

Once you have created a New Parts Invoice:

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

VUE	DMS						(	a 🖞 🕐	SB Sa	arah Bellot	• I	Dominion Vo	lkswag (03) ▼
€	Parts Invoice												
	H Q E New Search Sa	ve Preview Navigate Prin	nt void Close v	Bill To	📲 🖬 Ship To	<b>↓</b> Hide	EP	C Import Mo	re▼		Main	Comments	Cashier
•\$	Invoice #	668121	Account Code	VWIP			•	Salesperso	n Sarah B	ellot	•	Parts	\$22.88
Ë\$	Purchase Order		Price Code	EMPL			Q	Sourc	e Walk In		-	Core Charge	\$0.00
¢	Invoice Description							Date Create	<b>d</b> 11/14/2	022		Charges	\$0.00
Ť	Customer #	19 Q	Stock #				Q	Date Close	d			Discounts	\$0.00
à	Customer	Lindquist, Lee		Q Tax	able No		-					Taxes	\$0.00
M	Address	4837 East 500 N										Total	\$22.88
Ŷ	Zip	46731	City	Craigville								Payments	\$0.00
	County		State	Indiana			•						
	Email		Phone				-						
	Route		Driver Notes										
		1											
	Part Number	Part Description	Bill QOH C	ord AVL	SO #	Core	Тах	Location	Price Code	Cost	Sale	List Ac	tions
	▶ 000051446BH	USB CABLE	1 -1	0 -1		0	$\checkmark$	SPORD	EMPL	\$20.80	\$22.88	\$26.00	×
	New Part	_											Part Kit

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

UE	DMS								(	a 🖞 🧿	SB	Sarah Bellot	•	Dominion Vol	kswag (03)
•	Parts Invoice														
5 2	+ Q New Search	Save Preview	A Navigate → Pri	nt Void	✓ Close	Bill To	Ship T	o Hide	E	C Import Mo	ore -		Mair	Comments	Cashier
\$	Invoice #	₿ 668121		Accou	int Code	VWIP			•	Salesperso	n Sarah	Bellot	Ŧ	Parts	\$22.88
ŝ	Purchase Orde	r		Pri	ice Code	EMPL			Q	Source	Walk I	n	Ŧ	Core Charge	\$0.00
\$	Invoice Description	n								Date Create	d 11/14/	2022		Charges	\$0.00
	Customer #	<b>#</b> 19	Q		Stock #				Q	Date Close	d			Discounts	\$0.00
	Custome	r Lindquist, Lee				Q.	Taxable	No	Ŧ					Taxes	\$0.00
,	Address	4837 East 50	0 N											Total	\$22.88
	Zip	46731			City	Craigvi	lle							Payments	\$0.00
	County	/			State	Indian	а		•						
	Emai	I			Phone				-						
	Route	•		Driver N	lotes										
	Part Number	Part Descript	ion	Bil	I QOH	Ord A	VL SO	# Core	Тах	Location	Price Code	Cost	Sale	List Act	ions
	▼ 000051446BH	USB CABLE		1	l -1	0	-1	0	$\checkmark$	SPORD	EMPL	\$20.80	\$22.88	\$26.00	>
	Master	Volkswagen	Comme	1t		_									
	Core Charge	\$0	.00 Unusual Pa	rt Yes		Er	nployee	Sarah Be	llot						
	Cost	\$20	.80	Yes No											
	New Part			-	_									Р	art Kit

For Technical or Software Support, please contact:

1.800.227.8187 or email dmssupport@dominiondms.com

## **VW - SPECIAL ORDERS UNUSUAL PARTS**

3. 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	I QOH	Ord	AVL	SO #	Core	Тах	Location	Price Code	Cost	Sale	List	Actions
000051446BH	USB CABLE	1	-1	0	-1		0	$\checkmark$	SPORD	EMPL	\$20.80	\$22.88	\$26.00	
New Part														SO Part Lost Sale Copy Part

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



Special Order		×
Special order		
Enter the quantity	to special orde	er: 1
Order Preference:		
Comment:	LINDQUIST	r
	Submit	Cancel
	00 - 00	C TAX LOUD

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

VUE	DMS				Q	Ç <mark>0</mark> (?)	SB	Sarah Bellot	•	🗐 Dom	inion Volkswag (0	3) 🔻
$\Theta$	Special Orders											
G	+ Q		<b>-</b> 🕅	E\$								
	New Search	Save Preview Navigate - Archiv	e Print▼ Repair Orde	er   Parts Invoice	•							
•\$	Special Order #	210 Ord	er Preference		D	ate Created	11/14/	2022				
€\$	Ticket Type	Parts Invoice	Ticket 668121	Q	Created	d By Sara	ah Bellot			ate Archiv	ed	
<b>\$</b>												
₽	Customer	19	Name Lindquist, Lee				]					
à	Phone	Select 👻	Email									
	VIN	<u> </u>	Year	Make		Model						
$\forall$												
	Comments											
	Part Number	Part Description	Comment Part	rt Received Qty F	Recv Ordered	Received	Notified	Order #	Location	Ticket	Order Preference	
	000051446BH	USB CABLE	LINDQUIST	1	0				SPORD	668121		×

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