

Powercor Online User Guide

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First Login

Navigate to the URL web link.
<https://pcor.adaorders.com.au>

Click **First Login?**



SAP ID:

Password:

[First Login?](#) [Forgot password?](#)

LOG IN

Making your purchase

Garments ordered on-line are standard sizes only. You can check your size by clicking on the Size Chart guides which list all relevant sizes. If you're not sure, details are shown for measuring yourself on the chart and measurement videos. Using a tape measure, simply follow the instructions. Transactions are in Australian dollars.

Online ordering user guide

[Online ordering user guide](#)

Customisation orders

[Customisation application form](#)

The Made to Measure Order Form should be completed when additional length is required to a standard size or you fall outside the standard size range.

Complete the MTM form and return to your manager for approval and ordering.

Garment return and refund

[Garment return/exchange form](#)

New, unmarked garments can be returned or exchanged within 21 days from dispatch.

A completed Garment Return/Exchange Form should accompany each item.

Forward garments to ADA Customer Service Department.

1 Equator Road, Thomastown VIC 3074 Australia.

How to care for your garments

[Garment care instructions](#)

Product Range

[Field Worker Product Range](#)

[Field Supervisor Product Range](#)

[New Starter Product Range](#)

Delivery policy

Garment prices include delivery.

Size Charts

[Coverall](#)

[Field Worker L.S. Shirt](#)

[Field Worker Trousers](#)

[Hi Vis Vest](#)

[Polo Shirt Long Sleeve](#)

[Wet Weather Trousers](#)

[Wet Weather Jacket](#)

[Windcheater](#)

Measurements Video

[Tips Video](#)

[Male Height](#)

[Male Chest](#)

[Male Hips](#)

[Female Height](#)

[Female Chest](#)

[Female Hips](#)

[Male Sleeves](#)

[Male Waist](#)

[Male Inner Leg](#)

[Female Sleeves](#)

[Female Waist](#)

[Female Inner Leg](#)



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Type in your **SAP ID** and **Last Name** then click **SUBMIT**.



SAP ID:

Last Name:

[Back to login page](#)

SUBMIT

Setup your security questions:

These questions will be used for verifying when you have forgotten your password on the web and will be used by our Customer Service Team to verify your identity when you call ADA to reset your login password.

Set up your default work delivery address by clicking the **Select Address** under the Delivery Detail.



First Login

First Login - Profile Setup

Update Password

New password: *

Confirm password: *

Personal Questions

Question 1: *

Answer 1: *

Question 2: *

Answer 2: *

Delivery Detail

Delivery Address [Select Address](#) [Reset](#)

Street

City

State

Postcode

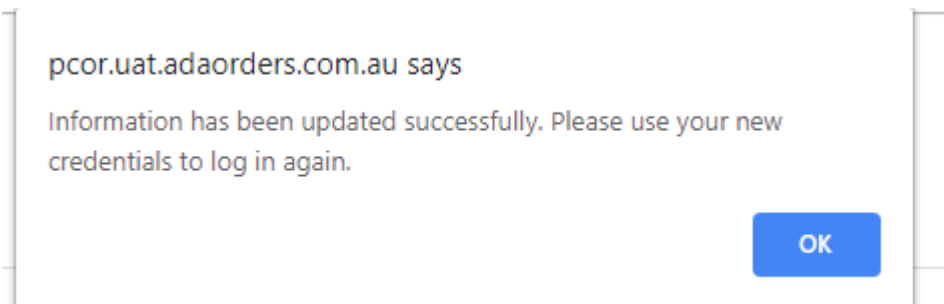
Country

[SAVE](#) [GO TO LOGIN PAGE](#)



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Click save, a pop-up box will come up. Click **OK** and you will be direct back to the log in screen.



Log in with your **SAP ID** and **new password**.



ADA Online Ordering

Welcome to ADA Online Ordering, a service for members of Powercor

Making your purchase

Garments ordered on-line are standard sizes only. You can check your size by clicking on the Size Range guides which list all relevant sizes. If you're not sure, details are shown for measuring yourself. Using a tape measure, simply follow the instructions. Transactions are in Australian dollars.

Online ordering user guide

[Online ordering user guide](#)

How to care for your garments

[Garment care instructions](#)

Garment return and refund

[Garment return/exchange form](#)

New, unmarked garments can be returned or exchanged within 21 days from dispatch.

A completed Garment Return/Exchange Form should accompany each item.

Forward garments to ADA Customer Service Department,

1 Equator Road, Thomastown VIC 3074 Australia.

Customisation orders

[Customisation application form](#)

Delivery policy

Garment prices include delivery.

Product Range

[Field Worker Product Range](#)

[Field Supervisor Product Range](#)

[New Starter Product Range](#)

Size Charts

[Coverall](#)

[Field Worker L.S. Shirt](#)

[Field Worker Trousers](#)

[Hi Vis Vest](#)

[Polo Shirt Long Sleeve](#)

[Wet Weather Trousers](#)

[Wet Weather Jacket](#)

[Windcheater](#)

Measurements Video

[Tips Video](#)

[Male Height](#)

[Male Chest](#)

[Male Hips](#)

[Female Height](#)

[Female Chest](#)

[Female Hips](#)

[Male Sleeves](#)

[Male Waist](#)

[Male Inner Leg](#)

[Female Sleeves](#)

[Female Waist](#)

[Female Inner Leg](#)



Forgot Password

If you have forgotten your password, please enter your user number and click Forgot your password. You will have to answer the security questions that you setup on your first login.



Making your purchase

Garments ordered on-line are standard sizes only. You can check your size by clicking on the Size Chart guides which list all relevant sizes. If you're not sure, details are shown for measuring yourself on the chart and measurement videos. Using a tape measure, simply follow the instructions. Transactions are in Australian dollars.

Online ordering user guide

[Online ordering user guide](#)

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[Garment return/exchange form](#)

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Forward garments to ADA Customer Service Department,
1 Equator Road, Thomastown VIC 3074 Australia.

How to care for your garments

[Garment care instructions](#)

Product Range

[Field Worker Product Range](#)

[Field Supervisor Product Range](#)

[New Starter Product Range](#)

Delivery policy

Garment prices include delivery.

Size Charts

[Coveralls](#)

[Field Worker LS Shirt](#)

[Field Worker Trousers](#)

[Hi-Vis Vest](#)

[Polo Shirt Long Sleeve](#)

[Wet Weather Trousers](#)

[Wet Weather Jacket](#)

[Windcheater](#)

Measurements Video

[Ties Video](#)

[Male Height](#) [Male Sleeves](#)

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[Male Hips](#) [Male Inner Leg](#)

[Female Height](#) [Female Sleeves](#)

[Female Chest](#) [Female Waist](#)

[Female Hips](#) [Female Inner Leg](#)



Administration

Once logged in your landing page will be in your Administration page.

Hover over the top banners for action to take.

My Account

- Customer Info (your info)
- Address (your work location address)
- Security Questions
- Change Password

Administration

- Employee Search
- Create New Employee

Orders

- Place Order (ordering your own uniform)
- Order History

Contact

- ADA (email direct to infopowerocr@ada.com.au)

In the landing page you will be able to immediately search employees.

