

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	arement 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 >
	-	oprove	- 2	2	· ·			Durbar					
View Order Delete	🕲 De	edine Non Sti GRN	ck Collectio Agent	n Save La	ayout Works	Print Co Voue		Export New	- Refres	1			
Maintain		Process			Format	4	Print	1	Current	4			
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 Distributors
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)



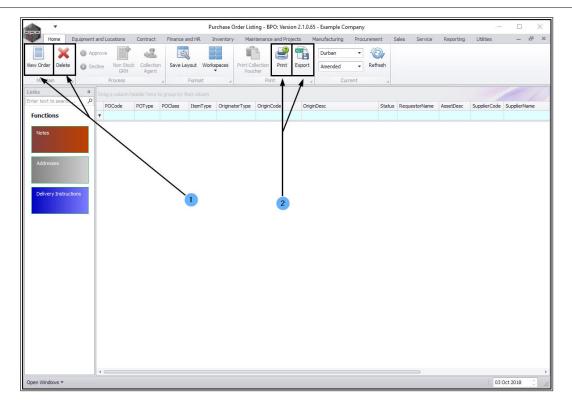
Introduction to Purchase Orders

							2.1.0.65 - Example Company				1	
Home Equipment	and Locations	Contract	Finance a	and HR Ir	iventory Mair	ntenance and Project		ent s	ales Service	Reporting	Utilities	- 8
📄 💥 🐵 Api	rove	2	2			• في ا	Durban 🔹 🥠	3				
w Order Delete	Non Stock	Collectio	n Save La	vout Works	paces Print Co		and the second se	fresh	-			
Unorde Decte	GRN	Agent	Core co	,	Vou		Printed		<u> </u>			
Maintain 🔒	Proces			Format	4	Print	ے Current					
nks a	Drag a column h											
ter text to search P	POCode +	POType	POClass	ItemType	OriginatorType	OriginCode	OriginDesc	Status	RequestorName	AssetDesc	SupplierCode	SupplierName
Functions	•	rotype	POCIDAS	Trenn ype	originatori ype	origineode	originocac	515105	Requestorivarie	Maactoreac	Suppliercoue	Supplier Name
unctions	PO00, 3	CAP	ASSET		2	C0000001	PC0000001	P	a bill an deserve		SUP001	n n 1 n
Notes	PO000381	MAINT	ASSET SUPPLIER	WOAS	CTRT WKOR	WO0001528	Work Order Linked to an asset	P	Judith Mudzengi Judith Mudzengi	SP2020 Sp		Buy Back Supp Metro Peach
								P				
	PO0000382 PO0000383	MAINT	SUPPLIER	WOAS	WKOR	WO0001531 CO0000042	Nonstock WIP Item Test CO0000042	P	Judith Mudzengi Judith Mudzengi	К147 Куос	SUP001	Sprint Distribu Buy Back Supp
Addresses	PO0000383	MAINT	SUPPLIER	WOAS	WKOR	WO0001536	Paper Jam - Service Required	P	Judith Mudzengi Judith Mudzengi	SP19-12 C		Metro Peach
AND CONTRACT	PO0000385	MAINT	SUPPLIER	WOAS	WKOR	WO0001536	Paper Jam - Service Required	P	Judith Mudzengi Judith Mudzengi	SP19-12 C		Sprint Distribu
	PO0000386	CAP	ASSET	WOAS	CTRT	CO0000042	CO0000042	P	Bianca Du Toit	3F 19-12 C	SPR001 SUP001	Buy Back Supp
	PO0000405	CAP	ASSET		CTRT	CO0000042	C00000042	0	Bianca Du Toit		SUP001	Buy Back Sup
Delivery Instructions	PO0000405	MAINT	SUPPLIER	WOAS	WKOR	WO0001282	Project linked to a customer loc		Bianca Du Toit		SPR001	Sprint Distribu
	P00000408	MAINT	INV	WOAS	WHSE	Main Warehouse	Main Warehouse	P	Bianca Du Toit		SPR001 SPR001	Sprint Distribu
	P00000411 P00000413	MAINT	SUPPLIER	WOAS	WKOR	WO0001615	Created for production batch		Bianca Du Toit		SPR001 SPR001	Sprint Distribu
	PO0000413 PO0000427	MAINT	INV	WUAS	WHSE	Main Warehouse	Main Warehouse	P	Judith Mudzengi		SPR001 SPR001	Sprint Distribu
	PO0000427 PO0000430	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		YES001	Young Electric
	P00000430	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		YES001	Young Electric
	P00000431	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		1111	AB Goods
	P00000436	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	0	Abigail Milne		SPR001	Sprint Distribu
	PO0000430	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	0	Abigail Milne		YES001	Young Electric
	PO0000438	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	5	Abigail Milne		SPR001	Sprint Distribu
	P00000438	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		SPR001 SPR001	Sprint Distribu
	PO0000439	MAINT	INV		WHSE	Main Warehouse	Main Warehouse		Abigail Milne		1111	AB Goods
	PO0000447	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	5	Abigail Milne		YES001	Young Electric
	PO0000447	MAINT	SUPPLIER	WOAS	WKOR	WO0001645	New Deal Sale Installation 1234	P	Abigail Milne	SP2020 Sp		Sprint Distribu
	P00000450	MAINT	INV	TOMS	WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne	Gr 2020 Sp	SPR001 SPR001	Sprint Distribu
	PO0000452	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		TON002	Tonvs Copy S
	PO0000454	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		1111	AB Goods
	PO0000456	MAINT	INV		WHSE	Main Warehouse	Main Warehouse	P	Abigail Milne		SPR001	Sprint Distribu
	P00000467	MAINT	SUPPLIER		CTRT	CO0000043	CO0000043	P	Abigail Milne		SPR001	Sprint Distribu
	 PO0000469 	MAINT	SUPPLIER	WOAS	WKOR	WO0001698	Site Inspection for Network Cab.	22	Abigail Milne		SPR001	Sprint Distribu
	PO0000478	MAINT	INV	WOAS	WKOR	WO0001672	Copier to be repaired	p	Abigail Milne	SP2020 Sp		Sprint Interna
							copier to be repaired		and the second sec	0. 2020 op	511002	sprinte anter ne
	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
	Approve	2	2				Durban 🔻 🎸	3				
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	Sorin
	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.



