

# PROCUREMENT

## PRINT PURCHASE ORDER

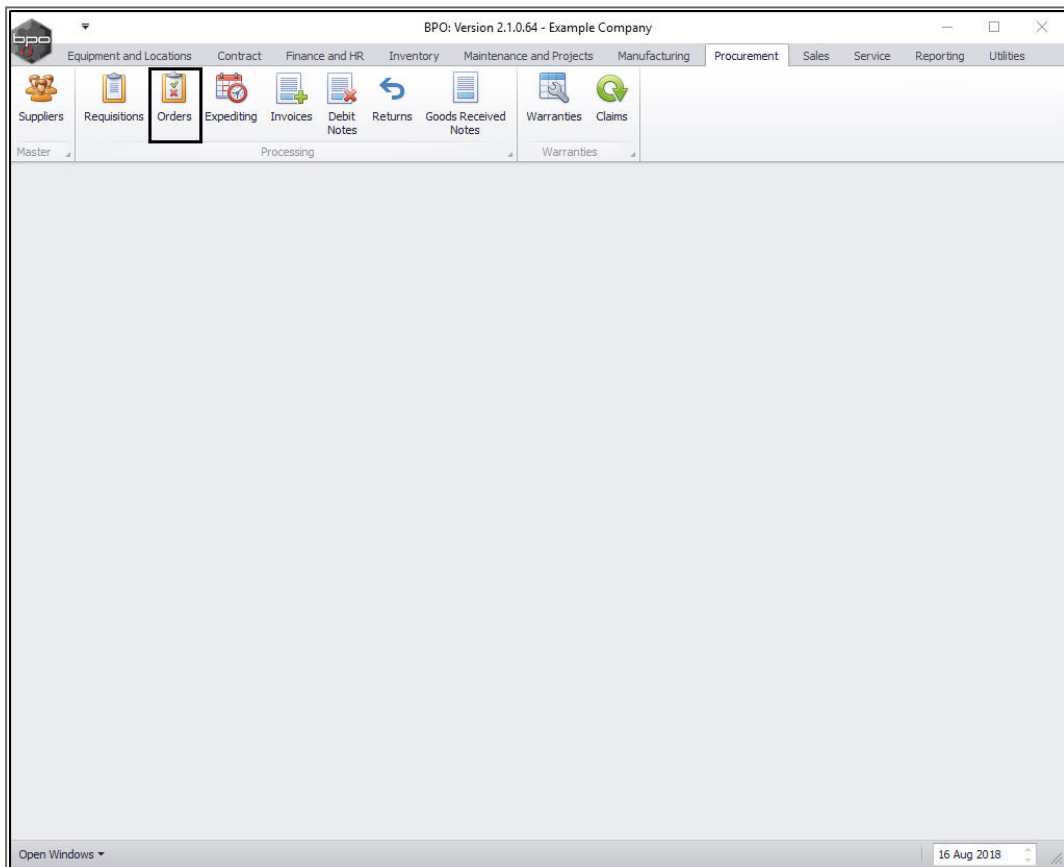
A Purchase Order must be printed in order to activate goods receiving against the purchase order.

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.

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

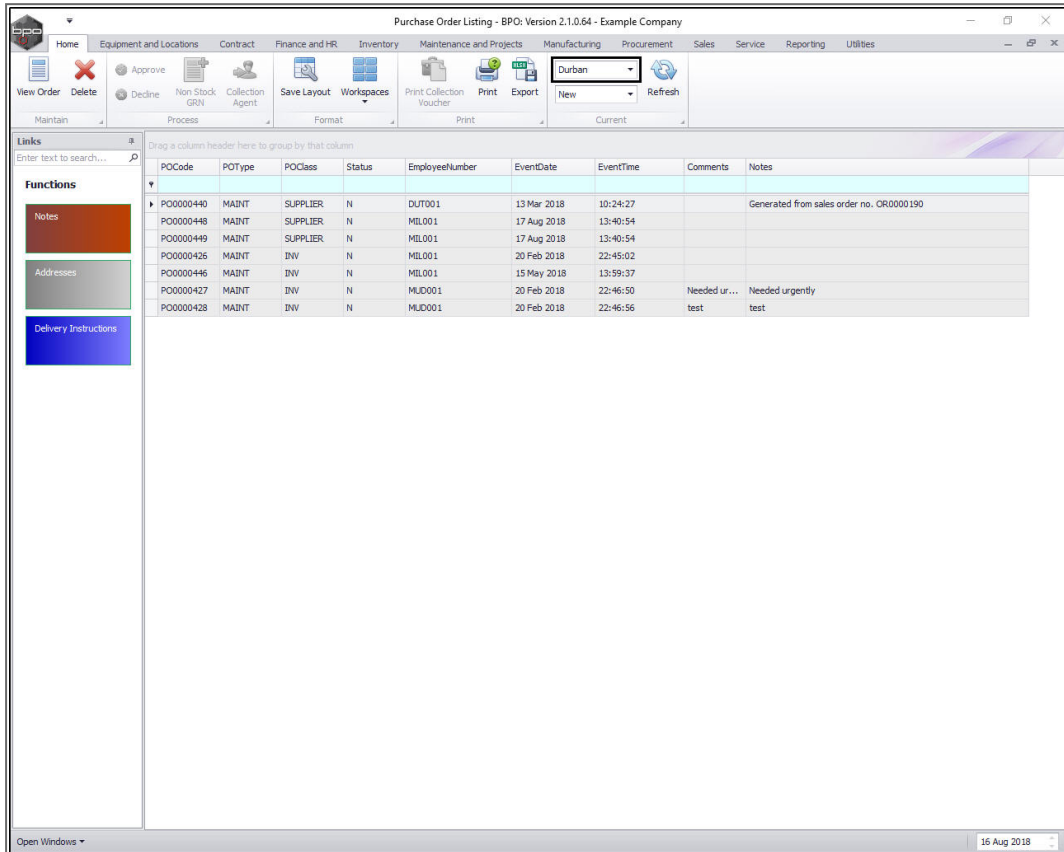
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The ***Purchase Order Listing*** screen will be displayed.

