Certis Belchim
GROWING TOGETHER

BRANCH SUPPLY PLANNING
Work instructions

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1. Branch supply planning

On WD4 the agreed forecast will be available in D365 for migrated branches and master planning will have calculated a proposed supply plan taking into account the following:

- Imported management forecast from Arkieva
- Open sales orders
- Existing supply orders
- Supply parameters such as lead time, minimum order quantity, order multiples and item coverage.
- Inventory movements

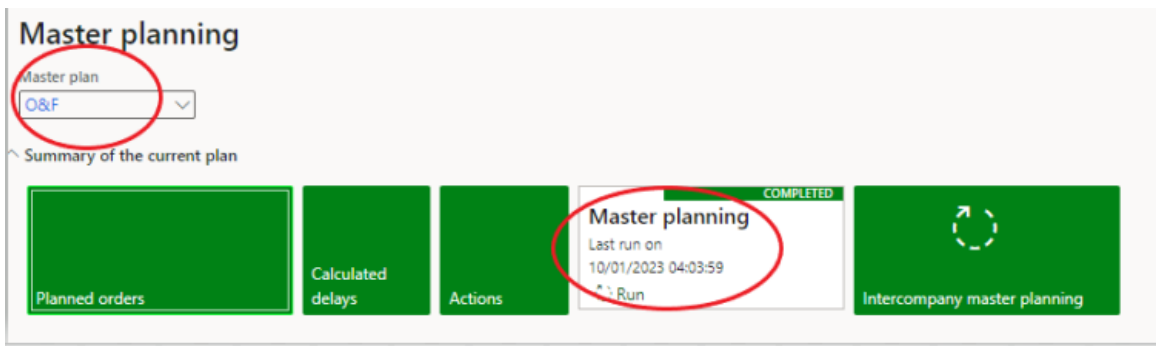
Until such time as the branch planner is confident that the supply parameters are correct it is good practice to review the supply plan and check that the proposals make sense.

1.1. How to review the supply plan

The supply plan should be reviewed for both existing supply and planned supply.

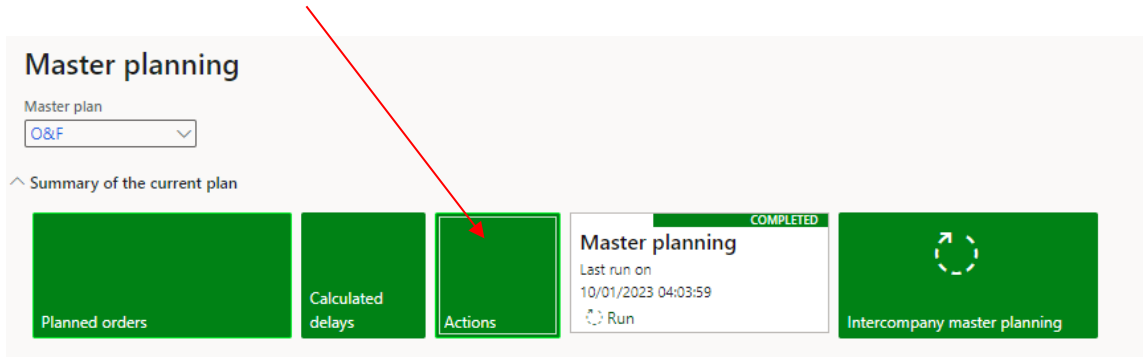
Go to the following path within the branch admin for your country:

Always check you are viewing the master plan O&F when in the branch admin and check that the master planning ran the morning of WD4. If it didn't and you have been shown how to run the master planning you can do so yourself, if not please contact a key user to run it for you.

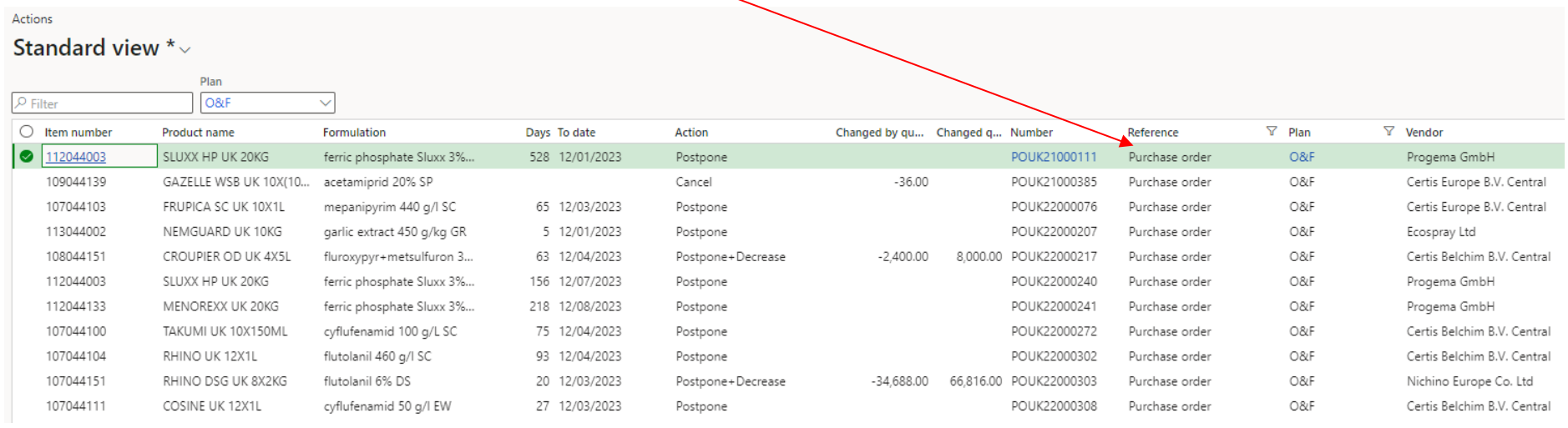


1.1.1 Check actions on existing purchase orders

Select the 'actions' box



In the new screen, filter the reference field on 'purchase order' to see only the existing firmed orders.



Item number	Product name	Formulation	Days	To date	Action	Changed by qu...	Changed q...	Number	Reference	Plan	Vendor
112044003	SLUXX HP UK 20KG	ferric phosphate Sluxx 3%...	528	12/01/2023	Postpone			POUK21000111	Purchase order	O&F	Progema GmbH
109044139	GAZELLE WSB UK 10X(10...	acetamiprid 20% SP			Cancel	-36.00		POUK21000385	Purchase order	O&F	Certis Europe B.V. Central
107044103	FRUPICA SC UK 10X1L	mepanipyrim 440 g/l SC	65	12/03/2023	Postpone			POUK22000076	Purchase order	O&F	Certis Europe B.V. Central
113044002	NEMGUARD UK 10KG	garlic extract 450 g/kg GR	5	12/01/2023	Postpone			POUK22000207	Purchase order	O&F	Ecospray Ltd
108044151	CROUPIER OD UK 4X5L	fluroxypyr+metsulfuron 3...	63	12/04/2023	Postpone+Decrease	-2,400.00	8,000.00	POUK22000217	Purchase order	O&F	Certis Belchim B.V. Central
112044003	SLUXX HP UK 20KG	ferric phosphate Sluxx 3%...	156	12/07/2023	Postpone			POUK22000240	Purchase order	O&F	Progema GmbH
112044133	MENOREXX UK 20KG	ferric phosphate Sluxx 3%...	218	12/08/2023	Postpone			POUK22000241	Purchase order	O&F	Progema GmbH
107044100	TAKUMI UK 10X150ML	cyflufenamid 100 g/L SC	75	12/04/2023	Postpone			POUK22000272	Purchase order	O&F	Certis Belchim B.V. Central
107044104	RHINO UK 12X1L	flutolanil 460 g/l SC	93	12/04/2023	Postpone			POUK22000302	Purchase order	O&F	Certis Belchim B.V. Central
107044151	RHINO DSG UK 8X2KG	flutolanil 6% DS	20	12/03/2023	Postpone+Decrease	-34,688.00	66,816.00	POUK22000303	Purchase order	O&F	Nichino Europe Co. Ltd
107044111	COSINE UK 12X1L	cyflufenamid 50 g/l EW	27	12/03/2023	Postpone			POUK22000308	Purchase order	O&F	Certis Belchim B.V. Central

Here you can see if there are any actions that can and need to be taken regarding your existing purchase orders.

The 'action' field indicates the type of action that could be taken e.g. postpone, advance, decrease the purchase order. Increase will not be seen as an option, if an increase is needed it will be shown as a new planned order.

The ‘to date’ indicates the date by which the purchase order is required based on forecast, open orders and supply parameters in the system – Be careful depending on the parameters this date usually matches the date of any forecast or existing sales requirements and does not give any buffer time unless you have safety stock built into the item coverage.

The ‘days’ field gives you an indication of how much you need to advance or postpone the order to meet demand.

The ‘changed by quantity’ field indicates the reduction in volume that is being proposed and the ‘changed quantity’ indicates the new revised quantity proposal.

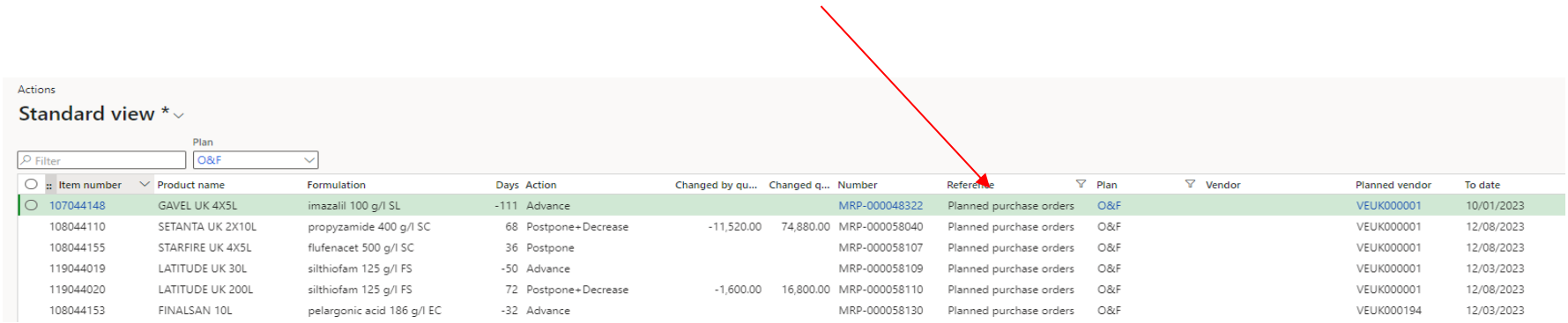
Keep in mind that if the item is a global supply item or a production item the decision regarding quantity and timing is the responsibility of the global planner and the production planner. Do not change existing purchase orders relating to these types of items, you can of course raise any concerns/requests with the team.

For national resale item purchase orders as branch demand planner you can take action on any proposals. DO NOT USE – ‘the apply action’ this method has not been fully tested. If you need to amend something please make a note of the amendment and manually adjust the order (see work instructions on how to amend a purchase order).

1.1.2 Check actions on approved planned orders

Planned orders are generated by the system as a supply proposal, throughout the SOP cycle it is necessary to change the status of some planned orders to ‘approved’ status. When a planned order is approved master planning will not change the planned order and it will recalculate the requirements taking into account the approved order. Follow the work instructions to check when a planned order should be set to approved status.

In the meantime it is likely that during the branch planning you already have some approved planned orders. As the system doesn’t change your approved order it can be that your plan needs amending based on new demand information. To check the actions stay in the same screen as the previous step and filter the reference on ‘planned purchase orders’.

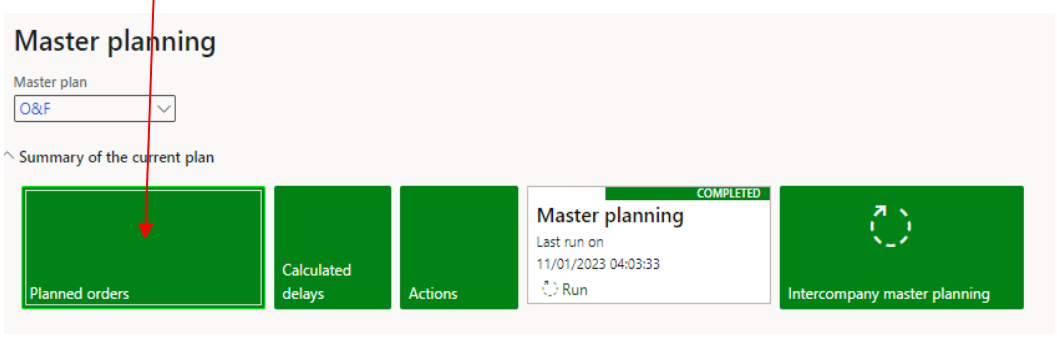


Item number	Product name	Formulation	Days	Action	Changed by qu...	Changed q...	Number	Reference	Plan	Vendor	Planned vendor	To date
107044148	GAVEL UK 4X5L	imazalil 100 g/l SL	-111	Advance			MRP-000048322	Planned purchase orders	O&F		VEUK000001	10/01/2023
108044110	SETANTA UK 2X10L	propyzamide 400 g/l SC	68	Postpone+Decrease	-11,520.00	74,880.00	MRP-000058040	Planned purchase orders	O&F		VEUK000001	12/08/2023
108044155	STARFIRE UK 4X5L	flufenacet 500 g/l SC	36	Postpone			MRP-000058107	Planned purchase orders	O&F		VEUK000001	12/08/2023
119044019	LATITUDE UK 30L	silthiofam 125 g/l FS	-50	Advance			MRP-000058109	Planned purchase orders	O&F		VEUK000001	12/03/2023
119044020	LATITUDE UK 200L	silthiofam 125 g/l FS	72	Postpone+Decrease	-1,600.00	16,800.00	MRP-000058110	Planned purchase orders	O&F		VEUK000001	12/08/2023
108044153	FINALSAN 10L	pelargonic acid 186 g/l EC	-32	Advance			MRP-000058130	Planned purchase orders	O&F		VEUK000194	12/03/2023

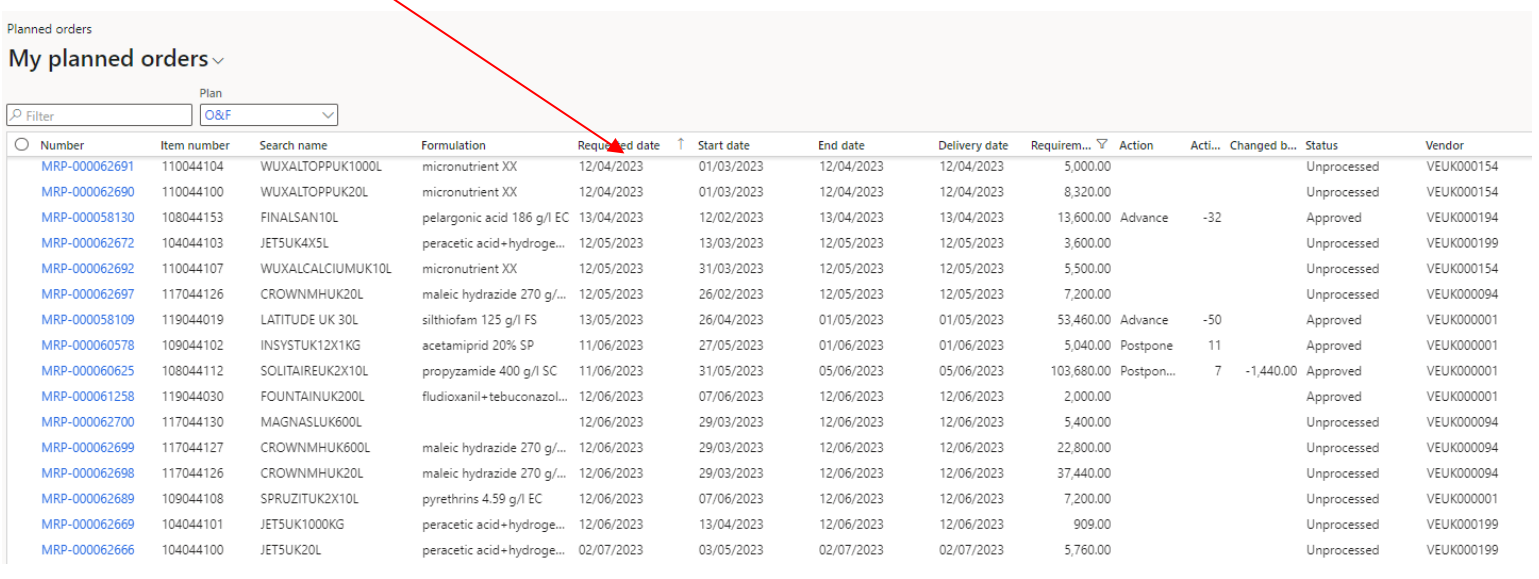
Keep in mind that if the item is a global supply item or a production item the decision regarding quantity and timing is the responsibility of the global planner and the production planner. Do not change approved purchase orders relating to these types of items, you can of course raise any concerns/requests with the team.

1.1.3 Review new planned orders

Select ‘Planned orders’ to see a full list of all planned orders regardless of status.



Filter on ‘Requested date’ so you can view the list in order of demand priority. You need to focus on the 18 month horizon.



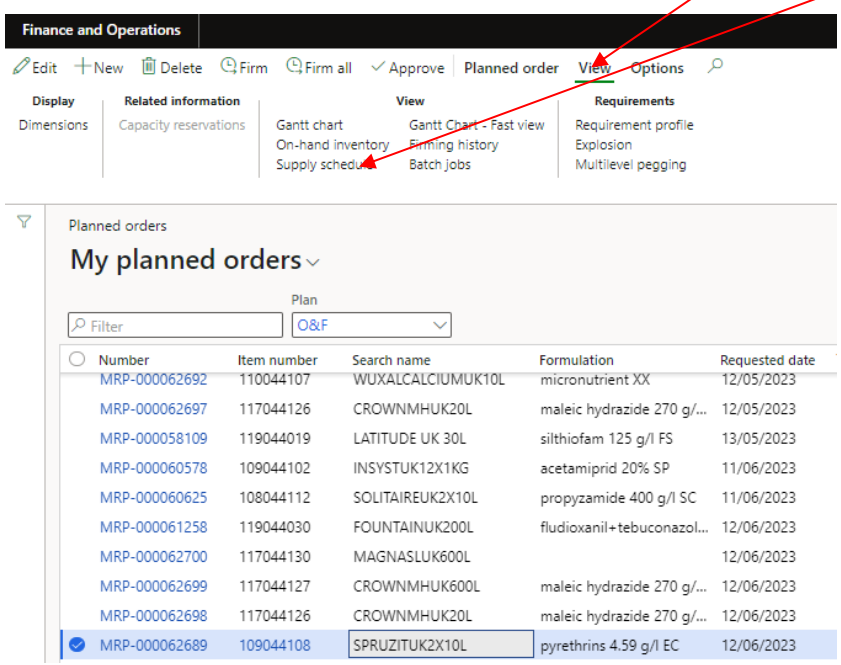
Number	Item number	Search name	Formulation	Requested date	Start date	End date	Delivery date	Requirem...	Action	Acti...	Changed b...	Status	Vendor
MRP-000062691	110044104	WUXALTOPPUK1000L	micronutrient XX	12/04/2023	01/03/2023	12/04/2023	12/04/2023	5,000.00				Unprocessed	VEUK000154
MRP-000062690	110044100	WUXALTOPPUK20L	micronutrient XX	12/04/2023	01/03/2023	12/04/2023	12/04/2023	8,320.00				Unprocessed	VEUK000154
MRP-000058130	108044153	FINALSAN10L	pelargonic acid 186 g/l EC	13/04/2023	12/02/2023	13/04/2023	13/04/2023	13,600.00	Advance	-32		Approved	VEUK000194
MRP-000062672	104044103	JET5UK4X5L	peracetic acid+hydroge...	12/05/2023	13/03/2023	12/05/2023	12/05/2023	3,600.00				Unprocessed	VEUK000199
MRP-000062692	110044107	WUXALCALCIUMUK10L	micronutrient XX	12/05/2023	31/03/2023	12/05/2023	12/05/2023	5,500.00				Unprocessed	VEUK000154
MRP-000062697	117044126	CROWNMHUK20L	maleic hydrazide 270 g/...	12/05/2023	26/02/2023	12/05/2023	12/05/2023	7,200.00				Unprocessed	VEUK000094
MRP-000058109	119044019	LATITUDE UK 30L	silthiofam 125 g/l FS	13/05/2023	26/04/2023	01/05/2023	01/05/2023	53,460.00	Advance	-50		Approved	VEUK000001
MRP-000060578	109044102	INSYSTUK12X1KG	acetamiprid 20% SP	11/06/2023	27/05/2023	01/06/2023	01/06/2023	5,040.00	Postpone	11		Approved	VEUK000001
MRP-000060625	108044112	SOLITAIREUK2X10L	propyzamide 400 g/l SC	11/06/2023	31/05/2023	05/06/2023	05/06/2023	103,680.00	Postpon...	7	-1,440.00	Approved	VEUK000001
MRP-000061258	119044030	FOUNTAINUK200L	fludioxanil+tebuconazol...	12/06/2023	07/06/2023	12/06/2023	12/06/2023	2,000.00				Approved	VEUK000001
MRP-000062700	117044130	MAGNASLUK600L		12/06/2023	29/03/2023	12/06/2023	12/06/2023	5,400.00				Unprocessed	VEUK000094
MRP-000062699	117044127	CROWNMHUK600L	maleic hydrazide 270 g/...	12/06/2023	29/03/2023	12/06/2023	12/06/2023	22,800.00				Unprocessed	VEUK000094
MRP-000062698	117044126	CROWNMHUK20L	maleic hydrazide 270 g/...	12/06/2023	29/03/2023	12/06/2023	12/06/2023	37,440.00				Unprocessed	VEUK000094
MRP-000062689	109044108	SPRUZITUK2X10L	pyrethrins 4.59 g/l EC	12/06/2023	07/06/2023	12/06/2023	12/06/2023	7,200.00				Unprocessed	VEUK000001
MRP-000062669	104044101	JET5UK1000KG	peracetic acid+hydroge...	12/06/2023	13/04/2023	12/06/2023	12/06/2023	909.00				Unprocessed	VEUK000199
MRP-000062666	104044100	JET5UK20L	peracetic acid+hydroge...	02/07/2023	03/05/2023	02/07/2023	02/07/2023	5,760.00				Unprocessed	VEUK000199

1.1.4 Understanding the supply proposals

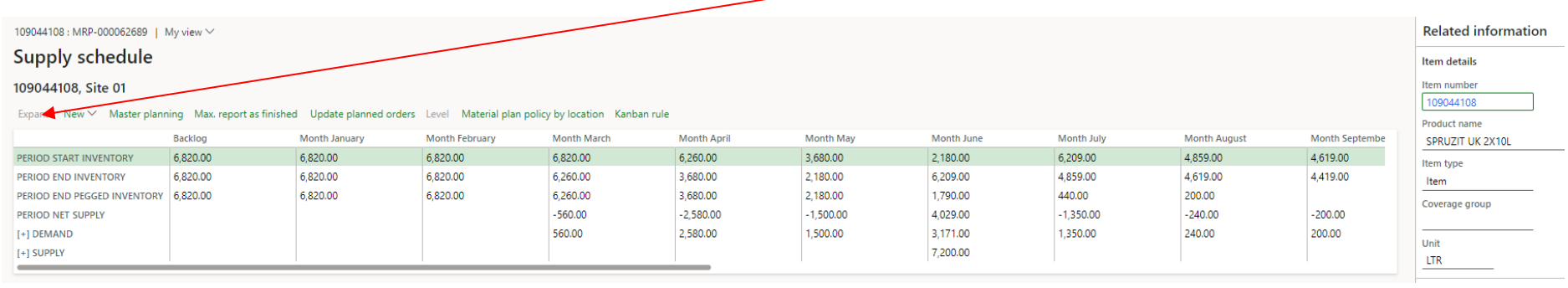
To understand the logic behind the planned orders you can access the supply schedule or the net requirements depending on which layout your prefer.

