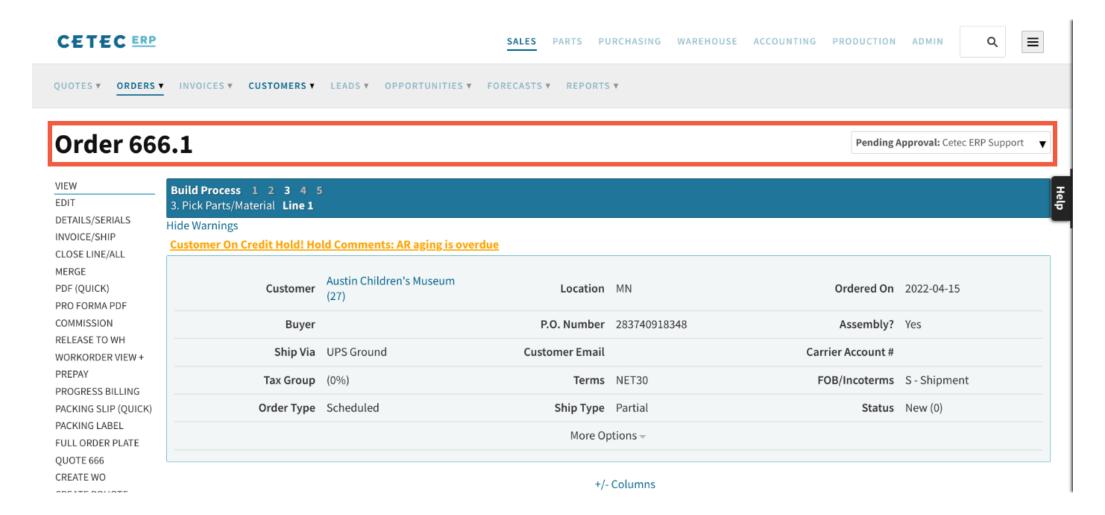
Cetec ERP

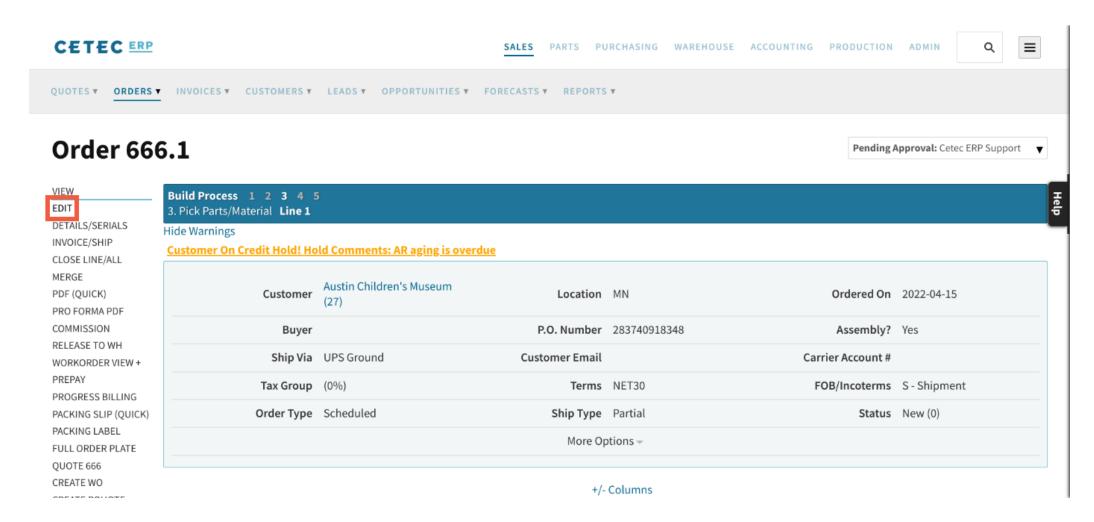
• How do you edit a committed order in Cetec ERP? First, go to the order screen.



