



Certis Belchim
GROWING TOGETHER

PURCHASING

Work instructions

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1. Purchase plan

1.1. Reviewing actions on existing purchase orders

The actions on existing purchase orders are currently not suitable for use as the action proposals are the same as the ones given for the production order and not relating to the action of the purchase. Please do not rely on these action messages.

If a supply planner amends a production order date they should inform the vendor scheduler so the delivery date of the purchase order can be adjusted if necessary.

1.2. Reviewing planned purchase orders

When viewing planned purchase orders as a vendor scheduler there are two set ups.

Plan O&F – this shows all the planned purchase orders based on firm and planned demand, this should be used to assist discussions in the global supply review regarding potential bottlenecks for future planned productions.

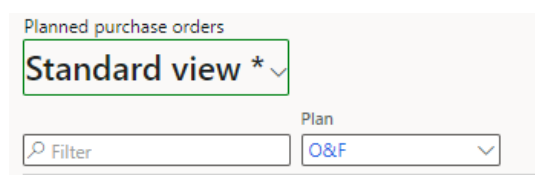
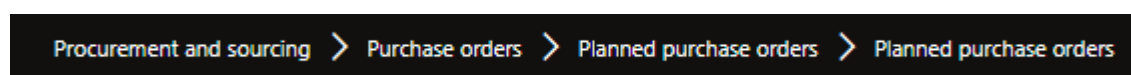
Plan PURCH – this shows all the planned purchase orders based only on firm production orders, this should be used when firming purchase orders.



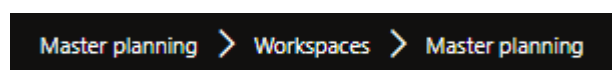
The planned orders have different number formats depending on which plan you are viewing which makes it easier to check if you are viewing the right orders.
In the O&F plan orders will start with 'MRP' and in the PURCH plan they start with 'PPO'.

In preparation for the global supply review on WD5, the planned orders in the O&F plan should be reviewed on the morning of WD5.

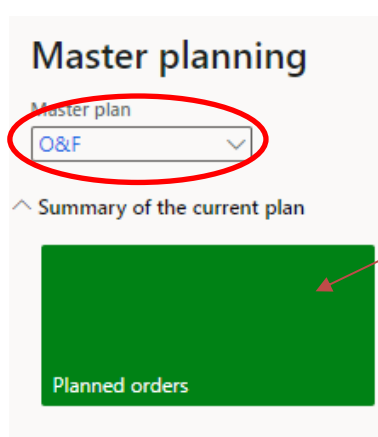
Planned purchase orders can be accessed by one of the following paths:



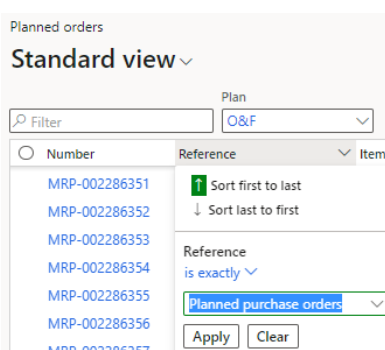
OR via



Select the 'O&F' plan from the master planning and then select 'Planned orders'.



If you use the master planning path you will need to filter the 'reference' field to show only planned purchase orders.



Work Instructions

During the global supply review meeting the vendor schedulers should highlight potential bottlenecks to supply. In most cases the supply planner will raise concerns relating to production which can not be delivered on time due to the lead time of components.

The vendor schedulers can focus more on the components which need to be committed to in the immediate short term and if not committed to will cause production delays.

To do this concentrate on the 'Order date' field as this is the latest date by which you need to commit if you are to deliver on time.

Planned orders

Standard view * 

Filter Plan

Number	Reference	Item number	Product name	Formulation	Warehouse	Requir...	Unit	Order date	Delivery date	Requested date
MRP-002285778	Planned purchase orders	202000052	IN SOLVENT O M 200L		NL004	1,400.00	LTR	06/02/2023	07/04/2023	06/02/2023
MRP-002285735	Planned purchase orders	201000056	AI MEPANIPYRIM TG 98% DRUM 50KG CAS NR 110235-4...		NL004	718.37	KG...	06/02/2023	01/06/2023	03/03/2023
MRP-002285734	Planned purchase orders	201000056	AI MEPANIPYRIM TG 98% DRUM 50KG CAS NR 110235-4...		NL004	1,206.14	KG...	06/02/2023	01/06/2023	06/02/2023
MRP-002285347	Planned purchase orders	201049000	AI ETOFENPROX TECH (97%) DE		DE004	200.00	KG...	06/02/2023	06/06/2023	13/02/2023




To focus on your purchasing scope, use the filters to reduce the list e.g. filter on items beginning with the correct prefix for your range of items e.g. 4 for labels, 6 for packaging etc and/or filter on the vendor that you are the point of contact for.

1.2.1. Understanding the net requirements


To understand the requirement behind the planned purchase highlight the planned order and go to the view tab and select 'Requirement profile'.

Planned orders

Standard view * 

Filter Plan

Number	Reference	Item number	Product name	Formulation	Warehouse	Requir...	Requested date	Unit	Order date	Delivery date	Delay (days)	Action	Vendor
MRP-002213353	Planned purchase orders	202000028	IN SURFAC TRISODIUM CI...		UK003	25.00		KGM	04/04/2023	04/05/2023			VECE000161
MRP-002213490	Planned purchase orders	202000135	IN SURFADONE LP-100 (A...		DE001	362.80		KGM	04/04/2023	27/06/2023			VECE000206
MRP-002213347	Planned purchase orders	202000026	IN SURFAC BH30 DRUM 200KG		UK002	430.00		KGM	05/04/2023	05/05/2023			VECE000161


View Options 

Requirements

- Requirement profile
- Explosion
- Multilevel pegging

In the net requirements you will see the planned purchase order highlighted and in the lower screen which demand it is linked to. In this example the order is driven by demand coming from a BOM line in a production order.

Net requirements, Item number 202000026, IN SURFAC BH30 DRUM 200KG, Sorting: Requirement date | 202000026 : MRP-002213347


My view 

Plan

Overview Item coverage Summary Period

Warehouse	Site	CW minim...	Minimum	CW maxim...	Maximum	Coverage group	Planned order type
UK002	01		0.00		0.00	MTS-1D	Purchase order

Overview General Action

Inquiries 

Reference	Number	Item number	Requirement d...	Expiration date	Requirement quan...	Requireme...	Accumulat...	CW accum...	Delay (days)	To date	Action	Action days
On-hand		202000026		14/04/2023	36.00		36.00					
On-hand		202000026		24/08/2024	1,888.00		1,924.00					
Production line	PRCE21001132	202000026	02/01/2023		-485.32		1,438.68		35	06/02/2023	Advance+Decrease	-70
Production line	PRCE21000968	202000026	06/02/2023		-149.33		1,289.35		104	06/02/2023	Postpone+Decrease	114
Production line	PRCE21001213	202000026	21/02/2023		-888.00		401.35				Postpone	3
BOM line	MRP-002213308	202000026	23/02/2023		-267.55		133.80				Advance	-41
Planned purchase orders	MRP-002213347	202000026	05/05/2023	04/05/2025	430.00		563.80					
BOM line	MRP-002213182	202000026	05/05/2023		-444.00		119.80					
Planned purchase orders	MRP-002213348	202000026	14/07/2023	13/07/2025	430.00		549.80					
BOM line	MRP-002213183	202000026	14/07/2023		-444.00		105.80					
Expired batch		202000026	13/07/2025		-105.80							

PEGGING

Number	Reference	Item number	Requirement date	Requireme...	Requireme...	Covered q...	Covered C...	Changed b...	Changed b...
MRP-002213182	BOM line	202000026	05/05/2023	-444.00		-310.20			
MRP-002213183	BOM line	202000026	14/07/2023	-444.00		-119.80			

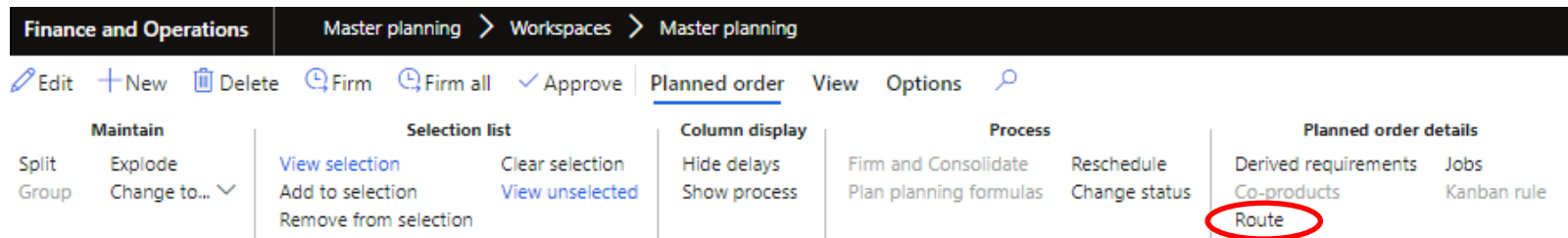


Sometimes the planned order is driven by other demand such as expired stock and linked inventory journals which create a double demand and put the stock in theory into a negative position which is not allowed therefore an order is proposed when in fact it is not needed.

The delivery date of a planned purchase order is in most cases the absolutely latest date the item needs to be delivered, it does not currently include any buffer time.

You can understand this by clicking further into the pegging.

In this examples you can click through to the BOM of the planned production order where the item is needed. Once in the planned production order choose the 'Planned order' tab and select 'Route'.



The screenshot shows the SAP Master planning interface. The 'Planned order' tab is selected. Under the 'Planned order details' section, the 'Route' option is circled in red.

Based on the scheduling on the planned production order you see the date on which the tolling activity will start and this is the date given as the required delivery date of the item on the planned purchase order.

Oper. No.	Priority	Operation	Start date	End date	Next
15	Primary	Formulate	05/05/2023	26/05/2023	20
20	Primary	Toll fee	26/05/2023	26/05/2023	21
21	Primary	Toll fee	26/05/2023	26/05/2023	22
22	Primary	Toll fee	26/05/2023	26/05/2023	0

1.3. Reviewing planned purchase orders relating to firm demand

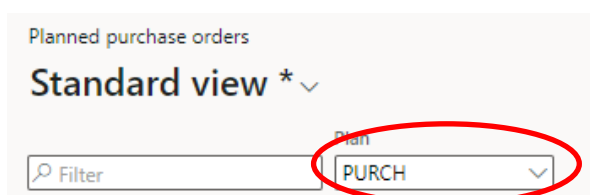
When viewing planned purchase orders that need to be actioned because they are driven by firm production orders the orders need to be viewed in the 'PURCH' plan.



The planned orders have different number formats depending on which plan you are viewing which makes it easier to check if you are viewing the right orders.
In the O&F plan orders will start with 'MRP' and in the PURCH plan they start with 'PPO'.

Planned purchase orders can be accessed by one of the following paths and choosing the 'PURCH' plan.

