

Ordering Online – ECOS Quick Guide for ACC Providers

- 1 From your browser log on to: www.ecos.co.nz
- 2 Input your user name and password (these are not case sensitive), then select 'Logon'.
- 3 Your user name and password haven't changed but if you are not sure what your user name or password is, please contact our customer services team on 0800 802 444.

ECOS Webstom	Call us: +0800 878 366 Email to: servicedesk@ecos.co.nz
HOME FAQ FEATURES CONTACT US ABOUT US	
Welcome to the ECOS web store	User Name Password Logon Forgoten Password?

4 You can select products under the drop-down Resources tab, or by clicking on the quick-tiles displayed below.

Te Kaporeihana Äwhina	💄 Your Name 🕴 Logout				
Hunga Whara prevention. care. recovery.	Products	search	Q		
Resources - Orders - Quick Order		Favourites	0 Items		
Welcome to the new look Online Resource Ordering System					
If you have any issues, questions or feedback please <u>contact us here</u> or email us <u>truenorth help@truenorthsps.com</u>	AL IN				
Resources & Products ACC Provider Group 3					

5 Once you have found the item you wish to order, add it to your shopping cart by entering a quantity and clicking the 'Add' button. Be sure to check the unit of measure within the product description, e.g. Packet, Bundle 50, Each etc.



6 If items are going to be frequently ordered, you can add them to your 'Favourites' tab by clicking the star to the right of the 'Add' button.

Injury Manag	gement		Best Match	\$ SHOW 20 per page \$
	ACC1698 ACC Support Services (Each) Code: ACC1698	\$0.00	1 ADD TO CART	*
	ноо тово насо задран зентиев		Add	 Favourites

- 7 After you have selected your products, click the 'Shopping Cart' link at the top of the page to view your order (you can make alterations from here too). To complete the order select 'Checkout'.
- 8 Make sure your delivery details and billing information are correct, and you have entered the correct cost centre code (ACC internal only). You can choose whether you want order confirmations, then press the 'Submit Order' button at the bottom of the screen.
- **9** Order status can be checked using the '**Orders**' tab at the top of the page. There are various options for searching on orders, including a track and trace function.

Te Kaporeihana Āwhina	🚨 Yo	ur Name Logout
Hunga Whara prevention.care.recovery.	Product search	Q
Orders		
Quotes & Jobs • Resources • Orders • Quick Order	Favourites) Items
My Orders		
Standing Orders		
Welcome to the new look		

10 The 'My Orders' tab, takes you to this screen.

Te Kaporeihana Äwhina	🚊 Yo	ur Name Logout
Hunga Whara	Product search	Q
provention en el recover y		
Quotes & Jobs + Resources + Orders + Quick Order	Favourites	0 Items
My Orders Please <u>contact us here</u> if you have a query, or if you would like to change or cancel your order.		?
FILTER :		RESET
Date Range: Order Type: Order Group: Search Phrase: 08-03-2020 to 08-04-2020 Outstanding Orders ACC INJURY SPECIALIST Image: Content of the search Phrase:	Apply –	APPLY
ORDER NUMBER PO REFERENCE ORDER DATE ORDER STATUS RECEIPT S	TATUS	ACTION

Change filters to suit and enter order number, be sure to change order type to All Orders. Hit 'Apply'.



11 If order has dispatched there will be the option to 'Track Delivery'.

01-02-2020 to 08-04-2020	All Orders	order ereap.				
	All Orders	ACC INJURY SPECIAL	IST • 3085091			APPLY
ORDER NUMBER PO	REFERENCE	ORDER DATE	ORDER STATUS	RECEIPT STATUS		ACTION
3085091 acc	c.co.nz	12-03-2020 at 10:08:35	Order Complete	Not Received	Track –	Track Delivery

12 This will take you to the Post Haste tab.

POST HAS	TE	🔒 номе 🛛 с	CONTACT US		٩			
	WHY POST HASTE	SEND DOMESTIC	SEND INTE	RNATIONAL	HELP AND FORMS			
TOOLS TRACK AND TRAC	CE ORDER PRODUCTS BOOK	A COURIER ADDRESS	CHECKER	CARD LEFT GET	AQUOTE MORE			
1 Tools / Track and Trace								
Tools	Click here for the latest	Click here for the latest information on our network.						
Track and Trace								
Order products	Track and Tra	Track and Trace Results						
Book a courier								
Address Checker	Summary							
Card left	Summary							
Get a quote	Package		Pickur	o Statu	Is Delivery			
Check your pick up address	PHC Customer Label 17009	02/01 Consignment	1,420	A Char	2:41PM			
Track and Trace integration	473962 Part 01	02/01 Consignment	16/3/2	2020	20/3/2020			
Ticket Calculator								

If there is no option to track the delivery or you have any other queries please email us with your order number: truenorth.help@truenorthsps.com

HINT: If you are stuck on any page, try clicking the question mark '?' at the top right of that page. Otherwise you can browse the help page by pressing the 'Help' button at the top of the ECOS screen.

Revie	Cart v the products and quantities ordered. Products on this page always reflect the most recent price.				Onli	ne help –	• @
Carl To cha button	- to Buy Now nge ordering information, click on the Update button. When you are satisfied with your shopping basket order, click on the Check	kout button to proceed to delive	ery informatic	on. To Buy a Pr	oduct at a later t	ime, click the Buy late	r
	PRODUCT	QUANTITY	PRICE			TOT	AL PRICE
0	ACC1698 ACC Support Services (Each)	1	\$0.00	Update	Buy later	Remove	\$0.00
						Goods Value	\$0.00
СН	ECKOUT						
<u>Clear</u> <u>Buy a</u> <u>Creat</u> <u>Creat</u>	Cart II Cart products later & frequent order & standing order						
Quio	k Order Entry						
Quick Prod	Order Entry provides a fast method of ordering. Enter the Product Code and the Order Quantity in the boxes provided then Click uct Code Quantity ADD TO CART	Add to Basket.					
СН	ескоит						