

## 9.3 Sales orders

The potential can be considered as obtained when the order confirmation arrives. The order, however, may change from the initial proposed quote. vtenext gives you the option of keeping track of these differences. By default, the Generate Sales Order button from the Other menu of the quote sheet allows you to create the order by transferring the contents of the quote and making any changes.



<b>Subject</b>	We recommend including the reference to the company and/or potential to facilitate any future search of the order
<b>Potential Name</b>	Link between the order and relevant potential
<b>Customer Number</b>	If you use customer number codes, you can enter the one relating to the order here
<b>Quote Name</b>	Link to the quote that originated the order
<b>Purchase Order</b>	If the customer sends you a reference to their purchase order, you can enter it here
<b>Contact Name</b>	Connection with the customer contact (person you deal with)
<b>Due Date</b>	Order due date
<b>Carrier</b>	You can indicate the carrier that will make the delivery

<b>Status</b>	Important for knowing the state of progress of the order. The statuses can be freely set by the system administrator
<b>Excise Duty</b>	Special taxes or other costs
<b>Account Name</b>	Connection with the customer company to whom the order refers
<b>Sales Commission</b>	Any commissions
<b>Assigned to</b>	The CRM user who is managing the order, by default the person creating it

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