ADAM BEARDON Log out Shopping cart (0)

CITIPOWER **Poweroc AUSTRALIA**

MY ACCOUNT **ADMINISTRATION** **ORDERS** **CONTACT**

Instructions

The employees under your supervision are listed below.
Click on the specific employee line to view the employee's profile.
To find a profile of a specific employee, enter their Employee No. or type the first few letters of the last name and / or first name in the Name field.
NOTE: Selecting any additional parameters will narrow your search.
Click on View to search according to the parameters entered and Clear to cancel the parameters.

Administration - Employee Search

ADA Customer No. Personnel No.
Status: ALL Name:
Employee Type: ALL

ADA Customer No.	Personnel No.	Name	Status	Employee Type
PCOR63000-001	PCOR114277	JAMES OSBORNE	Active	Employee
PCOR63000-004	PCOR114544	TIM AUGUSTINUS	Inactive	Employee
PCOR63000-005	PCOR103415	TIM HEALY	Active	Employee
PCOR63000-007	PCOR110904	DOM DE RAUCH	Inactive	Employee
PCOR63000-008	PCOR115187	ZAHIR PARACHA	Active	Employee
PCOR63000-009	PCOR115390	SHUYI LI	Active	Employee
PCOR63000-010	PCOR100987	WAYNE McDONALD	Active	Employee
PCOR63000-011	PCOR110130	PAUL NIDRAS	Active	Employee
PCOR63000-012	PCOR113625	STEVE GRANDAGE	Active	Employee
PCOR63000-013	PCOR115378	RAMESH PONNUSAMY	Active	Employee
PCOR63000-017	PCOR107775	RANJITH BANNEHEKE	Active	Employee
PCOR63000-018	PCOR104051	STELLA BOURNE	Active	Employee
PCOR63000-019	PCOR114050	TINA CHEN	Active	Employee
PCOR63000-021	PCOR102458	ORAHAM PAXMAN	Active	Employee
PCOR63000-022	PCOR101082	MURRAY SHIELDS	Active	Employee

15 items per page 1 - 15 of 1953 items

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[Product Range](#)
[Size Charts](#)
[FAQ](#)
[Privacy Policy](#)



Your Orders

This section is for you to place your own order, check or edit previous orders.
Hover over **Orders** and click **Place Order**.

ADAM BEARDON Log out Shopping cart (0)

CITIPOWER **Powercor AUSTRALIA**

MY ACCOUNT ADMINISTRATION **ORDERS** CONTACT

Orders

- Place order
- Order History

Instructions

Step 1: Select the allocation you want to place an order under by clicking on the specific link:

Order - Place Order

Select Allocation Group

Allocation Code	Allocation Group
POWERCOR	Field Supervisor
POWERCOR	Field Worker
POWERCOR	New Starter

Information

- Garment Care Instruction
- Return & Exchange
- Customisation application form
- User Guide
- Contact us
- Product Range
- Size Charts
- FAQ
- Privacy Policy

ADA

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Select **Allocation Group**.

Select Allocation Group

Allocation Code	Allocation Group
POWERCOR	BEON Field Worker
POWERCOR	Field Supervisor
POWERCOR	Field Worker
POWERCOR	New Starter

Start shopping

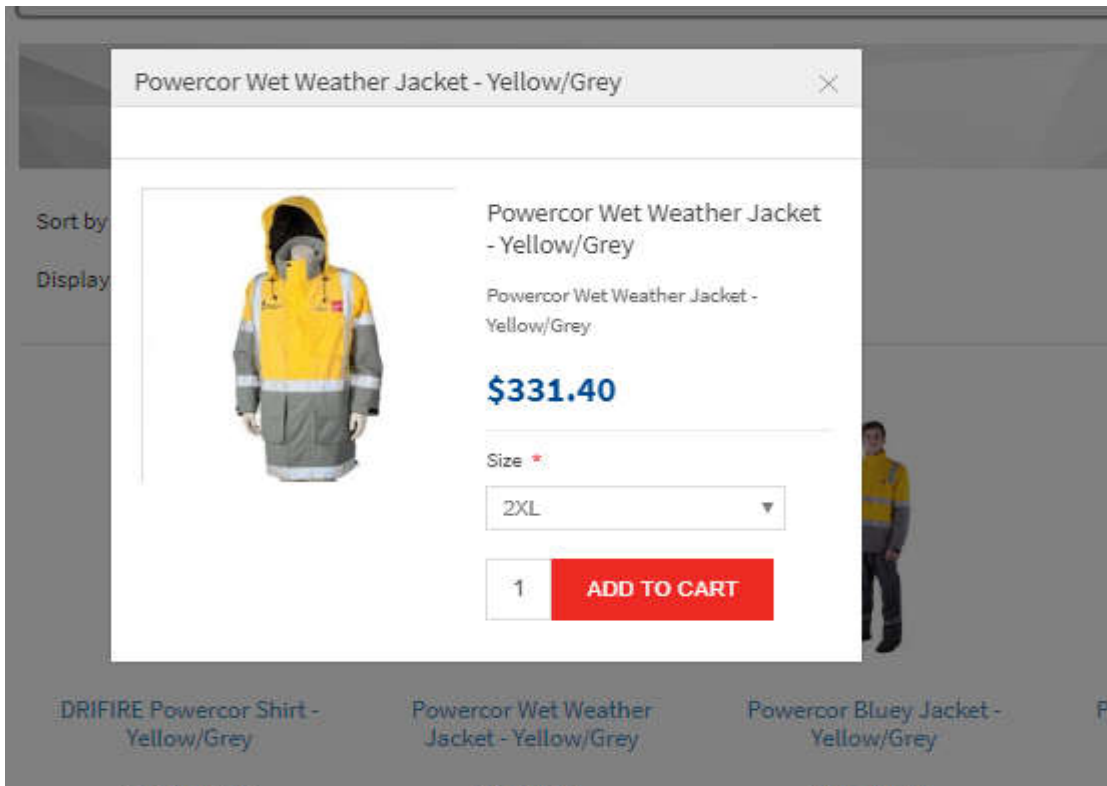
Select the item/s you wish to order by either clicking on the **ADD TO CART** button underneath the item, alternatively you can click on the item description for a more details view for the item.

To amend the quantity you wish to order, change the number in the box next to **ADD TO CART**.

