

Work instruction creating Transport Purchase Order manually in 01CE.

Navigate to Procurement and sourcing > Purchase orders > All purchase orders.

Click New:

The screenshot shows the Dynamics 365 Finance and Operations interface. The top navigation bar includes 'Finance and Operations', 'Procurement and sourcing', 'Purchase orders', and 'All purchase orders'. The 'New' button is highlighted in the 'Purchase orders' section. The main table displays a list of purchase orders with columns: Purchase order, Vendor account, Invoice account, Vendor name, Purchase type, Approval status, Purchase order status, Currency, and Invoice type. The right-hand pane shows the 'Create purchase order' form with sections for Vendor, Address, General, and References.

Purchase order	Vendor account	Invoice account	Vendor name	Purchase type	Approval status	Purchase order status	Currency	Invoice type
POCE02002284	VECE000250	VECE000250	Eacti	Purchase order	Confirmed	Open order	EUR	Normal
POCE02002285	VECE000306	VECE000306	IKLS SARL	Purchase order	Confirmed	Received	EUR	Normal
POCE02002287	VECE000306	VECE000306	IKLS SARL	Purchase order	Draft	Open order	EUR	Normal
POCE02002288	VECE000416	VECE000416	Nesigen	Purchase order	Confirmed	Open order	EUR	Normal
POCE02002289	VECE002117	VECE002117	BSL Transport	Purchase order	Confirmed	Received	EUR	Normal
POCE02002290	VECE000306	VECE000306	IKLS SARL	Purchase order	Confirmed	Received	EUR	Normal
POCE02002291	VECE02480	VECE02480	Lakemant Trucking NV	Purchase order	In review	Open order	EUR	Normal
POCE02002292	VECE02117	VECE02117	BSL Transport	Purchase order	Confirmed	Received	EUR	Normal
POCE02002293	VECE02117	VECE02117	BSL Transport	Purchase order	Confirmed	Open order	EUR	Normal
POCE02002294	VECE02117	VECE02117	BSL Transport	Purchase order	Confirmed	Open order	EUR	Normal
POCE02002295	VECE02117	VECE02117	BSL Transport	Purchase order	Confirmed	Open order	EUR	Normal
POCE02002296	VECE02117	VECE02117	BSL Transport	Purchase order	In review	Open order	EUR	Normal
POCE02002297	VECE02117	VECE02117	BSL Transport	Purchase order	Confirmed	Open order	EUR	Normal
POCE02002298	VECE02117	VECE02117	BSL Transport	Purchase order	Confirmed	Open order	EUR	Normal
POCE02002299	VECE02480	VECE02480	Lakemant Trucking NV	Purchase order	Confirmed	Open order	EUR	Normal
POCE02002300	VECE02117	VECE02117	BSL Transport	Purchase order	Confirmed	Open order	EUR	Normal
POCE02002301	VECE00018	VECE00018	FormChem GmbH	Purchase order	Confirmed	Received	EUR	Normal
POCE02002302	VECE001787	VECE001787	Phyteurop	Purchase order	Confirmed	Received	EUR	Normal
POCE02002303	VECE00305	VECE00305	Baker Tilly Belgium Consultants	Purchase order	In review	Open order	EUR	Normal
POCE02002304	VECE00305	VECE00305	Baker Tilly Belgium Consultants	Purchase order	Confirmed	Open order	EUR	Normal
POCE02002305	VECE00292	VECE00292	Searasa University	Purchase order	In review	Open order	GBP	Normal
POCE02002306	VECE001787	VECE001787	Phyteurop	Purchase order	In review	Open order	EUR	Normal
POCE02002307	VECE001787	VECE001787	Phyteurop	Purchase order	Confirmed	Open order	EUR	Normal
POCE02002311	VECE02117	VECE02117	BSL Transport	Purchase order	Confirmed	Received	EUR	Normal

Fill in the transporter in the vendor account:

?

My view ▾

Create purchase order

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**Vendor** ▴

One-time supplier  
☐ No

Vendor account  
VECE002480 ▾



Name  
Lalemant Trucking NV

Contact  
▾

**ADDRESS**

Delivery name  
Certs Belchim BV

Address  
Stadsplateau 16  
3521 AZ Utrecht  
The Netherlands

Delivery address  
Certs Belchim BV ▾  

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**General** POCE22002312 ▴

**PURCHASE ORDER**

Purchase order  
POCE22002312

Purchase type  
Purchase order ▾

Invoice account  
VECE002480 ▾

Name  
Lalemant Trucking NV

**REFERENCES**


Project ID  
▾


**STORAGE DIMENSIONS**

Site  
▾

Warehouse  
▾

**DATES**

Accounting date  
3/2/2023 

Delivery date  
3/2/2023 

**INTERCOMPANY**

Intercompany

On the purchase order header, fill in the TO number in the field Customer requisition.

Add a PO line for service item "TRANSPORT" and fill in the price of the transport.

