



# WebShop User Guide

Non Logged in Users

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# Corporate website

Welcome to Universal Specialities Limited and our division specific webshops. Though for each there are minor differences we have provided this generic instruction guide just in case you need any assistance with the extensive functionality that exists within each site.

**USL medical**

LOGIN

WEBSHOP ABOUT USL PROMOTIONS CATALOGUES WHAT'S NEW? CONTACT US HELP

CHECKOUT: Items: 0 0.00

**Start Shopping**

**Start Shopping!**  
Welcome to the new USL online shopping experience!

**WebShop**

**Search**

Search our site

**Search**

## Welcome to USL Medical

**USL HAS BEEN BUILT BY CREATING SEAMLESS RELATIONSHIPS. SINCE 1984 WE'VE BUILT ENDURING PARTNERSHIPS WITH CUSTOMERS, SUPPLIERS AND OUR COMMUNITY. WE SET OUT TO CREATE THE VERY BEST ENVIRONMENT FOR OUR TEAM SO THAT THEY MIGHT DELIVER THEIR UNIQUE SKILLS TO OUR MARKETS.**

Since 1984, USL has grown to be a significant supplier in the healthcare market of New Zealand. We supply a wide range of products to professionals nationwide in primary healthcare and to all 20 District Health Boards in New Zealand. Today we have a significant presence in both consumer retail and sports markets. We service general and specific health care professionals across New Zealand.

- General Practitioners
- Nurse Practitioners
- Private Hospitals (Medical, Surgical)
- Rest Homes
- Accident and Emergency Clinics
- Emergency Services
- Occupational Health Services
- Community Trusts
- Physiotherapists and Sports Medicine Clinics
- Sports Clubs and Organising Bodies
- Veterinary Services
- First Aid Suppliers
- Medical Laboratories
- Medical Laboratories
- Specialist Clinics
- Community and Public Health Services
- Pharmacy Retail
- Industrial and Safety
- Dermatologists and Skin Clinics

**USL medical** **USL consumer**

**USL sport** **USL distribution**

**Universal Specialities Ltd**

North Island Phone: 0800 658 814  
North Island Fax: 0800 830 660

South Island Phone: 0800 804 546  
South Island Fax: 0800 804 547

Email: [customerservices@uslmedical.co.nz](mailto:customerservices@uslmedical.co.nz)

If after reviewing this documentation you have not found what you need please do not hesitate to email us at [customerservices@uslmedical.co.nz](mailto:customerservices@uslmedical.co.nz).

Upon entering the site you will reach the Home Page and have the option to explore the Corporate part of the website or click the **WebShop** link to enter the e-commerce section and start shopping!

Alternatively you can use one of the side links to access the webshop or start searching for items by number or description in the Search Box.

# WebShop

The default WebShop page is your introduction to the USL shopping experience, encompassing four main elements.

**USL medical**

LOGIN

WEBSHOP ABOUT USL PROMOTIONS CATALOGUES WHAT'S NEW? CONTACT US HELP

CHECKOUT: Items: 0 0.00

**Product Catalogue**

- SHOW ENTIRE CATALOGUE
- BANDAGING
- CASTING
- CHEST DRAINAGE
- DIAGNOSTICS
- FIRST AID
- CONSUMABLES
- EQUIPMENT
- GLOVES
- INCONTINENCE
- INSTRUMENTS
- MIP
- ORTHOPAEDIC
- PHARMACEUTICALS
- PHYSIOTHERAPY
- SPECIALITY PRODUCTS
- SUTURES
- WOUNDCARE
- USL PHARMACY PRODUCTS
- PANDEMIC PRODUCTS
- SPORTS MEDICINE

**Welcome to our Webshop.**

If you have a website login and are not already logged in, [Click Here.](#)

If you are an existing USL account holder and would like a website login please [Click Here.](#)

Logged in users can create order templates, view their own pricing, current sales orders, invoices, credits and balances.

**You don't need a login to purchase!**

It's possible to buy unrestricted products with your Credit Card. To start shopping you can either:

- Browse the catalogue to the left or,
- Use the Search function to the right

**Quick Buy**

Item No

Quantity

**Search**

Search our site

© Universal Specialities Limited

- The Product Catalogue – so that you can commence searching for products through a hierarchical structure.
- Quick Buy- so that if you know the product numbers you can add them and the quantity required quickly to the shopping cart.
- Search – enabling you to search by item number, description and the entire website
- Checkout Cart – the mini version of the Shopping Cart to you can check that the right type and number of items have been added to your cart and where they can also be quickly deleted.

