



D365

BELCHIM GOES
DYNAMICS

D365 Project – SC_02
Manage Procure to stock

18-23 November 2021

SC_02 Manage Procure to stock

➤ A. Purchase order Creation

➤ B. Purchase order Receipt

➤ C. Purchase Return Order

➤ D. Direct Deliveries

➤ E. exercises

➤ Procure to stock:

-Process From order entry to stock receipt

A. Purchase Order Creation

PO creation can happen on different ways:

- **1. Release from an existing; active Purchase agreement (P.a.)**
 - With automatic workflow approval
- **2. Manual PO creation with link to active Trade agreement (T.a.)**
 - With automatic workflow approval
- **3. Manual PO creation with no link to an agreement**
 - With manual workflow approval

A1. Purchase Order Creation: Release PO from P.a.

Go to P.a. overview: [Modules Procurement and sourcing / Purchase agreements / Purchase agreement](#)

Purchase agreement									
<div><div>+ New</div><div>Delete</div><div>Workflow</div><div>Purchase agreement</div><div>General</div><div>Options</div></div>									
<div><div>New</div><div>Maintain</div><div>Generate</div><div>Intercompany</div><div>Related information</div></div>									
<div><div>Release order</div><div>Activities</div><div>Confirmation</div><div>Pro forma confirmation</div><div>Generate sales agreement</div><div>View sales agreement</div><div>Purchase agreement confirmations</div><div>Release order lines</div><div>Invoice lines</div></div>									
Purchase agreements									
My view									
Filter									
Purchase a...	Status	Vendor account	Name	Invoice account	Document title	Purchase agreement classification	Currency	Project ID	Workflow status
BBE-PA-00100	On hold	BBE-V0009	ADAMA NORTHERN BE-EUROP...	BBE-V0009		Supply agreements	EUR		In review
BBE-PA-00101	On hold	BBE-V0009	ADAMA NORTHERN BE-EUROP...	BBE-V0009		Supply agreements	EUR		In review
BBE-PA-00201	On hold	BBE-V0044	UPL BENELUX BV	BBE-V0044		Supply agreements	EUR		In review
BBE-PA-00350	On hold	BBE-V0003	BAYER CROPSCIENCE SA-NV	BBE-V0003		Supply agreements	EUR		In review
BBE-PA-00650	On hold	BBE-V0005	DRAWIN VERTRIEBS-GMBH	BBE-V0005		Supply agreements	EUR		In review
BBE-PA-00850	On hold	BBE-V0053	GHARDA CHEMICALS LTD	BBE-V0053		Supply agreements	EUR		In review
BBE-PA-00901	On hold	BBE-V0006	GLOBACHEM N.V.	BBE-V0006		Supply agreements	EUR		In review
BBE-PA-01051	On hold	BBE-V0031	INDOFIL INDUSTRIES (NETHERL...	BBE-V0031		Supply agreements	EUR		In review
BBE-PA-01200	On hold	BBE-V0069	ISK BIOSCIENCES EUR - VAT BEL	BBE-V0069		Supply agreements	EUR		Not submitted
BBE-PA-01201	On hold	BBE-V0070	ISK BIOSCIENCES EUR - VAT FRA	BBE-V0070		Supply agreements	EUR		Not submitted
BBE-PA-01202	On hold	BBE-V0071	ISK BIOSCIENCES EUR - VAT ITA	BBE-V0071		Supply agreements	EUR		Not submitted
BBE-PA-01350	On hold	BBE-V0052	MITSUI CHEMICALS EUROPE G...	BBE-V0052		Supply agreements	EUR		In review
BBE-PA-01400	Effective	BBE-V0051	NICHINO EUROPE CO LTD	BBE-V0051		Supply agreements	EUR		Approved

A1. Purchase Order Creation: Release PO from P.a.

- *Workflow status:*
 - *Not submitted* ➔ *agreement not yet submitted to the workflow*
 - *In Review* ➔ *agreement submitted to the workflow – wait for approval**
 - *Approved* ➔ *agreement approved – not yet active*
- *Agreement status:*
 - *On Hold* ➔ *default status during above steps – not usable operationally*
 - *Effective* ➔ *agreement is active – PO's can be created from the agreement*
- *3rd party items: an agreement per LE & per Vendor number (incl vat number)*
- *Tolling products: in BBE an agreement per master*

A1. Purchase Order Creation: Release PO from P.a.

Approver of the P.a. (manual approval needed)

- *3rd Party Finished products*
 - *< 1 Million €*
 - *Volume: SC Manager*
 - *Price: Supplier Relation (Goedele /' Luk) or Local country manager (for local managed vendors)*
 - *> 1 Million €*
 - *Supply Chain Director*
- *Tech / AI products*
 - *< 1 Million €*
 - *Volume: SC Manager*
 - *Price: Procurement Manager*
 - *> 1 Million €*
 - *Supply Chain Director*
- *Tolling products (Form products)*
 - *< 1 Million €*
 - *Volume: SC Manager*
 - *Price: Procurement Manager*
 - *> 1 Million €*
 - *Supply Chain Director*

A1. Purchase Order Creation: Release PO from P.a.

P.a. overview:

Select PA BBE-PA-01400

Purchase agreements | My view ▾

BBE-PA-01400 : BBE-V0051 - NICHINO EUROPE CO LTD

Lines Header Effective

Purchase agreement header

Default commitment	Currency 1	Effective date 2	Expiration date	Status 3	Workflow status	Total Net Amount 4
Product quantity commitment	EUR	1/08/2021	31/12/2021	Effective	Approved	18,247,435,25

Purchase agreement lines

+ Add line Remove Related information ▾ General ▾

Item number	Item/Category name	Procurement category	Configuration	Trademark 6	Country	Quantity	Unit 7	CW quantity	CW unit	Net amount	Discount perc.	Unit price 8	Expiration date
10013-10	SYMPHONIE 1 x 5 KG			SYMPHONIE	BE	126,300,00	KG			733,700,00	0,00	5,80	31/12/2021
10013-10	SYMPHONIE 1 x 5 KG			SYMPHONIE	NL	80,500,00	KG			466,900,00	0,00	5,80	31/12/2021
10340-10	HANAMI START 1 x 5 KG			HANAMISTR	BE	57,500,00	LT			5,749,425,00	0,00	99,99	31/12/2021
10114-907	SHIRUDO 1 x 15 KG			SHIRUDO	ALL	103,500,00	KG			10,348,965,00	0,00	99,99	31/12/2021
10314-901	FLIM 1 x 1000 LT			FLIM	ALL	575,00	LT			21,706,25	0,00	37,75	31/12/2021
10050-901	MONARCH 1 x 1000 LT			MONARCH	NL	16,400,00	LT			443,256,00	0,00	24,09	31/12/2021
10050-901	MONARCH 1 x 1000 LT			MONARCH	BE	3,450,00	LT			344,965,50	0,00	99,99	31/12/2021
10050-901	MONARCH 1 x 1000 LT			MONARCH	NL	5,750,00	LT			136,517,50	0,00	24,09	31/12/2021

1. currency of the P.a.

2. validity period – start & end date

3. P.a. status

4. Total amount of the P.a. (purchase price)

5. Item number (master number + packaging)

6. Variants (trademark + country)

7. Total Quantity to purchase

8. Unit Price (purchase price)

A1. Purchase Order Creation: Release PO from P.a.

P.a. overview: [Modules Procurement and sourcing / Purchase agreements / Purchase agreement](#)

- *filter P.a. number e.g., BBE-PA-01400 & click Purchase agreement / new / release order*

The screenshot shows the SAP Purchase Agreement Overview screen. The 'Purchase agreement' tab is selected. The 'New' button is highlighted. The 'My view' filter shows 'Effective' status. The table lists one purchase agreement: BBE-PA-01400, Effective, Vendor account BBE-V0051, Name NICHINO EUROPE CO LTD, Invoice account BBE-V0051, Document title Supply agreements, Currency EUR, Project ID, and Workflow status Approved.

Purchase ...	Status	Vendor account	Name	Invoice account	Document title	Purchase agreement classification	Currency	Project ID	Workflow status
BBE-PA-01400	Effective	BBE-V0051	NICHINO EUROPE CO LTD	BBE-V0051	Supply agreements		EUR		Approved

A1. Purchase Order Creation: Release PO from P.a.

