



PROTEUS MMX – STOCK ORDER LIST

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Eagle Technology, Inc.  
11019 North Towne Square Road  
Mequon, WI 53092  
USA

Phone: +1-262-241-3845  
In US: +1-800-388-3268  
Fax: +1-262-241-5246

[www.eaglecmms.com](http://www.eaglecmms.com)  
[support@eaglecmms.com](mailto:support@eaglecmms.com)

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Revision 6/20/2018

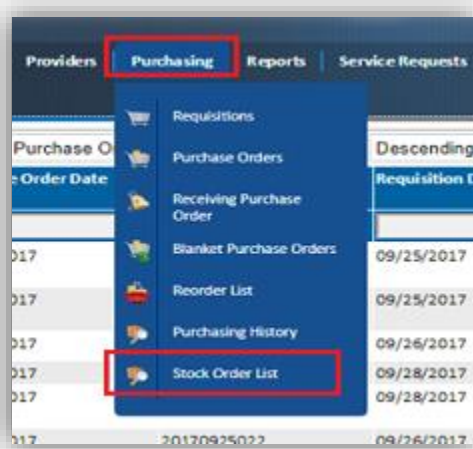
# STOCK ORDER LIST

## FEATURE OVERVIEW

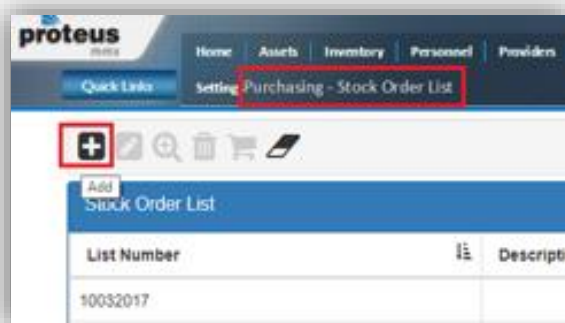
### HOW TO ACCESS & CREATE A NEW STOCK ORDER LIST:

1. Go to *Purchasing* and select **Stock Order List**.

#### Purchasing >> Stock Order List



2. Click on **Add** to create a stock order list.



3. From the below image, select multiple parts of different vendors.
  - Select **two (2)** parts.
  - Select a stockroom from the drop-down.
  - *Vendor* and *Vendor Last Cost* will be shown based upon stockroom.
  - Select **Quantity Ordered**, it is a mandatory field.
  - After filling in every detail, click the **Next** button.

<input type="checkbox"/>	Up-Part-1009	Part-1009			
<input type="checkbox"/>	UP-102	Gear Part			
<input type="checkbox"/>	UP-101	Spare Part			
<input checked="" type="checkbox"/>	UP-01	Spare-UP-01	UP-02-Stockroom-Facility	1001-vendor(Tamil)	200.00
<input checked="" type="checkbox"/>	stock-part -02(up)	part-mouse -02	UP-01-Stockroom-Building A	1004-Vendor(Tamil)	0.00
<input type="checkbox"/>	stock-part -01(up)	mouse tamil-01			
<input type="checkbox"/>	PN-0123	Test Part (PN-0123)			
<input type="checkbox"/>	part vendors	vendors parts-bottle			

4. At the next screen, enter the **Stock Order Number** and click again, on **Next**.

**StockOrderNumber**

**StockOrderDate**

**PromiseDate**

**Account**

**Buyer**

**GrandTotal**

**Description**

**UserField1**

**UserField2**

**UserField3**

**UserField4**

**UserField5**

**UserField6**

**UserField7**

**UserField8**

**UserField9**

**UserField10**

**UserField11**

**UserField12**

**UserField13**

**UserField14**

**UserField15**

5. Review the details on the **Cost** screen. Click **Next**.

The screenshot shows the 'Cost' screen in the Proteus system. The page title is 'SettingsPurchasing - Stock Order List'. The 'Cost' section includes the following fields:

Field	Value
Parts Total	2400.0000
Grand Total	2400.0000
Freight	
Payment Terms	
Other Total	

Buttons: Cancel, Back, Next (highlighted with a red box).

6. Review the details on the **Shipping** screen. Select a shipping address. Click **Next**.

The screenshot shows the 'Shipping' screen in the Proteus system. The page title is 'SettingsPurchasing - Stock Order List'. The 'Shipping' section includes the following fields:

Field	Value
Ship To	inZerotech
Address 1	A-88
Address 2	Sector 4
City	Noida
State	TX
Postal Code	201301
Country	US
Contact Phone	+1 (414) 286-2266 x 7
Contact Email	
FOB	50

Buttons: Cancel, Back, Next (highlighted with a red box).

