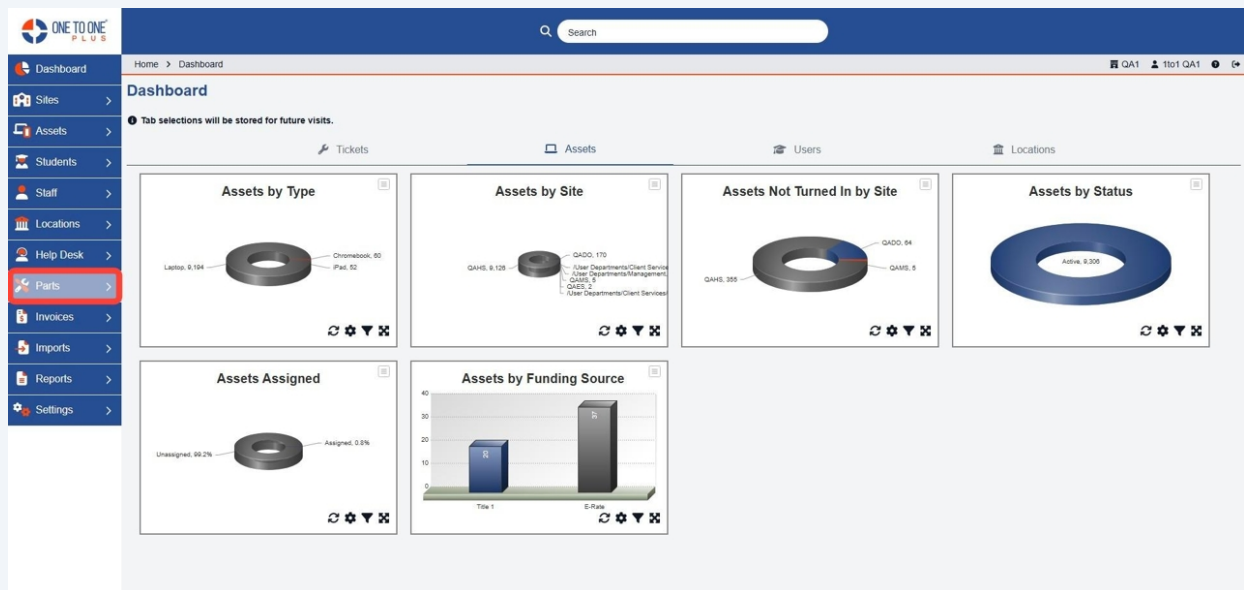


Fulfill an Order

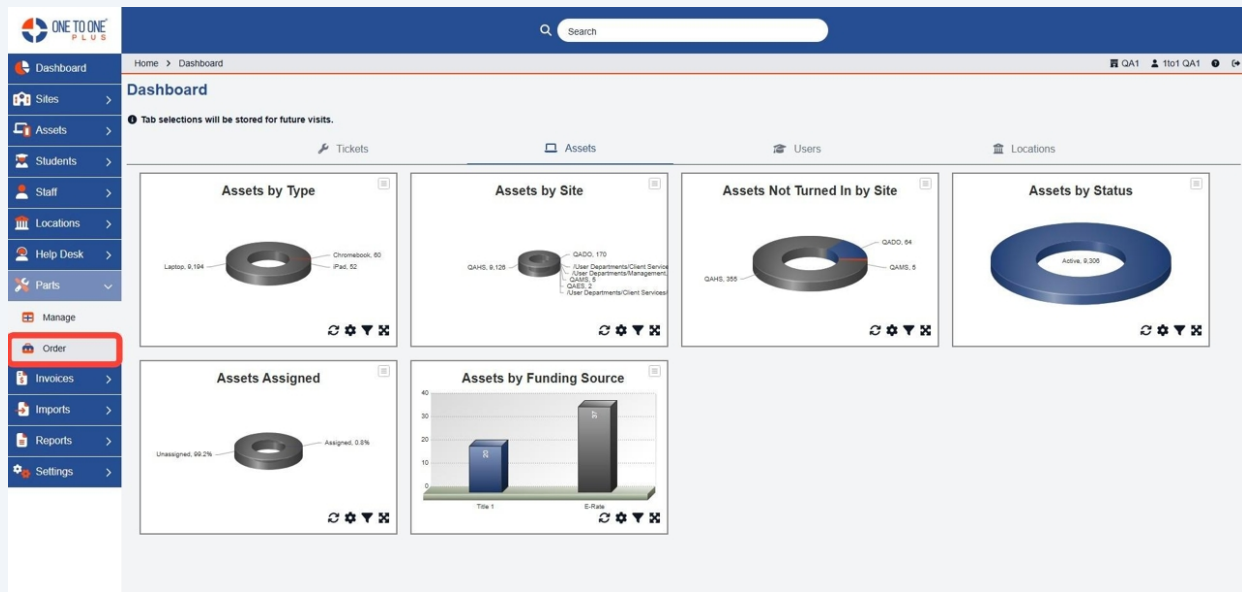


This guide offers clear steps to efficiently fulfill orders—partial or complete helping users streamline management, save time, and reduce errors.