Create release order

1. Delivery Address

- On item line propose default location

2. Select Quantity to purchase

- Full box quantity

3. Requested Delivery date

4. Product variants (Trademark & count

➔ 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

Delivery address

Dandoy

Gebouw 101 Zone 5
Assessesteeweg 16
1730 Asse
Belgium

Display dimensions

	Item number	Product name	Variant number	Purchase quan...	Unit	CW purchase q...	CW unit	Delivery date	Trademark	Country	Warehouse
<input checked="" type="checkbox"/>	10013-10	SYMPHONIE 60 DP 1 x 5 KG	VAR001250	4.000.00	KG			19/11/2021	SYMPHONIE	BE	Dandoy
	10013-10	SYMPHONIE 60 DP 1 x 5 KG	VAR001251		KG			16/11/2021	SYMPHONIE	NL	Mond&Ri
	10340-10	SYMPHONIE 6 WP GREEN 1 x 5 KG	VAR001675		LT			16/11/2021	HANAMISTRT	BE	Dandoy
	10314-901	FLIM 308-38.5 SC 1 x 1000 LT	VAR001660		LT			16/11/2021	FLIM	ALL	Globach
	10050-901	MONARCH 460 SC - Not colored 1 x 100...	VAR001407		LT			16/11/2021	MONARCH	NL	Globach
	10050-901	MONARCH 460 SC - Not colored 1 x 100...	VAR001406		LT			16/11/2021	MONARCH	BE	Globach
	10050-901	MONARCH 460 SC - Not colored 1 x 100...	VAR001407		LT			16/11/2021	MONARCH	NL	Globach
	10114-907	SHIRUDO 200 WP 1 x 15 KG	VAR001525		KG			16/11/2021	SHIRUDO	ALL	Globach

Diachem	Diachem S.p.A.	Default	OP
Diachem_Ds	Diachem S.p.A._Destruction	Default	FA

Create purchase order - Automatic purchase creation Vendor account: 88E-V0051 Purchase order 88E-PD-00308 has been created.

Purchase agreements

My view

Filter

Purchase	Status	Vendor account	Name	Invoice account	Document title	Purchase agreement classification	Currency	Project ID	Workflow status
88E-PA-01400	Effective	88E-V0051	NICHINO EUROPE CO LTD	88E-V0051		Supply agreements	EUR		Approved

A1. Purchase Order Creation: Release PO from P.a.

Overview of released PO from P.a.: *filter P.a. number BBE-PA-01400 & click Purchase agreement / related info / release order lines*

Navigation: Edit, + New, Delete, Workflow, Purchase agreement, General, Options

Sub-navigation: New (Release order), Maintain (Activities), Generate (Confirmation, Pro forma confirmation), Intercompany (Generate sales agreement, View sales agreement), Related information (Purchase agreement confirmations, Release order lines, Release lines)

Message: Create purchase order: Automatic purchase creation Vendor account: BBE-V0051 Purchase order BBE-PO-00308 has been created.

Filter: My view

Purchase ...	Status	Vendor account	Name	Invoice account	Document title	Purchase agreement classification	Currency	Project ID	Workflow status
BBE-PA-01400	Effective	BBE-V0051	NICHINO EUROPE CO LTD	BBE-V0051		Supply agreements	EUR		Approved

→ Result:

BBE-PA-01400 : BBE-V0051 | Released PO's from Pa

Purchase order lines

Lines

General

Setup

Quantity

Price/discount

Other

Project

Fixed assets

Financial dimensions

Inventory dimensions

<div></div>	Purchase order	Line number	Item number	Trademark	Country	Warehouse	Quantity	Unit	Unit price	Net amount	Product name
<div></div>	BBE-PO-00307	1	10013-10	SYMPHONIE	BE	Dandoy	500,00	KG	5,80	2.900,00	SYMPHONIE 60 DP 1 x 5 KG / S...
	BBE-PO-00307	2	10013-10	SYMPHONIE	NL	Mond&Ri	500,00	KG	5,80	2.900,00	SYMPHONIE 60 DP 1 x 5 KG / S...
	BBE-PO-00307	3	10050-901	MONARCH	NL	Globach	500,00	LT	24,09	12.045,00	MONARCH 460 SC - Not colore...
	BBE-PO-00308	1	10013-10	SYMPHONIE	BE	Dandoy	4.000,00	KG	5,80	23.200,00	SYMPHONIE 60 DP 1 x 5 KG / S...

A1. Purchase Order Creation: Release PO from P.a.

Overview All PO's:

Go to: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

1. *Po number*
 - a. *Automatic sequence number per LE*
2. *Invoice account differs when products are shipped from another location*
 - a. *e.g., Globachem Vat BE vs. Vat HU*
3. *Once approved → confirmation can be sent*
4. *Status of PO*
5. *Requested Delivery date*
6. *Delivery terms cf. Incoterms*

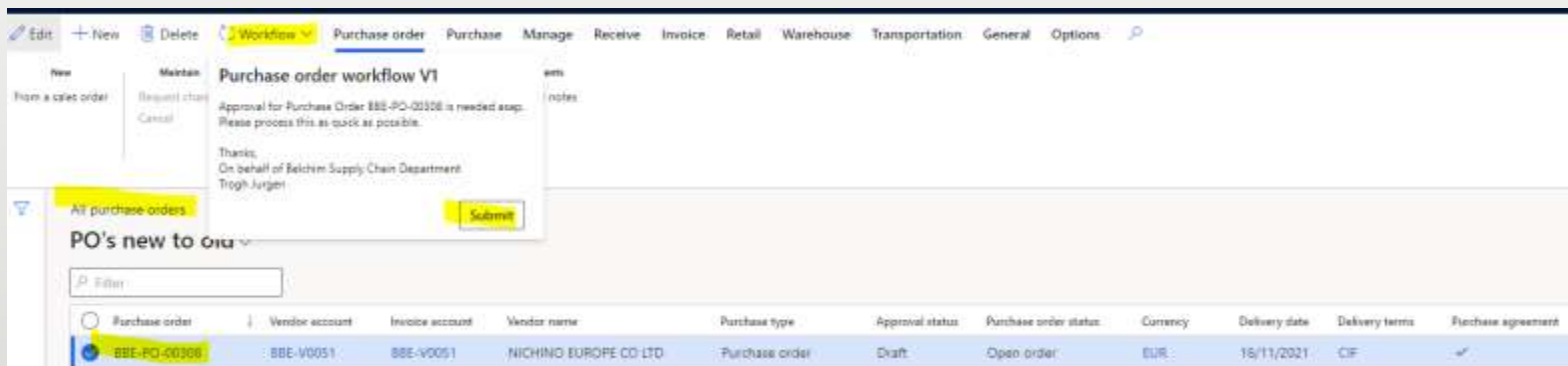
Purchase order	Vendor account	Invoice account	Vendor name	Purchase type	Approval status	Purchase order status	Currency	Delivery date	Delivery terms	Purchase agreement
888-PO-02388	888-V0011	888-V0001	NICHINO EUROPE CO LTD	Purchase order	Draft	Open order	EUR	16/11/2021	CF	✓
888-PO-00307	888-V0011	888-V0001	NICHINO EUROPE CO LTD	Purchase order	Draft	Open order	EUR	16/11/2021	CF	✓
888-PO-01586	888-V0010	888-V0010	PHYTIS-EUROF	Purchase order	Confirmed	Open order	EUR	17/11/2021	EXW	
888-PO-00308	888-V0021	888-V0021	DECCAN RINE CHEMICALS PRIV.	Purchase order	Confirmed	Received	EUR	14/11/2021	CF	
888-PO-00204	888-V0006	888-V0006	GLOBACHEM N.V.	Purchase order	Draft	Open order	EUR	14/11/2021		
888-PO-00303	888-V0562	888-V0562	SULPHUR MILLS LTD	Purchase order	Draft	Open order	EUR	10/11/2021		✓
888-PO-00302	888-V0562	888-V0562	SULPHUR MILLS LTD	Purchase order	Draft	Open order	EUR	10/11/2021		✓
888-PO-00301	888-V0005	888-V0005	SOLVAY SOLUTIONS UK LTD	Purchase order	Approved	Open order	EUR	3/11/2021	CF	
888-PO-00300	888-V0010	888-V0010	PHYTIS-EUROF	Purchase order	Confirmed	Received	EUR	3/11/2021	EXW	

A1. Purchase Order Creation: Release PO from P.a.

