User guide purchase PURCHASE ORDERS

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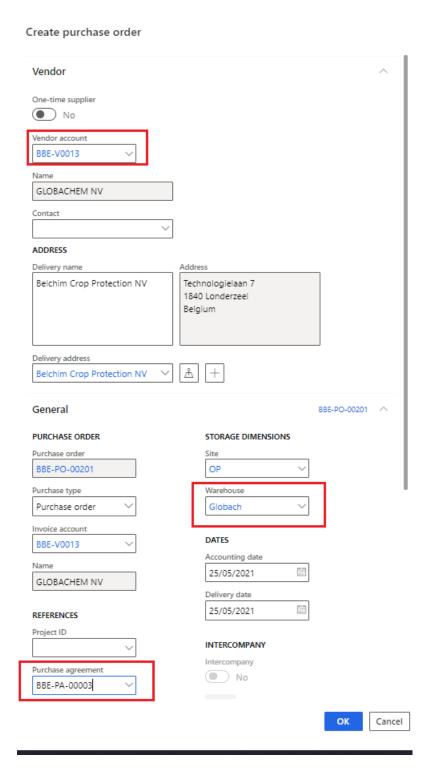
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1 Purchase order preparation

1.1 Create the purchase order directly

Go to Procurement and sourcing > Purchase orders > all purchase orders in the legal entity where the products are bought. Click New.



Fill in the following fields:



- Vendor account
- Warehouse
- Purchase agreement
- Delivery address (defaulted from the purchase agreement but may need to be modified)

Based on these fields other fields can be filled in (e.g. purchase pool) if the master data is filled in correctly on the vendor/purchase agreement.

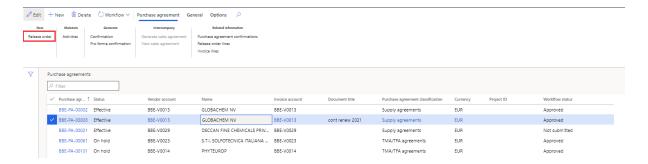
Click OK. The order header is created.



1.2 Create the purchase order header from a purchase agreement

Navigate to Procurement and sourcing > purchase agreements > purchase agreements. Select an effective Purchase agreement from which a PO must be released.

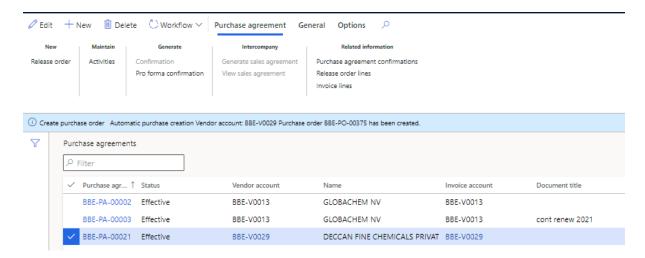
In the action pane, Under Purchase agreement > New, click "release order".



Define the purchase quantity for every line that should be added to the PO and click 'Create'.

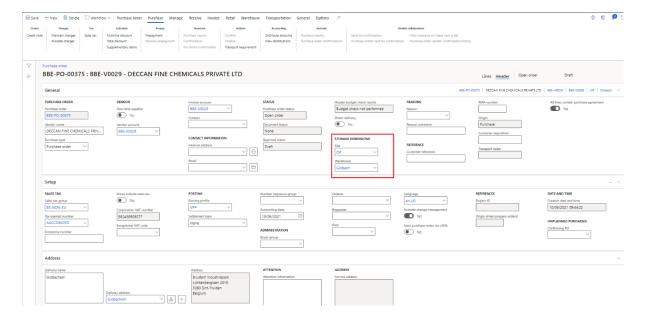


A purchase order header will be created, linked to the purchase agreement.