# Product Catalogue

The Product Catalogue has two stages either displaying the entire catalogue or the items specific to that part of the catalogue that you have clicked on. Once you have reached the final sub-category for any section all items will be displayed in either a list or panel view. If there are a large quantity 'paging' numbers will appear to the bottom left of the list so that you can click on these to view the next or specific list pages

If there are a large quantity 'paging' numbers will appear to the bottom left of the list so that you can click on these to view the next or specific list pages

<b>Product Catalogue</b>
<b>SHOW ENTIRE CATALOGUE</b>
<b>BANDAGING</b>
<b>COMPRESSION BANDAGING</b>
<b>COMPRESSION BANDAGING KITS</b>
<b>COMPRESSION HIGH STRETCH</b>
<b>COMPRESSION SHORT STRETCH</b>
<b>COMPRESSION PADDING</b>
<b>COBAN 2 LYMPHOEDEMA</b>
<b>SUB BANDAGE PRESSURE DEVICE</b>
<b>COHESIVE BANDAGE</b>
<b>CREPE BANDAGE</b>
<b>IMPREGNATED BANDAGE</b>
<b>LIGHT ELASTIC BANDAGE</b>
<b>TUBULAR BANDAGE</b>
<b>TRIANGULAR BANDAGE</b>

## Standard List View

Individual products appear in a list form and include information for Product Description, Product Code, the Unit of Measure for which they are applied, the price including and excluding GST, a product image (where available) and a button to either **Add to Cart** or to **View All Sizes**.

The screenshot shows the USL Medical website interface. At the top left is the USL Medical logo. Below it is a 'LOGIN' link. A navigation bar contains links for WEBSHOP, ABOUT USL, PROMOTIONS, CATALOGUES, WHAT'S NEW?, CONTACT US, and HELP. A checkout summary shows 'CHECKOUT: Items: 0 0.00'. The main content area is titled 'BANDAGING » Compression Bandaging » Coban 2 Lymphoedema'. On the left is a sidebar with a 'Product Catalogue' menu, including 'SHOW ENTIRE CATALOGUE', 'BANDAGING', and 'COMPRESSION BANDAGING' (which is expanded to show sub-categories like 'COMPRESSION BANDAGING KITS', 'COMPRESSION HIGH STRETCH', etc.). Below the menu is a search box with a magnifying glass icon and a 'Search' button. The main product list contains four items:

Product Image	Product Name	Product Code	Unit of Measure	Exc GST	Inc GST	Action
	Coban 2 Lite Foam 7.5cm	20713	Box 18	299.73	344.69	<a href="#">View All Sizes</a>
	Coban 2 Lite Compression 2.5cm	20721	Box 36	246.17	283.10	<a href="#">View All Sizes</a>
	Coban 2 Foam 5cm	20012	Box 32	326.51	375.49	<a href="#">View All Sizes</a>
	Coban 2 Compression 5cm	20022	Box 32	160.68	184.78	<a href="#">View All Sizes</a>

## Standard List Panel View

Individual products appear in a panel form and include information for Product Description, Product Code, the Unit of Measure for which they are applied, the price including and excluding GST, a product image (where available) and a button to either **Add to Cart** or to **View All Sizes**.

### Azowipes Antibacterial Wipes 200's



Code	Details
2758	12/CTN (S) 81145

Price: 41.19  [Add to Cart](#)

# Standard Item View

After clicking any of the links of a list view item you will see the product in Standard Item View. Here you will also see additional information including any brochures or documentation that may be available for the product as well as multiple image versions if present.

For products that are available in different sizes or colours an additional drop down menu exists so that you can choose the required size prior to submitting to the Shopping Cart choosing Add to Cart.

**us medical**

LOGIN

WEBSHOP ABOUT USL PROMOTIONS CATALOGUES WHAT'S NEW? CONTACT US HELP

CHECKOUT: Items: 0 0.00

**Product Catalogue**

- SHOW ENTIRE CATALOGUE
- BANDAGING
  - COMPRESSION BANDAGING**
    - COMPRESSION BANDAGING KITS
    - COMPRESSION HIGH STRETCH
    - COMPRESSION SHORT STRETCH
    - COMPRESSION PADDING
    - COBAN 2 LYMPHOEDEMA
    - SUB BANDAGE PRESSURE DEVICE
  - COHESIVE BANDAGE
  - CREPE BANDAGE
  - IMPREGNATED BANDAGE
  - LIGHT ELASTIC BANDAGE
  - TUBULAR BANDAGE
  - TRIANGULAR BANDAGE

Search

Search our site

**BANDAGING » Compression Bandaging » Coban 2 Lymphoedema**

Product No: 11362

**Coban 2 Lite Compression 2.5cm 20721**

Unit of Measure: Box 36

**Price Excl GST 246.17**

Price Inc GST 283.10

**3M™ Coban™ 2 Layer Compression Therapy**

Engineered with Intelligent Compression Dynamics to stay in place and deliver comfortable, effective, therapeutic compression for venous leg ulcers and other conditions requiring compression.

