








Parts Orders

- Click Stock/Parts
- Select Parts Orders
- Search for and select the required job.
- Click New Order .
- Click Supplier .
- Enter the required supplier account.
- Click Pick Parts .
- Select the required parts. This can be done by double clicking in the box to the left of the part, which will insert a cross,

	Qty	Description
<input checked="" type="checkbox"/>	1	FRONT NUMBER PLATE
<input checked="" type="checkbox"/>	1	FRT/BUMPER
<input checked="" type="checkbox"/>	1	GRILLE
<input checked="" type="checkbox"/>	1	GRILLE BADGE
<input checked="" type="checkbox"/>	1	BONNET
<input checked="" type="checkbox"/>	1	N/S HEAD LIGHT
<input checked="" type="checkbox"/>	1	O/S HEAD LIGHT
<input type="checkbox"/>	1	N/S/F ARCH LINER
<input type="checkbox"/>	1	BONNET LANDING PANEL
<input type="checkbox"/>	1	FRT/CROSS MEMBER
<input type="checkbox"/>	1	O/S CHASSIS END PANEL

- OR, by clicking  to select ALL parts (you can double click on the ones you don't want to remove the cross. Clicking  will de-select ALL, if required).
- Click tick to confirm your selections .
- Click tick to create new order .
- Click Yes to print the order or No to exit without printing.
- If you choose Yes, the order will be displayed on screen using Adobe Acrobat. From here you can Print or Email your order as required.