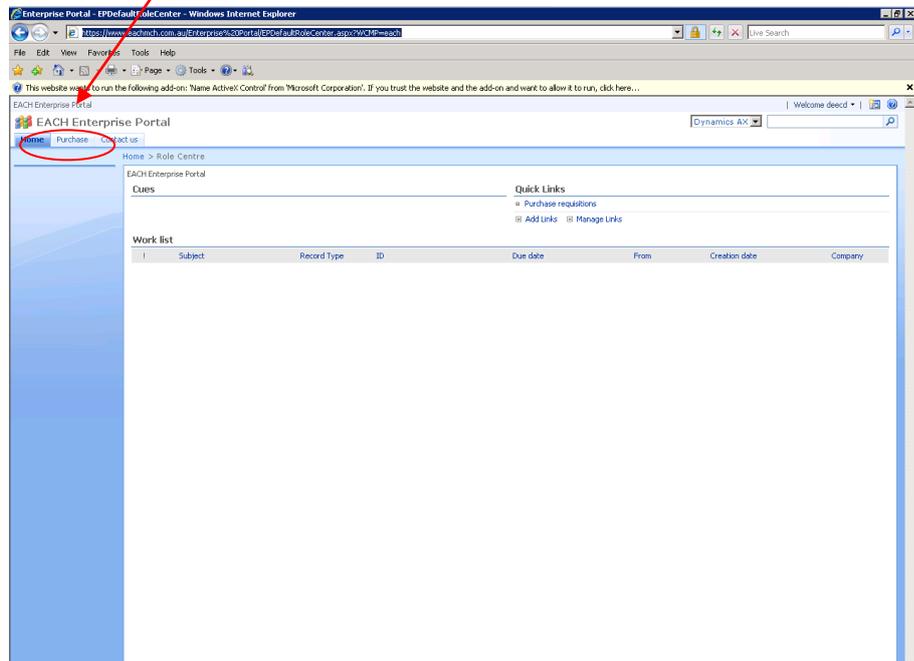
4. A log in window will appear on top of your internet browser scene, similar to one of the below. Enter the User Name and Password (provided by EACH) and click OK to login.



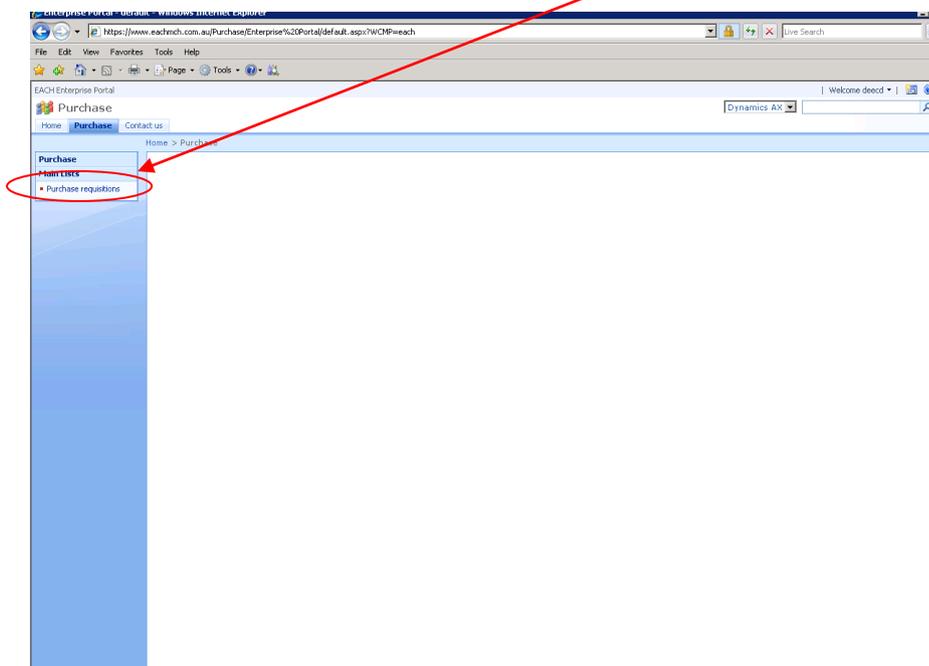
If you have a 'pop up blocker' turned on, the log in window may not appear, and you will need to check the settings of your internet browser.