Submit created PO towards the workflow

Go to: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Select PO BBE-PO-00308 & click Workflow – Submit



- PO will be approved automatically if:
 - The ordered volume is within the boundaries of the agreement
 - The request delivery date is within the boundaries of the validity period
- If deviations occur ➔ manual approval needed by
 - procurement / supplier relation or local country manager <1 million €
 - Supply chain director > 1 million €

A1. Purchase Order Creation: Release PO from P.a.

Submit created PO towards the workflow

Go to: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Select PO BBE-PO-00308

- Once PO is approved the status of the PO will change towards “Approved”.
 - Requester receives a notification in the action pane for the approval & a separated mail is desired
 - If PO is “rejected”; the approver will indicate the reason of rejection
 - Requester can modify the PO where needed or close the PO when not allowed to order
- ➔ PO can be “confirmed”

	Purchase order	Vendor account	Invoice account	Vendor name	Purchase type	Approval status	Purchase order status	Currency	Delivery date	Delivery terms	Purchase agreement
	BBE-PO-00308	BBE-V0051	BBE-V0051	NICHINO EUROPE CO LTD	Purchase order	Approved	Open order	EUR	16/11/2021	CIF	✓

A1. Purchase Order Creation: Release PO from P.a.

Confirm created PO

Go to: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Select PO BBE-PO-00308

➤ Click Purchase / Generate / Confirmation

➤ Make sure Print settings are enabled.

➤ + Click OK

Purchase order		Purchase	Manage	Receive	Invoice	Retail	Warehouse	Transportation	General
Create	Charges	Tax	Calculate	Prepay	Generate	Actions		Accounting	
Credit note	Maintain charges Allocate charges	Sales tax	Multiline discount Total discount Supplementary items	Prepayment Remove prepayment	Purchase inquiry Confirmation Pro forma confirmation	Confirm Finalize Transport requirement		Distribute amounts View distributions	

☑ All purchase orders | My view ▾

BBE-PO-00308 : BBE-V0051 - NICHINO EUROPE CO LTD

Confirm purchase order

Settings

Select Printer setup View charges

PARAMETERS

Quantity Ordered quantity

Posting Yes

Safe selection No

PRINT OPTIONS

Print After

Print purchase order Yes

Use print management declaration Yes

Print shelf labels No

Print product labels No

Use vendor print options No

Overview


+ Add - Remove Sales tax

Update	Purchase order	Name
Purchase order	BBE-PO-00308	NICHINO EUROPE CO LTD

A1. Purchase Order Creation: Release PO from P.a.

Confirm created PO

- ➔ *PO confirmation generated as a PDF document in a new open mail – ready to send*
- *EAN code of the Piece UoM mentioned (A)*
- *Link with external supplier product code (B)*
- *Payment & Delivery terms (C)*



Purchase order copy
BBE-PO-00308-1

BELCHIM CROP PROTECTION NV
TECHNOLOGIELAAN 7
1840 LONDERZEEL
Belgium
BE0458909077

Vendor
BBE-V0051
NICHINO EUROPE CO LTD
5 Pioneer Court
Vision Park, Histon
CB24 9PT CAMBRIDGE
Spain
VAT: ESN8262954D

Delivery address:
Dandoy
Gebouw 101 Zone 5 Assesesteeweg
1730 Asse
Belgium

Invoice address
BELCHIM CROP PROTECTION NV
On behalf of Dandoy
TECHNOLOGIELAAN 7
1840 LONDERZEEL
Belgium
VAT: BE0458909077

Order entry date
16/11/2021

Delivery terms
CIF

Payment Terms
60 DAYS

Requested delivery date
16/11/2021

EAN	Description	Quantity	Unit of measure	Unit price	Line amount excl. VAT	Tax %	Discount
5414572001078	10013:SYMPHONIE:BE:1 x 5 KG	4,000.00	KG	5.80	23,200.00	12.00%	
F-FTL-6DND-5-BESYM	SYMPHONIE 1 x 5 KG						
					Total EUR excl. VAT		23200.00
					Total EUR VAT		0.00
					Total EUR incl. VAT		23200.00

A1. Purchase Order Creation: Release PO from P.a.

Document notes on a created PO

Go to: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Select PO BBE-PO-00308:

- Click Purchase order / attachments / Document notes
 - Click Edit
 - Mention additional text in the “note” field of the second line
 - Click save

The screenshot displays the 'Purchase order' management interface. The top navigation bar includes 'New', 'Delete', 'Workflow', 'Purchase order' (highlighted), 'Purchase', 'Manage', 'Receive', and 'Invoice'. Below this, a sub-menu for 'Purchase order' shows options like 'From a sales order', 'Request change', 'Cancel', 'From all', 'From journal', 'Totals', 'Transport order', 'Transport requirement', 'Attachments', and 'Document notes' (highlighted). The main content area shows the selected PO 'BBE-PO-00308 : BBE-V0051 - NICHINO EUROPE CO LTD'. On the right, the 'Document notes' section for this PO is visible, showing a table with two rows. The first row has a sequence of 1 and the note 'Comments – Documents that must accompany the goods *'. The second row has a sequence of 2 and the note '1) Certificate of Analysis. This COA is to be deliver the attached product on CP1 pallets' (highlighted). The interface also includes a 'My view' dropdown and a 'Filter' input field.

Document	Sequence	Original note	Note
BCPurchPurchaseOrder	1	Comments – Documents that must accompany the goods *	Comments – Documents that must accompany the goods *
BCPurchPurchaseOrder	2	1) Certificate of Analysis. This COA is to be	1) Certificate of Analysis. This COA is to be deliver the attached product on CP1 pallets

A. Purchase Order Creation

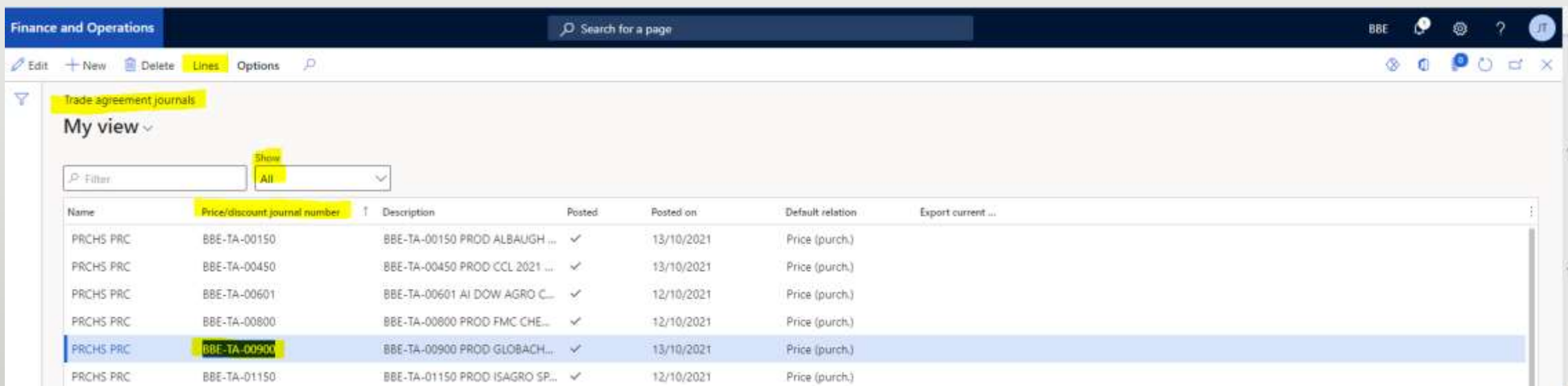
PO creation can happen on different ways:

- 1. Release from an existing; active Purchase agreement (P.a.)
 - With automatic workflow approval
- 2. Manual PO creation with link to active Trade agreement (T.a.)
 - With automatic workflow approval
- 3. Manual PO creation with no link to an agreement
 - With manual workflow approval

A2. Manual PO creation linking to a T.a.

