

Select Vendor for Order Form User Manual

Introduction

Welcome to the Select Vendor for Order Form, a tool designed to help you efficiently place and manage orders with different vendors. This user manual provides guidance on how to use the features of this form.

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1. Getting Started

1.1 Overview

The Select Vendor for Order Form is a feature within our software that allows users to choose vendors and place orders seamlessly.

1.2 Accessing the Select Vendor for Order Form

To access the Select Vendor for Order Form, follow these steps:

- Navigate to the main menu.
- Locate and click on the “Select Vendor for Order” option.

2. Using the Select Vendor for Order Form

2.1 Form Layout

The form consists of the following elements:

- **Vendor Dropdown**: Choose a vendor from the list.
- **Place Order Button**: Initiate the order placement process.
- **Batch Order Button**: Generate batch orders for multiple vendors.
- **Help Button**: Access the user manual for assistance.

2.2 Placing a Single Order

1. Select a vendor from the dropdown list.
2. Click the “Place Order” button.
3. A CSV file with the order details will be generated and saved.
4. An email with the order sheet attached will be opened.

2.3 Placing a Batch Order

1. Click the “Batch Order” button.
2. Confirm the batch order generation.
3. CSV files for each vendor will be saved.
4. Emails with order sheets attached will be opened for each vendor.

2.4 Canceling the Operation

- Click the “Cancel” button to clear all fields and exit the form.

2.5 Help and Assistance

- Click the “Help” button to open the user manual for detailed assistance.

3. Troubleshooting

3.1 Common Issues

- If an error occurs during order placement, ensure all fields are filled correctly.

3.2 Support

For additional assistance:

- Check the troubleshooting section in this manual.