



## WHS-10 Minimum Dress Code and PPE Requirements

### Table of Contents

1	Purpose .....	3
2	Scope .....	3
3	References.....	3
4	Roles and Responsibilities .....	3
5	Definitions .....	4
6	Records.....	5
9.	Minimum Dress Code .....	5
10.	Operational clothing and PPE .....	12
11.	Corporate Uniform .....	12
12.	Minimum PPE Requirements .....	13
13	Clothing and PPE Requirements for Electrical Protection .....	15
	Appendix 1: Operational clothing and PPE ordering guidelines .....	17
	Appendix 2: PRONTO processes.....	18
1	Creating a New Purchase Order .....	18
2	Submitting a Purchase Order if you do NOT have Financial Delegation.....	26
3	Approving a Purchase Order if you have Financial Delegation.....	27
4	Spooling and sending your Purchase Order to the Supplier .....	28
5	PRONTO assistance .....	30

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**Document History**

Version No:	Date Released	Change	Remarks
1.0	24/3/2014	n/a	Procedure approved and released
1.1	27/5/2014	Shirt GSM 155 to 145	To allow for Work cool II shirts.
1.2	01/09/2014	Pages 14 & 15	Updated order form and added instructions
1.3	09/09/2014	Whole of document	Removed PWC references, converted to Territory Generation Document.
2.0	11/09/2014	Whole of document	Added all employee uniform requirements, removed shared site requirements as no longer applicable, added delivery driver information.
2.0	01/12/2015	Whole of document	Added new safety helmet mandatory requirements
2.0	23/02/2016	Page 1	Updated document owner and sponsor details
2.0	23/02/2016	Pages 17 & 18	Updated operational clothing and PPE request form including process.
2.0	23/02/2016	10.1(d) 11.1	New point added re: Logo integrity New contact information added for corporate uniforms
3.0	23/11/2016	Section 10, Appendix 1 and 2	Removal of order form and addition of information on PRONTO processes for Purchase Orders etc.

## 1 Purpose

This procedure outlines the minimum dress code and personal protective equipment requirements for all persons accessing and working at Territory Generation maintained sites.

## 2 Scope

This procedure applies to all employees, contractors and visitors to the following Territory Generation maintained sites:

NON OPERATIONAL SITES:

- Head Office

OPERATIONAL SITES:

- Channel Island,
- Weddell,
- Katherine,
- Ron Goodin,
- Owen Springs,
- Tennant Creek,
- Yulara and
- Kings Canyon Power Stations.

## 3 References

- AS 1336:1997, *Recommended Practices for Occupational Eye Protection*
- AS 1337:1992, *Eye Protectors for Industrial Applications*
- AS 1800:1998, *Occupational Protective Helmets, Selection, use & maintenance*
- AS 1801:1997, *Construction of Safety Helmets*
- AS 2210.1:2010, *Safety, Protective and Occupational Footwear*
- AS 1269.3:2005, *Occupational Noise Management – Hearing Protection Program*
- AS 2161.1:1999, *Occupational Protective Gloves: Selection, Use and Maintenance*
- AS 1715:2009, *Selection, Use and Maintenance of Respiratory Protective Equipment*
- AS 4602:1999, *High Visibility Safety Garments*
- AS 4836:2011 *Safe Working on or near low-voltage electrical installations and equipment*

## 4 Roles and Responsibilities

Role / Title	Responsibility
Chief Executive Officer	<p>Shall ensure that :</p> <ul style="list-style-type: none"> <li>• All personnel are aware of requirements of this procedure and its management in sites under Territory Generation control.</li> <li>• Initiates procedure review as required.</li> </ul>
All Managers/Site Coordinators	<p>Shall ensure that:</p> <ul style="list-style-type: none"> <li>• This procedure is put in place at all Territory Generation controlled power stations sites.</li> <li>• Personnel are advised and trained as necessary in the procedure to be followed.</li> <li>• Contractors are informed of and follow the procedure, where applicable.</li> </ul>

## WHS-10 Minimum Dress Code and PPE Requirements

	<ul style="list-style-type: none"> <li>Contribute to procedure reviews</li> </ul>
<b>Project Officers/Contract Managers</b>	Shall ensure that: <ul style="list-style-type: none"> <li>Contractors under their control are informed of and follow the procedure, where applicable.</li> <li>Contribute to procedure reviews</li> </ul>
<b>All Personnel</b>	Shall ensure that: <ul style="list-style-type: none"> <li>This procedure is followed personally and by contractors/visitors under their control, where applicable</li> <li>Contribute to procedure reviews</li> </ul>
<b>Document Owner</b>	<ul style="list-style-type: none"> <li>The position responsible for the preparation, review and accuracy of this document.</li> </ul>
<b>Document Sponsor</b>	<ul style="list-style-type: none"> <li>The position responsible for the approval and use of this document</li> </ul>

## 5 Definitions

<b>Dress/Dress code</b>	Minimum basic clothing requirements
<b>Personal Protective Equipment (PPE)</b>	Means safety equipment (above minimum dress code requirements) designed for personal use and protection for example: Safety glasses, helmets, hearing protectors etc.
<b>Designated operational areas</b>	Means areas where operational activities commonly occur and includes areas such as workshops, turbine halls, stores, control rooms, switchyards etc.
<b>Designated administrative areas</b>	Means areas where administrative activities commonly occur and includes areas such as offices, meeting rooms, training rooms etc.
<b>Task Based Risk Assessment</b>	Means the process used to break a task into steps; identify the potential hazards and control measures; and implement these so that the task can be completed safely. This process is conducted at the task level by the persons carrying out the work and the process used to record this in Territory Generation is a Job Safety Environmental Analysis (JSEA)
<b>Hazard</b>	Means any thing or condition which has the potential to cause injury or harm to health
<b>Risk</b>	Means the likelihood that death, injury or illness may occur because of the hazard
<b>Risk management</b>	Means the process of identifying, assessing, treating, monitoring, reviewing and communicating risks.
<b>Safety Data Sheet (SDS)</b>	Formerly Material Safety Data Sheet or MSDS, an SDS is a document that provides detailed information about a hazardous chemical.
<b>Shall</b>	Mandatory requirement
<b>Should</b>	Advisory requirement

## 6 Records

- As maintained in PRONTO.

## 9. Minimum Dress Code

### SECTION 9.1

#### EMPLOYEES - OPERATIONAL SITES

##### APPLIES:

- All Territory Generation employees whose primary work location is an operational site

##### MINIMUM DRESS REQUIREMENTS FOR OPERATIONAL PERSONNEL

- Long cotton trousers or jeans and a long sleeve cotton shirt of a high visibility nature

##### OR

- High visibility cotton overalls

##### AND

- Safety footwear
- Safety Helmet

##### MINIMUM DRESS REQUIREMENTS FOR ADMINISTRATIVE PERSONNEL

- Long cotton trousers or jeans and a long sleeve cotton shirt of a high visibility nature

##### AND

- Fully closed in footwear

##### NOTES:

- For general operational work activities cotton clothing SHALL be not inferior to 100% cotton drill with a minimum weight of 145 grams per square metre.
- When working on or near live electrical apparatus, clothing worn SHALL be not inferior to 100% cotton drill with a minimum weight of 185 grams per square metre.
- During work activities shirts shall be worn with sleeves rolled down with sleeves buttoned unless clearly identified by JSEA/risk assessment that a risk of entrapment exists. In this instance long sleeves SHALL be rolled up for the duration of the task.
- During non-work activities sleeves may be rolled up e.g.: when in administrative areas.

##### NOTES:

- Safety helmet and safety footwear shall be worn when accessing operational work areas
- Safety glasses shall be carried at all times when accessing operational work areas

##### ADDITIONAL PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:

- Additional Personal Protective Equipment (PPE) shall be worn depending on the nature and location of the work and shall be determined by a task based risk assessment (Job safety Environmental Analysis or equivalent) based on the work being conducted.

**SECTION 9.2****EMPLOYEES – HEAD OFFICE****APPLIES:**

- All Territory Generation employees whose primary work location is Head Office

**MINIMUM DRESS REQUIREMENTS –**

- Smart casual dress or the agreed Corporate Uniform

**NOTES:**

- If accessing operational sites shall comply with the requirements in Section 9.1

**SECTION 9.3****CONTRACTORS - PHYSICAL WORK ACTIVITIES CONDUCTED IN *OPERATIONAL* WORK AREAS****APPLIES TO PERSONS:**

- Conducting “hands on” work in *operational areas or high risk work areas*

**Operational areas include:** Workshop, turbine hall, stores, control rooms, control cabs, switch rooms etc.

**MINIMUM DRESS REQUIREMENTS:**

- Long cotton trousers and long sleeve cotton shirts of a high visibility nature
- OR**
- High visibility cotton overalls
- OR**
- Long cotton trousers, long sleeve cotton shirts with a high visibility vest not inferior to 100% cotton drill
- AND**
- Safety footwear
- Safety Helmet.

**NOTES:**

- For general operational work activities cotton clothing SHALL be not inferior to 100% cotton drill with a minimum weight of 145 grams per square metre.
- When working on or near live electrical apparatus, clothing worn SHALL be not inferior to 100% cotton drill with a minimum weight of 185 grams per square metre.
- During work activities shirts shall be worn with sleeves rolled down with sleeves buttoned unless clearly identified by JSEA/risk assessment that a risk of entrapment exists. In this instance long sleeves SHALL be rolled up for the duration of the task.
- During non-work activities sleeves may be rolled up e.g.: when in administrative areas.
- Safety glasses shall be carried at all times when accessing operational work areas

**ADDITIONAL PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:**

- Additional Personal Protective Equipment (PPE) shall be worn depending on the nature and location of the work and shall be determined by a task based risk assessment (Job safety Environmental Analysis or equivalent) based on the work being conducted.

**SECTION 9.4****CONTRACTORS – CONDUCTING INSPECTION TYPE ACTIVITIES IN OPERATIONAL AREAS****APPLIES TO PERSONS:**

- Conducting inspection type activities in operational work areas which does not involve physical “hand on” work

**Examples may include:** Pressure vessel inspection, fire system inspection, vibration analysis etc.

**MINIMUM DRESS REQUIREMENTS:**

- Long trousers
- Long sleeve shirt
- High visibility vest

**AND**

- Safety footwear
- Safety Helmet

**NOTES:**

- Persons conducting inspection type activities in operational areas should be escorted at all times. Exceptions may be made for persons deemed familiar with the site and plant by their site contact person.
- Safety glasses shall be carried at all times when accessing operational work areas
- The above minimum dress requirements may be escalated to Section 9.3 requirements, if required.

**ADDITIONAL PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:**

- Additional Personal Protective Equipment (PPE) shall be worn depending on the nature and location of the work and shall be determined by a task based risk assessment (Job Safety Environmental Analysis or equivalent) based on the locations being accessed.

**SECTION 9.5****CONTRACTORS - CONDUCTING WORK IN ADMINISTRATIVE AREAS AT OPERATIONAL SITES****APPLIES TO PERSONS:**

- Attending site to conduct hands on work activities in administrative areas for example: ICT equipment installation, repairs, maintenance or servicing; basic building maintenance activities etc.



**Designated administrative areas include:** Administration buildings, workshop administration areas, training rooms, meeting rooms etc.