Maintain Process Format Voudrer Integration Process Format Print Current	📄 💥 🎯 Ap	pprove	S	2			b 🗳 '		Durban	•	E					
Inics Porga column header here to group by that column Inter text to search P Functions POCode POType POClass ItemType OriginatorType OriginCode OriginCode Status RequestorName AssetDesc SupplierCode SupplierCo	iew Order Delete 🚳 De			Save La	ayout Work			Export	New	्र	Refresh					
ter text to search Per double means the to gradoup year cooling Per double means the to gradoup year year year year year year year year	Maintain "	Process		a	Format		Print		Cu	rrent						
Addressee POCode POType POClass ItemType OriginatorType OriginCode OriginCode OriginCode OriginCode OriginCode SupplierCode SupplierCode <td>inks a</td> <td></td>	inks a															
Functions Image: Constraint of the second of t	inter text to search P					OriginatorType	OriginCode	Origi	Desc		Statu	RequestorName	AssetDesc	SupplierCode	SupplierNar	me
Notes PO0000440 MAINT SUPPLIER WOAS WKOR WO0001469 1234 N Blanca Du Toit SPR011 Sprint Distribu- Distribu- Addresses PO0000440 MAINT SUPPLIER WOAS WKOR WO0001469 1234 N Blanca Du Toit SPR011 Sprint Distribu- Distribu- Addresses PO0000449 MAINT SUPPLIER WOAS WKOR WO0001064 3FR - Commercial Tier Test N Abigal Mine Copier SPR011 Sprint Distribu- Metro Peach PO0000479 MAINT SUPPLIER WOAS WKOR W00001064 3FR - S Month Service N Abigal Mine Copier MET001 Metro Peach PO0000479 MAINT SUPPLIER WOAS WKOR W00001064 3FR - S Month Service N Abigal Mine Copier MET001 Metro Distribu- Service PO0000470 MAINT INV WHSE Main Warehouse Main Warehouse N Judit Mudzengi TON002 Tonys Copy S PO0000471	Functions		Totype	rociass	Trent the	originator rype	ongineoue	ong	ibese		51510.	/ requestorrance	Publication	Suppliercode	Supplicities	
Notes P00000448 MAINT SUPPLIER WGAS WKOR W00000890 Tier - Commercial Tier Test N Abigal Mine Copier SPR01 Sprnt Distribu- Addresses P00000449 MAINT SUPPLIER WGAS WKOR W00000890 Tier - Commercial Tier Test N Abigal Mine Copier MET001 Metro Feach P00000479 MAINT SUPPLIER WGAS WKOR W00001064 3% - 3 Month Service N Abigal Mine Copier MET001 Metro Feach P00000479 MAINT SUPPLIER WGAS WKOR W00001064 Main Varehouse N Abigal Mine SPR011 Sprnt Distribu- P00000470 MAINT INV WHSE Main Warehouse Main Warehouse N Biaca Du Toit SPR011 Sprnt Distribu- P00000471 MAINT INV WHSE OTC Whse DBN N Judit Mudzengi T0N002 Tonys Copy S P00000471 MAINT INV WHSE OTC Whse DBN N		1000.	MAINT	SUPPLIER	WOAS	WKOR	WO0001469	1234			N	Bianca Du Toit		SPR001	Sprint Distri	ibi
Delvery Instructions PO0000449 MAINT SUPPLIER WGAS WKOR W00000890 Tier - Commercial Tier Test N Abigal Mine Copier MET001 Metro Peach Addresses PO0000449 MAINT SUPPLIER WGAS WKOR W00001064 SM 5 - 3 Month Service N Abigal Mine SP2020 Sp SPR001 Sprint Distribution PO0000426 MAINT SUPV WHSE Main Warehouse Main Warehouse N Abigal Mine SP2020 Sp SPR001 Sprint Distribution PO0000470 MAINT INV WHSE Main Warehouse Main Warehouse N Abigal Mine SPR001 Sprint Distribution PO0000470 MAINT INV WHSE OTC Whse DBN OTC Whse DBN N Judit Mudzengi TON002 Tonys Copy S PO0000471 MAINT INV WHSE OTC Whse DBN N Judit Mudzengi SPR001 Sprint Distribution PO0000473 MAINT INV WHSE Main Warehouse N B	Notes	1.22222.222	1000000		10000	100000	100000000000000000000000000000000000000			r Test			Conier	2101202	And a state of the second	
Addresses P00000479 MAINT SUPPLIER WOAS WKOR W00001064 3MS - 3 Month Service N Abgal Mine SP2020 Sp. SPR011 Sprint Distribution Addresses P00000479 MAINT INV WHSE Main Warehouse Main Warehouse N Abigal Mine TON002 Tonys Copy S Delvery Instructions P00000472 MAINT INV WHSE OTC Whse DBN N Judith Mudzengi TON002 Tonys Copy S P00000472 MAINT INV WHSE OTC Whse DBN N Judith Mudzengi Sprint Distribution P00000473 MAINT INV WHSE OTC Whse DBN N Judith Mudzengi Sprint Distribution P00000473 MAINT INV WHSE OTC Whse DBN N Judith Mudzengi Sprint Distribution P00000474 MAINT INV WHSE Main Warehouse N Bianca Du Tot Sprint Distribution P00000474 MAINT INV WHSE Main Warehouse N												-				
Addresser PO0000426 MAINT INV WHSE Main Warehouse Main Warehouse N Abigal Mile TON002 Tonys Copy S P00000470 MAINT INV WHSE Main Warehouse Main Warehouse N Blanca Du Toit SPR001 Sprint Distribution P00000470 MAINT INV WHSE OTC Whse DBN OTC Whee DBN N Judith Mudzengi TON02 Tonys Copy S P00000471 MAINT INV WHSE OTC Whse DBN OTC Whse DBN N Judith Mudzengi SPR010 Sprint Distribution P00000473 MAINT INV WHSE OTC Whse DBN N Judith Mudzengi SPR010 Sprint Distribution P00000473 MAINT INV WHSE Main Warehouse Main Warehouse N Judith Mudzengi SPR010 Sprint Distribution P00000474 MAINT INV WHSE Main Warehouse N Abigal Mine SPR001 Sprint Distribution		and the second second									N					
Delvery Instructions PO0000471 MAINT INV WHSE OTC Whee DBN OT Whee DBN N Judith Mudzengi TON002 Tonys Copy S Delvery Instructions PO0000471 MAINT INV WHSE OTC Whee DBN OTC Whee DBN N Judith Mudzengi SPR001 Sprint Delvba PO0000473 MAINT INV WHSE Main Warehouse N Bience Du Tot SPR001 Sprint Delvba PO0000474 MAINT INV WHSE Main Warehouse N Abjeal Mine SPR001 Sprint Delvba	Addresses	PO0000426	MAINT	INV		WHSE	Main Warehouse	Main	Warehouse		N	1.005.20200000				
Delvery Instructions P00000472 MAINT I/V WHSE OTC Whse DBN OTC Whse DBN N Judith Mudzengi SPR01 Sprint Distribu- P00000473 MAINT I/V WHSE Main Warehouse N Blance Du Toit SPR011 Sprint Distribu- P00000474 MAINT I/V WHSE Main Warehouse N Blance Du Toit SPR001 Sprint Distribu-		P00000470	MAINT	INV		WHSE	Main Warehouse	Main	Warehouse		N	Bianca Du Toit		SPR001	Sprint Distri	ibu
PO0000473 MAINT INV WHSE Main Warehouse Nain Warehouse N Blanca Du Toit SPR001 Sprint Distribu PO0000474 MAINT INV WHSE Main Warehouse Main Warehouse N Abigal Mine SPR001 Sprint Distribu		P00000471	MAINT	INV		WHSE	OTC Whee DBN	отс	Whse DBN		N	Judith Mudzengi		TON002	Tonys Copy	y S
P00000474 MAINT INV WHSE Main Warehouse N Abigal Milne SPR001 Sprint Distribu	Delivery Instructions	P00000472	MAINT	INV		WHSE	OTC Whee DBN	отс	Whse DBN		N	Judith Mudzengi		SPR001	Sprint Distri	ibu
	and the second second second second	P00000473	MAINT	INV		WHSE	Main Warehouse	Main	Warehouse		N	Bianca Du Toit		SPR001	Sprint Distri	ibu
▶ PO0000480 MAINT SUPPLIER CTRT C00000042 N Abgal Mine GRE001 Green Office		II INCOMENTATION CONTRACTOR							the second second			Abiani Milao		500001	Sprint Dietri	ibu
			MAINT	INV		WHSE	Main Warehouse	Main	warenouse		IN	Abigai Millie		Drittoor	Sprincesau	
		PO0000474										-				œ

