



Administration – Stationery Ordering

Aim

Order stationery items required for the office each month

Process

- Send an email to staff asking if they need any stationery items
- Using the red stationery folder, walk around the office checking if all our supplies are up to date and double check what we need to order
- A list of regular stationery items and quantities can be found at the end of this document
- Once a list has been created, the order needs to go through the Winc website <https://netxpress.biz/?redr=1>
- Darwin Username: **bm5-050** Password: **stat-2014-03**
- Alice Springs Username: **bm5-051** Password: **springs01.**
- Another list of regularly ordered items can be found under **MY LISTS – STEPHANIE'S STATIONARY**
- **Select** the **items** wanting to be order and the **quantity** required
- If selecting items from the list ensure the 'Add to Cart' button is pressed

The screenshot shows a list of stationery items on the Winc website. The 'Metro Drawer Organiser Black' is highlighted with a red box, and its quantity '1' is also highlighted with a red box. Other items include 'Marbig Envelope Button A4 Assorted Pack 10' and 'Winc Office Tape 18mmx33m Crystal Clear Roll'. The 'Add to Cart' button is visible at the bottom right.

Darwin
Shop 1-3 Tiwi Place,
Tiwi NT 0810
PO Box 40113,
Casuarina NT 0811
Phone: 08 8927 8488
Fax: 08 8927 8515
E: info@
healthylivingnt.org.au

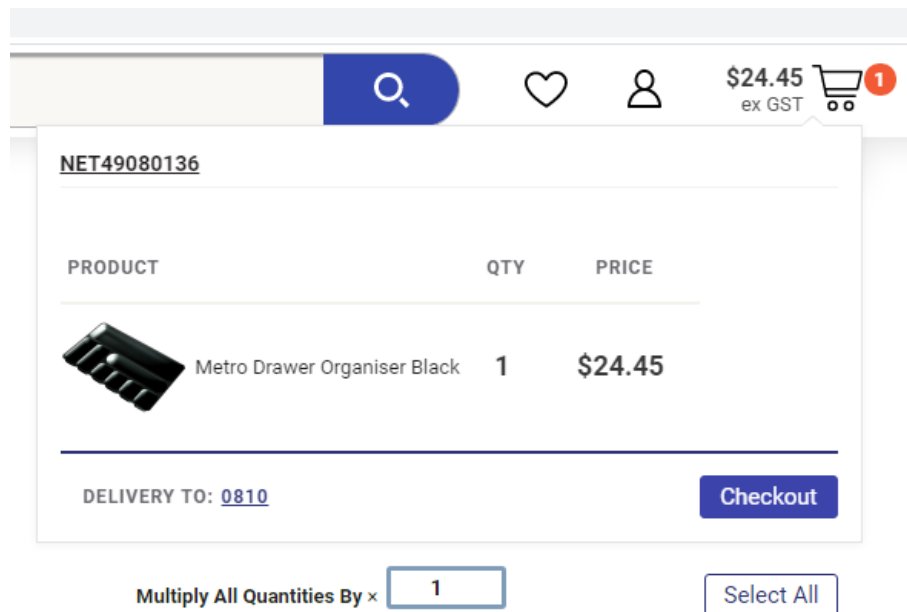
Alice Springs
Jock Nelson Centre,
7/16 Hartley Street,
Alice Springs NT 0870
Phone: 08 8952 8000
Fax: 08 8952 7000
E: alicespings@
healthylivingnt.org.au

www.healthylivingnt.org.au
ABN 11 374 693 055

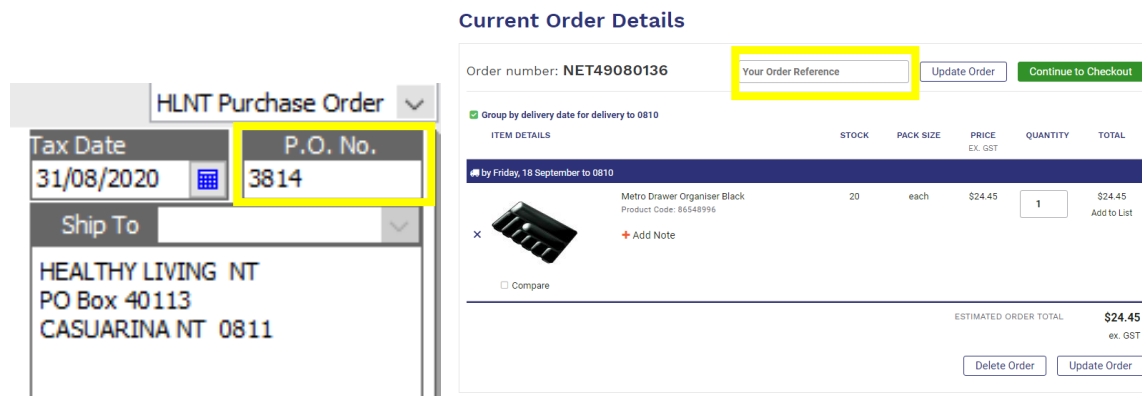
Healthy Living NT
is the trading name of the
Diabetes Association
of the Northern Territory
Incorporated.

