

Orders

August 18, 2026

Orders

User Guide › Projects Management › List

Projects Management													
All	Planned (BOM)	To Order (MRQ)	In Purchasing	In-house	Delivered	Running Orders							
Job No.	Client	Job title	Order price €	Forecast deliver...	Total budget	Total budget €	Actual cost	Actual cost in s...	Actual gross ma...	Actual gross ma...	Average cost(%)	PM respons...	Odoor order ...
q	q	q	q	q	q	q	q	q	q	q	q	q	q
J22.1461	WABAG GmbH	Al Ramady WW...	35,621.00 €	01 Dec 2024	25,613.49 \$	21,650.83 €	0.00 \$	0.00 ج.د.	0.00 \$	0.00 %	0.00 %	Mohamed-Shor...	
J23.1479	Exxon Mobil	Screw pump for...	100,863.00 €	17 Oct 2024	1,909,207.57 ج.د.	58,097.19 €	0.00 د.ك.	0.00 ج.د.	50.00 د.ك.	100.00 %	0.00 %	Mazen Al Madd...	594
sJ21.1306	Shotec S.A.E	3x Chemical Do...	5,000.00 €	02 Jun 2024	0.00 €	0.00 €	0.00 €	0.00 ج.د.	0.00 €	0.00 %	0.00 %	Mohamed Sabry	Ik54654
J23.1483	Canal Sugar	Couplings RFQ ...	2,150.00 €	20 Oct 2024	516.00 €	516.00 €	5,000.00 ر.ي.	0.00 ج.د.	-5,000.00 ر.ي.	0.00 %	0.00 %	Sahar Mahmoud	683
J23.1714	Canal Sugar	Canal Sugar - F...	11,717.00 €	20 Oct 2024	3,974.91 €	3,974.91 €	3,000.00 ر.ي.	70,307.76 ج.د.	-2,500.00 ر.ي.	-500.00 %	1,768.79 %	Mohamed Sabry	650
J23.1714	Canal Sugar	Canal Sugar - F...	11,717.00 €	20 Oct 2024	3,974.91 €	3,974.91 €	3,000.00 ر.ي.	70,307.76 ج.د.	-2,500.00 ر.ي.	-500.00 %	1,768.79 %	Mohamed Sabry	650
J23.1739	EZZ Dekheila	collection of co...	9,499.00 €	13 Oct 2024	4,413.47 €	4,413.47 €	0.00 €	0.00 ج.د.	0.00 €	0.00 %	0.00 %	Sahar Mahmoud	711
J23.1647	SUCO	003/2024/S.T / L...	38,819.00 €	01 Dec 2024	24,402.19 €	24,402.19 €	0.00 €	0.00 ج.د.	0.00 €	0.00 %	0.00 %	Sahar Mahmoud	658
sJ22.2146	Petrojet	Commissioning...	5,508.00 €	02 Jun 2024	0.00 \$	0.00 €	0.00 €	0.00 ج.د.	0.00 €	0.00 %	0.00 %		
sJ24.2014	jotun	superwise com...	534.00 €	02 Jun 2024	0.00 ج.د.	0.00 €	0.00 €	0.00 ج.د.	0.00 €	0.00 %	0.00 %		
sJ24.2035	NETZSCH Pump...	2 X dally rate	480.00 €	02 May 2024	0.00 €	0.00 €	0.00 €	0.00 ج.د.	0.00 €	0.00 %	0.00 %		
J24.1024	Soulintec	Gear Pump for ...	58,094.00 €	20 Dec 2024	22,680.00 \$	20,913.91 €	0.00 €	0.00 ج.د.	0.00 €	0.00 %	0.00 %	Sahar Mahmoud	
sJ24.2040	NETZSCH Pump...	ABB rep to sup...	5,000.00 €	19 Jun 2024	3,000.00 €	3,000.00 €	0.00 €	0.00 ج.د.	0.00 €	0.00 %	0.00 %		
sJ23.2151	Petrotrade	Service contract...	1,920.00 €	28 Apr 2025	49,200.00 ج.د.	960.48 €	0.00 €	0.00 ج.د.	0.00 €	0.00 %	0.00 %		
sJ24.2044	Titan	Spare Parts for ...	23,582.00 €	13 Oct 2024	11,791.32 €	11,791.32 €	0.00 €	0.00 ج.د.	0.00 €	0.00 %	0.00 %	Sahar Mahmoud	720
J24.1048	Chevron	Chevron/ viking...	79,891.00 €	31 Dec 2024	49,246.29 €	45,538.29 €	0.00 €	0.00 ج.د.	0.00 €	0.00 %	0.00 %	Sahar Mahmoud	
J24.1048	Chevron	Chevron viking...	79,891.00 €	31 Dec 2024	49,246.29 €	45,538.29 €	0.00 €	0.00 ج.د.	0.00 €	0.00 %	0.00 %	Sahar Mahmoud	
J24.1048	Chevron	Chevron/ viking...	79,891.00 €	31 Dec 2024	49,246.29 €	45,538.29 €	0.00 €	0.00 ج.د.	0.00 €	0.00 %	0.00 %	Sahar Mahmoud	
sJ24.2038	Emisal Salt	S.P for NETZSC...	24,570.00 €	14 Oct 2024	10,334.14 €	10,334.14 €	0.00 €	0.00 ج.د.	0.00 €	0.00 %	0.00 %	Sahar Mahmoud	717
J22.1877	Concord	Submersible mi...	144,654.00 €	20 Nov 2024	85,678.82 €	85,678.82 €	0.00 €	0.00 ج.د.	0.00 €	0.00 %	0.00 %	Sahar Mahmoud	
sJ24.2010	ASORC	S.P for NOTOS ...	52,192.00 €	01 Jan 2025	1,488,671.11 ج.د.	29,180.93 €	0.00 €	0.00 ج.د.	0.00 €	0.00 %	0.00 %	Sahar Mahmoud	
Count: 0.00			0.00 €		0.00 €	0.00 €	0.00 ج.د.	0.00 ج.د.	0.00 ج.د.	0.00 %			