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




































2 Select "Order" to access the Orders in the system.



3 Select the order number that you wish to fulfill.

The screenshot shows the ONE TO ONE PLUS Orders page. The page displays a list of 11 records. The 'ORD-591' order is highlighted with a red box. The table has the following columns: Order Number, Vendor, Created Date, Modified Date, Order Status, and Actions.

Order Number	Vendor	Created Date	Modified Date	Order Status	Actions
ORD-592	Staples	1/10/2025, 5:07 PM	1/10/2025, 5:09 PM	Received	  
ORD-591	Dell	1/6/2025, 3:29 PM	1/6/2025, 3:29 PM	Partially Received	  
ORD-590	Dell	1/6/2025, 3:28 PM	1/6/2025, 3:30 PM	Received	  
ORD-589	Staples	12/20/2024, 4:12 PM	12/20/2024, 4:13 PM	Partially Received	  
ORD-588	Amazon	12/20/2024, 4:11 PM	12/20/2024, 4:15 PM	Received	  
ORD-587	Amazon	12/18/2024, 4:26 PM	12/18/2024, 4:27 PM	Partially Received	  
ORD-586	Amazon	11/15/2024, 3:10 PM	11/15/2024, 3:10 PM	Received	  
ORD-585	Amazon	11/15/2024, 2:53 PM	11/15/2024, 3:09 PM	Received	  
ORD-584	Staples	11/14/2024, 3:06 PM	11/15/2024, 3:03 PM	Partially Received	  
ORD-583	Amazon	11/14/2024, 2:55 PM	11/14/2024, 2:55 PM	Received	  
ORD-582	Amazon	11/14/2024, 2:54 PM	11/15/2024, 2:57 PM	Received	  

4

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

The screenshot shows the 'Edit Order - Status: Partially Received' page. The left sidebar contains navigation links: Dashboard, Sites, Assets, Students, Staff, Locations, Help Desk, Parts, Manage, Order, Invoices, Imports, Reports, and Settings. The main content area includes a search bar, a breadcrumb trail (Home > Orders > Edit), and a 'Save' button. Below the breadcrumb, there are fields for Order Number (ORD-591), PO Number (20250106002), Vendor (Dell), and Site (QAMS). To the right, 'Vendor Information' is displayed: Name: Dell, Contact: Jane Smith, Phone: (789) 456-4567, Address: 5450 Great American Parkway, Santa Clara, CA, 95054. A table with columns 'Part', 'On Hand', 'Quantity', 'Price', and 'QTY received' is shown. The first row is for 'SSD Drive' with 'On Hand' 4 and 'Quantity' 3. The 'QTY received' column has an input field with the value '3' highlighted by a red box. A dropdown menu is set to '50'. A 'Save' button is at the bottom left of the table area.

Part	On Hand	Quantity	Price	QTY received
SSD Drive	4	3	\$50.00	3

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Select "All" to fulfill all of the items ordered.

This screenshot is identical to the one above, but the 'All' button in the 'QTY received' column of the table is highlighted with a red box, indicating the selection to fulfill all items.

Part	On Hand	Quantity	Price	QTY received
SSD Drive	4	3	\$50.00	3

6

Select "Save" to save your changes.

ONE TO ONE PLUS

Search

Dashboard

Sites

Assets

Students

Staff

Locations

Help Desk

Parts

Manage

Order

Invoices

Imports

Reports

Settings

Home > Orders > Edit

QA1 1101 QA1

Save

Order Number: ORD-591

PO Number: 20250106002

Vendor: Dell

Site: QAMS

Vendor Information:
Name: Dell
Contact: Jane Smith
Phone: (789) 456-4567
Address: 5450 Great American Parkway
Santa Clara, CA, 95054

50

Part	On Hand	Quantity	Price	QTY received
SSD Drive	4	3	\$50.00	3

All

Save