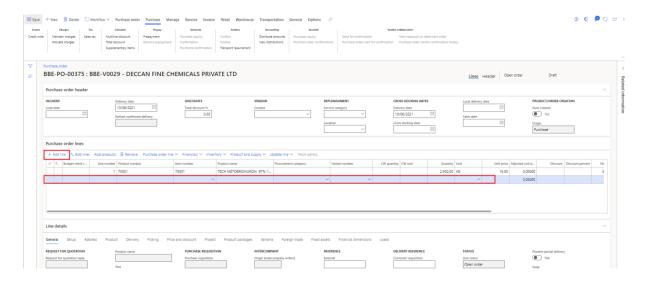
If the warehouse to deliver the PO was not yet defined on the purchase agreement header, define the delivery warehouse on the PO Header.





1.3 Create purchase order lines

When creating a purchase order from a purchase agreement, lines are automatically created based on the choices made at 'release order'. When a PO was made directly, lines can be added using the "Add line" button.



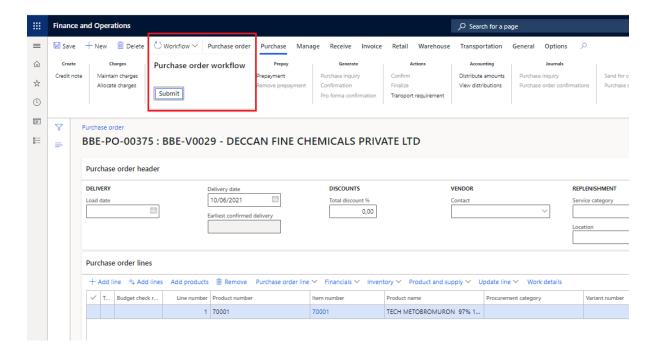
A new line is added, fill in the item number and if relevant, the product dimensions. Define the quantity of the line in the (displayed) purchase unit.

A line that is linked to a purchase agreement will retrieve its price from that agreement. If no purchase agreement is found, but a trade agreement is found, the price is found there. If none of both exist, the price needs to be defined manually in the field "Unit price".



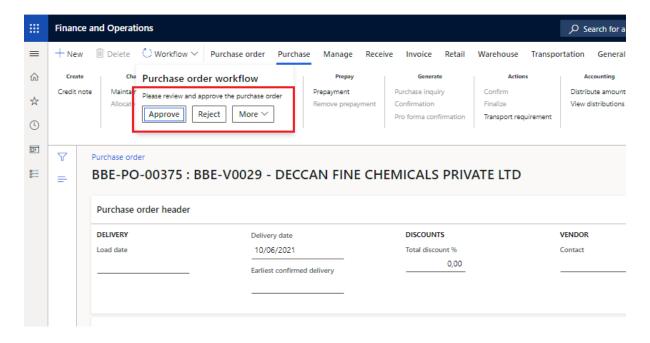
1.4 Submit to workflow

Submit the draft purchase order to the workflow for approval. This changes the approval status from 'Draft' to 'In review'



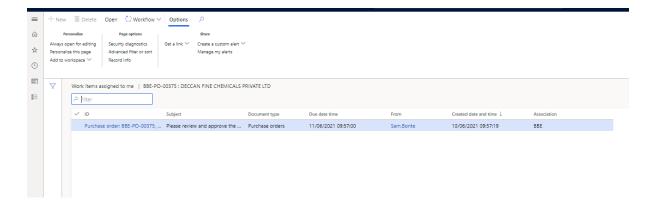
An optional comment can be added before submission.

Depending on WF configuration, work items are assigned or auto approval is executed. When a workitem is assigned to you, it can either be seen on the PO itself under the WF button:



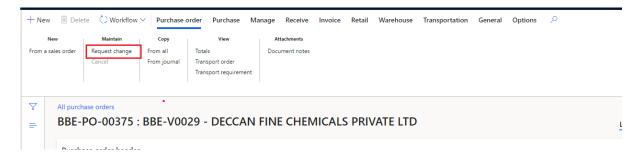
Or in an overview of work items assigned to you under Common > Work items > Work items assigned to me:





When the approval flow is completed, the approval status of the purchase order changes from 'in review' to 'approved'.

