How to Edit an Order

Cetec ERP

How do you edit a committed order in Cetec ERP? First, go to the order screen.

CETEC ERP

Click Edit.

CETEC ERP

SALES   PARTS   PURCHASING   WAREHOUSE   ACCOUNTING   PRODUCTION   ADMIN

QUOTES ▼   ORDERS ▼   INVOICES ▼   CUSTOMERS ▼   LEADS ▼   OPPORTUNITIES ▼   FORECASTS ▼   REPORTS ▼

Order 666.1

Pending Approval: Cetec ERP Support ▼

VIEW
EDIT
DETAILS/SERIALS
INVOICE/SHIP
CLOSE LINE/ALL
MERGE
PDF (QUICK)
PRO FORMA PDF
COMMISSION
RELEASE TO WH
WORKORDER VIEW +
PREPAY
PROGRESS BILLING
PACKING SLIP (QUICK)
PACKING LABEL
FULL ORDER PLATE
QUOTE 666
CREATE WO

Build Process   1   2   3   4   5
3. Pick Parts/Material **Line 1**

Help

Hide Warnings

Customer On Credit Hold! Hold Comments: AR aging is overdue

Customer	Austin Children's Museum (27)	Location	MN	Ordered On	2022-04-15
Buyer		P.O. Number	283740918348	Assembly?	Yes
Ship Via	UPS Ground	Customer Email		Carrier Account #	
Tax Group	(0%)	Terms	NET30	FOB/Incoterms	S - Shipment
Order Type	Scheduled	Ship Type	Partial	Status	New (0)

More Options ▾

+/- Columns

Let's look at a few things you might want to edit on an order. To edit the ship to address, scroll down to the Shipping Information section and make your changes.

This is also where you can change the shipping method.

End User Data

Attn
Name

Street 1
Street 2
Street 3
Street 4

City
State
Zip Code

(set country)

Ship Via: UPS Ground

N/A
DHL
Fedex Air
Fedex Ground
Third Party
✓ UPS Ground

FOB / Incoterms: S - Shipment

Carrier Account #
Ignore?
849726

Reference 1

Reference 2: 666.1-1

Reference 3: 666.1

Permanent Shipping Instructions

Shipping Instructions

(displays on order pdf and packing slip as shipping comments, transfers)

Submit

Billing / Sales Information ▾

Attn

To confirm your changes, click Submit at the bottom of the Shipping Information section.

To change the resale price of your items, scroll to the bottom. Click into the Resale field and edit the value there.

Cetec ERP

To change the dock date for the order, click here

Tax Type	● Non-Taxable ○ Taxable	Tax Group		Tax Collected	$0.00
Project	(project)	Cost Center	(Select Cost Center)	Resale Cost Center	(Select Cost Center)
Inside Sales	None	Outside Sales	None		

Submit

Add Line **Change All Lines** **Show/Hide All Advanced** **Enable Auto Fill**

Note: Customer has Ship Ahead Days set to 7. Unless there is an exception, please validate that the Ship Date is 7 day(s) before the Dock Date.

#	Trans Code	Qty Due	Prcpart	Revision	Prod Line	Cost	Resale	Work Start Date	Ship Date	Original Ship Date	Dock Date
1	Stoc	100	CAB304VS02-MDM-25HW		Prod	28.50000000 USD	32.5000000	ⓘ	2022-04-20 ⓘ	2022-04-20	2022-04-25

▼ Advanced

Submit

and select the new dock date from the calendar pop-up window.

To see more fields, click Advanced.

Once you're done editing this section, click Submit here.

#	Trans Code	Qty Due	Prcpart	Revision	Prod Line	Cost	Resale	Work Start Date	Ship Date	Original Ship Date	Dock Date

Cost Center: (Select Cost Center) ⌄ **Resale Cost Center:** (Select Cost Center) ⌄

Tech Comment: Tech comment   **Ship To:** Choose a Ship To ⌄

Sourcing Comments: (does not display externally, transfers)

Exclude from tax subtotal? ☐ **Add Line Tax:** (add line tax) ⌄ **Block Commissions** ☐ **Schedule Locked?** ☑

Priority Rank (Higher Nums First)

Parts Call Out   **Type**

Submit

🖱 To add another line to this order, click Add Line.

