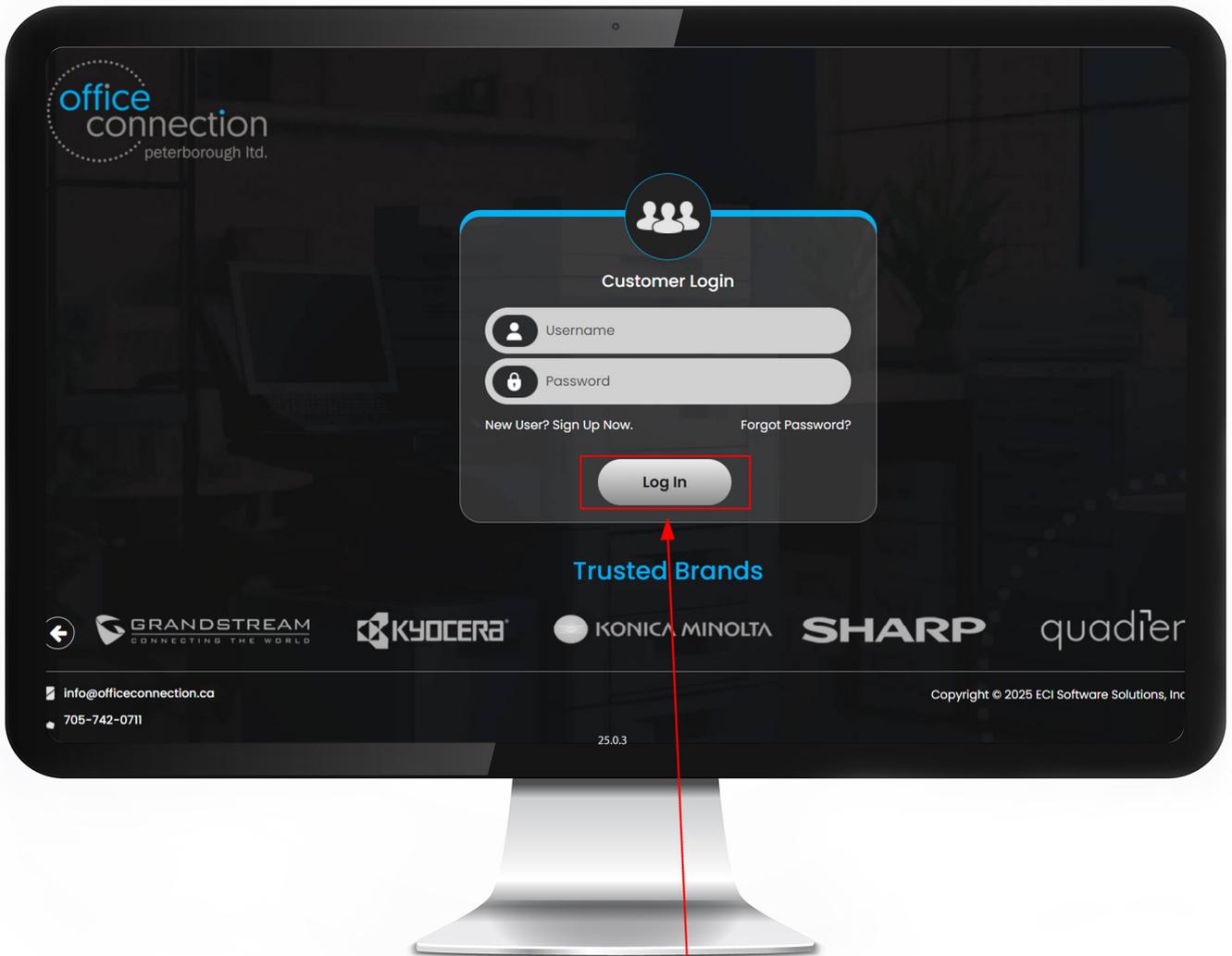


