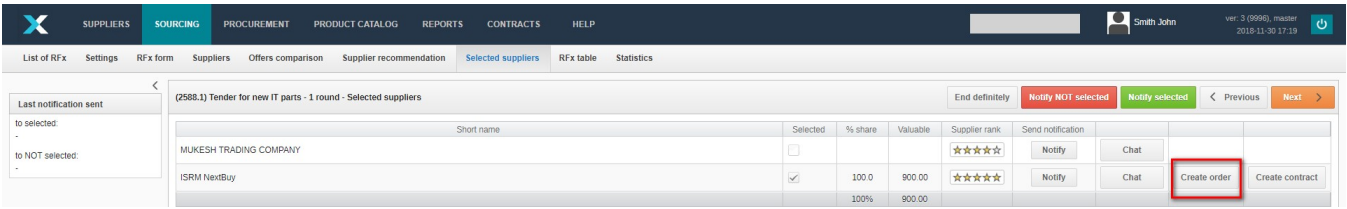# Creating an order

The order can be created in three ways:

a) in the **RFx selected suppliers** must be clicked to **create an order**,

A window will appear in which you must select the order **type** and the **default VAT rate .** The system also allows you to copy attachments from the tender.
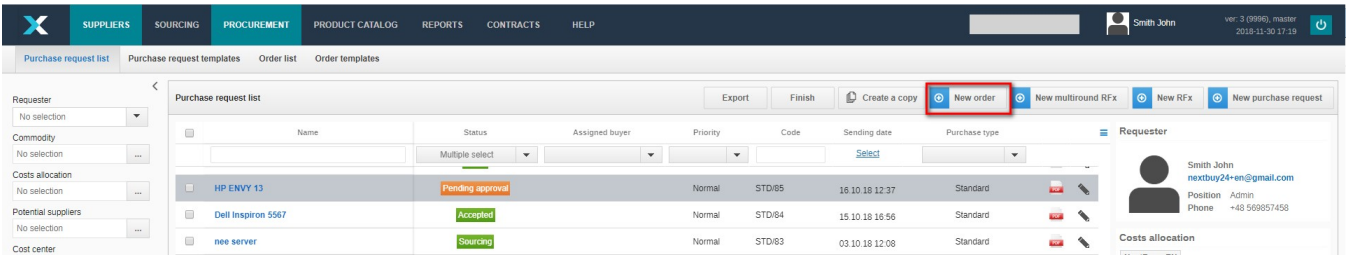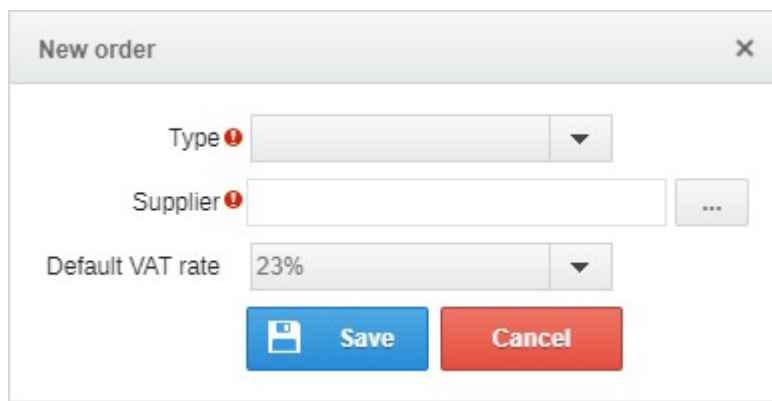