Tax Type	● Non-Taxable ○ Taxable	Tax Group [ ]	Tax Collected [$0.00]
Project	(project) ▾	Cost Center (Select Cost Center) ▾	Resale Cost Center (Select Cost Center) ▾
Inside Sales	None ▾	Outside Sales	None ▾

Submit

Add Line | Change All Lines | Show/Hide All Advanced | Enable Auto Fill

Note: Customer has Ship Ahead Days set to 7. Unless there is an exception, please validate that the Ship Date is 7 day(s) before the Dock Date.

#	Trans Code	Qty Due	Prcpart	Revision	Prod Line	Cost	Resale	Work Start Date	Ship Date	Original Ship Date	Dock Date
1	Stoc ▾	100	CAB304VS02-MDM-25HW 🔍	▾	Prod ▾	28.50000000 USD ▾	32.5000000	ⓘ	2022-04-20 ⓘ	2022-04-20	2022-04-27

▾ Advanced

Submit

Enter the quantity,

| Tax Type | ● Non-Taxable ○ Taxable | Tax Group | | Tax Collected | $0.00 |

| Project | (project) | Cost Center | (Select Cost Center) | Resale Cost Center | (Select Cost Center) |

| Inside Sales | None | Outside Sales | None | | |

Submit

Add Line

ADD LINE

| Trans Code | Build | Qty | 0 | Prcpart | (prcpart) 🔍 | Revision |

| Prod Line | N/A | Cost | $0.00 USD | Resale | $0.00 | USD |

| Work Start Date | | Ship Date | 2022-04-15 | Dock Date | 2022-04-15 |

Submit   **Add Multi-Level BOM**

Change All Lines   **Show/Hide All Advanced**   **Enable Auto Fill**

🖱 the Prcpart number,

Tax Type	● Non-Taxable ○ Taxable	**Tax Group**		**Tax Collected**	$0.00
Project	(project)	**Cost Center**	(Select Cost Center)	**Resale Cost Center**	(Select Cost Center)
Inside Sales	None	**Outside Sales**	None		

Submit

Add Line

ADD LINE

Trans Code	Build	**Qty**	100	**Prcpart**	(prcpart) 🔍 **Revision**
Prod Line	N/A	**Cost**	$0.00 USD	**Resale**	$0.00 USD
Work Start Date		**Ship Date**	2022-04-15	**Dock Date**	2022-04-15

Submit   Add Multi-Level BOM

Change All Lines   Show/Hide All Advanced   Enable Auto Fill

Tax Type	● Non-Taxable ○ Taxable		Tax Group		Tax Collected	$0.00
Project	(project)		Cost Center	(Select Cost Center)	Resale Cost Center	(Select Cost Center)
Inside Sales	None		Outside Sales	None		

Submit

Add Line

ADD LINE

Trans Code	Build	Qty	100	Prcpart	b 🔍
Prod Line	N/A	Cost	$0.00 USD	Resale	
Work Start Date		Ship Date	2022-04-15	Dock Date	

Revision

Dropdown:
- 1FB 010-1-219/MODIFIED (Desc: CONN.12PIN MALE MODIFIED)
- 1FB 32342333
- **1FB WLM 10000300 (Desc: WLM 10000300)**
- 3MB 051135-08505 (Desc: SEALANT,SEAM FAST-N-FIRM (TAN))
- A01 1 (Desc: Turbine shaft mount assembly)
- A01 2 (Desc: Bull Gear Pipes Outer)
- ASM 001 (Desc: center pipe assembly)
- ASM 005 (Desc: New Turbine assembly)
- ASM 006 (Desc: Bull Gear Pipe LHS inner)
- ASM 007 (Desc: Bull Gear Pipe RHS inner)

Submit   Add Multi-Level BOM

Change All Lines   Show/Hide All Advanced   Enable Auto Fill

and any other relevant information. Then click Submit.

