

# INSTRUCTIONS FOR PLACING ORDERS VIA THE SEZAM SYSTEM

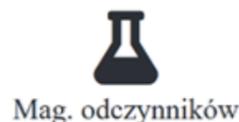
Logging: using CAS. Link: <https://cnbch.uw.edu.pl/portal>

## PLACING ORDERS

Functionality only for CNBCh

### STEP 1

select the first icon - **Order**-



### STEP 2

- New order -

Nowe zamówienie

### STEP 3

-Choose a financial project-

-- Wybierz projekt finansowy --

-- Wybierz kategorię zamówienia --

### STEP 4

- Choose an order category -

**NOTICE:** after choosing a category: **Computer accessories, Computers and Consumables** - after "clicking" - **Search for item** - the list of available stock in succession contracts will be developed will be displayed. If there is no corresponding assortment in the list, change the category to **OTHER**.

Aksesoria komputerowe

Statim Piotr Wypijewski ul. Głogowska 3 01-743 Warszawa

Szukaj artykułu

### STEP 5

- Add files -  
and/or  
- Add comment-

documents relevant to the order (e.g. proof of estimate - price quotations, etc.) should be attached by choosing the "**Add files**" option. In the case of an estimate based on a single order, a justification should be entered in the "**Add comment**" box. If the files are too large, use pdf compression.

Części zamienne do aparatów o nr. inwentarzowym

The delivery address may be modified.

Adres dostawy:

Pasteura 1, 02-093 Warszawa

Dodaj pliki

Dodaj komentarz

### STEP 6

- Send-

after completing the required steps, use the option "**Send**". The order is sent to the next stages of approval. Once an order has been sent, it cannot be edited.

OR

- Save for later use-

Wyślij

Zachowaj na później

A saved order with the option to save for later use will be editable.

**NOTICE:** attached files will not be saved when the form is saved for later use.

Questions, comments can be submitted to the following e-mail address: [sezam.chemia@chem.uw.edu.pl](mailto:sezam.chemia@chem.uw.edu.pl)