

Fulfill an Order

Author: Burt Lancaster

Updated: 2 years ago

Click the Parts Button

Select the Parts button to access the sub-menu options for parts.

The screenshot shows the ONE TO ONE PLUS dashboard interface. The left sidebar contains a menu with the following items: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, **Parts** (highlighted with a red box), Invoices, Imports, Reports, and Settings. The main content area displays several charts and reports under the 'Tickets' tab, including 'Open Tickets by Assigned Technician', 'Open Tickets by Site', 'Open Tickets by Type', 'Tickets by Status', 'Tickets by Closure Type', 'Outstanding Tickets by Time', and 'Daily Ticket Status'.

Click Order

Click the Order button to access the Orders in the system.

The screenshot shows the ONE TO ONE PLUS dashboard interface. The left sidebar contains a menu with the following items: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, **Manage** (highlighted with a red box), **Order** (highlighted with a red box), Invoices, Imports, Reports, and Settings. The main content area displays several charts and reports under the 'Tickets' tab, including 'Open Tickets by Assigned Technician', 'Open Tickets by Site', 'Open Tickets by Type', 'Tickets by Status', 'Tickets by Closure Type', 'Outstanding Tickets by Time', and 'Daily Ticket Status'.

Select the Order to Fulfill

Click on the order number that you wish to fulfill.

ONE TO ONE PLUS

Home > Orders

Orders (39 of 39)

Order Number	Description	Vendor	Order Status	Actions
ORD-39		CDW-G	Placed	<input type="checkbox"/>
ORD-38		New Egg	Received	<input type="checkbox"/>
ORD-37		New Egg	Received	<input type="checkbox"/>
ORD-36		New Egg	Partially Received	<input type="checkbox"/>
ORD-35		Jim's Computers	Partially Received	<input type="checkbox"/>
ORD-34		New Egg	Partially Received	<input type="checkbox"/>
ORD-33		New Egg	Partially Received	<input type="checkbox"/>
ORD-32		New Egg	Partially Received	<input type="checkbox"/>
ORD-31		New Egg	Partially Received	<input type="checkbox"/>
ORD-30		New Egg	Partially Received	<input type="checkbox"/>
ORD-29		CDW-G	Received	<input type="checkbox"/>
ORD-28		CDW-G	Partially Received	<input type="checkbox"/>
ORD-27		CDW-G	Partially Received	<input type="checkbox"/>

Showing 1 to 39 of 39 entries

Enter the Quantity Received

Enter the quantity received for either a partial or complete fulfillment.

ONE TO ONE PLUS

Home > Orders > Edit

Order Received Update

Order Number: ORD-39

PO Number: 1234564

Vendor: CDW-G

Site: DMS

Vendor Information:
Name: CDW-G
Contact: Mark Johnson
Phone: (828) 888-5594
Address: 500 North Main Street, Forest City, NC, 28043

Part	On Hand	Quantity	Price	QTY received
300e-SC	51	50	\$175.00	50

Click All to Fulfill All

Click on the All button to fulfill all of the items ordered.

The screenshot shows the 'Order Received Update' page in the ONE TO ONE PLUS system. The page includes a sidebar with navigation options like Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Manage, Order, Invoices, Imports, Reports, and Settings. The main content area displays order details for ORD-39, including PO Number 1234564, Vendor CDW-G, and Site DMS. Vendor information for CDW-G is also shown. A table lists the order items with columns for Part, On Hand, Quantity, Price, and QTY received. The first item is 300e-SC with an On Hand quantity of 51 and an ordered Quantity of 50. The Price is \$175.00 and the QTY received is 50. A dropdown menu for the QTY received column is set to 50. A red box highlights the 'All' button in the QTY received column. Below the table, there are 'Save' and 'All Received' buttons.

Part	On Hand	Quantity	Price	QTY received
300e-SC	51	50	\$175.00	50

Click Save

Click on the Save button to save your changes.

This screenshot is identical to the one above, showing the 'Order Received Update' page. However, in this version, a red box highlights the 'Save' button located below the table, instead of the 'All' button. The 'All' button is still present in the QTY received column, but it is not highlighted.