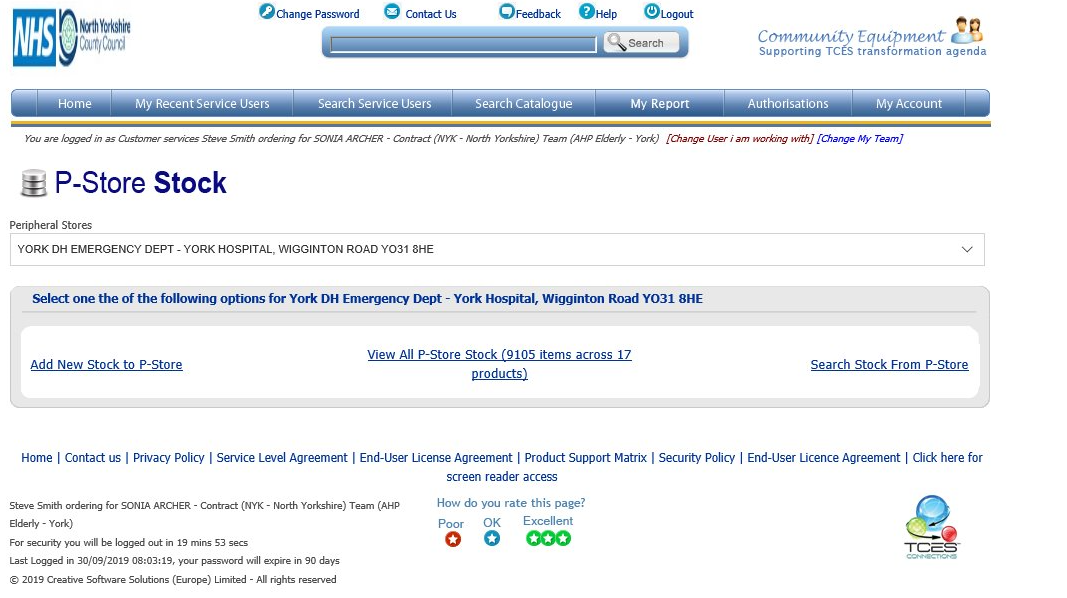
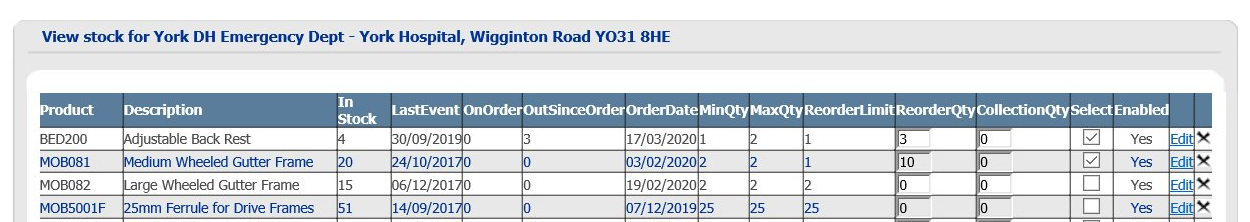


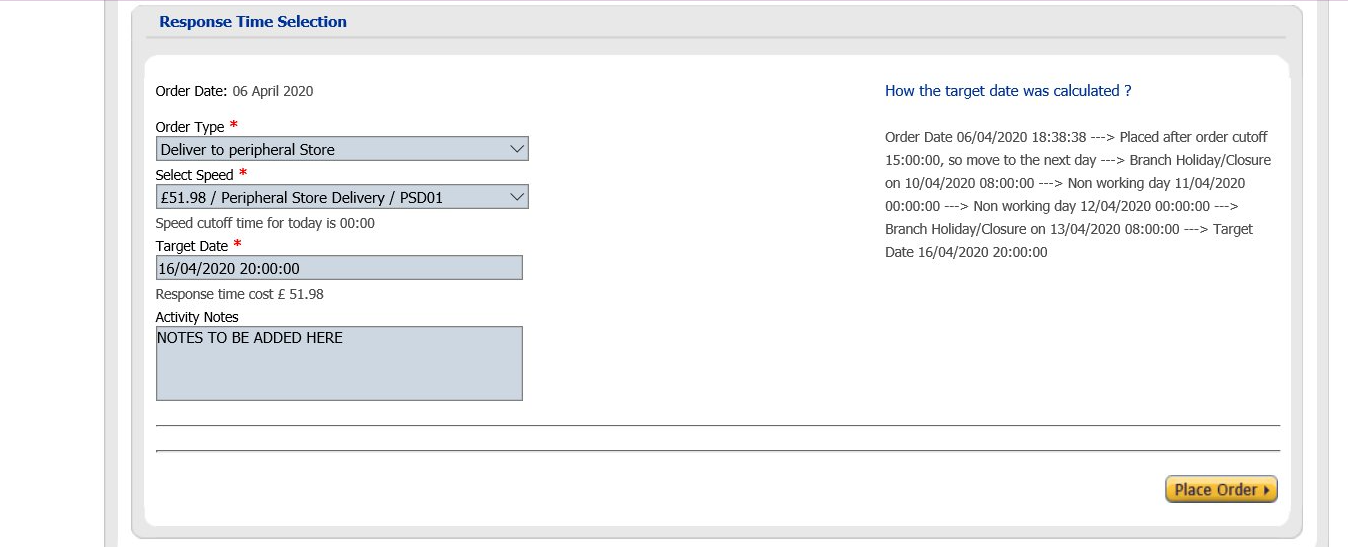
1. From the home page on TCES select “Manage Peripheral Store”



1. Select the correct store from the “Peripheral Stores” drop down list
2. Select “View All P-Store Stock”



1. Select “Reorder Qty” on first item to be ordered and enter the quantity to be ordered the click on the “Select” box. Complete for all items required



1. From “Order Type” choose “Deliver to peripheral Store”

Select speed for delivery(currently only one)

Target date (self populates)

Add any “Activity Notes”

Click on “Place Order