



Start Processing
Useful Data

FREE TEXT ORDER TRAINING

ISSUE REFERENCE:

SC DCI-0001

Doc. No. SNTR-14

Issue No: 01

Issue Date: 01.06.19

[Quick Link /Free text Order](#)

- Hover over the **Quick links** icon on the top of the page. Then click on the drop-down box **FREE TEXT ORDER**

Create Order

Quick links

Help

Select Project

Select Supplier

Materials

Type	Description	Price	Quantity	Unit	Second Level Cost Code	Third Level Cost Code	
Material	<input type="text"/>	0.00	0	<input type="text"/>	-	-	<input type="checkbox"/>

Showing 1 to 1 of 1 rows

Plant Hires

Type	Description	Price	Quantity	Payment Per	Duration	Hire Period	Second Level Cost Code	Third Level Cost Code	
Plant Hire	<input type="text"/>	0.00	0				-	-	<input type="checkbox"/>

Showing 1 to 1 of 1 rows

Internal Notes

External Notes

TOTAL:



Call Off



Start Processing
Useful Data

FREE TEXT ORDER TRAINING

ISSUE REFERENCE:	SC DCI-0001	
Doc. No. SNTR-14	Issue No: 01	Issue Date: 01.06.19

- In the First drop-down box **SELECTED PROJECT**, enter the project you are ordering for.
- The second drop down box is to enter **SELECT SUPPLIER**.
- You will then need to add the **DESCRIPTION** of the products you would like to order.
- Then you will need to add the unit **PRICE** of this product.
- Next, add the **QUANTITY** required.
- Add the **Unit of Measure** for the product.
- Then add **INTERNAL NOTES** and **EXTERNAL NOTES if required**.
- The  icon can be used to attach further information for example a drawing, specification or images reference to this order.
- Once you have filled in all the fields and are happy with the order, click .