1.1.4.1 The supply schedule

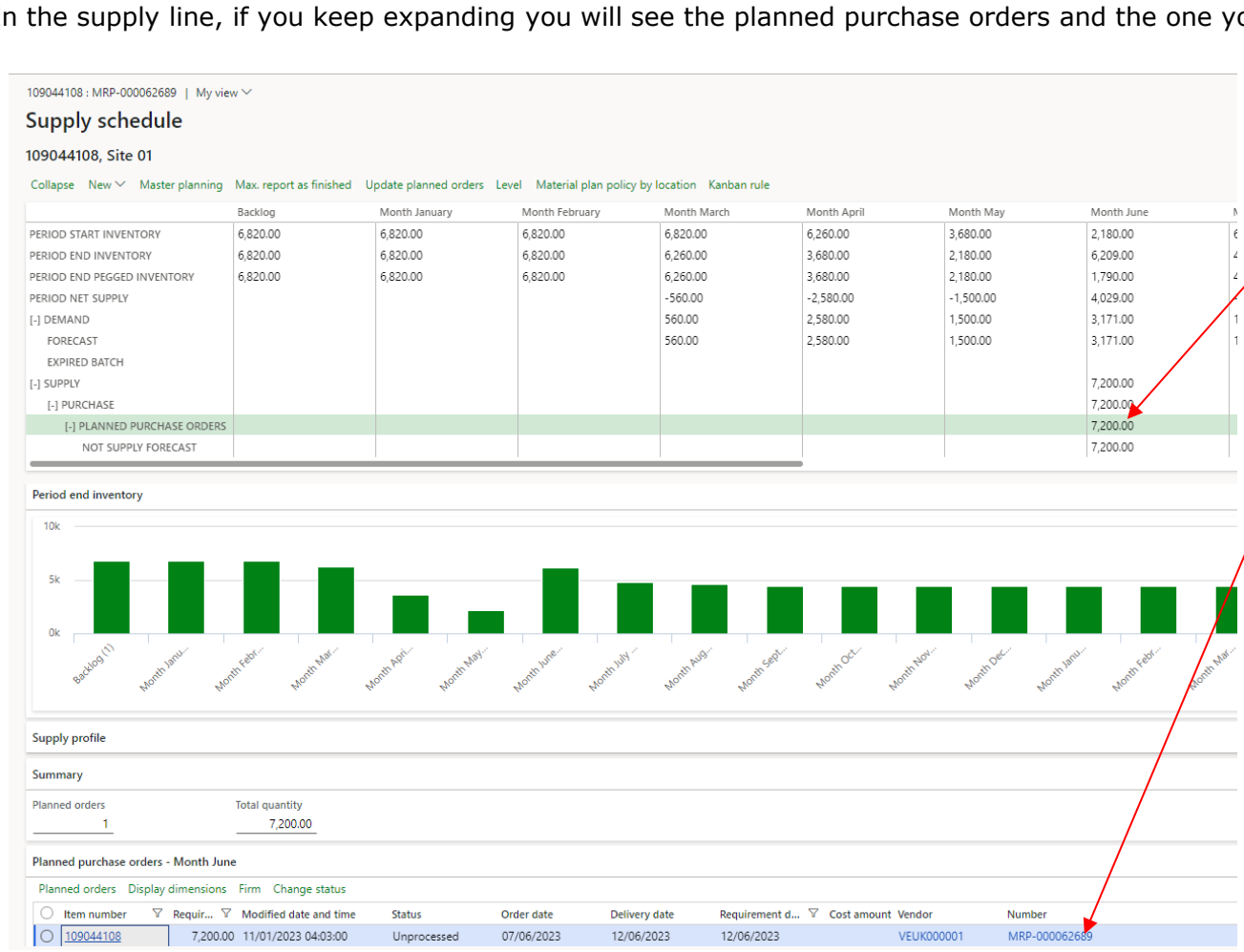
The supply schedule can be accessed from various screens. If in the planned purchase order screen you can highlight the planned order relating to the item you want to view and then select the 'View' tab and 'Supply Schedule'.



Once in the supply schedule you will see the long term planning for the next 18 months on the chosen item.
To see more information regarding demand and supply, highlight one of these lines and then select 'Expand'. Continue to do this if needed on any line with the + symbol next to it.

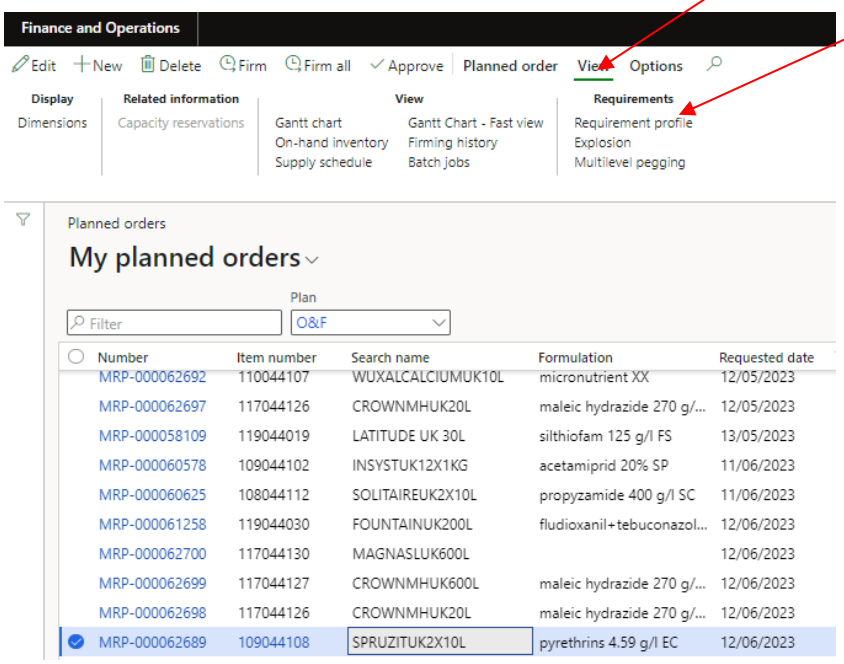


In the supply line, if you keep expanding you will see the planned purchase orders and the one you selected in the previous screen.

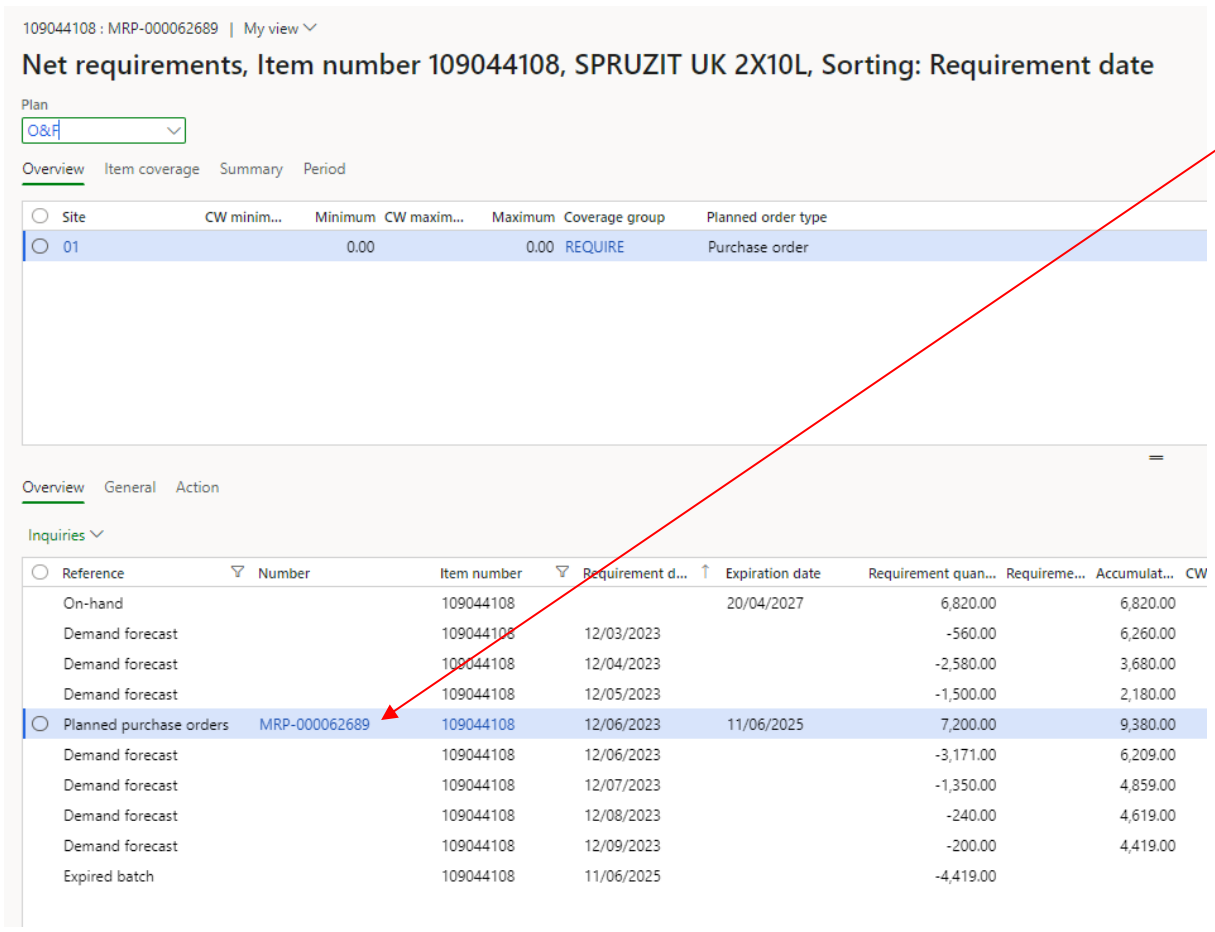


1.1.4.2 Net requirements

The net requirements can be accessed from various screens. If in the planned purchase order screen you can highlight the planned order relating to the item you want to view and then select the 'View' tab and 'Requirement profile'.



The net requirements provides the same information in a less visual format. Again you will see the planned purchase order that you selected in the previous screen and the logic driving the proposal.



1.2 How to change a planned purchase order

Reasons to change a planned purchase order

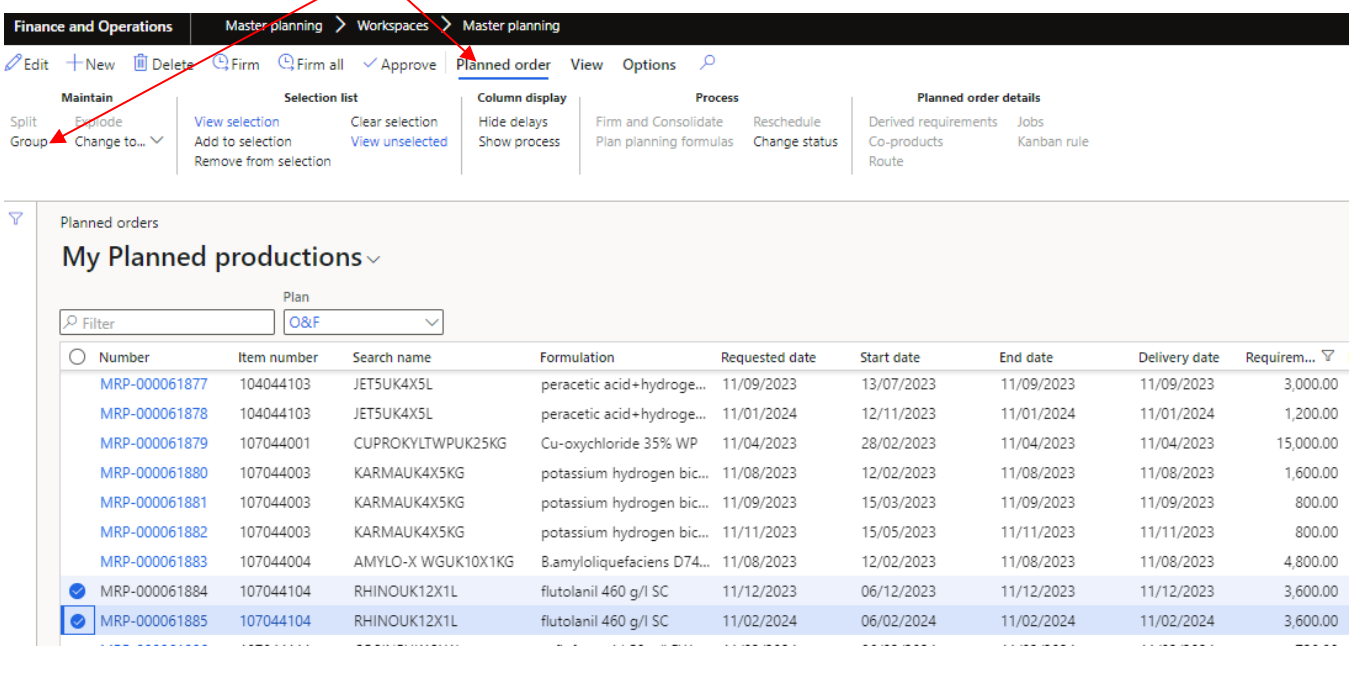
- Supply parameters are wrong in the system e.g. order multiples
- Coverage group is not set up or is wrong
- Demand forecast driving a uneconomical supply proposal e.g. planned PO for an extremely small volume
- Demand forecast is known to be incorrect following confirmation from the commerical team

If parameters and coverage groups are incorrrect please review them and amend them so that master planning can run using the right parameters.

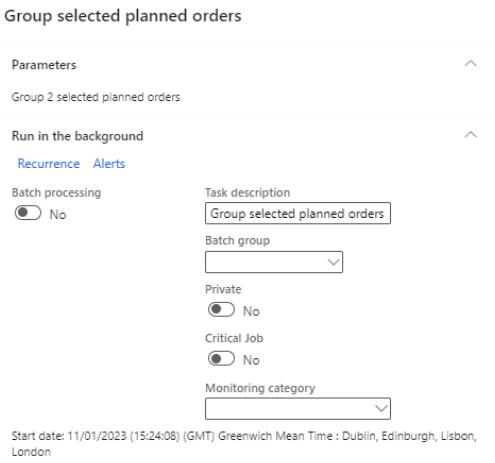
1.2.1 Grouping planned purchase orders

If the coverage group is incorrect and you have multiple planned orders covering a short period that you wish to combine you can group them into one new planned purchase order. This can only be done where the planned orders are for the same SKU.

In the planned order screen select the orders you want to combine. Take note of the delivery dates, once you group them they will take the date of the planned order that was due to be delivered first.
Select the 'Planned order' tab and 'Group'.

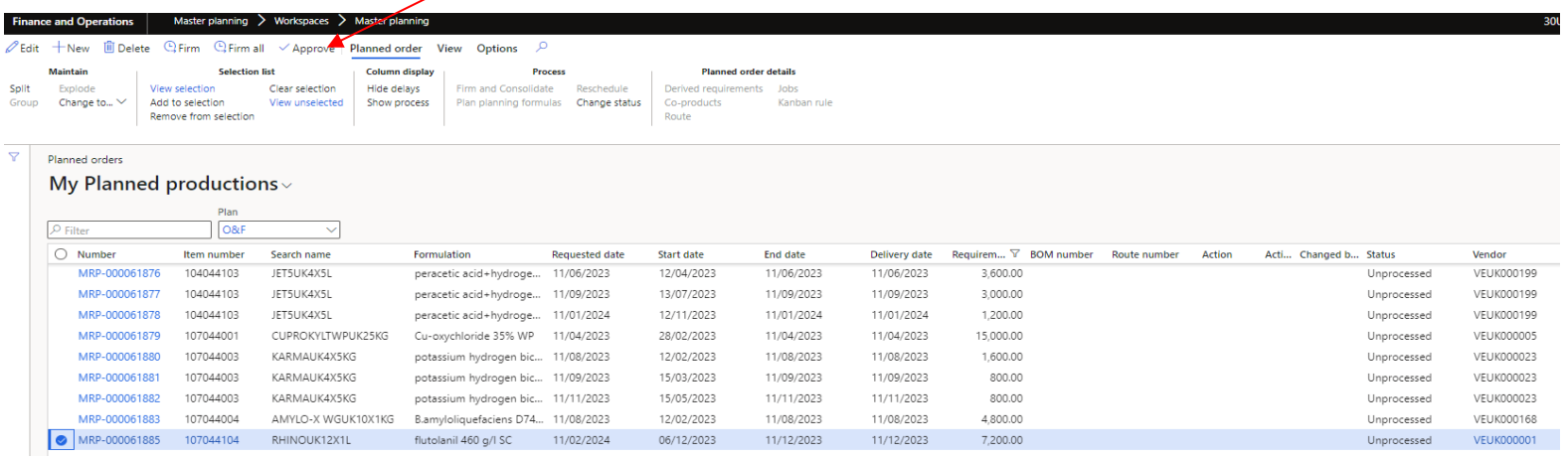


A pop up screen will appear with the following data, select 'OK'.

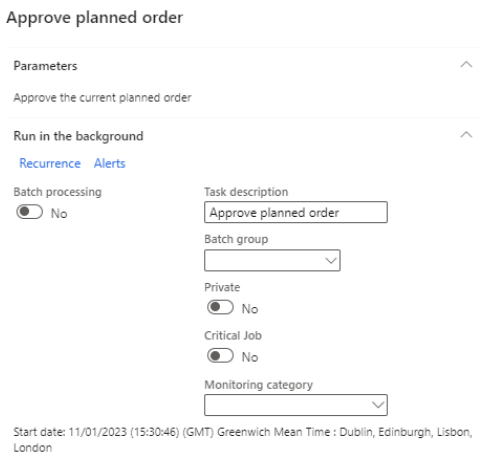


The orders will now be combined however when master planning runs again the system will split the orders unless the planned order is approved or supply parameters or demand have changed. If you are not going to make changes to supply parameters and/or demand you will need to approve the planned order.

Select the planned order and choose 'Approve'.

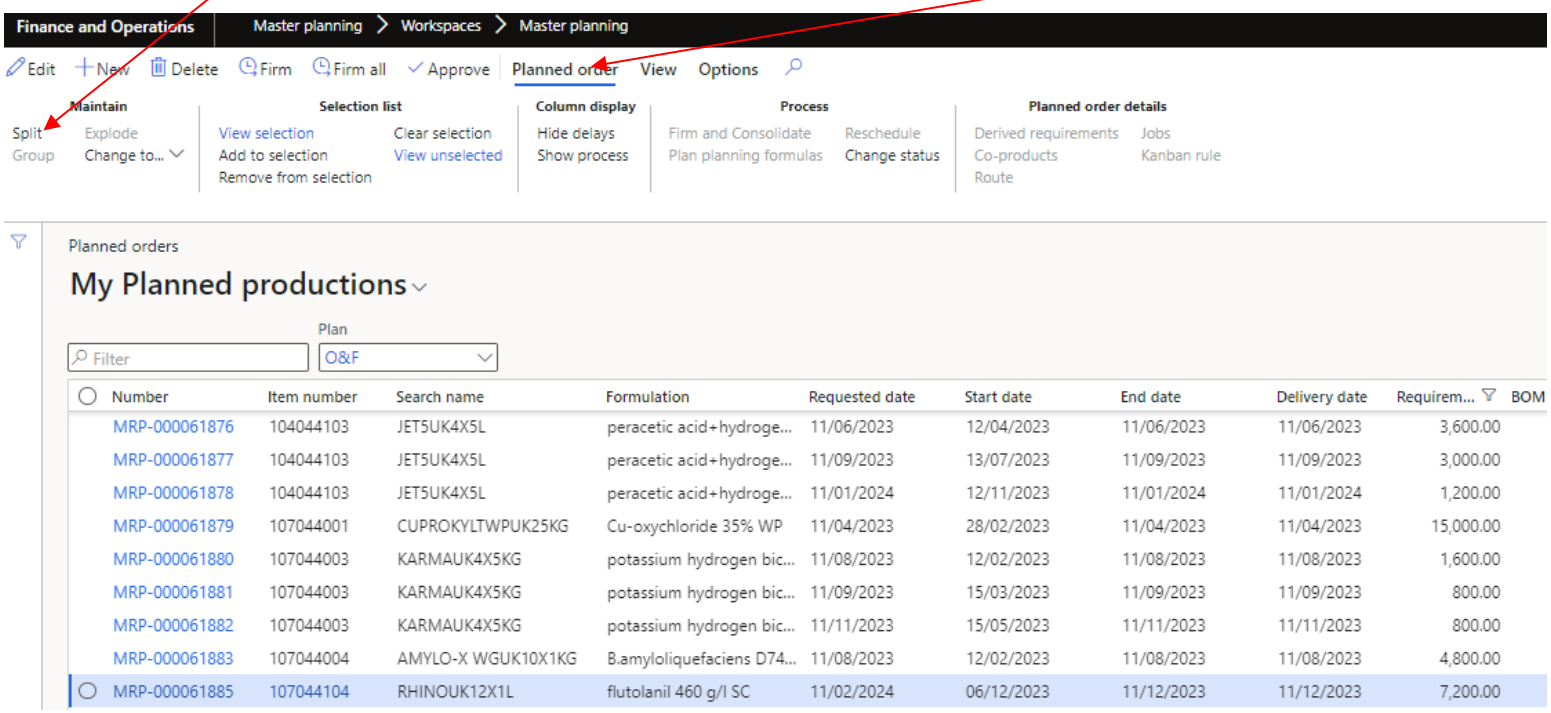


A pop up screen will appear, select 'OK' and the planned order status will change from unprocessed to approved.

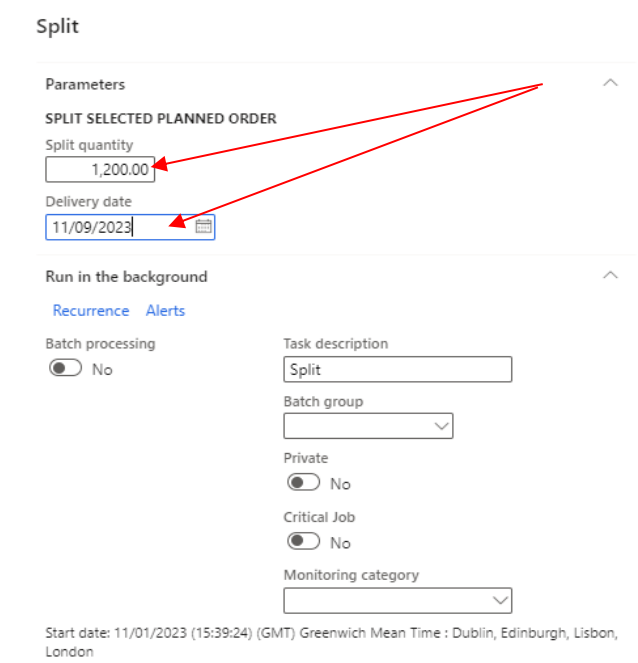


1.2.2 Splitting planned purchase orders

You can split a planned purchase order into two planned orders. To do this select the planned order you want to split, select the 'Planned order' tab and choose 'Split'.



In the pop up box, decide how you want to split the volume and enter the volume and delivery date for the new planned order. Select 'OK'. The rest of the volume will stay on the original planned order with the original delivery date.