**MINIMUM DRESS REQUIREMENTS:**

- Long trousers
- Long sleeved shirt
- AND**
- Fully enclosed footwear

**NOTES:**

- **High visibility vests** shall be worn when transiting through site to access other administration areas
- Designated walkways shall be used at all times, where possible
- In the event that operational work areas are to be accessed, **a long sleeve shirt, high visibility vest, safety footwear and safety helmet SHALL be worn.**
- Safety glasses shall be carried at all times when accessing operational work areas

**ADDITIONAL PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:**

- Additional Personal Protective Equipment (PPE) shall be worn depending on the nature and location of the work and shall be determined by a task based risk assessment (Job Safety Environmental Analysis or equivalent) based on the work being conducted

**SECTION 9.6**
**VISITORS – ENTERING OPERATIONAL SITES**
**APPLIES TO PERSONS:**

- Attending sites for business reasons, meetings, to conduct classroom training etc.
- Attending site to tour or view operational work activities

**Examples include:** Persons attending for site tours, ministerial visits, school visits, trainers, consultants, sales representatives etc.

**MINIMUM DRESS REQUIREMENTS:**

- Long trousers
  - Long sleeve shirt
  - High visibility vest
- AND**
- Fully enclosed footwear

**NOTES:**

- Visitors are not regular attendees to site - they are persons who are only on site for a short period of time only and are escorted at all times by nominated Territory Generation Personnel
- Persons conducting visitation type activities in operational areas shall be escorted at all times
- The above minimal dress requirements may be escalated to Section 9.3 requirements if required.

**ADDITIONAL PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:**

- Additional Personal Protective Equipment (PPE) shall be worn depending on the site areas being accessed and at the direction of escorting Territory Generation Personnel.

**SECTION 9.7 - DELIVERY DRIVERS ENTERING OPERATIONAL SITES****APPLIES TO PERSONS:**

- Entering operational sites to deliver goods to designated unloading areas

**MINIMUM DRESS REQUIREMENTS APPLY IF EXITING THE VEHICLE FOR UNLOADING:**

- Long trousers
- Long sleeve shirt
- High visibility vest

**AND**

- Fully enclosed footwear

**NOTES:**

- Delivery drivers shall be escorted at all times by nominated Territory Generation Personnel
- The above minimal dress requirements may be escalated to Section 9.3 requirements if required.

**ADDITIONAL PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS:**

- Additional Personal Protective Equipment (PPE) shall be worn depending on the nature and location of the work and shall be at the direction of escorting Territory Generation Personnel.

**10. Operational clothing and PPE****10.1 Initial issue, replacement and disposal**

- a) Basic initial issue for full time employee is five (5) sets of operational clothing. Refer to Appendix 1 for guidelines on operational clothing and PPE initial issue.
- b) Operational clothing shall be ordered using the PRONTO system. The relevant Line Manager/Supervisor shall facilitate the initial order for their new employee(s).
- c) Operational clothing issue is replaced on an old for new/one for one basis. Replacement orders shall be initiated by the employee themselves and approved by their Line Manager/Supervisor.
- d) All approvals (new or replacement) shall be completed via the PRONTO system. For Step by step instructions on how to raise orders in PRONTO see Appendix 2.  
NOTE: Quotations are not required all items and prices are pre-set in PRONTO in accordance with approved suppliers under the NTG Clothing Contract.
- e) Operational clothing which is faded, torn or significantly stained etc. shall be replaced as soon as practicable. Territory Generation logos shall be cut off prior to disposal.
- f) Items ordered will be delivered to the collection point nominated in the PRONTO purchase order i.e.: either Channel Island Stores (Darwin) or Ron Goodin Stores (Alice Springs) or Berrimah HQ. Employees are not to pick up clothing directly from the Supplier unless they are authorised to do so by their Line Manager/Supervisor.
- g) On end of employment all Territory Generation branded clothing and PPE shall be returned to Territory Generation. i.e.: returned to the relevant Line Manager/Supervisor.
- h) Territory Generation labels shall be removed (cut off) prior to old clothing being disposed of.
- i) All items issued to employees are classed as consumables and shall remain the property of Territory Generation throughout its life.
- j) Where issued clothing and/or PPE is branded with the Territory Generation logo, the logo shall not be covered or defaced in any manner.
- k) Basic individual PPE will be issued to all new operational personnel and other personnel if identified as required by their Line Manager/Supervisor; and shall comprise of: Class 5 ear muffs, safety glasses, gloves and hard hat.
- l) It is the responsibility of the Line Manager/Supervisor to provide the employee with clear instructions for the correct use of this PPE.
- m) Additional individual PPE shall only be issued on approval by the relevant Line Manager/Supervisor.
- n) Issued basic individual PPE shall be used and maintained in accordance with manufacturers' instructions.
- o) Basic PPE shall be held as a stock item at all sites.
- p) Defective or faulty PPE must not be used and shall immediately be removed from service and replaced via Stores.

**11. Corporate Uniform**

- 11.1 For administrative clothing issue (Corporate uniform) and replacement processes: Contact Territory Generation Facilities Service Coordinator.

## 12. Minimum PPE Requirements

### 12.1 General requirements

- a) Personal Protective Equipment (PPE) shall be required as identified and in accordance with this procedure.
- b) A task based risk assessment (JSEA or similar risk assessment process) shall be used to identify additional PPE requirements.
- c) Safety Data Sheets (SDS) shall be referred to for PPE requirements when using, handling and storing chemicals.
- d) All PPE shall be used and maintained in accordance with manufacturers' instructions.
- e) Defective or faulty PPE must not be used and shall immediately be removed from service and replaced.
- f) PPE shall be selected, used and maintained in a manner so as to avoid or minimise unacceptable risks by ensuring:
  - Suitability for the purpose
  - Correct fit, and
  - Appropriate maintenance and inspection procedures.
- g) A person to whom PPE and/or industrial clothing has been supplied shall not fail, neglect or refuse to wear this equipment.
- h) The risk control application of providing personal protective equipment should only be considered when:
  - Other control measures are not practicable
  - It is used in conjunction with other methods to provide a greater measure of protection
  - It is specified by legislation as a basic requirement.

### 12.2 Head protection

- a) Head PPE includes safety helmets (hard hats), sun hats or helmet brims.
- b) Safety helmets shall comply with AS/NZ 1801 and shall be worn when in areas where overhead cranes are in operation and/or when overhead hazards exist.
- c) Helmets shall be inspected before use for dents, cracks, discoloration, weathering, strap condition etc.
- d) Helmets found with a defect or damage shall be destroyed and replaced.
- e) Helmets are to be dated on issue. Helmets in regular use for more than 3 years are to be thoroughly inspected and replaced if deemed appropriate.
- f) Sun hats, preferably a wide brimmed hat or a neck flap or wide brim for a safety helmet; shall be worn when working outdoors in the sun, if risk assessed as appropriate.
- g) Safety helmets shall be worn in all designated operational zones on site and outside of these zones, whenever a task based risk assessment or safe work method statement identifies head hazards.
- h) Bump caps shall be worn when working in confined areas of plant (where a hard hat cannot be worn) and where there is the potential for head strike from pipework and/or other plant structures.

### 12.3 Eye and face protection

- a) Eye and face PPE includes safety glasses, goggles or face shields.
- b) Eye and face protection shall comply with AS/NZ 1336:1997 and AS/NZ 1337:1992
- c) Safety glasses, goggles or a face shield shall be worn:

## WHS-10 Minimum Dress Code and PPE Requirements

- When task based risk assessment identifies an eye/face hazard exists e.g. protection from flying fragments when grinding, to minimise the effects of flash when welding etc.
  - In areas where mandatory safety signage indicates a specific eye/face protection must be worn
- d) When conducting grinding safety glasses shall be worn under face shield or fitted goggles shall be worn
- e) Prescription safety glasses shall be appropriate for the tasks being performed and include side shields or 'wrap around' frames and where electrical hazards exist, be non-conductive.
- NOTE: For more information see: WHS-10B *Prescription Safety Glasses procedure*.
- f) Safety glasses shall be inspected before use for scratches, hazing etc. and shall be replaced as required.
- g) Safety glasses shall be carried by all persons who work in or are required to access operational zones, on all sites.

### 12.4 Hearing protection

- a) Hearing PPE includes ear muffs or ear plugs
- b) Class 5 hearing protection is available on site and shall be worn in all Territory Generation designated hearing protection area/s where it has been assessed that the noise level exceeds 85 dB (A).
- c) Ear plugs are generally single use and should be disposed of after use.
- d) Ear muffs shall be inspected before use for condition and fit and shall be replaced if damaged etc.

### 12.5 Foot protection

- a) Foot PPE includes safety boots and fully closed in shoes.
- b) Safety boots shall be steel or composite capped complying with AS2210.1 shall be worn by all persons entering, transiting and/or conducting work in operational work areas.
- c) Closed in shoes shall fully cover the foot.

### 12.6 Hand protection

- a) Hand PPE includes various types of gloves such as PVC, nitrile, leather, LV etc..
- b) Hand protection shall be worn to protect against cuts, lacerations, abrasions, punctures, heat and cold, hazardous material or chemicals, and electrical contact.
- c) The type of hand protection selected will depend on the nature/ location of work as determined by task based risk assessment and SDS, where appropriate.
- d) Gloves should not be worn where there is a risk of entanglement e.g. when operating rotating equipment. If the nature of the work means wearing gloves is unavoidable (i.e. due to associated risks that cannot be controlled by other means) the gloves used shall be form fitting and selected to reduce the risk of entanglement so far as reasonably practicable. Riggers style gloves shall not be used in this instance.
- h) Hand protection shall be carried by all persons who work in or are required to access operational zones, on all sites.

### 12.7 Respiratory protection

- a) Respiratory protection includes P1 and P2 masks and half or full masks with contaminant filters specific to application etc.
- b) Respiratory protection shall be worn whenever a worker is exposed to concentrations of airborne contaminants which may pose a risk to the health and safety of the worker, or produce an unsafe working condition at a workplace; or where there is an atmosphere that does not have safe oxygen levels

- c) Respiratory protection equipment shall comply with AS1715 and AS1716.
- d) Respiratory protection shall be inspected before use to ensure it is in good condition and fit for purpose.
- e) The type of respiratory protection selected will depend on the nature/ location of work as determined by task based risk assessment and SDS where appropriate.

## 12.8 Exemptions

In the event that a medical condition prevents compliance with Sections 9 & 12 the affected worker shall notify their Line Manager/Supervisor who will assess and determine how the exemption will be managed. For example: A worker may be given an exemption to wear different shoes in designated areas; if they are unable to wear safety boots due to a medical condition.

## 13 Clothing and PPE Requirements for Electrical Protection

The hierarchy of controls shall be used working with electrical hazards. The preferred controls are by electrically isolating the hazard or by operating the apparatus remotely. Where these controls are unable to be applied appropriate protective clothing and other PPE shall be worn.

### a) Protective clothing:

When working on or near electrical apparatus protective clothing worn (including warm and/or wet weather clothing) shall:

- (i) Be clothing covering the fully body (including arms and legs) which has flame retardant properties not inferior to 100% cotton drill with a minimum weight of 185 grams per square metre.
- (ii) Be worn so that the body is covered from neck to wrist to ankle. Shirt, coat or jacket, and/or overall fasteners must be done up to at least the second top button or equivalent; Sleeves shall be rolled down.
- (iii) Have non-metallic fasteners or have fasteners protected by a layer of the same material as that of the garment on both the top and undersides
- (iv) Be maintained in accordance with manufacturers' instructions. NOTE: Ripped, faded or worn clothing does not provide adequate protection from electrical hazards and shall be replaced.

