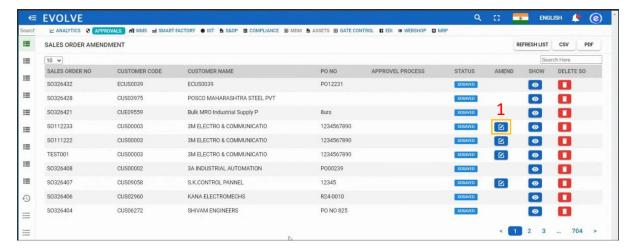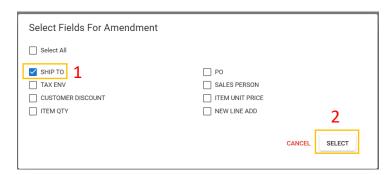# Sales Order Amendment

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

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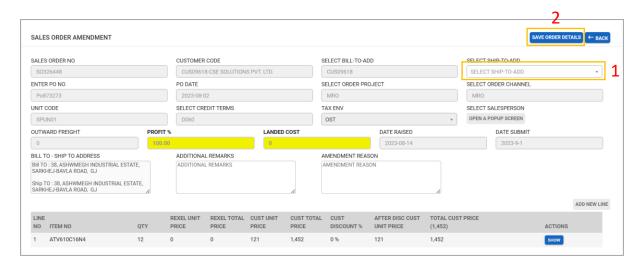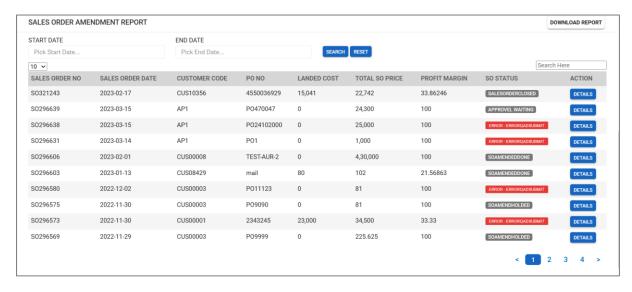

- Click 'Yes'.

1. Select 'Ship To'.
2. Click 'Select'.

SALES ORDER AMENDMENT

SALES ORDER NO	CUSTOMER CODE	SELECT BILL-TO-ADD	SELECT SHIP-TO-ADD
SO326448	CUS09618-CSE SOLUTIONS PVT. LTD.	CUS09618	SELECT SHIP-TO-ADD
ENTER PO NO	PO DATE	SELECT ORDER PROJECT	SELECT ORDER CHANNEL
Po873273	2023-08-02	MRO	MRO
UNIT CODE	SELECT CREDIT TERMS	TAX ENV	SELECT SALESPERSON
SPUN01	D060	OST	OPEN A POPUP SCREEN
OUTWARD FREIGHT	PROFIT %	LANDED COST	DATE RAISED	DATE SUBMIT
0	100.00	0	2023-08-14	2023-9-1

BILL TO - SHIP TO ADDRESS
Bill TO : 38, ASHWMEGH INDUSTRIAL ESTATE, SARKHEJ-BAVLA ROAD, GJ

Ship TO : 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	SHOW

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

Sales Order Amendment Report

SALES ORDER AMENDMENT REPORT

DOWNLOAD REPORT

START DATE — Pick Start Date...
END DATE — Pick End Date...

SEARCH   RESET

Search Here

SALES ORDER NO	SALES ORDER DATE	CUSTOMER CODE	PO NO	LANDED COST	TOTAL SO PRICE	PROFIT MARGIN	SO STATUS	ACTION
SO321243	2023-02-17	CUS10356	4550036929	15,041	22,742	33.86246	SALESORDERCLOSED	DETAILS
SO296639	2023-03-15	AP1	PO470047	0	24,300	100	APPROVEL WAITING	DETAILS
SO296638	2023-03-15	AP1	PO24102000	0	25,000	100	ERROR - ERRORQADSUBMIT	DETAILS
SO296631	2023-03-14	AP1	PO1	0	1,000	100	ERROR - ERRORQADSUBMIT	DETAILS
SO296606	2023-02-01	CUS00008	TEST-AUR-2	0	4,30,000	100	SOAMENDEDDONE	DETAILS
SO296603	2023-01-13	CUS08429	mail	80	102	21.56863	SOAMENDEDDONE	DETAILS
SO296580	2022-12-02	CUS00003	PO11123	0	81	100	ERROR - ERRORQADSUBMIT	DETAILS
SO296575	2022-11-30	CUS00003	PO9090	0	81	100	SOAMENDHOLDED	DETAILS
SO296573	2022-11-30	CUS00001	2343245	23,000	34,500	33.33	ERROR - ERRORQADSUBMIT	DETAILS
SO296569	2022-11-29	CUS00003	PO9999	0	225.625	100	SOAMENDHOLDED	DETAILS

< 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.