Finance and Operations | Procurement and sourcing > Purchase orders > All purchase orders

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

Receipts list Pro forma receipts list Pro forma product receipt Intersupply picking list

Quality management Non conformances Quality orders

Delivery Transportation details Receipts list Product receipt

All purchase orders | My view

POCE22002312 : VECE002480 - Lalemant Trucking NV

Purchase order header

DELIVERY Load date Delivery date 3/2/2023 Total discount % 0.00 Vendor Contact REPLENISHMENT Service category Location CROSS DOCKING DATES Delivery date 3/2/2023 Cross docking date Local delivery date Sales date

PRODUCT/ORDER CREATION Auto created No Origin Purchase Customer requisition NO.1334

Purchase order lines

Line number	Product number	Item number	Product name	Req. product name	Procurement category	Variant number	CW quantity	CW unit	Quantity	Unit	Unit price	Extended unit
1	TRANSPORT	TRANSPORT	TRANSPORT SERVICE				1.00	PCE	12,345.00		0.00000	

Line details

General Setup Address Product Delivery Picking Price and discount Project Product packages Variants Foreign trade Fixed assets Financial dimensions Loads EDI

REQUEST FOR QUOTATION ORDER LINE PURCHASE REQUISITION INTERCOMPANY DELIVERY REFERENCE

RFO number Procurement category Purchase requisition Origin (Intersupply order) Customer requisition Shipped No Quality order status

RFO reply number Product name Requisition product name Customer reference Invoiced partial delivery Prohibit No

REFERENCE Customer reference

On the line details, in the tab financial dimensions, change the financial dimension 'Item' to the value of the goods that are transported.

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Purchase order header

DELIVERY Load date Delivery date 3/2/2023 Total discount % 0.00 Vendor Contact REPLENISHMENT Service category Location CROSS DOCKING DATES Delivery date 3/2/2023 Cross docking date Local delivery date Sales date

Purchase order lines

Line number	Product number	Item number	Product name	Req. product name	Procurement category	Variant number	CW quantity	CW unit	Quantity	Unit
1	TRANSPORT	TRANSPORT	TRANSPORT SERVICE				1.00	PC		

Line details

General Setup Address Product Delivery Picking Price and discount Project Product packages Variants Foreign trade Fixed assets Financial dimensions Loads EDI

Template ID

FINANCIAL DIMENSIONS

Brand

**Finance and Operations** | Procurement and sourcing > Purchase orders > All purchase orders

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

Generate: Receipts list, Product receipt, Intercompany picking list  
 Quality management: Pro forma receipts list, Pro forma product receipt, Non conformances, Quality orders  
 Delivery: Transportation details  
 Journals: Receipts list, Product receipt

All purchase orders | My view

### POCE22002312 : VECE002480 - Lalemant Trucking NV

**FINANCIAL DIMENSIONS**

Brand: [No default]  
 CostCenter: [No default]  
 Customer: [No default]  
 Department: [No default]  
 Devreg1\_Project: [No default]  
 Devreg2\_ActivityType: [No default]  
 Devreg3\_Activity: [No default]  
 Devreg4\_FiscalYear: [No default]  
 Free\_of\_Charge: [No default]  
 Item: 10803222d [PROMANBE4X5L]  
 Partner: [No default]  
 TypeTax\_SocialSecurity: [No default]  
 Vendor: VECE002480 [Lalemant Trucking NV]

Submit the purchase order to the approval workflow.

**Finance and Operations** | Procurement and sourcing > Purchase orders > All purchase orders

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

Generate: Receipts list, Product receipt, Intercompany picking list  
 Quality management: Pro forma receipts list, Pro forma product receipt, Non conformances, Quality orders  
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All purchase orders | My view

### POCE22002312 : VECE002480 - Lalemant Trucking NV

Workflow

Purchase order header

DELIVERY: Load date [3/2/2023], Delivery date [3/2/2023], Delivery confirmed delivery [3/2/2023]  
 DISCOUNTS: Total discount % 0.00  
 VENDOR: Contact [Lalemant Trucking NV]  
 REPLENISHMENT: Service category [Transportation], Location [Lalemant Trucking NV]  
 CREDIT DOKING DATES: Delivery date [3/2/2023], Sales date [3/2/2023], Credit working date [3/2/2023]  
 Local delivery date [3/2/2023]  
 PRODUCT/ORDER CREATION: Auto created [No], Origin [Pur27386], Customer requisition [10-1234]

Purchase order lines

+ Add line - Add lines - Add products - Remove - To be Allocated - Purchase order line - Financials - Inventory - Product and supply - Update line - Warehouse

Line number	Product number	Item number	Product name	Req product name	Procurement category	Variant number	OW quantity	OW unit	Quantity	Unit	Unit price	Adjusted unit	Discount	Discount percent
1	TRANSPORT		TRANSPORT SERVICE						1.00	PCZ	12,345.00	0.00000		

Line details

General Setup Address Product Delivery Picking Price and discount Project Product packages Variants Foreign trade Fixed assets Financial dimensions Loads EDI

Template ID: [ ]

FINANCIAL DIMENSIONS