

1. How to Place a Supply Order:

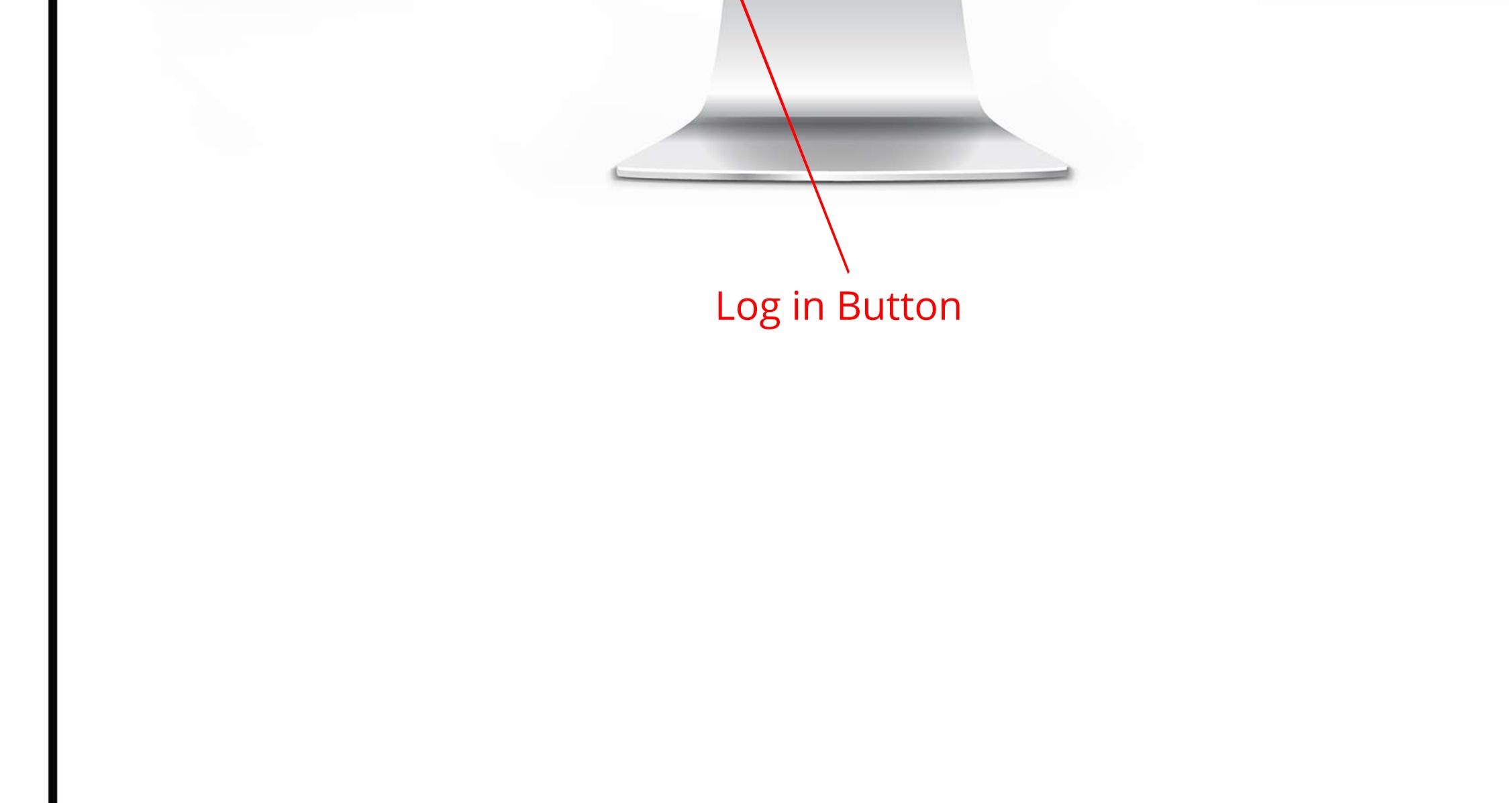
-> 1.1) Login :- On the login screen, enter your Username and Password. Click the Log in button.



