

Nuffield Health Online Ordering User Guide

Before you start, please read the following:

For optimum speed of use, make sure you are using the most up to date browser for your system

PO requisitions - If you are ordering Print On Demand products (including business cards), you will need to raise a PO number in accordance with Nuffield Health procedures. The raised PO must match the basket total (inclusive of VAT). This **MUST** be entered at the checkout stage for you to complete your order

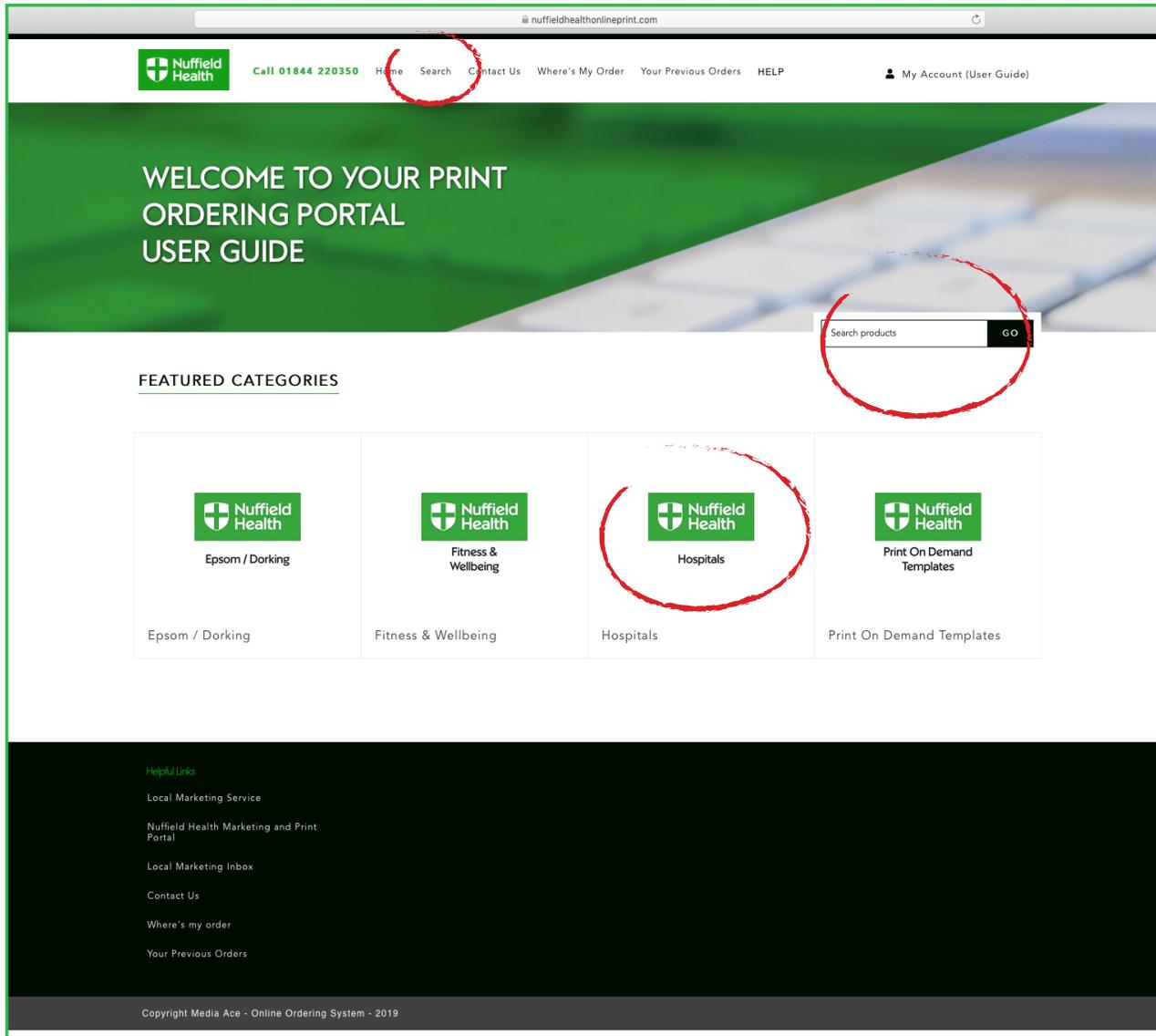
If you are ordering stock products only, you will not need to raise a PO number as these are stock items and are covered via the Support Centre Stock PO. The pricing will show as £0.00. Any orders will be charged back to your site via the final Support Centre PO Pricing structure. For these items **ONLY**, the word **STOCK MUST** be entered at the checkout stage

If you have a combination of both, you will still need to raise a PO number (as per **PO requisitions above**)

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Static and Editable Product Ordering
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Stock Product Ordering



On the home page there are several ways to search for your product:

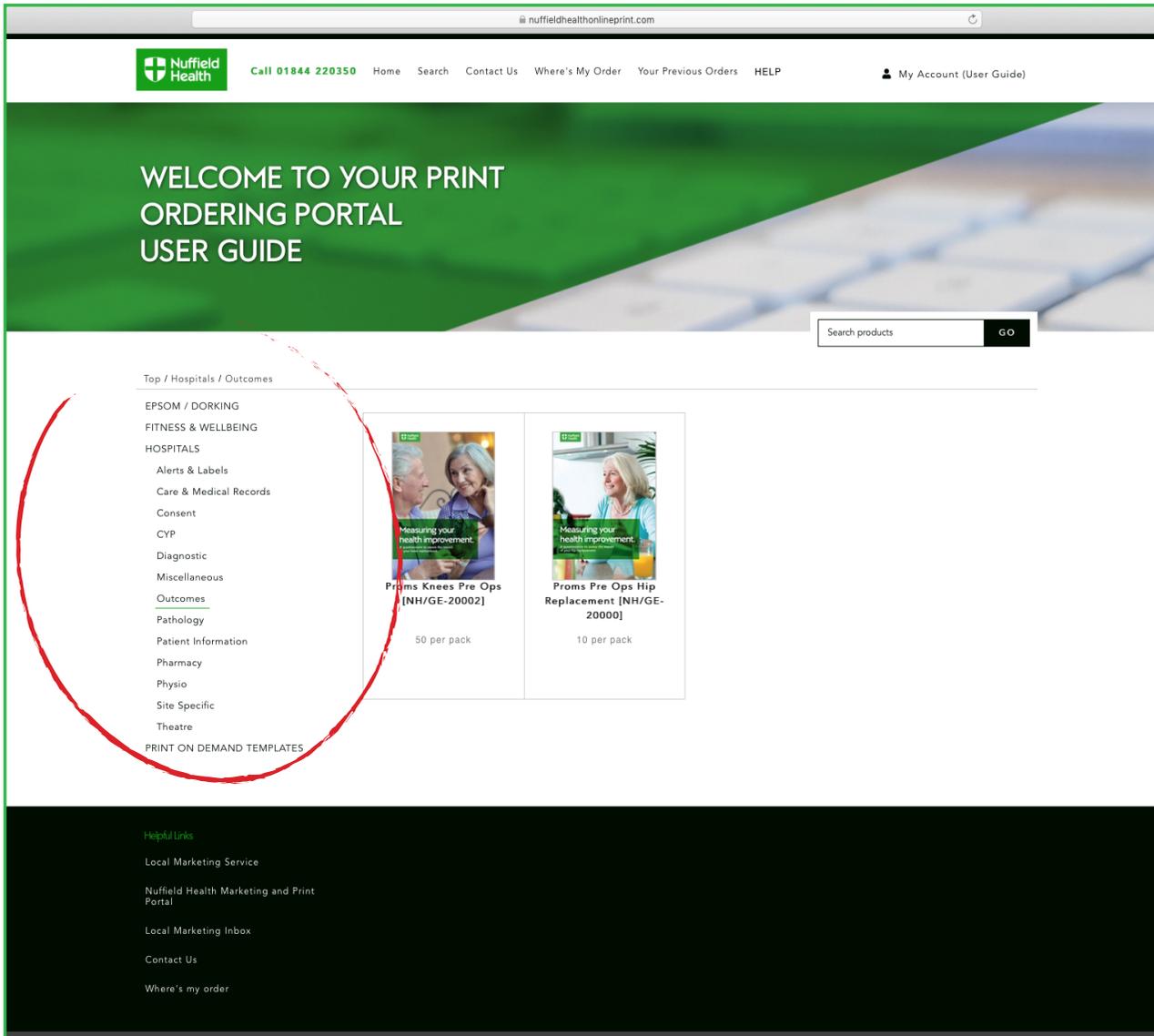
1 - Search tab in the top menu

2 - Search bar

Type in your name or code and hit GO!

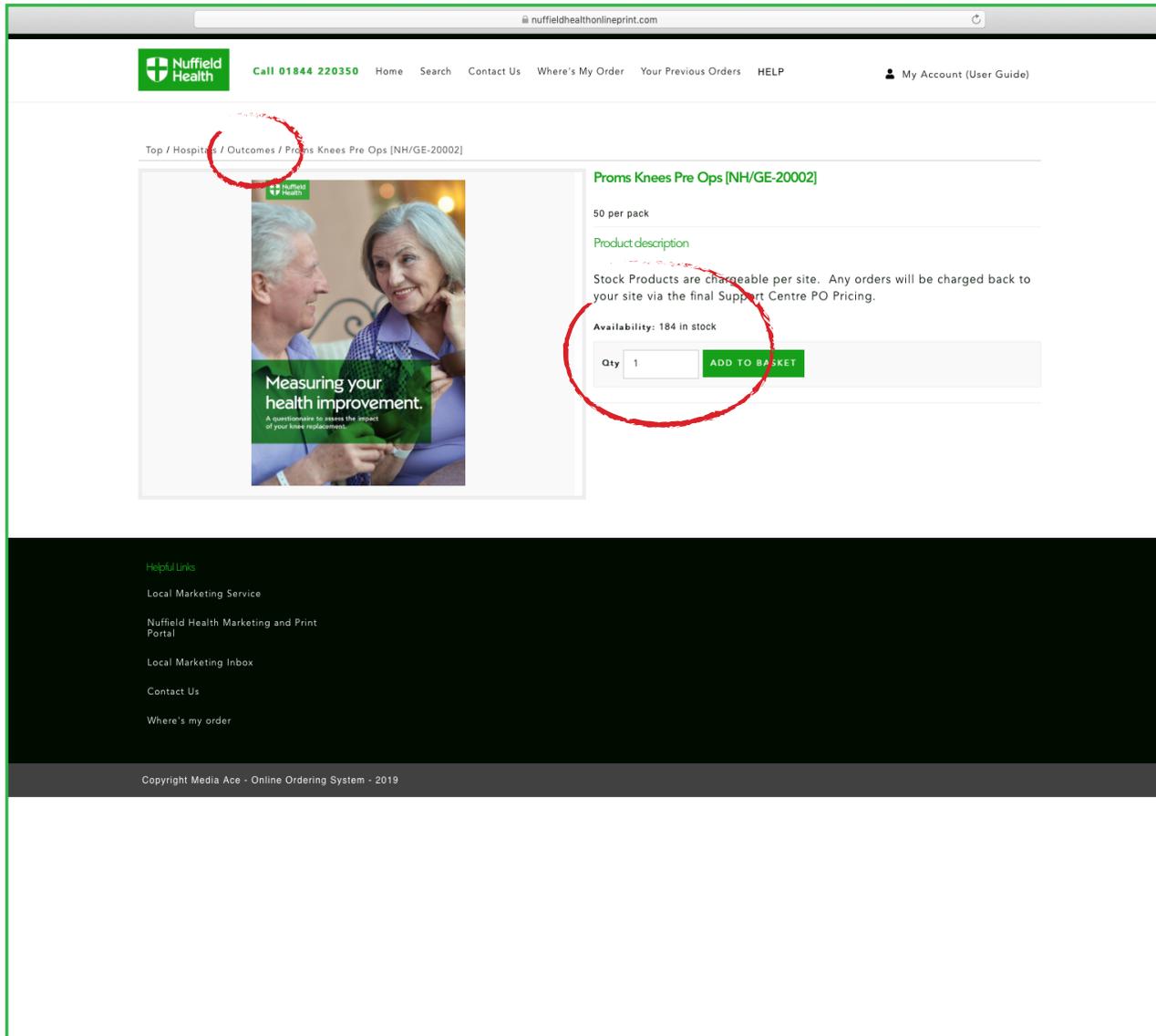
3 - In the individual folders under your area required e.g. Hospitals

