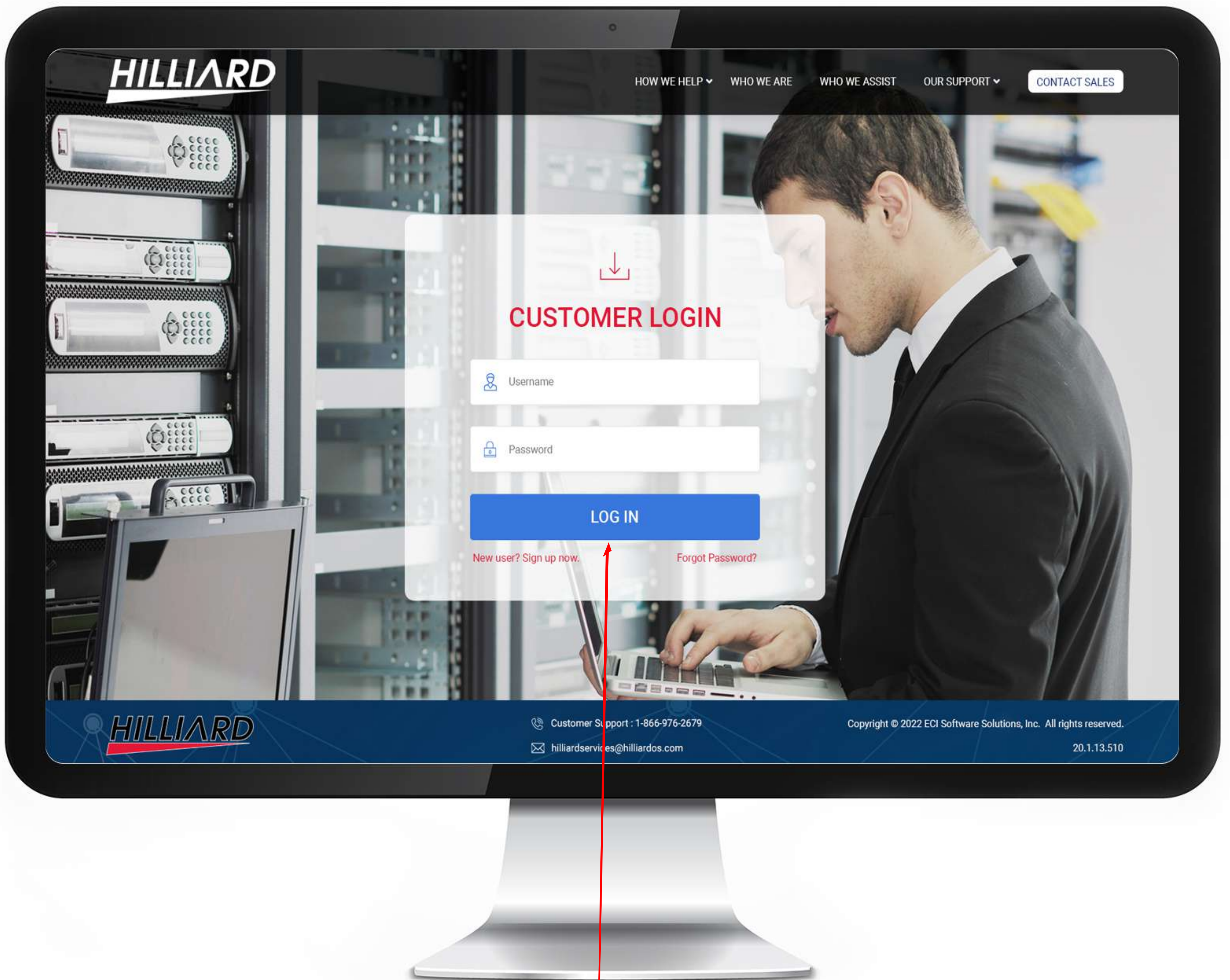