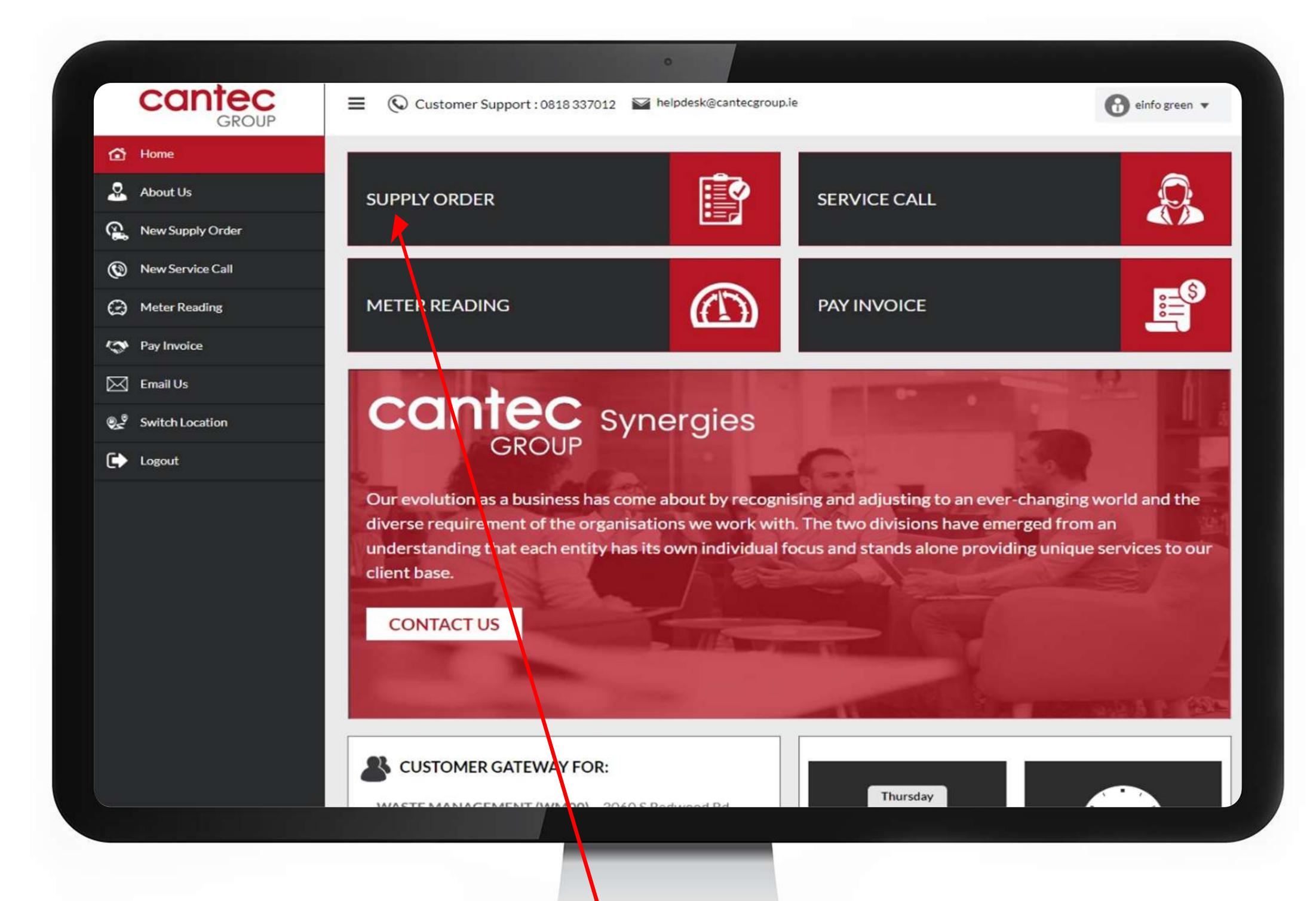
LOGIN HERE SIGN UP NOW	Cantec GROUP
& Username	Cantec Group Opens First
Password	Canon Business Centre In Cork
<section-header><section-header><image/><image/><image/><image/><image/><image/><image/><image/><image/><image/><image/><image/><image/></section-header></section-header>	
photocopier de Tuohy. The bus	oup is a technology provider that was established in Waterford in 1994 as a calership by the parents of executive chairperson Eadaoin Carrick and CEO, Greg iness has grown both organically and through strategic acquisitions over the years to ustry leader in technology solutions.

