
nib Adviser Portal User Guide

Created: May 2024



Introduction

Welcome to the nib Adviser Portal

Here you can:

- Order collateral from our Catalogues
- Track orders

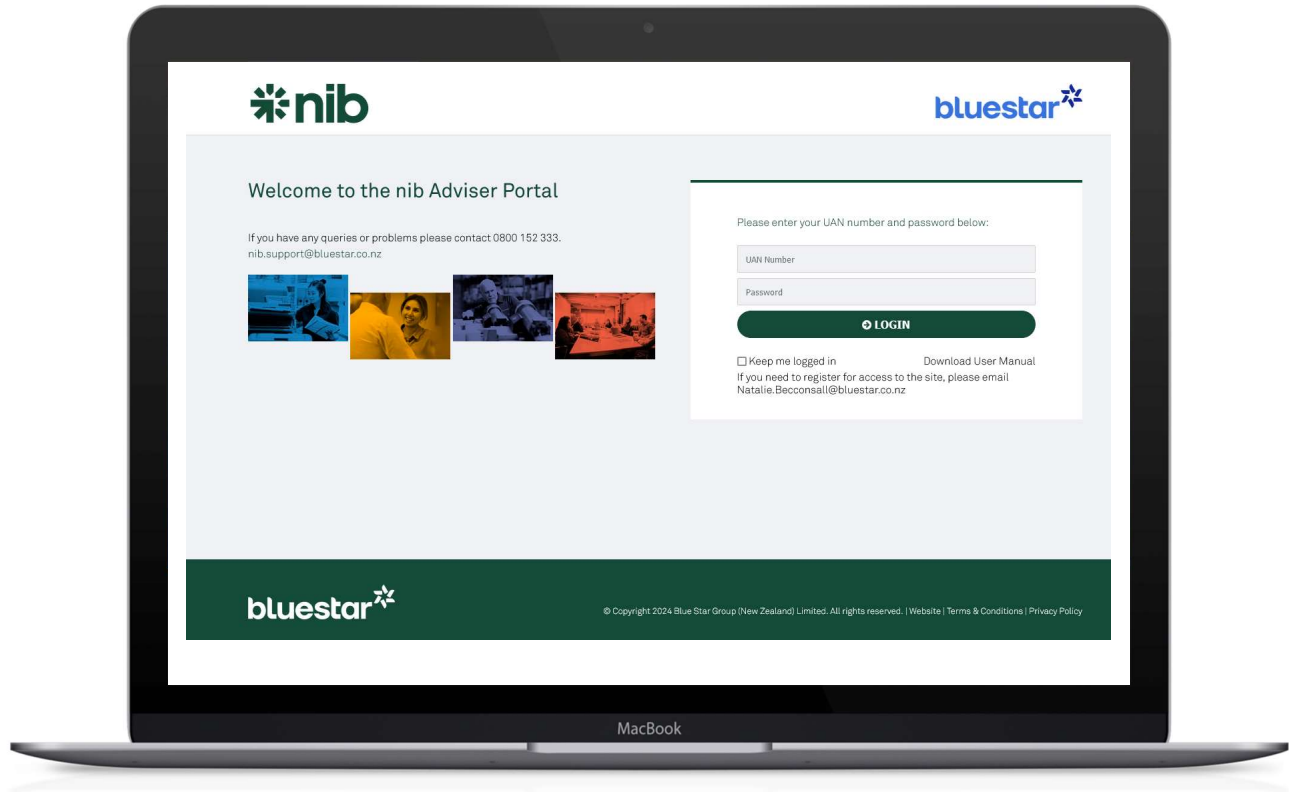
Login

For best results the nib Adviser Portal has been designed for use on a computer rather than a mobile device.

To access the site please go to the following URL using your web browser:

https://portal.bluestar.co.nz/login/nib_adviser

To login, enter your UAN Number and Password

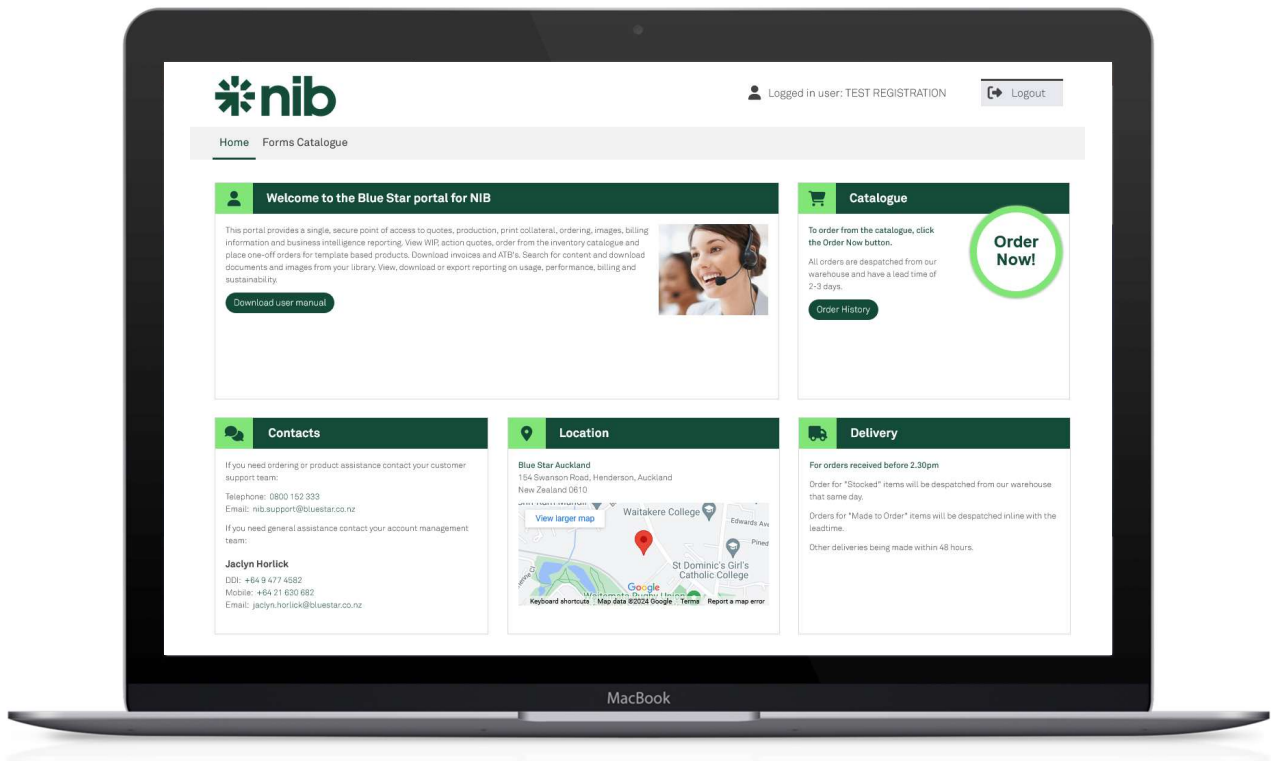




Home

The Home Screen displays the Welcome section and the links to below:

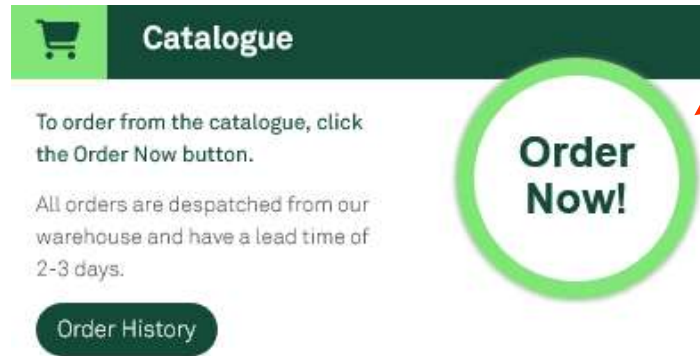
- Welcome (with download link to this document)
- Catalogue (with quick **Order Now** and **Order History** button)
- Contacts
- Location
- Delivery



