

# PROCUREMENT

## PRINT PURCHASE ORDER

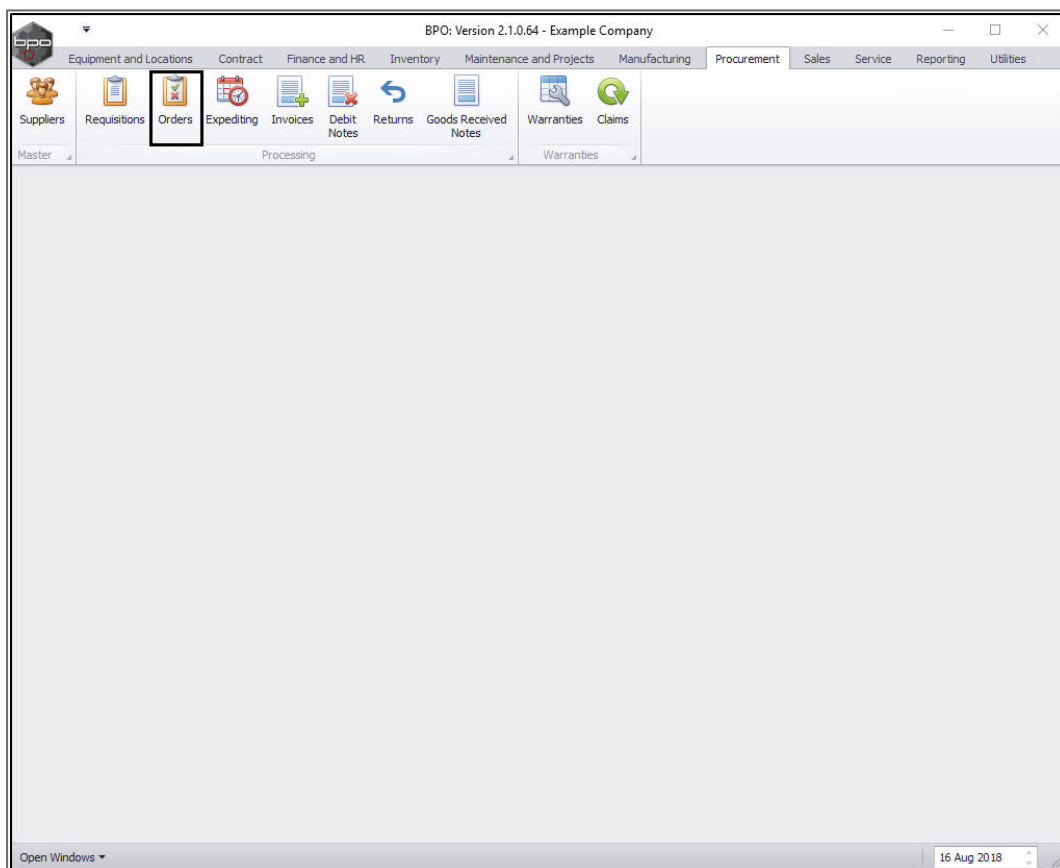
A Purchase Order must be printed in order to activate goods receiving against the purchase order.

When using the **Email** option to send a Purchase Order, please note that it will be mailed via the **BPO Email Service** on the server, not from your own MS Outlook.

