

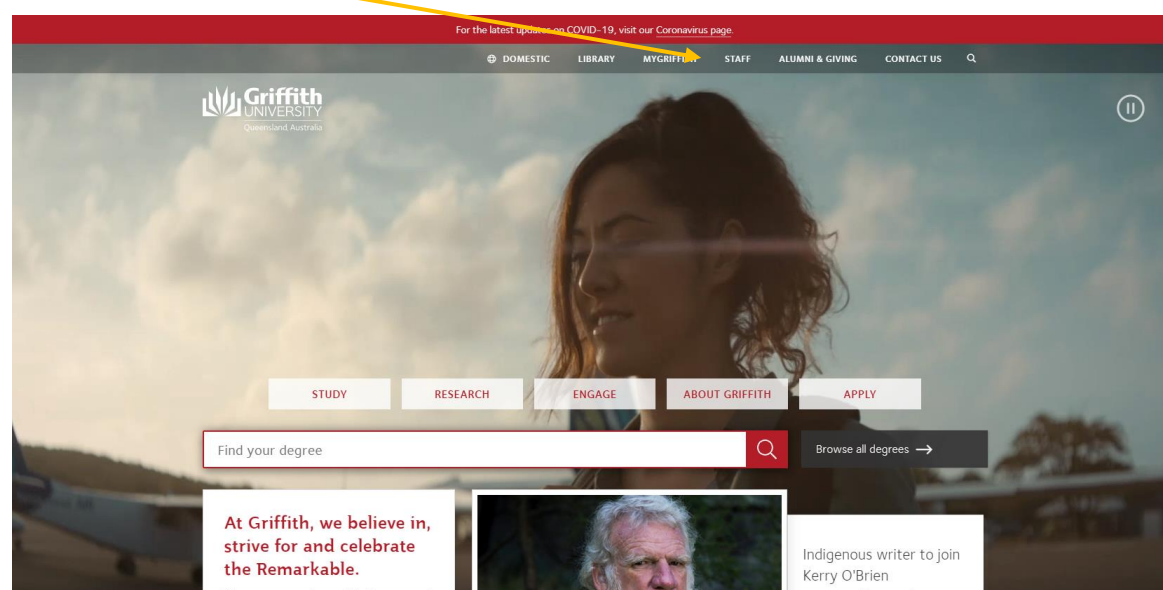
Instructions for Ordering First Aid Supplies from WINC via Griffith Marketplace

Recommended products and minimum stock requirements for Griffith First Aid Kits can be found in *Appendix B* of the [Griffith First Aid Guidelines](#). Supplies for Griffith First Aid Kits are centrally funded, and are to be purchased from WINC, via the Griffith Marketplace portal.

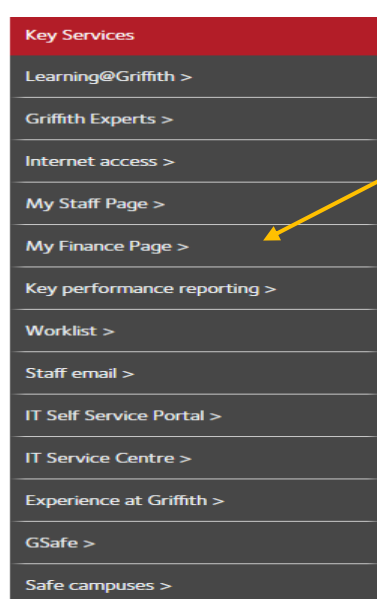
Details for how to access and order recommended first aid kit supplies from WINC are provided in the instructions below.