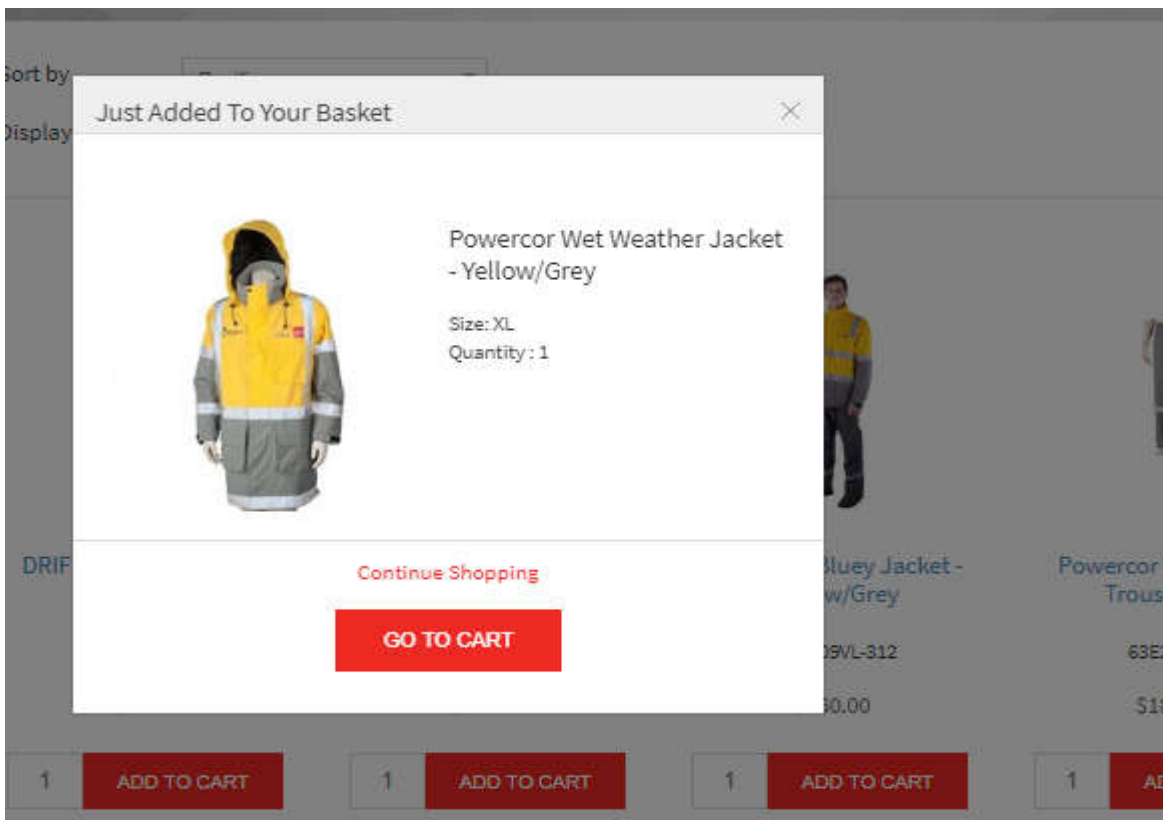
The screenshot shows the ADA Powercor website interface. At the top, there are navigation links for 'ADAM SEARCH', 'Log out', and 'Shopping cart (0)'. The main header includes the 'CITIPower' logo and a search bar with a 'SEARCH' button. Below the header is a dark navigation bar with links for 'MY ACCOUNT', 'ADMINISTRATION', 'ORDERS', and 'CONTACT'. A breadcrumb trail shows 'Place Order / Field Worker /'. The main content area features an 'Instructions' box with three steps: 1. Select the item, 2. Amend the quantity, and 3. Complete the order. Below this is a 'General' section with 'Sort by' (Position) and 'Display' (8 per page) options. The product grid consists of two rows of four items each. Each item includes a product image, name, code, price, and an 'ADD TO CART' button with a quantity selector set to '1'. The first row includes: DRIFIRE Powercor Shirt - Yellow/Grey (\$81.99), Powercor Wet Weather Jacket - Yellow/Grey (\$331.40), Powercor Bluey Jacket - Yellow/Grey (\$160.00), and Powercor Wet Weather Trousers - Grey (\$180.00). The second row includes: DRIFIRE Powercor Cargo Trousers - Grey (\$83.00), DRIFIRE Powercor Sleeveless Coveralls (\$135.00), DRIFIRE Powercor Combination Coveralls (\$180.00), and Powercor Cargo Shorts (A3003) - Khaki (\$33.00). At the bottom left, there is an 'Information' section with links for 'Garment Care Instruction', 'Return & Exchange', 'Customisation application form', 'User Guide', and 'Contact Us'. At the bottom right, there is a 'Product Range' section with links for 'Size Charts', 'FAQ', and 'Privacy Policy', along with the ADA logo.

Select Size

Click the **ADD TO CART**, a pop up box will appear, click on the size and the drop down sizes will appear for you to select.



Once size is selected click **ADD TO CART**



The item will appear in your shopping cart.

The shopping cart can be viewed at the top right-hand corner of the page, hover over shopping cart to view the item/s in your cart.

If you have finished shopping, click **GO TO CART** to complete your purchase.

ADAM BEARDON Log out Shopping cart (1)

CITIPOWER **PowerCOR AUSTRALIA** Search store **SEARCH**

MY ACCOUNT ADMINISTRATION ORDERS CONTACT

Place Order / Field Worker /



Instructions

Step 3: Select the item/s you wish to order by either clicking on the "ADD TO CART" button underneath the item, or alternatively you can click on the item description for a more detailed view of the item.





To amend the Quantity you wish to order, change the number in the box next to "ADD TO CART" to your desired quantity.





Once you have completed your order you can either select "GO TO CART" or click on the "SHOPPING CART (1)" menu in the top right corner of your screen.

General

Sort by: Position  


Display: 8 per page

			
DRIFIRE Powercor Shirt - Yellow/Grey	Powercor Wet Weather Jacket - Yellow/Grey	Powercor Bluey Jacket - Yellow/Grey	Powercor Wet Weather Trousers - Grey
63A201TA5-312	63C191-308	63D209/L-312	63E205-500
\$81.39	\$331.40	\$160.00	\$180.20
1 ADD TO CART	1 ADD TO CART	1 ADD TO CART	1 ADD TO CART

			
---	---	---	---

The shopping cart can be edited at this point, add additional quantities, remove an item or add more items by clicking **Continue shopping**.
 If you have finished ordering, click **CHECKOUT**.

ADAH BEARDON Log out Shopping cart (1)





[MY ACCOUNT](#) [ADMINISTRATION](#) [ORDERS](#) [CONTACT](#)

Instructions

Step 4: Your order summary is listed below, to amend or delete an item ensure to click "Update shopping cart" to update any changes.

Shopping cart

Remove	SKU	Image	Product(s)	Qty.	Price	Total
	63C191-308		Powercor Wet Weather Jacket - Yellow/Grey Size: XL Edit	<input type="text" value="1"/>	\$331.40	\$331.40

[Update shopping cart](#) [Continue shopping](#)

Sub-Total:	\$331.40
Tax:	\$33.14
Total:	\$364.54

[CHECKOUT](#)

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Your default work address will be populated however you can select an alternative address by clicking **Select Address**. If there is no change click **Continue**.

