

Communication

How do I print an order?

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"



icon "send to" and for third party you choose "supplier".

Fill in your text:

Communication

Icons: SMS, @, Phone, Mobile, Fax, Edit, Chat, More, Send to, Download, select a contact

To: info@supplier.com

Date: 20-04-2022 11:09

Subject: Parts Order 2127 / YB68UPP

Template: Load template

B I U [Text formatting icons] Font Size... Font Family... Font Format

Order Number **2127 /**

Dear ,

We would like to order the following parts for vehicle reg **YB68UPP**, MERCEDES-BENZ A 180 AMG LINE EX...

WDD1770032V007845

Attention: These part numbers have been generated through our Audatex system. Please can I ask that these are checked by you to ensure they are the correct parts for this vehicle.



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

Unique solution ID: #1564

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