

# How to purchase stock for Training Providers

1

Navigate to Buy stock on the top bar or select the Buy and manage stock box on the dashboard.

The screenshot shows the iosh dashboard interface. At the top, there is a navigation bar with the iosh logo and several menu items: Dashboard, Courses, Buy stock, My files, Contact us, and Digital portal. The 'Buy stock' item is highlighted with an orange circle. Below the navigation bar, there is a welcome message and a call to action to 'contact us'. The main content area features the 'Blue Origin' logo and a status message: 'This training provider is currently active.' Below this, there are four teal-colored buttons with white icons and text: 'Licences' (with a checklist icon), 'Courses' (with a calendar icon), 'Credit and invoices' (with a clipboard icon), and 'Buy and manage stock' (with a shopping cart icon). At the bottom, there is a table with two columns: 'ID' and 'Name'. The 'ID' column contains the value 'ACC-001101' and the 'Name' column contains 'Blue Origin'.

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

Welcome to the iosh digital portal from [organisation name]. You'll find key information about your organisation. You can also view 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 take a tour around the buy and manage stock screen.

placements can be ordered in the **reprints** area.

v for Working Safely v 5.0 | CP-001050.  
v for Safety, Health and Environment for Construction Workers | CP-001054.

Welcome to your buy and manage stock screen.

Take a tour of what is available.

[Close](#) [Take a tour](#)

Product type	Product format	Qua
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## 3 Scroll down the screen and there will be a Buy stock button under the inventory section.

Working Safely v 5.0	Certificate	Hardcopy	45
	Certificate	Digital	40
	Workbook	Digital	9
	Workbook	Hardcopy	20
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.			

[Back](#) [Buy stock](#) [Order reprints](#)

Qualifications and courses [Contact us](#) **IOSH**

4

If training providers are running low on stock, there will be a message at the top and a link to where they can Buy stock easily.


Dashboard Courses Buy stock My files Contact us Digital portal

Change training provider
Log out

## 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 stock. 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.



### Your workbook and certificate inventory

Course name	Product type	Product format	Quantity available
Working Safely v5.1	Certificate	Hardcopy	146
	Certificate	Digital	77

5

Enter the number of documents required to order. The inventory is sectioned our into digital and hardcopy certificates and workbooks

### Place an order

Course name	Product type:	Format	Quantity:
Working Safely v5.1	Certificate	Hardcopy	<input style="width: 80px;" type="text"/>
	Certificate	Digital	<input style="width: 80px;" type="text"/>
	Workbook	Digital	<input style="width: 80px;" type="text"/>
	Workbook	Hardcopy	<input style="width: 80px;" type="text"/>
Managing Safely V 5.0	Certificate	Digital	<input style="width: 80px;" type="text"/>
	Certificate	Hardcopy	<input style="width: 80px;" type="text"/>
Working Safely v 5.0	Certificate	Hardcopy	<input style="width: 80px;" type="text"/>
	Certificate	Digital	<input style="width: 80px;" type="text"/>
	Workbook	Digital	<input style="width: 80px;" type="text"/>

6 Once ready to order, enter in the purchase order number.

Certificate	Hardcopy	<input type="text"/>
Workbook	Digital	<input type="text"/>
Workbook	Hardcopy	<input type="text"/>

---

PO number

Delivery method

Send to my current delivery address Raja Ram Mohan Roy Road, 560027 Bengaluru

Send to a new address

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7 Training providers can select whether they wish to send to their current address which will be listed at the side or if they want to send to a new address.

Workbook	Hardcopy	<input type="text"/>
		<input type="text"/>

---

PO number

Delivery method

Send to my current delivery address Raja Ram Mohan Roy Road, 560027 Bengaluru

Send to a new address

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8

If they wish to send to a new address, this will open a new section where they can search for their address in the search bar or manually enter in below.

#### Add new address

Start typing to search for address...

or, insert the address manually.

Address line one\*

Address line two

Town/city\*

Postcode\*

Country\*

9

Once training providers are ready for ordering, select Calculate total.

Town/city\*

Postcode\*

Country\*

Back

Calculate total

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10 This will bring up an order summary page.

### Order summary

Working Safely v5.1

Hardcopy - Certificate x 1

#### Address

Raja Ram Mohan Roy Road, 560027 Bengaluru

#### Total amount

£52.13

#### Shipping cost

£30.13

#### VAT

£0.00

Edit order

Cancel order

Pay now

Pay later

11 Training providers can edit or cancel their order on this page.

Raja Ram Mohan Roy Road, 560027 Bengaluru

#### Total amount

£52.13

#### Shipping cost

£30.13

#### VAT

£0.00

Edit order

Cancel order

Pay now

Pay later

Qualifications and courses

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12

If training providers have a credit account, the Pay later option will appear for them.

£52.13

Shipping cost

£30.13

VAT

£0.00

Edit order

Cancel order

Pay now

Pay later

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13

Once selected Pay later, this will go through immediately and an order summary will be sent to their main administrator's email.



Dashboard Courses Buy stock My files Contact us Digital portal

Change training p

### Place an order - payment

Your order has been successfully completed.

A confirmation email with an order summary will be sent to your organisation's main administrator email address.

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14 Otherwise, select Pay now.

£52.13

Shipping cost

£30.13

VAT

£0.00

Edit order

Cancel order

Pay now

Pay later



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Highfield Drive

Wigston

Leicestershire

15 This will bring a Worldpay screen where they can select the payment method and follow the instructions.

payment\_method\_description\_PAYWITHGOOGLE-SSL

Invoice b954acb3-83f7-f011-8407-7ced8d3af4df

Choose one of the following payment methods:

[payment\\_method\\_description\\_PAYWITHGOOGLE-SSL](#)

[Diners club](#)

[Mastercard](#)

Verified by [Visa](#)

SafeKey [American Express](#)

[Maestro](#)

[JCB](#)

[Regular bank transfer](#)

[AirPlus](#)

[UATP](#)