## 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	DUF001	13 Mar 2018	10:24:27		Generated from sales order no. CR0000190
PO0000448	MAINT	SUPPLIER	N	MIL001	17 Aug 2018	13:40:54		
PO0000449	MAINT	SUPPLIER	N	MIL001	17 Aug 2018	13:40:54		
PO0000426	MAINT	INV	N	MIL001	20 Feb 2018	22:45:02		
PO0000446	MAINT	INV	N	MIL001	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**.

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 | Durban | New | Refresh

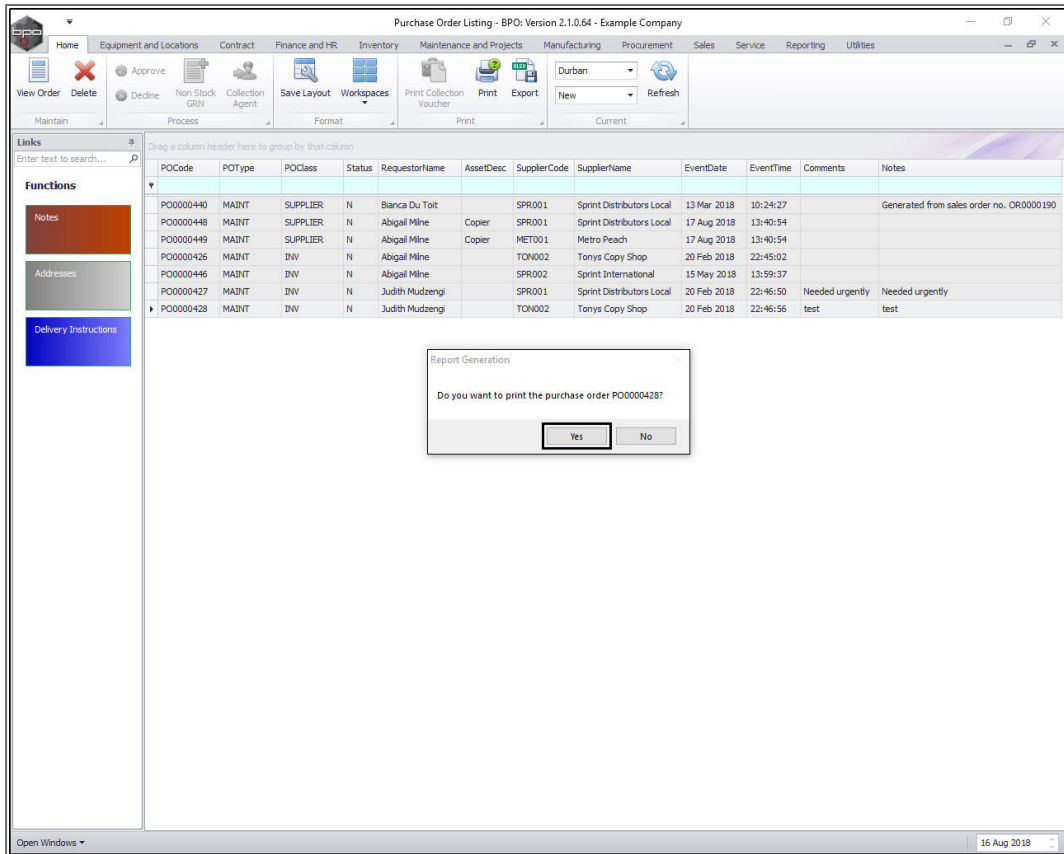
Links: Enter text to search...  
 Functions: Notes, Addresses, Delivery Instructions

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		
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