---

**Ribbon Access:** *Procurement > Orders*

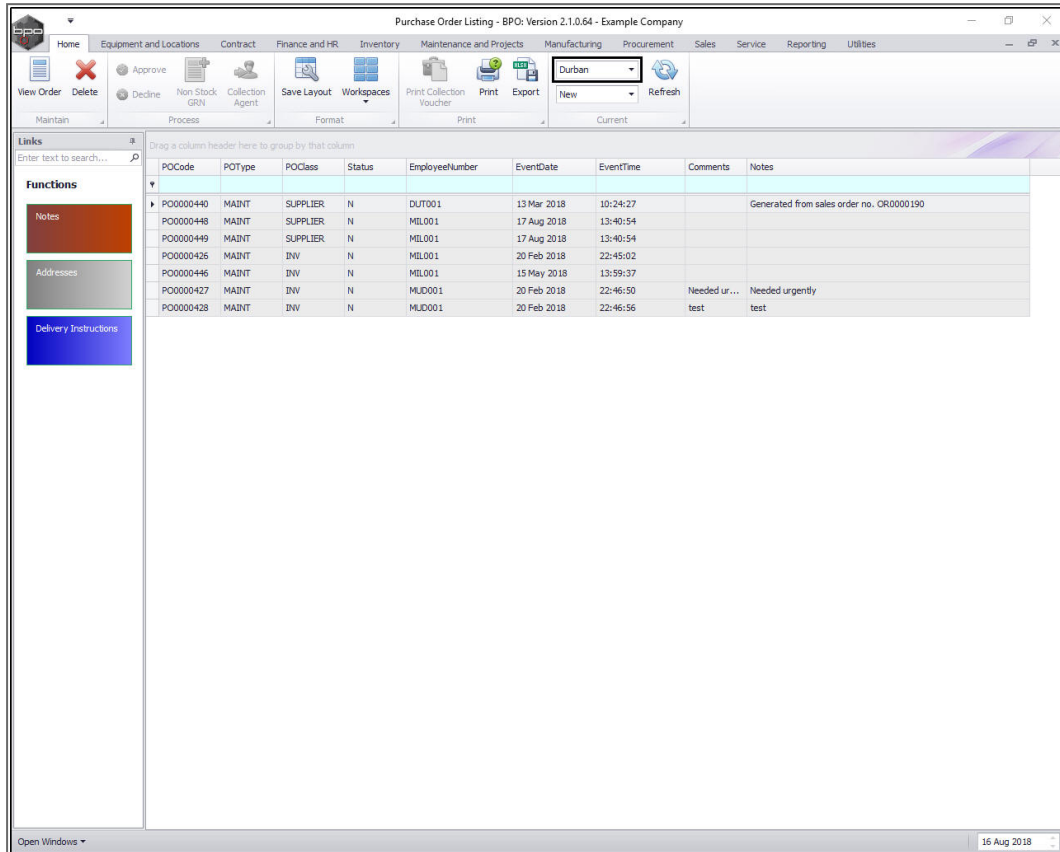
---



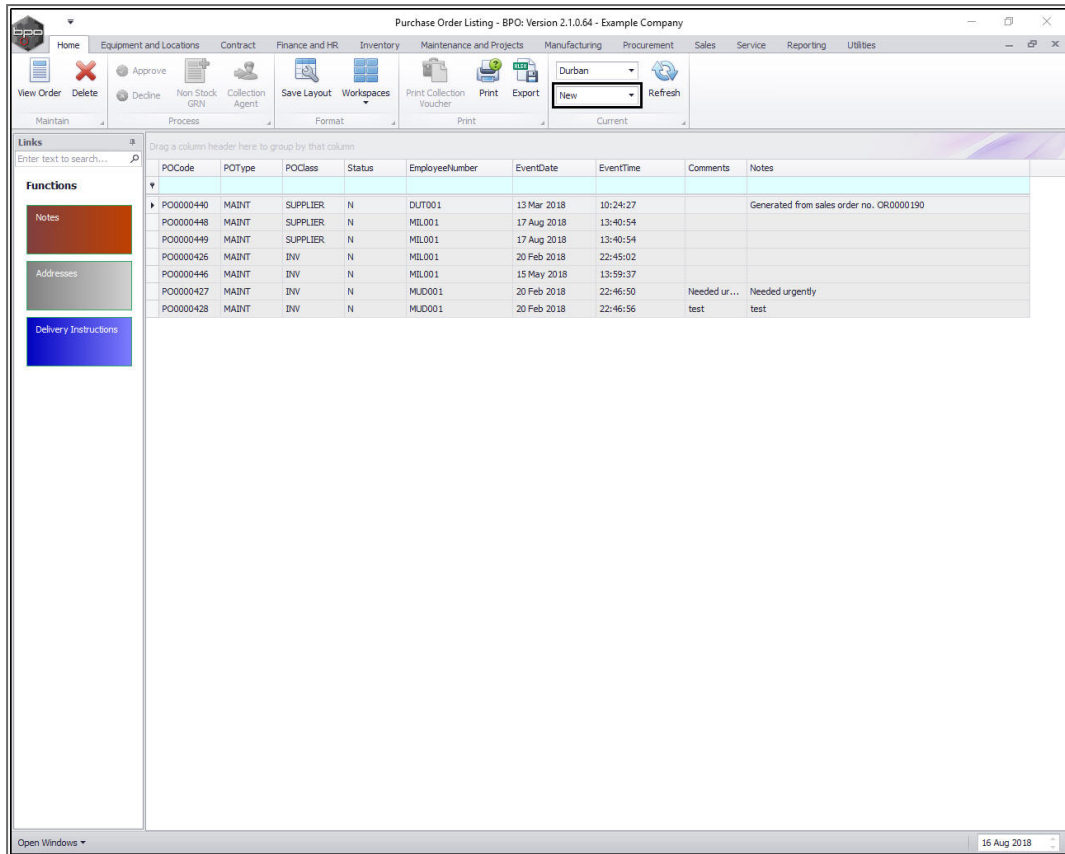
The ***Purchase Order Listing*** screen will be displayed.

## Select the Site and Status

- Select the **site**.
- In this image **Durban** has been selected.



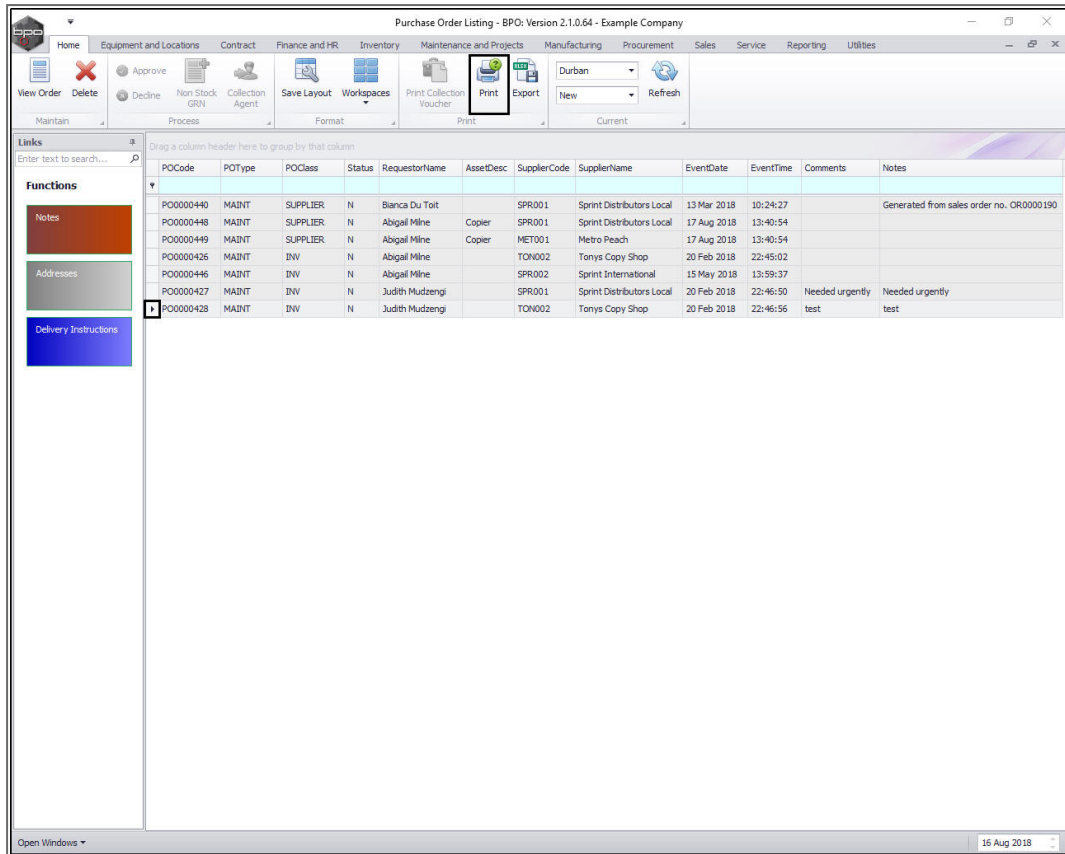
- Select the **status**.
- This must be set to **New**.



