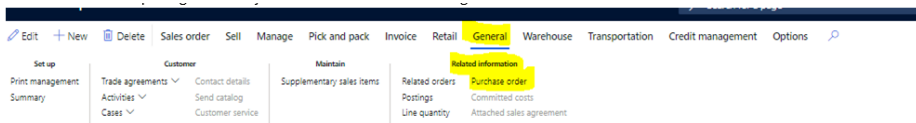


# CR-:

## Direct delivery – Purchase order

This type of purchase order is automatically generated by the direct delivery order creation. While direct delivery sales orders are managed by **Customer service**, the purchase order steps are conducted by **Supply chain**.

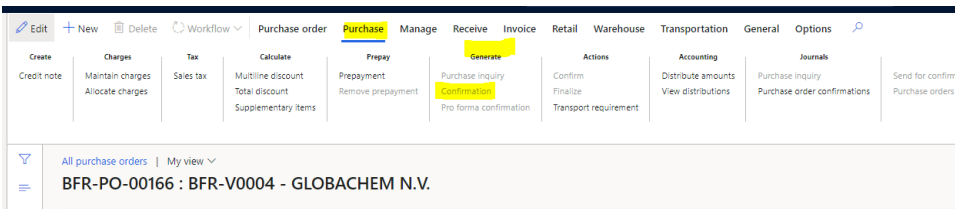
1. Switching from a Sales order towards a Purchase order is possible with selecting **General => Related information => Purchase order**



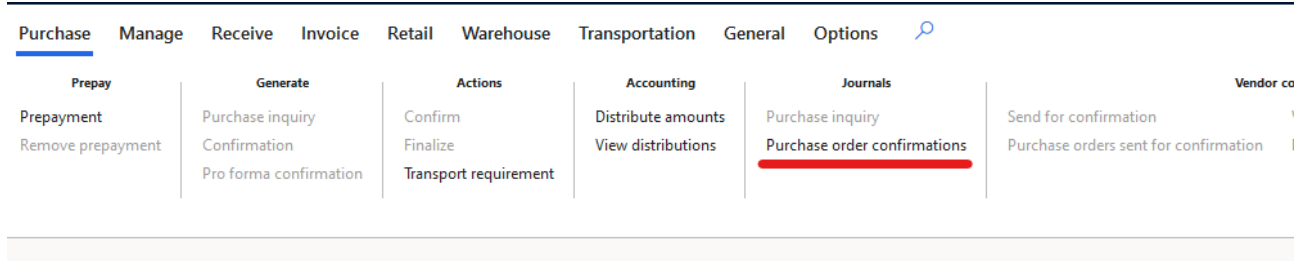
2. The next step is to confirm the Purchase order so that this document can be send towards the supplier

Click Purchase => **Generate** => **Confirmation**

The purchase order confirmation will be saved, and a new mail will open with this document in the attachment. Like this the planner can send this PO confirmation mail to the supplier with additional mail information if needed



In case your choice is to print the document, it is possible retrieve it from **Purchase => Journals => Purchase order confirmations**



3. After the confirmation is sent; the SC planner will update the confirmed delivery date based on the feedback received from the supplier.

All purchase orders | My view ▾

**BFR-PO-00166 : BFR-V0004 - GLOBACHEM N.V.**

+ Add line   + Add lines   Add products   Remove   Purchase order line ▾   Financials ▾   Inventory ▾   Product and supply ▾   Update line ▾   Warehouse

Ty...	Budget check r...	Line number	Product number	Item number	Product name	Procurement category
		1	10025:FIDOX 800:FR:4 x 5 LT	10025-02	ROXY 800 EC 4 x 5 LT / FIDOX 8...	

---

**Line details**

General   Setup   Address   Product   **Delivery**   Picking   Price and discount   Project   Product packages   Variants   Foreign trade   Fix

<b>DELIVERY DATE</b>	Delivery date	<b>DELIVERY</b>	Underdelivery
Load date	19/11/2021	Overdelivery	100,00
	<b>Confirmed delivery date</b>	99,999,00	Delivery type
	9/11/2021		Direct delivery

#### 4. Next step of the registration is the receipt of the Purchase order

The SC admin will receive the Purchase order based on the shipping /loading documents of the supplier

#### Select Receive => Generate => Product receipt

Finance and Operations

Search for a page

Save   + New   Delete   Workflow ▾   Purchase order   Purchase   Manage   **Receive**   Invoice   Retail   Warehouse   Transportation   General

Generate

Receipts list   Pro forma receipts list   Delivery   Journals   IC receipt automation

Product receipt   Pro forma product receipt   Transportation details   Receipts list   Intercountry receipt automation orders