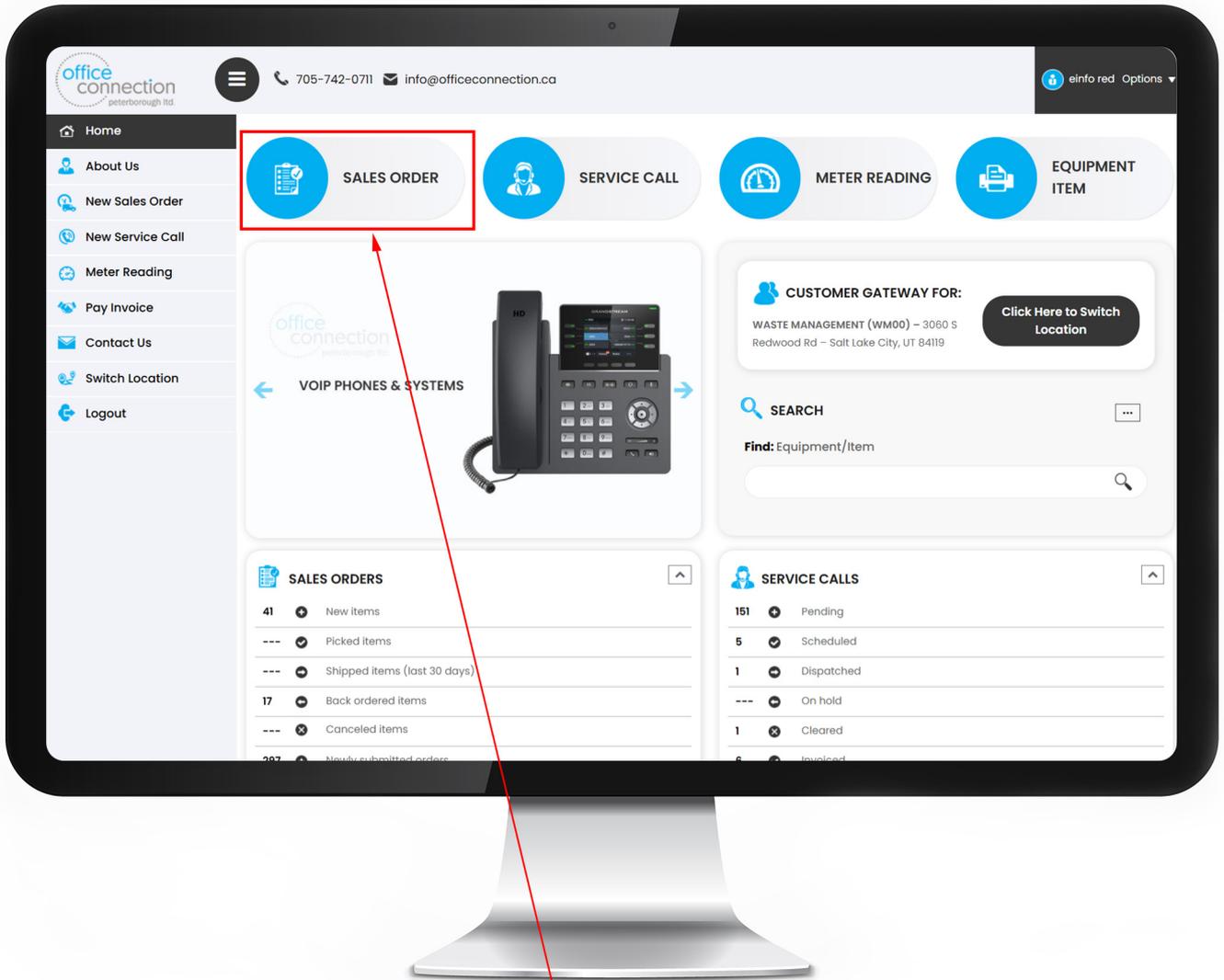
1. How to Place a Sales Order:

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



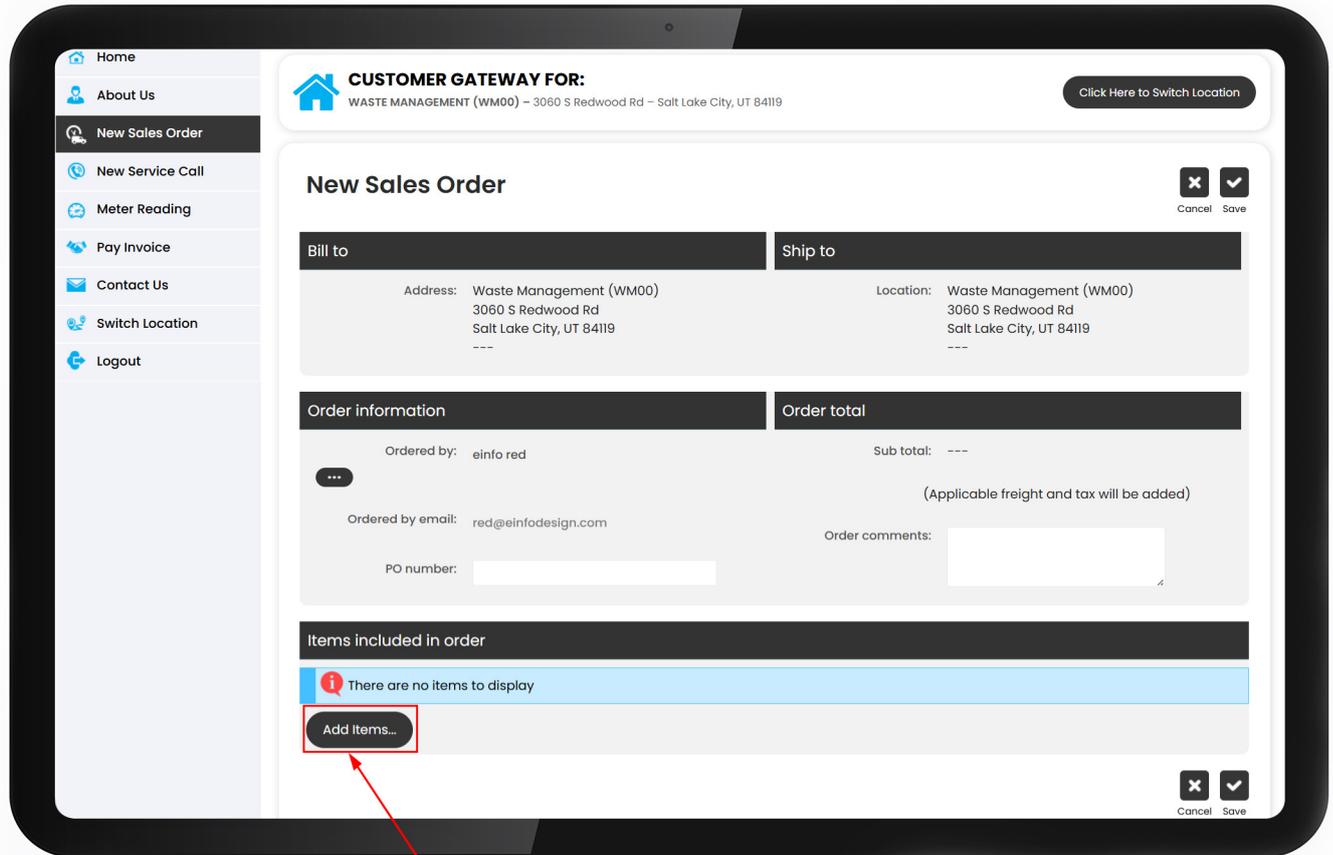
Login Button

➔ 1.2) Click on Sales Order :- On the Dashboard screen, click on the Sales Order button.



