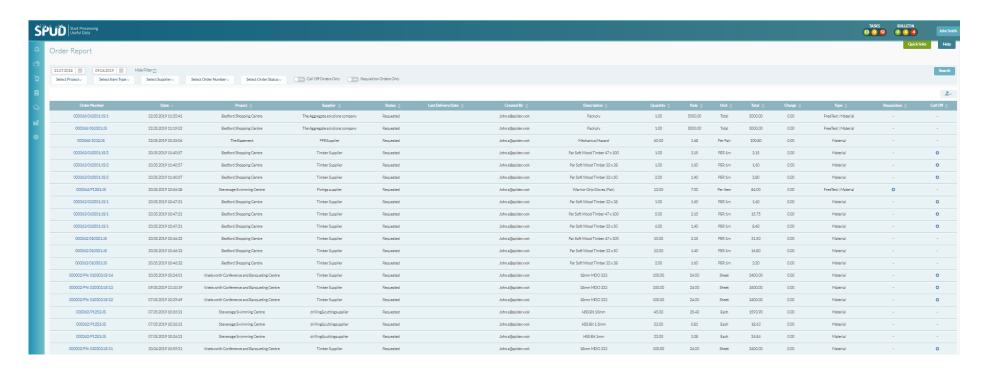
SPUD Start Processing Useful Data		Order report
ISSUE REFERENCE:	SC DCI-0001	
Doc. No. SNTR-24	Issue No: 01	Issue Date: 01.06.19

Report / Order report



- Select the date range you would like the report to be generated from and then click search
- Alternatively, you can click Hide Filter and create a report for a specific project, item, supplier, or order status.

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• A report of all the orders and there details from within the selected date range/filters will then be generated.

Order Number	Date ∨	Project 💠	Supplier 💠	Status 🗘	Last Delivery Date 💠	Created By 💠	Description 🗘	Quantity 🗘	Rate 🗘	Unit 🗘	Total 💠	Charge 🗘	Type ≎	Requisition 🗘	Call Off 💠
000200/1998/JJ	24.05.2019 16:52:12	Hatfield Road	SupplierWOK	Pending		johnjonestest@spiderwokxy z.com	JCB	10.00	90.00	Kg	900.00	0.00	FreeText Material	-	-
000200/1998/JJ	24.05.2019 16:52:12	Hatfield Road	SupplierWOK	Pending		johnjonestest@spiderwokxy z.com	JCB	10.00	80.00	-	800.00	0.00	FreeText PlantHire	-	-
000199/Test01/JJ	23.05.2019 13:47:39	Reagus	SupplierWOK3	InProgress		johnjonestest@spiderwokxy z.com	Test	10.00	23.00	kg	230.00	0.00	FreeText Material	0	-
000199/Test01/JJ	23.05.2019 13:47:39	Reagus	SupplierWOK3	InProgress		johnjonestest@spiderwokxy z.com	Hat	19.00	4.00	Kg	76.00	0.00	FreeText Material	0	-
000198/Test01/JJ	23.05.2019 13:47:28	Reagus	SupplierWOK	Requested		johnjonestest@spiderwokxy z.com	Concrete	8.00	1.00	kg	8.00	0.00	FreeText Material	•	-

The Status of the order is broken down into the following categories.

Pending = The order is still waiting to be accepted by the supplier

Requested = The order has been sent to the supplier and they have received it.

In progress = The order is underway with the supplier.

Delivered = The order has been completed.

- Orders that have been generated through a Requisition will have a symbol
- The report can be exported from SPUD if you wish. To do this click the export icon, then chose the format you would like to export the report to e.g. Microsoft Excel