

## **Access to the purchasing system on the Serrata website.**

1. Login to the website
2. Click on Order – on the left side
3. Choose a group of items, type name in the search field on the Left (white square) or type a Catalogue number in the search field.
4. After the right item appears on the screen – click on Add to Order – The item will appear at the top of the screen.
5. After finishing adding items click on Finalize
6. In this stage you can alter quantities – 0 quantity will erase the item from the order. After changing quantities click on Recalculate.
7. In this stage you can choose to submit the order or to keep it for further changes and/or additions and or deletions.
8. To keep the order without submitting it – click Add to STD (Standard Order). If this is your first order on the system and there are not previously kept orders the system will respond with “ Create a new Standard Order”. Click on the  on the right side. At the top of the new window you can give a name to the order and then click Submit. The system will update the Order.
9. You can then logout from the system.
10. Next time you Login into the system – click on “STD order” and then choose the order you want to amend (thick the select order box) and click Finalize.
11. You can change quantities or delete items and then finalize the order by continue to keep it (Add to STD and choose the same name order) or submit it to Serrata.
12. If you want to add to particular order then go through points 2 to 8 and ADD to the order you want.
13. You can keep number of different orders on our system and every time to use the relevant one and submit it with or without slight changes.
14. To submit the order to Serrata click on Submit.

**DO NOT Forget to LOG-OFF from the Purchasing System!**