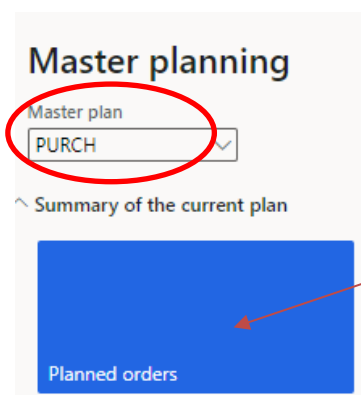
Procurement and sourcing > Purchase orders > Planned purchase orders > Planned purchase orders



The screenshot shows the 'Planned purchase orders' screen. The 'Plan' dropdown menu is set to 'PURCH', which is circled in red.

OR via

Master planning > Workspaces > Master planning



The screenshot shows the 'Master planning' screen. The 'Master plan' dropdown menu is set to 'PURCH', which is circled in red. Below the dropdown, there is a section titled 'Summary of the current plan' with a blue box labeled 'Planned orders'.


If using the master planning path, select the 'Planned orders' and then you will need to filter on the 'reference' field in the list to show 'Planned purchase orders' only.


1.3.1. Grouping planned purchase orders

Planned purchase orders for the same item can be grouped together into one order, make sure the delivery warehouse is the same.

Highlight the orders you want to combine by ticking the far left hand column.








Planned orders





Standard view * 




Filter Plan **PURCH** 




<input type="checkbox"/>	Number	Reference	Item number	Product name	Formulation	Warehouse	Requir...	Unit	Order date	Delivery date
<input checked="" type="checkbox"/>	PPO-000272229	Planned purchase orders	602000030	CAP 63MM TEMPER EVID...		DE009	7,420.00	PCE	15/03/2023	14/04/2023
<input checked="" type="checkbox"/>	PPO-000272230	Planned purchase orders	602000030	CAP 63MM TEMPER EVID...		DE009	27,030.00	PCE	31/03/2023	01/05/2023
<input checked="" type="checkbox"/>	PPO-000272231	Planned purchase orders	602000030	CAP 63MM TEMPER EVID...		DE009	1,590.00	PCE	18/04/2023	18/05/2023
<input type="checkbox"/>	PPO-000272232	Planned purchase orders	602000030	CAP 63MM TEMPER EVID...		DE001	6,360.00	PCE	06/02/2023	08/03/2023
<input type="checkbox"/>	PPO-000272233	Planned purchase orders	602000030	CAP 63MM TEMPER EVID...		DE001	7,950.00	PCE	08/02/2023	10/03/2023
<input type="checkbox"/>	PPO-000272234	Planned purchase orders	602000030	CAP 63MM TEMPER EVID...		GR001	1,060.00	PCE	02/08/2023	01/09/2023
<input type="checkbox"/>	PPO-000272235	Planned purchase orders	602000030	CAP 63MM TEMPER EVID...		GR001	1,060.00	PCE	15/09/2023	16/10/2023


In the planned order tab, select 'Group'. In the pop up screen select 'Ok'.

 Edit
  New
  Delete
  Firm
  Firm all
  Approve
 Planned order
 View


Maintain
 Split
  Explode
  Change to... 

Selection list
 View selection
  Clear selection
  Hide delays

 Add to selection
  View unselected
  Show process

 Remove from selection

The planned orders will now be combined in one order with the delivery date taken from the earliest delivery date of the original orders.

Filter Plan **PURCH** 

<input type="checkbox"/>	Number	Reference	Item number	Product name	Formulation	Warehouse	Requir...	Unit	Order date	Delivery date
<input type="checkbox"/>	PPO-000272231	Planned purchase orders	602000030	CAP 63MM TEMPER EVID...		DE009	36,040.00	PCE	15/03/2023	14/04/2023


If you group an order and are not yet ready to firm it you will need to change the status to 'approved' otherwise master planning will recalculate next time it runs and the orders will no longer be combined. See the section on how to change the status of a planned order.


1.3.2. Splitting planned purchase orders

Just as you can group orders you can also split them if required.

Highlight the order you would like to split by ticking the far left had column.








Planned orders





Standard view * 




Filter Plan **PURCH** 




<input type="checkbox"/>	Number	Reference	Item number	Product name	Formulation	Warehouse	Requir...	Unit	Order date	Delivery date
<input checked="" type="checkbox"/>	PPO-000272231	Planned purchase orders	602000030	CAP 63MM TEMPER EVID...		DE009	36,040.00	PCE	15/03/2023	14/04/2023


In the planned order tab, select 'Split'.

 Edit
  New
  Delete
  Firm
  Firm all
  Approve
 Planned order
 View

Maintain
 Split
  Explode
  Change to... 

Selection list
 View selection
  Clear selection
  Hide delays

 Add to selection
  View unselected
  Show process

 Remove from selection

In the pop up screen enter the quantity that you want to have delivered on a different date and define the new delivery date and then choose 'Ok'.


Split

Parameters

SPLIT SELECTED PLANNED ORDER

Split quantity

Delivery date



Now you will have two orders with different requirements.

Plan									
Filter									
PURCH									
Number	Reference	Item number	Product name	Formulation	Warehouse	Requir...	Unit	Order date	Delivery date
PPO-000272231	Planned purchase orders	602000030	CAP 63MM TEMPER EVID...		DE009	16,040.00	PCE	15/03/2023	14/04/2023
PPO-000272248	Planned purchase orders	602000030	CAP 63MM TEMPER EVID...		DE009	20,000.00	PCE	26/04/2023	26/05/2023

Remember to change the status of the orders to ensure that master planning will not recalculate and overwrite your orders next time it runs. See the section on how to change the status of a planned order.

1.3.3. Changing planned purchase orders

To make a change to a planned order you can open the order by clicking through on the link.

Planned orders									
Standard view * v									
Filter									
PURCH									
Number	Reference	Item number	Product name	Formulation	Warehouse	Requir...	Unit	Order date	Delivery date
PPO-000272231	Planned purchase orders	602000030	CAP 63MM TEMPER EVID...		DE009	16,040.00	PCE	15/03/2023	14/04/2023
PPO-000272248	Planned purchase orders	602000030	CAP 63MM TEMPER EVID...		DE009	20,000.00	PCE	26/04/2023	26/05/2023

Once in the planned order find the planned supply section where you can change the delivery date or the quantity.

Select 'Edit' at the top left of the screen.

If changing the quantity make sure to enter it in the 'Requirement quantity' and not the 'Purchase quantity' field. This is because if there is a difference between the inventory unit of measure on which the planned order is based and the purchase unit of measure, the system will automatically change the purchase quantity to the correct quantity based on your requirement quantity so you don't need to calculate the change in unit of measure.

Once the data is changed select 'save'

Planned supply		
PLANNED PURCHASE ORDERS		
Delivery date	Purchase order number	Purchase quantity
14/04/2023		16,040.00
	Requirement quantity	Purchase unit
	16,040.00	PCE

Alternatively you can make the change in the planned order overview list instead by editing the field and then selecting 'save'.

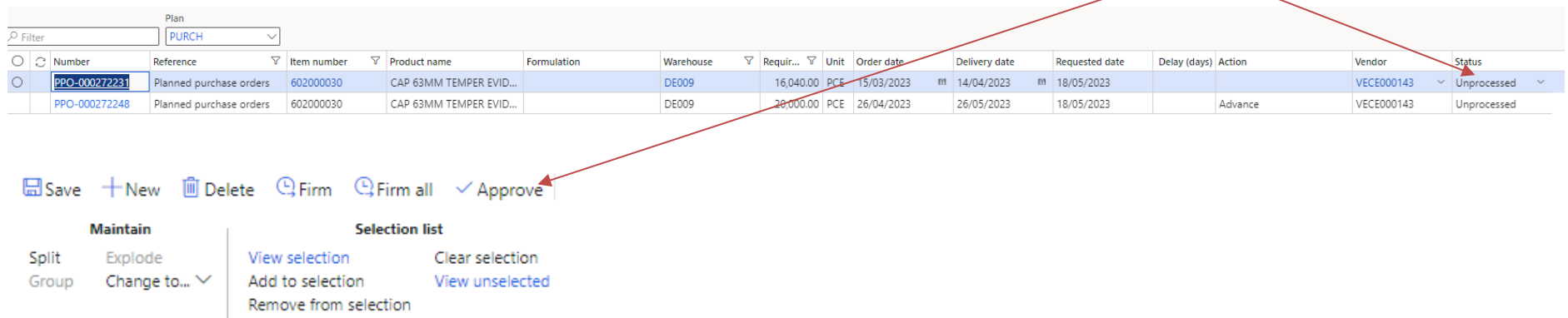
Planned orders									
Standard view * v									
Filter									
PURCH									
Number	Reference	Item number	Product name	Formulation	Warehouse	Requir...	Unit	Order date	Delivery date
PPO-000272231	Planned purchase orders	602000030	CAP 63MM TEMPER EVID...		DE009	16,040.00	PCE	15/03/2023	14/04/2023
PPO-000272248	Planned purchase orders	602000030	CAP 63MM TEMPER EVID...		DE009	20,000.00	PCE	26/04/2023	26/05/2023

If you make a change to a planned order you will need to change the status of the order to prevent master planning from overwriting it next time it runs. See the next section on how to approve an order.

1.3.4. Approving/Unapproving planned purchase orders

An order can be approved either in the overview list or in the order.

Change the status in the planned order line or by selecting the order you want to change and then choosing 'Approve' in the main tab at the top.

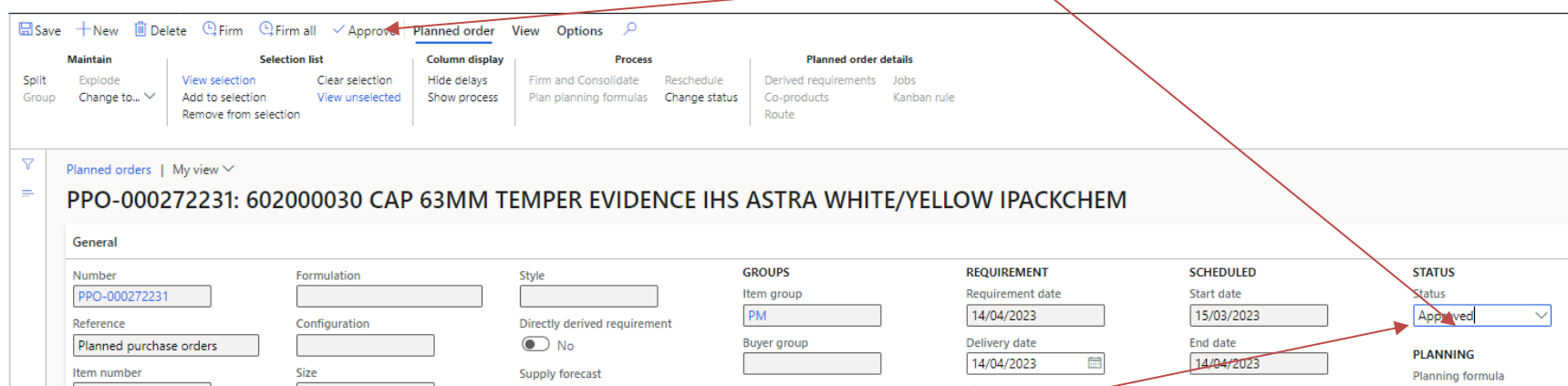


Plan	Filter	Number	Reference	Item number	Product name	Formulation	Warehouse	Requir...	Unit	Order date	Delivery date	Requested date	Delay (days)	Action	Vendor	Status
PURCH		PPO-000272231	Planned purchase orders	602000030	CAP 63MM TEMPER EVID...		DE009	16,040.00	PCE	15/03/2023	14/04/2023	18/05/2023			VECE000143	Unprocessed
		PPO-000272248	Planned purchase orders	602000030	CAP 63MM TEMPER EVID...		DE009	28,000.00	PCE	26/04/2023	26/05/2023	18/05/2023		Advance	VECE000143	Unprocessed

Save + New Delete Firm Firm all Approve

Maintain Split Explode Group Change to...
Selection list View selection Clear selection Add to selection View unselected Remove from selection

Alternatively you can open the planned purchase order and either change the status field or select 'Approve'.



