

# Orders

## How can I mark delivered parts as received?

The follow up of your orders can be made through the deliveries menu on top of the claims screen. By using the filter on the top you can select the deliveries you want to see.

-Action-	Job Order	#	Part Number	Description	Quant.	Recvd.	Sale	Discount%	Purchase	Total Sale	Total Purchase	Status	S
1	Normal order 1414	1	17 13 423	CLIGNOTANT LAT G	1	0	€ 100,00	43,25 % Rebate	€ 56,75	€ 0,00	€ 0,00	Backorder	0
1	Normal order 1414	2	61 02 365	AILE AVG	1		€ 191,50	0,00 % Rebate	€ 191,50	€ 0,00	€ 0,00	Backorder	0
1	Normal order 1414	3	61 01 356	COQUILLE D'AILE AVG	1		€ 28,70	0,00 % Rebate	€ 28,70	€ 0,00	€ 0,00	Backorder	0

To access this screen in a job, click the order button, this will send you to the deliveries page as shown above.

Quant.	Number	Name	Price
1.00	1718734	LUCHTROOSTER BUMP V	€ 49,72
1.00	2048467	RADIATORROOSTER	€ 62,95
1.00		KLEIN MATERIAAL	€ 2,25

Marking parts ordered and received.

The parts marking can be done in two ways: the selection processing or line by line.

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✂	Normal order 1414	1	17 13 423	CLIGNOTANT LAT G	1	0	€ 100,00	43,25 % Rebate	€ 56,75	€ 0,00	€ 0,00	Backorder	0
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✂	Normal order 1414	3	61 01 356	COQUILLE D'AILE AVG	1		€ 28,70	0,00 % Rebate	€ 28,70	€ 0,00	€ 0,00	Backorder	0
✂	Normal order 1414	5	72 31 991	CLIP GARNITURE PORTE	1		€ 9,20	0,00 % Rebate	€ 9,20	€ 0,00	€ 0,00	Backorder	0
✂	Normal order 1417	2	44 18 711	JT SUP PARE BRISE	1		€ 14,25	0,00 % Rebate	€ 14,25	€ 0,00	€ 0,00	Backorder	0
✂	Normal order 1417	3	44 33 784	JT INF PARE BRISE	1		€ 50,50	0,00 % Rebate	€ 50,50	€ 0,00	€ 0,00	Backorder	0
✂	Normal order 1428	5	44 08 628	PROTECT PORTE ARD	1		€ 75,40	0,00 % Rebate	€ 75,40	€ 0,00	€ 0,00	Backorder	0
✂	Normal order 1455	1	64 00 642	PARE-CHOCS AV	1		€ 596,50	0,00 % Rebate	€ 596,50	€ 0,00	€ 0,00	Ordered	0



To adjust the line, click the 'edit' icon in that line . The operation panel of that line appears.

Part Number: 17 13 423  
Description: CLIGNOTANT LAT G  
Type: Parts  
Quantity: 1 Ordered, 0 Received  
Sale Value: € 100  
Percentage: 43.25 % Rebate  
Purchase Value: € 56.75  
Status: Backorder  
Total received Sale: € 0.00  
Total received Purchase: € 0.00  
Save

On this panel you can add the quantity received, the sale value, rebate or purchase value and eventually a comment. Then click the 'Save' button to save your changes and close and the edit panel. If necessary, the system will have changed the status of that line.

Unique solution ID: #2466

Author: Jean-Marie

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