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.



bpr		Ŧ						Note Listi	ng for Purcha	se Order : PO	0000480 - BPC	0: Version 2.1.0.65 - E	xample Company						×	5
9		Home	Equip	ment and Locatio		Contract		ance and HR	Inventory	Maintenar	nce and Project	ts Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	Ð	×
6			0	23			23													
Add		Edit	Back	Save Layout	Worksp	aces	Refresh													
	Proc	essing		Form	at		Cur	4												
Drag	a coli	umn hea	der here	to group by tha	t column															
	rsion	Com	ments		N	lotes					NoteDate	ContactName								
۹ ۲		1 Deliv	eries to	be made before	14:00 T	Telenhor	nic confirm	nation require	d before good	s are delivered	08 Oct 2018	John Smith								
		- Dem	circa to	De made Defore	1.30 1	Capition	ac contain	addin require	to service good	o are adivered	00 000 2010	- Souri Ginton								
-																				
																				_
Oper	N Wind	dows *															08 Oc	t 2018	^ 7	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	rement S	ales Service	Reporting	Utilities	-	8) 1
📕 🗙 🐵 A	Approve		2	2	1	1 I	۲ 🔐 ۱		Durban	•	2					
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 (

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 Lin	sting for P	urchase Order :	PO0000480 -	BPO: Version 2	2.1.0.65 - Exam	ple Compa	ny				\times
Home Equips	ent and Locations	Contract	Finance and HR	Inven	tory Mainter	nance and Proj	ects Manuf	acturing Pr	ocurement	Sales S	ervice Reporting	Utilities	-	8 ×
Add Edit Back	Save Layout Wor	kspaces Re	efresh											
Drag a column header here fdAddressContactName	Commenced and a commenced of the second	fidAddress2	fidAddress3	fidCity	fidPostalCode	fidCounty	fidCountry	fldTelNo	fldTelExt	fldFaxNo	fidEmailAddress			/
 John Smith 	1 Old Main Road	Hilcrest		Durban	3610	KZN	South Africa	0123456789	123	0110220222	someone@email.co.za			

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.



