



User Guide

NHS Blood & Transplant Public Catalogue

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Blood and Transplant



Access Your Catalogue

To access your catalogue site, navigate to <https://nhsbtleaflets.co.uk>. Provide your username and password to log in.

*Please note – if this is your first-time logging into the NHS BT catalogues you will need to click on the **Create an Account** link on the login page to register. Your username will be your email address.*



USER NAME

PASSWORD

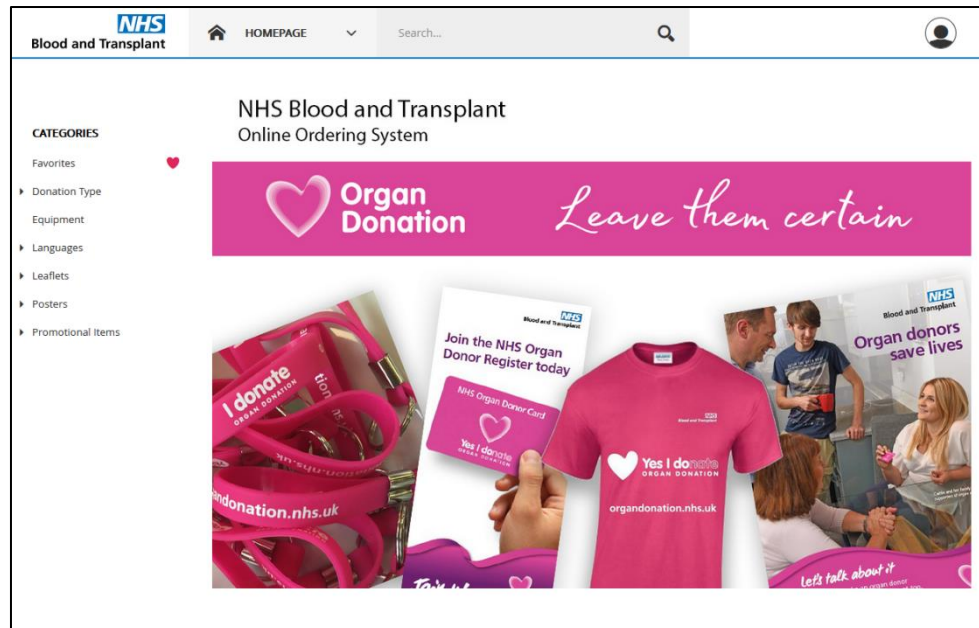
Go

[Activate or Reset Password](#)

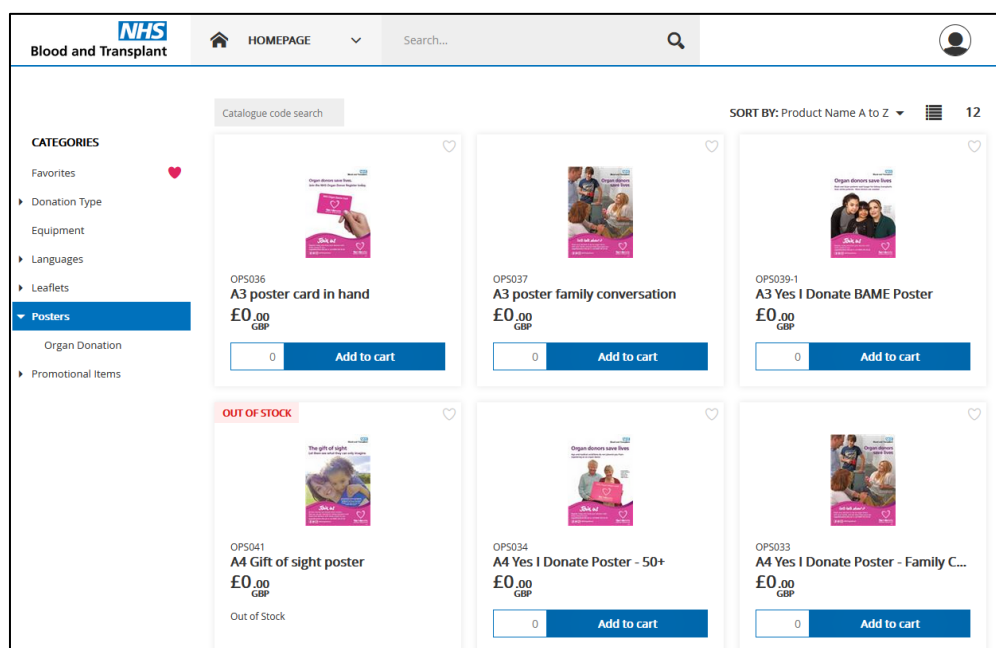
[Create an Account](#)