Home page showing Categories



Clicking on the folders on the home page will bring you to the list of products in each category

View when looking through Categories



For STOCK products you will have a view of the front page for each product

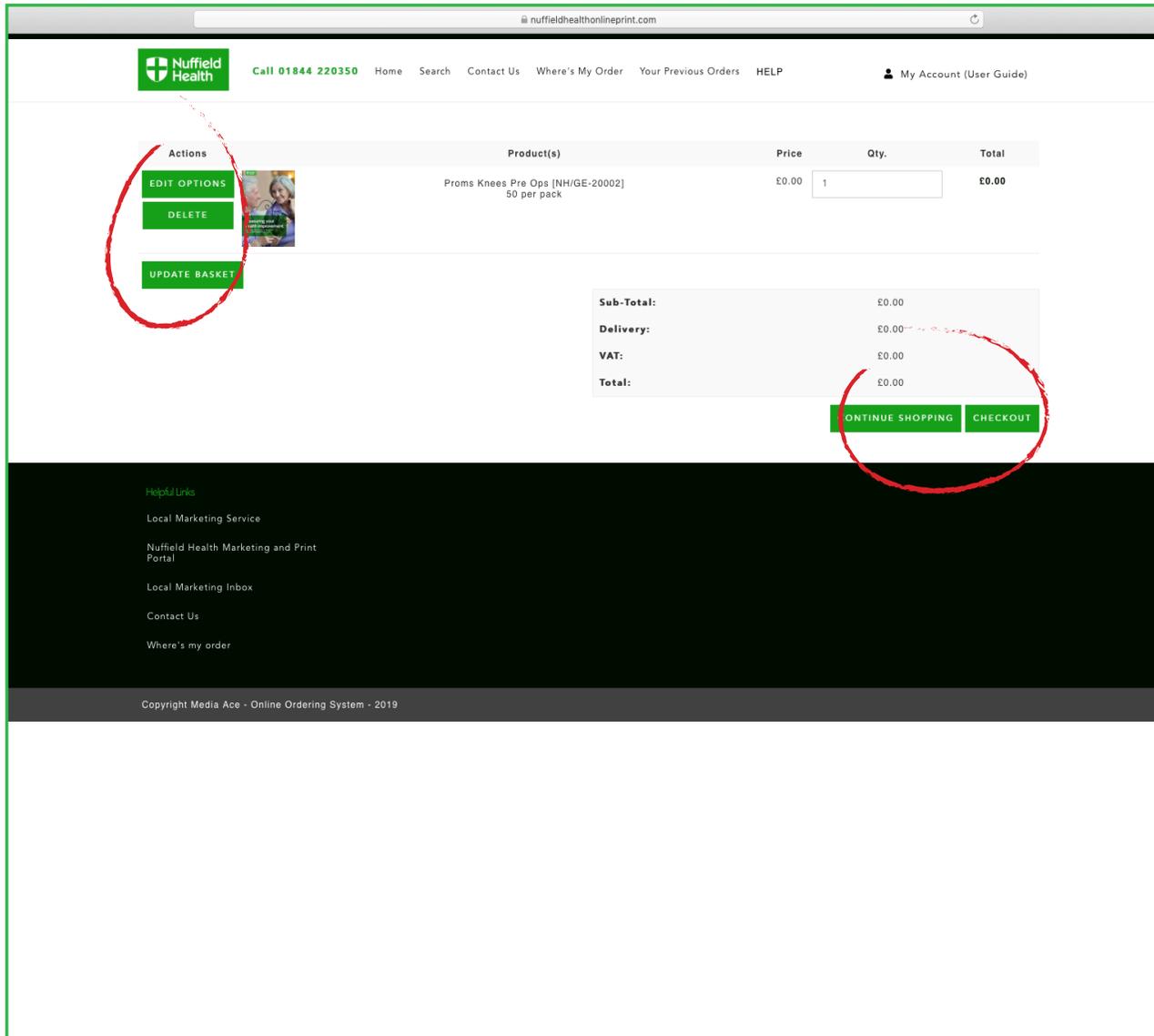
Each product is ordered in packs (and singles)

Choose the number of packs (or singles) required in quantity, then add to basket

If you need to navigate back to the list of products (highlight and click e.g. Outcomes to return back)

Once you're ready, click ADD TO BASKET

Ordering general product (shows breadcrumb)



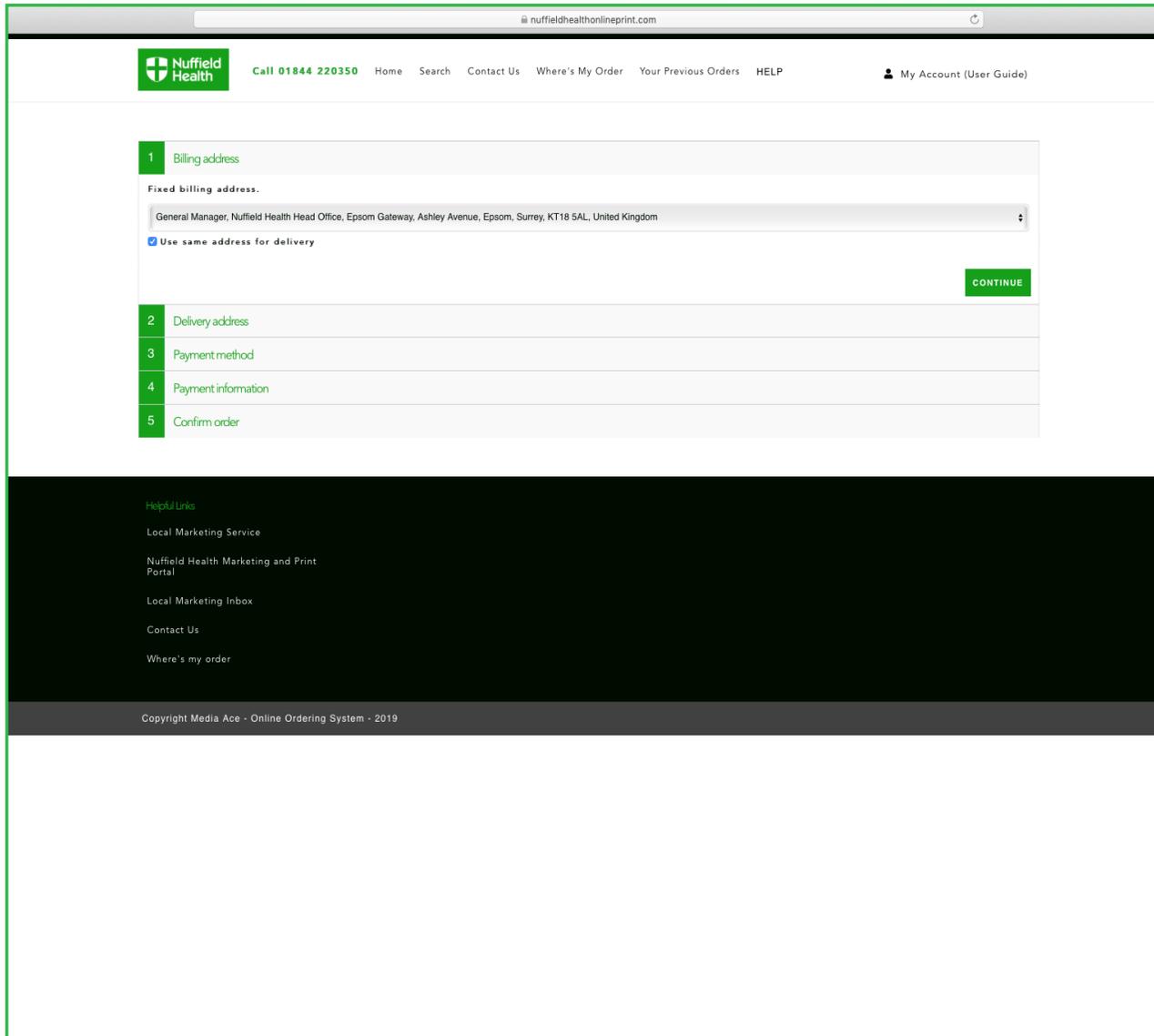
In basket view, you can still change the quantity or delete an item. If you do this, you must click UPDATE BASKET

