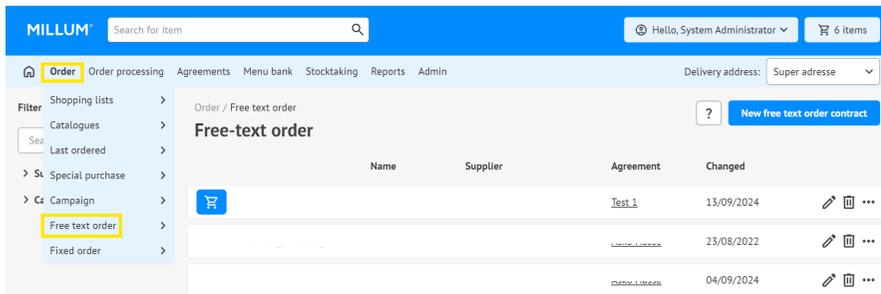


Quickguide Free Text Order

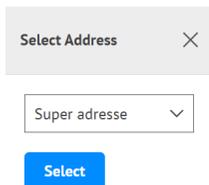
Create a free text order

Under the menu item, all free text order contracts you have access to will be listed and you can click on the shopping cart symbol to create a free text order.



Select delivery address

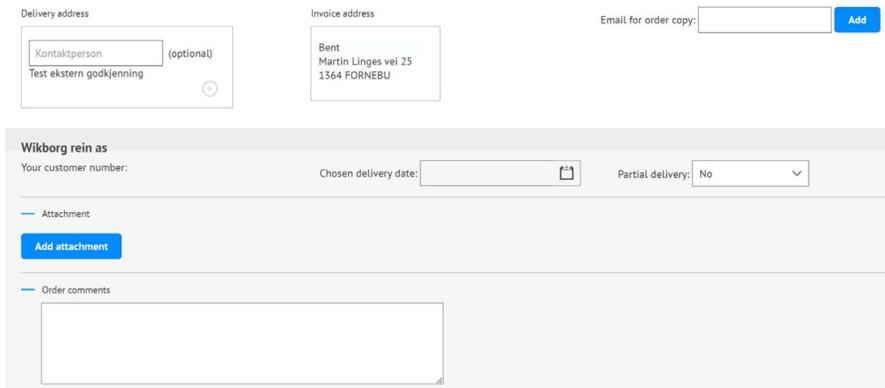
If you have access to more than one delivery address, when you click on the shopping cart symbol a dialog will appear where you must select one of your delivery addresses before you can proceed with registering the free text order.



Fill in the free text order form

The free text order form contains the following information and fields that you can/must fill in:

- 1. Delivery address:** Fill in the contact person if desired
- 2. Invoice address**
- 3. Email for order copy:** The free text order will be sent as an email to the supplier at the email address entered by the administrator in the free text contract
- 4. Your customer number:** If the supplier must have his customer number on the order, the customer number can be chosen here. If your delivery address has several customer numbers for the supplier, you must choose from these. If the supplier does not have to have their customer number on the order, the GLN number of the selected delivery address will appear here
- 5. Chosen delivery date:** The date you want the goods or service delivered
- 6. Partial delivery:** If yes, you allow the supplier to split the delivery. If not, the supplier must deliver everything as a unit



Add attachments

You can add attachments to a free text order. Examples of attachments can be an offer you want to refer to, a specification of something you are going to order, general ordering conditions if your organization has this or a picture.

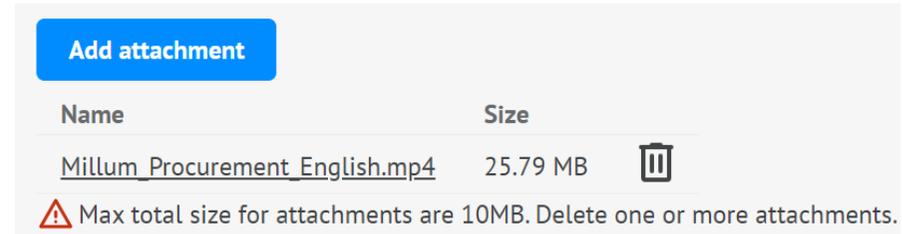


Then you get the attachment options:

- If your attachment is not in the portal, you must first upload the attachment by clicking on *Select file*
- Click on *Upload* to add the attachment to the portal
- Click on *Add* to add the attachment to your free text order



Since there will often be a limitation with the recipient on how large attachments are allowed in an e-mail, the total size of attachments cannot exceed 10 MB. If your attachments are more than 10 MB, you will receive an error message like this and must delete attachments in order to send the free text order:



Add a comment

If the supplier is configured to be able to receive comments in the order header, this can be entered here:



Comments can be a maximum of 255 characters. If you try to enter more than 255 characters, this will not be registered by the system.

Enter order lines

A free text order must have at least one order line. To create an order line, click on the **Add** button below the comment field.

You then get this order line dialog:

1. **Item number** (mandatory if "Name" is blank)
2. **Name** (mandatory if "Item number" is blank)
3. **Description**
4. **Number** (mandatory)
5. **Unit** (mandatory). Choose between the units pieces, kg, liters or hours
6. **Price** (mandatory). Enter price per unit. Must be greater than 0. Currency is determined by the free text contract created by the administrator
7. **Line total**. Is calculated by the system based on the quantity multiplied by the price

The order lines are listed and summed up in the order they are entered. You can edit an order line by clicking on or deleting a line. When you are satisfied with the order, click on **Place order**.

Item number	Name	Comment	Quantity	Unit	Price	Total
111111111	Orange juice	Very good.	10	L	300	3 000 ⁰⁰
Order total						3 000 ⁰⁰
Estimated order total						3 000 ⁰⁰

A started free text order is remembered by your browser, so you can navigate away from the free text order and return by clicking on the shopping cart symbol on the free text contract. If you want to reject a started free text order, click on **Cancel** to delete the started free text order.

Sending free text orders

The system generates a PDF with the free text order in an e-mail that is sent to the e-mail address listed in the free text contract, with any e-mail addresses entered in the order as a copy (ref. 1.2 point 3). The order is sent from noreply@millum.no.

