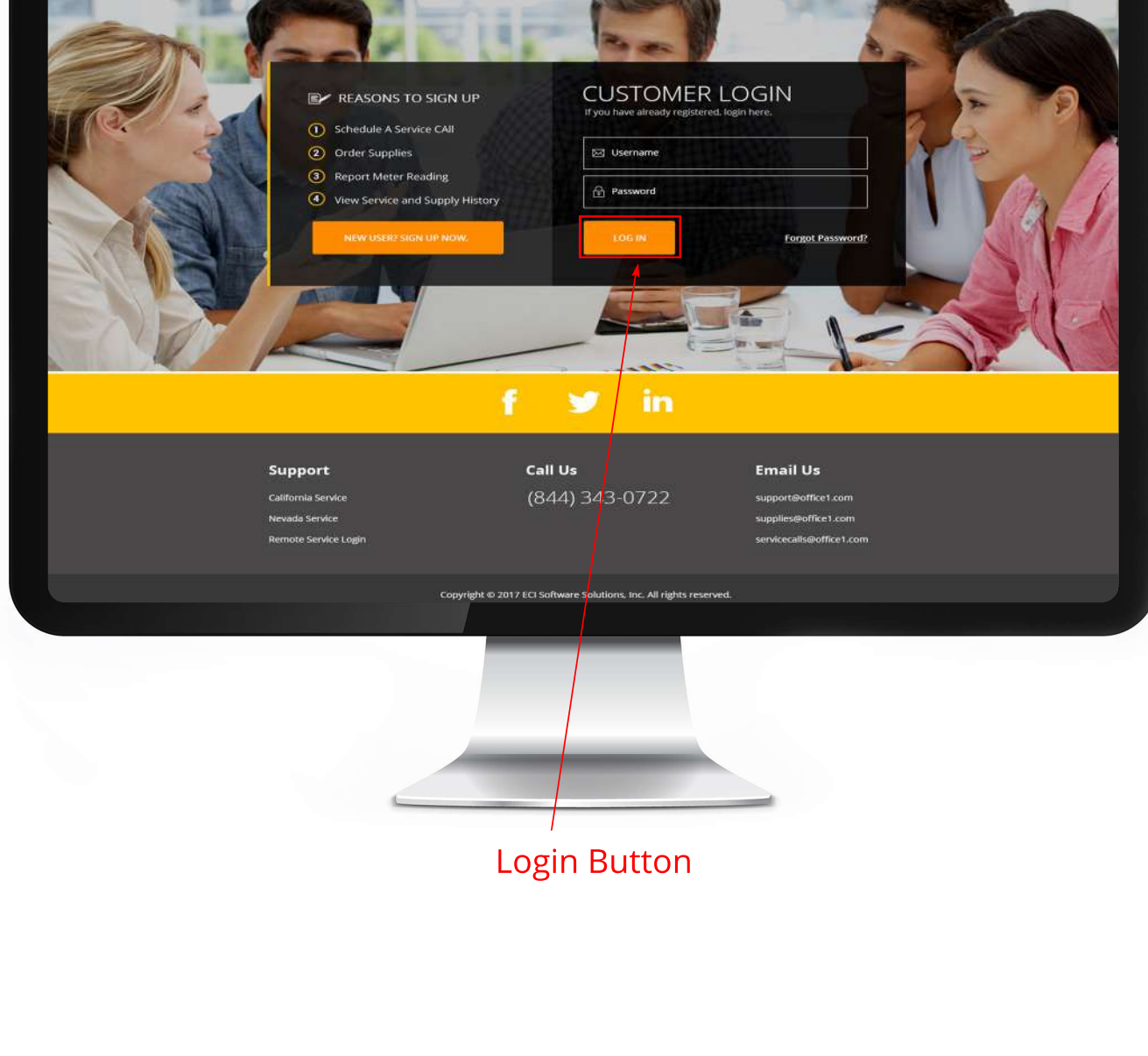


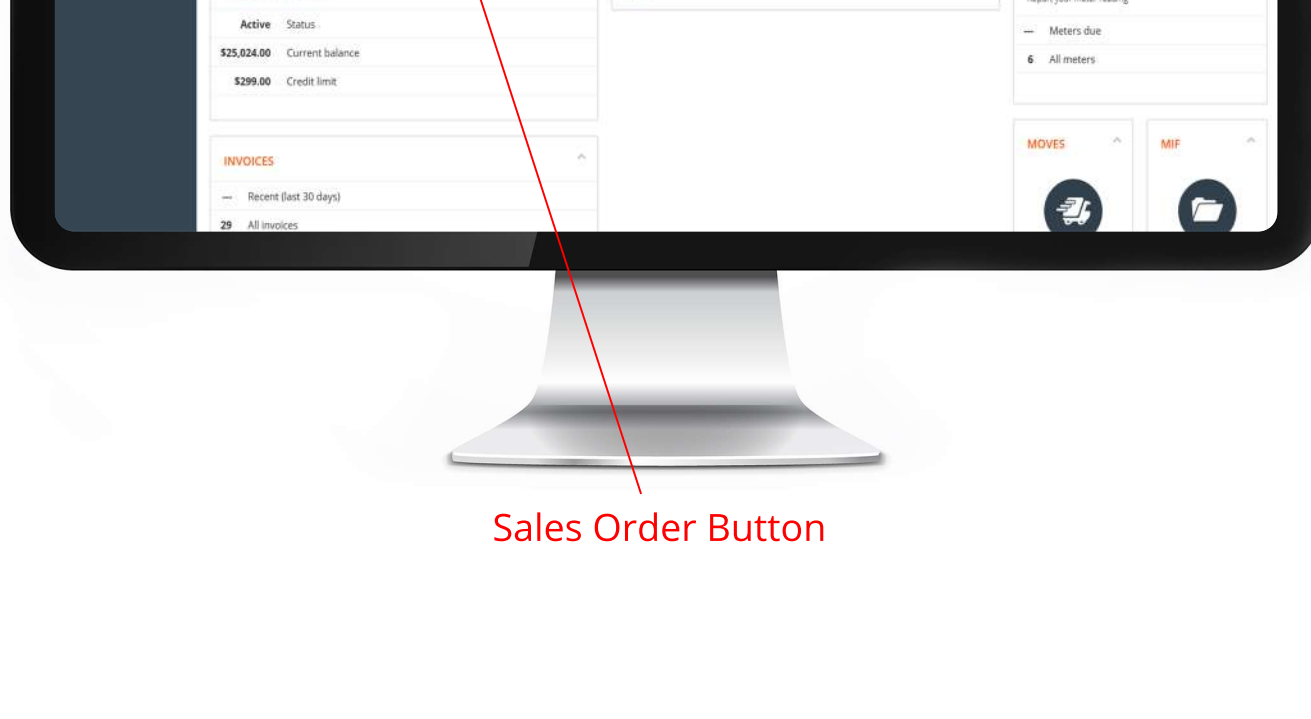
## 1. How to Place a Sales Order:

→ **1.1) Login :-** On the Login screen, enter your Username and Password. Click the orange Login button.



