Editing a Recorded Delivery

Knotical PMS — Planned Maintenance System
User Guide

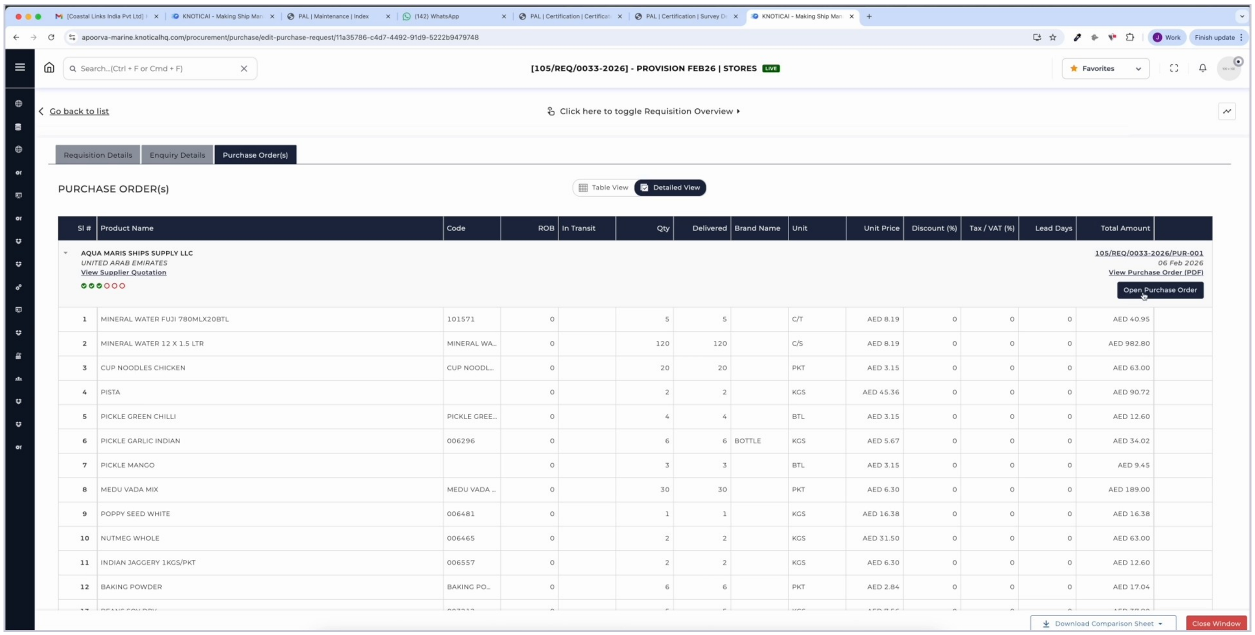
June 2026

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

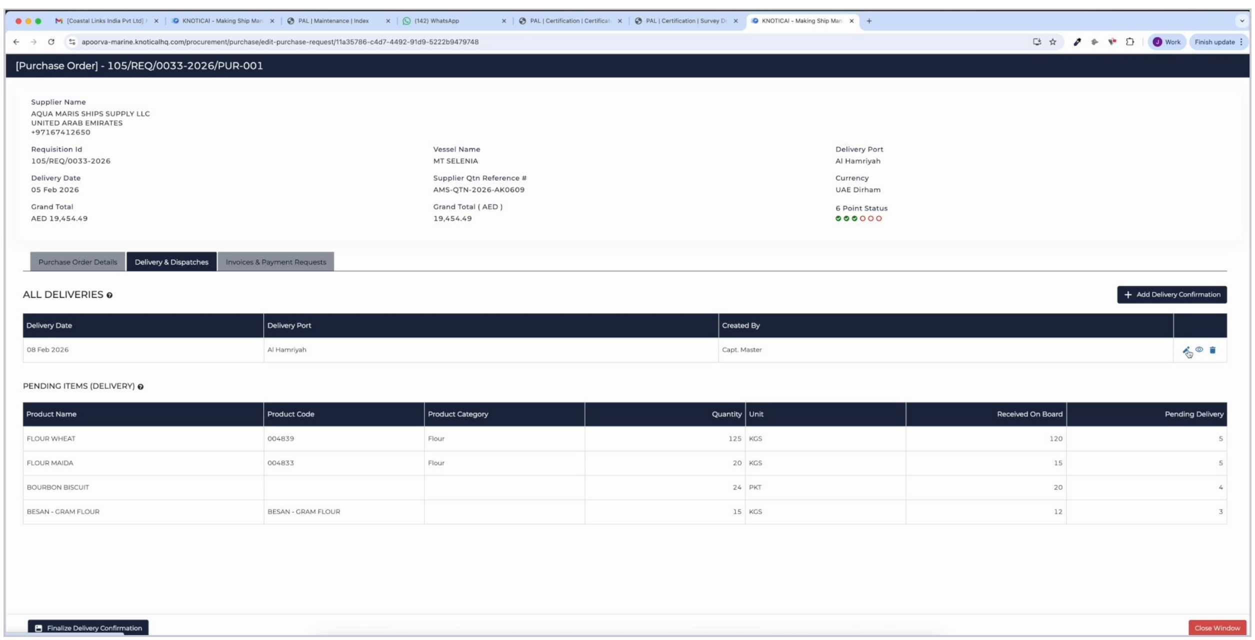
Go to **Procurement** → **All Purchase Requests**, open the requisition, and on the **Purchase Order(s)** tab click **Open Purchase Order** to open the order in its own window.



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.

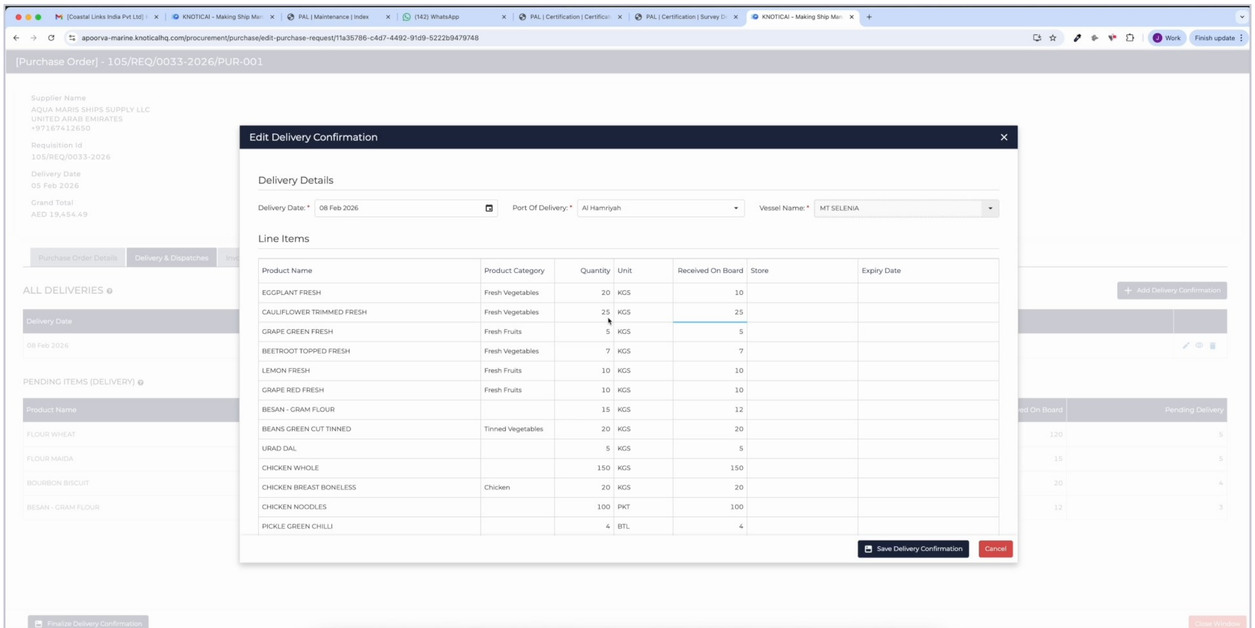


All Deliveries. Use the pencil icon on a delivery row to edit it.

> **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**.



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.