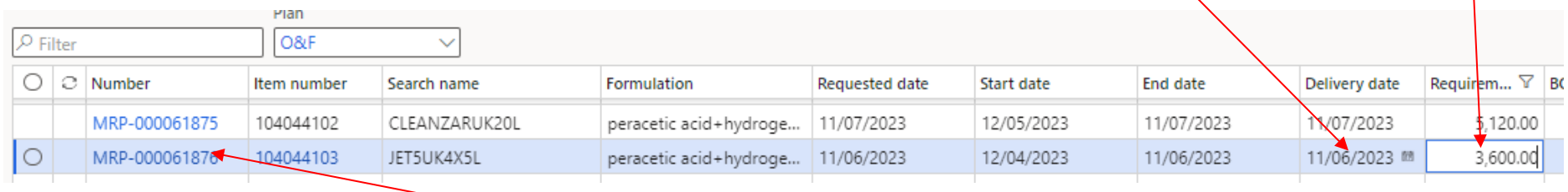


If the original order was set to approved status, both orders will now be approved. If the original was not set to approved, you will need to change the status to approved to prevent master planning combining them again unless you change the parameters that were driving them to be combined.

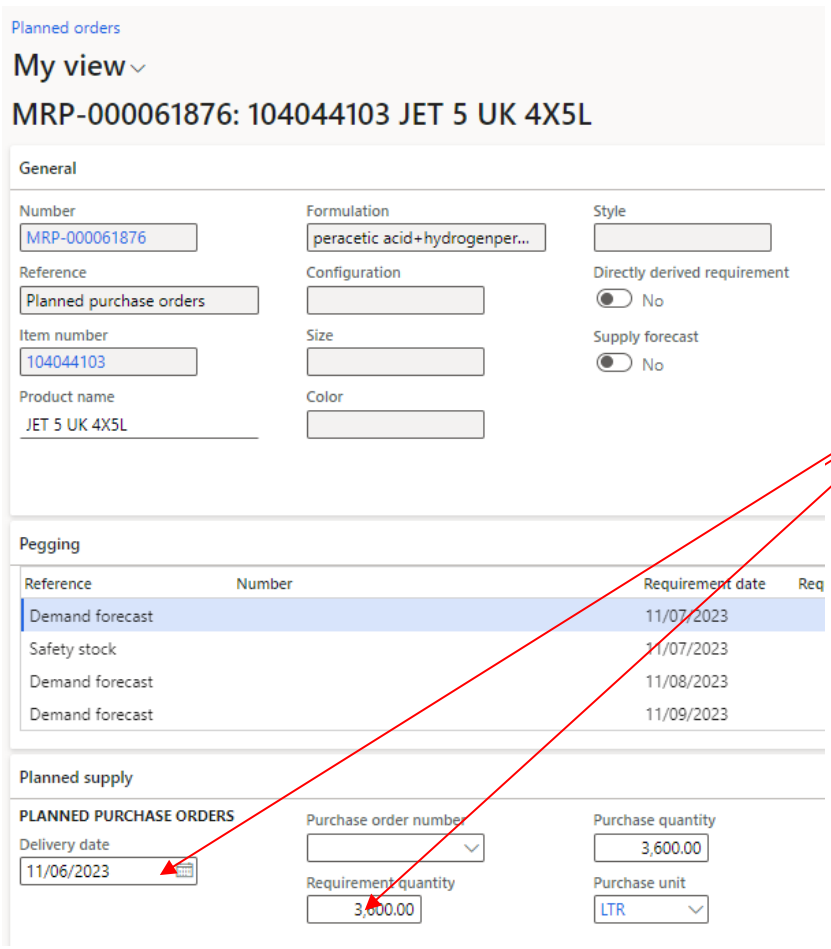
1.2.3 Changing planned purchase orders

If you need to change data such as delivery date and volume you can do so in a number of ways.

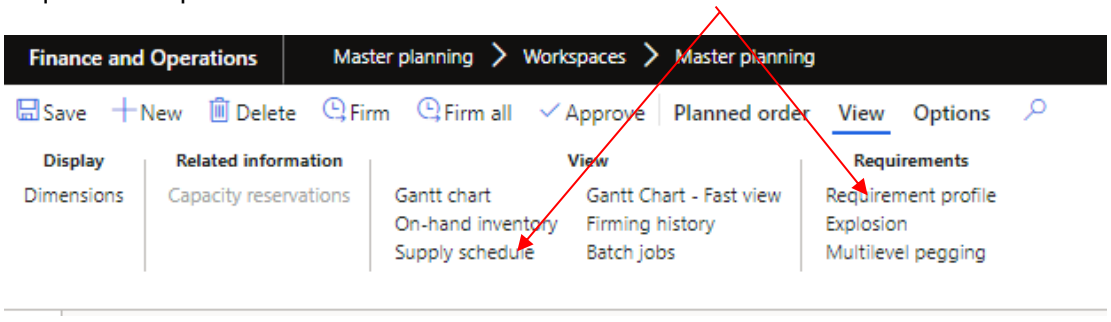
To quickly change the data, simply edit the field you want to change, either the delivery date or the requirement quantity.



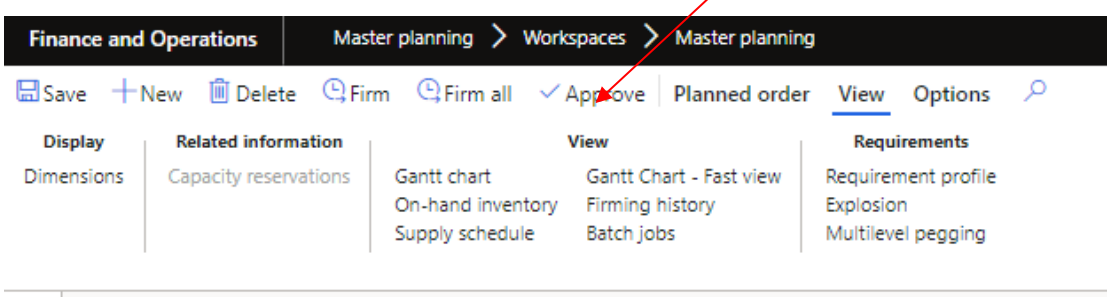
OR you can open the planned order by opening the number link and change the data in the following fields.



Once you've made your change you should check the impact on the long term position by checking the supply schedule or the requirement profile.



If you have made a change and you want to keep it, you will need to approve the order to prevent master planning from recalculating and overwriting your planned order, alternatively consider changing the supply parameters if they need to be updated.

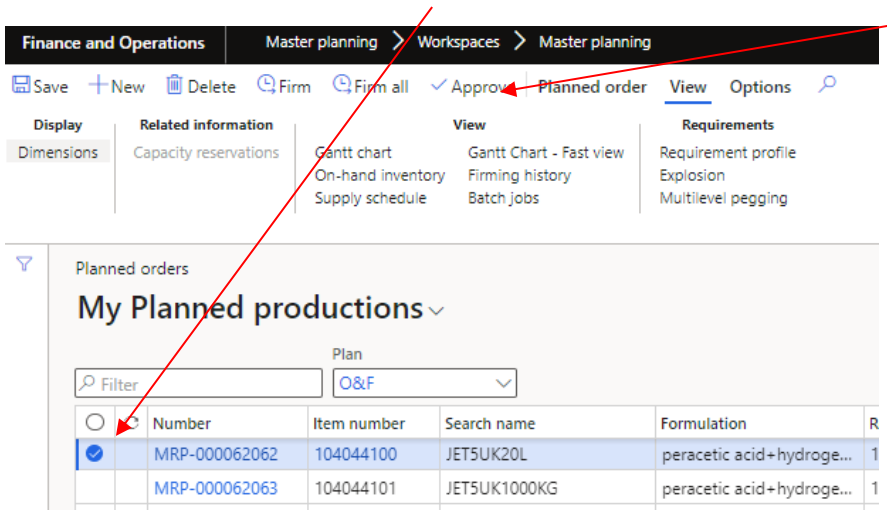


1.2.4 How to change the status of a planned order

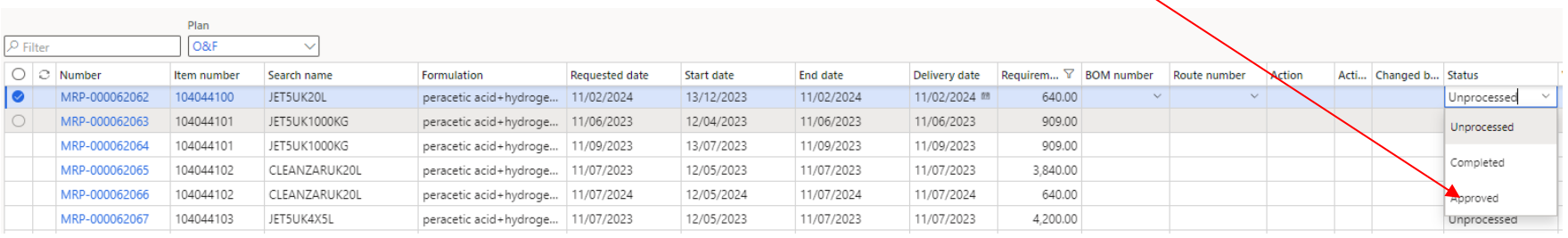
Whenever a change is made to a planned order that doesn't match the system calculation, the status needs to be changed to 'Approved' otherwise master planning will recalculate and overwrite the order when it next runs.

The status of an order can be changed directly in a planned order or in the overview screen.

To approve an order, select the order using the far left tick column and then go to 'Approve'. You can select multiple orders and 'Approve'. A pop up message will appear asking you if you definitely want to approve the order. Select 'OK' if you wish to go ahead.



Or you can select the order and use the drop down menu in the 'Status' field and choose 'Approved'.
If you need to unapprove an order choose 'Unprocessed' from the drop down menu. Select 'Save' after you have change the status.
DO NOT USE the 'complete' status.



1.2.5 Changing the demand forecast

The demand forecast is owned by the commercial branch, therefore you should be careful when choosing to adjust this.

Only change the demand forecast if:

- The demand is creating a planned purchase order proposal that you know will not be ordered e.g. product is being phased out
- The demand has been confirmed as being wrong by the commerical team and they have provided the correct demand to you

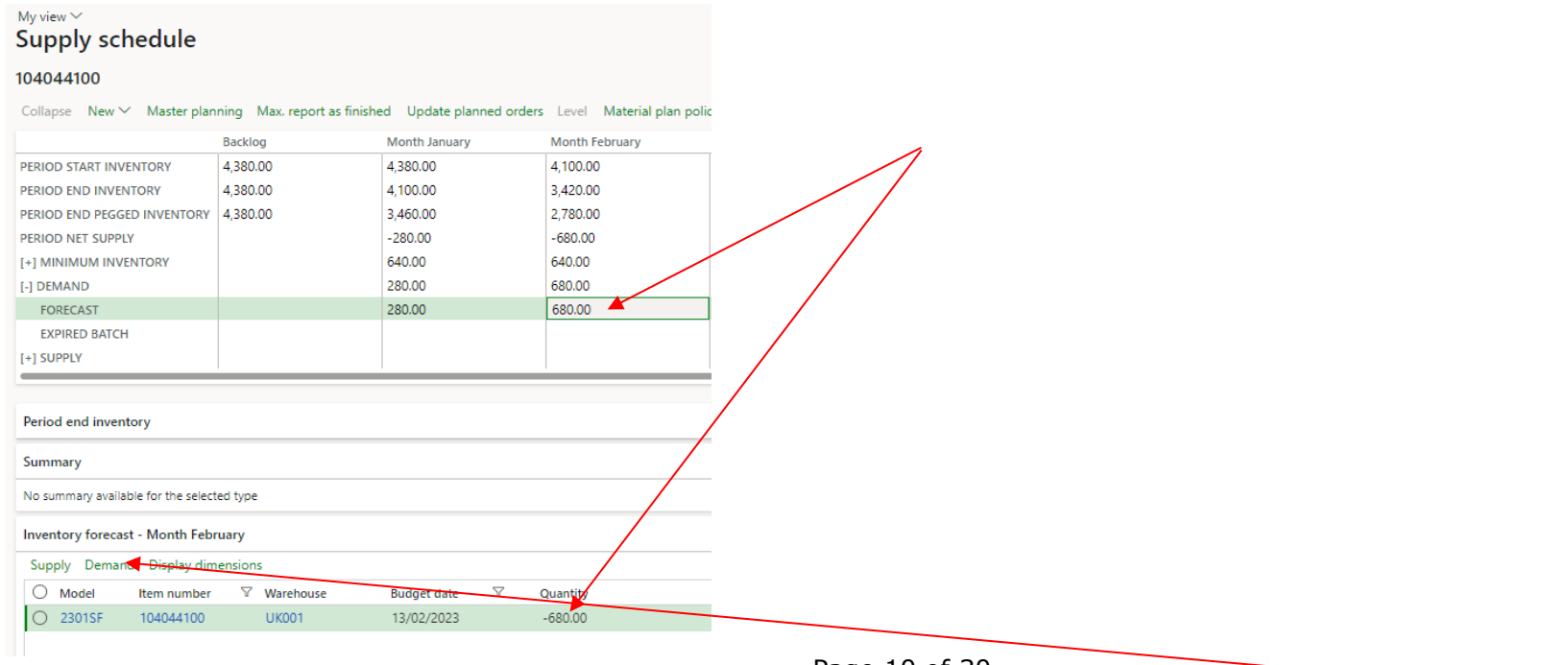
IMPORTANT – always inform the branch if you adjust the demand as they will also need to adjust the demand in Arkieva/Optimac. If they don't adjust it in the other systems and the demand is not in the current month you will see the same demand again next SOP cycle.

If you are changing an existing demand forecast you can do this via the supply schedule. If you are adding a new demand where there wasn't one in the month you can only do this via the released item, here you can also make changes to existing demand.

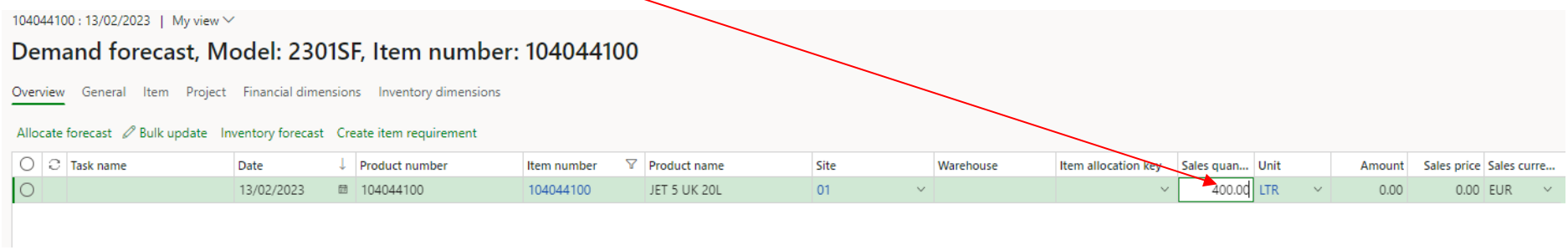
Each month the forecast is assigned to a new forecast model. The forecast model indicates the current SOP cycle e.g. for Jan 2023 the forecast model is 2301SF, for Feb 2023 it will be 2302SF.

1.2.5.1 Changing the demand forecast using the supply schedule

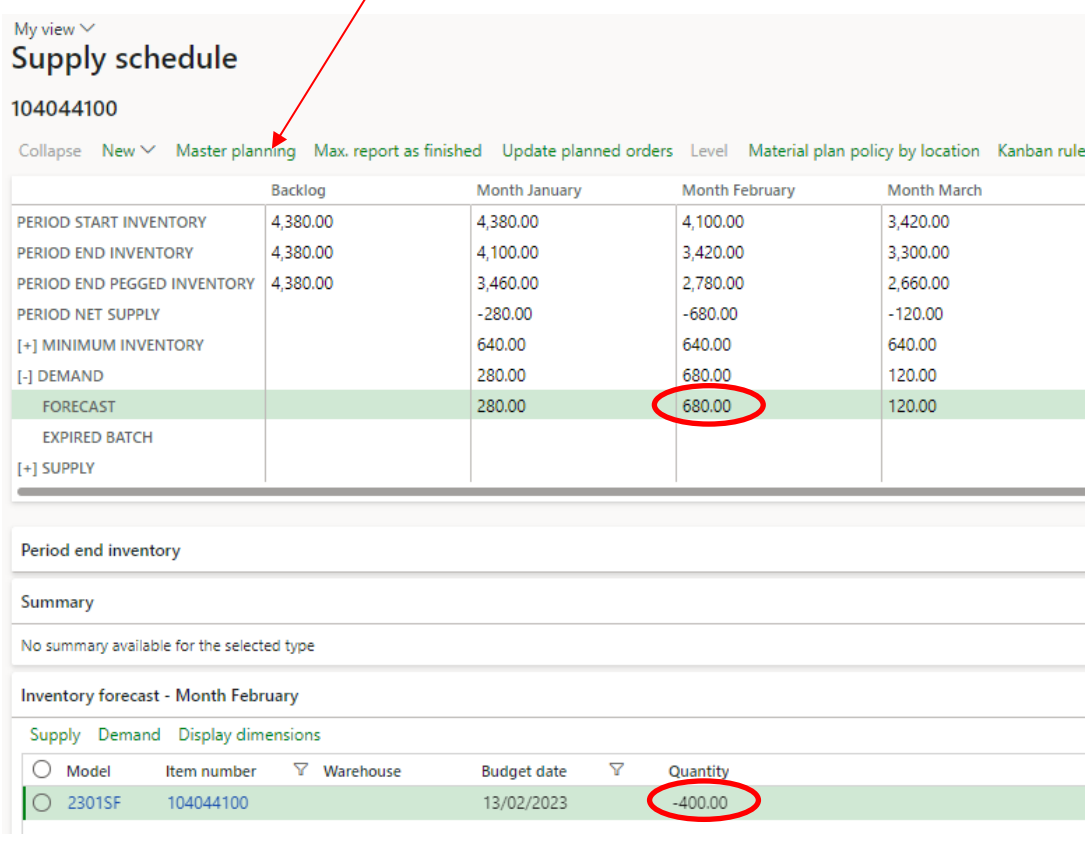
If accessing the demand through the supply schedule click inside the cell for the demand forecast in the month you want to change, you will see it in the inventory forecast at the bottom of the screen.



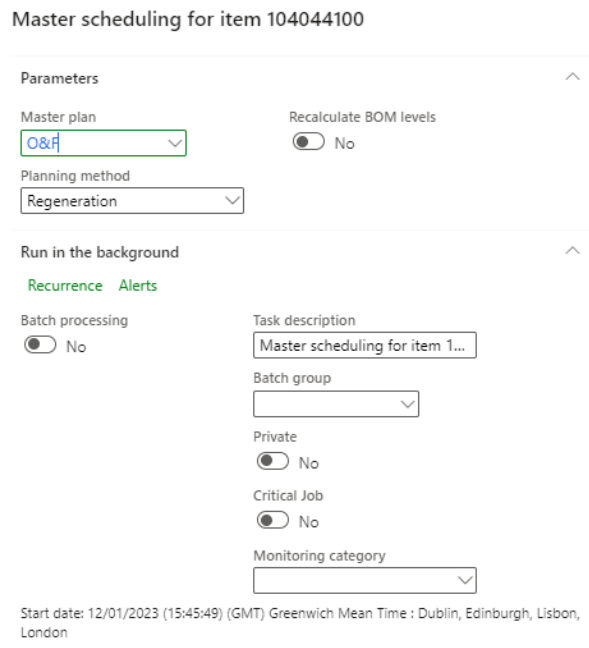
If there are multiple lines showing in the inventory forecast for the month, choose the one you want to change and then select 'Demand'. In the next screen you can adjust the 'Sales quantity' for this entry and then select 'Save' at the top left of the screen.



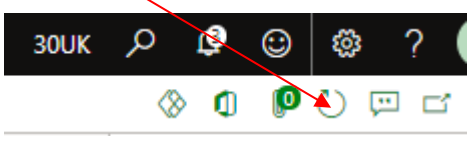
Close the screen and go back to the supply schedule. The change will be visible in the inventory forecast at the bottom of the screen but not within the schedule. To update the schedule and recalculate the supply plan based on your demand change you need to run master planning at item level.
To do this select ' Master planning'.



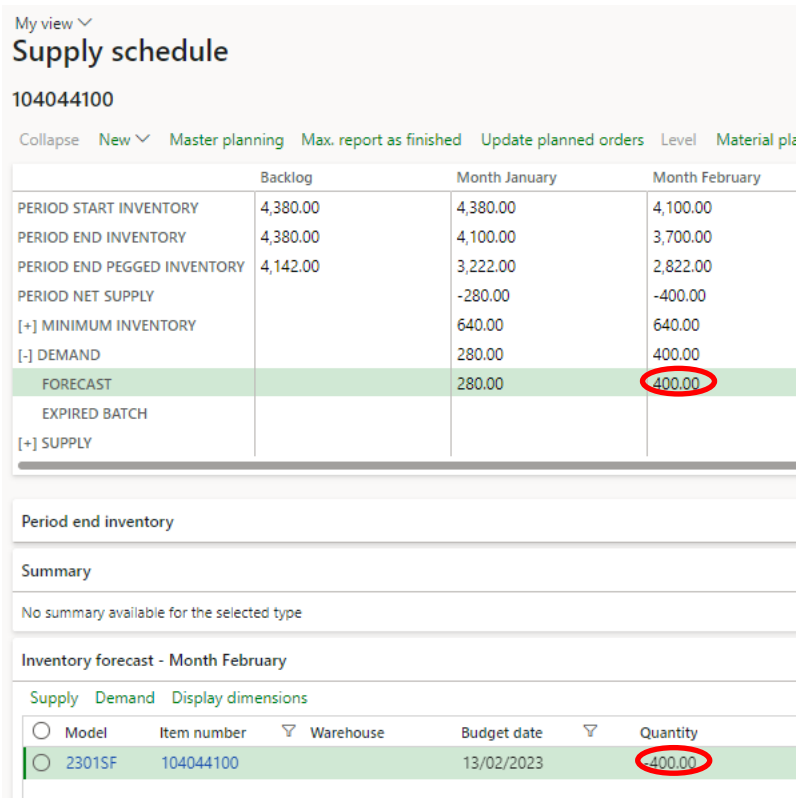
In the pop up screen check the settings are the same as the ones below and select 'OK'.



Then select 'Refresh' at the top right of the screen to see the results.

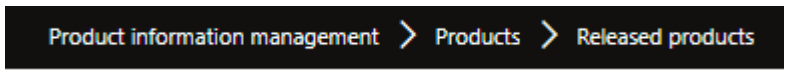


Now the change is visible in the schedule and the inventory forecast and the supply plan has been recalculated.