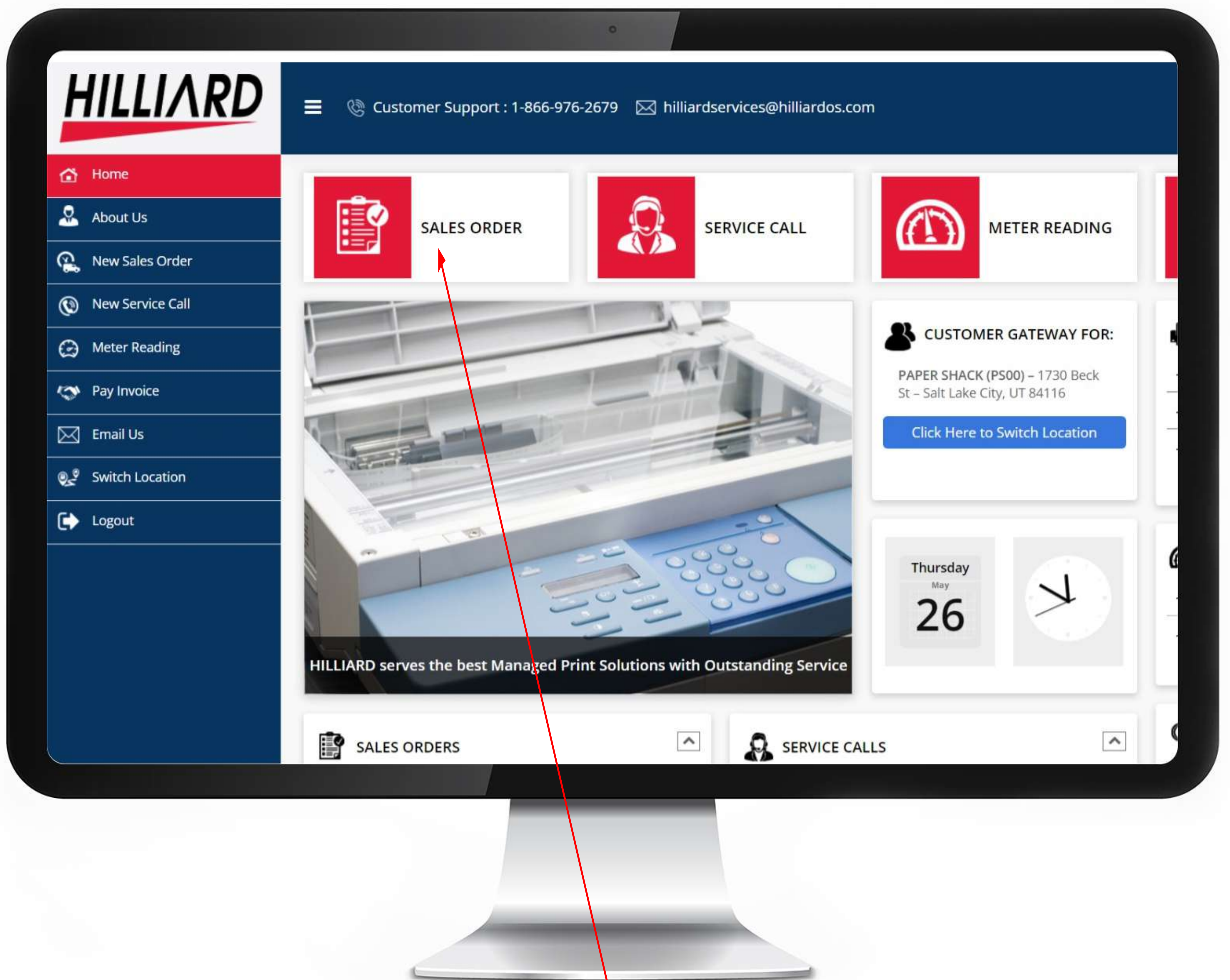# HILLIARD