Save + New Delete Firm Firm all Approve

Maintain Split Explode Group Change to...
Selection list View selection Clear selection Add to selection View unselected Remove from selection
Column display Hide delays Show process
Process Firm and Consolidate Plan planning formulas Reschedule Change status
Planned order details Derived requirements Jobs Co-products Kanban rule Route

Planned orders | My view

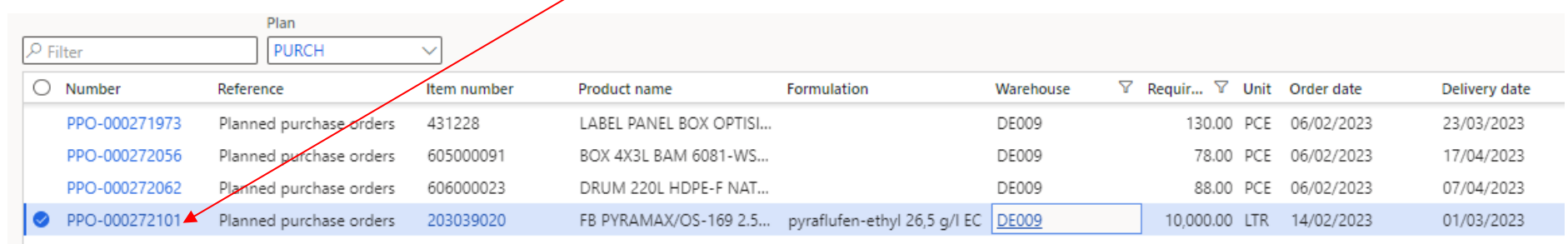
PPO-000272231: 602000030 CAP 63MM TEMPER EVIDENCE IHS ASTRA WHITE/YELLOW IPACKCHEM

General
 Number: PPO-000272231
 Reference: Planned purchase orders
 Item number: 602000030
 Formulation: CAP 63MM TEMPER EVID...
 Style: Directly derived requirement
 GROUPS: Item group: PM, Buyer group:
 REQUIREMENT: Requirement date: 14/04/2023, Delivery date: 14/04/2023
 SCHEDULED: Start date: 15/03/2023, End date: 14/04/2023
 STATUS: Status: Approved
 PLANNING: Planning formula:

To unapprove an order, you need to change the status field, either in the planned purchase order or in the overview list within the planned order line.

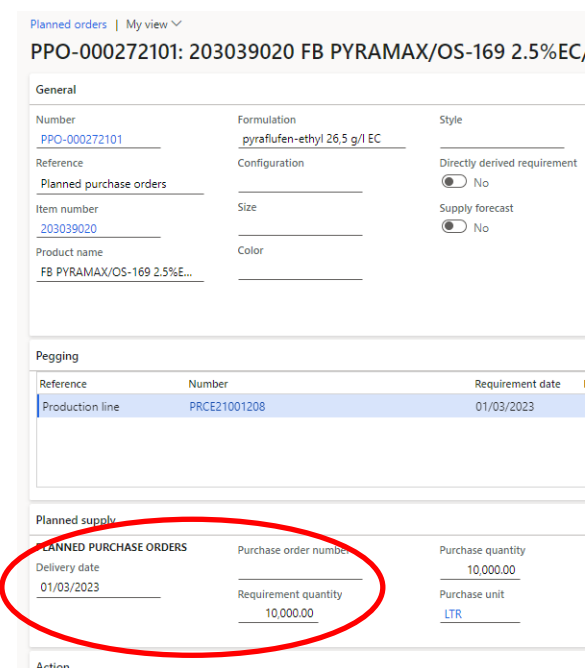
1.4. Firming an order

In the planned order overview select the planned order that needs to be firm and open it by clicking on the link to the order.



Plan	Filter	Number	Reference	Item number	Product name	Formulation	Warehouse	Requir...	Unit	Order date	Delivery date
PURCH		PPO-000271973	Planned purchase orders	431228	LABEL PANEL BOX OPTISI...		DE009	130.00	PCE	06/02/2023	23/03/2023
		PPO-000272056	Planned purchase orders	605000091	BOX 4X3L BAM 6081-WS...		DE009	78.00	PCE	06/02/2023	17/04/2023
		PPO-000272062	Planned purchase orders	606000023	DRUM 220L HDPE-F NAT...		DE009	88.00	PCE	06/02/2023	07/04/2023
		PPO-000272101	Planned purchase orders	203039020	FB PYRAMAX/OS-169 2.5...	pyraflufen-ethyl 26,5 g/l EC	DE009	10,000.00	LTR	14/02/2023	01/03/2023

Check the details of the order are correct.



Planned orders | My view

PPO-000272101: 203039020 FB PYRAMAX/OS-169 2.5%EC,

General
 Number: PPO-000272101
 Reference: Planned purchase orders
 Item number: 203039020
 Product name: FB PYRAMAX/OS-169 2.5%EC...
 Formulation: pyraflufen-ethyl 26,5 g/l EC
 Style: Directly derived requirement
 GROUPS: Item group: PM, Buyer group:
 REQUIREMENT: Requirement date: 14/04/2023, Delivery date: 14/04/2023
 SCHEDULED: Start date: 15/03/2023, End date: 14/04/2023
 STATUS: Status: Approved
 PLANNING: Planning formula:

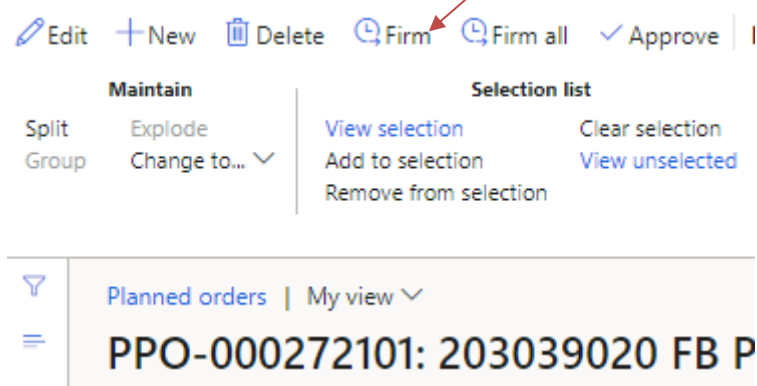
Pegging
 Reference: Production line
 Number: PRCE21001208
 Requirement date: 01/03/2023

Planned supply
 PURCHASE PURCHASE ORDERS
 Delivery date: 01/03/2023
 Requirement quantity: 10,000.00
 Purchase order number: 203039020
 Purchase quantity: 10,000.00
 Purchase unit: LTR

If an item is bought in a different unit of measure to the inventory unit used at certis Belchim, make sure any changes are made in the 'Requirement quantity' field and not the 'Purchase quantity'.

If you try to change the delivery date to one earlier than the lead time of the item allows, it will automatically revert back to the earliest delivery date based on the lead time. It is possible to change this once the purchase order is firm but it can't be done in this screen.

When the details are correct select 'Firm', once this is done the order will disappear from the screen and you will see the next planned purchase order in the list. Close this screen.



A pop up screen will appear, check the parameters match the below and then choose 'OK'.

Firming

Parameters
^

Firm the current planned order.
Update marking
No

Run in the background
^

Recurrence Alerts

Batch processing
No

Task description
Firming

Batch group

Private
No

Critical Job
No

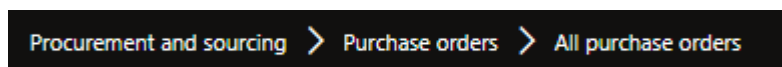
Monitoring category

Start date: 23/01/2023 (10:21:49) (GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London

A quicker method to firm an order if you are sure all the details are correct is to directly firm it from the overview screen. Make sure the order is selected by showing the tick mark in the left column and then select 'Firm'. The same pop up screen will appear as above.

BE CAREFUL – it is advisable not to select multiple orders or to use the 'Firm all' option.

Once the order is firming you can open it from the following path, it will either appear at the top or bottom of the list depending on your sorting order.

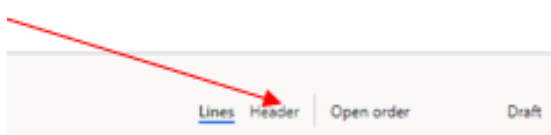


1.4.1. Issuing an order

Before an order can be sent to the supplier some changes are needed to the order and then it has to go through the approval workflow. Currently the status of the order is still 'Draft'.

Open the order by clicking through on the link.

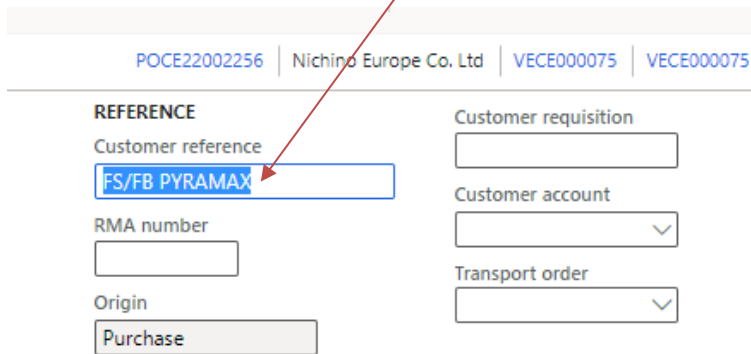
Once in the order open the header page by selecting 'Header'



In the 'Customer reference' field enter a description of the order, this can be used in the list of purchase orders to identify which product is on the order.