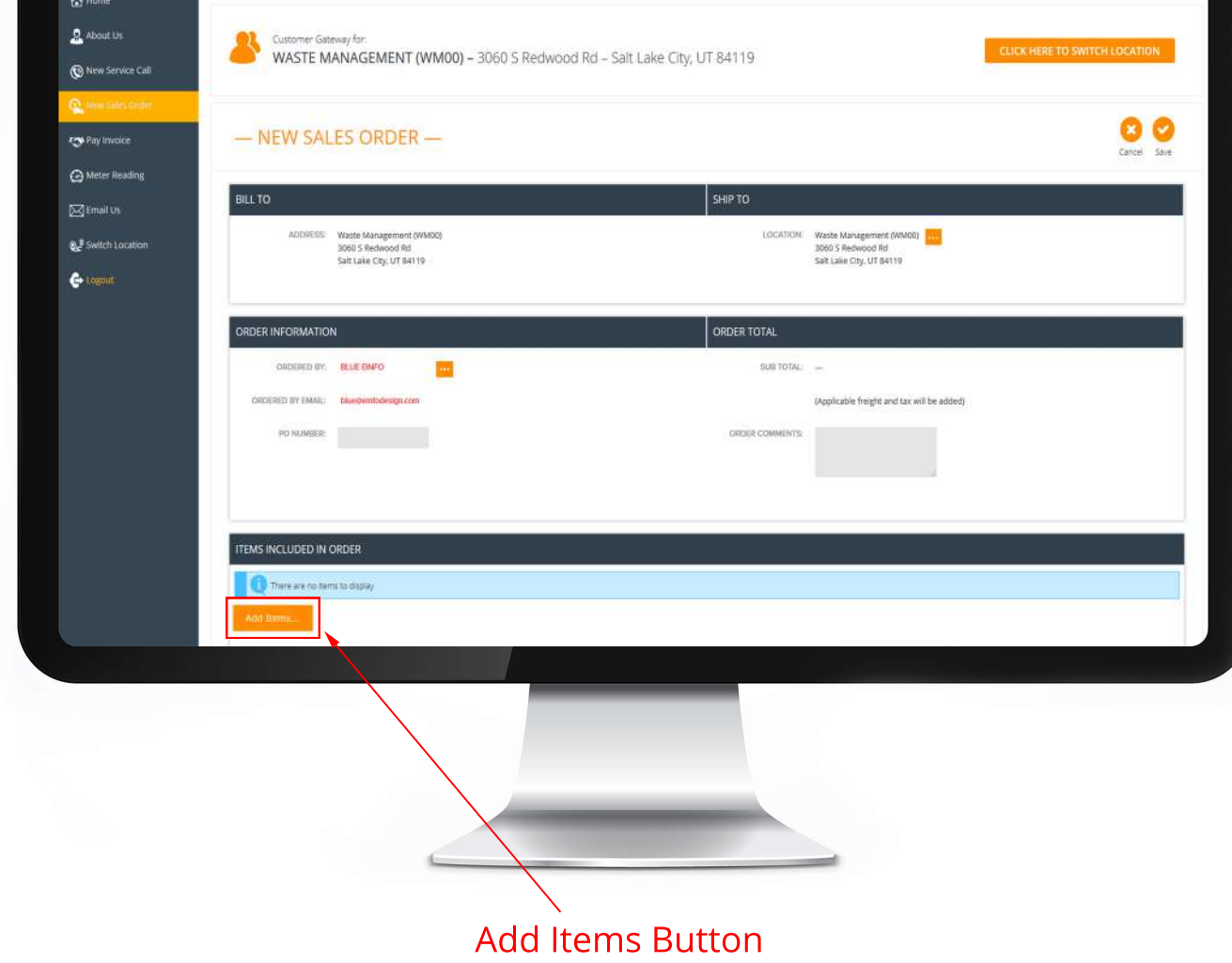
Login Button

→ **1.2) Click on Sales Order :-** On the Dashboard screen, click on the gray Sales Order button.