orders

Overview

Use the **orders** list to review project-related Orders. An Order is a confirmed request to supply goods or services. Use the list when you need to identify an Order by job, client, job title, price, or forecast delivery date, and when you need to review Orders by their current workflow stage.

The list is intended for users working in project management, including Sales representatives, Sales managers, Purchasing officers, Warehouse managers, Project managers, and Finance officers.

Before you start

You need access to **PM** and the **orders** list.

Steps

1. Select **PM** to access the project management area.
2. Open **orders**, and then select **all** to review the complete list view.
3. Review the available Order information in the list, including **Job No.**, **Client**, **Job title**, **Order price €**, **Forecast delivery date**, and **Total bu.**
4. Select the appropriate stage tab to focus on Orders at a particular point in the workflow:
 - Select **delivered** for Delivered Orders.
 - Select **in house** for Orders being handled internally.
 - Select **in purchasing** for Orders being handled through purchasing.
 - Select **to order mrq** for Orders requiring an MRQ-related ordering action.

All

The **all** tab provides the broadest Orders list. Use this view to locate an Order when you know its **Job No.**, **Client**, or **Job title**, or when you need to compare **Order price €** and **Forecast delivery date** across Orders.

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orders

Use **all** as the starting view when the required Order is not currently visible in a stage-specific tab.

Delivered

The **delivered** tab contains Orders shown as Delivered. Delivered is a status indicating that an Order has been supplied to the customer. Use this view to review delivered project Orders and identify them by job, client, title, price, and forecast delivery date.



orders

Review the listed **Job No.** and **Client** values to distinguish Orders with similar job titles.

In House

The **in house** tab displays Orders shown in the internal handling stage. Use this view to review Orders that are currently being handled within the business and to monitor their associated job and client details.