CONTINUE SHOPPING to browse the site and add more items

CHECKOUT once finished

In this instance we have clicked the CHECKOUT button to complete our order

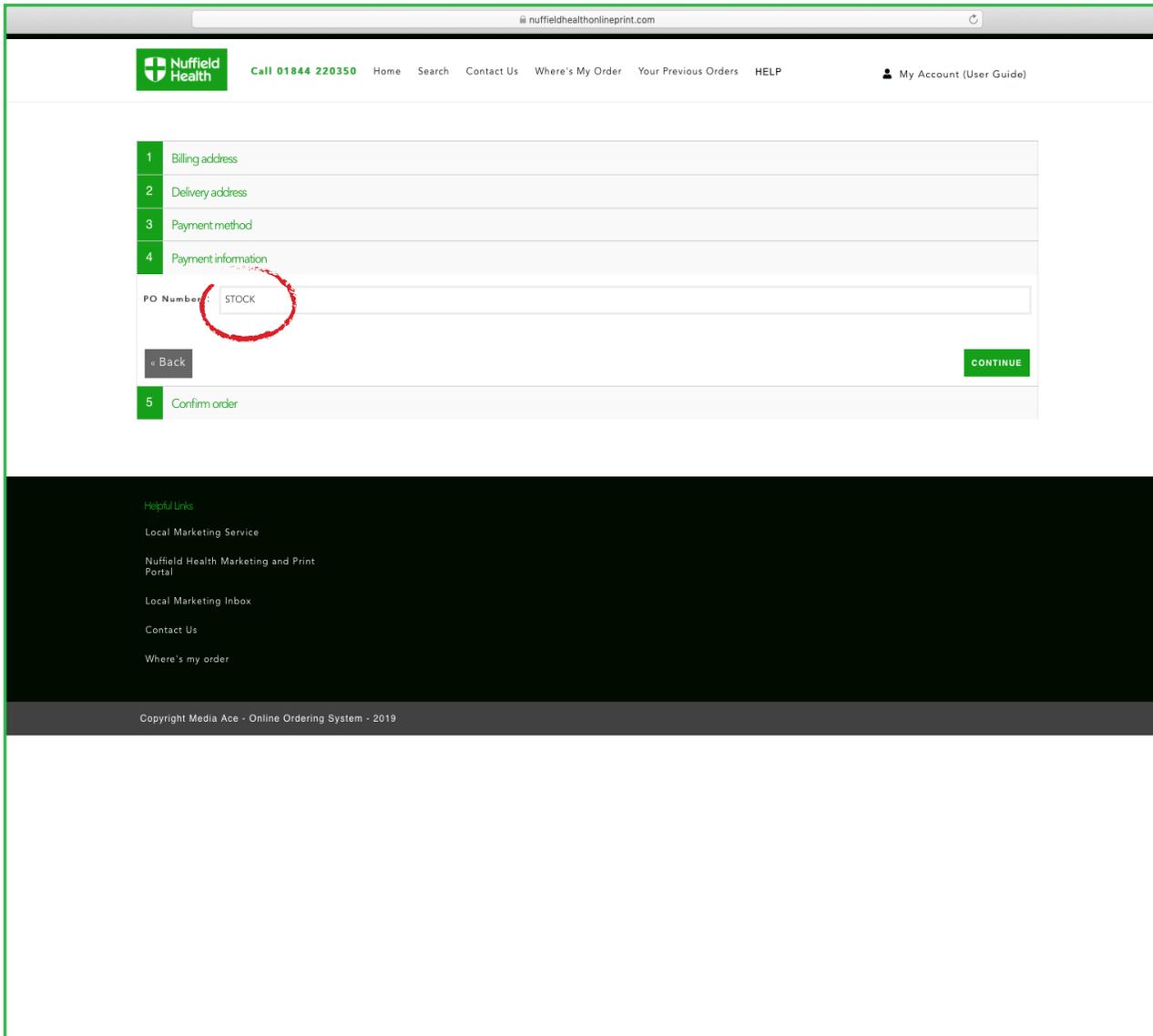
View of basket



The billing address automatically populates as you will be allocated with a code for your specific site

The delivery address will be the same as your billing address - You cannot add alternative addresses

Checkout



For stock items, this will be covered via the Support Centre Stock PO

Please enter STOCK in the Payment Information field in accordance to **page 2** of this user guide

Checkout

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Nuffield Health Call 01844 220350 Home Search Contact Us Where's My Order Your Previous Orders HELP My Account (User Guide)

- 1 Billing address
- 2 Delivery address
- 3 Payment method
- 4 Payment information (requested after confirmation)
- 5 Confirm order

Product(s)	Price	Qty.	Total
 Proms Knees Pre Ops [NH/GE-20002] 50 per pack	£0.00	1	£0.00
Sub-Total:			£0.00
Delivery(Delivery):			£0.00
VAT:			£0.00
Total:			£0.00

Back CONFIRM

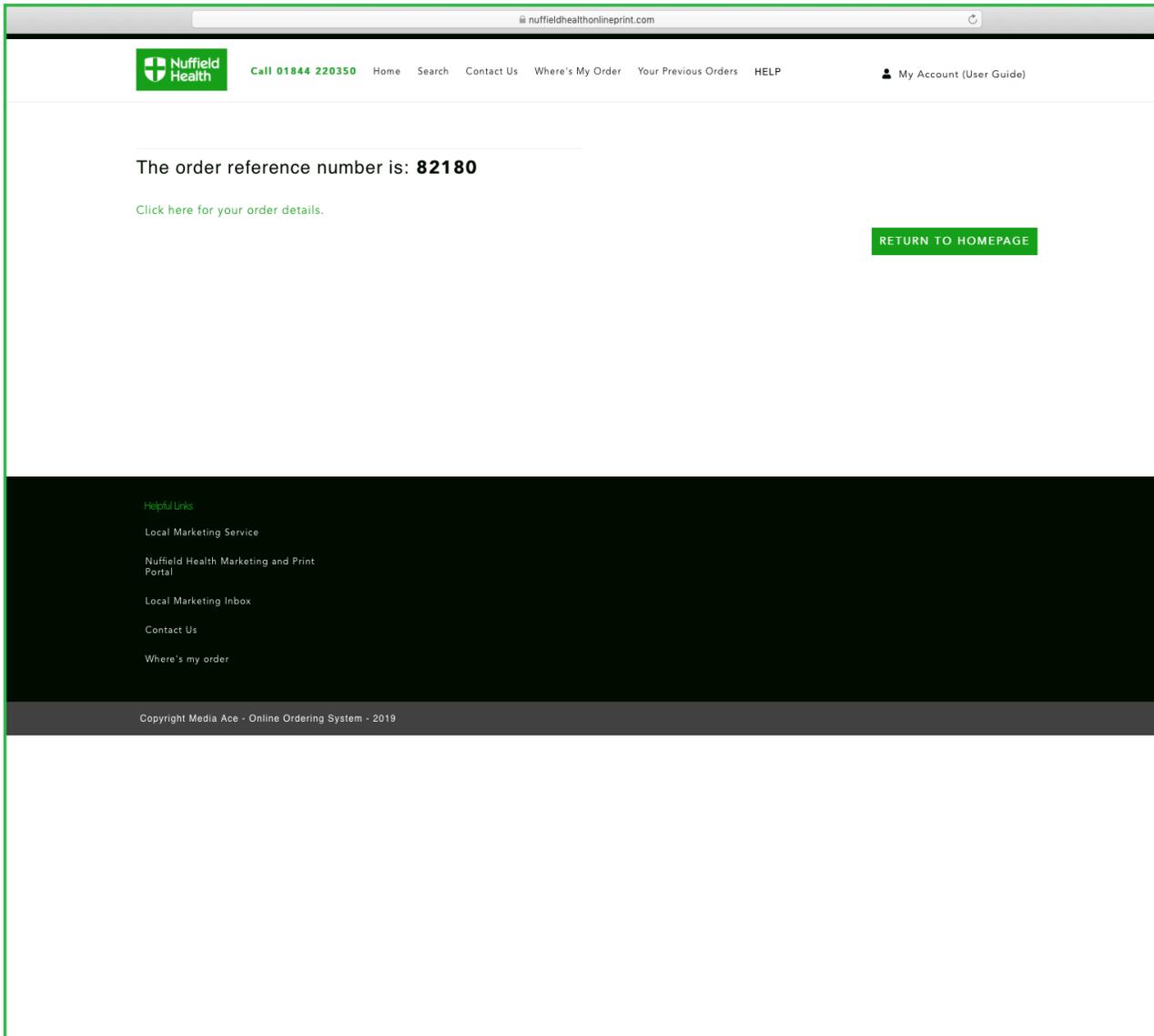
[Helpful Links](#)

- Local Marketing Service
- Nuffield Health Marketing and Print Portal
- Local Marketing Inbox
- Contact Us
- Where's my order

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Once all stages have been completed, click CONFIRM

Checkout

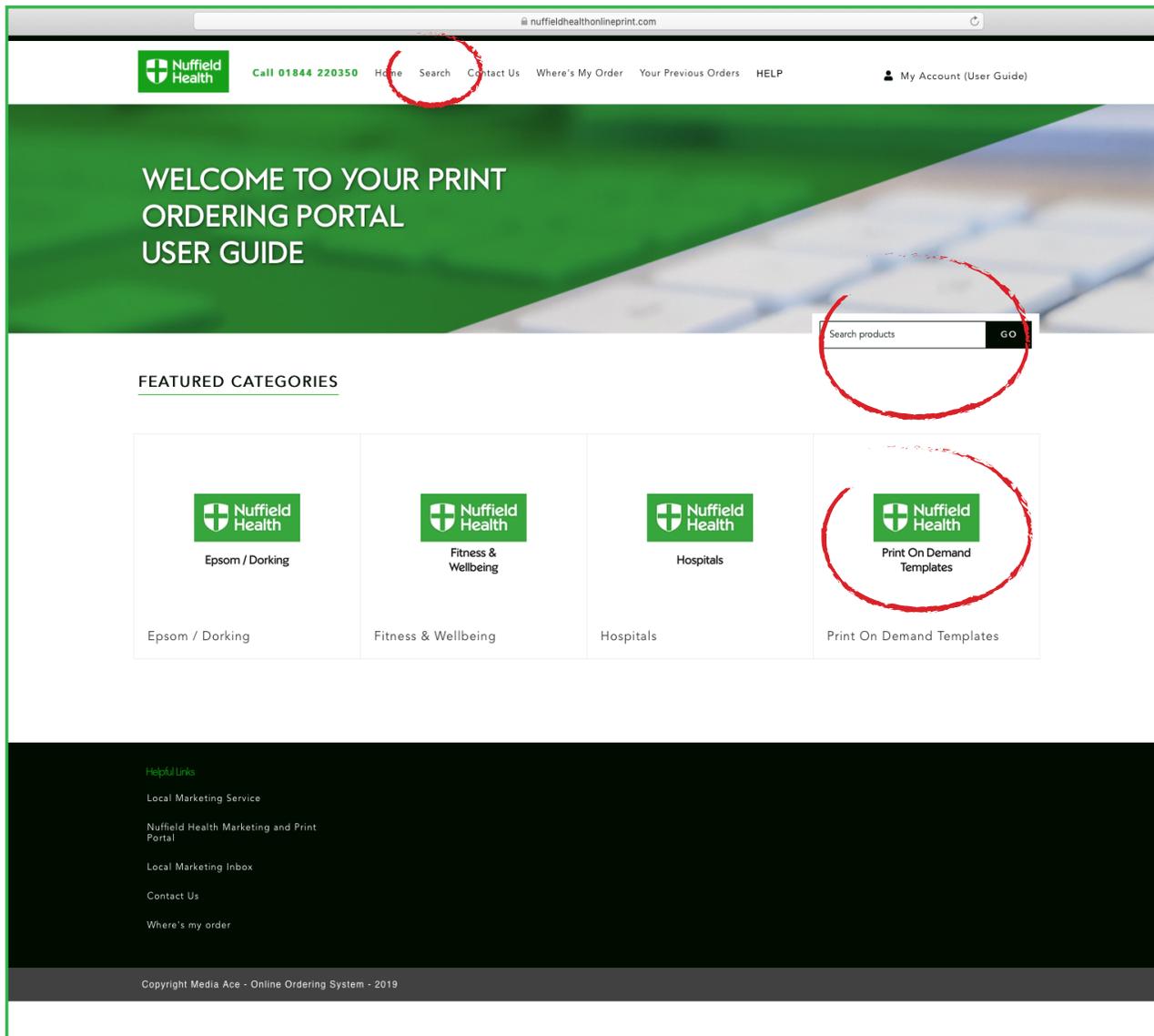


This is your order reference number

You will also receive an email confirming your order

Checkout confirmation showing ref no.