Go to trade agreement journals: [Modules Procurement and sourcing / setup / Prices and discounts](#)

- Overview of all Trade agreements created on purchase and on sales side
 - Select Price/discount journal number: BBE-TA-00900
 - Click Lines



The screenshot shows the SAP Finance and Operations interface. The top bar includes 'Finance and Operations', a search bar, and user information 'BBE'. The main area is titled 'Trade agreement journals' and 'My view'. A filter dropdown is set to 'All'. The table below lists trade agreements:

Name	Price/discount journal number	Description	Posted	Posted on	Default relation	Export current ...
PRCHS PRC	BBE-TA-00150	BBE-TA-00150 PROD ALBAUGH ...	✓	13/10/2021	Price (purch.)	
PRCHS PRC	BBE-TA-00450	BBE-TA-00450 PROD CCL 2021 ...	✓	13/10/2021	Price (purch.)	
PRCHS PRC	BBE-TA-00601	BBE-TA-00601 AI DOW AGRO C...	✓	12/10/2021	Price (purch.)	
PRCHS PRC	BBE-TA-00800	BBE-TA-00800 PROD FMC CHE...	✓	12/10/2021	Price (purch.)	
PRCHS PRC	BBE-TA-00900	BBE-TA-00900 PROD GLOBACH...	✓	13/10/2021	Price (purch.)	
PRCHS PRC	BBE-TA-01150	BBE-TA-01150 PROD ISAGRO SP...	✓	12/10/2021	Price (purch.)	

A2. Manual PO creation linking to a T.a.

Go to trade agreement journals: [Modules Procurement and sourcing / setup / Prices and discounts](#)

Result: overview of Globachem products in LE BBE with prices per finished product

1. Vendor number
2. Item number
 1. (master number + packaging)
3. Variants
 1. Trademark & country
4. Purchase Price
5. Validity period of the agreement

The screenshot shows the 'Journal lines, trade agreement' overview page. Callout 1 points to the 'Filter' field. Callout 2 points to the 'Add products' button. Callout 3 points to the 'Inventory' dropdown. Callout 4 points to the table header. Callout 5 points to the 'From date' field in the details section.

C...	Relation	Account selection	Item relation	Trademark	Country	From	To	Unit	Amount in cur...	Currency	Attribute-based pricing ID	Di...	Tr...
<input type="radio"/>	Price (purch.)	BBE-V0006	10118-41	ALCOB700WG	NL	0,00		KG	27,00	EUR			
<input type="radio"/>	Price (purch.)	BBE-V0006	10177-75	ATILLA	NL	0,00		KG	4,05	EUR			
<input type="radio"/>	Price (purch.)	BBE-V0006	10066-02	DELUG960EC	UA	0,00		LT	7,00	EUR			
<input type="radio"/>	Price (purch.)	BBE-V0006	10033-03	CHANON	BE	0,00		LT	12,50	EUR			
<input type="radio"/>	Price (purch.)	BBE-V0006	10033-02	CHANON600	NL	0,00		LT	15,50	EUR			
<input type="radio"/>	Price (purch.)	BBE-V0006	10310-02	DENDY KE	UA	0,00		LT	7,00	EUR			

From date		Price charges	Discount percentage 1	Lead time	Include generic currency
1/08/2021		0,00	0,00	0	<input type="radio"/> No
To date		Price unit	Discount percentage 2	Working days	Find next
31/12/2021		1,00	0,00	<input type="radio"/> No	<input type="radio"/> Yes
				Disregard lead time <input type="radio"/> Yes	

A2. Manual PO creation linking to a T.a.

Link released product & T.a. [Modules Product information management / Products / released products](#)

- Select item number “10118-41”
 - Select Purchase Trade agreements / View trade Agreements

Result

- Purchase price for mentioned item
- With variants
- With validity period

The screenshot shows the SAP Finance and Operations interface. The top navigation bar includes 'Finance and Operations' and a search bar with 'released products'. The main menu has tabs for 'Edit', '+ New', 'Delete', 'Product', 'Purchase', 'Sell', 'Manage inventory', 'Engineer', 'Plan', 'Manage projects', 'Manage costs', 'Commerce', 'General', 'Setup', and 'Options'. The 'Purchase' tab is active, and the 'View trade agreements' option is highlighted. Below this, the 'Released product details' section shows 'My view *' with a search bar containing '10118-41'. A table lists the released products, with the first row selected: '10118-41', 'ALCOBAN 700 WG 4 x 5 KG', 'ALCOBAN700WG4x5KG', 'Item', 'Product master', and 'T-C'. Below this, the 'View trade agreements | 10118-41 : ALCOBAN700WG4X5KG' section shows a 'TA overview' with a filter bar. A table lists the trade agreements, with the first row selected: 'Price (purch.)', 'EUR', 'BBE-V0006', '10118-41', 'ALCOB700WG', 'NL', 'KG', '1/08/2021', '31/12/2021', '0,00', '27,00', and '1,00'. Green arrows point from the '10118-41' item in the table to the corresponding fields in the trade agreement table.

Relation	Currency	Account selection	Item	Trademark	Country	Unit	From date	To date	From	To	Amount in tra...	Price unit	Di
Price (purch.)	EUR	BBE-V0006	10118-41	ALCOB700WG	NL	KG	1/08/2021	31/12/2021	0,00		27,00	1,00	

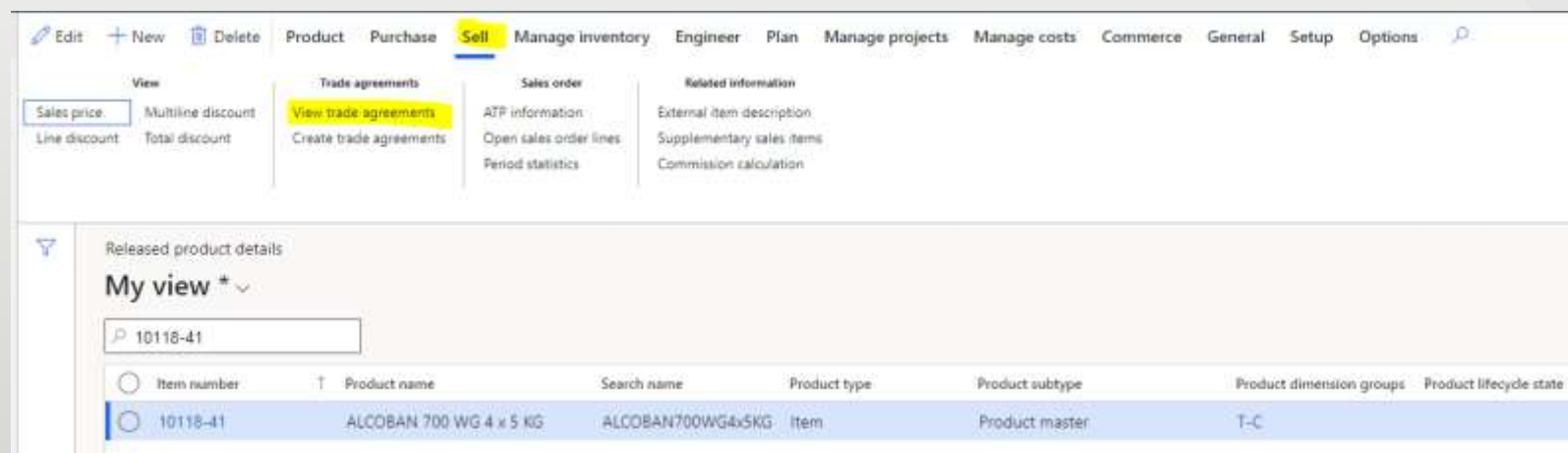
A2. Manual PO creation linking to a T.a.

Link released product & T.a. [Modules Product information management / Products / released products](#)

- Select item number “10118-41”
 - Select Sell /Trade agreements / View trade Agreements

Result

- Sales price for mentioned item
- With variants
- With validity period



View trade agreements | 10118-41 : ALCOBAN700WG4X5KG

My view * v

Filter

<input type="radio"/> Relation	Currency	Account selection	Product code type	Item	Trademark	Country	Unit	From date	To date	From	To	Amount in tra...
<input type="radio"/> Price (sales)	EUR	PRICE-NL	Table	10118-41	ALCOB700WG	NL	KG	1/05/2021	31/12/2021	0,00		47,00

A2. Manual PO creation linking to a T.a.

