

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

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

CREATE QUOTE

Build Process 1 2 3 4 5

3. Pick Parts/Material Line 1

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

Help

 Click **Edit**.

CETEC ERP

SALES

PARTS

PURCHASING

WAREHOUSE

ACCOUNTING

PRODUCTION

ADMIN

Q

≡

QUOTES ▾

ORDERS ▾

INVOICES ▾

CUSTOMERS ▾

LEADS ▾

OPPORTUNITIES ▾

FORECASTS ▾

REPORTS ▾

Order 666.1

Pending Approval: Cetec ERP Support ▾

VIEW

EDIT

DETAILS/SERIALS

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PDF (QUICK)

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PROGRESS BILLING

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FULL ORDER PLATE

QUOTE 666

CREATE WO

CREATE QUOTE

Build Process 1 2 3 4 5

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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

Help



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.

Submit

Shipping Information ▾

Ship To

Choose a Ship To ▾

Attn

Austin Children's Museum

900 Congress Avenue

Suite A

Street 3

Street 4

78741

Austin

TX

Commerical ▾

(set country) ▾

End User Data

Attn

Name

Street 1

Street 2

Street 3

Street 4

City

State

Zip Code

(set country) ▾

Ship Via

Fedex Ground ▾

FOB / Incoterms

S - Shipment ▾

Carrier Account #

Ignore? ☐

849726

Reference 1

283740918348

Reference 2

666.1-1

Reference 3

666.1

Permanent Shipping Instructions

Help



This is also where you can change the shipping method.

End User Data		Attn	Street 1	City	(set country) ▼
		Name	Street 2	State	
			Street 3	Zip Code	
			Street 4		
Ship Via	Fedex Ground ▼	FOB / Incoterms	S - Shipment ▼	Carrier Account #	849726
Reference 1	283740918348	Reference 2	666.1-1	Reference 3	666.1
Permanent Shipping Instructions	N/A				
Shipping Instructions	slip as shipping comments, transfers)				
Billing / Sales Information	Submit				



Street 4

End User Data

Attn

Name

Street 1

Street 2

Street 3

Street 4

City

State

Zip Code

(set country) ▾

Ship Via

UPS Ground ▾

FOB / Incoterms

S - Shipment ▾

Carrier Account #

849726

Reference 1

Reference 2

Reference 3

Permanent Shipping Instructions

Reference 1

Reference 2

Reference 3

Shipping Instructions

Shipping Instructions

Submit

Billing / Sales Information ▾

Attn



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

Street 4		Street 5			
Ship Via	UPS Ground	FOB / Incoterms	S - Shipment	Carrier Account #	
				Ignore?	<input type="checkbox"/>
Reference 1	283740918348	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					
Bill To	Attn				
	Austin Children's Museum	78741			
	900 Congress Avenue	Austin			
	Street 2	TX			
	Street 3	(set country)			
		Freight - Charge/Billing Type		0	
				Actual	



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

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 ▼	32.00000000	ⓘ	2022-04-20 ⓘ	2022-04-20	2022-04-25
▼ Advanced											
Submit											

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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 LineChange All LinesShow/Hide All AdvancedEnable 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	32.50000000		2022-04-20	2022-04-20	2022-04-25
Advanced											
Submit											

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

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

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

#	Trans Code	Qty Due	Prcpart	Revision	Prod Line	Cost	Resale	Work Start Date	Ship
1	Stoc	100	CAB304VS02-MDM-25HW		Prod	28.50000000 USD	32.50000000	2022-04-20	2022-04-25

Advanced

Submit

<

April 2022

>

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7



To see more fields, click Advanced.

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					

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 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:		<div>(Select Cost Center)</div>		Resale Cost Center:		<div>(Select Cost Center)</div>					
Tech Comment:		<div>Tech comment</div>							Ship To:		<div>Choose a Ship To</div>
Sourcing Comments		<div>(does not display externally, transfers)</div>									
Exclude from tax subtotal? <input type="checkbox"/>		Add Line Tax:		<div>(add line tax)</div>		Block Commissions <input type="checkbox"/>		Schedule Locked? <input checked="" type="checkbox"/>			
Priority Rank		<div>(Higher Nums First)</div>									
Parts Call Out		<div>Type</div>									
<div>Submit</div>											



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

Tax Type	<input checked="" type="radio"/> Non-Taxable <input type="radio"/> Taxable	Tax Group	<input type="text"/>	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	<input checked="" type="radio"/> Non-Taxable <input type="radio"/> Taxable	Tax Group	<input type="text"/>	Tax Collected	<input type="text" value="\$0.00"/>
Project	<input type="text" value="(project)"/>	Cost Center	<input type="text" value="(Select Cost Center)"/>	Resale Cost Center	<input type="text" value="(Select Cost Center)"/>
Inside Sales	<input type="text" value="None"/>	Outside Sales	<input type="text" value="None"/>		
					<input type="button" value="Submit"/>

Help

ADD LINE

Trans Code	<input type="text" value="Build"/>	Qty	<input type="text" value="0"/>	Prcpart	<input type="text" value="(prcpart)"/>	Revision	<input type="text"/>
Prod Line	<input type="text" value="N/A"/>	Cost	<input type="text" value="\$0.00"/>	USD	Resale	<input type="text" value="\$0.00"/>	USD
Work Start Date	Ship Date		<input type="text" value="2022-04-15"/>	Dock Date	<input type="text" value="2022-04-15"/>		
<input type="button" value="Submit"/>		<input type="button" value="Add Multi-Level BOM"/>					



the Prupart number,

Tax Type	<input checked="" type="radio"/> Non-Taxable <input type="radio"/> Taxable	Tax Group	<input type="text"/>	Tax Collected	<input type="text" value="\$0.00"/>
Project	<input type="text" value="(project)"/>	Cost Center	<input type="text" value="(Select Cost Center)"/>	Resale Cost Center	<input type="text" value="(Select Cost Center)"/>
Inside Sales	<input type="text" value="None"/>	Outside Sales	<input type="text" value="None"/>		
					<input type="button" value="Submit"/>

