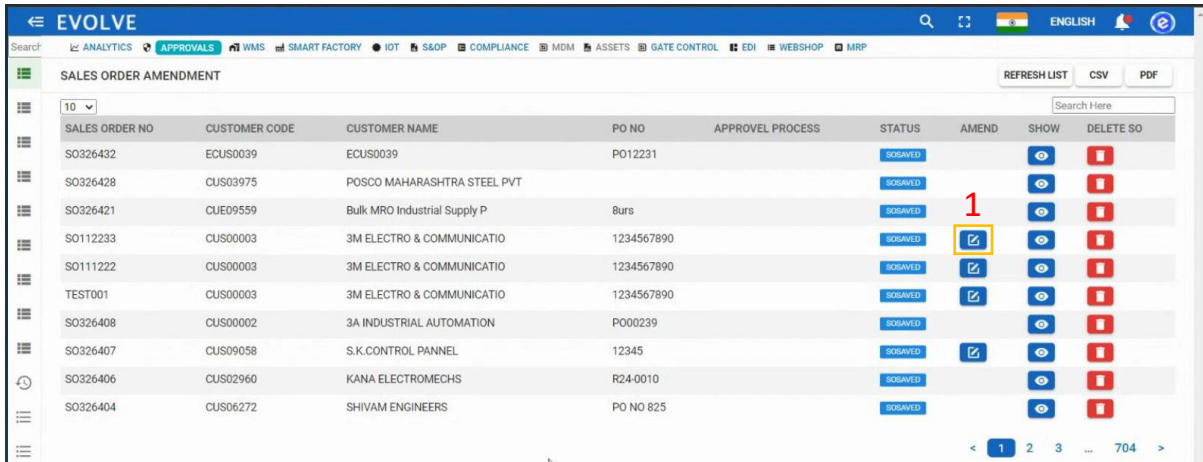


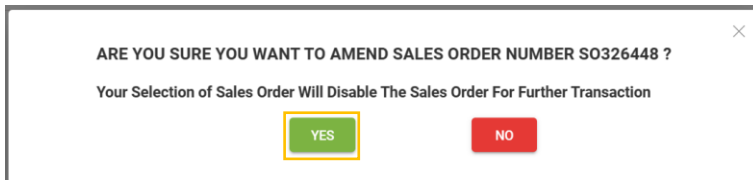
## Sales Order Amendment

- Use this functionality, to do changes (Amendment) in a Sales Order (SO).



SALES ORDER NO	CUSTOMER CODE	CUSTOMER NAME	PO NO	APPROVAL PROCESS	STATUS	AMEND	SHOW	DELETE SO
SO326432	ECUS0039	ECUS0039	PO12231		SOSAVED			
SO326428	CUS03975	POSCO MAHARASHTRA STEEL PVT			SOSAVED			
SO326421	CUE09559	Bulk MRO Industrial Supply P	Burs		SOSAVED			
SO112233	CUS00003	3M ELECTRO & COMMUNICATIO	1234567890		SOSAVED			
SO111222	CUS00003	3M ELECTRO & COMMUNICATIO	1234567890		SOSAVED			
TEST001	CUS00003	3M ELECTRO & COMMUNICATIO	1234567890		SOSAVED			
SO326408	CUS00002	3A INDUSTRIAL AUTOMATION	PO00239		SOSAVED			
SO326407	CUS09058	S.K.CONTROL PANNEL	12345		SOSAVED			
SO326406	CUS02960	KANA ELECTROMECHS	R24-0010		SOSAVED			
SO326404	CUS06272	SHIVAM ENGINEERS	PO NO 825		SOSAVED			

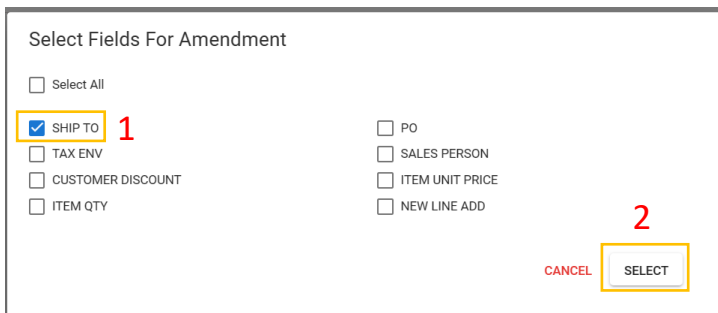
- Click on 'Amend' button of a particular SO, to make changes in it.



