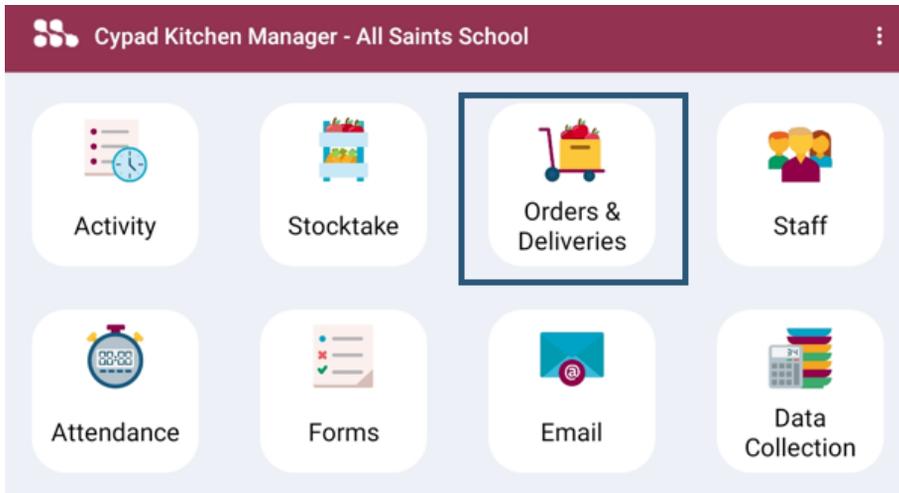


How to sign off the delivery

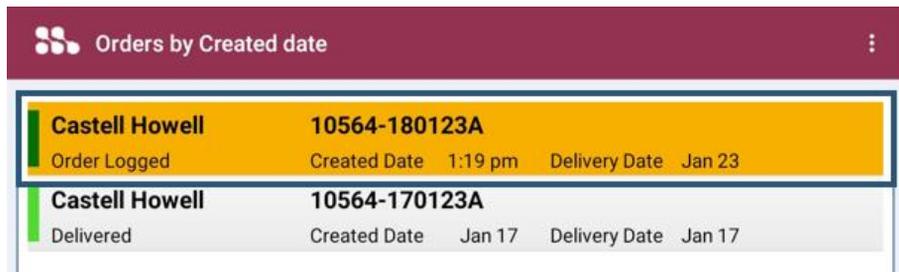
Quick reference sheet



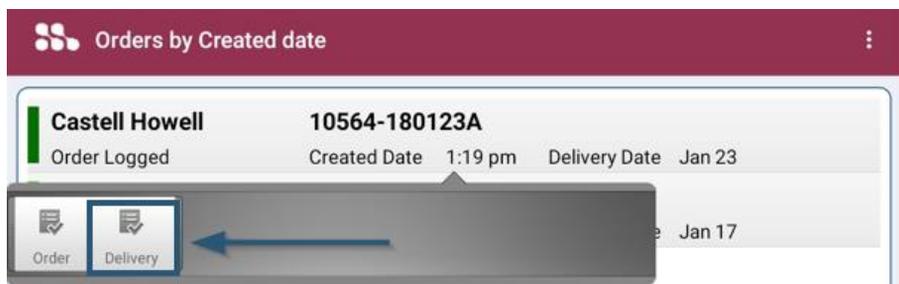
1. Press the **'Orders & Deliveries'** app on the home screen.



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



3. Select **'Delivery'**



How to sign off the delivery

Quick reference sheet



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

Delivery Details £0.00

Supplier: Castell Howell

Order Id: 10564-180123A

Invoice No:

Search ×

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

Stock Item	Ordered	Delivery
Eggs		<input checked="" type="checkbox"/>
Freedom Foods Free Range Medium Eggs <small>75040 Qty/Pack: 5x12 Price: 7.50</small>	1	1
Schools Medium Free Range Eggs <small>22569 Qty/Pack: 1x15 Price: 2.08</small>	1	1

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

Delivery Details £39.39

Supplier: Castell Howell

Order Id: 10564-180123A

Invoice No: 234566



How to sign off the delivery

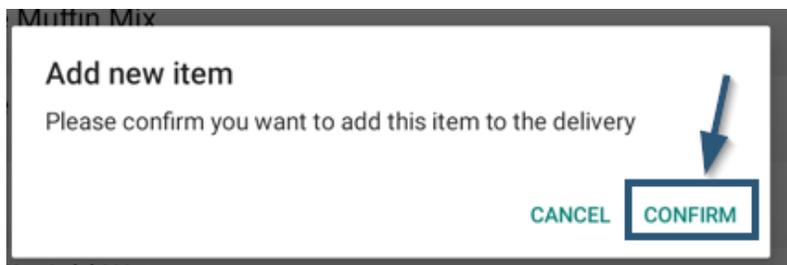
Quick reference sheet



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



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'**.