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Cetec ERP

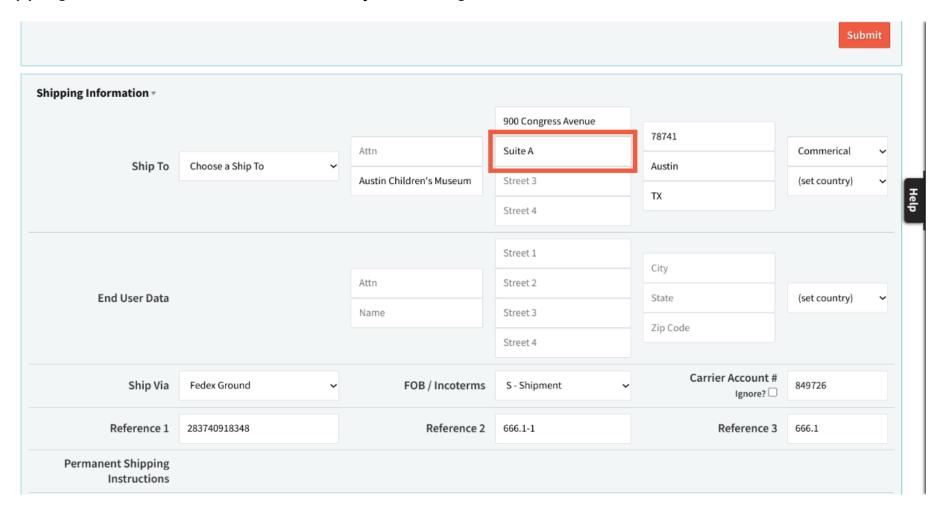
Click Edit.



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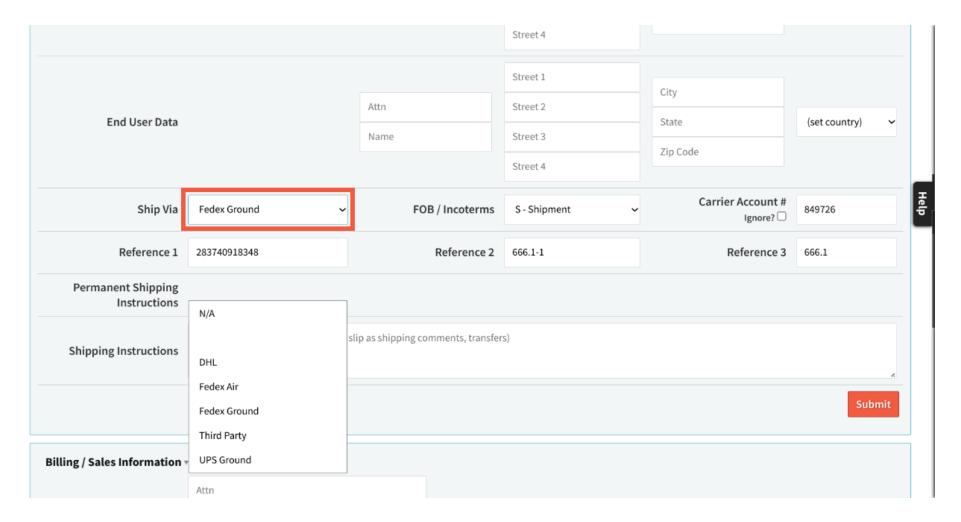
Cetec ERP

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.



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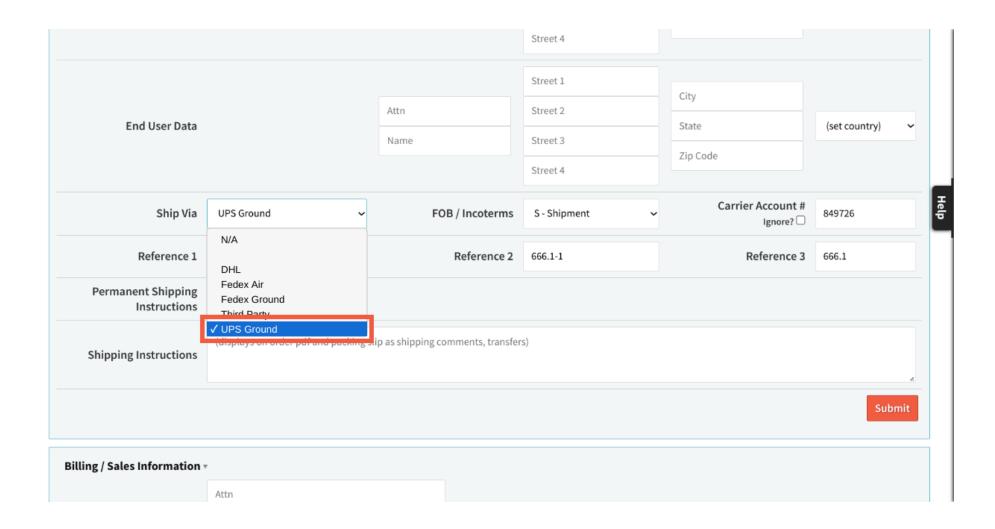
• This is also where you can change the shipping method.