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All **Planned (BOM)** **To Order (MRQ)** **In Purchasing** **In-house** **Delivered** ☰ **Running Orders**

All

Product	Qty received	Qty returned	Unit	GRN	Location	Inspection no.	Qty accepted	Qty stocked	Stage	Qty shipped	Shipping-order...	Delivery-note ...
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
COO	1.00		Pieces	RN23.1005	Store area/Wareh...	IS23.1005	1.00	1.00	On store/stock			
EHC	1.00		Pieces	RN23.1005	Store area/Wareh...	IS23.1005	1.00	1.00	On store/stock			
Elastomer element	10.00		Pieces	RN23.1005	Store area/Wareh...	IS23.1005	10.00	10.00	On store/stock			
EUR1	1.00		Pieces	RN23.1005	Store area/Wareh...	IS23.1005	1.00	1.00	On store/stock			
GEARex 40	20.00		Pieces	RN23.1005	Store area/Wareh...	IS23.1005	20.00	20.00	On store/stock			
Hub	6.00		Pieces	RN23.1005	Store area/Wareh...	IS23.1005	6.00	6.00	On store/stock			
Hub	8.00		Pieces	RN23.1005	Store area/Wareh...	IS23.1005	8.00	8.00	On store/stock			
Hub	30.00		Pieces	RN23.1005	Store area/Wareh...	IS23.1005	30.00	30.00	On store/stock			
Hub	30.00		Pieces	RN23.1005	Store area/Wareh...	IS23.1005	30.00	30.00	On store/stock			
Hub	30.00		Pieces	RN23.1005	Store area/Wareh...	IS23.1005	30.00	30.00	On store/stock			
Hub	4.00		Pieces	RN23.1005	Store area/Wareh...	IS23.1005	4.00	4.00	On store/stock			
Hub Rotex 90	20.00		Pieces	RN23.1005	Store area/Wareh...	IS23.1005	20.00	20.00	On store/stock			
Hub	50.00		Pieces	RN23.1005	Store area/Wareh...	IS23.1005	50.00	50.00	On store/stock			
Invoiced Stampe...	1.00		Pieces	RN23.1005	Store area/Wareh...	IS23.1005	1.00	1.00	On store/stock			
Rotex coupling	2.00		Pieces	RN23.1005	Store area/Wareh...	IS23.1005	2.00	2.00	On store/stock			
Spidef Rotex 75	30.00		Pieces	RN23.1005	Store area/Wareh...	IS23.1005	30.00	30.00	On store/stock			
Spider Rotex 125	4.00		Pieces	RN23.1005	Store area/Wareh...	IS23.1005	4.00	4.00	On store/stock			
Spider Rotex 24	25.00		Pieces	RN23.1005	Store area/Wareh...	IS23.1005	25.00	25.00	On store/stock			
Spider Rotex 24	25.00		Pieces	RN23.1005	Store area/Wareh...	IS23.1005	25.00	25.00	On store/stock			
Spider Rotex 28	5.00		Pieces	RN23.1005	Store area/Wareh...	IS23.1005	5.00	5.00	On store/stock			
Spider Rotex 42	20.00		Pieces	RN23.1005	Store area/Wareh...	IS23.1005	20.00	20.00	On store/stock			

Count: 0.00

< 1 2 3 4 5 ... 20 > Tickets

orders

Use the visible **Forecast delivery date** to identify Orders that require attention according to their planned delivery timing.

In Purchasing

The **in purchasing** tab displays Orders shown in the purchasing stage. Use this view to review project Orders that require purchasing activity and to identify the related job, client, and Order value.