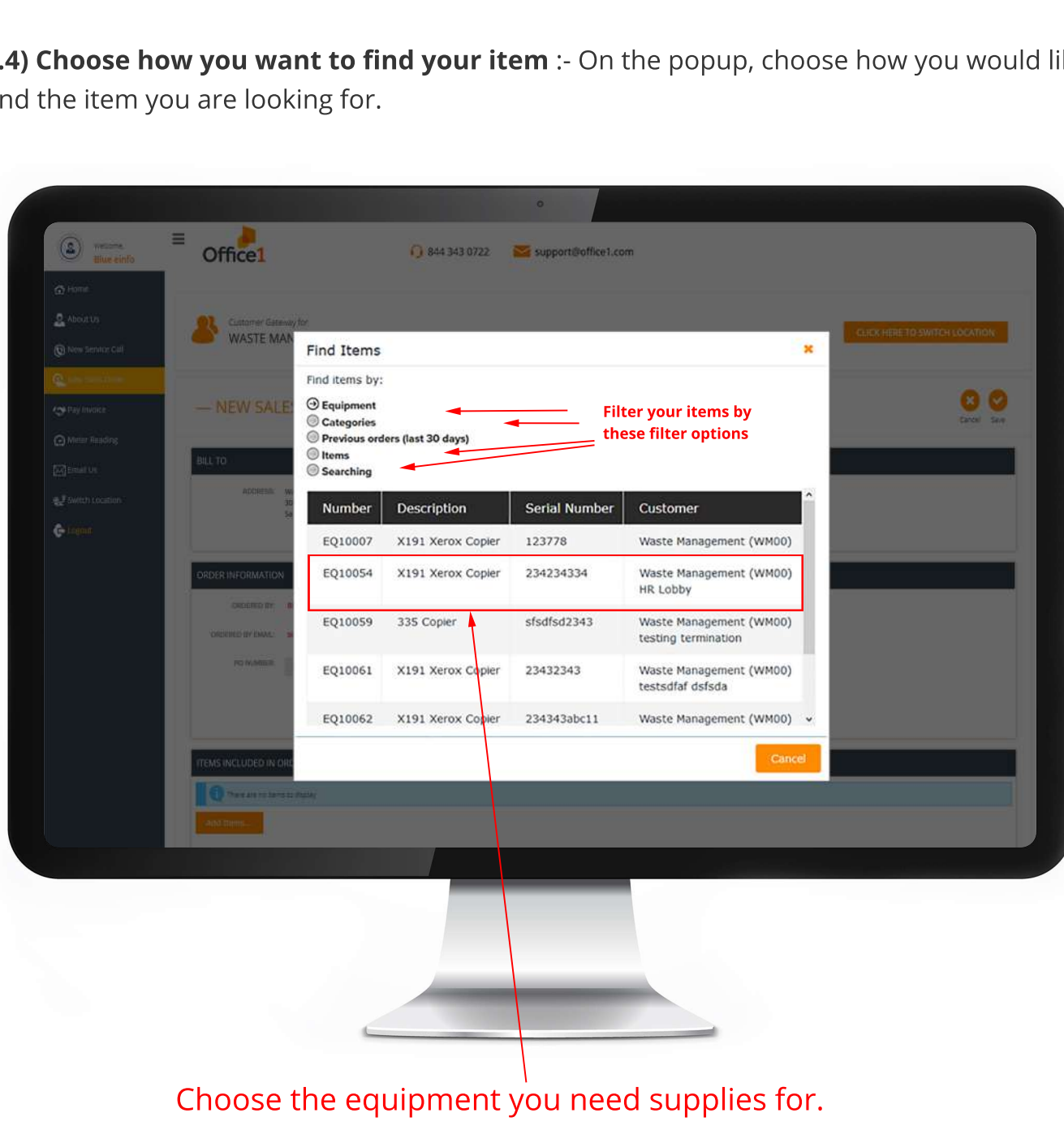
Sales Order Button

→ **1.3) Click Add Items :-** On the Sales Order screen, click the Add Items button.