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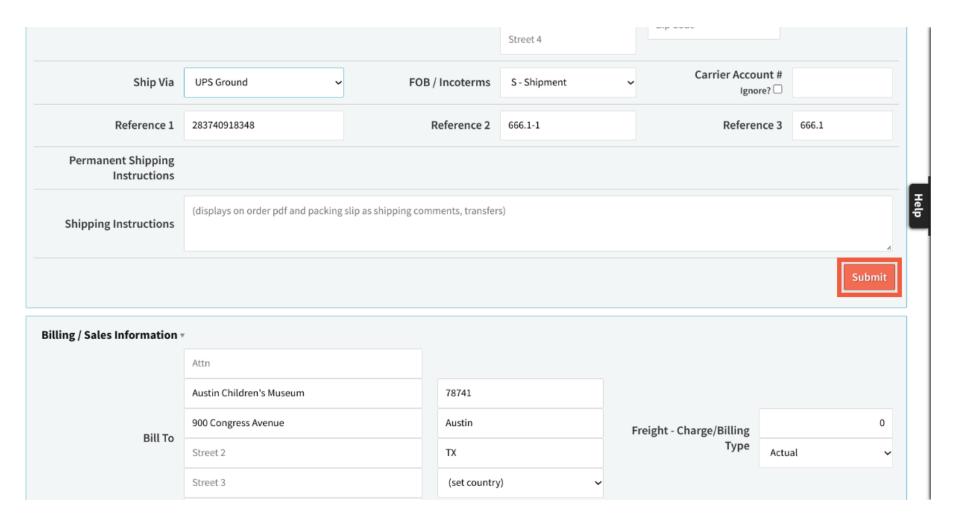
Cetec ERP





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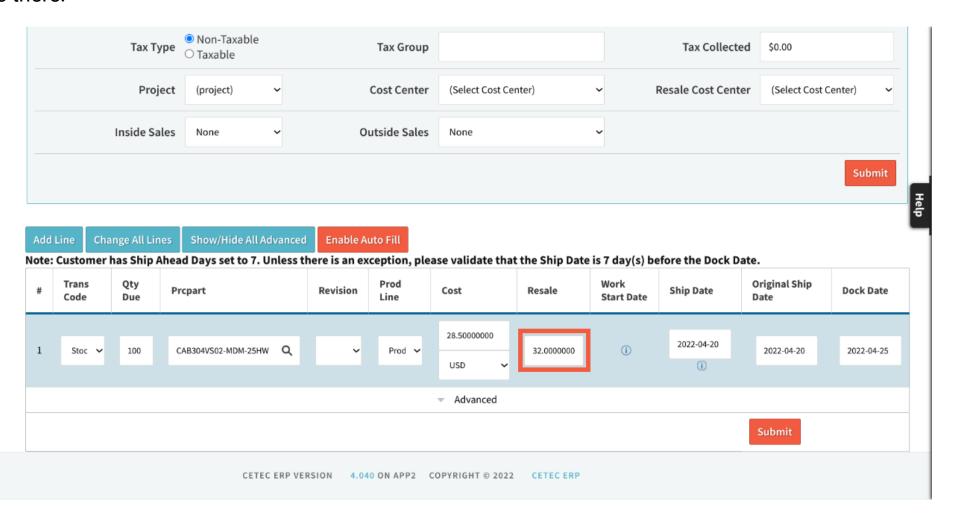
To confirm your changes, click Submit at the bottom of the Shipping Information section.



