

Supply Order Form

Issue

- Want a way for employees to be able to “order” items internally, whether it’s marketing materials, uniforms, or office supplies

Solution





- SharePoint list: used to track orders
- Canvas App form: used to collect information order
- Power Automate: used to send email when new order is submitted

Supply Order Form - Examples

Uniform Options

Filters

Gender: Female

	Short-sleeve button up - dark navy Shirt- Female	+
	Short-sleeve button up - light blue Shirt- Female	+
	Long-sleeve button up - dark navy Shirt- Female	+
	Long-sleeve button up - light blue Shirt- Female	+

Branded Office Supplies Request

* Request For: John Doe

* Location: Appleton

* Select a desired branded office supplies: Foldover Notecard & Envelope

* Full Name: John Doe

* Quantity: 5 Packs of 250


* Email: johndoe@hbs.net

* Phone: 123-456-7890


* Shipping To: Company

* Shipping Address: 2893 Main St., Appleton, WI 54913

Add Supply to List

9x12 Mailer Envelope 

5 Boxes of 500

Window Standard Envelopes 

2 Boxes of 1000