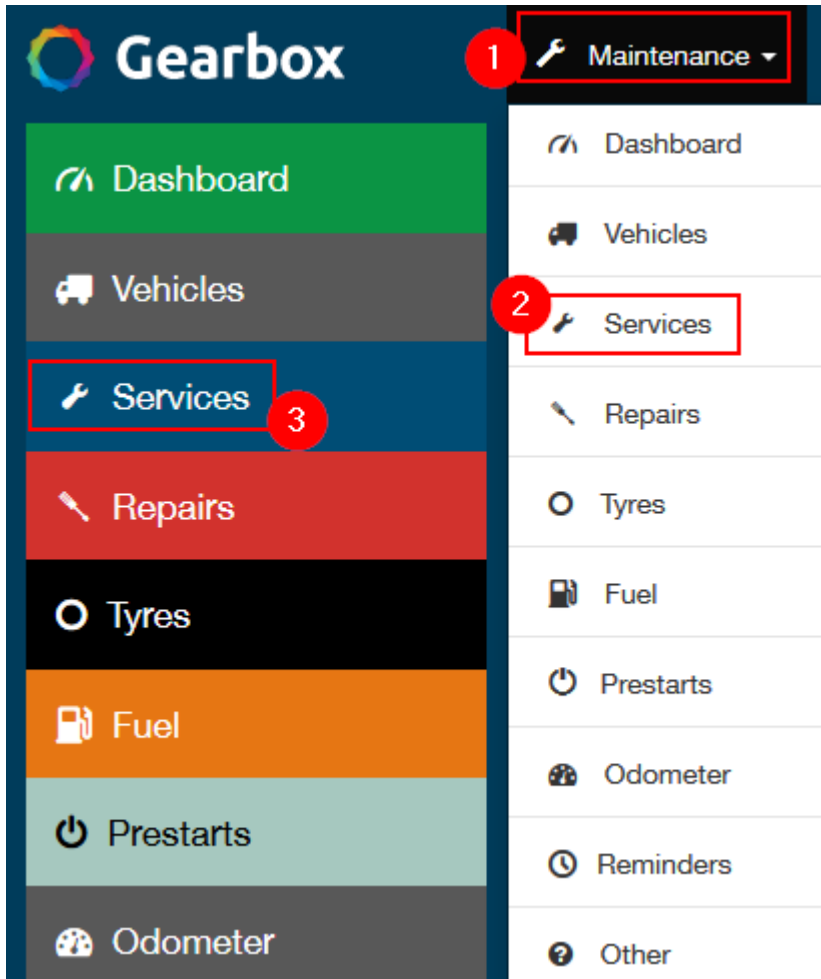


Create multiple Purchase Orders from a Maintenance Item

Navigate to an Open Service by clicking the Maintenance dropdown (1) and selecting Services (2) from the menu or clicking Services (3) in the sidebar:



Click the Open Service from the table that you want to create the purchase order off of:

The screenshot shows the 'Open Services' table in the Gearbox application. The table has columns for Service #, Fleet #, Registration, Service Type, Date Open, Fault #, Date Scheduled, and Repairers. The first row is highlighted with a red box around the Service # 'S-5379'.

Service #	Fleet #	Registration	Service Type	Date Open	Fault #	Date Scheduled	Repairers
S-5379	32	V77JI	A Service	25/05/2017		02/05/2017	

In this example we have one Repairer, 'Example Repairer' nominated as the Repairer (1):

Create multiple Purchase Orders from a Maintenance Item

Service # 5379

Vehicle In Service Service History (42) Open Repairs (0) Open Tyres (0) Service Report Invoice Jobcard eJobcard

Create Service

* Vehicle: 32 [W77J] * Service Type: A * Date Open: 25/05/2017 Repairer: x Example Repairer

In the Parts table we have two service parts added, one with no Supplier (1) and the other with the Supplier set as 'Example Supplier' (2):

Parts + Add Part

Part Number	Description	Supplier	Invoice #	Quantity	Each	Total
Part2	Example2	Example Supplier		0.0		
Part1	Example			0.0		

Under the record header (at the top of the page), click the More Information link (1) and click the '+' sign next to Purchase Order # (2):

Vehicle In Service Service History (42) Open Repairs (0) Open Tyres (0) Service Report Invoice Jobcard eJobcard

Create Service

* Vehicle: 32 [W77J] * Service Type: A * Date Open: 25/05/2017 Repairer: x Example Repairer

More Information (1)

Scheduled start date: 02/05/2017 Scheduled Hours: Fault #: Purchase Order # (2)

Scheduled end date: Scheduled Km/Miles: 608987 Site: Linked Purchase Orders

Location:

Notes for Jobcard: 12345

Once the Loading page has cleared, you will now see two linked Purchase Orders. If you click on P-96 (1) in the example it will take you to the purchase order:

Create multiple Purchase Orders from a Maintenance Item

Purchase Order #

1
Linked Purchase Orders
[P-96](#) [P-97](#)

You can see that P-96 has been created with the Supplier as 'Example Repairer' (1) and the Items include the Part with the empty supplier (2):

Created By: Jordan Watson

Purchase Order Information

1

PO Date: 25/05/2017
Supplier: Example Repairer
Vehicle: 32 [VV77JJ]
Reference #: S-5379
Supplier Invoice #:

Special Instructions

[More Information](#)

Items [+ Add Item](#)

Part Number	Description	Quantity	Each	Total
2 Part1	Example	0.0		

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

If you go back to the Service and click on P-97, you will be taken to that Purchase Order and see that it has been created with the Supplier as 'Example Supplier' (1) and the Items include the Part with the matching Supplier (2):

Create multiple Purchase Orders from a Maintenance Item

Created By: **Jordan Watson**

Purchase Order Information

PO Date	Supplier	Vehicle	Reference #	Supplier Invoice #
25/05/2017	Example Supplier	32 [V77J]	S-5379	

Special Instructions

[More Information](#) ▾

Items [+ Add Item](#)

Part Number	Description	Quantity	Each	Total
Part2	Example2	0.0		

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