**Brochures**

[COBAN-LITE.PDF](#)



In addition the Standard Item View also allows you to review high quality images of the products. Simply click on the image and a Lightbox version will be displayed as well as the ability to click Next to proceed to the next image in that series.

# Add to Cart

Whether in the List or Standard Item View once you have Added To Cart the Summary Shopping Cart at the top of the page will display notification of the quantity and item that has been added (this is also true when deleting from the cart).

A summary of the total number of different items added and their value (exclusive GST) will be shown adjacent to the **CHECKOUT** link that can be clicked to show the full contents of the cart including any freight and/or handling fees.

The screenshot shows the USL Medical website interface. At the top left is the USL medical logo. Below it is a navigation menu with links: WEBSHOP, ABOUT USL, PROMOTIONS, CATALOGUES, WHAT'S NEW?, CONTACT US, and HELP. A breadcrumb trail reads: Adding Item **Glove Profeel Powder Free Sterile Surgeon Size 7.0** with quantity 1. To the right of the breadcrumb is a checkout summary: CHECKOUT: Items: 3 39.56. On the left side, there is a 'Product Catalogue' sidebar with categories: GLOVES, EXAMINATION, HOLDERS, SURGEONS, and STERILE. Below the sidebar is a search bar with the text 'Search our site' and a 'Search' button. The main content area displays a list of items in the cart. The items are: 2 x Glove Profeel Powder Free Sterile Surgeon (3.20), 1 x Glove Profeel Powder Free Sterile Surgeon Size 6.5 (1.60), and 1 x Glove Profeel Powder Free Sterile Surgeon Size 7.0 (1.60). Below the items, there is a summary: Total Excl GST 34.40, GST 5.16, and a total of 39.56. A 'Handling fee reminder' popup is displayed over the cart items, stating: 'For orders under a minimum order value, we add a 20.00 handling fee to cover the cost of handling. You are currently 68.59 from having handling fee removed'. The popup has a close button (x) and two buttons: 'Go to checkout' and 'Continue shopping'. A red arrow points from the 'Go to checkout' button to the 'Check out' button in the cart summary. The 'Check out' button is circled in red. Below the cart items, there are three 'Add to Cart' buttons, each with 'Exc GST: 1.60' and 'Inc GST: 1.84'.

By clicking the CheckOut button you will be taken to the Checkout Process unless you have added items to your cart for less than the minimum-handling fee. If so you will receive a reminder so that you can either continue shopping or proceed to the Checkout Process.

# Checkout Process

## Step 1

**US medical**

LOGIN

WEBSHOP ABOUT USL PROMOTIONS CATALOGUES WHAT'S NEW? CONTACT US HELP

CHECKOUT: Items: 3 39.56

### CheckOut

Item No	Description	Price Excl GST	Inventory	Quantity	Total Excl GST	
1670	Glove Profeel Powder Free Sterile Sugeon	1.60	2355.00	2 Pair	3.20	
1671	Glove Profeel Powder Free Sterile Surgeon Size 6.5	1.60	1284.00	1 Pair	1.60	
1672	Glove Profeel Powder Free Sterile Surgeon Size 7.0	1.60	1126.00	1 Pair	1.60	

Handling fee	20.00
Freight	8.00
<b>Total Excl GST</b>	<b>34.40</b>
<b>GST</b>	<b>5.16</b>
<b>Total Incl GST</b>	<b>39.56</b>

Delete Cart Continue Shopping Next

Step 1 of the CheckOut Process requires that you verify that the contents of your cart are correct and also provides confirmation of any handling and/or freight fees.

## Step 2

### Order Details

**Your Details**

Name

Address

Address 2

Suburb

Post Code

City

County

Country

Phone

Email

Password

Repeat Password

[Allready a customer login](#)

Step 2 of the CheckOut process requires your personal details for billing and delivery purposes.

