



PLACING AN ORDER WITH THE NHS OPERATIONS TEAM

ORDERS INCLUDE:

- Stationery items
- Special order requests, department specific items
- Event support or services, hire equipment, food, or catering
- Milk and kitchen orders

Place orders by **5pm MONDAYS** for processing in the same week. Orders received from Tuesday onwards will be purchased in the following week.

Orders arrive from **COLES and COS ON MONDAYS.**

Updates regarding order status will be available in Service One.

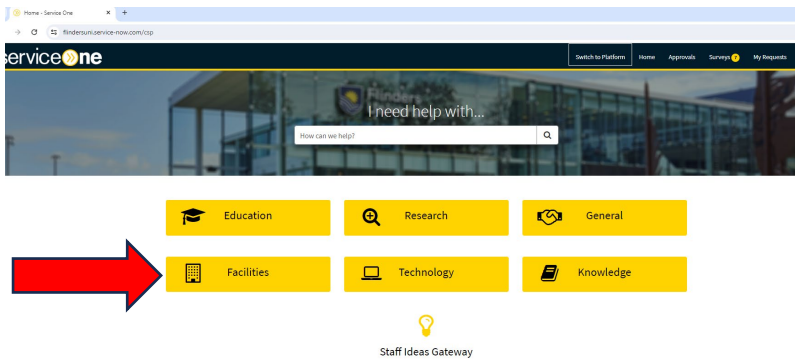
You will receive an email from CNHS.operations@flinders.edu.au when your order is ready for collection.

STEP-BY-STEP INSTRUCTIONS

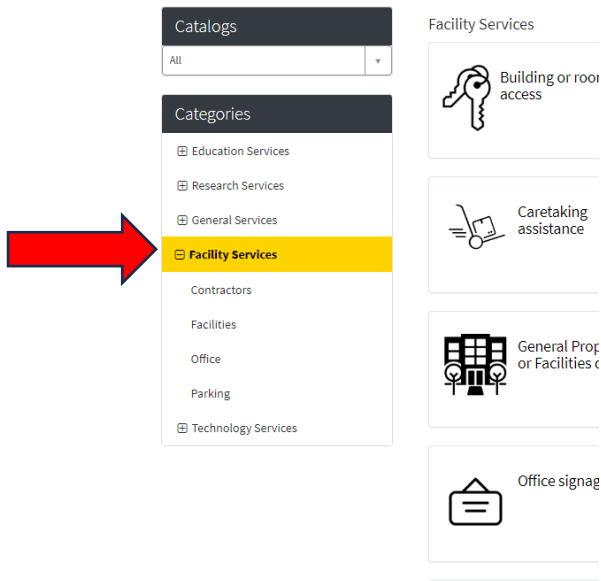
- Go to the ServiceOne dashboard

<https://flindersuni.service-now.com/csp>

- Click > 'Facilities'



- Click > 'Facility Services' (highlighted YELLOW below)



- Click > 'Show more items'
- > 'Stationery and Consumables'



You will then be able to place your order. Select service required from the drop-down menu and complete the form.

- *College/portfolio> **COLLEGE OF NURSING AND HEALTH SCIENCES**
- *Empty box> **SELECT FROM STATIONERY > EVENTS > CONSUMABLES**
- *Specific >

STATIONERY: PLEASE INCLUDE COS CODES OR A DETAILED EXPLANATION OF PRODUCT REQUIRED. IF SOURCING FROM AN ALTERNATIVE SUPPLIER, PLEASE NOTE DETAILS AND/OR ATTACH QUOTE.

EVENTS: WHAT/WHERE/WHEN/DATE NEEDED/HOW MANY ATTENDING/DIETARY REQUIREMENTS/COST CENTRE

CONSUMABLES: LOCATION OF YOUR OFFICE /PHONE NUMBER/PRODUCT AND QUANTITIES/ PRICE IF KNOWN, DATE NEEDED

The screenshot shows a web form titled "Stationery and consumables". At the top left, a red arrow points to a small black square icon. Below it, another red arrow points to a dropdown menu labeled "* College / Portfolio" which is currently set to "College of Nursing and Health Sciences". A third red arrow points to a dropdown menu labeled "-- None --" which is open, showing options: "-- None --", "Stationery order", "Events", and "Consumables". At the bottom right of the form, a red arrow points to a paperclip icon followed by the text "Add attachments". To the right of the form, there is a sidebar with a document icon, a yellow square, and a button labeled "Requir Inform".

There is a tab at the bottom right hand, corner of this screen which allows you to “add attachment” if needed. This can be particularly helpful if the item you are requesting is detailed, you need to upload a quote or document, or attach a picture.

Last update on the 3/7/24