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Cetec ERP

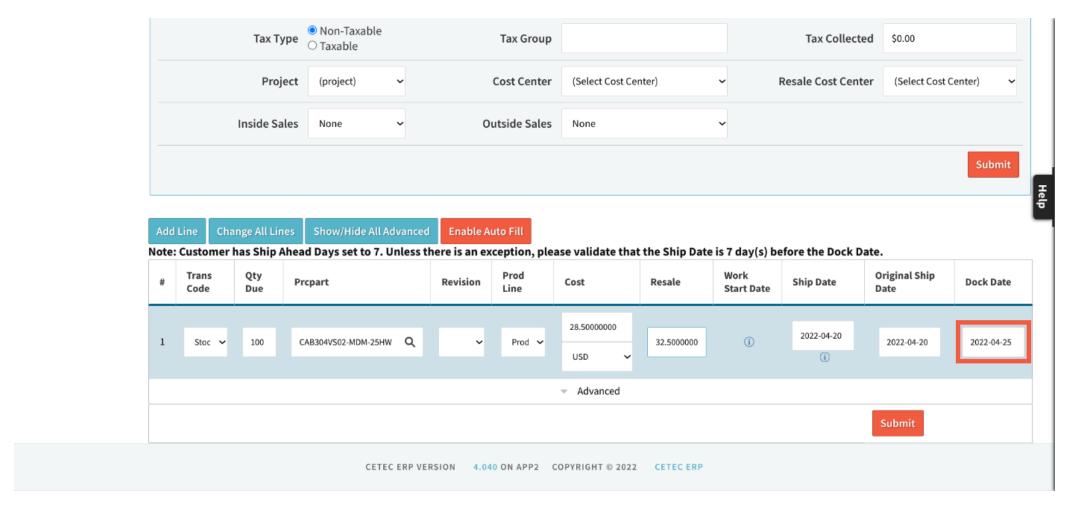
To change the resale price of your items, scroll to the bottom. Click into the Resale field and edit the value there.



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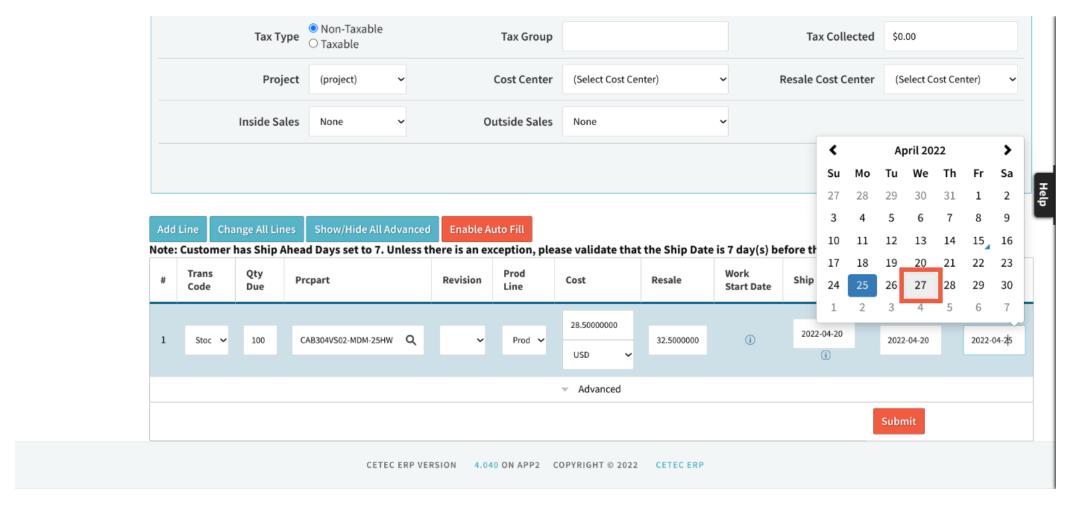
Cetec ERP