If you need assistance with logging in, please contact support at NHS.BT@hhglobal.com.

Browse the Catalogue



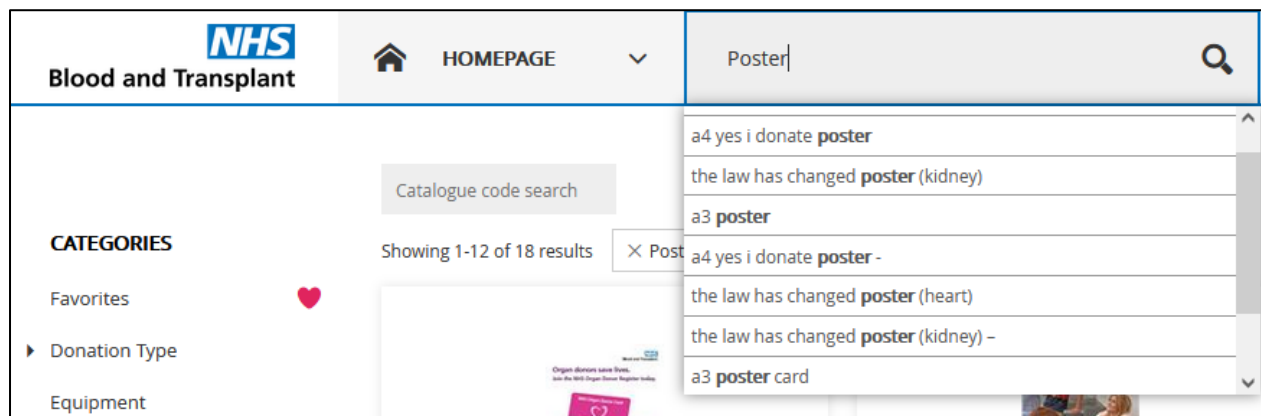
To browse through a list of items, click on one of the categories on the left. Once you select a category, the available products in that category will be listed.



The **catalogue item** display will include the item image, name and code.

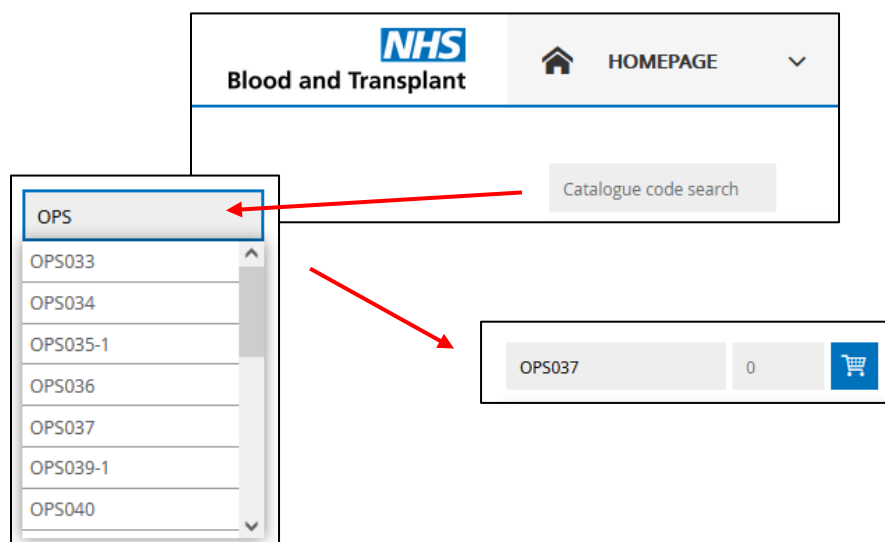
Search Catalogue

The search field will display items based on name or description containing the search term entered.