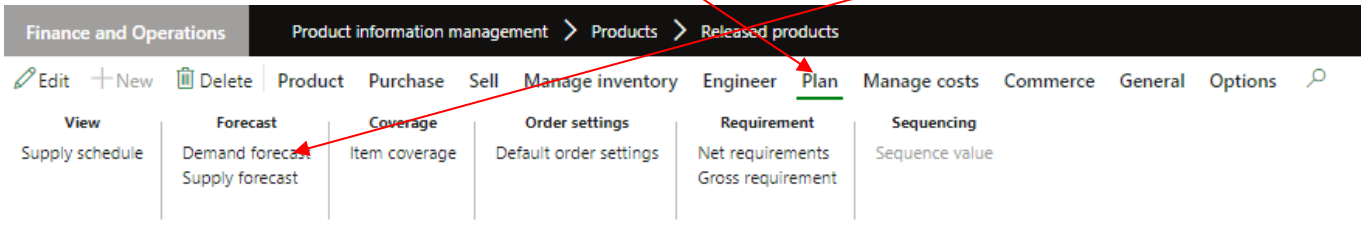


1.2.5.2 Changing the demand forecast using the released item

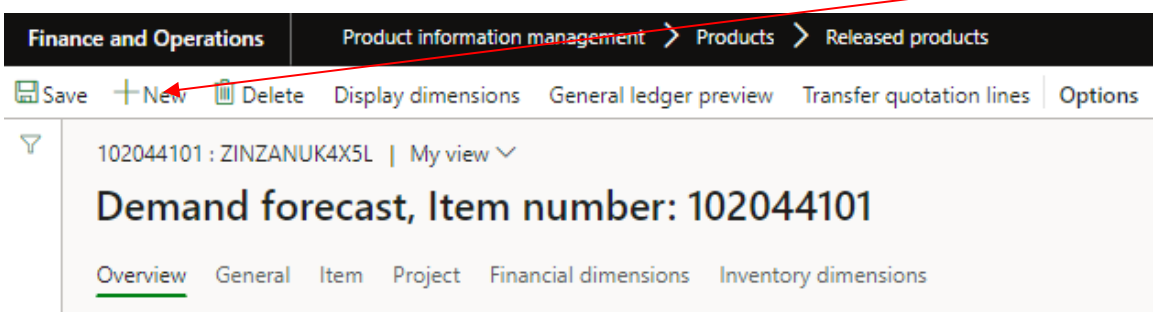
If you need to add a new demand forecast on item where there currently are no existing forecasts you will need to access this via the released item.



Select the item you need and then select the ‘Plan’ tab and ‘Demand forecast’.

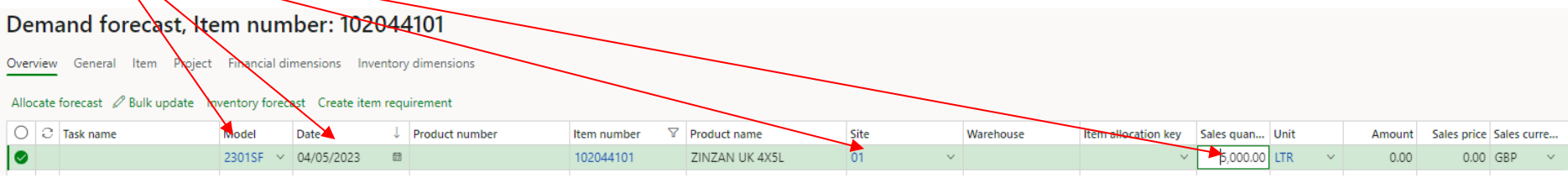


In the next screen you will see a list of all previous demand forecasts. To create a new one select ‘New’.



In the new line that appears enter the following:

- The forecast 'Model' – this needs to be the one of the current month. The models start with the year and then the month.
- The date you want the forecast to appear – the month is the critical date but if you are entering a forecast for the current month make sure the day is set to today or later, not a date in the past.
- The 'Sales quantity' you want to forecast in line with the unit of measure.
- Make sure the 'Site' is set to 01



Select ' Save' at the top left of the screen and then close the screen.
To see the impact you will need to run master planning on item level (see the previous step on how to do this) or wait for the master planning to run overnight.

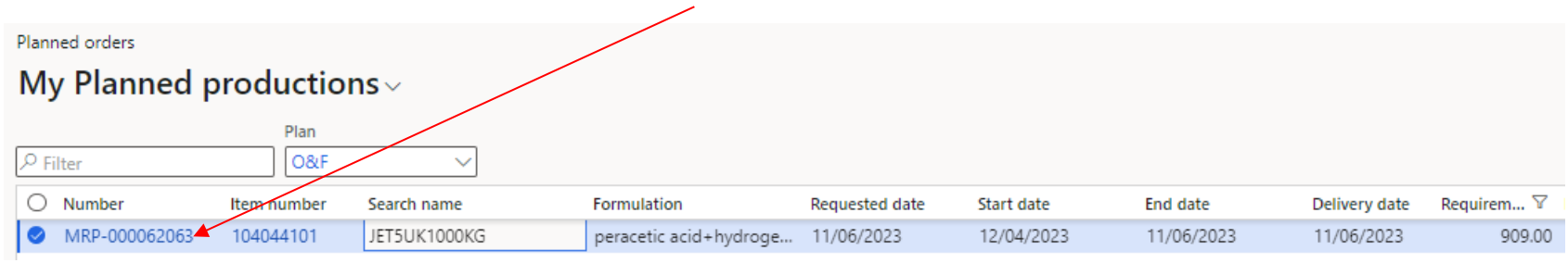
1.3 Confirming a national resale purchase order

The branch planner is responsible for firming and issuing national resale orders. These are orders relating to resale items where the item is exclusive to the local branch and not included in global planning.

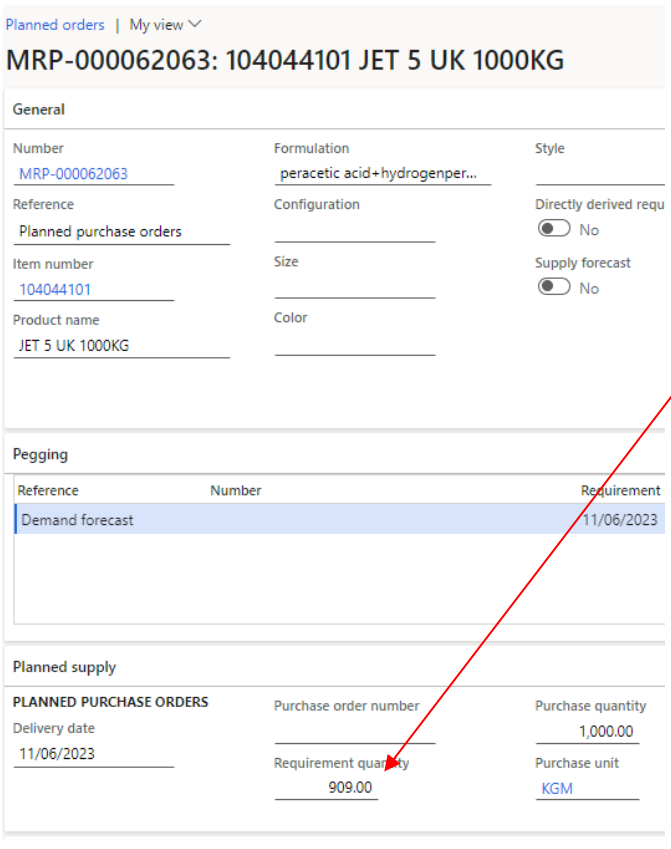
A planner should discuss the proposal to confirm a purchase order with the branch during the Pre-SOP/SOP meetings and gain commitment.

1.3.1. Firming an order

In the planned order overview select the planned order that needs to be firmed and open it by clicking on the link to the order.



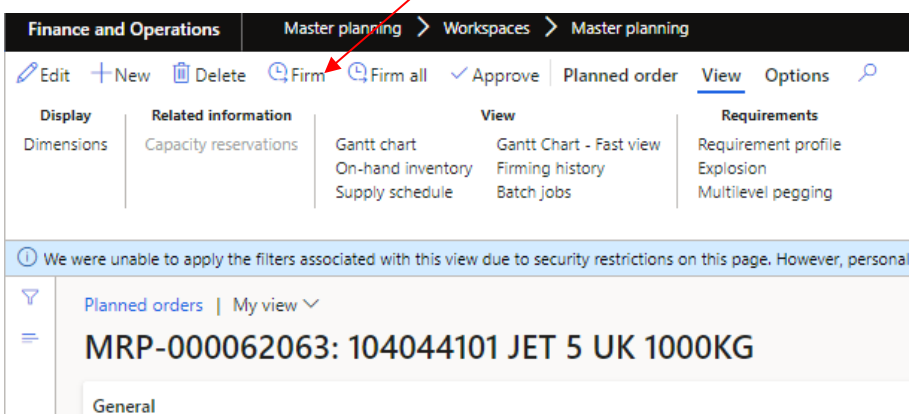
Check the details of the order are correct.



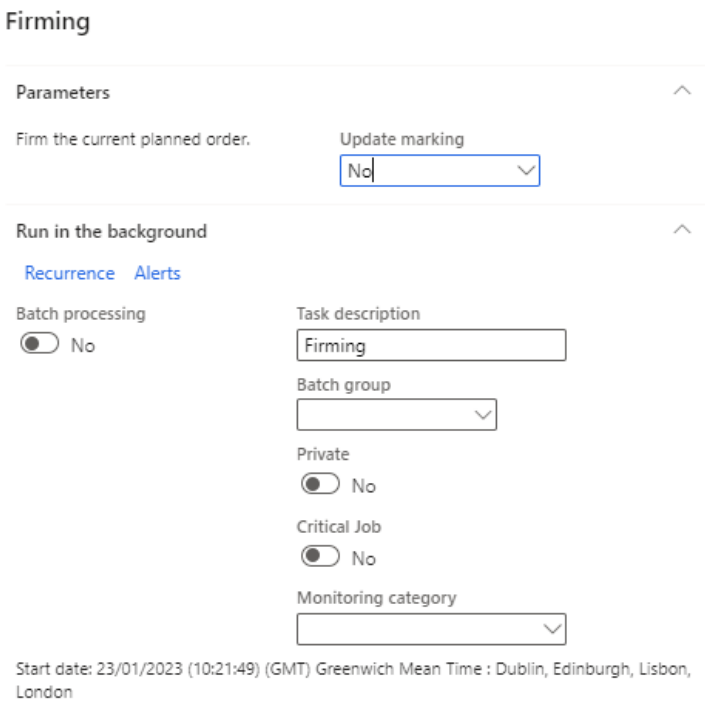
If an item is bought in a different unit of measure to the inventory unit used at certis Belchim, make sure any changes are made in the 'Requirement quantity' field and not the 'Purchase quantity'.

If you try to change the delivery date to one earlier than the lead time of the item allows, it will automatically revert back to the earliest delivery date based on the lead time. It is possible to change this once the purchase order is firmed but it can't be done in this screen.

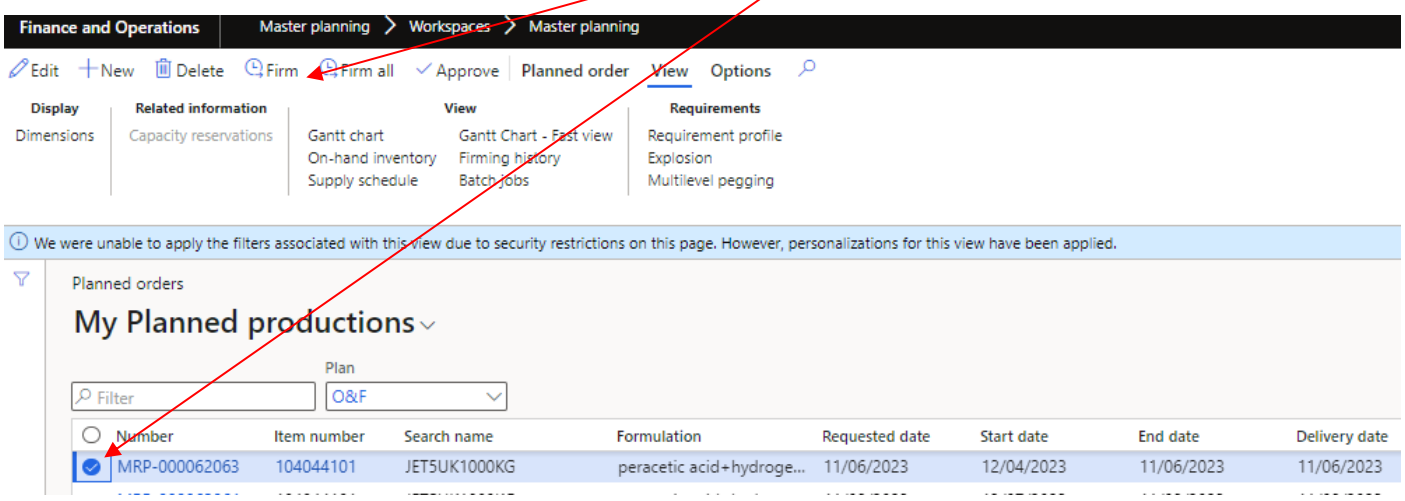
When the details are correct select ‘Firm’, once this is done the order will disappear from the screen and you will see the next planned purchase order in the list. Close this screen.



A pop up screen will appear, check the parameters match the below and then choose ‘OK’.

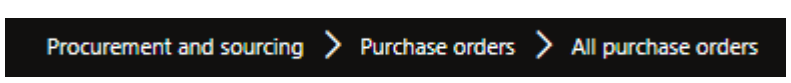


A quicker method to firm an order if you are sure all the details are correct is to directly firm it from the overview screen. Make sure the order is selected by showing the tick mark in the left column and then select ‘Firm’. The same pop up screen will appear as above.



BE CAREFUL – it is advisable not to select multiple orders or to use the ‘Firm all’ option.

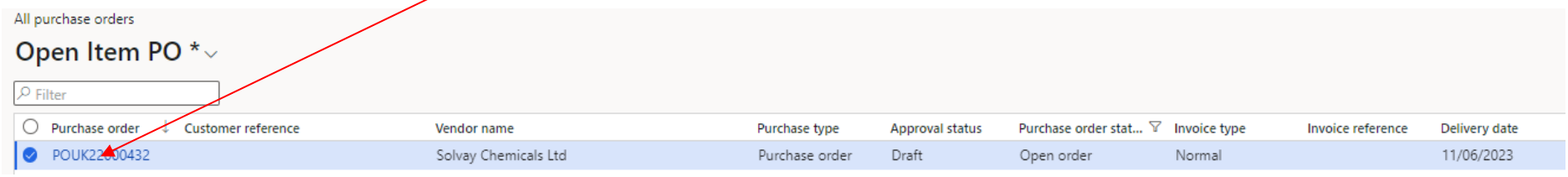
To view your now firmed purchase order go to the following path. Depending on the sorting order of your screen the new purchase order will show either at the top or bottom of the list of purchase orders.



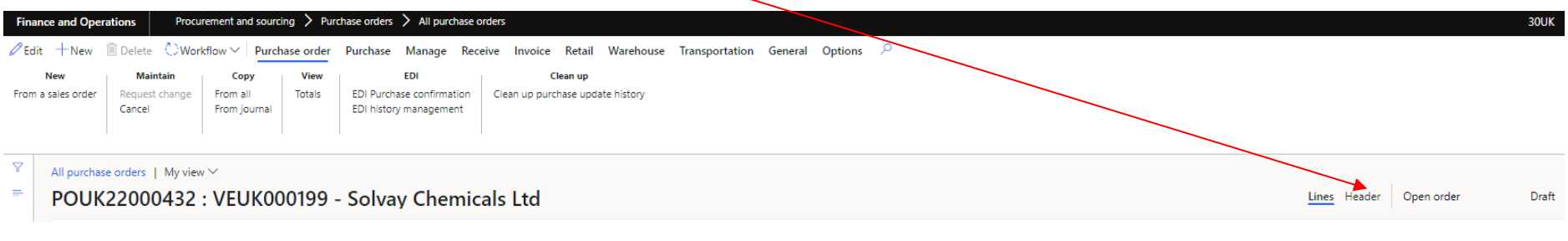
1.3.2 Issuing a national resale purchase order

Before an order can be sent to the supplier some changes are needed to the order and then it has to go through the approval workflow. Currently the status of the order is still 'Draft'.

Open the order by clicking through on the link.



Once in the order open the header page by selecting 'Header'.

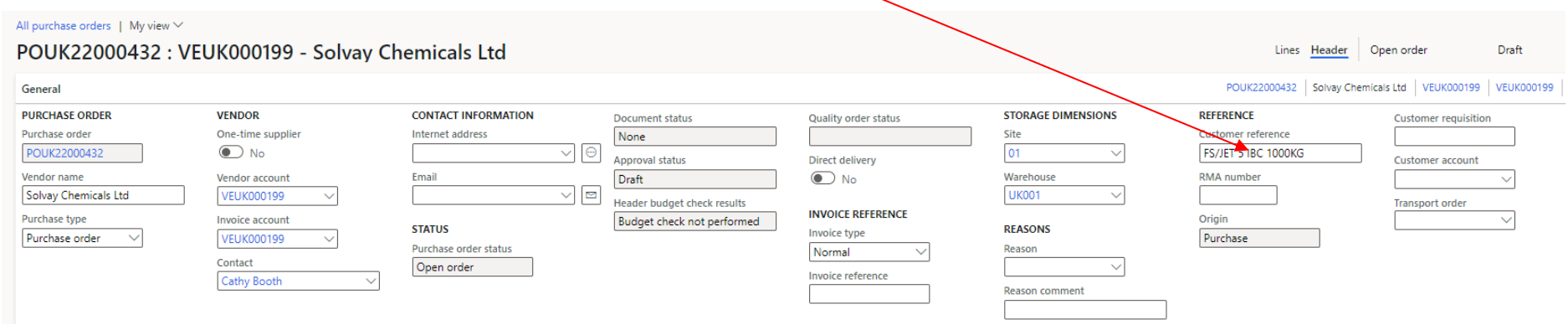


In the 'Customer reference' field enter a description of the order, this can be used in the list of purchase orders to identify which product is on the order.

The format should be as follows:

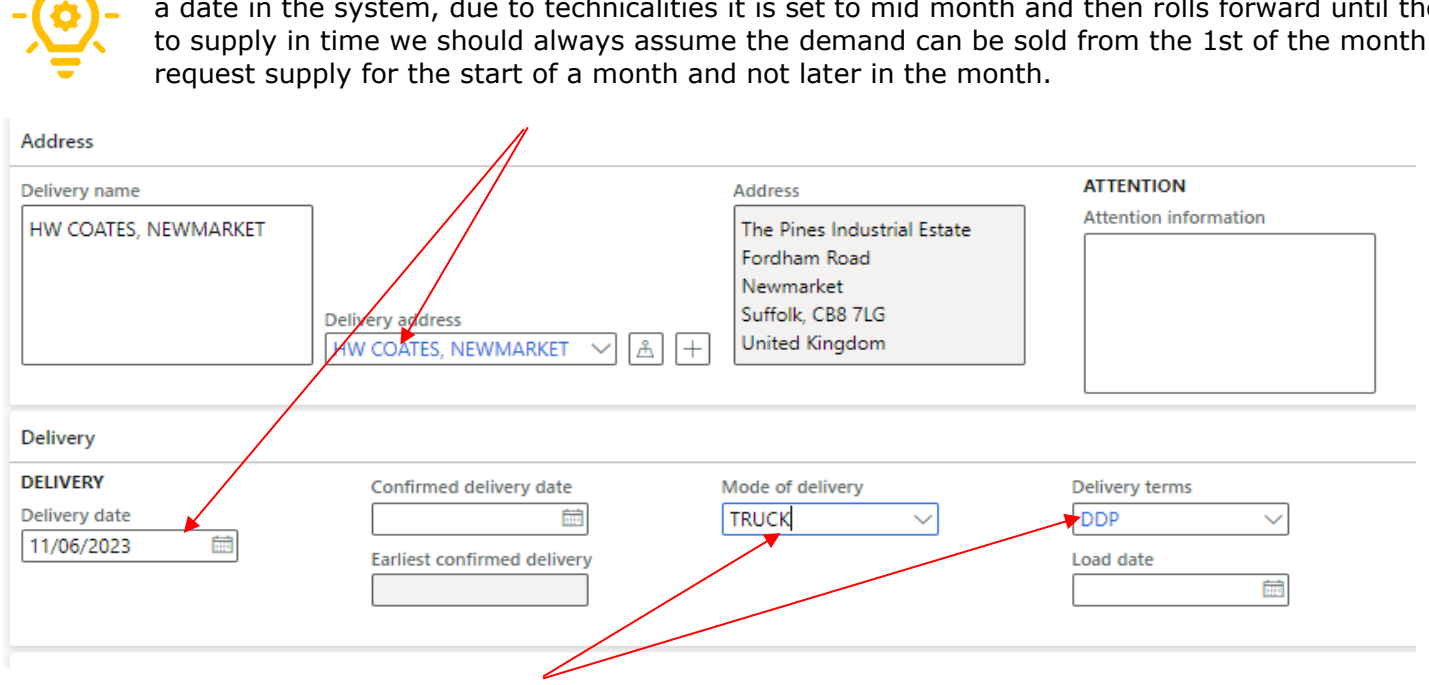
- Your inititals followed by /
- The description of the item SKU

e.g. FS/JET 5 IBC 1000KG



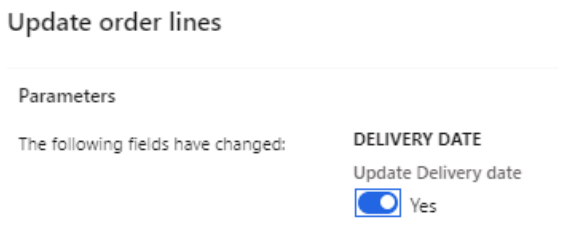
Check the delivery address is correct.
Check the requested delivery date, if you want to request delivery for a date earlier than the lead time in the system allows, change it here.

The system calculates the delivery date based on the demand (sales order or forecast date). The demand forecast is assigned a date in the system, due to technicalities it is set to mid month and then rolls forward until the end of the month BUT in order to supply in time we should always assume the demand can be sold from the 1st of the month therefore it is advisable to request supply for the start of a month and not later in the month.

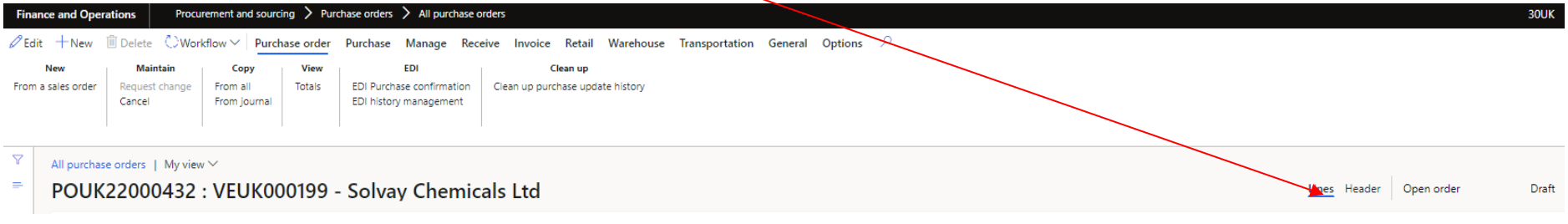


Check the delivery terms are correct and add the mode of delivery if known.
Select 'Save' at the top left of the screen.