POCode	POType	POClass	Status	EmployeeNumber	EventDate	EventTime	Comments	Notes
PO0000440	MAINT	SUPPLIER	N	DUT001	13 Mar 2018	10:24:27		Generated from sales order no. CR0000190
PO0000448	MAINT	SUPPLIER	N	ML001	17 Aug 2018	13:40:54		
PO0000449	MAINT	SUPPLIER	N	ML001	17 Aug 2018	13:40:54		
PO0000426	MAINT	INV	N	ML001	20 Feb 2018	22:45:02		
PO0000446	MAINT	INV	N	ML001	15 May 2018	13:59:37		
PO0000427	MAINT	INV	N	MUD001	20 Feb 2018	22:46:50	Needed ur...	Needed urgently
PO0000428	MAINT	INV	N	MUD001	20 Feb 2018	22:46:56	test	test

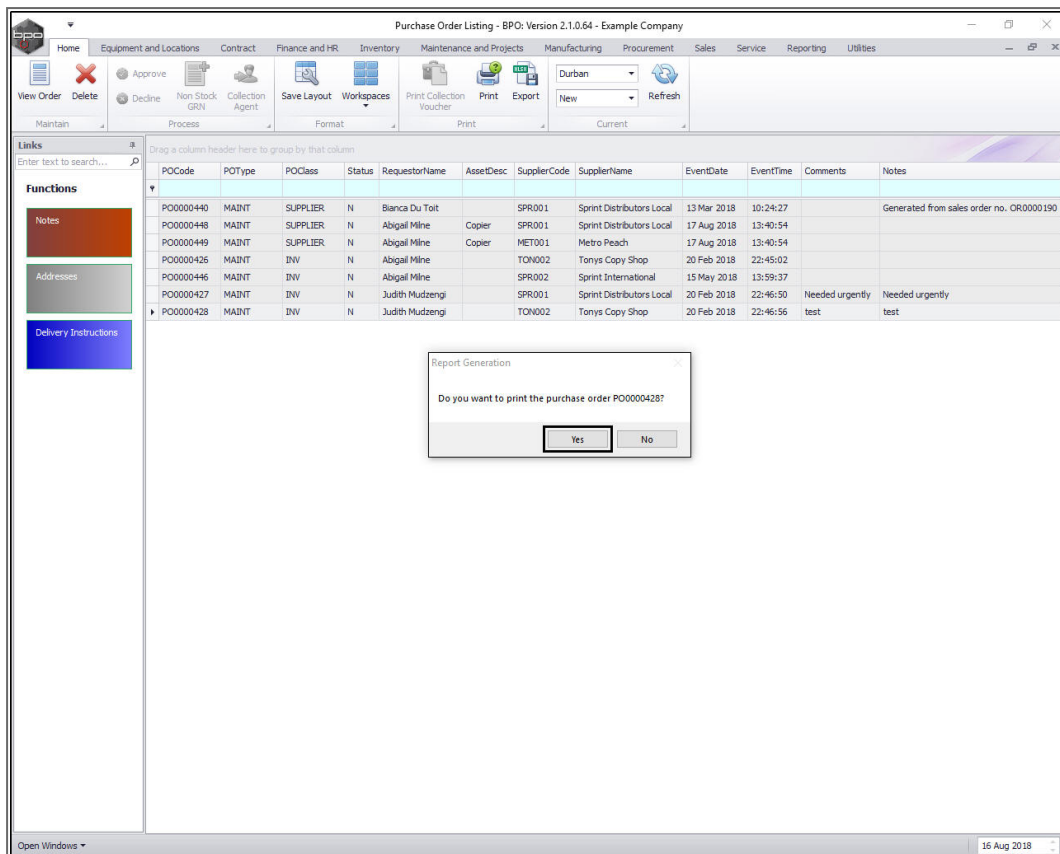
## PURCHASE ORDER

- Select the **row** of the **purchase order** that you wish to print.
- Click on **Print**.