Print On Demand Static and Editable Product Ordering



On the home page there are several ways to search for your product:

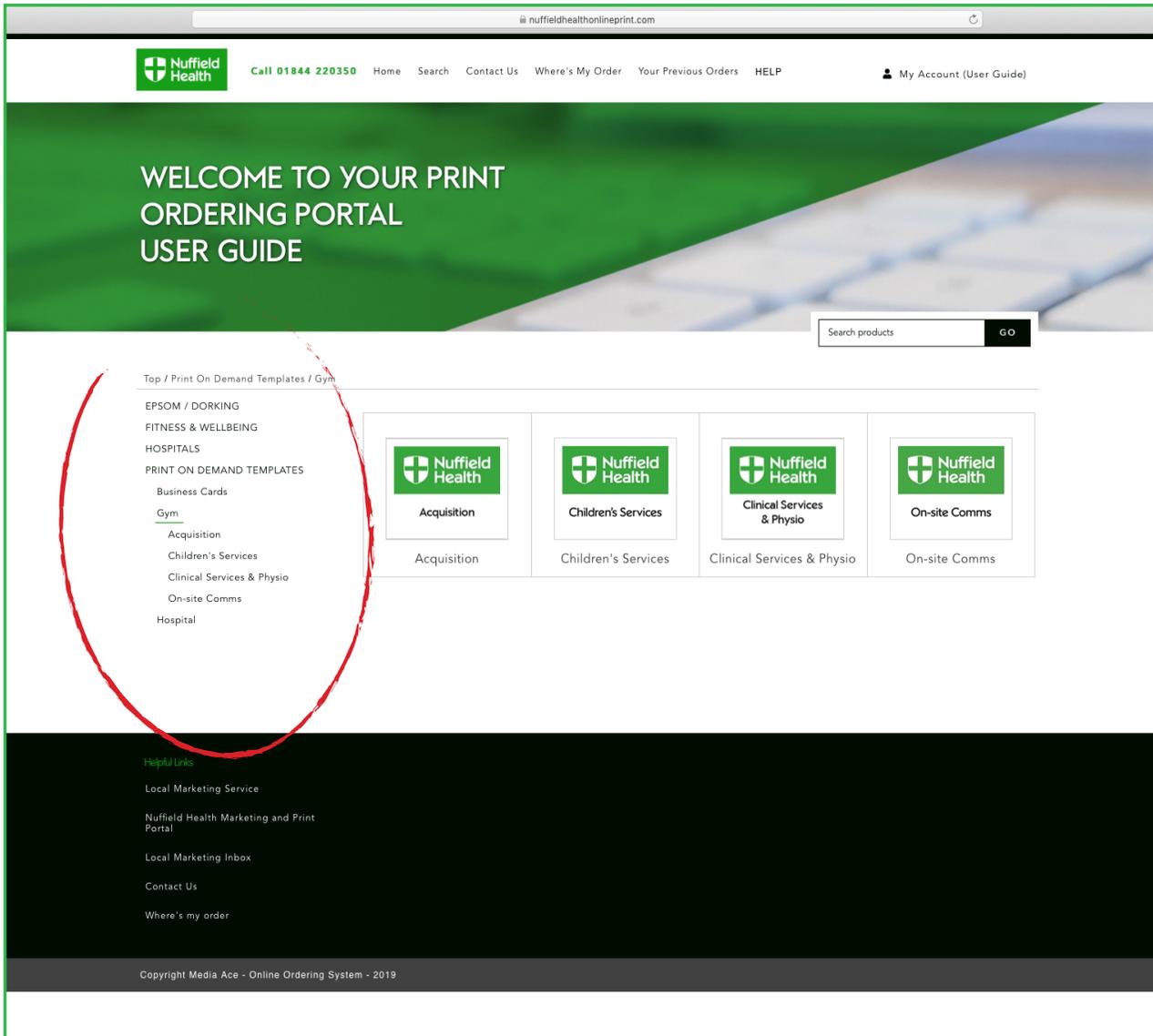
1 - Search tab in the top menu

2 - Search bar

Type in your name or code and hit GO!

3 - Find your Print On Demand collateral within the circled category

Home page showing Categories



Clicking on the folders on the home page will bring you to the list of products in each category

For Print On Demand there is a mixture static and editable products

View when looking through Categories

nuffieldhealthonlineprint.com

Nuffield Health Call 01844 220350 Home Search Contact Us Where's My Order Your Previous Orders HELP My Account (User Guide)

Top / Print On Demand Templates / Gym / Clinical Services & Physio / Clinical Pilates / Clinical Pilates Poster [NH/LMT-M0041]

Clinical Pilates Poster [NH/LMT-M0041]
£7.87
Qty 1 @ £7.87

Details Specifications

Please ensure you raise a purchase order for the total value of your basket.
To promote clinical pilates within your site to both existing and new members.

ADD TO BASKET

Helpful Links
Local Marketing Service
Nuffield Health Marketing and Print Portal
Local Marketing Inbox
Contact Us
Where's my order

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For Print On Demand Static products you will have a view of the front page for each product - you can reveal a larger preview by clicking on the thumbnail

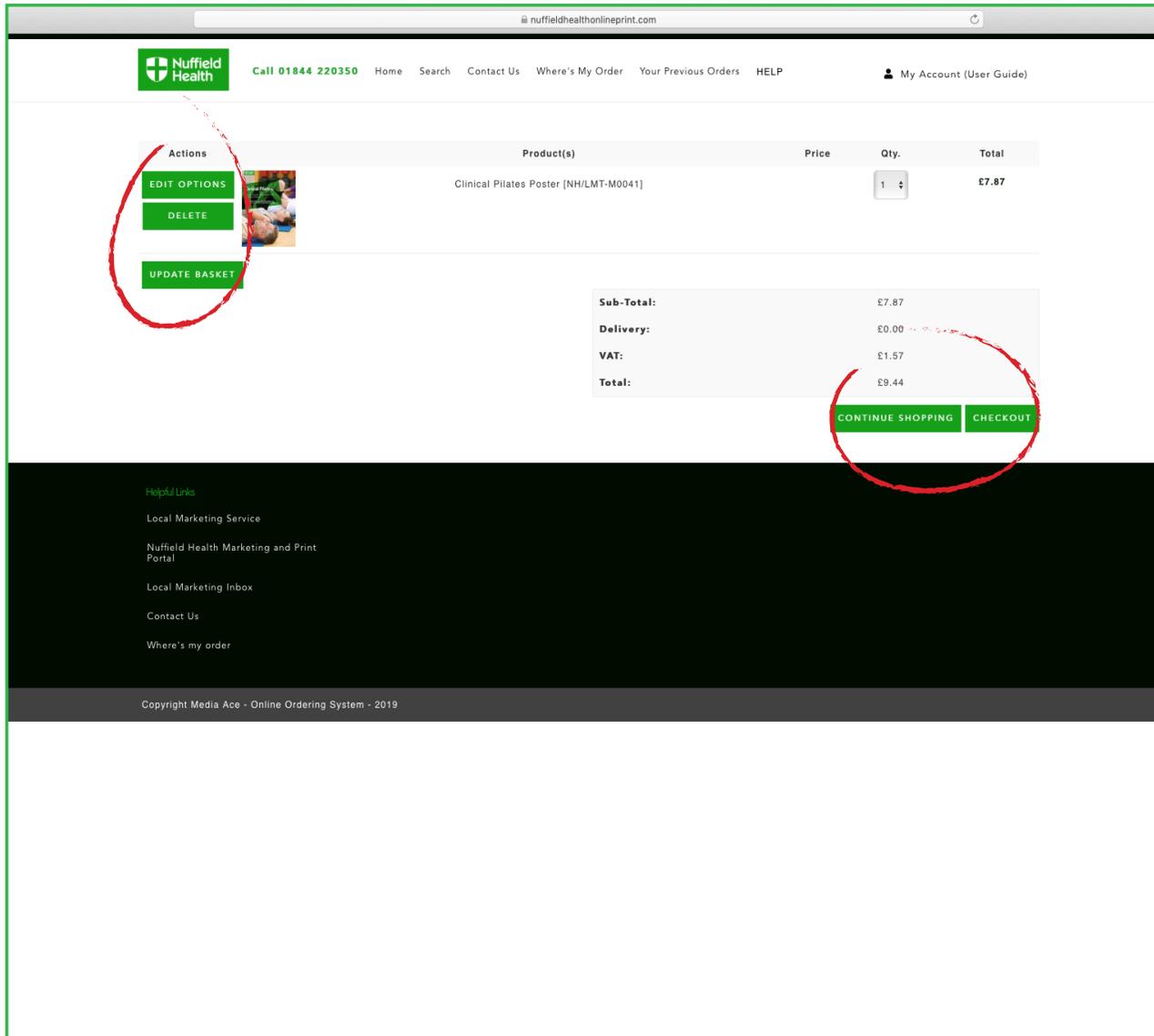
Each product is ordered in packs (and singles)

Choose the number of packs (or singles) required in quantity, then add to basket

If you need to navigate back to the list of products (highlight and click e.g. Gym to return back)

Once you're ready, click ADD TO BASKET

Ordering general product (shows breadcrumb)



