

# METIZONE

Split ticket into two or more tickets

# USER MANUAL

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## 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's a header with 'Material declaration' and a user profile 'makilez.supplier contact...'. Below the header is a navigation bar with 'To do', 'Submitted', 'Approved', and 'Canceled'. A message box states: '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](#)'. The main table has columns: Customer, Vessel, Supplier, PO no, Product details, Amount, and Hazardous. A row is highlighted with a 3-dot 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 details are: Customer: GLOBAL MARINE SUPPLIES SRL, Vessel: Balboa\_sindre.lia, Supplier: SUPPLIER NAME, PO no: BAKK-0007/V21, Product details: [PCS] APRON COTTON WHITE BIB TYPE COLOR BLUE, Amount: 6, Hazardous: No. The row also has a 'Project type' of Docking, IMO no. 7878839, PO no. BAKK-0007/V21, 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 before, but with a 'Split ticket' dialog box open. The dialog box has a title 'Split ticket' and a text input field labeled 'Split ticket into?' with the number '2' entered. There are 'Cancel' and 'Split' buttons at the bottom of the dialog box. The background table and menu are dimmed.



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

Material declaration



makiiz 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
<div>  GLOBAL MARINE SUPPLIES SRL </div>	Balboa_sindre.lia DueDate: 2022.12.29	SUPPLIER NAME	BAKK-0007/V21	Product no. : Product name: [PCS] APRON COTTON WHITE BIB TYPE COLOR BLUE Product info: GALLEY STORE	6	<div> <div>pieces</div> <div>No</div> </div>
<div> <div>Project type</div> <div>IMD no.</div> <div>7878839</div> </div>	<div> <div>PO no</div> <div>BAKK-0007/V21</div> <div>PO ref. vendor</div> <div>68471</div> <div>PO date ordered</div> <div>Wed Jan 27 2021</div> </div>	<div> <div>PO description</div> <div>GALLEY STORE</div> <div>PO line description</div> <div>[PCS] APRON COTTON WHITE BIB TYPE COLOR BLUE</div> <div>PO maker name</div> <div>-</div> </div>	<div> <div>PO line article number</div> <div>-</div> </div>	<div> <div>PO line amount</div> <div>6</div> </div>	<div> <div>PO line unit</div> <div>PCS</div> </div>	
<div>  GLOBAL MARINE SUPPLIES SRL </div>	Balboa_sindre.lia DueDate: 2022.12.29	GOLTENS OSLO AS	BAKK-0007/V21	Product no. : Product name: [PCS] APRON COTTON WHITE BIB TYPE COLOR BLUE Product info: GALLEY STORE	6	<div> <div>pieces</div> <div>No</div> </div>

Rows per page
20

1
2

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