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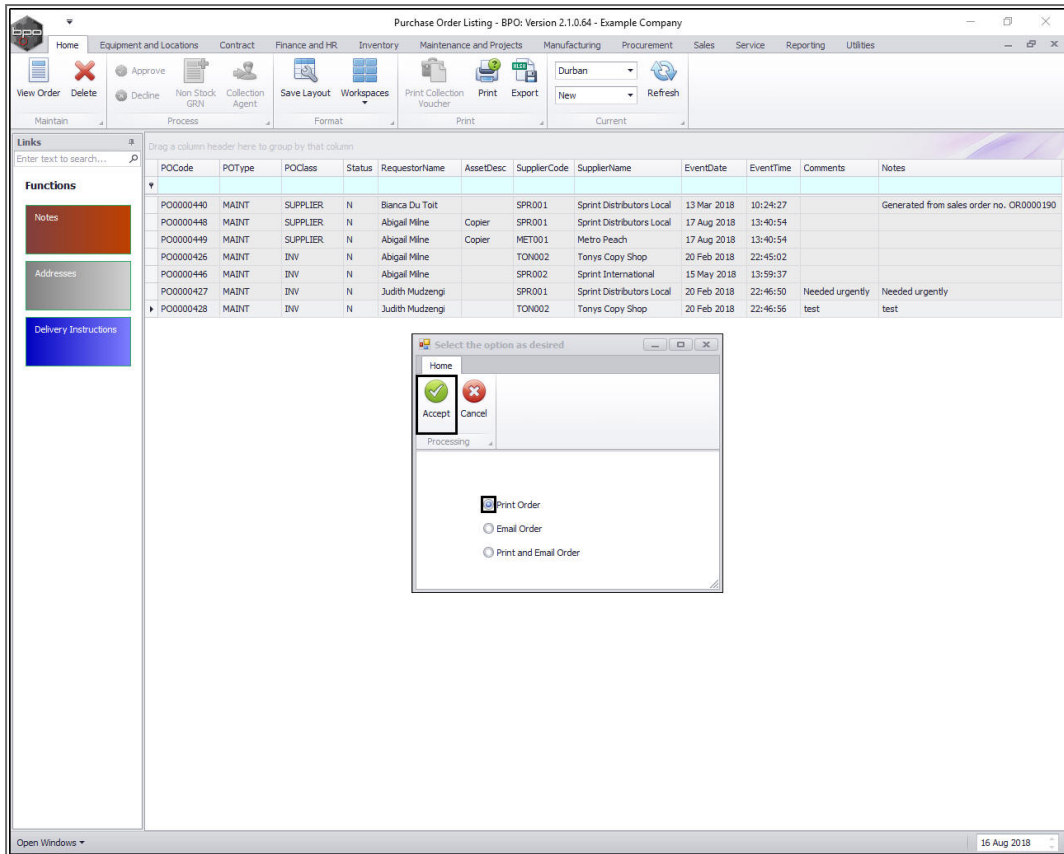
## CONFIRM PRINT

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



## PRINT OPTION

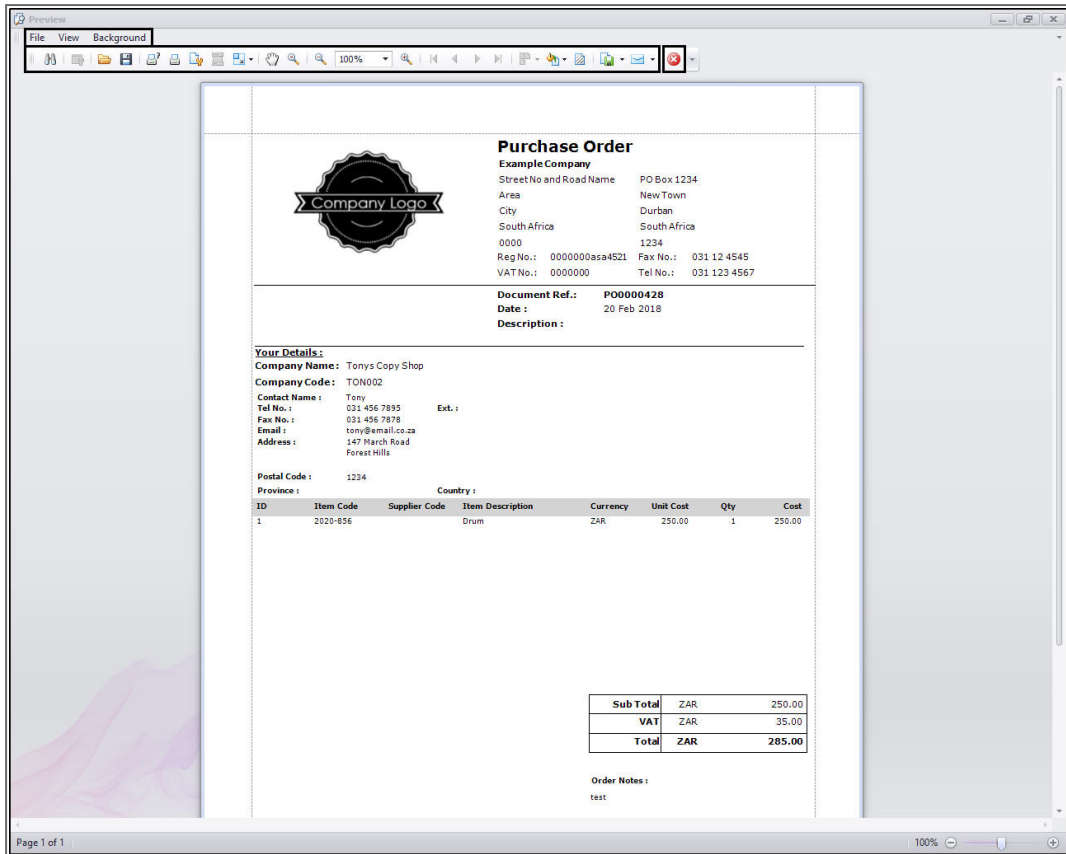
- A **Select the option as desired** screen will pop up will come up with the following options
  - **Print Order:** This will open the purchase order in report preview to **view, print, export** or **email**.
  - **Email Order:** This option will enable you to attach documents and add recipients. The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