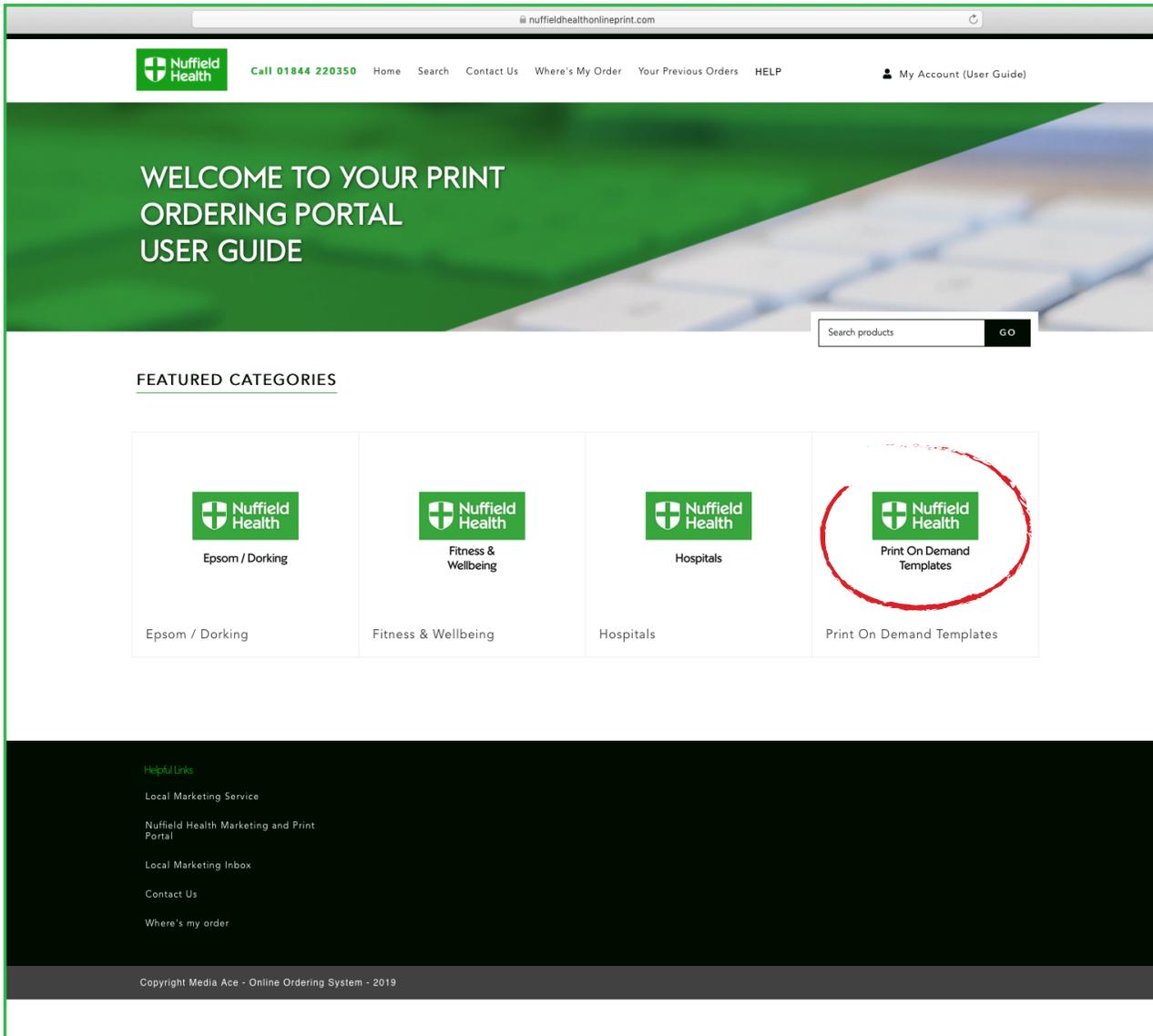
In basket view, you can still change the quantity or delete an item. If you do this, you must click UPDATE BASKET

CONTINUE SHOPPING to browse the site and add more items

CHECKOUT once finished

In this instance we have clicked the CONTINUE SHOPPING button to add more Print On Demand products

View of basket



Find your Print On Demand collateral within the circled category again to add further products

Home page showing Categories

The screenshot shows the Nuffield Health online ordering portal. At the top, there is a navigation bar with the Nuffield Health logo, a phone number (01844 220350), and links for Home, Search, Contact Us, Where's My Order, Your Previous Orders, and HELP. A user account link is also present. Below the navigation bar is a large green banner with the text "WELCOME TO YOUR PRINT ORDERING PORTAL USER GUIDE". A search bar is located below the banner. The main content area displays a breadcrumb trail: "Top / Print On Demand Templates / Business Cards". On the left, there is a sidebar menu with categories: EPSOM / DORKING, FITNESS & WELLBEING, HOSPITALS, PRINT ON DEMAND TEMPLATES, Business Cards (circled in red), Gym, and Hospital. The main content area shows two product cards. The first card is titled "Business Card [NH/LMT-M0003]" and is priced at "From £29.95". The second card is titled "Multi-Qualification Business Card [NH/LMT-M0003]" and is also priced at "From £29.95". Both cards show a preview of the business card design. At the bottom of the page, there is a footer with "Helpful Links" including Local Marketing Service, Nuffield Health Marketing and Print Portal, Local Marketing Inbox, Contact Us, and Where's my order. The footer also contains the text "Copyright Media Ace - Online Ordering System - 2019".

Once again, clicking on the folders on the home page will bring you to the list of products in each category

We are now going to look at the editable Business Card

View when looking through Categories

The screenshot shows a web browser window with the URL nuffieldhealthonlineprint.com. The page header includes the Nuffield Health logo, a phone number (01844 220350), and navigation links: Home, Search, Contact Us, Where's My Order, Your Previous Orders, HELP, and My Account (User Guide).

The main content area displays a product page for a **Multi-Qualification Business Card [NH/LMT-M0003]** priced at **£29.95**. The quantity is set to 250, resulting in a total of £29.95. The product is described as an "Editable business card." A red circle highlights the **EDIT TEMPLATE** button.

Below the product information, there is a section for "Helpful Links" with the following items:

- Local Marketing Service
- Nuffield Health Marketing and Print Portal
- Local Marketing Inbox
- Contact Us
- Where's my order

The footer contains the text: Copyright Media Ace - Online Ordering System - 2019.

For Editable Templates there will be changes required before adding this to your basket

Click on EDIT TEMPLATE to start editing

Ordering business card

This Business Card is a free text template

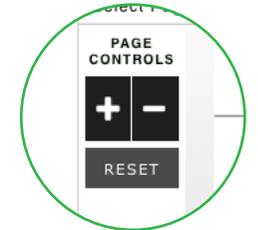
Type in information you need and it will show in the preview on the left

Once completed, you can download a preview if required

The RESTART button will erase any edits you have completed, so please be aware before using this function

Zoom function + & -

RESET will take you back to the original size of the document



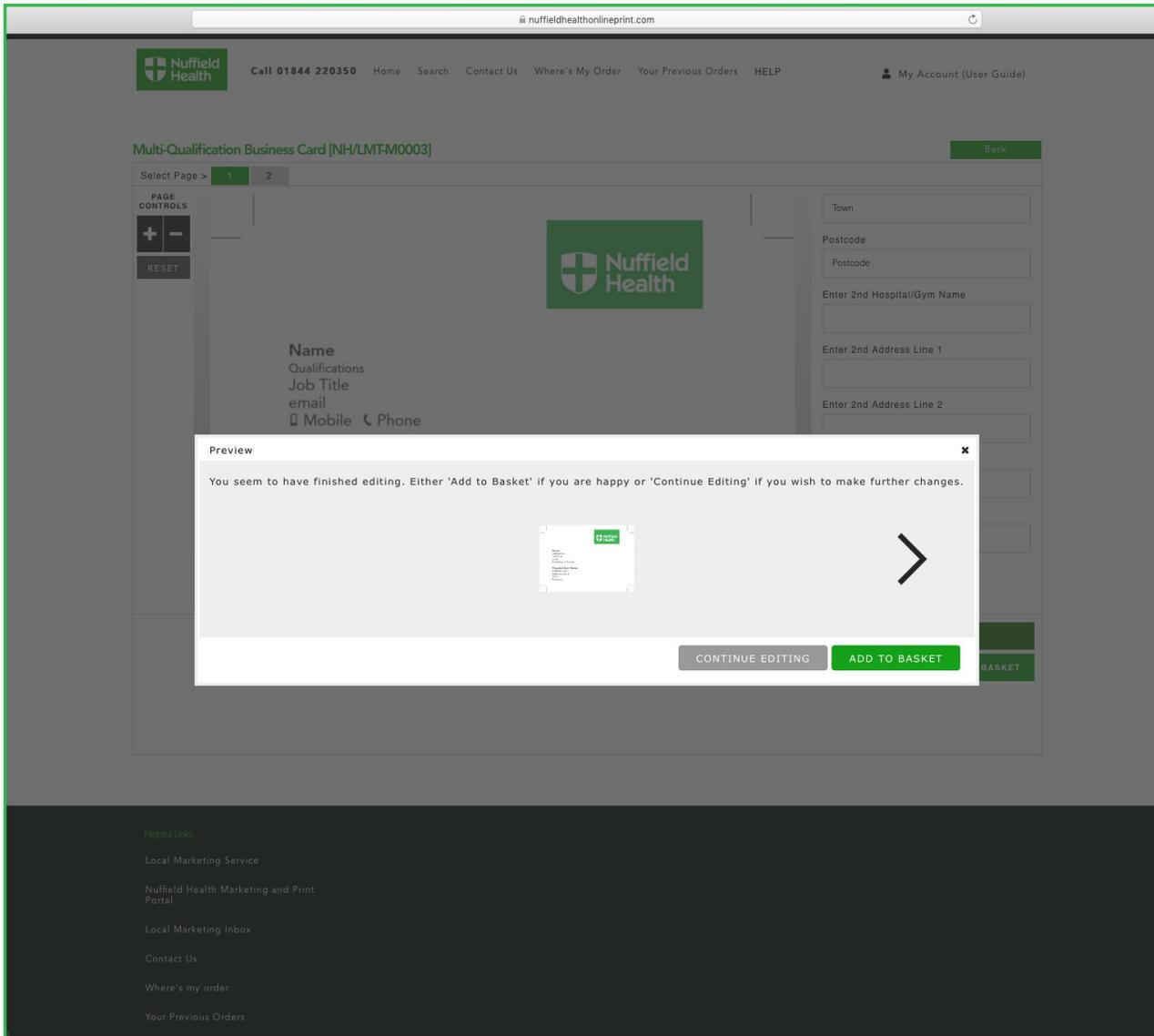
Editing business card

The screenshot shows a web browser window with the URL nuffieldhealthonlineprint.com. The page title is "Multi-Qualification Business Card [NH/LMT-M0003]". The page features a navigation bar with the Nuffield Health logo, a phone number (01844 220350), and links for Home, Search, Contact Us, Where's My Order, Your Previous Orders, and HELP. A user account link "My Account (User Guide)" is also present. The main content area is divided into two columns. The left column contains a "PAGE CONTROLS" section with a zoom-in (+) and zoom-out (-) button, a "RESET" button, and a list of fields to be populated: Name, Qualifications, Job Title, email, Mobile, Phone, Hospital/Gym Name, Address Line 1, Address Line 2, Town, and Postcode. The right column contains a form with input fields for "Town", "Postcode", "Enter 2nd Hospital/Gym Name", "Enter 2nd Address Line 1", "Enter 2nd Address Line 2", "Enter 2nd Town", and "Enter 2nd Postcode". A red circle highlights the "Enter 2nd Hospital/Gym Name" and "Enter 2nd Postcode" fields. Below the form are three buttons: "DOWNLOAD PREVIEW", "RESTART", and "ADD TO BASKET". The footer contains a "Helpful Links" section with links to "Local Marketing Service", "Nuffield Health Marketing and Print Portal", "Local Marketing Inbox", "Contact Us", and "Where's my order".

