

How do I fulfill an order in Cetec ERP?

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

Wellcome Cetec ERP Support! (You Are On The LITE Support Plan)

SELL EXISTING STOCK BUILD A PART BUY FROM A VENDOR

OPEN ORDER BACKLOG

Open Order Lines: 207 Total Resale: \$2,119,299.67 Total GP: \$1,300,470.77

Order #	Line #	Customer	Part #	Resale	Ship Date
632.1	2	Applied Materials, Inc.	ZZZEXCESS MATERIAL CHARGE	\$900.00	
9.1	1	Products & More	FIGPRODUCT	5,000.00 MXN	2019-06-28
103.1	1	Products & More	RAW2847199	\$0.38	2019-07-30
117.1	2	Stanford University	BOMPHAGE-1	\$1,500.00	2019-08-22
114.1	2	Edge Products	FIG-123124	\$933.00	2019-08-27
114.1	4	Edge Products	NEU1234	\$48.70	2019-08-27

(Go To Order)

Go

View All Orders

Backlog by Customer

INVOICE VALUES

	Ext Resale	Cost	GP Value	GM %
Yesterday	\$0.00	\$0.00	\$0.00	0 %
Today	\$0.00	\$0.00	\$0.00	0 %
MTD	\$174,683.78	\$23,139.32	\$151,544.46	86 %
Prior MTD	\$9,527.10	\$5,725.26	\$3,801.84	39 %
Prior Year MTD	\$2,238.30	\$1,640.57	\$597.73	26 %
Prior Month	\$70,810.40	\$12,742.62	\$58,067.78	82 %
YTD	\$645,018.84	\$339,888.97	\$305,129.87	47 %
Prior YTD	\$25,178.76	\$3,502.26	\$21,676.51	86 %
Prior Year	\$4,497,169.68	\$370,575.48	\$4,126,594.20	91 %

Update

BOOKED VALUES

	Ext Resale	Cost	GP Value	GM %
Yesterday	\$0.00	\$0.00	\$0.00	0 %
Today	\$0.00	\$0.00	\$0.00	0 %
MTD	\$674,424.85	\$5,950.25	\$668,474.60	99 %

OPEN SALES ORDERS

This Month:

Next Month:

Third Month:

Remaining:

Resale



First, navigate to the order screen. Here, we'll use the global search to find our order. This is the quickest way to go if you already know the order number.

[SALES](#)
[PARTS](#)
[PURCHASING](#)
[WAREHOUSE](#)
[ACCOUNTING](#)
[PRODUCTION](#)
[ADMIN](#)

Welcome Cetec ERP Support! (You Are On The [LITE](#) Support Plan)

Order 661.1 (PO 94342342)

Invoice 661.1 - 1 (PO 94342342)

PO 661.1

[SELLER](#)
[VENDOR](#)

OPEN ORDER BACKLOG

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Total Resale: \$2,119,299.67
Total GP: \$1,300,470.77

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[View All Orders](#)

[Backlog by Customer](#)

INVOICE VALUES

	Ext Resale	Cost	GP Value	GM %
Yesterday	\$0.00	\$0.00	\$0.00	0 %
Today	\$0.00	\$0.00	\$0.00	0 %
MTD	\$174,683.78	\$23,139.32	\$151,544.46	86 %
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YTD	\$645,018.84	\$339,888.97	\$305,129.87	47 %
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Prior Year	\$4,497,169.68	\$370,575.48	\$4,126,594.20	91 %

BOOKED VALUES

	Ext Resale	Cost	GP Value	GM %
Yesterday	\$0.00	\$0.00	\$0.00	0 %
Today	\$0.00	\$0.00	\$0.00	0 %
MTD	\$674,424.95	\$5,350.35	\$669,074.60	99 %

OPEN SALES ORDERS

This Month:

Next Month:

Third Month:

Remaining:



Let's set the ship quantity. This needs to be done before parts can be picked. Click the 3 in the header and