The format should be as follows:

- Your initials followed by /
- The description of the item SKU

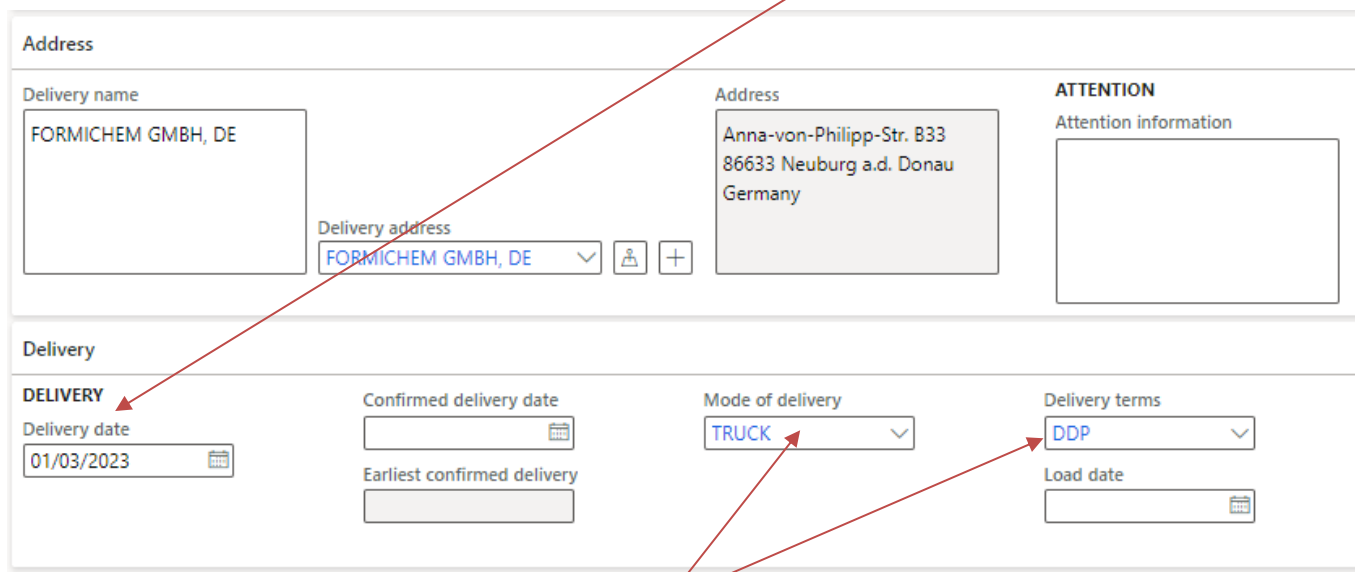


POCE22002256 | Nichino Europe Co. Ltd | VECE000075 | VECE000075

REFERENCE	Customer requisition
Customer reference <input type="text" value="FS/FB PYRAMAX"/>	<input type="text"/>
RMA number <input type="text"/>	Customer account <input type="text"/>
Origin <input type="text" value="Purchase"/>	Transport order <input type="text"/>

Check the delivery address is correct.

Check the requested delivery date, if you want to request delivery for a date earlier than the lead time in the system allows, change it here.



Address		ATTENTION
Delivery name <input type="text" value="FORMICHEM GMBH, DE"/>	Address <input type="text" value="Anna-von-Philipp-Str. 833
86633 Neuburg a.d. Donau
Germany"/>	Attention information <input type="text"/>
Delivery address <input type="text" value="FORMICHEM GMBH, DE"/>		
Delivery		
DELIVERY	Confirmed delivery date <input type="text"/>	Mode of delivery <input type="text" value="TRUCK"/>
Delivery date <input type="text" value="01/03/2023"/>	Earliest confirmed delivery <input type="text"/>	Delivery terms <input type="text" value="DDP"/>
		Load date <input type="text"/>

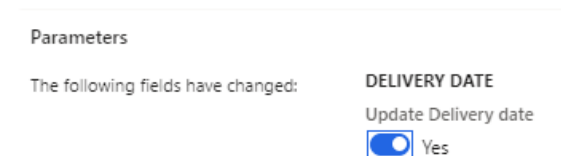


Remember that the delivery date proposed by the system is the last possible date for the goods to arrive so it is advisable to enter an earlier date to ensure they arrive ahead of time.

Check the delivery terms are correct and add the mode of delivery if known. Select 'Save' at the top left of the screen.

If you change the delivery date you will get a pop up screen asking if you want to update order lines, choose 'yes' and then 'Ok'.

Update order lines



Parameters

The following fields have changed:

DELIVERY DATE
Update Delivery date
<input checked="" type="checkbox"/> Yes

Now go back to the lines page.

Make sure the date has been updated, if it doesn't update on line level change it here. This is important because it is the date on the line details that will be printed on the order confirmation.



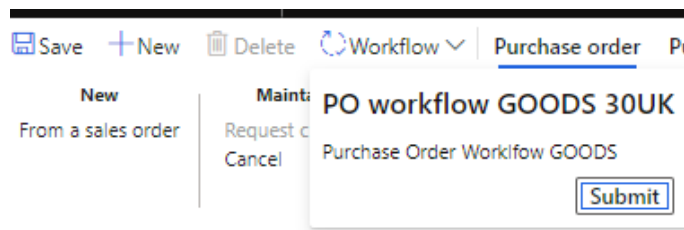
Line details

General Setup Address Product **Delivery** Picking Pri

DELIVERY DATE	Delivery date <input type="text" value="01/03/2023"/>
Load date <input type="text"/>	Confirmed delivery date <input type="text"/>

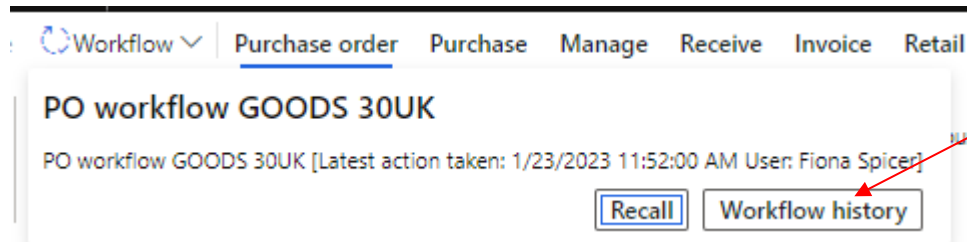
Work Instructions

Check the line details are correct for the item, delivery warehouse, quantity, purchase price and currency.
 When all the details are correct the purchase order is ready to be submitted into the purchase approval workflow.
 Go to the 'Workflow' and choose 'Submit'.



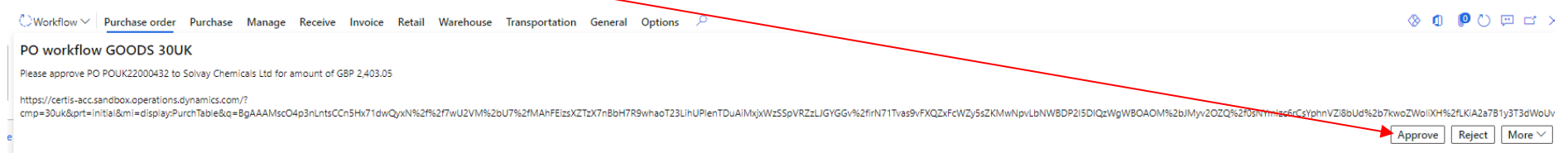
A pop up screen will appear where you can add a comment if needed, select 'submit' again and the order will go into the approval process.

Once submitted, you can monitor the status of the workflow by selecting 'Workflow' and 'workflow history'. Keep refreshing the screen to get the latest updates.



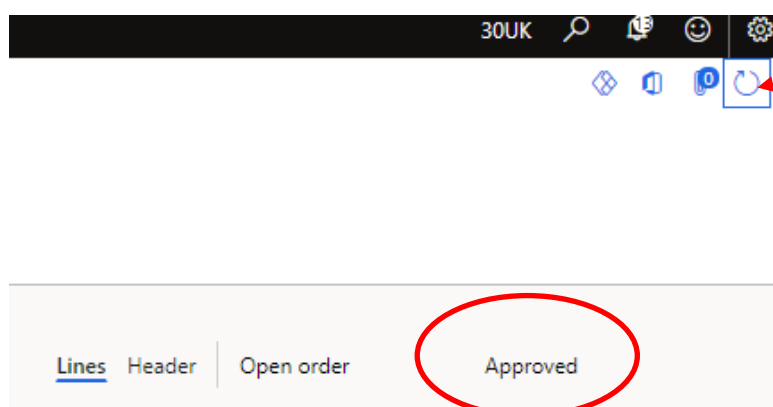
If an error has been made in the purchase order and something needs to be adjusted use the same path and select 'Recall', this will put the purchase order status back into draft so you can make amendments and then resubmit it again.

If the purchase order is within your LOA, once it has gone through the stages of assessment the workflow will give you an option to approve the purchase order. A pop up screen will appear asking you to confirm that you want to approve the order, choose 'Ok'.



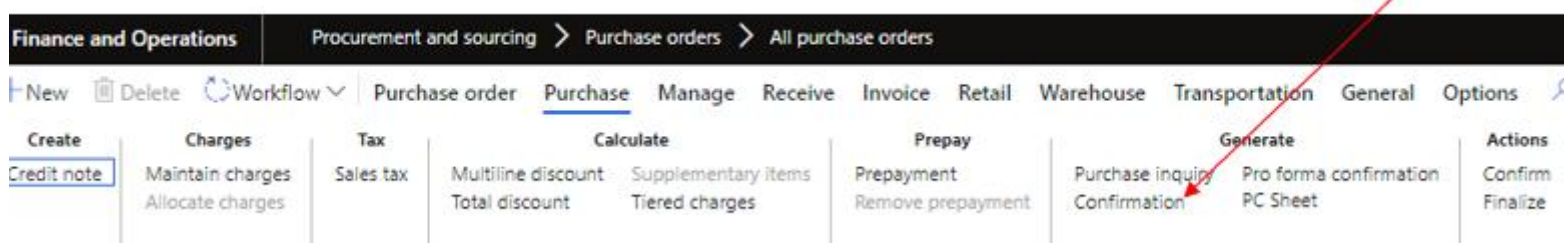
You can also reject it at this stage if you still need to make a change.

Once approved the status of the order will change from 'In review' to 'Approved'. You may need to refresh the page to see this update.



If the purchase order is not within your LOA, it will be sent to users with a higher limit of approval. You can check the status to see when it has been approved.

Once approved it is ready to confirm and send to the supplier. Within the purchase menu choose 'Confirmation'.



Confirm purchase order

In the next screen go to 'printer setup' and select 'Purchase order'.

Settings

Select Printer setup View charges

PARAMETER Purchase order

Quantity Purchase order (copy)

Ordered quantity

Posting Yes

Late selection No



It can be helpful to copy the purchase order number from this screen to use it in the next step as a description for the purchase order.

Print destination settings

Lasernet Predefi...
Lasernet Fax
Lasernet Custom...
Lasernet Email
Lasernet Print
Lasernet Screen
Print archive
Screen
Printer
File
Email

To: fiona.spicer@certisbelchim.com

Cc:

Bcc:

Subject: POUK22000432 JET 5 IBC 1000KG

Font

Dear Supplier
Please find attached a new purchase order.

We look forward to receiving your order confirmation (quantity, delivery date, price, incoterms and payment terms) within 72 hours.

Please ensure COA including production dates and batch numbers are issued prior to the arrival of the goods.

Please book in the delivery at Coates on +44 (0) 1638 720481 and ensure all drivers are equipped with the correct PPE, failure to do so could result in the refusal to unload the vehicle.