Additional information can be entered into these fields, if you need a multi-site business card

Once you have finished, click ADD TO BASKET

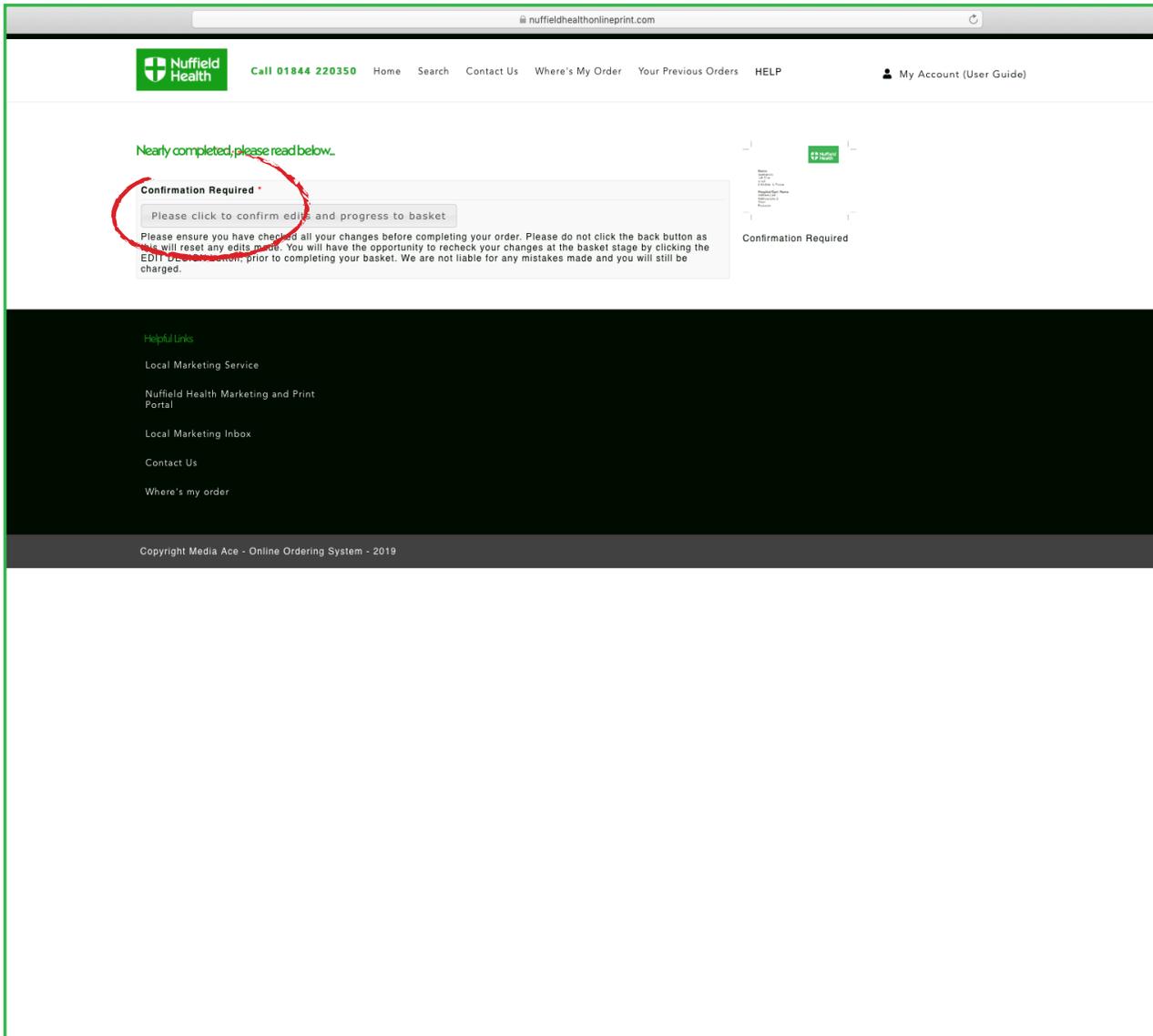
Editing business card (showing blank fields)



A small preview will be shown

Click ADD TO BASKET to continue or you can return to edit if you need further changes

Preview before continuing



Confirmation Required

To progress to the next stage, you will need to confirm that you are happy with your edits you have made to your product

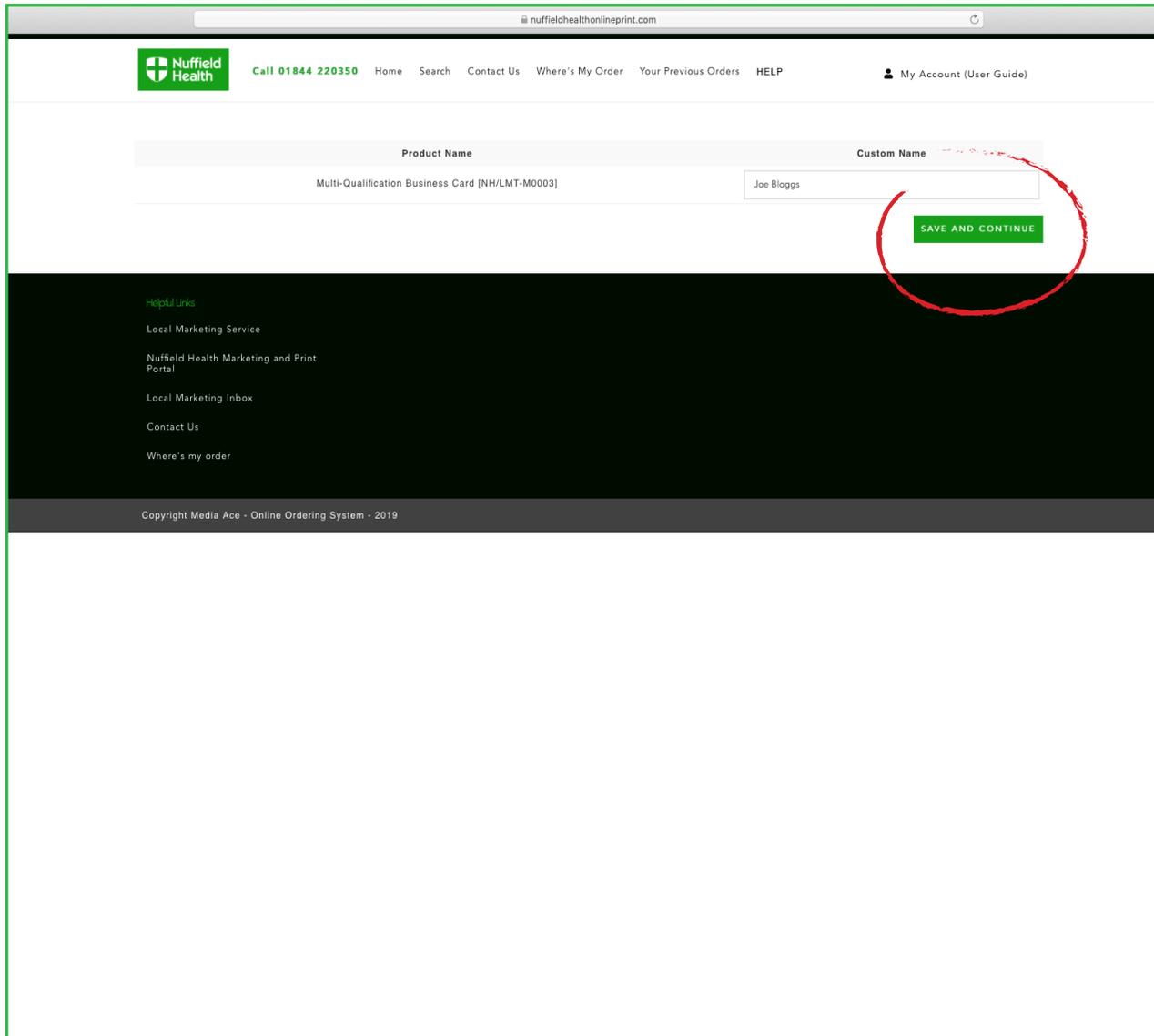
Click the box - Please click to confirm edits and progress to basket - to reveal the ADD TO BASKET click box shown below



You will need to then click the ADD TO BASKET box to progress onwards

You still have the opportunity to edit your product at the basket stage prior to check out

Confirmation before continuing



With each new edited template you will need to name it to save into your basket before checkout

This helps you identify each product clearly

When you click SAVE AND CONTINUE this will take you to the checkout

Naming of editable product

[Nuffield Health](#) Call 01844 220350 Home Search Contact Us Where's My Order Your Previous Orders HELP My Account (User Guide)

Actions	Product(s)	Price	Qty.	Total
EDIT OPTIONS DELETE	 Clinical Pilates Poster [NH/LMT-M0041]		1	£7.87
EDIT DESIGN DELETE	 Name: Joe Bloggs EDIT Multi-Qualification Business Card [NH/LMT-M0003]		250	£29.95

[UPDATE BASKET](#)

Sub-Total:	£37.82
Delivery:	£0.00
VAT:	£7.56
Total:	£45.38

[CONTINUE SHOPPING](#) [CHECKOUT](#)

[Helpful Links](#)
 Local Marketing Service
 Nuffield Health Marketing and Print Portal
 Local Marketing Inbox
 Contact Us
 Where's my order

