

1. How to Place a Sales Order:

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



METER READING SALES ORDER 27 Pending - New items

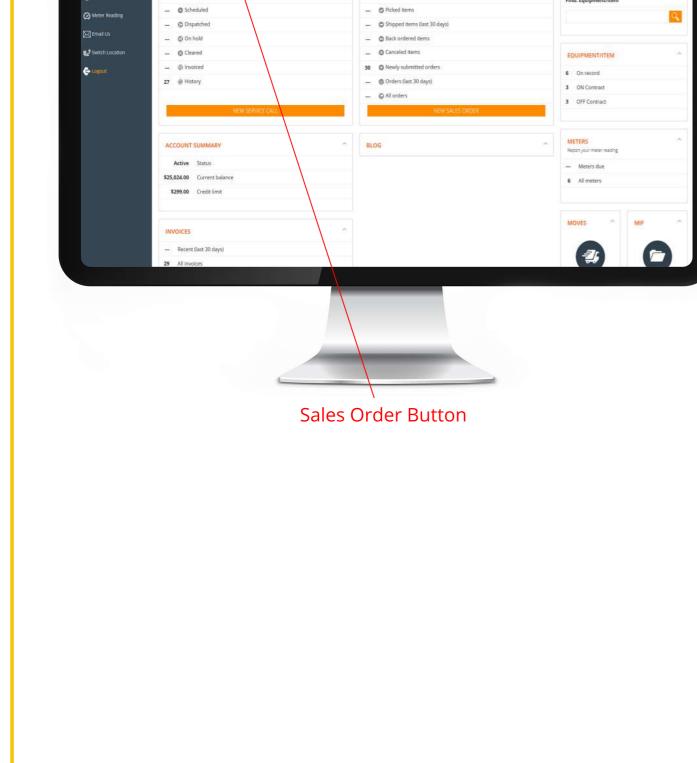
Office1

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

844 343 0722

Support⊗office1.com

Logged in as: Blue einfo Option



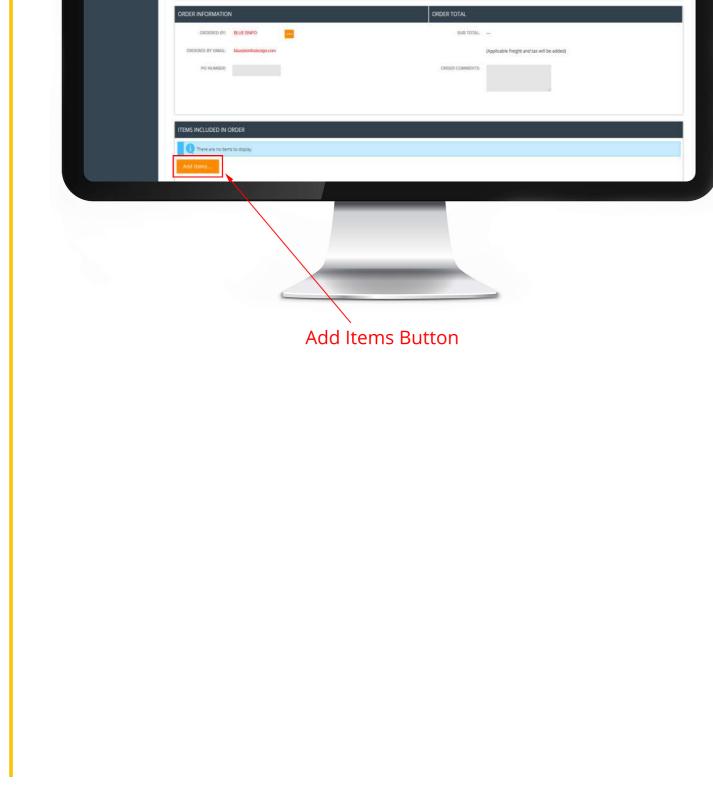
■ Office1

- NEW SALES ORDER -

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

WASTE MANAGEMENT (WM00) - 3060 S Redwood Rd - Salt Lake City, UT 84119

844 343 0722
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EQ10059 335 Copier sfsdfsd2343 Waste Management (WM00) Waste Management (WM00) testsdfaf dsfsda EQ10061 X191 Xerox Copier 23432343 EQ10062 X191 Xerox Copier 234343abc11 Waste Management (WM00) •

> 1.4) Choose how you want to find your item :- On the popup, choose how you would like to

844 343 0722

Support@office1.com

Serial Number

234234334

Filter your items by these filter options

Customer

Waste Management (WM00)

Waste Management (WM00)

\$191.25

3 0

find the item you are looking for.

