

PROCUREMENT

INTRODUCTION TO PURCHASE ORDERS

Purchase Orders are orders to suppliers for goods, services, or repairs required.

- The procurement process has the following steps:
 - Create a Purchase Requisition
 - Request for Quote
 - <u>Requisition Approval</u> (Release & Approve)
 - <u>Receive Goods</u> / <u>Receive Services</u>
 - <u>Create Supplier Invoice</u>
- A Purchase Order **must** be <u>printed</u> (print preview) before goods can be **received**.

Ribbon Access: *Procurement > Orders*

| | • | | | | | | BPO: Version 2.1 | .0.29 - Example | e Compa | ny | | | | - | | × |
|----------|-----------------|----------|------------|------------|----------------|---------------------|-------------------------|------------------|---------|------------|-------------|-------|---------|-----------|-----------|---|
| 9 | Equipment and L | ocations | Contract | Financ | e and HR | Inven | tory Maintena | nce and Projects | Man | ufacturing | Procurement | Sales | Service | Reporting | Utilities | |
| Supplers | Requisitions | Orders | Expediting | Invoices | Debit Notes | S Returns | Goods Received Notes | Warranties | Claims | | | | | | | |
| Master | | | | Processing | | | | Waimantie | s | | | | | | | |

VIEW PURCHASE ORDERS

The *Purchase Order Listing* screen will be displayed.

• Select the *site* in which you wish to work.



| Home Equipment | | | | Pu | rcnase Order List | ing - BPU: version | 2.1.0.65 - Example Company | | | | 1.00 | |
|------------------------|----------------|----------|-----------|------------|-------------------|---------------------|-----------------------------|-----------|-----------------|-----------|--------------|--------------------|
| | and Locations | Contract | Finance a | and HR I | nventory Mair | ntenance and Projec | ts Manufacturing Procu | irement S | ales Service | Reporting | Utilities | - 8 3 |
| 📄 💥 🎯 Api | prove | 2 | 2 | | i 1 | ۹ 🗳 | Durban 🔻 | 63 | | | | |
| iew Order Delete 🙆 Dei | dine Non Stock | | Save La | yout Works | | lection Print E | xport New - | Refresh | | | | |
| | GRN | Agent | | | • Vouc | | | | | | | |
| Maintain _ | Process | | * | Format | 4 | Print | ے Current | | | | | // |
| inks # | | | | | | | | | | | | |
| iter text to search P | POCode | POType | POClass | ItemType | OriginatorType | OriginCode | OriginDesc | Status | RequestorName | AssetDesc | SupplierCode | SupplierName |
| Functions | 9 | | | | | | | | | | | |
| | ▶ PO0000440 | MAINT | SUPPLIER | WOAS | WKOR | WO0001469 | 1234 | N | Bianca Du Toit | | SPR001 | Sprint Distributor |
| Notes | PO0000448 | MAINT | SUPPLIER | WOAS | WKOR | WO0000890 | Tier - Commercial Tier Test | N | Abigail Milne | Copier | SPR001 | Sprint Distributor |
| | PO0000449 | MAINT | SUPPLIER | WOAS | WKOR | WO0000890 | Tier - Commercial Tier Test | N | Abigail Milne | Copier | MET001 | Metro Peach |
| | PO0000426 | MAINT | INV | | WHSE | Main Warehouse | Main Warehouse | N | Abigail Milne | | TON002 | Tonys Copy Sho |
| Addresses | PO0000470 | MAINT | INV | | WHSE | Main Warehouse | Main Warehouse | N | Bianca Du Toit | | SPR001 | Sprint Distributor |
| | PO0000471 | MAINT | INV | | WHSE | OTC Whee DBN | OTC Whse DBN | N | Judith Mudzengi | | TON002 | Tonys Copy Shop |
| | PO0000472 | MAINT | INV | | WHSE | OTC Whee DBN | OTC Whee DBN | N | Judith Mudzengi | | SPR001 | Sprint Distributor |
| Delivery Instructions | PO0000473 | MAINT | INV | | WHSE | Main Warehouse | Main Warehouse | N | Bianca Du Toit | | SPR001 | Sprint Distributo |
| | PO0000474 | MAINT | INV | | WHSE | Main Warehouse | Main Warehouse | N | Abigail Milne | | SPR001 | Sprint Distributo |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

ORDER STATUS - NEW

- 1. This screen will open by default in the *New* status. In this status, you can:
- 2. *View* or *Delete* a selected order.
- 3. *Print* or *Export* a selected order.



| | | | | | Pu | rchase Order List | ting - BPO: Versi | on 2.1.0.65 - Examp | le Company | | | 87. | |
|--|-----------|----------------------|-----------------------|-----------|-------------|-------------------|-------------------|---------------------|------------------|--------------------|-----------|--------------|--------------------|
| | Iquipment | t and Locations | Contract | Finance | and HR I | nventory Mair | ntenance and Proj | ects Manufactu | ring Procurement | Sales Service | Reporting | Utilities | - 8 > |
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| View Order Delete | 🕲 De | edine Non Sti GRN | ck Collectio Agent | n Save La | ayout Works | Print Co Voue | | Export New | - Refres | 1 | | | |
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| Links | а. | Drag a column | | | | | | / | | | | | |
| Enter text to sea ch. | 2 | POCode | POType | POClass | ItemType | OriginatorType | OriginCode | OriginDesc | S | atus RequestorName | AssetDesc | SupplierCode | SupplierName |
| Functions | | 9 | | | | | V | | | | | | |
| | | + PO000044 | MAINT | SUPPLIER | WOAS | WKOR | WO000146 | 1234 | N | Bianca Du Toit | | SPR001 | Sprint Distributor |
| Notes | | P0000044 | B MAINT | SUPPLIER | WOAS | WKOR | WO000089 | Tier - Commerce | ial Tier Test N | Abigail Milne | Copier | SPR001 | Sprint Distributor |
| | | P0000044 | MAINT | SUPPLIER | WOAS | WKOR | WO000089 | Tier - Commerc | al Tier Test N | Abigail Milne | Copier | MET001 | Metro Peach |
| | | P000042 | 5 MAINT | INV | | WHSE | Main Warehous | e Main Warehous | e N | Abigail Milne | | TON002 | Tonys Copy Shop |
| Addresses | | P0000047 | MAINT | INV | | WHSE | Main Warehous | e Main Warehous | e N | Bianca Du Toit | | SPR001 | Sprint Distributor |
| | | P000004 | MAINT | INV | | WHSE | OTC Whee DBN | OTC Whee DBN | I N | Judith Mudzeng | | TON002 | Tonys Copy Shop |
| and the second | | PO000047 | 2 MAINT | INV | | WHSE | OTC Whee DBN | OTC Whee DBN | I N | Judith Mudzeng | | SPR001 | Sprint Distributor |
| Delivery Instructio | ons | PO000047 | B MANT | INV | | WHSE | Main Warehous | e Main Warehous | e N | Bianca Du Toit | | SPR001 | Sprint Distributor |
| | | P0000047 | A MAINT | INV | | WHSE | Main Warehous | e Main Warehous | e N | Abigail Milne | | SPR001 | Sprint Distributor |
| | | | | | | 2 | 3 | | | | | | |
| | | | | | | | | | | | | | |

