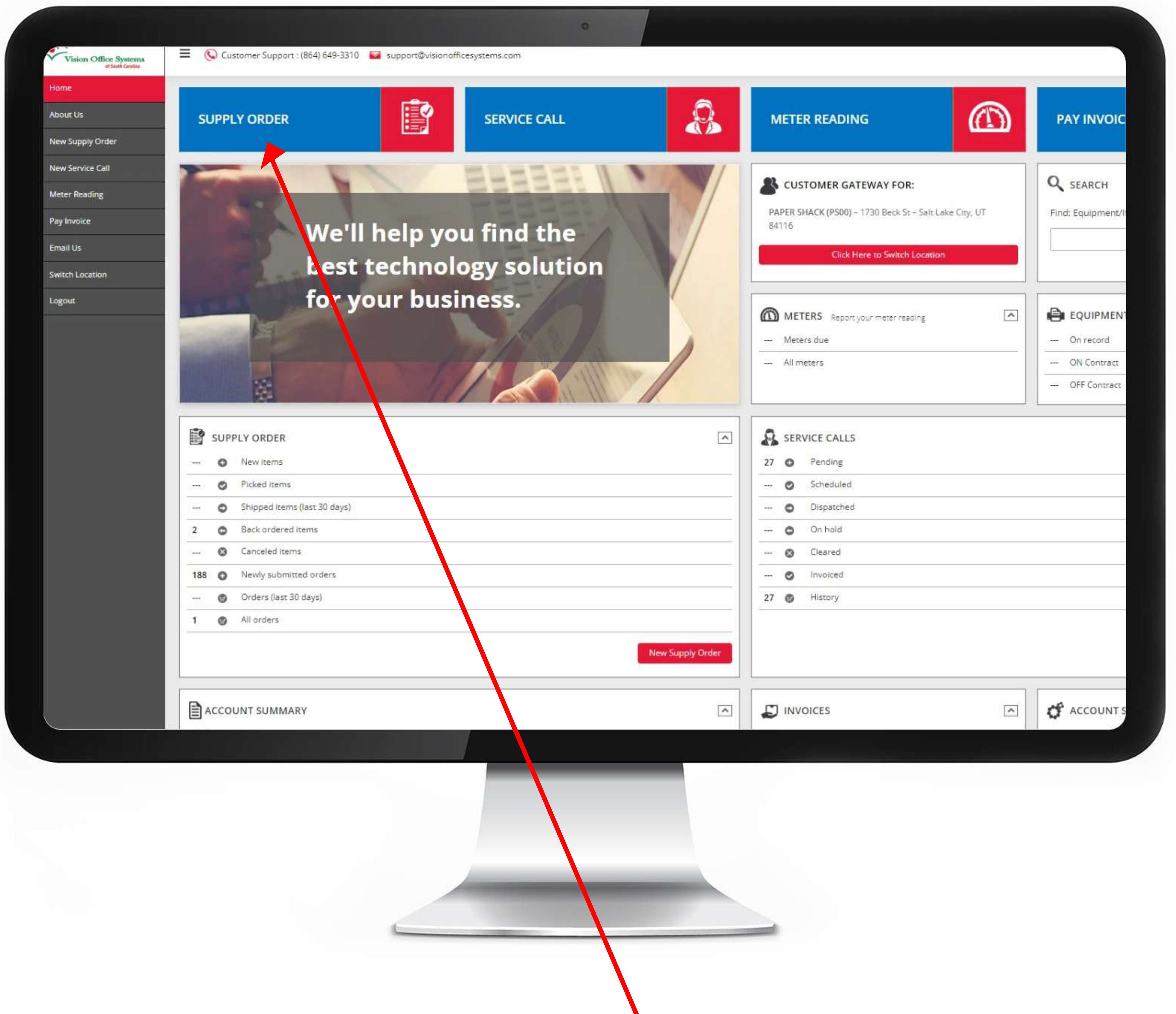# 1. How to Place a Supply Order:

→ **1.1) Login :-** On the login screen, enter your Username and Password. Click the Log in button.
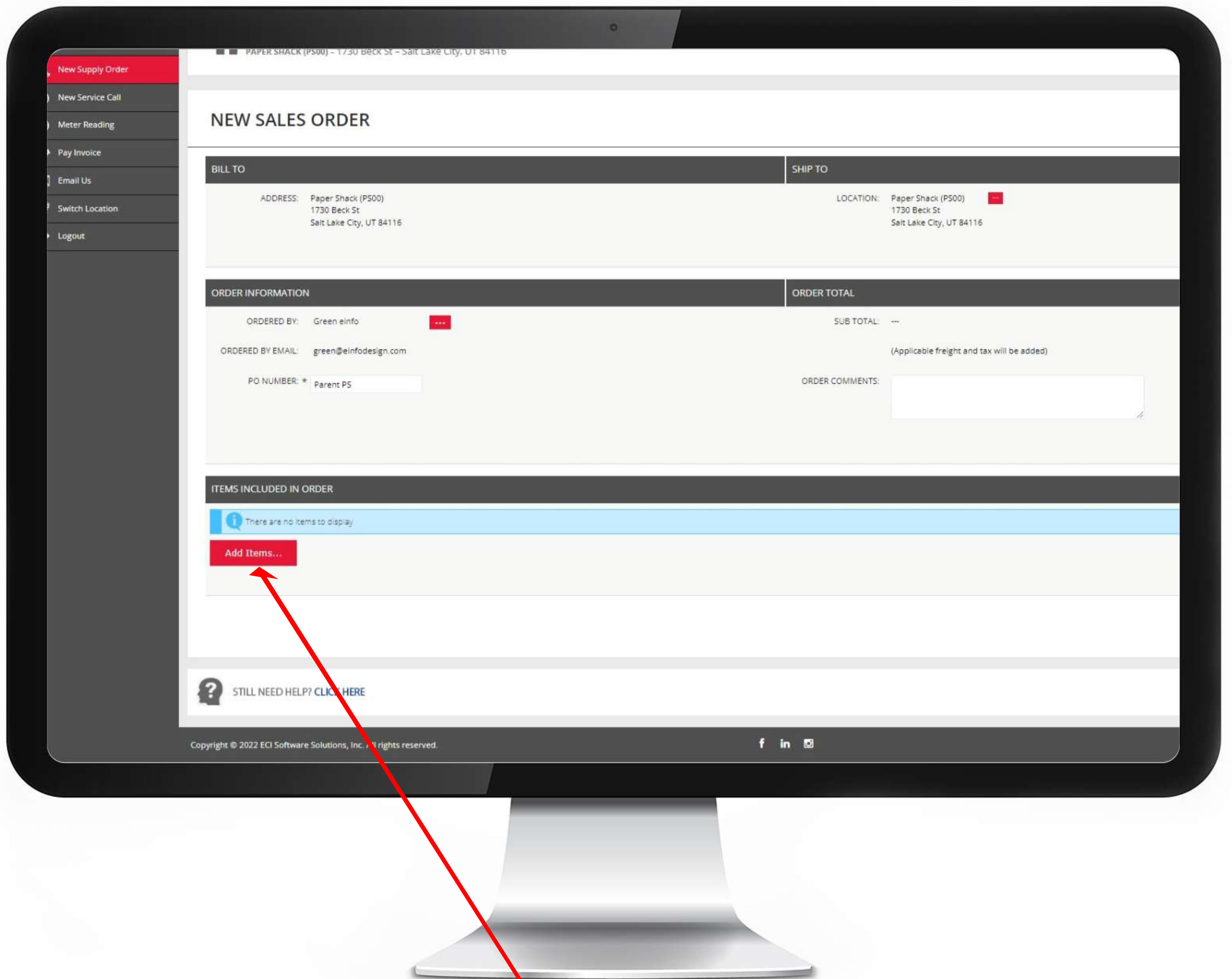