Instructions:

1. Select 'Staff' from the main Griffith University web page.
2. Click on Staff Portal in the toolbar at top right



3. In the KEY SERVICES menu, select 'My Finance Page'

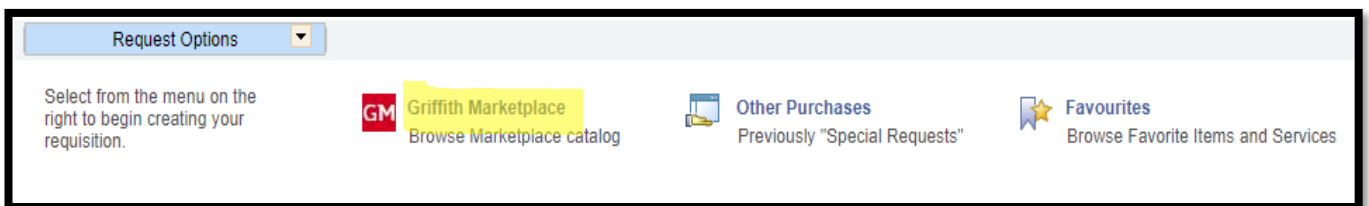


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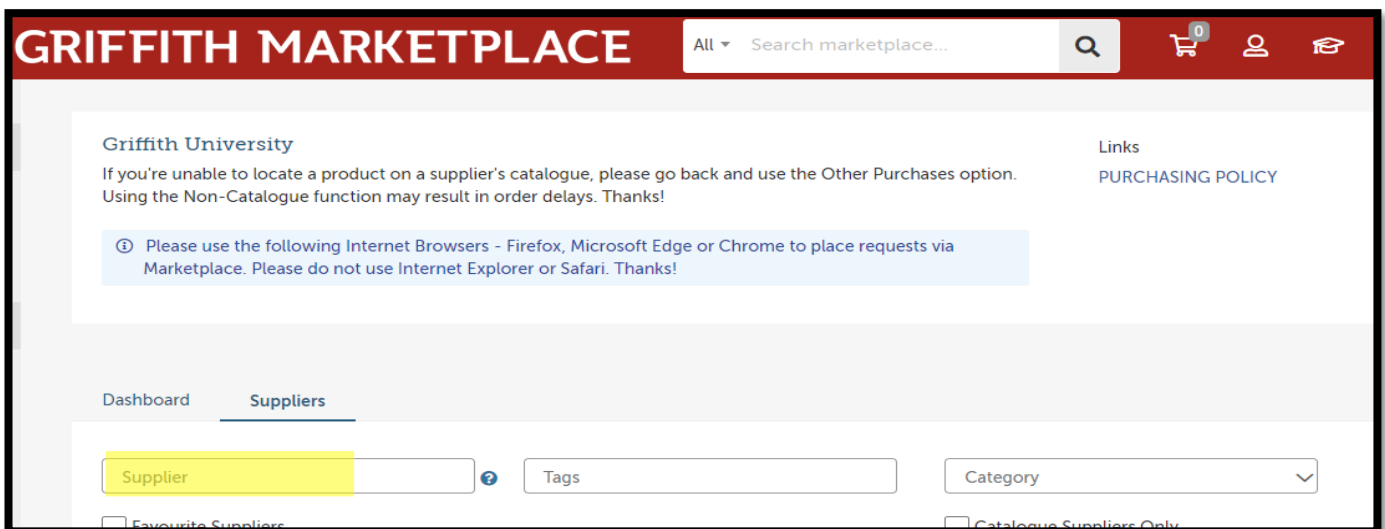
4. Click on 'Purchases and Payments'
5. Click on 'Make and manage purchases' tile



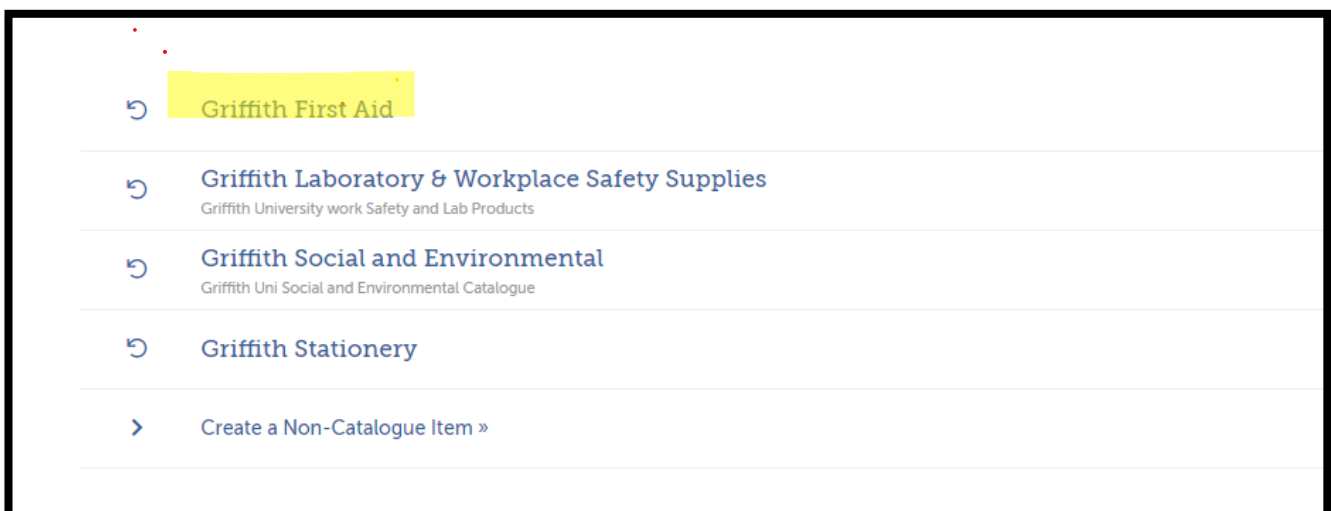
6. Now choose 'Griffith Marketplace'



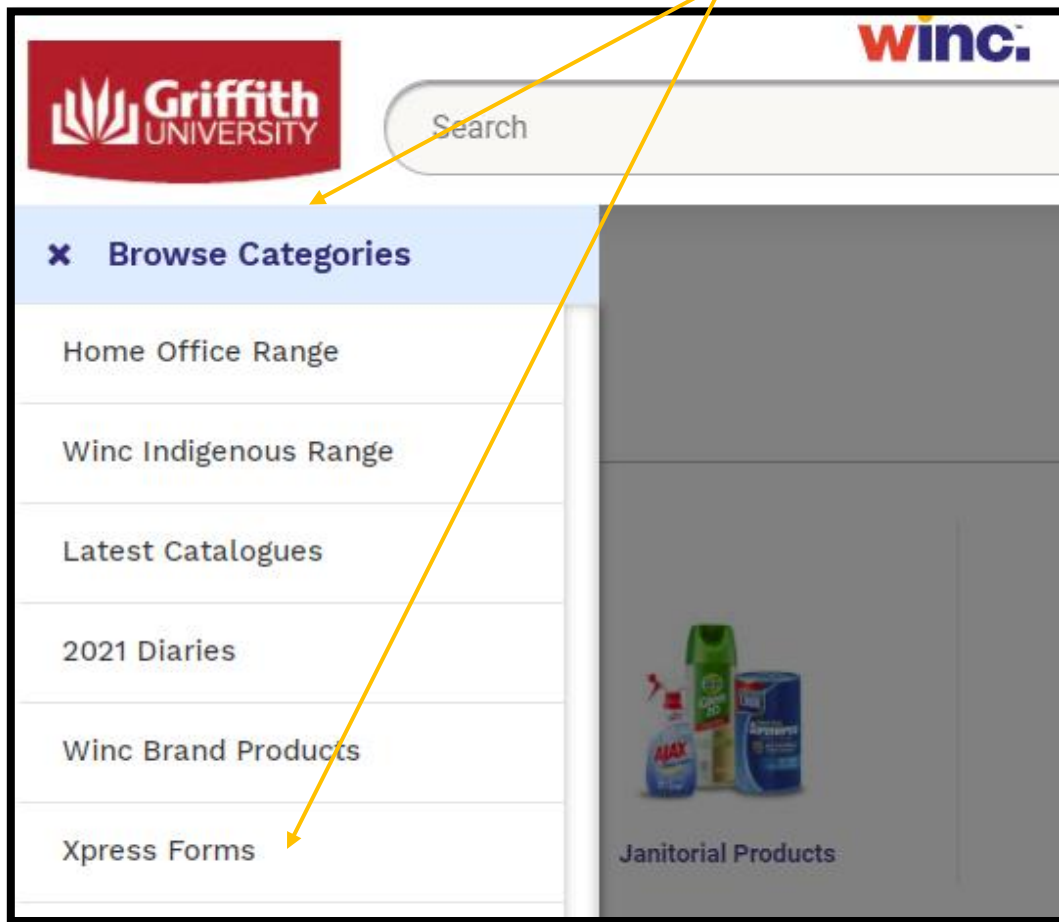
7. Type WINC in the 'Suppliers' tab, type 'WINC' in search window, and ENTER



