

We are currently updating our site; thank you for your patience.

PROCUREMENT

PRINT PURCHASE ORDER

A Purchase Order <u>must</u> 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, <u>not</u> from your own MS Outlook.

Ribbon Access: Procurement > Orders

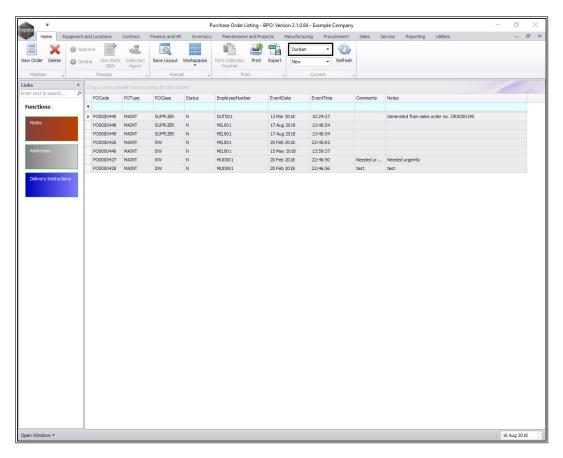
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The **Purchase Order Listing** screen will be displayed.

Select the Site and Status

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



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

Help v2024.5.0.7/1.0 - Pg 2 - Printed: 04/07/2024



Print a Purchase Order

Home Equipment				P	urchase Order Listing - E	3PO: Version 2.1.0	64 - Example Company				1000	٥	\times
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PURCHASE ORDER

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



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CONFIRM PRINT

- A **Report Generation** message box will pop up asking;
 - $^{\circ}\,$ Do you want to print the purchase order []?
- Click on Yes.



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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 a Purchase Order

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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.



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EMAIL OR PRINT AND EMAIL

Email Purchase Order Screen

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



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- 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).

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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.



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



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• 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.



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SAVE EMAIL

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



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

Help v2024.5.0.7/1.0 - Pg 13 - Printed: 04/07/2024



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VIEW PURCHASE ORDER IN PRINTED STATUS

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



Print a Purchase Order

Home Equ	ipment and Loca	tions	Contract	Finance and HR	Inven	ntory Maintenan	ce and Proje	ects Manufi	acturing Procurement	Sales S	ervice Re	porting Utilities		-	8
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er text to search	Q		POType	POClass		RequestorName	AssetDesc	SupplierCode	SupplierName	EventDate	EventTime	Comments	Notes		1
unctions															
	POO	00332	MAINT	INV	Р	Bianca Du Toit		SPR001	Sprint Distributors Local	18 May 2017	14:10:12				
Notes	- Contract	00335	MAINT	INV	Р	Judith Mudzengi		SPR001	Sprint Distributors Local	18 May 2017	15:57:59				
	POO	00336	MAINT	INV	Р	Judith Mudzengi		SPR002	Sprint International	18 May 2017	15:57:59				
		000338	MAINT	INV		Judith Mudzengi		SPR002	Sprint International	19 May 2017	09:41:43				
		000340	MAINT	INV		Bianca Du Toit		SPR001	Sprint Distributors Local	19 May 2017	10:58:09				
		000341	MAINT	SUPPLIER		Belinda Sharman		SPR001	Sprint Distributors Local	19 May 2017	11:02:31				
and the second second		000345	MAINT	INV		Judith Mudzengi		SPR001	Sprint Distributors Local	19 May 2017	12:23:26				
Delivery Instruction	POO	000347	MAINT	INV		Judith Mudzengi		SPR001	Sprint Distributors Local	19 May 2017	12:27:39				
		000348	CAP	ASSET	Р	Judith Mudzengi	SP2020	SPR001	Sprint Distributors Local	22 May 2017	09:49:11				
	POO	000349	CAP	ASSET	Р	Bianca Du Toit	Staple Unit	SPR001	Sprint Distributors Local	22 May 2017	12:49:52				
	POO	00359	MAINT	INV	P	Judith Mudzengi		SPR001	Sprint Distributors Local	29 May 2017	09:30:06				
	POO	000373	CAP	ASSET	Р	Belinda Sharman		SUP001	Buy Back Supplier	20 Jun 2017	15:43:18				
	POO	000375	CAP	ASSET	Р	Bianca Du Toit		SUP001	Buy Back Supplier	21 Jun 2017	15:11:58				
	POO	000376	CAP	ASSET	р	Judith Mudzengi		SUP001	Buy Back Supplier	04 Jul 2017	09:17:53				
	POO	000381	MAINT	SUPPLIER	Р	Judith Mudzengi	SP2020	MET001	Metro Peach	13 Jul 2017	14:39:57				
	POO	000382	MAINT	SUPPLIER	Р	Judith Mudzengi	K147 Ky	SPR001	Sprint Distributors Local	19 Jul 2017	13:00:54				
	POO	000383	CAP	ASSET	р	Judith Mudzengi		SUP001	Buy Back Supplier	19 Jul 2017	13:06:16				
	POO	00385	MAINT	SUPPLIER	Р	Judith Mudzengi	SP 19-12	MET001	Metro Peach	25 Jul 2017	12:17:28				
	POO	00386	MAINT	SUPPLIER	Р	Judith Mudzengi	SP 19-12	SPR001	Sprint Distributors Local	25 Jul 2017	12:21:08				
	POO	00404	CAP	ASSET	P	Bianca Du Toit		SUP001	Buy Back Supplier	30 Oct 2017	13:22:42				
	POO	000405	CAP	ASSET	Р	Bianca Du Toit		SUP001	Buy Back Supplier	30 Oct 2017	13:34:07				
	POO	00408	MAINT	SUPPLIER	Р	Bianca Du Toit		SPR001	Sprint Distributors Local	09 Nov 2017	10:45:46				
	POO	000411	MAINT	INV	Р	Bianca Du Toit		SPR001	Sprint Distributors Local	27 Nov 2017	14:44:51				
	POO	000427	MAINT	INV	Р	Judith Mudzengi		SPR001	Sprint Distributors Local	20 Feb 2018	22:46:50	Needed urgently	Needed urgently		
	POO	00428	MAINT	INV	P	Judith Mudzengi		TON002	Tonys Copy Shop	20 Feb 2018	22:46:56	test	test		
	POO	000430	MAINT	INV	P	Abigail Milne		YES001	Young Electric	08 Mar 2018	09:59:44				
	POO	000431	MAINT	INV	Р	Abigail Milne		YES001	Young Electric	08 Mar 2018	19:55:22				
	POO	000434	MAINT	INV	P	Abigail Milne		1111	AB Goods	09 Mar 2018	09:53:27				
	POO	000436	MAINT	INV	Р	Abigail Milne		SPR001	Sprint Distributors Local	09 Mar 2018	10:14:13				
	POO	000437	MAINT	INV	Р	Abigail Milne		YES001	Young Electric	13 Mar 2018	10:16:26				
	POO	000438	MAINT	INV	Р	Abigail Milne		SPR001	Sprint Distributors Local	13 Mar 2018	10:16:26				
	POO	00439	MAINT	INV	Р	Abigail Milne		SPR001	Sprint Distributors Local	13 Mar 2018	10:23:57				
	POO	00444	MAINT	INV	Р	Abigail Milne		1111	AB Goods	11 Apr 2018	14:17:24				
	► PO0	000446	MAINT	INV	Р	Abigail Milne		SPR002	Sprint International	15 May 2018	13:59:37				
	POO	000447	MAINT	INV	Ρ	Abigail Milne		YES001	Young Electric	14 Aug 2018	13:26:31				
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