

Creating a Plant Hire Item

ISSUE REFERENCE:	SC DCI-0001	
Doc. No. SNTR-12	Issue No: 01	Issue Date: 01.06.19

[Purchasing / Plant hire / Admin](#)

- Select

[+ Add new plant hire](#)

Add Plant Hire Quick links Help

[Back](#) Save

Code

Name

Description

Price[E]

Payment Per

Supplier*

Category*


Subcategory*

[Upload file](#)

Orders Need Approval



Second Level Cost Code*

Third Level Cost Code*


Choose a file
or drag it here

Creating a Plant Hire Item

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- Fill in all the information such as the supplier, category and subcategory for the plant hire. However, **Please Note**, the suppliers, categories and subcategories will need to have been pre-added to the system so they can be selected
- Attach any necessary files or documents that are required to place the order by clicking the  button. If the plant orders that are being set up now, will require approval, for example from the company buyer, if they are ordered again in the future, then select
- The  button allows you to set any product to require approval not matter what spend limit they've been set.
- Select your Second and Third Level [Cost Codes](#).