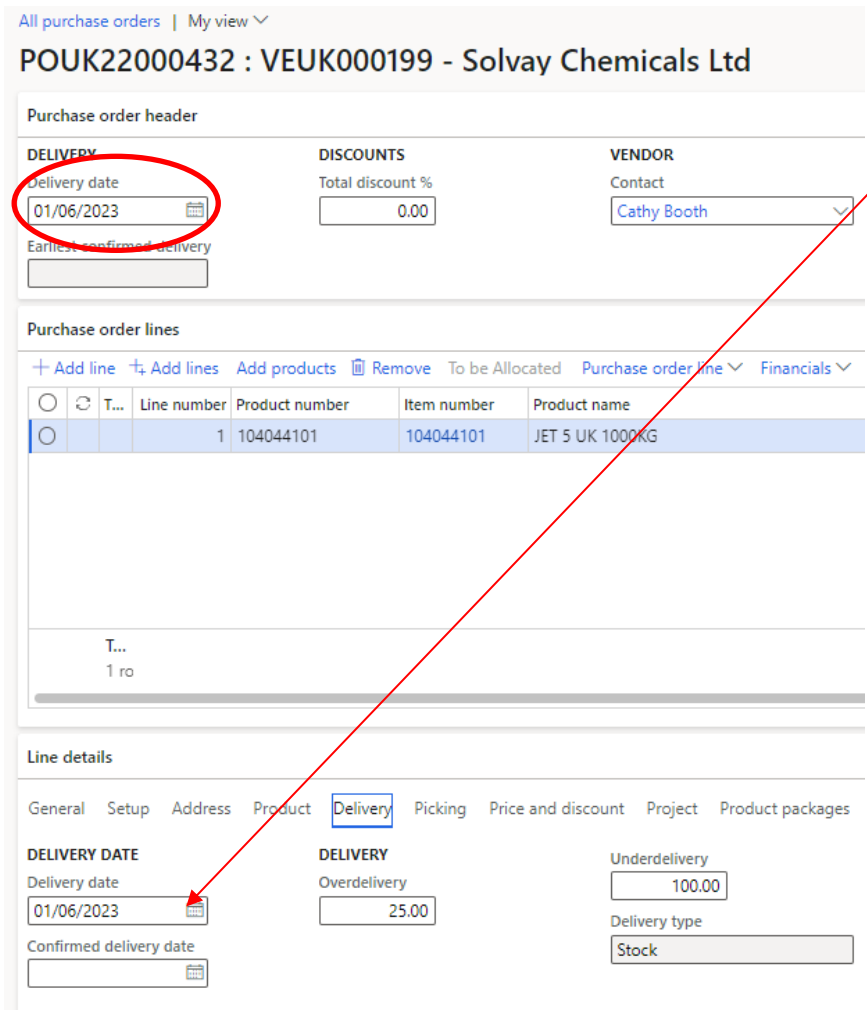
If you change the delivery date you will get a pop up screen asking if you want to update order lines, choose ‘yes’ and then ‘Ok’.



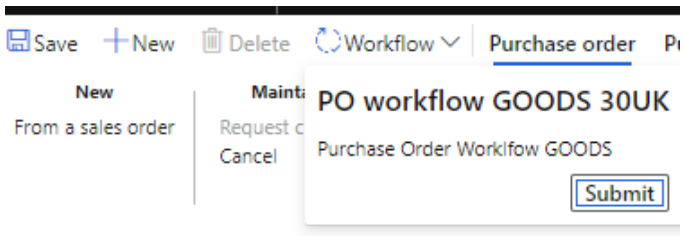
Now go back to the lines page.



Make sure the date has been updated, if it doesn’t update on line level change it here. This is important because it is the date on the line details that will be printed on the order confirmation.

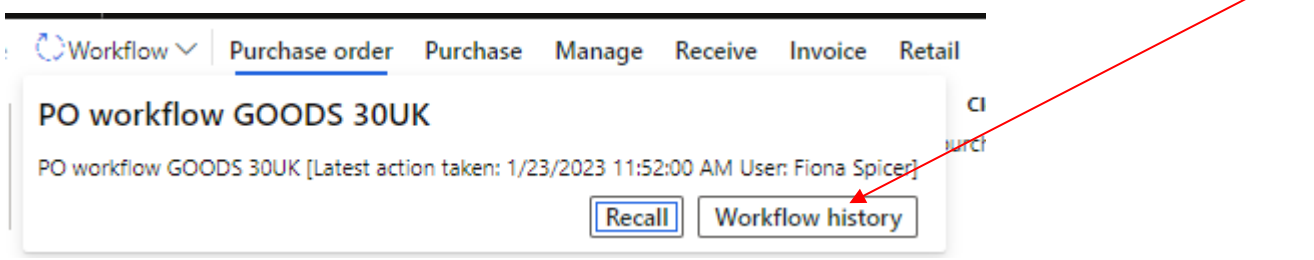


Check the line details are correct for the item, delivery warehouse, quantity, purchase price and currency.
When all the details are correct the pruchase order is ready to be submitted into the purchase approval workflow.
Go to the ‘Workflow’ and choose ‘Submit’.



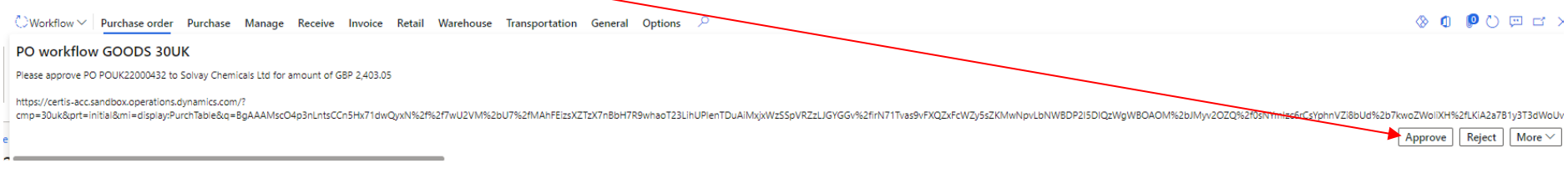
A pop up screen will appear where you can add a comment if needed, select ‘submit’ again and the order will go into the approval process.

Once submitted, you can monitor the status of the workflow by selecting ‘Workflow’ and ‘workflow history’. Keep refereshing the screen to get the latest updates.



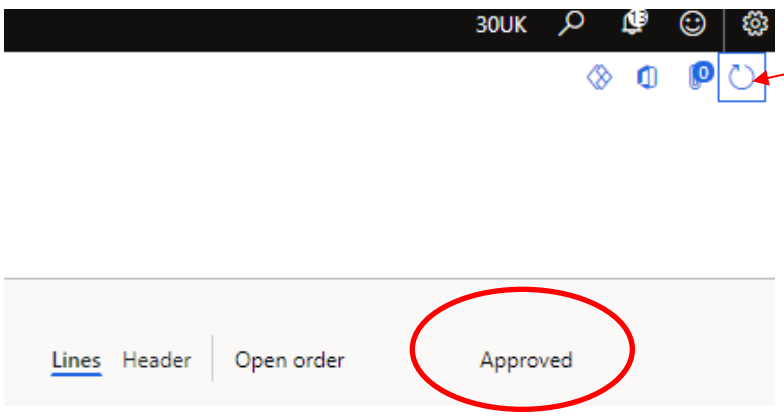
If an error has been made in the purchase order and something needs to be adjusted use the same path and select ‘Recall’, this will put the purchase order status back into draft so you can make amendments and then resubmit it again.

If the purchase order is within your LOA, once it has gone through the stages of assessment the workflow will give you an option to approve the purchase order. A pop up screen will appear asking you to confirm that you want to approve the order, choose ‘Ok’.



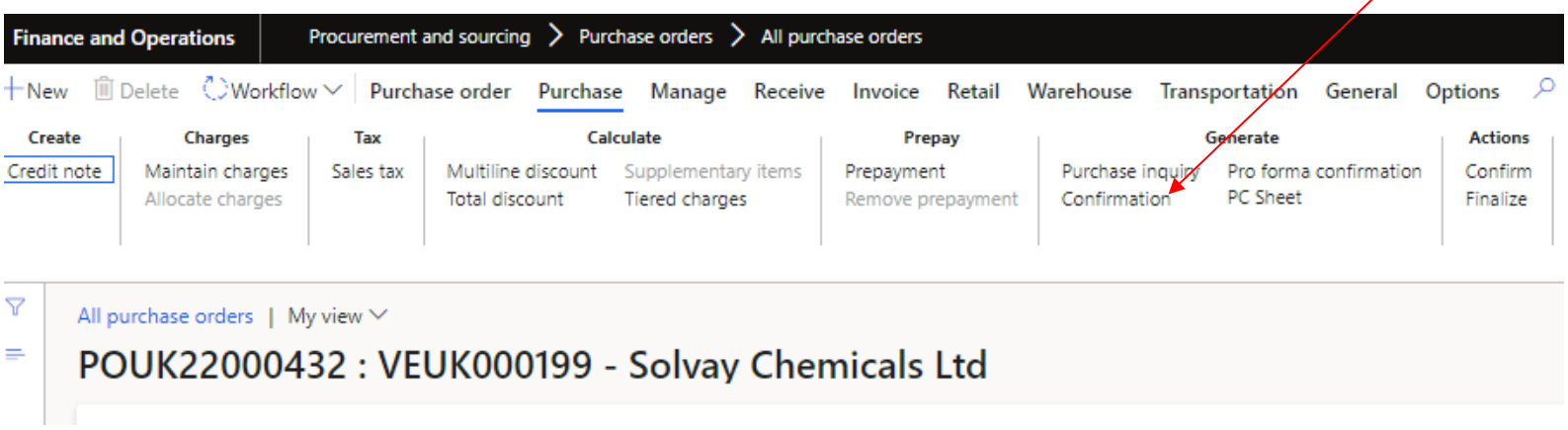
You can also reject it at this stage if you still need to make a change.

Once approved the status of the order will change from ‘In review’ to ‘Approved’. You may need to refresh the page to see this update.

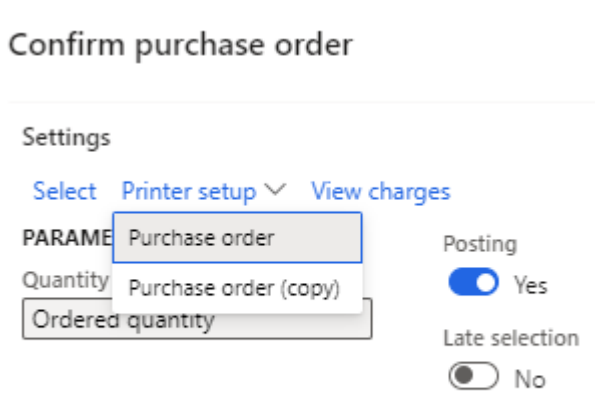


If the purchase order is not within your LOA, it will be sent to users with a higher limit of approval. You can check the status to see when it has been approved.

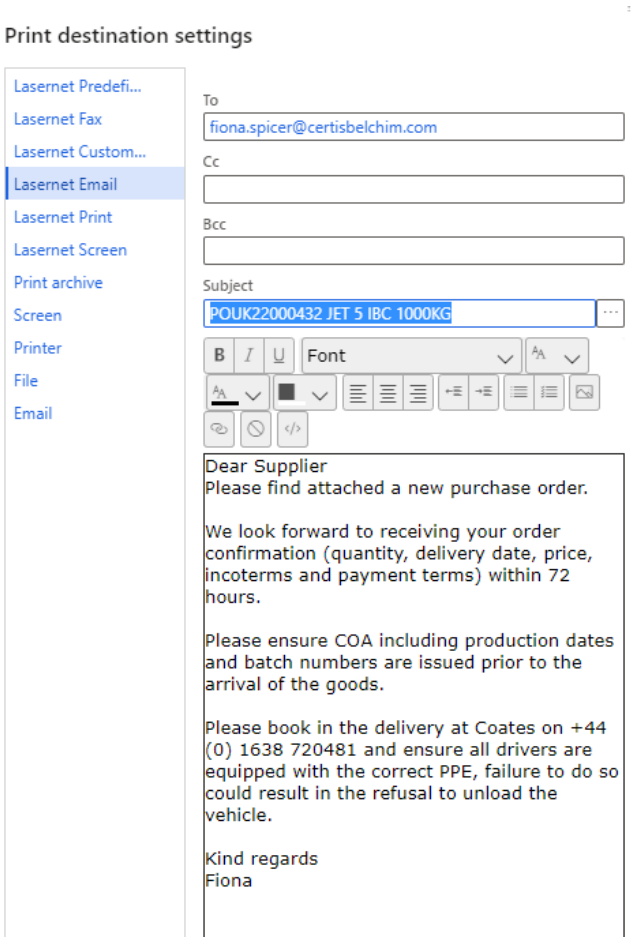
Once approved it is ready to confirm and send to the supplier. Within the purchase menu choose ‘Confirmation’.



In the next screen go to ‘printer setup’ and select ‘Purchase order’.



It can be helpful to copy the purchase order number from this screen to use it in the next step as a description for the purchase order.



In the pop up screen choose 'lasernet email' in the print destination.

Make sure the 'To' field contains your email address – once it has been entered it should be there as default next time you see this screen. DO NOT enter the email address of the supplier – all emails should be checked before issuing them, sending them to yourself allows you to check the details and add any additional information needed. It also allows you to save a copy of the email that you sent as proof

Give the 'Subject' field a description so you and the supplier can identify the order. A suggested format would be:

- The purchase order reference copied from the previous screen
- A description of the item on the purchase order

In the text box you can choose to enter text which will be seen in the body of the email. It can be useful to enter a standard text which can be used for all your future purchase orders. It can still be changed within the email if you need to make adjustments to it for specific orders.

Select 'Ok' when you are happy with the content and then 'Ok' again on the next screen.

The email together with the purchase order attachment and our purchase terms and conditions will be sent to your inbox.

Forward the email to your supplier, making any necessary changes to the body of the email text and adding additonal information such as label artwork pdf's.

Save the sent email on sharepoint.

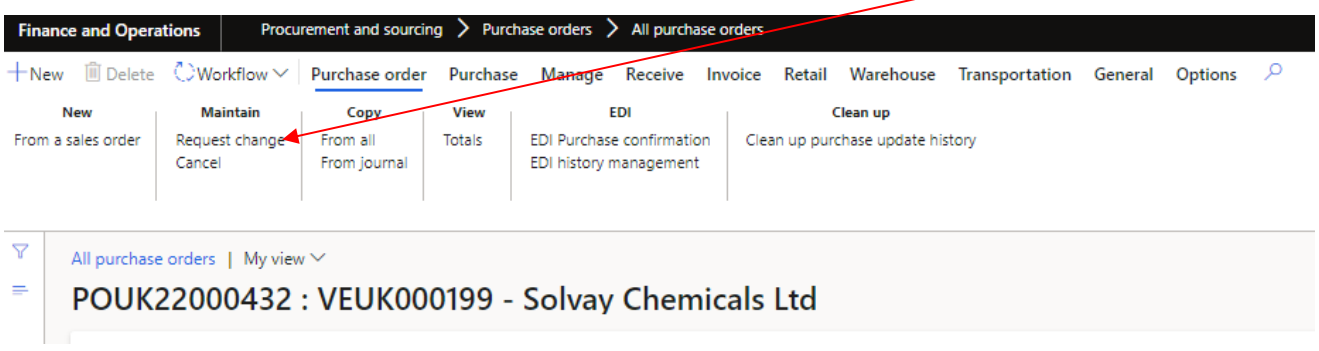
BEX Purchase Orders - Home (sharepoint.com)

Choose the correct branch on sharepoint, find the correct supplier for your order and create a new folder for the purchase order. This folder should be used to save all correspondence relating to the purchase order.

1.4 Updating / changing a firm purchase order

Once a supplier confirms a purchase order it can be necessary to make a change to the order, it is also good practice to update the confirmed delivery date to indicate what has been agreed.

To make a change open the purchase order and in the purchase order tab choose 'Request change'.



This puts the status of the order back into draft status allowing you to make changes to the order.

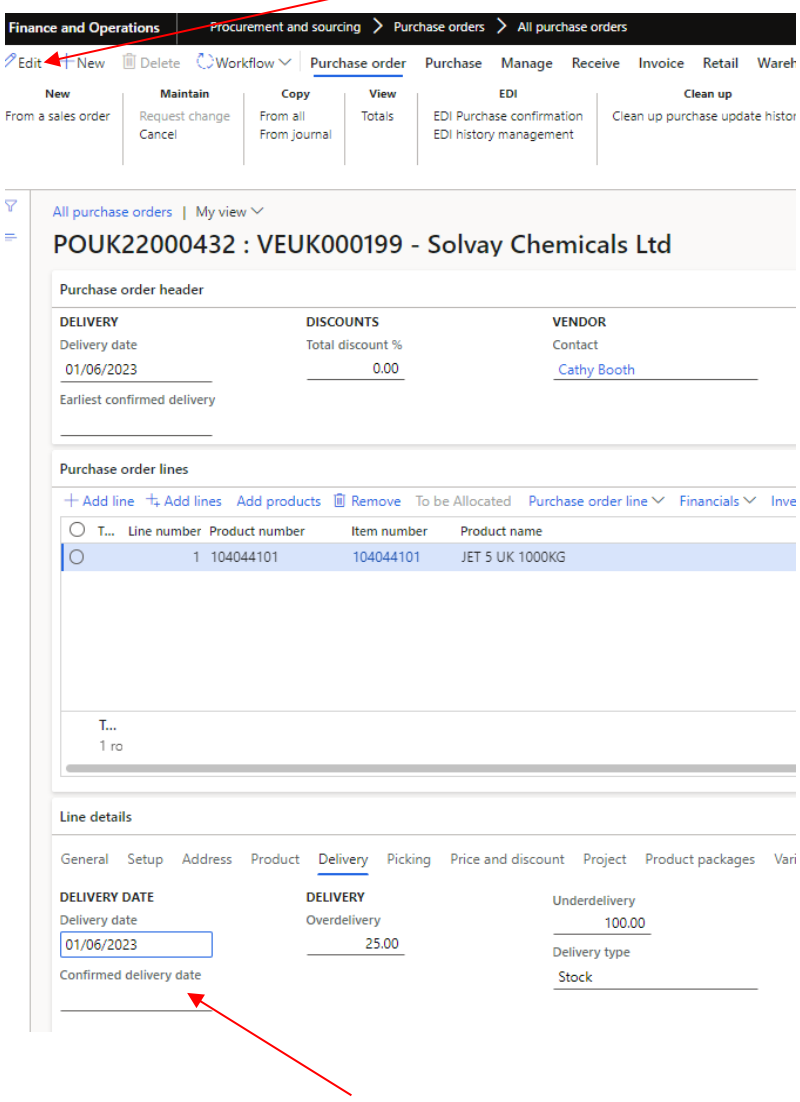
Once a change has been made the workflow needs to be resubmitted. If the change is deemed to be significant it will need to go through the approval process again e.g. increase in volume, increase in price. For changes that decrease the value of the order, approval will be automatic.

Once approved generate the confirmation again to create a new email order to send to the supplier.

1.4.2 Updating the confirmed delivery date

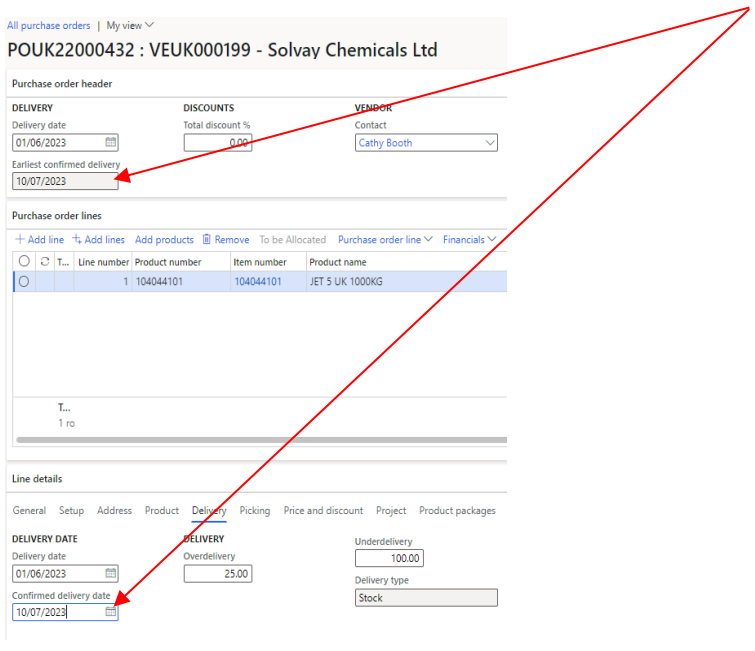
To update the delivery date to the one agreed with the supplier regardless of whether it is the same as the requested one or different you will need to request the purchase order change as in the previous step.

Once back in the draft status, select 'Edit'.

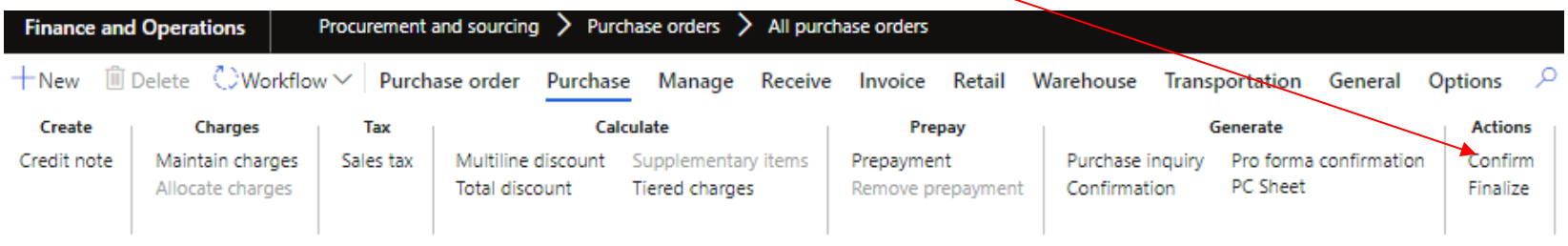


Enter the confirmed delivery date in the line detail, if you have multiple items on the order make sure you select the correct line.

Select 'save' at the top left of the screen. Once saved the updated date will appear in the line detail and the header.



A change in date is a minor change so the workflow will automatically approve the order. To put the status back to confirmed status but without issuing a new email, go to the 'purchase' tab and select 'Confirm'.

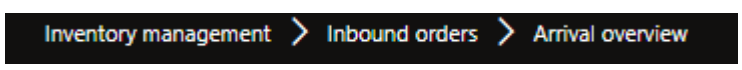


1.5 Receiving branch purchase orders

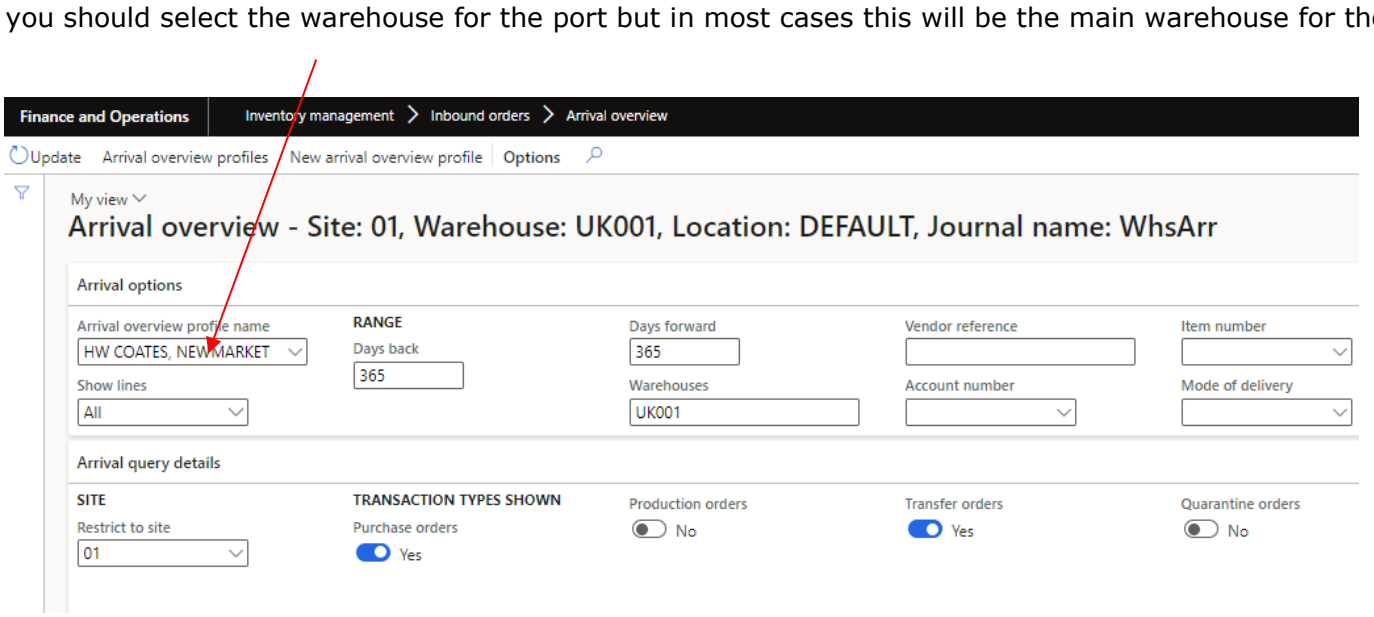
A branch purchase order should be receipted by the branch planner regardless of whether it is a national or global resale item or an intercompany item.

