Employee Tools-Supply Order Form

Log into My Siena.
In the My Tools area under Employee Tools, click the Supply Order Form link.
The Accounts Payable page will display.
In the Supply Order Form portlet:
- Click the list arrows under Items to select each of the items that are to be ordered (see illustration below).
- In the Quantity column, select the number of each supply that is to be ordered.

Click the Add to Order button.
The supplies you have selected will appear under the Your Order portlet (see illustration below).

In the Your Order portlet, input the information as shown in the illustration above.
Click the Delete button next to an item to remove it from the Item list.
Click the **Submit Order** button to order the supplies.

Click the **Clear Order** button to remove the items from the **Item** list under **Your Order**.