Additional protective clothing and PPE types shall be selected in accordance with a task based risk assessment in consideration of the type of work being performed.

### b) Additional protective clothing and PPE

The table below indicates specific additional clothing and PPE that shall be selected for electrical work:

PPE Type	Description
Eye protection	Eye protection without metal frames (constructed of non-conductive material) and complying with AS1337 and selected in accordance with AS1336
Face shield	Face shield certified as rated at 10 cal/cm <sup>2</sup> protection.
Arc Flash suit and hood/Switching Jacket	Arc flash suit and hood or switching jacket rated at a minimum of 40 cal/cm <sup>2</sup> protection.
Safety Footwear	Shoes or boots complying with AS2210.2 and selected and maintained in accordance with AS2210.1
Insulating gloves	Gloves complying with AS2225 or an equivalent standard and insulated to the highest potential voltage expected for the work being undertaken, air tested each time prior to use.

### WHS-10 Minimum Dress Code and PPE Requirements

Flame-resistant gloves	Gloves complying with AS2161.4 e.g. gloves made from leather or other non-melting heat resistant material.
Hearing protection	Ear plugs or muffs complying with AS1270
Safety Helmets	Complying with AS1801
Respiratory protection	Respiratory protection complying with AS1715 and AS1716.
<b>NOTE:</b> Bracelets, rings, neck chains, exposed metal zips, watches, and other conductive items shall not be worn while working on or near exposed energized conductors or live conductive parts.	

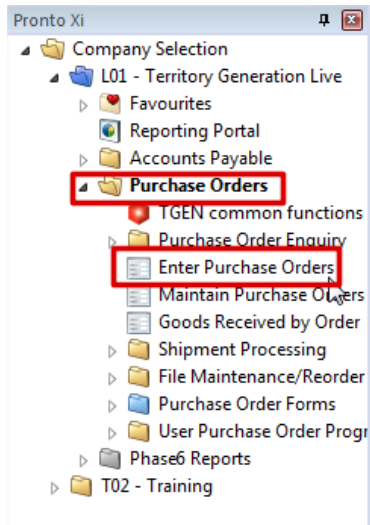


**Appendix 1: Operational clothing and PPE ordering guidelines**

Item description
Long sleeve shirt - Cotton – Hi visibility blue and yellow – Embroidered TGen Logo and Gram Weight
Trousers - Cotton - Blue/Navy - Embroidered TGen Logo and Gram Weight
Overalls - Cotton - Hi-visibility blue and yellow - Embroidered TGen Logo and Gram Weight
Winter Jacket – Hi-visibility blue and yellow - Embroidered TGen Logo
Jeans - Cotton - Blue - Embroidered TGen Logo and Gram Weight
Safety Boots
Belt - Black
Breathable rain coat
Wide brim sun hat (not Akubra)
<b>Initial basic PPE issue through Stores:</b>
Hearing protection - Class 5 Ear Muffs x 1
Eye protection - Safety Glasses CLEAR x1
Eye protection - Safety Glasses TINTED x1
Head protection - Hard Hat (with chin strap) x1
Hand protection - Gloves (with glove clip) x1

**NOTES:**

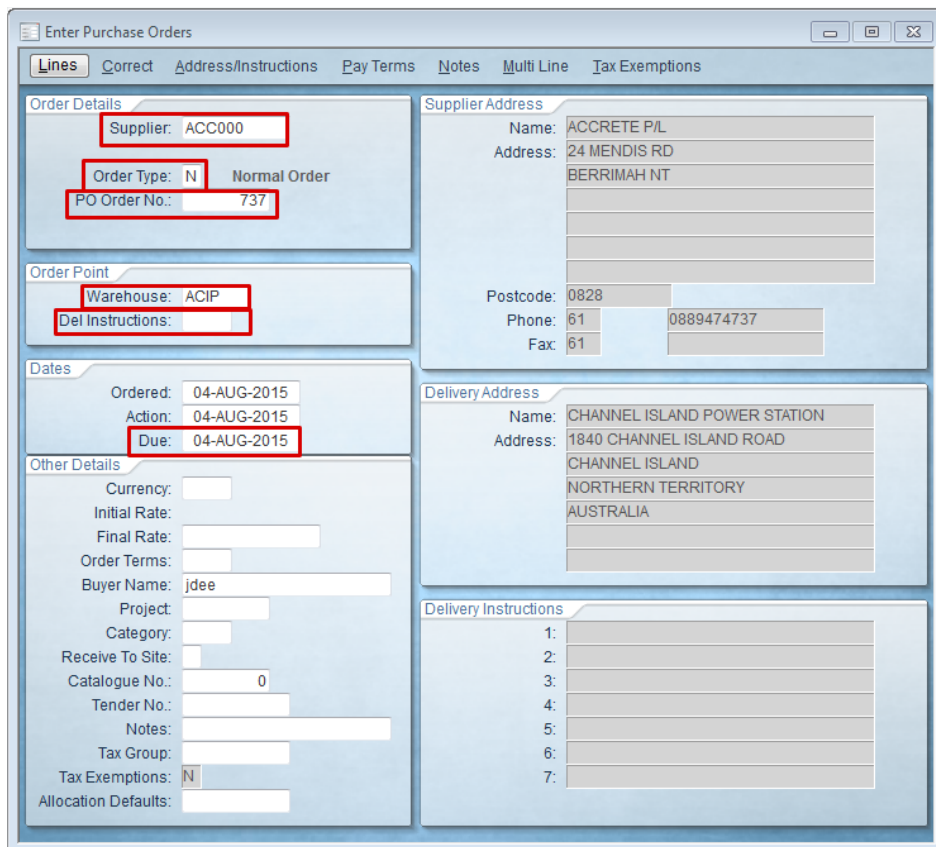
- For general operational work activities cotton clothing SHALL be not inferior to 100% cotton drill with a minimum weight of 145 grams per square metre.
- When working on or near live electrical apparatus, clothing worn SHALL be not inferior to 100% cotton drill with a minimum weight of 185 grams per square metre.
- All clothing items shall have the relevant Gram weight embroidered.
- Reflective clothing strips on shirts, trousers and overalls should be added where personnel are required to work at night.

**Appendix 2: PRONTO processes****1 Creating a New Purchase Order**

Select **Purchase Orders** on your Pronto Menu, followed by **Enter Purchase Orders**

NOTE: There is a current NTG contract in place with set suppliers. Prices are loaded in the system, there is no need to obtain a quote.

## Step 1:



The screenshot shows the 'Enter Purchase Orders' form with the following fields highlighted by red boxes:

- Supplier:** ACC000
- Order Type:** N (Normal Order)
- PO Order No.:** 737
- Warehouse:** ACIP
- Del Instructions:** (empty)
- Dates:**
  - Ordered: 04-AUG-2015
  - Action: 04-AUG-2015
  - Due: 04-AUG-2015
- Delivery Address:**
  - Name: CHANNEL ISLAND POWER STATION
  - Address: 1840 CHANNEL ISLAND ROAD
  - CHANNEL ISLAND
  - NORTHERN TERRITORY
  - AUSTRALIA

**Supplier:** Click on the magnifying glass (search), Select 'Keyword' and type in one of the supplier names from the below list and Select.

- Blackwoods (**North**) JAC000
- Hip Pocket Workwear & Safety (**South**) HIP000

### Order Type – 'N' (Normal)

**Warehouse:** Select the appropriate warehouse (Delivery point) for your order. Click on the magnifying glass to search.

**Delivery Instructions** – 'N' Free into Store. Contract has free delivery on all items

**Ordered Date** – Default to the date you are entering your order

**Action Date** – 2 weeks from ordered date

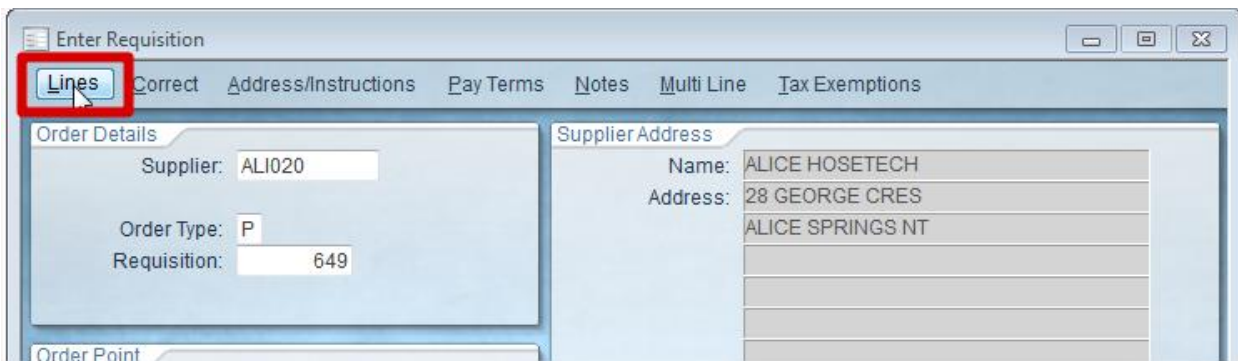
**Due Date** - 2 weeks from ordered date. As per the NTG Contract, all items ordered require 14 days lead time. Should these items become urgent you will need to contact the selected supplier to discuss if earlier delivery is possible.

### F4 – Auto Complete

NOTE: Write down the PO Order No. This will help with your approval at the end.

### Select Lines

## Step 2:

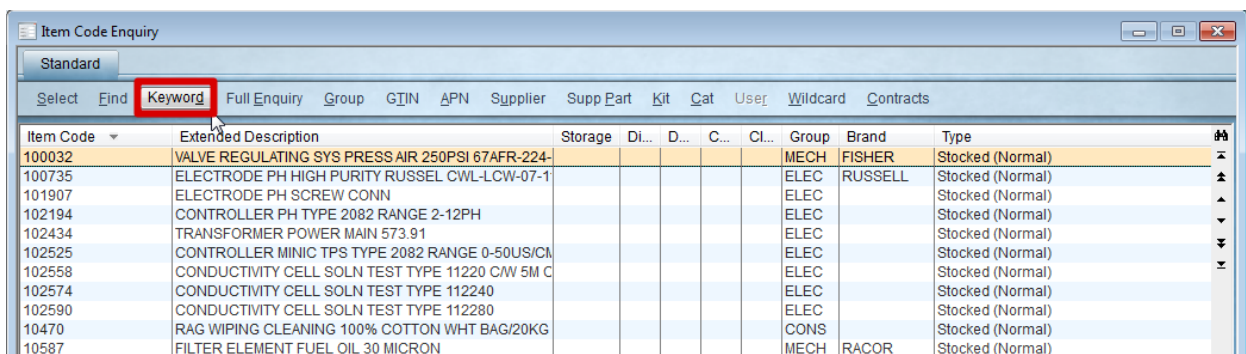


## Step 3:

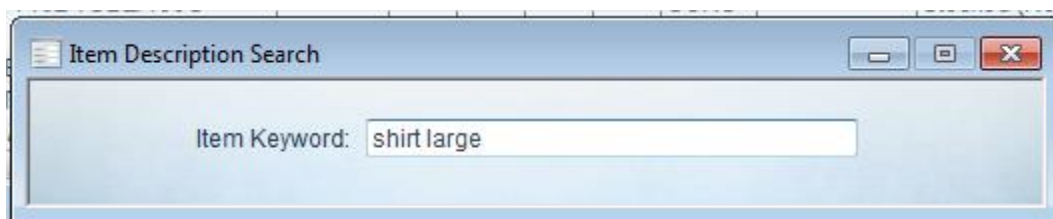


Click on the magnifying glass to start search for the PPE you require.