Tax Type	● Non-Taxable ○ Taxable	
Tax Group		
Tax Collected	$0.00	
Project	(project)	
Cost Center	(Select Cost Center)	
Resale Cost Center	(Select Cost Center)	
Inside Sales	None	
Outside Sales	None	

Submit

Add Line

ADD LINE

Trans Code	Build	Qty	100	Prcpart	1FBWLM 10000300 🔍	Revision	1
Prod Line	N/A	Cost	$0.00 USD	Resale	$0.00 USD		
Work Start Date		Ship Date	2022-04-15	Dock Date	2022-04-15		

Submit   Add Multi-Level BOM

Change All Lines   Show/Hide All Advanced   Enable Auto Fill

To delete a line on the order, click Close Line/All.

Check the box on the line you want to delete.

Delete Order 666.1

VIEW
EDIT
DETAILS/SERIALS
INVOICE/SHIP
CLOSE LINE/ALL
MERGE
PDF (QUICK)
PRO FORMA PDF
COMMISSION
RELEASE TO WH
WORKORDER VIEW +
PREPAY
PROGRESS BILLING
PACKING SLIP (QUICK)
PACKING LABEL
FULL ORDER PLATE
QUOTE 666
CREATE WO
CREATE PQUOTE
OUTSOURCE POS (0) +
DOCUMENTS (0)
NOTES (0)

Customer	Austin Children's Museum (27)	
Buyer		P.O. Number 283740918348
Initials		OSR
Tax Group		Terms NET30
Type S		Assembly? Yes
Ship To	Austin Children's Museum 900 Congress Avenue Suite B 78741, Austin TX	

Location	MN
Ship Via	UPS Ground
FOB/Incoterms	S - Shipment
Status	New (0)

Ordered On	2022-04-15

Delete Selected Lines

Delete Order

Delete Order & All Sub Orders

#	Qty Due	Prcpart	Cost	Resale	Dock Date	Status	Delete
1	100	CAB304VS02-MDM-25HW	28.50000000	32.50000000	2022-04-27	Release Material	☐
2	100	1FBWLM 10000300	0.00000000	0.00000000	2022-04-15	Release Material	☐

Then click Delete Selected Lines.

Delete Order 666.1

VIEW
EDIT
DETAILS/SERIALS
INVOICE/SHIP
CLOSE LINE/ALL
MERGE
PDF (QUICK)
PRO FORMA PDF
COMMISSION
RELEASE TO WH
WORKORDER VIEW +
PREPAY
PROGRESS BILLING
PACKING SLIP (QUICK)
PACKING LABEL
FULL ORDER PLATE
QUOTE 666
CREATE WO
CREATE PQUOTE
OUTSOURCE POS (0) +
DOCUMENTS (0)
NOTES (0)

Customer	Austin Children's Museum (27)	Location	MN	Ordered On	2022-04-15
Buyer		P.O. Number	283740918348		
Initials		OSR		Ship Via	UPS Ground
Tax Group		Terms	NET30	FOB/Incoterms	S - Shipment
Type	S	Assembly?	Yes	Status	New (0)
Ship To	Austin Children's Museum 900 Congress Avenue Suite B 78741, Austin TX				

Delete Selected Lines

Delete Order

Delete Order & All Sub Orders

#	Qty Due	Prcpart	Cost	Resale	Dock Date	Status	Delete
1	100	CAB304VS02-MDM-25HW	28.50000000	32.50000000	2022-04-27	Release Material	☐
2	100	1FBWLM 10000300	0.00000000	0.00000000	2022-04-15	Release Material	☑

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Click Confirm.

Are you sure you want to delete line 2?

Confirm   Cancel

To close this pop-up window, click the X at the bottom right.

Lines Deleted: 1

That's it. You're done. Now you know how to edit an order in Cetec ERP!

+ **Capture**

Scan to go to the interactive player