Checkout

1 Delivery address

Work Address

POWERCOR - MARKET ST LVL6
 LVL 8, 40 MARKET STREET
 MELBOURNE VIC 3000
 AU

All Addresses

Delivery Address	POWERCOR - MARKET ST LVL6 Select Address Reset
Street	LVL 8, 40 MARKET STREET
City	MELBOURNE
State	VIC
Postcode	3000
Country	AU

[Back to Cart](#)

CONTINUE

2 Confirm order

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Your Purchase Order No. will be prepopulated. Please check that all items have been ordered correctly. If correct click **Confirm**.

Checkout

1 Delivery address

2 Confirm order

ADA Customer No.	PCOR63100-012	Name	ADAM BEARDON
Personnel No.	PCOR112348	Allocation Code	POWERCOR
Allocation Group	Field Worker	Purchase Order No.	7018180

SKU	Image	Product(s)	Qty.	Price	Total
63C191-308		Powercor Wet Weather Jacket - Yellow/Grey Size: XL	1	\$331.40	\$331.40

Sub-Total:	\$331.40
Tax:	\$33.14
Total:	\$364.54

[Back](#)


CONFIRM

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You will receive an ADA Order number as confirmation of your order being received and being a live order in ADA.

Click, ***Click here for order details.***


ADAM BEARDON Log out Shopping cart (0)



MY ACCOUNT ADMINISTRATION ORDERS CONTACT

Thank you

Your order has been successfully processed!




ORDER NUMBER: SO01158885
[Click here for order details.](#)

CONTINUE

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- [Customisation application form](#)
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- [Contact us](#)


- [Product Range](#)
- [Size Charts](#)
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An order confirmation can be printed, if required.

ADAM BEARDON Log out Shopping cart (0)



MY ACCOUNT ADMINISTRATION ORDERS CONTACT

Order Details - SO01158885 [Back](#)

Order information

[Print](#)

General Information		Delivery Details			
ADA Customer No.	PCOR63100-012	Delivery Address			
Personnel No.	PCOR112348	Street	LVL 8, 40 MARKET STREET		
Name	ADAM BEARDON	City	MELBOURNE		
Allocation Code	POWERCOR	State	VIC		
Allocation Group	Field Worker	Postcode	3000		
Purchase Order No	7018180	Country	AU		


SKU	Description	Quantity	Size	Price (Ex GST)	Total (Ex GST)
63C191-308	Powercor Wet Weather Jacket - Yellow/Grey	1	XL	\$331.40	\$331.40

Sub-Total: \$331.40
 Tax: \$33.14
Total: \$364.54

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Click **Print** for order confirmation print out.

Order Details - SO01158885

General Information

ADA Customer No. PCOR63100-012
Personnel No. PCOR112348
Name ADAM BEARDON
Allocation Code POWERCOR
Allocation Group Field Worker
Purchase Order No 7018180

Delivery Details

Delivery Address

Street LVL 8, 40 MARKET STREET
City MELBOURNE
State VIC
Postcode 3000
Country AU

SKU	Description	Quantity	Size	Price (Ex GST)	Total (Ex GST)
63C191-308	Powercor Wet Weather Jacket - Yellow/Grey	1	XL	\$331.40	\$331.40

Sub-Total: \$331.40
 Tax: \$33.14
Total: \$364.54

Your order History

To view your order history hover over orders and click **Order History**.



- MY ACCOUNT
- ADMINISTRATION
- ORDERS
- CONTACT

Instructions

Your previous orders are listed below. Click on the arrow (▶) to view item details.
 Selecting any parameter will narrow your search.

Status Meanings:
 "Partly / Not delivered" indicates that the order has been partly shipped or is awaiting shipment.
 "Invoiced" indicated your item has been despatched and is complete.

Order History

Order No.	<input type="text"/>	Purchase Order No.	<input type="text"/>
Entry Date From	<input type="text"/>	Entry Date To	<input type="text"/>
Status	ALL	Delivery Address	Select Delivery Address

View
Clear

Order No.	Allocation Group	Entry Date (dd/mm/yyyy)	Status	Purchase Order No	Delivery Address	Ordered By	Total Value (Ex GST)	Modify Order	Cancel Order	Delivery Notes
▶ S001015327	Field Worker	10/01/2019	Invoiced	7018180	BENDIGO	PCOR63100-084	\$447.95			Delivery Notes
▶ S000811518	Field Worker	22/01/2018	Invoiced	7018180	BENDIGO	PCOR63750-147	\$330.00			Delivery Notes
▶ S000706380	Electrical Worker	22/06/2017	Invoiced	7018180	BENDIGO	PCOR63100-084	\$188.20			Delivery Notes
▶ S000697301	Electrical Worker	6/06/2017	Invoiced	7018180	BENDIGO	PCOR63750-147	\$112.68			Delivery Notes

To view specific details on the order click on the **arrow** of the order line. This will drop down the line items of the order.



- MY ACCOUNT
- ADMINISTRATION
- ORDERS
- CONTACT

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 Selecting any parameter will narrow your search.

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 "Partly / Not delivered" indicates that the order has been partly shipped or is awaiting shipment.
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Order History

Order No.	<input type="text"/>	Purchase Order No.	<input type="text"/>
Entry Date From	<input type="text"/>	Entry Date To	<input type="text"/>
Status	ALL	Delivery Address	Select Delivery Address

View
Clear



Order No.	Allocation Group	Entry Date (dd/mm/yyyy)	Status	Purchase Order No	Delivery Address	Ordered By	Total Value (Ex GST)	Modify Order	Cancel Order	Delivery Notes
▶ S001015327	Field Worker	10/01/2019	Invoiced	7018180	BENDIGO	PCOR63100-084	\$447.95			Delivery Notes
Item No	Details	Item Configuration	Size	Ordered	Shipped	Status	Price	Total		
63E24TA5	DRIFIRE Powercor Cargo Trousers - Grey	500	92R	1	1	Invoiced	\$83.00	\$83.00		
63F179TA5	DRIFIRE Powercor Combination Coverall - Yellow/Grey	312	102R	1	1	Invoiced	\$160.00	\$160.00		
63F31	Powercor Shorts (WS-2) - Khaki	406	92R	1	1	Invoiced	\$40.95	\$40.95		
63W560TA6	DRIFIRE Powercor Polo - Yellow/Grey	312	2XL	2	2	Invoiced	\$82.00	\$164.00		
▶ S000811518	Field Worker	22/01/2018	Invoiced	7018180	BENDIGO	PCOR63750-147	\$330.00			Delivery Notes

Create a New Employee

To create a new employee hover **Administration** and click **Create New Employee**.

Type in the Personnel number, first name, last name, select the allocation code and select the delivery details. Click on **SAVE** to ensure the details are saved.

ADAM BEARDON Log out Shopping cart (0)



MY ACCOUNTADMINISTRATIONORDERSCONTACT

Administration - Create New Employee

Instructions

To create a new employee, please enter personnel number, first name, last name, allocation code and delivery details.
Important: You must click on the Save button at the bottom of the page to process the changes

Create New Employee

Personnel No.

First Name

Last Name

Allocation Code

Delivery Detail

Delivery Address [Select Address](#) [Reset](#)

Street

City

State


Postcode

Country

SAVE

Information

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Search for Employee

Hover over **Administration** and click **Employee Search**.

