### Amending a Sales Order

Part 1 – adding a new item

Items should only be added to orders if picking hasn't already commenced

Check with the person doing release sales order picking to confirm it is OK to add new items

🕎 Sales order (1 - pla) - Sales order: SO00110134, Fun Fantastic (Uk) Ltd		– 🗆 X												
File  Sales order Sell Manage Pick and pack Invoice Retail General														
<ul> <li>Service order</li> <li>Service</li></ul>														
SO00110134 : FUNE01 - Fun Fantastic (Uk) I td	Open order	Latest sales orders 💿 🔺												
Sales order header	· · · · ·	Sales order Status Creati												
Source have the set of														
b Line details														
🖌 < 🏢 🕨 📔 📃 🖉 Description of the item.	(9) GBP USR Model usr pla initial NUM Admin 20/06/2018 08:48 AX	X2012DR 🗐 🔂 Close												



Sales order (1 - pla) - Sales order: S000110134, Fun Fantastic (Uk) Ltd       —       □         File ▼       Sales order       Sell Manage       Pick and pack       Invoice       Retail       General														×									
F	e 🔻	Sale	es order	ell M	Aanage Pick and pack	Invoice Re	tail G	ieneral															
Sa or	es ler	Service Purcha Direct o New	e order ise order delivery	dit Maintai	Delete Cancel V Header view Show	From all	Totals View	Download online orders Commerce S	Generate from template ▼ Attachr	Attachments ments	Send payment fa	ailure email ation log fication	Stock Availability Stock										
sc	0011	0134 •	FUNE01 - F	un Fanta	astic (Uk) I td	copy														Open order	Latest sales or	ders	
5	Sales	order h	eader	unnuntu																	Sales order	Status	Creati
r	Sales	order li	ines																		SO00110134	Open order	19/0
		Add line	式 Add li	nes 🥫	Add products 🛛 📷 Remo	ove 😽 Sales o	rder line 🔻	Financials	s▼ 🕌 Stock▼	Rroduct	t and supply 🔻 📑	🖉 Update line 🔻	🔠 Kitting 🔻								SO0010007	nvoiced	12/0
	— Кі	t Type	e Item nun	ber Pr	roduct name			Q	Quantity Unit	Unit price	Discount percent	Net amount	Requested ship dat	Mode of delivery	Reference number	Hazardous	Haz by Sea	Weight	Created date a	nd time	SO00109937	nvoiced	12/0
			PGS500	Ge	eoBubble Sol+Guard 140 Sol	lar Cover per sqm			32.00 Sqm	10.80	65.00	120.96	26/06/2018	42AM				15.36	19/06/2018	15:04:20	SO00109891	nvoiced	12/0
			PRB50-IN	Fil	ilter Cartridge Beachcomber	C-4950 FC-2390M			1.00 Item	27.70	50.00	13.85	26/06/2018	42AM				0.76	19/06/2018	15:04:31			
			PWW50L	PI	leatco Advanced Spa Filter C	Cartridge Sunrise Sp	as		3.00 <u>Item</u> ~	28.35	50.00	42.53	26/06/2018	42AM				2.11		00:00:00	Related inform	nation	• •
	Line d	etails									The ship the H with displ	syste date neado a lor lay th	m will with t er or if nger le nat date	popula he date it is ou adtime e	te the from t of sto it will	ock							



#### Once you have finished adding the new items you need to recalculate the delivery charge

In criterio de la constante de la constan	Image Sales order (1 - pla) - Sales order: SO00110135, AA Pools					– 🗆 X
Control adding by the adding of the adding by the add	File  Sales order Sell Manage Pick and pack Invoice Retail General					
Note       Matching       Sold       Open rank       Matching       Sold         P Mode Adde       Sold       Open rank       Interfaction       Sold       Open rank       Interfaction       Sold	Service order Service order Sales order Direct delivery	Send pa	payment failure email Stock Availa nail notification log	sility		
Substrated water       Open water       Open water       Delivery Charge       Delivery Charge       Delivery Charge       Sold called water       Delivery Charge       Sold called water       Delivery Charge       Sold called water	New Maintain Show Copy View Commerce S	Attachments E	Email notification Stock			Our order latertale adam
Site order links    Site order      Site order     Site order      Site order      Site order      Site order     Site order     Site order     Site order     Site order     Site order      Site order     Site order      Site order      Site order      Site order      Site order      Site order      Site order         Site order      Site order      Site order      Site order      Site order      Site order      Site order      Site order     Site order	SOUUTIUT35 : AAPOUT - AA Pools					Sales order Status Creati
Add is Add is Add is Add read add is Add read add is Add read is a construction of the construction of	Sales order header     Sales order lines					SO00110135 Open order 20/C
10       Type       <	Add line Add lines 🖪 Add products Remove 🖉 Sales order line 🛪 🖡 Financials 🛪 👢 S	Stock   Stock   Product and supp	nolv 🔻 🚟 Update line 🔻 🔠 Kitting	•		SO00110133 Open order 19/C
Puvoza Serveda daveced ga Films Catelog Sign Films Catelog Sign Films (Source) (	Kit Type Item number Product name Quantity	Unit Unit price Discount	nt percent N mount Requested	hip date Mode of delivery Reference number	Hazardous Haz by Sea Weight Created da	te and time SO00090151 Invoiced 08/C
PALADO General de Solar Cove per aja 14.00 son 7.00 000 14.20 2000/2018 0 0 100 17.00 2000/2018 0 0.000 100 2000/2018 0 0 100 2000/2018 0 0 100 2000/2018 0 0 000 2000/2018 0 0 000 2000/2018 0 0 0 2000/2018 0 0 0 2000/2018 0 0 0 2000/2018 0 0 0 2000/2018 0 0 0 2000/2018 0 0 0 2000/2018 0 0 0 2000/2018 0 0 0 2000/2018 0 0 0 2000/2018 0 0 0 2000/2018 0 0 0 2000/2018 0 0 0 2000/2018 0 0 0 2000/2018 0 0 0 0 2000/2018 0 0 0 0 2000/2018 0 0 0 0 2000/2018 0 0 0 0 2000/2018 0 0 0 0 2000/2018 0 0 0 0 2000/2018 0 0 0 0 2000/2018 0 0 0 0 2000/2018 0 0 0 0 2000/2018 0 0 0 0 2000/2018 0 0 0 0 2000/2018 0 0 0 0 2000/2018 0 0 0 0 2000/2018 0 0 0 0 2000/2018 0 0 0 0 2000/2018 0 0 0 0 0 2000/2018 0 0 0 0 0 2000/2018 0 0 0 0 0 2000/2018 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	PWW50L Pleatco Advanced Spa Filter Cartridge Sunrise Spas 1.00 H	ltem 28.35	45.00 15.59 29/06/2018	01	0.70 20/06/2018	3 08:02:00 SO00087961 Invoiced 17/C
Person The Christer Sector and C-4997C-2994     100 Item     100	PGA400 GeoBubble Apollo 400 Solar Cover per sq m 45.00 S	Sqm 7.90	60.00 142.20 29/06/2018	01	18.00 20/06/2018	3 08:02:08
1. Click on the Delivery Charge line       2. Then click Update line       Calculate       3. Click Deliver         Based on BOM/Formula       Update       Deliver remainder       Charge         Process       Registration       Pick       Cancel         Direct delivery       Sales agreement       Create link       Attached	PRB50-IN Filter Cartridge Beachcomber C-4950 FC-2390M 10.00 H	Item 27.70	45.00 152.35 29/06/2018	01	7.60 20/06/2018	8 08:08:09 Related information
Attached Remove link	1. Click on the Delivery Charge lin	2. Th	en click Upd	ate line Calculate Calculate Delivery Based on Update Deliver re Process Registrat Pick Carcel Direct de Sales agreem Create lin	Charge n BOM/Formula emainder tion elivery nent nk	3. Click Delivery Charge
				Remove	link	

After any changes you must take additional payment if they are a Pro Forma account and always re-confirm the sales order

🙀 Sales	order (1 - p	la) - Sales order:	SO00110135, AA Pools																- [	- ×
File 👻	Sales	order Sell	Manage Pick and pack	Invoice R	etail General															
Credit note Create	Charges Charges	VAT Cont delive Tax	Multiline discount Total discount firmed ny dates Calculate	Sales order confirmation	Pro forma e ales order confirm	ent Ser hans agree	vice ement ply	Sales order cor Quotation con Journals	firmation Prepa firmation Prepa	ayment										
SO0011	0135 : A/	APO01 - AA P	ools															Open order	Latest sales orders	
▷ Sales	order hea	der																	Sales order Status	Creati
Sales	order line	25																	SO00110135 Open ord SO00110133 Open ord	.er 20/C
	Add line	式 Add lines	💐 Add products 🛛 💌 Remov	ve 🧭 Sa d	order line 🔻 🛛 📊 Fi	ancials 🔻 💡	🕌 Stock 🔻	🙀 Product a	and supply 🔻 🛛 🗮	🖁 Update line 🔻	🔠 Kitting 🔻								SO00090161 Invoiced	08/0
K	it Type	ltem number	Product name			Quantit	y Unit	Unit price	Discount percent	Net amount	Requested ship date	Mode of delivery	Reference number	Hazardous	Haz by Sea	Weight C	Created date a	nd time	SO00090159 Invoiced	08/0
		PWW50L	Pleatco Advanced Spa Filter Ca	artridge Sunris	pas	1.0	0 Item	28.35	45.00	15.59	29/06/2018	01				0.70 20	0/06/2018	08:02:00	SO00087961 Invoiced	17/0
		PGA400	GeoBubble Apollo 400 Solar Co	over per sq m		45.0	0 Sqm	7.90	60.00	142.20	29/06/2018	01				18.00 20	0/06/2018	08:02:08		
		DELCHG	Filter Cartridge Beachcomber C	L-4950 FC-2390		10.0	0 Item 0 Item	27.70	45.00	152.35	29/06/2018	01				0.00 20	0/06/2018	08:08:09	Related information	D 🗸
Press the Sales order confirmation button, align dates if its a full ship order or remove full ship flag																				
v Line (	actans													1.1						
			Description of the	item.								4	(9)   GBP   USR M	lodel usr p	la initial	NUM	Admin 20/0	6/2018 09:37	AX2012DR 🗐 🗊	Close