# 1. How to Place a Sales Order:

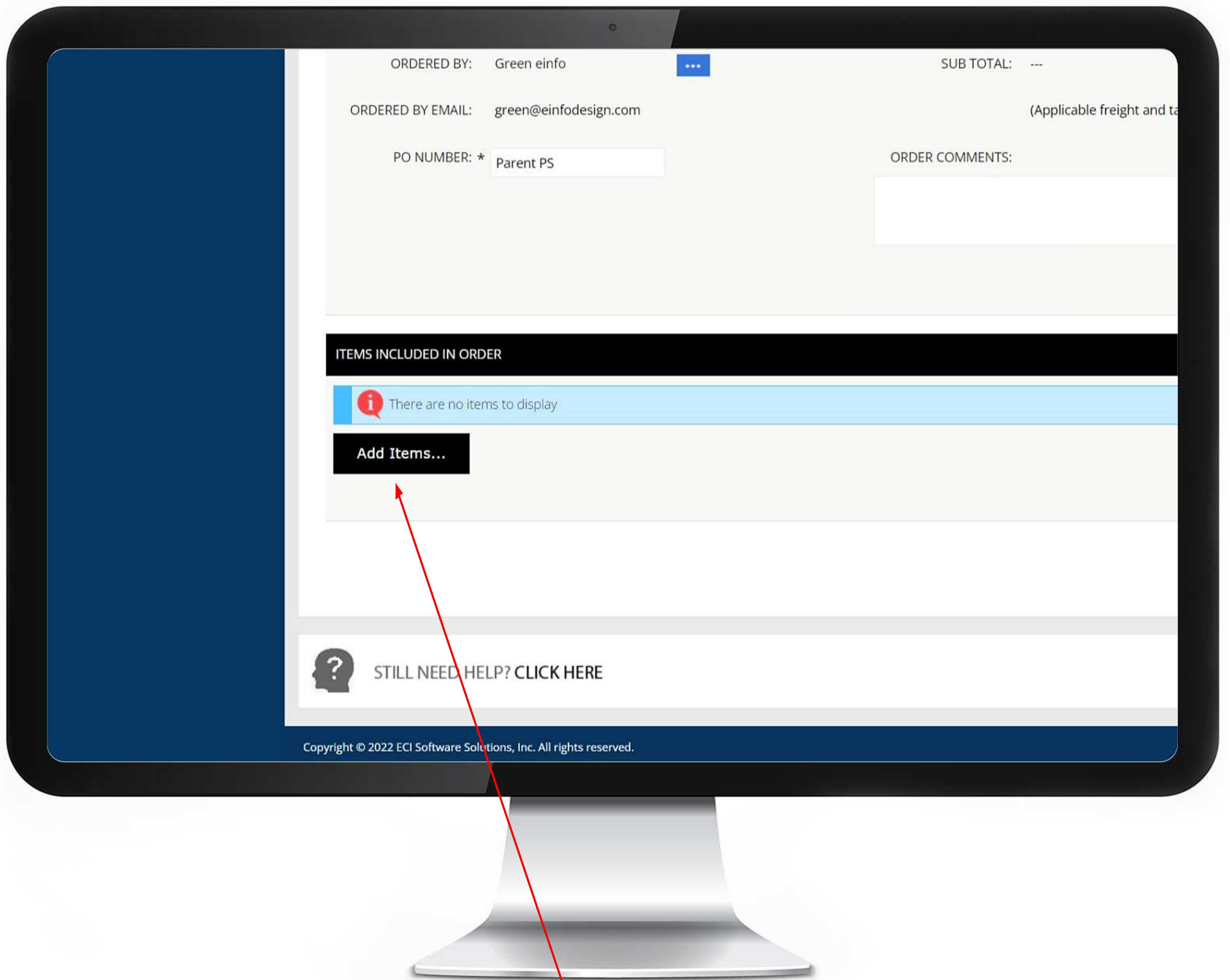→ **1.1) Login :-** On the login screen, enter your Username and Password. Click the Log in button.



Log in Button

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



Sales Order Button

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



ORDERED BY:     Green einfo                    •••          SUB TOTAL:     ---

ORDERED BY EMAIL:     green@einfodesign.com                              (Applicable freight and t

PO NUMBER: *     Parent PS                    ORDER COMMENTS:

**ITEMS INCLUDED IN ORDER**

ⓘ There are no items to display

**Add Items...**

STILL NEED HELP? **CLICK HERE**

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.