ORDER STATUS - PRINTED

- Click on the drop-down arrow and select the *Printed* status. In this status, as well as *View Order*, *Delete*, *Print* and *Export*, you can also:
- 2. Print a *Collection Voucher* and
- 3. <u>Create a Non Stock GRN</u> (for non stock purchase orders e.g. service orders)



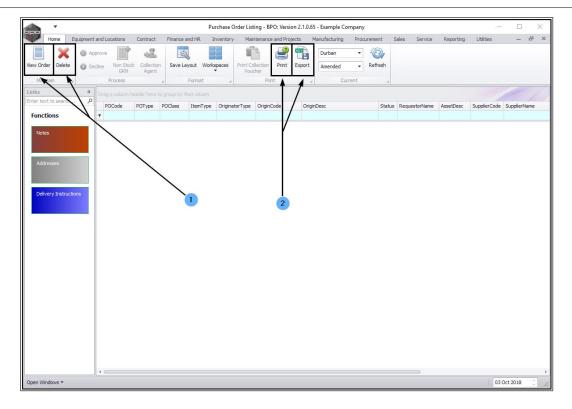
Introduction to Purchase Orders

| | | | | Pu | rchase Order List | ing - BPO: Version | 2.1.0.65 - Example Company | | | | 1 | |
|-----------------------|----------------------|----------|-----------|------------|-------------------|---------------------|----------------------------------|--------|-----------------|-----------|--------------|-----------------|
| Home Equipment | and Locations | Contract | Finance a | and HR Ir | nventory Mair | ntenance and Projec | ts Manufacturing Procurem | ent S | Sales Service | Reporting | Utilities | - 8 |
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| | Non Stock | | | S 111 | paces Print Co | | | fresh | | | | |
| ew Order Delete | GRN | Agent | n Save La | yout works | Vour | | Printed • Ref | resn | | | | |
| Maintain 🔒 | Process | | | Format | 4 | Print | ے Current | | | | | |
| nks 🏨 | Drag a column h | | | | | | | | | | | |
| ter text to search P | In the second second | | | | | | | | | | | |
| 1017 N | POCode + | POType | POClass | ItemType | OriginatorType | OriginCode | OriginDesc | Status | RequestorName | AssetDesc | SupplierCode | SupplierName |
| Functions | 2 | | | | 2 | | | | | | | |
| Notes | POUUL | CAP | ASSET | | CIRI | PC000001 | PC0000001 | P | Judith Mudzengi | | SUP001 | Buy Back Supp |
| 14010.3 | PO0000381 | MAINT | SUPPLIER | WOAS | WKOR | WO0001528 | Work Order Linked to an asset | P | Judith Mudzengi | SP2020 Sp | | Metro Peach |
| | PO0000382 | MAINT | SUPPLIER | WOAS | WKOR | WO0001531 | Nonstock WIP Item Test | P | Judith Mudzengi | К147 Куос | | Sprint Distribu |
| | PO0000383 | CAP | ASSET | | CTRT | CO0000042 | C00000042 | P | Judith Mudzengi | | SUP001 | Buy Back Supp |
| Addresses | PO0000385 | MAINT | SUPPLIER | WOAS | WKOR | WO0001536 | Paper Jam - Service Required | P | Judith Mudzengi | SP19-12 C | | Metro Peach |
| | PO0000386 | MAINT | SUPPLIER | WOAS | WKOR | WO0001536 | Paper Jam - Service Required | P | Judith Mudzengi | SP19-12 C | | Sprint Distribu |
| | PO0000404 | CAP | ASSET | | CTRT | CO0000042 | CO0000042 | | Bianca Du Toit | | SUP001 | Buy Back Sup |
| Delivery Instructions | PO0000405 | CAP | ASSET | | CTRT | CO0000044 | C00000044 | P | Bianca Du Toit | | SUP001 | Buy Back Supp |
| | PO0000408 | MAINT | SUPPLIER | WOAS | WKOR | WO0001282 | Project linked to a customer loc | | Bianca Du Toit | | SPR001 | Sprint Distribu |
| | PO0000411 | MAINT | INV | | WHSE | Main Warehouse | Main Warehouse | P | Bianca Du Toit | | SPR001 | Sprint Distribu |
| | PO0000413 | MAINT | SUPPLIER | WOAS | WKOR | WO0001615 | Created for production batch | | Bianca Du Toit | | SPR001 | Sprint Distribu |
| | PO0000427 | MAINT | INV | | WHSE | Main Warehouse | Main Warehouse | P | Judith Mudzengi | | SPR001 | Sprint Distribu |
| | PO0000430 | MAINT | INV | | WHSE | Main Warehouse | Main Warehouse | P | Abigail Milne | | YES001 | Young Electric |
| | PO0000431 | MAINT | INV | | WHSE | Main Warehouse | Main Warehouse | P | Abigail Milne | | YES001 | Young Electric |
| | PO0000434 | MAINT | INV | | WHSE | Main Warehouse | Main Warehouse | P | Abigail Milne | | 1111 | AB Goods |
| | PO0000436 | MAINT | INV | | WHSE | Main Warehouse | Main Warehouse | P | Abigail Milne | | SPR001 | Sprint Distribu |
| | PO0000437 | MAINT | INV | | WHSE | Main Warehouse | Main Warehouse | Ρ | Abigail Milne | | YES001 | Young Electric |
| | PO0000438 | MAINT | INV | | WHSE | Main Warehouse | Main Warehouse | P | Abigail Milne | | SPR001 | Sprint Distribu |
| | PO0000439 | MAINT | INV | | WHSE | Main Warehouse | Main Warehouse | P | Abigail Milne | | SPR001 | Sprint Distribu |
| | PO0000444 | MAINT | INV | | WHSE | Main Warehouse | Main Warehouse | P | Abigail Milne | | 1111 | AB Goods |
| | PO0000447 | MAINT | INV | | WHSE | Main Warehouse | Main Warehouse | P | Abigail Milne | | YES001 | Young Electric |
| | PO0000450 | MAINT | SUPPLIER | WOAS | WKOR | WO0001645 | New Deal Sale Installation 1234 | P | Abigail Milne | SP2020 Sp | | Sprint Distribu |
| | PO0000452 | MAINT | INV | | WHSE | Main Warehouse | Main Warehouse | P | Abigail Milne | | SPR001 | Sprint Distribu |
| | PO0000453 | MAINT | INV | | WHSE | Main Warehouse | Main Warehouse | P | Abigail Milne | | TON002 | Tonys Copy S |
| | PO0000454 | MAINT | INV | | WHSE | Main Warehouse | Main Warehouse | P | Abigail Milne | | 1111 | AB Goods |
| | PO0000466 | MAINT | INV | | WHSE | Main Warehouse | Main Warehouse | P | Abigail Milne | | SPR001 | Sprint Distribu |
| | PO0000467 | MAINT | SUPPLIER | | CTRT | CO000043 | CO0000043 | P | Abigail Milne | | SPR001 | Sprint Distribu |
| | ▶ PO0000469 | MAINT | SUPPLIER | WOAS | WKOR | WO0001698 | Site Inspection for Network Cab | | Abigail Milne | | SPR001 | Sprint Distribu |
| | PO0000478 | MAINT | INV | WOAS | WKOR | WO0001672 | Copier to be repaired | P | Abigail Milne | SP2020 Sp | SPR002 | Sprint Interna |
| | 4 | | | | | | | | | | | |