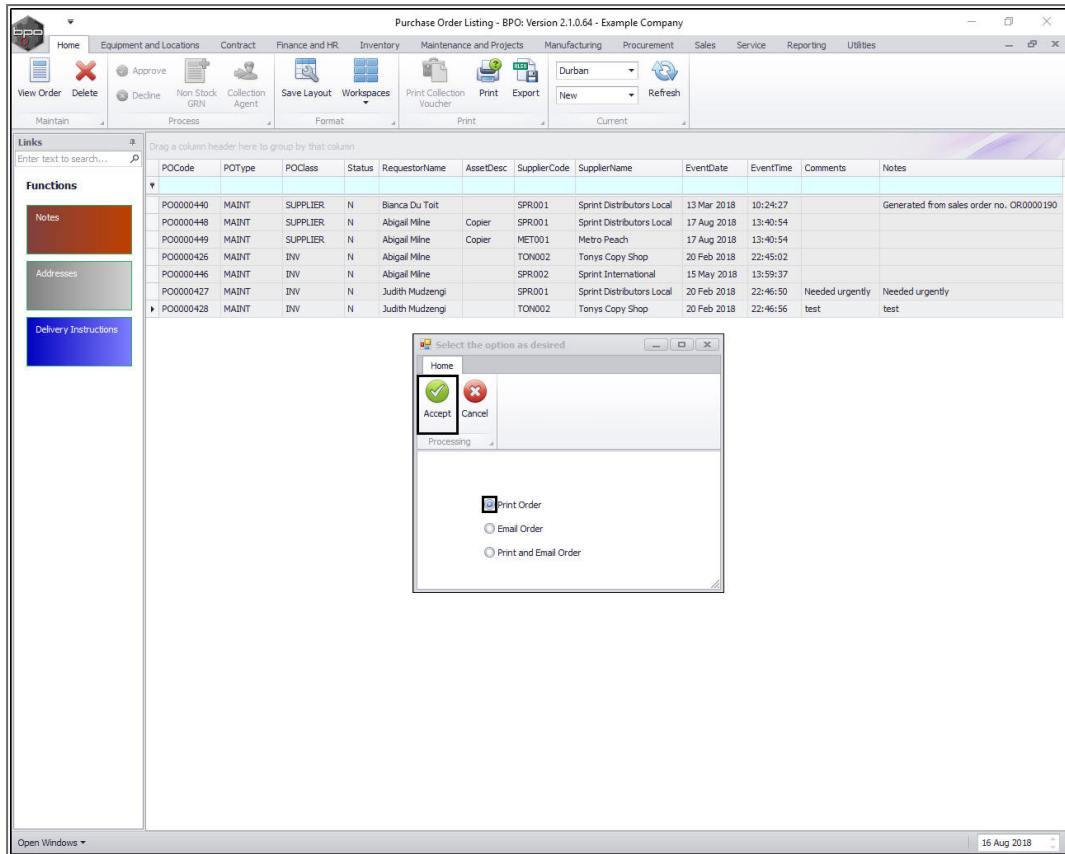
## CONFIRM PRINT

- A **Report Generation** message box will pop up asking;
  - **Do you want to print the purchase order [ ]?**
- Click on **Yes**.



## PRINT OPTION

- A **Select the option as desired** screen will pop up will come up with the following options
  - **Print Order:** This will open the purchase order in report preview to **view, print, export** or **email**.
  - **Email Order:** This option will enable you to attach documents and add recipients. The system will create a **pdf** and email the order.
  - **Print and Email Order:** **Both** the report preview and email screens will pop up.
- Select the option you require and click on **Accept**.

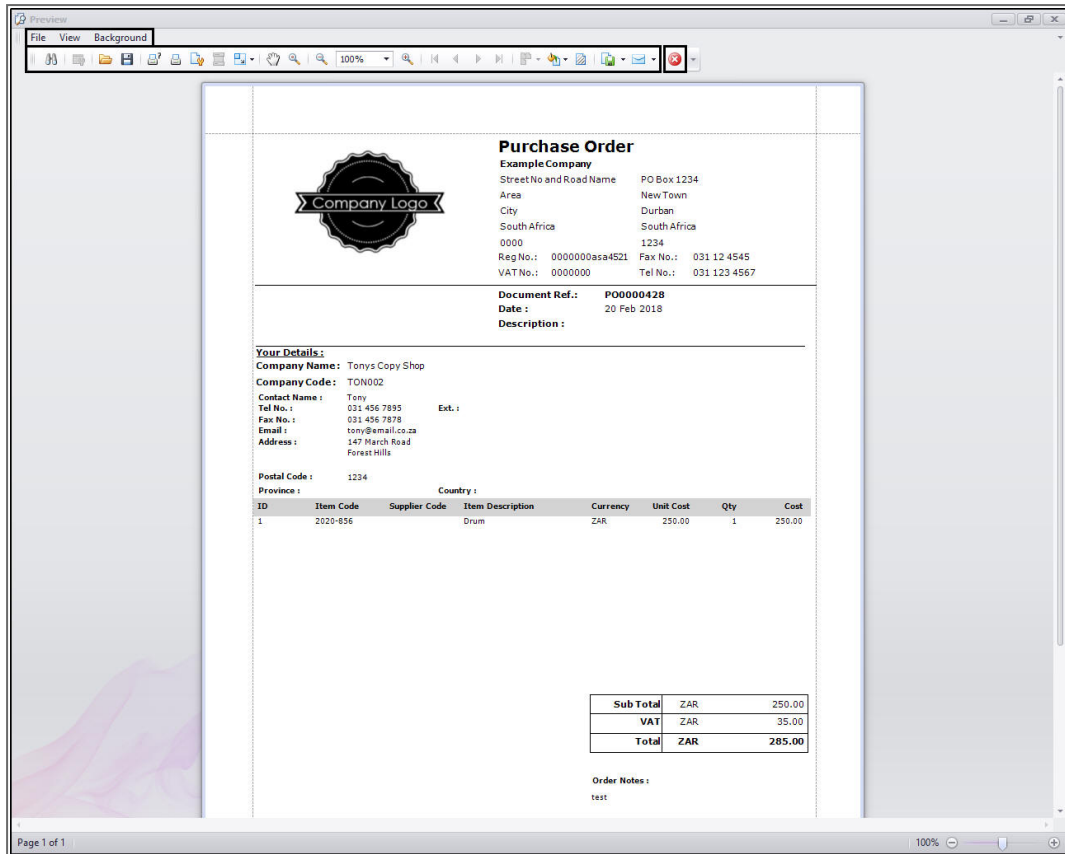


POCode	POType	POClass	Status	RequestorName	AssetDesc	SupplierCode	SupplierName	EventDate	EventTime	Comments	Notes
PO0000440	MAINT	SUPPLIER	N	Bianca Du Toit		SPR001	Sprint Distributors Local	13 Mar 2018	10:24:27		Generated from sales order no. CR0000190
PO0000448	MAINT	SUPPLIER	N	Abigail Milne	Copier	SPR001	Sprint Distributors Local	17 Aug 2018	13:40:54		
PO0000449	MAINT	SUPPLIER	N	Abigail Milne	Copier	MET001	Metro Peach	17 Aug 2018	13:40:54		
PO0000426	MAINT	INV	N	Abigail Milne		TON002	Tonys Copy Shop	20 Feb 2018	22:45:02		
PO0000446	MAINT	INV	N	Abigail Milne		SPR002	Sprint International	15 May 2018	13:59:37		
PO0000427	MAINT	INV	N	Judith Mudzengi		SPR001	Sprint Distributors Local	20 Feb 2018	22:46:50	Needed urgently	Needed urgently
PO0000428	MAINT	INV	N	Judith Mudzengi		TON002	Tonys Copy Shop	20 Feb 2018	22:46:56	test	test

## PRINT / PRINT AND EMAIL

### Report Preview

- If you clicked on **Print** or **Print and Email**, the **Report Preview** screen will be displayed.
- From here you can **View**, **Print**, **Export** or **Email** the purchase Order.
- **Close** the Preview screen when you are done.