## Step 4:



The item code enquiry screen will appear, click on **keyword**

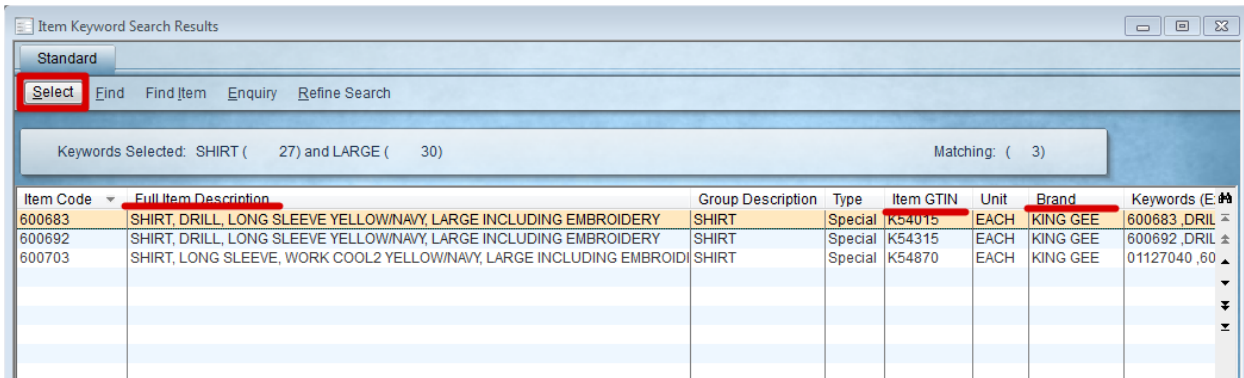


Type in the item you are search for and size, i.e. shirt large + **ENTER**

NOTE: You can break down the item you want by also searching by gender, brand, manufacturer part number etc.

## Step 5:

A listing of items will appear that are on contract



Item Keyword Search Results

Standard

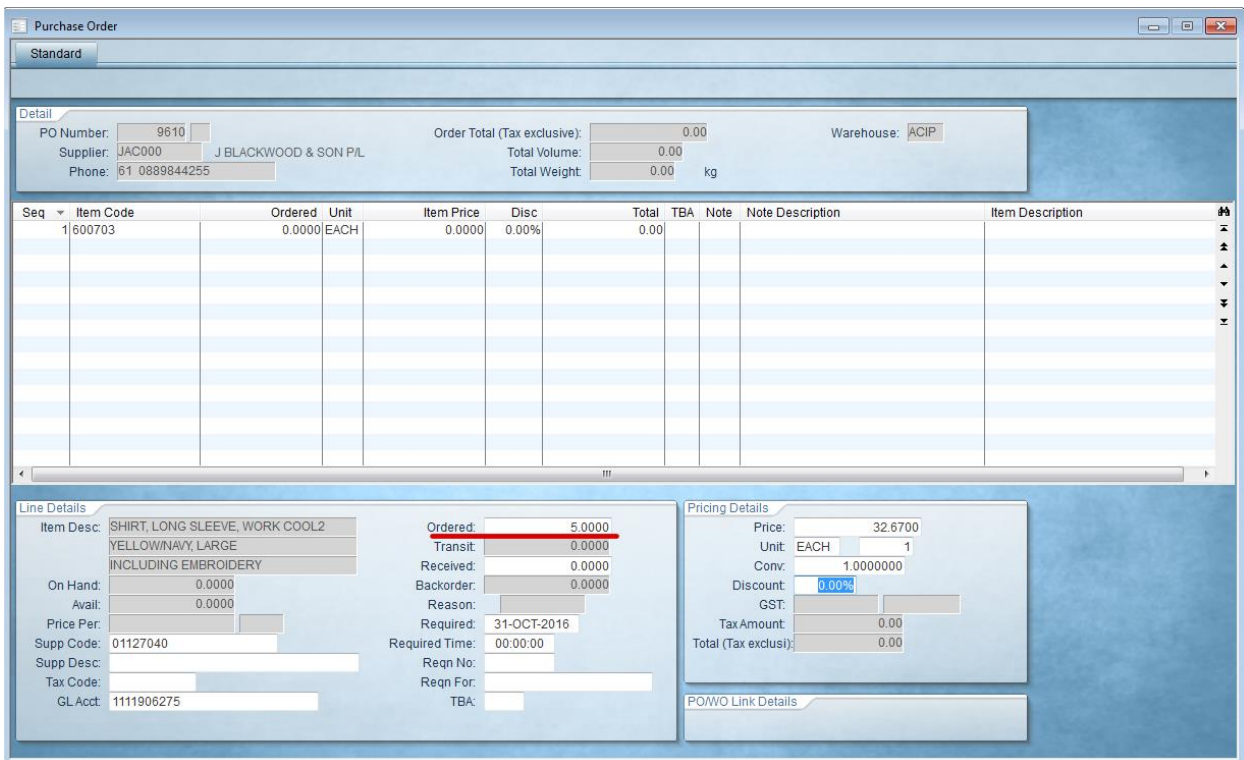
Select Find Find Item Enquiry Refine Search

Keywords Selected: SHIRT ( 27) and LARGE ( 30) Matching: ( 3)

Item Code	Full Item Description	Group Description	Type	Item GTIN	Unit	Brand	Keywords (E)
600683	SHIRT, DRILL, LONG SLEEVE YELLOW/NAVY, LARGE INCLUDING EMBROIDERY	SHIRT	Special	K54015	EACH	KING GEE	600683_DRIL
600692	SHIRT, DRILL, LONG SLEEVE YELLOW/NAVY, LARGE INCLUDING EMBROIDERY	SHIRT	Special	K54315	EACH	KING GEE	600692_DRIL
600703	SHIRT, LONG SLEEVE, WORK COOL2 YELLOW/NAVY, LARGE INCLUDING EMBROID	SHIRT	Special	K54870	EACH	KING GEE	01127040_60

You can see the brand, brand number and description of the item. Click on the item you want to purchase and click on **select**

## Step 6:



Purchase Order

Standard

Detail

PO Number: 9610 Order Total (Tax exclusive): 0.00 Warehouse: ACIP

Supplier: JAC000 J BLACKWOOD & SON P/L Total Volume: 0.00

Phone: 61 0889844255 Total Weight: 0.00 kg

Seq	Item Code	Ordered	Unit	Item Price	Disc	Total	TBA	Note	Note Description	Item Description
1	600703	0.0000	EACH	0.0000	0.00%	0.00				

Line Details

Item Desc: SHIRT, LONG SLEEVE, WORK COOL2  
YELLOW/NAVY, LARGE  
INCLUDING EMBROIDERY

On Hand: 0.0000  
Avail: 0.0000

Price Per:   
Supp Code: 01127040  
Supp Desc:   
Tax Code:   
GL Acct: 1111906275

Ordered: 5.0000  
Transit: 0.0000  
Received: 0.0000  
Backorder: 0.0000  
Reason:   
Required: 31-OCT-2016  
Required Time: 00:00:00  
Reqn No:   
Reqn For:   
TBA:

Pricing Details

Price: 32.6700  
Unit: EACH 1  
Conv: 1.0000000  
Discount: 0.00%  
GST:   
Tax Amount: 0.00  
Total (Tax exclusi): 0.00

PO/MO Link Details

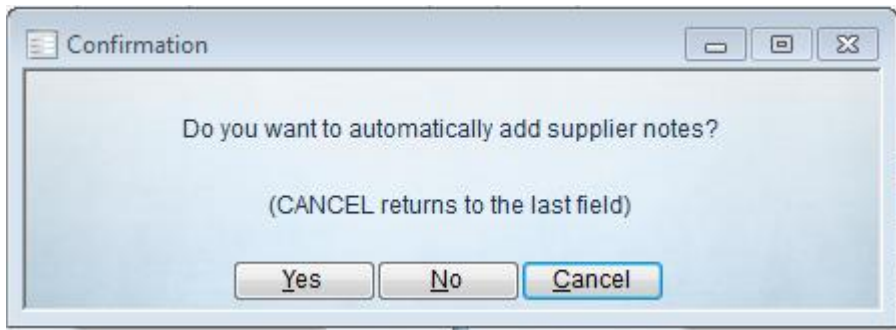
Tab through to the Ordered field, The GL Acct will default by the warehouse you have entered on the header page. This can be over written with a different GL should you want to change it.

Please refer to Section 10 in the procedure re: your entitlements.

**Ordered** – The quantity of items you need

**Required** – This date is automatic and is the same as the date on the Header page you entered.

**Price** – This is the pricing as per the NTG contract and includes logo embroidery



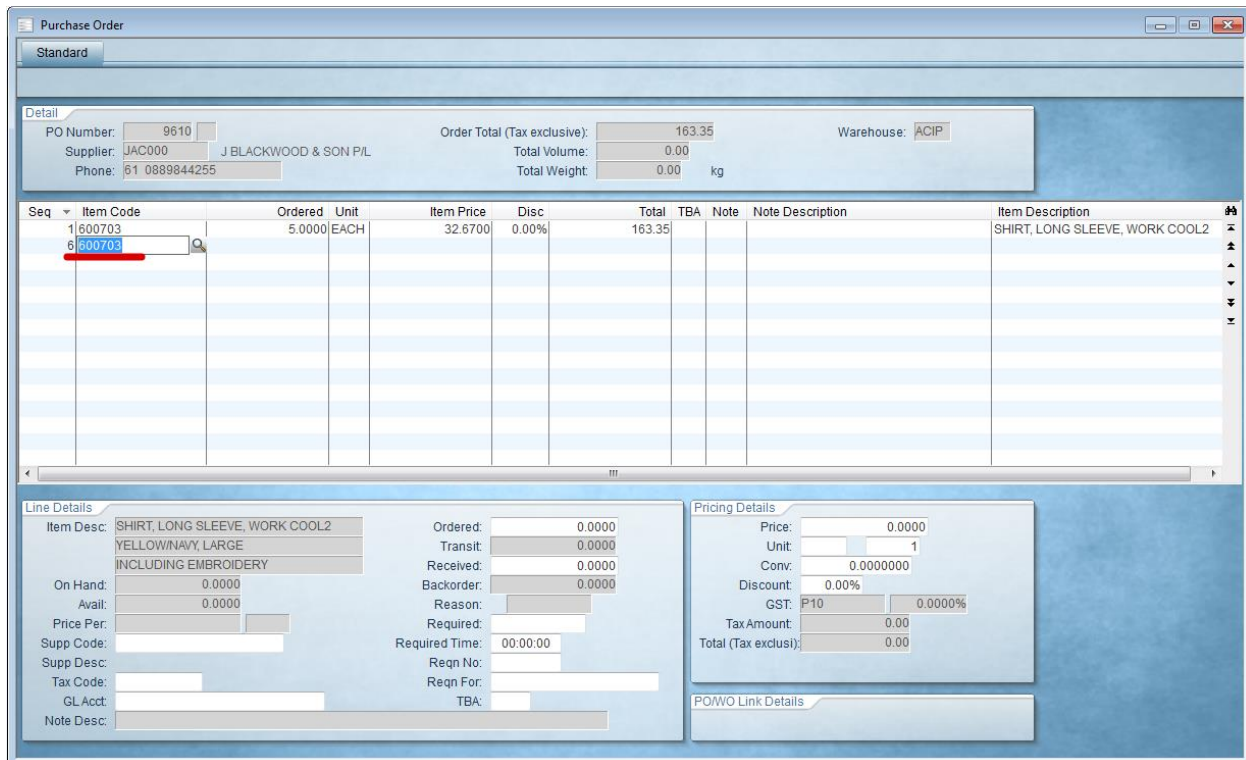
The attached message will appear.

