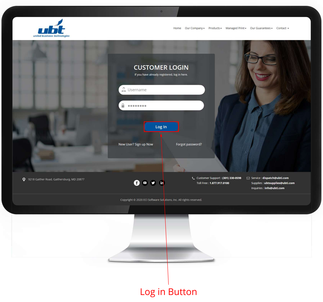
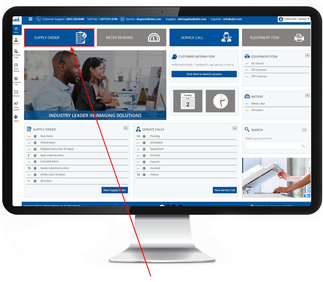
ubt
united business technologies

# 1. How to Place a Supply Order:

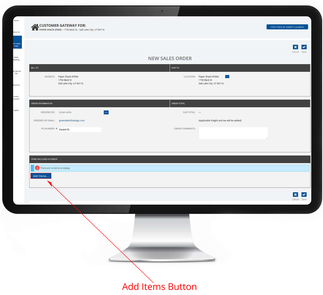
**1.1) Login :-** On the Login screen, enter your Username and Password.
Click the Login button.



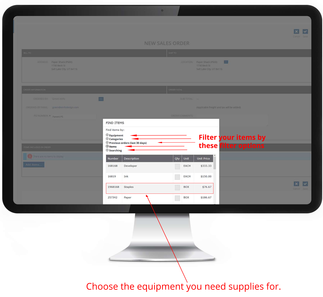

**1.2) Click on Supply Order Button:**- On the Dashboard screen, click on the Supply Order button.



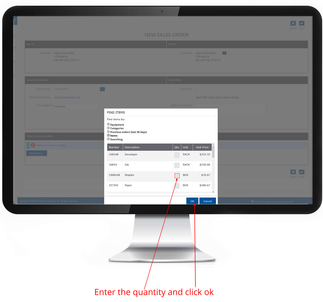

**1.3) Click Add Items** :- On the Sales Order screen, click the Add Items button.



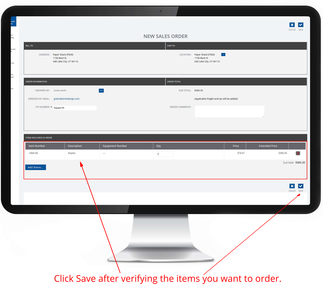

**1.4) Choose how you want to find your item** :- On the popup, choose how you would like to find the item you are looking for.

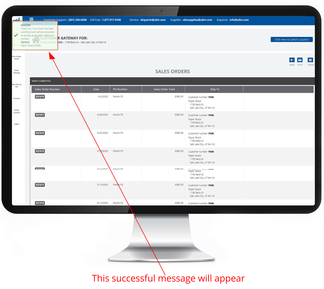



**1.5) Enter the quantity you would like to order** :- On the new popup, enter the quantity you would like to order. Then click the OK button.




**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.




Supply Order Complete