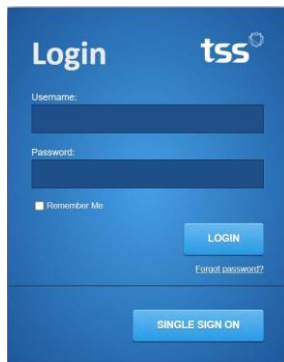


## Ordering process in CCIS for webLogger II and webLogger II Dry-Ice

1

### Login

- Open the Internet browser and access [az.ccis.se](http://az.ccis.se)
- Login with your username and password or click on Single Sign On



2

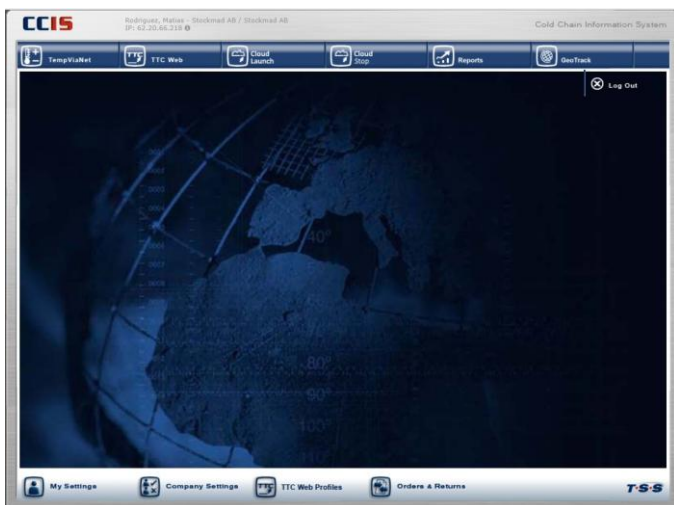
Please **do not** order Sentinel loggers via CCIS or TSS customer service, as the sentinel orders are managed by TSS, and you will receive the loggers automatically when it is needed.



3

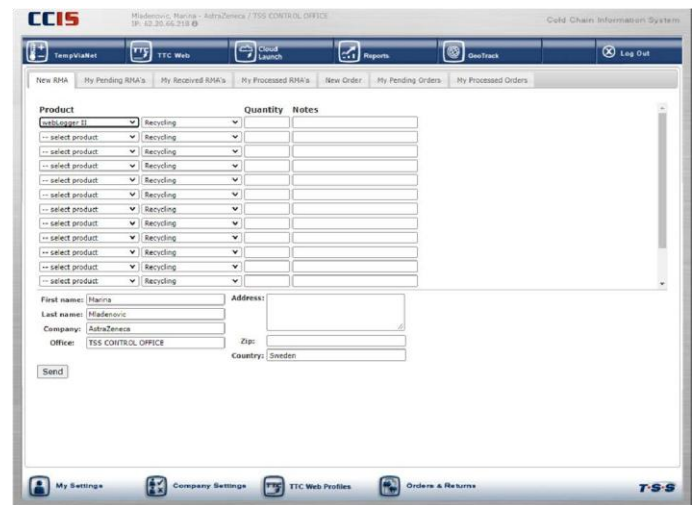
### Create a new order

Click on Orders & Returns in the bottom menu bar

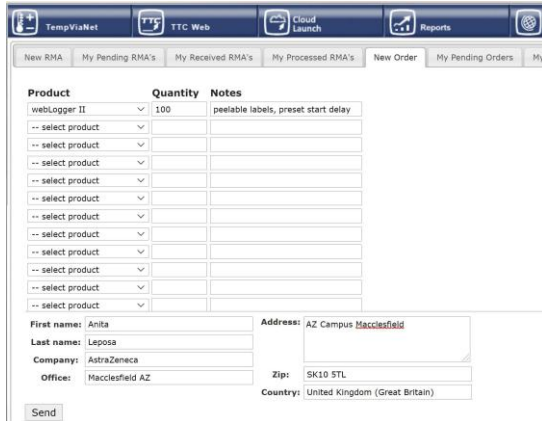


4

Click on the New Order tab



- a. Select the type of the device from the drop-down list.
- b. Add the required quantity.
- c. Please add the word “Global PO” in the notes field if you are ordering against the Global.



The screenshot shows a web application interface with a navigation bar at the top containing 'TempViaNet', 'TTC Web', 'Cloud Launch', and 'Reports'. Below the navigation bar are tabs for 'New RMA', 'My Pending RMA's', 'My Received RMA's', 'My Processed RMA's', 'New Order', and 'My Pending Orders'. The main content area is divided into two sections. The top section is a table with three columns: 'Product', 'Quantity', and 'Notes'. The first row contains 'webLogger II', '100', and 'peelable labels, preset start delay'. Below this are several rows with a dropdown menu for product selection, each with empty quantity and notes fields. The bottom section is a form for customer information with fields for 'First name: Anita', 'Last name: Leposa', 'Company: AstraZeneca', 'Office: Macclesfield AZ', 'Address: AZ Campus Macclesfield', 'Zip: SK10 5TL', and 'Country: United Kingdom (Great Britain)'. A 'Send' button is located at the bottom left of the form.

Please note that the ZIP field is mandatory. Write 0000 in the field in case the postcode is unknown