## Amending a Sales Order

Part 2 - Amending Ship Date to a future date on Full Ship Orders

### This order has a ship date of the 20/06

🙀 Sales order	1 - pla) - Sales or	ler: SO00110132, Norspa Ltd												- 0	X L
File 👻 S	ales order Se	Manage Pick and pack Invoice Retail General													
Sales order	ce order nase order t delivery	Total     Total       Image: Cancel     Image: Cancel       Header     Image: Cancel       Header     Convert       View     Convert       View     Convert	d Generate fr ers template	om Attachments	Send payment failure email	Stock Availability									
CO00110122		Mantan Slow Copy View Commerce	5 At	actiments	Email nouncation	Stock							Onen order	latest sales orders	
5000110132	: NORSUT - N	inspa Lto											openoidei	Sales order Status	Creati
Sales order	neader													SO00110132 Open orde	ar 13/0
Sales order	iines	🗖 Addasseducts — 🖼 Damana 🖉 Calas andra Kara 🖉 🕅 Firm	alata Militar	-l.= 🖾 Dl	and supplier and the data for									SO00105492 Invoiced	20/0
Add III	ne 👷 Add line	s 🙀 Add products 📉 Remove 🥜 Sales order line 👻 🌇 Finan	ciais 👻 🚮 Sto	ck 🕈 🔐 Produc	t and supply	Ne ▼ 🚰 Kitting ▼								SO00101984 Invoiced	22/0
L Kit Ty	pe Item numb	er Product name	Quantity Uni	t Unit price	Discount percent Net amo	uit Requested ship dat	Mode of delivery	Reference number	Hazardous	Haz by Sea	Weight	Created date a	nd time	SO00097686 Invoiced	13/0
	RCH023	6 x 1kg Relax Small Chlorine Tabs	1.00 BO	90.00 go.00	60.00 43	20/06/2018	02				6.80	13/06/2018	20:32:20	3000091360 Invoiced	19/0
	RSPA34S	500ml Relax Spa Instant Cartridge Filter Cleaner (Spray)	1.00 lter	n 9.16	40.00	5.50 20/06/2018	02			×	0.85	13/06/2018	20:32:20		
	NET002S	1 x 250ml Net'Line Waterline Cleaning Gel	2.00 Iter	n 9.30	33.00 12	2.45 20/06/2018	02				0.62	13/06/2018	20:32:21	Related information	
	ZAP703	Spa Floating Chlorine Bromine Dispenser	4.00 Iter	n 3.50	33.00	0.33 20/06/2018	02				1.18	13/06/2018	20:32:21		
	PRB50-IN	Filter Cartridge Beachcomber C-4950 FC-2390M	1.00 Iter	n 27.70	45.00 15	5.2 20/06/2018	02				0.76	20/06/2018	08:56:36		
	WEBDEL	Website Delivery Charge	1.00 Iter	n 14.00	14	4.0 20/06/2018	02				0.00	13/06/2018	20:32:21		
		Click on line details to ex	cpand	the d	etails area										
v the details															
		😑 🖉 Go to the line view						(9) GBP USR N	lodel usr p	a initial	NUM	Admin 20/0	6/2018 10:14	AX2012DR 🗐 🗍 🚺	Close



### On this order you will move shipping from the 20/06 to the 25/06

	Available ship	and rece	eipt dates (1	- pla)								ו	×	
	Mode of delive Site:	ery:	02 PLAHAST	<ul><li>✓ War</li><li>✓ Deliv</li></ul>	Varehouse: 40 Velivery date control: ATP Transport day						0	1		
	Order entry d	eadline		Current date a	and time					т	ime zo	one		
	My time:		14:10	My date:		20/06/2018	М	ly time:	09:27		(GMT)	Casa	blaı	
	Shipping locat	ion time:	15:10	Shipping locat	ion date:	20/06/2018	Sł	nipping location time:	10:27	1	(GMT)	Gree	nwi	
	Day	Availabl	e ship date	Day	Availab	le receipt date		Requested ship date	Conf	irme	d ship (	date	^	
	Wednesday	20/06/2	018	Thursday	21/06/2	018		20/06/2018	20/0	6/201	8			
	Thursday	21/06/2	018	Friday	22/06/2	018								
	Friday	22/06/2	018	Monday	25/06/2	018					1			
	Monday	25/06/2	018	Tuesday	26/06/2	01					1.	Sei	ect	the new shipping
	Tuesday	26/06/2	018	Wednesday	27/06/2	018						dat	te li	ne from the list
	Wednesday	27/06/2	018	Thursday	28/06/2	018								
	Thursday	28/06/2	018	Friday	29/06/2	018								
	Friday	29/06/2	018	Monday	02/07/2	018								
	Monday	02/07/2	018	Tuesday	03/07/2	018								
	Tuesday	03/07/2	018	Wednesday	04/07/2	018							~	
<	Records displa	yed:	Update re	30 equested ship da	atta	Update conf	irm	ed ship date	Upc	Car	e re	qu	este	ed ship date

#### If you get a pop up about Overwriting prices and discounts



1. Untick the Multiline discount box

#### You may then get another pop up about Overwriting prices and discounts



1. Untick the Total discount % box

### If the item has delivery date control ATP only the requested dates will be updated

⊿ Line details						
Delivery date			Aisc. delivery inf	o	Carrier information	
Requested ship date:	25/06/2018		Over-delivery:	0.00	Carrier account number:	
Requested receipt date:	26/06/2018		Under-delivery:	0.00	Account code:	
Confirmed ship date:	20/06/2018	<b>1</b>	Node of delivery:	02 ~	Carrier ID:	
Confirmed receipt date:	21/06/2018		Delivery type:		Shipping location time	vone .
Delivery date control:	ATP	$\sim$			Time zone:	(GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London

|--|

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#### If the item had delivery date control of CTP it would be updated like this

⊿ Line details					
Delivery date			Misc. delivery inf	o	Carrier information
Requested ship date:	25/06/2018		Over-delivery:	0.00	Carrier account number:
Requested receipt date:	26/06/2018		Under-delivery:	0.00	Account code:
Confirmed ship date:	25/06/2018	<b>B</b>	Mode of delivery:	02 ~	Carrier ID:
Confirmed receipt date:	26/06/2018		Delivery type:		Shinning location time zone
Delivery date control:	СТР	~			Time zone
					(Givir) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London



Now we re-confirm the order and the Align dates system will adjust the other lines and header



The system will ask you to realign all the dates to the 25/06



## Amending a Sales Order

Part 3 - Amending Ship Date to an earlier date on Full Ship Orders

If you want to change the ship date to an earlier date, you should change the dates in the header. Before doing so you should make sure all items will be available on the new shipping date



### Go to the Delivery Section on the Header View

🙀 Sales order (1 - pla) - Sales order: SO00110132, N	orspa Ltd							- 0	×
File 🗸 Sales order Sell Manage	Pick and pack Invoice R	Retail General							(?)
Service order Sales order Direct delivery	Header view	Totals Download online orders	Generate from Attachments template •	Send payment failure email	Stock Availability	S Hold Order			
New Maintain	Show Copy	View Commerce S	Attachments	Email notification	STOCK	Hold Urder	Onen erder	Latert cales orders	
SOUUTUT32 : NORSUT - Norspa Ltd							Open order	Sales order Status	Crea
⊿ General Sales order			Contact information		Storage dimensions		SOUUTTUT32   Norspa Ltd   NORSUT   NORSUT   O	SO00110 Open order	13
Sales order:	SO00110132		Internet address:	Ø	Site:	~		SO00105 Invoiced	20
Retail sale:			E-mail:	<b>4</b>	Warehouse:	×		SO00101 Invoiced	22
Name:	Norspa Ltd							SO00097 Invoiced	13
Order type:	Sales order V		Status		References				
-			Status: Open order		CRM Case No.	100000737		Related information	
Customer	NORM		Deadline:		Customer requisition	100009727			
Customer account:	NURSUI	One-time customer:	Document status: Confirmation		Campaign ID:	×			
Invoice account:	NORS01		Quote Reason: N/A	~	Customer reference:				
Contact:		$\sim$			Project ID:				
					RMA number:				
⊳									
▷ Setup									
> Address							Paul Armitage-Bates		
Delivery      Transport	Carrie	er information	Misc de	alivery info			14/07/2018		
Call tag type:	Carrie	er account number:	Mode o	f deliverv: 05 🗸	1			•	
UPS zone:	Acco	unt code:	Delivery	terms:					
	Exper	dited shipment:	Delivery	reason:					
Delivery date	Charge	ge fuel surcharge:	Reason	for export:					
Requested ship date:	13/07/2018 Resid	lential destination:	Full Ord	ler:					
Requested receipt date:	14/07/2018 Gatrie	er ID:	- Tuil Ore						
Confirmed ship date:									
Contirmed receipt date:	14/07/2018								
Delivery date control:	СТР ~		Click	the simul	lates da	ate button			
Blind shipment:									
Time zone:	(GMT) Greenwich Mean Time (	Dublin Edinburgh Lichon Lo	ndon						
	(Giver) Greenwich Mean Time: L	odolini, Edinburgh, Eisboh, Ed	nuon						
Delivery Information									
Special Haulage Required?	No ~								
Transport Booked:	No ~								
Haulier:	Standard ~						~		
	Simulate available ship and receipt	t dates				(9) GBP	USR Model usr pla initial CAPS NUM Admin 21/06/2018 12:41	AX2012DR 🗐 🔂 Close	

	🗾 Available sh	ip and receipt dates (1	- pla)		-	– o x	
	Mode of deli Site:	very:	<ul><li>✓ War</li><li>✓ Deli</li></ul>	very date control: CTP	Lead time:     Transport days:	0	
	Order entry My time:	deadline	<b>Current date</b> My date:	and time 21/06/2018	My time: 11:40	<b>Time zone</b> (GMT) Casablaı	
	Shipping loca	ation time: 15:10	Shipping locat	tion date: 21/06/2018	Shipping location time: 12:40	(GMT) Greenwi	
	Day	Available ship date	Day	Available receipt date		^	
	Friday	22/06/2018	Saturday	23/06/2018			
	Friday	29/06/2018	Saturday	30/06/2018			
	Friday	06/07/2018	Saturday	07/07/2018	<b>(</b>		1. Select an
	Friday	13/07/2018	Saturday	14/07/2018			earlier ship
	Frid	20/07/2018	Saturday	21/07/2018			date line
	Friday	27/07/2018	Saturday	28/07/2018			
	Friday	03/08/2018	Saturday	04/08/2018			
	Friday	10/08/2018	Saturday	11/08/2018			
The current ship date	Friday	17/08/2018	Saturday	18/08/2018			
	Friday	24/08/2018	Saturday	25/08/2018			
	Friday	31/08/2018	Saturday	01/09/2018		~	
	Records disp	layed: 3	0				
		Update rec	quested ship d	ate Update con	firmed ship date	Cancel	
L							

2. Click Update requested ship date

🙀 Sales order (1 - pla) - Sales order: SO00110132, N	lorspa Ltd								- [	o x
File - Sales order Sell Manage	Pick and pack Invoice Retail	General								
Selvice order A Purchase order Sales Direct delivery	Header view view view	als Download Ge	enerate from Attachments	Send payment failure	email Stock Availability log	S Hold Order Release Order				
New Maintain	Show Copy Vie	ew Commerce S	Attachments	Email notificatio	n Stock	Hold Order				
SO00110132 : NORS01 - Norspa Ltd								Open order	Latest sales orders	
⊿ General							SO00110132 Norspa	Ltd NORS01 NORS01	Sales order Status	Crea
Sales order		Cor	ntact information		Storage dimensions				SO00110 Open orde	er 13
Sales order:	SO00110132	Inte	ernet address:	(	🜊 Site:	~			SO00105 Invoiced	20
Retail sale:		E-m	nail:		😭 Warehouse:	~			SO00097 Invoiced	13
Name:	Norspa Ltd	C +			Pafarancar				SO00091 Invoiced	19
Order type:	Sales order V	5ta 5ta			CRM Case No					
Customor		Des	adline:		Customer requisition	100009727			Related information	
Customer	NORS01 One t	ima curtamar 🗌 Dec			Campaign ID					
	Noncol		ete Berneri	1	Campaign ib.					
invoice account:			N/A	~	Designet ID:					
Contact:		~			Project ID:					
					KIVIA number:					
D										
Setup										
> Address								Paul Armitage-Bates		
⊿ Delivery T	Cii-f-		Mine d	-1				14/07/2018		
	Carrier mo	unt number:	Misc. d	envery into						
LIDC		4	Deliver	steeneery. 05						
UPS Zone:			Delivery	vierms:	~					
Delivery date	Expedited sh	iipment:	Delivery	feason:						
Requested ship date:	13/07/2018 Charge fuel	surcharge:	Reason	for export:						
Requested receipt date:	14/07/2018 Kesidential of	sestination:	Full Ord	ier: 🗹						
Confirmed ship date:	13/07/2018 📷 🔯									
Confirmed receipt date:	14/07/2018									
Delivery date control:	CTP ~		- Click	the sim	nulates d	ate hutton a	gain			
Blind shipment:			Cherk	the shi	iuiuces u		Balli			
Shipping location time zone										
Time zone:	(GMT) Greenwich Mean Time : Dublin,	Edinburgh, Lisbon, Londo	on							
Delivery Information										
Special Haulage Required?	No v									
Transport Booked:	No ×									
Haulier:	Standard									
								~		
📕 🚽 🏢 🕨 🕨 🛛 🖉 🗐 📰 💷 🗎 🖺 🗠	Simulate available ship and receipt dates					🔔(9)   GBP   U	JSR Model usr pla initial CAPS N	UM Admin 21/06/2018 12:41 A	X2012DR 🗐 🗊	Close