1.5.2 Receiving national & global resale purchase orders

To receive a purchase order go to the following path:

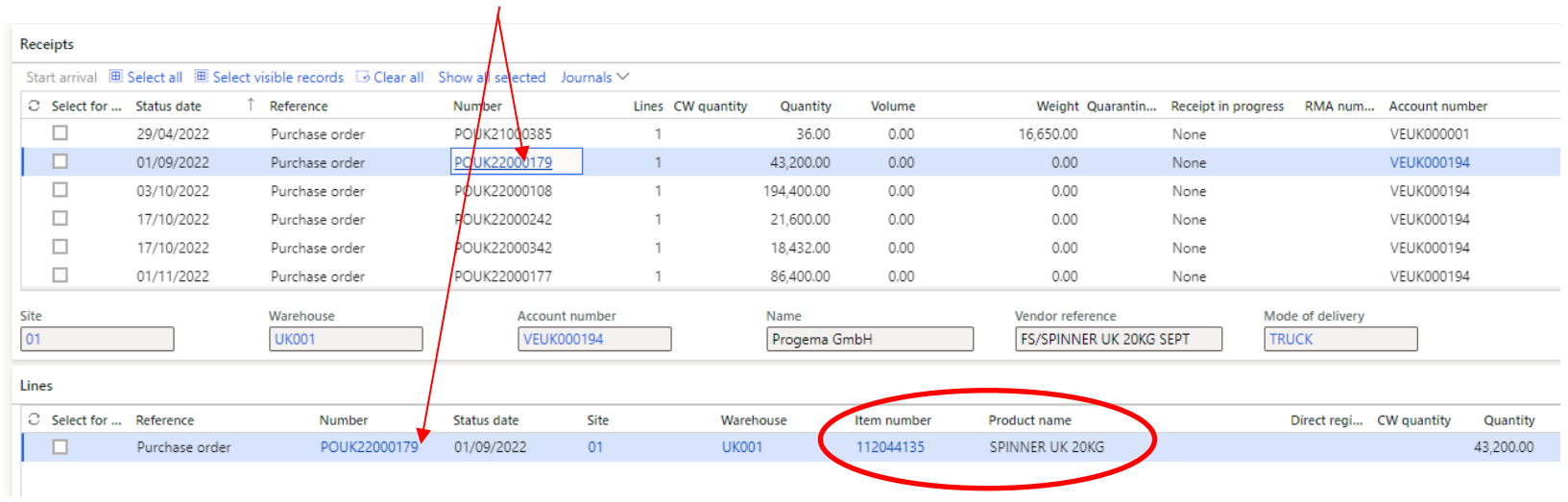


Make sure the receiving warehouse is selected in the 'arrival overview profile name'.
This should be the one that was entered as the delivery warehouse on the purchase order, if the order was an import arriving at a port, you should select the warehouse for the port but in most cases this will be the main warehouse for the branch.

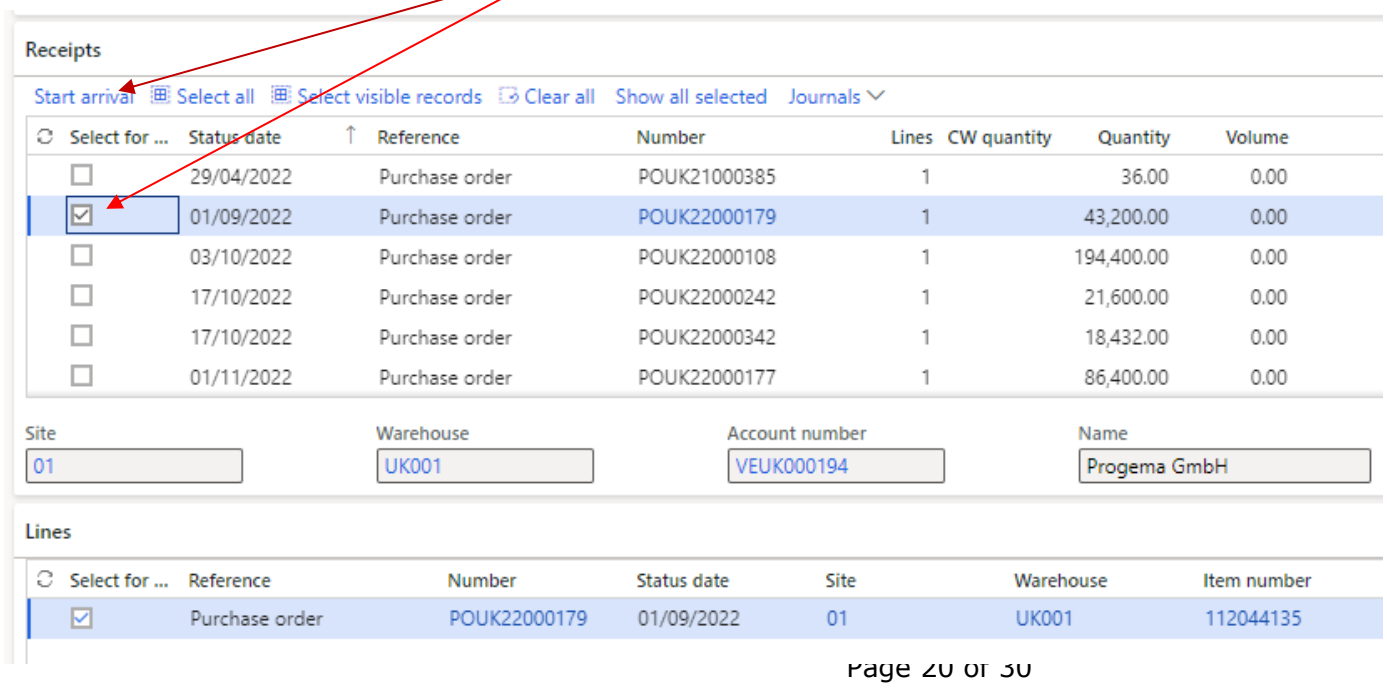


A list of all the open purchase orders for that receiving warehouse will appear in the receipts overview.
Use the column header filters to help locate the one you want to receive.

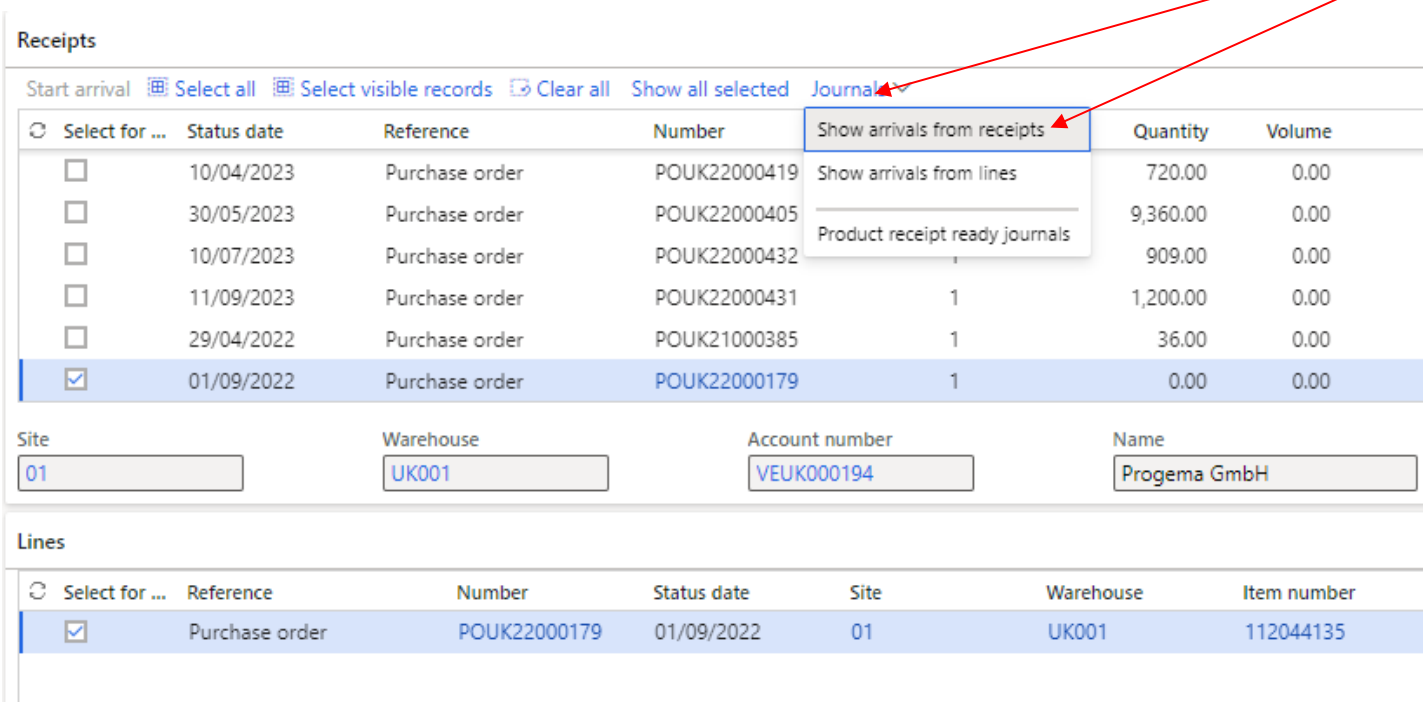
When you select a purchase order you will see the item details behind it in the lower line screen.



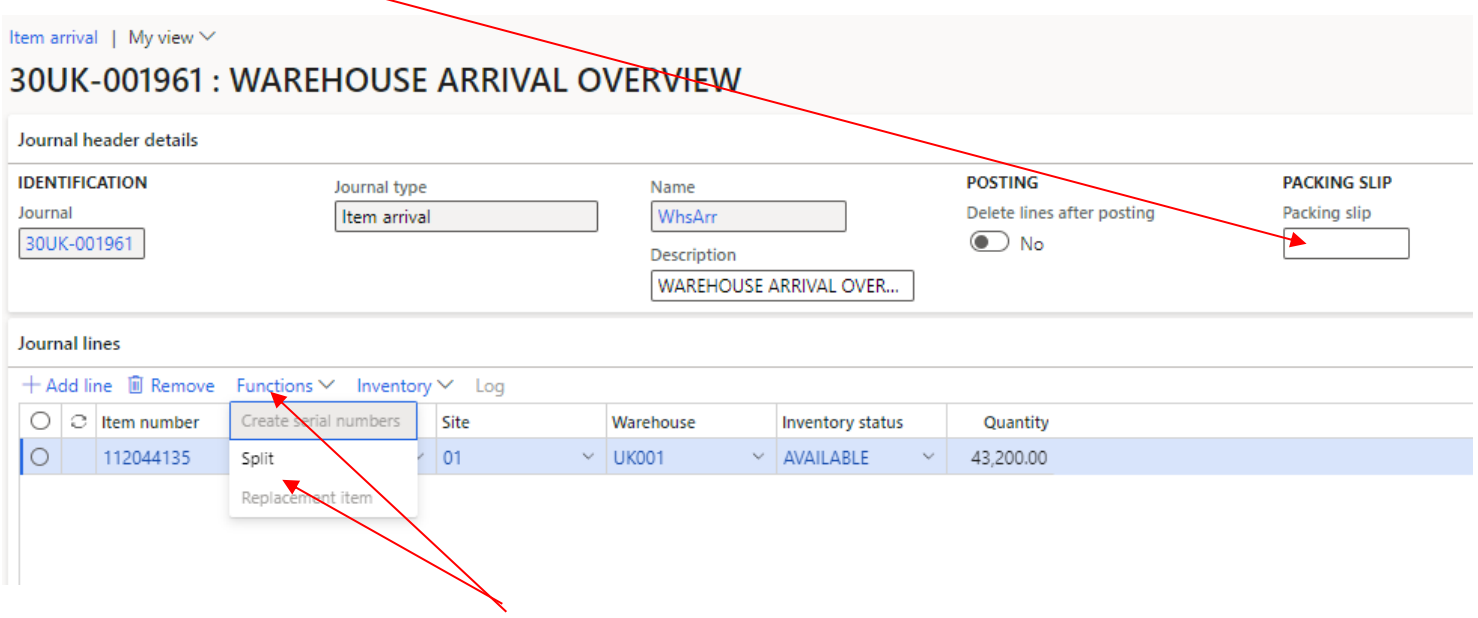
To receive the goods select the order for receipt and then choose 'start arrival'.



Find the order again and select it (it may have moved to the bottom of the list) and then choose 'Show arrivals from receipts' from the 'journals' tab.

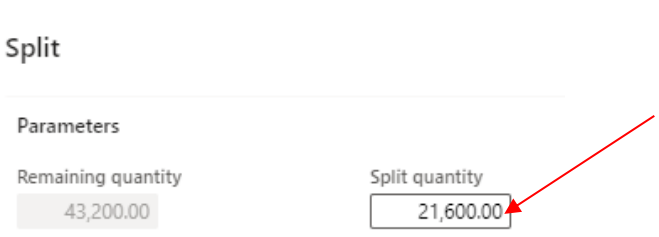


Enter the packing slip reference from the goods in paperwork received from your warehouse.



Each batch received will be entered as a separate line, check if the quantity showing matches the quantity you want to receive for your batch. If not you can amend the quantity or if you have multiple batches to receive you can split the quantity by choosing the 'Function' tab and selecting 'Split'.

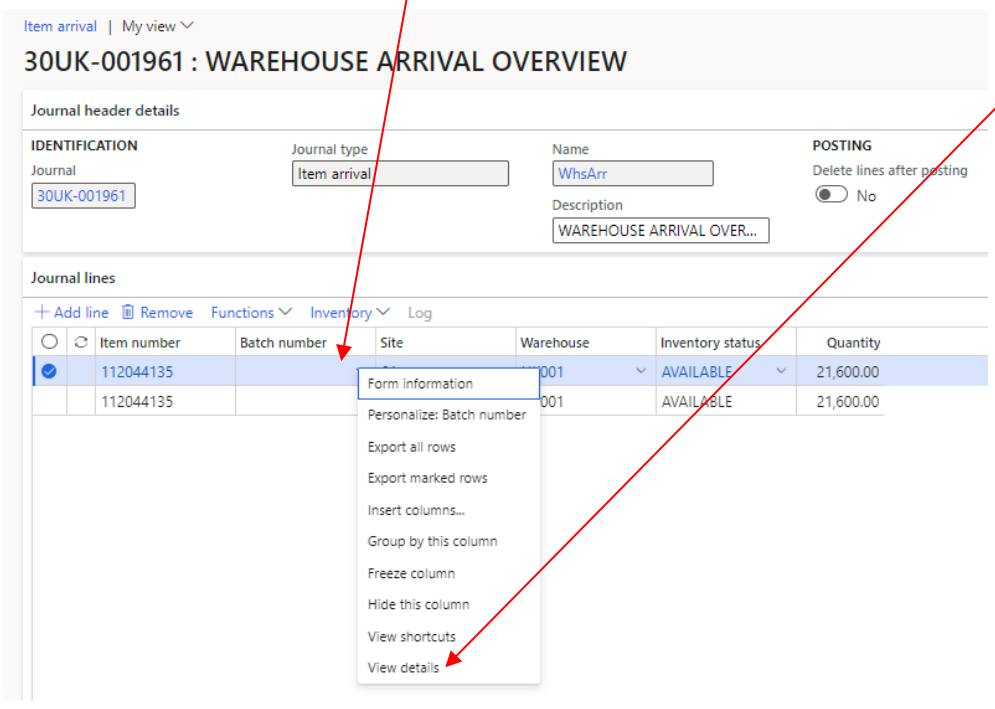
If you decide to split the quantity a pop up screen will appear.



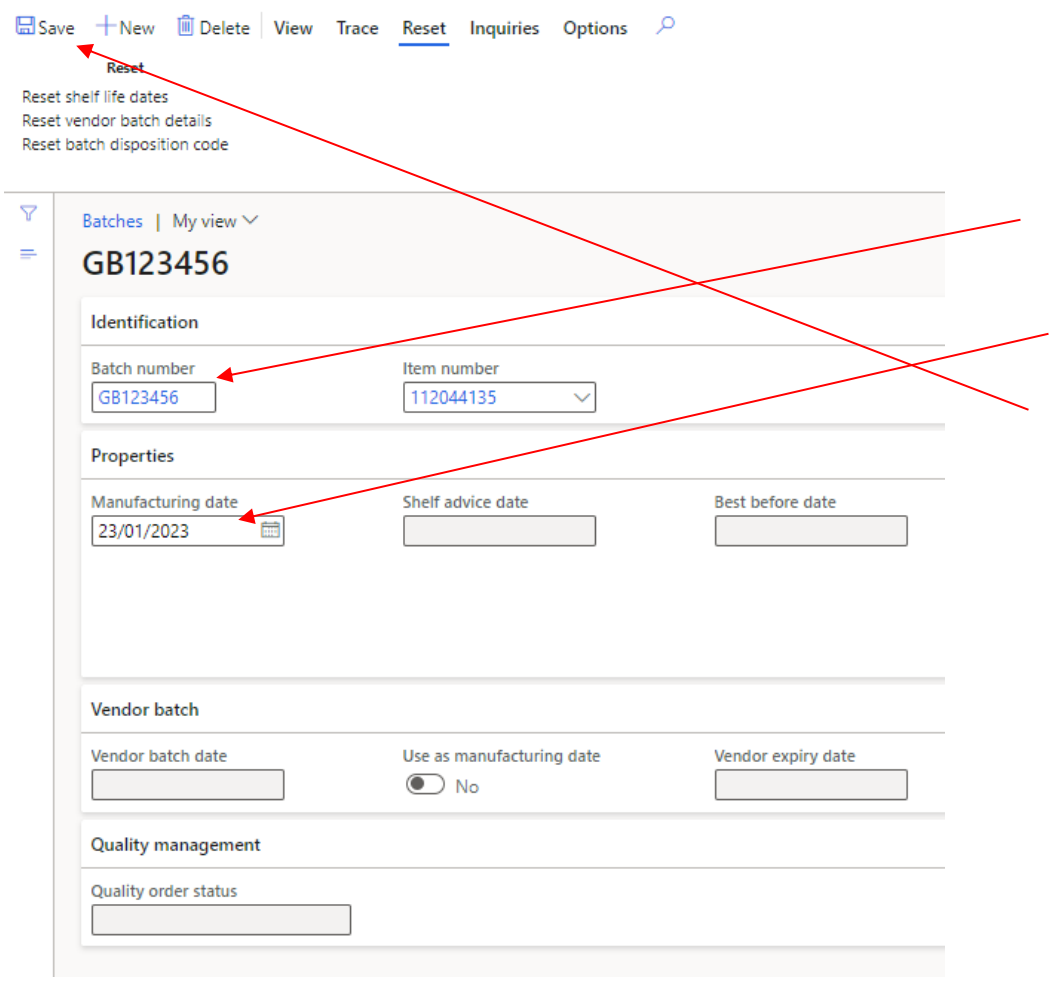
Enter the quantity you want for the second entry in the 'Split quantity' field, the remaining volume will stay in the first line.

Each item received must have a batch reference entered. If the batch already exists you can select it from the drop down menu, but most likely new stock will have a batch number that has not been previously entered in the system.

To add a new batch number right click on the batch drop down menu and choose ‘View details’.



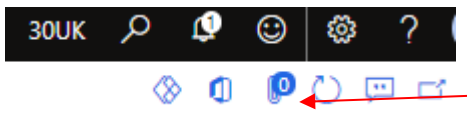
A list of existing batch numbers for the item will appear. Select ‘New’ to create a batch number not in the list.



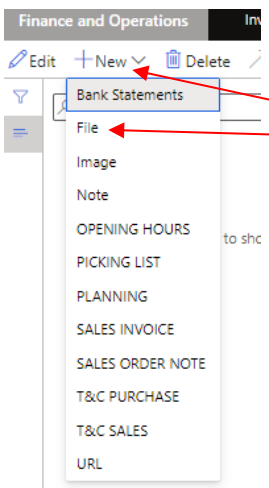
Enter the batch number from the goods in paperwork

Enter the manufacturing date – usually stated on the COA provided by the supplier

Select ‘Save’ and the best before date and expiration date will automatically update based on the parameters set in the system.

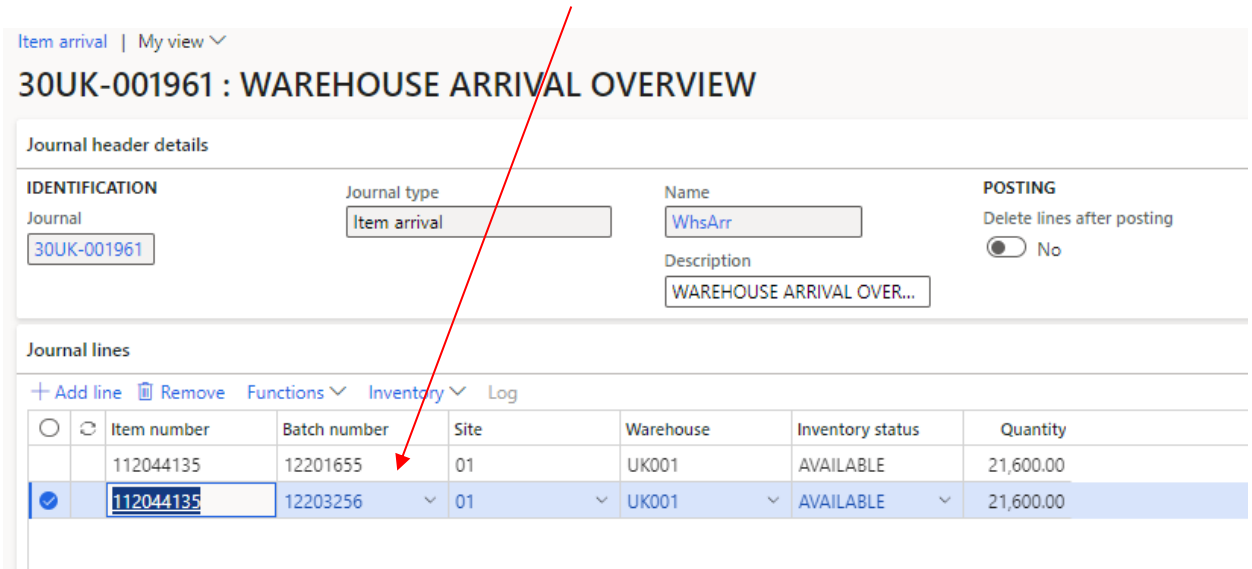


COA’s should be saved on sharepoint but for easy reference it is good practice to also save them on D365 on the batch number. To do this select the paperclip icon when creating the batch number

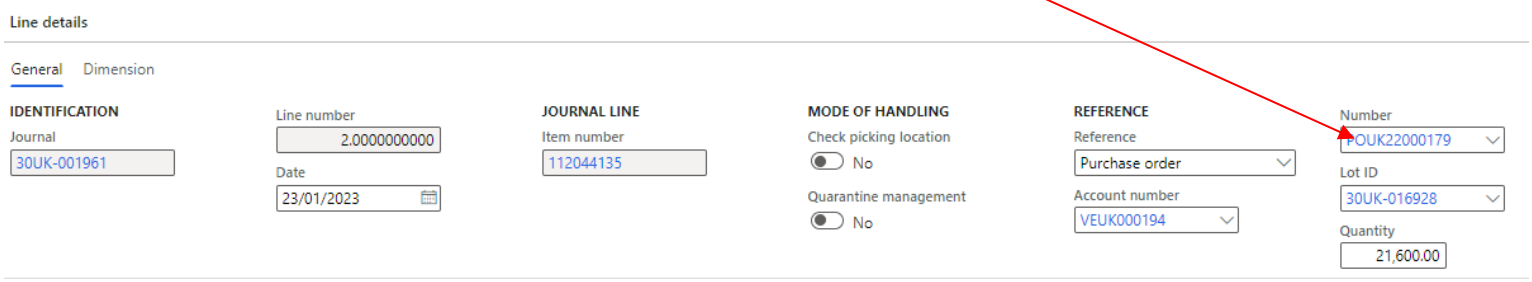


Choose ‘New’ and select ‘File’ from the drop down menu.
You can now upload the COA file to the system.