ORDER STATUS - AMENDED

- 1. Click on the drop-down arrow and select the *Amended* status. In this status, you can:
- 2. *View* or *Delete* the order.
- 3. <u>Print</u> or *Export* the order.





ORDER STATUS - CLOSED

- 1. Click on the drop-down arrow and select the *Closed* status. In this status, you can:
- 2. *View* or *Delete* the order.
- 3. *Print* or *Export* the order.



Introduction to Purchase Orders

| | | | | Purchas | e Order Listing - | BPO: Version 2.1.0 |).65 - Example Company | | | | - 0 | × |
|-----------------------|-------------------|------------|----------------------|----------------------|-------------------|-------------------------|--|--------|-----------------|---------------|--------------|--------------|
| Home Equipm | ent and Locations | Contract | Finance ar | nd HR Inv | ventory Maint | enance and Project | s Manufacturing Procurement | Sale | es Service I | Reporting l | Jtilities — | 8 |
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| iew Order Delete | Dedine Non Stock | Collection | Save La | yout Works | paces Print Co | ellection Print | | resh | | | | |
| | GRN | Agent | | | • Vou | | | | | | | |
| Martain | Process | | 4 | Format | | Print | 4 Current | 4 | | | | |
| inks | . Drag a column h | | | | | | / | | | | | |
| inter text to search. | POCode | POType | POClass | ItemType | OriginatorType | OriginCode | OriginDesc | Status | RequestorName | AssetDesc | SupplierCode | Supp |
| Functions | 9 | (otpe | 100000 | in the second second | originator ()pc | Ungineoue | ongnococ | 010100 | requestorraine | TESCEDESC | buppier coue | Copp |
| | PO0000004 | CAP | ASSET | WOAS | WKOR | W0000036 | Buy Back - Serial No. 20-12345 | С | Belinda Sharman | SP2020 Sp | SPR001 | Sorin |
| Notes | PO0000006 | CAP | ASSET | WOAS | WKOR | WO0000038 | Buy Back - Serial No. 20-98765 | c | Belinda Sharman | SP2020 Sp | | Sprin |
| | P00000007 | MAINT | SUPPLIER | WOAS | WKOR | WO0000041 | Paper jamming | c | Belinda Sharman | SP2020 Sp | | Sprin |
| | P00000011 | MAINT | SUPPLIER | WOAS | WKOR | WO0000043 | Machine service required | c | Belinda Sharman | SP 19 19 Sp | | Sprin |
| Addresses | P00000012 | MAINT | SUPPLIER | WOAS | WKOR | WO0000044 | Repair staple unit | c | Belinda Sharman | SP2020 Sp | | Sprin |
| | P0000004 | MAINT | SUPPLIER | WOAS | WKOR | WO0000047 | Machine repairs | c | Belinda Sharman | SP2020 Sp | | Sprin |
| | PO0000022 | CAP | ASSET | WOAS | WKOR | WO0000055 | Buy Back - Serial No. 19-90200 | c | Belinda Sharman | SP 19 19 Sp | | Sprin |
| Delivery Instructions | PO0000024 | 2 | ASSET | WOAS | WKOR | | Buy Back - Serial No. 18-30200 | c | Belinda Sharman | Sprint copier | | Sprin |
| Delivery Instructions | PO0000027 | CAP 2 | ASSET | WOAS | WKOR | WO000005 3 WO0000060 | Buy Back - Serial No. 18-30200 | c | Belinda Sharman | Sprint copier | | Sprin |
| | PO0000028 | MAINT | SUPPLIER | WOAS | WKOR | WO0000062 | Machine service | c | Belinda Sharman | SP 1919 Sp | | Sprin |
| 1. | PO0000029 | MAINT | SUPPLIER | WOAS | WKOR | WO000062 | Machine service | c | Belinda Sharman | SP 19 19 Sp | | Sprint |
| | PO0000044 | MAINT | SUPPLIER | WOAS | WKOR | WO000080 | Deliver new set of toners | C | Belinda Sharman | К147 Куос | | Sprin |
| | PO0000046 | MAINT | SUPPLIER | WOAS | WKOR | WO0000080 | Deliver new set of toners | с | Belinda Sharman | К147 Куос | | Sprin |
| | PO0000047 | MAINT | SUPPLIER | WOAS | WKOR | WO000082 | Machine service required | c | Belinda Sharman | SP 1919 Sp | | Sprin |
| | PO0000048 | MAINT | SUPPLIER | WOAS | WKOR | WO000083 | Copies are streaky | c | Belinda Sharman | SP2020 Sp | | Sprin |
| | PO0000049 | MAINT | SUPPLIER | WOAS | WKOR | WO0000084 | Paper jam | c | Belinda Sharman | SP2020 Sp | | Sprin |
| | PO0000050 | MAINT | SUPPLIER | WOAS | WKOR | WO0000084 | Paper jam | c | Belinda Sharman | SP2020 Sp | | Sprin |
| | PO0000059 | MAINT | SUPPLIER | WOAS | WKOR | WO0000137 | Delivery | c | Belinda Sharman | SP19-12 C | | Sprin |
| | PO0000062 | MAINT | SUPPLIER | WOAS | WKOR | WO0000138 | Delivery required | c | Belinda Sharman | SP 19-12 C | | Sprin |