Ē	Available sh	ip and receipt dates (1	- pla)			– 🗆 X	
N S	Mode of deliv	very: 05	<ul><li>✓ War</li><li>✓ Deli</li></ul>	rehouse: very date control: CTP	✓ Lead time: Transport days:	0	
0	Order entry	deadline	Current date	and time		Time zone	
N	My time:	14:10	My date:	21/06/2018	My time: 11:40	(GMT) Casablaı	
s	hipping loca	ation time: 15:10	Shipping locat	tion date: 21/06/2018	Shipping location time: 12:40	(GMT) Greenwi	
	Day	Available ship date	Day	Available receipt date		^	
	Friday	22/06/2018	Saturday	23/06/2018			
	Friday	29/06/2018	Saturday	30/06/2018			
	Friday	06/07/2018	Saturday	07/07/2018	+		1. Select the
	Friday	13/07/2018	Saturday	14/07/2018			earlier shi
	Friday	20/07/2018	Saturday	21/07/2018			data lina
	Friday	27/07/2018	Saturday	28/07/2018			uate inte
	Friday	03/08/2018	Saturday	04/08/2018			
	Friday	10/08/2018	Saturday	11/08/2018			
	Friday	17/08/2018	Saturday	18/08/2018			
	Friday	24/08/2018	Saturday	25/08/2018			
	Friday	31/08/2018	Saturday	01/09/2018		¥	
F	Records displ	layed: 3	0				
		Update red	quested ship da	ate Update conf	irmed ship date	Cancel	

### 2. Click Update confirmed ship date

		Click	on Line vi	iew									
🙀 Sales order (1 - pla) - Sales order: SO00110132, No	orspa Ltd											- 0	×
File  Sales order Sell Manage	Pick and pack Invoice	Retail General										F	
Service order Sales Order New Maintain	Header view Show Copy	all journal Totals View Commerce S.	Generate from Attachments	Send payment failure email	Stock Availability Stock	Hold Order							
SO00110132 : NORS01 - Norspa Ltd		-								Open order	Latest sales o	rders	
General Sales order Sales order: Retail sale:	SO00110132		Contact information Internet address:	Q	<b>Storage dimensions</b> Site: Warehouse:	~	]	SO00110132	Norspa Ltd	NORS01   NORS01   ^	Sales order SO00110 SO00105 SO00101 SO00097	Status Open order Invoiced Invoiced	Crea 13 20 22 13
Name:	Norspa Ltd		<b>C4</b> - <b>4</b>		<b>D</b> _f		1				SO00091	Invoiced	19
Order type:	Sales order V		Status: Open order		CRM Case No.								
Customer			Deadline:		Customer requisition	100009727					Related infor	mation	•
Customer account:	NORS01	✓ One-time customer: □	Document status: Confirmation	on	Campaign ID:	~							
Invoice account:	NORS01	$\sim$	Quote Reason: N/A	~	Customer reference:								
Contact:		$\checkmark$			Project ID:		1						
					RMA number:								
Þ													
> Setup													
Address     Delivery										Paul Armitage-Bates			
Transport		Carrier information	Misc.	delivery info						14/07/2018			
Call tag type:		Carrier account number:	Mode	e of delivery: 05									
UPS zone:		Account code:	Delive	ery terms:									
Delivery date		Expedited shipment:	Delive	ery reason:									
Requested ship date:	13/07/2018	Charge fuel surcharge:	Reaso	on for export:									
Requested receipt date:	14/07/2018	Residential destination:	Full O	)rder:									
Confirmed ship date:	13/07/2018 📷 📷	Carrier ID:											
Confirmed receipt date:	14/07/2018												
Delivery date control:	CTP ~												
Blind shipment:													
Shipping location time zone	(CMT) Commiste Many T	inne Dublin Edisburgh Linber	Landar										
1111E 2011E.	(GIVIT) Greenwich Mean T	ime : Dublin, Eainburgh, Lisbon,	London										
Delivery Information													
Special Haulage Required?	No ~												
Transport Booked:	No ~												
Haulier:	Standard 🗸									~			
I I I I I I I I I I I I I I I I I I I	Freight company						(9) GBP USR Mo	del usr pla initial C	APS NUM	Admin 21/06/2018 12:46	AX2012DR 🗐	Clos	se



🙀 Sales order (1 -	pla) - Sales order	: SO00110132, Norspa Ltd												— C	X I
File 👻 Sales	order Sell	Manage Pick and pack Inv	voice Retail Gene	eral											
Credit Charges note Charges	VAT Cor delive	Multiline discount	les order nfirmation	Event kanbans Process Apply	Sales order conf	rmation Prepayment mation Prepayment									
cool110122 N				посеза Арру	Journals	riepuyment							Onen order	latest sales orders	
SOUTIO132 : N	IUKSUT - NOIS	spa Lto											Open order	Sales order Status	Crea
Sales order he	ader													SO00110 Open orde	r 13
Sales order lin	es	-			_		les est							SO00105 Invoiced	20
Add line	式 Add lines	💐 Add products 🛛 💌 Remove	🞸 Sales 🛛 der line 🔻	🚡 Financials 🔻 🕌 St	ock 🔻 🛛 🙀 Product ar	d supply 🔻 🥁 Updat	e line 🔻 🔠 Kitt	ting▼						SO00101 Invoiced	22
🗌 Kit Type	Item number	Product name		Quantity	Unit Unit price	Disc Net amount	Requested sh	Mode of deli	Reference n H H	Weight	Created date a	and time		SO00097 Invoiced	13
	RCH110	6 X 1Kg Relax Small Chlorine Tabs		1.00	Box 90.00	60.00 36.00	13/07/2018	05		6.80	13/06/2018	20:32:20		SO00091 Invoiced	19
	RCH023	6 x 1kg Relax Non-Chlorine Shock Gr	ranules	1.00	Box 108.00	60.00 43.20	13/07/2018	05		6.80	13/06/2018	20:32:20			
	RSPA34S	500ml Relax Spa Instant Cartridge Filt	lter Cleaner (Spra	1.00	ltem 9.16	40.00 5.50	13/07/2018	05		0.85	13/06/2018	20:32:21		Related information	
	NE1002S	1 x 250ml Net'Line Waterline Cleanin	ng Gel	2.00	Item 9.30	33.00 12.46	13/07/2018	05		0.62	13/06/2018	20:32:21			
	ZAP703	Spa Floating Chlorine Bromine Dispe	enser	4.00	Item 3.50	33.00 9.38	13/07/2018	05		0.76	13/06/2018	20:32:21			
	WERDEI	Website Delivery Charge	0 PC-2590101	1.00	Item	45.00 15.24	13/07/2018	05		0.00	13/06/2018	20.22.21			
	WEDDLE	Website Derivery Charge		1.00	item	0.00	13/01/2010	05		0.00	13/00/2010	20.32.21			
		C	Click Sale	s order d	confirma	ation to	re-cor	nfirm t	he order						
Line details															
	N   🖉   🗉	Go to the line view							🔔(9) GBP	USR Model	usr pla ir	nitial CAPS NUM A	dmin 21/06/2018 12:49 A	X2012DR 🗐 🗊 📑	Close

## Amending a Sales Order

Part 4 - Changing the ship date for an item on Part Ship

### On Part Ship orders items will be released on the lines ship date

Image: The state of the st	Sales order (1 - pla) - Sales order: S000110124, Lifestyle Pool & Leisure Co												
South State   South State South	e 🗸 Sales order Sell Manage Pick and pack Invoice Retail General												
Source define the definition       Open out it is definition       Open out it is define the definition       Open out it is defined the definition	Credit note       Charges       Tax       Confirmed Gelivery dates       Sales order WIT       Proformation Generate       Sales order From the process       Sales order Apply       Prepayment												
Set start for the factor       Set start for t	SOUDITION - Lifestyle Pool & Leisure Co	Open order Lat	test sales orders										
Iterest inter       Sole state inter       The state inter       Sole state inter       Sol	Solor order hander	Sa	ales order Status Creati										
Image: Second line 22/06       Image: Second line 22/06       Image: Second line 22/06       Image: Second line 22/06         Image: Second line 22/06       Image: Second line 22/06       Image: Second line 22/06       Image: Second line 22/06         Image: Second line 22/06       Image: Second line 22/06       Image: Second line 22/06       Image: Second line 22/06         Image: Second line 22/06       Image: Second line 22/06       Image: Second line 22/06       Image: Second line 22/06         Image: Second line 22/06       Image: Second line 22/06       Image: Second line 22/06       Image: Second line 22/06         Image: Second line 22/06       Image: Second line 22/06       Image: Second line 22/06       Image: Second line 22/06         Image: Second line 22/06       Image: Second line 22/06       Image: Second line 22/06       Image: Second line 22/06         Image: Second line 22/06       Image: Second line 22/06       Image: Second line 22/06       Image: Second line 22/06         Image: Second line 22/06       Image: Second line 22/06       Image: Second line 22/06       Image: Second line 22/06         Image: Second line 22/06       Image: Second line 22/06       Image: Second line 22/06       Image: Second line 22/06         Image: Second line 22/06       Image: Second line 22/06       Image: Second line 22/06       Image: Second line 22/06         Image: Second line 22/06       Image:	Sales order lines	so	000110124 Open order 13/0										
If yr       Winder Arrowson Weider Lawer       Winder Lawer	Sales of definities	SC	000109798 Invoiced 11/C										
Line details		SC SC	000109611 Invoiced 08/0										
Profile      PRCH0 Deskey Charge 100 this order the first line has the date of 26/06 and second line 22/06 1. To amend the date click on simulate dates button 1. To amend the date click on simulate dates button I have been been been been been been been be	Kit type item number Product name Quantity Unit Unit Discourt percent Net amount Requested sing date Mode of delivery Reference number Hazardous Haz by Sea Weight Create	2019 15.47.02 SC	000109087 Invoiced 04/L										
PELCP5 Delevy Charge     10 Iven     9.0     9.0     9.0     200000     0     0.0     1000203     15410     0     0     1000203     15410     0     1000203     15410     0     1000203     15410     0     1000203     15410     1     10     1000203     15410     1     10     1000203     15410     1     10     1000203     15410     1     10     1000203     15410     1     10     1000203     15410     1     10     1000203     15410     1000203     15410     1     1000203     15410     1     1000203     15410     1000203     15410     1     1000203     15410     1     1000203     15410     1000203     15410     1     1000203     15410     1     1000203     15410     1     1000203     15410     1     1000203     15410     1     1000203     15410     1     100020     1     1000203     15410     1000203     15410     1     1000     1000203     15410     1000     1000203     15410     100020     1     1000203     15410     100020     1     1000203     15410     100020     1     1000203     15410     100020     1     1000203     15410     1000203     15410     100020     1     1000203     15410     1000203     15410     1000203     15410     100020     1000203     15410     100020     1000203     1541     100020     1000203     1541     100020     1000203     15410     100020     15410     100020     1000203     15410     100020     100020     1000203     1000203     100020     100020     1000203     100020     1000203     1000203     1000	P3C320 2010 3014 Protector anext 1.00 item 1.00 00.00 0.22 20/00/2010 01 1.00 10/00 13/00	/2018 15:47:02											
On this order the first line has the date of 26/06 and second line 22/06 1. To amend the date click on simulate dates button I treate information    I treate information I treate inform	DELCHG Delivery Charge 1.00 Item 9.50 9.50 22/06/2018 01 0.00 13/06	/2018 15:47:10											
2 Hive vetails         Delivery date         Requested sight date:       29/06/2018         Qoffirmed ship date:       000         Confirmed ship date:       000         Confirmed receipt date:       Delivery type:         Shipping location time zone         Delivery date control:       ATP         General       Setup         Address       Product         Project       Foreign trade	On this order the first line has the date of 26/06 and second line 22/06 1. To amend the date click on simulate dates button												
Requested ship date:       26/06/2018       Over-delivery:       0.00         Requested ship date:       29/06/2018       Over-delivery:       0.00         Confirmed ship date:       29/06/2018       Over-delivery:       0.00         Confirmed ship date:       Image: Ship date:       Image: Ship date:       Image: Ship date:         Delivery date control:       ATP       Shipping location time zone:       Shipping location time zone:         Delivery date control:       ATP       Time zone:       Image: Ima	Delivery date Misc delivery info												
Requested receipt date       29/06/2018       0.00       Account code:         Confirmed ship date:       0.00       Carrier ID:         Confirmed receipt date:       0.00       Delivery type:       Shipping location time zone         Delivery date control:       ATP       Time zone:       (GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London         General       Setup       Address       Product       Project       Foreign trade       Financial dimensions	Reguested ship date: 26/06/2018 📖 Over-deli 0.00 Carrier account number:												
Confirmed ship date: Confirmed receipt date: Delivery type: Shipping location time zone Delivery date control: ATP General Setup Address Product Packing Delivery Price and discount Project Foreign trade Financial dimensions	Requested receipt date: 29/06/2018												
Confirmed receipt date: Delivery type: Shipping location time zone Delivery date control: ATP Time zone: (GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London General Setup Address Product Packing Delivery Price and discount Project Foreign trade Financial dimensions	Confirmed ship date: Mode of delivery: 01 V Carrier ID:												
Delivery date control: ATP Shipping location time zone General / Setup / Address / Product / Packing Delivery / Price and discount / Project / Foreign trade / Financial dimensions /	Confirmed receipt date:												
General / Setup / Address / Product / Packing Delivery / Price and discount / Project / Foreign trade / Financial dimensions /	Jivery date controls ATD Shipping location time zone												
4 4 B b 1 21/06/2018 14:50 42/2012DR C C	12DR El Close												

