



Work instructions

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1. Purchase Order for services

1.1.1 Creating a Purchase Order for service in the Production Order

Please note the Purchase Order for the tolling service is created automatically from the Production Order.

DeleteNew production orderNew batch orderProduction orderScheduleWarehouseViewManage costsOptions

Process

EstimateReleaseStartReport as finishedEndLogReset statusRoute-Stuk-overzicht

Inventory

TransactionsOn-handLotTraceUpdate registrations

Order details

BOMFormulaCostRouteAll jobsView progress

Consolidated batch order

Consolidated on-handAdd toRemove from

Cases

Create caseView cases

Production orders

PrO000610

General

PrO000610109033144-1ERADICOAT FR 4X5L

IDENTIFICATION

ProductionPrO000610Item number109033144-1NameERADICOAT FR 4X5LQuantity160,00Delivery14/09/2020Time10:00Scheduling statusRemain statusMaterial consumptionQuality order statusDATE SCHEDULEDStart dateEnd dateStart time00:00

Once in the BOM, go at the end of the BOM line for the tolling service to reach the PO.
Click on the PO n° to go in the service PO.

BOM | PRO000610 : ERADICOAT FR 4X5L

Filter

al date	Raw material time	Reference type	Number	Vendor account	Consumption is	Cost amount	Cost price
20	10:00				Variable	0.00	
20	10:00				Variable	0.00	123
20	10:00	Purchase order	PO000809	100-000064	Constant	0.00	
20	10:00				Variable	0.00	

In the BOM, a line will be created for each service that could be part of the same PO (ex: fixed and variable cost at the toller) or could be split in different POs if different suppliers/tollers.

BOM | PRO000610 : ERADICOAT FR 4X5L

Filter

al date	Raw material time	Reference type	Number	Vendor account	Consumption is	Cost amount	Cost price
20	10:00	Purchase order	PO000809	100-000064	Constant	0.00	
20	10:00				Variable	0.00	
20	10:00				Variable	0.00	
20	10:00				Variable	0.00	
20	10:00				Variable	0.00	
20	10:00				Variable	0.00	
20	10:00				Variable	0.00	
20	10:00	Purchase order	PO000809	100-000064	Variable	0.00	

1.1.1 Approve a Service Purchase Order

Once in the PO and once all the main PO info checked (delivery date, quantity ...), the PO can be approved via the Workflow.
Pls note **as long as the service PO has not been approved, it cannot be confirmed.**

NewDeleteWorkflowPurchase orderPurchaseManageReceiveInvoiceWarehouseGeneralOptions

CreateCredit noteMaintainAllocate

Purchase order workflow

Please approve POPOCE20000248 to Supplier Mineraloelwerk Osnabruck GmbH with an amount of 0.00

ApproveRejectMore

Prma confirmationMeetConfirmFinalize

AccountingDistribute amountsView distributions

Purchase order

POCE20000248 : VECE000020 - Mineraloelwerk Osnab... LinesHeaderOpen orderIn review

Purchase order header

DELIVERY

Delivery date11/2/2020

VENDOR

ContactRuediger Loerch

CROSS DOCKING DATES

Delivery date11/2/2020

PRODUCT/ORDER CREATION

Auto createdNo

1.2 Confirm a service Purchase Order

Option 1: via "Confirmation" button

By clicking on "Confirmation", the PO is confirmed and a pdf PO document is generated.

Charges	Tax	Calculate	Prepay	Generate	Actions	Accounting
Maintain charges Allocate charges	Sales tax	Multiline discount Total discount Supplementary items	Prepayment Remove prepayment	Purchase inquiry Confirmation Pro forma confirmation PC Sheet	Confirm Finalize	Distribute amounts View distributions

Purchase order

PO000809 : 100-000064 - Safapac

Lines Header Open order Approved

Purchase order header

DELIVERY	VENDOR	CROSS DOCKING DATES	PRODUCT/ORDER CREATION
Delivery date 14/09/2020	Contact	Delivery date 14/09/2020	Auto created <input checked="" type="radio"/> No
Earliest confirmed delivery	REPLENISHMENT Service category	Cross docking date	Origin Purchase

Purchase Order document (pdf format)

Certis Europe BV
Central Supply Chain
Stadsplateau 16
3521 AZ Utrecht
The Netherlands

Telephone +31302001200
Fax
Giro
Tax registration number NL800577954801

Purchase order

Page 1 of 1
Number PO000809-1
Date 3/24/2020
Prepayment obligation No
Delivery terms

Safapac
4 Stapledon Road
Peterborough
IOM
Orton Sout
PE2 6TB
United Kingdom

Delivery address
Certis Europe BV
Stadsplateau 16
3521 AZ Utrecht
The Netherlands

This Purchase Order will be sent automatically in your email box along with the PC Sheet (see below PC Sheet creation process).

