

Ordering Uniforms

Welcome to the Uniform Hub — Northern Beaches Hospital

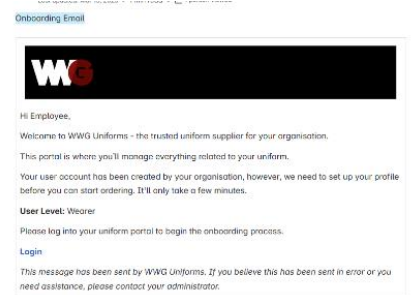
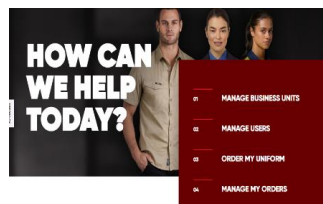
All uniforms are ordered via the **Workwear Group (WWG) portal**. You can place orders as:

- **New Starter Pack** — issued when you commence.
- **Annual Top-Up** — available after 12 months’ service for ongoing staff.
- **Self-Purchase** — optional items you buy personally.

New starters: If you’ve recently joined NBH, we’ll set up your WWG account for you. You’ll receive a welcome email with your login details so you can choose sizes and submit your order.

1

New starters will receive an email from Workwear Group (WWG) confirming your account has been created. Log in to the uniform portal, complete your profile and the onboarding steps, then you can start ordering.



2

On **Homepage** click on **Order uniform** that will take you to **Your Uniform Catalogues**. Then click on catalogue available to you (for e.g. *Ward Nurses and Midwives, Allied Health, Admin, Nursing Manager, Support*

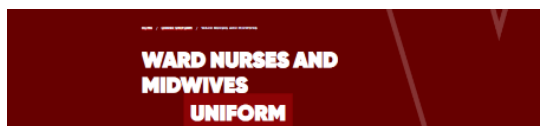
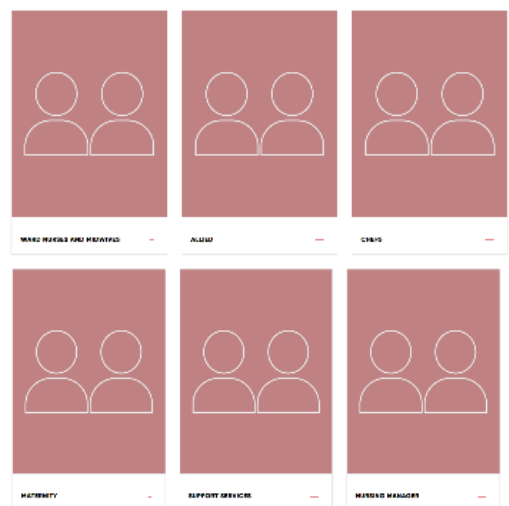


Your compulsory packs
These uniform items are compulsory for your role and allocated pack(s) below must be ordered to unlock further uniform options.



NEW STARTER PACK
As a New Starter you will be guided through each step on what you are required to order. This is a one-off purchase.

Your Uniform Catalogues
This is where you can view and order your uniform.

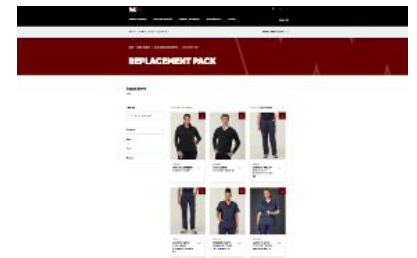
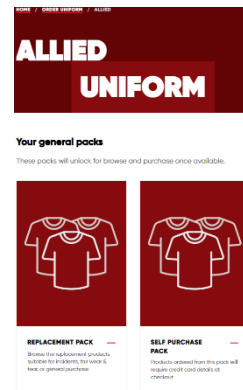


Your general packs
These packs will unlock for further uniform options available.



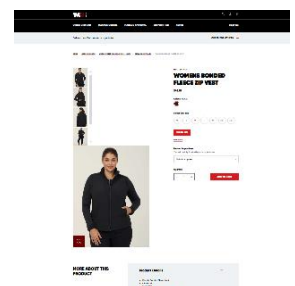
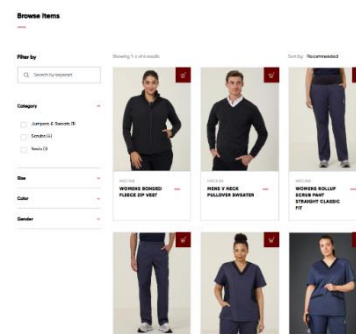
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You'll land on your allocated **Compulsory Packs** and/or **General Packs** (e.g. New Starter, Replacement, Self-Purchase). Select the pack you need, and it will open **Browse Items**.



