

User guide purchase PURCHASE ORDERS

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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.

Create purchase order

Vendor

One-time supplier
☐ No

Vendor account
BBE-V0013

Name
GLOBACHEM NV

Contact

ADDRESS

Delivery name
Belchim Crop Protection NV

Address
Technologielaan 7
1840 Londerzeel
Belgium

Delivery address
Belchim Crop Protection NV

General

PURCHASE ORDER

Purchase order
BBE-PO-00201

Purchase type
Purchase order

Invoice account
BBE-V0013

Name
GLOBACHEM NV

REFERENCES

Project ID

Purchase agreement
BBE-PA-00003

STORAGE DIMENSIONS

Site
OP

Warehouse
Globach

DATES

Accounting date
25/05/2021

Delivery date
25/05/2021

INTERCOMPANY

Intercompany
☐ No

BBE-PO-00201

OKCancel

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".

Purchase agreements

Purchase agr...	Status	Vendor account	Name	Invoice account	Document title	Purchase agreement classification	Currency	Project ID	Workflow status
BBE-PA-00002	Effective	BBE-V0013	GLOBACHEM NV	BBE-V0013		Supply agreements	EUR		Approved
BBE-PA-00003	Effective	BBE-V0013	GLOBACHEM NV	BBE-V0013	cont renew 2021	Supply agreements	EUR		Approved
BBE-PA-00021	Effective	BBE-V0029	DECCAN FINE CHEMICALS PRIV...	BBE-V0029		Supply agreements	EUR		Not submitted
BBE-PA-00061	On hold	BBE-V0023	S.T.I. SOLFOTECNICA ITALIANA ...	BBE-V0023		TMA/TFA agreements	EUR		Approved
BBE-PA-00101	On hold	BBE-V0014	PHYTEUROP	BBE-V0014		TMA/TFA agreements	EUR		Approved

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

Create release order

Prepare the header of the release order in the upper section of this form. If the agreement has quantity commitments, you can prepare the lines for the release order in the lower section of this form. If the agreement has value commitments, you must enter such order lines after you have created the release order.

Address

DELIVERY ADDRESS

Name: Beichim Crop Protection NV
Address: Technologieplein 7, 1840 Londerzeel, %1
Delivery address: Beichim Crop Protection NV

Display dimensions

Item number	Product name	Variant number	Purchase quant.	Unit	CW purchase q...	CW unit	Delivery date	Warehouse	Recommended ...
70001	TECH METOBROMURON, 97% l...		2.500,00	KG			10/06/2021	Giobach	

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

Create purchase order Automatic purchase creation Vendor account: BBE-V0029 Purchase order BBE-PO-00375 has been created.

Purchase agreements

Purchase agr...	Status	Vendor account	Name	Invoice account	Document title
BBE-PA-00002	Effective	BBE-V0013	GLOBACHEM NV	BBE-V0013	
BBE-PA-00003	Effective	BBE-V0013	GLOBACHEM NV	BBE-V0013	cont renew 2021
BBE-PA-00021	Effective	BBE-V0029	DECCAN FINE CHEMICALS PRIVAT	BBE-V0029	

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

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

Create Credit note Changes Maintain charges Allocate charges Tax Sales tax Multiline discount Year discount Supplementary items Prepayment Remove prepayment Generate Purchase inquiry Confirmation Pro forma confirmation Confirm Finalize Transport requirement Distribute amounts View distributions Purchase inquiry Purchase order confirmations Send for confirmation Purchase orders sent for confirmation Vendor collaboration View response on latest sent order Purchase order vendor confirmation history

Purchase order BBE-PO-00375 : BBE-V0029 - DECCAN FINE CHEMICALS PRIVATE LTD Lines Header Open order Draft

General BBE-PO-00375 DECCAN FINE CHEMICALS PRIVATE LTD BBE-V0029 BBE-V0029 OP Globach

PURCHASE ORDER **VENDOR** **STATUS** **Header budget check results** **REASONS** **STORAGE DIMENSIONS** **REFERENCE**

Purchase order BBE-PO-00375 One time supplier BBE-V0029 Budget check not performed Reason Reason comment Origin Purchase Customer requisition Transport order

Vendor name DECCAN FINE CHEMICALS PRIV... Vendor account BBE-V0029 Document status NONE Approval status Draft

CONTACT INFORMATION Internet address Email

Setup

SALES TAX Sales tax group BE-NON-EU Tax exempt number AACCD9285D Enterprise number

Price include sales tax No Corporation VAT number BE0459809277 Exemption VAT code

POSTING Posting profile VPP Accounting date 10/06/2021 Settlement type None

Number sequence group Order Requester Pool

ADMINISTRATION Buyer group

Language en-US Activate change management No Send purchase order via CRM No

REFERENCES Project ID Origin (intercompany orders)

DATE AND TIME Created date and time 10/06/2021 09:44:22

UNPLANNED PURCHASES Confirming PO

Address

Delivery name Globachem Delivery address Globachem

Address Bruten Industriepark Lottenberglaan 1019 3380 Sint-Truiden Belgium

ATTENTION Attention information

ADDRESS Service address

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.

