## 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.

		◀ Back									1	Sophia Bouhajra	🗭 Logoi	ut 🕑 Engli	sh (GB)
	or	Job List W	/informex	Order list	Job Queue	Audanet	Deliverie	offer Requests	Stock	Ubench	Scale	Vat Book	OMS Alb	atros Carj	pass
PlanManag	er	Calendar													
COMMUNICATION	-	Filmer													
HELP	?	Filter Reset Export													
WORKSHOP		select a location	`	<ul> <li>select a suppli</li> </ul>	er 🗸	Ordered X		Normal order	~						
WORKSHOP	0					Partially rece									
ЈОВ	Ē					Backorder X									
PLANNING	▦	type a registration		type a job numt	per	type an Orde	r number	type a part number or	name						
REPORT	.~	Advanced													
MAINTENANCE	ر کر														
		Add Line Res	ults: Viewing iti	ems 1-15 of 2100.									۲ ا	234567	8 140
SYSTEM	#	- Action -	~		Job Order	#	Part Number	Description	Quant.	Recvd. Sale	Discount	t% Purchas	e Total Sale	Total Purchase	Status
	æ	1	ŗ	· 🔹 🛞 🖸	Normal ord	ler 1414 1	17 13 423	CLIGNOTANT LAT G	1	0 €10	0,00 43,25 %	Rebate €56,75	€ 0,00	€ 0,00	Backorde
INVOICING	.0)	1	۶	• • •	Normal or	ler 1414 2	61 02 365	AILE AVG	1	€19	1,50 0,00 % R	ebate €191,50	€ 0,00	€0,00	Backorde
	_	1	ŗ	· • 😣 🖸	Normal ord	ler 1414 3	61 01 356	COQUILLE D'AILE AVG	1	€28	70 0,00 % R	ebate €28,70	€ 0,00	€ 0,00	Backorde

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

		Calendar						
Plan Manage	Order	Parts				×		
Flativiariage								
COMMUNICATION	In Sto	ock				Search		
HELP		Quant.	Number	Name		Price		
						_	Owner	CONTEC
WORKSHOP						Order	Driver	<b>a</b>
ЈОВ							Insured Party	9
	To Or	rder			Mode	Order 🗸 🗸	Referred By	9
PLANNING							Insurer	Standaard tarief
050007	~	Quant.	Number	Name		Price	Engineer	a
REPORT		1.00	1718734	LUCHTROOSTER BUMP V		€ 49,72	Repairer	LATEUR BVBA
MAINTENANCE	~	1.00	2048467	RADIATORROOSTER		€ 62,95	Broker	GEEN
	~	1.00		KLEIN MATERIAAL		€ 2,25		
SYSTEM				select a supplier	~	Order	Direct payment	
							All Parts In	0/0
RENTAL	Exist	ing orders					Rental Needed	
INVOICING	_						Job Admin	Job Admin 🗸
	Ad	ld Line Resu	ilts: No items found.				Financial 🗠	

Marking parts ordered and received.

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

Plan Manage					artially received 🗙									
COMMUNICATION		type a registration	type a job number	t	ype an Order number	type a part number or na	ame							
HELP	?	Advanced												
WORKSHOP	0	Add Line Results: View	ing items 1-15 of 2100.									۲ ا	234567	8 140
јов		- Action - 🗸 🗸 🗸		Job Order	# Part Number	Description	Quant.	Recvd.	Sale	Discount%	Purchase	Total Sale	Total Purchase	Status
PLANNING	曲	- Action - Select All Deselect All	۵ 🛚 🖬 ⊀	Normal order 1	414 1 17 13 423	CLIGNOTANT LAT G	1	0	€ 100,00	43,25 % Rebate	€ 56,75	€ 0,00	€ 0,00	Backorder
REPORT	<u>⊷</u>	Inverse Selection  Pending	۵ 🖻 🖬 ۲	Normal order 1	414 2 61 02 365	AILE AVG	1		€ 191,50	0,00 % Rebate	€ 191,50	€ 0,00	€ 0,00	Backorder
	يو	Ordered Partially received	۵ 🛚 🖬 ۴	Normal order 1	414 3 61 01 356	COQUILLE D'AILE AVG	1		€ 28,70	0,00 % Rebate	€ 28,70	€ 0,00	€ 0,00	Backorder
AINTENANCE		Received Returned Cancelled	۵ 🛚 🖬 ۴	Normal order 1	414 5 72 31 991	CLIP GARNITURE PORTE	1		€ 9,20	0,00 % Rebate	€9,20	€ 0,00	€ 0,00	Backorder
	ŧ	Not Pending	۵ 🖉 🖿 ⊀	Normal order 1	417 2 44 18 711	JT SUP PARE BRISE	1		€ 14,25	0,00 % Rebate	€ 14,25	€ 0,00	€ 0,00	Backorder
	æ	Not Ordered Not Partially Received Not Received	۵ 🖉 🖀 ۶	Normal order 1	417 3 44 33 784	JT INF PARE BRISE	1		€ 50,50	0,00 % Rebate	€ 50,50	€ 0,00	€ 0,00	Backorder
	_	Not Returned Not Cancelled	۵ 🖻 🖬 🖌	Normal order 1	428 5 44 08 628	PROTECT PORTE ARD	1		€ 75,40	0,00 % Rebate	€ 75,40	€0,00	€ 0,00	Backorder
NVOICING	(0)	1	۵ 🛚 🖬 ۲	Normal order 1	455 1 64 00 642	PARE-CHOCS AV	1		€ 596,50	0,00 % Rebate	€ 596,50	€ 0,00	€ 0,00	Ordered

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

Partially received 🗙 **P** Backorder 🗙 Edit Orderline × Part Number 17 13 423 Comment 0 1 2 3 4 5 6 7 8 ... 140 🕟 CLIGNOTANT LAT G Description Parts Туре Ordered Quantity 0 Received € 100 Sale Value % Rebate 🗸 Percentage 43.25 € 56.75 Purchase Value Backorde € 0.00 € 0.00 Status Fotal received Sale € 596,50 € 0,00

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.

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