## PRINT / PRINT AND EMAIL

### Report Preview

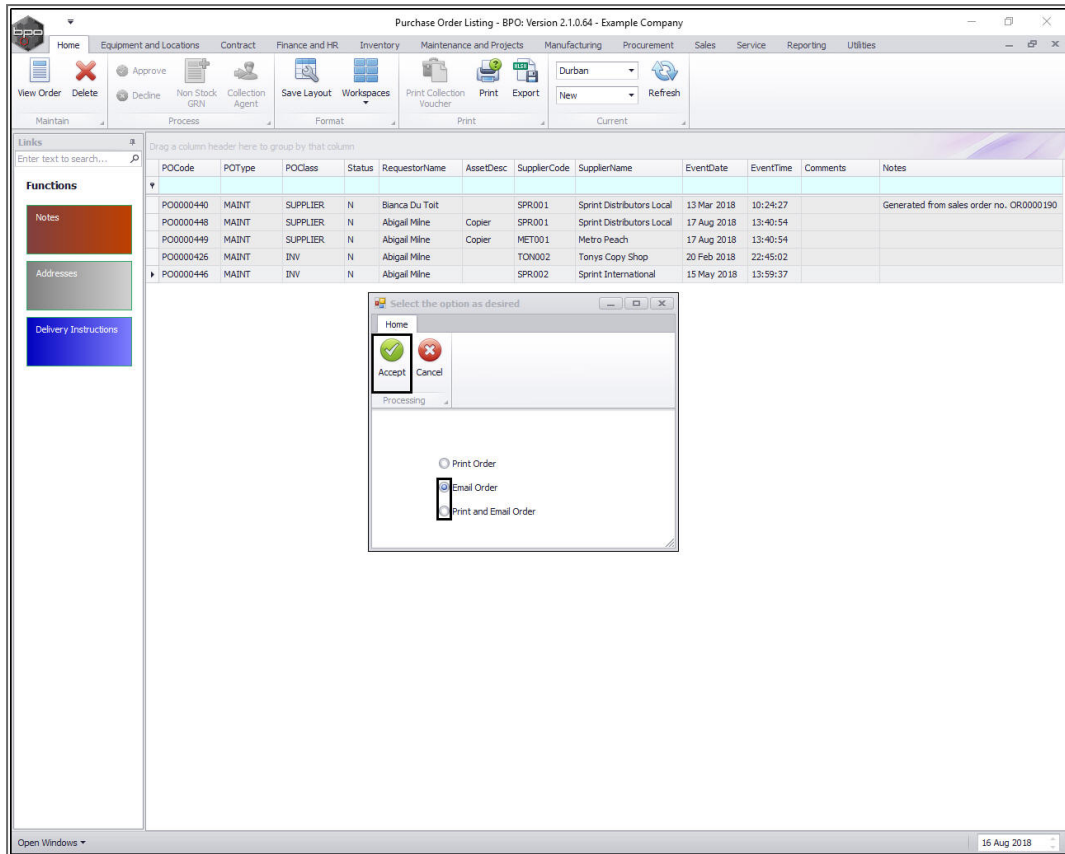
- If you clicked on **Print** or **Print and Email**, the **Report Preview** screen will be displayed.
- From here you can **View**, **Print**, **Export** or **Email** the purchase Order.
- **Close** the Preview screen when you are done.