## Navigating to the purchase portal

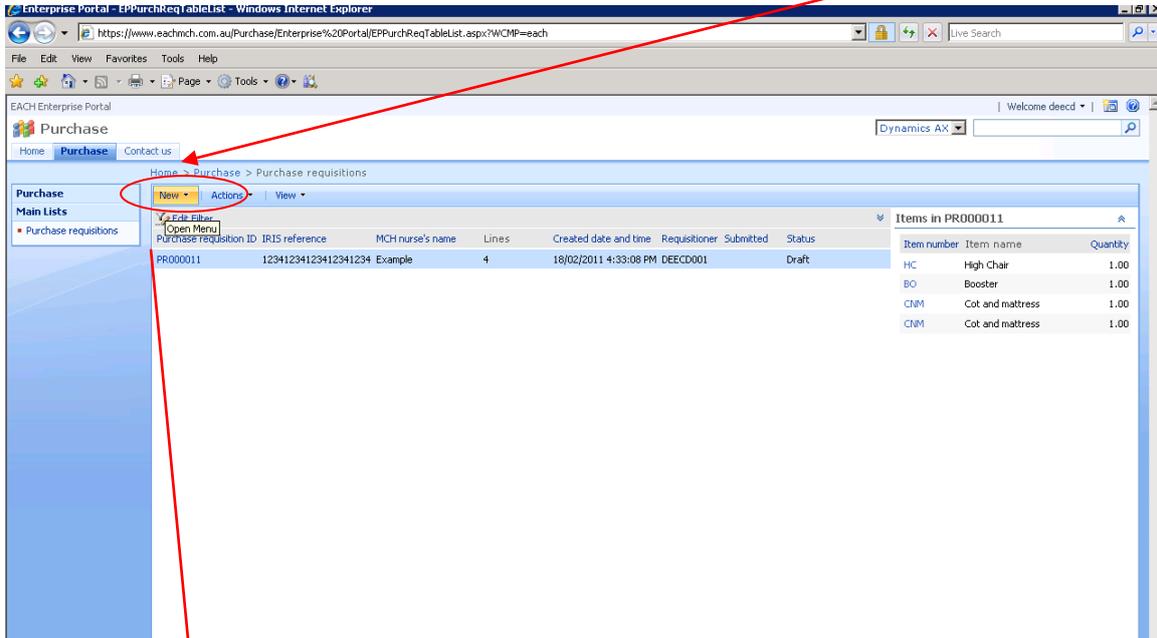
5. You are now logged into the Enterprise Portal. To begin the Purchase Requisition (ordering) process click on the **Purchase** tab. This will load a new menu.