Maintain Process Format Voudrer Inter Process Format Print Current Inter text to search Prog a column header here to group by that column Her text to search POCode POType POClass ItemType OriginZorde OriginZorde Status RequestorName AssetDesc SupplierCode Suppli	📕 💥 🚳 Apş	prove	2	S					Durban	•	2				
Inics Porga column header here to group by that column Inter text to search Porga column header here to group by that column Functions POCode POType POClass ItemType OriginatorType OriginCode OriginCode OriginCode Status RequestorName AssetDesc SupplierCode	iew Order Delete 🚳 Dec			Save La	ayout Work			Export	New	<u>ः</u>	Refresh				
ter text to search Performed point supplier double procession Procede PoType PoClass ItemType OriginatorType OriginCode OriginCode Status RequestorName AssetDesc SupplierCode Supplie	Maintain "	Process			Format		Print		Cu	irrent					
Inter text to search POCdee POType POClass ItemType OriginatorType OriginCode OriginDesc Status RequestorName AssetDesc SupplierCode Sup	inks a														
Functions Image: Constraint of the second seco	inter text to search P	POCode	POType	POClass	ItemType	OriginatorType	OriginCode	Origi	nDesc		Statu	s RequestorName	AssetDesc	SupplierCode	SupplierName
Notes P00000448 MAINT SUPPLIER WOAS WKOR W00000890 Tier - Commercial Tier Test N Abgal Mine Copier SPR01 Sprnt Distribution Addresses P00000449 MAINT SUPPLIER WOAS WKOR W00000890 Tier - Commercial Tier Test N Abgal Mine Copier MET01 Meto Feach P00000479 MAINT SUPPLIER WOAS WKOR W0000064 MSN 5- 3Month Service N Abgal Mine Copier MET01 Meto Feach P00000479 MAINT SUPPLIER WOAS WKOR W0000064 MSN 5- 3Month Service N Abgal Mine SPR01 Sprnt Distribution P00000470 MAINT I/W WHSE Main Warehouse Main Warehouse N Blaca Du Toit SPR01 Sprnt Distribution P00000470 MAINT I/W WHSE OTC Whse DBN N Judith Mudzengi T0N002 Tonys Copy 5 P00000471 MAINT I/W WHSE OTC Whse DBN N	Functions														
Addresses PO0000479 MAINT SUPPLIER WOAS WKOR W0000090 Tier - Commercial Iner Test N Abgain Mine Cogier Seniol 1 Sprint Detribution Addresses P00000499 MAINT SUPPLIER WOAS WKOR W00001064 3MS - 3 Month Service N Abgain Mine Cogier Metro Readiling P00000499 MAINT SUPPLIER WOAS WKOR W00001064 3MS - 3 Month Service N Abgain Mine Cogier Metro Readiling Tonko2 Tonko2 Tonys Cogie 3 P00000479 MAINT INV WHSE Main Warehouse N Bigain Mine Cogie 3 Tonko2 Tonys Cogie 3 P00000470 MAINT INV WHSE OTC Whse DBN N Judith Mudzengi Tonko2 Tonys Cogie 3 P00000471 MAINT INV WHSE OTC Whse DBN N Judith Mudzengi Tonko2 Tonys Cogie 3 P00000473 MAINT INV WHSE OTC Whse DBN N Judith Mudzengi SPR001 Sprint Distributonon 0		P00000440	MAINT	SUPPLIER	WOAS	WKOR	WO0001469	1234	ł		N	Bianca Du Toit		SPR001	Sprint Distrib
Addresses P00000479 MAINT SUPPLIER WOAS WKOR W00001064 3MS - 3 Month Service N Abgal Mine SP2020 Sp. SPR011 Sprint Distribu- Addresses P00000479 MAINT INV WHSE Main Warehouse Main Warehouse N Abigal Mine TON002 Tonys Copy S P00000470 MAINT INV WHSE Main Warehouse Main Warehouse N Bianca Du Toti SPR011 Sprint Distribu- P00000470 MAINT INV WHSE OTC Whse DBN N Judith Mudzengi TON002 Tonys Copy S P00000472 MAINT INV WHSE OTC Whse DBN N Judith Mudzengi Sprint Distribu- P00000473 MAINT INV WHSE OTC Whse DBN N Judith Mudzengi Sprint Distribu- P00000473 MAINT INV WHSE Main Warehouse Main Warehouse N Bianca Du Tot Sprint Distribu- P00000474 MAINT INV WHSE Main Wareho	Notes	PO0000448	MAINT	SUPPLIER	WOAS	WKOR	WO0000890	Tier	- Commercial Tie	er Test	N	Abigail Milne	Copier	SPR001	Sprint Distrib