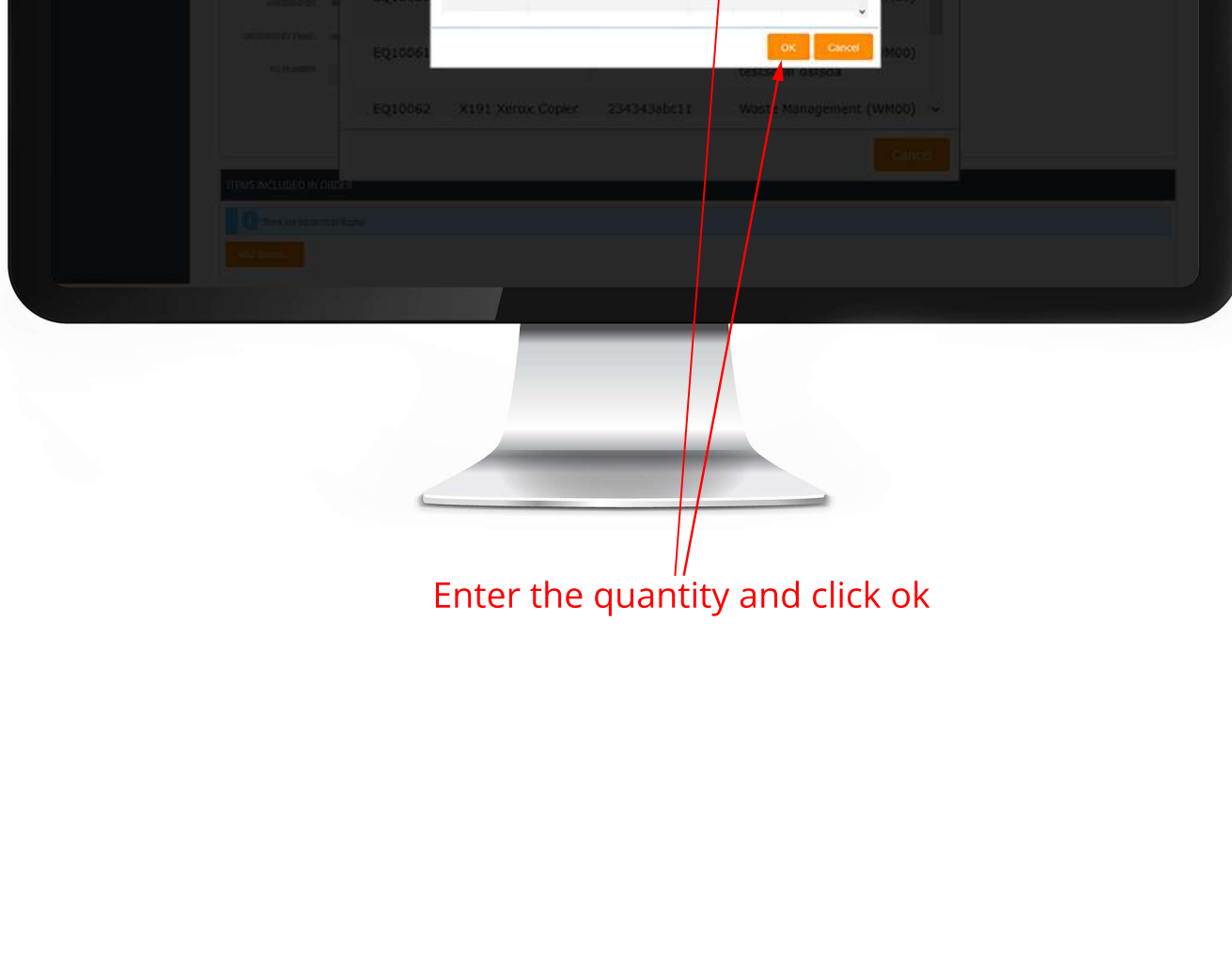
Add Items Button

→ **1.4) Choose how you want to find your item :-** On the popup, choose how you would like to find the item you are looking for.