Log in Button

1.2) Click on the Supply Order Button :- On the dashboard screen, click on the Supply Order button.
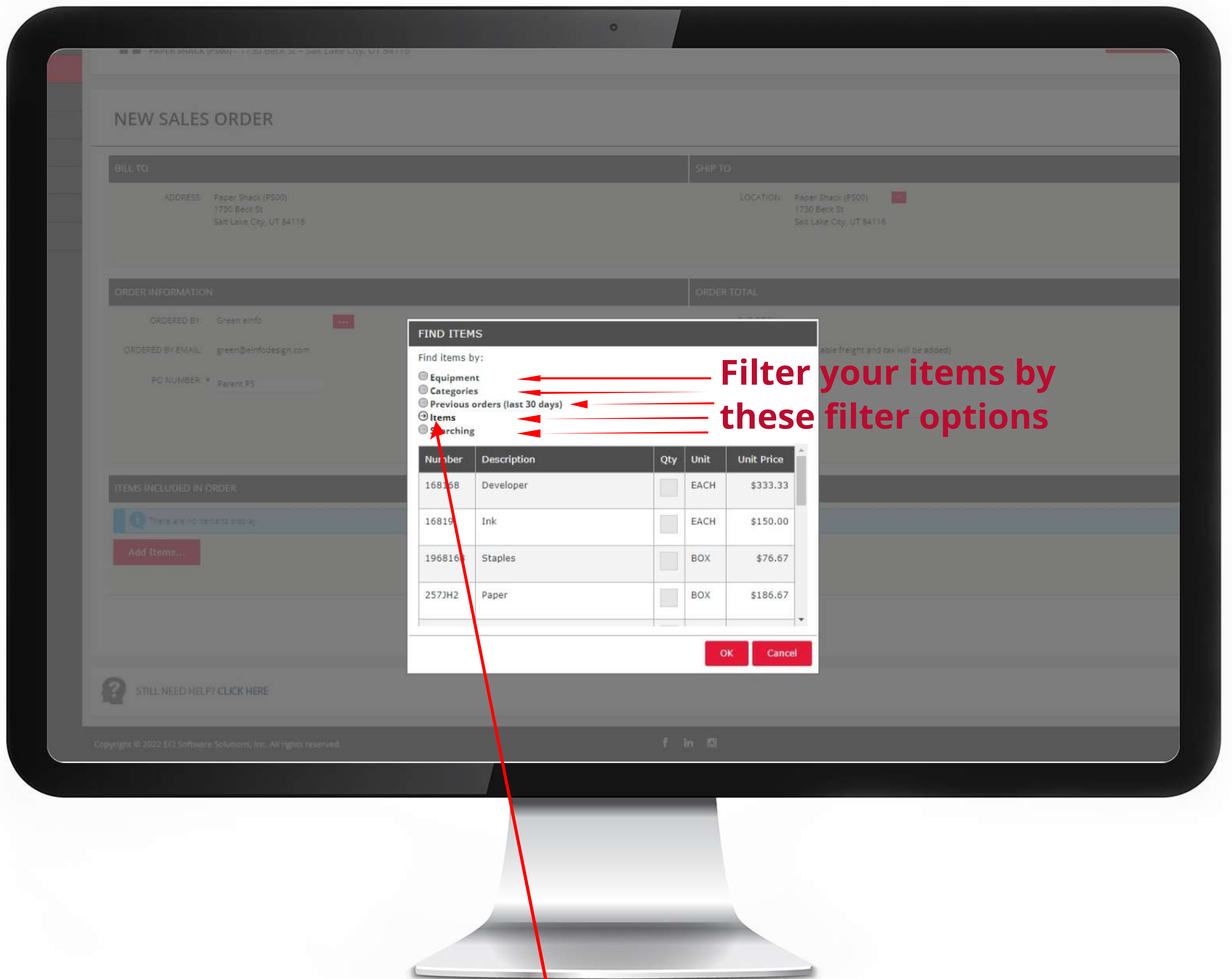

Supply Order Button

1.3) Click Add Items :- On the Supply Order screen, click the Add Items button.

Add Items Button

1.4) Choose how you want to find your item :- On the popup, choose how you would like to find the item you are looking for.

Filter your items by these filter options

Choose the equipment you need supplies for.

