

Material Orders

The Material Orders screen is launched from the Dispatch Menu. This screen is used to take delivery orders of material from jobs that have already been set up in the Customer Jobs screen.

Customer: BEDROCK READY MIX Order Number: 12-51
Seq: 5 Cust Job:
Date: 06/04/12 Day: MONDAY P. O.:
Time: AFTER 1PM Job Name: APPIAN WAY SECTOR 1
Contact: BARNEY Destin: 100 APPIAN WAY
Phone: 800 555-1212 BEDROCK
Map Page: 1233 Grid: B3 CALL BEFORE DELIVERY

Materials Ordered	Ordered	Delivered
1" CRUSHED ROCK	25.00	
SAND WASHED CONCRETE	50.00	

Directions: Stop at the gate to get the key. Dump in the pile east of the dumpsters. Be sure to lock the gate after dumping and DROP OFF the key with the gate guard.

Back Save ? New Delivery Delete This Request Delete Line Go Delivery Add Material View-Print

Click on the **[Back]** button to exit the screen. Click on **[Save]** to save any pending changes. The **[?]** button brings up this user guide in PDF format.

Material Delivery Orders

Click on the **[New Delivery]** button to enter a new order. For an existing order that needs to be modified, click on **[Go Delivery]**. To delete the delivery in its entirety, click on **[Delete This Request]**.

Working With Materials

Customer jobs are set up with materials and rates based on accepted quotes. The customer will call for certain materials and quantities to be delivered on a day. Click on a blank line under **Materials Ordered** and a pick list of quoted materials appears. Select the material and enter the quantity the customer wants delivered. The dispatch screen will track how much of each material has been delivered. Use **[Delete Line]** to remove the highlighted material if it was added in error or the customer recants the order.

The **[Add Material]** button is used to enter a material that has not been quoted and approved on the customer job screen. Perhaps the dispatched received verbal approval to deliver the material and the customer job will be updated at a later time. These "Dispatch Overrides" appear in a report so that the rates can be set up correctly.