Go to PO. overview: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Create new po:

- Click New
 - Enter Vendor account e.g. Globachem NV
- ➔ delivery of the default location for BE is mentioned
 - = Dandoy as default warehouse



All purchase orders						
Name	Vendor account	Search name	Phone	City	State	
GLOBACHEM - VAT HUN	BBE-V0062	GLOBACHEM - VAT H...		SINT-TRUIDEN		
GLOBACHEM N.V.	BBE-V0006	GLOBACHEM N.V.		SINT-TRUIDEN		
GLOBACHEM NV - VAT FRA	BBE-V0054	GLOBACHEM NV - VA...		SINT-TRUIDEN		

Vendor

One-time supplier

☐ No

Vendor account

Name

Contact

ADDRESS

Create purchase order

Vendor

One-time supplier

☐ No

Vendor account

Name

Contact

ADDRESS

Delivery name

Address

Gebouw 101 Zone 5
Assesesteeweg 16
1730 Asse
Belgium

Delivery address

General

PURCHASE ORDER

Purchase order

Purchase type

General

PURCHASE ORDER

Purchase order

Purchase type

STORAGE DIMENSIONS

Site

Warehouse

A2. Manual PO creation linking to a T.a.

Go to PO. overview: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Create new po:

- If proposed location is not the correct one
 - Click Other Address
 - Select warehouse + click ok e.g. Mond& Riksen

Address selection

Warehouses

Warehouse	↑	Name	Type	Site
Arys No_QI		Arysta LS Noguères_QI	Default	OP
Arys No_Tr		Arysta LS Noguères_Transit	Transit	OP
		Arysta LS Ougrée	Default	OP
		Arysta LS OUgrée_Destruction	Default	FA
		Arysta LS OUgrée_QI	Default	OP
		Arysta LS OUgrée_Transit	Transit	OP
		Cometrans Crissey	Default	OP
		Cometrans Crissey_Transit	Transit	OP
		Corteva Agriscience	Default	OP
		Corteva Agriscience_Destruction	Default	FA
		Corteva Agriscience_QI	Default	OP
		Corteva Agriscience_Transit	Transit	OP

Create purchase order

Dandoy	Gebouw 101 Zone 5 Assesesteenweg 16 1730 Asse Belgium
--------	--

Delivery address
Dandoy

General BBE-PO-00311

PURCHASE ORDER

Purchase order
BBE-PO-00311

Purchase type
Purchase order

STORAGE DIMENSIONS

Site
OP

Warehouse
Dandoy

Create purchase order

ADDRESS

Delivery name Mond&Riksen	Address Industriestraat 6827 BP Arnhem NLD
------------------------------	---

Delivery address
Mond&Riksen

General

PURCHASE ORDER

Purchase order
BBE-PO-00311

Purchase type
Purchase order

STORAGE DIMENSIONS

Site
OP

Warehouse
Mond&RI

A2. Manual PO creation linking to a T.a.

Go to PO. overview: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Create new po:

- Select Delivery date (= Requested delivery date)
- Click ok
- ➔ Purchase order number is created & items can be added

General

PURCHASE ORDER

Purchase order

BBE-PO-00311

Purchase type

Purchase order

Invoice account

BBE-V0006

Name

GLOBACHEM N.V.

STORAGE DIMENSIONS

Site

OP

Warehouse

Mond&RI

DATES

Accounting date

18/11/2021

Delivery date

29/12/2021

All purchase orders | My view * ▾

BBE-PO-00311 : BBE-V0006 - GLOBACHEM N.V.

Lines

Header

Open order

Draft

Purchase order header

DELIVERY

Load date

Delivery date

29/12/2021

Earliest confirmed delivery

DISCOUNTS

Total discount %

0,00

VENDOR

Contact

REPLENISHMENT

Service category

Location

CROSS DOCKING DATES

Delivery date

29/12/2021

Cross docking date

Local delivery date

Sales date

PRODUCT/ORDER CREATION

Auto created

☐ No

Origin

Purchase

Purchase order lines

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

		Ty...	Line number	Product number	Item number	Product name	Variant number	Configuration	Trademark	Country	Site	Warehouse	Batch number
✓											OP	Mond&RI	

A2. Manual PO creation linking to a T.a.

Go to PO. overview: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Create new po:

- Select Item number in drop down e.g. Narita
 - Choose variants (packaging / country & trademark) E.g. Narita NL 2 x 10 LT

All purchase orders | My view ^ v

BBE-PO-00311 : BBE-V0006 - GLOBACHEM N.V.

Lines Header Open order Draft

Purchase order header

DELIVERY: Load date, Delivery date (29/12/2021), Earliest confirmed delivery

DISCOUNTS: Total discount % (0.00)

REPLENISHMENT: Service category

CROSS DOCKING DATES: Delivery date (29/12/2021), Local delivery date, Sales date

PRODUCT/ORDER CREATION: Auto created (No)

Product number	Item number	Product name	Search name	Configuration	Country	Trademark
10010;NARITA;IE;4 x 5 LT	10010-02	NARITA 4 x 5 LT	NARITA4x5LT		IE	NARITA
10010;NARITA;BE;2 x 10 LT	10010-03	NARITA 2 x 10 LT	NARITA2x10LT		BE	NARITA
10010;NARITA;NL;2 x 10 LT	10010-03	NARITA 2 x 10 LT	NARITA2x10LT		NL	NARITA
99000 : 4 x 5 LT : NARITA : IE :	99000			4 x 5 LT	IE	NARITA
99000 : 2 x 10 LT : NARITA : BE :	99000			2 x 10 LT	BE	NARITA
99000 : 2 x 10 LT : NARITA : NL :	99000			2 x 10 LT	NL	NARITA

Purchase order lines

+ Add line + Add lines Add products Remove

Line number Product number

narita

OP Mond&R

A2. Manual PO creation linking to a T.a.

Go to PO. overview: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Create new po: result:

Purchase order lines												
+ Add line + Add lines Add products Remove Purchase order line Financials Inventory Product and supply Update line Warehouse												
<input type="radio"/>	<input type="radio"/>	Ty...	Line number	Product number	Item number	Product name	Variant number	Configuration	Trademark	Country	Site	Warehouse
<input checked="" type="radio"/>				10010:NARITA:NL:2 x 1...	10010-03	NARITA 250 EC 2 x 10 L...	VAR001226		NARITA	NL	OP	Mond&RI

- 1 full pallet proposed as order quantity cf. 720 LT
 - Modify quantity is needed
 - Full box warning
- Unit price populated from active & approved Trade agreement cf. 19,2€

Purchase order lines													
+ Add line + Add lines Add products Remove Purchase order line Financials Inventory Product and supply Update line Warehouse													
<input type="radio"/>	<input type="radio"/>		CW quantity	CW unit	Quantity	Unit	Unit price	Adjusted unit ...	Discount	Discount perce...	Net amount	Adjusted net a...	
<input checked="" type="radio"/>		▼			720,00	LT	19,20	0,00000			13.824,00	0,00	

A2. Manual PO creation linking to a T.a.

Go to PO. overview: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Create new po: result:

Purchase order lines												
+ Add line + Add lines Add products Remove Purchase order line Financials Inventory Product and supply Update line Warehouse												
<input type="radio"/>	<input type="radio"/>	Ty...	Line number	Product number	Item number	Product name	Variant number	Configuration	Trademark	Country	Site	Warehouse
<input checked="" type="radio"/>				10010:NARITA:NL:2 x 1...	10010-03	NARITA 250 EC 2 x 10 L...	VAR001226		NARITA	NL	OP	Mond&RI

- 1 full pallet proposed as order quantity cf. 720 LT
 - Modify quantity is needed
 - Full box warning
- Unit price populated from active & approved Trade agreement cf. 19,2€

Purchase order lines													
+ Add line + Add lines Add products Remove Purchase order line Financials Inventory Product and supply Update line Warehouse													
<input type="radio"/>	<input type="radio"/>		CW quantity	CW unit	Quantity	Unit	Unit price	Adjusted unit ...	Discount	Discount perce...	Net amount	Adjusted net a...	
<input checked="" type="radio"/>		▼			720,00	LT	19,20	0,00000			13.824,00	0,00	

A2. Manual PO creation linking to a T.a.

