Purchasing / Plant hire / Admin

- Select

- 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 **Upload file** 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 **Yes ○ Orders Need Approval** 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.