## EMAIL OR PRINT AND EMAIL

### Email Purchase Order Screen

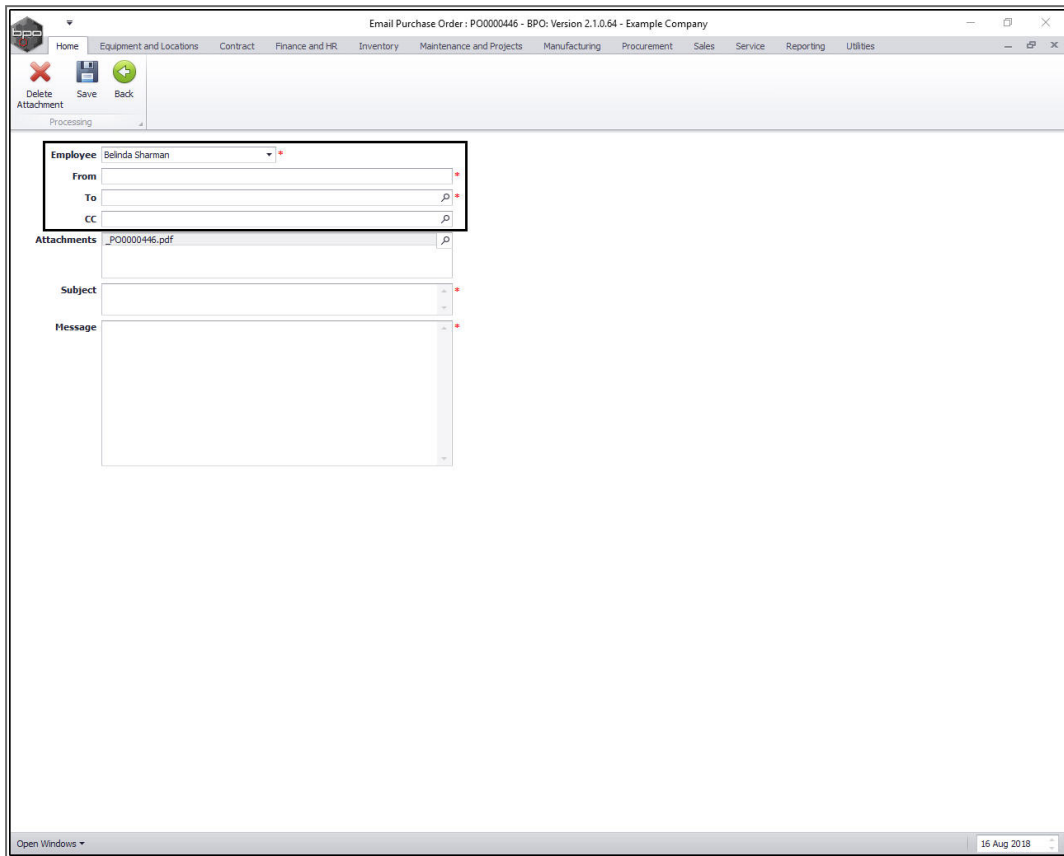
- If **Email** or **Print and Email** is selected as shown in the image,



- 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).

