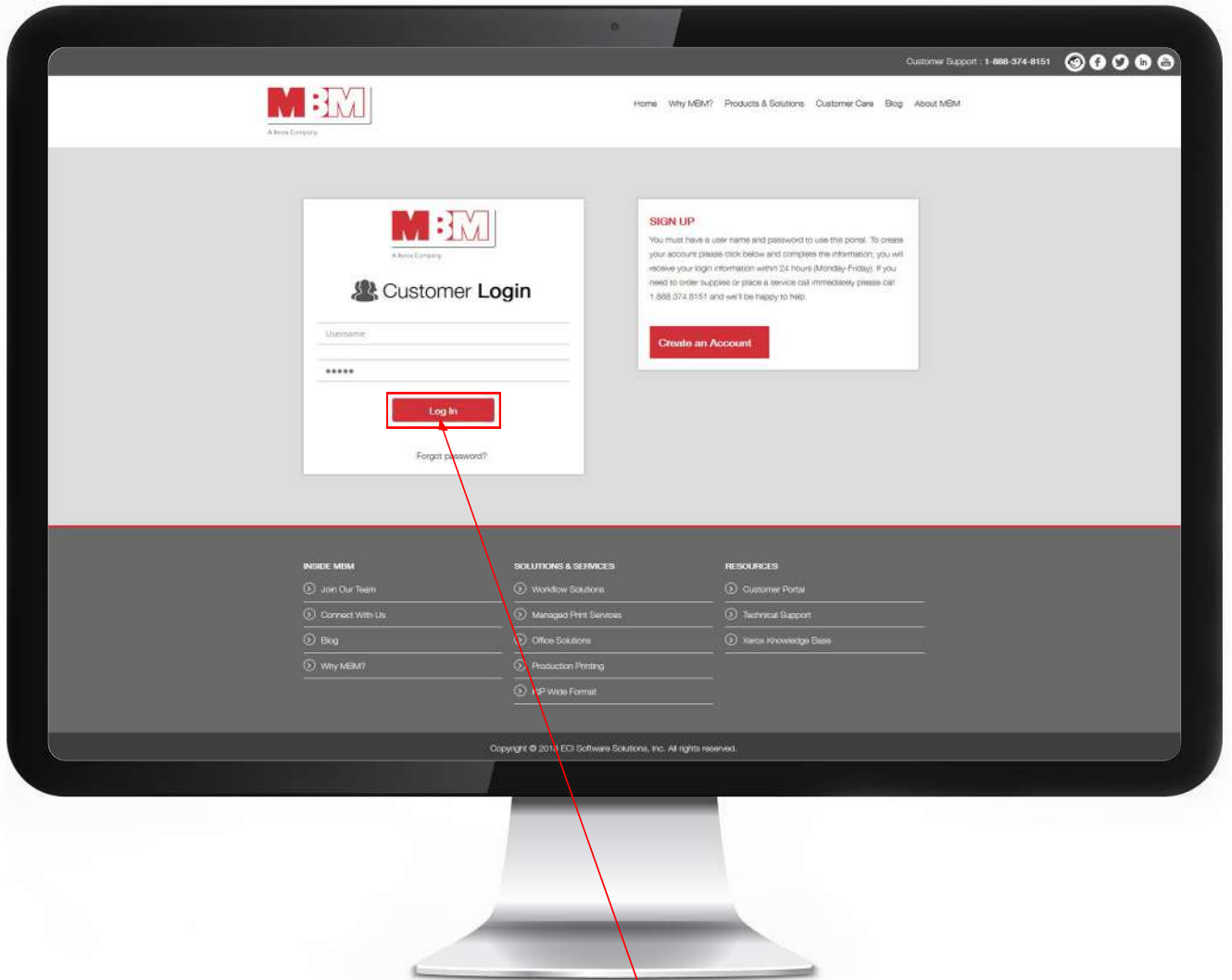




A Xerox Company

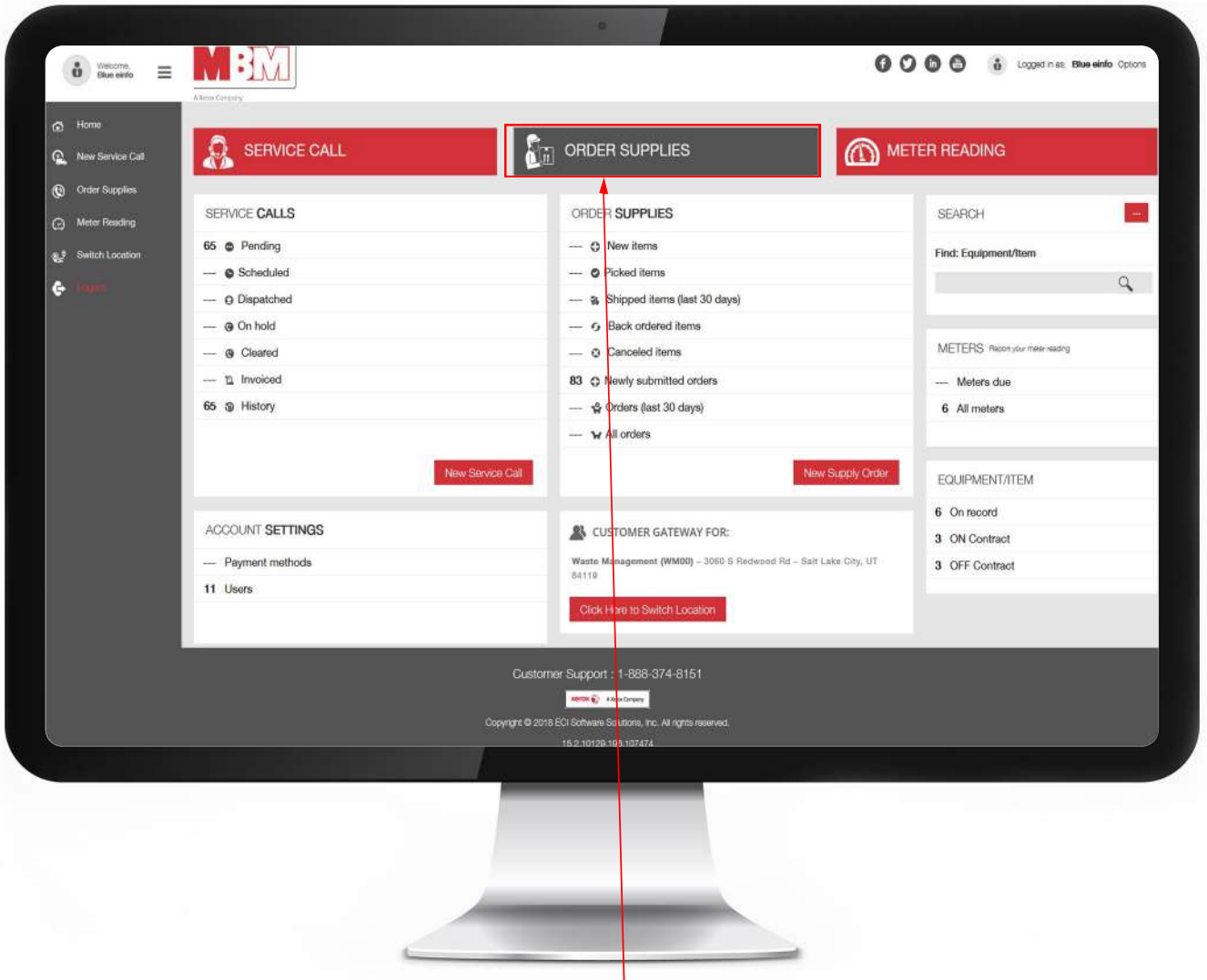
1. How to Place a Sales Order:

→ 1.1) **Login :-** On the Login screen, enter your Username and Password. Click the Login button.



