

## Background

Purchase Orders can be created directly from a Service, Repair or Tyre. These Purchase Orders will be created using the details of the Service, Repair or Tyre and include the related Parts.

It is important to note that if a Purchase Order is already linked, the steps below will update the linked Purchase Order if the below criteria is met:

- The Part 'Supplier' matches the 'Supplier' of the linked Purchase Order

If there are multiple Parts with different Suppliers then multiple Purchase Orders will be created, using the example below:

Parts

Part Number	Description	Supplier	Invoice #	Quantity	Each	Total
9318690004538	Super Greens	Bayswater Truck		2.0	45.00	90.00
8646KGShirt	King Gee SS Shirt	Bayswater Truck		1.0	47.00	47.00
123ABCd	Mudflaps	Action Communication		1.0	25.00	25.00

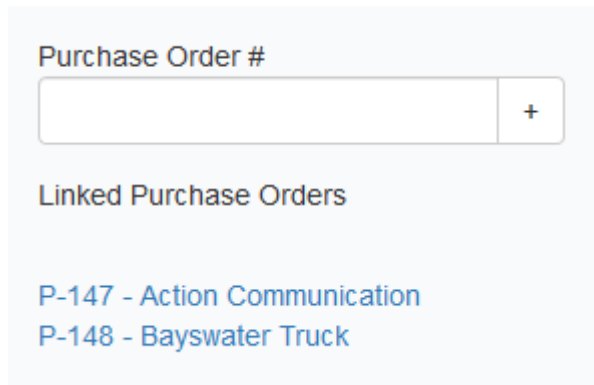
Parts totals	
Value including GST	162.00
GST	14.73
GST exclusive value	147.27

Two Purchase Orders will be created by following the steps in this article:

- Supplier "Bayswater Truck" with the two Parts:
  - 9318690004538 - Super Greens
  - 8646KGShirt - King Gee SS Shirt
- Supplier "Action Communication" with one Part:
  - 123ABCd - Mudflaps

## Adding a Purchase Order from a Service, Repair and Tyre

Both of these will be shown in the Linked POs area:



Purchase Order #

+

Linked Purchase Orders

P-147 - Action Communication

P-148 - Bayswater Truck

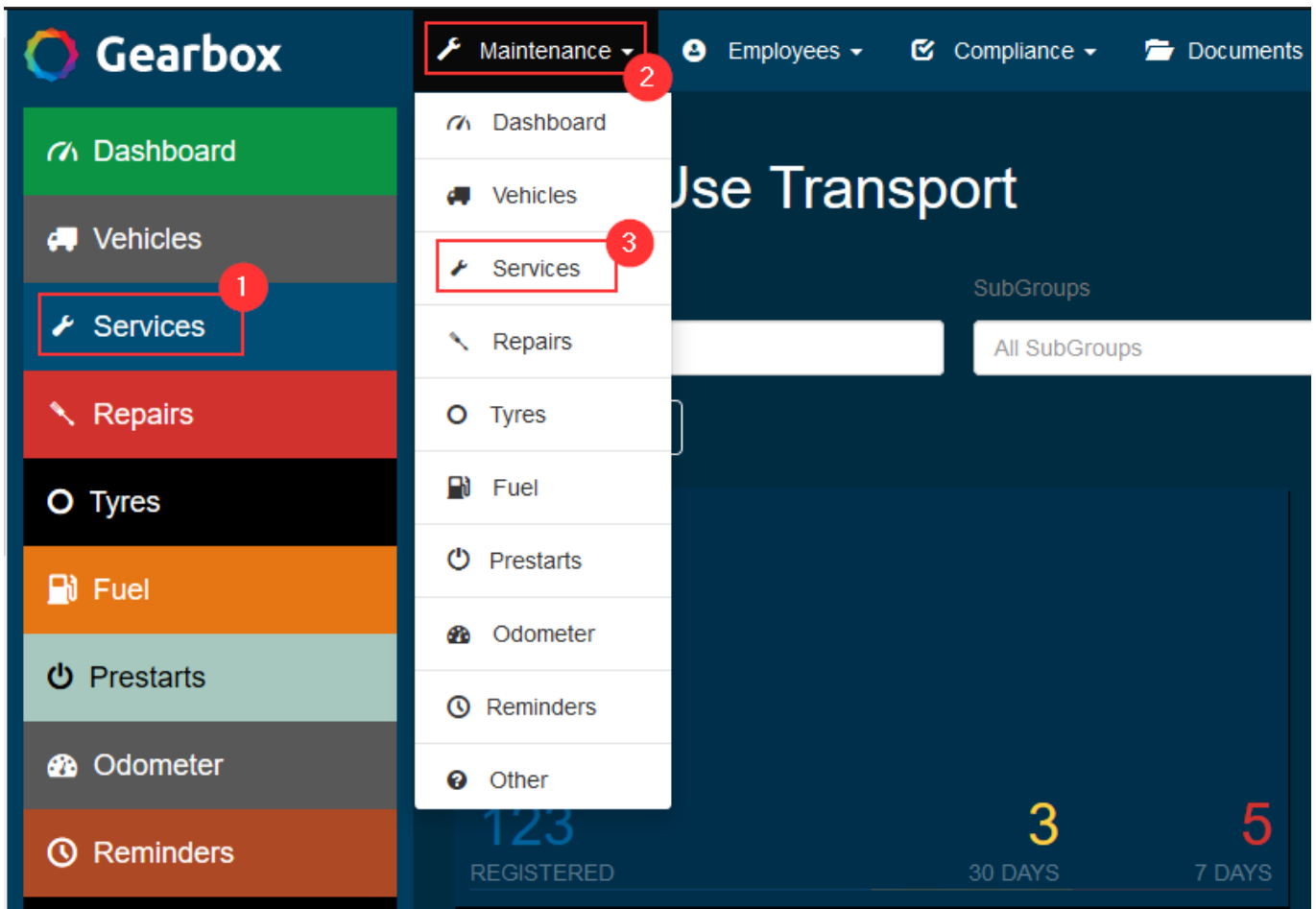
You can add further Parts to the Service, Repair or Tyre then click the '+' button again to generate or update Purchase Orders.