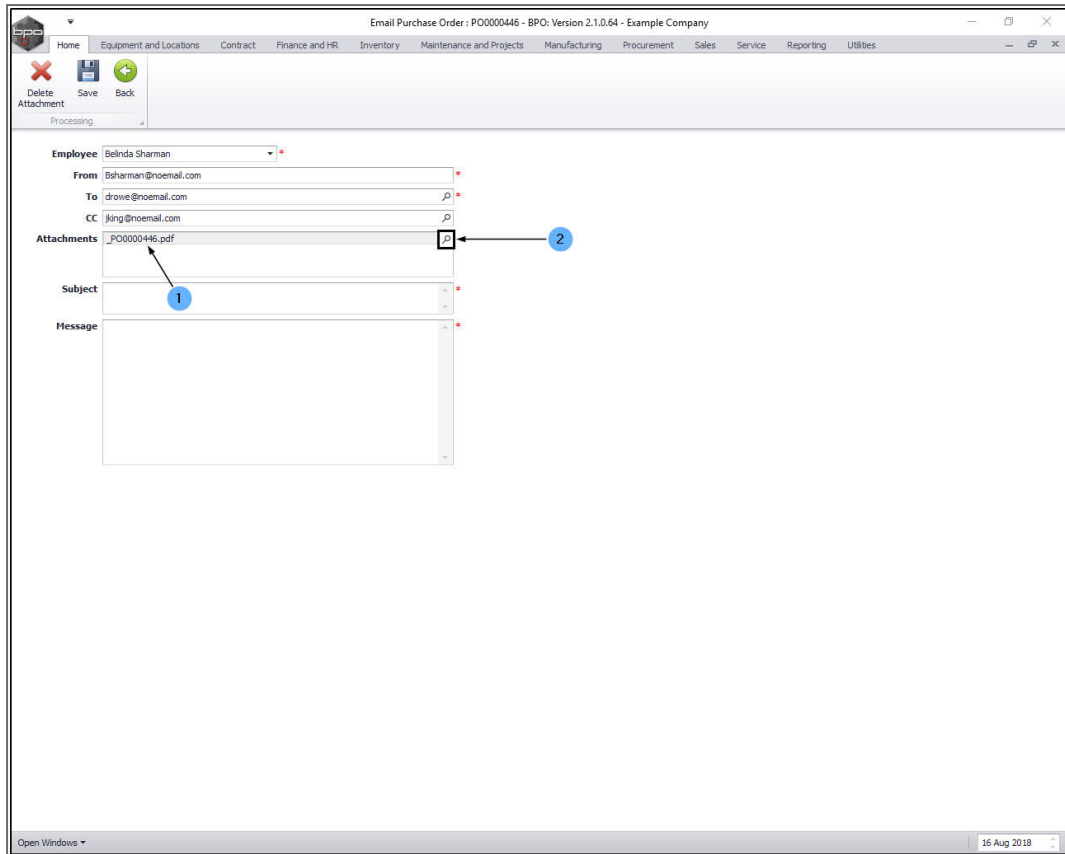


- **CC:** No addresses will pull through here, or can be searched for, but you can type in additional email addresses (separated by a semi-colon).

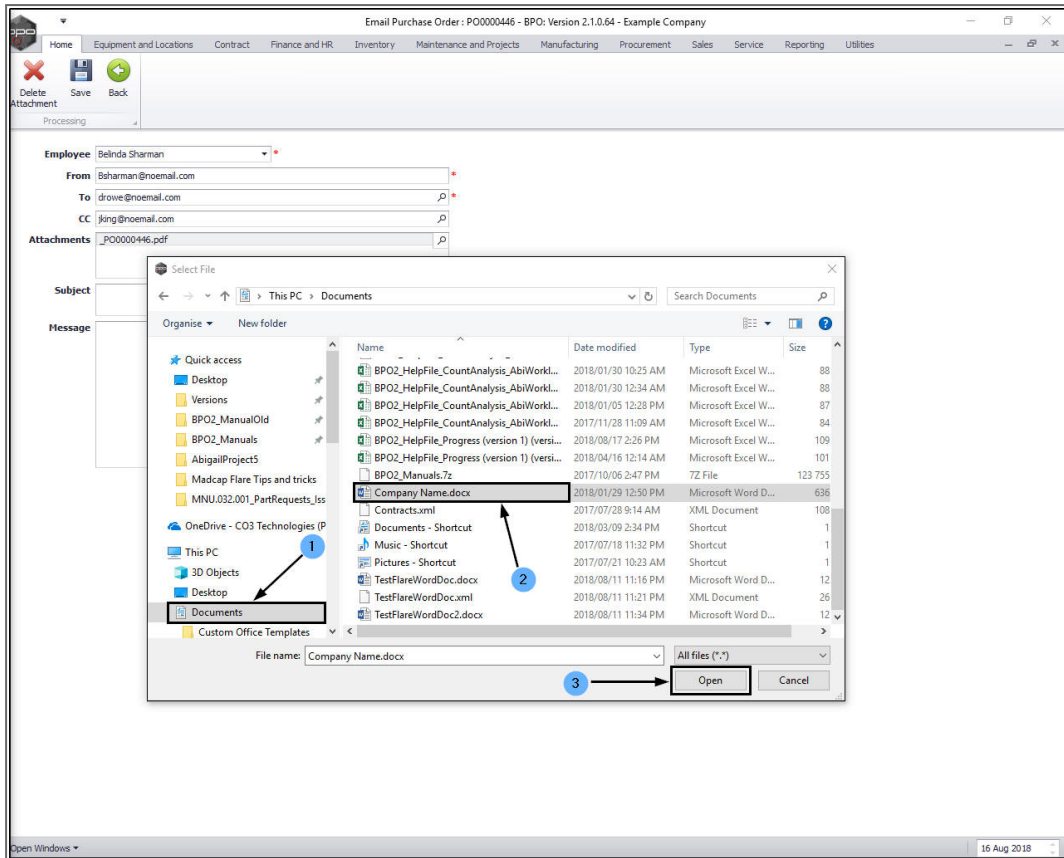


## EMAIL ATTACHMENTS

- 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.