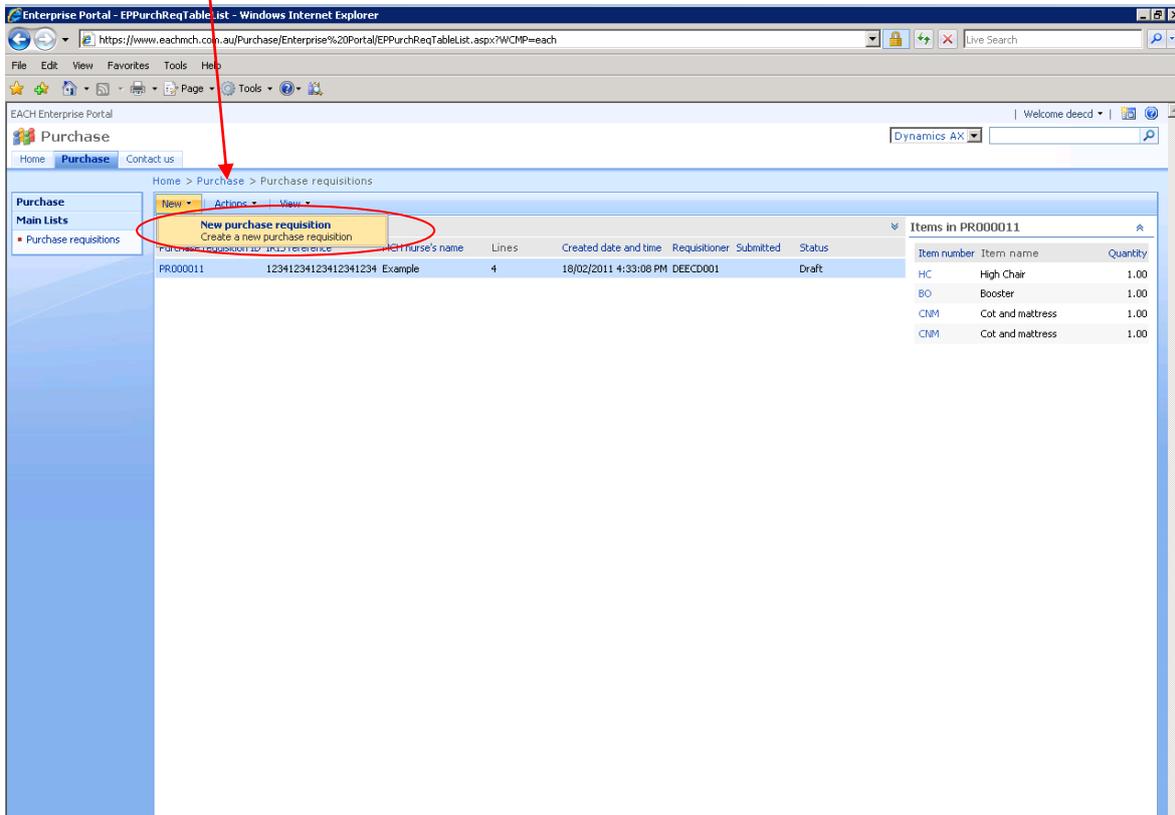
6. In the **Main Lists** column, on the left hand side of the page, click the **Purchase requisitions** to open the Purchase requisition form.



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.

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

EACH Enterprise Portal | Welcome deecd

Home Purchase Contact us

Home > Purchase > New purchase requisition

**Identification**  
Purchase requisition ID: PR000007  
MCH nurse's name:   
IRIS reference:   
Type: General purchase  
Requested date: 16/02/2011  
Fund Program: DEECD001

**Attention**  
Carer's name:   
Street name:   
Postcode:   
City:   
Suburb:   
State:   
Country/region:   
Attention information:

**Administration**  
On behalf of: DEECD001  
Requisitioner: DEECD Central Office (DEECD001)  
Submitted by:   
Status: Draft  
Total: 0.00 AUD

**Delivery contact**  
Delivery contact number:

OK Cancel

### 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/carer, 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.

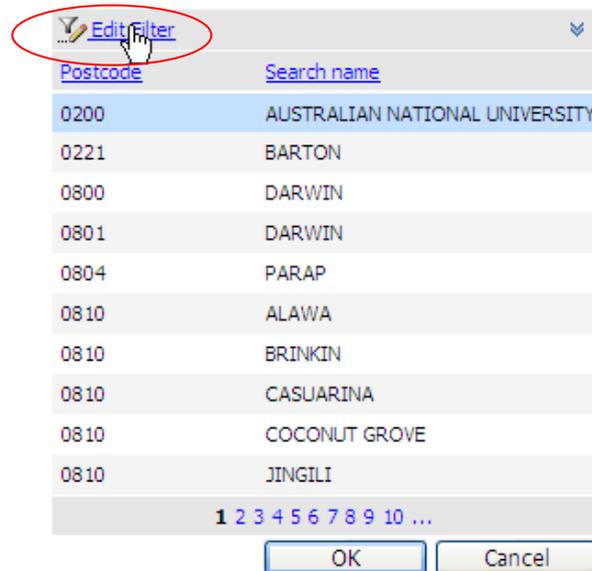
If the postcode is known, type the postcode number directly into the field. The system will automatically update the city, suburb and state.

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**.