To change the dock date for the order, click here



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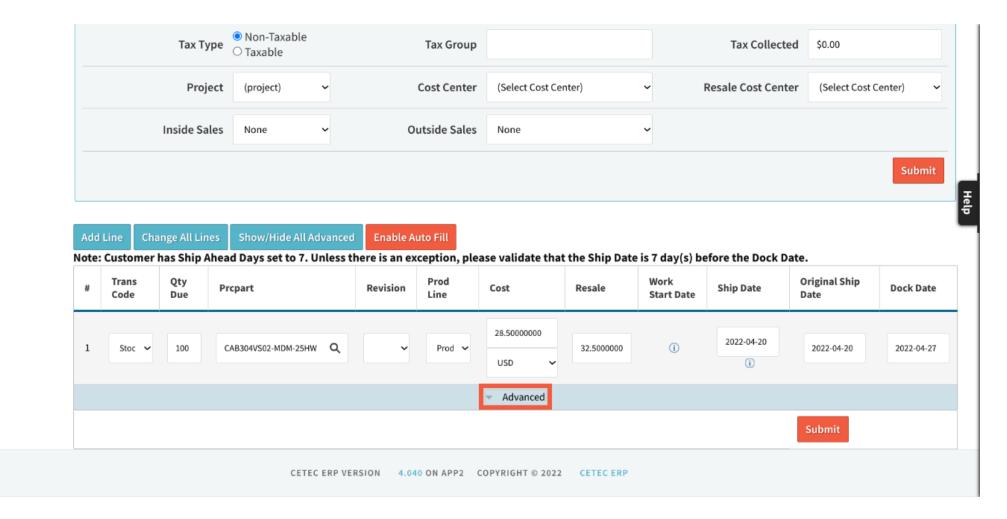
• and select the new dock date from the calendar pop-up window.



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To see more fields, click Advanced.

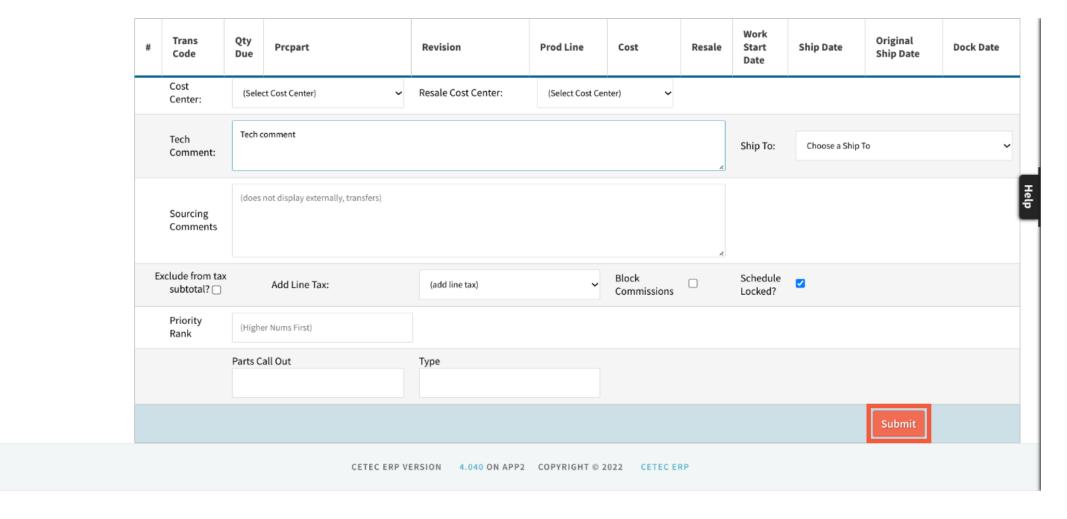


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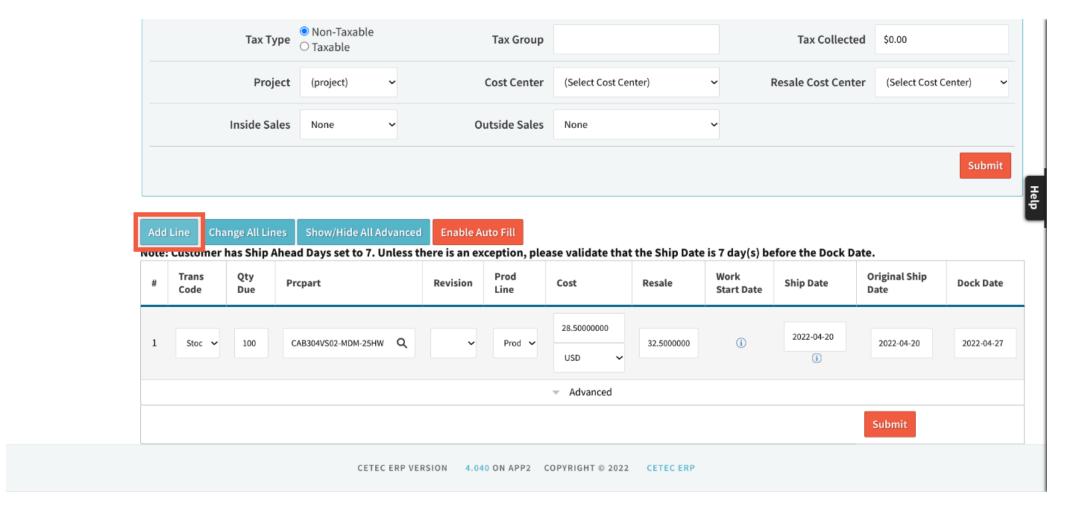
• Once you're done editing this section, click Submit here.