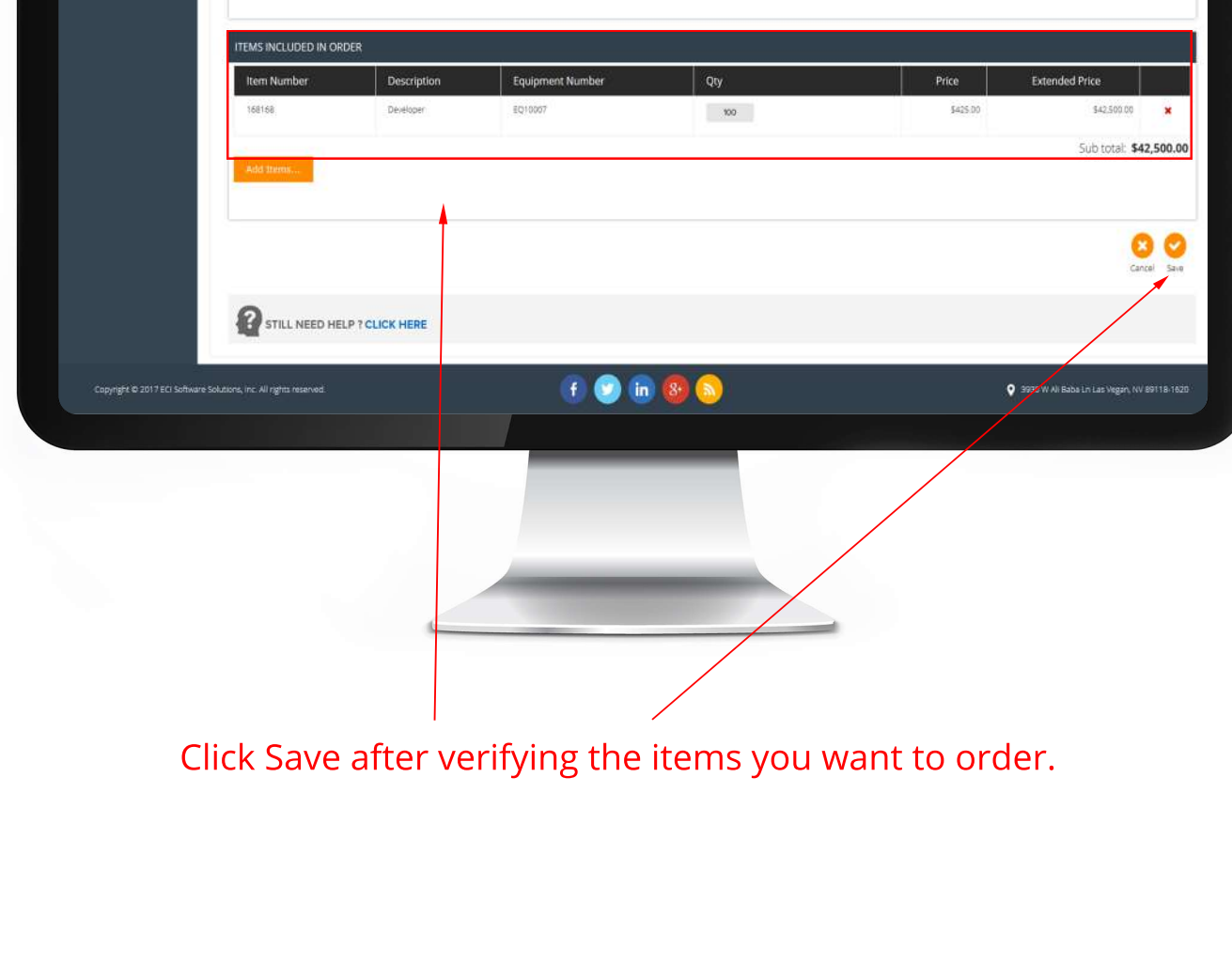
Choose the equipment you need supplies for.

→ **1.5) Enter the quantity you would like to order :-** On the new popup, enter the quantity you would like to order. Then click the blue OK button.