Do you need to order anymore PPE?

If Yes – Click on ‘No’ and repeat from step 3, then select yes on your last item you are ordering

If No – Click on ‘Yes’

## Step 7:



Purchase Order

Standard

Detail

PO Number: 9610 Supplier: JAC000 J BLACKWOOD & SON P/L Phone: 61 0889844255 Order Total (Tax exclusive): 163.35 Total Volume: 0.00 Total Weight: 0.00 kg Warehouse: ACIP

Seq	Item Code	Ordered	Unit	Item Price	Disc	Total	TBA	Note	Note Description	Item Description
1	600703	5.0000	EACH	32.6700	0.00%	163.35				SHIRT, LONG SLEEVE, WORK COOL2
6	600703									

Line Details

Item Desc: SHIRT, LONG SLEEVE, WORK COOL2  
YELLOWNAVY, LARGE  
INCLUDING EMBROIDERY

On Hand: 0.0000  
Avail: 0.0000  
Price Per:   
Supp Code:   
Supp Desc:   
Tax Code:   
GL Acct:   
Note Desc:

Ordered: 0.0000  
Transit: 0.0000  
Received: 0.0000  
Backorder: 0.0000  
Reason:   
Required:   
Required Time: 00:00:00  
Reqn No:   
Reqn For:   
TBA:

Pricing Details

Price: 0.0000  
Unit: 1  
Conv: 0.0000000  
Discount: 0.00%  
GST: P10 0.00000%  
Tax Amount: 0.00  
Total (Tax exclusi): 0.00

PO/WO Link Details

After you have selected yes the screen will appear like the above, press ESC.



## WHS-10 Minimum Dress Code and PPE Requirements

Purchase Order

Standard

Entry Find Item Find Correct Remove Stock Sched Trace Audit Bin SOWO Tax WO Link Memo Other View WP Quit

Detail

PO Number: 9610 Order Total (Tax exclusive): 163.35 Warehouse: ACIP  
 Supplier: JAC000 J BLACKWOOD & SON P/L Total Volume: 0.00  
 Phone: 61 0889844255 Total Weight: 0.00 kg

Seq	Item Code	Ordered	Unit	Item Price	Disc	Total	TBA	Note	Note Description	Item Description
1	600703	5.0000	EACH	32.6700	0.00%	163.35				SHIRT LONG SLEEVE WORK COOL2
2	Note Line	0.0000			0.00%				IN ACCORDANCE WITH THE TERMS	
3	Note Line	0.0000			0.00%				AND CONDITIONS OF D14-0128	
4	Note Line	0.0000			0.00%				CLOTHING FOR	
5	Note Line	0.0000			0.00%				(INSERT YOUR NAME HERE)	

Line Details

Item Desc: SHIRT, LONG SLEEVE, WORK COOL2  
 YELLOW/NAVY, LARGE  
 INCLUDING EMBROIDERY

On Hand: 0.0000  
 Avail: 0.0000  
 Price Per: 32.6700 EACH  
 Supp Code: 01127040  
 Supp Desc:  
 Tax Code:  
 GL Acct: 1111906275

Ordered: 5.0000  
 Transit: 0.0000  
 Received: 0.0000  
 Backorder: 0.0000  
 Reason:  
 Required: 31-OCT-2016  
 Required Time: 00:00:00  
 Reqn No:  
 Reqn For:  
 TBA:

Pricing Details

Price: 32.6700  
 Unit: EACH 1  
 Conv: 1.0000000  
 Discount: 0.00%  
 GST: P10 10.0000%  
 Tax Amount: 16.34  
 Total (Tax excl): 163.35

PO/WO Link Details

A series of notes will automatically appear. This refers to the **NTG Clothing Contract** in place. Click on the bottom line of your purchase order lines (INSERT YOUR NAME HERE) so it is highlighted yellow.

### Step 8:

Purchase Order

Standard

Entry Find Item Find **Correct** Remove Stock Sched Trace Audit Bin SOWO Tax WO Link Memo Other View WP Quit

Detail

PO Number: 9610 Order Total (Tax exclusive): 163.35 Warehouse: ACIP  
 Supplier: JAC000 J BLACKWOOD & SON P/L Total Volume: 0.00  
 Phone: 61 0889844255 Total Weight: 0.00 kg

Seq	Item Code	Ordered	Unit	Item Price	Disc	Total	TBA	Note	Note Description	Item Description
1	600703	5.0000	EACH	32.6700	0.00%	163.35				SHIRT, LONG SLEEVE, WORK COOL2
2	Note Line	0.0000			0.00%				IN ACCORDANCE WITH THE TERMS	
3	Note Line	0.0000			0.00%				AND CONDITIONS OF D14-0128	
4	Note Line	0.0000			0.00%				CLOTHING FOR	
5	Note Line	0.0000			0.00%				(INSERT YOUR NAME HERE)	

Line Details

Item Desc:

On Hand: 0.0000  
 Avail: 0.0000  
 Price Per:  
 Supp Code:  
 Supp Desc:  
 Tax Code:  
 GL Acct:  
 Note Desc: (INSERT YOUR NAME HERE)

Ordered: 0.0000  
 Transit: 0.0000  
 Received: 0.0000  
 Backorder: 0.0000  
 Reason:  
 Required: 00:00:00  
 Required Time: 00:00:00  
 Reqn No:  
 Reqn For:  
 TBA:

Pricing Details

Price: 0.0000  
 Unit: 0  
 Conv: 0.0000000  
 Discount: 0.00%  
 GST: 0.0000%  
 Tax Amount: 0.00  
 Total (Tax excl): 0.00

PO/WO Link Details

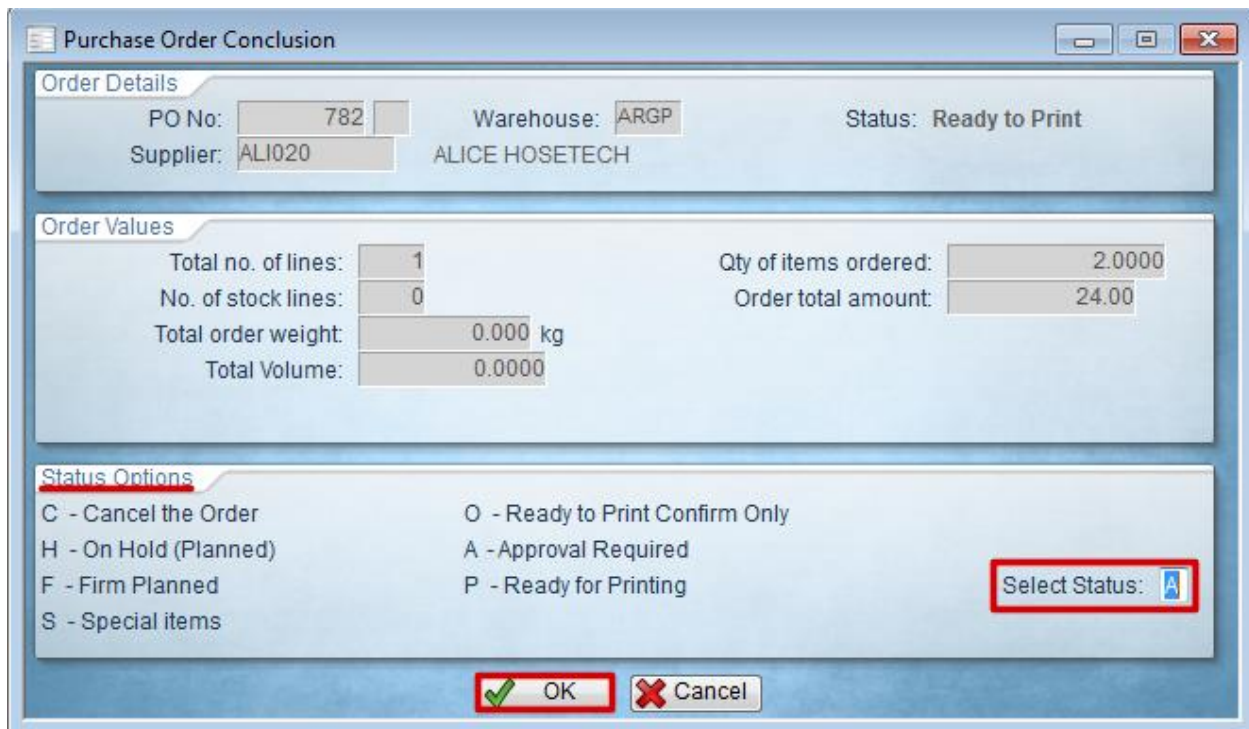
Click on **Correct**, tab to Note Description

**Note Description** – Input your Name – Press F4 (autocomplete)

NOTE: This assists the supplier and accounts payable to know who the order is for.

**Quit**

**Step 9:**



**Purchase Order Conclusion**

**Order Details**

PO No: 782 Warehouse: ARGP Status: Ready to Print  
 Supplier: ALI020 ALICE HOSETECH

**Order Values**

Total no. of lines: 1 Qty of items ordered: 2.0000  
 No. of stock lines: 0 Order total amount: 24.00  
 Total order weight: 0.000 kg  
 Total Volume: 0.0000

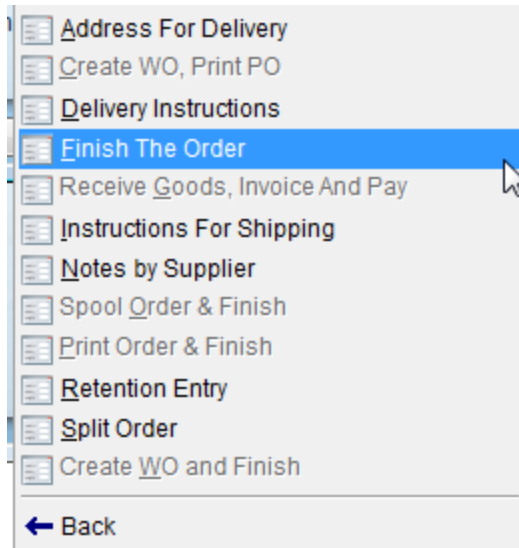
**Status Options**

C - Cancel the Order O - Ready to Print Confirm Only  
 H - On Hold (Planned) A - Approval Required  
 F - Firm Planned P - Ready for Printing  
 S - Special items