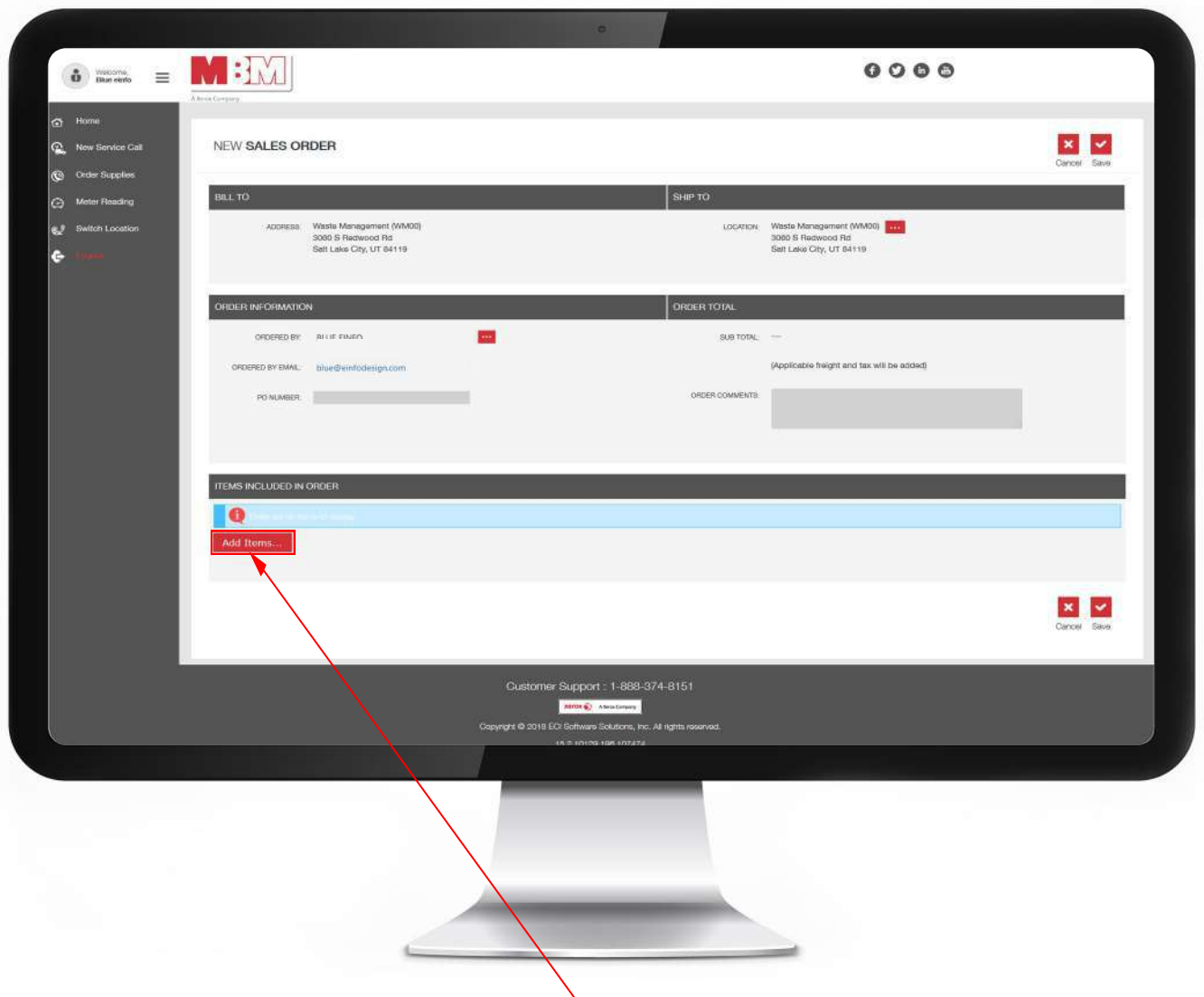
Login Button

→ 1.2) Click on Order Supplies Button :- On the Dashboard screen, click on the Order Supplies button.



