Purchasing / Materials

Place an order:

- Select the Category / sub-category you want to order from.
- Add the quantity you require in the add box at the end of the product line (don't forget to check the unit of measure).
- Once you've added a quantity a section will appear on your screen with the products selected, press the button to confirm you want to add these items to your basket.

You should now see an image of a shopping trolley with the number of items added to your basket

	PLACING A MATERIAL ORDER	
ISSUE REFERENCE:	SC DCI-0001	
Doc. No. SNTR-11	Issue No: 01	Issue Date: 01.06.19

- Press on the basket icon and you will see a list of the items you've selected
- Select the project you want to place the order for.
- You can add notes, internal will only be seen by users within your company e.g. Buyer, external will be notes for your supplier e.g. needs these goods delivered tomorrow morning.

  ⬆ Upload file You can now upload any documents, such as delivery instructions for the supplier or booking in forms

- When you are ready, click **⬆ Order** to place the order.

- In the orders page **Purchasing / Orders** you can check the **Status ⬍** of your order

Awaiting Admin Confirmation: This order is with your Buyer awaiting their approval.

Awaiting Supplier Confirmation: This order is with your supplier waiting for them to confirm.

Awaiting Delivery: Your supplier has confirmed the order and we are now waiting for you to confirm you have received the goods.

Complete: This order has been delivered.