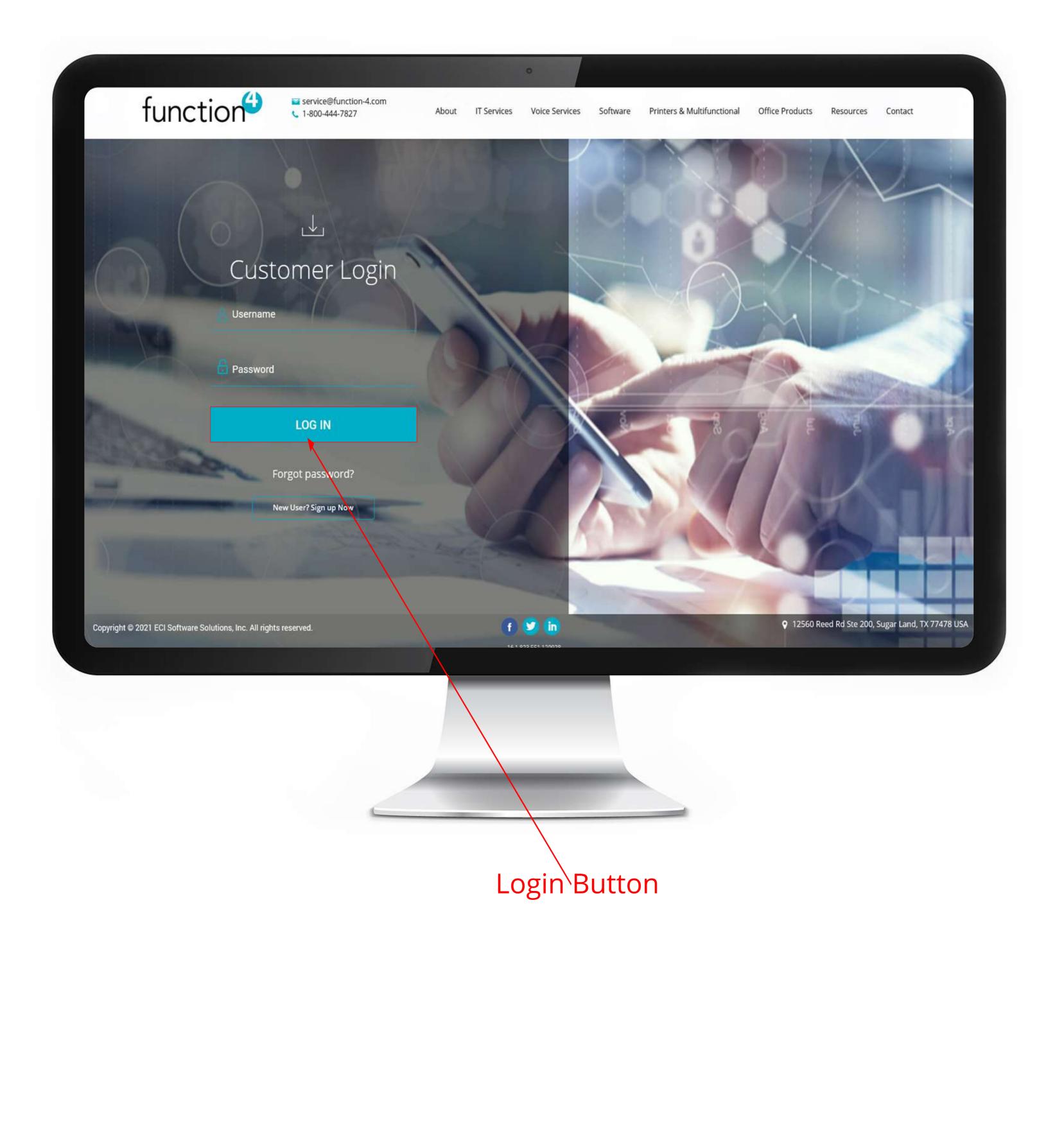
## function