Kind regards
Fiona

In the pop up screen choose 'lasernet email' in the print destination.

Make sure the 'To' field contains your email address – once it has been entered it should be there as default next time you see this screen. DO NOT enter the email address of the supplier – all emails should be checked before issuing them, sending them to yourself allows you to check the details and add any additional information needed. It also allows you to save a copy of the email that you sent as proof

Give the 'Subject' field a description so you and the supplier can identify the order. A suggested format would be:

- The purchase order reference copied from the previous screen
- A description of the item on the purchase order

In the text box you can choose to enter text which will be seen in the body of the email. It can be useful to enter a standard text which can be used for all your future purchase orders. It can still be changed within the email if you need to make adjustments to it for specific orders.

Select 'Ok' when you are happy with the content and then 'Ok' again on the next screen.

The email together with the purchase order attachment and our purchase terms and conditions will be sent to your inbox.

Forward the email to your supplier, making any necessary changes to the body of the email text and adding additional information such as label artwork pdf's.

Save the sent email on sharepoint.

[BEX Purchase Orders - Home \(sharepoint.com\)](#)

Choose the 01CE folder on sharepoint, find the correct supplier for your order and create a new folder for the purchase order. This folder should be used to save all correspondence relating to the purchase order.

1.5. Updating / changing a firm purchase order

Once a supplier confirms a purchase order it can be necessary to make a change to the order, it is also good practice to update the confirmed delivery date to indicate what has been agreed.

To make a change open the purchase order and in the purchase order tab choose 'Request change'.

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

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

New Maintain Copy View EDI Clean up

From a sales order Request change From all Totals EDI Purchase confirmation Clean up purchase update history

Cancel From journal EDI history management

This puts the status of the order back into draft status allowing you to make changes to the order.

Work Instructions

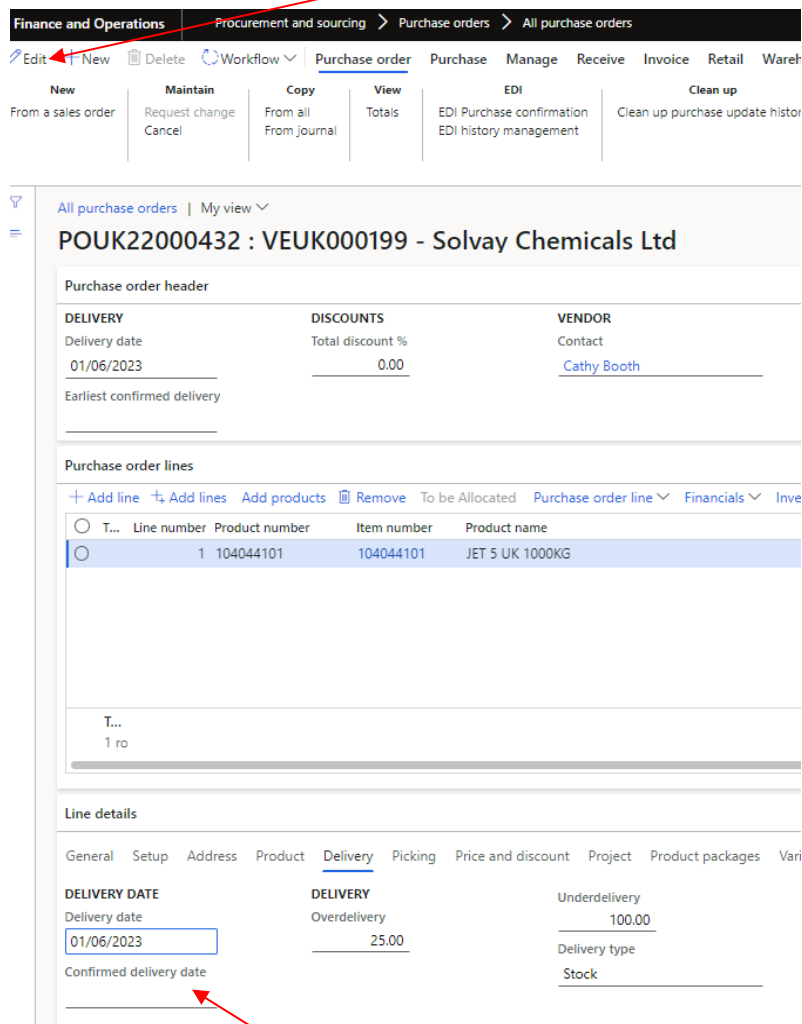
Once a change has been made the workflow needs to be resubmitted. If the change is deemed to be significant it will need to go through the approval process again e.g. increase in volume, increase in price. For changes that decrease the value of the order, approval will be automatic.

Once approved generate the confirmation again to create a new email order to send to the supplier.

1.5.1. Updating the confirmed delivery date

To update the delivery date to the one agreed with the supplier regardless of whether it is the same as the requested one or different you will need to request the purchase order change as in the previous step.

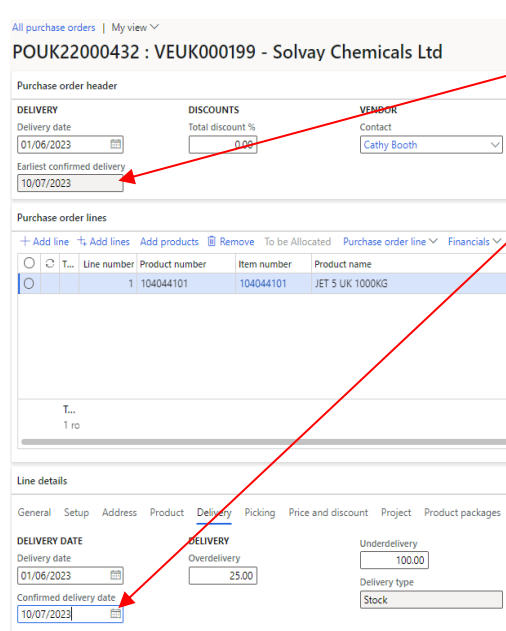
Once back in the draft status, select 'Edit'.



The screenshot shows the 'Purchase order' form in the 'Finance and Operations' system. The 'Edit' button is highlighted with a red arrow. The form displays the purchase order header and lines. The delivery date is 01/06/2023. The confirmed delivery date is also 01/06/2023. The vendor is Cathy Booth.

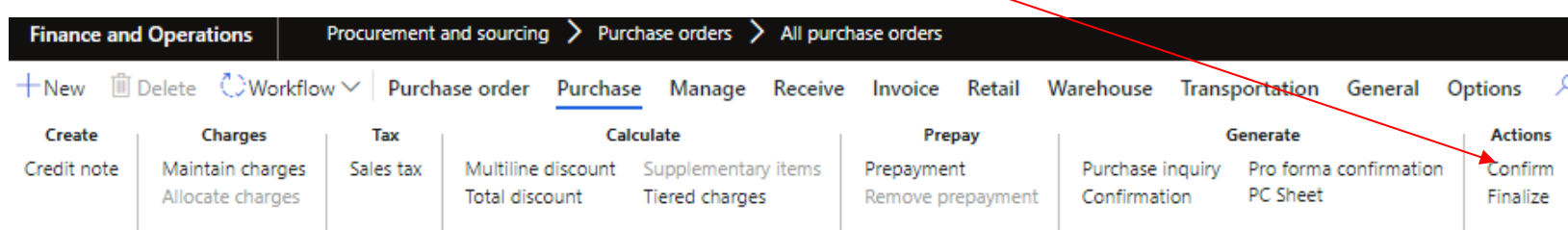
Enter the confirmed delivery date in the line detail, if you have multiple items on the order make sure you select the correct line.

Select 'save' at the top left of the screen. Once saved the updated date will appear in the line detail and the header.



The screenshot shows the purchase order form after the update. The confirmed delivery date is now 10/07/2023. The delivery date is still 01/06/2023. The vendor is Cathy Booth. A red arrow points to the 'Confirmed delivery date' field in the line details.

A change in date is a minor change so the workflow will automatically approve the order. To put the status back to confirmed status but without issuing a new email, go to the 'purchase' tab and select 'Confirm'.



The screenshot shows the purchase order form in the 'Purchase' tab. The 'Confirm' button is highlighted with a red arrow. The form displays the purchase order header and lines. The delivery date is 01/06/2023. The confirmed delivery date is 10/07/2023. The vendor is Cathy Booth.

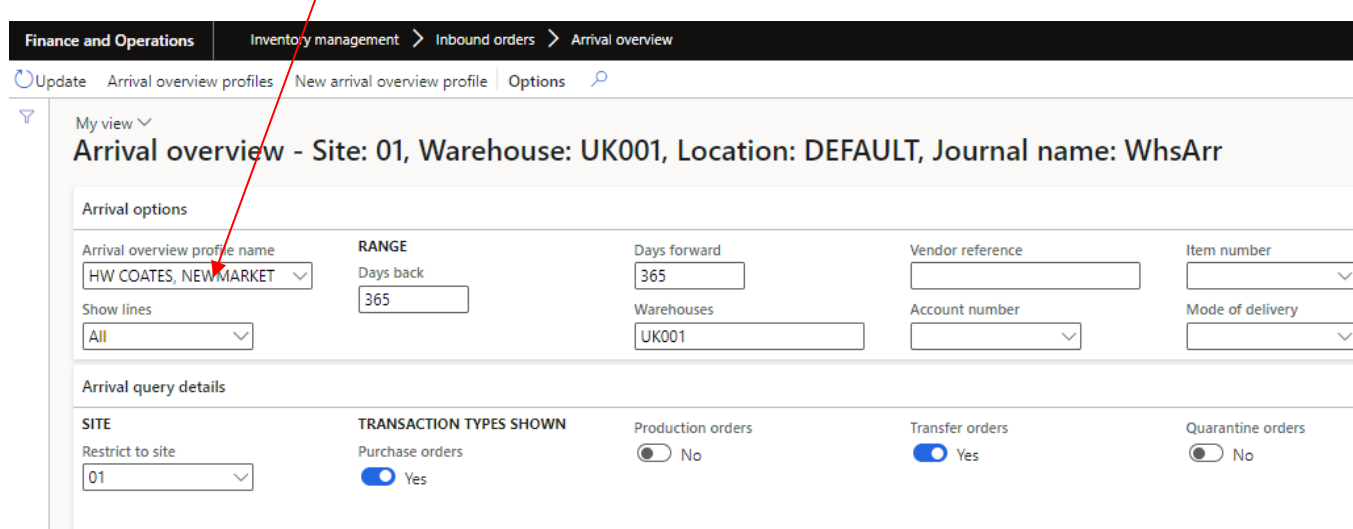
1.6. Receiving a purchase order

To receive a purchase order go to the following path:

Inventory management > Inbound orders > Arrival overview

Make sure the receiving warehouse is selected in the 'arrival overview profile name'.

This should be the one that was entered as the delivery warehouse on the purchase order, if the order was an import arriving at a port, you should select the warehouse for the port but in most cases this will be the main warehouse for the branch.



A list of all the open purchase orders for that receiving warehouse will appear in the receipts overview. Use the column header filters to help locate the one you want to receive.

When you select a purchase order you will see the item details behind it in the lower line screen.

