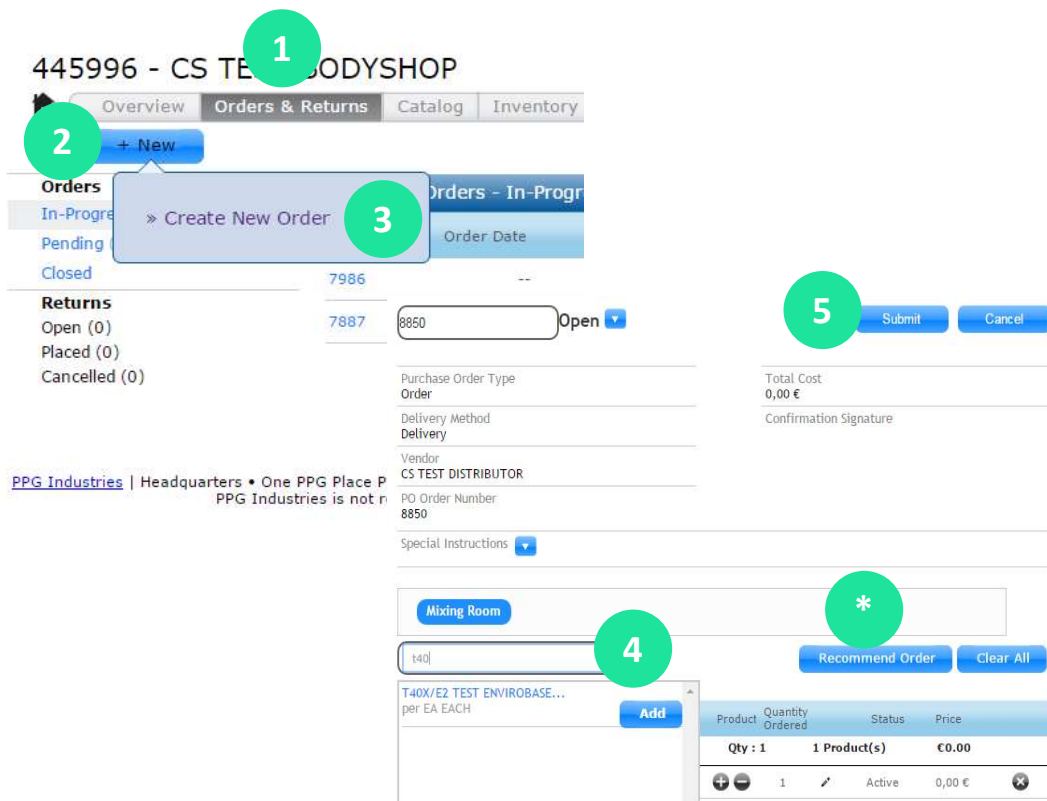
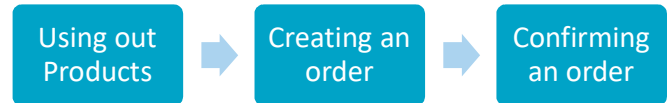


How To – Creating an order



Click below to go to each section



1. Click «Orders & Returns»
2. Click in «New»
3. Click in «create new order»
4. Scan barcode, or enter code manually with keyboard and click "**Add**"
5. Click in Submit once all the products are in the order

** for "Recommended Orders", please, click in the button below*

Making a Recommended Order

How To – Recommended Order

389122 - Nexa Collision Services Center

Overview Orders & Receipts Catalog Inventory Levels Usage Settings Reports

Recommended Order: Low Inventory Levels

1 [Select All](#)

Inventory Area	Product Code	Description	On-Hand	Re-Order Point	On-Order	To-Order
<input checked="" type="checkbox"/>	P190-6690/E5 EA	2K HS+ CLEARCOAT	0.25	0.5 unit(s)	0 (x1)	1 (x1)
<input checked="" type="checkbox"/>	P190-6659/E1 EA	EXPRESS CLEAR	1	3 unit(s)	0 (x1)	2 (x1)
<input checked="" type="checkbox"/>	P990-8948/E2 EA	AQUABASE PLUS DEEP BLACK	1	2 unit(s)	0 (x1)	1 (x1)
<input checked="" type="checkbox"/>	P190-6550/E1 EA	HS CLEARCOAT	1.5	2 unit(s)	0 (x1)	4 (x1)
<input checked="" type="checkbox"/>	P190-7000/E5 EA	HS PLUS CLEARCOAT	1.5	2 unit(s)	0 (x1)	1 (x1)

2 [+](#) [-](#)

3 [Cancel](#) [Add to Order](#)

Order - 14-2 [Open](#)

[Submit](#) [Cancel](#)

Purchase Order Type
Order

Delivery Method
Delivery

Vendor
CLIENTE TEST (MANEL RIVERA)

PO Order Number
161454

Special Instructions

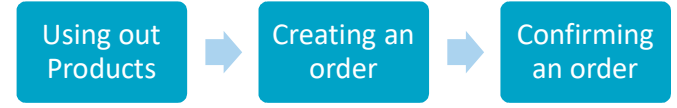
5 [Submit](#) [Cancel](#)

4 [Warehouse](#)

[Recommend Order](#) [Clear All](#)

Product Code	Description	Quantity Ordered	Status	Price
Warehouse Qty : 9 5 Product(s) 9.00 undefined				
P190-7000/E5 EA	HS PLUS CLEARCOAT	1 (x1)	Active	1.00 undefin
P190-6550/E1 EA	HS CLEARCOAT	4 (x1)	Active	1.00 undefin
P990-8948/E2 EA	AQUABASE PLUS DEEP BLACK	1 (x1)	Active	1.00 undefin
P190-6659/E1 EA	EXPRESS CLEAR	2 (x1)	Active	1.00 undefin
P190-6690/E5 EA	2K HS+ CLEARCOAT	1 (x1)	Active	1.00 undefin

Click below to go to each section



1. Click «Select All», this will add all products below minimum stock to your order
2. Use the +/- o adjust quantities if needed,
3. Click in «Add to Order»
4. “Add” more products if needed.
5. Click in Submit once all the products are in the order