### Step 3

In step 3, see image below, the user will be viewing an overview of personal details, shipping address and order information. From this point the user can proceed shopping by clicking `Continue Shopping`, change potential order information by going back to previous pages or `Create Order`.

## Create Order

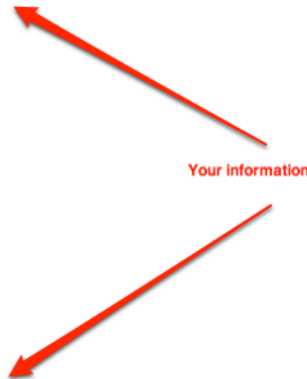
### Your Details

Name  
Address  
Address 2  
Suburb  
Post Code  
City  
County  
Country  
Email

### Shipping Address

Name  
Address  
Address 2  
Suburb  
Post Code  
City  
County  
Country

Your Reference  
Comment



Item No	Description	Price Excl GST	Inventory	Quantity	Total Excl GST
1670	Glove Profeel Powder Free Sterile Sugeon	1.60	2345	1 Pair	1.60
1671	Glove Profeel Powder Free Sterile Surgeon Size 6.5	1.60	1264	1 Pair	1.60
1672	Glove Profeel Powder Free Sterile Surgeon Size 7.0	1.60	1126	1 Pair	1.60

Handling fee	20.00
Freight	8.00
<b>Total Excl GST</b>	<b>32.80</b>
<b>GST</b>	<b>4.92</b>
<b>Total Incl GST</b>	<b>37.72</b>

[Continue Shopping](#)

I accept  Terms & Conditions

[Previous](#)

[Create Order](#)

Before a user can submit an order Terms & Conditions need to be accepted and can be read by clicking the link for Terms & Conditions. Once a user accept the `Create Order` button becomes clickable and the order can be processed.

WHAT'S NEW? CONTACT US HELP
Items: 3 37.72

## Create Order

### Your Details

Name  
Address  
Address 2  
Suburb  
Post Code  
City  
County  
Country  
Email

### Shipping Address

Name  
Address  
Address 2  
Suburb  
Post Code  
City  
County  
Country

Your Reference  
Comment

**Terms & Conditions** ✕

**1. Definitions**

1. 1.1 "Seller" shall mean Universal Specialities Limited T/A USL Medical and its successors and assigns.
- 1.2 "Buyer" shall mean the Buyer or any person acting on behalf of and with the authority of the Buyer.
- 1.3 "Guarantor" means that person (or persons), or entity that agrees herein to be liable for the debts of the Buyer on a principal debtor basis.
- 1.4 "Goods" shall have the same meaning as in section 2 of the Sale of Goods Act 1908 and are goods supplied by the Seller to the Buyer (and where the context so permits shall include any supply of Services as hereinafter defined).
- 1.5 "Services" shall mean all services supplied by the Seller to the Buyer and includes any advice or recommendations (and where the context so permits shall include any supply of Goods as defined supra).
- 1.6 "Price" shall mean the cost of the goods as agreed between the Seller and the Buyer subject to clause 4 of this contract.

**2. Acceptance**

2.1 Any Instructions received by the Seller from the Buyer for the supply of Goods shall constitute acceptance of the terms and conditions contained herein.

1. 1.2 Where more than one Buyer has entered into this agreement, the Buyers shall be jointly and severally liable for all payments of the Price.
- 2.3 Upon acceptance of these terms and conditions by the Buyer the terms and conditions are irrevocable and can only be rescinded in accordance with these terms and conditions or with the written consent of the manager of the Seller.
- 2.4 None of the Seller's agents or representatives are authorised to make any representations, statements, conditions or agreements not expressed by the manager of the Seller in writing nor is the Seller bound by any such unauthorised statements.

**3. Goods / Services**

3.1 The Goods and/or Services are as described on the Invoices, quotation, work authorisation or any other work commencement forms as provided by the Seller to the Buyer.

Item No	Description	Price Excl GST	Inventory	Quantity	Total Excl GST
1670	Glove Profeel Powder Free Sterile Sugeon	1.60	2345	1 Pair	1.60
1671	Glove Profeel Powder Free Sterile Surgeon Size 6.5	1.60	1264	1 Pair	1.60
1672	Glove Profeel Powder Free Sterile Surgeon Size 7.0	1.60	1126	1 Pair	1.60

## Step 4

In Step 4 a user is asked to add credit card details in order to finalize the CheckOut Process.

## Step 5

In Step 5 an Order Confirmation will display a confirmation that the order has been received.

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