Select Status: A

OK Cancel

**Select Status** – Input ‘A’ (Approval Required) and Click **OK**



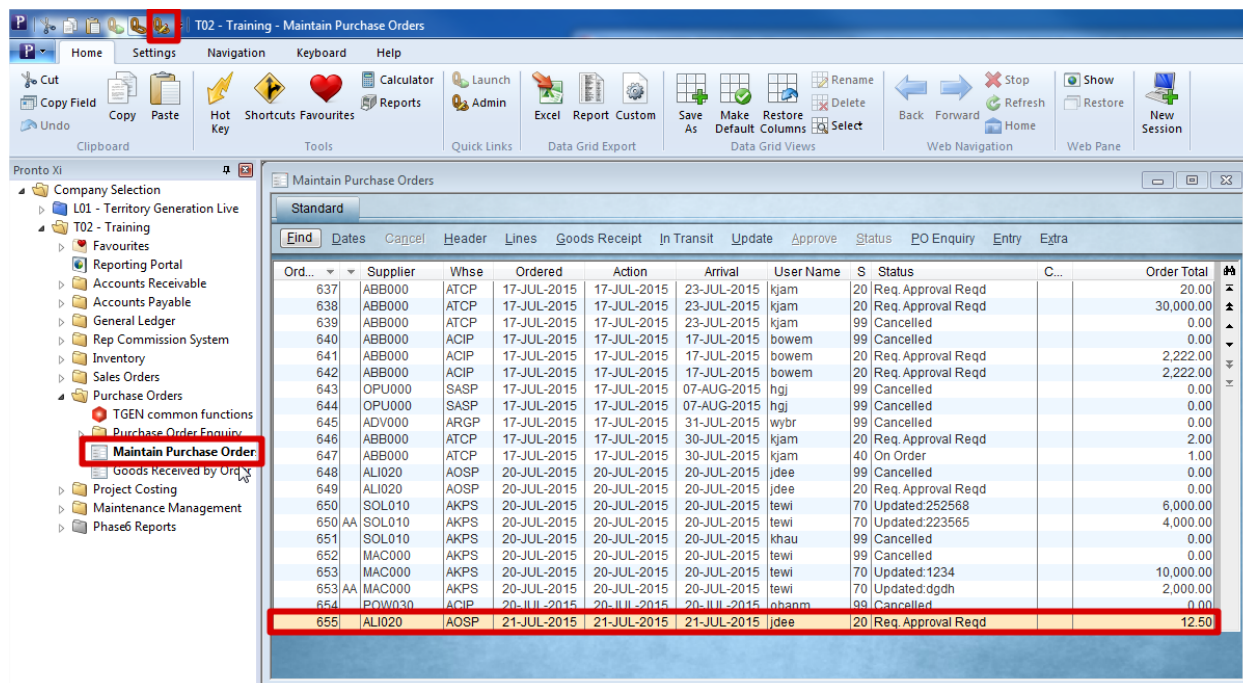
- Address For Delivery
- Create WO, Print PO
- Delivery Instructions
- Finish The Order**
- Receive Goods, Invoice And Pay
- Instructions For Shipping
- Notes by Supplier
- Spool Order & Finish
- Print Order & Finish
- Retention Entry
- Split Order
- Create WO and Finish
- Back

A menu will appear select **Finish the Order**

This will take back to the Enter PO screen



## Step 10:



The screenshot shows the Pronto Xi software interface. The top menu bar includes 'Home', 'Settings', 'Navigation', 'Keyboard', and 'Help'. The 'Find' button is highlighted in the top menu bar. The 'Maintain Purchase Orders' window is open, showing a list of purchase orders. The 'Find' button is highlighted in the top menu bar. The 'Maintain Purchase Orders' window is open, showing a list of purchase orders. The 'Find' button is highlighted in the top menu bar.

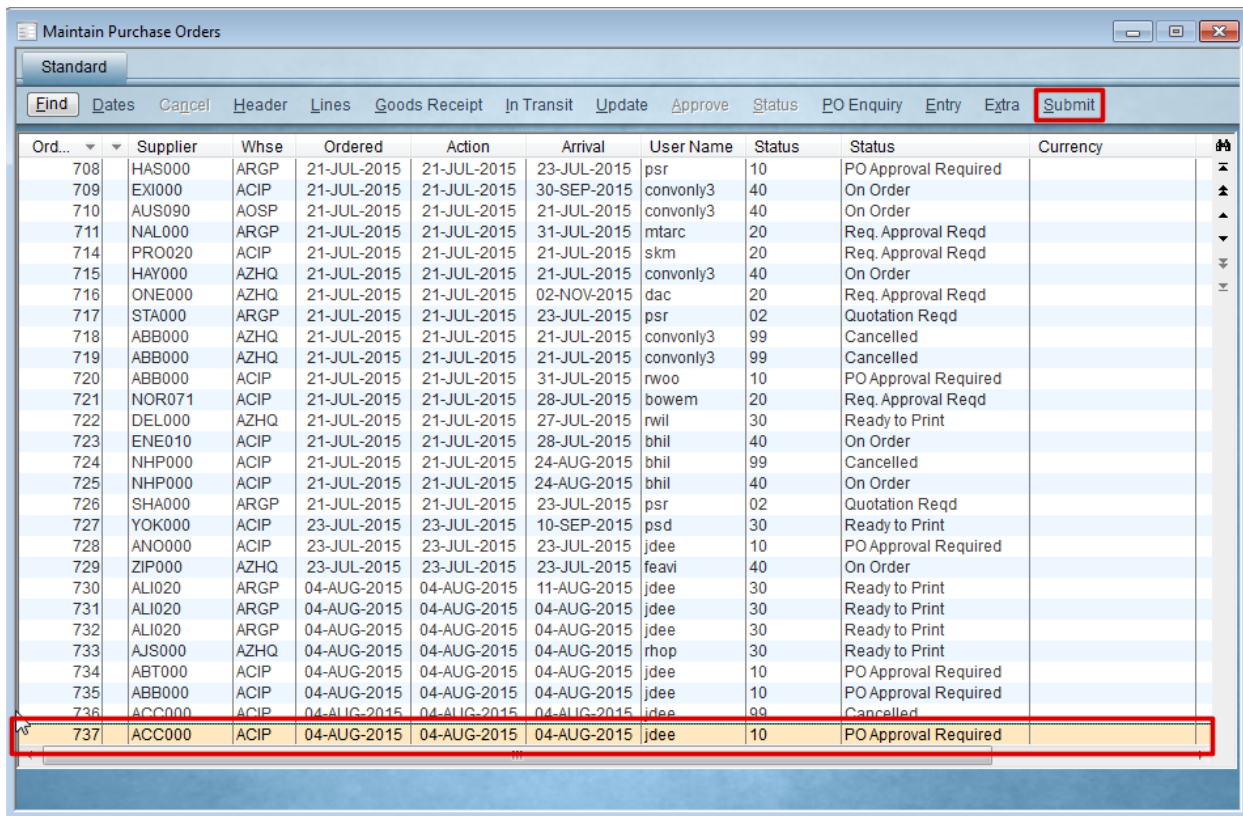
Ord...	Supplier	Whse	Ordered	Action	Arrival	User Name	S	Status	C...	Order Total
637	ABB000	ATCP	17-JUL-2015	17-JUL-2015	23-JUL-2015	kjam	20	Req. Approval Reqd		20.00
638	ABB000	ATCP	17-JUL-2015	17-JUL-2015	23-JUL-2015	kjam	20	Req. Approval Reqd		30,000.00
639	ABB000	ATCP	17-JUL-2015	17-JUL-2015	23-JUL-2015	kjam	99	Cancelled		0.00
640	ABB000	ACIP	17-JUL-2015	17-JUL-2015	17-JUL-2015	bowem	99	Cancelled		0.00
641	ABB000	ACIP	17-JUL-2015	17-JUL-2015	17-JUL-2015	bowem	20	Req. Approval Reqd		2,222.00
642	ABB000	ACIP	17-JUL-2015	17-JUL-2015	17-JUL-2015	bowem	20	Req. Approval Reqd		2,222.00
643	OPU000	SASP	17-JUL-2015	17-JUL-2015	07-AUG-2015	hgj	99	Cancelled		0.00
644	OPU000	SASP	17-JUL-2015	17-JUL-2015	07-AUG-2015	hgj	99	Cancelled		0.00
645	ADV000	ARGP	17-JUL-2015	17-JUL-2015	31-JUL-2015	wybr	99	Cancelled		0.00
646	ABB000	ATCP	17-JUL-2015	17-JUL-2015	30-JUL-2015	kjam	20	Req. Approval Reqd		2.00
647	ABB000	ATCP	17-JUL-2015	17-JUL-2015	30-JUL-2015	kjam	40	On Order		1.00
648	ALI020	AOSP	20-JUL-2015	20-JUL-2015	20-JUL-2015	jdee	99	Cancelled		0.00
649	ALI020	AOSP	20-JUL-2015	20-JUL-2015	20-JUL-2015	jdee	20	Req. Approval Reqd		0.00
650	SOL010	AKPS	20-JUL-2015	20-JUL-2015	20-JUL-2015	tewi	70	Updated:252568		6,000.00
650 AA	SOL010	AKPS	20-JUL-2015	20-JUL-2015	20-JUL-2015	tewi	70	Updated:223565		4,000.00
651	SOL010	AKPS	20-JUL-2015	20-JUL-2015	20-JUL-2015	khau	99	Cancelled		0.00
652	MAC000	AKPS	20-JUL-2015	20-JUL-2015	20-JUL-2015	tewi	99	Cancelled		0.00
653	MAC000	AKPS	20-JUL-2015	20-JUL-2015	20-JUL-2015	tewi	70	Updated:1234		10,000.00
653 AA	MAC000	AKPS	20-JUL-2015	20-JUL-2015	20-JUL-2015	tewi	70	Updated:dgdh		2,000.00
654	POW030	ACIP	20-JUL-2015	20-JUL-2015	20-JUL-2015	phanm	99	Cancelled		0.00
655	ALI020	AOSP	21-JUL-2015	21-JUL-2015	21-JUL-2015	jdee	20	Req. Approval Reqd		12.50

Select **Purchase Order** on your Pronto Menu followed by **Maintain Purchase Order**.

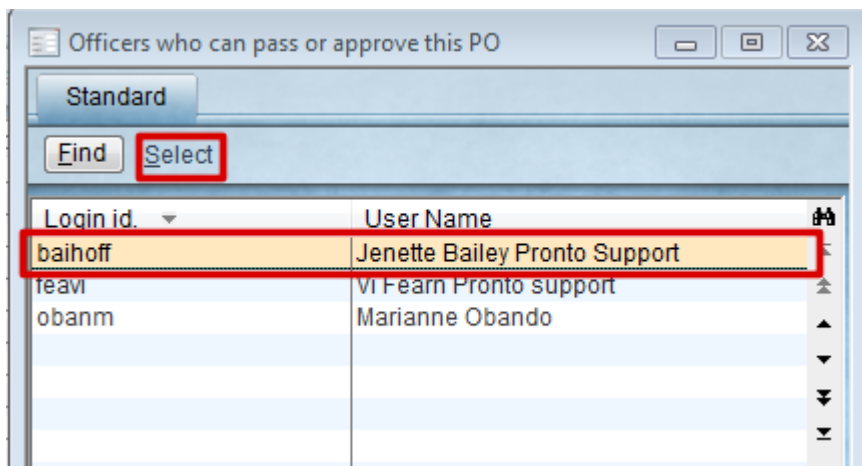
Click on Find, enter the PO order number you wrote down at the start of the process.

## 2 Submitting a Purchase Order if you do NOT have Financial Delegation

Click **Submit**.



