

Submit a sales direct order for booking approval

August 17, 2026

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Prepare a Draft customer Order, save its current order-line values, and submit it to the booking-approval gate.

Before you start

- Access to Add new > Sales Jobs > Direct Order.
- A customer Order is being prepared for booking and delivery.
- Order-line unit, quantity, percentage value, amount, and currency have been reviewed.

Steps

1. **Save** on [Direct Order](#) — Saves the current changes while remaining in Direct Order.

Pams Shotec S.A.E.

Sales Jobs > Orders > Job No.: New

Buttons: Save, Save and Close

Status: Select...

Order / Draft

Branch: Shotec S.A.E. Salesperson Responsible: Ramy Othman Product Type: Select... Job Title:

End User: Select... File Number:

Client: Select... Vendor: Select... Client Order No.: Vendor Order No.: Order Date: 12 Aug 2026 Order Activation Date: 12 Aug 2026

Delivery Time: Select... Forecasted Delivery Date: Shipping Address: Select... Delivery Term: Select... Payment Method: Select... Payment Period: Select...

☒ Partial Delivery L/C Number: External order no.:

Item Description	Unit	Qty	Unit Price	Discount (%)	Item Price	Currency
1	Pieces	1.00	0.00	0.00%	0.00	EUR

Count: 1 + Item

Total Price: 0.00 EUR
Backlog: 0.00 EUR
Equivalent Booking: Tickets

2. **Apply Approval For Booking** on [Direct Order](#) — Submits the Draft Order to the booking-approval gate.

3. **Save and Close** on [Direct Order](#) — Saves the record and closes it.

Result

Saves the record and closes it. Confirm this on [Direct Order](#).

Screens involved

Add new > Sales Jobs > Direct Order