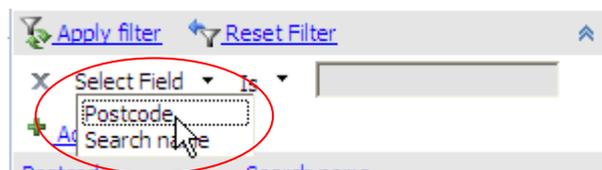


Postcode	Search name
0200	AUSTRALIAN NATIONAL UNIVERSITY
0221	BARTON
0800	DARWIN
0801	DARWIN
0804	PARAP
0810	ALAWA
0810	BRINKIN
0810	CASUARINA
0810	COCONUT GROVE
0810	JINGILI

1 2 3 4 5 6 7 8 9 10 ...

OK Cancel

- 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.



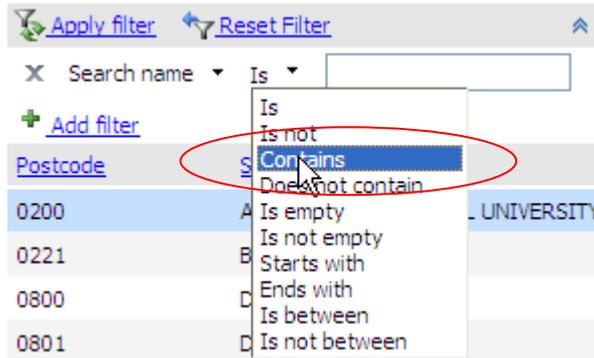
Apply filter Reset Filter

Select Field is

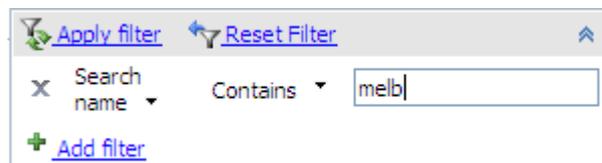
Postcode

Search name

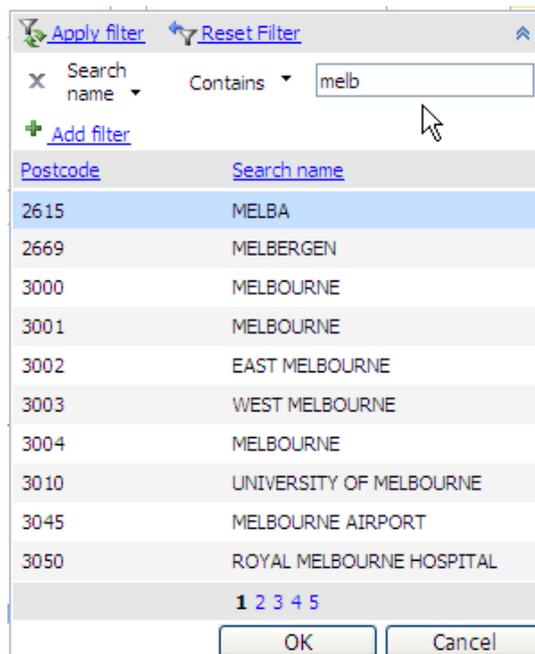
- Click the arrow next to 'is' to change the search option and select a criteria from the list. E.g. 'Contains', 'Does not contain' etc.



- 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.'

- 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

EACH Enterprise Portal | Welcome deecd

Purchase Dynamics AX

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

**Attention**  
Caretaker's name: Sample  
Street name: 46 Warrandyate Road  
Postcode: 3134  
City: RINGWOOD  
Suburb: RINGWOOD  
State: VIC  
Country/region: AUS  
Attention information:

**Administration**  
On behalf of Requisitioner: DEECD001  
Submitted by: DEECD Central Office (DEECD001)  
Status: Draft  
Total: 0.00 AUD

