

Hey Girls – How to place order

- ✓ To gain access to the folder with the order form, please either [Click here](#) or go to the SharePoint – Human Resources Information Centre / Managers / Wellbeing / Hey Girls.
- ✓ Complete order form - to note, we are offering two different products, but the selection offers different quantities.
- ✓ Raise PO on SAP – use Vendor number: 0003383285
- ✓ Add PO to order form and email to daisy@heygirls.co.uk