All staff will be listed. To search specific staff either type in their Personnel No. or Name in the search field



- MY ACCOUNT
- ADMINISTRATION
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Instructions

The employees under your supervision are listed below.
 Click on the specific employee line to view the employee's profile.
 To find a profile of a specific employee, enter their Employee No. or type the first few letters of the last name and / or first name in the Name field.
 NOTE: Selecting any additional parameters will narrow your search.
 Click on **View** to search according to the parameters entered and **Clear** to cancel the parameters.

Administration - Employee Search

ADA Customer No.	<input type="text"/>	Personnel No.	<input type="text"/>
Status	ALL	Name	fred
Employee Type	ALL		
View		Clear	

ADA Customer No.	Personnel No.	Name	Status	Employee Type
PCOR63353-004	PCOR102349	FRED ERKAMPS	Active	Employee

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Update Employee Details

You can view the employee's details, allocation list and their current default address.
Click **DEACTIVATE EMPLOYEE** when a staff member has left.

On behalf of - FRED ERKAMPS Finish on behalf session

FRED ERKAMPS Log out Shopping cart (0)

CITIPOWER **Powercor AUSTRALIA**

MY ACCOUNT ORDERS CONTACT

My account

Customer Info

Address

Instructions

The personal information contained in your current employe file is shown below. The **Allocation Code** and **Allocation Group** fields relate to your personal wardrobe. If any of your "Profile Information" is incorrect, please contact ???

Important: You must click on the "Save" button at the bottom of the page to process your changes.

My account - Customer info

Your Personal Details

ADA Customer No. PCOR63353-004

Personnel No. PCOR 102349

First Name FRED

Last Name ERKAMPS

Status Active

DEACTIVATE EMPLOYEE **SAVE**

If the person is currently inactive, click **ACTIVATE EMPLOYEE**.

On behalf of - FRED ERKAMPS Finish on behalf session

FRED ERKAMPS Log out

CITIPOWER **Powercor AUSTRALIA**

MY ACCOUNT ORDERS CONTACT

My account

Customer Info

Address

Instructions

The personal information contained in your current employe file is shown below. The **Allocation Code** and **Allocation Group** fields relate to your personal wardrobe. If any of your "Profile Information" is incorrect, please contact ???

Important: You must click on the "Save" button at the bottom of the page to process your changes.

My account - Customer info

Your Personal Details

ADA Customer No. PCOR63353-004

Personnel No. PCOR 102349

First Name FRED

Last Name ERKAMPS

Status Inactive

ACTIVATE EMPLOYEE **SAVE**

Placing an Order On Behalf of Employee

Once the employee has been found click on the employee.

To place an order hover over **ORDERS** and click **Place Order**.

On behalf of - JAMES OSBORNE Finish on behalf session

JAMES OSBORNE Log out Shopping cart (0)

CITIPOWER **Powercor AUSTRALIA**

MY ACCOUNT **ORDERS** CONTACT

My account

Customer info

Address

Instructions

The personal information contained in your current employe file is shown below. The **Allocation Code** and **Allocation Group** fields relate to your personal wardrobe. **Important:** You must click on the "Save" button at the bottom of the page to process your changes.

My account - Customer info

Your Personal Details

ADA Customer No. PCOR63000-001

Personnel No. PCOR 114277

First Name JAMES

Last Name OSBORNE

Status Active

DEACTIVATE EMPLOYEE SAVE

Allocation List

Allocation Code	Allocation Group
POWERCOR	BEON Field Worker
POWERCOR	Field Supervisor
POWERCOR	Field Worker
POWERCOR	New Starter


Information

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Garment Care Instructions Measurements Video

Return & Exchange Product Range

Contact us Size Charts



Select the **Allocation Group** by clicking on the allocation

On behalf of - JAMES OSBORNE Finish on behalf session

JAMES OSBORNE Log out Shopping cart (0)

CITIPOWER **Powercor AUSTRALIA**

MY ACCOUNT **ORDERS** CONTACT

Orders

Place order

Order History

Instructions

Step 1: Select the allocation you want to place an order under by clicking on the specific link

Order - Place Order

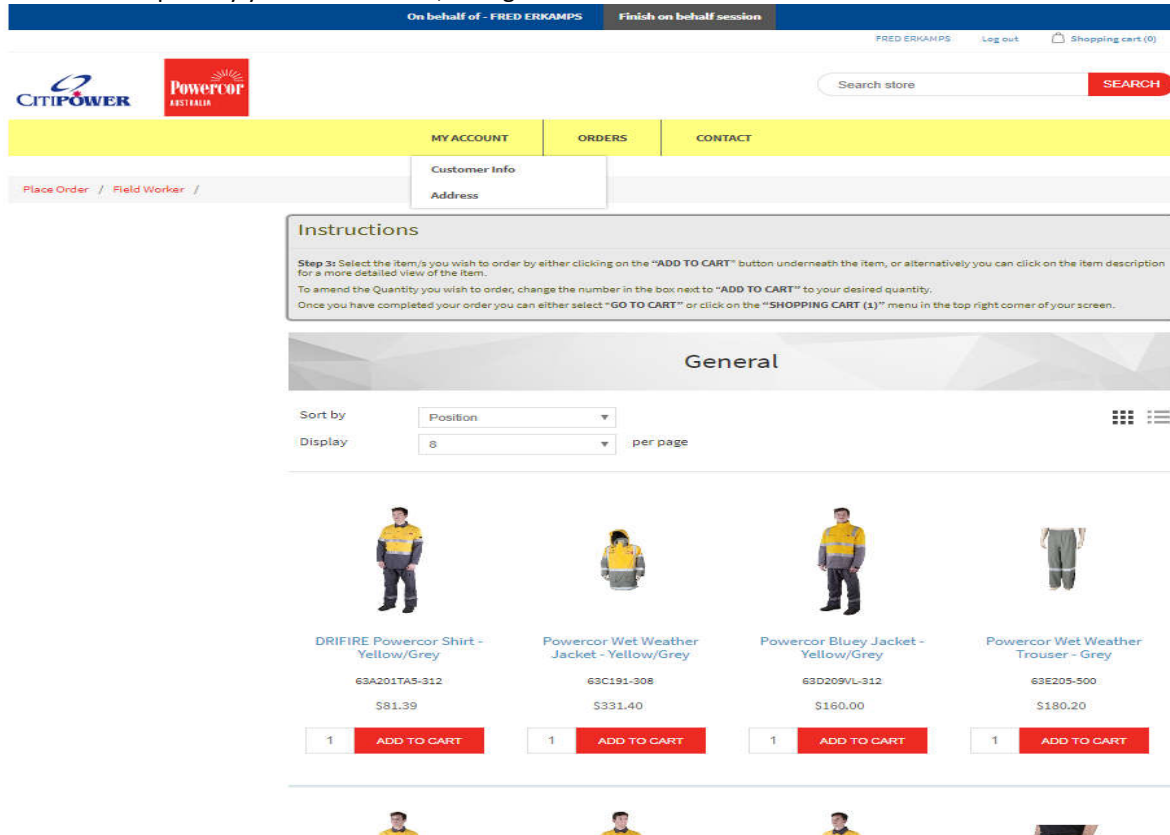
Select Allocation Group

Allocation Code	Allocation Group
POWERCOR	BEON Field Worker
POWERCOR	Field Supervisor
POWERCOR	Field Worker
POWERCOR	New Starter