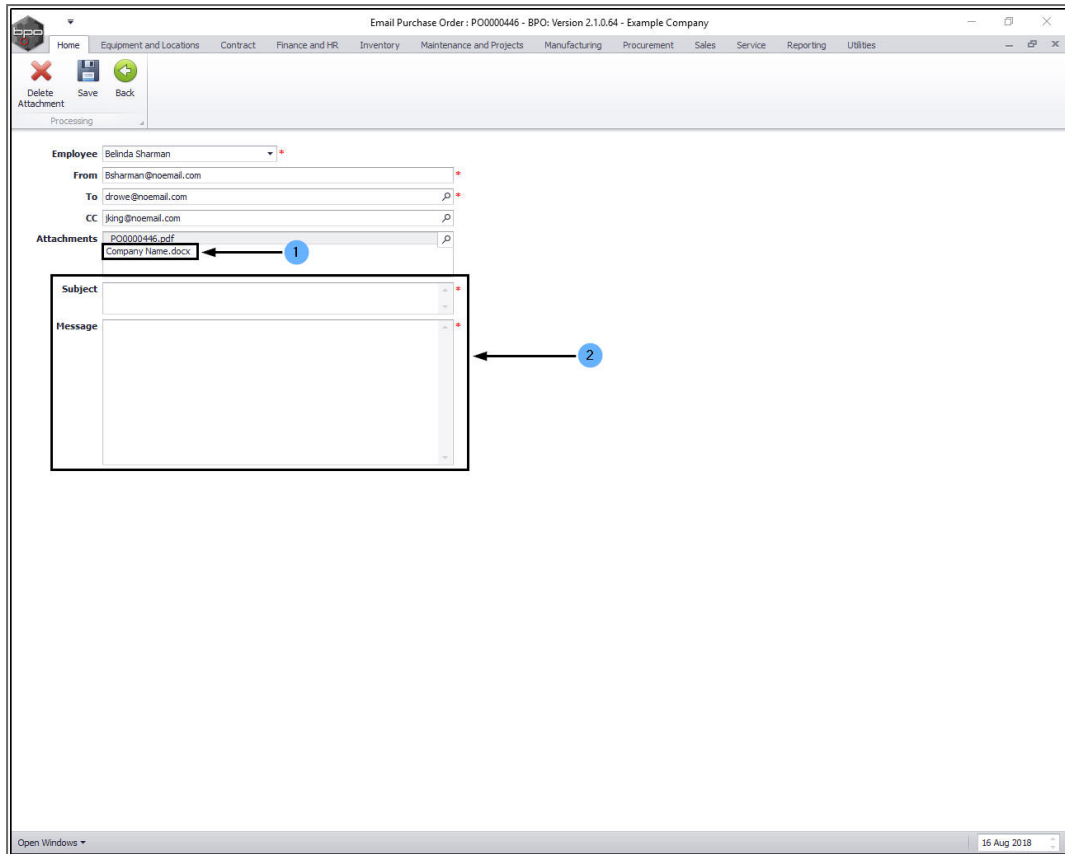
- A **Select File** screen will pop up.
  1. Browse to the **file location**.
  2. Click on the **file**.
  3. Click on **Open**.