ARE YOU SURE YOU WANT TO AMEND SALES ORDER NUMBER SO326448 ?

Your Selection of Sales Order Will Disable The Sales Order For Further Transaction

- Click 'Yes'.



Select Fields For Amendment

☐ Select All

☒ SHIP TO 1

☐ TAX ENV

☐ CUSTOMER DISCOUNT

☐ ITEM QTY

☐ PO

☐ SALES PERSON

☐ ITEM UNIT PRICE

☐ NEW LINE ADD

2

- Select 'Ship To'.
- Click 'Select'.

**SALES ORDER AMENDMENT**

[SAVE ORDER DETAILS](#) [← BACK](#)

SALES ORDER NO: S0326448 CUSTOMER CODE: CUS09618-CSE SOLUTIONS PVT. LTD. SELECT BILL-TO-ADD: CUS09618 SELECT SHIP-TO-ADD: SELECT SHIP-TO-ADD

ENTER PO NO: PO873273 PO DATE: 2023-08-02 SELECT ORDER PROJECT: MRO SELECT ORDER CHANNEL: MRO

UNIT CODE: SPUN01 SELECT CREDIT TERMS: D060 TAX ENV: OST SELECT SALESPERSON: OPEN A POPUP SCREEN

OUTWARD FREIGHT: 0 PROFIT %: 100.00 LANDED COST: 0 DATE RAISED: 2023-08-14 DATE SUBMIT: 2023-9-1

BILL TO - SHIP TO ADDRESS: 38, ASHWMEGH INDUSTRIAL ESTATE, SARKHEJ-BAVLA ROAD, GJ. ADDITIONAL REMARKS: AMENDMENT REASON:

ADD NEW LINE

LINE NO	ITEM NO	QTY	REXEL UNIT PRICE	REXEL TOTAL PRICE	CUST UNIT PRICE	CUST TOTAL PRICE	CUST DISCOUNT %	AFTER DISC CUST UNIT PRICE	TOTAL CUST PRICE (1,452)	ACTIONS
1	ATV610C16N4	12	0	0	121	1,452	0 %	121	1,452	<a href="#">SHOW</a>

1. Make changes in 'Ship To'.
2. Click on 'Save'.

## Sales Order Amendment Report

**SALES ORDER AMENDMENT REPORT** [DOWNLOAD REPORT](#)

START DATE:  END DATE:  [SEARCH](#) [RESET](#)

10  Search Here

SALES ORDER NO	SALES ORDER DATE	CUSTOMER CODE	PO NO	LANDED COST	TOTAL SO PRICE	PROFIT MARGIN	SO STATUS	ACTION
S0321243	2023-02-17	CUS10356	4550036929	15,041	22,742	33.86246	SALESORDERCLOSED	<a href="#">DETAILS</a>
S0296639	2023-03-15	AP1	PO470047	0	24,300	100	APPROVAL WAITING	<a href="#">DETAILS</a>
S0296638	2023-03-15	AP1	PO24102000	0	25,000	100	ERROR - ERRORQADSUBMIT	<a href="#">DETAILS</a>
S0296631	2023-03-14	AP1	PO1	0	1,000	100	ERROR - ERRORQADSUBMIT	<a href="#">DETAILS</a>
S0296606	2023-02-01	CUS00008	TEST-AUR-2	0	4,30,000	100	SOAMENDEDONE	<a href="#">DETAILS</a>
S0296603	2023-01-13	CUS08429	mail	80	102	21.56863	SOAMENDEDONE	<a href="#">DETAILS</a>
S0296580	2022-12-02	CUS00003	PO11123	0	81	100	ERROR - ERRORQADSUBMIT	<a href="#">DETAILS</a>
S0296575	2022-11-30	CUS00003	PO9090	0	81	100	SOAMENDHOLDED	<a href="#">DETAILS</a>
S0296573	2022-11-30	CUS00001	2343245	23,000	34,500	33.33	ERROR - ERRORQADSUBMIT	<a href="#">DETAILS</a>
S0296569	2022-11-29	CUS00003	PO9999	0	225.625	100	SOAMENDHOLDED	<a href="#">DETAILS</a>

< 1 2 3 4 >

- It gives information about SO amendment. It tells you, how many times a particular SO is amended.
- View report for a particular time period.
- It gives various information about SO like SO number, SO date, SO status and so on.
- Click on 'Details', to view information about a SO.
- Click on 'Download Report', to view SO amendment details in a sheet.