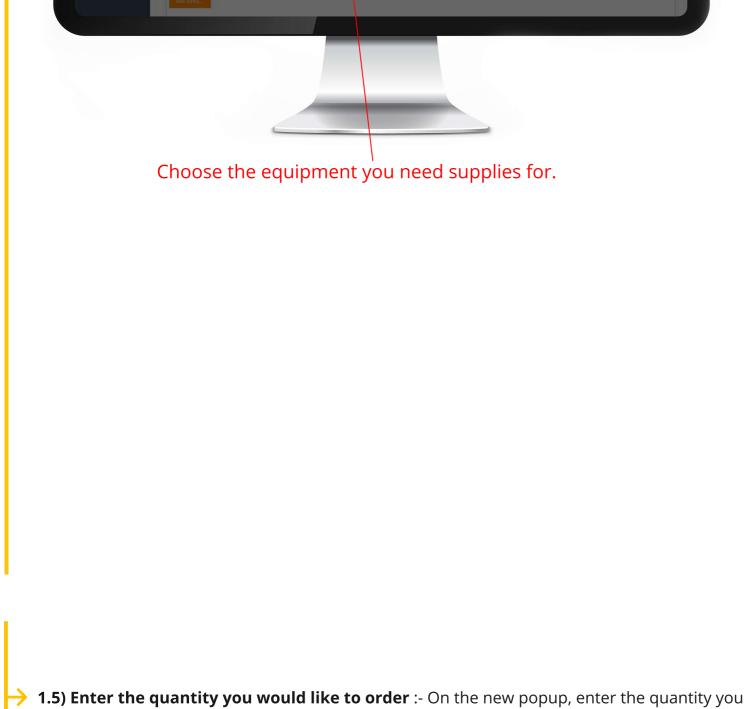
■ Office1

Find Items Find items by:

Equipment
Gategories
Previous orders (last 30 days)

Number Description EQ10007 X191 Xerox Copier

EQ10054 X191 Xerox Copier

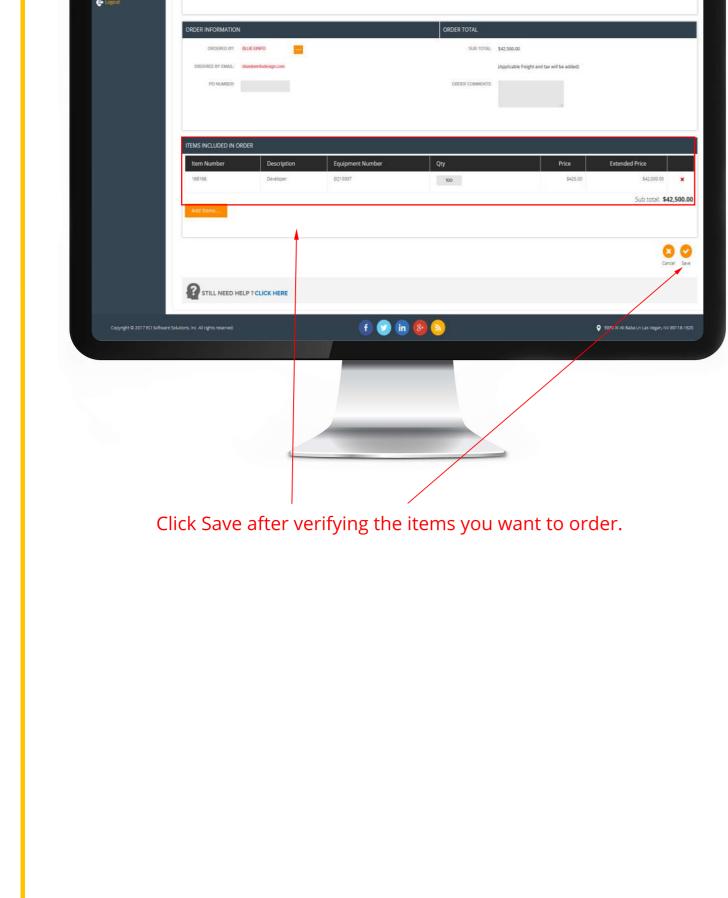


would like to order. Then click the blue OK button.

🔶 **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.

Enter the quantity and click ok



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This successful message will appear

31 list items

STILL NEED HELP 7 CLICK HARE