| | PO0000064 | MAINT | SUPPLIER | WOAS | WKOR | WO0000140 | SP19-12 - SP19-12 Installation | c | Belinda Sharman | | SPR001 | Sprin |
| | PO0000066 | MAINT | SUPPLIER | WOAS | WKOR | WO0000141 | SP19-12 - SP19-12 Installation | c | Belinda Sharman | K147 Kyoc | 1200 | Sprin |
| | PO0000045 | MAINT | SUPPLIER | WOAS | WKOR | WO0000081 | Machine service | c | Belinda Sharman | K147 Kyoc | | Sprin |
| | PO0000075 | MAINT | SUPPLIER | WOAS | WKOR | WO0000163 | OR 85471 - PM and Sales Templ | 12 | Belinda Sharman | in in hyperin | SPR001 | Sprin |
| | PO0000076 | MAINT | SUPPLIER | WOAS | WKOR | WO0000153 | SP1912 NDS 1 - Machine install | | Belinda Sharman | | SPR001 | Sprin |
| | PO0000079 | MAINT | SUPPLIER | WOAS | WKOR | WO0000133 | SP1912_NDS_1 - Machine install | | Belinda Sharman | | SPR001 | Sprin |
| | PO0000080 | MAINT | SUPPLIER SUPPLIER | WOAS | WKOR | WQ0000174 | SP1912_NDS_2 - Network confi | | Belinda Sharman | | SPR001 | Sprin |
| | PO0000081 | MAINT | SUPPLIER | WOAS | WKOR | WO0000174 WO0000167 | SP1912_NDS_2 - Network comm SP1912_NDS_1 - Machine install | | Belinda Sharman | | SPR001 | Sprin |
| | PO0000081 | MAINT | SUPPLIER | WOAS | WKOR | WO0000168 | SP1912_NDS_2 - Network confi | | Belinda Sharman | | SPR001 | Sprin |
| | PO0000082 | MAINT | SUPPLIER SUPPLIER | WOAS | WKOR | WQ0000188 | SP1912_NDS_2 - Network confirm SP1912_NDS_1 - Machine install | | Belinda Sharman | | SPR001 | Sprin |
| | 4 00000000 | COMPACIE. | SOFFLIER | WORD | MINON | 1000001/3 | or to to internos _1 * Machine install | ~ | Demice Sherner | | JFR001 | -sprii - |

FUNCTIONS TILES

You can click on any one of the *Functions* tiles in any status to view more information concerning *Notes*, *Addresses* or *Delivery Instructions* for any selected purchase order.

Notes

- Click on the *row selector* in front of the *purchase order* that you wish to view the *Notes* of.
- Click on the *Notes* tile.



| | ment an | nd Locations | Contract | Finance a | and HR I | nventory Maii | ntenance and Projec | ts 1 | Aanufacturing | Proc | urement | Sales Service | Reporting | Utilities | - 8 |
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| inks | | | | | | | | | | | | | | | |
| nter text to search | Q | POCode | POType | POClass | ItemType | OriginatorType | OriginCode | Origi | Desc | | Statu | RequestorName | AssetDesc | SupplierCode | SupplierName |
| Functions | 9 | , | | | | | | | | | | | | | |
| | | PO0000440 | MAINT | SUPPLIER | WOAS | WKOR | WO0001469 | 1234 | | | N | Bianca Du Toit | | SPR001 | Sprint Distrib |
| Notes | | PO0000448 | MAINT | SUPPLIER | WOAS | WKOR | WO0000890 | Tier - | Commercial Tie | er Test | N | Abigail Milne | Copier | SPR001 | Sprint Distrib |
| | | PO0000449 | MAINT | SUPPLIER | WOAS | WKOR | WO0000890 | Tier | Commercial Tie | er Test | N | Abigail Milne | Copier | MET001 | Metro Peach |
| | | PO0000479 | MAINT | SUPPLIER | WOAS | WKOR | WO0001064 | 3MS | - 3 Month Servic | ce | N | Abigail Milne | SP2020 Sp | SPR001 | Sprint Distrib |
| | | PO0000426 | MAINT | INV | | WHSE | Main Warehouse | Main | Warehouse | | N | Abigail Milne | | TON002 | Tonys Copy |
| | | PO0000470 | MAINT | INV | | WHSE | Main Warehouse | Main | Warehouse | | N | Bianca Du Toit | | SPR001 | Sprint Distrib |
| | | PO0000471 | MAINT | INV | | WHSE | OTC Whse DBN | отс | Whse DBN | | N | Judith Mudzengi | | TON002 | Tonys Copy |
| Delivery Instructions | | PO0000472 | MAINT | INV | | WHSE | OTC Whee DBN | OTC | Whse DBN | | N | Judith Mudzengi | | SPR001 | Sprint Distrib |
| | | PO0000473 | MAINT | INV | | WHSE | Main Warehouse | Main | Warehouse | | Ν | Bianca Du Toit | | SPR001 | Sprint Distrib |
| | | PO0000474 | MAINT | INV | | WHSE | Main Warehouse | Main | Warehouse | | N | Abigail Milne | | SPR001 | Sprint Distrib |
| | | PO0000480 | MAINT | SUPPLIER | | CTRT | CO0000042 | COO | 000042 | | N | Abigail Milne | | GRE001 | Green Office |
| | P | POUCOAS | | | | | | | | | | | | | |
| | | -0000460 | | | | | | | | | | | | | |

The *Note Listing for Purchase Order* screen will be displayed.