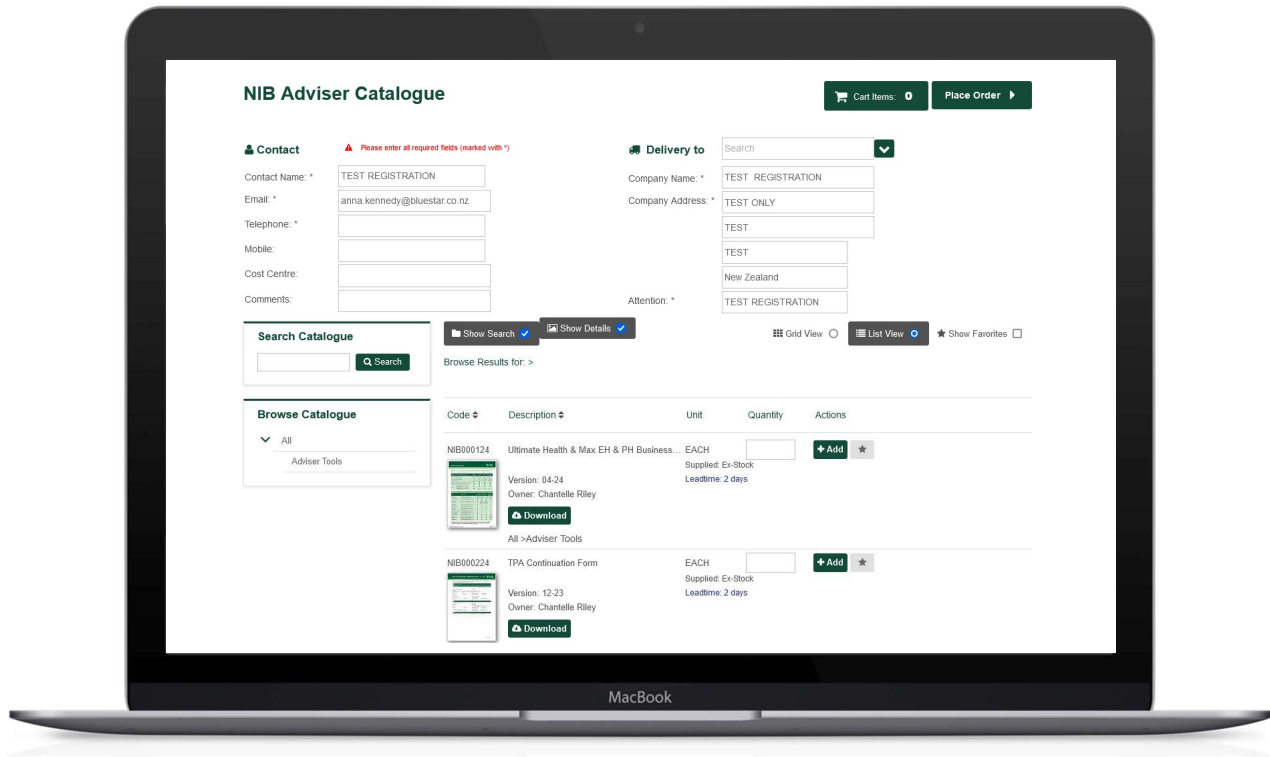


Catalogue

Click on the **Order Now** button from the Catalogue section of the Home screen.



This will open the nib Adviser Catalogue tab.





Select the products you require by searching or browsing the categories on the left-hand side of the screen, enter the quantity required and then click **Add to Cart**.

Each time you add an item, it is added to the cart, until you are ready to place the order.

If you do not know the exact sequence of words for the item use “&” inbetween words to help you locate the item, and this will bring up all instances of these words.




Search Catalogue

Browse Catalogue

- All
- Adviser Tools

Grid View List View Show Favorites

Browse Results for: >

Code	Description	Unit	Quantity	Actions
NIB000124	Ultimate Health & Max EH & PH Business... Version: 04-24 Owner: Chantelle Riley  <input type="button" value="Download"/> All >Adviser Tools	EACH	<input type="text"/>	<input type="button" value="+ Add"/> <input type="button" value="★"/>
				Supplied: Ex-Stock Leadtime: 2 days
NIB000224	TPA Continuation Form Version: 12-23 Owner: Chantelle Riley  <input type="button" value="Download"/> All >Adviser Tools	EACH	<input type="text"/>	<input type="button" value="+ Add"/> <input type="button" value="★"/>
				Supplied: Ex-Stock Leadtime: 2 days
NIB000324	Declaration of Health Form Post 1 Feb 2024 Version: 12-23 Owner: Chantelle Riley  <input type="button" value="Download"/> All >Adviser Tools	EACH	<input type="text"/>	<input type="button" value="+ Add"/> <input type="button" value="★"/>
				Supplied: Ex-Stock Leadtime: 2 days



Once you've added all the products required for the order, enter your address details, and any comments, then click the **'Place Order'** button at the top of the screen.

nib Logged in user: TEST REGISTRATION Logout

Home Forms Catalogue

Browse Forms Order History Order Back-Orders Order Despatches

NIB Adviser Catalogue Cart Items: 3 Place Order

Contact Please enter all required fields (marked with *)

Contact Name: * TEST REGISTRATION

Email: * anna.kennedy@bluestar.co.nz

Telephone: *

Mobile:

Cost Centre:

Comments:

Delivery to Search

Company Name: * TEST REGISTRATION

Company Address: * TEST ONLY

TEST

TEST

New Zealand

Attention: * TEST REGISTRATION

Once you've clicked **Place Order**, you have one final confirmation screen to review and confirm your order.