Quick entry

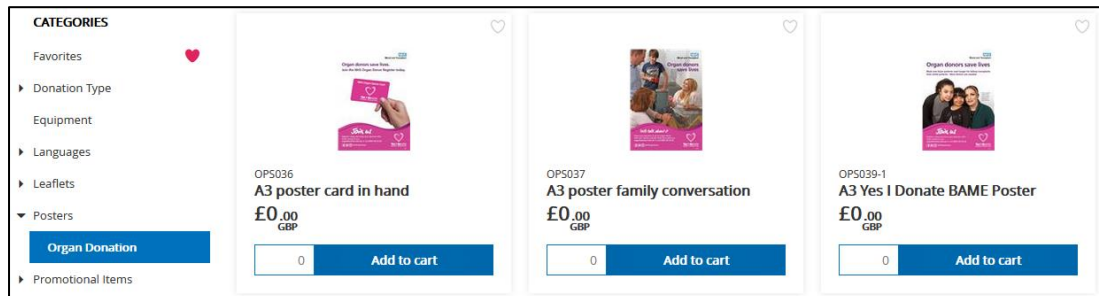
If you already know the product you would like to order, you can enter a specific code into the **Catalogue code search** field.








If a quantity box appears under the item image, the item can be added to the shopping cart by entering a quantity and clicking the “add to cart” button.

Adding Items to your Shopping Cart


Click on the picture of the item to view the detail screen where additional selections will need to be made in order to add the item to the shopping cart.



The **detail screen** (below) will include the item description at the bottom left and any additional information in the upper-right.

A4 Yes I Donate Poster - Family Conversation		Product Information									
		Product Name	A4 Yes I Donate Poster - Family Conversation								
		Product ID	OP5033								
		Price	GBP £0.00								
		Items in Stock	1170								
		Min Quantity	1								
		Max Quantity	10								
Overview A4 Yes I Donate Poster - Family Conversation		Add to Cart <table border="1"> <thead> <tr> <th>Items to Add</th> <th>Price per Unit</th> <th>Total Price</th> <th></th> </tr> </thead> <tbody> <tr> <td>0</td> <td>GBP £0.00</td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">Add To Favorites </p>		Items to Add	Price per Unit	Total Price		0	GBP £0.00		
Items to Add	Price per Unit	Total Price									
0	GBP £0.00										

1. Enter a quantity to order in the “Items to Add” field.

Add to Cart			
Items to Add	Price per Unit	Total Price	
0	GBP £0.00		
			Add To Favorites 

2. To add the item to your cart, click the Shopping cart button.
3. After adding at least one item to your shopping cart, a Checkout icon will appear at the top right of the page, which can be used to begin the checkout process.




Adding Items to Your Favorites


If you will be ordering a certain item frequently, click the **“Add to Favorites”** heart to add it to your Favorites list to make it easy to find in the future. The heart is available on the catalogue and detail screen.

