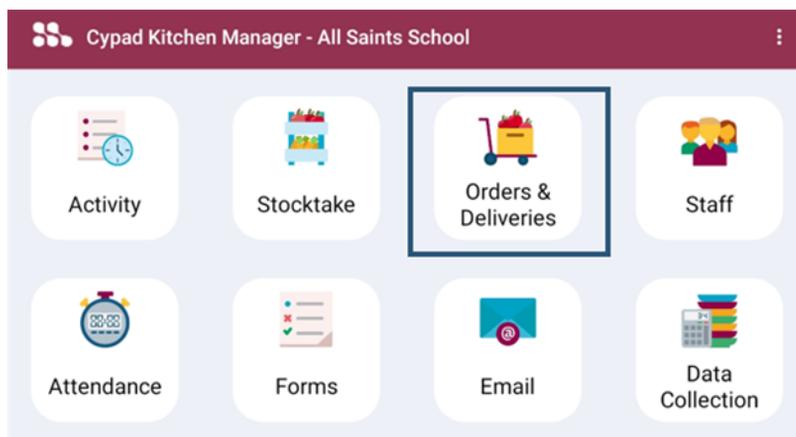# How to place a new order

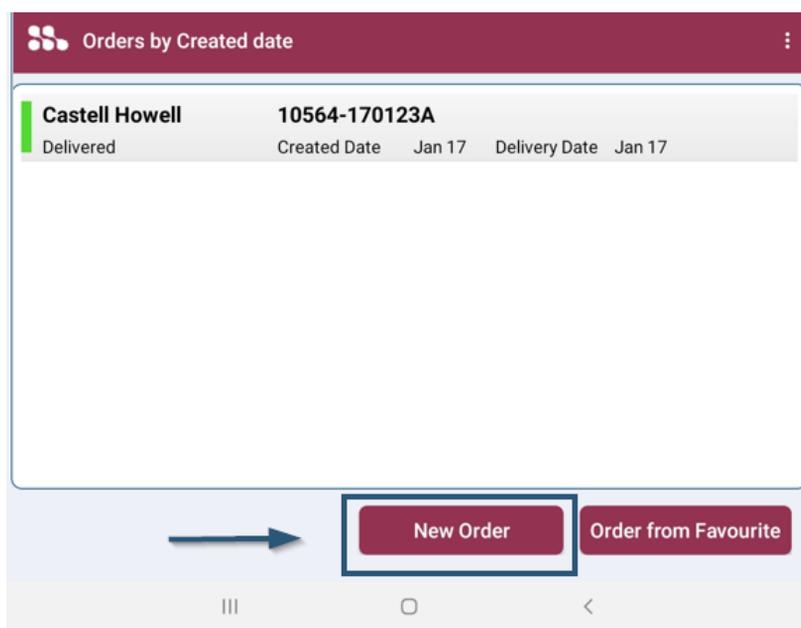## Quick reference sheet

1. Press the **Orders & Deliveries app** on the home screen.
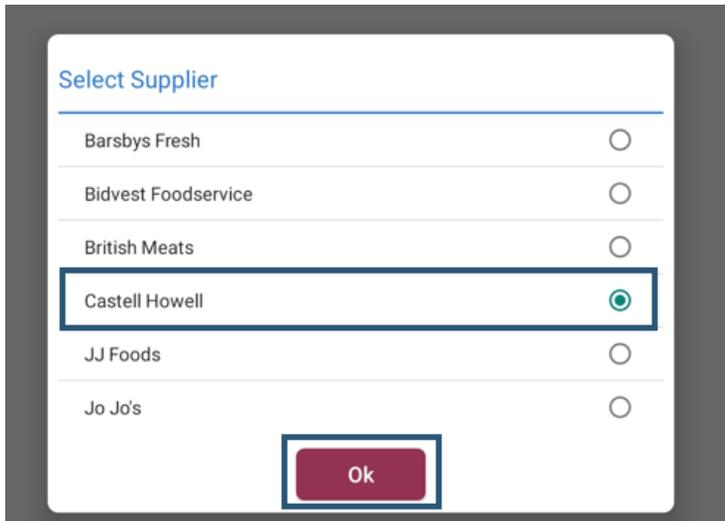

2. Press **'New Order'** at the bottom of the screen.
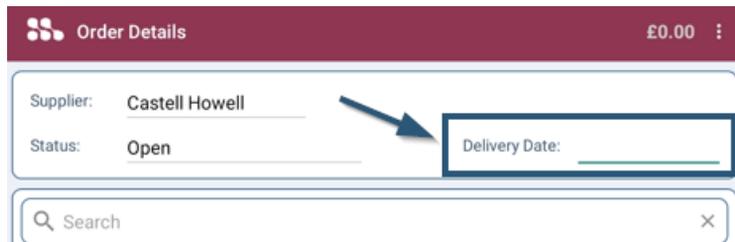
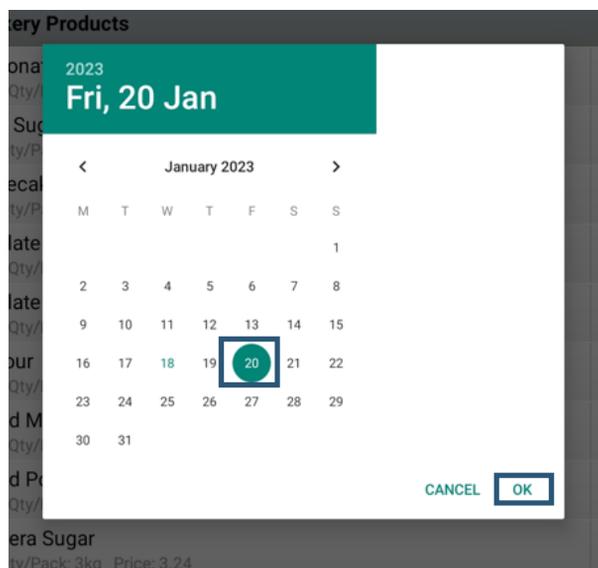3. Choose **a supplier** from the list and press **'ok'.**