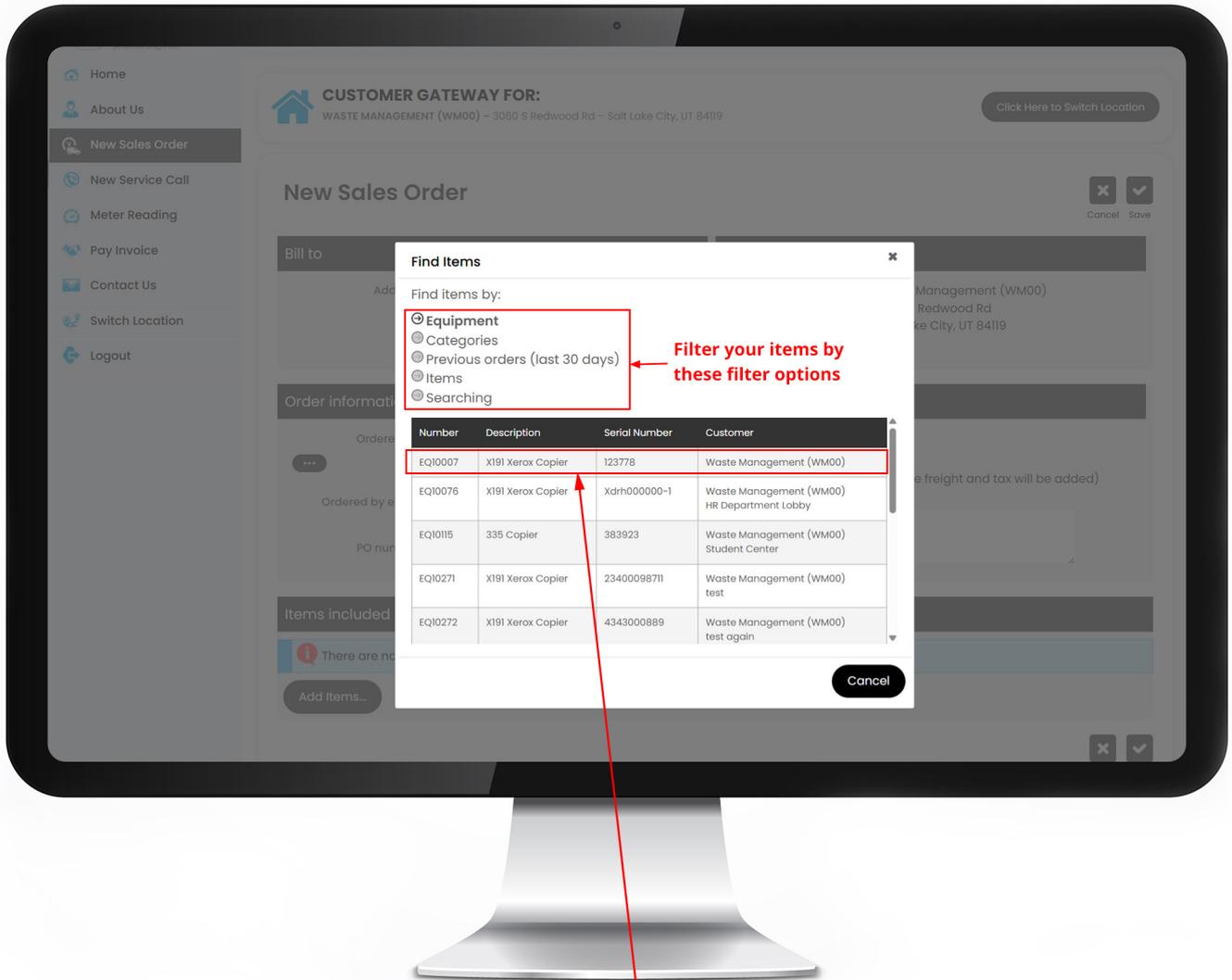
Sales Order Button

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

