

Issue PO (direct)

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User Selects "Draft Direct PO" without a procurement event

Top part of screen

Basic PO Fields

Procurement Event ID (null - give a link to generate PO from events instead)  
Creation Date (autofilled when sending final PO)  
Buyer Name  
Buyer PO ID  
Buyer Billing Address (choose from list)  
Buyer Contact (default to self, can choose other user ID)  
- Name, Phone, Email  
Buyer Tags (PAN, GST, license number, etc)  
Choose Seller  
Seller Name  
Seller Address  
Seller Tags  
Seller Contact (optional; can be empty, or from list, or manual)  
  
Buyer Shipping Address (choose from list - give option for multiple addresses)

Grey = Non-editable  
Orange = Choose from list  
White = Manual Entry

If the user selects "make multiple POs with different shipping addresses", then the header should become "PO 1 of N" and the user should be directed to "PO 2 of N" when he has finalized the item list and final details of PO1.

For each next PO, the basic PO fields should be autopopulated based on the first PO (except shipping address)

Middle portion of screen

Add item to Item list - each item needs the following fields:

Buyer Item Code  
Buyer Item Name  
Buyer Item Description / Specifications  
Due Date  
Currency Code  
Measurement Unit  
Rate  
Quantity  
Optional: Allow vendor to invoice in different unit? If selected:  
Alternate Measurement Unit  
Alternate Rate (autopopulated from a predefined conversion table)  
Alternate Quantity (autopopulated from a predefined conversion table)  
Tax1  
Tax2  
Tax3  
Tax4  
Amount (incl taxes)

Bottom of screen

Final few PO details:

Discount details - fill one of the following, we calculate the other  
Overall Discount %  
Discount Amount  
Final PO Amount (can be a combination of currencies - e.g. 10000 INR + 2000 USD)  
Delivery Batch Type (choose single delivery or multiple deliveries)  
Delivery Schedule Type (Choose fixed or To Be Determined)  
Payment Terms  
  
Buyer Comments  
Delivery Terms (free, managed by seller, managed by buyer)

Free Delivery:  
Nothing more to do

Managed by Seller:  
User has to input an amount for "Maximum Freight Charges" (autofilled from event)

Managed by Buyer:  
User gets an option to "Add freight PO to this PO"

User can save his draft as a draft  
  
OR  
  
Add approval and submit for further approval (ref PO generation workflow)  
  
OR  
  
Add approval and submit to seller (if no further approval is required)

Ideally, the goods PO and freight PO should be submitted together for approvals.

If the user does not add a freight PO, he must add "expected freight charges" so that approvers can view the full PO amount before approving.

Show a warning if user attempts to submit such a PO without adding a freight PO.

One or more freight POs can be added to a goods PO at any point (but will require separate approval)