Addresses P00000426 MAINT INV WHSE Main Warehouse Main Warehouse N Abgal Mine TON002 Tonys Copy S Delvery Instructions P00000470 MAINT INV WHSE Main Warehouse Main Warehouse N Bianca Du Toit SPR001 Sprint Distribution Delvery Instructions P00000471 MAINT INV WHSE OTC Whse DBN OTC Whee DBN N Judith Mudzengi TON002 Tonys Copy S P00000471 MAINT INV WHSE OTC Whse DBN OTC Whse DBN N Judith Mudzengi TSN002 Tonys Copy S P00000471 MAINT INV WHSE OTC Whse DBN N Judith Mudzengi TSN001 Sprint Distribution P00000473 MAINT INV WHSE Main Warehouse Main Warehouse N Balanca Du Toit SPR001 Sprint Distribution P00000474 MAINT INV WHSE Main Warehouse Main Warehouse N Abigal Mine SPR001 Sprint Distribution		P00000449	MAINT	SUPPLIER	WOAS	WKOR	WO0000890	Tier	- Commercial Tie	er Test	N	Abigail Milne		MET001	Metro Peach
Delivery Instructions PO0000470 MAINT I/W WHSE Main Warehouse Main Warehouse N Blanca Du Toit SPR001 Sprn01 Distribu- Toitos Delivery Instructions PO0000470 MAINT I/W WHSE OTC Whse DBN OTC Whse DBN N Judith Mudzengi TON002 Tonys Copy S PO0000471 MAINT I/W WHSE OTC Whse DBN OTC Whse DBN N Judith Mudzengi SPR001 Sprn01 Distribu- Sprn01 Distribu- Sprn01 Distribu- PO0000474 MAINT I/W WHSE Main Warehouse Main Warehouse N Blanca Du Toit Sprn01 Sprn10 Distribu- Sprn10 Distribu- PO0000474 MAINT I/W WHSE Main Warehouse N Abigal Mine SPR001 Sprn10 Distribu-		PO0000479	MAINT	SUPPLIER	WOAS	WKOR	WO0001064	3MS	- 3 Month Servi	ce	N	Abigail Milne	SP2020 Sp	SPR001	Sprint Distrib
Delivery Instructions P00000471 MAINT INV WHSE OTC Whse DBN OT Whse DBN N Judith Mudzengi TON002 Tonys Copy S Delivery Instructions P00000471 MAINT INV WHSE OTC Whse DBN OTC Whse DBN N Judith Mudzengi SPR001 Sprint Delivble P00000473 MAINT INV WHSE Main Warehouse N Bienco Du Toti SPR001 Sprint Delivble P00000474 MAINT INV WHSE Main Warehouse N Abjel Mine SPR001 Sprint Delivble	Addresses	PO0000426	MAINT	INV		WHSE	Main Warehouse	Main	Warehouse		N	Abigail Milne		TON002	Tonys Copy S
Delvery Instructions P00000472 MAINT INV WHSE OTC Whse DBN OTC Whse DBN N Judith Mudzengi SPR01 Sprint Distribu- P00000473 MAINT INV WHSE Main Warehouse Main Warehouse N Blance Du Toit SPR001 Sprint Distribu- P00000474 MAINT INV WHSE Main Warehouse N Blance Du Toit SPR001 Sprint Distribu-		PO0000470	MAINT	INV		WHSE	Main Warehouse	Main	Warehouse		N	Bianca Du Toit		SPR001	Sprint Distrib
P00000473 MAINT INV WHSE Main Warehouse Main Warehouse N Blanca Du Toit SPR001 Sprint Distribu P00000474 MAINT INV WHSE Main Warehouse Main Warehouse N Abigal Mine SPR001 Sprint Distribu		P00000471	MAINT	INV		WHSE	OTC Whee DBN	OTC	Whse DBN		N	Judith Mudzengi		TON002	Tonys Copy S
P00000474 MAINT INV WHSE Main Warehouse Na Abigal Mine SPR001 Sprint Distribu	Delivery Instructions	PO0000472	MAINT	INV		WHSE	OTC Whee DBN	отс	Whse DBN		N	Judith Mudzengi		SPR001	Sprint Distrib
	and the second	PO0000473	MAINT	INV		WHSE	Main Warehouse	Main	Warehouse		N	Bianca Du Toit		SPR001	Sprint Distrib
PO0000480 MAINT SUPPLIER CTRT C00000042 N Abgal Mine GRE001 Green Office.												Abianil Milao		500001	Sprint Dietrib
		PO0000474	MAINT	INV		WHSE	Main Warehouse	Main	Warenouse		IN	Abigai Millie		511001	Sprarebiseib
												-			