1.5) Enter the quantity you would like to order :- On the new popup, enter the quantity you would like to order. Then click the OK button.
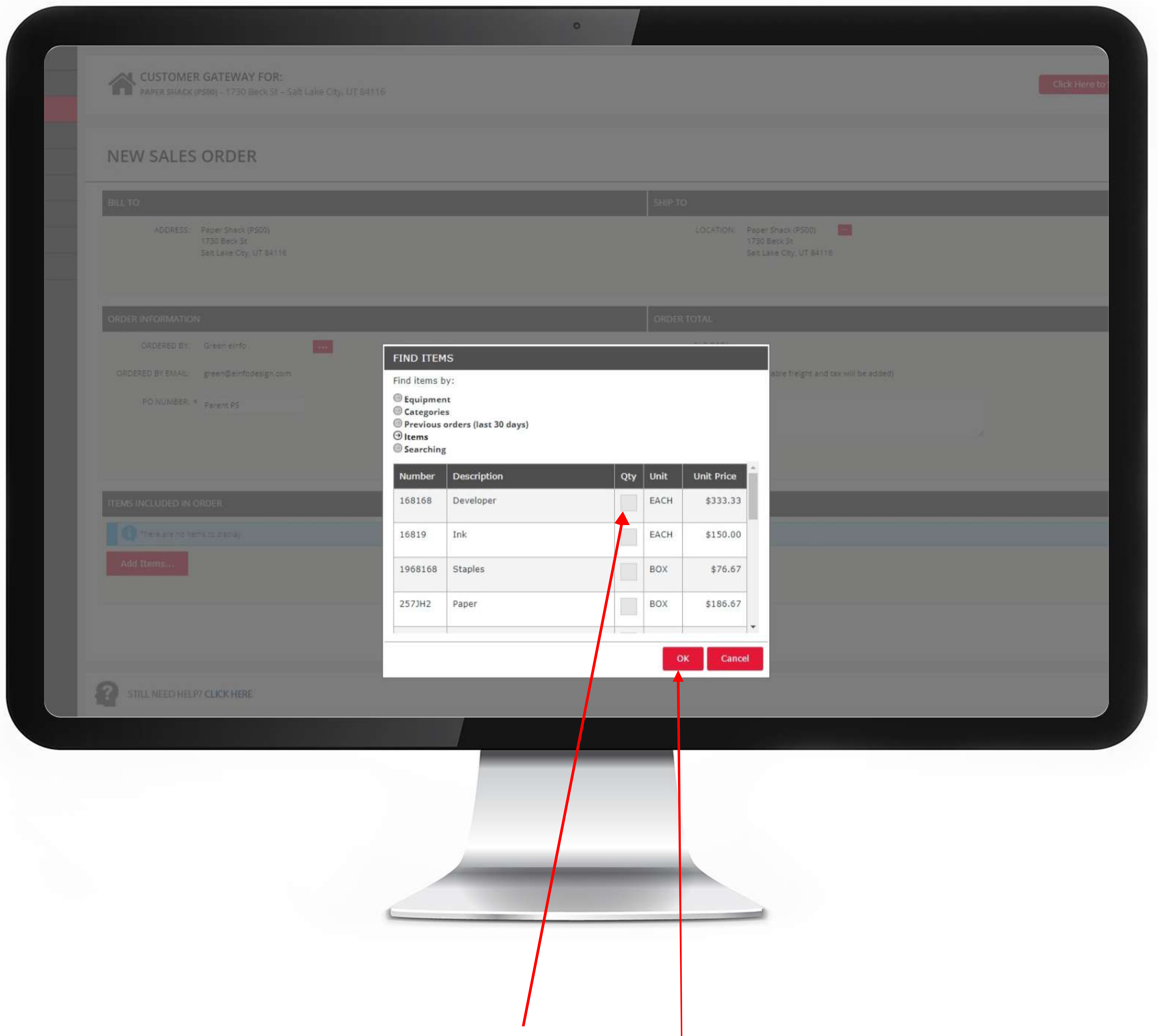
Enter the quantity and click ok