Start shopping

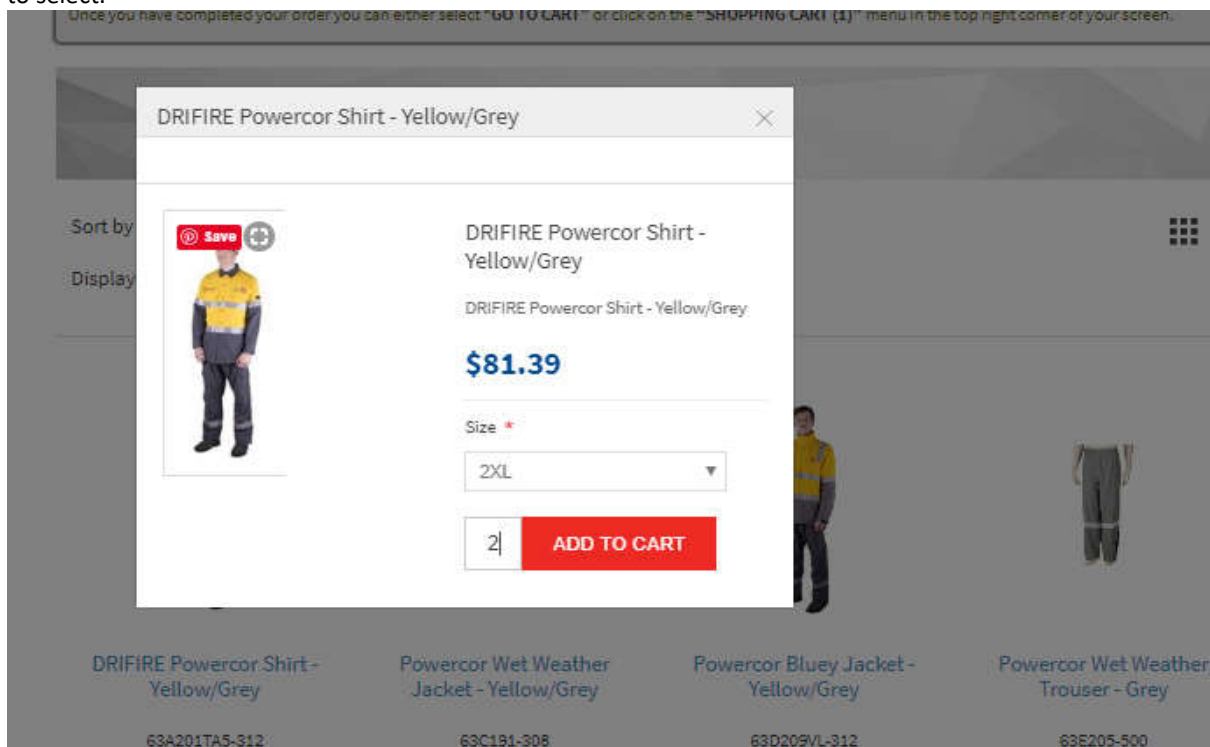
Select the item/s you wish to order by either clicking on the **ADD TO CART** button underneath the item, alternatively you can click on the item description for a more details view for the item.

To amend the quantity you wish to order, change the number in the box next to **ADD TO CART**.

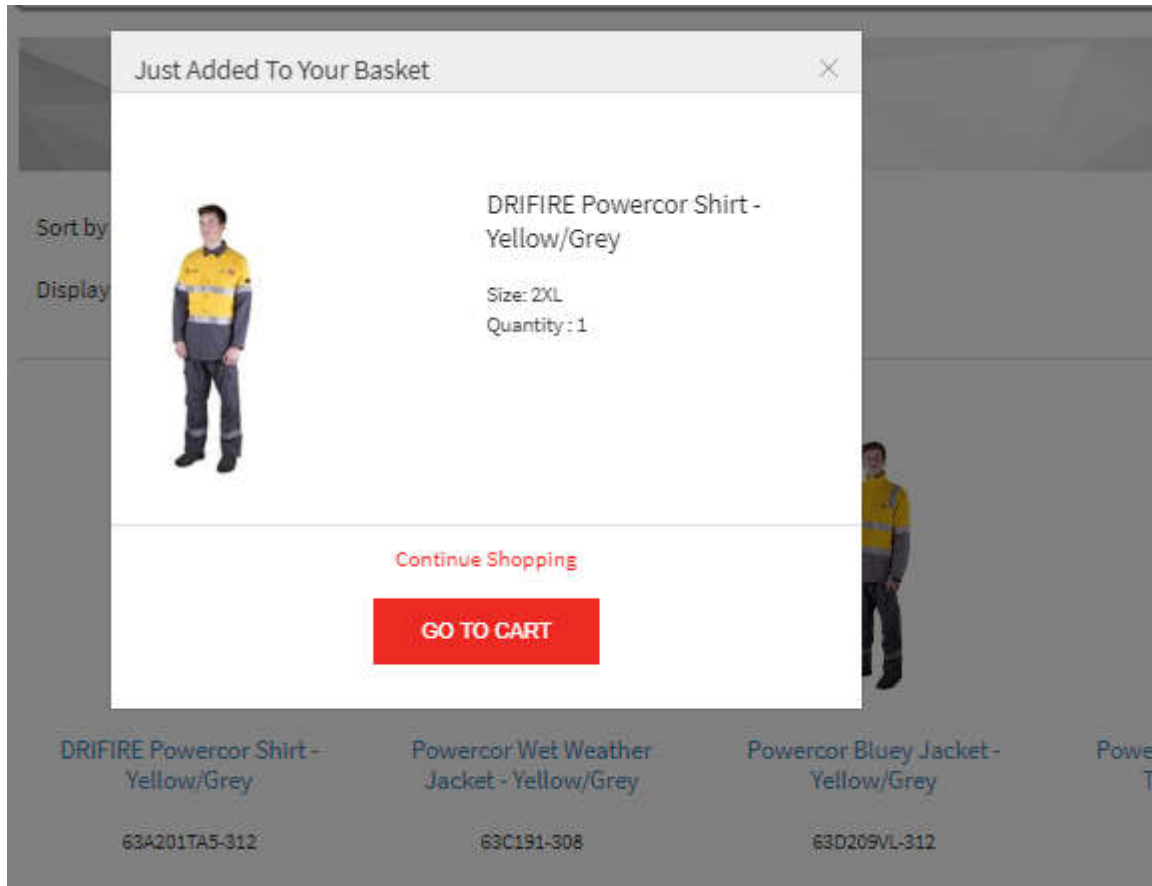


Select Size

Click the **ADD TO CART**, a pop-up box will appear, click on the size and the drop down sizes will appear for you to select.

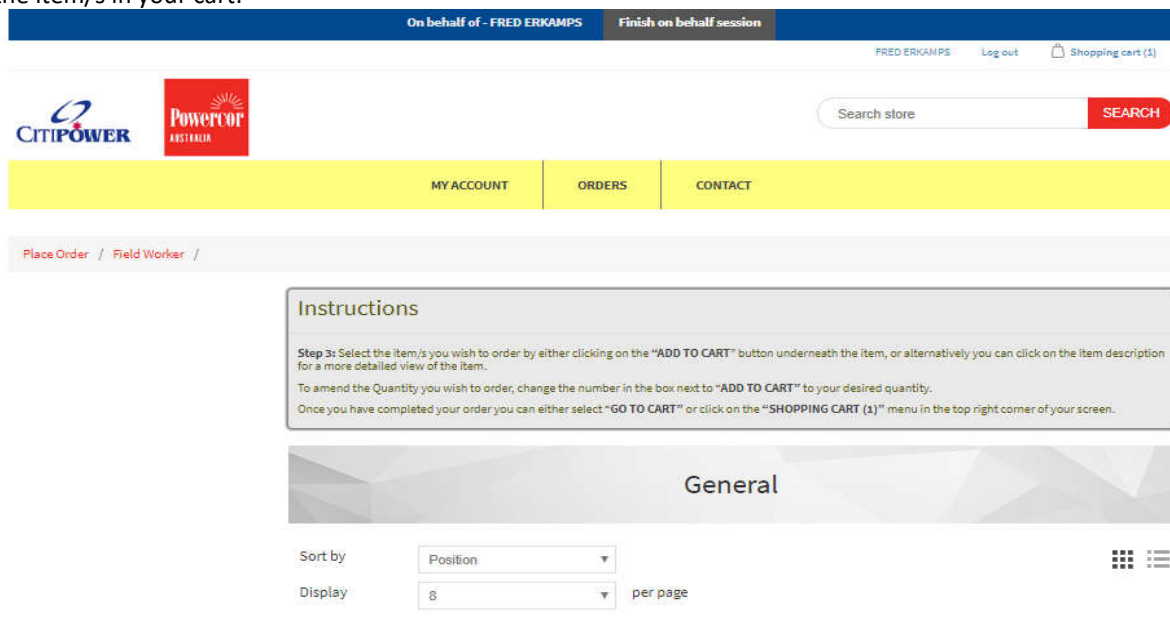


Once size is selected click **ADD TO CART**



The item will appear in your shopping cart.

The shopping cart can be viewed at the top right-hand corner of the page, hover over shopping cart (1) to view the item/s in your cart.



If you have finished shopping, click **GO TO CART** to complete your purchase.

The shopping cart can be edited at this point, add additional quantities, remove an item or add more items by clicking **Continue shopping**.

If you have finished ordering, click **CHECKOUT**.

On behalf of - FRED ERKAMPS Finish on behalf session

FRED ERKAMPS Logout Shopping cart (1)

CITIPOWER **Powercor AUSTRALIA**

MY ACCOUNT ORDERS CONTACT

Instructions
 Step 4: Your order summary is listed below, to amend or delete an item ensure to click "Update shopping cart" to update any changes.

Shopping cart

Remove	SKU	Image	Product(s)	Qty.	Price	Total
	6SA201TAS-312		DRIFIRE Powercor Shirt - Yellow/Grey Size: 2XL Edit	1	\$81.39	\$81.39

Update shopping cart Continue shopping

Sub-Total: \$81.39
 Tax: \$8.14
Total: \$89.53

CHECKOUT

Information

- User Guide
- Garment Care Instructions
- Return & Exchange
- Contact us
- Customisation orders
- Product Range
- Size Charts



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Your default work address will be populated however you can select an alternative address by clicking **Select Address**. If there is no change click **Continue**.

On behalf of - FRED ERKAMPS Finish on behalf session

CITIPOWER **Powercor AUSTRALIA**

Checkout

1 Delivery address

Work Address
 POWERCOR - BALLARAT
 990 NORMAN STREET
 WENDOUREE VIC 3355
 AU

All Addresses

Delivery Address	POWERCOR - BALLARAT	Select Address	Reset
Street	990 NORMAN STREET		
City	WENDOUREE		
State	VIC		
Postcode	3355		
Country	AU		

[Back to Cart](#)



CONTINUE

2 Confirm order

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Your Purchase Order No. will be prepopulated. Please check that all items have been ordered correctly. If correct click **Confirm**.

On behalf of - FRED ERKAMPS
Finish on behalf session

Checkout


1

Delivery address

2

Confirm order

ADA Customer No.	PCOR83353-004	Name	FRED ERKAMPS
Personnel No.	PCOR102349	Allocation Code	POWERCOR
Allocation Group	Field Worker	Purchase Order No.	7018180

SKU	Image	Product(s)	Qty.	Price	Total
63A201TA5-312		DRIFIRE Powercor Shirt - Yellow/Grey Size: ZXL	1	\$81.39	\$81.39

Sub-Total:	\$81.39
Tax:	\$8.14
Total:	\$89.53



← Back

CONFIRM

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You will receive an ADA Order number as confirm of your order being received and being a live order in ADA. Click, **Click here for order details**.


On behalf of - FRED ERKAMPS
Finish on behalf session

MY ACCOUNT ORDERS CONTACT

Thank you

Your order has been successfully processed!




ORDER NUMBER: SO01168653
[Click here for order details.](#)

CONTINUE

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- [Return & Exchange](#)
- [Contact us](#)

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You will receive an ADA Order number as confirmation of your order being received and being a live order in ADA.

Click, ***Click here for order details.***

On behalf of - FRED ERKAMPS
Finish on behalf session

FRED ERKAMPS [Log out](#) [Shopping cart \(0\)](#)

[MY ACCOUNT](#) | [ORDERS](#) | [CONTACT](#)

Order Details - SO01168653 [Back](#)

Order information

[Print](#)

General Information		Delivery Details	
ADA Customer No.	PCOR63353-004	Delivery Address	
Personnel No.	PCOR102349	Street	990 NORMAN STREET
Name	FRED ERKAMPS	City	WENDOUREE
Allocation Code	POWERCOR	State	VIC
Allocation Group	Field Worker	Postcode	3355
Purchase Order No	7018180	Country	AU

SKU	Description	Quantity	Size	Price (Ex GST)	Total (Ex GST)
63A201TA5-312	DRIFIRE Powercor Shirt - Yellow/Grey	1	2XL	\$81.39	\$81.39
					Sub-Total: \$81.39
					Tax: \$8.14
					Total: \$89.53

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Click **Print** for order confirmation print out.