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All **Planned (BOC)** **To Order (MRQ)** **In Purchasing** **In-house** **Delivered** ☰ **Running Orders**

Product	Description	Quantity	Required receiving date	Sales no.	MRQ No.	PM responsible
Corrosion Inhibitor Base Plate	Tag No.: 101-ME12	1.00	11 Aug 2026		M26.1118	
1 Thrust Bearing Assy ff34	1 Thrust Bearing Assyjj	1.00	11 Aug 2026		M26.1118	
Motor Type WP-DF132STX-D	WP-DF132STX-D 4P 5.5KW V1 EXEC ...	1.00	11 Aug 2026		M26.1118	
Corrosion Inhibitor Base Plate	Tag No.: 101-ME12	1.00	06 Aug 2026		M26.1119	
jkjhjkhk	manual valve lkoug y y vyt.kljguyf...	1.00	06 Aug 2026		M26.1119	
Corrosion Inhibitor Base Plate	Tag No.: 101-ME12	1.00	07 Aug 2026		M26.1120	
Grease slinger-test	Grease slinger DE/NDE SN:7151607	1.00	07 Aug 2026		M26.1120	
Grease slinger-test	Grease slinger DE/NDE SN:7151607	1.00	07 Aug 2026		M26.1121	
Groove Nut	Groove Nut DE/NDE SN: 7152527	1.00	07 Aug 2026		M26.1121	
Motor Type WP-DF132STX-D	WP-DF132STX-D 4P 5.5KW V1 EXEC ...	1.00	07 Aug 2026		M26.1121	
Corrosion Inhibitor Base Plate	Tag No.: 101-ME12	3.00	10 Aug 2026		M26.1122	
Elastomer element 75	ELASTOMER RING POLY NORM 75	3.00	10 Aug 2026		M26.1122	
Elastomer element 100	Elastomer Ring 100 - PolyNorm (ela...	3.00	10 Aug 2026		M26.1122	
Elbow 90°	723100108 CPVC PN16 d32	3.00	10 Aug 2026		M26.1122	
Bushing	2-121-023-880-04 Bushing	3.00	10 Aug 2026		M26.1122	
1 Thrust Bearing Assy ff34	1 Thrust Bearing Assyjj	1.00	10 Aug 2026		M26.1123	
1 Thrust Bearing Assy 5386	1 Thrust Bearing Assy	1.00	10 Aug 2026		M26.1124	
1 Thrust Bearing Assy ff34	1 Thrust Bearing Assyjj	1.00	10 Aug 2026		M26.1125	
1 Thrust Bearing Assy 5386	1 Thrust Bearing Assy	1.00	10 Aug 2026		M26.1126	
Groove Nut	Groove Nut DE/NDE SN: 7152527	4.00	11 Aug 2026		M26.1127	
Groove Nut	Groove Nut DE/NDE SN: 7152527	3.00	11 Aug 2026		M26.1127	

Count: 0.00

< 1 > 🔍 Tickets

orders

Select **To Order (MRQ)** when you need to work with the MRQ ordering view.

Tips & cautions

Tip: Select **all** when an Order is not visible in the current stage-specific tab.

Note: Use **Job No.**, **Client**, and **Job title** together to identify the correct Order before reviewing its price or forecast delivery date.

Note: A Delivered Order has been supplied to the customer; use the **delivered** tab when reviewing completed supply activity.

Troubleshooting

- An expected Order is not shown → The current stage tab may not contain that Order → Select **all** and review the full Orders list.
- Multiple Orders have similar titles → The job or customer details may be needed to distinguish them → Compare **Job No.**, **Client**, and **Job title**.

- You need to review an Order requiring MRQ attention → The Order may be shown in the MRQ ordering stage → Select **to order mrq** or **To Order (MRQ)**.

Result

You have reviewed project Orders and focused the list on the required Order workflow stage.

Related pages

- [Project Orders List](#)
- [delivered orders](#)
- [Projects Management — Learning Path](#)
- [Projects Management — Overview](#)
- [Getting Started with Projects Management](#)
- [Projects Management](#)
- [Projects Management](#)
- [Buyout to Po](#)
- [List](#)
- [New Direct Order](#)
- [New Instant Job](#)
- [Production Order](#)
- [Shipping Order](#)