

Orders (From Charge Up Job)

This article describes how to add an Order to Works for a Charge Up Job


NOTE: To add an Order, the Supplier must be entered in to Contacts. For more information see KAT 0312 and KAT-0313

To Add Orders for a Works;

Adding Orders for a Works is done from the ORDERS Tab OR the ORDERS Subnav of the WORKS: Window.

Quick Flow;

WORKS > ORDERS Subnav > **[Add Orders]** OR **ORDERS** Tab> **[Add]** > **Works Number** > **Supplier** > **Order Details** > **Additional Items** > **[Save]**

1. From the **WORKS** Window Press the **ORDERS** Subnav to expand, then Press on the **[Add Orders]** button  to display the SUPPLIER ORDERS Window. Go to step 3.



OR

1. Press on the **ORDERS** Tab to display the Orders Library, then Press on the **[Add]** button  to display the ORDER: NEW ORDER Window



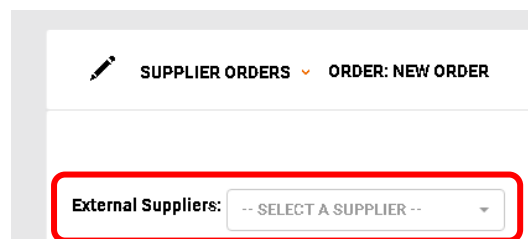
2. From the ORDER: NEW ORDER Window, Enter a **Works Number** into the Works field, then Press Enter to display the SUPPLIER ORDERS Window. Go to step 3.


ORDER: NEW ORDER



Works

3. From the SUPPLIER ORDERS Window, Select a **Supplier** from the External Suppliers dropdown pick list to display the ORDER: NEW ORDER window



 SUPPLIER ORDERS **ORDER: NEW ORDER**


External Suppliers:

4. From the ORDER: NEW ORDER Window, Check/Edit the **Order Details** Section
 - Supplier Branch
 - Account Code
 - Default Order Method
 - Notes to Order

5. From the ORDER: NEW ORDER window's ADDITIONAL ITEMS Section, Enter a product code for the product to be ordered, Press the "Enter" key to display the product line, then enter into the "THIS ORDER" field a Quantity. Repeat for any further products needed

ADDITIONAL ITEMS				
CODE	DESCRIPTION	COST PRICE	SUB TOTAL	PRE
Enter product code				

6. When the Order is composed, Press the **[Save]** button  and Select an option to Save the Order

NOTE: On selecting a Save option the PRINT PREVIEW Subnav will display and you can View, Download or Print your Order. From the PRINT PREVIEW Subnav you can also Email your Order by Pressing on the Email Button 

Temporary Procedural Step – Partner Connected Apps (order sync)

If the Supplier Order window "Account Code" field does not display the JAR Account Code(s), advise NZTG to check Installer's Supplier Account is Active and Sync fields are ticked. Procedure SFDC-1601