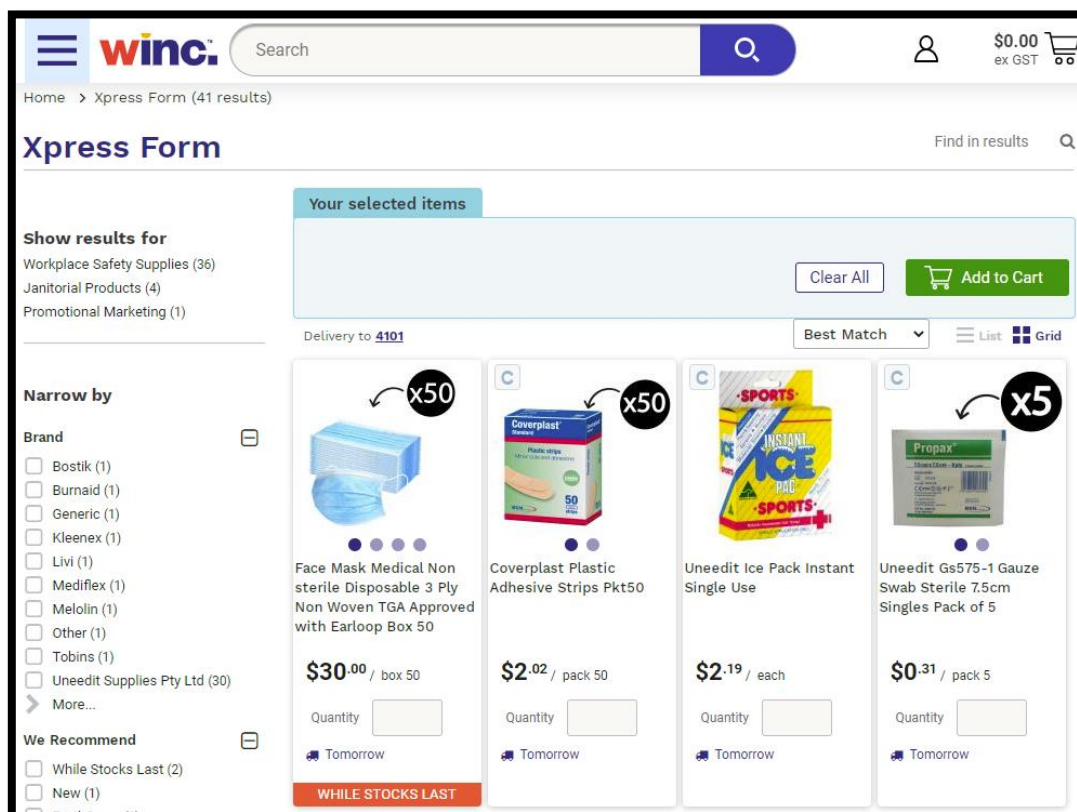
8. Click on 'Griffith First Aid'