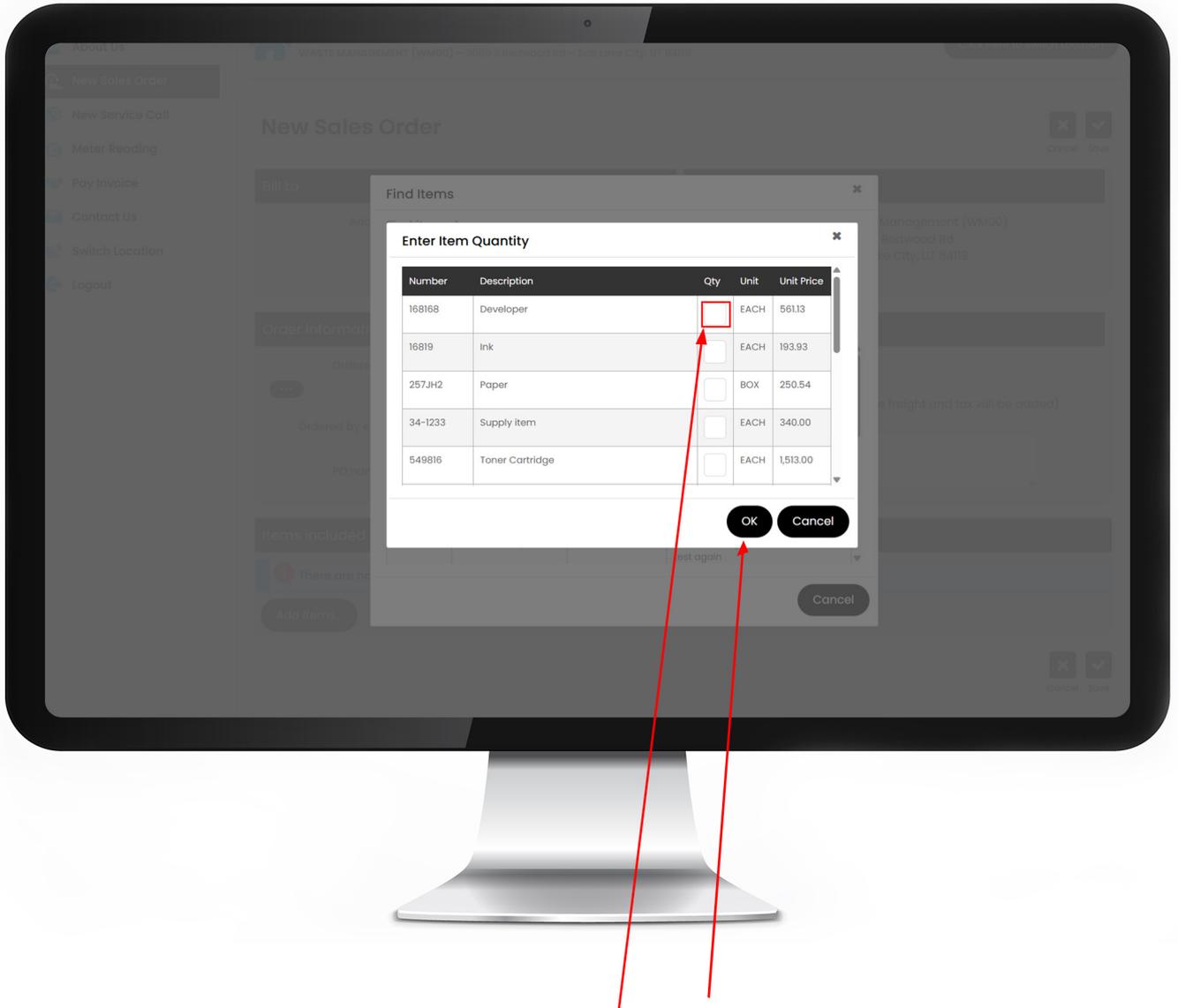


Add Items Button

➔ **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.