Order Details - S001168653

General Information

ADA Customer No. PCOR63353-004
Personnel No. PCOR102349
Name FRED ERKAMPS
Allocation Code POWERCOR
Allocation Group Field Worker
Purchase Order No 7018180

Delivery Details

Delivery Address

Street 990 NORMAN STREET
City WENDOUREE
State VIC
Postcode 3355
Country AU

SKU	Description	Quantity	Size	Price (Ex GST)	Total (Ex GST)
63A201TA5-312	DRIFIRE Powercor Shirt - Yellow/Grey	1	2XL	\$81.39	\$81.39

Sub-Total: \$81.39
 Tax: \$8.14
Total: \$89.53

To finish the ordering on behalf session click Finish on behalf session at the top of the screen or click logout.

You will now back in you own profile and commence ordering for another employee.



Order Details - S001168653 Back

Order information

Print

General Information

ADA Customer No.	PCOR63353-004
Personnel No.	PCOR102349
Name	FRED ERKAMPS
Allocation Code	POWERCOR
Allocation Group	Field Worker
Purchase Order No	7018180

Delivery Details

Delivery Address	
Street	990 NORMAN STREET
City	WENDOUREE
State	VIC
Postcode	3355
Country	AU

SKU	Description	Quantity	Size	Price (Ex GST)	Total (Ex GST)
63A201TA5-312	DRIFIRE Powercor Shirt - Yellow/Grey	1	2XL	\$81.39	\$81.39

Sub-Total: \$81.39
Tax: \$8.14
Total: \$89.53

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Employee Order History

To access employee order history, search for employee as per page 16, Search Employee.

Once the employee is found, click on the person for Customer info screen. Hover over **ORDERS** and click **Order History**.

On behalf of - FRED ERKAMPS
Finish on behalf session

FRED ERKAMPS [Logout](#) Shopping cart (0)

MY ACCOUNT
ORDERS
CONTACT

My account

My account - Customer info

Customer Info

Address

Your Personal Details

ADA Customer No. PCOR63353-004

Personnel No. PCOR

First Name

Last Name

Status Active

DEACTIVATE EMPLOYEE
SAVE

Allocation List

Allocation Code	Allocation Group
POWERCOR	Field Supervisor
POWERCOR	Field Worker
POWERCOR	New Starter

All order history is available to view.

On behalf of - FRED ERKAMPS
Finish on behalf session

Order History

Order No.

Entry Date From

Status ALL

Purchase Order No.

Entry Date To

Delivery Address

View
Clear

Order No.	Allocation Group	Entry Date (dd/mm/yyyy)	Status	Purchase Order No.	Delivery Address	Ordered By	Total Value (Excl. GST)	Modify Order	Cancel Order	Delivery Notes
SO01171538	Field Worker	15/08/2019	Invoiced	7018180	BALLARAT	PCOR63051-084	\$166.00			Delivery Notes
SO01027278	Field Worker	4/02/2019	Invoiced	7018180	BALLARAT	PCOR63051-084	\$244.68			Delivery Notes
SO00917237	Field Worker	28/06/2018	Invoiced	7018180	BALLARAT	PCOR63051-084	\$110.00			Delivery Notes
SO00783423	New Range - Not currently in use	9/11/2017	Invoiced	7018180	BALLARAT	PCOR63051-084	\$66.60			Delivery Notes
SO00753324	New Range - Not currently in use	12/09/2017	Invoiced	7018180	BALLARAT	PCOR63350-008	\$420.00			Delivery Notes
SO00632822	Field Supervisor	21/02/2017	Invoiced	7018180	BALLARAT	PCOR63350-029	\$91.00			Delivery Notes
SO00534413	Bulk	27/07/2016	Invoiced	7018180	BALLARAT					Delivery Notes
SO00407722	Bulk	5/11/2015	Invoiced	7011658	BALLARAT					Delivery Notes
SO00407720	Bulk	5/11/2015	Invoiced	7011658	BALLARAT					Delivery Notes
SO00349088	Bulk	5/06/2015	Invoiced	7011658	BALLARAT					Delivery Notes
SO00348720	Bulk	4/06/2015	Invoiced	7011658	BALLARAT					Delivery Notes
SO00327754	Bulk	24/04/2015	Invoiced	7011658	SCS BALLARAT					Delivery Notes
SO00309256	Bulk	12/03/2015	Invoiced	7011658	SCS BALLARAT					Delivery Notes

15 Items per page
1 - 13 of 13 items

To view specific details on the order click on the **arrow** of the order line. This will drop down the line items of the order.

On behalf of - FRED ERKAMPS Finish on behalf session

Order History

Order No. Purchase Order No.

Entry Date From Entry Date To

Status: ALL Delivery Address: Select Delivery Address

View Clear

Order No.	Allocation Group	Entry Date (dd/mm/yyyy)	Status	Purchase Order No	Delivery Address	Ordered By	Total Value (Ex GST)	Modify Order	Cancel Order	Delivery Notes
SO01171538	Field Worker	15/08/2019	invoiced	7018180	BALLARAT	PCOR63051-084	\$166.00			<input type="checkbox"/> Delivery Notes
Item No	Details		Item Configuration	Size	Ordered	Shipped	Status	Price	Total	
63E284TA5	DRIFIRE Powercor Cargo Trousers - Grey		500	87R	2	2	Invoiced	\$83.00	\$166.00	
SO01027278	Field Worker	4/02/2019	invoiced	7018180	BALLARAT	PCOR63051-...	\$244.68			<input type="checkbox"/> Delivery Notes

Order Tracking

To track an order go to employee order history, see page 26 for instruction.

Once the order is selected click on Delivery Notes, a pop up box will appear showing the ship date and an Australia Post tracking number, **TXT554438501000930304**

On behalf of - FRED ERKAMPS Finish on behalf session

FRED ERKAMPS Log out Shopping cart (0)

Delivery Notes

Delivery Notes

Sales Order Number	Delivery Note	Ship Date	Mode of Delivery	Tracking Number	Item	Size	Delivered Qty
SO01171538	PACK01299952	16/08/2019	AUSTRALIAN POST	TXT554438501000930304	63E284TA5	87R	2

Close

Order History

Order No. Purchase Order No.

Entry Date From Entry Date To

Status: ALL Delivery Address: Select Delivery Address

View Clear

Order No.	Allocation Group	Entry Date (dd/mm/yyyy)	Status	Purchase Order No	Delivery Address	Ordered By	Total Value (Ex GST)	Modify Order	Cancel Order	Delivery Notes
SO01171538	Field Worker	15/08/2019	invoiced	7018180	BALLARAT	PCOR63051-084	\$166.00			<input checked="" type="checkbox"/> Delivery Notes
Item No	Details		Item Configuration	Size	Ordered	Shipped	Status	Price	Total	
63E284TA5	DRIFIRE Powercor Cargo Trousers - Grey		500	87R	2	2	Invoiced	\$83.00	\$166.00	

Highlight the tracking number, **TXT554438501000930304**
tracking site.

copy and paste this number into the Australia post

<https://auspost.com.au/mypost/track/#/search>

Track your item - Australia Post

<https://auspost.com.au> > Parcels & mail ▾

Track your item.

Information

At the bottom of your screen there are links to forms previously only available at the login page.
Click the link to access.

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