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
Ð		×		2			C.											
Add		elete	Back Sav	ve Layout	Workspac	ces F	Refresh											
	Processi	g		Form	at	. C	Sur "											
Drag a co																		1
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							
Open Wi	indows 🔻															08 Oc	t 2018	÷ 1.

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*.



	upment ar	nd Locations	Contract	Finance a	and HR I	nventory Mair	ntenance and Projec	ts M	Anufacturing	Procu	rement	Sales Service	Reporting	Utilities	- 8
	Appr	ove	2	2		-	ا 🔝 ا		Durban	•	23				
					S works	paces Print Co		xport			Refresh				
lew order Delete	Dedi	GRN	Agent	a Save La	your work	Vouc		xport	New	•	Refresh				
Maintain "		Process		a.	Format		Print		Cu	rrent					
inks	a (
nter text to search	Q	POCode	POType	POClass	ItemType	OriginatorType	OriginCode	Origin	Desc		Status	RequestorName	AssetDesc	SupplierCode	SupplierName
Functions			Totype	rociass	inclusive per	originator rype	origineoue	ongi	io coc		Distores	requestorrante	Postococ	Suppliercoue	Supplier Haine
		PO0000440	MAINT	SUPPLIER	WOAS	WKOR	WO0001469	1234			N	Bianca Du Toit		SPR001	Sprint Distrib
Notes		PO0000448	MAINT	SUPPLIER	WOAS	WKOR	WO0000890		Commercial Tie	r Test	N	Abigail Milne	Copier	SPR001	Sprint Distrib
		PO0000449	MAINT	SUPPLIER	WOAS	WKOR	WO0000890		Commercial Tie		N	Abigail Milne	Copier	MET001	Metro Peach
		PO0000479	MAINT	SUPPLIER	WOAS	WKOR	WO0001064	3MS	- 3 Month Servio	ce	N	Abigail Milne	SP2020 Sp	SPR001	Sprint Distrib
		PO0000426	MAINT	INV		WHSE	Main Warehouse	Main	Warehouse		N	Abigail Milne		TON002	Tonys Copy S
		PO0000470	MAINT	INV		WHSE	Main Warehouse	Main	Warehouse		N	Bianca Du Toit		SPR001	Sprint Distrib
		PO0000471	MAINT	INV		WHSE	OTC Whee DBN	OTC	Whse DBN		N	Judith Mudzengi		TON002	Tonys Copy S
Delivery Instructions	s	PO0000472	MAINT	INV		WHSE	OTC Whee DBN	OTC	Whse DBN		N	Judith Mudzengi		SPR001	Sprint Distrib
		PO0000473	MAINT	INV		WHSE	Main Warehouse	Main	Warehouse		N	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	C000	000042		N	Abigail Milne		GRE001	Green Office