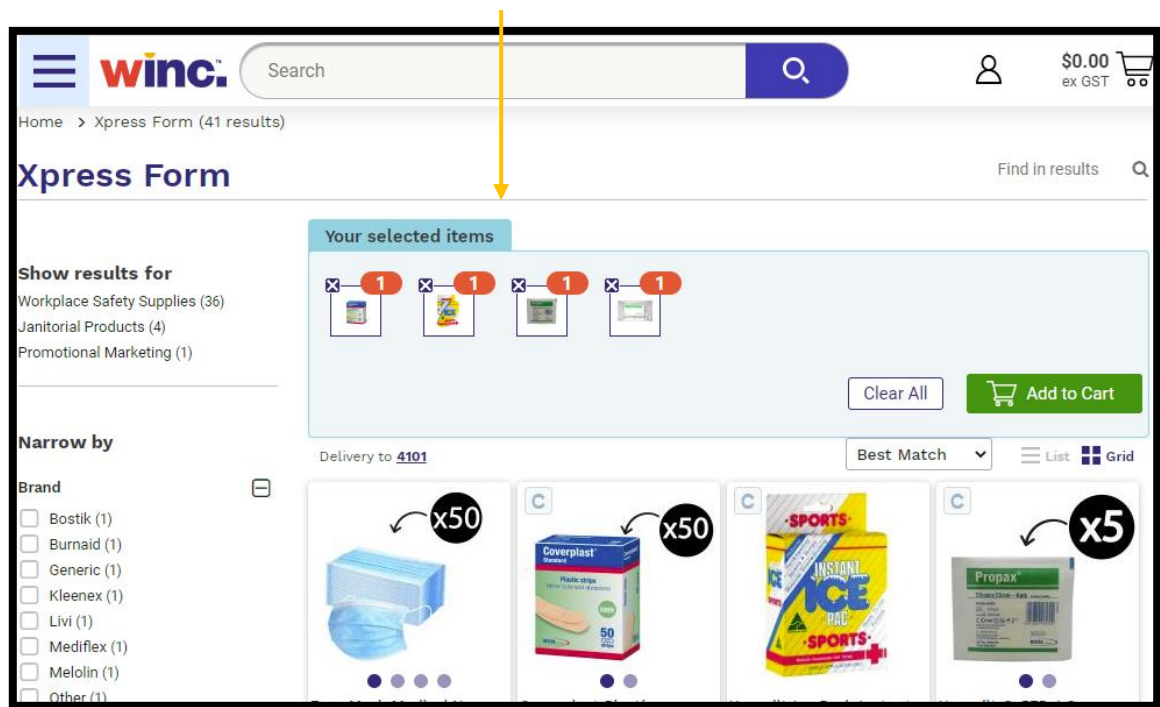
9. Once in WINC, click on BROWSE CATEGORIES here and select 'Xpress Forms'



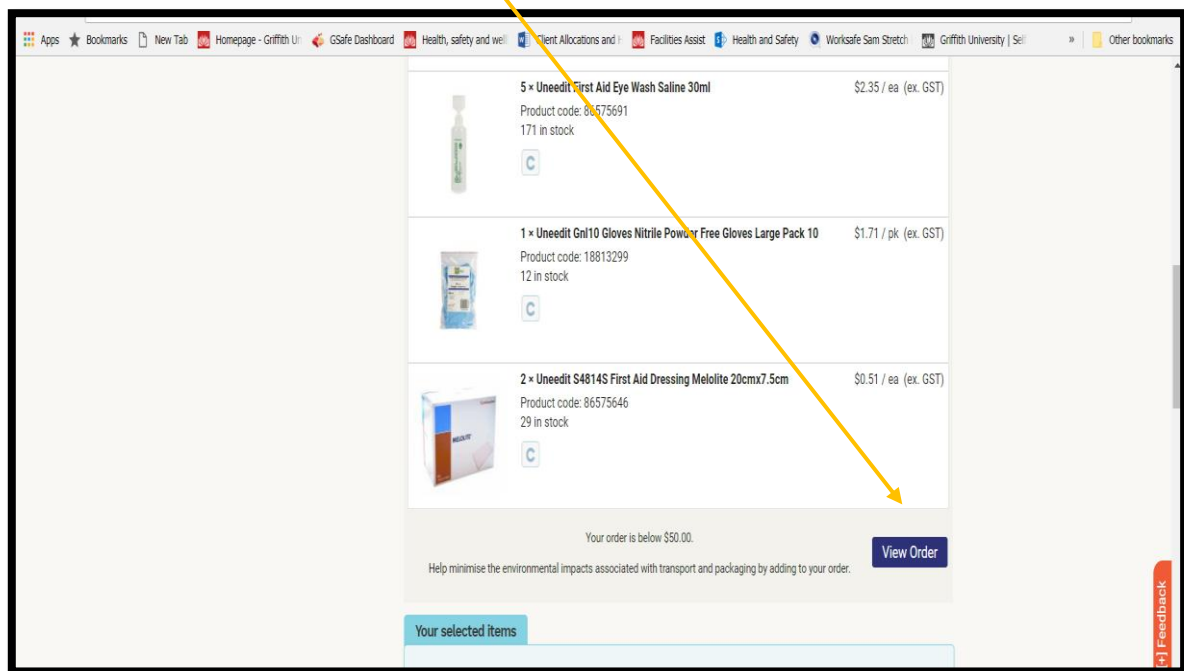
10. Select which and how much of an item you require as you scroll through the list (2 pages)



11. Once items required have been selected, review those items in 'Your Selected Items'.



12. Click 'Add to Cart' and scroll to bottom of orders page to 'View Order'



13. Once you're happy with your order, click 'Complete Order'



If your order is for a total value of less than \$50.00, you will receive the 'Minimum order value alert' message: 'Your order is below \$50.00'. You may still continue with 'Complete Order' (even if total value is under \$50.00) or you may choose to 'Modify Order' and select further supplies to reach at least a \$50.00 total order value.

You've now completed the WINC website part of your order.

Current Order Details

Order number: **NET49165753** Your Order Reference Update Order **Complete Order**

☒ Group by delivery date for delivery to 4101

ITEM DETAILS	STOCK	PACK SIZE	PRICE EX. GST	QUANTITY	TOTAL
Tomorrow to 4101					
 x <input type="checkbox"/> Compare	Uneedit Wd15 First Aid Wound Dressing No.15 Product Code: 86576711	158	each	\$2.10	1 \$2.10
 x <input type="checkbox"/> Compare	Uneedit Gs575-1 Gauze Swab Sterile 7.5cm Singles Pack of 5 Product Code: 86769294	361	pack 5	\$0.31	1 \$0.31

14. To finalise your order, you need to bring your WINC shopping cart items back into the Griffith procurement system. To do this, click 'Return Cart'. Now your selected WINC items are in Griffith's procurement system, you can further check items selected.

Shopping Cart Return

Your shopping cart session is now complete.

Do not use the browser's back button.

Click the **Return Cart** button to send your selections to your procurement system.

Thank you.

Return Cart

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15. Scroll to bottom on that screen, and click 'checkout'

The screenshot shows the 'Purchasing' section of the Griffith University Staff portal. A list of medical supplies is displayed with columns for Product, Quantity, Price, and Auditorial. The items include various Winc. brand medical supplies like dressings, gloves, and first aid kits. At the bottom right, there is a 'Supplier Total: \$35.00' and a 'Checkout' button. A blue arrow points from the instruction text to the 'Checkout' button.

PRODUCT	Quantity	Price	Auditorial
Winc. Unedit Strip Adhesive Dressing Plastic Elastoplast Pkt50 (866...)	1	\$1.88 / Pack	\$1.88
Winc. Unedit Ice Pack Instant Single Use (86575894)	2	\$2.18 / Each	\$4.36
Winc. Melolin Non Adhesive Dressing 5x5cm (86996251)	2	\$0.38 / Each	\$0.76
Winc. Unedit Wd15 First Aid Wound Dressing No.15 (86576711)	1	\$1.29 / Each	\$1.29
Winc. Unedit Safety Pins Assorted Pkt 12 Item 33 (86660905)	1	\$0.45 / Pack	\$0.45
Winc. Unedit First Aid Eye Wash Saline 30ml (86575691)	5	\$2.35 / Each	\$11.75
Winc. Unedit Gnl10 Gloves Nitrile Powder Free Gloves Large Pack 10 ...	1	\$1.71 / Pack	\$1.71
Winc. Unedit S48145 First Aid Dressing Melolite 20cmx7.5cm (86575646)	2	\$0.51 / Each	\$1.02
Winc. Unedit Dwl1505 Chlorhexidine Cetrimide 30ml Tube Each (86560359)	4	\$2.55 / Each	\$10.20
Winc. Unedit Note Pad And Pencil (86870603)	1	\$1.76 / Each	\$1.76
Supplier Total:		\$35.00	

16. Select 'Review and Submit'...then 'Save and Submit' when satisfied with order

The screenshot shows the 'Create Requisition' page in the Griffith University Staff portal. The page has three main steps: 1. Define Requisition, 2. Add Items and Services, and 3. Review and Submit. The 'Review and Submit' step is currently active. It displays a list of items added to the requisition, including the same medical supplies as in the previous screenshot. A blue arrow points from the instruction text to the 'Review, Save or Submit' button at the bottom left.