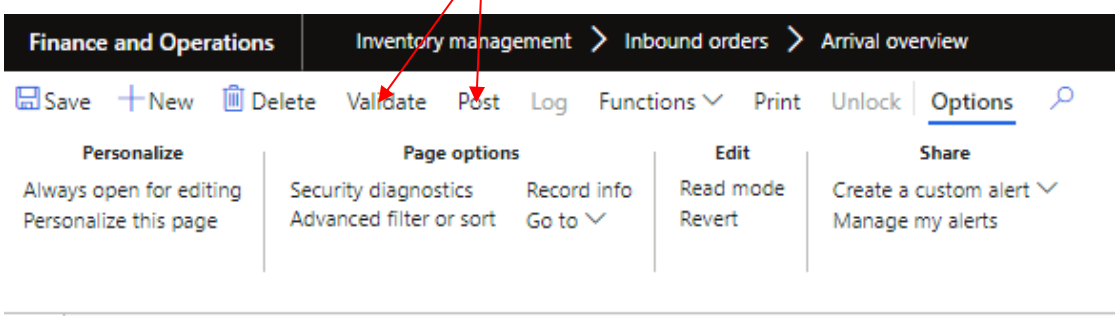
Once the batches are created you can apply them to the goods receipt lines.



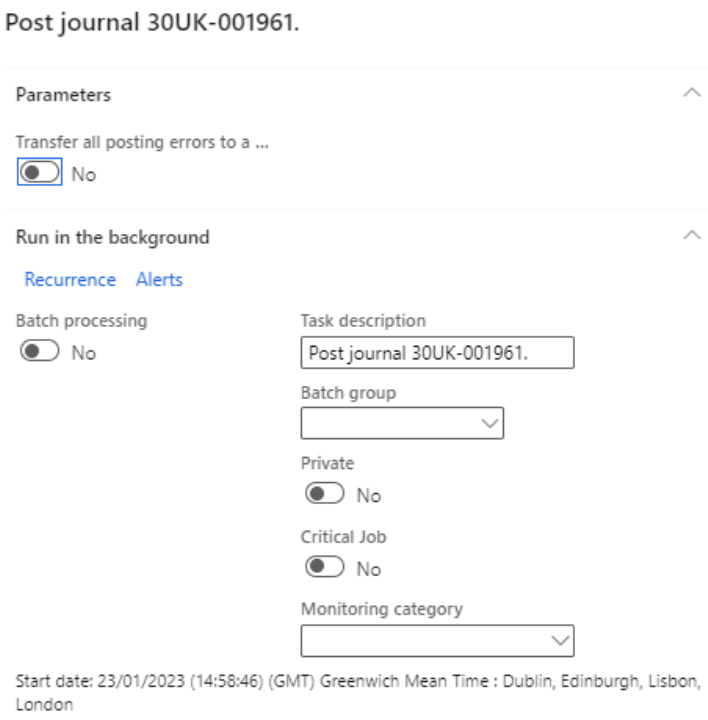
In the line detail at the bottom of the page you can click through to the purchase order. Once in the purchase order select the paperclip icon at the top right of the screen and repeat the process for attaching the COA in the previous step but this time saving the goods in paperwork to the purchase order.



To book the stock in select 'Validate' first if you want to check if all the needed information has been compelted and then select 'Post'.

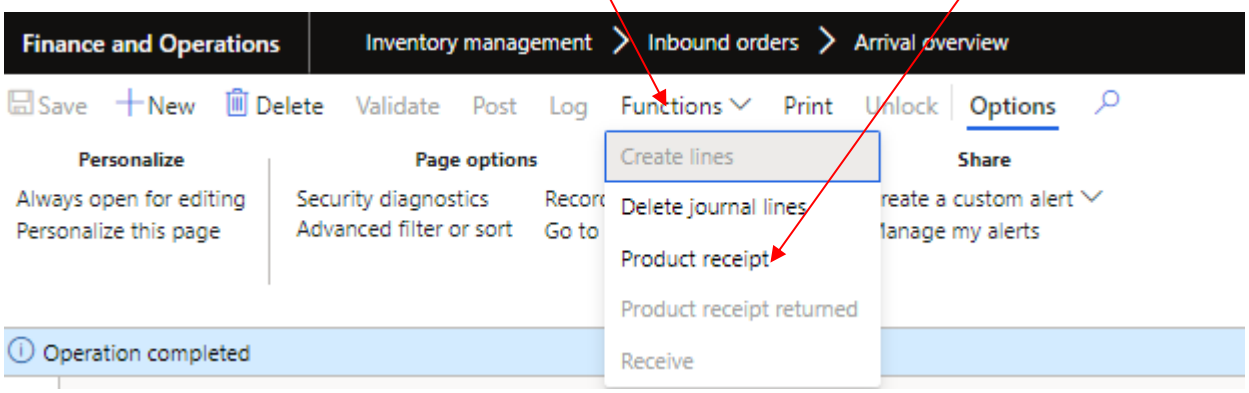


A pop up screen will appear, check the parameters match below and then press 'Ok'.

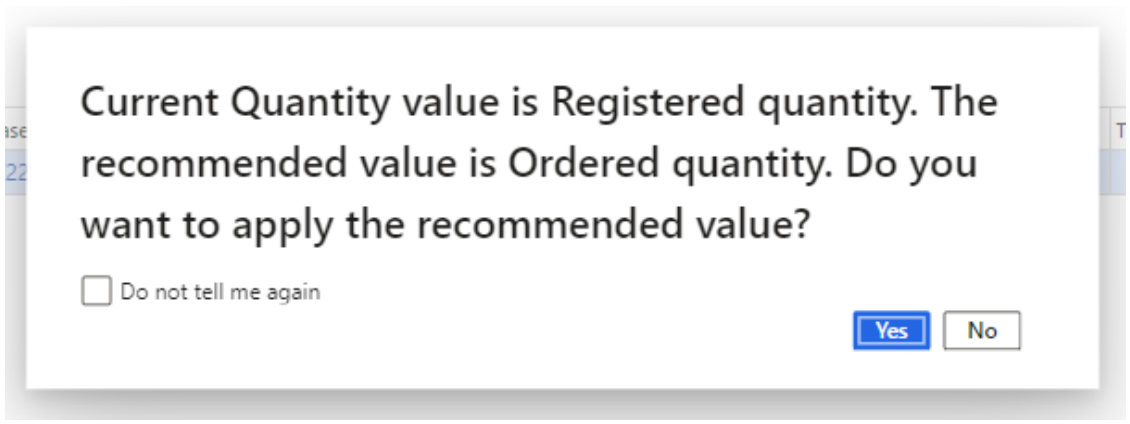


The goods have now been registered in the system but are not yet fully booked in.

To complete the booking choose the 'Function' tab and select 'Product receipt'.

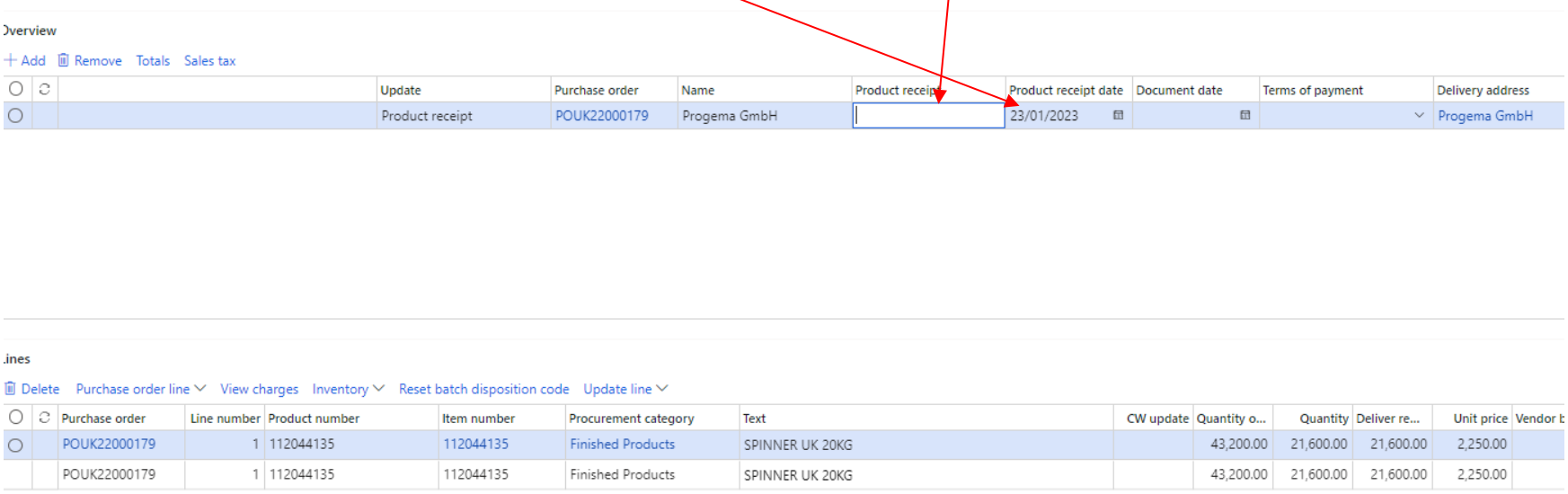


The following message will appear, choose 'No'.



A product receipt reference must be entered, use a reference from the goods in receipt that can easily be linked to this transaction. If nothing exists copy the purchase order number into this field. Be aware that if you later process another receipt on the same order you can't use the same product receipt reference.

Make sure the date matches the date the goods were received. If you are booking the goods on the system a few days after they arrived, change the date here to reflect the correct date of receipt.



Select 'Ok' at the bottom of the screen – the goods are now booked in the system.

1.5.3 Receiving intercompany purchase orders

The process for receiving an intercompany purchase order is exactly the same as receiving a resale item with one difference. Providing the supply planner has picked and packed the intercompany sales order the correct details regarding quantity and batches will be visible in the arrival overview and there should be no reason to have to change these unless of course the reported goods in differ from what was shipped in which case you should check the information provided by the inbound warehouse and with the supply planner and their outbound warehouse.

All other steps are as per section 1.5.2.

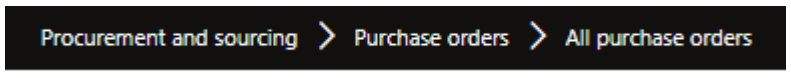
1.6 Service purchase orders

Service purchases orders need to be created to cover additional costs to the branch such as transport or customs clearance.

The creation of service purchase orders is slightly different between working in the branch admin or the central admin in D365.

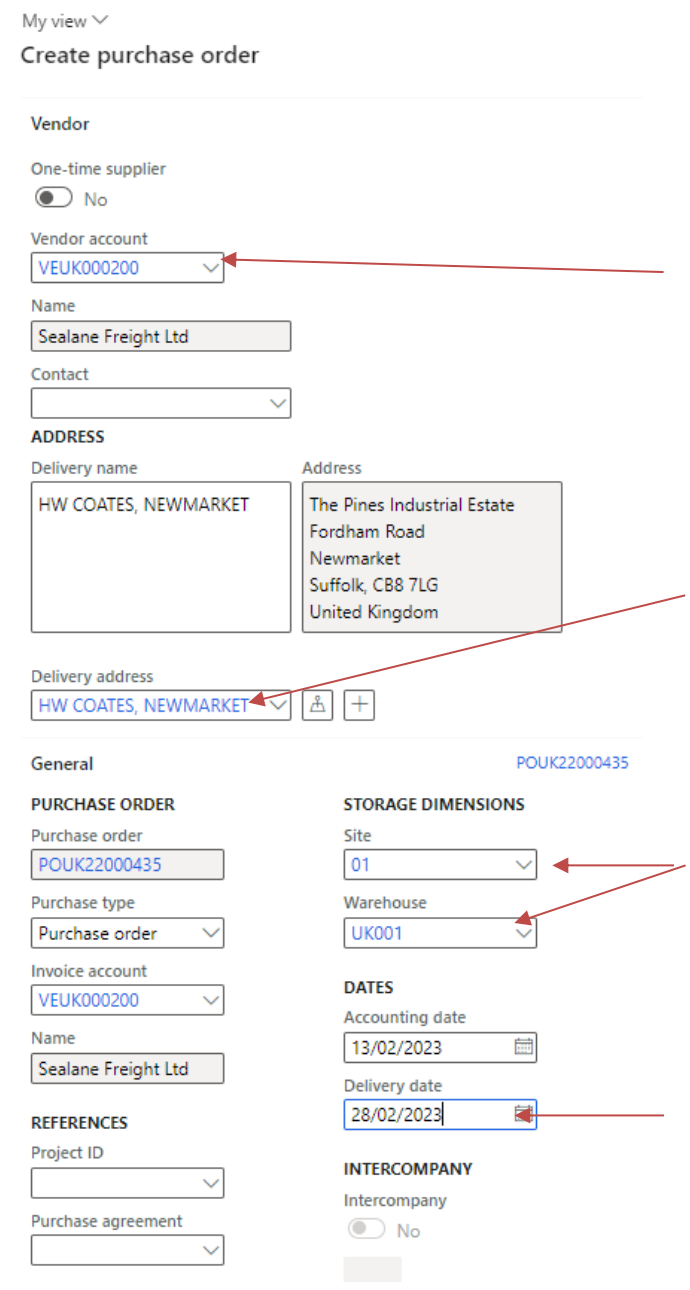
1.6.2 Creating & issuing service purchase orders

To create a new service purchase order go to the path:



Select ‘New’ at the top left of the screen.

In the pop up menu enter the following information:



Enter the vendor account number

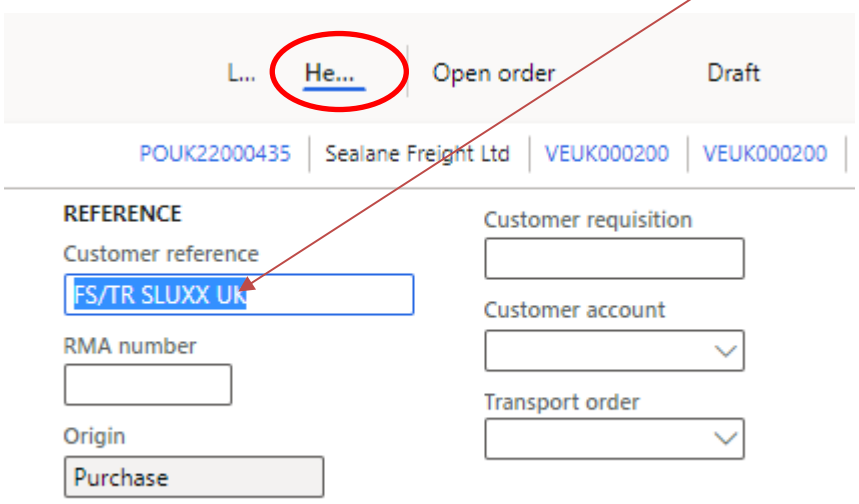
Select the delivery address, if the service is for transport you can select the warehouse for the delivery, for services which are not related to a warehouse use the branch address which should be the default address when the screen opens.

Enter the site ‘01’ and the warehouse number

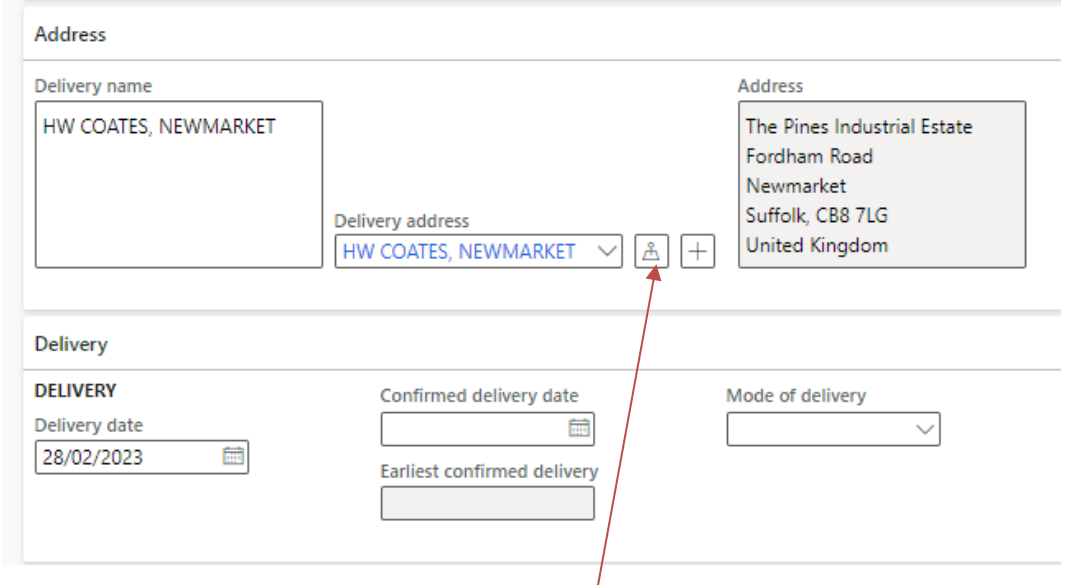
Enter the delivery date for the service to be completed

Select ‘OK’.

In the header of the order give the ‘Customer reference’ field a description, the format should be – Your initials/description of the service.

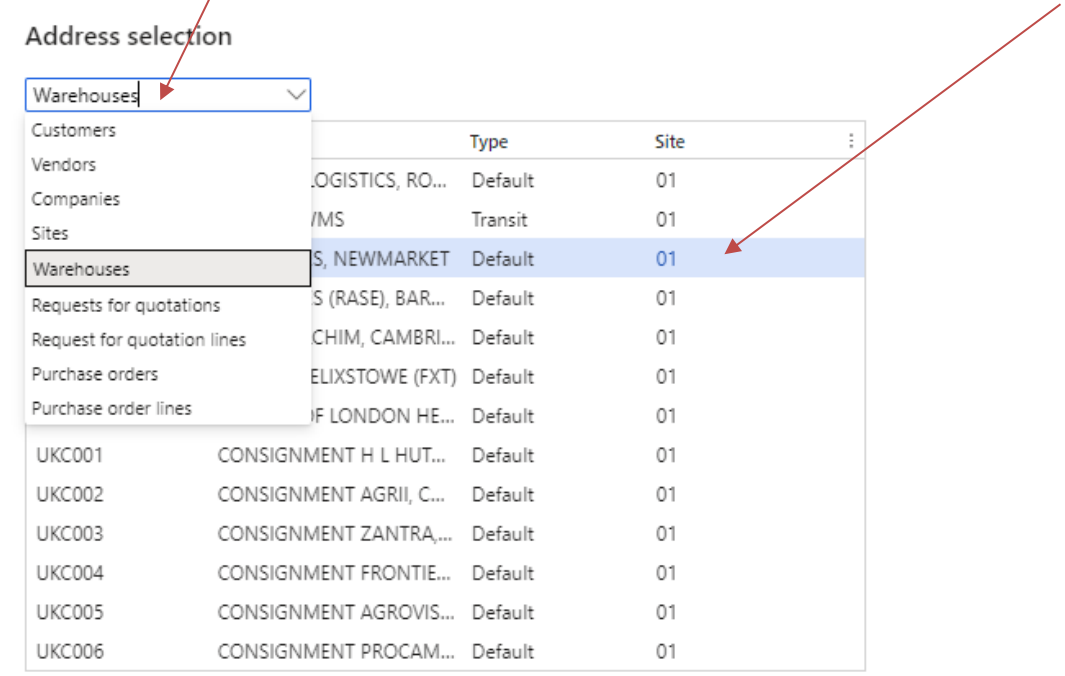


Check the delivery address and delivery date are correct.



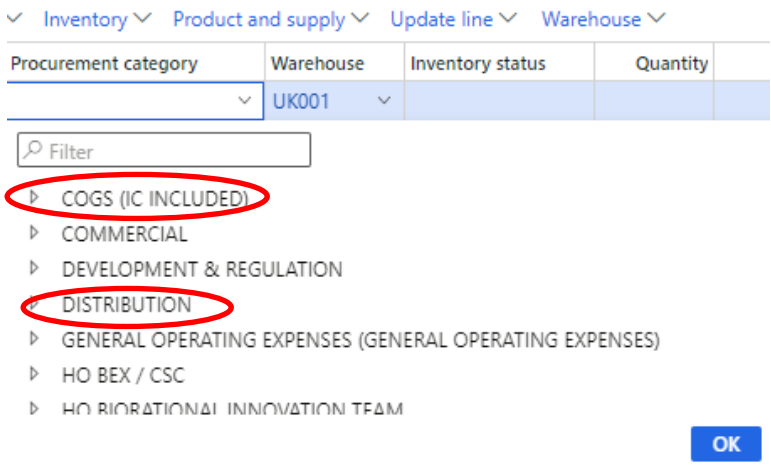
To change the delivery address select the map icon

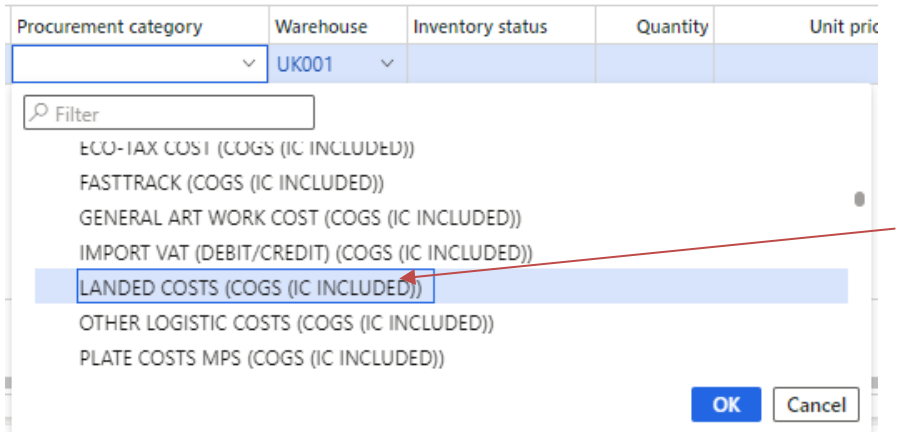
Choose the type of address from the drop down menu and then select the right address from the list. Select 'Ok'.



Back in the lines of the purchase order choose the 'Procurement category'.
In the branch admin the categories are limited.

