



## How do I print an order to fax?

Orders are still received by fax by many suppliers. You can not fax directly from PlanManager. You can send a document to a printer that can fax, or simply print the document to fax it as a paper document.

To send a document to a printer: click the "Communicate" button in the order

screen to open the communication screen. Then select the icon "fax" , the icon "send to"  and for third party you choose "supplier".

Fill in your text:



The screenshot shows the "Communication" interface. At the top, there is a toolbar with icons for SMS, email, phone, mobile, printer, and a menu. Below the toolbar, there are buttons for "OUT" and "IN", and a dropdown menu set to "Supplier". The main area is divided into "To" (info@supplier.com), "Subject" (Order 228/16368), and "Text". The text area contains the following content: "Réf.: 228/16368", "Dear supplier,", and "We want to order for: TESLA S 1st registration and VIN following pieces:". A rich text editor toolbar is visible above the text area.

And then click on the print button: . There will be a PDF file that you can print or fax.

Unikátní ID: #2042

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Aktualizováno: 2019-10-08 10:55