

PROCEDURES TO BE FOLLOWED FOR THE DISTRIBUTION OF PURCHASE ORDER

- **SEE ORDER FORM:**
Tap the “COMMAND ORDERS” tab on the software homepage to view, manage and distribute all project purchase orders to various project vendors.
- **DRAFTING OF THE PURCHASE ORDER**
By following the progress of the reading of the plan, the software writes and displays by itself all the purchase orders of the project in the order file of the software and this without any external help.
- **INDIVIDUAL SENDING OF ORDER FORM:**
The customer with the help of information displayed on this page completes the file data for the distribution of project purchase orders. This file indicates the order number, identifies the quantity of products and their category, the delivery floor and the date of the last delivery made. The user must identify the supplier and complete his registration form before completing his shipment.
- **GROUPED SENDING OF ORDER FORM:**
The prices of the product categories of a supplier delivered to its customer are integrated by default in its regional price list. The software uses this information received to enter it into the purchase orders and automatically return it to its customer.
- **VIDEO:**
On the software home page, a black dot is displayed along with a question mark. Click this icon and select a video to watch and listen to.