



METIZONE

Split ticket into two or more tickets

USER MANUAL

METIZONE

Split ticket into two or more tickets

1. Click on the 3-dot context menu to the right and choose "Split ticket"

The screenshot shows the 'Material declaration' interface. At the top, there are tabs for 'To do', 'Submitted', 'Approved', and 'Canceled'. Below the tabs is a table with columns: Customer, Vessel, Supplier, PO no, Product details, Amount, and Hazardous. A row is selected with a 3-dot context menu open. The menu options are: Submit, Upload and submit documents, Reuse MD data, Split ticket (highlighted with a red dashed box), View more information, Add message, View messages, View documents, and MD preview. The table row contains the following data: Customer: GLOBAL MARINE SUPPLIES SRL, Vessel: Balboa_sindre.lia, Supplier: SUPPLIER NAME, PO no: BAKK-0007V/21, Product details: [PCS] APRON COTTON WHITE BIB TYPE COLOR BLUE, Amount: 6, Hazardous: No. Below the table, there is a 'Project type' section with details: Docking, IMO no. 7878839, PO no. BAKK-0007V/21, PO ref. vendor 68471, PO date ordered Wed Jan 27 2021, PO description GALLEY STORE, PO line description [PCS] APRON COTTON WHITE BIB TYPE COLOR BLUE, PO line article number -, PO line amount 6, PO line maker no. 150462, and PO line unit PCS.

2. Write the number of tickets you want to split into

The screenshot shows the same 'Material declaration' interface as above, but with a 'Split ticket' dialog box open. The dialog box has a title 'Split ticket' and a close button 'X'. It contains a text input field with the number '2' and two buttons: 'Cancel' and 'Split'. The background is dimmed.

3. In this example, a ticket has been split into two tickets

Material declaration


MS makilicz.supplier.contact...

To do Submitted Approved Canceled

ⓘ Please fill in (or correct) the product details, amount delivered and unit for a component/product in the table before submitting it. If the product contains [hazardous materials](#) select 'Add material' from the dropdown or the menu at the end of the table row to add information about this. [Hide](#)

Customer	Vessel	Supplier	PO.no	Product details	Amount	Hazardous
Due in more than 3 months						
<div style="border: 1px solid #ccc; padding: 2px;"> + GLOBAL MARINE SUPPLIES SRL </div>	Balboa_sindre.lia DueDate: 2022.12.29	SUPPLIER NAME	BAKK-0007V21	Product no. : Product name : [PCS] APRON COTTON WHITE BIB TYPE COLOR BLUE Product info: GALLEY STORE	6	piece ▼ No ▼ ⋮
Project type Docking IMO no. 7878839	PO no BAKK-0007V21 PO ref. vendor 68471 PO date ordered Wed Jan 27 2021	PO description GALLEY STORE PO line description [PCS] APRON COTTON WHITE BIB TYPE COLOR BLUE PO maker name -		PO line article number - PO line maker no. 150462	PO line amount 6	PO line unit PCS
<div style="border: 1px solid #ccc; padding: 2px;"> + GLOBAL MARINE SUPPLIES SRL </div>	Balboa_sindre.lia DueDate: 2022.12.29	GOLTENS OSLO AS	BAKK-0007V21	Product no. : Product name : [PCS] APRON COTTON WHITE BIB TYPE COLOR BLUE Product info: GALLEY STORE	6	piece ▼ No ▼ ⋮

Rows per page 20
⏪ ⏩
1 - 2 of 2
⋮