Edit Purchase Items

💾 Fri, Jan 19, 2024 🛛 🖿 Job Detail Actions

If a Site User has made a mistake on their order and needs to amend the items, they can update the order to ensure it is correct. This can be done using the "Edit Purchase Items" button.

1. On the Job Detail screen, select the "Edit Purchase Items" button to display the Edit Purchase Items screen.



2. This screen works similarly to the Create Purchase Order tab except the Basket contains the items that were added when the PO was created (please see Create Purchase Order Tab for more information). Once the necessary changes have been made, click "Update PO" to to update the items on the order. If changes are no longer needed, click the "Return to job without saving" button to return to the Job Detail page without making any changes.

| Jobs > Job (7620025) > Edit Purchase Items > | | | | | | |
|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--|---|
| Search | | | | Search | Basket Edit Details |)⊊ |
| Supplier Ostara Contractor Ltd 🗸 Catalogue All | v | | | | | |
| Order By | Items | | | 10 | of 10 Total | £55.00 |
| | This incge is not available | This image is not available | This image is not evailable | This image is not available | Reason Priority 1 PO, 2 lenny) Total Delivery | New Build V £55.00 £0.00 Update PO |
| Category Stop Poor Item (10) | 17008 Shop Floor Item 8 | IT007 Shop Floor Item 7 | IT002 Shop Floor Item 2 | IT008 Shop Floor Item 3 | Ostara Contractor Ltd | £55.00 |
| | £2.00 Add | £5.00 5 • | £20.00 Add | £30.00 | | 1×£30.00 |
| | This image is | This image is | This image is | This more is | 100/ Ship Hoor Item 7 | 5 x £5.00 |
| | IT010 Shop Floor Item 10 | 1T004 Shop Floor Item 4 | IT001 Shop Floor Item 1 | 17009 Shop Floor Item 9 | Delivery | £0.00 |
| | £32.00 Add | £45.00 Add | £50.00 Add | £65.00 Add 2 minimum | | |
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