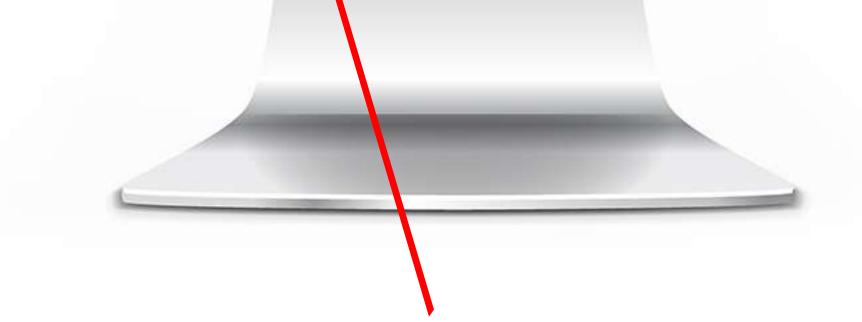
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1.2) Click on the Supply Order Button :- On the dashboard screen, click on the Supply Order button.

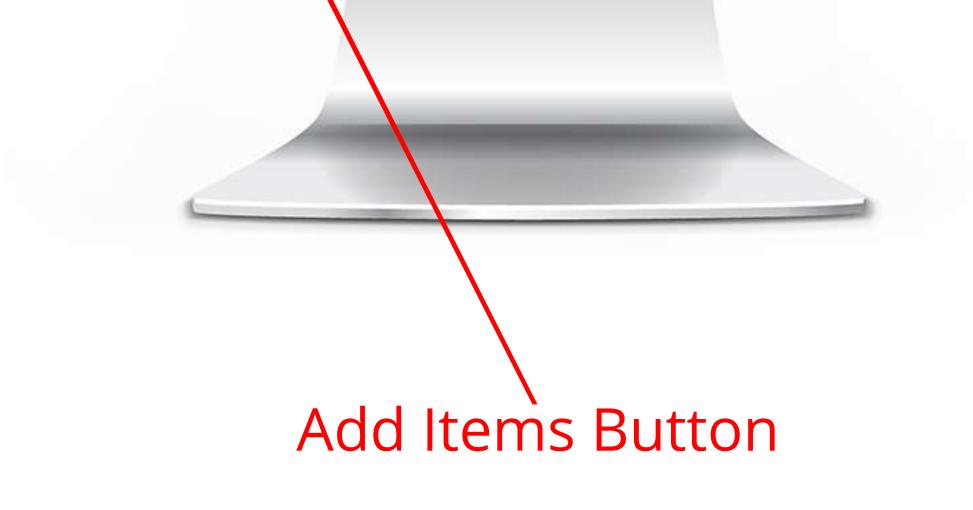




Supply Order Button

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

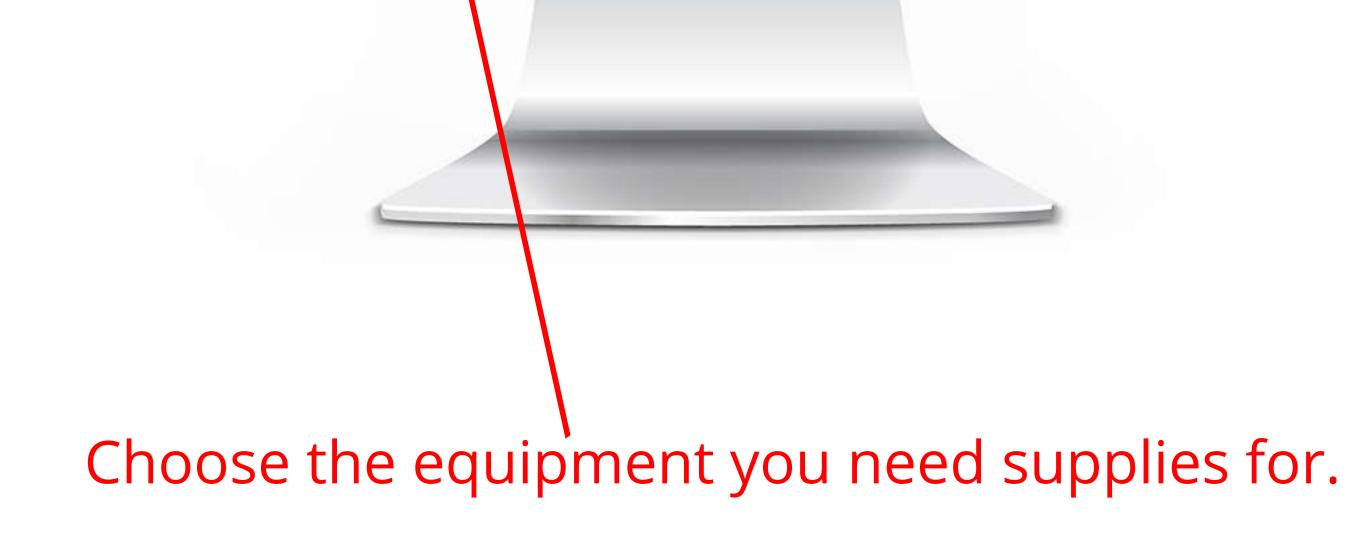
		•				
Logout						
	ORDER INFORMATION			ORDER TOTAL		
	ORDERED BY:	einfo green		SUB TOTAL:		
	ORDERED BY EMAIL:	green@einfodesign.com			(Applicable freight and tax will be add	led)
	PO NUMBER:			ORDER COMMENTS:		
						- 11
	ITEMS INCLUDED IN ORD	DER				
	O There are no item	s to display				
	Add Items					
					Cancel	Save
	STILL NEED HEL	P? CLICK HERE				
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> 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.

POIN	IUMBER:		ORDER COMMENTS:	
FIND ITEM	15			×