Ē	Available ship	) and receipt dates (1 ·	- pla)						_	- 🗆	×	
Mode of delivery:       01       Varehouse:       40       Lead time:         Site:       PLAHAST       Delivery date control:       ATP       Transport days:												
(	Order entry d	eadline	Current date a	and time						Time zone		
1	My time:	14:10	My date:	21	/06/2018	M	y time:		13:52	(GMT) Casa	blar	
5	Shipping locati	ion time: 15:10	Shipping locati	ion date: 21	/06/2018	Sh	ipping location tin	ne:	14:52	(GMT) Gree	nwi	
	Day	Available ship date	Day	Available re	ceipt date		Requested ship d	ate	Confirm	ned ship date	• ^	
	Thursday	21/06/2018	Tuesday	26/06/2018								
	Friday	22/06/2018	Wednesday	27/06/2018								
	Monday	25/06/2018	Thursday	28/06/2018								
	Tuesday	26/06/2018	Friday	29/06/2018			26/06/2018					
	Wednesday	27/06/2018	Monday	02/07/2018								
	Thursday	28/06/2018	Tuesday	03/07/2018				~				
	Friday	29/06/2018	Wednesday	04/07/2018				V				
	Monday	02/07/2018	Thursday	05/07/2018								
	Tuesday	03/07/2018	Friday	06/07/2018								
	Wednesday	04/07/2018	Monday	09/07/2018							~	
<											>	
F	Records display	yed: 3	0									
		Update rec	quested ship da	ite (	Jpdate conf	ïrme	ed ship date		C	ancel		



### 2. Click Update requested ship date

🙀 Sales ord	order (1 - pla) - Sales order: S000110124, Lifestyle Pool & Leisure Co												_							
File 👻	Sales order	Sell	Manage Pick and pack	Invoice Retail (	Jeneral															
Credit Ch note Create Ch	arges Ta	T Conf deliver	Multiline discount Multiline discount irmed y dates Calculate	Sales order Pro form confirmation confirmati	a Event on kanbans	Servia s agreem	ce hent	) Sales order confirm ) Quotation confirm	nation Prepa	yment										
SO001101	24 · LIEE01	- Lifestyle	a Pool & Leisure Co	Generate	inocco.	1.444	9	Joannais	Treps	ymene								Open order	Latest sales orders	
Sales or	der header	Encotyn																	Sales order Status	Creati
Sales or	der lines																		SO00110124 Open	order 13/C
Ad	d line 📷	Add lines	🛃 Add products 🛛 💌 Remo	ve 😽 Sales order line 🔻	📊 📊 Financ	ials 🔻 📲	Stock -	Roduct and s	supply 🔻 📷	Update line 🔻	Haran Kitting ▼								SO00109798 Invoic	≥d 11/C
☐ Kit	Type Iter	n number	Product name			Quantity	Unit	Unit price Disc	ount percent	Net amount	Requested ship date	Mode of delivery	Reference number	Hazardous	Haz by Sea	Weight C	reated date an	d time	SOUTU9011 Invoice SOUTU9087 Invoice	ed 04/0
	PSC	920	20ft Solar Protector Sheet			1.00	ltem	15.60	60.00	6.24	28/06/2018	01				1.00 1	3/06/2018	15:47:02	SO00108710 Invoice	ed 30/C
	PRE PRE	0115	Quick Fit Strap Pack of 3			1.00	ltem	10.15	33.00	6.80	22/06/2018	01				0.08 1	3/06/2018	15:47:07		
	DEL	.CHG	Delivery Charge			1.00	ltem	9.50		9.50	22/06/2018	01				0.00 1	3/06/2018	15:47:10	Related information	<b>•</b> •
							2. 0	Click o	n the	e sim	ulates	date b	outton	agai	n, an	nenc	d the	e date		
⊿ Line det	ails					-	anc	1 click	on l	Inda	te conf	irmed	shin d	ate						
Delivery da	te	20/06/2010	Misc. delivery inf	fo Comi	er informatio	n (	anc			puu		iiiicu	sinp u	all						
Requested s	np date:	03/07/2018	Under Under	0.00 Cam	unt code:	nber:														
Confirmed s	hip date:	26/06/2018	The of delivery:	01 Carri	er ID:															
Confirmed r	eceipt date:	29/06/2018	Delivery type:																	
Delivery date	control:	ATP	1 If		ping location to zone: firms	(GM	T) Greenw	vich Mean Time : Du	ublin, Edinburg	jh, Lisbon, Lond										
	. /-	/	L. II	the con		eu (	Jal	es are	aisc	ρ μου	uialeu									
Gener	al Setup	Address	Product Packing Deliver	y Price and discount	Project Fore	eign trade	Financia	al dimensions												
			📃 🖹 Simulate available	e ship and receipt dates								4	(9) GBP USR N	lodel usr pl	la initial	NUM	Admin 21/06	5/2018 14:54	AX2012DR 🗐 🗊	Close

### Repeat the steps on each line you need to change the ship date for

🙀 Sales order (1 - pla) - Sales order: SO00110124, Lifestyle Pool & Leisu	re Co	– 🗆 X
File 🚽 Sales order Sell Manage Pick and pack	Invoice Retail General	
Creati     Charges     VAT     Confirmed delivery dates     R Tiered charges       Create     Charges     Tax     Calculate	Sales order     Pro forma     Event     Sales order confirmation     Propayment       Confirmation     Process     Apply     Journals     Prepayment	
SO00110124 : LIFE01 - Lifestyle Pool & Leisure Co	Open order	Latest sales orders
▷ Sales order header		Sales order Status Creati
Sales order lines		- SO00110124 Open order 13/C
📑 Add line 🛛 🚟 Add lines 🛛 🛃 Add products 🖂 Remove	Sales order line 🔻 📊 Financials 🔻 🕌 Stock 🔻 🙀 Product and supply 👻 🧱 Update line 🗶 🔡 Kitting 👻	SO00109/98 Invoiced 11/C SO00109611 Invoiced 08/C
Kit Type Item number Product name	Quantity Unit Unit price Discount percent Net amount Requested ship date Mode of delivery Reference number Hazardous Haz by Sea Weight Created date and time	SO00109087 Invoiced 04/C
PSC920 20ft Solar Protector Sheet	1.00 Item 15.60 60.00 6.24 28/06/2018 01 1.00 13/06/2018 15:47:02	SO00108710 Invoiced 30/C
PRD115 Quick Fit Strap Pack of 3	1.00 Item 10.15 33.00 6.80 22/06/2018 01 0.08 13/06/2018 15:47:07	
DELCHG Delivery Charge	1.00 Item 9.50 9.50 22/06/2018 01 0.00 13/06/2018 15:47:10	Related information
▲ Line details		
Delivery date Misc. delivery info	Carrier information	
Requested ship date: 28/06/2018 Over-delivery:	0.00 Carrier account number:	
Requested receipt date: 03/07/2018 III Under-delivery:	0.00 Account code:	
Confirmed ship date: 28/06/2018 📰 🔯 Mode of delivery:	01 V Carrier ID:	
Confirmed receipt date: 03/07/2018 Delivery type:	Shinning location time zone	
Delivery date control: ATP ~	Time zone: (GMT) Greenwich Mean Time : Dublin. Edinburgh. Lisbon. London	
General Setup Address Product Packing Delivery	Price and discount / Project / Foreign trade / Financial dimensions /	
I 🗨 🔍 🕨 🕨 I 🛛 🔛 🔛 🔛 🔛 🔛 The day the selling	company should ship the item in order to meet the customer's requested receipt date.   19   GBP   USR Model   usr   pla   initial   NUM   Admin   21/06/2018   14:57	AX2012DR 🗐 🔂 Close

