

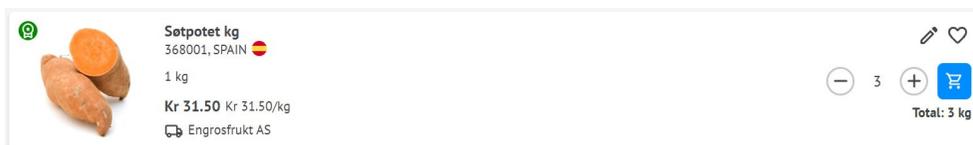
## Quickguide – Ordering products / Creating orders

Having logged in you will arrive at the Order site. At the top of the page you find the search bar, below you will see news articles published by your administrator, an overview of your most recently placed orders as well as your shopping lists.

### Placing products in the shopping basket

You can find products by viewing your shopping lists, you can look through the individual supplier's product catalogues or you can search for products using the search bar up to the left, by the Millum logo (View quickguide *Product search*).

When you have found the correct product, you can change the number of units you wish to purchase by typing the desired number, or in thumbnail view by clicking the plus or minus symbols next to the unit number. Then click the shopping basket symbol. The products have now been added to your shopping basket. You will see your shopping basket at the top right side of the screen, the number of products increases as you add products to the basket.



### Splitted product packaging

Certain products can be purchased individually by splitting the original packaging size. When you tick the anbrekk box you will see the packaging size change into a smaller size.



### The Shopping basket

When the products have been placed in the shopping basket, you can review the products you have placed in it. You can delete the products you do not want to purchase or change the number of units for each product. When you have reviewed the products in the shopping basket you click *Create order*. In the same view you can also clear the shopping basket for all products or add the products to a shopping list.

### Creating an order

All products from the same supplier will be placed in the same order. If you have products from several different suppliers, you will have one tab per supplier in the margin on the left side. You need to add the desired delivery date and review the products, number of units and order sum. If you have purchased enough to achieve an order sum discount it will appear in this view. You can also see the order discount scale. Click *Submit order* and the order will be sent to the supplier.

The order has now been sent and you can keep an eye on the order as it progresses on the front page of the portal. When it is created, you will see the order conformation from the supplier here as well.