Receipts											
Start arrival <input type="checkbox"/> Select all <input type="checkbox"/> Select visible records <input type="checkbox"/> Clear all <input type="checkbox"/> Show all selected <input type="checkbox"/> Journals <input type="checkbox"/>											
<input type="checkbox"/> Select for ...	Status date	Reference	Number	Lines	CW quantity	Quantity	Volume	Weight	Quarantin...	Receipt in progress	RMA num...
<input type="checkbox"/>	29/04/2022	Purchase order	POUK21000385	1		36.00	0.00	16,650.00		None	VEUK000001
<input checked="" type="checkbox"/>	01/09/2022	Purchase order	POUK22000179	1		43,200.00	0.00	0.00		None	VEUK000194
<input type="checkbox"/>	03/10/2022	Purchase order	POUK22000108	1		194,400.00	0.00	0.00		None	VEUK000194
<input type="checkbox"/>	17/10/2022	Purchase order	POUK22000242	1		21,600.00	0.00	0.00		None	VEUK000194
<input type="checkbox"/>	17/10/2022	Purchase order	POUK22000342	1		18,432.00	0.00	0.00		None	VEUK000194
<input type="checkbox"/>	01/11/2022	Purchase order	POUK22000177	1		86,400.00	0.00	0.00		None	VEUK000194
Site: 01 Warehouse: UK001 Account number: VEUK000194 Name: Progema GmbH Vendor reference: FS/SPINNER UK 20KG SEPT Mode of delivery: TRUCK											
Lines											
<input type="checkbox"/> Select for ...	Reference	Number	Status date	Site	Warehouse	Item number	Product name	Direct regi...	CW quantity	Quantity	
<input checked="" type="checkbox"/>	Purchase order	POUK22000179	01/09/2022	01	UK001	112044135	SPINNER UK 20KG			43,200.00	

To receive the goods select the order for receipt and then choose 'start arrival'.

Receipts

Start arrival

Select all

Select visible records

Clear all

Show all selected

Journals

Select for ...	Status date	Reference	Number	Lines	CW quantity	Quantity	Volume
<input type="checkbox"/>	29/04/2022	Purchase order	POUK21000385	1		36.00	0.00
<input checked="" type="checkbox"/>	01/09/2022	Purchase order	POUK22000179	1		43,200.00	0.00
<input type="checkbox"/>	03/10/2022	Purchase order	POUK22000108	1		194,400.00	0.00
<input type="checkbox"/>	17/10/2022	Purchase order	POUK22000242	1		21,600.00	0.00
<input type="checkbox"/>	17/10/2022	Purchase order	POUK22000342	1		18,432.00	0.00
<input type="checkbox"/>	01/11/2022	Purchase order	POUK22000177	1		86,400.00	0.00

Site

01

Warehouse

UK001

Account number

VEUK000194

Name

Progema GmbH

Lines

Select for ...	Reference	Number	Status date	Site	Warehouse	Item number
<input checked="" type="checkbox"/>	Purchase order	POUK22000179	01/09/2022	01	UK001	112044135

Work Instructions

Find the order again and select it (it may have moved to the bottom of the list) and then choose 'Show arrivals from receipts' from the 'journals' tab.

Receipts

Start arrival ☐ Select all ☐ Select visible records ☐ Clear all ☐ Show all selected **Journals**

Select for ...	Status date	Reference	Number		Quantity	Volume
<input type="checkbox"/>	10/04/2023	Purchase order	POUK22000419		720.00	0.00
<input type="checkbox"/>	30/05/2023	Purchase order	POUK22000405		9,360.00	0.00
<input type="checkbox"/>	10/07/2023	Purchase order	POUK22000432		909.00	0.00
<input type="checkbox"/>	11/09/2023	Purchase order	POUK22000431	1	1,200.00	0.00
<input type="checkbox"/>	29/04/2022	Purchase order	POUK21000385	1	36.00	0.00
<input checked="" type="checkbox"/>	01/09/2022	Purchase order	POUK22000179	1	0.00	0.00

Site: Warehouse: Account number: Name:

Lines

Select for ...	Reference	Number	Status date	Site	Warehouse	Item number
<input checked="" type="checkbox"/>	Purchase order	POUK22000179	01/09/2022	01	UK001	112044135

Enter the packing slip reference from the goods in paperwork received from your warehouse.

Item arrival | My view

30UK-001961 : WAREHOUSE ARRIVAL OVERVIEW

Journal header details

IDENTIFICATION	Journal type	Name	POSTING	PACKING SLIP
Journal <input type="text" value="30UK-001961"/>	<input type="text" value="Item arrival"/>	<input type="text" value="WhsArr"/>	Delete lines after posting <input type="checkbox"/> No	<input type="text" value="Packing slip"/>
		Description <input type="text" value="WAREHOUSE ARRIVAL OVER..."/>		

Journal lines

+ Add line ☐ Remove ☐ Functions ☐ Inventory ☐ Log

Item number	Site	Warehouse	Inventory status	Quantity
112044135	01	UK001	AVAILABLE	43,200.00

Functions menu: ☐ Create serial numbers ☒ Split ☐ Replacement item

Each batch received will be entered as a separate line, check if the quantity showing matches the quantity you want to receive for your batch. If not you can amend the quantity or if you have multiple batches to receive you can split the quantity by choosing the 'Function' tab and selecting 'Split'.

If you decide to split the quantity a pop up screen will appear.

Split

Enter the quantity you want for the second entry in the 'Split quantity' field, the remaining volume will stay in the first line.

Parameters

Remaining quantity	Split quantity
<input type="text" value="43,200.00"/>	<input type="text" value="21,600.00"/>

Each item received must have a batch reference entered. If the batch already exists you can select it from the drop down menu, but most likely new stock will have a batch number that has not been previously entered in the system.

Work Instructions

To add a new batch number right click on the batch drop down menu and choose 'View details'.

Item arrival | My view

30UK-001961 : WAREHOUSE ARRIVAL OVERVIEW

Journal header details

IDENTIFICATION

Journal: 30UK-001961

Journal type: Item arrival

Name: WhsArr

POSTING: Delete lines after posting: No

Description: WAREHOUSE ARRIVAL OVER...

Journal lines

+ Add line | Remove | Functions | Inventory | Log

Item number	Batch number	Site	Warehouse	Inventory status	Quantity
112044135			001	AVAILABLE	21,600.00
112044135			001	AVAILABLE	21,600.00

Form information
Personalize: Batch number
Export all rows
Export marked rows
Insert columns...
Group by this column
Freeze column
Hide this column
View shortcuts
View details

A list of existing batch numbers for the item will appear. Select 'New' to create a batch number not in the list.

Save | + New | Delete | View | Trace | Reset | Inquiries | Options

Reset
Reset shelf life dates
Reset vendor batch details
Reset batch disposition code

Batches | My view

GB123456

Identification

Batch number: GB123456

Item number: 112044135

Properties

Manufacturing date: 23/01/2023

Shelf advice date:

Best before date:

Vendor batch

Vendor batch date:

Use as manufacturing date: No

Vendor expiry date:

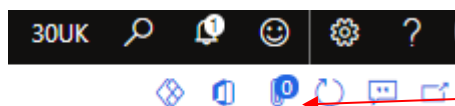
Quality management

Quality order status:

Enter the batch number from the goods in paperwork

Enter the manufacturing date – usually stated on the COA provided by the supplier

Select 'Save' and the best before date and expiration date will automatically update based on the parameters set in the system.



COA's should be saved on sharepoint but for easy reference it is good practice to also save them on D365 on the batch number. To do this select the paperclip icon when creating the batch number

Finance and Operations

Edit | + New | Delete

Bank Statements

File
Image
Note
OPENING HOURS
PICKING LIST
PLANNING
SALES INVOICE
SALES ORDER NOTE
T&C PURCHASE
T&C SALES
URL

Choose 'New' and select 'File' from the drop down menu. You can now upload the COA file to the system.

Once the batches are created you can apply them to the goods receipt lines.

Item arrival | My view ▾

30UK-001961 : WAREHOUSE ARRIVAL OVERVIEW

Journal header details

IDENTIFICATION	Journal type	Name	POSTING
Journal 30UK-001961	Item arrival	WhsArr	Delete lines after posting <input checked="" type="radio"/> No
		Description WAREHOUSE ARRIVAL OVER...	

Journal lines

+ Add line | Remove | Functions ▾ | Inventory ▾ | Log

	Item number	Batch number	Site	Warehouse	Inventory status	Quantity
	112044135	12201655	01	UK001	AVAILABLE	21,600.00
<input checked="" type="checkbox"/>	112044135	12203256	01	UK001	AVAILABLE	21,600.00

In the line detail at the bottom of the page you can click through to the purchase order. Once in the purchase order select the paperclip icon at the top right of the screen and repeat the process for attaching the COA in the previous step but this time saving the goods in paperwork to the purchase order.

Line details

General | Dimension

IDENTIFICATION	Line number	JOURNAL LINE	MODE OF HANDLING	REFERENCE
Journal 30UK-001961	2.0000000000	Item number 112044135	Check picking location <input checked="" type="radio"/> No Quarantine management <input checked="" type="radio"/> No	Reference Purchase order ▾ Account number VEUK000194 ▾
	Date 23/01/2023			Number POUK22000179 ▾ Lot ID 30UK-016928 ▾ Quantity 21,600.00

To book the stock in select 'Validate' first if you want to check if all the needed information has been compelted and then select 'Post'.

Finance and Operations | **Inventory management** > Inbound orders > Arrival overview

Save | + New | Delete | **Validate** | Post | Log | Functions ▾ | Print | Unlock | Options | Search

Personalize	Page options	Edit	Share
Always open for editing Personalize this page	Security diagnostics Advanced filter or sort	Record info Go to ▾ Read mode Revert	Create a custom alert ▾ Manage my alerts

A pop up screen will appear, check the parameters match below and then press 'Ok'.

Post journal 30UK-001961.

Parameters

Transfer all posting errors to a ...
☒ No

Run in the background

Recurrence Alerts

Batch processing
☒ No

Task description
Post journal 30UK-001961.