CETEC ERP

[SALES](#)[PARTS](#)[PURCHASING](#)[WAREHOUSE](#)[ACCOUNTING](#)[PRODUCTION](#)[ADMIN](#)

Q

ORDERS

INVOICES

CUSTOMERS

LEADS

OPPORTUNITIES

FORECASTS

REPORTS

Order 661.1

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

PACKING LABEL

FULL ORDER PLATE

QUOTE 661

CREATE WO

Sell Process 1 2 **3** 4 5

3. Set Ship Qty

Hide Warnings

Customer	Edge Products (4)	Location	MN	Ordered On	2022-04-13
Buyer		P.O. Number	94342342	Assembly?	No
Ship Via	UPS Ground	Customer Email		Carrier Account #	
Tax Group	(0%)	Terms	NET30	FOB/Incoterms	S - Shipment
Order Type	Scheduled	Ship Type	Partial	Status	Backorder, w/ Prior Shipment (5)
More Options					

+/- Columns

#	Qty	Product	Cost	People	Work Start Date	Ship Date	Status	Est. People
---	-----	---------	------	--------	-----------------	-----------	--------	-------------

Help

 click **Set Ship Qty.**

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

QUOTES ORDERS INVOICES CUSTOMERS LEADS OPPORTUNITIES FORECASTS REPORTS

Order 661.1

Pending Approval: Cetec ERP Support

VIEW

EDIT

DETAILS/SERIALS

INVOICE/SHIP

CLOSE LINE/ALL

MERGE

PDF (QUICK)

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COMMISSION

RELEASE TO WH

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FULL ORDER PLATE

QUOTE 661

CREATE WO

CREATE INVOICE

Sell Process 1 2 3 4 5

3 Set Ship Qty

Hide Warnings

Customer	Edge Products (4)	Location	MN	Ordered On	2022-04-13
Buyer		P.O. Number	94342342	Assembly?	No
Ship Via	UPS Ground	Customer Email		Carrier Account #	
Tax Group	(0%)	Terms	NET30	FOB/Incoterms	S - Shipment
Order Type	Scheduled	Ship Type	Partial	Status	Backorder, w/ Prior Shipment (5)
More Options					

+/- Columns

#	Qty	Product	Cost	Reorder	Week Start Date	Ship Date	Status	Est. Receipt
---	-----	---------	------	---------	-----------------	-----------	--------	--------------

Help



If you want to set all lines of the order to ship at their full quantities, you can click the Fully Ship button.

Line #	Ship Qty	Qty Due	Prcpart	Revision	Cost	Resale	Work Start Date	Ship Date	Dock Date	Status	Ext. Cost	Tax	Ext. Resale	
16	<input type="text" value="0"/> (Pick)	10 EA	FW-54057	1	\$0.00	\$2,000.00	2022-04-13	2023-10-18	2022-04-13	Release Material	\$0.00	\$0.00	\$20,000.00	
17	<input type="text" value="0"/> (Pick)	10 EA	FW-54057	1	\$0.00	\$2,000.00	2022-04-13	2023-10-25	2022-04-13	Release Material	\$0.00	\$0.00	\$20,000.00	
18	<input type="text" value="0"/> (Pick)	10 EA	FW-54057	1	\$0.00	\$2,000.00	2022-04-13	2023-11-01	2022-04-13	Release Material	\$0.00	\$0.00	\$20,000.00	
19	<input type="text" value="0"/> (Pick)	50 EA	FW-54057	1	\$0.00	\$2,000.00	2022-04-13	2023-11-08	2022-04-13	Release Material	\$0.00	\$0.00	\$100,000.00	
20	<input type="text" value="0"/> (Pick)	10 EA	FW-54057	1	\$0.00	\$2,000.00	2022-04-13	2023-11-15	2022-04-13	Release Material	\$0.00	\$0.00	\$20,000.00	
<div><div>Fully Ship</div><div>Add To Skid</div><div>Create Nev <input type="text"/></div><div>Add w/ Ship Qty to Skid</div></div>											Freight:			\$0.00
Pick Everything? <input type="checkbox"/> Use Est. Labor? <input type="checkbox"/>											Tax (0%):			\$0.00
Fill Labor? <input type="checkbox"/>											Total:	\$0.00		\$500,000.00



However in this case, let's say we only want to ship Line 9. We enter the ship quantity.