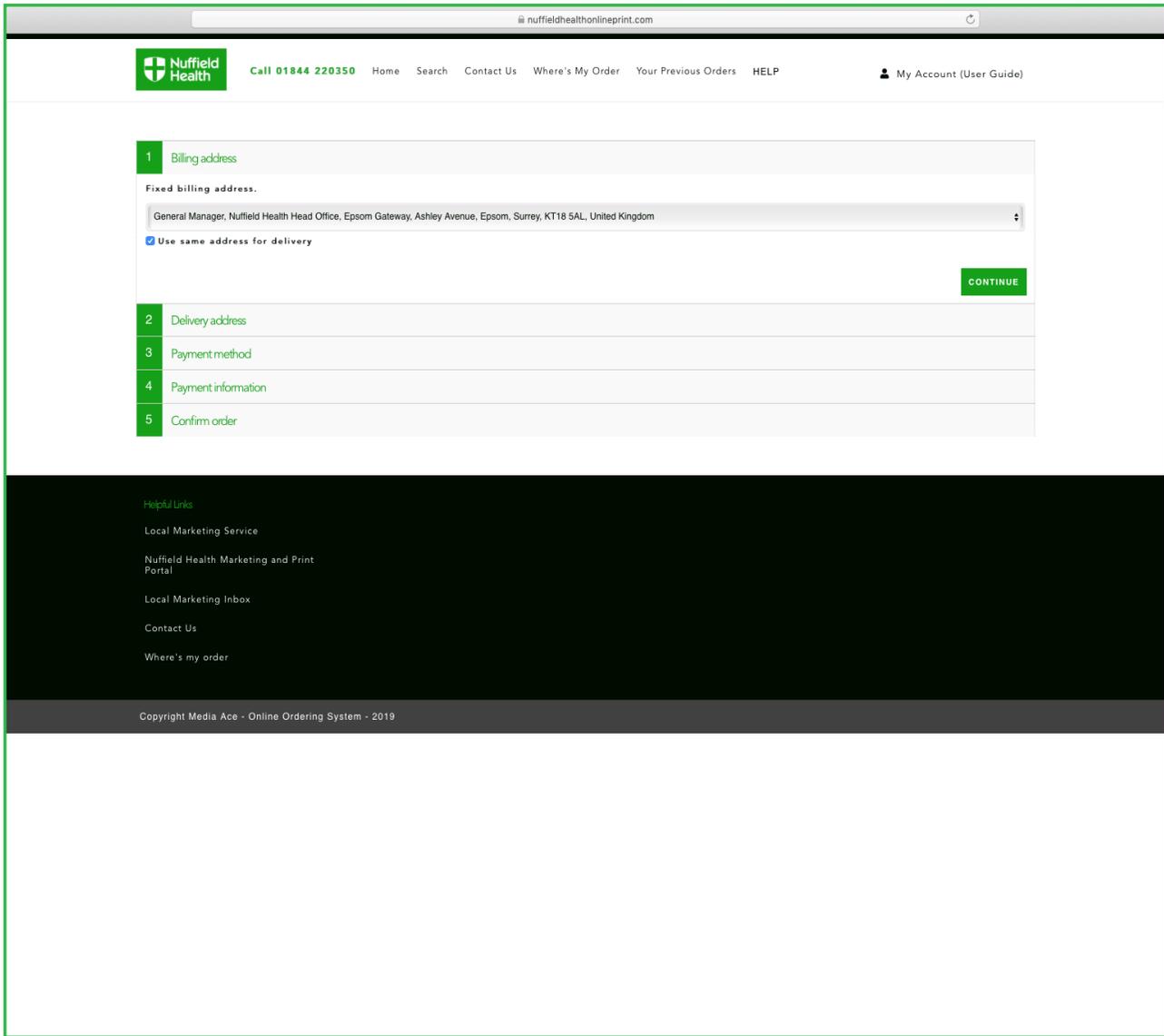
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In basket view, you can still change the quantity or delete an item. If you do this, you must click **UPDATE BASKET**

CONTINUE SHOPPING to browse the site and add more items

CHECKOUT once finished

View of basket



The billing address automatically populates as you will be allocated with a code for your specific site

The delivery address will be the same as your billing address - You cannot add alternative addresses

Checkout

nuffieldhealthonlineprint.com

Nuffield Health Call 01844 220350 Home Search Contact Us Where's My Order Your Previous Orders HELP My Account (User Guide)

- 1 Billing address
- 2 Delivery address
- 3 Payment method
- 4 Payment information
- 5 Confirm order

PO Number: 1234567890

Back CONTINUE

Helpful Links

- Local Marketing Service
- Nuffield Health Marketing and Print Portal
- Local Marketing Inbox
- Contact Us
- Where's my order

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For a Print On Demand product, you must provide a full PO number

This will then need to be entered in the Payment Information field in accordance to **page 2** of this user guide before completing your order

If orders are received without the PO number, the order will be held and you will be contacted

The order will not be processed until Media Ace are in receipt of a valid PO number

Checkout

nuffieldhealthonlineprint.com

Nuffield Health Call 01844 220350 Home Search Contact Us Where's My Order Your Previous Orders HELP My Account (User Guide)

- 1 Billing address
- 2 Delivery address
- 3 Payment method
- 4 Payment information (requested after confirmation)
- 5 Confirm order

Product(s)	Price	Qty.	Total
 Clinical Pilates Poster [NH/LMT-M0041]	£7.87	1	£7.87
 Name: Joe Bloggs EDIT Multi-Qualification Business Card [NH/LMT-M0003]	£0.12	250	£29.95

Sub-Total:	£37.82
Delivery(Delivery):	£0.00
VAT:	£7.56
Total:	£45.38

[Back](#) [CONFIRM](#)

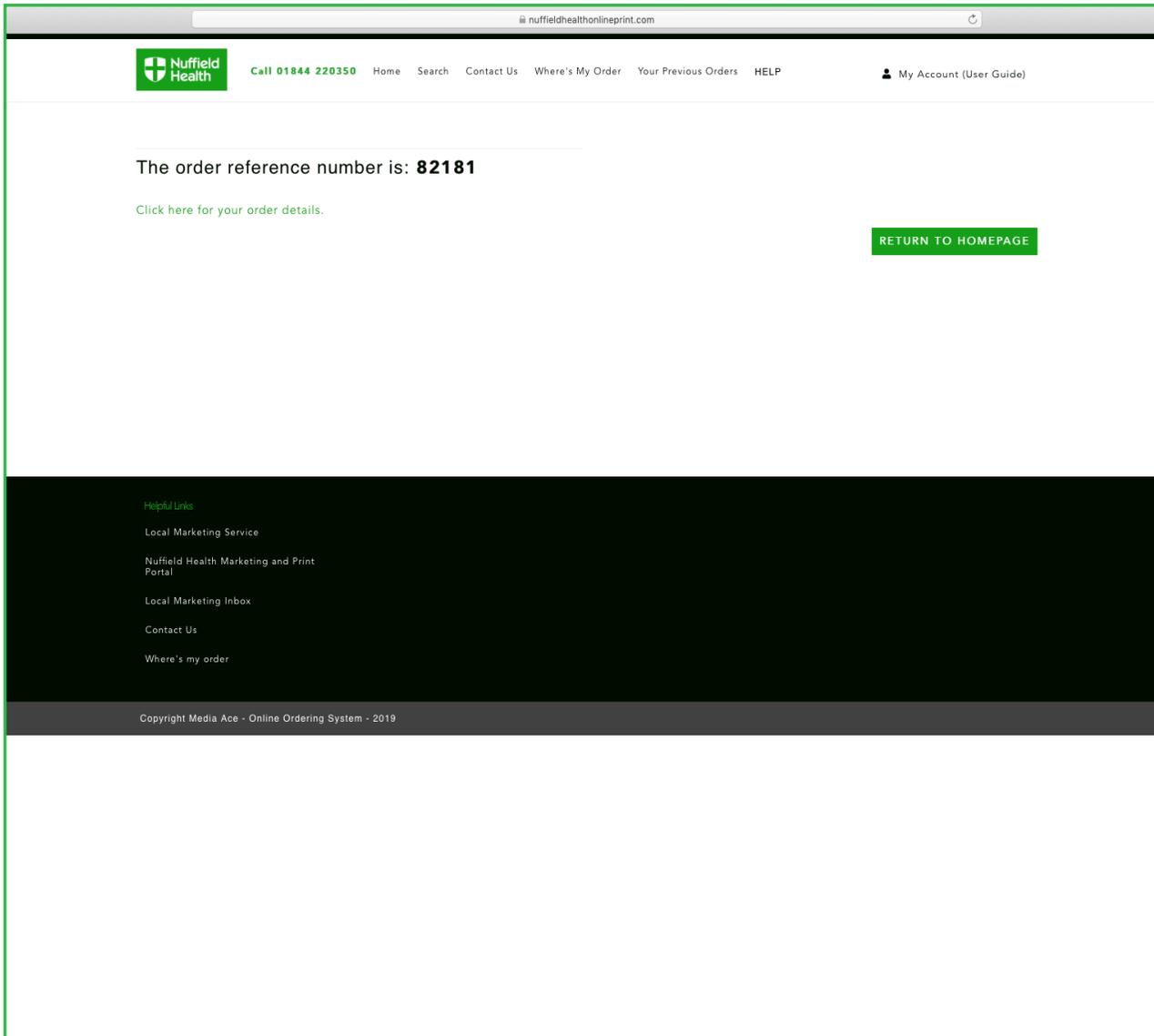
Helpful Links

- Local Marketing Service
- Nuffield Health Marketing and Print Portal
- Local Marketing Inbox
- Contact Us
- Where's my order

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Once all stages have been completed, click CONFIRM

Checkout



This is your order reference number

You will also receive an email confirming your order

Checkout confirmation showing ref no.

Other Print On Demand Editable Template Walkthroughs

The screenshot shows a web browser window with the URL nuffieldhealthonlineprint.com. The page title is "Diagnostics MRI Poster A4 [NH/LMT-M0028]". The main content area features a product preview of an MRI poster with the text "Get rapid access to diagnostic tests." and a list of hospital names. A "Site Name" dropdown menu is open, showing a list of hospitals including Bournemouth Hospital, Brentwood Hospital, Brighton Hospital, Bristol Hospital, The Chesterfield, Cambridge Hospital, Cardiff and Vale Hospital, Chatterham Hospital, Chester Hospital, Chichester Hospital, Derby Hospital, Exeter Hospital, Glasgow Hospital, Guildford Hospital, Haywards Heath, Hereford Hospital, Ipswich Hospital, Leeds Hospital, Leicester Hospital, Newcastle Hospital, North Staffs Hospital, Oxford, The Manor Hospital, Plymouth Hospital, Shrewsbury Hospital, Taunton Hospital, Tees Hospital, Tunbridge Wells Hospital, Warwickshire Hospital, Wessex Hospital, Woking Hospital, Wolverhampton Hospital, and York Hospital. Below the product preview are buttons for "DOWNLOAD PREVIEW", "RESTART", and "ADD TO BASKET". The footer contains a "Hospital Links" section with links to "Local Marketing Service", "Nuffield Health Marketing and Print Portal", "Local Marketing Inbox", "Contact Us", and "Where's my order".

Some templates will have a drop down function. For example, with this template you can choose your site details

All you would need to do is select your site to populate the artwork

The template will change automatically

Editable product options

nuffieldhealthonlineprint.com

Nuffield Health Call 01844 220350 Home Search Contact Us Where's My Order Your Previous Orders HELP My Account (User Guide)

Zebra Finance Leaflet [NH/LMT-M0036] Back

Select Page > 1 2

PAGE CONTROLS

+ -

RESET

Spread the cost of your treatment.

Simple, flexible and convenient interest-free medical loans.