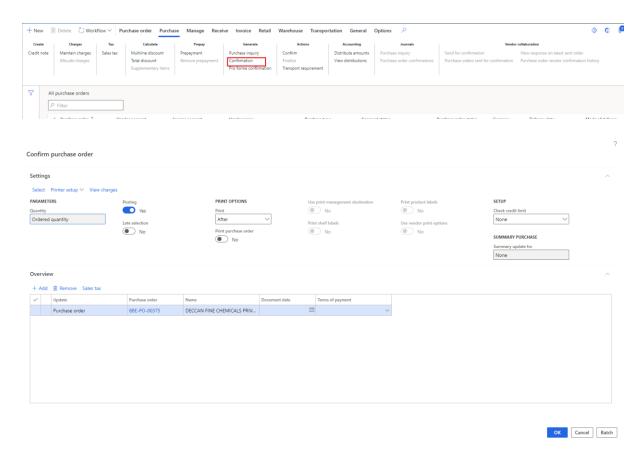
To be able to modify the PO after approval in the WF has passed, the "request change" button must be clicked. This will set the order approval status back to draft.





1.5 Purchase order confirmation

After approval, the PO is confirmed to be sent out to the vendor under Purchase > Generate > Confirmation.



Click OK to confirm.

(Note: when purchase order report is available, we will check the "print purchase order checkbox" to send out/print out the PO confirmation).

The PO approval status changes from approved to confirmed.

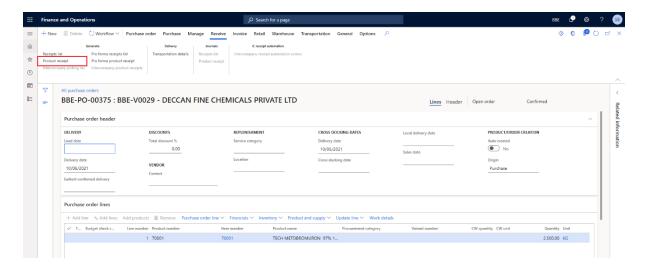


2 Purchase order receipt

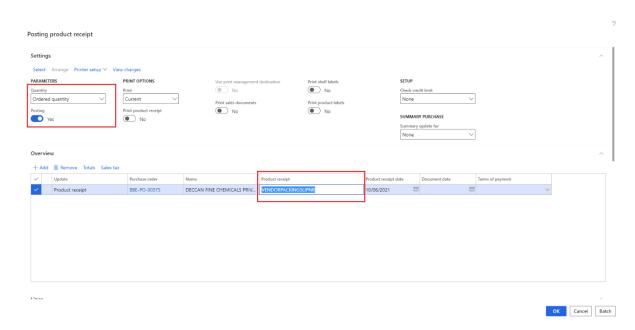
2.1 Post product receipt

To receive a PO, the order must always be in approval status "Confirmed".

Receipt is initiated under Receive > Generate > Product Receipt.

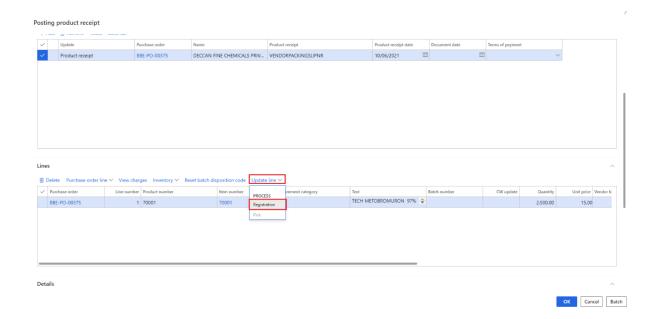


The quantity that is proposed to receive should be the ordered quantity (this can be refined later on). We also fill in a product receipt number linked to the receipt (usually the packing slip number of the document sent by the vendor).