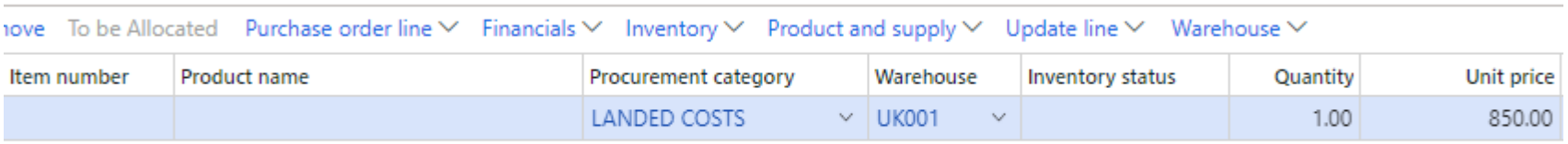
Choose from either COGS or DISTRIBUTION



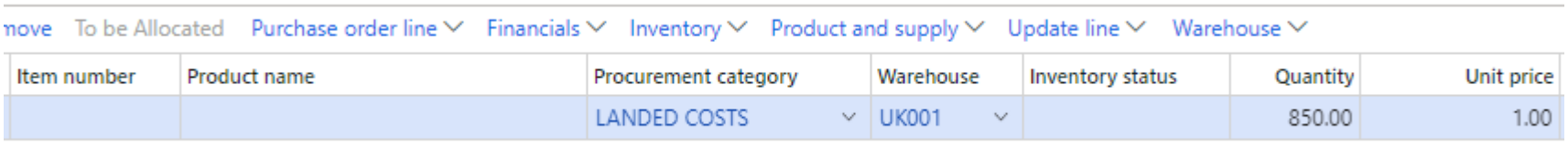


The only option within the COGS section that should be used in the branch is LANDED COSTS.

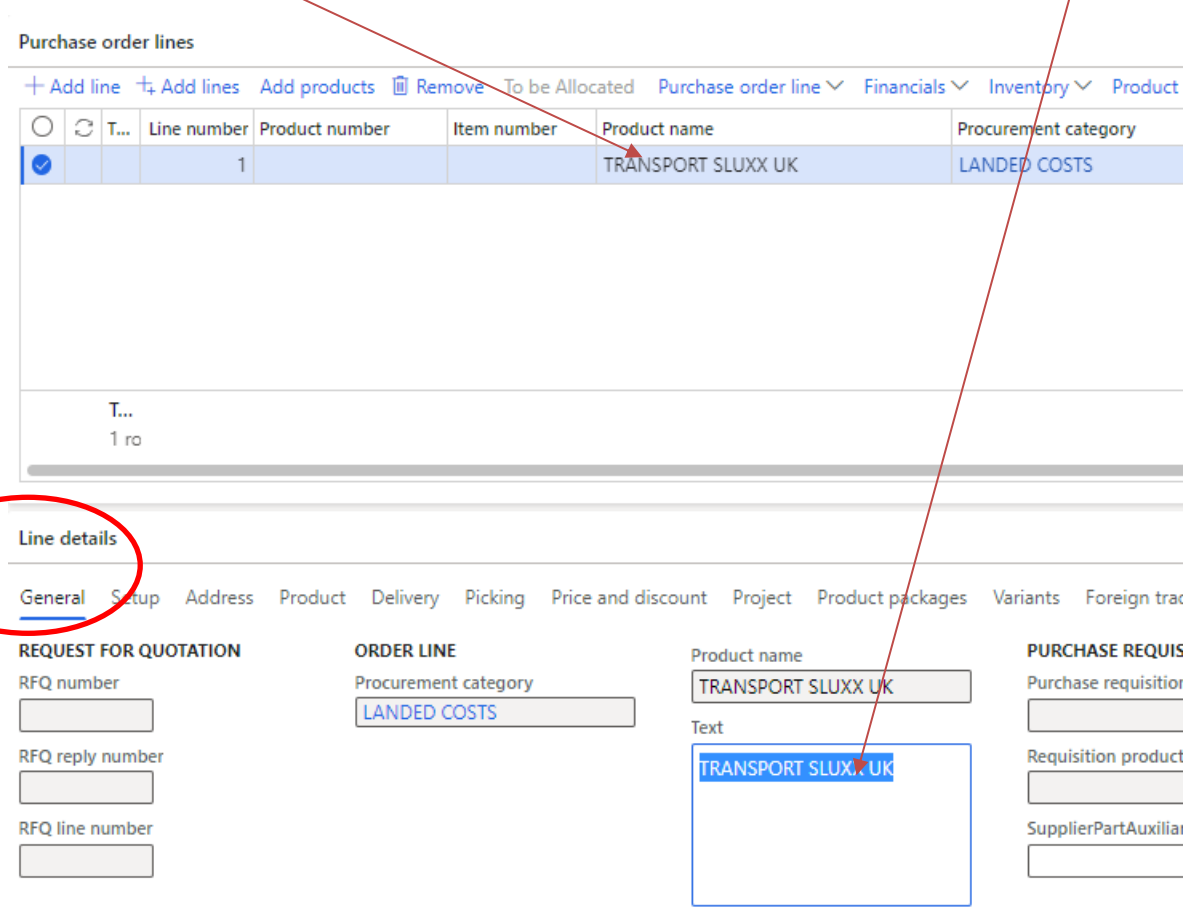
Select the procurement category and then enter the quantity and price for the service.



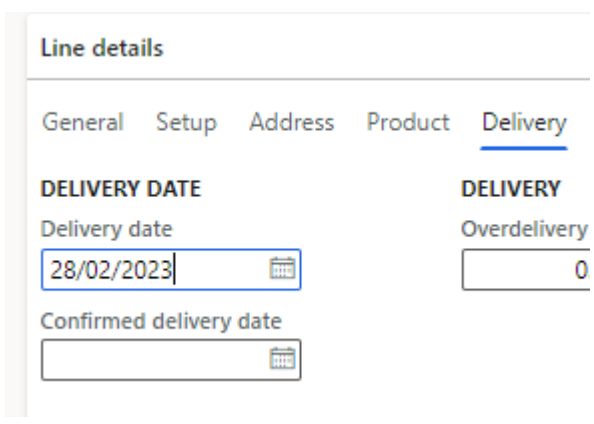
If you don’t know the correct price you can make the order a budget purchase order by entering the price value in the quantity field and a ‘1’ in the unit price field.



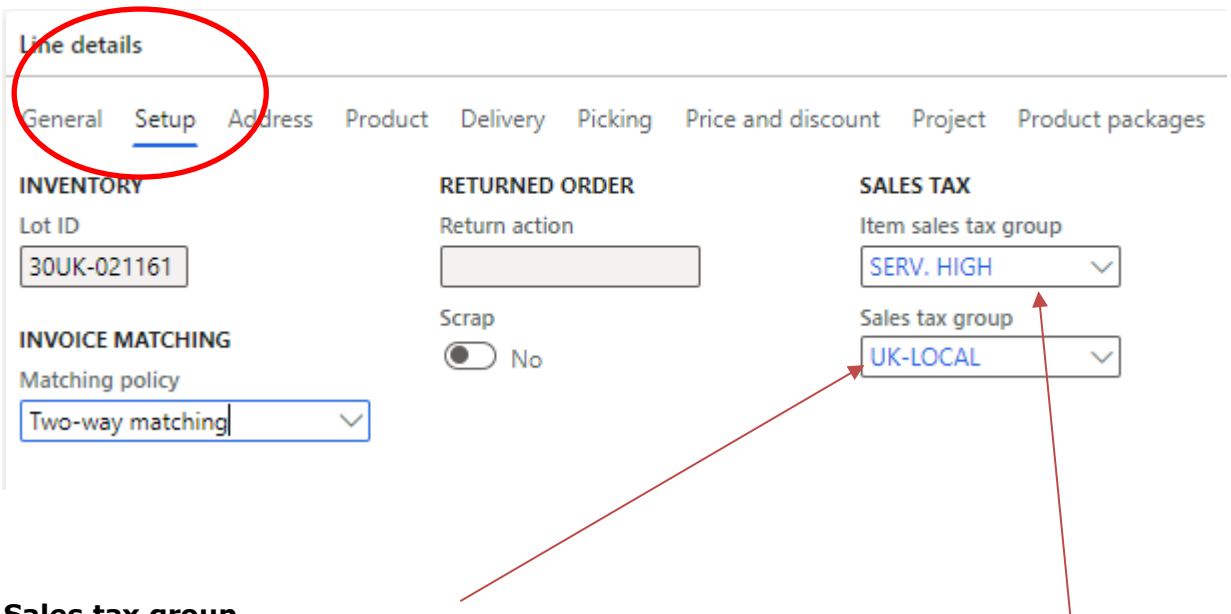
In the ‘General’ tab at the bottom of the screen enter a description in the text box. When you save the order the description will show in the line level.



Check the delivery date is correct at line level as this is the date that will show on the purchase order.



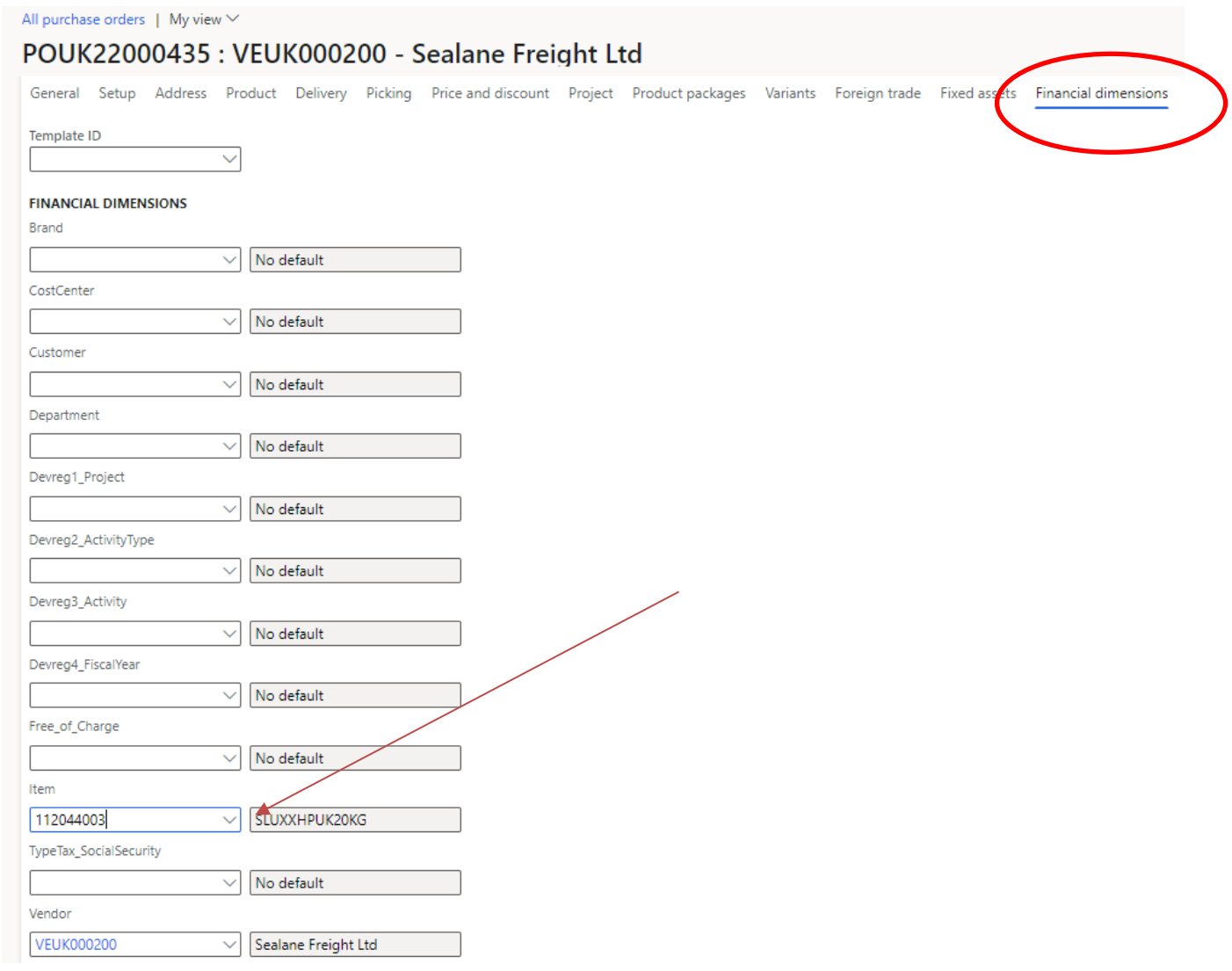
Check the correct sales tax is applied to the purchase order by checking the 'Set up' tab in the line details at the bottom of the screen. It should have automatically populated but please review it and if in doubt contact the finance department.



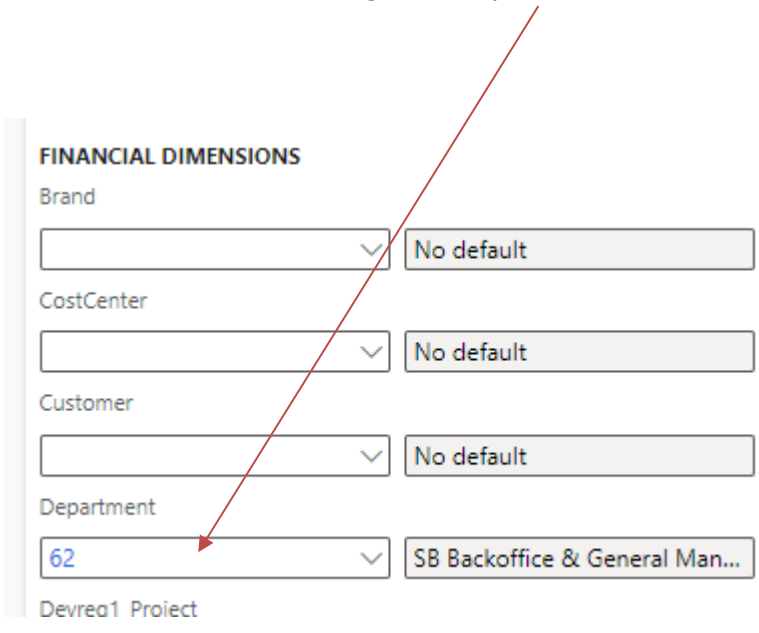
Sales tax group
'Branch code-Local' = purchases from a local country supplier;
'Branch code-non EU' = purchases from a non EU supplier;
'Branch code -EU'= purchases from a non-local, however an EU supplier.

Item sales tax group:
In 99% of the cases it should be SERV.HIGH;
Only for purchases of food and beverage a Low Item Sales Tax Group is applicable.

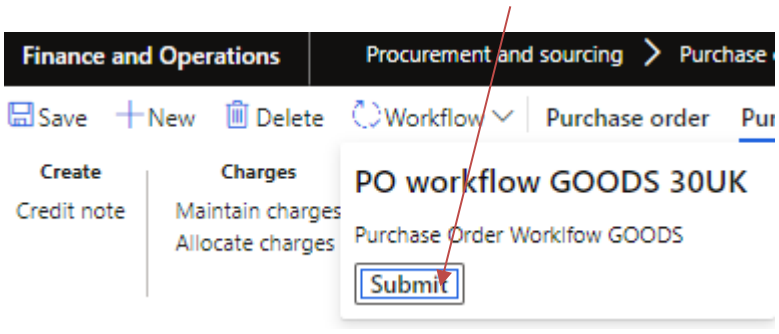
In the 'Finanical dimensions' tab you need to link an item to the service you are purchasing. For landed costs select the item that the costs relate to.



If you chose a procurement category from the DISTRIBUTION list rather than the COGS, you will need to enter some more information. Enter the department number from the drop down menu, this should relate to the branch and if supply chain related will usually be the SB Backoffice & General Management option.

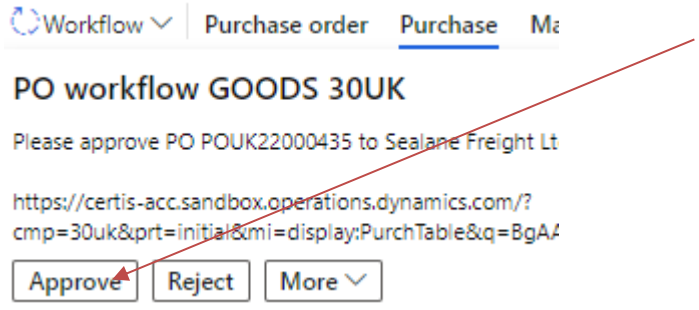


Once all the data is complete, the order needs to go through the purchase order workflow.
Select the 'Workflow' tab and 'Submit'.

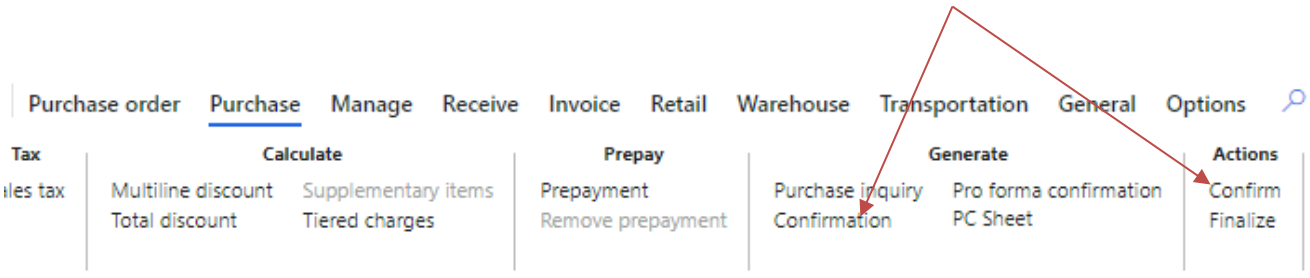


Depending on the value of your purchase order will depend on whether you have th right to approve the order yourself.

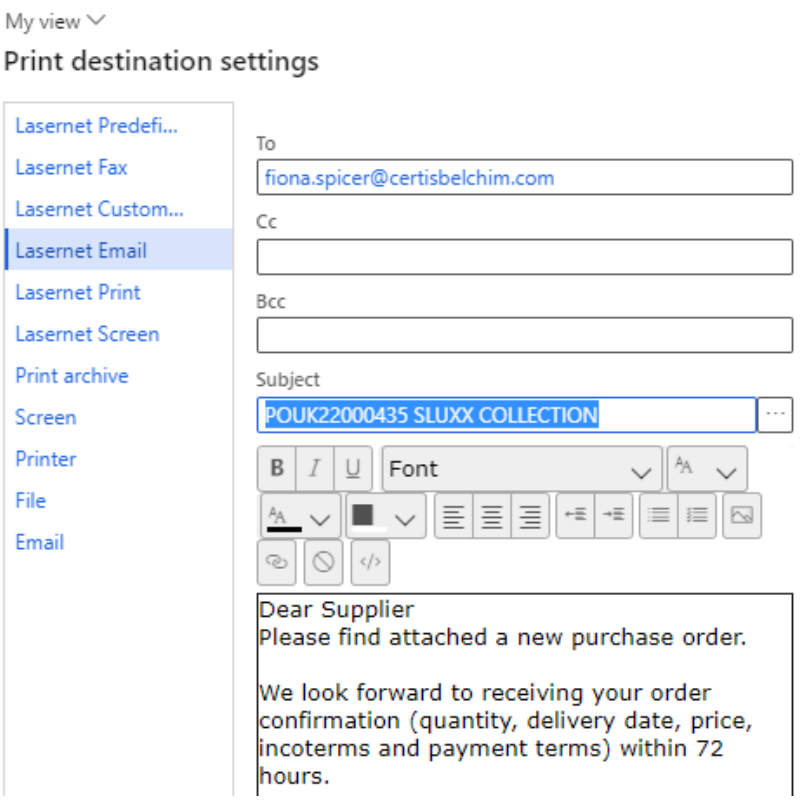
If the order is within your LOA you will see the option to approve the order, if you have noticed an error in the order you can choose to reject it and once the order status is back in draft you can make the amendments before resubmitting the workflow.



Once the PO is approved you can generate the confirmation to send to the supplier or if it is a budget order and you do not want to send it to the supplier you can just confirm the order. If you don't send the order to the supplier remember to communicate the order number to them so that the invoice can be matched on receipt.



If you choose to send the purchase order, in the pop up screen select 'printer set up' and 'Purchase order'.



Select 'Lasernet email' and enter your own email address as the receipient, give the email a title and if you would like to add a text to the email you can enter it in the text box.

Select 'Ok'.

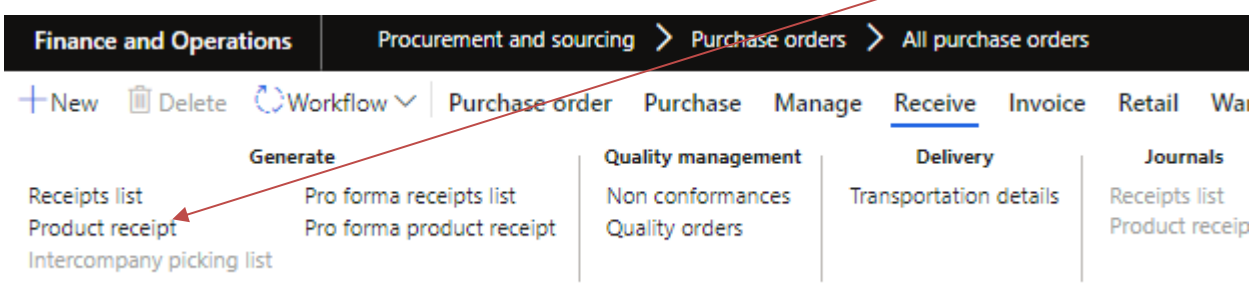
When you receive the email you can forward it to the supplier together with any additional information/documents that they might need.

Save the sent email to sharepoint in the purchase orders folder for future reference.

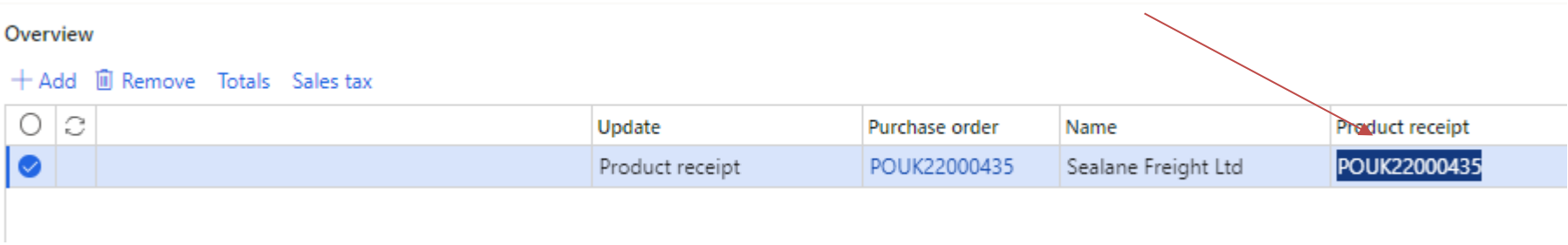
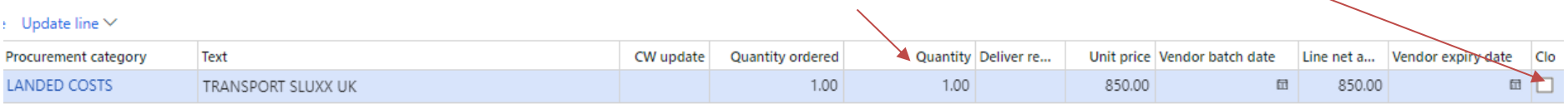
1.6.3 Receiving a service purchase order

It is not essential to receive a service purchase order but it can help finance and it also helps to keep the system tidy.

To receive a service purchase order, open the order and select 'Product receipt' from the receive tab.



In the receipt screen enter a product receipt reference if you have one from the supplier, if not you can use the purchase order reference but remember that if this is a partial receipt, you can only use a reference once.



Check the quantity that you are receiving is correct or if a budget purchase order check the value in the quantity field is correct.
If you have not receive the full quantity and you will not receive any further receipts, tick the 'Close for receipt' box to close the purchase order. Select 'Ok'.