

Ordering NRT via Onelink

A guide for Authorised Providers of NRT

Logging in

Welcome to Onelink

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Home About Us Contact Us

Customer Login

Welcome to the **Onelink** website

To enhance your product search use the * symbol to indicate partial words eg syr*

User Name

Password

[Forgot Your Password?](#)

Quick Search

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- Go to the website:
 - www.onelink.co.nz/Login.aspx
- Type in your login details:
 - User Name and Password
 - These details have not changed, they will be the same as they were for PHARMAOnline.
 - They will also be in the email that was sent to you in November 2017.
- Click – Log In
 - The first time you log in, you will be asked to change your password. You do not actually need to change it – you can type in your current password again.

Select your shipping address

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MY ACCOUNT
Select Your Shipping Address

Shipping Address

Search

Typing into the 'Enter Ship-To' text box will start auto-complete / filtering down a list of options

OR

Select

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- Make sure your shipping address is correct - these have been pre-loaded.
 - Note - There may be abbreviations used in the on-screen version.
- Most organisations only have one address and the default address will appear at the top of the screen.
- If you have a second site address pre-loaded, then search for it or select it from the dropdown list.
- Once you have the correct destination in the top right of the screen. Click on “Order Templates” from the top menu.

Select the NRT Order Template

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[View Order Template / Place Order](#) [Create / Upload Order Template](#)

View Order Template / Place Order

Search Templates [Search](#)

select all	View / Order	Download
<input type="checkbox"/>	Nicotine Replacement Therapy	Download

[Print by Product Name](#) [Print by Location](#)

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- A special order template has been created so that you can create an order for NRT products easily.
- From the Order Template page simply click on the wording “Nicotine Replacement Therapy”

Creating an order from the template

- Simply enter the number of PACKS that you require of each NRT product.
- Packs are what you give to patients.
- You may have seen the packs delivered in cartons (larger boxes), but you need to order in packs
 - Lozenges – 54 packs per carton
 - Patches – 60 packs per carton
 - Gum – 16 packs per carton
- When you have entered the number of packs you require, click “Create Order”.

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View Order Template / Place Order

Template Name:

Product Name	Product Code	Recom Stock	Units	UOM	LOC
Habitrol Gum Fruit 2mg 384 (Nicotine)	PHZ007	0	<input type="text" value="0"/>	PK	
Habitrol Gum Fruit 4mg 384 (Nicotine)	PHZ010	0	<input type="text" value="0"/>	PK	
Habitrol Gum Mint 2mg 384 (Nicotine)	PHZ008	0	<input type="text" value="0"/>	PK	
Habitrol Gum Mint 4mg 384 (Nicotine)	PHZ011	0	<input type="text" value="0"/>	PK	
Habitrol Lozenge Mint 1mg 216s	PHY888	0	<input type="text" value="0"/>	PK	
Habitrol Lozenge Mint 2mg 216s	PHY889	0	<input type="text" value="0"/>	PK	
Habitrol Patch 14mg Step 2 28s	PHY886	0	<input type="text" value="0"/>	PK	
Habitrol Patch 21mg Step 1 28s	PHY887	0	<input type="text" value="0"/>	PK	
Habitrol Patch 7mg Step 3 28s	PHY885	0	<input type="text" value="0"/>	PK	

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Packs in number of cartons – conversion table

- If you like to remember your order in terms of numbers of cartons then please use this table to calculate how many packs you will need to enter into the order template.

Cartons	1	2	3	4	5	6	7	8	9	10
Lozenges - Packs (216 lozenges per pack)	54	108	162	216	270	324	378	432	486	540
Patches – Packs (28 patches per pack)	60	120	180	240	300	360	420	480	540	600
Gum – Packs (384 pieces of gum per pack)	16	32	48	64	80	96	112	128	144	160

Placing the order

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Cart

Please note: stock is not sold to you until you click on the **Place Order** button at the bottom of the page.

Purchase Order Number *

Line	Product Name	Product Code	Units Ordered	UOM	Unit Price (ex GST)	Net Unit Price (ex GST)	Delete
8	Habitrol Patch 7mg Step 3 28s	PHY885	<input type="text" value="60"/>	PK	\$10.57	\$634.20	<input type="button" value="X"/>
7	Habitrol Patch 21mg Step 1 28s	PHY887	<input type="text" value="180"/>	PK	\$11.95	\$2,151.00	<input type="button" value="X"/>
6	Habitrol Lozenge Mint 2mg 216s	PHY889	<input type="text" value="216"/>	PK	\$14.14	\$3,054.24	<input type="button" value="X"/>
5	Habitrol Lozenge Mint 1mg 216s	PHY888	<input type="text" value="216"/>	PK	\$12.91	\$2,788.56	<input type="button" value="X"/>
4	Habitrol Gum Mint 4mg 384 (Nicotine)	PHZ011	<input type="text" value="320"/>	PK	\$25.67	\$8,214.40	<input type="button" value="X"/>
3	Habitrol Gum Mint 2mg 384 (Nicotine)	PHZ008	<input type="text" value="320"/>	PK	\$22.26	\$7,123.20	<input type="button" value="X"/>
2	Habitrol Gum Fruit 4mg 384 (Nicotine)	PHZ010	<input type="text" value="160"/>	PK	\$25.67	\$4,107.20	<input type="button" value="X"/>
1	Habitrol Gum Fruit 2mg 384 (Nicotine)	PHZ007	<input type="text" value="160"/>	PK	\$22.26	\$3,561.60	<input type="button" value="X"/>
Estimated Total						\$31,634.40	

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- Check that the order is correct
 - If you need to amend it
 - Click “Return To Imprest”
- If it is correct
 - Enter a Purchase Order Number
 - Please use the following format:
 - NRTMMYY = NRT Month Year
 - e.g NRT1217 = December 2017
 - NRT0318 = March 2018
- Then click “Place Order”

Order confirmation, repeat and logout

- Once you have placed your order, an order confirmation will appear.
 - You can choose to print this for your records.
- If you need to make another order for a different delivery site then click on the word “change” in the top right of the page.
- Repeat the “Select your shipping address” step from earlier.
- Once you have the correct destination displayed in the top right of the screen Click on “Order Templates” from the top menu and repeat the process.
- Once you have entered your orders, click “Logout”

NRT quarterly order dates 2018-2020

Quarterly delivery	Order deadline	To be delivered before
January 2018	1 December 2017	19 January 2018
April 2018	16 March 2018	13 April 2018
July 2018	15 June 2018	13 July 2018
October 2018	21 September 2018	19 October 2018
January 2019	7 December 2018	25 January 2019
April 2019	15 March 2019	12 April 2019
July 2019	21 June 2019	19 July 2019
October 2019	20 September 2019	18 October 2019
January 2020	6 December 2019	24 January 2020
April 2020	20 March 2020	17 April 2020