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				Vi	iew Purchase Or	der : PO0000473 -	BPO: Versi	on 2.1.0.65	- Example	Company				- 0	0
но	ome Eq	uipment	and Locations (Contract	Finance and H	IR Inventory	Maintenance a	and Projects	a Manuf	acturing	Procurement	Sales	Service R	eporting Utilit	ies —	₽
(-)	E.															
Back 5	Save Layou	t Work														
	Ees	rmat	• Print 4													
tore of	10	mar	3 5000 3					_								
Orde	r Header							12				S	upplier Code	SPR001		
	riginator	Main Wa	arehouse			r Main Warehous	e							Sprint Distributor	s Local	
Origina	tor Type	WHSE	Warehouse		Description	(0.0		456789123			
b Item - '	Location	-		-	- Asset	i	14. 14.	1				Co		Harry Jackson		
				π.			~					Pay	ment Terms	3 60	Days from In	/oice
	РО Туре	MAINT	Maintenance Re	equisition	Classification	Inventory						Shi	pping Terms	1 51	Days - Signatu	re
Requi	isition No	PR0000-	484	-								1	olier Details	Requestor Details	Request So	NITCO .
												Subi		requestor becaus	Thequest of	, or ee
			oup by that column					Farmers								1
PartType	Inventory	Code	Description		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 Warehous	e 3	
								i i		1		[1			

Order Supplier Details

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



Save Layout Workspaces Print		Ŧ				١	/iew Purchase Or	der : PO0000473 -	BPO: Vers	ion 2.1.0.65	- Example	Company				-		>
Back Save Layout Workspaces Print Order Originator Print Order Originator Type Main Warehouse Originator Main Warehouse Originator Type WHSE Originator Main Warehouse Obscription Asset Originator Main Warehouse Po Type MAINT Maintenance Requisition for Records Requisition for Records Cassification Inventory Cassification Inventory Supplier Code Requestor Details Requisition for Records Cassification Inventory Supplier Details Requestor Details Requestor header Originator Maintenance Requisition Request Source Supplier Details Request Source PartType InventoryCode Description QtyReceived QuantityPerUOP Supplier Code BaseCoultitCost TasRate ExpOeDate WarehouseHame Priority	н	ome Ec	uipment	t and Locati	ions Contra	act Finance and I	HR Inventory	Maintenance	and Project	s Manu	facturing	Procurement	Sales	Service	Reporting	Utilities	-	₽
Order Header Supplier Code SPR001 Order Originator Main Warehouse Originator Main Warehouse Originator Type WHXE Warehouse Supplier Code Supplier Rame bb Item - Location - Asset - Supplier Total Solo Days from Invoice PO Type MAINT Maintenance Requisition Contact Hame Solo Days from Invoice Requisition No RR0000484 - Asset - Supplier Details Requestor Details ag a column header here to group by that column QtyReceived Quantity/PerUOP SupplierItemCode Quantity Currency UnitCost BaseCryUnitCost TasRate ExpoEDate WarehouseHame Priority	-		it Wor	kspaces														
Order Originator Main Warehouse Originator Main Warehouse Supplier Name Su	ro "	Fo	rmat	×	Print "													
Order Originator Main Warehouse Originator Main Warehouse Supplier Name Su			-											upplier Code	500001			
Originator Type WHSE Warehouse Description bi Item - Location - Asset - P0 Type MAINT Maintenance Regulation Contact Name Regulation No RR0000484 Contact Name ap a column header here to group by that column QtyReceived Quantity/PerUOP PartType InventoryCode Description QtyReceived	and the second sec			Originato	r Main Warehous	æ "	1							butors Lo	cal	_		
PO Type MAINT Mantenance Regulation in Pagement Terms 3 60 Days from Invoice Regulation No PR000484 ag a column header here to group by that column PartType InventoryCode Description QtyReceived QuantityPerUOP SupplerItemCode Quantity Currency UnitCost BaseCcyUnitCost TasRate ExpOeDate WarehouseName Priority		1221			house	Description	n	-					1					
PO Type MAINT Maintenance Regulation Cassification Inventory Regulation No PR0000484 ag a column header here to group by that column PartType InventoryCode Description QtyReceived QuantityPerUOP SupplerItemCode Quantity Currency UnitCost BaseCcyUnitCost TasRate ExpOeDate WarehouseName Priority	b Item -	Location	-			- Asse	t	÷					C	ontact Name	Harry Jacks	ion		
Requisition No PR000494 ag a column header here to group by that column PartType InventoryCode Description QtyReceived Quantity/PerUOP Supplier/ItemCode Quantity Currency UnitCost TasRate ExpOeDate WarehouseName						- er .		7					Pay	ment Terms	3	60 Da	/s from Inv	oice
PartType InventoryCode Description QtyReceived QuantityPerUOP SupplerItemCode Quantity Currency UnitCost BaseCcyUnitCost TaxRate ExpDeDate WarehouseName Priority		РО Туре	MAINT	Mainte	enance Requisi	ion Classification	n Inventory						Sh	ipping Terms	5 1	5 Day	- Signatur	e
PartType InventoryCode Description QtyReceived QuantityPerUOP SupplerItemCode Quantity Currency UnitCost BaseCcyUnitCost TaxRate ExpDeDate WarehouseName Priority	Requi	isition No	PR0000	0484									Sup	plier Details	Requestor De	etails	lequest So	urce
					at column													
PART 204-147C SP204 Cyan Toner 0.00 1.00 CAR 350.00 350.00 14.00 2 Sep 2018 Main Warehouse 3	PartType	Inventor	Code	Descriptio	n	QtyReceived	QuantityPerUOP	SupplierItemCode	Quantity	Currency	UnitCost	BaseCcyUnitCost	TaxRate	ExpDelDate	Warehouse	eName	riority	1
PART 20+147C \$\$204 Cyan Toner 0.00 1.00 1.00 2AR 350.00 350.00 14.00 25 5ep 2018 Main Warehouse 3																		
	PART	204-1470	2	SP204 Cyr	an Toner	0.00	1.00		1.00	ZAR	350.00	350.00	14.00	25 Sep 2018	Main Ware	house	3	