Purchase order
BBE-PO-00375 : BBE-V0029 - DECCAN FINE CHEMICALS PRIVATE LTD

Purchase order header

DELIVERY
Load date:
Delivery date: 13/06/2021
Earliest confirmed delivery:

DISCOUNTS
Total discount %: 0.00

VENDOR
Contact:

REFRESHMENT
Service category:
Location:

CROSS DOCKING DATES
Delivery date: 13/06/2021
Cross docking date:

Local delivery date
Local delivery date:
Sales date:

PRODUCT/ORDER CREATION
Auto created: ☐ No
Origin: Purchase

Purchase order lines

✓	1	Budget check	Line number	Product number	Item number	Product name	Procurement category	Variant number	CU quantity	CU unit	Quantity	Unit	Unit price	Adjusted unit p...	Discount	Discount percent	No
			1	70001		TECH VIETOBROMURON 97% T...					2.500.00	KG	15.00	0.00000			3

Line details

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

REQUEST FOR QUOTATION
Request for quotation reply:

Product name
Text:

PURCHASE REQUISITION
Purchase requisition:

INTERCOMPANY
Origin (intercompany orders):

REFERENCE
External:

DELIVERY REFERENCE
Customer requisition:

STATUS
Line status: Open order
Prevent partial delivery: ☐ No
State:

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'

The screenshot shows the 'Purchase order workflow' dialog box in the 'Finance and Operations' application. The dialog is titled 'Purchase order workflow' and has a 'Submit' button. The background shows the 'Purchase order' form for 'BBE-PO-00375 : BBE-V0029 - DECCAN FINE CHEMICALS PRIVATE LTD'.

Purchase order header

DELIVERY	Delivery date	DISCOUNTS	VENDOR	REPLENISHMENT
Load date	10/06/2021	Total discount %	Contact	Service category
	Earliest confirmed delivery	0,00		Location

Purchase order lines

✓	T...	Budget check r...	Line number	Product number	Item number	Product name	Procurement category	Variant number
			1	70001	70001	TECH METOBROMURON 97% 1...		

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:

The screenshot shows the 'Purchase order workflow' dialog box in the 'Finance and Operations' application. The dialog is titled 'Purchase order workflow' and has buttons for 'Approve', 'Reject', and 'More'. The background shows the 'Purchase order' form for 'BBE-PO-00375 : BBE-V0029 - DECCAN FINE CHEMICALS PRIVATE LTD'.

Purchase order header

DELIVERY	Delivery date	DISCOUNTS	VENDOR
Load date	10/06/2021	Total discount %	Contact
	Earliest confirmed delivery	0,00	

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

1.5 Purchase order confirmation

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

New

Delete

Workflow

Purchase order

Purchase

Manage

Receive

Invoice

Retail

Warehouse

Transportation

General

Options

Create

Charges

Tax

Calculate

Prepay

Generate

Actions

Accounting

Journals

Vendor collaboration

Credit note

Maintain charges

Sales tax

Multiline discount

Prepayment

Purchase inquiry

Confirm

Distribute amounts

Purchase inquiry

Send for confirmation

View response on latest sent order

Allocate charges

Remove prepayment

Confirmation

Finalize

View distributions

Purchase order confirmations

Purchase orders sent for confirmation

Purchase order vendor confirmation history

Supplementary items

Pro forma confirmation

Transport requirement

All purchase orders

Filter

Purchase order ?