- If you wish to edit the order, click **Edit Order** to return to the catalogue.
- If you wish to confirm the order, click the **Confirm Order** button.

nib Logged in user: TEST REGISTRATION Logout

Home Forms Catalogue

Browse Forms Order History Order Back-Orders Order Despatches

Thanks, please check & confirm your order Edit Order Confirm Order

Contact Please enter all required fields (marked with *)

Contact Name: * TEST REGISTRATION

Email: * anna.kennedy@bluestar.co.nz

Telephone: *

Mobile:

Cost Centre:

Comments:

Delivery to Search

Company Name: * TEST REGISTRATION

Company Address: * TEST ONLY

TEST

TEST

New Zealand

Attention: * TEST REGISTRATION

Code	Description	Unit	Quantity
NIB000124	Ultimate Health & Max EH & PH Business Health... Comment	EACH	1
NIB000224	TPA Continuation Form Comment	EACH	1
NIB000324	Declaration of Health Form Post 1 Feb 2024 Comment	EACH	1

Edit Order Confirm Order



Order Confirmation

The order will be processed and the screen below will display.

This confirms your order has been placed and displays the order reference, take note of this number, should you need to contact us regarding your order.

Thank you, your order has been successfully processed.

Your order reference number is

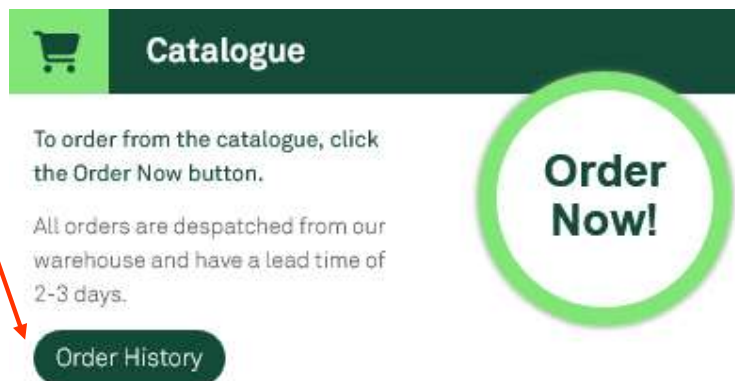
4255612

 You can refer to this reference should you need support

You'll also receive a confirmation email, confirming your order details.

Order History

To check on previously placed **Catalogue** orders, click the **View Order History** button.



The screenshot shows a dark green header with a shopping cart icon and the word "Catalogue". Below the header, there is text: "To order from the catalogue, click the Order Now button." and "All orders are despatched from our warehouse and have a lead time of 2-3 days." To the right of this text is a large green circular button with the text "Order Now!". At the bottom of the page is a dark green rounded rectangular button with the text "Order History". A red arrow points from the text "View Order History" in the previous block to the "Order History" button.



This will take you to the Order History menu where you can search for order number, customer name, dates, or reference to find your old or pending orders.

The screenshot shows the nib website's Order History menu. At the top left is the nib logo. To the right, it says "Logged in user: TEST REGISTRATION" with a "Logout" button. Below this is a navigation bar with "Home" and "Forms Catalogue". Under "Forms Catalogue", there are four tabs: "Browse Forms", "Order History" (which is highlighted), "Order Back-Orders", and "Order Despatches". Below the tabs is a search bar for "Orders". The search bar includes a "Search for" input field, a "From Date" field set to "16-02-2024", a "Status" dropdown menu set to "Despatched", and a "Search" button. Below the search bar is a table header with the following columns: Order, Customer, Date, Required, Reference, Address, Contact, Status, and Action.

To view the order details, click the **Review** button. To run a track & trace on an order that has been despatched you can click the **Track and Trace** button from the list or from the detail screen under despatches.