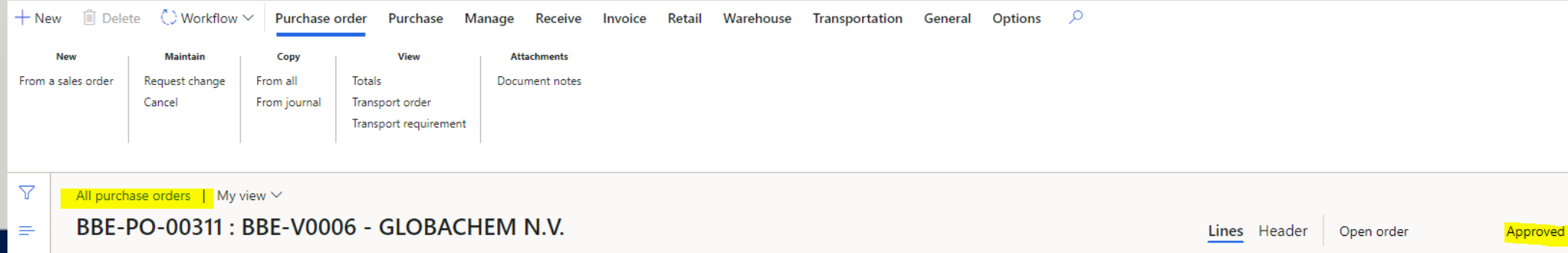
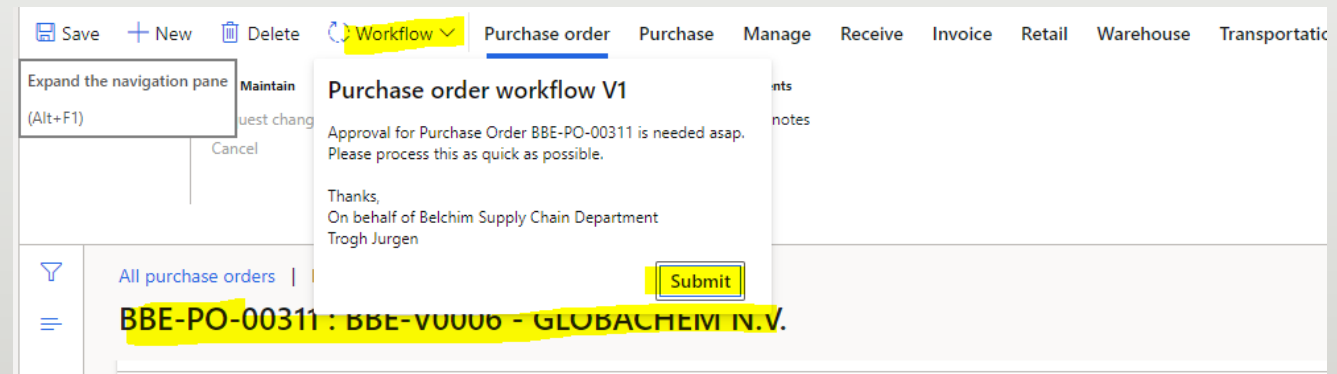
Go to PO. overview: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Submit PO

- ➔ PO is created (automatically saved) and has status draft
- Click Workflow ➔ submit to start the workflow approval process
 - Status changes to “in Review”

- Once PO is approved the status will change towards “Approved”

- Requester receives message in action pane & by mail

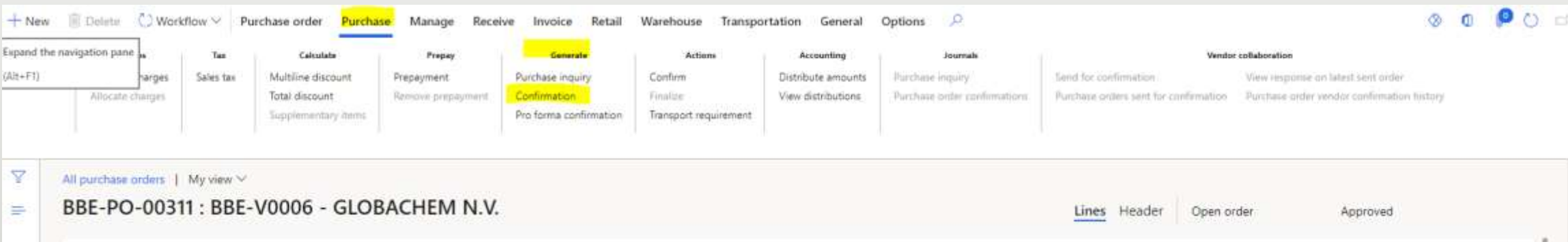


A2. Manual PO creation linking to a T.a.

Go to PO. overview: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)
confirm PO

PO is created & Approved and can be confirmed now

➤ Click Purchase / Generate / Confirmation



➤ Check print settings

- Both fields must be checked “yes”
- Click ok
- Order status changes to “confirmed”

Confirm purchase order

Settings

Select Printer setup View charges

PARAMETERS

Quantity

Ordered quantity

Posting

☒ Yes

Late selection

☐ No

PRINT OPTIONS

Print

After

Print purchase order

☒ Yes

Use print management destination

☒ Yes

Print shelf labels

☐ No

A2. Manual PO creation linking to a T.a.

Go to PO. overview: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

confirm PO: result

- PDF created in D365 with the PO confirmation
- As Attachment stored in a new mail ready to be send
 - Recipients of the Supplier/ Toller will be added in this semi-automatic mail



Purchase order
BBE-PO-00311-1

Vendor
BBE-V0006
GLOBACHEM N.V.
Brustem Industriepark
Lichtenberglaan 2019
3800 SINT-TRUIDEN
Belgium
VAT: BE0473590226

Delivery address:
Mond&Riksen
Industriestraat

6827 BP Arnhem
Netherlands

Invoice address
BELCHIM CROP PROTECTION NV
On behalf of Mond&Riksen
TECHNOLOGIELAAN 7
1840 LONDERZEEL
Belgium
VAT: NL807163338B01

Order entry date 18/11/2021	Delivery terms	Requested delivery date 29/12/2021
Payment Terms 90 DAYS		

EAN	Description	Quantity	Unit of measure	Unit price	Line amount excl. VAT	Tax %	Discount
5414572010780	10010:NARITA:NL:2 x 10 LT	720.00	LT	19.20	13,824.00	21.00%	
GBM1067	NARITA 2 x 10 LT						
					Total EUR excl. VAT		13824.00
					Total EUR VAT		0.00
					Total EUR incl. VAT		13824.00

Document notes header

Comments – Documents that must accompany the goods *

- 1) Certificate of Analysis. This COA is to be communicated before any delivery can take place. COA@Belchim.com
- 2) Invoice from supplier to be notified before delivery. Please send your invoice to Invoices.BE@belchim.com
- 3) Copy of fully signed CMR or transportation document. This is mandatory for proper processing and payment of invoices
- 4) Delivery note mentioning lotnr./quantity.
- 5) If applicable: Production Report
- 6) Any material not conforming to specification may be returned to the supplier who in such cases will pay for its return.
- 7) All deliveries must be announced by minimum 48 hours to the warehouse and/or originator of this purchase order.
- 8) Place on every pallet a A4 paper with the packed SKU-code

* Compliance to these conditions regarding documents is mandatory in order for any invoice to be processed through Belchim administration

A2. Manual PO creation linking to a T.a.

Go to PO. overview: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Modify delivery date

- *based on feedback of Supplier*
- **Go to all purchase orders**
 - **Select Po BBE-PO-00311**
- **Go to header tab**
- **Go to Delivery section**
 - **Enter/modify confirmed delivery date**
 - **Click save**

The screenshot shows the SAP Purchase Order (PO) overview and header details for BBE-PO-00311. The top section displays a list of POs with columns for Purchase order, Vendor account, Invoice account, Vendor name, Purchase type, Approval status, Purchase order status, Currency, Delivery date, Delivery terms, and Purchase agreement. The PO BBE-PO-00311 is highlighted. Below the list, the 'Purchase' tab is selected, showing various sub-tasks like Create, Charges, Tax, Calculate, Prepay, Generate, Actions, Accounting, and Journals. The bottom section shows the 'Delivery' section of the PO header, with fields for Delivery date (29/12/2021), Confirmed delivery date (22/12/2021), Earliest confirmed delivery, Mode of delivery, Delivery terms, Load date, TRANSPORT (UPS zone, Call tag type), and TRANSPORTATION (Shipping carrier, Carrier service).