Ord...	Supplier	Whse	Ordered	Action	Arrival	User Name	Status	Status	Currency
708	HAS000	ARGP	21-JUL-2015	21-JUL-2015	23-JUL-2015	psr	10	PO Approval Required	
709	EXI000	ACIP	21-JUL-2015	21-JUL-2015	30-SEP-2015	convonly3	40	On Order	
710	AUS090	AOSP	21-JUL-2015	21-JUL-2015	21-JUL-2015	convonly3	40	On Order	
711	NAL000	ARGP	21-JUL-2015	21-JUL-2015	31-JUL-2015	mtarc	20	Req. Approval Reqd	
714	PRO020	ACIP	21-JUL-2015	21-JUL-2015	21-JUL-2015	skm	20	Req. Approval Reqd	
715	HAY000	AZHQ	21-JUL-2015	21-JUL-2015	21-JUL-2015	convonly3	40	On Order	
716	ONE000	AZHQ	21-JUL-2015	21-JUL-2015	02-NOV-2015	dac	20	Req. Approval Reqd	
717	STA000	ARGP	21-JUL-2015	21-JUL-2015	23-JUL-2015	psr	02	Quotation Reqd	
718	ABB000	AZHQ	21-JUL-2015	21-JUL-2015	21-JUL-2015	convonly3	99	Cancelled	
719	ABB000	AZHQ	21-JUL-2015	21-JUL-2015	21-JUL-2015	convonly3	99	Cancelled	
720	ABB000	ACIP	21-JUL-2015	21-JUL-2015	31-JUL-2015	rwoo	10	PO Approval Required	
721	NOR071	ACIP	21-JUL-2015	21-JUL-2015	28-JUL-2015	bowem	20	Req. Approval Reqd	
722	DEL000	AZHQ	21-JUL-2015	21-JUL-2015	27-JUL-2015	rwil	30	Ready to Print	
723	ENE010	ACIP	21-JUL-2015	21-JUL-2015	28-JUL-2015	bhil	40	On Order	
724	NHP000	ACIP	21-JUL-2015	21-JUL-2015	24-AUG-2015	bhil	99	Cancelled	
725	NHP000	ACIP	21-JUL-2015	21-JUL-2015	24-AUG-2015	bhil	40	On Order	
726	SHA000	ARGP	21-JUL-2015	21-JUL-2015	23-JUL-2015	psr	02	Quotation Reqd	
727	YOK000	ACIP	23-JUL-2015	23-JUL-2015	10-SEP-2015	psd	30	Ready to Print	
728	ANO000	ACIP	23-JUL-2015	23-JUL-2015	23-JUL-2015	jdee	10	PO Approval Required	
729	ZIP000	AZHQ	23-JUL-2015	23-JUL-2015	23-JUL-2015	feavi	40	On Order	
730	ALI020	ARGP	04-AUG-2015	04-AUG-2015	11-AUG-2015	jdee	30	Ready to Print	
731	ALI020	ARGP	04-AUG-2015	04-AUG-2015	04-AUG-2015	jdee	30	Ready to Print	
732	ALI020	ARGP	04-AUG-2015	04-AUG-2015	04-AUG-2015	jdee	30	Ready to Print	
733	AJS000	AZHQ	04-AUG-2015	04-AUG-2015	04-AUG-2015	rhop	30	Ready to Print	
734	ABT000	ACIP	04-AUG-2015	04-AUG-2015	04-AUG-2015	jdee	10	PO Approval Required	
735	ABB000	ACIP	04-AUG-2015	04-AUG-2015	04-AUG-2015	jdee	10	PO Approval Required	
736	ACC000	ACIP	04-AUG-2015	04-AUG-2015	04-AUG-2015	jdee	99	Cancelled	
737	ACC000	ACIP	04-AUG-2015	04-AUG-2015	04-AUG-2015	jdee	10	PO Approval Required	



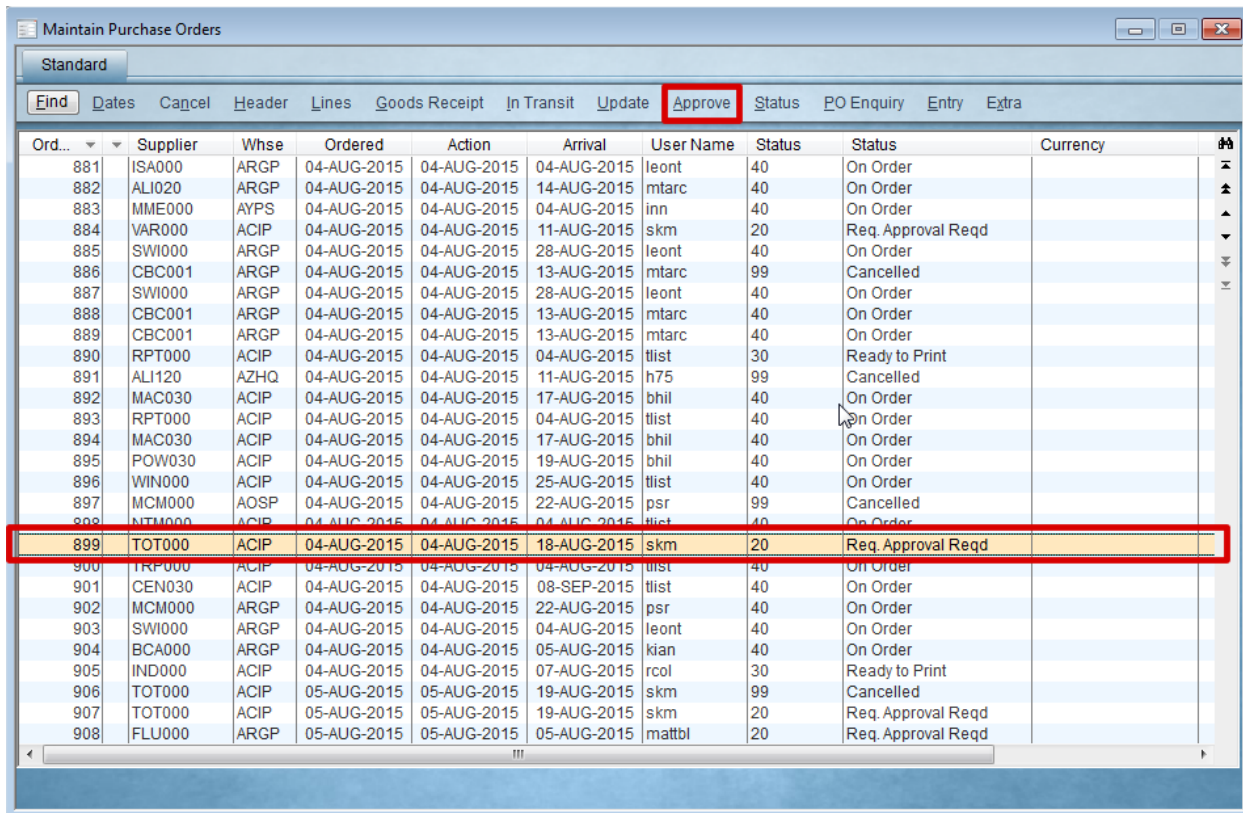
Login id.	User Name
baihoff	Jenette Bailey Pronto Support
feavi	Vi Fearn Pronto support
obanm	Marianne Obando

A financial delegation hierarchy will appear to submit your purchase order for approval. Highlight the appropriate person and **select**

**NOTE:** If the order is above your Supervisors financial delegation, they will need to endorse the order and submit for approval to the next level.