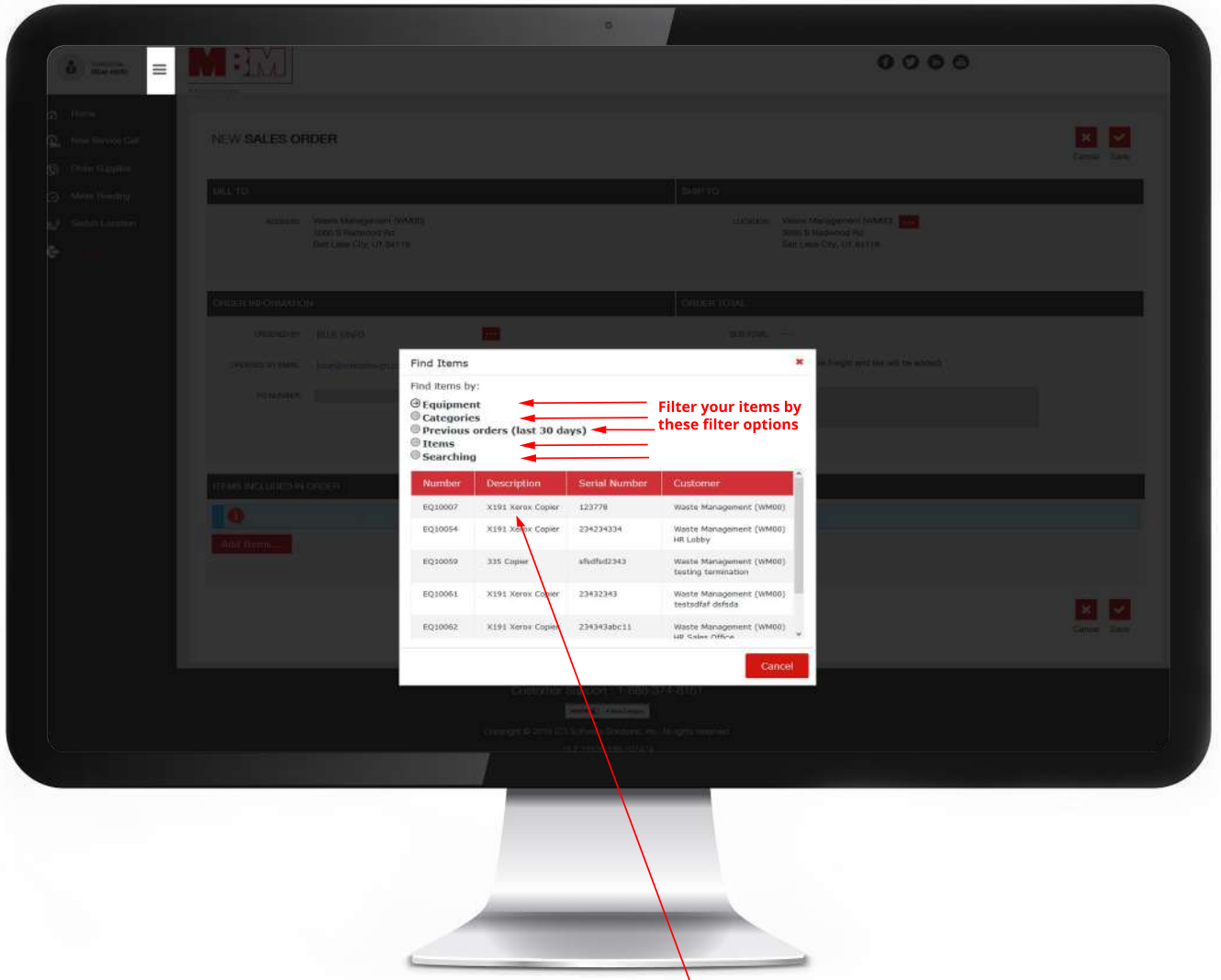
Order Supplies Button

→ 1.3) Click Add Items :- On the Order Supplies screen, click the Add Items button.