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Cetec ERP

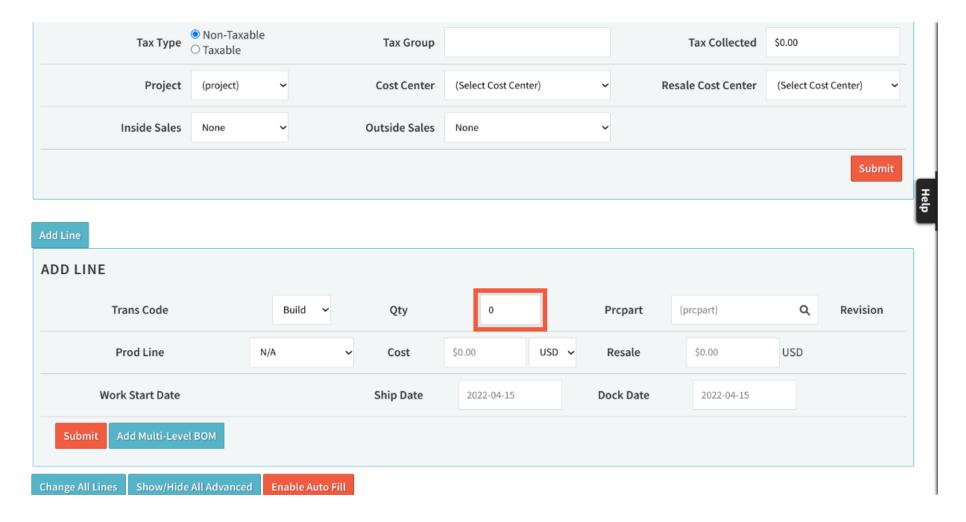
To add another line to this order, click Add Line.



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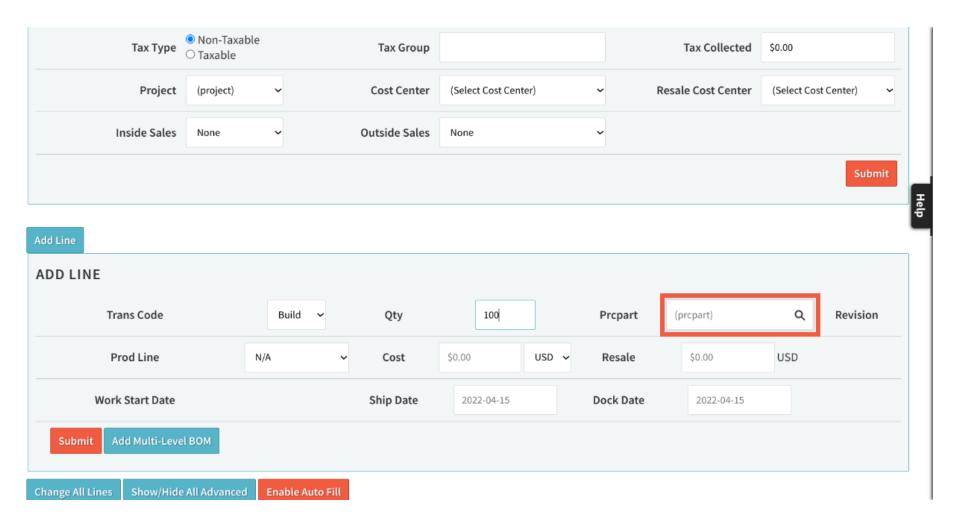
Enter the quantity,