Add Line

ADD LINE

Trans Code	<input type="text" value="Build"/>	Qty	<input type="text" value="100"/>	Prcpart	<input type="text" value="(prcpart)"/>	Revision
Prod Line	<input type="text" value="N/A"/>	Cost	<input type="text" value="\$0.00"/>	USD	Resale	<input type="text" value="\$0.00"/>
Work Start Date		Ship Date	<input type="text" value="2022-04-15"/>	Dock Date	<input type="text" value="2022-04-15"/>	
<div><input type="button" value="Submit"/> <input type="button" value="Add Multi-Level BOM"/></div>						



Tax Type	<input checked="" type="radio"/> Non-Taxable <input type="radio"/> Taxable	Tax Group	<input type="text"/>	Tax Collected	<input type="text" value="\$0.00"/>
Project	<input type="text" value="(project)"/>	Cost Center	<input type="text" value="(Select Cost Center)"/>	Resale Cost Center	<input type="text" value="(Select Cost Center)"/>
Inside Sales	<input type="text" value="None"/>	Outside Sales	<input type="text" value="None"/>		
<input type="button" value="Submit"/>					

Add Line

ADD LINE

Trans Code	<input type="text" value="Build"/>	Qty	<input type="text" value="100"/>	Prcpart	<input type="text" value="b"/>	Revision	
Prod Line	<input type="text" value="N/A"/>	Cost	<input type="text" value="\$0.00"/>	USD	<input type="text" value=""/>	Resale	
Work Start Date		Ship Date	<input type="text" value="2022-04-15"/>	Dock Date			
<div><input type="button" value="Submit"/> <input type="button" value="Add Multi-Level BOM"/></div>							

Change All Lines

Show/Hide All Advanced

Enable Auto Fill

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)

 and any other relevant information. Then click **Submit**.

Tax Type	<input checked="" type="radio"/> Non-Taxable <input type="radio"/> Taxable	Tax Group	<input type="text"/>	Tax Collected	<input type="text" value="\$0.00"/>
Project	<input type="text" value="(project)"/>	Cost Center	<input type="text" value="(Select Cost Center)"/>	Resale Cost Center	<input type="text" value="(Select Cost Center)"/>
Inside Sales	<input type="text" value="None"/>	Outside Sales	<input type="text" value="None"/>		
					Submit

Add Line

ADD LINE

Trans Code	<input type="text" value="Build"/>	Qty	<input type="text" value="100"/>	Prcpart	<input type="text" value="1FBWLM 10000300"/>	Revision	<input type="text" value="1"/>
Prod Line	<input type="text" value="N/A"/>	Cost	<input type="text" value="\$0.00"/>	USD	Resale	<input type="text" value="\$0.00"/>	USD
Work Start Date		Ship Date	<input type="text" value="2022-04-15"/>	Dock Date	<input type="text" value="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**.

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

QUOTES ORDERS INVOICES CUSTOMERS LEADS OPPORTUNITIES FORECASTS REPORTS

Edit 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 QUOTE

[Hide Warnings](#)
Customer On Credit Hold! Hold Comments: AR aging is overdue

General Information

Customer ⓘ Austin Children's Museum

Location Main Warehouse

Ordered On 2022-04-15

Buyer

P.O. Number 283740918348

Revision

Order Name

Notifier Options Normal

Status New (0)

Convert to Internal Order

Internal Acc Internal Ver

Order Type Scheduled

Ship Type Partial

Patient Name

Patient Height

Success: Order Updated

Help

 Check the box on the line you want to delete.

DELETE ORDER 0001

- 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	<input type="checkbox"/>
2	100	1FBWLM 10000300	0.00000000	0.00000000	2022-04-15	Release Material	<input checked="" type="checkbox"/>

Then click Delete Selected Lines.

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	<input type="checkbox"/>
2	100	1FBWLM 10000300	0.00000000	0.00000000	2022-04-15	Release Material	<input checked="" type="checkbox"/>

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4.040 ON APP2

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CETEC ERP



Click **Confirm**.

The screenshot displays the CETEC ERP interface with a confirmation dialog box in the center. The dialog box has a white background and a dark border. It contains the text "Are you sure you want to delete line 2?" in bold black font. Below the text are two buttons: "Confirm" (highlighted with a red border) and "Cancel" (blue). The background interface is dark gray and shows various order details and a table of order lines.

Left Sidebar Menu:

- 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)

Order Details:

- Ordered On: 2022-04-15
- Ship Via: UPS Ground
- FOB/Incoterms: S - Shipment
- Status: New (0)

Buttons:

- Delete Selected Lines
- Delete Order
- Delete Order & All Sub Orders

Table:

#	Qty Due
1	10
2	10

Footer:

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

Lines Deleted: 1

#	Qty Due
1	10
2	10

DELETE ORDER 0012

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)

Cust
B
In
Tax G
Sh

Ordered On 2022-04-15

Ship Via UPS Ground

FOB/Incoterms S - Shipment

Status New (0)

Delete Selected Lines
Delete Order
Delete Order & All Sub Orders

Status Delete

Release Material ☐
Release Material ☒

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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