**Delivery contact**  
Delivery contact number:

OK Cancel

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

Lines

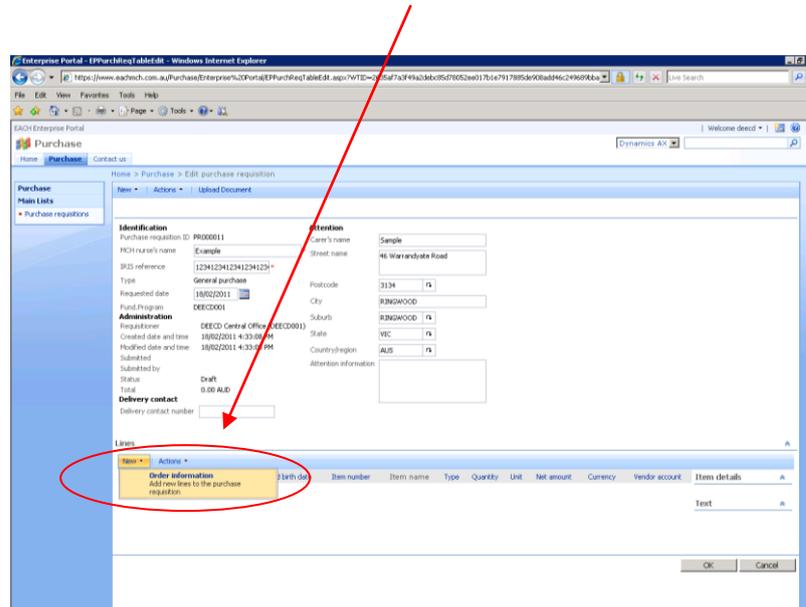
New Actions

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

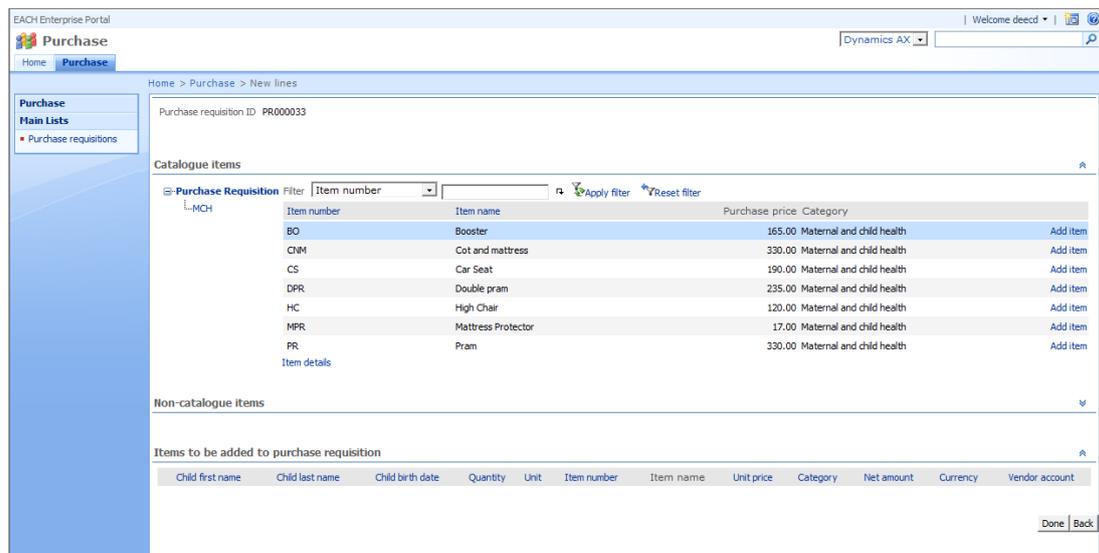
OK Cancel

## 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.



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



- 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] [x] Apply filter [v] Reset filter [v]

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 Dynamics AX 'Purchase' interface. The 'Purchase requisition ID' is PR000011. The 'Catalogue Items' table lists several items, with 'Cot and mattress' (item number CNM) selected. The 'Items to be added to purchase requisition' table shows the selected item with a quantity of 1.00. A calendar is open over the 'Child birth date' field, showing February 2011. The date 18/02/2011 is highlighted. A red circle highlights the 'Done' button in the bottom right corner of the calendar.