- Once all items have been included in the order, click the checkout button which is found buy hovering over the shopping cart symbol

Status	Review	Administration – Stationery Ordering	Document ID	A0051
Consultation	Admin Staff		Date of Issue	20/09/2020
Approval By	CEO		Current Version Number	4.0
Circulation (on approval)	All Staff		Review Cycle	Annual
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- Start a purchase order in Reckon to use the P.O. No. for reference number in Winc website



- Once reference P.O. number has been placed in the Winc order '**Continue to Checkout**'
- The next page should prefill contact information and shipping address press '**Review Order**'
- Review order on final page, double order ensure no double ups or odd quantities
- Once happy with the order you can '**Submit Order for Approval**'
- Print '**View Printable Order**' and attach to the Reckon purchase order
- Finance (Mary) will be sent an email, once the order is confirmed the order will be shipped
- The Reckon purchase order now needs to be finalised.
- Three categories of items in stationery order: **Staff Amenities** (toilet paper, tissues, hand wash etc) **Stationery** (staples, paper clips, paper, pens etc) **Office Expenses** (Printer toner, office furniture etc)
- Before adding items, untick the box in the bottom left '**Amounts include tax**'
- Choose the correct item category based on the item, add the quantity and the rate
- Use the printed order from Winc for the description of the items

After all the items are added, double check the total is correct by subtracting the **Total Tax** from the **Total**. This number should be the same as the Winc order total. $354.02 - 32.18 = 321.84$

Reckon Purchase Order

TAX AMT	Class	Amount
1.61	SHLNT	16.12
8.77	SHLNT	87.68
4.85	SHLNT	48.52
4.61	SHLNT	46.13
0.65	SHLNT	6.54
0.43	SHLNT	4.31
9.60	SHLNT	95.96
1.66	SHLNT	16.58
Total Tax		32.18
Total		354.02

Winc Order

All prices are exclusive of GST.

Price	Unit	Quantity	Total
\$16.12	pak	1	\$16.12
\$21.92	box	4	\$87.68
\$48.52	car	1	\$48.52
\$46.13	box	1	\$46.13
\$3.27	ea	2	\$6.54
\$4.31	box	1	\$4.31
\$23.99	box	4	\$95.96
\$16.58	pak	1	\$16.58
Order Total:			\$321.84

- If amounts do not add up, double check that rates and quantity have been entered correctly
- When the totals are correct the purchase order can be printed, then saved & closed
- Place purchase order and printed order in the purchase order folder on the front counter

Stationery Supplies			
Item	Winc Code	Shelf Quantity	Location
A4 Paper	87217181	6x boxes	Key Pad Room
A3 Paper	87217180	2x boxes	Key Pad Room
Packing Tape	87054949	6x rolls	Front Counter
Paper Clips	29445000	1x box	Stationery Cupboard
Facial Tissues	85410901	8x boxes	Under Kitchen Sink
Hand Wash	86820554	1/4 of a bottle	Under Kitchen Sink
Whiteout	86760467	2x tapes	Stationery Cupboard
A5 Exercise Book	03714000	5x books	Stationery Cupboard
A4 Exercise Book	03488100	4x books	Stationery Cupboard
Staples	86582274	1x box	Stationery Cupboard
Printing Labels - L7651	86716263	1/4 of a box	Cupboard next to resource computer
L7160	50061200	1/4 of a box	
L7157	87008442	1/4 of a box	
L7162	50061600	1/4 of a box	
L7166	50062400	1/4 of a box	
L7163	50061800	1/4 of a box	
L7169	86659727	1/2 of a box	
Slimpick Wallet Yellow Bx	10004148	4x boxes	Stationery Cupboard
Toilet Paper	86723033	20x rolls	Bathrooms
Post it Notes - Small	86582292	3x pads	Stationery Cupboard
Post it Notes - Large	87215031	3x pads	Stationery Cupboard
Dymo Label Printer Tape	86548040	1x tape	Front Counter
A4 Laminating Pouches	86713671	1/4 of a box	Laminating Cupboard
A3 Laminating Pouches	86713670	1/4 of a box	Laminating Cupboard
CR2032 3V Battery	10006621	3x boxes	Front Counter
Antibacterial Wipes	86716832	4x tubs	Stationery Cupboard