

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

SS Cypad Kitchen Manager - All Saints School				
Activity	Stocktake	Orders & Deliveries	Staff	
٢	E			
Attendance	Forms	Email	Data Collection	

2. Press 'New Order' at the bottom of the screen.

Castell Howell	10564-17	/0123A			
Delivered	Created Da	te Jan 17	Delivery Date	e Jan 17	
	→ [New C	order	Order from F	avourite
		New C	order C	Order from F	avourite
		New C	order	Order from F	avourite

3. Choose a supplier from the list and press 'ok'.

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

Barsbys Fresh	0
Bidvest Foodservice	0
British Meats	0
Castell Howell	۲
JJ Foods	0
Jo Jo's	0

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

SS Ord	er Details		£0.00	:
Supplier:	Castell Howell			
Status:	Open	Delivery Date:		_
Q Searc	h		3	×

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.

SS Ord	er Details			£	37.19 :
Supplier: Status:	Castell Howell Open		Delivery Date:	23Jan23	3
Searc	h				×
pare	entpay.com/Cypad	in	Cypad	9	@Cypad
	Howt	to place a ne	w order		

10. Press 'Submit Order'.

ጜ Ord	er Details		Submit Order	
Supplier:	Castell Howell		Collapse	
Status:	Open	Delivery Da	Delete Order	
			Show Items to Orde	
Q Searc	h		Save as Favour	ite ,
Stock Item			Qu	uantity
 Baker 	y Products			•
Bicarbon	ate Of Soda //Pack: 1kg Price: 1.44		£1.44	1

11. Check the information and press 'yes'.



For further information, please visit the Cypad support page by clicking <u>here</u>





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How to place a new order