Orders 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.

PlanManager													Help	ATR	Claim
Back Claims List	Order list	Deliveries	Offer Reque	sts Sto	ck S	icale Vat Book	DMS	Albatros	Carpass	Audatex				•	
Claim # 1500	53														
Order nr	18 Normal order						Creator					Jean-Mari	Jean-Marie Smets		
Make	AUDI									Creation Date			28-07-20	17 10:36	
Model	A4 SALOON									Order date					
Supplier	All Auto Parts					•				Location			Demo Rep	air Services	•
Supplier Invoice Nr										Status			Created		•
Comment										Preferred Supply I	Date 🕟				
										Purchase Value	3		5.0		
										Sale Value			£ 0		Use Tota
										Estimation		1			
								Save Calculate Total C		mmunicate					
Add Line	Results: 2 i	items found.								Garo	010101				
- Action -	•				# P	artnumber	I	Description	n		Quant.	Recvd.	Sale	Rebate%	Purchase
1		*	ی	0	1 C	004 660 M2	١	WINDSCREE	en bond k	αT	1	0	£ 45.12	0.00 % Rebate	£ 0.00
1		*	ی	0	2 C	009 200 02	١	WINDSCREE	EN PRIMER		1	0	£ 8.22	0.00 % Rebate	£ 0.00
														Total r	eceived £ 0.00
		Up	date selected	lines - S	et stat	tus to - Select O	ne -		T						

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

Orders



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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.

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