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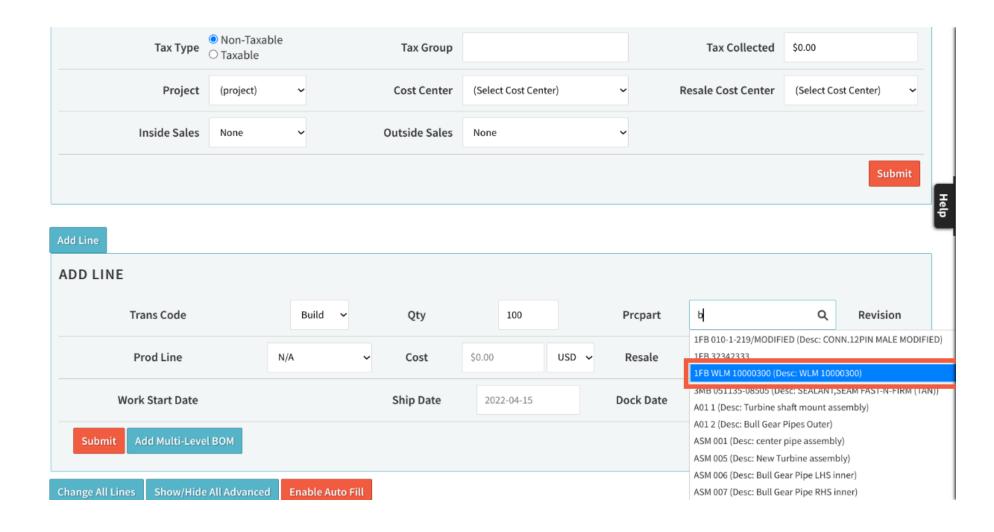
f the Prcpart number,



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Cetec ERP

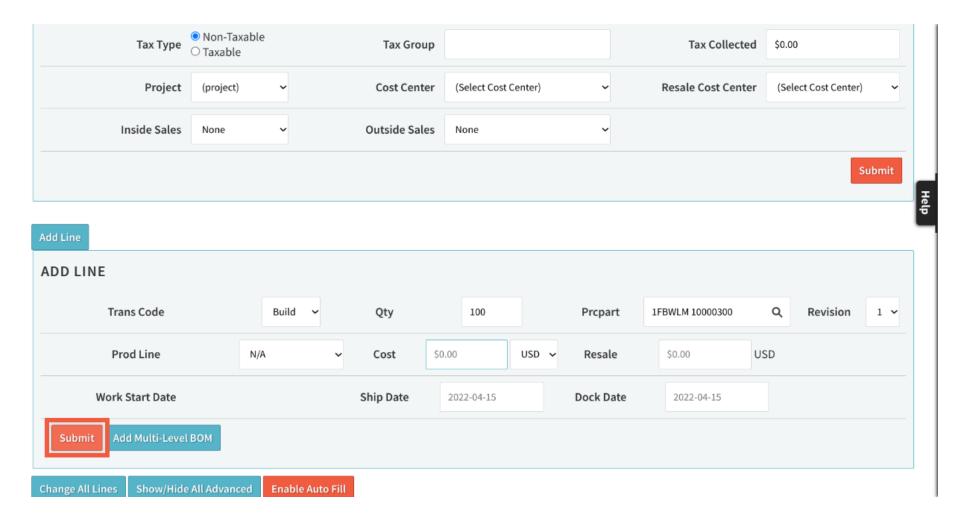




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Cetec ERP

• and any other relevant information. Then click Submit.