Intercountry picking list   Intercountry product receipts   Product receipt

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Purchase order

**BFR-PO-00148 : BFR-V0004 - GLOBACHEM N.V.**

**Purchase order header**

<b>DELIVERY</b>	<b>DISCOUNTS</b>	<b>REPLENISHMENT</b>	<b>CROSS DOCKING DATES</b>
Load date	Total discount %	Service category	Delivery date
25/10/2021	0,00		22/10/2021
Delivery date	<b>VENDOR</b>	Location	Cross docking date
22/10/2021	Contact		
Earliest confirmed delivery			

---

**Purchase order lines**

+ Add line   + Add lines   Add products   Remove   Purchase order line ▾   Financials ▾   Inventory ▾   Product and supply ▾   Update line ▾   W

✓ Ty...	Budget check re...	Line number	Product number	Item number	Product name	Procurement cat
		1	10025:FIDOX 800:FR:4 x 5 LT	10025-02	ROXY 800 EC 4 x 5 LT / FIDOX 8...	

This will open a new screen named **"Posting product receipt"** where you first register the Product receipt field (cf. Bon de Livraison BL document).

Posting product receipt

Settings

Select [Change](#) [Printer setup](#) [View charges](#)

PARAMETERS

Quantity: Ordered quantity

PRINT OPTIONS

Print: ☐ No ☒ Yes

Print product receipt: ☐ No ☒ Yes

Use print management destination: ☐ No ☒ Yes

Print sales documents: ☐ No ☒ Yes

Print shelf labels: ☐ No ☒ Yes

Print product labels: ☐ No ☒ Yes

SETUP

Check credit limit: None

SUMMARY PURCHASE

Summary update for: None

Overview

+ Add [Remove](#) [Totals](#) [Sales tax](#)

✓	Update	Purchase order	Name	Product receipt	Product receipt date	Document date	Terms of payment
✓	Product receipt	BFR-PO-00148	GLOBACHEM N.V.	10025	25/10/2021		

Lines

OK Cancel Batch

Then check a record in the **Lines** section and select **Update line => Registration**

This step needs to be performed item line per item line.

Posting product receipt

Lines

[Delete](#) [Purchase order line](#) [View charges](#) [Inventory](#) [Reset batch disposition code](#) [Update line](#)

✓	Purchase order	Line number	Product number	Item number	Measurement category	Text	CW update	Quantity	Unit price	Vendor batch date	Line number
✓	BFR-PO-00148	1	10025:FIDOX 800:FR-4 x 5 LT	10025-02		FIDOX 800 4 x 5 LT		800.00	99.99		7

PROCESS  
Registration  
Pick

Details

The **Registration** form will open, and the actual batch numbers can be entered. If multiple batches are needed for 1 product registration the quantity to receive can be devised by the button **Split in the transaction section**. To accomplish this step; click **Add registration line**, which create a new registration line where you can enter the correct **Batch number**. If a batch doesn't exist yet; the batch order needs to be created. This can be done by right clicking on the Batch number field.

The last step will be to confirm the product receipt registration by clicking on **Confirm registration**.

BFR-PO-00148 : 1

Registration

Reference: Purchase order

Number: BFR-PO-00148

Ordered: 800.00

Remainder: 800.00

Inventory unit: LT

Transactions

[Add registration line](#) [Create serial numbers](#) [Split](#) [Intercompany](#) [Reset batch disposition code](#) [Batch details](#)

✓	Receipt status	Trademark	Country	Site	Warehouse	Batch number	Quantity	Inventory unit	Batch disposition code	Batch disposition status
✓	Ordered	FIDOX 800	FR	OP	DS_Mett		800.00	LT		

Registration lines

+ Add [Remove](#) [Confirm registration](#) [Create serial numbers](#) [Remove all](#)

✓	Actual value	Trademark	Country	Site	Warehouse	Batch number	Register now	Unit
✓		FIDOX 800	FR	OP	DS_Mett	GL123	800.00	LT

the **Receipt status** of the transaction's lines will change towards **Registered**

BFR-PO-00148 : 1

## Registration

Reference	Number	Ordered	Remainder	Inventory unit
Purchase order	BFR-PO-00148	800,00		LT

### Transactions

[Add registration line](#) [Create serial numbers](#) [Split](#) [Intercompany](#) [Reset batch disposition code](#) [Batch](#)

✓	Receipt status ↓	Trademark	Country	Site
	Registered	FIDOX 800	FR	OP

When all lines are registered; the save button can be clicked and the form can be closed. The Posting product receipt form can also be closed and the button OK can be chosen.

5. Now the Purchase order process for Direct delivery is concluded, and it's possible to finalize the original Sales order.