Line #	Ship Qty	Qty Due	Prcpart	Revision	Cost	Resale	Work Start Date	Ship Date	Dock Date	Status	Ext. Cost	Tax	Ext. Resale
8	<input type="text" value="0"/> (Pick)	50 EA	FW-54057	1	\$0.00	\$2,000.00	2022-04-13	2023-08-23	2022-04-13	Release Material	\$0.00	\$0.00	\$100,000.00
9	<input type="text" value=""/>	10 EA	FW-54057	1	\$0.00	\$2,000.00	2022-04-13	2023-08-30	2022-04-13	Release Material	\$0.00	\$0.00	\$20,000.00
10	<input type="text" value="0"/> (Pick)	10 EA	FW-54057	1	\$0.00	\$2,000.00	2022-04-13	2023-09-06	2022-04-13	Release Material	\$0.00	\$0.00	\$20,000.00
11	<input type="text" value="0"/> (Pick)	10 EA	FW-54057	1	\$0.00	\$2,000.00	2022-04-13	2023-09-13	2022-04-13	Release Material	\$0.00	\$0.00	\$20,000.00
12	<input type="text" value="0"/> (Pick)	10 EA	FW-54057	1	\$0.00	\$2,000.00	2022-04-13	2023-09-20	2022-04-13	Release Material	\$0.00	\$0.00	\$20,000.00
13	<input type="text" value="0"/> (Pick)	50 EA	FW-54057	1	\$0.00	\$2,000.00	2022-04-13	2023-09-27	2022-04-13	Release Material	\$0.00	\$0.00	\$100,000.00
14	<input type="text" value="0"/> (Pick)	10 EA	FW-54057	1	\$0.00	\$2,000.00	2022-04-13	2023-10-04	2022-04-13	Release Material	\$0.00	\$0.00	\$20,000.00
15	<input type="text" value="0"/> (Pick)	10 EA	FW-54057	1	\$0.00	\$2,000.00	2022-04-13	2023-10-11	2022-04-13	Release Material	\$0.00	\$0.00	\$20,000.00



To set that ship quantity, we click **Update**.

QUOTE 661
CREATE WO
CREATE PQQUOTE
INVOICES (1) +
DOCUMENTS (0)
NOTES (0)

AUSTIN, TX 78704
UNITED STATES

Tracking Numbers

Tracking #	Delete?
Freight Charge	\$0.00
Freight Cost	\$0.00

Update **Create Invoice**

More Options ▾

Line #	Ship Qty	Qty Due	Prcpart	Revision	Cost	Resale	Work Start Date	Ship Date	Dock Date	Status	Ext. Cost	Tax	Ext. Resale
8	<input type="text" value="0"/> (Pick)	50 EA	FW-54057	1	\$0.00	\$2,000.00	2022-04-13	2023-08-23	2022-04-13	Release Material	\$0.00	\$0.00	\$100,000.00
9	<input type="text" value="10"/> (Pick)	10 EA	FW-54057	1	\$0.00	\$2,000.00	2022-04-13	2023-08-30	2022-04-13	Release Material	\$0.00	\$0.00	\$20,000.00
10	<input type="text" value="0"/> (Pick)	10 EA	FW-54057	1	\$0.00	\$2,000.00	2022-04-13	2023-09-06	2022-04-13	Release Material	\$0.00	\$0.00	\$20,000.00
11	<input type="text" value="0"/> (Pick)	10 EA	FW-54057	1	\$0.00	\$2,000.00	2022-04-13	2023-09-13	2022-04-13	Release Material	\$0.00	\$0.00	\$20,000.00



Next we'll pick the parts for Line 9. We click the 4 in the header (for step 4 in the order process).

