

# How to send an order.

An order will be registered in planmanager and in most cases emailed to the supplier. To realize this? click on the "Communication" button in the order screen.

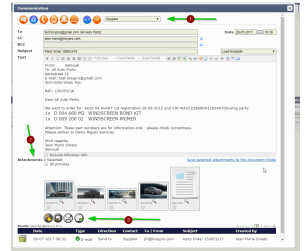
**Claim # 150053**

Order nr: 18 Normal order  
Make: AUDI  
Model: A4 SALOON  
Supplier: All Auto Parts  
Supplier Invoice Nr:   
Comment:   
Creator: Jean-Marie Smets  
Creation Date: 28-07-2017 10:36  
Order date:   
Location: Demo Repair Services  
Status: Created  
Preferred Supply Date:   
Purchase Value: £ 0  
Sale Value: £ 0  
Estimation:   
Buttons: Save, Calculate Total, Communicate

- Action -	#	Partnumber	Description	Quant.	Recvd.	Sale	Rebate%	Purchase
1	1	D 004 660 M2	WINDSCREEN BOND KIT	1	0	£ 45.12	0.00 % Rebate	£ 0.00
1	2	D 009 200 02	WINDSCREEN PRIMER	1	0	£ 8.22	0.00 % Rebate	£ 0.00

Update selected lines - Set status to - Select One -

This will open the communication window with a template, already addressed to the supplier. Here you can eventually select photos or documents to attach to the mail.















You can then send the mail by clicking on the send button

It is possible to add photos to each line in an order. This can be done manually by clicking on the tab "Job" - "Order List" and opening an order line.

You will see that on each line, there is a small icon of a camera on which you can click to add photos.

When you send an order to the supplier, you can add these pictures.

			#	No de piece
				1
				2 C2Z23088
				3 C2Z16532

Unikátní ID: #2072

Autor: Jean-Marie

Aktualizováno: 2019-10-08 11:19