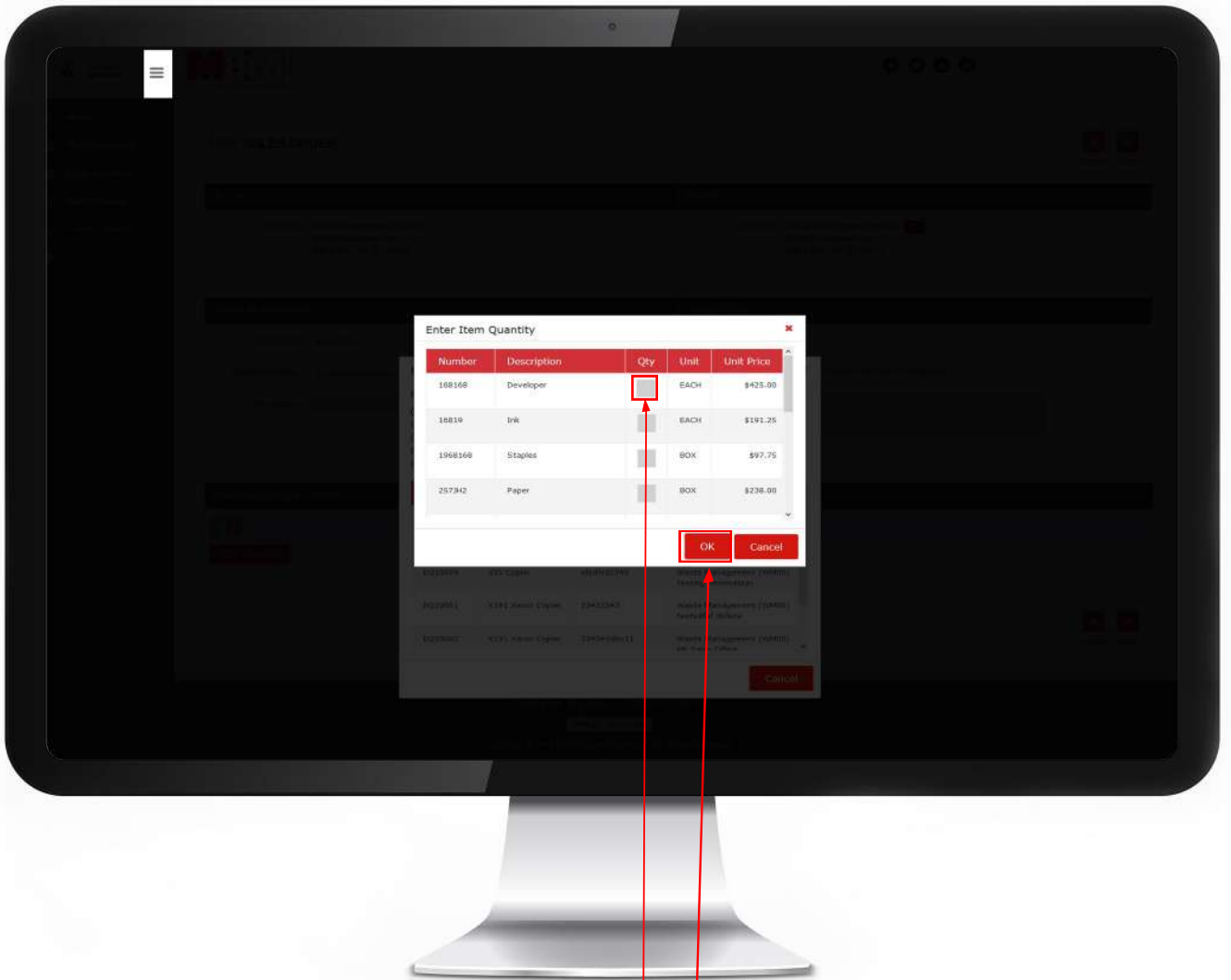
Add Items Button

→ **1.4) Choose how you want to find your item :-** On the popup, choose how you would like to find the item you are looking for.