CETEC ERP

[SALES](#)[PARTS](#)[PURCHASING](#)[WAREHOUSE](#)[ACCOUNTING](#)[PRODUCTION](#)[ADMIN](#)

[QUOTES](#)[ORDERS](#)[INVOICES](#)[CUSTOMERS](#)[LEADS](#)[OPPORTUNITIES](#)[FORECASTS](#)[REPORTS](#)

Invoice/Ship Order 661.1

[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 661](#)[CREATE WO](#)[CREATE QUOTE](#)

Sell Process [1](#) [2](#) [3](#) [4](#) [5](#)

4. Pick Parts/Material ~~Line 9(done)~~ **Line 9, Line 10, Line 11, Line 12, Line 13, Line 14, (See Rest On Workorder)**

Customer	Edge Products (4)	Location	MN	Ordered On	2022-04-13
Buyer		P.O. Number	94342342	Assembly?	No
Notifier Options	Normal	Inside Sales	George Smith	Outside Sales	
Ship Via	UPS Ground	Carrier Account #		Customer Email	
Tax Group	(0%)	Terms	NET30	FOB	S - Shipment
Order Type	Scheduled	Ship Type	Partial	Status	Pending Invoice (4)
Ship To	Edge Products 222 Main St Austin, TX 78704 UNITED STATES	Residential	No		



Then we click Line 9.

QUOTES ▾ **ORDERS ▾** INVOICES ▾ CUSTOMERS ▾ LEADS ▾ OPPORTUNITIES ▾ FORECASTS ▾ REPORTS ▾

Invoice/Ship Order 661.1

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 661
CREATE WO
CREATE PQUOTE
INVOICES (1) +
DOCUMENTS (0)

Sell Process 1 2 3 4 5
4. Pick Parts/Material ~~Line 8 (done)~~ **Line 9**, Line 10, Line 11, Line 12, Line 13, Line 14, (See Rest On Workorder)

Customer	Edge Products (4)	Location	MN	Ordered On	2022-04-13
Buyer		P.O. Number	94342342	Assembly?	No
Notifier Options	Normal	Inside Sales	George Smith	Outside Sales	
Ship Via	UPS Ground	Carrier Account #		Customer Email	
Tax Group	(0%)	Terms	NET30	FOB	S - Shipment
Order Type	Scheduled	Ship Type	Partial	Status	Pending Invoice (4)
Ship To	Edge Products 222 Main St Austin, TX 78704 UNITED STATES			Residential	No
Tracking Numbers	<input type="text" value="(comma delimited)"/>				
Tracking #	Delete?				

Help



We could click on Pick All Lines at the bottom of the screen to fully pick every line that shows up on this screen.

Pick Parts For Distribution Order: 661.1 Nosi 0

WORKORDER
OVERVIEW
INVOICE/SHIP
HISTORY
PICK PARTS
DEKIT PARTS
MAINT/ETC +
SERIALS
INSPECTIONS
OUTSOURCE PO
DOCUMENTS

Sell Process 1 2 3 4 5

4. Pick Parts/Material ~~Line 9 (done)~~ Line 9, Line 10, Line 11, Line 12, Line 13, Line 14, (See Rest On Workorder)

Part Number FW-54057

Customer 4 - Edge Products

First Article? No

Qty Due 10 EA

Qty To Ship 10 EA

Location MN

[Printable Version](#)

Item	Prc	Part	Revision	Qty Need	Qty Picked	Bin	Lot Code	Bin Rev	Receipt	Bin Qty	Pick Qty/Serial Number	Printer		
9	FW-	54057	1	10 EA	0	1 NEW			1009	10 EA	<input type="text"/>	0	▼	Get Label
Part Description: CARRIER SEAL ASSY														

Set Workorder Location To:

Release Material

[Update](#)

[Update, Go To Order List](#)

[Invoice/Ship Order](#) | [Pick All Lines](#)

T Here we'll choose to manually enter the pick quantity.