CATALOGUE code search

CATEGORIES

Favorites 

- Donation Type
- Equipment
- Languages
- Leaflets
- Posters
- Promotional Items



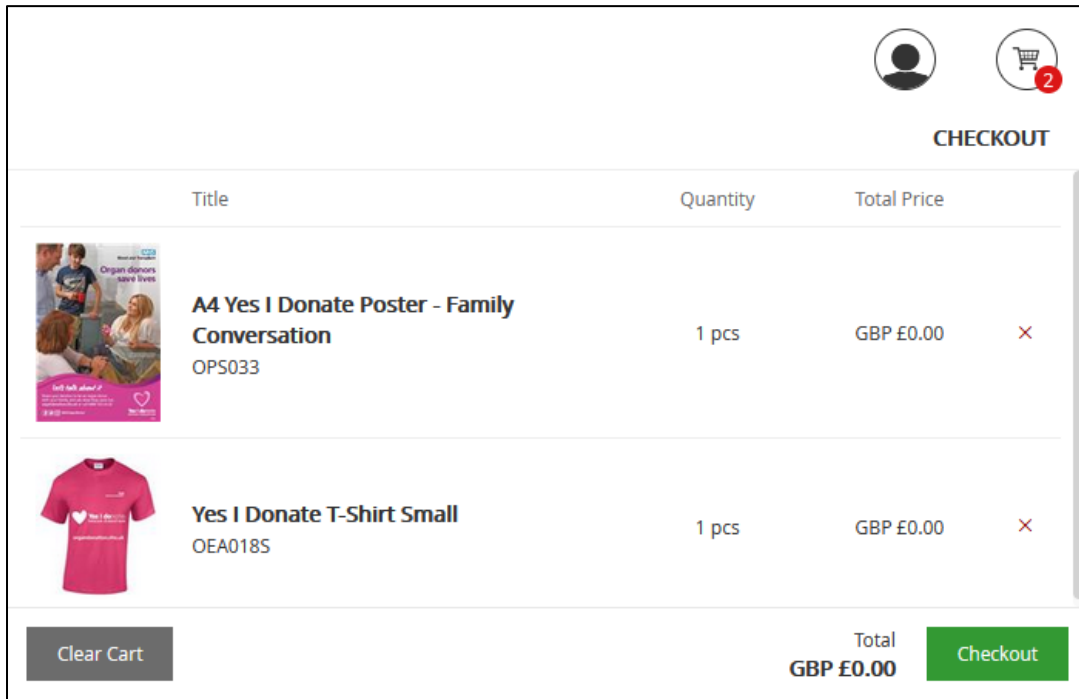
OP5037
A3 poster family conversation
£0.00
GBP



0 **Add to cart**

You can see the list of all your favorite items by clicking Favorites in the Categories menu. Click the heart to remove it from your favorites.

Placing an Order

When you have added all the necessary items to your shopping cart, hover over the cart icon in the upper right corner of the screen and select **Checkout**. This launches the checkout screen.



Title	Quantity	Total Price
 A4 Yes I Donate Poster - Family Conversation OPS033	1 pcs	GBP £0.00
 Yes I Donate T-Shirt Small OEA018S	1 pcs	GBP £0.00

[Clear Cart](#)

 Total
GBP £0.00
[Checkout](#)

When the **Checkout** page opens, you will be prompted through four simple steps:

1. Review Your Items

On the **Items** screen, you can

1. Remove all items from your shopping cart by clicking **Clear**.
2. Modify item quantities in the **Quantity** field.
3. Remove individual items by clicking the **X** button for the line item.
4. Continue adding items to your cart before checking out by clicking the **Continue Shopping** button.
5. Continue with the purchasing process by clicking the **Next** button.

Items

Shipping

Payment

Checkout

1



2

3

4

Shopping Cart

Clear

Item Description	Quantity	Price	Subtotal	
 <div>SKU OPS033 A4 Yes I Donate Poster - Family Conversation</div>	1	GBP £0.00	GBP £0.00	X
 <div>SKU OEA018S Yes I Donate T-Shirt Small</div>	1	GBP £0.00	GBP £0.00	X

Continue Shopping

Subtotal: GBP £0.00

TOTAL: GBP £0.00

Next

2. Shipping

Please make sure your shipping address and Post Code is accurate. Once you have confirmed the shipping address is correct, click **Next** to proceed to the **Payment** page.