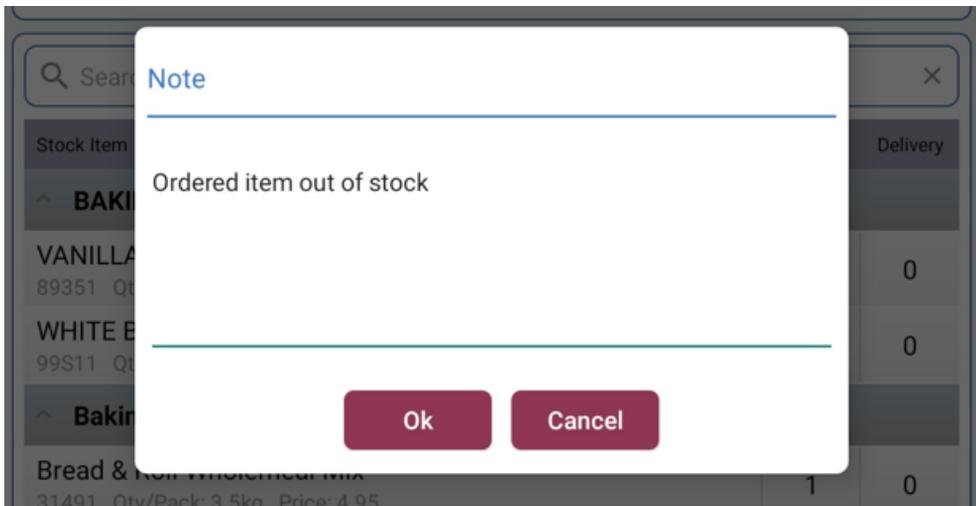


How to sign off the delivery

Quick reference sheet



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



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

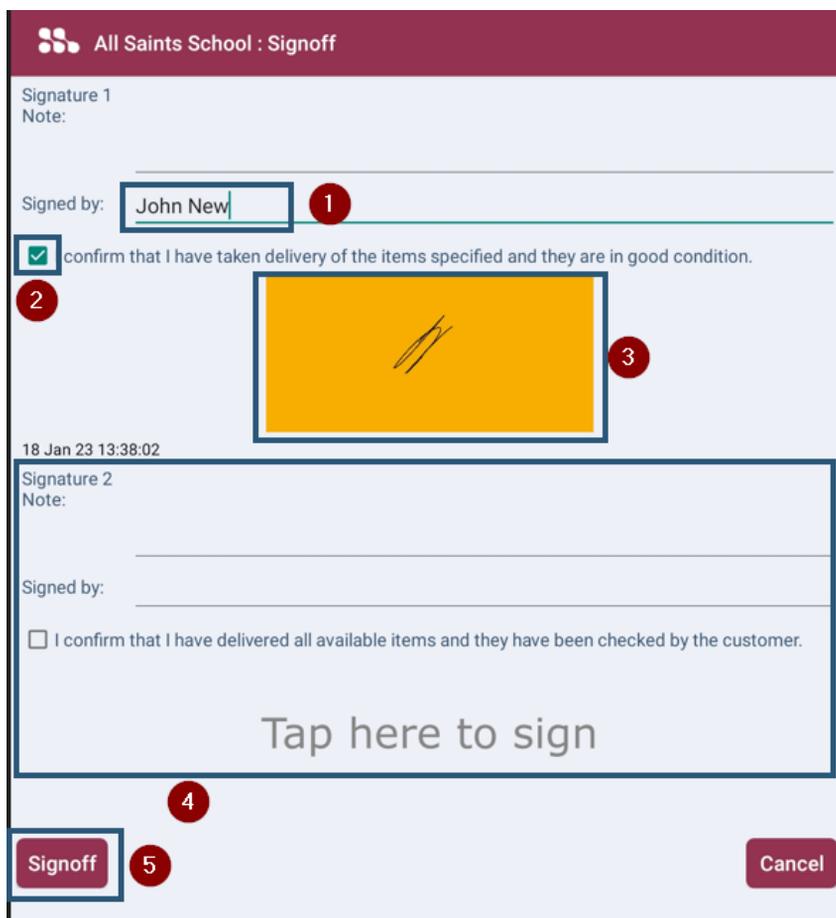


How to sign off the delivery

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].



All Saints School : Signoff

Signature 1
Note:

Signed by: [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: _____ [4]

I confirm that I have delivered all available items and they have been checked by the customer.

Tap here to sign

[5] Signoff Cancel

For further information, please visit the Cypad support page by clicking [here](#)