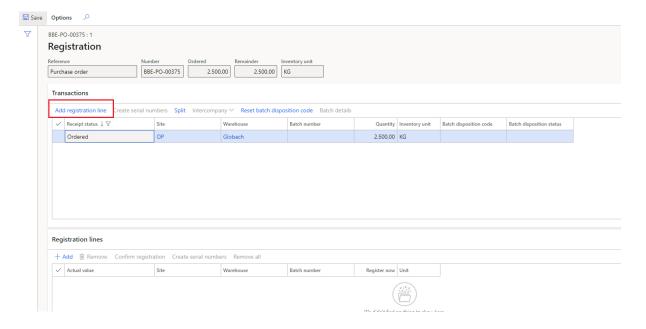


Before clicking OK, we scroll down to the lines to register the batch numbers of the received goods under 'update line > registration'



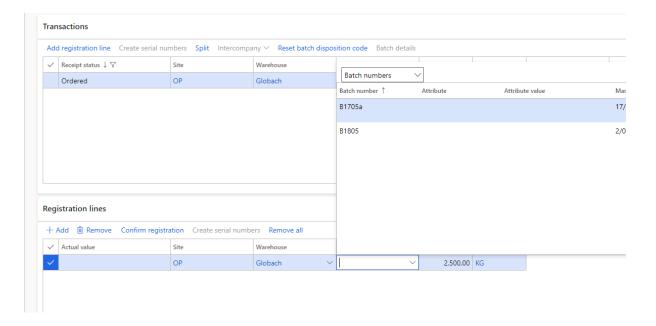


Click 'add registration line' to create lines for registration based on the order lines. If multiple batches were to be registered for the same product in one receipt, use the 'Split' functionality to split the lines into multiple registration lines, where multiple batch numbers can be registered.

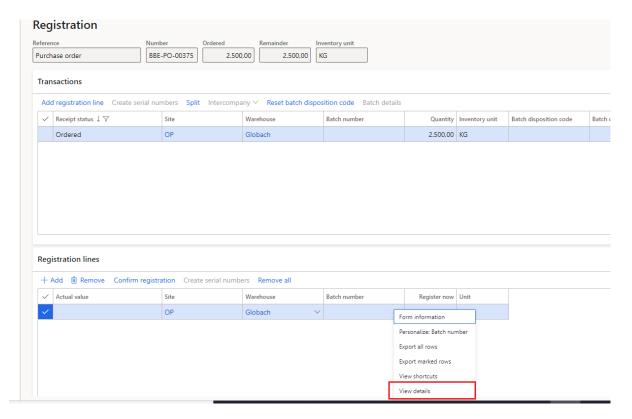


On the created registration line, a batch number can be chosen from the list of existing batch numbers for this item.

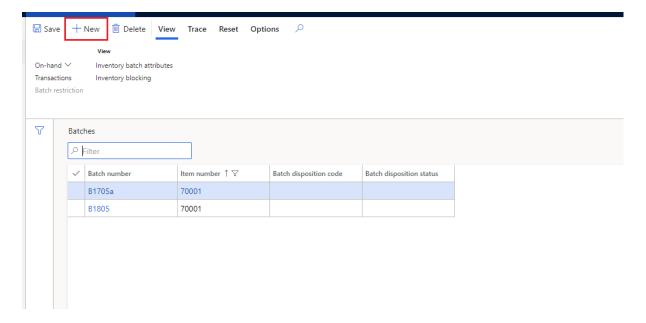




If the batch number does not exist yet, right click on the dropdown arrow in the batch number field and click 'view details'. This brings you to the table of all batch numbers, where a new batch number can be created for this receipt:

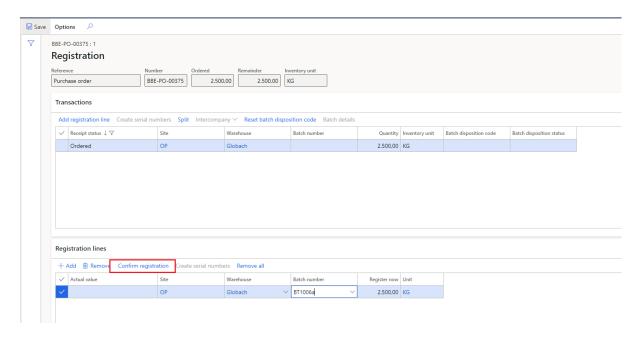






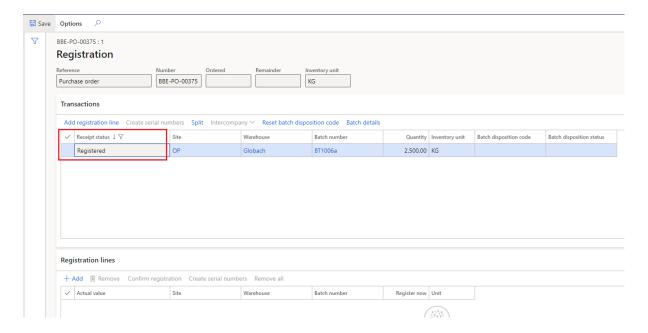
If the new batch number is created, close the screens of the batch number form until you return to the registration form.