Pick Parts For Distribution Order: 661.1 Nosi 0

- WORKORDER
- OVERVIEW
- INVOICE/SHIP
- HISTORY
- PICK PARTS
- DEKIT PARTS
- MAINT/ETC +
- SERIALS
- INSPECTIONS
- OUTSOURCE PO
- DOCUMENTS

Sell Process 1 2 3 4 5

4. Pick Parts/Material ~~Line 9 (done)~~ Line 9, Line 10, Line 11, Line 12, Line 13, Line 14, (See Rest On Workorder)

Part Number	FW-54057	Customer	4 - Edge Products	First Article?	No
Qty Due	10 EA	Qty To Ship	10 EA	Location	MN

[Printable Version](#)

Item	Prc	Part	Revision	Qty Need	Qty Picked	Bin	Lot Code	Bin Rev	Receipt	Bin Qty	Pick Qty/Serial Number	Printer		
9	FW-	54057	1	10 EA	0	1	NEW		1009	10 EA	<div>1</div>	<div>0</div>	<div>Get Label</div>	

Part Description: CARRIER SEAL ASSY

Set Workorder Location To:

Release Material

Update

Update, Go To Order List

Invoice/Ship Order

Pick All Lines



To confirm this action, we click **Update**.

Pick Parts For Distribution Order: 661.1 Nosi 0

- WORKORDER
- OVERVIEW
- INVOICE/SHIP
- HISTORY
- PICK PARTS
- DEKIT PARTS
- MAINT/ETC +
- SERIALS
- INSPECTIONS
- OUTSOURCE PO
- DOCUMENTS

Sell Process 1 2 3 4 5

4. Pick Parts/Material ~~Line 9 (done)~~ Line 9, Line 10, Line 11, Line 12, Line 13, Line 14, (See Rest On Workorder)

Part Number	FW-54057	Customer	4 - Edge Products	First Article?	No
Qty Due	10 EA	Qty To Ship	10 EA	Location	MN

Printable Version

Item	Prc	Part	Revision	Qty Need	Qty Picked	Bin	Lot Code	Bin Rev	Receipt	Bin Qty	Pick Qty/Serial Number	Printer		
9	FW-	54057	1	10 EA	0	1	NEW		1009	10 EA	10	0	Get Label	

Part Description: CARRIER SEAL ASSY

Set Workorder Location To:

Release Material



Update, Go To Order List

Invoice/Ship Order | Pick All Lines

Help



Now it's time to ship Line 9. We go to the bottom of the screen and click **Invoice/Ship Order**.

Pick Parts For Distribution Order: 661.1 Nosi 0

WORKORDER
OVERVIEW
INVOICE/SHIP
HISTORY
PICK PARTS
DEKIT PARTS
MAINT/ETC +
SERIALS
INSPECTIONS
OUTSOURCE PO
DOCUMENTS

Sell Process 1 2 3 4 5

4. Pick Parts/Material ~~Line 9(done)~~ ~~Line 9(done)~~, Line 10, Line 11, Line 12, Line 13, Line 14, (See Rest On Workorder)

Part Number FW-54057

Customer 4 - Edge Products

First Article? No

Qty Due 10 EA

Qty To Ship 0 EA

Location MN

[Printable Version](#)

Item	Prc	Part	Revision	Qty Need	Qty Picked	Bin	Lot Code	Bin Rev	Receipt	Bin Qty	Pick Qty/Serial Number	Printer		
9	FW-	54057	1	10 EA	10	1 NEW			1009	0 EA	10 0	Get Label		
Part Description: CARRIER SEAL ASSY														

Set Workorder Location To:

Release Material

Update

Update, Go To Order List

Invoice/Ship Order Pick All Lines

Back to Order Invoice/Ship Screen



We can see that Line 9 has been fully picked, so we click Create Invoice. This signals to Cetec that we are shipping these parts and closing out this part of the order.