- Here you can view, *Add* and *Edit* the Notes and Comments relating to this purchase order.
- Click on *Back* to return to the *Purchase Order Listing* screen.



| bpc | - | | | | Note Listi | ng for Purchase Or | rder : PO00 | 00480 - BPC | l: Version 2.1.0.65 - E | xample Company | | | | | | × | |
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| Add | Edit | Back | Save Layout Wo | kspaces | Refresh | | | | | | | | | | | | |
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| Drag a | column he | ader here b | o group by that colu | mn | | | | | | | | | | | | | |
| | sion Co | mments | | Notes | | | 1 | NoteDate | ContactName | | | | | | | | |
| Ψ • | 1 Del | iveries to b | e made before 14:0 |) Telephonic | c confirmation require | ed before goods are | delivered (| 08 Oct 2018 | John Smith | | | | | | | | |
| | 1 00 | ivenes to b | e made before 140 | - Copriority | e commission require | La perore goods are | derivered (| 55 551 2010 | John Shind 1 | | | | | | | | |
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| Open | Windows 🔻 | | | | | | | | | | | | | 08 Oct | 2018 | | 11. |

Addresses

- Click on the row selector in front of the *Purchase Order* that you wish to view the *Address* details of.
- Click on the *Addresses* tile.



| | nt and Locat | ons | Contract | Finance a | and HR Ir | nventory Mair | ntenance and Projec | ts I | Aanufacturing | Procu | irement S | ales Service | Reporting | Utilities | - | 8) 1 |
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| ew Order Delete 🚳 🛛 | Dedine N | on Stod | | Save La | yout Works | spaces Print Co | | Export | New | • | Refresh | | | | | |
| Maintain | Proc | | Agent | | Format | Vouc | Print | | Or | rent | | | | | | |
| inks # | | | | | | - | | | 0.01 | | - | | | | | |
| nter text to search | Dragao | | | | | | | | | | | | | / | | |
| | POCo | de | POType | POClass | ItemType | OriginatorType | OriginCode | Origi | nDesc | | Status | RequestorName | AssetDesc | SupplierCode | Supplier | Name |
| Functions | 9 | | | | | | | | | | | | | | | |
| Notes | - Construction | 00440 | MAINT | SUPPLIER | WOAS | WKOR | WO0001469 | 1234 | | | N | Bianca Du Toit | | SPR001 | Sprint E | |
| notes | - | 00448 | MAINT | SUPPLIER | WOAS | WKOR | WO0000890 | | Commercial Tier | | N | Abigail Milne | Copier | SPR001 | Sprint E | |
| | 10000000 | 00449 | MAINT | SUPPLIER | WOAS | WKOR | WO0000890 | | Commercial Tier | | N | Abigail Milne | Copier | MET001 | Metro P | |
| | 10000 | 00479 | MAINT | SUPPLIER | WOAS | WKOR | WO0001064 | | - 3 Month Servic | e | N | Abigail Milne | SP2020 Sp | | Sprint E | |
| Addresses | | 00426 | MAINT | INV | | WHSE | Main Warehouse | | Warehouse Warehouse | | N | Abigail Milne Bianca Du Toit | | TON002 SPR001 | Tonys C Sprint E | |
| | 100000000 | | MAINT | INV | | WHSE | OTC Whee DBN | | Warenouse Whse DBN | | N | Judith Mudzengi | | TON002 | Tonys C | |
| | | | MAINT | INV | | WHSE | OTC Whee DBN | | Whse DBN | | N | Judith Mudzengi Judith Mudzengi | | SPR001 | Sprint E | |
| Delivery Instructions | | 00472 | | INV | | WHSE | Main Warehouse | | Warehouse | | N | Bianca Du Toit | | SPR001 | Sprint | |
| | - Constant | 00474 | MAINT | INV | | WHSE | Main Warehouse | | Warehouse | | N | Abigail Milne | | SPR001 | Sprint | |
| - | | 00480 | MAINT | SUPPLIER | | CTRT | CO0000042 | | 000042 | | N | Abigail Milne | | GRE001 | Green (| |
| | | | | | | | | | | | | | | | | |
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The Address Listing for Purchase Order: [] screen will be displayed.

- Here you can view, *Add* and *Edit* the delivery addresses listed.
- Click on *Back* to return to the *Purchase Order Listing* screen.



| • • | | | Address Lis | ting for P | urchase Order : | PO0000480 - | BPO: Version 2 | 2.1.0.65 - Exam | nple Compa | ny | | - | | × |
|--|-------------------|-------------|----------------|------------|-----------------|----------------|----------------|-----------------|------------|------------|---------------------|-----------|---|---|
| Home Equipme | ent and Locations | Contract | Finance and HR | Invent | tory Mainter | nance and Proj | iects Manuf | facturing P | rocurement | Sales S | Service Reporting | Utilities | - | 8 |
| Add Edit Back | Save Layout Wor | | iresh | | | | | | | | | | | |
| rag a column header here to fldAddressContactName | | fidAddress2 | fldAddress3 | fldCity | fldPostalCode | fidCounty | fidCountry | fidTelNo | fidTelExt | fidFaxNo | fidEmailAddress | - | | / |
| John Smith | 1 Old Main Road | Hilcrest | | Durban | 3610 | KZN | South Africa | 0123456789 | 123 | 0110220222 | someone@email.co.za | | | |
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Delivery Instructions

- Click on the row selector in front of the *Purchase Order* that you wish to view the *Delivery Instructions* details of.
- Click on the *Delivery Instructions* tile.



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|------------------------------|----------|------------------------|-----------------------|----------|------------|-----------------|---------------------|--------|------------------------|--------|---------|------------------------------------|-----------|------------------|---------------------------------|
| Home E | quipment | and Locations | | Finance | | | ntenance and Projec | - | lanufacturing | Proc | | ales Service | Reporting | Utilities | - 8 |
| | Ap | prove | 2 | 2 | 5 | | | | Durban | • | 2 | | | | |
| liew Order Delete | 🔞 De | dine Non Stoc GRN | k Collection Agent | Save La | yout Works | spaces Print Co | | Export | New | • | Refresh | | | | |
| Maintain | | Process | Agent | | Format | VOUC | Print | | Or | rent | | | | | |
| Links | ų. | 1 | | 4 | | | 1010 | - | Gui | istis. | | | | | |
| inks Inter text to search | | | | | | | | | | | | | | | |
| | | POCode | POType | POClass | ItemType | OriginatorType | OriginCode | Origin | Desc | | Status | RequestorName | AssetDesc | SupplierCode | SupplierName |
| Functions | | P | | | | | | | | | | | | | |
| Notes | | PO0000440 | MAINT | SUPPLIER | WOAS | WKOR | WO0001469 | 1234 | | | N | Bianca Du Toit | | SPR001 | Sprint Distribu |
| notes | | PO0000448 | | SUPPLIER | WOAS | WKOR | WO0000890 | | Commercial Tier | | N | Abigail Milne | Copier | SPR001 | Sprint Distribu |
| | | PO0000449 | | SUPPLIER | WOAS | WKOR | WO000890 | | Commercial Tier | | N | Abigail Milne | Copier | MET001 | Metro Peach |
| | | PO0000479 | | SUPPLIER | WOAS | WKOR | WO0001064 | | 3 Month Servic | te | N | Abigail Milne | SP2020 Sp | | Sprint Distribu |
| Addresses | | PO0000426 | MAINT | INV | | WHSE | Main Warehouse | | Warehouse | | N | Abigail Milne | | TON002 | Tonys Copy S |
| | | PO0000470 PO0000471 | | INV | | WHSE | Main Warehouse | | Warehouse Whse DBN | | N | Bianca Du Toit | | SPR001 TON002 | Sprint Distribu |
| | | PO0000471 PO0000472 | | INV | | WHSE | OTC Whee DBN | | Whse DBN Whse DBN | | N | Judith Mudzengi Judith Mudzengi | | SPR001 | Tonys Copy S Sprint Distribu |
| Delivery Instructio | ons | PO0000472 PO0000473 | | INV | | WHSE | Main Warehouse | | Whise Don Warehouse | | N | Bianca Du Toit | | SPR001 SPR001 | Sprint Distribut |
| | | PO0000474 | MAINT | INV | | WHSE | Main Warehouse | | Warehouse | | N | Abigail Milne | | SPR001 | Sprint Distribu |
| | | P00000480 | | SUPPLIER | | CTRT | CO0000042 | | 00042 | | N | Abigail Milne | | GRE001 | Green Office |
| | | | | | | | | | | | | | | | |
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The *Agent Listing for Purchase Order:* [] screen will be displayed.

- Here you can view, *Add*, *Edit* and *Delete* Delivery Instruction details.
- Click on *Back* to return to the *Purchase Order Listing* screen.



| | • | | | | | | Agent Listi | ng for Purcha | se Order : PO0000 | 480 - BPO: \ | ersion 2.1.0.65 - E | xample Company | / | | | - | | × |
|-----------|----------|--------|-----------------|-----------|-----------|-------|---------------|----------------|---------------------|--------------|---------------------|----------------|-------|---------|-----------|-----------|--------|------|
| 0 | Home | Equipm | ient and Locati | | ontract | Finan | ce and HR | Inventory | Maintenance ar | nd Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities | - | ₽ X |
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| Add | | elete | Back Sav | ve Layout | Workspac | ces F | Refresh | | | | | | | | | | | |
| | Processi | g | | Form | at | . C | Sur " | | | | | | | | | | | |
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| Statu | s Agent | Гуре | SupplierCode | Supplie | rName | 1 | SpecialInstr | ructions | | | | | | | | | | |
| ₽ ► A | SHPA | | TON002 | Tonys | Copy Shop | i. | Deliveries tr | o be made befo | re 14:00 to Receivi | ng Warehous | e A | | | | | | | |
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VIEW ORDER DETAILS

- Click on the row selector in front of the *Purchase Order* you wish to view the details of.
- Click on *View Order*.



| | uipment | and Locations | Contract | Finance | and HR I | nventory Mair | itenance and Projec | cts 1 | Aanufacturing | Procu | rement 9 | ales Service | Reporting | Utilities | - 8) |
|---------------------|---------|------------------------|----------|-----------------|------------|----------------|-----------------------------|--------|------------------|-------|----------|--------------------------------|-----------|------------------|---------------------------------|
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| liew Order Delete | 🙆 De | dine Non Stod | | Save La | yout Works | | | Export | New | - | Refresh | | | | |
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| mer text to search | ~ | POCode | POType | POClass | ItemType | OriginatorType | OriginCode | Origi | Desc | | Status | RequestorName | AssetDesc | SupplierCode | SupplierName |
| Functions | | 9 | | | | | | | | | | | | | |
| | | PO0000440 | MAINT | SUPPLIER | WOAS | WKOR | WO0001469 | 1234 | | | N | Bianca Du Toit | | SPR001 | Sprint Distribut |
| Notes | | PO0000448 | MAINT | SUPPLIER | WOAS | WKOR | WO0000890 | Tier - | Commercial Tier | Test | N | Abigail Milne | Copier | SPR001 | Sprint Distribut |
| | | PO0000449 | MAINT | SUPPLIER | WOAS | WKOR | WO0000890 | | Commercial Tier | | N | Abigail Milne | Copier | MET001 | Metro Peach |
| - | | PO0000479 | MAINT | SUPPLIER | WOAS | WKOR | WO0001064 | | - 3 Month Servic | e | N | Abigail Milne | SP2020 Sp | | Sprint Distribut |
| Addresses | | PO0000426 | MAINT | INV | | WHSE | Main Warehouse | | Warehouse | | N | Abigail Milne | | TON002 | Tonys Copy Sh |
| | | PO0000470 | | INV | | WHSE | Main Warehouse | | Warehouse | | N | Bianca Du Toit | | SPR001 | Sprint Distribu |
| | | P00000471 | | INV | | WHSE | OTC Whee DBN | | Whse DBN | | N | Judith Mudzengi | | TON002 | Tonys Copy Sl |
| Delivery Instructio | ns | PO0000472 | | INV | | WHSE | OTC Whee DBN | | Whse DBN | | N | Judith Mudzengi | | SPR001 | Sprint Distribu |
| | | PO0000473 | MAINT | INV | | WHSE | Main Warehouse | | Warehouse | | N | Bianca Du Toit | | SPR001 | Sprint Distribut |
| | | PO0000474 PO0000480 | MAINT | INV SUPPLIER | | WHSE | Main Warehouse CO0000042 | | Warehouse | | N | Abigail Milne Abigail Milne | | SPR001 GRE001 | Sprint Distribu Green Office |
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The View Purchase Order: [] screen will be displayed.