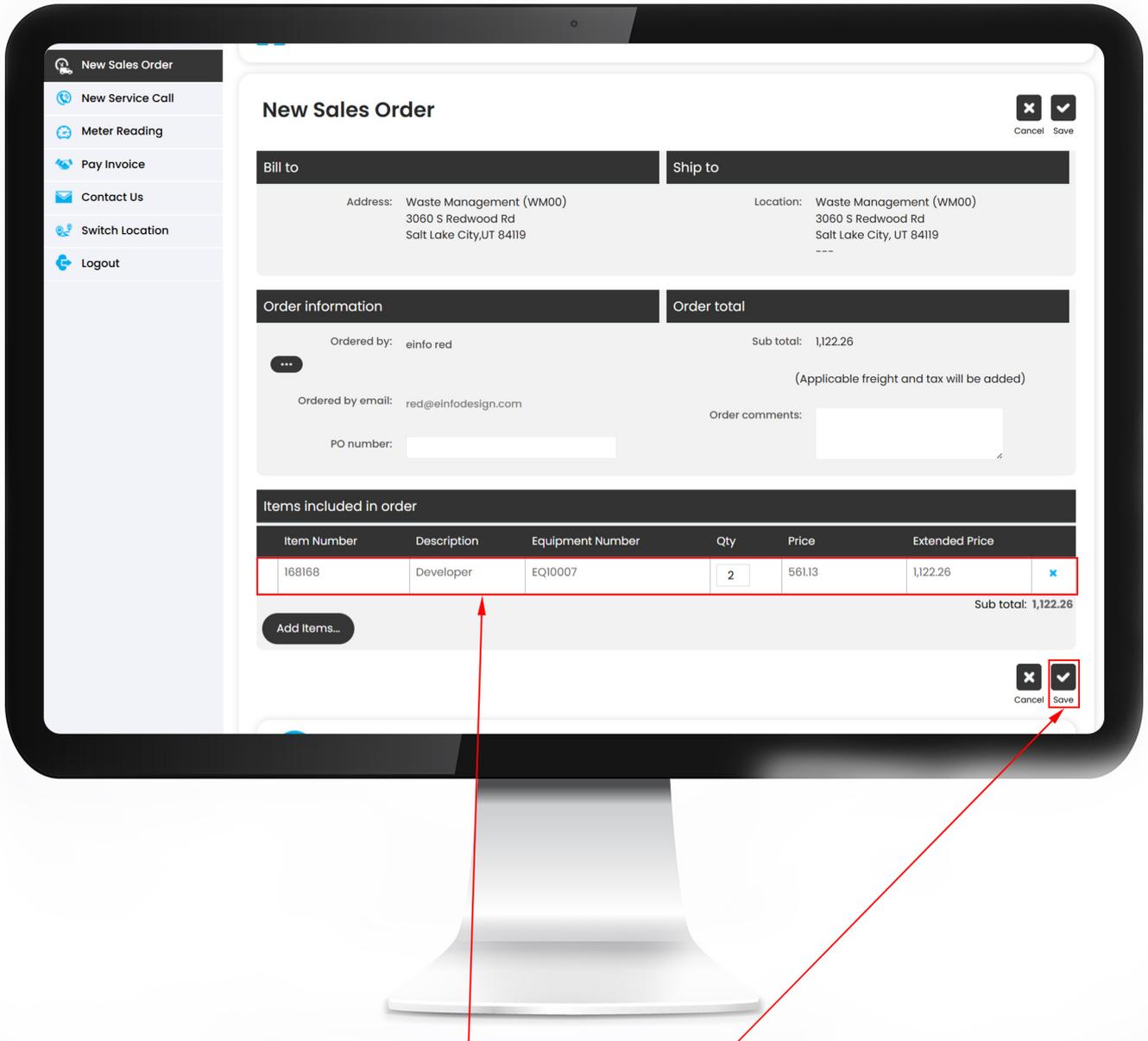


- **1.5) Enter the quantity you would like to order :-** On the new popup, enter the quantity you would like to order. Then click the OK button.

