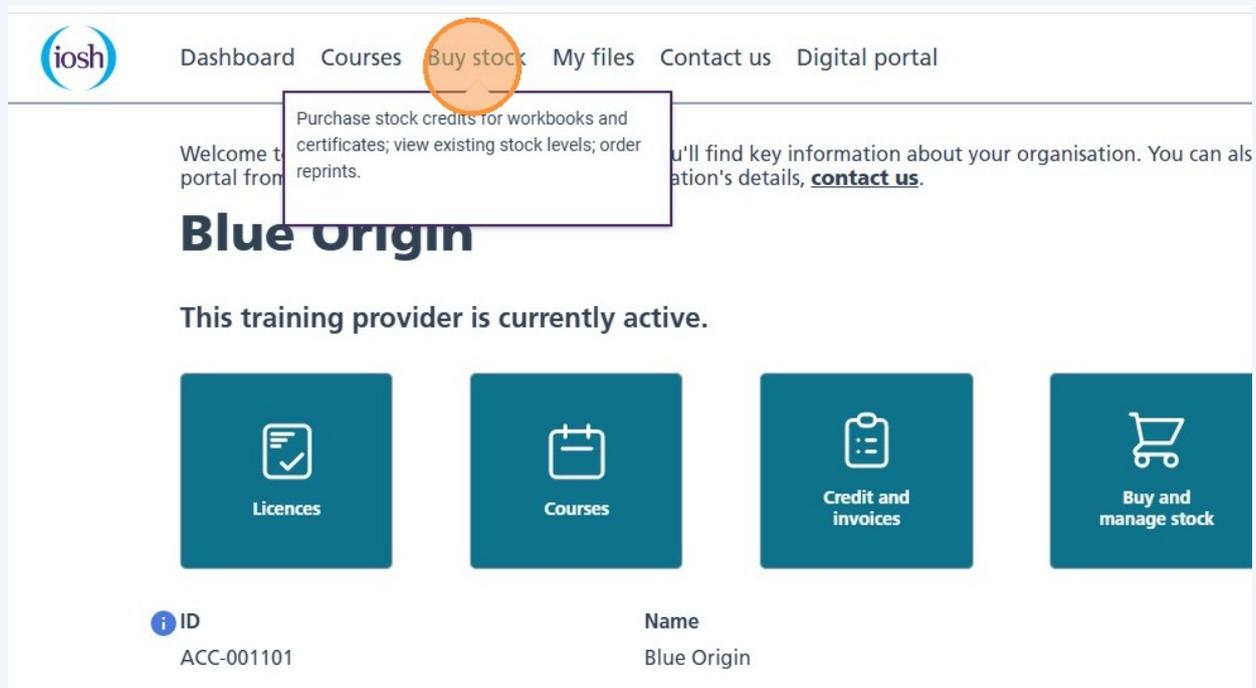


How to order reprints for training providers

- 1 Navigate to Buy stock on the top bar.



The screenshot shows the iosh portal interface. At the top, there is a navigation bar with the following items: Dashboard, Courses, Buy stock, My files, Contact us, and Digital portal. The 'Buy stock' item is highlighted with an orange circle, and a callout box points to it with the text: "Purchase stock credits for workbooks and certificates; view existing stock levels; order reprints." Below the navigation bar, there is a welcome message: "Welcome to the portal from... You'll find key information about your organisation. You can also find your organisation's details, [contact us](#)." The main heading is "Blue Origin". Below this, it states "This training provider is currently active." There are four teal buttons with icons and labels: "Licences" (checklist icon), "Courses" (calendar icon), "Credit and invoices" (clipboard icon), and "Buy and manage stock" (shopping cart icon). At the bottom, there is a table with two columns: "ID" and "Name". The "ID" column contains "ACC-001101" and the "Name" column contains "Blue Origin".

Dashboard Courses **Buy stock** My files Contact us Digital portal

Welcome to the portal from... You'll find key information about your organisation. You can also find your organisation's details, [contact us](#).

Blue Origin

This training provider is currently active.

Licences Courses Credit and invoices Buy and manage stock

ID	Name
ACC-001101	Blue Origin

2 Training providers can find the link to reprints at the top of the page.

Buy and manage stock

Welcome to your online store.

View your stock levels and purchase new certificate and workbook stock here. If your inventory is at 10 or below, it is marked at low and you can purchase new stock at any time.

Certificate reprints or replacements can be ordered in the **reprints** area.

Your stock is running low for Working Safely v 5.0 | CP-001050.

Your stock is running low for Safety, Health and Environment for Construction Workers | CP-001054.

Buy stock

Your workbook and certificate inventory

Start typing...



Course name

Product type

Product format

Quantity

3 Or they can find the Order reprints button at the bottom of the page.

Stock levels are low.

Safety, Health and Environment for Construction Workers	Certificate	Digital	0
	Certificate	Hardcopy	1
	Workbook	Digital	0
	Workbook	Hardcopy	1

Stock levels are low.

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IOSH

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Highfield Drive

Winton

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Training providers can search for their delegates and course ID using the search bar or filter by the dates.

Certificate reprints or replacements

Purchase reprints or replacements of hardcopy certificates. Reprint orders will be taken from your pre-purchased certificate stock. View your **online inventory** to check your stock levels for each of your training courses. Purchase more stock if needed.

Start typing...

Filter: From To

1. Kevin Bonavia CB-001575 Leading Safely with Ashmore	<input type="button" value="Reprint"/>
Course start date	13 January 2026
Certificate number	UAT0146
Number of certificates	1
Certificate/award date	14 January 2026

2. Sarah Bool CB-001575 Leading Safely with Ashmore	<input type="button" value="Reprint"/>
Course start date	13 January 2026
Certificate number	UAT0145
Number of certificates	1
Certificate/award date	14 January 2026

3. Andrew Rowie CB-001578 IOSH Managing Safety	<input type="button" value="Reprint"/>
---	--

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Once the delegate has been found, select Reprint.

Certificate reprints or replacements

Purchase reprints or replacements of hardcopy certificates. Reprint orders will be taken from your pre-purchased certificate stock. View your **online inventory** to check your stock levels for each of your training courses. Purchase more stock if needed.

Start typing...

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1. Kevin Bonavia CB-001575 Leading Safely with Ashmore	<input type="button" value="Reprint"/>
Course start date	13 January 2026
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Course start date	13 January 2026
Certificate number	UAT0145
Number of certificates	1
Certificate/award date	14 January 2026

3. Andrew Rowie CB-001578 IOSH Managing Safety	<input type="button" value="Reprint"/>
---	--

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Once the delegates have been selected for reprints, scroll down to the bottom and there will be a list of delegates.

Show more

Delegates selected for reprint

1. Kevin Bonavia

DEL-00002741



Remove

Reprint

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Select Reprint.

Number of certificates 1
Certificate/award date 22 October 2025

Show more

Delegates selected for reprint

1. Kevin Bonavia

DEL-00002741

Remove



Reprint

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A message will appear at the top of the page confirming the reprints have been ordered.

Certificate reprints or replacements

Purchase reprints or replacements of hardcopy certificates. Reprint orders will be taken from your pre-purchased certificate stock. View your **online inventory** to check your stock levels for each of your training courses. Purchase more stock if needed.

Your certificate reprint order has been confirmed. Certificate credits will be deducted from your inventory.

Start typing...

Filter:

From

dd/mm/yyyy



To

dd/mm/yyyy



Clear filters

1. Kevin Bonavia | CB-001575 | Leading Safely with Ashmore

Reprint

Course start date	13 January 2026
Certificate number	UAT0146
Number of certificates	1
Certificate/award date	14 January 2026

2. Sarah Beal | CB-001575 | Leading Safely with Ashmore