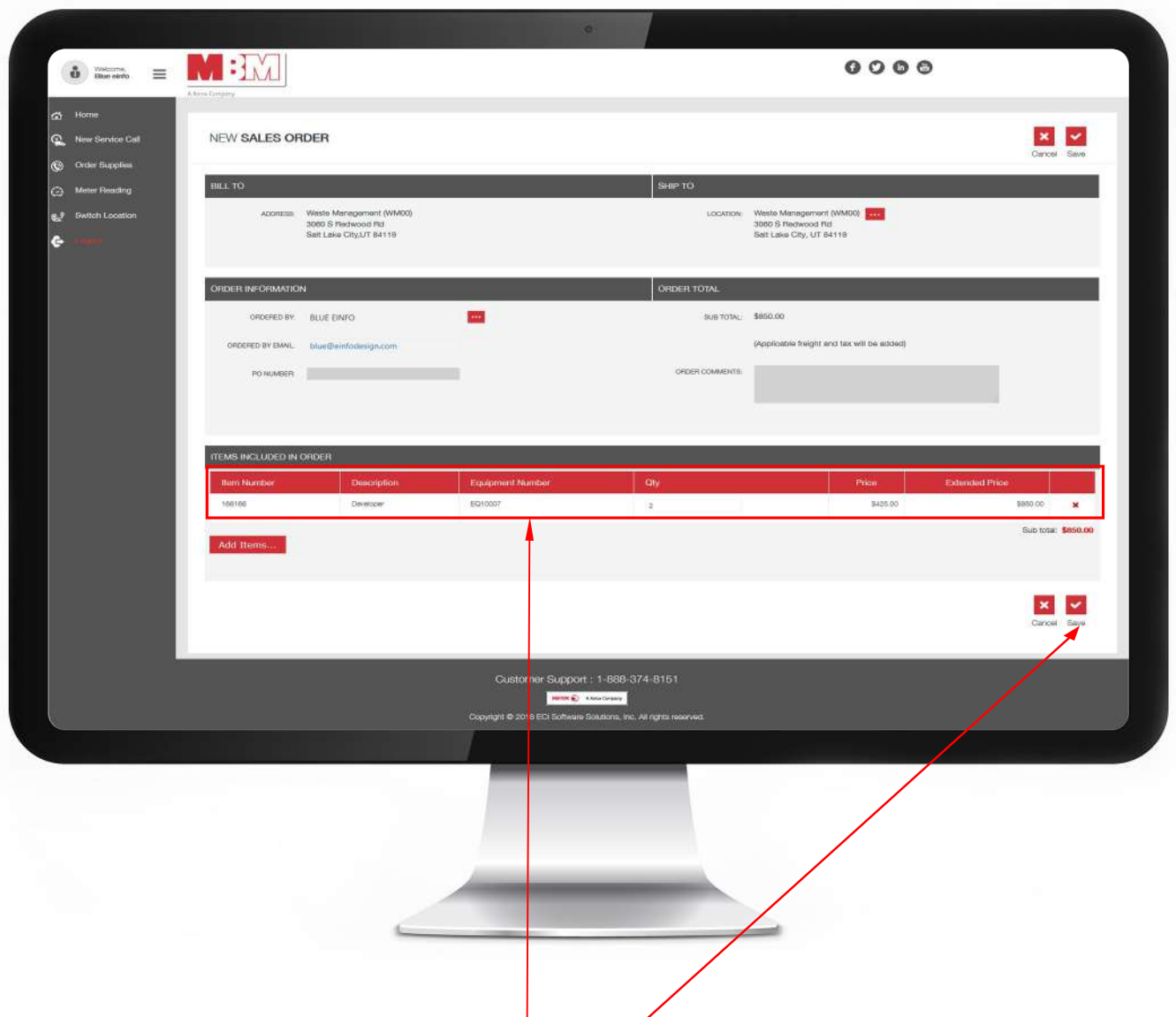
Choose the equipment you need supplies for.

→ **1.5) Enter the quantity you would like to order :-** On the new popup, enter the quantity you would like to order. Then click the OK button.