Batch group
▾

Private
☒ No

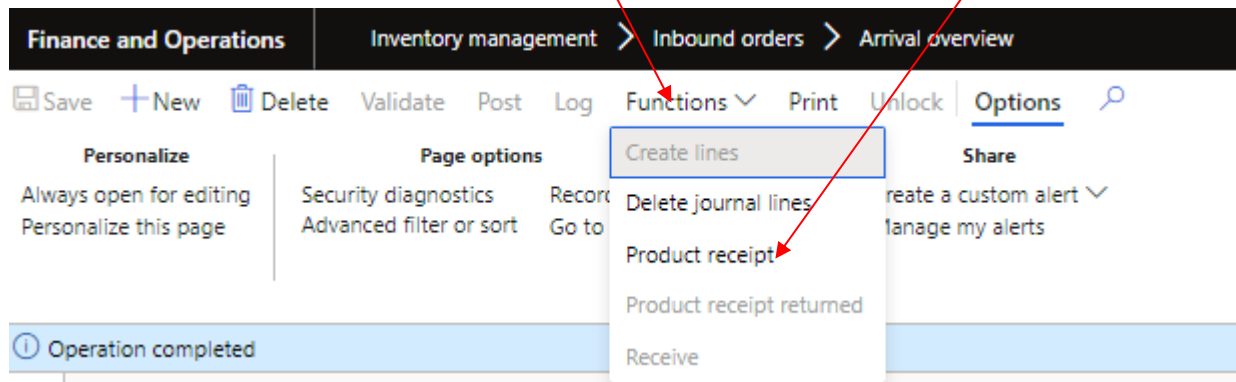
Critical Job
☒ No

Monitoring category
▾

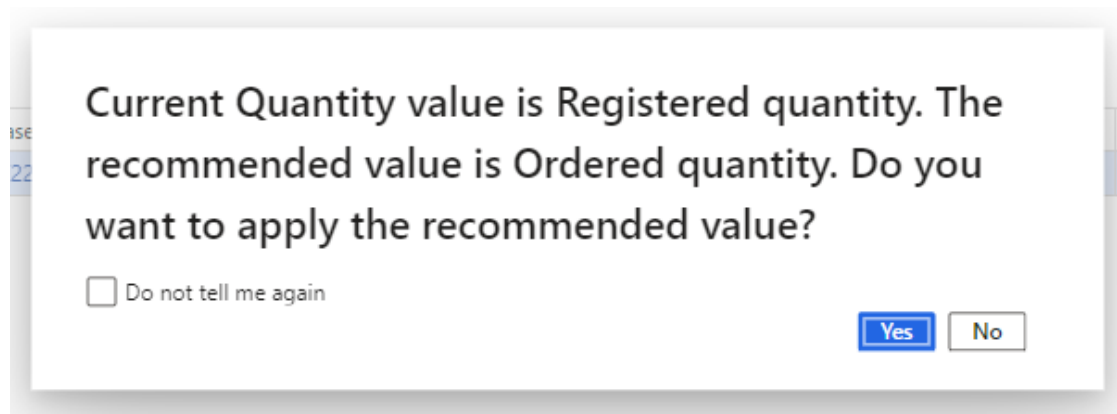
Start date: 23/01/2023 (14:58:46) (GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London

The goods have now been registered in the system but are not yet fully booked in.

To complete the booking choose the 'Function' tab and select 'Product receipt'.



The following message will appear, choose 'No'.



A product receipt reference must be entered, use a reference from the goods in receipt that can easily be linked to this transaction. If nothing exists copy the purchase order number into this field. Be aware that if you later process another receipt on the same order you can't use the same product receipt reference.

Make sure the date matches the date the goods were received. If you are booking the goods on the system a few days after they arrived, change the date here to reflect the correct date of receipt.

Overview

+ Add + Remove Totals Sales tax

	Update	Purchase order	Name	Product receipt	Product receipt date	Document date	Terms of payment	Delivery address
	Product receipt	POUK22000179	Progema GmbH		23/01/2023			Progema GmbH

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	CW update	Quantity o...	Quantity	Deliver re...	Unit price	Vendor t
	POUK22000179	1	112044135	112044135	Finished Products	SPINNER UK 20KG		43,200.00	21,600.00	21,600.00	2,250.00	
	POUK22000179	1	112044135	112044135	Finished Products	SPINNER UK 20KG		43,200.00	21,600.00	21,600.00	2,250.00	

Select 'Ok' at the bottom of the screen – the goods are now booked in the system.

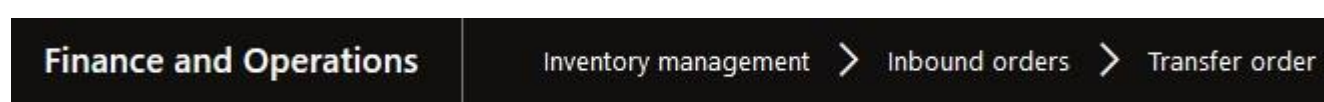
1.7. Transfer orders

A flow diagram outlining the transfer process is shown below:

Note that the physical picking step is grayed out in the above flow, as it is a manual step that takes place outside of the system.



1.7.1. Create a transfer order



Transfer orders are found both in the inbound and outbound menus of the Inventory management module. Click on any of the links to open a list of all transfer orders.

On the list page, click the **New** button to create a new transfer order. The transfer order page opens up where you need to provide the "From warehouse" and the "To warehouse" on the header.

1.7.1.1. Add products

With the **+Add** button you can add the items which you want to transfer. You won't fill in Batch numbers (if it concerns a batch item) here yet, since the external WH will let you know which batches are actually picked.

Change the receipt date to the date that the goods will be delivered to the other warehouse to your best knowledge.

Click Save. Note that the current status of the transfer order is **Created**.

Transfer order: 01CE-000061

Transfer order header

OVERVIEW	From warehouse	To warehouse	Ship date	STATUS
Transfer number 01CE-000061	DE001	NL001	4-6-2020	Transfer status Created
			Receipt date 4-6-2020	

Transfer order lines

+ Add + Add products Remove Work details Charges Deliver remainder Inventory

Item number	Batch number	Inventory status	Transfer quantity	CW transfer qty	Ship date	Receipt date	Product name	Reserve items ...
201049000		AVAILABLE	200,00		4-6-2020	8-6-2020	AI ETOFENPROX TECH (97%) DE	<input type="checkbox"/>

1.7.1.2. Generate picking list

Once the transfer order is created, we need to create a picking list which we can use to instruct the outbound WH to pick the products. So, while on the transfer order, you can click on the **Generate picking list** option on the **Ship** tab of the page.

Save + New Delete Transfer order **Ship** Receive Options

Operations	View	Transportation
Release to warehouse	Shipment details	Load planning workbench
Generate picking list	Load details	Transportation details
Picking list registration	Bill of lading	
Ship transfer order		

On clicking the **Generate picking list** button, the **posting picking list** form opens for the transfer order. You have an optional checkbox to print the picking list while you post.

Posting picking list

PARAMETERS

Late selection

☐ No

Overview **General**

Printer setup

OPTIONS

Print picking list

☒ Yes

Use print management destination

☐ No

Reservation

☐ No

PICKING LIST

Update

Available quantity

Posting date

3-6-2020

Worker

Wolter Wolters

Click OK to post and print the picking list. This picking list document can be sent over to the warehouse to physically pick all the products to be transferred as per the order.

Lines

Inventory

✓	Item number	Pick quantity	CW pick quant...
	201049000	200,00	

Picking list

IMPERIAL LOGISTICS BV, NL

Stepvelden 12

4704 RM Roosendaal

The Netherlands

Reference

Transfer order shipment

Number

01CE-000061

Activation date

6/3/2020 12:25 PM

End date/time

Mode of delivery

Picking route

01CE-000082

Delivery terms

Handling status

Activated

Item number	Handling status	Description	Order quantity	Order unit	CW quantity	CW unit	Delivery date	Quantity	Picked
201049000	Activated	AI ETOFENPROX TECH (97%) DE	200.00	KGM	0.00		6/4/2020	200.00	

1.7.1.3. Pick list registration

Once the picking in the warehouse is completed, the user can register the picking for the order back into the system. In order to register, you have to open the transfer order and click on the **Picking list registration** option on the **Ship** tab of the transfer order. Note that once the picking list has been generated, the **generate picking list** option will be disabled and the **picking list registration** option will get enabled on the transfer order form.

Save

New

Delete

Transfer order

Ship

Receive

Options

Operations

Release to warehouse

Generate picking list

Picking list registration

Ship transfer order

View

Shipment details

Load details

Bill of lading

Transportation

Load planning workbench

Transportation details

On the picking list registration form that opens up, you will have to fill in the batch number(s) if applicable and click on the **Update all** button to finish the registration of the outbound transfer order.

Save
New
Delete
Updates
Functions
Print
Options

Personalize
Personalize this page
Add to workspace
Advanced filter or sort
Record info
Change view
Edit
Revert
Share
Get a link
Create a custom alert
Manage my alerts

Picking list registration | 01CE-000061 : 4-6-2020
01CE-000082

Identification

Picking route	Handling status	Shipment	Reference	Number
01CE-000082	Activated	01CE-000082	Transfer order shipment	01CE-000061

Picking route details

Handling

Statistics

Delivery

Lines

Functions
Output orders
Inventory
Register serial numbers

Select	Handling status	Item number	Pick quantity	CW pick quant...	Warehouse	Location	Inventory status	Batch number
<input type="checkbox"/>	Activated	201049000	200,00		DE001	DEFAULT	AVAILABLE	020420208

Now, the status of the picking list registration lines are changed from **Activated** to **Completed**. Now you can close the form, go back to the transfer order and ship the order to its destination. You might have to refresh the page to make the Ship Transfer Order button activated.

1.7.1.4. Ship a transfer order

After registering the picking list, click on the **Ship transfer order** option on the **Ship** tab of the transfer order screen. The shipment screen opens as shown below:

Shipment

Late selection
No

Overview
General

Select
Default values

✓	Transfer number	Update	Posting date	Tracking ID	Explode lines	Autoreceive	Print transfer shipment	Print product I...	Print shelf labels
✓	01CE-000061	Picked quantity	3-6-2020		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click OK to post the shipment. You can optionally tick the printing of the transfer order shipment checkbox to print a delivery note before you post the shipment. Once the shipment is posted, you will notice that the status on the transfer order has changed to **Shipped**. The inventory of the transferred products at this time are reduced from the sending warehouse and posted to the **In-Transit** warehouse.

1.7.1.5. Receiving a transfer order

Work Instructions

On the **arrival overview** screen, we can view all orders arriving at the warehouse that we select

Update
Arrival overview profiles
New arrival overview profile
Options

Arrival overview - Site: 01, Warehouse: NL001, Location: DEFAULT, Journal name: WhsArr

Arrival options

Arrival overview profile name
IMPERIAL LOGISTICS, ROOS ...

RANGE
Days back
365
Days forward
365

Warehouses
NL001

Account number

Mode of delivery

JOURNAL
Name
WhsArr
Warehouse
NL001
Location
DEFAULT

Arrival query details

SITE
Restrict to site
01

TRANSACTION TYPES SHOWN
Purchase orders
☒ Yes
Production orders
☐ No

Transfer orders
☒ Yes
Quarantine orders
☐ No

Consignment replenishment orders
☐ No
Other receipts types
☐ No

RETURN ORDERS
Return orders
☐ No

MISCELLANEOUS
Update on startup
☒ Yes
Update on range change
☒ Yes

Receipts

Start arrival
Select all
Clear all
Show all selected
Journals

Select for arrival	Status date ↑	Reference	Number	Lines	Quantity	Receipt in progress	RMA number
	19-5-2020	Purchase order	01CE-000235	1	480,00	None	
	25-5-2020	Purchase order	01CE-000292	1	32.000,00	None	
	26-5-2020	Transfer order receive	01CE-000051	1	50,00	None	
	2-6-2020	Purchase order	01CE-000317	1	480,00	None	
<input checked="" type="checkbox"/>	8-6-2020	Transfer order receive	01CE-000061	1	200,00	None	
	22-6-2020	Purchase order	01CE-000121	2	350,00	None	
	22-6-2020	Purchase order	01CE-000122	1	2.500,00	None	

Site
01

Warehouse
NL001

Account number

Name
DE001

Vendor reference

Mode of delivery

Account number

Lines

Select for arrival	Reference	Number	Status date	Warehouse	Item number	Product name	Quantity	Volume	Weight
<input checked="" type="checkbox"/>	Transfer order receive	01CE-000061	8-6-2020	NL001	201049000	AI ETOFENPROX TECH (97%) DE	200,00	0,00	215.000,00

Here, we will have to select our transfer order and click the **Start arrival** button to create a new inventory arrival journal. On clicking the button, the system will automatically create an **inventory item arrival journal** and will display the journal number as an info-log message. Now we can click on the **Journals** button and select the **Show arrivals from receipts** menu to check the item arrival journal.