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

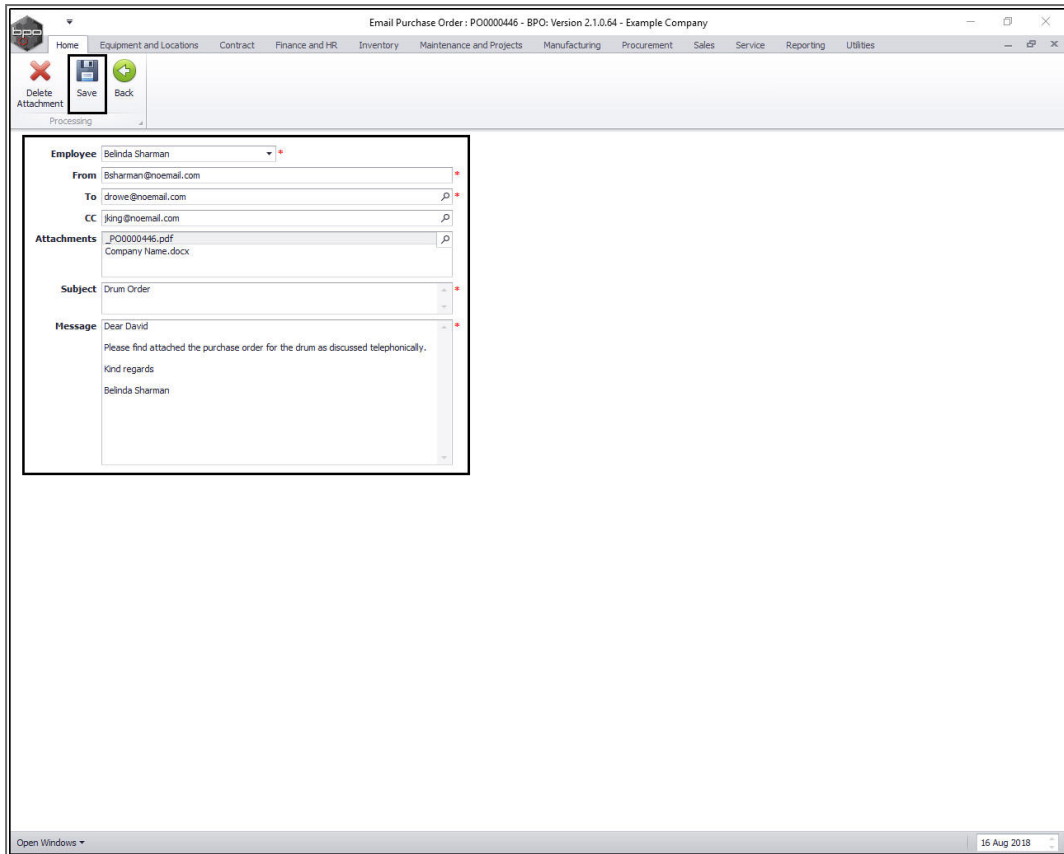
## EMAIL SUBJECT

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

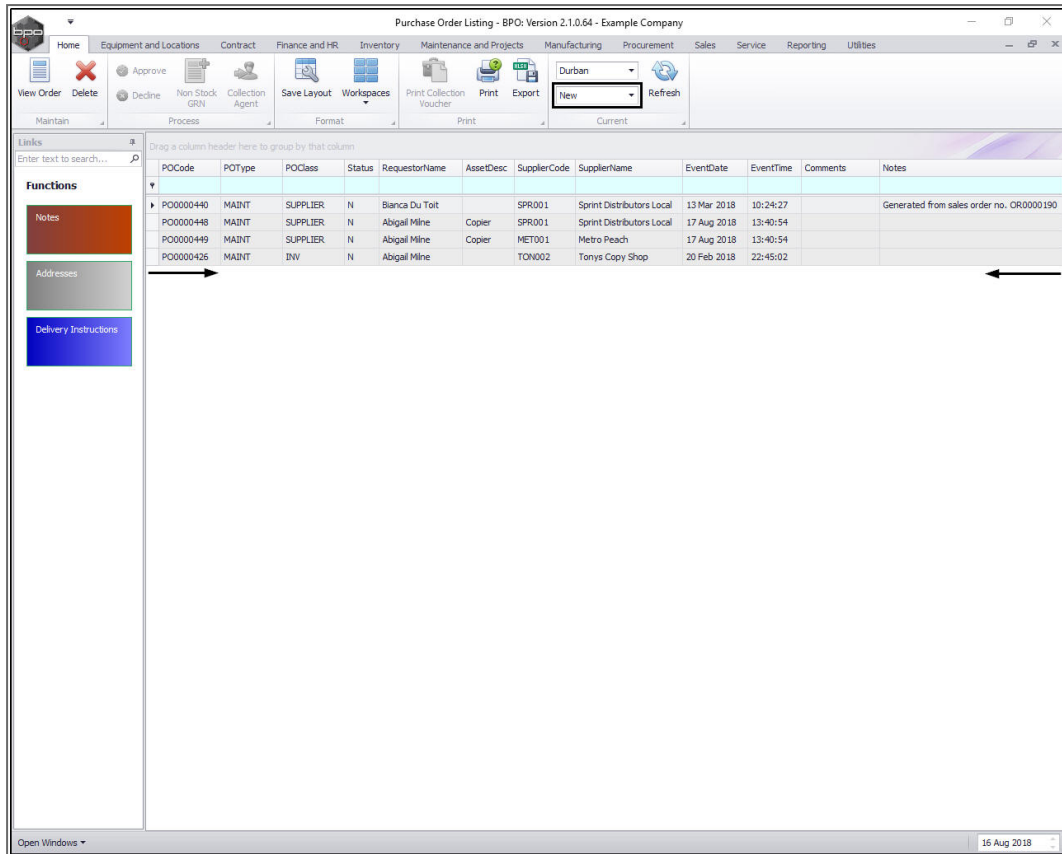


## SAVE EMAIL

- 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**.



## 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 | Durban | 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		TON002	Tonys Copy Shop	20 Feb 2018	22:46:56	test	test
PO0000430	MAINT	INV	P	Abigal Milne		YES001	Young Electric	08 Mar 2018	09:59:44		
PO0000431	MAINT	INV	P	Abigal Milne		YES001	Young Electric	08 Mar 2018	19:55:22		
PO0000434	MAINT	INV	P	Abigal Milne		1111	AB Goods	09 Mar 2018	09:53:27		
PO0000436	MAINT	INV	P	Abigal Milne		SPR001	Sprint Distributors Local	09 Mar 2018	10:14:13		
PO0000437	MAINT	INV	P	Abigal Milne		YES001	Young Electric	13 Mar 2018	10:16:26		
PO0000438	MAINT	INV	P	Abigal Milne		SPR001	Sprint Distributors Local	13 Mar 2018	10:16:26		
PO0000439	MAINT	INV	P	Abigal Milne		SPR001	Sprint Distributors Local	13 Mar 2018	10:23:57		
PO0000444	MAINT	INV	P	Abigal Milne		1111	AB Goods	11 Apr 2018	14:17:24		
PO0000446	MAINT	INV	P	Abigal Milne		SPR002	Sprint International	15 May 2018	13:59:37		
PO0000447	MAINT	INV	P	Abigal Milne		YES001	Young Electric	14 Aug 2018	13:26:31		

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