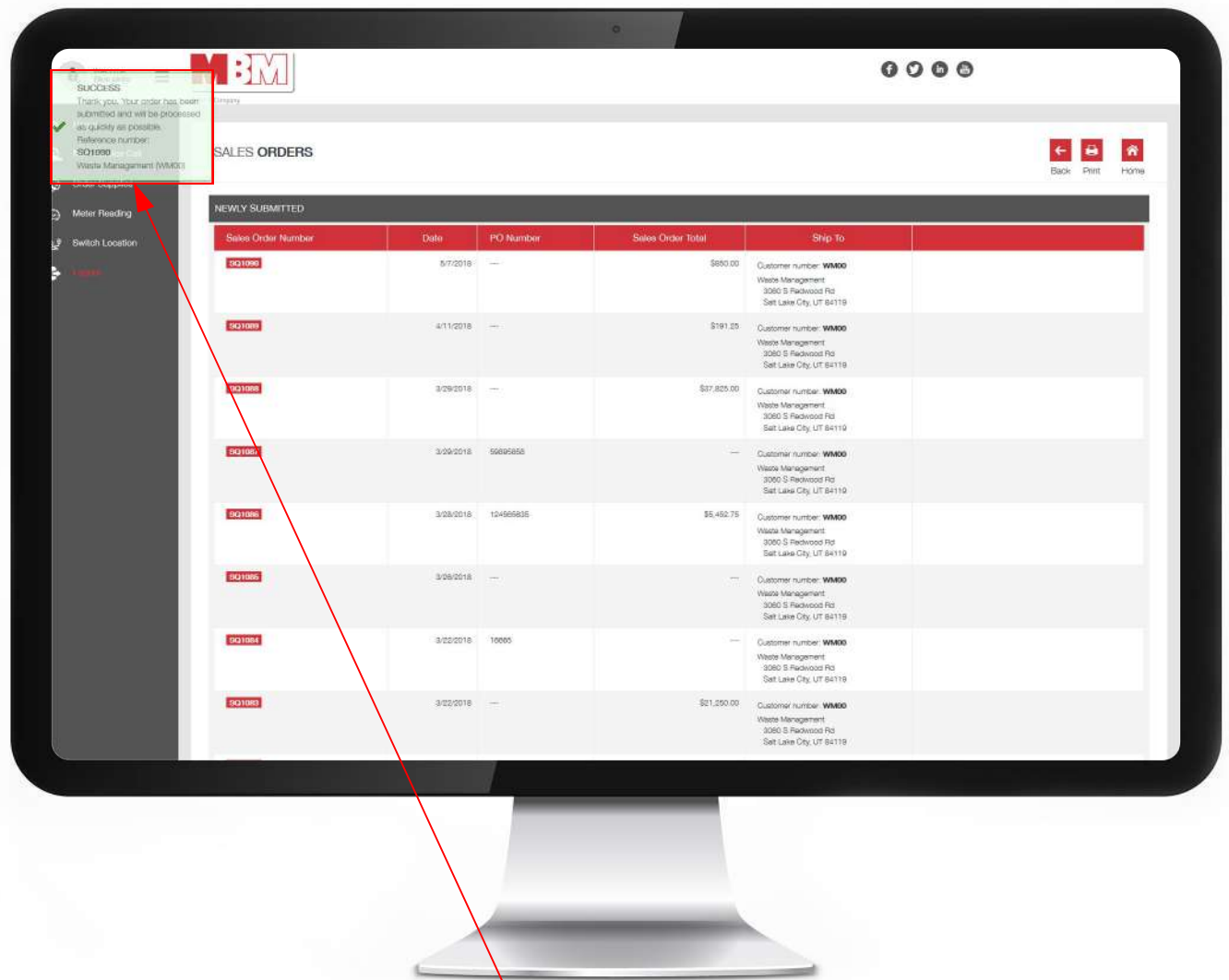


Enter the quantity and click ok

→ **1.6) Click Save** :- Once you have added all the items you would like to order, click the Save button. You will get a Thank You popup confirming your order was submitted.



Click Save after verifying the items you want to order.



This successful message will appear

Sales Order Complete