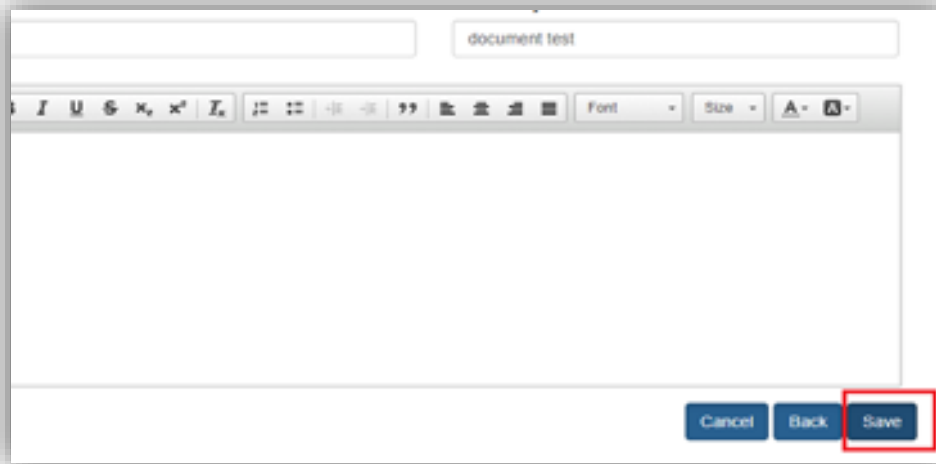
7. Review the details on the **Billing** screen. Select a billing address. Click **Next**.

The screenshot shows the 'Billing' screen in the Proteus system. The page title is 'SettingsPurchasing - Stock Order List'. The 'Billing' section includes the following fields:

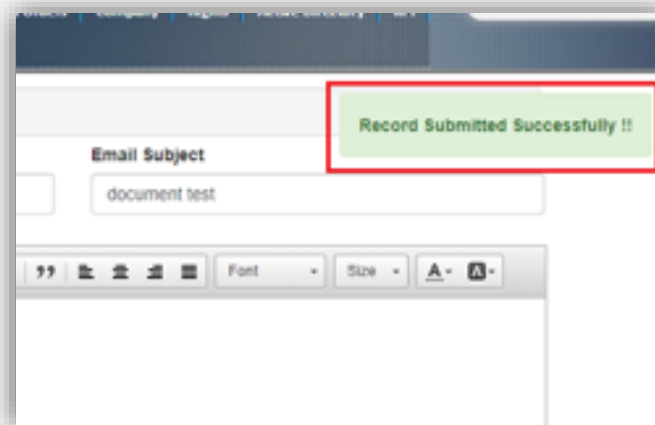
Field	Value
Bill To	Name
Address 1	1
Address 2	2
City	city
State	WI
Postal Code	09876
Country	US
Contact Phone	
Contact Email	
FOB	23

Buttons: Cancel, Back, Next (highlighted with a red box).

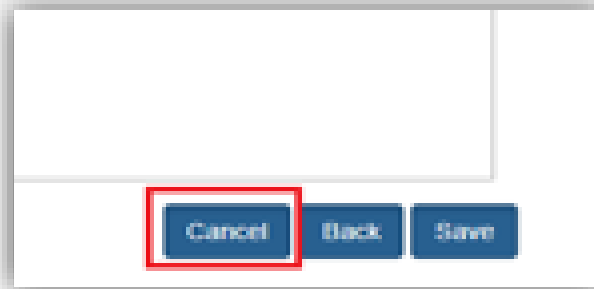
8. If necessary, fill out all information fields on the **Email** screen. Once completed, click **Save**.



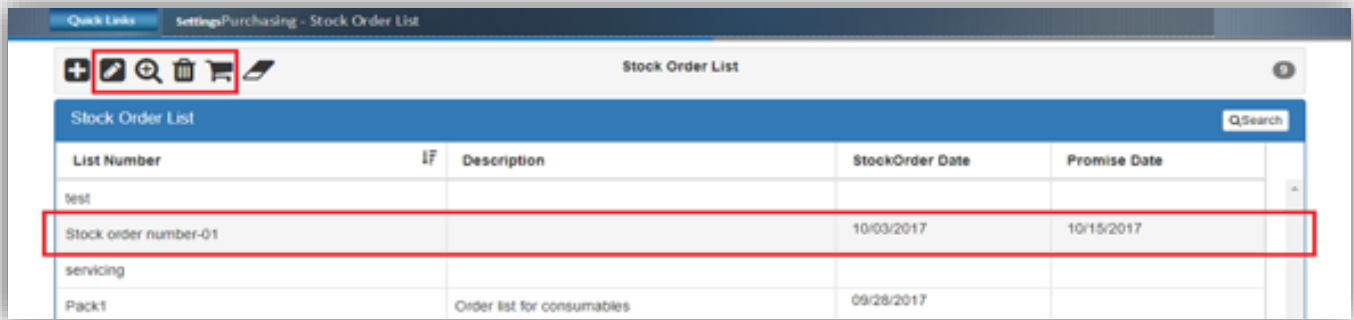
9. When the record is saved, a message will pop up, notifying the user of a successful record submission.