Item number	Item name	Purchase price	Category	
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
PR	Pram	330.00	Maternal and child health	Add item

Child first name	Child last name	Child birth date	Quantity	Unit	Item number	Item name	Unit price	Category	Net amount	Currency	Vendor account	
Sample			1.00	EA	CNM	Cot and mattress	330.00	MCH	330.00	AUD	BBY001	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=6197148b16efec16f6877323395044f3ed5246dac5603aaf9d1c5e331bb7

EACH Enterprise Portal  
Purchase  
Home Purchase Contact us

Welcome deede | Dynamics AX

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: 12341234123412341234  
Type: General purchase  
Requested date: 18/02/2011  
Fund, Program: DEECD001

**Attention**  
Carer's name: Sample  
Street name: 46 Warrandyate Road  
Postcode: 3134  
City: RINGWOOD  
Suburb: RINGWOOD  
State: VIC  
Country/region: AUS

**Administration**  
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

**Delivery contact**  
Delivery contact number:

**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 Discount 0.00
Example	Order	16/02/2011	CNM1	Cot and mattress	Catalogue item	1.00	EA	330.00	AUD	BBY001	Purchase misc. charges 0.00
Sample	Order	22/02/2011	CNM	Cot and mattress	Catalogue item	1.00	EA	330.00	AUD	BBY001	Text Cot and mattress Sussex Cot in White (includes mattress 25591)

CK 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.

The screenshot shows the EACH Enterprise Portal interface. The main content area displays a table of purchase requisitions. The 'Actions' menu is open, showing options: 'View selected item', 'Edit selected item', 'Delete selected item', and 'Copy'. The 'Delete selected item' option is highlighted. The table below shows the following data:

Purchase requisition ID	Created date and time	Requisitioner	Submitted	Status	Project
PR000020	8/10/2010 11:28:50 AM	BSW002	8/10/2010 5:56:08 PM	Pending completion	
PR000025	11/10/2010 10:14:05 AM	BSW002	11/10/2010 10:14:57 AM	Pending completion	
PR000027	11/10/2010 11:27:08 AM	BSW002	11/10/2010 11:28:09 AM	Approved - Cancelled	
PR000028	11/10/2010 12:12:29 PM	BSW002	11/10/2010 12:22:39 PM	Approved - Received	
PR000029	12/10/2010 2:35:46 PM	BSW002	12/10/2010 3:01:28 PM	Approved - Ordered	
PR000030	12/10/2010 3:44:46 PM	BSW002		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.

The screenshot shows the EACH Enterprise Portal interface with the 'Delete purchase requisition' dialog box open. A red arrow points to the 'Delete purchase requisition' option in the 'Actions' menu. The dialog box contains the following information:

**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**  
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 Warrandyate Road  
Postcode: 3134  
City: RINGWOOD  
Suburb: RINGWOOD  
State: VIC  
Country/region: AUS

**Delivery contact**  
Delivery contact number: [Empty field]

**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
Sample	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 'Purchase requisition approval' form in the Enterprise Portal. The form is divided into several sections: Identification, Attention, Administration, and Delivery contact. Below these sections is a table for 'Lines'. A red arrow points to the 'New > New lines' button in the 'Lines' section.

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	88Y001		Disc. pct: 0.00
26/02/2011	BO	Booster	Catalogue item	1.00	EA	165.00 AUD	88Y001		Discount: 0.00
16/02/2011	CM	Cot and mattress	Catalogue item	1.00	EA	330.00 AUD	88Y001		Purchase misc. charges: 0.00
22/02/2011	CM	Cot and mattress	Catalogue item	1.00	EA	330.00 AUD	88Y001		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 same 'Purchase requisition approval' form as above, but with the 'Lines' table expanded. The 'New selected item' button is highlighted in the table.

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	88Y001		Disc. pct: 0.00
26/02/2011	BO	Booster	Catalogue item	1.00	EA	165.00 AUD	88Y001		Discount: 0.00
16/02/2011	CM	Cot and mattress	Catalogue item	1.00	EA	330.00 AUD	88Y001		Purchase misc. charges: 0.00
22/02/2011	CM	Cot and mattress	Catalogue item	1.00	EA	330.00 AUD	88Y001		Text: High Chair Velux A65 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

Child first name	Child last name	Child birth date	Item number	Item name	Type	Quantity	Unit	Net amount	Currency	Vendor account	Item details
			BO	Booster	Catalogue item	1.00	EA	165.00	AUD	MCHBBUNTING	Disc. pct. 0.00
			CNM	Cot and Mattress	Catalogue item	1.00	EA	330.00	AUD	MCHBBUNTING	Disc. pct. 0.00
											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

each Purchase

EACH Enterprise Portal 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

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

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