Items

Shipping

Payment

Checkout

Shipping Address

Open Address Book

Clear

Country *

United Kingdom

First Name *

First Name

Last Name *

Last Name

Customer Reference (enter n/a if not applicable) *

n/a

Company Name / Address Line 1 *

Address Line 1

Address Line 2

Address Line 2

Address Line 3

Address Line 3

Address Line 4

Address Line 4

City *

City

County

County

Post Code *

Post Code

Phone *

1231231234

Subtotal: **GBP £0.00**

TOTAL: GBP £0.00

Continue Shopping

Back

Next

3. Payment

No payment required for your order. Please click **Next** to proceed to **Checkout** confirmation page.

Items

Shipping

Payment

Checkout

✓

✓

3

4

Additional Order Requirements

No payment required for this order

Bill To My Account Info

Subtotal: **GBP £0.00**

TOTAL: GBP £0.00

Continue Shopping

Back

Next

4. Finalize Your Order

On the Checkout confirmation page, you can review and change all your order information before clicking **Checkout** which will route your order for processing.

Items

Shipping

Payment

Checkout 4

Shipping Address

First Name Last Name

n/a

Address Line 1

Address Line 2

Address Line 3

Address Line 4

City, County, Post Code

United Kingdom

1231231234



^

[Change](#)

Payment Information

No payment required for this order

[Change](#)

Item Description	Quantity	Price	Subtotal
 <div>SKU OPS033</div> <div>A4 Yes I Donate Poster - Family Conversation</div>	1	GBP £0.00	GBP £0.00
 <div>SKU OEA018S</div> <div>Yes I Donate T-Shirt Small</div>	1	GBP £0.00	GBP £0.00

[Change](#)

Subtotal: **GBP £0.00**

TOTAL: GBP £0.00

Continue Shopping

Back

Checkout



Blood and Transplant



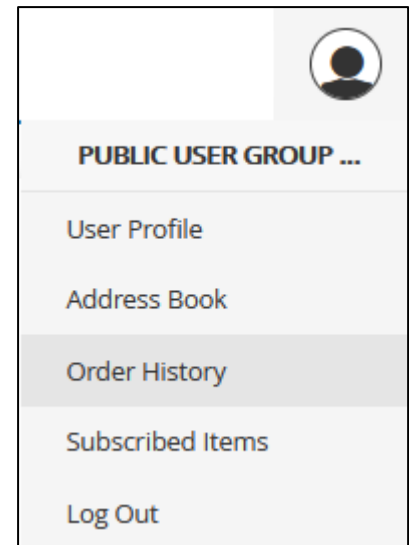
An **Order Confirmation** screen will appear with the option to print on the bottom right corner.

You will also receive an email copy of your order confirmation to the email address on your account. If you need to contact Catalogue Support regarding the order for any reason, please reference your order number.