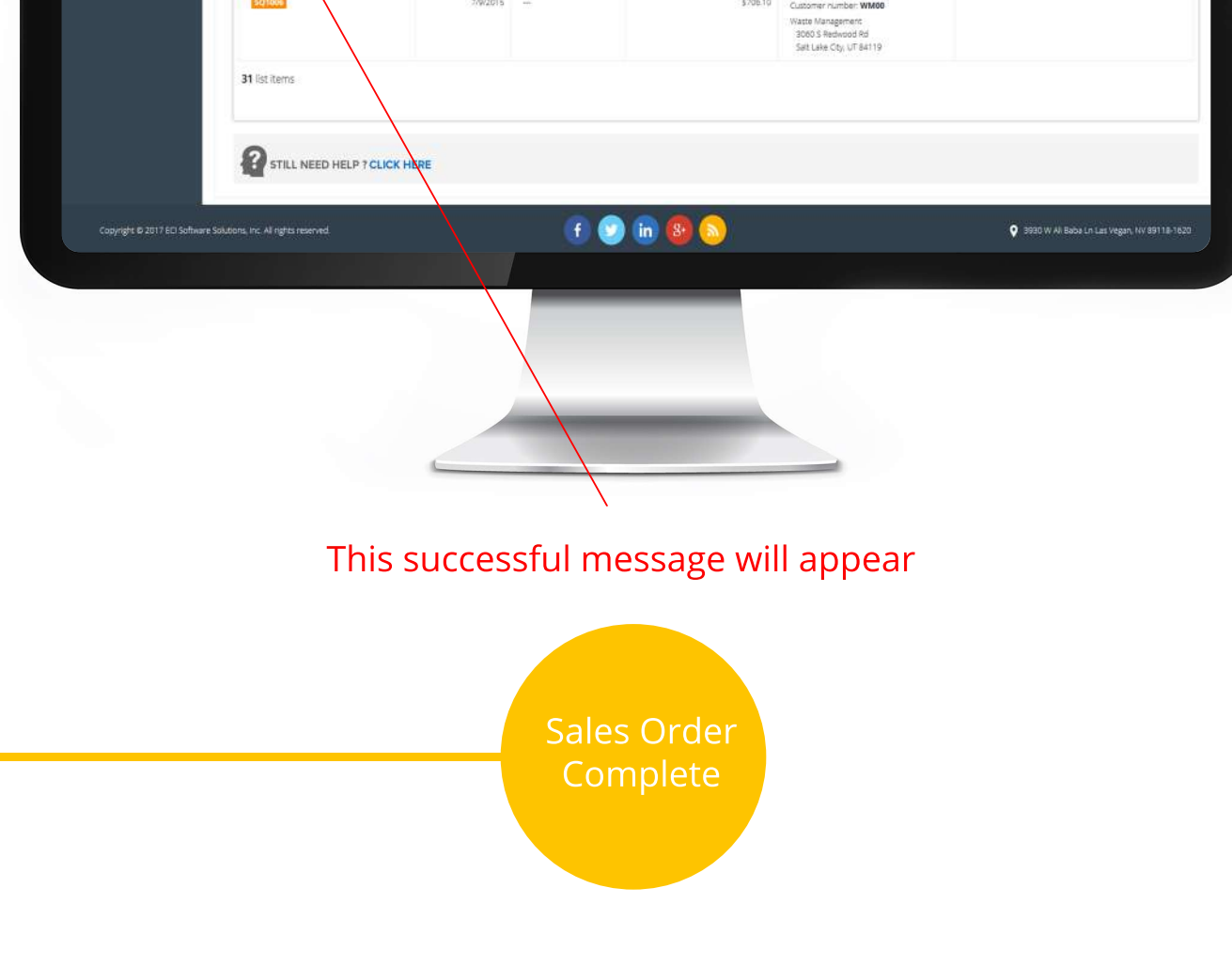


Enter the quantity and click ok

→ **1.6) Click Save :-** Once you have added all the items you would like to order, click the orange Save button. You will get a Thank You popup confirming your order was submitted.



Click Save after verifying the items you want to order.



This successful message will appear

Sales Order Complete