Purchase order	Vendor account	Invoice account	Vendor name	Purchase type	Approval status	Purchase order status	Currency	Delivery date	Delivery terms	Purchase agreement
BBE-PO-00311	BBE-V0006	BBE-V0006	GLOBACHEM N.V.	Purchase order	Confirmed	Open order	EUR	29/12/2021		

BBE-PO-00311 : BBE-V0006 - GLOBACHEM N.V.

Delivery

DELIVERY

Delivery date: 29/12/2021

Confirmed delivery date: 22/12/2021

Earliest confirmed delivery:

Mode of delivery:

Delivery terms:

Load date:

TRANSPORT

UPS zone:

Call tag type:

TRANSPORTATION

Shipping carrier:

Carrier service:

SC_02 Manage Procure to stock

- A. Purchase order Creation
 - **B. Purchase order Receipt**
 - C. Purchase Return Order
 - D. Direct Deliveries
 - E. exercises
-
- Procure to stock:
 - Process From order entry to stock receipt

B1. Purchase Order Receipt

Go to PO. overview: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Receive PO:

- Select PO BBE-PO-00311
- Click Receive / generate / Product receipt

PO's can only be received once they have status "Confirmed"

The screenshot shows the SAP Purchase Order (PO) overview screen. The 'Receive' tab is selected in the top navigation bar. Under the 'Generate' sub-tab, the 'Product receipt' option is highlighted. Below this, the 'All purchase orders' filter is selected, and a table displays the details for the selected PO, BBE-PO-00311.

	Purchase order	↓ Vendor account	Invoice account	Vendor name	Purchase type	Approval status	Purchase order status	Currency	Delivery date	Delivery terms	Purchase agreement
	BBE-PO-00311	BBE-V0006	BBE-V0006	GLOBACHEM N.V.	Purchase order	Confirmed	Open order	EUR	29/12/2021		

B1. Purchase Order Receipt

Go to PO. overview: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Receive PO:

- Enter “Product receipt” field
 - Use number of the “BL – bon de livraison “ mentioned on the delivery documents in the receiving stock location

Posting product receipt

Settings

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

PARAMETERS

Quantity
Ordered quantity

Posting
☒ Yes

PRINT OPTIONS

Print
After

Print product receipt
☒ No

Use print management destination

☐ No

Print sales documents

☐ No

Print shelf labels

☒ No

Print product labels

☒ No

SETUP

Check credit limit
None

SUMMARY PURCHASE

Summary update for
None

Overview

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

		Update	Purchase order	Name	Product receipt	Product receipt date	Document date	Terms of payment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Product receipt	BBE-PO-00311	GLOBACHEM N.V.	BL20211118	18/11/2021		

B1. Purchase Order Receipt

Go to PO. overview: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Receive PO:

- Select Update line/ process/ registration in the lines section

Lines													
		Purchase order line	View charges	Inventory	Reset batch disposition code	Update line							
<input type="radio"/>	<input type="radio"/>	Purchase order	Line number	Product number	Item number	Text	Trademark	Country	Warehouse	Batch number	Quantity	Unit price	Line net amount
<input type="radio"/>		BE-PO-00311	1	10010:NARITA:NL:2 x 10 LT	10010-03	NARITA 2 x 10 LT	NARITA	NL	Mond&RI		720,00	19,20	13.824,00
		<div>PROCESS Registration Pick</div>											

- Click “add registration line”

BBE-PO-00311 : 1 | My view

Registration

Reference

Number

Ordered

Remainder

Inventory unit

Purchase order

BBE-PO-00311

720,00

720,00

LT

Transactions

Add registration line

Create serial numbers

Split

Intercompany

Reset batch disposition code

Batch details

<input type="radio"/>	<input type="radio"/>	Receipt status	Trademark	Country	Site	Warehouse	Batch number	Quantity	Inventory unit
<input type="radio"/>		Ordered	NARITA	NL	OP	Mond&RI		720,00	LT

Registration lines

+ Add

Remove

Confirm registration

Create serial numbers

Remove all

<input type="radio"/>	Actual value	Trademark	Country	Site	Warehouse	Batch number	Register now	Unit
-----------------------	--------------	-----------	---------	------	-----------	--------------	--------------	------

We didn't find anything to show here.

B1. Purchase Order Receipt

Go to PO. overview: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Receive PO:

- In the registration line section, an additional line is added

Registration lines

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

<input type="radio"/>	<input type="radio"/>	Actual value	Trademark	Country	Site	Warehouse	Batch number	Register now	Unit
<input checked="" type="radio"/>	<input type="radio"/>		NARITA	NL	OP	Mond&RI		720,00	LT

- Select a batch number (click on the drop-down list)

Selection: Batch number = existing batches

Batch numbers				
Batch number	↑	Attribute	Attribute value	Expiration date
BCP000219				23/08/2020
BCP000220				24/08/2020
BCP20021				25/12/2020
BCPF000033				19/02/2020
BCPF000047				4/03/2020
BE19000201				4/03/2020

On-hand selection: available batches with stock @mond&RI

On-hand				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	View available	Range inventory dimensions	
Batch number	↑	Warehouse	Trademark	Country
BCP20021		Mond&RI	NARITA	NL
BCPF000033		Mond&RI	NARITA	NL
BE19000201		Mond&RI	NARITA	NL
BE19000571		Mond&RI	NARITA	NL
BE19001576		Mond&RI	NARITA	NL
BE19001591		Mond&RI	NARITA	NL

B1. Purchase Order Receipt

Go to PO. overview: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Partial receipt:

- If PO need to be received partially
- Click Split in the transactions section
- Indicate the volume to receive + click ok
- Select the line with the quantity to receive & click “add registration line”

Finance and Operations

88E-PO-00311 : 1 | My view

Registration

Reference: Purchase order | Number: 88E-PO-00311 | Ordered: 720.00 | Remainder: 720.00 | Inventory unit: LT

Transactions

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

Receipt status	Trademark	Country	Site	Warehouse	Batch number	Quantity	Inventory unit
Ordered	NARITA	NL	OP	Mond&RI		480.00	LT
Ordered	NARITA	NL	OP	Mond&RI		240.00	LT

Split transaction

Parameters

Quantity: 480.00

88E-PO-00311 : 1 | My view

Registration

Reference: Purchase order | Number: 88E-PO-00311 | Ordered: 720.00 | Remainder: 720.00 | Inventory unit: LT

Transactions

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

Receipt status	Trademark	Country	Site	Warehouse	Batch number	Quantity	Inventory unit
Ordered	NARITA	NL	OP	Mond&RI		480.00	LT
Ordered	NARITA	NL	OP	Mond&RI		240.00	LT

Registration lines

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

Actual value	Trademark	Country	Site	Warehouse	Batch number	Register now	Unit
	NARITA	NL	OP	Mond&RI		480.00	LT

B1. Purchase Order Receipt

Go to PO. overview: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Receive PO-

If batch does not exist

- Right click on the batch number field & select “view details”

Registration lines						
	Actual value	Trademark	Country	Site	Warehouse	Batch number
<input checked="" type="checkbox"/>		NARITA	NL	OP	Mond&RI	[highlighted]

- Click new in the batch order screen

Save New Delete View Trace Reset Options

View

On-hand ▾ Inventory batch attributes

Transactions Inventory blocking

Batch restriction

Batches

My view ▾

Filter

B1. Purchase Order Receipt

Go to PO. overview: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Receive PO- If batch does not exist

- Add batch number
- Production date
- Country of origin
 - Region of origin for FR
- + Click save

The screenshot shows the 'Identification' and 'Properties' sections of a form. In the 'Identification' section, the 'Batch number' field is empty, and the 'Item number' dropdown is set to '10010-03'. The 'Properties' section contains several fields: 'Manufacturing date' (18/11/2021), 'Best before date' (empty), 'Last tested date' (empty), 'Batch disposition status' (empty), 'Text' (empty), 'Country/region of origin' (dropdown with a plus icon), 'Shelf advice date' (empty), 'Expiration date' (empty), 'Batch disposition code' (empty), and 'State/Province of origin' (dropdown with a plus icon).

- Expiration date is automatically calculated
 - Based on production date
 - & Shelf life of the product

The screenshot shows the 'Identification' and 'Properties' sections of a form for a specific batch. The 'Batch number' field is filled with 'GBM23666', and the 'Item number' dropdown is set to '10010-03'. The 'Properties' section shows the 'Manufacturing date' as 6/09/2021, 'Best before date' as 6/09/2023, 'Last tested date' as 6/09/2021, 'Batch disposition status' (empty), 'Text' (empty), 'Country/region of origin' as BEL, 'Shelf advice date' (empty), 'Expiration date' as 6/09/2023, 'Batch disposition code' (empty), and 'State/Province of origin' as 01. The dates 6/09/2023 are highlighted in yellow.

