



Editing a Recorded Delivery

Knotical PMS — Planned Maintenance System
User Guide

June 2026

Overview

This guide explains how to edit a delivery you have already recorded against a purchase order in Knotical PMS — for example, to correct the quantity received on board for one or more items.

Step 1. Open the purchase order

Go to **Procurement** → **All Purchase Requests**, open the requisition, and on the **Purchase Order(s)** tab click **Open Purchase Order** to open the order in its own window.

PURCHASE ORDER(S)

SI #	Product Name	Code	ROB	In Transit	Qty	Delivered	Brand Name	Unit	Unit Price	Discount (%)	Tax / VAT (%)	Lead Days	Total Amount
1	MINERAL WATER FUJ 780MLX20BTL	101571	0	0	5	5	C/T		AED 8.19	0	0	0	AED 40.95
2	MINERAL WATER 12 X 1.5 LTR	MINERAL WA...	0	0	120	120	C/S		AED 8.19	0	0	0	AED 982.80
3	CUP NOODLES CHICKEN	CUP NOODL...	0	0	20	20	PKT		AED 3.15	0	0	0	AED 63.00
4	PISTA		0	0	2	2	KGS		AED 45.36	0	0	0	AED 90.72
5	PICKLE GREEN CHILLI	PICKLE GREE...	0	0	4	4	BTL		AED 3.15	0	0	0	AED 12.60
6	PICKLE GARLIC INDIAN	006296	0	0	6	6	BOTTLE	KGS	AED 5.67	0	0	0	AED 34.02
7	PICKLE MANGO		0	0	3	3	BTL		AED 3.15	0	0	0	AED 9.45
8	MEDU VADA MIX	MEDU VADA...	0	0	30	30	PKT		AED 6.30	0	0	0	AED 189.00
9	POPPY SEED WHITE	006481	0	0	1	1	KGS		AED 16.38	0	0	0	AED 16.38
10	NUTMEG WHOLE	006445	0	0	2	2	KGS		AED 31.50	0	0	0	AED 63.00
11	INDIAN JAGGERY 1KGS/PKT	006557	0	0	2	2	KGS		AED 6.30	0	0	0	AED 12.60
12	BAKING POWDER	BAKING PO...	0	0	6	6	PKT		AED 2.84	0	0	0	AED 17.04

The Purchase Order(s) tab. Open Purchase Order opens the order.

Step 2. Open the delivery to edit

On the **Delivery & Dispatches** tab, find the delivery under **All Deliveries**. On its row, click the **edit** (pencil) icon to open it.

[Purchase Order] - 105/REQ/0033-2026/PUR-001

Supplier Name: AQUA MARIS SHIPS SUPPLY LLC
UNITED ARAB EMIRATES
+97167412650

Requisition ID: 105/REQ/0033-2026

Delivery Date: 05 Feb 2026

Grand Total: AED 19,454.49

Vessel Name: MT SELENIA

Supplier Qtn Reference #: AMS-QTN-2026-AKD609

Grand Total (AED): 19,454.49

Delivery Port: Al Hamriyah

Currency: UAE Dirham

6 Point Status: 6

ALL DELIVERIES

Delivery Date	Delivery Port	Created By
08 Feb 2026	Al Hamriyah	Capt. Hasben

PENDING ITEMS (DELIVERY)

Product Name	Product Code	Product Category	Quantity	Unit	Received On Board	Pending Delivery
FLOUR WHEAT	004839	Flour	125	KGS	120	5
FLOUR MAIDA	004831	Flour	20	KGS	15	5
BOURBON BISCUIT			24	PKT	20	4
BESAN - GRAM FLOUR	BESAN - GRAM FLOUR		15	KGS	12	3

All Deliveries. Use the pencil icon on a delivery row to edit it.

Note: Each delivery row also has a view (eye) icon to open it read-only and a delete (trash) icon to remove it.

Step 3. Edit the details and save

In the **Edit Delivery Confirmation** dialog, adjust the **Delivery Details** (delivery date, port, vessel) if needed, and update the **Received On Board** quantity for any line item — along with the **Store** or **Expiry Date** where relevant. When the figures are correct, click **Save Delivery Confirmation**.

Edit Delivery Confirmation

Delivery Details

Delivery Date: 08 Feb 2026 Port Of Delivery: Al Hamriyah Vessel Name: MT SELENA

Line Items

Product Name	Product Category	Quantity	Unit	Received On Board	Store	Expiry Date
EGGPLANT FRESH	Fresh Vegetables	20	KGS	10		
CALIFLOWER TRIMMED FRESH	Fresh Vegetables	25	KGS	25		
GRAPE GREEN FRESH	Fresh Fruits	5	KGS	5		
BETROOT TOPPED FRESH	Fresh Vegetables	7	KGS	7		
LEMON FRESH	Fresh Fruits	10	KGS	10		
GRAPE RED FRESH	Fresh Fruits	10	KGS	10		
BESAN - GRAM FLOUR		15	KGS	12		
BEANS GREEN CUT TINNED	Tinned Vegetables	20	KGS	20		
URAD DAL		5	KGS	5		
CHICKEN WHOLE		150	KGS	150		
CHICKEN BREAST BONELESS	Chicken	20	KGS	20		
CHICKEN NOODLES		100	PKT	100		
PICKLE GREEN CHILLI		4	BTL	4		

Save Delivery Confirmation **Cancel**

The Edit Delivery Confirmation dialog. Adjust the received quantities, then save.

This completes editing a recorded delivery in Knotical PMS. The corrected quantities are reflected against the purchase order, updating what has been received and what is still pending.