The inventory item arrival journal will contain the list of the transfer order lines of the products with their shipped quantities.

Edit
New
Delete
Validate
Post
Log
Functions
Print
Options

Personalize
Page options
Share

Always open for editing
Personalize this page

Advanced filter or sort
Record info
Change view

Create a custom alert
Manage my alerts

Item arrival

01CE-000091 : WAREHOUSE ARRIVAL OVERVIEW

Journal header details

IDENTIFICATION
Journal
01CE-000091

Journal type
Item arrival

Name
WhsArr
Description
WAREHOUSE ARRIVAL OVERVI...

POSTING
Delete lines after posting
☐ No

PACKING SLIP
Packing slip

Journal lines

Add line
Remove
Functions
Inventory
Log

✓	GSI-128	Item number	Batch number	Warehouse	Inventory status	Quantity
		201049000	020420208	NL001	AVAILABLE	200,00

Click the **Post** button on the item arrival journal to post.

Posting the item arrival journal registers the quantities into the stock of the receiving warehouse.
 After registration, you can either go back to the transfer order to receive it or you can directly receive the order from the item arrival journal.

In the item arrival journal, you have the option of receive under functions menu to directly receive the transfer order. When clicking receive, choose "registered quantity"

Receive

Late selection
☒ No

Overview **General**

Printer setup Display dimensions

RECEIVE

Update
 Registered

Shipment voucher

Posting date
 3-6-2020

Tracking ID

OPTIONS

Explode lines
☒ No

Print transfer receipt
☒ No

Print product labels
☒ No

Print shelf labels
☒ No

Worker
 10434

Lines General Dimensions

Inventory

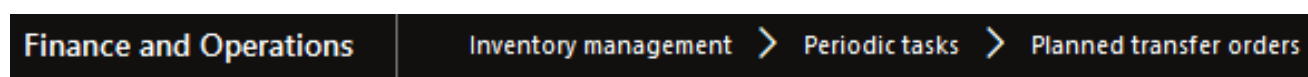
✓	Item number	Product name	Receive quantity	Scrap quantity	CW receive now	CW scrap now
	201049000	AI ETOFENPROX TECH (97%) DE	200,00			

Now that the transfer order has been completely received, the order number will not show any more on the arrival overview screen.
 You can check back the transfer order and you would notice that the status of the order has now changed to **Received**.

1.7.2. Planned transfer orders

When master planning generates planned transfer orders, these transfer orders have a status of Unprocessed.
 If you want to firm a planned transfer order, you can change the status to Approved. Planned transfer orders with Approved status are respected by master planning, so they are not modified or deleted during a later master planning run. To achieve this, the planning logic copies the Approved planned transfer orders from the old plan version to the new plan version during master planning.

1.7.2.1. From planned transfers to firm transfers



There are two different plans: PURCH and O&F

The O&F plan contains planned transfer orders calculated on all entered forecasts The PURCH plan contains only the transfer orders based on *firmed production orders*.

In the planned transfer order list you can select a transfer order and click approve in the top menu.

This will have the effect that the master planning will leave the planned transfer order unchanged, even on refresh of the schedule.

In most cases, however, you will choose Firm. This will convert the planned transfer order to an open transfer order. The planned purchase order disappears from the list, and you will find it back in the All purchase orders list with status Created.

1. In the list, select the transfer order you want to firm
2. Click Firm.
3. Click OK.
4. The planned transfer order disappears from the list.
5. Go to Inventory management -Inbound orders-Transfer order
6. In the list, find and select the transfer order you just created.
7. Review the transfer order per line and on header level
8. You can then proceed as with a manual transfer order as described above.


1.8. Service purchase orders

Sometime it is necessary to create a purchase order for a service that is not generated by the system e.g. warehouse costs

1.8.1. Creating a service purchase order


Go to the following path and select 'New' at the top left of the screen.

Procurement and sourcing > Purchase orders > All purchase orders


My view  Create purchase order

Vendor

One-time supplier ☐ No

Vendor account  VECE001902




Name H.W. Coates Ltd (ex. RASE Dis...

Contact 

ADDRESS


Delivery name HW Coates Ltd (ex. RASE Distribution)


Address Horncastle Road
Bardney
LN3 5SY
United Kingdom


Delivery address  HW Coates Ltd (ex. RASE Di...  

General

PURCHASE ORDER


Purchase order  POCE22002257


Purchase type  Purchase order

Invoice account  VECE001902


Name H.W. Coates Ltd (ex. ...)


REFERENCES

Project ID 


Purchase agreement 


STORAGE DIMENSIONS

Site  01

Warehouse  UK003

DATES

Accounting date  06/02/2023

Delivery date  06/02/2023

INTERCOMPANY

Intercompany ☐ No

Enter the supplier in the 'vendor account' field.

Make sure the delivery address is correct, if the delivery site is a warehouse you can add the warehouse and the delivery address will update itself.


Enter the desired delivery date of the service


Select 'Ok'.


Go to the 'header' tab and enter a description of the order in the customer reference. The format should be: your initials / description of the service


POCE22002257 | H.W. Coates Ltd (ex. RASE Distribu... | VECE001902 | VECE001902 | 01


REFERENCE


Customer reference  FS/STORAGE UK003

RMA number 

Origin  Purchase


Customer requisition 





Customer account 

Transport order 

Go back to the lines tab and enter a procurement category for the service. Not all procurement categories are valid for supply chain, most will be found under 'COGS' and there you will find several sub categories such as storage, transport and custom clearance costs.

Purchase order lines

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

	T...	Line number	Product number	Item number	Product name	Procurement category	Warehouse	Quantity	Unit price	Unit	P
							UK003				

Filter

- PLATE COSTS MPS (COGS (IC INCLUDED))
- ROYALTIES (COGS (IC INCLUDED))
- STORAGE (COGS (IC INCLUDED))
- TRANSIT ACCOUNT VAT BOLLA DOGONALE (COGS (IC INCLUDED))
- TRANSPORT (COGS (IC INCLUDED))
- TRANSPORT (NO ITEM) (COGS (IC INCLUDED))
- COMMERCIAL

OK Cancel

T...
1 ro

Once you have selected the procurement category you can give the purchase order line a description in the text box at the bottom of the screen, this description will show in the line detail of the purchase order once you select 'Save' at the top left of the screen.

Work Instructions

Line details

General Setup Address Product Delivery Picking Price and discount Project Product packages

REQUEST FOR QUOTATION

RFQ number

RFQ reply number

RFQ line number

ORDER LINE

Procurement category **STORAGE**

Product name

Text **STORAGE UK003 FY24 Q1**

If you know the exact price of the service enter the quantity and the unit price, checking the correct currency is applied.

ated	Purchase order line	Financials	Inventory	Product and supply	Update line	Warehouse
Product name	Procurement category	Warehouse	Quantity	Unit price	U	
STORAGE UK003 FY24 Q1	STORAGE	UK003	1.00	1,500.00		

If you don't know the exact price you can create a budget purchase order. In this case enter the total value that you want to limit the purchase order to in the quantity field and a '1' in the unit price field.

ated	Purchase order line	Financials	Inventory	Product and supply	Update line	Warehouse
Product name	Procurement category	Warehouse	Quantity	Unit price	U	
STORAGE UK003 FY24 Q1	STORAGE	UK003	1,500.00	1.00		

Line details

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

INVENTORY

Lot ID **01CE-106822**

INVOICE MATCHING

Matching policy **Two-way matching**

RETURNED ORDER

Return action

Scrap ☐ No

SALES TAX

Item sales tax group **SERV. HIGH**

Sales tax group **NL-non EU**

Check the correct sales tax is applied to the purchase order by checking the 'Set up' tab in the line details at the bottom of the screen. It should have automatically populated but please review it and if in doubt contact the finance department.

Sales tax group

'NL-Local' = purchases from a local/Dutch supplier;

'NL-non EU' = purchases from a non EU supplier;

'NL -EU' = purchases from a non-Dutch, however an EU supplier.

Item sales tax group:

In 99% of the cases it should be **SERV.HIGH**;

Only for purchases of food and beverage an Low **Item Sales Tax Group** is applicable.

If you have selected a procurement category that relates to a service for a specific item you will need to link the item to the purchase order line. This doesn't apply to services such as storage at the warehouse but it would apply to customs clearance or transport for a specific item.

Work Instructions

To assign the item go to the 'Financial dimensions' tab in the line details and enter the item in the 'Item' field and then select 'Save' at the top left of the screen.

Line details

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

Template ID

FINANCIAL DIMENSIONS

Brand

CostCenter

Customer

Department

Devreg1_Project

Devreg2_ActivityType

Devreg3_Activity

Devreg4_FiscalYear

Free_of_Charge

Item

Once the purchase order is ready you can send it through the workflow in the same way as a normal purchase order.

1.8.2. Receiving a service purchase order

It is not essential to receive a service purchase order but it is good practice to keep the system tidy.

To receive the PO, open the order and go to the 'Receive' tab and select 'Product receipt'.

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

+ New Delete Workflow Purchase order Purchase Manage **Receive** Invoice Warehouse

Generate
 Pro forma receipts list
 Pro forma product receipt

Quality management
 Non conformances
 Quality orders

Delivery
 Transportation details

Journals
 Receipts list
 Product receipt

Enter a receipt reference in the 'Product receipt' field, the PO reference can be used if necessary but remember that if there are multiple receipts against the PO the same reference cannot be used again.

Overview

+ Add Remove Totals Sales tax

	Update	Purchase order	Name	Product receipt	Product receipt date	Document date	Terms of payment	Delivery address
<input checked="" type="radio"/>	Product receipt	POCE22003042	H.W. Coates Ltd (ex. RASE...	POCE22003042	06/02/2023			

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	CW update	Quantity order...	Quantity	Deliver re...	Unit price	Vendor batch date	Line net a...	Vendor expiry date	Close
<input checked="" type="radio"/>	POCE22003042	1			STORAGE	COGS (IC INCLUDED)		40,000.00	33,189.10		1.00		33,189.10		<input checked="" type="checkbox"/>

Enter the quantity you are receiving, if it is a partial receipt and you don't expect to receive anything else against the order tick the 'Close receipt' box.

Select 'Ok', the service is now received financially and can be matched to the incoming invoice.