Manage order

Cancel order

Undo order

Reorder order

Cancel order

Cancel order

Cancel order

Cancel order

Cancel order

Confirm purchase order

Settings

Select

Printer setup

View charges

PARAMETERS

Quantity

Ordered quantity

Posting

Late selection

Print

After

Print purchase order

No

Use print management destination

Print shelf labels

No

No

Print product labels

Use vendor print options

No

No

SETUP

Check credit limit

None

SUMMARY PURCHASE

Summary update for

None

Overview

Add

Remove

Sales tax

✓	Update	Purchase order	Name	Document date	Terms of payment
	Purchase order	BBE-PO-00375	DECCAN FINE CHEMICALS PRIV...	11/11/2023	Net 30

OK

Cancel

Batch

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 screenshot shows the 'Finance and Operations' application interface. The top navigation bar includes 'Purchase order', 'Purchase', 'Manage', 'Receive', 'Invoice', 'Retail', 'Warehouse', 'Transportation', 'General', and 'Options'. The 'Receive' menu is expanded, showing options like 'Receipts list', 'Product receipt', 'Pro forma receipts list', 'Pro forma product receipt', 'Interscompany product receipts', 'Transportation details', 'Receipts list', 'Product receipt', and 'Interscompany receipt automation orders'. The 'Product receipt' option is highlighted with a red box. Below the menu, the 'Purchase order header' section displays details for 'BBE-PO-00375 : BBE-V0029 - DECCAN FINE CHEMICALS PRIVATE LTD'. The 'Purchase order lines' section shows a table with columns: 'Line number', 'Product number', 'Item number', 'Product name', 'Procurement category', 'Variant number', 'CW quantity', 'CW unit', and 'Quantity Unit'. The first line is highlighted with a blue background.

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).

Posting product receipt

The screenshot shows the 'Posting product receipt' dialog box. The 'Parameters' section is expanded, showing fields for 'Quantity' (set to 'Ordered quantity'), 'Posting' (set to 'Yes'), 'Print' (set to 'Current'), 'Print product receipt' (set to 'No'), 'Use print management destination' (set to 'No'), 'Print shelf labels' (set to 'No'), 'Print sales documents' (set to 'No'), 'Print product labels' (set to 'No'), 'Check credit limit' (set to 'None'), and 'Summary purchase' (set to 'None'). The 'Overview' section shows a table with columns: 'Update', 'Purchase order', 'Name', 'Product receipt', 'Product receipt date', 'Document date', and 'Terms of payment'. The first row is highlighted with a blue background, showing 'Product receipt' for 'BBE-PO-00375' with 'DECCAN FINE CHEMICALS PRIV...' as the name and 'VENDORPACKINGSLIPNR' as the product receipt number. The 'Product receipt date' is '10/06/2021'. The 'Document date' is also '10/06/2021'. The 'Terms of payment' is set to 'None'. The 'OK', 'Cancel', and 'Batch' buttons are at the bottom right.

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

Posting product receipt

✓	Update	Purchase order	Name	Product receipt	Product receipt date	Document date	Terms of payment
✓	Product receipt	BBE-PO-00375	DECCAN FINE CHEMICALS PRIV...	VENDORPACKINGSUPNR	10/06/2021		

Lines

✓	Purchase order	Line number	Product number	Item number	PROCESS	Item category	Text	Batch number	CW update	Quantity	Unit price	Vendor b
	BBE-PO-00375	1	70001	70001	Registration		TECH METOBROMURON 97%			2.500,00	15,00	

Details

OK Cancel Batch

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.

Save Options

BBE-PO-00375 : 1

Registration

Reference	Number	Ordered	Remainder	Inventory unit
Purchase order	BBE-PO-00375	2.500,00	2.500,00	KG

Transactions

Add registration line Create serial numbers Split Intercompany Reset batch disposition code Batch details

✓	Receipt status ↓	Site	Warehouse	Batch number	Quantity	Inventory unit	Batch disposition code	Batch disposition status
	Ordered	OP	Globach		2.500,00	KG		

Registration lines

+ Add Remove Confirm registration Create serial numbers Remove all

✓	Actual value	Site	Warehouse	Batch number	Register now	Unit
---	--------------	------	-----------	--------------	--------------	------

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

Transactions

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

✓	Receipt status ↓	Site	Warehouse	Batch numbers
	Ordered	OP	Globach	
				<div>Batch number ↑</div> <div>Attribute</div> <div>Attribute value</div> <div>Mar</div>
				<div>B1705a</div> <div></div> <div></div> <div>17/</div>
				<div>B1805</div> <div></div> <div></div> <div>2/0</div>

Registration lines

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

✓	Actual value	Site	Warehouse				
		OP	Globach			2.500,00	KG

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:

Registration

Reference

Number

Ordered

Remainder

Inventory unit

Purchase order

BBE-PO-00375

2.500,00

2.500,00

KG

Transactions

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

✓	Receipt status ↓	Site	Warehouse	Batch number	Quantity	Inventory unit	Batch disposition code	Batch c
	Ordered	OP	Globach		2.500,00	KG		

Registration lines

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

✓	Actual value	Site	Warehouse	Batch number	Register now	Unit
		OP	Globach			

Form information

Personalize: Batch number

Export all rows

Export marked rows

View shortcuts

View details

Save **+ New** Delete View Trace Reset Options

View

On-hand ▾ Inventory batch attributes

Transactions Inventory blocking

Batch restriction

Batches

Filter

✓	Batch number	Item number ↑ ▾	Batch disposition code	Batch disposition status
	B1705a	70001		
	B1805	70001		

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.