## Amending a Sales Order

Part 5 - Changing the Mode of Delivery

#### To amend the Mode of Delivery



🙀 Sales order (1 - pla) - Sales order: SO00110132, N	Norspa Ltd						- 0	×
File  Sales order Sell Manage	Pick and pack Invoice Retail General							
Sales order ⓑ Direct delivery ℃ Cancel ♥	Header view	Generate from Attachments template ▼	Send payment failure email	Stock Availability	S Hold Order Release Order			
New Maintain	Show Copy View Commerce	S Attachments	Email notification	Stock	Hold Order			
SO00110132 : NORS01 - Norspa Ltd						Open orde	er Latest sales orders	
⊿ General						SO00110132 Norspa Ltd NORS01 NORS01	Sales order Status	Crea
Sales order		Contact information		Storage dimensions			SOUTIO Open order	20
Sales order:	SO00110132	Internet address:	<u> </u>	Site:	~		SO00101 Invoiced	22
Retail sale:		E-mail:		Warehouse:	~		SO00097 Invoiced	13
Name:	Norspa Ltd	Status		References			SO00091 Invoiced	19
Order type:	Sales order V	Status: Open order	]	CRM Case No.				
Customer		Deadline:		Customer requisition	100009727		Related information	D 🗸
Customer account:	NORS01	Document status: Confirmation		Campaign ID:	×			
Invoice accounts	NORS01	Quote Reason: N/A		Customer reference:				
Contact		N/A	•	Project ID:				
Contact:	~			RMA number				
				KMA Humbel.			-	
Þ							-	
> Setup							-	
> Address						Paul Armitage-Bates	-	
Delivery  Transport	Carrier information	Misc del	iverv info			14/07/2018		
Call tag type:	Carrier account number:	Mode of	delivery: 02	1				
LIPS zone:	Account code:	Delivery	terms:					
		Delivery	reason:					
Delivery date		Bearon fr						
Requested ship date:	13/07/2018 Residential destination	Reason in						
Requested receipt date:	14/07/2018 Carrier ID:	Full Orde	a; 🗹					
Confirmed ship date:	13/07/2018 III III							
Confirmed receipt date:	14/07/2018							
Delivery date control:	СТР ~	Click on	simulate	dates				
Blind shipment:								
Shipping location time zone								
Time zone:	(GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbor	, London						
Delivery Information								
Special Haulage Required?	No ~							
Transport Booked:								
Haulier:	Standard V							
							<b>v</b>	
K < II > N   🖉   📰 💷   🖺	Freight company				(9) GBP USR N	Model usr pla initial CAPS NUM Admin 21/06/2018 12:	56 AX2012DR 🗐 🔂 Close	e

 Update Mode of delivery

						]		
)rder entry d	leadline	Current date	and time					Time zone
/ly time:	14:10	My date:		21/06/2018	My time:		11:57	(GMT) Casabl
hipping locat	tion time: 15:10	Shipping locat	ion date:	21/06/2018	Shipping locati	on time:	12:57	(GMT) Greenv
		]						
Day	Available ship dat	te Day	Availab	le receipt date				
Monday	02/07/2018	Tuesday	03/07/2	2018				
Tuesday	03/07/2018	Wednesday	04/07/2	018				
Wednesday	04/07/2018	Thursday	05/07/2	018	2.	Selec	t the	ship date
Thursday	05/07/2018	Friday	06/07/2	018				•
Friday	06/07/2018	Monday	09/07/2	018				
Monday	09/07/2018	Tuesday	10/07/2	018				
Tuesday	10/07/2018	Wednesday	11/07/2	018				
Wednesday	11/07/2018	Thursday	12/07/2	018				
Thursday	12/07/2018	Friday	13/07/2	018				
Friday	13/07/2018	Monday	16/07/2	018				
Monday	16/07/2018	Tuesday	17/07/2	018				
		20						

### 3. Click Update requested ship date

🕎 Sales order (1 - pla) - Sales order: SO00110132,	Norspa Ltd												×
File  Sales order Sell Manage	Pick and pack Invoic	e Retail	General										
Service order Sales order ⓑ Direct delivery New Maintain	Header view Show Co	a all a journal Totals	Download online orders Commerce S	Generate from Attac template T	chments	Send payment failure	e email n log ion	Stock Availability Stock	S Hold Order Release Order Hold Order				
SO00110132 · NORS01 - Norspa Ltd											Open order	Latest sales orders	<b>D A</b>
General										C000110122 Norma Ltd		Sales order Status	Crea
Sales order				Contact information				Storage dimensions		SOUTIOIS2   Norspa Ltd	NORSUL NORSUL	SO00110 Open order	13
Sales order:	SO00110132			Internet address:			0	Site:	~			SO00105 Invoiced	20
Retail sale:				E-mail:				Warehouse:	~			SO00101 Invoiced	22
Name:	Norspa Ltd			_			سی ر					SO00091 Invoiced	12
Order type:	Sales order 🗸 🗸			Status		7		References		1			
				Status: Ope	en order			CRM Case No.	100000737			Related information	
Customer	NORSOL			Deadline:				Customer requisition	100009727				
Customer account:	NORSUI	✓ One-time	e customer:	Document status: Cor	nfirmation			Campaign ID:	×	1			
Invoice account:	NORS01	~	1	Quote Reason: N/A	Α	```	~	Customer reference:					
Contact:		~						Project ID:					
								RMA number:					
Þ													
▷ Setup													
Address											Paul Armitage-Bates		
Delivery		C	-4			1					14/07/2018		
		Carrier account	ation t number:		Mode of	delivery into		1					
LIPS zone:		Account code			Delivery	terms:	×	]					
0F32016.		Fundited shine			Delivery		×	]					
Delivery date		Charge fuel cur	reharger		Percent f		Ť						
Requested ship date:	04/07/2018	Recidential ded	tination:		Full Oad								
Requested receipt date:	05/07/2018	Carrier ID:			Full Ord	er: 🗹							
Confirmed ship date:	13/07/2018												
Confirmed receipt date:	14/07/2018	V					<b>.</b>						
Delivery date control:	CTP ~				CK OI	n simula	ate	aates	again				
Blind shipment:													
Shipping location time zone													
lime zone:	(GMT) Greenwich Mean	Time : Dublin, Edi	inburgh, Lisbon, Lo	ondon									
Delivery Information													
Special Haulage Required?	No ~												
Transport Booked:	No ~												
Haulier:	Standard $\checkmark$												
											V		
	Identification of the order.								4(9) GBP	USK Model usr pla initial CAPS NUM	Admin 21/06/2018 12:59 A		lose

Available ship	and receipt dates (1	- pla)					—	×
Mode of delive Site:	ery: 02	Vare Vare	ehouse: very date control: CTP		~	Lead time: Transport day:	0	
<b>Order entry d</b> My time: Shipping locat	eadline 14:10 ion time: 15:10	<b>Current date a</b> My date: Shipping locati	and time 21/06/2018 ion date: 21/06/2018	M Sł	ly time: nipping locatio	11:57 n time: 12:57	Time zone (GMT) Casa (GMT) Gree	blaı nwi
Day	Available ship date	Day	Available receipt date					^
Tuesday	02/07/2018	Wednesday	03/07/2018					_
Wednesday	03/07/2018	Thursday	05/07/2018		_ 1	Select	the shin c	late lin
Thursday	05/07/2018	Friday	06/07/2018		±.	JUICEL	the ship c	
Friday	06/07/2018	Monday	09/07/2018					
Monday	09/07/2018	Tuesday	10/07/2018					
Tuesday	10/07/2018	Wednesday	11/07/2018					
Wednesday	11/07/2018	Thursday	12/07/2018					
Thursday	12/07/2018	Friday	13/07/2018					
Friday	13/07/2018	Monday	16/07/2018					
Monday	16/07/2018	Tuesday	17/07/2018					~
Records displa	yed: 3	0						
	Update rec	quested ship da	te Update con	nfirm	ed ship date		Cancel	
	2	. Click U	pdate confiri	ne	d ship d	ate		

	Clic	k on Line view					
🕎 Sales order (1 - pla) - Sales order: SO00110132, I	Norspa Ltd					C	x נ
File  Sales order Sell Manage	Pick and pack Invoice retail General						
K Service order Sales  Corder Corde	Header view Show Copy View	ad ders es Attachments Attachments Attachments	ail Stock Availability	S Hold Order Release Order Hold Order			
SO00110132 : NORS01 - Norspa Ltd					Open order	Latest sales orders	•
₄ General					SO00110132 Norspalltd NORS01 NORS01 ^	Sales order Status	Crea
Sales order		Contact information	Storage dimension	5		SO00110 Open order	r 13
Sales order:	SO00110132	Internet address:	Site:	~		SO00105 Invoiced	20
Retail sale:		E-mail:	Warehouse:	~		SO00097 Invoiced	13
Name:	Norspa Ltd	Statur	Pafarancar			SO00091 Invoiced	19
Order type:	Sales order V	Status:	CRM Case No				
Customer		Deadline:	Customer requisitio	100009727		Related information	D 🗸
Customer account:	NORS01	Document status: Confirmation	Campaign ID:				
Invoice account:	NORS01	Quote Reason: N/A ~	Customer reference				
Contact:	×		Project ID:				
			RMA number:				
<b>b</b>							
> Setup							
> Address					Paul Armitage-Bates		
⊿ Delivery					05/07/2018		
Transport	Carrier information	Misc. delivery info					
Call tag type:	<ul> <li>Carrier account number:</li> </ul>	Mode of delivery: 02	$\sim$				
UPS zone:	Account code:	Delivery terms:	$\sim$				
Delivery date	Expedited shipment:	Delivery reason:	~				
Requested ship date:	04/07/2018 Charge fuel surcharge:	Reason for export:					
Requested receipt date:	05/07/2018 Residential destination:	Full Order:					
Confirmed ship date:	04/07/2018 Carrier ID:						
Confirmed receipt date:	05/07/2018						
Delivery date control:	CTP ~						
Blind shipment:							
Shipping location time zone							
Time zone:	(GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbe	on, London					
Delivery Information							
Special Haulage Required?	No ~						
Transport Booked:	No V						
Haulier:	Standard ~						
	Simulate available ship and receipt dates			(9) GBP USR Model	usr pla initial CAPS NUM Admin 21/06/2018 13:01 A	X2012DR 🗐 🗐 🦷	Close



You now need to recalculate the delivery charge and if the customer is Pro Forma take any additional payment including VAT

🙀 Sales order (1 - pla)	- Sales order: SC	000110135, AA Pools													- 0	×
File 👻 Sales orde	er Sell	Manage Pick and pack Invoice	Retail General													
Sales order	r der ry Edit	Cancel Header view view	al Totals Downloa online ord	d Generat ers templ	e from Attachments	Send payment failur	re email In log	Stock Availability								
New	Main	tain Show Copy	View Commerce	e S	Attachments	Email notificat	tion	Stock								
SO00110135 : AAPO	001 - AA Poo	bls												Open order	Latest sales orders	
Sales order header	r														Sales order Status	Creati
Sales order lines															SO00110133 Open order	r 20/C
📑 Add line 🔤	Add lines	💐 Add products 🛛 🚿 Remove 🛛 🔗 Sale	s order line 🔻 🛛 📊 Finar	ncials 🔻 🛛 🏭	Stock 🔻 🛛 🙀 Produc	t and supply 🔻 🛛 🚟 U	pdate line 🔻	🔠 Kitting 🔻							SO00090161 Invoiced	08/0
Kit Type Ite	em number	Product name		Quantity	Unit Unit price	Discount percent	mount	Requested ship date	Mode of delivery	Reference number	Hazardous	Haz by Sea	Weight Created date	and time	SO00090159 Invoiced	08/0
	WW50L	Pleatco Advanced Spa Filter Cartridge Sunrise	Spas	1.00	ltem 28.35	45.00	15.59	29/06/2018	01				0.70 20/06/2018	08:02:00	SO00087961 Invoiced	17/0
P	GA400	GeoBubble Apollo 400 Solar Cover per sq m		45.00	Sqm 7.90	60.00	142.20	29/06/2018	01				18.00 20/06/2018	08:02:08		
PI	RB50-IN	Filter Cartridge Beachcomber C-4950 FC-2390	M	10.00	ltem 27.70	45.00	152.35	29/06/2018	01				7.60 20/06/2018	08:08:09	Related information	•
1.	. Clic	k on the Delive	ery Char	ge lir	2. ne	. Then c	lick	Update	line	Cal>⊂ulate Delivery Based or U⊃date Deliver rr Pr⊂ess Registrat Pick Cal>⊂el Direct de Sal⊂sagreen Attached Remove	Charge n BOM/Fo emainder tion elivery nent nk d link	ormula		- 3. Ch	Click Deliv	very