FIND ITEMS

Find items by:
- Equipment
- Categories
- Previous orders (last 30 days)
- Items
- Searching

**Filter your items by these filter options**

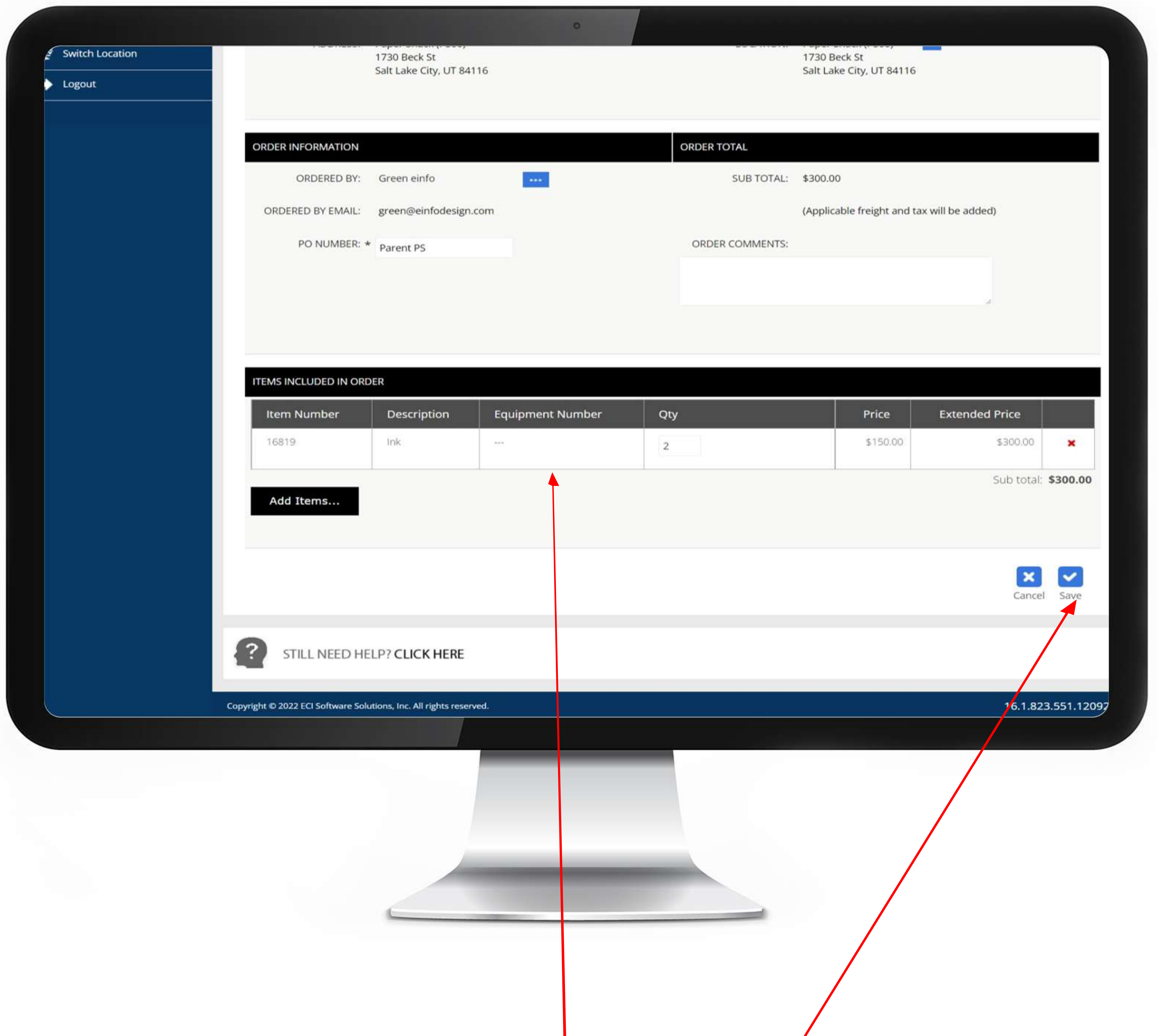| Number | Description | Qty | Unit | Unit Price |
|--------|-------------|-----|------|-----------|
| 168168 | Developer | | EACH | $333.33 |
| 16819 | Ink | | EACH | $150.00 |
| 1968168 | Staples | | BOX | $76.67 |
| 257JH2 | Paper | | BOX | $186.67 |