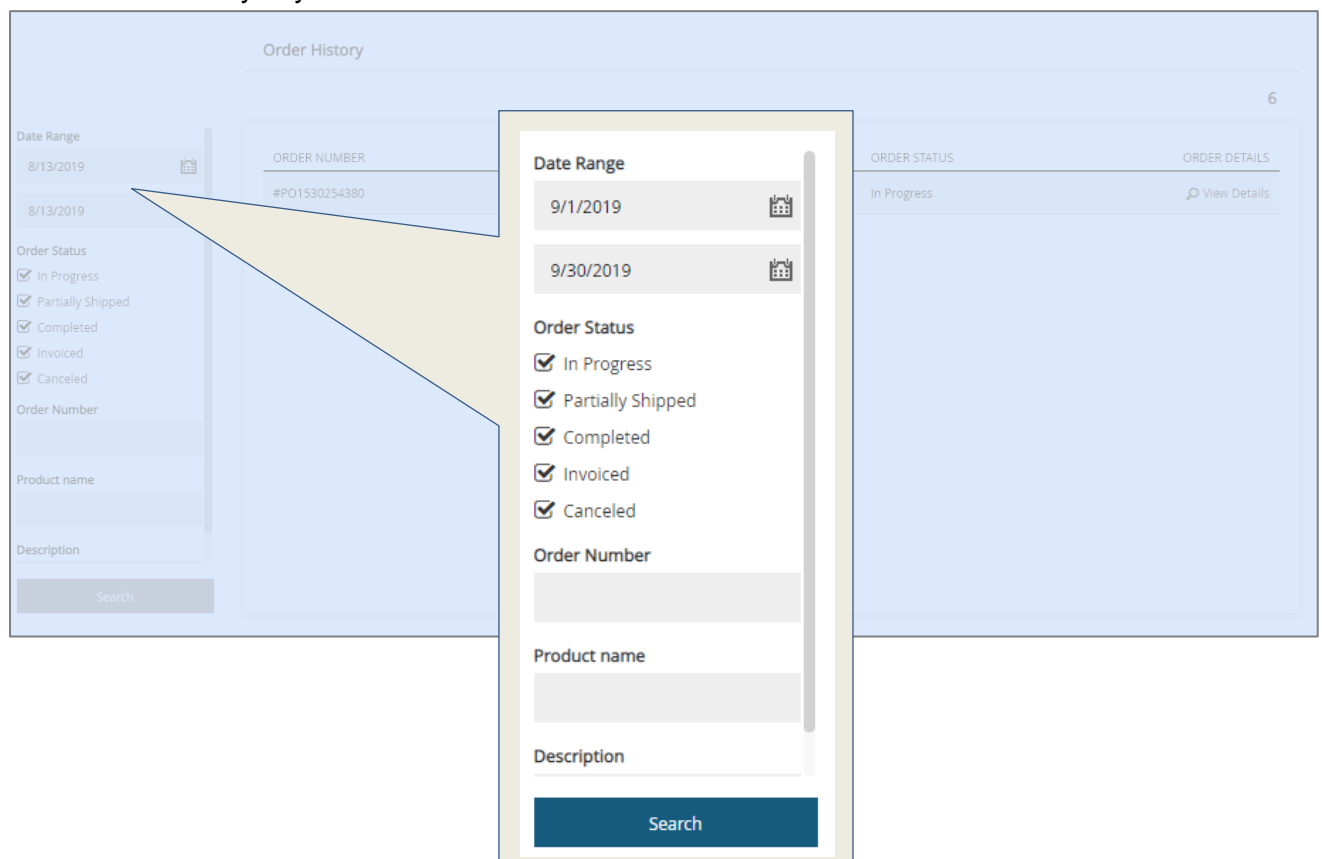
CATALOGUE ORDER ACKNOWLEDGEMENT				6/18/2021	
ORDER #PO2656962534		DETAILS In Progress			
<hr/>					
SHIPPING ADDRESS					
First Name Last Name n/a Address Line 1 Address Line 2 Address Line 3 Address Line 4 City, County Post Code United Kingdom 1231231234					
<hr/>					
Item	Line Item Status	Quantity	Price	Sub	
A4 Yes I Donate Poster - Family Conversation OPS033	In Progress	1	GBP £0.00	GBP £0.00	
Yes I Donate T-Shirt Small OEA0185	In Progress	1	GBP £0.00	GBP £0.00	
<hr/>					
PAYMENT INFORMATION				TOTAL: GBP £0.00	
Additional Order Requirements: No payment required for this order					
Continue Shopping					

View and Copy Previous Orders

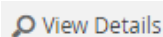
To access a list of all orders you have placed, hover over your user icon and select **Order History**.



On the **Order History** screen, you can **filter** order by date or status or search by keyword.




Order History Details




Click to bring up an order's confirmation screen, which lists all the included items. At the bottom of the screen, click the shopping cart to add all these items to your cart, or the print button to print the screen.

ORDER NUMBER	ORDER DATE	ORDER TOTAL	ORDER STATUS	ORDER DETAILS
#PO <input type="text"/>	18/6/2021	GBP £0.00	Cancelled	View Details

Date Range

18/06/2021 

18/06/2021 

Order Status

☒ In Progress

☒ Partially Shipped

☒ Completed

☒ Invoiced

☒ Canceled

Order Number

Product name

Description

[Search](#)

Contact Support

If you need assistance with the catalogue, please contact the support team via e-mail at NHS.BT@hhglobal.com.