🌉 Sales order (1 -	pla) - Sales order	: SO00110132, Norspa Ltd															-	
File 👻 Sales	s order Sell	Manage Pick and pack	Invoice Reta	il General														
Credit Credit note Create	VAT Con deliv	Multiline discount	Sales order P confirmation con	ro forma nfirmation ka	vent Se nbans agre	rvice eement	Sales order confir	mation nation	Prepayment									
coool10122 . N		energia de la concentra de la			00033	עייי	Journals		riepayment							Open order	l atest sales orders	
5000110132 : 1	NORSUT - NOR	spa Ltd														Open order	Sales order Status	Crea
Sales order he	eader																SO00110 Open or	ler 13
Sales order III	mes Add lines	📾 Add and durate 🛛 🖂 Denner				M. Charles	- 🖾 Desiduation d		e in the state time e in the state								SO00105 Invoiced	20
Add line	Add lines	Remo	ve 🦻 Sales d	er line 🔹 🜇 F	inanciais •	Stock	Product and	supply		ting •							SO00101 Invoiced	22
Kit Type	Item number	Product name			Qua	ntity Unit	Unit price	Disc	Net amount Requested sh	Mode of deli	Reference n H	н	Weight Cre	ated date a	and time		SO00097 Invoiced	13
	RCH110	6 X 1Kg Kelax Small Chlorine Ia	abs ock Granules			1.00 Box	90.00	60.00	36.00 04/07/2018	02			6.80 13/	06/2018	20:32:20		SOUD91 Invoiced	15
	RCH023	500ml Relay Sna Instant Cartrid	loe Filter Cleaner (Sn			1.00 Box	9.16	40.00	5.50 04/07/2018	02			0.85 13/	06/2018	20:32:20			
	NET002S	1 x 250ml Net'Line Waterline C	leaning Gel			2.00 Item	9.30	33.00	12.46 04/07/2018	02			0.62 13/	06/2018	20:32:21		Related information	• •
	ZAP703	Spa Floating Chlorine Bromine	Dispenser			4.00 Item	3.50	33.00	9.38 04/07/2018	02			1.18 13/	06/2018	20:32:21			
	PRB50-IN	Filter Cartridge Beachcomber (	C-4950 FC-2390M			1.00 Item	27.70	45.00	15.24 04/07/2018	02			0.76 20/	06/2018	08:56:36			
	WEBDEL	Website Delivery Charge				1.00 Item			0.00 04/07/2018	02			0.00 13/	06/2018	20:32:21			
			CIICK	bales	orae	r co	niirma	lio	n to re-con		ne ord	er						
⊿ Line details																		
Delivery date		Misc. delivery inf	fo	Carrier infor	nation													
Requested ship dat	e: 04/07/201	Over-deliverv:	0.00	Carrier accou	nt number:													
Requested receipt	date: 05/07/2018	8 Under-delivery:	0.00	Account code														
Confirmed shin dat	te: 04/07/201	8 Mode of deliven	02	Carrier ID:														
Confirmed receipt	dator 05/07/2011	8 Delivery		carrier ib.														
		Delivery type.		Shipping loca	tion time zo	ne												
Delivery date contr	None	~		Time zone:	(	GMT) Gree	nwich Mean Time : D	)ublin, E	dinburgh, Lisbon, London									
General S	Setup Address	Product Packing Deliver	y Price and disco	unt Project	Foreign trac	e Finan	cial dimensions											
		The day the sellin	g company should s	hip the item in c	rder to meet	the custom	er's requested recei	pt date.			<b>(</b> 9)	GBP US	SR Model u	sr pla ir	nitial CAPS NUM	Admin 21/06/2018 13:03	AX2012DR 💷 🗊	Close

## Amending a Sales Order

Part 6 – Changing mode of delivery on an order that has already been part shipped

Before amending the Mode of Delivery on back ordered lines you should check that an output order hasn't already been created for that line. If it has you must delete it, otherwise any changes you make will not be shown to the picker.

#### 1. Click on Header view

🙀 Sales	order (1 -	pla) - Sales order:	SO00110093, Crystal Clg Leisure															×
File 👻	Sales	s order Sell	Manage Pick d pack Ir	nvoice Retail	General													
Sales order	Service Purchas Direct d New	e order elivery	Cancel Header view	From all From journal Copy View	Download online orders Commerce S	Generate from template ▼ Attachr	Attachments ments	Send payment failure e	mail Stock A	Availability Stock	S Hold Order Release Order Hold Order	All	thes	e ite	ms ship	ped o	n the 13/	06
SO0011	0093 : 0	CRYS02 - Crysta	I Clear Leisure													Open order	Latest sales orders	•
Sales	order he	eader															Sales order Status	Creation
Sales	order li	nes															SO00110093 Delivered	13/06/
	Add line	🙀 Add lines	👼 Add products 🛛 💌 Remove	😽 Sales order line	<ul> <li>Financial</li> </ul>	ls 🔻 🕌 Stock 🔻	Rroduct	and supply 🔻 🛛 🧱 Upda	ate line 🔻 🔡 k	Kitting 🔻							SO00108982 Invoiced	01/06/
ПК	t Tune	Item number	Product name			Quantity Unit	Unit price	Discount percent Net	amount Reque	ected chin da	te Mode of delivery	arence number	Hazardous	Haz by Sea	Weight Created dat	e and time	SO00108633 Invoiced	29/05/
		LED005	Above Ground Pool RGB LED Light	t (with R/C)		3.00 Item	175.00	33.00	351.75 13/06	5/2018	02	1			6.90 13/06/2018	13:20:14	SO00107931 Invoiced	21/05/
		SFP500	IFIo 500 0.75hp Pump 20in Filter P	Package		1.00 Item	383.00	55.00	172.35 13/06	5/2018	02				24.00 13/06/2018	13:20:20		
		PGM514	GeoBubble Midas 500 Solar Cover	14ft x 28ft		3.00 Item	356.40	65.00	374.22 13/06	5/2018	02				57.60 13/06/2018	13:20:29	Delete d'information	
		PGA412	GeoBubble Apollo 400 Solar Cover	r 12ft x 24ft		2.00 Item	213.30	65.00	149.31 13/06	5/2018	02				24.00 13/06/2018	13:20:36	Kelated information	• •
		LFG401	Self Adhesive R E Gasket Strip 75m	nm x 25m Roll		1.00 Item	48.70		48.70 13/06	5/2018	02				1.20 13/06/2018	13:20:40		
		LBW001	50m Linerlock Wedge			1.00 Item	41.50		41.50 13/06	5/2018	02				3.00 13/06/2018	13:23:32		
		DELCHG	Delivery Charge			1.00 Item	92.27		92.27 13/06	5/2018	02				0.00 13/06/2018	13:24:03		
		AFP071	Intex Pump Filter Conversion Kit			1.00 Item	38.40	50.00	19.20 13/06	5/2018	02				1.00 13/06/2018	13:21:17		
		PSANT20P4	Pleatco AdvancedSpa Futura Spa F	Filter Cartridge		6.00 Item	22.00	50.00	66.00 13/06	5/2018	02				0.00 13/06/2018	13:21:31		
		RCH020	б x 1kg Relax Granular Shock			4.00 Box	78.00	60.00	124.80 13/06	5/2018	02			$\checkmark$	28.00 13/06/2018	13:21:41		
		RSPA16	6 x 750g Relax Spa pH Minus			1.00 Item	30.00	60.00	12.00 13/06	5/2018	02				5.00 13/06/2018	13:22:37		
		RSPA14	6 x 500g Relax Spa pH Plus			1.00 Item	27.00	60.00	10.80 13/06	5/2018	02				3.00 13/06/2018	13:22:42		
		RSPA17	6 x 1kg Relax Spa Total Alkalinitiy P	Plus		1.00 ltem	45.00	60.00	18.00 13/06	5/2018	02				6.00 13/06/2018	13:22:54		
	-	PWW50L	Pleatco Advanced Spa Filter Cartric	idge Sunrise Spas		4.00 Item	28.35	50.00	56.70 27/06	5/2018	01				2.81 22/06/2018	08:31:20	:	
⊿ Line	letails																-	
Delivery	date		Misc. delivery info	Car	rier information													
Requeste	d ship dat	:e: 27/06/2018	Over-delivery:	0.00 Car	rier account numl	ber:						Th	is lin	le wa	as due t	o ship	on the 2	7/06
Requeste	d receipt (	date: 02/07/2018	Under-delivery:	0.00 Acc	ount code:	TUFF		_						4		•		· .
Confirme	d ship da	te: 27/06/2018	Mode of delivery: 01	∨ Car	rier ID:	TUFFNELLS						by	IVIO	D 01,	, but is i	now av	vailable a	nd
Confirme	d receipt	date: 02/07/2018	Delivery type:	Shi	oping location tin	ne zone						_ ما ح		- <b>-</b>		: مال ما		1
Delivery of	ate contr	ol: CTP	$\sim$	Tim	e zone:	(GMT) Green	wich Mean Tim	e : Dublin, Edinburgh, Lis	bon, London	]		the	e cus	stom	er need	is thei	r back ord	aer
												on	an I	Expre	ess serv	ice		
Ge	neral S	Setup Address	Product Packing Delivery	Price and discount	Project Foreig	in trade Financi	al dimensions	/										
			Simulate available ship	ip and receipt dates							<u>(</u> (9	9) GBP USR Mo	odel usr pl	a initial	NUM Admin 2	2/06/2018 09:31	AX2012DR 🗐 🗍	Close

🙀 Sales order (1 - pla) - Sales order: SO00110093, Crystal Clear Leisure	– 🗆 X
File 🔻 Sales order Sell Manage Pick and pack Invoice Retail General	
Service order       Service order<	S Hold Order Ø Release Order
SO00110093 : CRYS02 - Crystal Clear Leisure	Open order Latest sales orders 🕞 🔺
Delivery Instructions:	Sales order Status Creation
Very restricted of elicery information  Perivery date Requested receipt date:  Perivery date Recomments  Perivery information  Perivery informatio	The original shipment went via Tuffnells on a service Il use the simulate date button
🖌 < 🏢 🕨 🗎 💋 🔲 📄 🕴 Identification of the order.	🔔(9)   GBP USR Model usr pla initial NUM Admin 22/06/2018 09:36 AX2012DR 🗐 🗊 Close ,

1. Change the Mode of delivery

s	Mode of de Site:	livery: 05	V Wa	arehouse: livery date control: CTP	Transport days:	0	
0	Order entr	y deadline	Current date	and time		Time zone	
N	My time:	14:10	My date:	22/06/2018	My time: 08:47	(GMT) Casablaı	
s	hipping lo	cation time: 15:10	Shipping loca	ation date: 22/06/2018	Shipping location time: 09:47	(GMT) Greenwi	
	Day	Available ship date	Day	Available receipt date		^	2 Select the
	Friday	22/06/2018	Saturday	23/06/2018			
	Friday	29/06/2018	Saturday	30/06/2018			required Ship
	Friday	06/07/2018	Saturday	07/07/2018			
	Friday	13/07/2018	Saturday	14/07/2018			
	Friday	20/07/2018	Saturday	21/07/2018			
	Friday	27/07/2018	Saturday	28/07/2018			
	Friday	03/08/2018	Saturday	04/08/2018			
	Friday	10/08/2018	Saturday	11/08/2018			
	Friday	17/08/2018	Saturday	18/08/2018			
	Friday	24/08/2018	Saturday	25/08/2018			
	Friday	31/08/2018	Saturday	01/09/2018		~	
R	Records dis	played:	30				