Order Header Details

• Here you can view the purchase order *header details* including the linked purchase requisition number.



| | Ŧ | | | V | iew Purchase Or | der : PO0000473 - | BPO: Versi | ion 2.1.0.65 | - Example | Company | | | | - 🗆 | × |
|-------------|-----------------------|-----------------|-----------------|-----------------------|-----------------|-------------------|--------------|--------------|-----------|-----------------|---------|---------------------------|--------------------|----------------|------|
| Ho | ome Eq | uipment and Lo | ations Coni | tract Finance and F | R Inventory | Maintenance a | and Projects | s Manut | facturing | Procurement | Sales | Service R | Leporting Utiliti | es — | 8 |
| Back 5 | Save Layou | t Workspaces | Print | | | | | | | | | | | | |
| ro " | | ₩at | Print | | | | | | | | | | | | |
| | - | 5 | | | | | 10 | | | | | upplier Code | 000001 | | |
| | r Header riginator | Main Warehous | e | Originato | r Main Warehous | e | | | | | | | Sprint Distributor | Local | |
| Origina | tor Type | WHSE | arehouse | Description | | - | | | | | 2.00 | VAT No | 456789123 | | |
| ub Item - | Location | | | - Asse | | + | | | | | | ontact Name ment Terms | Harry Jackson | Days from Inv | -lee |
| | РО Туре | MAINT Ma | intenance Requi | sition Classification | Inventory | | Ì | | | | 53 | pping Terms | | ays - Signatur | |
| Requi | isition No | PR0000484 | - | - | | | | | | | Sup | olier Details | Requestor Details | Request Sor | irce |
| rag a colum | n header h | ere to group by | that column | | | | | | | | | | | 1 | / |
| PartType | Inventory | Code Descrip | tion | QtyReceived | QuantityPerUOP | SupplierItemCode | Quantity | Currency | UnitCost | BaseCcyUnitCost | TaxRate | ExpDelDate | WarehouseNam | e Priority | |
| PART | 204-1470 | SP204 | Cyan Toner | 0.00 | 1.00 | | 1.00 | ZAR | 350.00 | 350.00 | 14.00 | 25 Sep 2018 | Main Warehouse | 3 | |
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Order Supplier Details

- Click on the *Supplier Details* tab.
- In this frame you can view information regarding the *supplier* linked to this purchase order.



| | Ŧ | | | | v | iew Purchase Or | der : PO0000473 - | BPO: Vers | ion 2.1.0.65 | - Example | Company | | | | - 1 | | × |
|-----------|------------|---------|-------------|--------------------|----------------|-----------------|-------------------|-------------|--------------|-----------|-----------------|---------|----------------|------------------|--------------|----------|-----|
| V . | ome Ed | uipment | and Locatio | ons Contract | Finance and H | IR Inventory | Maintenance | and Project | s Manul | facturing | Procurement | Sales | Service | Reporting U | blities | - | 8) |
| G Back | Save Layou | it Worl | spaces | Print | | | | | | | | | | | | | |
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| | r Header | Main W | arehouse | | Originator | r Main Warehous | e | | | | | | Supplier Code | Sprint Distribut | and the set | | |
| | tor Type | | Wareh | louse | Description | 1 | | | | | | 2 | | 456789123 | tors Local | | |
| ub Item - | Location | | | S. | - Asset | | | | | | | c | | Harry Jackson | | | |
| | | | | ~ | | | | | | | | Pay | ment Terms | 3 | 60 Days fro | m Invoid | ce |
| | РО Туре | | | enance Requisition | Classification | Inventory | | | | | | Sh | ipping Terms | i 1 | 5 Days - Sig | nature | |
| Requi | isition No | PR0000 | 484 | | | | | | | | | Sup | oplier Details | Requestor Deta | is Reque | st Sour | ce |
| | | | | | | | | | | | | _ | | | | | |
| | Inventor | Code | Description | ı | QtyReceived | QuantityPerUOP | SupplierItemCode | Quantity | Currency | UnitCost | BaseCcyUnitCost | TaxRate | ExpDelDate | WarehouseNa | ame Priorit | y | |
| PART | 204-1470 | | SP204 Cya | | 0.00 | 1.00 | | 1.00 | ZAR | 350.00 | 350.00 | 14.00 | 25 Sep 2018 | Main Wareho | | 3 | |
| FARI | 204-14/0 | | SF 204 Cya | an ronei | 0.00 | 1.00 | | 1.00 | ZAR | 330.00 | 550.00 | 14.00 | 7 25 Sep 2010 | Main Wareno | use | 5 | |
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Order Requestor Details

- Click on the *Requestor Details* tab.
- In this frame you can view information regarding the employee who *requested* this purchase order and the *time* and *date* it was requested.