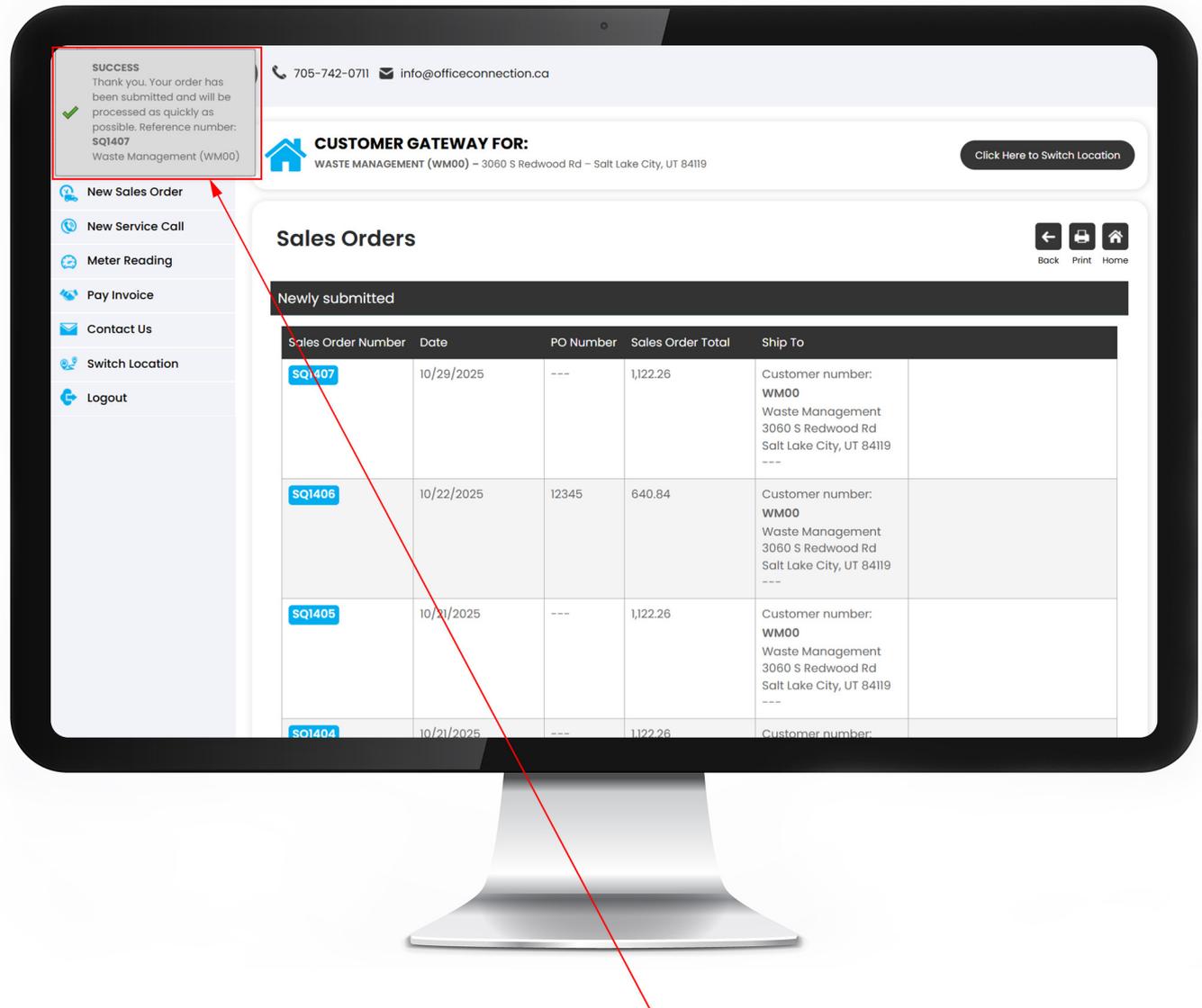


Enter the quantity and click ok

→ **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.



705-742-0711 info@officeconnection.ca



CUSTOMER GATEWAY FOR:

WASTE MANAGEMENT (WM00) - 3060 S Redwood Rd - Salt Lake City, UT 84119

[Click Here to Switch Location](#)

New Sales Order

New Service Call

Meter Reading

Pay Invoice

Contact Us

Switch Location

Logout

Sales Orders

Back Print Home

Newly submitted

Sales Order Number	Date	PO Number	Sales Order Total	Ship To
SQ1407	10/29/2025	---	1,122.26	Customer number: WM00 Waste Management 3060 S Redwood Rd Salt Lake City, UT 84119 ---
SQ1406	10/22/2025	12345	640.84	Customer number: WM00 Waste Management 3060 S Redwood Rd Salt Lake City, UT 84119 ---
SQ1405	10/21/2025	---	1,122.26	Customer number: WM00 Waste Management 3060 S Redwood Rd Salt Lake City, UT 84119 ---
SQ1404	10/21/2025	---	1,122.26	Customer number:

This successful message will appear

Sales Order
Complete