Description	Qty	UOM
Unedit Strip Adhesive Che...	1	PK
Unedit Ice Pack Instant S...	2	EA
Melolin Non Adhesive Dress...	2	EA
Unedit Wd15 First Aid Wou...	1	EA
Unedit Safety Pins Assort...	1	PK
Unedit First Aid Eye Wash...	5	EA

When entering your purchasing Information:

Speed Type: HSW2710

Class: 00000

Approver: Bethany Hunter

Griffith UNIVERSITY

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Staff portal > Finance > Purchasing

My Links | Select One: | Logged In: Sue Currow | Logout

Staff portal

- Supporting students
- Employment
- Work
- Learning and teaching
- Research
- Finance
- Purchasing
 - New purchase request
 - Update purchase request
 - Purchasing information
 - Supplier Search
- Travel
- Payments
- Reimbursements
- Revenue and cash management
- Support
- Taxation, legislation, policy
- Transactional services
- Track request
- Enquiries

Item	Description	Qty	UOM	Unit Price	Total Price
6	Uneddit First Aid Eye Wash Sol	5.00	Each	2.35	11.75
7	Uneddit Gri10 Gloves Nitrile P	1.00	Packet	1.71	1.71
8	Uneddit S4814S First Aid Dress	2.00	Each	0.51	1.02
9	Uneddit Dwt150S Chlorhexidine	4.00	Each	2.55	10.20
10	Uneddit Note Pad And Pencil	1.00	Each	1.75	1.75
				Total Amount:	35.00 AUD

Requisition Summary

Description	Qty	UOM
Uneddit Strip Adhesive Dre	1	PK
Uneddit Ice Pack Instant S	2	EA
Melolin Non Adhesive Dress	2	EA
Uneddit Wdt15 First Aid Wou	1	EA
Uneddit Safety Pins Assort	1	PK
Uneddit First Aid Eye Wash	5	EA

Internal Comments (Buyer, Approvers, Receivers and AP)

☒ Notify Approver ☒ Notify Delivery Point ☒ Notify Accounts Payable

Have you remembered to check your account balance? ☐ Department Enquiry ☐ Project/Class Enquiry

Now that order has been submitted, you have the opportunity to 'view printable version'

Griffith UNIVERSITY

myGriffith | Staff portal | Contact us | search intranet

Staff portal > Finance > Purchasing

My Links | Select One: | Logged In: Sue Currow | Logout

Confirmation

Requested For: Sue Currow
 Requisition Name: 0000392410
 Requisition ID: 0000392410
 Business Unit: GRIFF
 Status: Approved
 Budget Status: Not Checked

Number of Lines: 10
 Total Amt (ex GST): 35.00 AUD

No approvals required

[View printable version](#)

Requisition Summary

Description	Qty	UOM
Uneddit Strip Adhesive Dre	1	PK
Uneddit Ice Pack Instant S	2	EA
Melolin Non Adhesive Dress	2	EA
Uneddit Wdt15 First Aid Wou	1	EA
Uneddit Safety Pins Assort	1	PK
Uneddit First Aid Eye Wash	5	EA

Printing a copy of your order may be a useful reference once items are delivered. Ensure you check items received and if you identify any anomalies, you should follow up promptly with WINC.

Should you have any queries regarding this ordering process for Griffith approved first aid kit supplies, please contact healthandsafety@griffith.edu.au

Final note

Expired first aid supplies....

Please send all expired first aid supplies to:

Health and Safety
 Attention: Health and Safety Team
 Nathan N11 1.07

Expired first aid supplies are donated to various wildlife carer networks