

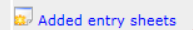
# Entering New Items (Supplier)

On your order overview, you can enter and register new services by opening the purchase order.




Documents:

**Please open the order PDF!!**



0038000494.pdf (2016-07-07 16:21:55)

Pos.	Mat.No/Details	Quantity	delivery date	Stat. Delivery Date
1	Texte	1 LE	2016-07-07	2016-07-14
				





Click on “Added entry sheets” to access the Entry Sheets List overview.

Entry Sheets List				
				
Date	Entrysheet Name	Total	Status	Menu
2016-07-13	test	0,00		

Select “Add” and provide a Name to the Entry Sheet. After saving it, the new entry will be displayed under the Entry Sheets List. *Please, create a new Entry Sheet for every new invoice.*

Add	
	
Name: <input type="text"/>	
Date: 2016-07-15	
Comment: <input type="text"/>	






After clicking on the “magnifying glass icon”, you can enter information in detail about the new entry, which will be invoiced.

Entry Sheets List				
				
Date	Entrysheet Name	Total	Status	Menu
2016-07-15	Test 2	0,00		 

# Entering New Items (Supplier)

Under Details, select again “Add” in order to fill out the entry.


**Details**

 Add  Edit  Delete  Release  Entry Sheets List

Total: 0,00

Name: Test 2

Comment:



Date: 2016-07-15 

Entries:

Service number	Name	Quantity	Price	Total
No entries found.				

Then, enter the required information accordingly, and click “Save”.

**Add item**

 Save  Close

Free Text:


Short Text: Test Pos.1

Price: 35,00 EUR

Quantity: 1

Unit: A9






Total: 35,00

File:  

Afterwards, the new entries will be displayed under Details.

Next, click the following icon  **Release** to forward your new entries to Villeroy & Boch


**Details**

 Add  Edit  Delete  Release  Entry Sheets List

Total: 35,00

Name: Test 2

Comment:

Date: 2016-07-15 

Entries:

Service number	Name	Quantity	Price	Total
	Test Pos.1	1,00	35,00	35,00