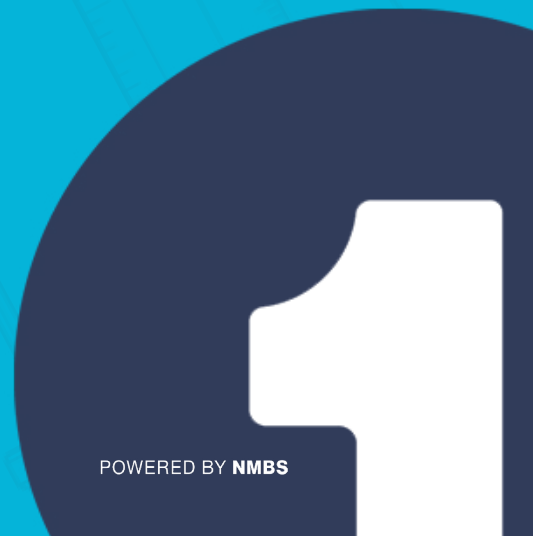


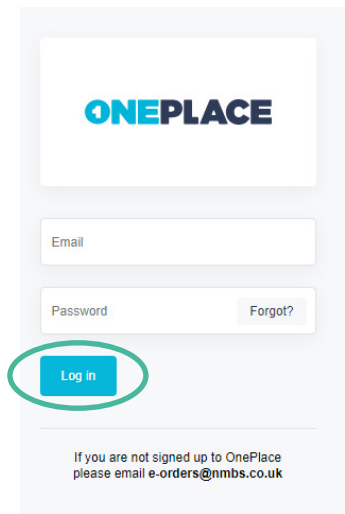
# CREATING A QUICK ORDER

# **1**ONEPLACE



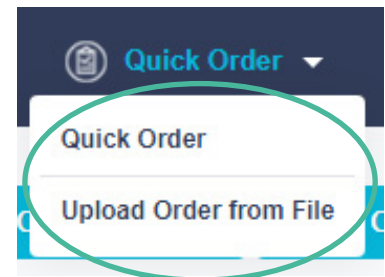
## CREATING A QUICK ORDER

**Step 1:** Go to [www.nmbs-one-place.co.uk/account/login](http://www.nmbs-one-place.co.uk/account/login) and type in your login details.



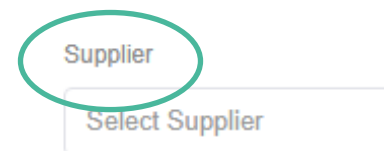
The screenshot shows the ONEPLACE login interface. At the top is the ONEPLACE logo. Below it are two input fields: 'Email' and 'Password'. To the right of the 'Password' field is a 'Forgot?' link. A blue 'Log in' button is highlighted with a green circle. At the bottom, there is a note: 'If you are not signed up to OnePlace please email [e-orders@nmbs.co.uk](mailto:e-orders@nmbs.co.uk)'.

**Step 2:** Hover over 'Quick Order' and select 'Quick Order'.



The screenshot shows a dark blue header with a 'Quick Order' dropdown menu. The dropdown is open, showing two options: 'Quick Order' and 'Upload Order from File'. The 'Quick Order' option is circled in green.

**Step 3:** Type in the supplier you are looking to place an order with.



The screenshot shows a form field for 'Supplier'. The label 'Supplier' is circled in green. Below the label is a text input field with the placeholder text 'Select Supplier'.

## CREATING A QUICK ORDER

**Step 4:** Insert details into the fields.

The screenshot shows two sections of the user interface. The top section, 'Order Details', contains a 'Purchase Order Number' input field and an 'Order Date' field with a calendar icon, showing '28/09/2021'. The bottom section, 'Buyer & Delivery Contact Details', includes an 'Order Acknowledgment Email' input field, a 'Buyer' dropdown menu with 'Select Buyer' selected, and a 'Buyer Name' input field. On the right side of this section, there are input fields for 'Delivery To Name', 'Delivery To Contact Tel. No.', and 'Delivery To Contact Email'. A 'Buyer Contact Tel.' input field is also present. A blue button labeled 'Apply to Other Orders' is located in the top right corner of the 'Buyer & Delivery Contact Details' section.

**Step 5a:** If you decide to add by line, you will be prompted to search for each product by their description or part number and input the quantity you would like.

**Step 5b:** Alternatively, you can add bulk lines. This means that if you export your purchase order to a spreadsheet, you can copy the part number and quantity into the bulk line option. This will automatically populate the order lines for you.

The diagram illustrates the 'Add Bulk Lines' process. It features two buttons: '+ Add Line' and '+ Add Bulk Lines'. The '+ Add Bulk Lines' button is circled in green. Below the buttons, a table with columns 'Line', 'Image', and 'Product Code' is shown. The '+ Add Bulk Lines' button is also circled in green. Below the table, a table with columns 'Part Number' and 'Quantity' is shown, with the number '1' in the 'Part Number' column.

Line	Image	Product Code

+ Add Line + Add Bulk Lines

Add Bulk Lines

Part Number	Quantity
1	

## CREATING A QUICK ORDER

**Step 6:** Check that all product codes, quantities and prices are correct.

Line	Image	Product Code	Name	Quantity	MOQ	Classification	Quantity (CM)	Unit Price (net)	Tax %	Total Inc. VAT	Total Inc. VAT
1		TestActive	Active Pinned Text	1	1.00		0.00	£10.00	20.00	£10.00	£12.00
2		40134004055004	ActiveProductTest	1	1.00		1.00	£1.00	20.00	£1.00	£1.20

**Step 7:** Once you are happy with your order, click 'Submit'. Alternatively, if you want to save your order for a later date then you can click the save option.