Select Image

- Female Consultant With Female Patient
- Male Consultant With Male Patient
- Male Consultant
- Male Patient

DOWNLOAD PREVIEW

RESTART ADD TO BASKET

Helpful Links

- Local Marketing Service
- Nuffield Health Marketing and Print Portal
- Local Marketing Inbox
- Contact Us
- Where's my order

This drop down function will change the background image

The template will change automatically

Editable product options

nuffieldhealthonlineprint.com

Nuffield Health Call 01844 220350 Home Search Contact Us Where's My Order Your Previous Orders HELP My Account (User Guide)

Gym Open Weekend External Banner [NH/LMT-M0007] Back

Select Page > 1

PAGE CONTROLS

+ -

RESET

Experience all of this. Free.
Open Weekend
Day Month Year
To book a place call
XXXXXX XXXX XXXX

Select Image
Aqua

Select Date
Day Month Year
January 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DOWNLOAD PREVIEW

RESTART ADD TO BASKET

Helpful Links

- Local Marketing Service
- Nuffield Health Marketing and Print Portal
- Local Marketing Inbox
- Contact Us
- Where's my order

Similar drop down is available on this template for the image

In addition this also has a DATE option

Again highlight the date required which will show as a preview on the left

Editable product options

nuffieldhealthonlineprint.com

Nuffield Health Call 01844 220350 Home Search Contact Us Where's My Order Your Previous Orders HELP My Account (User Guide)

Gym Open Weekend External Banner [NH/LMT-M0007] Back

Select Page > 1

PAGE CONTROLS

+ -

RESET

Select Image

Aqua

Select Date

26 January 2019

Phone Number

08000 000 000

DOWNLOAD PREVIEW

RESTART ADD TO BASKET

Helpful Links

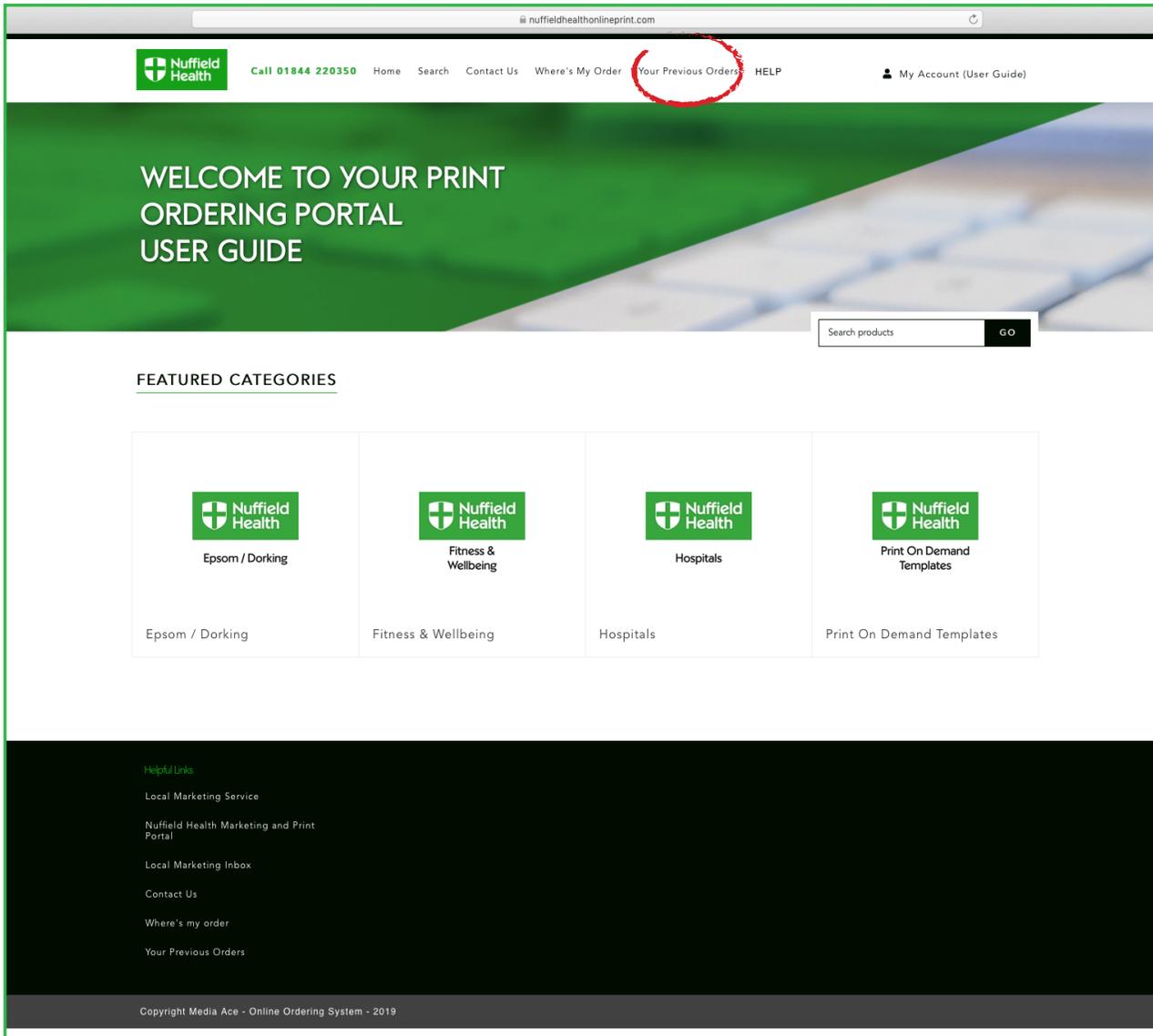
- Local Marketing Service
- Nuffield Health Marketing and Print Portal
- Local Marketing Inbox
- Contact Us
- Where's my order

Finally on this template there is a free text field where you can enter your phone number, which will change in the preview on the left

Again you can download a preview if required

Editable product options

Reordering



To view your past orders, click Your Previous Orders in the top menu

Home page showing Categories

The screenshot shows the 'Orders' page on the Nuffield Health website. The page features a navigation bar with the Nuffield Health logo, a phone number (01844 220350), and links for Home, Search, Contact Us, Where's My Order, Your Previous Orders, and HELP. A user account link is also present. On the left, a 'MY ACCOUNT' sidebar lists options like CUSTOMER INFO, ADDRESSES, ORDERS, and CHANGE PASSWORD. The main content area is titled 'Orders' and includes a 'Sort By' dropdown (set to Date Descending), a 'Search in:' field (set to Order Id), and a 'Show:' filter (set to All). Below these are pagination controls and a list of 11 orders. Each order row contains the order number, date, a 'RE-ORDER' button, a status indicator (Completed or Cancelled), and the order total. The order for number 82181 is circled in red.

Order Number	Order date	RE-ORDER	Status	Order total
83732	18/10/2019	RE-ORDER	Completed	£35.94
83730	18/10/2019	RE-ORDER	Cancelled	£35.94
83729	18/10/2019	RE-ORDER	Cancelled	£35.94
82181	02/07/2019	RE-ORDER	Completed	£45.38
82180	02/07/2019	RE-ORDER	Completed	£0.00
81238	12/04/2019	RE-ORDER	Cancelled	£0.00
80537	21/02/2019	RE-ORDER	Cancelled	£45.38
80536	21/02/2019	RE-ORDER	Cancelled	£0.00
7783	10/01/2019	RE-ORDER	Completed	£30.00
7769	08/01/2019	RE-ORDER	Completed	

You will now see a list all of all your previous orders

Here you can re-order by clicking RE-ORDER which will add the products into your basket in one click

Or to review the products in more detail click the Click Here To Show/Hide Order Details

List of your previous orders

The screenshot shows the Nuffield Health online print website. The top navigation bar includes the Nuffield Health logo, a contact number (01844 220350), and links for Home, Search, Contact Us, Where's My Order, Your Previous Orders, and HELP. A user account link is also present.

On the left, there is a 'MY ACCOUNT' menu with options: CUSTOMER INFO, ADDRESSES, ORDERS, and CHANGE PASSWORD.

The main content area is titled 'Orders'. It features a 'Sort By' dropdown set to 'Date Descending' and a 'Search in:' field with 'Order Id' selected. Below this are tabs for 'All', 'Cancelled', 'Completed', 'Processing', 'Unpaid', and 'Pending'. The 'All' tab is active, showing a list of orders with pagination (1/2).

The list of orders includes:

- Order Number: 83732, Order date: 18/10/2019, Status: Completed, Total: £35.94
- Order Number: 83730, Order date: 18/10/2019, Status: Cancelled, Total: £35.94
- Order Number: 83729, Order date: 18/10/2019, Status: Cancelled, Total: £35.94
- Order Number: 8218, Order date: 02/07/2019, Status: Completed, Total: £35.94

The detailed view for Order 8218 is shown below the list. It includes a 'RE-ORDER' button circled in red. The order details are as follows:

- Order Number:** 8218, **Order date:** 02/07/2019
- Billing Address:** Name: General Manager, Address: Epsom Gateway, Ashley Avenue, Nuffield Health Head Office, Epsom, Country: United Kingdom, Post code: KT18 5AL, Phone: , Email:
- Delivery Address:** Name: General Manager, Address: Epsom Gateway, Ashley Avenue, Nuffield Health Head Office, Epsom, Country: United Kingdom, Post code: KT18 5AL, Phone: , Email:
- Payment Method:** Purchase Order, **Purchase Order Number:** 1234567890
- Delivery Option:** Delivery, **Shipped on:** 24/07/2019, **Delivered on:** , **Weight:** 0.00

The product details for Order 8218 are:

- Product Name:** Multi-Qualification Business Card [NH/LMT-M0003], **Job Name:** Joe Bloggs, **Price:** £0.14 inc Tax, **Quantity:** 250, **Total:** £35.94 inc Tax
- Product Name:** Clinical Pilates Poster [NH/LMT-M0041], **Price:** £9.44 inc Tax, **Quantity:** 1, **Total:** £9.44 inc Tax

A 'MORE DETAILS' button is located at the bottom of the order details section.

You can now see the items within your previous order

Click RE-ORDER for all the items to appear in your basket

You can still amend your order at the basket stage

List of your previous orders

[Nuffield Health](#) Call 01844 220350 Home Search Contact Us Where's My Order Your Previous Orders HELP My Account (User Guide)

Actions	Product(s)	Price	Qty.	Total
EDIT OPTIONS DELETE	 Clinical Pilates Poster [NH/LMT-M0041]		1	£7.87
EDIT DESIGN DELETE	 Name: Joe Bloggs Multi-Qualification Business Card [NH/LMT-M0003]		250	£29.95

[UPDATE BASKET](#)

Sub-Total:	£37.82
Delivery:	£0.00
VAT:	£7.56
Total:	£45.38

[CONTINUE SHOPPING](#) [CHECKOUT](#)

[Helpful Links](#)
 Local Marketing Service
 Nuffield Health Marketing and Print Portal
 Local Marketing Inbox
 Contact Us
 Where's my order
 Your Previous Orders

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In basket view, you can still change the quantity or delete an item. If you do this, you must click **UPDATE BASKET**

CONTINUE SHOPPING to browse the site and add more items

CHECKOUT once finished

View of basket