| | v | | | Vi | iew Purchase Or | der : PO0000473 - | BPO: Versi | on 2.1.0.65 | - Example | Company | | | | | | × |
|--|------------|---------|--------------------------|----------------|-----------------|-------------------|--------------|-------------|-----------|-----------------|---------|---------------|-------------------|------------|---------|----|
| Ф н | ome Eq | uipment | t and Locations Contract | Finance and H | R Inventory | Maintenance a | and Projects | a Manuf | acturing | Procurement | Sales | Service R | eporting Utilit | ies | - 1 | 8 |
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| Orde | r Header | | | | | |] | | | | | Requestor | DUTTOD | | | |
| Order O | riginator | Main W | /arehouse | Originator | Main Warehous | e | Ĩ. | | | | | | Bianca Du Toit | | | |
| Origina | tor Type | WHSE | Warehouse | beschption | | τ | | | | | | | 031 123 4564 | Evt | 1234 | |
| ıb Item - | Location | | 2 | - Asset | | | | | | | | Request Date | | - | 1251 | |
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| Order Header Order Originator Type Originator Type Wub Item - Location PO Type Requisition No Portype InventoryC PART 204-147C | | | | Classification | Inventory | | | | | | | | | | | |
| Requi | isition No | PR0000 | 0484 | | | | | | | | Sup | plier Details | Requestor Details | Reques | t Sourc | ce |
| | | | | | | | | | | | | | × | | | |
| PartType | Inventory | Code | Description | QtyReceived | QuantityPerUOP | SupplierItemCode | Quantity | Currency | UnitCost | BaseCcyUnitCost | TaxRate | ExpDelDate | WarehouseNam | e Priority | / | |
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| PART | 204-1470 | : | SP204 Cyan Toner | 0.00 | 1.00 | | 1.00 | ZAR | 350.00 | 350.00 | 14.00 | 25 Sep 2018 | Main Warehous | | | |
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Order Request Source

- Click on the *Request Source* tab.
- If this purchase order is linked to a part request (*Call* or *Project*), then you will see the related *call* or *project* reference number, *customer code* and *customer name* information here.



| | Ŧ | | | | Vi | iew Purchase Or | der : PO0000473 - | BPO: Vers | ion 2.1.0.65 | - Example | Company | | | | - | | × |
|-----------|------------|---------|------------|--------------------|----------------|-----------------|-------------------|-------------|--------------|-----------|-----------------|---------|---------------|-----------------|------------|---------|-----|
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| on a | | in sec | | inin a | | | | | | | | 0 | IReference | CustomerCode | Custome | rName | |
| Orde | r Header | | | | | | | 1 | | | | | 10000087 | TIA001 | Titan Gr | | |
| Order O | riginator | Main W | arehouse | | Originator | Main Warehous | e | i i | | | | | | | | | |
| Origina | tor Type | WHSE | Warel | nouse | Description | | Ŧ | | | | | | | | | | |
| ıb Item - | Location | - | | | - Asset | | | 1 | | | | | | | | | |
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| | РО Туре | MAINT | Mainte | enance Requisition | Classification | Inventory | | | | | | | | | | | |
| Requi | isition No | PR0000 | 484 | | | | | | | | | Sup | olier Details | Requestor Detai | Bacula | t Sourc | |
| | | | | | | | | | | | | | | | Theque | N N | - |
| | Inventor | | Descriptio | | Oblecolud | OupphiluRed IOR | SupplierItemCode | Quantity | Currency | LinitCost | BaseCcyUnitCost | TayOata | ExpDelDate | WarehouseNa | ma Driarih | T | |
| raitiype | Diventor | rcoue | Descriptio | u. | QtyReceived | Quantityreioor | Suppliermenicoue | Quantity | currency | UnitCost | baseccyorincosc | TaxNate | cxpueiuate | warenousewa | ine rhonty | 1 | |
| PART | 204-1470 | : | SP204 Cy | an Toner | 0.00 | 1.00 | | 1.00 | ZAR | 350.00 | 350.00 | 14.00 | 25 Sep 201 | 8 Main Wareho | ise 3 | | 1 |
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Order Items

Move down the screen to the *Parts* data grid.

- 1. Here you can view information regarding the *items/parts* that have been ordered.
- The *Expected Delivery Date* is calculated based on the *Purchase Order Date* plus the *Supplier Lead Time*. This information is required in order to utilise <u>Order Expediting</u>.
- 3. Click on *Back* to return to the *Purchase Order Listing* screen.



| - | | | | Vi | iew Purchase Or | rder : PO0000473 - | BPO: Versi | on 2.1.0.65 | - Example | Company | | | | | | × |
|-------------------------------------|-------------|-------------------------|-------------|---------------------------|-----------------|--------------------|-------------|-----------------|--------------------|---------------------------|---------|---------------|----------------|-----------|-----------|---|
| | uipment and | 000100000000 | Contract | Finance and H | IR Inventory | Maintenance a | nd Projects | a Manuf | facturing | Procurement | Sales | Service | Reporting L | Itilities | - | 8 |
| ack Save Lavou | t Workspac | es Print | | | | | | | | | | | | | | |
| - | mat 3 | Print | | | | | | | | | | | | | | |
| in a ru | inac 3 | a Princ | | | | | | | | | Ca | IReference | CustomerCode | e Custo | omerName | |
| Order Header | | | | | | | | | | | ► PR | 10000087 | TIA001 | Titan | Group | |
| Order Originator | | | | Originator Description | Main Warehous | se | | | | | | | | | | |
| Originator Type | WHSE | Warehouse | | | | Ŧ | | | | | | | | | | |
| b Item - Location | | | ÷ | - Asset | | ÷ | | | | | | | | | | |
| РО Туре | MAINT | Maintenance | Requisition | Classification | Inventory | | | | | | | | | | | |
| Requisition No | PR0000484 | | | | | | | | | | | olier Details | Requestor Deta | | | |
| | | | - 14 | | | | | | | | Subl | Dier Details | Requestor Deta | sis Req | uest Sour | e |
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| PartType Inventory | Code Des | ription | | OtyReceived | | SupplierItemCode | Quantity | Currency | UnitCost | BaseCcvUnitCost | TaxRate | ExpDelDate | WarehouseN | lame Prio | rity | |
| PartType Inventory | /Code Desi | ription | | QtyReceived | QuantityPerUOP | SupplierItemCode | Quantity | Currency | UnitCost | BaseCcyUnitCost | TaxRate | ExpDelDate | WarehouseN | lame Prio | rity | |
| PartType Inventory PART 204-147C | | tription 04 Cyan Ton | er | QtyReceived 0.00 | QuantityPerUOP | | | Currency ZAR | UnitCost 350.00 | BaseCcyUnitCost 350.00 | | ExpDelDate | | | rity 3 | |
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Related Topics

- Print Purchase Order
- <u>Receive Goods into Store (Non-quarantine)</u>
- <u>Receive Goods into Store (Quarantine)</u>
- Receive Services

BPO.MNU.054