**Purchase Order**  
**Example Company**  
 Street No and Road Name PO Box 1234  
 Area New Town  
 City Durban  
 South Africa South Africa  
 0000 1234  
 Reg No.: 0000000asa4521 Fax No.: 031 12 4545  
 VAT No.: 0000000 Tel No.: 031 123 4567

**Document Ref.: PO0000428**  
**Date:** 20 Feb 2018  
**Description:**

**Your Details:**  
**Company Name:** Tonys Copy Shop  
**Company Code:** TON002  
**Contact Name:** Tony  
**Tel No.:** 031 456 7895 **Ext.:**  
**Fax No.:** 031 456 7878  
**Email:** tony@email.co.za  
**Address:** 147 March Road  
 Forest Hills  
**Postal Code:** 1234  
**Province:** **Country:**

ID	Item Code	Supplier Code	Item Description	Currency	Unit Cost	Qty	Cost
1	2020-656		Drum	ZAR	250.00	1	250.00

<b>Sub Total</b>	ZAR	250.00
<b>VAT</b>	ZAR	35.00
<b>Total</b>	ZAR	285.00

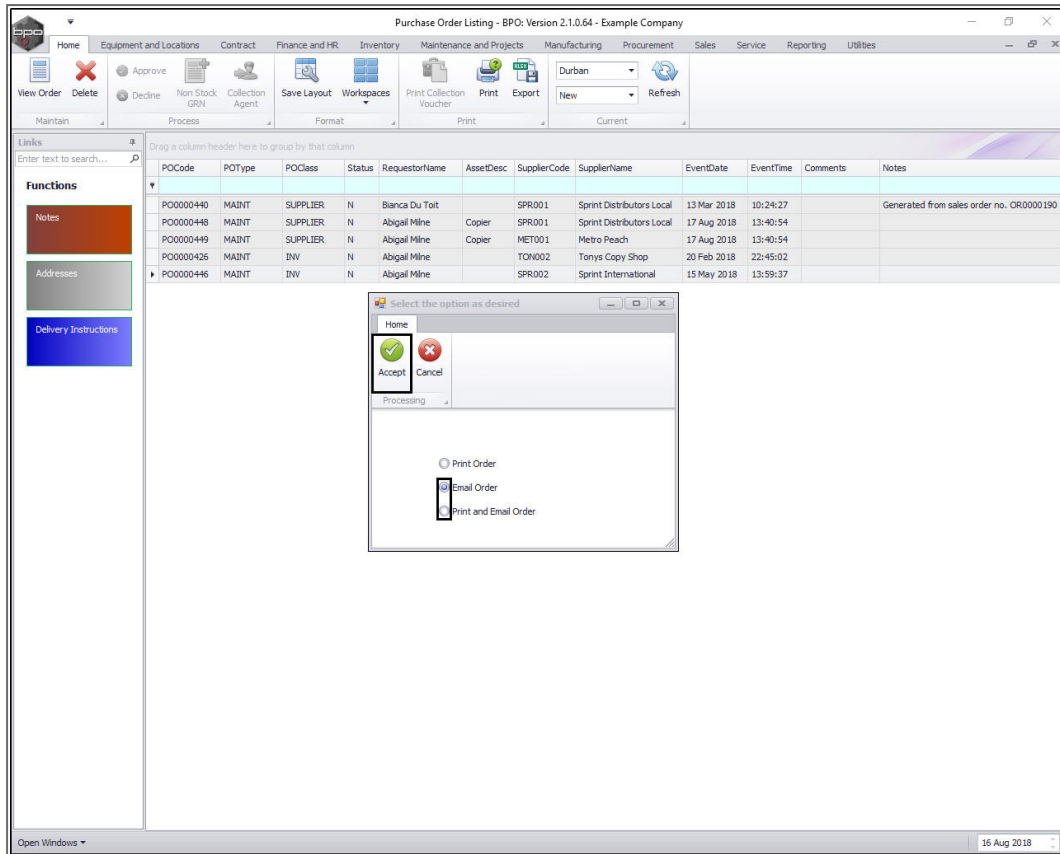
**Order Notes:**  
 test

Page 1 of 1