b) clicking on the **procurement** tab> **purchase request list**, then select the purchase request and click on the **new order** button,
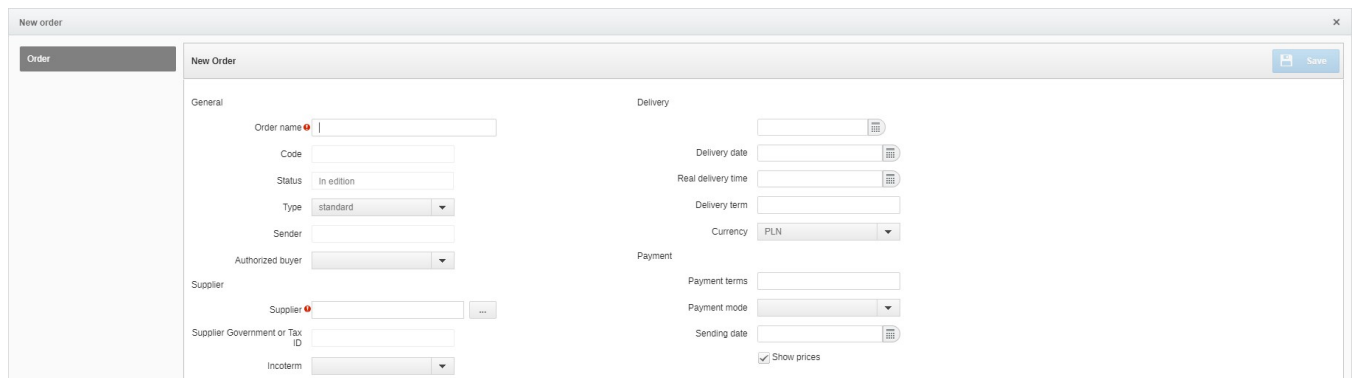

A window will open in which you should select the **type** of order, assign the **supplier** and the **default VAT rate**, then click the **save** button.
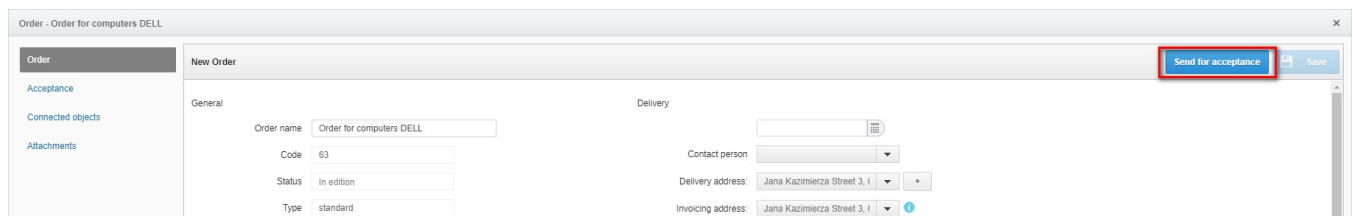
c) By clicking the **new order** button in the **procurement** tab> **list of orders**. An empty form will appear, where all fields should be filled in. After filling it, click the **save** button.
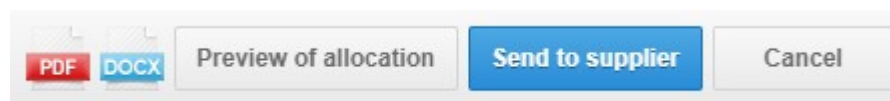

After completing all information, click the **send for acceptance** button.

After accepting the order by colleagues, there are two options:

a) allocation preview

Allocation of costs

Dell Inspiron 5567

Organization Units	Cost center	Division (quantity)	Division (%)	Value	Comment
NextBuy - EN		1	100	650	

b) send to the supplier (to be able to send the order, please specify the contact person)

Contact person: Adam Pietruszewski

To message

Send | Upload empty template | English

B I U S ☰ ☰ Background ▾ Foreground ▾

Hello,

I hereby send to you order number: 58

To view order, please click Go to order

Confirm orders arrival | **Reject order**

Best regards,

Smith John
NextBuy demo EN
nextbuy24+en@gmail.com
+48 569857458

Email generated automatically, please do not respond
In case of any technical problems, please contact NextBuy technical support by email: support@nextbuy24.com or phone +48 730 602 375

It is also possible to add attachments to the order. Only the person creating the order can add an attachment.

Order - Dell Inspiron 5567

Order
Acceptance
Connected objects
Sent versions
Attachments
Delivery

Attachments

Upload

scrum.pub

User Smith John added a file scrum.pub 04.01.19 11:58

Drop file here to add.

B I U S ☰ ☰ Background ▾ Foreground ▾

💾 Save

Also check: