

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

SS Cypad Kitchen	Manager - All Saint	s School	:
Activity	Stocktake	Orders & Deliveries	Staff
	;=	@	
Attendance	Forms	Email	Data Collection

2. Find the order that has been delivered and tap it.

Castell Howell	10564-1801	23A		
Order Logged	Created Date	1:19 pm	Delivery Date	Jan 23
Castell Howell	10564-1701	23A		
Delivered	Created Date	Jan 17	Delivery Date	Jan 17

3. Select 'Delivery'

Castell Howell	10564-1801	123A			
Order Logged	Created Date	1:19 pm	Delivery Date	Jan 23	
			e	Jan 17	
der Delivery					



4. Tap next to the **Invoice number** and **type it in.**

SS Delive	ry Details	£0.00	:
Supplier:	Castell Howell		
Order Id:	10564-180123A		
Invoice No:			_
Q Search			×

5. Press the cell next to stock items in the delivery column and insert the delivered quantity.

Stock Item		Ordered	Delivery
∽ Eggs			•
Freedom Foods Free Range Medium Eggs 75040 Qty/Pack: 5x12 Price: 7.50	£7.50	1	1
Schools Medium Free Range Eggs 22569 Qty/Pack: 1x15 Price: 2.08	£2.08	1	1

6. Press **three dots [:] in** the top right corner.

SS Deliv	ery Details	£39.39 :
Supplier:	Castell Howell	
Order Id:	10564-180123A	
Invoice No:	234566	







If any extra stock items have been delivered press 'Add new item'.

Supplier: Castell Howell Mark all as Delivered Order Id: 10564-180123A Add new item	SS Delive	ery Details	Collapse
Supplier: Castell Howell Add new item Order Id: 10564-180123A Signoff			Mark all as Delivered
Order Id: 10564-180123A Signoff	Supplier:	Castell Howell	Add new item
Ģ	Order Id:	10564-180123A	Signoff
Invoice No: 234566	Invoice No:	234566	

8. Find a **required stock item**, select it and press **'confirm'.** Add the quantity of new stock items, which has been delivered.



9. You can **add a note** to provide information about amendments. Tap the stock item and select **'note'**.





10. Add a text and **press 'ok'**

Q Sear Note	×
Stock Item	Delivery
89351 Qt	0
99S11 Qt	0
Bread & Sour Projections and	
31491 Otv/Pack: 3 5kg. Price: 4 95	0

11. When you have marked all delivered stock items press **three dots [:]** in the top right corner and select **'Signoff'**

SS Delive	ery Details	Collapse
Supplier:	Castell Howell	Mark all as Delivered Add new item
Order Id: Invoice No:	10564-180123A 234566	Signoff
Q Search		X





Cypad SS How to sign off the delivery Quick reference sheet

- 12. Tap next to **Signed by** and type in your **full name [1].**
- 13. If there is a declaration statement put a tick in the box next to it [2].
- 14. Press 'Tap here to sign' [3].
- 15. Sign on the screen with your finger and press 'ok'.
- 16. If applicable, ask a driver to complete the second signature box [4]
- 17. Press sign-off [5].

S All Saints School : Signoff
Signature 1 Note:
Signed by: John New 1
confirm that I have taken delivery of the items specified and they are in good condition.
2 // 3
18 Jan 23 13:38:02
Signature 2 Note:
Signed by:
□ I confirm that I have delivered all available items and they have been checked by the customer.
Tap here to sign
4
Signoff 5 Cancel

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