## EMAIL OR PRINT AND EMAIL

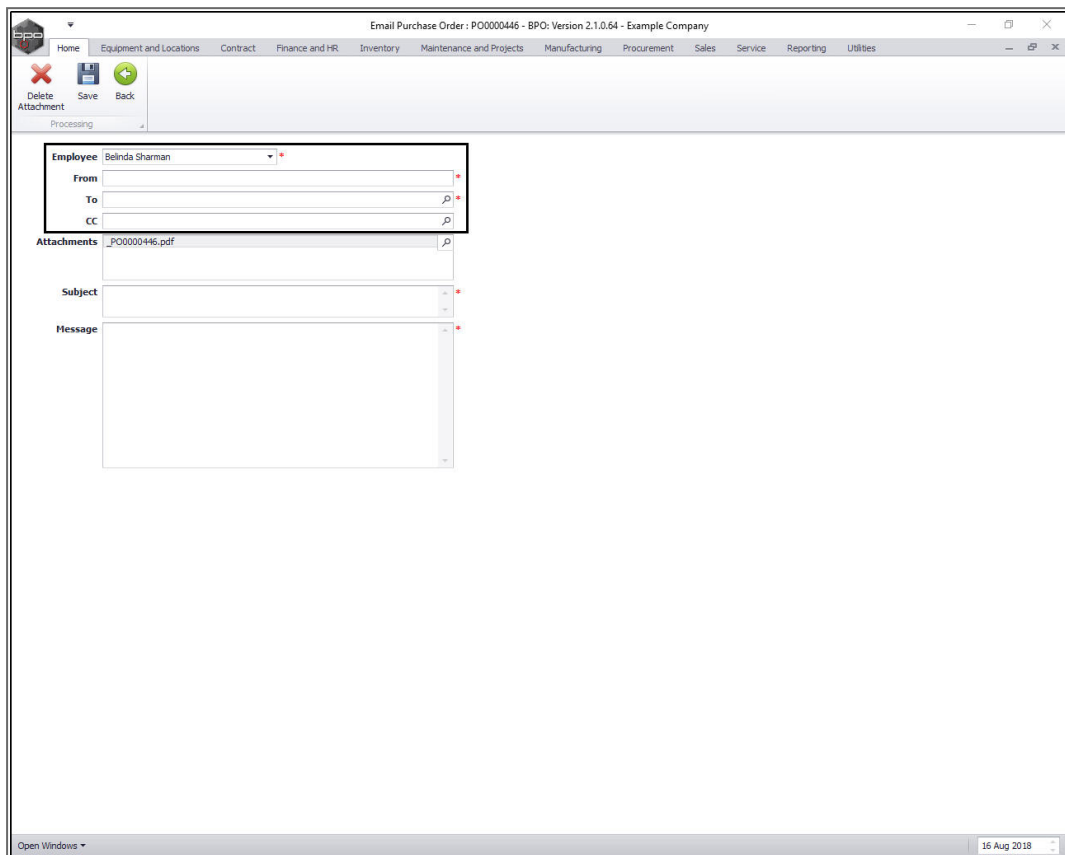
### Email Purchase Order Screen

- If **Email** or **Print and Email** is selected as shown in the image,



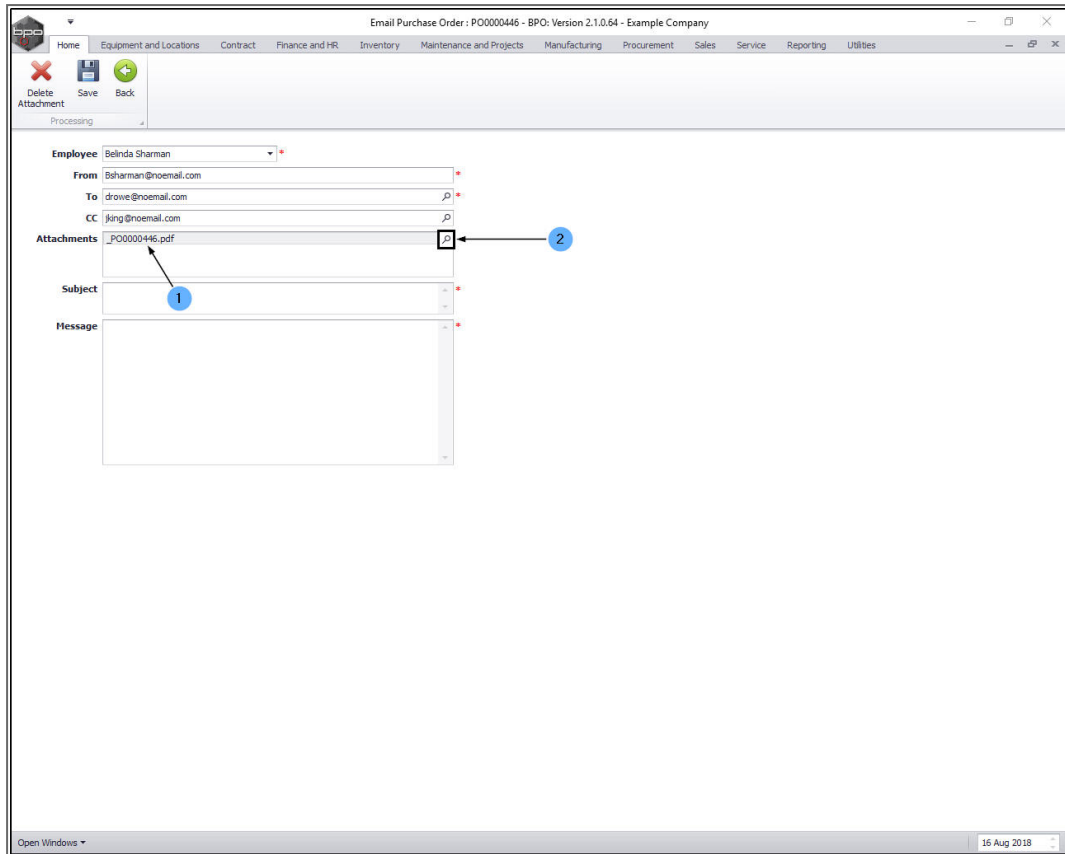
- then the **Email Purchase Order: [ ]** screen will be displayed.
  - **Employee** : This will auto populate with the employee who is currently logged on to the system.
  - **From:** Type in the email address of the employee above.
  - **To:** An email address will pull through here if you have an EMAIL configured on the supplier in the **Ordering Details** section of the Details page. No additional addresses can be search for, but you can type in additional email addresses (separated by a semi-colon).

- **CC:** No addresses will pull through here, or can be searched for, but you can type in additional email addresses (separated by a semi-colon).