Find items b	oy:			
 Equipment Categories Previous o Items Seatching 	rders (last 30 days)			
Number	Description	Serial Number	Customer	
EQ10007	X191 Xerox Copier	123778	Waste Management (WM00)	
EQ10076	X191 Xerox Copier	Xdrh000000-1	Waste Management (WM00) HR Department Lobby	
EQ10115	335 Copier	383923	Waste Management (WM00) Student Center	Car
EQ10271	K191 Xerox Copier	23400098711	Waste Management (WM00) test	
		101000000		-
1			Ca	incel



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.

ORDER INEGRIVATION:	ORDERTOTAL	

ENTER ITEM QUANTITY

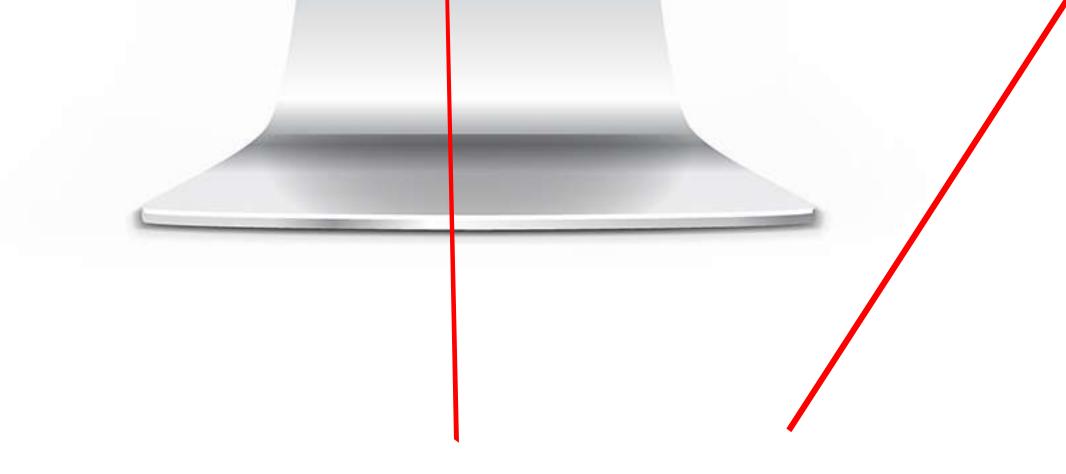
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Number	Description	Qty	Unit	Unit Price
168168	Developer		EACH	561.13
16819	Ink		EACH	193.93
257JH2	Paper		BOX	250.54
34-1233	Supp <mark>l</mark> y item		EACH	340.00
10115 335 (Sopier 383/23	Was	ste Manag	ement (V/M
			dent Cent	