Select the batch number on the registration line and click Confirm registration.

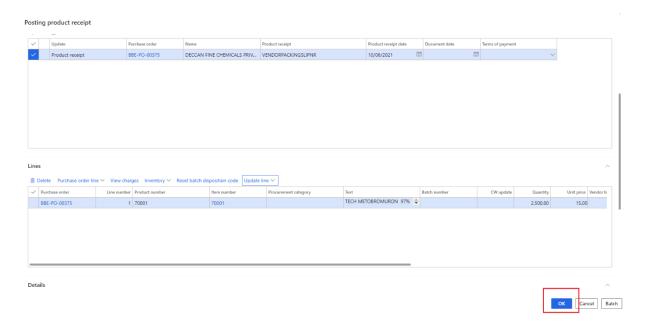


The order line now has status registered, this registration form can be closed to return to the product receipt form:





Back on the post product receipt form, click OK to receive the stock.



When the order is completely received, the status is changed to "Received". In case of partial delivery, the status remains "Open order" until the delivery is complete or the remaining quantity is canceled.

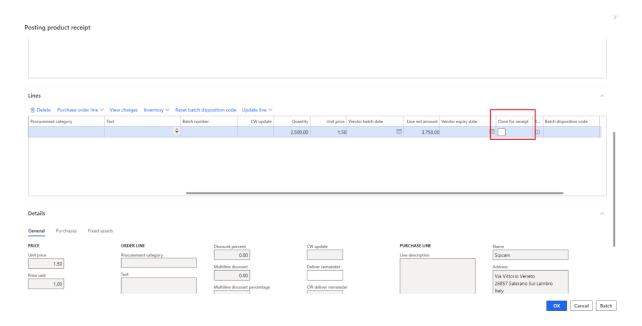


2.2 Cancel delivery remainder

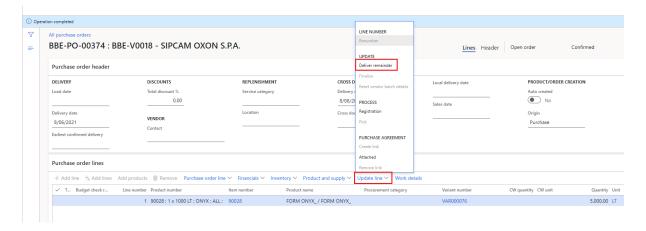
In case of partial delivery, there are multiple options.

If a following delivery is expected, only the partial delivery is posted and the order remains in open order until the next delivery arrives.

If a partial delivery is also the last delivery, and this is known at posting of the product receipt, the delivery can be "closed". This will automatically set the 'deliver remainder quantity' to zero, and the order status wil be "received", since no further delivery is expected. This can be done by checking the "close for product receipt" checkbox on the product receipt line when posting the product receipt for the partial delivery:



Alternatively, if this is not known at partial receipt, the deliver remainder quantity can also be modified afterwards. This is done on the PO line, under update line > deliver remainder. Please note, to cancel the deliver remainder this way, the order needs to be reset to the draft status through "request change". (this is not needed for the 'close for receipt' functionality).



The remaining quantity can be modified to the expected remainder to be deliverd, or canceled completely. Modifying the deliver remainder quantity will not adjust the initial ordered quantity on



the line, only the expected quantity to arrive, so reporting can still be done on the original quantity.

Update remaining quantity

PURCHASE QUANTITY

DELIVER REMAINDER

2.500,00

INVENTORY QUANTITY

2.500,00



Cancel quantity