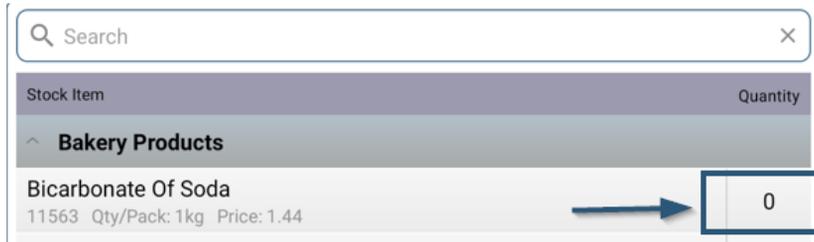NB Screenshots for illustrative purposes. The list of suppliers might differ from yours.

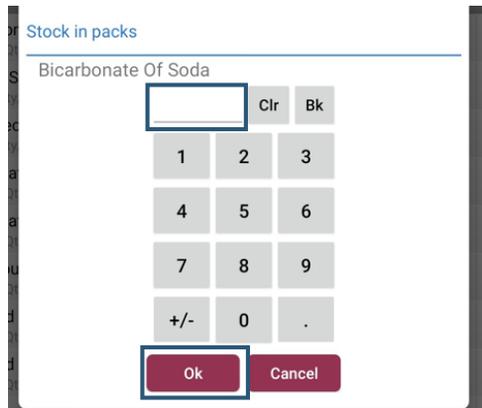4. Press the line next to the **delivery date** on the top panel**.**

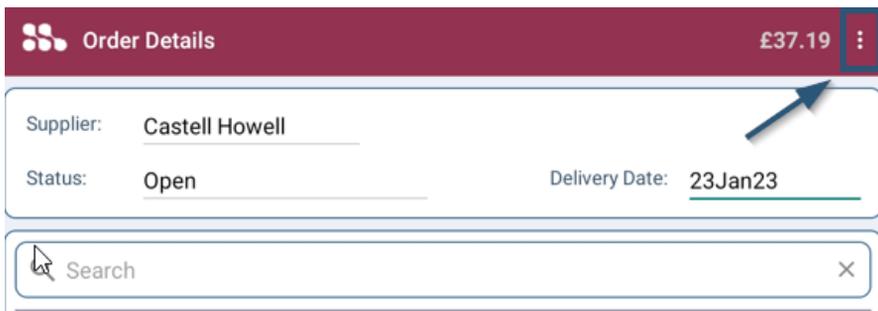5. Choose a delivery date in **a calendar** and press '**ok'**

6. Find **stock items** you need with the help of a search box or by scrolling down.
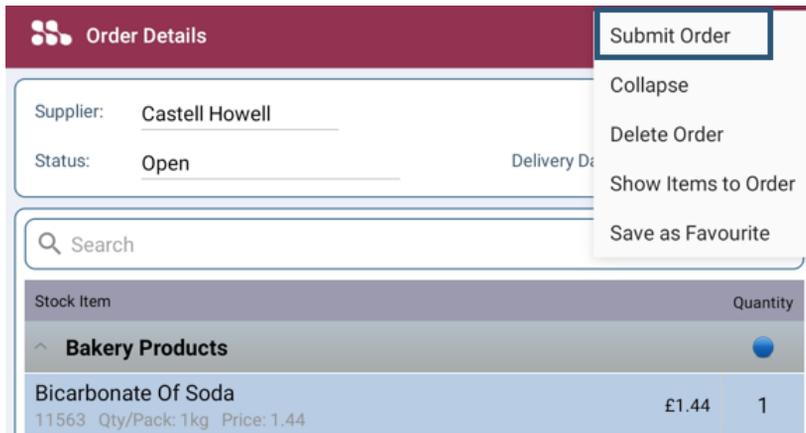
7. Next to a stock item press **'0'**.

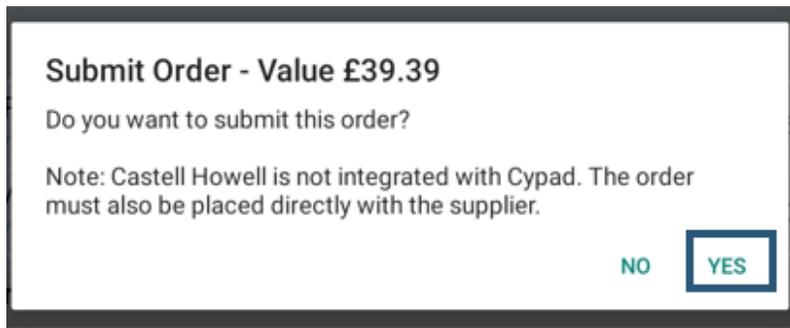8. Input the required quantity in a new window and press **ok.**

9. After you have chosen all required stock items press **three dots [⋮]** in the top right corner.

10. Press **'Submit Order'.**

11. Check the information and press **'yes'.**

For further information, please visit the Cypad support page by clicking **here**

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