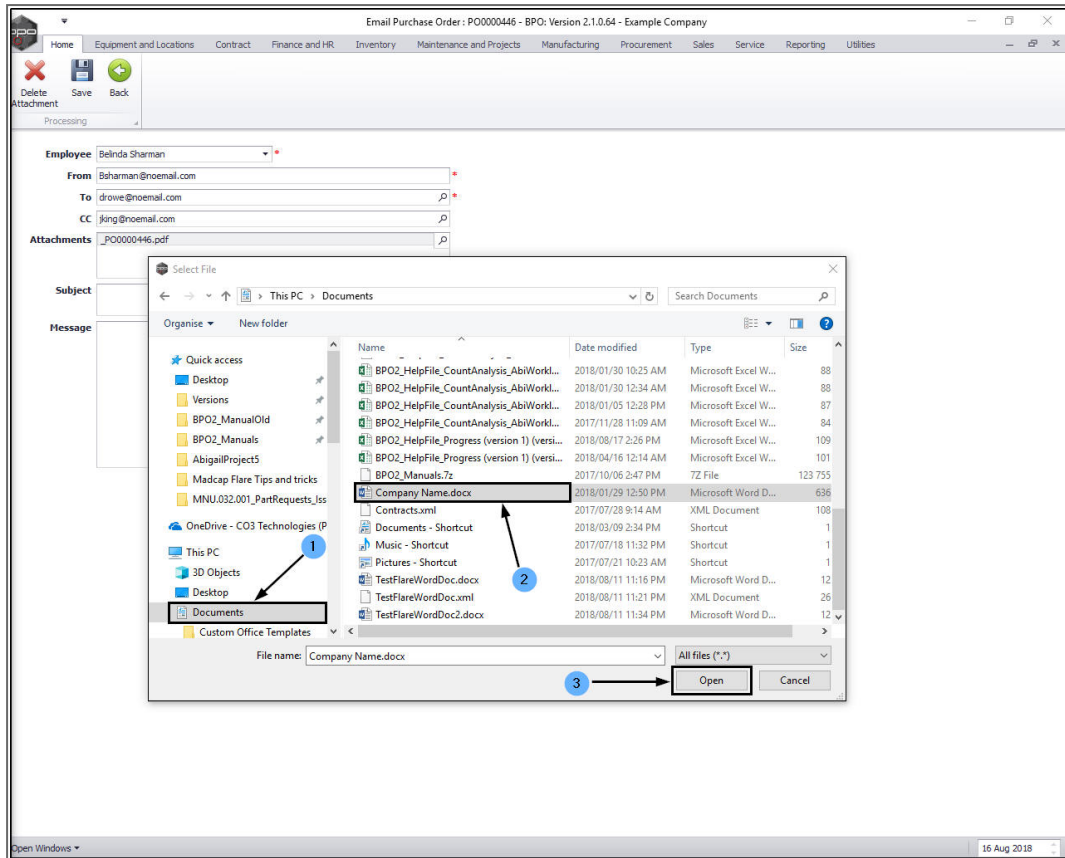


## EMAIL ATTACHMENTS

- BPO will create a **PDF** of the purchase order and attach it automatically. If you wish to include additional attachments, click on the **search** button in the **Attachments** field.



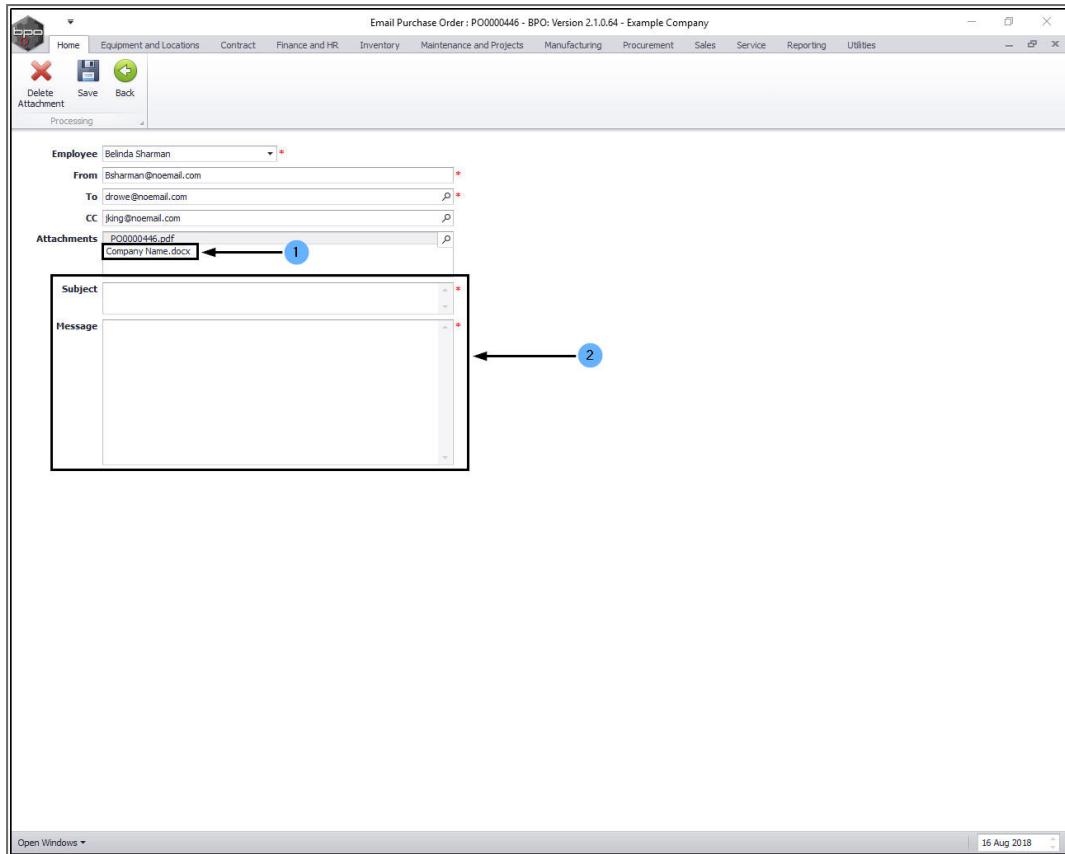
- A **Select File** screen will pop up.
  1. Browse to the **file location**.
  2. Click on the **file**.
  3. Click on **Open**.



- The additional document's file path will now be displayed in the **Attachments** field.

## EMAIL SUBJECT

- **Subject:** Type in the email subject
- **Message:** Type in the email message.



## SAVE EMAIL

- When you have finished adding details to the **Email Purchase Order: [ ]** screen, click on **Save**.

- The purchase order will now be **removed** from the **Purchase Order Listing** screen where the status is set to **New**.

Purchase Order Listing - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

View Order Delete Approve Decline Non Stock GRN Collection Agent Save Layout Workspaces Print Collection Voucher Print Export New Refresh

Links: Enter text to search... Drag a column header here to group by that column

Functions: Notes Addresses Delivery Instructions

POCode	POType	POClass	Status	RequestorName	AssetDesc	SupplierCode	SupplierName	EventDate	EventTime	Comments	Notes
PO0000440	MAINT	SUPPLIER	N	Bianca Du Toit		SPR001	Sprint Distributors Local	13 Mar 2018	10:24:27		Generated from sales order no. CR0000190
PO0000448	MAINT	SUPPLIER	N	Abigail Milne	Copier	SPR001	Sprint Distributors Local	17 Aug 2018	13:40:54		
PO0000449	MAINT	SUPPLIER	N	Abigail Milne	Copier	MET001	Metro Peach	17 Aug 2018	13:40:54		
PO0000426	MAINT	INV	N	Abigail Milne		TON002	Tonys Copy Shop	20 Feb 2018	22:45:02		

Open Windows 16 Aug 2018

## VIEW PURCHASE ORDER IN PRINTED STATUS

- It can now be found in the **Purchase Order Listing** screen where the status is set to **Printed**.