OK     Cancel
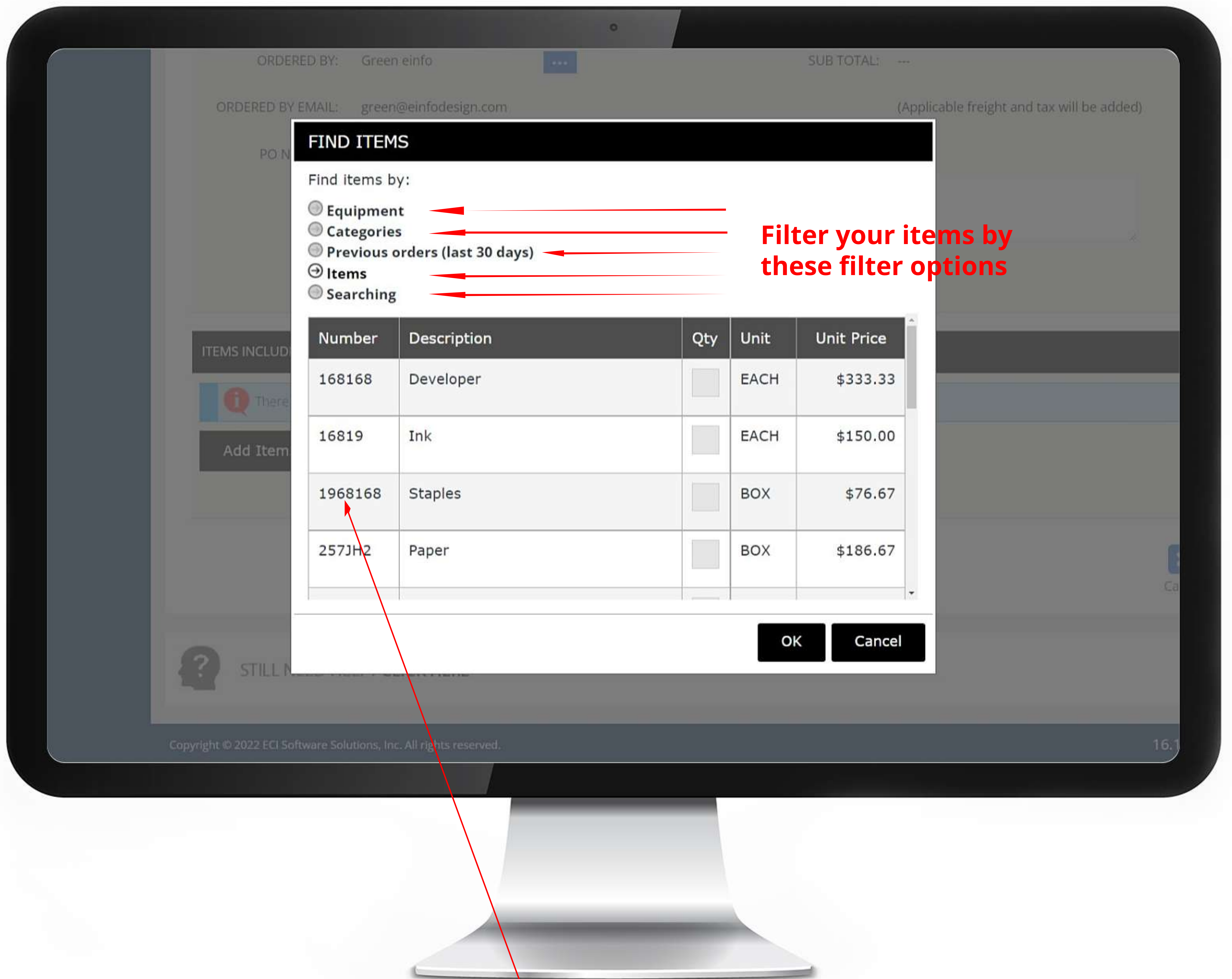
**Choose the equipment you need supplies for.**