Save Options

BBE-PO-00375 : 1

Registration

Reference: Purchase order Number: BBE-PO-00375 Ordered: 2.500,00 Remainder: 2.500,00 Inventory unit: KG

Transactions

Add registration line Create serial numbers Split Intercompany ▾ Reset batch disposition code Batch details

✓	Receipt status ↓ ▾	Site	Warehouse	Batch number	Quantity	Inventory unit	Batch disposition code	Batch disposition status
	Ordered	OP	Globach		2.500,00	KG		

Registration lines

+ Add Remove **Confirm registration** Create serial numbers Remove all

✓	Actual value	Site	Warehouse	Batch number	Register now	Unit
✓		OP	Globach	BT10064	2.500,00	KG

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

Save Options

BBE-PO-00375 : 1

Registration

Reference: Purchase order Number: BBE-PO-00375 Ordered: Remainder: Inventory unit: KG

Transactions

Add registration line Create serial numbers Split Intercompany Reset batch disposition code Batch details

✓	Receipt status ↓	Site	Warehouse	Batch number	Quantity	Inventory unit	Batch disposition code	Batch disposition status
	Registered	OP	Globach	BT1006a	2.500,00	KG		

Registration lines

+ Add Remove Confirm registration Create serial numbers Remove all

✓	Actual value	Site	Warehouse	Batch number	Register now	Unit

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

Posting product receipt

✓	Update	Purchase order	Name	Product receipt	Product receipt date	Document date	Terms of payment
	Product receipt	BBE-PO-00375	DECCAN FINE CHEMICALS PRIV...	VENDORPACKINGSLIPNR	10/06/2021		

Lines

Delete Purchase order line View charges Inventory Reset batch disposition code Update line

✓	Purchase order	Line number	Product number	Item number	Procurement category	Text	Batch number	CW update	Quantity	Unit price	Vendor b
	BBE-PO-00375	1	70001	70001		TECH METOBROMURON 97%			2.500,00	15,00	

Details

OK Cancel Batch

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 will 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:

Posting product receipt

Procurement category	Text	Batch number	CW update	Quantity	Unit price	Vendor batch date	Line net amount	Vendor expiry date	Close for receipt	Batch disposition code
				2.500.00	1.50		3.750.00		<input type="checkbox"/>	

Details

General Purchases Fixed assets

PRICE
Unit price: 1.50
Price unit: 1.00

ORDER LINE
Procurement category:
Text:

Discount percent: 0.00
Multiline discount: 0.00
Multiline discount percentage:

CW update:
Deliver remainder:
CW deliver remainder:

PURCHASE LINE
Line description:

Name: Sipcam
Address: Via Vittorio Veneto, 26857 Salerano Sul Lambro, Italy

OK Cancel Batch

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).

Operation completed

All purchase orders

BBE-PO-00374 : BBE-V0018 - SIPCAM OXON S.P.A.

Purchase order header

DELIVERY
Load date:
Delivery date: 8/06/2021
Earliest confirmed delivery:

DISCOUNTS
Total discount %: 0.00

REPLENISHMENT
Service category:
Location:

CROSS D
Delivery: 8/06/21
Cross do:

Purchase order lines

Line number	Product number	Item number	Product name	Procurement category	Variant number	CW quantity	CW unit	Quantity	Unit
1	90028 : 1 x 1000 LT : ONYX : ALL :	90028	FORM ONYX_ / FORM ONYX_		VAR000076			5.000.00	LT

Update line ▼ Work details

The remaining quantity can be modified to the expected remainder to be delivered, 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

	DELIVER REMAINDER
PURCHASE QUANTITY	<input type="text" value="2.500,00"/>
INVENTORY QUANTITY	<input type="text" value="2.500,00"/>

<input type="button" value="OK"/>	<input type="button" value="Cancel quantity"/>	<input type="button" value="Cancel"/>
-----------------------------------	--	---------------------------------------