

COMPANY

PURCHASING CENTRES - ADD PURCHASING CENTRE

The purchasing centre holds configuration and numbering conventions for procurement and stock transactions.

The purchasing centre can be set up in two ways:

• One global purchasing centre, linked to all branches - document prefix and numbering is globally sequential.

• One purchasing centre per branch - each site will have its own prefix and numbering.

Ribbon Access: Company > Purchasing Centres



- 1. The *Purchasing Centres for Company: [Company Name]* listing screen will be displayed.
- 2. Any existing purchasing centres that have been created for the company will display in the data grid.

ADD PURCHASING CENTRE

3. Click on **Add**.

Short cut key: *Right click* to display the *Process* menu list. Click on *Add*.





4. The *Add New Purchasing Centre* screen will be displayed.

PURCHASING CENTRE CONFIGURATION DETAILS

- Code: Type in the *code* that you wish to use for this purchasing centre.
- **Description:** Type in the *description* for the purchasing centre.
- Manager: The *site* needs to be selected before you can search for the *purchasing centre manager*. This will be attended to at the end of the process.



Purchasing Centres - Add Purchasing Centre

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REFERENCES

The reference section is used to set the *documentation prefixes* and *next number* to be generated by the system at Go-Live.

• One the **Next Purchase Requisition No.** has a **J** (Johan-

nesburg) prefix followed by a **PR** (Purchase Requisition) prefix and will start with No.**1**, i.e. **JPR1**.

• Continue setting the references as required.



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PROCUREMENT

• **PR Header:** Type in the default heading to be included on all purchase requisitions.

SUPPLIER INVOICE PROCESSING

• Enforce GRN Matching: Click on the check box if GRNs <u>must</u> be linked to a supplier invoice when processing.



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GOODS RECEIVED CONFIGURATION

- **PO Status:** Click on the down *arrow* to select one of 2 options:
 - Automatically closed when all goods received
 - Manually change Purchase Order Status



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Include Shipping: Click to select the check box if you wish shipping costs to be added separately to the cost of the parts or items purchased when you receive goods from a supplier. This is used in conjunction with the Shipping Costs Included Flag functionality on the Supplier.



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PART ISSUE CONFIGURATION

- Auto Print Picking Slip: Click to select the check box if you wish a picking slip to be generated with a part issue.
- **Auto Print Label:** Click to select the check box if you wish a label to be printed with a part issue.
- Site Wide Selection of Parts: Click to select the check box if you wish a site wide selection of parts to be available for a part issue.



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PART REQUEST CONFIGURATION

The auto approve selection you make will affect the availability of the Exclusions and Limitations panel on the right hand side of the screen.

 Auto Approve: Click to select the auto approve check box if part requests (from calls and/or work orders) to store, should automatically be approved.

Note that the *Exclusions* and *Limitations* panel is not available for this selection as part requests gets automatically approved.



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- Leave the auto approved check box unselected, if part requests needs to be <u>authorised</u> first before the request is sent to store for stock issue.
 - Ensure that the *Exclusions* and *Limitations* for the part request approval has been set.

Refer to Edit Purchasing Centre for details on how to complete the Exclusions and Limitations frames.



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STOCK MANAGEMENT CONFIGURATION

- Usage Based: Click to select the check box if you wish the system to calculate stock requirements based on actual usage and supplier lead times.
- Auto Generate Requisition: Click to select in this check box if you wish the system to automatically generate the purchase requisition to maintain stock levels.
- Averaging Period: Type in or use the arrow indicators to set the averaging period. The system will calculate the period in months over which usage is averaged, based on stock levels.



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SITES FRAME

- Click in the check box in front of the *site* you wish to associate with this Purchasing Centre.
 - The example has the *Johannesburg* site selected.
- **COSAccCode:** Type in the cost of sales account code.
- **GRNAccrualAccCode:** Type in the GRN accrual account code.



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- Use the scroll bar to scroll to the right of the frame to view the hidden columns.
 - **StockAccCode:** Type in the stock account code.
 - **StockAdjAccCode:** Type in the stock adjustment account code.
 - **StockTakeAccCode:** Type in the stock take account code.
 - AmendDate: This field will be updated with the date the codes were amended. Refer to "Purchasing Centre Address" on page 2 to view amended date.



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PURCHASING CENTRE MANAGER

Once the associated site has been selected, the *Purchasing Centre Manager* can be selected in the **Purchase Centre Configuration Details** frame.

• Manager: Click on the *search* button to select the **Procurement** Manager.

If no items are available for selection, ensure that the <u>Crafts</u> have been set up for the relevant site, and that the <u>Purchasing Manager</u> has been linked to the Craft for that Site.



Purchasing Centres - Add Purchasing Centre

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ADDRESSES FRAME

Refer to <u>Company Purchasing Centre Addresses</u> to complete the Addresses frame.



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REQUISITION AUTHORISATION CONFIGURATION FRAME

Refer to the <u>Company Purchase Centre Requisition Approval</u> manual to complete the Requisition Authorisation Configuration frame.

SAVE PURCHASING CENTRE

5. When you have finished adding details for the new purchasing centre, click on *Save*.



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- 6. When you receive the *Process Validation* message to confirm;
 - Purchasing centre saved successfully.
- 7. Click on *OK*.



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8. You will return to the updated *Purchasing Centres for Company* listing screen where you can view the new purchasing centre in the data grid.





Use the *scroll bar* at the bottom of the screen to scroll to the *Amend Date* to display the date amendments were made to the purchasing centre for the site.



Purchasing Centres - Add Purchasing Centre



Related Topics

• Company - Edit Purchasing Centre

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