**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.
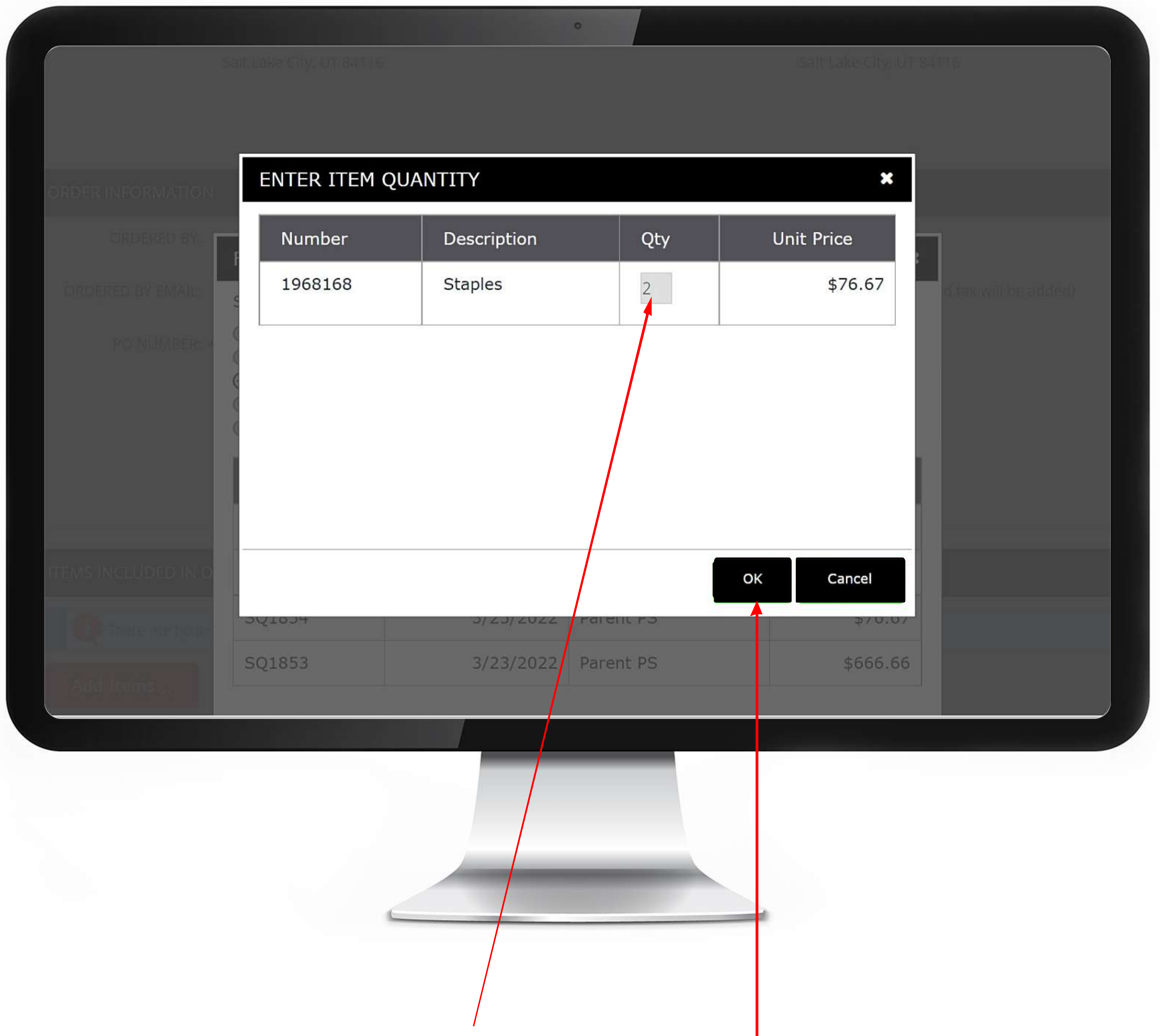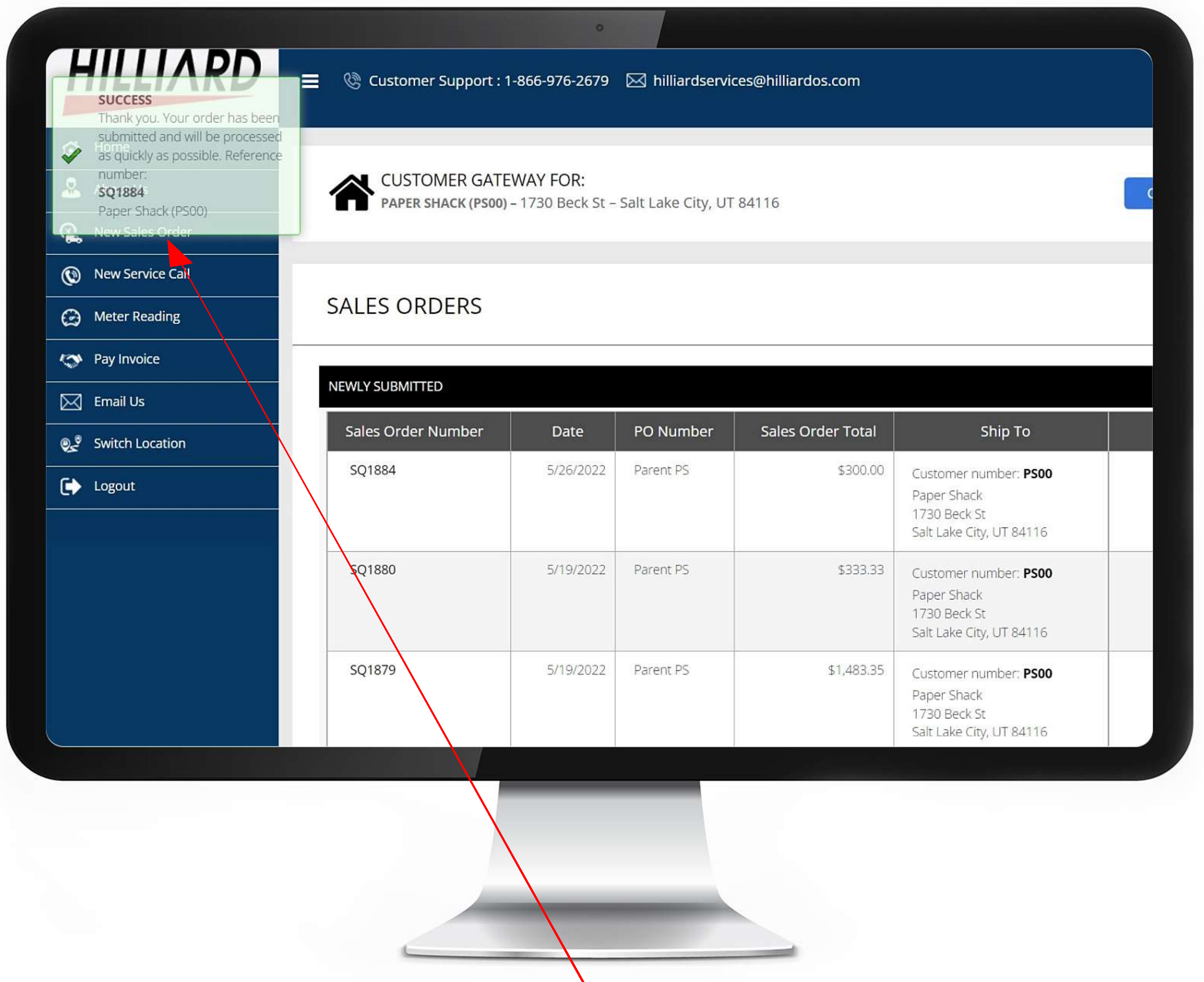


Enter the quantity and click ok

**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: SQ1884
Paper Shack (PS00)

HILLIARD

Customer Support : 1-866-976-2679   hilliardservices@hilliardos.com

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

New Sales Order

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 | Ship To | |
|---|---|---|---|---|---|
| SQ1884 | 5/26/2022 | Parent PS | $300.00 | Customer number: **PS00** Paper Shack 1730 Beck St Salt Lake City, UT 84116 | |
| SQ1880 | 5/19/2022 | Parent PS | $333.33 | Customer number: **PS00** Paper Shack 1730 Beck St Salt Lake City, UT 84116 | |
| SQ1879 | 5/19/2022 | Parent PS | $1,483.35 | Customer number: **PS00** Paper Shack 1730 Beck St Salt Lake City, UT 84116 | |

This successful message will appear

Supply Order Completed