

Ordering Uniforms from the Work Wear Online Shop

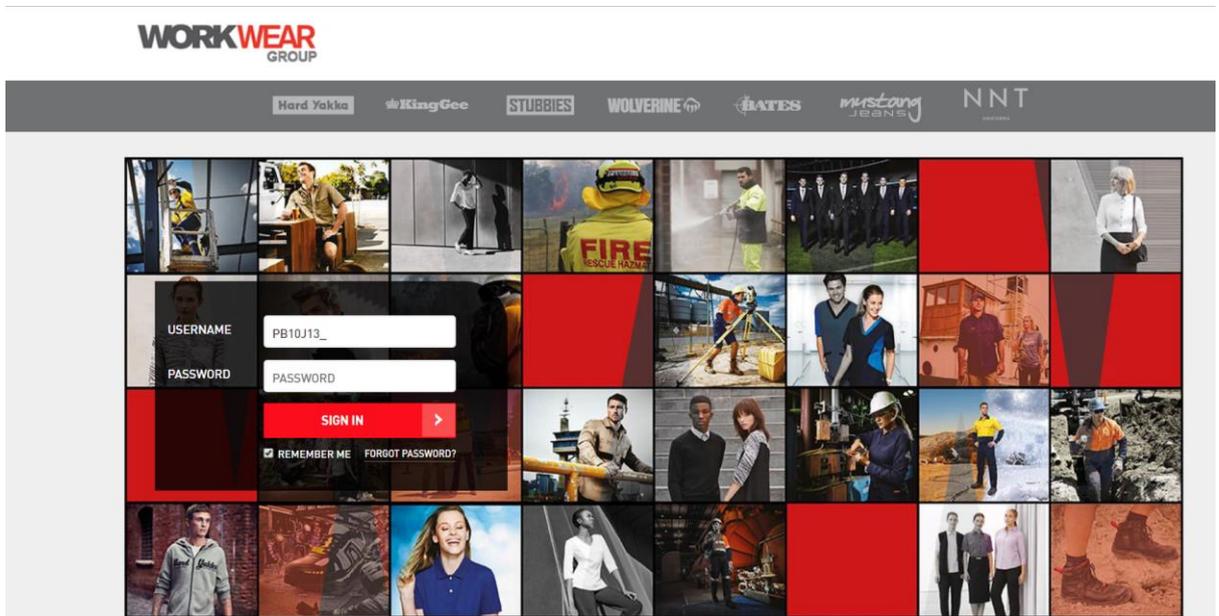
Step One

- Make sure you have your username and login. If you don't have a user name and password please email uniforms@stjohnnsw.com.au
-

Go to the Work Wear online store

<https://www.workweargrouponline.com.au/index.php>

- Put in your account after the hyphen



*Click on Change your Details (top right of screen) to confirm the Shipping Details information for the delivery address and registered email address are correct

WORKWEAR GROUP

HOME | ORDERS | HELP | CONTACT
Welcome ST JOHN AMBULANCE NSW
CHANGE YOUR DETAILS | SIGN OUT

PRODUCT SOURCE
Selection:
MY SELECTIONS (0)

KEYWORDS
GO

COLLECTIONS
- Greens
- Unisex
Black and Whites
Cadets

GENDERS +

PRODUCT TYPE +

COLOURS +

DIMENSIONS +

SIZES +
SEARCH

NEWS ARTICLES

St John Ambulance - Create or Select an Employee
Click here to Create or Select an Employee

St John Ambulance Online Ordering

St John

Online - Chat With

Step 4

- A yellow shopping cart icon will appear in the right corner of the green trousers photo once it has been added to the shopping cart

SJ UNISEX OVERALL TROUSERS
Style Code: SJNQ2J **\$37.51**

COLOURS	FITTINGS	77	82	84	87	89	92	94	97	102	107	112	117	122	127	132
GRE Green	REGULAR	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	LONG		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>							
	STOUT or SHORT			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>							

In Stock On Order Out of Stock

[INVENTORY](#) [ADD TO CART](#)

- Scroll to the very top and in the right corner next to the yellow shopping cart icon you will see the cost and the number of items ordered

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Welcome ST JOHN AMBULANCE NSW
CHANGE YOUR DETAILS | SIGN OUT
 (1 item) **\$37.51** (ex GST)