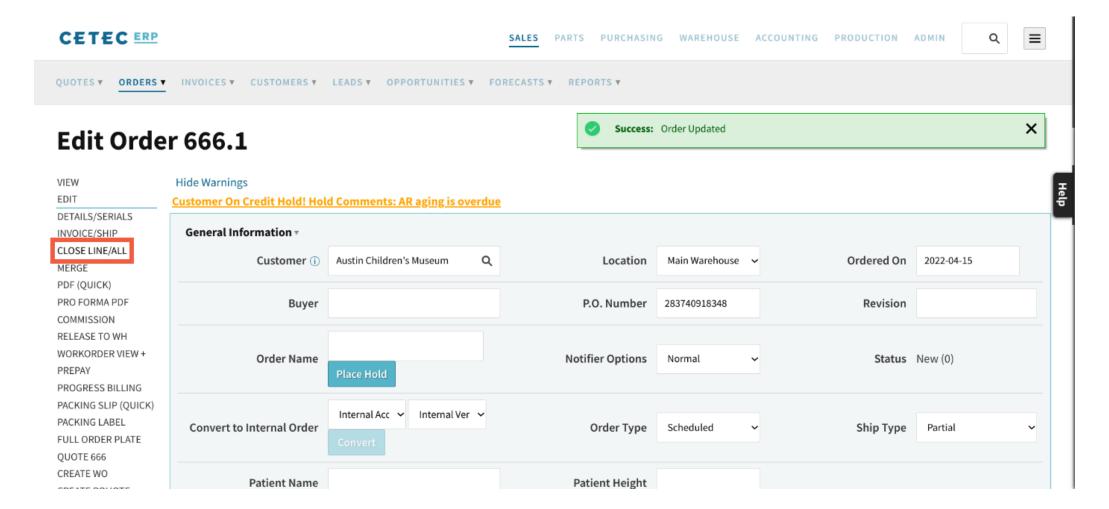


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Cetec ERP

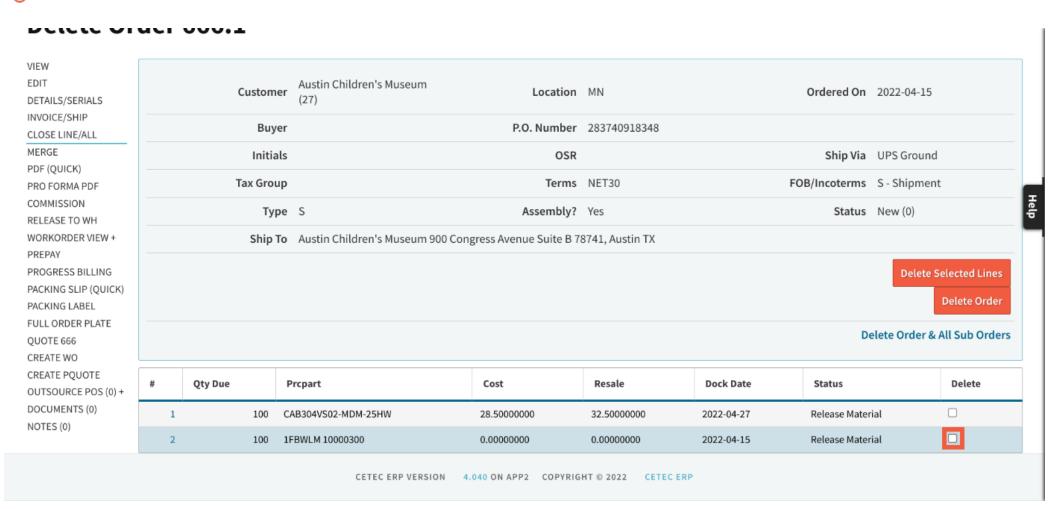
To delete a line on the order, click Close Line/All.



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Cetec ERP

Check the box on the line you want to delete.



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CETEC ERP | How to Edit an Order

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Then click Delete Selected Lines.

PULLU DIUCI OCCIA

EW DIT ETAILS/SERIALS VOICE/SHIP OSE LINE/ALL ERGE DF (QUICK) RO FORMA PDF DMMISSION ELEASE TO WH ORKORDER VIEW + REPAY ROGRESS BILLING OCKING SLIP (QUICK) OCKING LABEL JUL ORDER PLATE JOTE 666 REATE WO	Customer			Austin Children's Museum (27)	Location	MN		Ordered On 2	2022-04-15
		Buyer			P.O. Number				
	Initials				OSR		Ship Via UPS Ground		
	Tax Group				Terms NET30		FOB/Incoterms S - Shipment		
		Type S			Assembly? Yes			Status New (0)	
								Dele	Delete Selected Lines Delete Order ete Order & All Sub Orders
TE WO	#	Qty Due	1	Prcpart	Cost	Resale	Dock Date	Status	Delete
TE WO TE PQUOTE OURCE POS (0) +				AB304VS02-MDM-25HW	28.50000000	32.50000000	2022-04-27	Release Material	
TE PQUOTE	1		100 C	ADSU-1430Z-MDM-ZSHW					

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Click Confirm.



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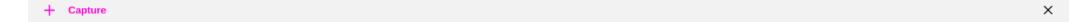
To close this pop-up window, click the X at the bottom right.



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



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Scan to go to the interactive player

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