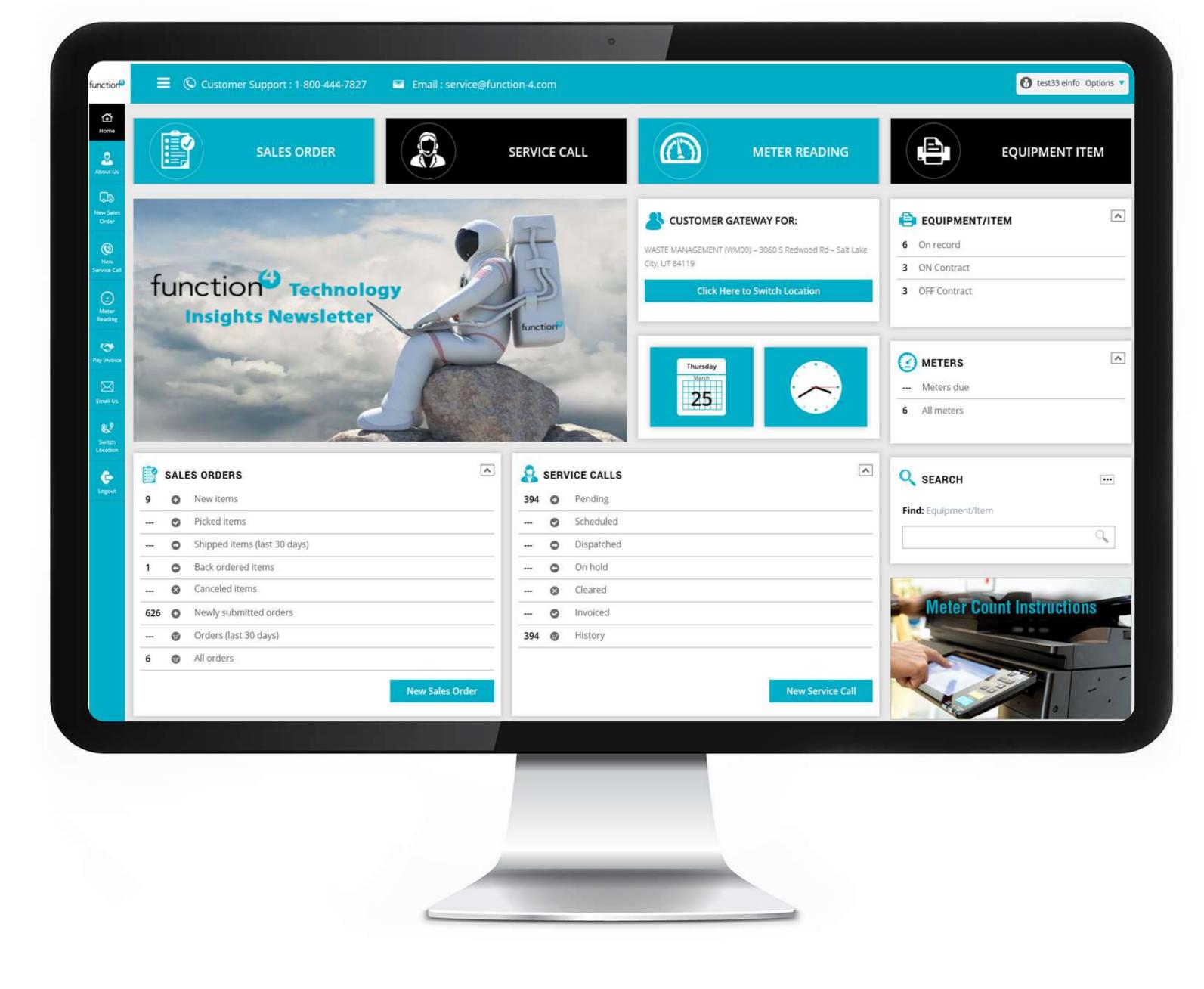
## 1. How to Place a Sales Order:

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





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

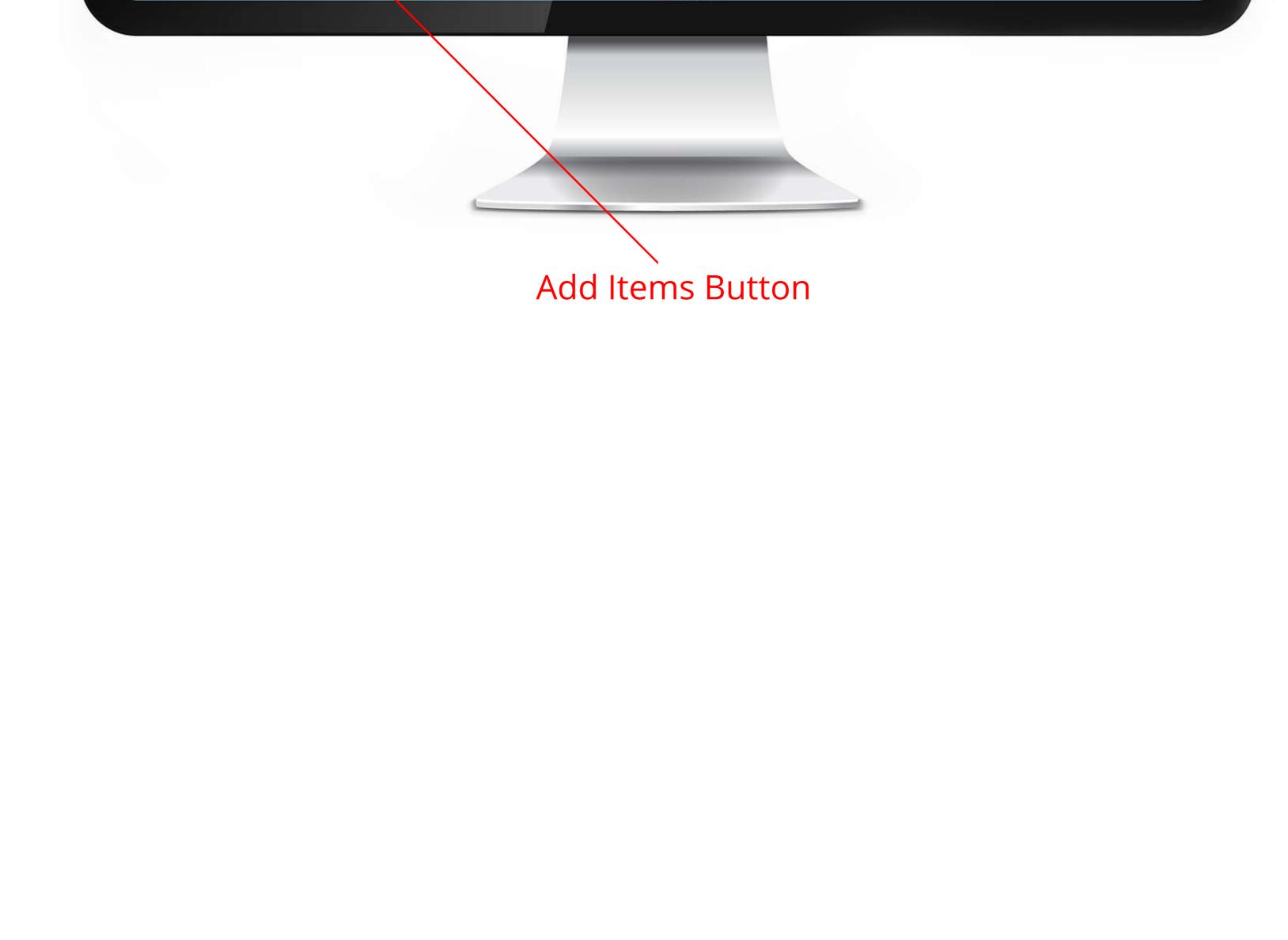


Sales Order Button



## **1.3) Click Add Items** :- On the Sales Order screen, click the Add Items button.

🗮 🔇 Customer Support : 1-800-444-7827 🛛 🖼 Email : service@fund	iction-4.com	
CUSTOMER GATEWAY FOR: WASTE MANAGEMENT (WM00) – 3060 5 Redwood Rd – Salt Lake City, UT 84119		Click Here to Switch Location
	NEW SALES ORDER	Cancel
яцьто	SHIP TO	
ADDRESS: Waste Management (WM00) 3060 S Redwood Rd Salt Lake City, UT 84119	LOCATION: Waste Managemer 3060 S Redwood R Salt Lake City. UT 8	d d
ORDER INFORMATION	ORDER TOTAL	
ORDERED BY: test33 einfo	SUB TOTAL:	
ORDERED BY EMAIL: test33@einfoDesign.com	(Applicable freight	and tax will be added)
PO NUMBER:	ORDER COMMENTS:	
TEMS INCLUDED IN ORDER		
Add Items		
STILL NEED HELP? CLICK HERE		Cancel





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.

			0		
				(Applicable freight and tax will be add	led)
	FIND ITEMS			×	
order no items to display.	Find items by: Equipment Categories Previous orders (la Items Searching	ast 30 days) 🛁		Filter your items these filter optio	
	Number	Date	PO Number	Total	
	SQ1771	3/19/2021		\$663.00	
	SQ1770	3/16/2021		\$850.00	
	SQ1768	3/2/2021		\$663.00	
	SQ1766	3/1/2021		\$684.25	
NEED HELP? CLICK HERE	SQ1765	2/26/2021		\$850.00	
	SQ1764	2/25/2021	8	\$382.50	



→ 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.

		0			
			_	Descination Results	
	ENTER ITEM C	QUANTITY		×	
	Number	Description	Qty	Unit Price	
	168168	Developer	1	\$425.00	
	257JH2	Paper		\$238.00	
	<u>.</u>				
	C				
				OK Cancel	
	SQ1766	3/1/2021		\$684.25	
	SQ1765	2/26/2021		\$850.00	
	SQ1764	2/25/2021		\$382.50	



**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.

7

			NEW SAL	ES ORDER			ancel Sav
BILL TO				SHIP TO			
ADDRESS:	Waste Management (WM00) 3060 S Redwood Rd Salt Lake City, UT 84119			LOCATION:	Waste Management (WM00) === 3060 S Redwood Rd Salt Lake City, UT 84119		
ORDER INFORMATION			1	ORDER TOTAL			
ORDERED BY:	test33 einfo			SUB TOTAL:	\$1,088.00		
ORDERED BY EMAIL:	test33@einfoDesign.com				(Applicable freight and tax will be added)		
PO NUMBER:				ORDER COMMENTS;		.4	
ITEMS INCLUDED IN ORDE	ER						
ITEMS INCLUDED IN ORDE	ER Description	Equipment Number	Qty		Price	Extended Price	
		Equipment Number	Qty 2		Price \$425.00	Extended Price \$850.00	×
Item Number	Description					ale destante concentration concentration and a second	×
168168	Description		2		\$425.00	\$850.00	
Item Number 168168 257jH2	Description		2		\$425.00	\$850.00	