## Process

This process uses a Service as the example, you can apply similar steps for Repairs and Tyres.

Click the 'Services' (1) option in the sidebar or click the 'Maintenance' (2) dropdown and select 'Services' (3):

## Adding a Purchase Order from a Service, Repair and Tyre



If you have not [created a Service](#) then do so, otherwise open an existing Service from the table.

**Optional:** Add any required Parts to the Service with their details.

Click the 'More Information' (1) link and locate the 'Purchase Order #' (2) field:

## Adding a Purchase Order from a Service, Repair and Tyre

The screenshot shows the 'Create Service' form with the following fields and values:

- Vehicle:** 164 [1hg2wo]
- \* Service Type:** B
- \* Date Open:** 11/07/2017
- Repairer:** \* Action Communication
- Assigned to:** (empty)
- Scheduled start date:** 17/07/2017
- Scheduled Hours:** (empty)
- Fault #:** (empty)
- Scheduled end date:** (empty)
- Scheduled Km/Miles:** (empty)
- Site:** (empty)
- Location:** (empty)
- Notes for Jobcard:** (empty)

Two red boxes highlight specific features:

- Box 1:** A red box around the 'More Information' dropdown menu.
- Box 2:** A red box around the 'Purchase Order #' field, which includes a '+' button to create a new purchase order.

Clicking the '+' (1) button will have Gearbox create a new, open Purchase Order using the details from the Service, it will also link the Purchase Order to the Service. You will see the 'Linked Purchase Orders' (2) area updated appropriately:

## Adding a Purchase Order from a Service, Repair and Tyre

Create Service

Vehicle \*\*\*  
164 [1hg2wo]

\* Service Type ▼ B  
\* Date Open 11/07/2017  
Repairer ✕ Action Communication  
Assigned to ▼

[More Information](#) ▼

Scheduled start date 17/07/2017  
Scheduled Hours  
Fault #  
Purchase Order # 1 +

Scheduled end date  
Scheduled Km/Miles ▼  
Site  
Linked Purchase Orders 2  
[P-149 - Action Communication](#)

Location

Notes for Jobcard

Clicking the linked Purchase Order will take you to the Purchase Order for you to enter further details:

# Adding a Purchase Order from a Service, Repair and Tyre

Created by: **Jordan Watson**

## Purchase Order Information

PO Date	Supplier	Vehicle	Reference #
11/07/2017	Action Communication	164 [1hg2wo]	S-5414

Special Instructions

[More Information](#) ▾

Items [+ Add Item](#)

Part Number	Description	Quantity	Each	Total
111/56		1.0	\$0.00	\$0.00

Parts totals	
Value including GST	0.00
GST	0.00
GST exclusive value	0.00