

ISSUE REFERENCE:

SC DCI-0001

Doc. No. SNTR-13

Issue No: 01




Issue Date: 01.06.19

[Purchasing / Materials](#)

Go to the browser bar and click on



Then on the drop-down box click **MATERIALS**.

- Once in materials click on the correct category with the materials you want to order, example PPE.
- Click on the **Subcategory** name, example Gloves. This will then show a list of gloves and the supplier and description of the item.
- The last box shows as  this box is where you input the amount you want to order.
- Once you have put the amount in the **ADD Box**, you then click on 
- Click the icon  in the top right-hand corner.
- This will then take you to the following page to complete your order:

CALL OFF ORDER

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[Quick links](#)

[Help](#)

Basket

Clear Basket

Select Project

Internal Notes

External Notes

Call Off Order

TOTAL:0.00

Upload file

Order

- First drop down will ask for the **Project** that the order is for
- Then the order's by description and amounts will show underneath.
- You can add **INTERNAL NOTES** and **EXTERNAL NOTES**.
- Click the **Call Off Order** box to make the order a call off.
- When you are ready to place the order with the supplier, click
- The order will then be sent to your supplier.

Please Note, you can also make Call off orders from a free text, please refer to our Free Text Order help guide for information on free text orders.