1.6) Click Save :- Once you have added all the items you would like to order, click the Save button. You will get a Thank You popup confirming your order was submitted.
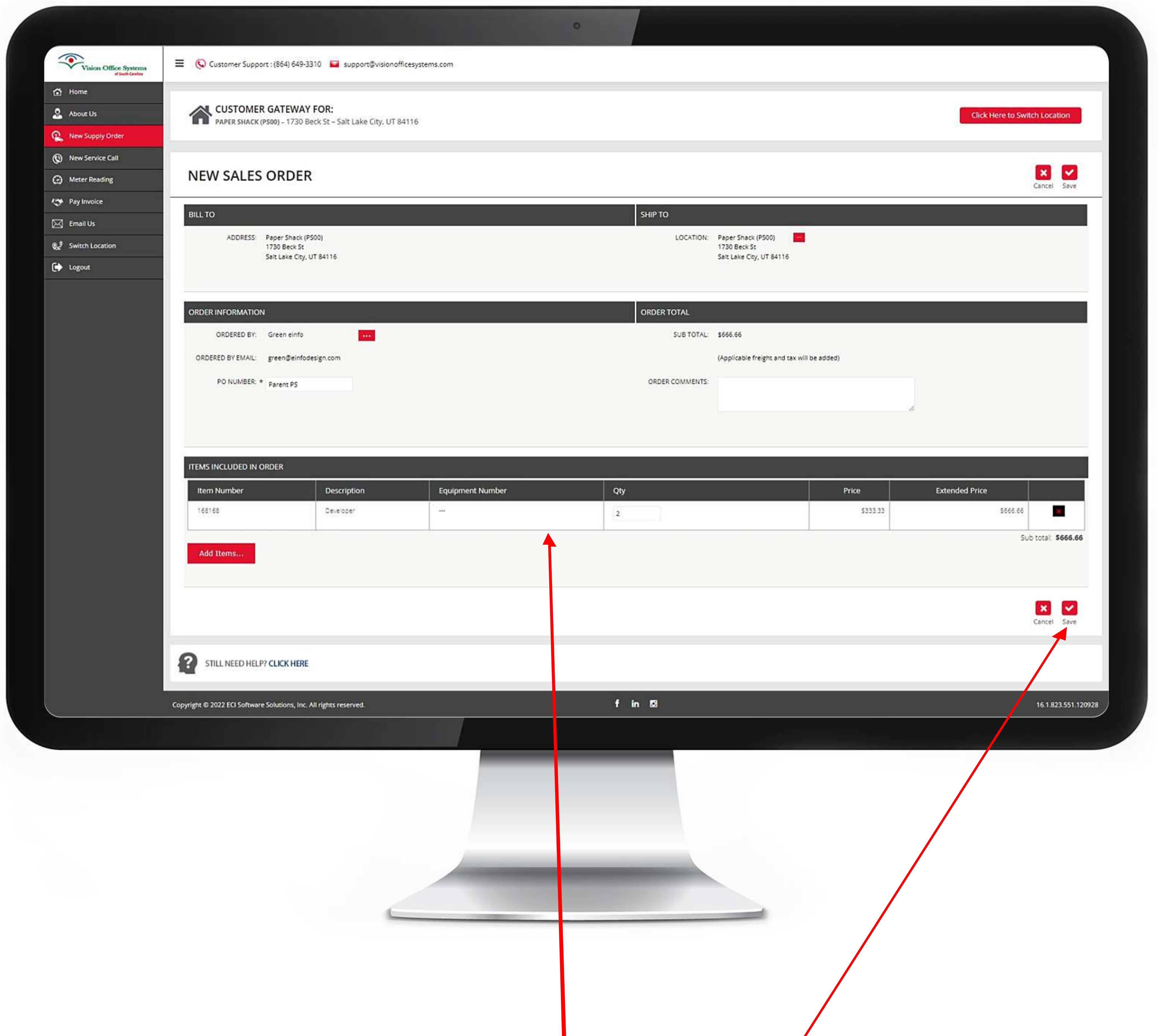
Click Save after verifying the items you want to order.