3. Update requested ship date

🕎 Sales order (1 - pla) - Sales order: SO00110093, C	rystal Clear Leisure	- 🗆 X
File - Sales order Sell Manage	Pick and pack Invoice Retail General	
Service order Seles order New Maintain	Image: Show     Copy     View     Copy     View     Copy     View     Copy     Copy<	S Hold Order Release Order Hold Order
SO00110093 : CRYS02 - Crystal Clear Leise	Jre	Open order Latest sales orders
Delivery Instructions:		∧ Sales order Status Creation
Pelivery		SO00110093 Delivered 13/06
Transport	Carrier information Misc. delivery info	SOUTION SOUTIO
Call tag type:	Carrier account number: Mode of delivery: P1 ~	SO00108633 Invoiced 29/05
UPS zone:	Account code: TUFF Delivery terms: ~	SO00107931 Invoiced 21/05,
Delivery date	Expedited shipment: Delivery reason:	
Requested ship date:	13/06/2018 Charge fuel surcharge: Reason for export:	Related information
Requested receipt date:	14/06/2018 Residential destination: Full Order:	
Confirmed ship date:	Carrier ID: TUFFNELLS	
Confirmed receipt date:		
Delivery date control:	СТР ✓	
Blind shipment:	Drocc the cimulate date butter	
Shipping location time zone		i agaili
Time zone:	(GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London	
Delivery Information		
Special Haulage Required?	No v	
Transport Booked:	No v	
Haulier:	Standard V	
Vehicle Type:	Standar v	
Are there any height, width or weight restrictions	? <u>No ~</u>	
Are there any parking restrictions?	No v	
Comments:		
Delivery Cost:		
Price and discount		GBP   EOM1
Packing		
Intercompany settings		
E-Commerce		
Foreign trade     Einensiel dimensie		
P rinancial dimensions		
	Identification of the order.	▲(9)   GBP   USR Model   usr   pla   initial   NUM   Admin   22/06/2018   09:36   AX2012DR   🖨 🔂 Close

Available sh	nip and receipt dates (	1 - pla)						_		×
Mode of deli Site:	ivery: 05	<ul><li>✓ Wa</li><li>✓ Del</li></ul>	irehouse: livery date	control: CTP	~	Lead ti Transp	ime: oort days:		0	
Order entry	deadline	Current date	and time					Tim	e zone	
My time:	14:10	My date:		22/06/2018	My time:		08:47	(G	MT) Casa	ablar
Shipping loc	ation time: 15:10	Shipping loca	tion date:	22/06/2018	Shipping location	n time:	09:47	(G	MT) Gree	nwi
						1				
Day	Available ship date	Day	Availabl	e receipt date						^
Friday	22/06/2018	Saturday	23/06/2	018						
Friday	29/06/2018	Saturday	30/06/2	018						
Friday	06/07/2018	Saturday	07/07/2	018						
Friday	13/07/2018	Saturday	14/07/2	018						
Friday	20/07/2018	Saturday	21/07/2	018						
Friday	27/07/2018	Saturday	28/07/2	018						
Friday	03/08/2018	Saturday	04/08/2	018						
Friday	10/08/2018	Saturday	11/08/2	018						
Friday	17/08/2018	Saturday	18/08/2	018						
Friday	24/08/2018	Saturday	25/08/2	018						
Friday	31/08/2018	Saturday	01/09/2	018						¥
Records disp	layed:	30								
	Update r	equested ship o	late	Mindate cont	firmed shin date	]		Cance	4	

# Select the required Ship date

### 2. Update confirmed ship date

### 2. You must then re-confirm the sales order

🙀 Sales	order (1 -	pla) - Sales	order: SO00110093, Crystal Clear Leisur	re																
File 👻	Sales	order	Sell Manage Pick and pack	Invoice Retail Ger	neral								Vou	will	soo i	t ha	s und	hatel		
*	<b>6</b>		📑 🦳 퍯 Multiline discount		*		bales order confi	rmation Prepay	ment				100	VVIII	3001	t na	s upu	alcu		
Credit	Charges	VAT	Confirmed delivery dates	Sales order Pro forma	Event	Service	Quotation confir	rmation					all I	ines	even	if tł	ney h	ave		
Create	Charges	Tax	Calculate	Generate	Process	Apply	Journals	Prepay	ment					vbc	hoon	chi	hond			
SO001	10093 : C	RYS02 -	Crystal Clear Leisure										ane	auy	Deen	5111	ppeu	Open order	Latest sales orders	D ^
▷ Sales	order he	ader																	Sales order State	us Creation
Sales	order lin	es																	SO00110093 Oper	or 13/06/
-	Add_line		lines 🛛 🧱 Add products 🔤 Remo	ove 😽 Sales order line 🕶	🛼 Financial	s 🔻 🕌 Sto	ck 🔻 🛛 📓 Product and	d supply 🔻 🛛 📷	Jpdate line	▼ 🔠 Kitting ▼									SO00108982 Invoi	ced 01/06/
		ltem nu	mber Product name			Quantity Unit	t Unit price Di	scount percent	Net amou	t Requested sh	ip date Mod	delive v	Reference number	Hazardous	Haz by Sea	Weight	Created date a	and time	SO00108737 Invol SO00108633 Invo	iced 29/05/
		LED005	Above Ground Pool RGB LED	Light (with R/C)		3.00 Iten	n 175.00	33.00	351.7	22/06/2018	p date the					6.90	13/06/2018	13:20:14	SO00107931 Invo	ced 21/05/
		SFP500	IFIo 500 0.75hp Pump 20in Fil	lter Package		1.00 Iten	n 383.00	55.00	172.3	22/06/2018		_				24.00	13/06/2018	13:20:20		
	-	PGM514	4 GeoBubble Midas 500 Solar Ce	over 14ft x 28ft		3.00 Iten	n 356.40	65.00	374.2	22/06/2018	05					57.60	13/06/2018	13:20:29	Related informatic	n Ev
		PGA412	GeoBubble Apollo 400 Solar C	Cover 12ft x 24ft		2.00 Iten	n 213.30	65.00	149.3	22/06/2018	05					24.00	13/06/2018	13:20:36		
		FG401	Self Adhesive R E Gasket Strip	75mm x 25m Roll		1.00 Iten	n 48.70		48.7	0 22/06/2018	05					1.20	13/06/2018	13:20:40		
		L W001	50m Linerlock Wedge			1.00 Iten	n 41.50		41.5	22/06/2018	05					3.00	13/06/2018	13:23:32		
		DI CHO	5 Delivery Charge	120		1.00 Iten	n 92.27	50.00	92.2	22/06/2018	05					0.00	13/06/2018	13:24:03		
			2004 Pleaten AdvancedSpa Eutura	NIL Spa Filter Cartridge		6.00 Iten	n 38.40	50.00	19.4	22/06/2018	05					0.00	12/06/2018	13:21:17		
		RCH0	6 x 1kg Relay Granular Shock	spa Filter Cartiloge		4.00 Rox	78.00	60.00	124.8	22/06/2018	05					28.00	13/06/2018	13:21:51		
		RSPA16	6 x 750g Relax Spa pH Minus			1.00 Iten	n 30.00	60.00	12.0	22/06/2018	05					5.00	13/06/2018	13:22:37		
		RSPA14	6 x 500g Relax Spa pH Plus			1.00 Iten	n 27.00	60.00	10.8	0 22/06/2018	05					3.00	13/06/2018	13:22:42		
		RSPA17	6 x 1kg Relax Spa Total Alkalin	itiy Plus		1.00 Iten	n 45.00	60.00	18.0	22/06/2018	05					6.00	13/06/2018	13:22:54		
		PWW50	L Pleatco Advanced Spa Filter C	Cartridge Sunrise Spas		4.00 Iten	n 28.35	50.00	56.7	22/06/2018	05					2.81	22/06/2018	08:31:20	:	
									I											
		1	. If an additi	onal delive	erv cl	narge	e is reau	lired a	bhe	a new	line.	VOU	ı will ne	ed to	o wor	k oi	it the	o addit	ional	
						101.9				u nen	iiiic,	,						addit		
⊿ Line	details		amount ma	anually. If '	the c	usto	mer is a	also pr	o fo	rma v	vou m	nust	take the	e ado	dition	al p	avme	ent inc	luding \	/AT
Delivery	date		Misc. delivery in	fo Carrier	information				• • •	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	•••									,
Request	ed ship date	e: 22/0	06/2018 Over-delivery:	0.00 Carrier	account numb	oer:														
Request	ed receipt d	late: 23/0	06/2018 Under-deliverv:	0.00 Accour	nt code:															
Confirm	ed shin date	e 22/0	16/2018 Mode of delivery	05 Carrier	ID:															
Confirm	od rocoint d	date: 22/0																		
Commit	eu receipt e	1010. 23/0	Delivery type.	Shippir	ng location tin	ne zone														
Delivery	date contro	Non	e v	Time zo	one:	(GMT) Gr	eenwich Mean Time :	Dublin, Edinburgh	, Lisbon, Lo	ondon										
G	eneral Se	etup Ac	Idress Product Packing Deliver	ry Price and discount Pro	oject Foreig	n trade Fin	ancial dimensions													
			이 🗐 📃 🕛 The day the sellin	ng company should ship the ite	em in order to	meet the cust	omer's requested rece	ipt date.				4	) GBP USR M	odel usr p	ola initial	NUM	Admin 22/	06/2018 09:46	AX2012DR 🗐 🗊	Close

File 👻	S	ales	order	Sell	Mana	ge Pick	and pack	Invoice	Retail	Gene	ral				
Credit note	Charg	ges	VAT	Con delive	firmed ery dates	is Multilin is Total die is a constant of the second secon	e discount scount :harges	Sales ord	er Pro ion confi	forma rmation	Event kanbans	Service agreement	Sales ord	er confirmation n confirmation	Prepayment
Create	Charg	ges	Tax		(	Calculate		(	Generate		Process	Apply	Jou	urnals	Prepayment
											Unde	r Sales ord	ler confirma	ation Journa	ils
	[	🔏 Sal	es order cont	firmations	(1 - pla) - (	Confirmation: SO	00110093-1, CRY	502						- 0	×
		File	•												
		Over	view Lines												
		P	review/Print	Char	ges VAT	Send▼									
			Sales order	Date	Custo	mer requisition	Confirmation	Currency	Amount	1		You will	find two ve	ersions on th	
			SO00110093	22/06/2			SO00110093-1 SO00110093-2	GBP	68.04			salos or	dor		
		14	00001100000	22,00,2			5000110055 2	001	001011	4		Sales Un			
			<►		2	Order number	<b>(</b> 9) G	BP USR Mode	el usr pla	initial	NUM Ad	Imin 22/06/2018	09:48 AX2012DR	🗐 🗐 Close	•