4

Browse items, choose your uniform **item, size, and quantity**, then add to your cart. When you add an item, select a **Reason for Purchase** from the dropdown. **Note:** If you choose **Fair Wear & Tear**, you must provide supporting evidence.



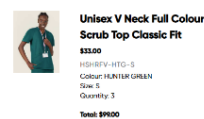
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Review your cart and proceed to checkout, confirm order and click **Continue**

CHECKOUT

We've pre-populated your order and delivery details below. Please review and ensure all information is correct.

1. Review your cart



SHOW DETAILS

Total Cost \$99.00

CONTINUE

ORDER SUMMARY

Subtotal (3 items) \$99.00
Shipping Fully funded
Total (Inc. GST) \$99.00

☐ I need this order approved urgently

PLACE MY ORDER

6

At checkout, enter your **home delivery address** and **review your cart**. Update the **cost centre** only if needed — otherwise, click **Confirm** to continue.

CHECKOUT

We've pre-populated your order and delivery details below. Please review and ensure all information is correct.

1. Review your cart

2. Check your details

3. Your delivery details

4. Payment Details

This order will be charged to the following cost centre:

10020001 - NBN - Allied Health
NBN - ALLIED HEALTH - NBN - ALLIED HEALTH - FOREST HILL

CONFIRM

ORDER SUMMARY

Subtotal (3 items) \$104.40
Shipping Fully funded
Total (Inc. GST) \$104.40

☒ I need this order approved urgently

Reason for urgent request:

[Replacement Pack for Junior Medical Professional by Greenway Ward]

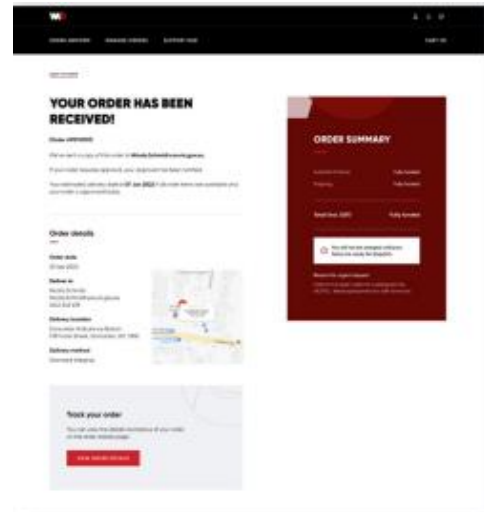
This request will be sent to your approval to approve

PLACE MY ORDER

7

View your **Order Summary** and **track your order** directly in the portal.

After submitting, you'll receive a **confirmation email** with your order and delivery details for easy reference.



Your New Experience – getting help

- ★ **Delivery:** Uniforms usually arrive within **10 business days** (subject to stock). Please place your order as soon as you receive your WWG welcome email.
- ★ **NBH enquiries:** Email nbhhr@healthscope.com.au (Attn: **Lara Mitchell**).
- ★ **WWG portal help:** For login issues, troubleshooting, or order problems, contact **Workwear Group** via the **chat/support email** listed in your WWG welcome email.

Eligibility and allocations

- ★ **New Starter Allocation:** All new starters receive an initial uniform allocation when they commence.
- ★ **Ongoing staff eligibility:** After 12 months of service, staff are considered ongoing and become eligible for the annual Top Up Order.
- ★ **Top Up Orders:** Generally open in August for February delivery (timing may change). You can place a Top Up order if you have remaining allocation.
- ★ **Replacement Packs:** For needs outside standard allocation (e.g., fair wear & tear or extra items required).
 - Available only to Uniform Coordinators and subject to internal approval. To request, email nbhhr@healthscope.com.au (Attn: **Lara Mitchell**).

General Uniform *allocations

Full-time	2 Bottoms 3 Tops 1 Outerwear
Part-Time	1 Bottoms 2 Tops 1 Outerwear
Casual	1 Bottom 1 Top

If you need uniform items beyond your allocation due to exceptional circumstances, please speak with your Manager or NUM.