



VUE

VW- SO

# Special Orders for Unusual Parts

Once you have created a New Parts Invoice:

1. Add a New Part to the Parts Invoice by clicking the "New Part" button.

The screenshot shows the VUE DMS interface for a Parts Invoice. The form includes fields for Invoice # (668121), Account Code (VWIP), Salesperson (Sarah Bellot), and various other details. A table at the bottom lists parts, with the first entry highlighted in a red box:

Part Number	Part Description	Bill	QOH	Ord	AVL	SO #	Core	Tax	Location	Price Code	Cost	Sale	List	Actions
000051446BH	USB CABLE	1	-1	0	-1		0	<input checked="" type="checkbox"/>	SPORD	EMPL	\$20.80	\$22.88	\$26.00	X

A "New Part" button is visible at the bottom left of the table area.

2. Expand the part by clicking the caret on the left. Select "Yes" from the Unusual Part dropdown.

This screenshot shows the same VUE DMS interface, but with the part entry expanded. The "Unusual Part" dropdown menu is open, and "Yes" is selected. The expanded view includes fields for Master (Volkswagen), Comment, Core Charge (\$0.00), Cost (\$20.80), and Employee (Sarah Bellot).

For Technical or Software Support, please contact:

1.800.227.8187 or email [dmssupport@dominiondms.com](mailto:dmssupport@dominiondms.com)

# VW - SPECIAL ORDERS UNUSUAL PARTS

- Under Actions, select "SO Part" from the dropdown to indicate that it is a Special Order and open the Special Order window.

Part Number	Part Description	Bill	QOH	Ord	AVL	SO #	Core	Tax	Location	Price Code	Cost	Sale	List	Actions
000051446BH	USB CABLE	1	-1	0	-1		0	<input checked="" type="checkbox"/>	SPORD	EMPL	\$20.80	\$22.88	\$26.00	<div style="border: 1px solid red; padding: 2px;">                     SO Part                      Lost Sale                      Copy Part                 </div>

- Enter in quantity and additional comments. Then click the Submit button.
- A Special Order # is added to the Part Line.

AVL	SO #	Core	Tax
-1	210	0	<input checked="" type="checkbox"/>

**Special Order** X

**Enter the quantity to special order:**

**Order Preference:**

**Comment:**

- To view the Special Order, click the SO # link on the Part line.

**VUE DMS** SB Sarah Bellot | Dominion Volkswag... (03)

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**Special Orders**

**Special Order #** 
**Order Preference** 
**Date Created**

**Ticket Type** 
**Originating Ticket** 
**Created By** 
**Date Archived**

**Customer** 
**Name**

**Phone** 
**Email**

**VIN** 
**Year** 
**Make** 
**Model**

**Comments**

<input type="checkbox"/>	Part Number	Part Description	Comment	Part Received	Qty	Recv	Ordered	Received	Notified	Order #	Location	Ticket	Order Preference	
<input type="checkbox"/>	000051446BH	USB CABLE	LINDQUIST		1	0					SPORD	668121		X

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