

## Works – Add Orders (From Quoted Job)

This article describes how to add Orders to a Works for a Quote 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 > Supplier > Order Details > “THIS ORDER” Quantities > 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

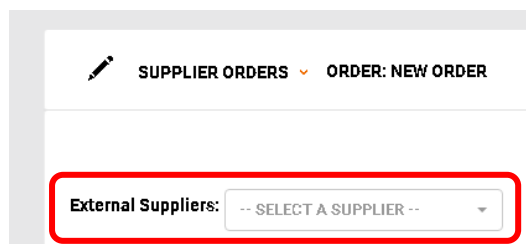


2. From the ORDER: NEW ORDER Window, Enter a **Works** number into the Works field, then Press Enter to display the SUPPLIER ORDERS Window. Go to step 3.

### ORDER: NEW ORDER



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



4. From the ORDER: NEW ORDER Window, Check/Edit the **Order Details** Section

- Supplier Branch
- Account Code
- Default Order Method
- Notes to Order

5. Work down the products lines amending **“THIS ORDER” quantities** to compose the Order

✓ 1ST FIX

CODE	DESCRIPTION	ALLOWED	COST PRICE	SUB TOTAL	PREVIOUS ORDER	REMAINING	THIS ORDER	THIS SUB TOTAL
10540020	1.0mm 2CE TFS 100m	10.00	\$ 0.62	\$6.20	0	0.00	10.00 ✓	\$6.20
10540060	2.5mm 2CE TFS 100m	20.00	\$ 1.13	\$22.60	0	0.00	20.00 ✓	\$22.60
35470020	Flush box backless FB20	4.00	\$ 0.97	\$3.88	0	0.00	4.00 ✓	\$3.88
This Order Total Excl								\$32.68

✓ 2ND FIX

CODE	DESCRIPTION	ALLOWED	COST PRICE	SUB TOTAL	PREVIOUS ORDER	REMAINING	THIS ORDER	THIS SUB TOTAL
29401320	Outlet double ED 10A H WH	2.00	\$ 12.11	\$24.22	0	0.00	2.00 ✓	\$24.22
29402640	Switch ED 1 G 16A WH	2.00	\$ 5.50	\$11.00	0	0.00	2.00 ✓	\$11.00
50641600	RCCB 40A 2P 30mA DMS	0.18	\$ 35.00	\$6.30	0	0.00	0.18 ✓	\$6.30
54140080	MCB 20A 1P 6KA C curve DMS	0.44	\$ 3.25	\$1.43	0	0.00	0.44 ✓	\$1.43
This Order Total Excl								\$42.95


**NOTE:** By default all fixes and remaining quantities are selected, Pressing on the green ticks removes the item from the Order.

6. For any Additional Items required, 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	PREVIOUS ORDER	REMAINING	THIS ORDER
<input type="text" value="Enter product code"/>						

7. 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. See SFDC-1601