### The first journal shows the first part of the order was to ship on 13/06 via MoD 02

Ų	Sales order confirmations (1 - pla) - Confirmation: SO00110093-1, CRYS02 - 🗆 🗙												
ſ	File	-											
	Over	view	Lines										
	C	Charg	es Stock▼										
		Kit	Sales order	ltem	Sales category	Description	de of delivery	ShipDate	Ship date	Quantity	Unit price	Dis	•
			SO00110093	LED005		Above Ground Pool RGB LED Light (with	02-	13/06/2018	14/06/2018	Ship date )	175.00		
			SO00110093	SFP500		IFIo 500 0.75hp Pump 20in Filter Package	02	13/06/2018	14/06/2018	1.00	383.00		
			SO00110093	PGM514		GeoBubble Midas 500 Solar Cover 14ft x 28ft	02	13/06/2018	14/06/2018	3.00	356.40		
			SO00110093	PGA412		GeoBubble Apollo 400 Solar Cover 12ft x 24ft	02	13/06/2018	14/06/2018	2.00	213.30		
			SO00110093	LFG401		Self Adhesive R E Gasket Strip 75mm x 25m	02	13/06/2018	14/06/2018	1.00	48.70		
			SO00110093	LBW001		50m Linerlock Wedge	02	13/06/2018	14/06/2018	1.00	41.50		
			SO00110093	DELCHG		Delivery Charge	02	13/06/2018	14/06/2018	1.00	92.27		
			SO00110093	AFP071		Intex Pump Filter Conversion Kit	02	13/06/2018	14/06/2018	1.00	38.40		
			SO00110093	PSANT20P4		Pleatco AdvancedSpa Futura Spa Filter	02	13/06/2018	14/06/2018	6.00	22.00		
	1		\$000110093	RCH020		6 x 1kg Relay Granular Shock	02	12/06/2010	14/06/2010	4 00	78.00		~
	< <											>	
				0	Order number	(9) GBP USR Model usr pla in	nitial NUM	Admin 22	/06/2018 09:51	AX2012DR	88	Close	

#### 🙀 Sales order confirmations (1 - pla) - Confirmation: SO00110093-2, CRYS02 $\times$ 2 File 👻 Overview Lines Charges Stock -Kit Sales order Item Sales category Description Quantity Unit price Discou violacion mp date SO00110093 PWW50L Pleatco Advanced Spa Filter Cartridge 05 22/06/2018 23/06/2018 4.00 28.35 < > 🛛 < 🖩 🕨 🕨 🖉 Ľ **(**9) GBP USR Model usr pla initial NUM Admin 22/06/2018 09:53 AX2012DR 🗐 🗊 Order number Close

#### The second journal only contains the remaining unshipped item with the new MoD and ship date

## Amending a Sales Order

Part 7 – Changing the delivery address

### In Header View of the Sales Order go to the Address section

🙀 Sales order (1 - pla) - Sales order	er: SO00110124, Lifestyle Pool & Leisu	ire Co					– 🗆 X
File 🗸 Sales order Sell	Manage Pick and pack	Invoice Retail General					
Sales order New N	X Delete Cancel Header View Maintain	From all From journal Copy View Commerce S	Generate from Attachments template      Send payment failure en Email notification log       .     Attachments     Email notification	Stock Availability Stock Availability Stock H	Hold Order Release Order Hold Order		
SO00110124 : LIFE01 - Lifesty	vle Pool & Leisure Co					Open order	Latest sales orders
4 General						SO00110124 Lifestula Bool Bul sizura Co. LIEE01 LIEE01 A	Sales order Status Creati
Sales order			Contact information	Storage dimensions		3000110124 + Ellestyle Pool & Leisure Co + ElFEOT + ElFEOT	SO00110124 Open order 13/C
Sales order:	SO00110124		Internet address:	Site:	~		SO00109798 Invoiced 11/C
Retail sale:			E-mail:	Warehouse:	~		SO00109611 Invoiced 08/C SO00109087 Invoiced 04/C
Name:	Lifestyle Pool & L	Leisure Co		D-f			SO00108710 Invoiced 30/C
Order type:	Sales order	~	Status Status	CRM Case No			
Customer			Deadline:	Customer requisition:			Related information
Customer account:	LIFE01	✓ One-time customer:	Document status: Confirmation	Campaign ID:	~		
Invoice account:	LIFE01		Quote Reason: N/A	Customer reference: 6748	8 / Scott		
Contact:	Janette Clark	~		Project ID:			
				RMA number:			
6							
> Setup							
⊿ Address						Lifestyle Pool & Leisure C	
Delivery address			Third-party shipping a	ldress			
Name:	Lifestyle Pool & L	Leisure Co	Third-party name:				
Delivery address:	Lifestyle Pool & L	Leisure Co 🛛 🔽 📳 🧲	Address:				
Address:	Wyvale Garden C. Newport Pagnell Wootton NORTHAMPTON NN4 6HP	entre A Road I	Click on the add	l address b	outton		
Delivery contact:							
Mobile Tel No.							
Alternative Delivery Contact Tel N	No.						
Email Address:							
Delivery Instructions:							
⊿ Delivery						27/06/201	
Transport		Carrier information	Misc. delivery info				
Call tag type:	~	Assount code:	Delivery terms	×			
UPS zone:		Account code:	Delivery terms:				
Delivery date		Expedited snipment:	Passan far avnat				
Requested ship date:	22/06/2018	Charge rue surcharge:	Keason for export			<b>v</b>	
🖌 ┥ 🏢 🕨 🖌 🚺	🗐 📃 🖹 The name that is ass	sociated with the selected delivery addres	15		(9) GBP USR Mode	l usr pla initial NUM Admin 21/06/2018 16:27 A	X2012DR 🗐 🖬 Close

### Enter your new delivery address

		🔲 New address (1) - (	Customer account: LIFE01, C —		]
		Location ID:	ADR000177343		
		Name or description:	Mr J Bloggs		
		Purpose:			
		One-time:			
		A Ada			-
		Country/region:	GBR	$\sim$	
1	Tick Ono time	Postcode:	TN37 7DA	~	
т.		Street:	23 Sedlescombe Road North		
		City:	ST LEONARDS-ON-SEA	~	
		State:		~	
		County:		$\sim$	
		Primary:			
		Primary for country			
		Private:			
		Contact information	tion		-
		Tax registration			-
		General			
		Delivery			2. Click OK
			ок 🦊	Cancel	

		3. Click	k on Line v	view					
🙀 Sales order (1 - pla) - Sales order: SO00110124, Li	festyle Pool & Leisure Co							- 0	×
File 👻 Sales order Sell Manage	Pick and pack Invoice stail	General							
Service order Merchase order Sales order Direct delivery Merchase	Header view	otals Download online orders	Generate from Attachments	Send payment failure email	Stock Availability	S Hold Order Release Order			
New Maintain	Sho Copy	/iew Commerce S	Attachments	Email notification	Stock	Hold Order			
SO00110124 : LIFE01 - Lifestyle Pool & Le	isure Co						Open order	Latest sales orders	
⊿ General							SO00110124   Lifestyle Pool & Leisure Co   LIFE01   LIFE01   ^	Sales order Status	Creati 13/C
Sales order		Co	ontact information		Storage dimensions		_	SO00109798 Invoiced	11/0
Sales order:	SO00110124	Int	ternet address:	<u> </u>	Site:	~		SO00109611 Invoiced	08/0
Retail sale:		E-i	-mail:	<b>a</b>	Warehouse:	$\sim$	·	SO00109087 Invoiced	04/C
Name:	Lifestyle Pool & Leisure Co	St	tatus		References			SO00108710 Invoiced	30/0
Order type:	Sales order $\sim$	Sta	tatus: Open order		CRM Case No.				
Customer		De	eadline:		Customer requisition:			Related information	
Customer account:	LIFE01 V One	-time customer: Do	ocument status: Confirmation	]	Campaign ID:	~			
Invoice account:	LIFE01 V	Qu	uote Reason: N/A	~	Customer reference:	6748 / Scott			
Contact:	Janette Clark	$\sim$			Project ID:				
					RMA number:				
4									
Label Text:									
▷ Setup			1 Unda	to namo f	iold if c	ontact	as changed		
⊿ Address			T. Opua	ite name i		ontact	Lifestyle Pool & Leisure C		
Delivery address				Third-party shipping addre	is				
Name:	Mr J Bloggs			Third-party name:					
Delivery address:	Mr J Bloggs	✓ 🛐 🛟		Address:					
Address:	23 Sedlescombe Road North								
	TN37 7DA								
	United Kingdom								
Delivery contact:									
Mobile Tel No.									
Alternative Delivery Contact Tel No.				-	<u> </u>	Update	e any contact details as necessary	/	
Email Address:						-	-		
Delivery Instructions:									
⊿ Delivery							27/06/201		
Transport	Carrier in	formation	Misc. de	elivery info					
Call tag type:	✓ Carrier acc	ount number:	Mode of	f delivery: 01 🗸	]				
UPS zone:	Account o	ode:	Delivery	terms:	]				
Delivery date	Expedited	shipment:	Delivery	reason: V			v		
🖌 🚽 🖩 🕨 H   🖉   🗐 💷   🖺	The name that is associated with the se	lected delivery address					(J) GBP USR Model usr pla initial CAPS NUM Admin 22/06/2018 08:45 AX	2012DR 🗐 🔂 Clo	ose



🙀 Sales order (1 -	- pla) - Sales order	r: SO00110132, Norspa Ltd													_	
File 👻 Sale	s order Sell	Manage Pick and pack	Invoice Retail	General												
Credit Charges	VAT Co deliv	Multiline discount	Sales order confirmation confirm	orma nation Process	Service agreement	Sales order confirm	nation F	Prepayment								
coool10122		concurate a		Trocess	~YYY	Journals		repayment						Open order	latest sales orders	
SOUUTIUT32 : NORSUI - Norspa Ltd Open order										Sales order Status	Crea					
Sales order h	eader		<b>\</b>												SO00110 Open ord	er 13
Sales order II	nes Add Error	🔲 A dal una divista 🛛 🖂 Danasa			- M. Carroli	- 🗟 Dan du at an du		WW Desister Constant							SO00105 Invoiced	20
Add line	Add lines	Remov	ve 🦻 Sales ider II	ne 🕶 🔐 Financiais		Product and	suppiy •		ting •						SO00101 Invoiced	22
Kit Type	e Item number	Product name			Quantity Uni	t Unit price I	Disc	Net amount Requested sh	Mode of deli	Reference n H	H. Weight	Created date	and time		SO00097 Invoiced	13
	RCH110	6 X 1Kg Relax Small Chlorine Ta	abs		1.00 Box	90.00	60.00	36.00 04/07/2018	02		6.80	13/06/2018	20:32:20		SOUU91 Invoiced	15
	RSPA34S	500ml Relay Sna Instant Cartrid	lae Filter Cleaner (Spr		1.00 Box	9.16	40.00	43.20 04/07/2018	02		0.85	13/06/2018	20:32:20			
	NET002S	1 x 250ml Net'Line Waterline Cl	leaning Gel		2.00 Iten	n 9.30	33.00	12,46 04/07/2018	02		0.62	13/06/2018	20:32:21		Related information	D 🗸
	ZAP703	Spa Floating Chlorine Bromine	Dispenser		4.00 Iten	n 3.50	33.00	9.38 04/07/2018	02		1.18	13/06/2018	20:32:21			
	PRB50-IN	Filter Cartridge Beachcomber C	C-4950 FC-2390M		1.00 Iten	n 27.70	45.00	15.24 04/07/2018	02		0.76	20/06/2018	08:56:36			
	WEBDEL	Website Delivery Charge			1.00 Iten	n		0.00 04/07/2018	02		0.00	13/06/2018	20:32:21			
				ales ord		mmat	lion				21					
⊿ Line details																
Delivery date		Misc. delivery inf	fo C	arrier information												
Requested ship date: 04/07/2018 @ Over-delivery: 0.00 Carrier account number:																
Requested receipt date: 05/07/2018 IIII Under-delivery: 0.00 Account code:																
Confirmed shin date: 04/07/2018 Mode of delivery: 02 Carrier ID:																
Confirmed receipt date: 05/07/2018 Blivery type:																
Delivery date control: Near-																
General	Setup Address	Product Packing Deliver	y Price and discount	ime zone:	(GMT) Gree	enwich Mean Time : De	ublin, Edir	nburgh, Lisbon, London								
Image: A matrix and the selling company should ship the item in order to meet the customer's requested receipt date.								X2012DR 🗐 🗊	Close							