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
	2															
Back	Save Layou	it Work														
ro 4	For	rmat	Print 4													
Orde	r Header]					Requestor	DUTTOD			
Order O	riginator	Main W	/arehouse	Originator	Main Warehous	e	Ĩ.						Bianca Du Toit			
Originator Type				beschption									031 123 4564	Evt	1234	
				- Asset								Request Date		-	1251	
					-	*	1					lequest Time		0		
	РО Туре			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	/	
PART	204-1470	:	SP204 Cyan Toner	0.00	1.00		1.00	ZAR	350.00	350.00	14.00	25 Sep 2018	Main Warehous			
														D.	4	

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	View Purchase Order : P00000473 - BPO: Version 2.1.0.65 - Example Company —													-		×
He He	ome Ec	uipment	and Locati	ons Contract	Finance and H	R Inventory	Maintenance	and Project	s Manut	facturing	Procurement	Sales	Service	Reporting Ut	ilities	- 6	8)
	er	5		e													
Back	Save Layou	it Work	kspaces	Print													
YO 4	Fo	rmat	•	Print 4													
900 a		in mark		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									
				-													
	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	cxpoeioate	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
													1		2		

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.



				v	iew Purchase Or	der : PO0000473 -	BPO: Vers	ion 2.1.0.65	- Example	Company				- 0	0	×
Home E	quipment a	nd Locations	Contract	Finance and H	R Inventory	Maintenance	and Project	s Manuf	facturing	Procurement	Sales	Service	Reporting Uti	ities —	8	X
(2)			2													
Back Save Layo	ut Works															
ro a Fr	ormat	3 Print														
											Ca	alReference	CustomerCode	CustomerNa	ime	
Order Header											► PF	10000087	TIA001	Titan Group		
Order Originator	Main Wan	ehouse		Originator	Main Warehous	e	1									
Originator Type	WHSE	Warehouse				∃										
ub Item - Location			*	- Asset												
			*	Classification	·	*	1									
PO Type			e Requisition	Classification	Inventory											
Requisition No	PR000048	54									Sup	plier Details	Requestor Detail	Request S	ource	
														1	/	
PartType Invento	ryCode D	escription		QtyReceived	QuantityPerUOP	SupplierItemCode	Quantity	Currency	UnitCost	BaseCcyUnitCost	TaxRate	ExpDelDate	WarehouseNa	me Priority		
PART 204-147	c s	P204 Cyan Tor	her	0.00	1.00		1.00	ZAR	350.00	350.00	14.00	25 Sep 201	8 Main Warehou	se 3		
	1								1							
												1				
1																
													2			
/																
Dpen Windows 🔻														08 Oct 2018		

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