Option 2: via "Confirm" button

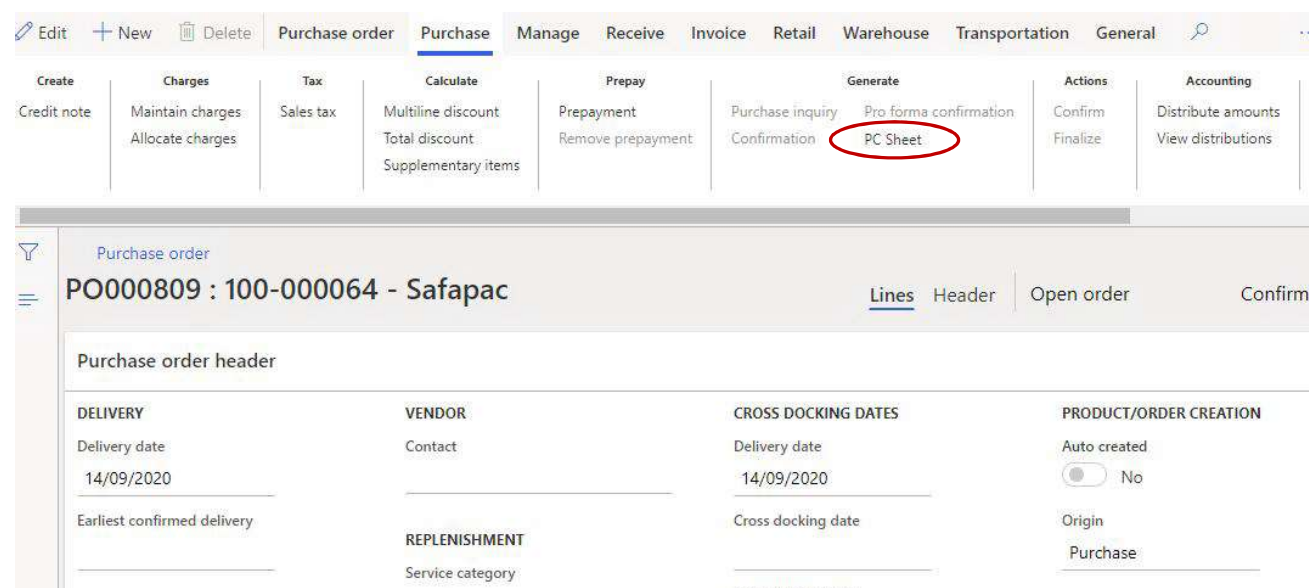
By clicking on "Confirmation", the PO is confirmed but no document is generated. This option can be used when the PO is amended but does not require a PO document to be generated again (internal change that does not need to be communicated to the toller).

Generate	Actions	Accounting
Purchase inquiry Confirmation	Pro forma confirmation PC Sheet Confirm Finalize	Distribute amounts View distributions

1.3 Generate a PC Sheet

1.3.1 From the Service Purchase Order

If not automated, the PC Sheet can be generated by clicking on “PC Sheet”. The PC Sheet will also be sent automatically in your email box.



The screenshot shows the CERTIS software interface. At the top, there is a navigation bar with tabs: Edit, New, Delete, Purchase order, Purchase, Manage, Receive, Invoice, Retail, Warehouse, Transportation, General. Below this, there is a sub-menu for 'Purchase' with options: Create, Charges, Tax, Calculate, Prepay, Generate, Actions, Accounting. The 'Generate' sub-menu is expanded, showing options: Purchase inquiry, Pro forma confirmation, Confirmation, and PC Sheet (highlighted with a red circle). Below the navigation bar, there is a header section for 'Purchase order' with the text 'PO000809 : 100-000064 - Safapac'. Below this, there is a 'Purchase order header' section with fields for DELIVERY, VENDOR, CROSS DOCKING DATES, and PRODUCT/ORDER CREATION.

PC Sheet



The screenshot shows the CERTIS software interface for the 'PC Sheet' form. At the top, there is a header section with the CERTIS logo, Purchase order PO000809, Production Pr0000610, and contact information for Certis Europe BV. Below this, there is a section for 'SC TRACE' with a red line indicating the 'INNER example: "SL CAN" + GTIN'. The main body of the form contains a table with columns: PC NR, COMP NR, PRODUCT, QUANTITY, and CONTENT. The table lists various components and their quantities. At the bottom, there is a section for 'Print batch number on bottle/box or drum label', 'Print production date on bottle/box or can and box or can', 'Print Expiry date on bottle/box or can and box or can', and 'These should, when product is relabelled, stay visible'. The form also includes fields for 'Date of issue' (18-03-2020), 'Status' (Authorized), and 'Approved by' (Messaouda Bourahia).

1.3.2 From the Production Order BOM

The PC Sheet can also be generated from the BOM inside the PR as follows:

Finance and Operations

Production control > Production orders > All production orders

01CE

Save + New Delete Copy Inventory Ingredients Inquiries **PC Sheet** Options

Personalize

Page options

Edit

Share

BOM | PRCE20000035 : OLIE-H NL 1000L

Filter

Item number	Warehouse	Batch number	Inventory status	Quantity	Per series	Unit	It...	Product name
204000047	DE006		AVAILABLE	1,000.0000	1,000.00	LTR		C00108 MINERAL OIL FG1
607000005	DE006		AVAILABLE	1.0000	1,000.00	PCE		I8C SCHUTZ ECOBULK BL
600000033	DE006			1.0000	1,000.00	PCE		TAP SET PIPE 45° INCL. IN
602000091	DE006		AVAILABLE	1.0000	1,000.00	PCE		CAP 150MM BACTERIA R
600000034	DE006			1.0000	1,000.00	PCE		TEMPER EVIDENCE SEAL \
495820	DE006		AVAILABLE	1.0000	1,000.00	PCE		LABEL STICKER OLIE-H 13
430263	DE006		AVAILABLE	1.0000	1,000.00	PCE		LABEL PANEL FRONT OLIE
702000043	DE006			1,000.0000	1,000.00	PCE		FILLING OLIE-H NL 1000L