10. After the record has been saved, click **Cancel** to go back to the **Stock Order List** page.

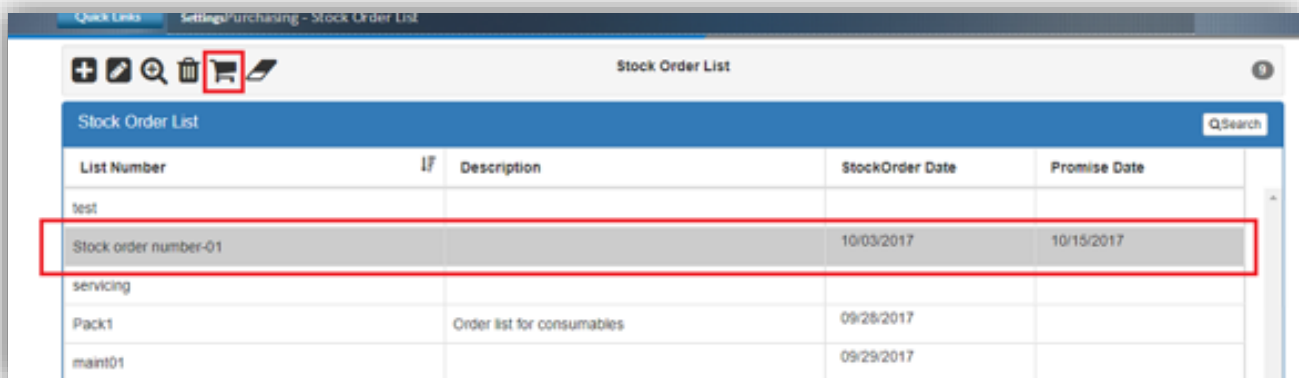


11. From the **Stock Order List** page, select a created stock order then the actions (**Edit**, **View**, **Delete**, and **Assign Purchase Order Number**) will be enabled.

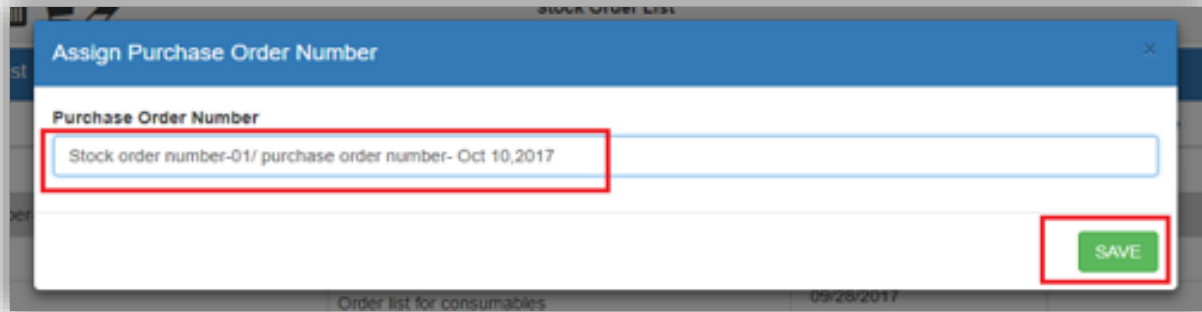


**NOTE:** **Add** and **Clear** are already enabled. The **Clear** icon is used to clear the search bar.

12. Select the created stock order from the list and click on the **Assign Purchase Order Number** icon



13. Assign a purchase order number and select **Save**.



14. When a purchase order number is assigned, all vendors, whose parts are used in the stock order will get an email for every selected part and those who are entered in the **Email To** and **Email CC** fields will get an email as well.

**EMAIL EXAMPLES (PART 1 & PART 2):**

Stock Order Details:							
Purchase Order Date	10/03/2017						
Purchase Order Number	SO-Stock order number-01/ purchase order number- Oct 10.2017-834020928						
Requester Name							
Vendor Information:							
Vendor Name	vendor-tamil						
Address 1	sec-3						
Address 2	Address 21						
CityStatePostal Code	City1 66215 110096						
Contact Name	nazish						
Contact Phone	+13 (3) 12- x2						
Contact Email	nazisha@inzerotech.com						
Stockroom Parts:							
#	Part Number	Description	Quantity	Unit Cost	Tax Rate (%)	VAT Rate (%)	Total Cost
1	JP-01	Description	12	200.00			2400.00
<b>Parts Total</b>							<b>2400.00</b>

Stock Order Details:							
Purchase Order Date	10/03/2017						
Purchase Order Number	SO-Stock order number-01/ purchase order number- Oct 10.2017-844020958						
Requester Name							
Vendor Information:							
Vendor Name	vendor(tamil)						
Address 1	sec-4						
Address 2	34						
CityStatePostal Code							
Contact Name	nazish						
Contact Phone							
Contact Email							
Stockroom Parts:							
#	Part Number	Description	Quantity	Unit Cost	Tax Rate (%)	VAT Rate (%)	Total Cost
1	stock-part -02(up)	2	121	0.00			0.00
<b>Parts Total</b>							<b>0.00</b>