CREATE PQUOTE
INVOICES (1) +
DOCUMENTS (0)
NOTES (0)

Tracking Numbers		(comma delimited)	
Tracking #	Delete?		
Freight Charge	\$0.00	Freight Cost	\$0.00
		<input type="button" value="Update"/> <input type="button" value="Create Invoice"/>	
More Options ▾			

Line #	Ship Qty	Qty Due	Prcpart	Revision	Cost	Resale	Work Start Date	Ship Date	Dock Date	Status	Ext. Cost	Tax	Ext. Resale
8	<input type="text" value="0"/> (Pick)	50 EA	FW-54057	1	\$0.00	\$2,000.00	2022-04-13	2023-08-23	2022-04-13	Release Material	\$0.00	\$0.00	\$100,000.00
9	<input type="text" value="10"/> (Pick)	10 EA	FW-54057	1	\$0.00	\$2,000.00	2022-04-13	2023-08-30	2022-04-13	Release Material	\$0.00	\$0.00	\$20,000.00
Parts Picked		Description		Bin	Qty Picked		Qty To Relieve						
FW-54057		CARRIER SEAL ASSY		NEW	10		<input type="text" value="10"/>						
10	<input type="text" value="0"/> (Pick)	10 EA	FW-54057	1	\$0.00	\$2,000.00	2022-04-13	2023-09-06	2022-04-13	Release Material	\$0.00	\$0.00	\$20,000.00
11	<input type="text" value="0"/> (Pick)	10 EA	FW-54057	1	\$0.00	\$2,000.00	2022-04-13	2023-09-13	2022-04-13	Release Material	\$0.00	\$0.00	\$20,000.00

Help

If there were no errors, you will see the **Success:Invoice Created** message at the top of the screen.

CETEC ERP

SALES PARTS PURCHASING WAREHOUSE ACCOUNTING PRODUCTION ADMIN

QUOTES ORDERS INVOICES CUSTOMERS LEADS OPPORTUNITIES FORECASTS REPORTS

VIEW

EDIT

LEDGER

DETAILS/SERIALS

COST ANALYSIS

SELL AGAIN

UNINVOICE

PDF (QUICK)

COMMISSION

TAKE PAYMENT

CREATE RMA

PACKING SLIP

TRACEABILITY DOC

DOCUMENTS (0)

NOTES (0)

ORDER 661.1

Sell Process 1 2 3 4 5

5. Invoice 661.1

Customer	Edge Products	Location	MN
Bill To	Edge Products 222 Main St Austin TX 78704 UNITED STATES		
Ship To	Edge Products 222 Main St Austin TX 78704 UNITED STATES	Residential	No
End User			
Invoice Date	2022-04-18	Entry Date	2022-04-18
P.O. Number	94342342	Terms	NET30
Inside Sales	George Smith	Outside Sales	
Ship Via	UPS Ground	FOB/Incoterms	Shipment
Terms	NET30	Freight Cost	\$0.00

Help



To print your packing slip, click **Packing Slip** in the left side menu. The PDF will open up and you'll have the option to print it. That's it. Now you know how to fulfill an order in Cetec ERP!

Invoice 661.1 NOSI: 2



Success: Invoice Created



VIEW
EDIT
LEDGER
DETAILS/SERIALS
COST ANALYSIS
SELL AGAIN
UNINVOICE
PDF (QUICK)
COMMISSION
TAKE PAYMENT
CREATE RMA
PACKING SLIP
TRACEABILITY DOC
DOCUMENTS (0)
NOTES (0)
ORDER 661.1

Sell Process 1 2 3 4 5
5. Invoice 661.1

Customer	Edge Products	Location	MN
Bill To	Edge Products 222 Main St Austin TX 78704 UNITED STATES		
Ship To	Edge Products 222 Main St Austin TX 78704 UNITED STATES	Residential	No
End User			
Invoice Date	2022-04-18	Entry Date	2022-04-18
P.O. Number	94342342	Terms	NET30
Inside Sales	George Smith	Outside Sales	
Ship Via	UPS Ground	FOB/Incoterms	Shipment
Terms	NET30	Freight Cost	\$0.00
Patient Name	Patient Height		
Tracking Numbers			
Internal Comments			

Help



Scan to go to the interactive player