Search Results for : Unisex

SJ MENS POLY/COTTON SHIRT
Style Code: SJNJ58 **\$50.34**

COLOURS	2XS	XS	S	M	L	XL	2XL	3XL	4XL	5XL
GRE Green	<input type="checkbox"/>									

In Stock On Order Out of Stock

SJ UNISEX OVERALL TROUSERS
Style Code: SJNQ2J **\$37.51**

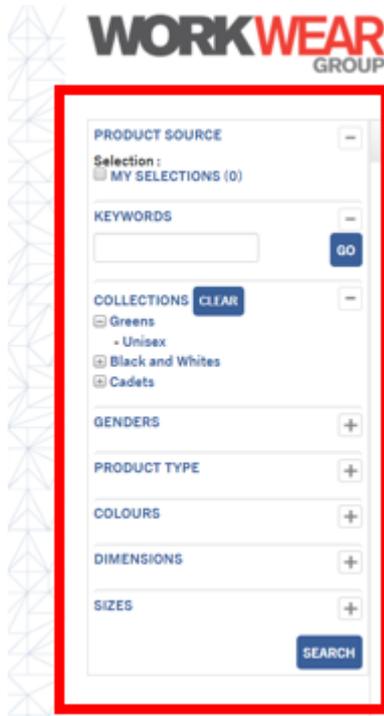
COLOURS	FITTINGS	77	82	84	87	89	92	94	97	102	107	112	117	122	127	132
GRE Green	REGULAR	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
	LONG		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>							
	STOUT or SHORT			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>							

In Stock On Order Out of Stock

[INVENTORY](#) [ADD TO CART](#)

Online - Chat With Us

- You can now scroll down and continue ordering more greens – trousers, female shirts and long sleeve shirts. Or go to the left side of the screen and click on Black & Whites or Cadets to order these items



- In this example an additional item from the greens (female green short sleeve shirt in size 14) is ordered and added to the cart



SJ WOMENS POLY/COTTON SHIRT
 Style Code: SJNU9F \$54.74

COLOURS	4	6	8	10	12	14	16	18	20	22	24	26
GRE Green	<input type="checkbox"/>	<input type="checkbox" value="1"/>	<input type="checkbox"/>									

■ In Stock
 ■ On Order
 ■ Out of Stock

INVENTORY
ADD TO CART

Step 5

- When you have finished your order, scroll up to the top and click on the yellow shopping cart icon at the very top right of the screen. This will show the total cost and number of items ordered



Step 6

- Put in a reference where it says Purchase Order number – the Division name can be entered or another reference. In this example we have put in Burwood. You may need to enter it more than once if it doesn't auto-populate

Remove Order
Customer: 10J13: ST JOHN AMBULANCE NSW Warehouse: MA: MELBOURNE AIRPORT Ship Date 02-Jan-2019
Store: SJN03: Burwood 2134

Purchase Order Number **Validation Error.**
PO Number may only contain characters: underscore, dash, A-Z, 0-9 and maximum 13 characters. (required).

Delivery Address

Store Address
Street Address
City State
Country Postcode

Payment Details

Purchase Order Number
Statement Payment

Order Total \$92.25

Products **AMEND** View:

Qty	Product	Style	Colour	Net	Value (incl GST)
1	Customer Label(HY) - SJ UNISEX OVERALL TROUSERS	SJNQ2J	GRE Green	\$37.51	\$37.51
1	Customer Label(HY) - SJ WOMENS POLY/COTTON SHIRT	SJNU9F	GRE Green	\$55.74	\$55.74

Online - Cha

- Check the delivery address information is correct

Remove Order

Customer : 10J13: ST JOHN AMBULANCE NSW Warehouse : MA: MELBOURNE AIRPORT Ship Date 02-Jan-2019
Store : SJN03: Burwood 2134

Purchase Order Number **Validation Error:**
PO Number may only contain characters: underscore, dash, A-Z, 0-9 and maximum 13 characters. (required).

Delivery Address

Store Address

Street Address

City State

Country Postcode

Payment Details

Purchase Order Number

Statement Payment

Order Total \$92.25

Products **AMEND** View:

Qty	Product	Style	Colour	Net	Value (w/ GST)
1	Customer Label(HY) - SJ UNISEX OVERALL TROUSERS	SJNQ2J	GRE Green	\$37.51	\$37.51
1	Customer Label(HY) - SJ WOMENS POLY/COTTON SHIRT	SJNU9F	GRE Green	\$55.74	\$55.74

Online - Cha

Step 7

- Confirmation
- An email will be sent to the registered email address

WORKWEAR GROUP

HOME | ORDERS | HELP | CONTACT
Welcome ST JOHN AMBULANCE NSW
CHANGE YOUR DETAILS | SIGN OUT

THANK YOU

HOME → THANK YOU

We have successfully placed your Order.
You should receive a confirmation email of your order in a few moments.

PLACE ANOTHER ORDER

*To remove items you have in the cart

There are 2 options to amend the order. If there is only 1 line, click Remove Order button, if there are multiple orders, click the AMEND blue button (next to Products on the screen of the page above. Or go to the order and change to 0 the number you have ordered