Purchase Order Listing - BPO: Version 2.1.0.64 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

View Order Delete Approve Decline Non Stock GRN Collection Agent Save Layout Workspaces Print Collection Voucher Print Export Printed Refresh

Links: Enter text to search... Functions: Notes, Addresses, Delivery Instructions

POCode	POType	POClass	Status	RequestorName	AssetDesc	SupplierCode	SupplierName	EventDate	EventTime	Comments	Notes
PO0000332	MAINT	INV	P	Bianca Du Toit		SPR001	Sprint Distributors Local	18 May 2017	14:10:12		
PO0000335	MAINT	INV	P	Judith Mudzengi		SPR001	Sprint Distributors Local	18 May 2017	15:57:59		
PO0000336	MAINT	INV	P	Judith Mudzengi		SPR002	Sprint International	18 May 2017	15:57:59		
PO0000338	MAINT	INV	P	Judith Mudzengi		SPR002	Sprint International	19 May 2017	09:41:43		
PO0000340	MAINT	INV	P	Bianca Du Toit		SPR001	Sprint Distributors Local	19 May 2017	10:58:09		
PO0000341	MAINT	SUPPLIER	P	Belinda Sherman		SPR001	Sprint Distributors Local	19 May 2017	11:02:31		
PO0000345	MAINT	INV	P	Judith Mudzengi		SPR001	Sprint Distributors Local	19 May 2017	12:23:26		
PO0000347	MAINT	INV	P	Judith Mudzengi		SPR001	Sprint Distributors Local	19 May 2017	12:27:39		
PO0000348	CAP	ASSET	P	Judith Mudzengi	SP2020 ...	SPR001	Sprint Distributors Local	22 May 2017	09:49:11		
PO0000349	CAP	ASSET	P	Bianca Du Toit	Staple Unit	SPR001	Sprint Distributors Local	22 May 2017	12:49:52		
PO0000359	MAINT	INV	P	Judith Mudzengi		SPR001	Sprint Distributors Local	29 May 2017	09:30:06		
PO0000373	CAP	ASSET	P	Belinda Sherman		SUP001	Buy Back Supplier	20 Jun 2017	15:43:18		
PO0000375	CAP	ASSET	P	Bianca Du Toit		SUP001	Buy Back Supplier	21 Jun 2017	15:11:58		
PO0000376	CAP	ASSET	P	Judith Mudzengi		SUP001	Buy Back Supplier	04 Jul 2017	09:17:53		
PO0000381	MAINT	SUPPLIER	P	Judith Mudzengi	SP2020 ...	MET001	Metro Peach	13 Jul 2017	14:39:57		
PO0000382	MAINT	SUPPLIER	P	Judith Mudzengi	K147 Ky...	SPR001	Sprint Distributors Local	19 Jul 2017	13:00:54		
PO0000383	CAP	ASSET	P	Judith Mudzengi		SUP001	Buy Back Supplier	19 Jul 2017	13:06:16		
PO0000385	MAINT	SUPPLIER	P	Judith Mudzengi	SP19-12 ...	MET001	Metro Peach	25 Jul 2017	12:17:28		
PO0000386	MAINT	SUPPLIER	P	Judith Mudzengi	SP19-12 ...	SPR001	Sprint Distributors Local	25 Jul 2017	12:21:08		
PO0000404	CAP	ASSET	P	Bianca Du Toit		SUP001	Buy Back Supplier	30 Oct 2017	13:22:42		
PO0000405	CAP	ASSET	P	Bianca Du Toit		SUP001	Buy Back Supplier	30 Oct 2017	13:34:07		
PO0000408	MAINT	SUPPLIER	P	Bianca Du Toit		SPR001	Sprint Distributors Local	09 Nov 2017	10:45:46		
PO0000411	MAINT	INV	P	Bianca Du Toit		SPR001	Sprint Distributors Local	27 Nov 2017	14:44:51		
PO0000427	MAINT	INV	P	Judith Mudzengi		SPR001	Sprint Distributors Local	20 Feb 2018	22:46:50	Needed urgently	Needed urgently
PO0000428	MAINT	INV	P	Judith Mudzengi		TCN002	Tonys Copy Shop	20 Feb 2018	22:46:56	test	test
PO0000430	MAINT	INV	P	Abigail Milne		YES001	Young Electric	08 Mar 2018	09:59:44		
PO0000431	MAINT	INV	P	Abigail Milne		YES001	Young Electric	08 Mar 2018	19:55:22		
PO0000434	MAINT	INV	P	Abigail Milne		1111	AB Goods	09 Mar 2018	09:53:27		
PO0000436	MAINT	INV	P	Abigail Milne		SPR001	Sprint Distributors Local	09 Mar 2018	10:14:13		
PO0000437	MAINT	INV	P	Abigail Milne		YES001	Young Electric	13 Mar 2018	10:16:26		
PO0000438	MAINT	INV	P	Abigail Milne		SPR001	Sprint Distributors Local	13 Mar 2018	10:16:26		
PO0000439	MAINT	INV	P	Abigail Milne		SPR001	Sprint Distributors Local	13 Mar 2018	10:23:57		
PO0000444	MAINT	INV	P	Abigail Milne		1111	AB Goods	11 Apr 2018	14:17:24		
PO0000446	MAINT	INV	P	Abigail Milne		SPR002	Sprint International	15 May 2018	13:59:37		
PO0000447	MAINT	INV	P	Abigail Milne		YES001	Young Electric	14 Aug 2018	13:26:31		

Open Windows 16 Aug 2018

MNU.054.002