### 3 Approving a Purchase Order if you have Financial Delegation

Go to Maintain Purchase orders

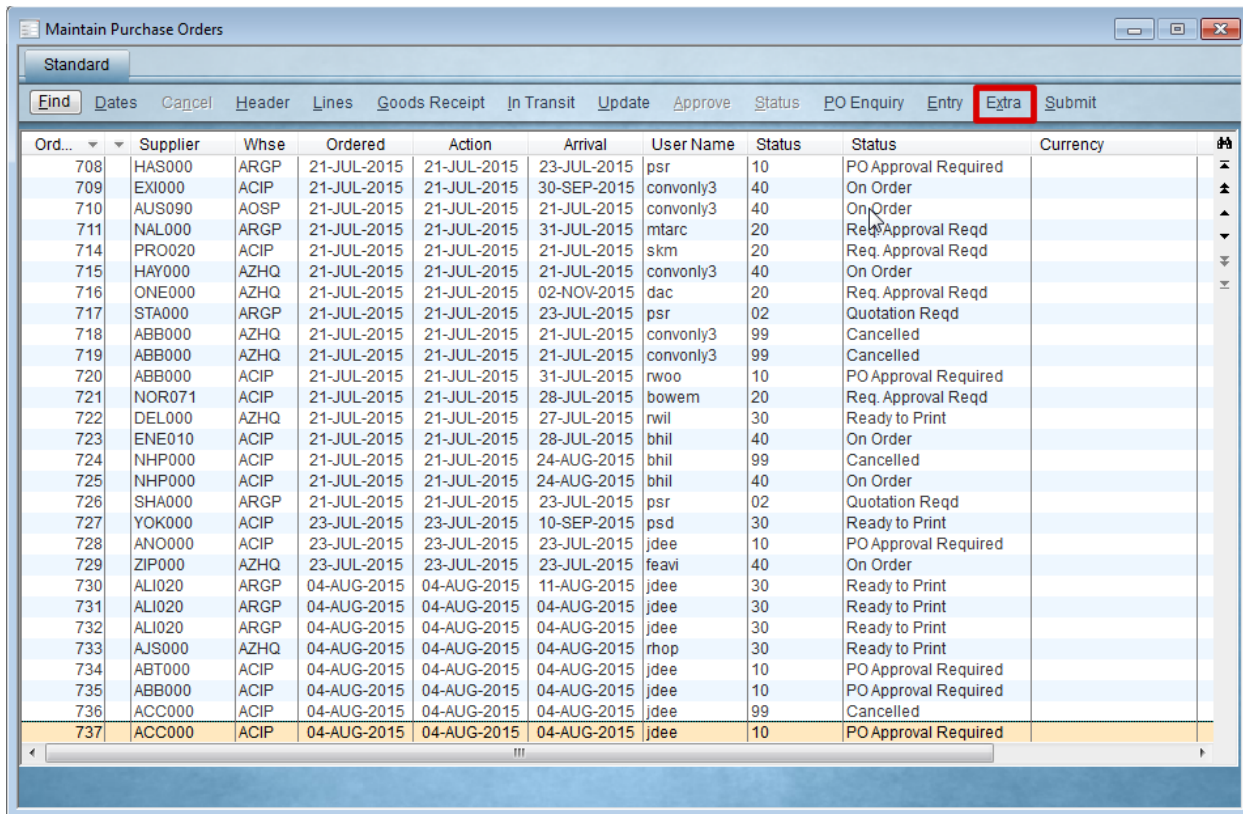


Ord...	Supplier	Whse	Ordered	Action	Arrival	User Name	Status	Status	Currency
881	ISA000	ARGP	04-AUG-2015	04-AUG-2015	04-AUG-2015	leont	40	On Order	
882	ALI020	ARGP	04-AUG-2015	04-AUG-2015	14-AUG-2015	mtarc	40	On Order	
883	MME000	AYPS	04-AUG-2015	04-AUG-2015	04-AUG-2015	inn	40	On Order	
884	VAR000	ACIP	04-AUG-2015	04-AUG-2015	11-AUG-2015	skm	20	Req. Approval Reqd	
885	SWI000	ARGP	04-AUG-2015	04-AUG-2015	28-AUG-2015	leont	40	On Order	
886	CBC001	ARGP	04-AUG-2015	04-AUG-2015	13-AUG-2015	mtarc	99	Cancelled	
887	SWI000	ARGP	04-AUG-2015	04-AUG-2015	28-AUG-2015	leont	40	On Order	
888	CBC001	ARGP	04-AUG-2015	04-AUG-2015	13-AUG-2015	mtarc	40	On Order	
889	CBC001	ARGP	04-AUG-2015	04-AUG-2015	13-AUG-2015	mtarc	40	On Order	
890	RPT000	ACIP	04-AUG-2015	04-AUG-2015	04-AUG-2015	tlst	30	Ready to Print	
891	ALI120	AZHQ	04-AUG-2015	04-AUG-2015	11-AUG-2015	h75	99	Cancelled	
892	MAC030	ACIP	04-AUG-2015	04-AUG-2015	17-AUG-2015	bhil	40	On Order	
893	RPT000	ACIP	04-AUG-2015	04-AUG-2015	04-AUG-2015	tlst	40	On Order	
894	MAC030	ACIP	04-AUG-2015	04-AUG-2015	17-AUG-2015	bhil	40	On Order	
895	POW030	ACIP	04-AUG-2015	04-AUG-2015	19-AUG-2015	bhil	40	On Order	
896	WIN000	ACIP	04-AUG-2015	04-AUG-2015	25-AUG-2015	tlst	40	On Order	
897	MCM000	AOSP	04-AUG-2015	04-AUG-2015	22-AUG-2015	psr	99	Cancelled	
898	NTM000	ACIP	04-AUG-2015	04-AUG-2015	04-AUG-2015	tlst	40	On Order	
899	TOT000	ACIP	04-AUG-2015	04-AUG-2015	18-AUG-2015	skm	20	Req. Approval Reqd	
900	TRP000	ACIP	04-AUG-2015	04-AUG-2015	04-AUG-2015	tlst	40	On Order	
901	CEN030	ACIP	04-AUG-2015	04-AUG-2015	08-SEP-2015	tlst	40	On Order	
902	MCM000	ARGP	04-AUG-2015	04-AUG-2015	22-AUG-2015	psr	40	On Order	
903	SWI000	ARGP	04-AUG-2015	04-AUG-2015	04-AUG-2015	leont	40	On Order	
904	BCA000	ARGP	04-AUG-2015	04-AUG-2015	05-AUG-2015	kian	40	On Order	
905	IND000	ACIP	04-AUG-2015	04-AUG-2015	07-AUG-2015	rcol	30	Ready to Print	
906	TOT000	ACIP	05-AUG-2015	05-AUG-2015	19-AUG-2015	skm	99	Cancelled	
907	TOT000	ACIP	05-AUG-2015	05-AUG-2015	19-AUG-2015	skm	20	Req. Approval Reqd	
908	FLU000	ARGP	05-AUG-2015	05-AUG-2015	05-AUG-2015	mattbl	20	Req. Approval Reqd	

Highlight your purchase order and click on **Approve**. The status on your purchase order will change to 'ready to print'

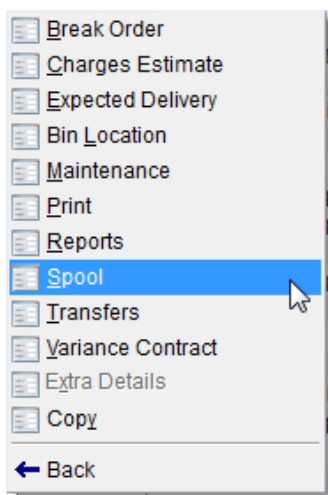
#### 4 Spooling and sending your Purchase Order to the Supplier

Go to Maintain Purchase orders



Ord...	Supplier	Whse	Ordered	Action	Arrival	User Name	Status	Status	Currency
708	HAS000	ARGP	21-JUL-2015	21-JUL-2015	23-JUL-2015	psr	10	PO Approval Required	
709	EXI000	ACIP	21-JUL-2015	21-JUL-2015	30-SEP-2015	convonly3	40	On Order	
710	AUS090	AOSP	21-JUL-2015	21-JUL-2015	21-JUL-2015	convonly3	40	On Order	
711	NAL000	ARGP	21-JUL-2015	21-JUL-2015	31-JUL-2015	mtarc	20	Req. Approval Req'd	
714	PRO020	ACIP	21-JUL-2015	21-JUL-2015	21-JUL-2015	skm	20	Req. Approval Req'd	
715	HAY000	AZHQ	21-JUL-2015	21-JUL-2015	21-JUL-2015	convonly3	40	On Order	
716	ONE000	AZHQ	21-JUL-2015	21-JUL-2015	02-NOV-2015	dac	20	Req. Approval Req'd	
717	STA000	ARGP	21-JUL-2015	21-JUL-2015	23-JUL-2015	psr	02	Quotation Req'd	
718	ABB000	AZHQ	21-JUL-2015	21-JUL-2015	21-JUL-2015	convonly3	99	Cancelled	
719	ABB000	AZHQ	21-JUL-2015	21-JUL-2015	21-JUL-2015	convonly3	99	Cancelled	
720	ABB000	ACIP	21-JUL-2015	21-JUL-2015	31-JUL-2015	rwoo	10	PO Approval Required	
721	NOR071	ACIP	21-JUL-2015	21-JUL-2015	28-JUL-2015	bowem	20	Req. Approval Req'd	
722	DEL000	AZHQ	21-JUL-2015	21-JUL-2015	27-JUL-2015	rwil	30	Ready to Print	
723	ENE010	ACIP	21-JUL-2015	21-JUL-2015	28-JUL-2015	bhil	40	On Order	
724	NHP000	ACIP	21-JUL-2015	21-JUL-2015	24-AUG-2015	bhil	99	Cancelled	
725	NHP000	ACIP	21-JUL-2015	21-JUL-2015	24-AUG-2015	bhil	40	On Order	
726	SHA000	ARGP	21-JUL-2015	21-JUL-2015	23-JUL-2015	psr	02	Quotation Req'd	
727	YOK000	ACIP	23-JUL-2015	23-JUL-2015	10-SEP-2015	psd	30	Ready to Print	
728	ANO000	ACIP	23-JUL-2015	23-JUL-2015	23-JUL-2015	jdee	10	PO Approval Required	
729	ZIP000	AZHQ	23-JUL-2015	23-JUL-2015	23-JUL-2015	feavi	40	On Order	
730	ALI020	ARGP	04-AUG-2015	04-AUG-2015	11-AUG-2015	jdee	30	Ready to Print	
731	ALI020	ARGP	04-AUG-2015	04-AUG-2015	04-AUG-2015	jdee	30	Ready to Print	
732	ALI020	ARGP	04-AUG-2015	04-AUG-2015	04-AUG-2015	jdee	30	Ready to Print	
733	AJS000	AZHQ	04-AUG-2015	04-AUG-2015	04-AUG-2015	rhop	30	Ready to Print	
734	ABT000	ACIP	04-AUG-2015	04-AUG-2015	04-AUG-2015	jdee	10	PO Approval Required	
735	ABB000	ACIP	04-AUG-2015	04-AUG-2015	04-AUG-2015	jdee	10	PO Approval Required	
736	ACC000	ACIP	04-AUG-2015	04-AUG-2015	04-AUG-2015	jdee	99	Cancelled	
737	ACC000	ACIP	04-AUG-2015	04-AUG-2015	04-AUG-2015	jdee	10	PO Approval Required	

Once the purchase order has been approved the status of your order will be 'ready to print'. Highlight your purchase order and click on **Extra**.



A drop down menu will appear, click on **Spool**



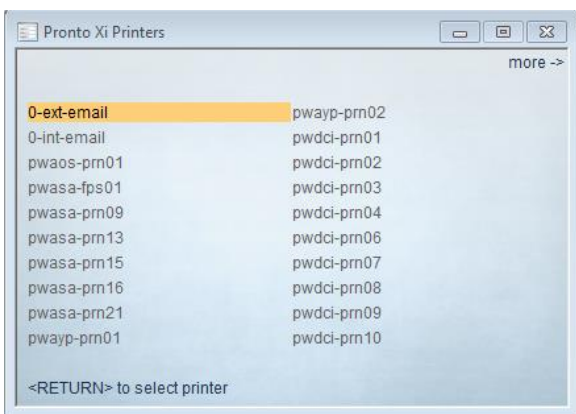
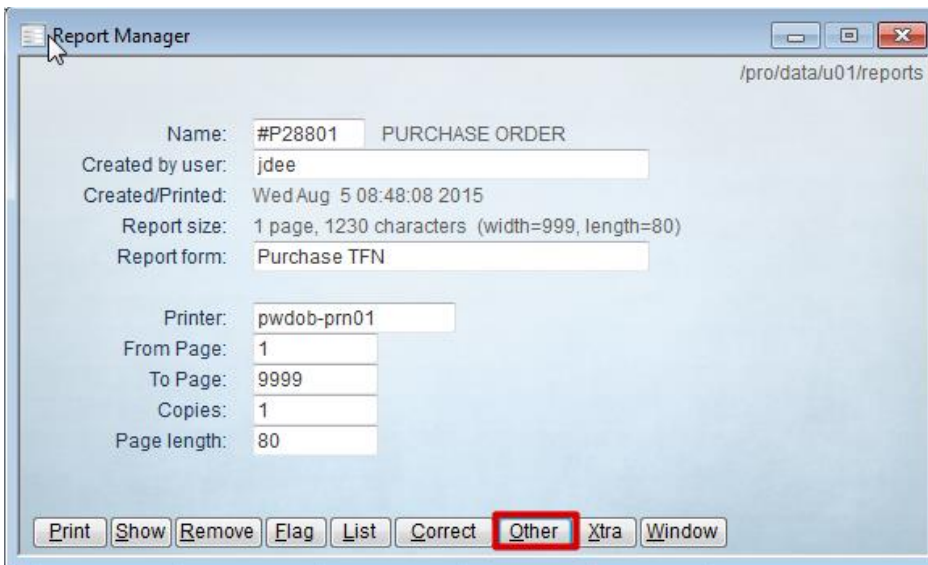
A Enter Print Date message will appear, click on **OK**

The status of your purchase order will change from 'Ready to Print' to 'On Order'

732	ALI020	ARGP	04-AUG-2015	04-AUG-2015	04-AUG-2015	jdee	30	Ready to Print		
733	AJS000	AZHQ	04-AUG-2015	04-AUG-2015	04-AUG-2015	rhop	40	On Order		

To send a copy of the purchase order to the supplier via, press **F5** - Report Manager

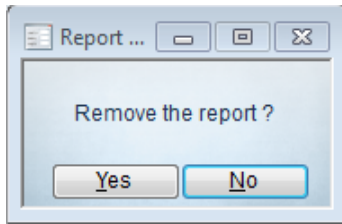
A report manager screen will appear, click on **Other**



**0-ext-email** - This will send a copy of the purchase order to yourself and the supplier

**0-int-email** - This will only send a copy of the purchase order to yourself

Highlight the option you want and press **ENTER**



A report alert will appear click **No**

You will shortly receive an email with a copy of the purchase order

## 5 PRONTO assistance

For any enquires or assistance regarding the PRONTO process email:

TGEN, Inventory ([Inventory.TGEN@territorygeneration.com.au](mailto:Inventory.TGEN@territorygeneration.com.au))