SUCCESS

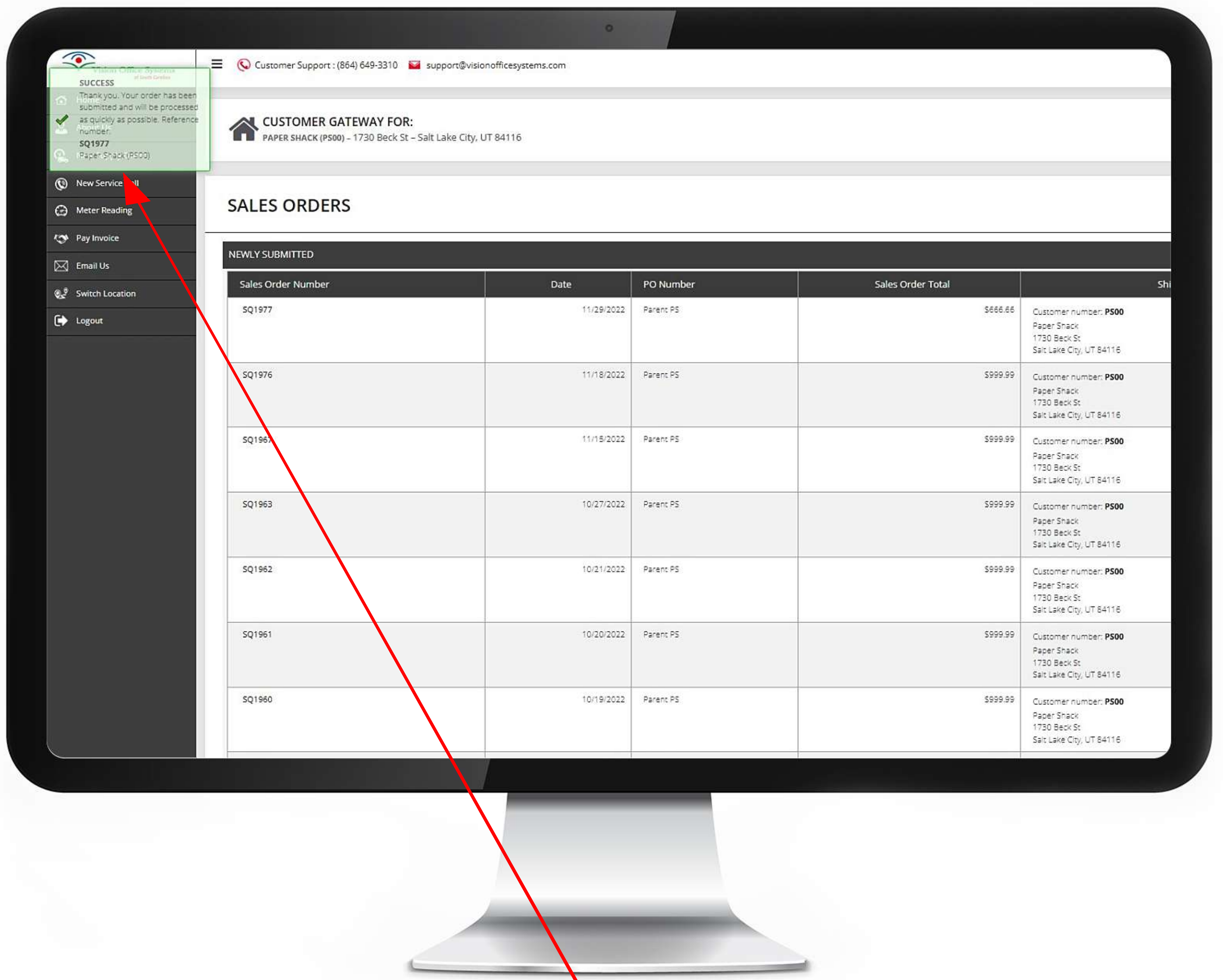Thank you. Your order has been submitted and will be processed as quickly as possible. Reference number:

SQ1977
Paper Shack (PS00)

Customer Support : (864) 649-3310   support@visionofficesystems.com

CUSTOMER GATEWAY FOR:
PAPER SHACK (PS00) – 1730 Beck St – Salt Lake City, UT 84116

New Service Call
Meter Reading
Pay Invoice
Email Us
Switch Location
Logout

SALES ORDERS

NEWLY SUBMITTED

Sales Order Number	Date	PO Number	Sales Order Total	Shi
SQ1977	11/29/2022	Parent PS	$666.66	Customer number: **PS00** Paper Shack 1730 Beck St Salt Lake City, UT 84116
SQ1976	11/18/2022	Parent PS	$999.99	Customer number: **PS00** Paper Shack 1730 Beck St Salt Lake City, UT 84116
SQ196?	11/15/2022	Parent PS	$999.99	Customer number: **PS00** Paper Shack 1730 Beck St Salt Lake City, UT 84116
SQ1963	10/27/2022	Parent PS	$999.99	Customer number: **PS00** Paper Shack 1730 Beck St Salt Lake City, UT 84116
SQ1962	10/21/2022	Parent PS	$999.99	Customer number: **PS00** Paper Shack 1730 Beck St Salt Lake City, UT 84116
SQ1961	10/20/2022	Parent PS	$999.99	Customer number: **PS00** Paper Shack 1730 Beck St Salt Lake City, UT 84116
SQ1960	10/19/2022	Parent PS	$999.99	Customer number: **PS00** Paper Shack 1730 Beck St Salt Lake City, UT 84116

This successful message will appear

Supply Order Completed