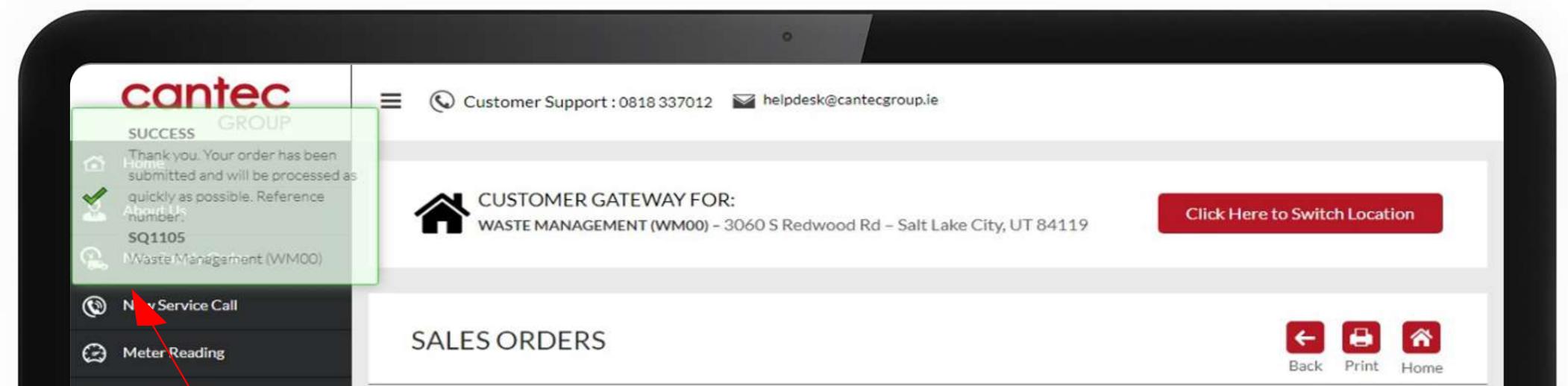


→ 1.6) Click Save :- Once you have added all the items you would like to order, click the Save button. You will get a Thank You popup confirming your order was submitted.

Logout								
	ORDER INFORM	MATION			ORDER TOTAL			
	ORDER	RED BY:	einfo green		SUB TOTAL:	1,122.26		
	ORDERED BY	EMAIL:	green@einfodes	ign.com		(Applicable fre	eight and tax will be add	ed)
	PONU	JMBER:			ORDER COMMENTS:			
								1
	ITEMS INCLUDE	ED IN ORD	ER					
								_
	Item Nu	umber	Description	Equipment Number	Qty	Price	Extended Price	
	Item No 168168		Description Developer	Equipment Number EQ10007	Qty 2	Price 561.13	Extended Price	×
	168168							
							1,122.26	
	168168						1,122.26	
	168168						1,122.26 Sub total: 1	,122.26
	168168						1,122.26 Sub total: 1	,122.26
	168168 Add Items		Developer	EQ10007			1,122.26 Sub total: 1	,122.26
	168168			EQ10007			1,122.26 Sub total: 1	,122.26
	168168 Add Items		Developer	EQ10007			1,122.26 Sub total: 1	,122.26



Click Save after verifying the items you want to order.



Switch Location	Sales Order Number	Date	PO Number	Sales Order Total	Ship To	
Logout	SQ1105	3/23/2023		1,122.26	Customer number: WM00 Waste Management 3060 S Redwood Rd Salt Lake City, UT 84119	
	SQ1103	3/22/2023		1,122.26	Customer number: WM00 Waste Management 3060 S Redwood Rd Salt Lake City, UT 84119	
	9Q1102	3/21/2023	***	1,122.26	Customer number: WM00 Waste Management 3060 S Redwood Rd Salt Lake City, UT 84119	

This successful message will appear