B1. Purchase Order Receipt

Go to PO. overview: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Receive PO:

- ➔ enter existing batch number & click confirm registration

Registration lines

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

<input type="radio"/>		Actual value	Trademark	Country	Site	Warehouse	Batch number	Register now	Unit
<input checked="" type="radio"/>			NARITA	NL	OP	Mond&RI	GBM23666	720,00	LT

- Receipt status is modified from “ordered” towards “registered”
- Batch number is added in the transactions section
- Click save + close

BBE-PO-00311 : 1 | My view ▾

Registration

Reference	Number	Ordered	Remainder	Inventory unit
Purchase order	BBE-PO-00311			LT

Transactions

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

<input type="radio"/>		Receipt status	Trademark	Country	Site	Warehouse	Batch number	Quantity	Inventory unit
<input checked="" type="radio"/>		Registered	NARITA	NL	OP	Mond&RI	GBM23666	720,00	LT

B1. Purchase Order Receipt

Go to PO. overview: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Receive PO:

➤ ➔ click ok in the posting product receipt screen

Posting product receipt

	Update	Purchase order	Name	Product receipt	Product receipt date	Document date	Terms of payment	
<input checked="" type="radio"/>	Product receipt	BBE-PO-00311	GLOBACHEM N.V.	BL20211118	18/11/2021			

Lines

Purchase order line Inventory

	Purchase order	Line number	Product number	Item number	Text	Trademark	Country	Warehouse	Batch number	Quantity	Unit price	Line net amount	Ven
<input checked="" type="radio"/>	BE-PO-00311	1	10010:NARITA:NL:2 x 10 LT	10010-03	NARITA 2 x 10 LT	NARITA	NL	Mond&RI		720.00	19.20	13.824.00	

Details

B1. Purchase Order Receipt

Go to PO. overview: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Receive PO:

- “Operation completed” message is shown
- => this means that the stock is received
- Purchase status is modified towards “Received”

Operation completed

All purchase orders

PO's new to old *

BBE-PO-00311

<div></div>	Purchase order	↓	Vendor account	Invoice account	Vendor name	Purchase type	Approval status	Purchase order status	Currency	Delivery date	Delivery terms	Purchase agreement
<div></div>	BBE-PO-00311		BBE-V0006	BBE-V0006	GLOBACHEM N.V.	Purchase order	Confirmed	Received	EUR	29/12/2021		

Go to PO. overview: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

➤ click on Receive / Journals / Product Receipt

43

B1. Purchase Order Receipt

Go to PO. overview: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

PO receipt – product receipt:

- choose “Lines” tab
- ➔ Overview of received product data
 - No batch number mentioned as it’s a consolidated field

BBE-PO-00311 : GLOBACHEM N.V. | My view * ▾

Product receipt journal

Overview

Lines

[View charges](#) [Inventory ▾](#) [Unposted invoices](#) [Purchase cost transactions](#) [Purchase indirect cost](#) [Distribute amounts](#)

<input type="radio"/> Purchase order	Line number	Item	Description	Trademark	Country	Site	Warehouse	Batch number	Ordered	Received	Amount	Remaining qua...
<input type="radio"/> BBE-PO-00311	1	10010-03	NARITA 2 x 10 LT	NARITA	NL	OP	Mond&RI		720,00	720,00	13.824,00	

B1. Purchase Order Receipt

Go to transactions: [Modules Inventory management / inquiries and reports](#)

Check transactions on a specific item

- filter item number (contains “10010-03”)
- Filter country (“NL”)

Inventory transactions

My view * v

Transaction filter															
<div>Filter</div>	<div>Display all</div>														
<div><div></div></div> Product number	Item nu...	Physical date	Financial date	Reference	Number	Receipt	Issue	Quantity	Unit	Cost amount	Trademark	Cou...	Site	Warehouse	Batch number
10010:NARITA:NL:2 x 10 LT	10010-03	12/10/2021	12/10/2021	Inventory adjustment	BBE-IJ-00020	Purchased		1,326,500,00	LT	151,486,300,00	NARITA	NL	OP	Dandoy	BCP000220
10010:NARITA:NL:2 x 10 LT	10010-03			Production	BBE-BATCH-000094	Ordered		5,000,00	LT		NARITA	NL	OP	Mond&RI_Re	
10010:NARITA:NL:2 x 10 LT	10010-03			Production	BBE-BATCH-000095	Ordered		1,820,00	LT		NARITA	NL	OP	Dandoy_Re	
10010:NARITA:NL:2 x 10 LT	10010-03			Transfer order shipment	BBE-TRO-00088		On order	-1,820,00	LT		NARITA	NL	OP	Dandoy_Re	
10010:NARITA:NL:2 x 10 LT	10010-03			Transfer order receive	BBE-TRO-00088	Ordered		1,820,00	LT		NARITA	NL	OP	Mond&RI	
10010:NARITA:NL:2 x 10 LT	10010-03			Production line	BBE-BATCH-000109		On order	-4,600,00	LT		NARITA	NL	OP	Dandoy	
10010:NARITA:NL:2 x 10 LT	10010-03	20/10/2021		Purchase order	BBE-PO-00238	Received		1,440,00	LT		NARITA	NL	OP	Mond&RI	BCP20021
10010:NARITA:NL:2 x 10 LT	10010-03	9/11/2021	9/11/2021	Inventory adjustment	BBE-IJ-00040	Purchased		35,700,00	LT	362,949,98	NARITA	NL	OP	Mond&RI	BCPF000033
10010:NARITA:NL:2 x 10 LT	10010-03			Inventory adjustment	BBE-IJ-00041	Ordered		30,00	LT		NARITA	NL	OP	Mond&RI	BE19000201
10010:NARITA:NL:2 x 10 LT	10010-03			Inventory adjustment	BBE-IJ-00041	Ordered		3,300,00	LT		NARITA	NL	OP	Mond&RI	BE19000571
10010:NARITA:NL:2 x 10 LT	10010-03			Inventory adjustment	BBE-IJ-00041	Ordered		660,00	LT		NARITA	NL	OP	Mond&RI	BE19001576
10010:NARITA:NL:2 x 10 LT	10010-03			Inventory adjustment	BBE-IJ-00041	Ordered		13,960,00	LT		NARITA	NL	OP	Mond&RI	BE19001591
10010:NARITA:NL:2 x 10 LT	10010-03			Inventory adjustment	BBE-IJ-00041	Ordered		4,380,00	LT		NARITA	NL	OP	Mond&RI	BE19002032
10010:NARITA:NL:2 x 10 LT	10010-03			Inventory adjustment	BBE-IJ-00041	Ordered		20,110,00	LT		NARITA	NL	OP	Mond&RI	BE19002033
10010:NARITA:NL:2 x 10 LT	10010-03			Inventory adjustment	BBE-IJ-00041	Ordered		16,990,00	LT		NARITA	NL	OP	Mond&RI	BE19002034
<div><div></div></div> 10010:NARITA:NL:2 x 10 LT	10010-03	18/11/2021		Purchase order	BBE-PO-00311	Received		720,00	LT		NARITA	NL	OP	Mond&RI	GBM23666

B1. Purchase Order Receipt

GO to on-hand list: [Modules : Inventory management / inquiries and reports](#)

Check stock that is received

- Click Reset (required 1st step to undo previous selections)
 - Filter item number (contains: E.g. 10010-03)
 - Filter country (contains “NL”)
 - + click apply

Filters

Country

begins with

NL

Item number

contains

10010-03

Site

begins with

Warehouse

begins with

Batch number

begins with

Apply

Reset

On-hand

My view *

Filter

Inventory quantities

Item number	WT	Product name	Search name	Trademark	Country	Site	Warehouse	Batch number	Physical Invent...
10010-03		NARITA 250 EC 2 x 10 LT	NARITA250EC2x10LT	NARITA	NL	OP	Dandoy		
10010-03		NARITA 250 EC 2 x 10 LT	NARITA250EC2x10LT	NARITA	NL	OP	Dandoy	BCP000220	1,326,500.00
10010-03		NARITA 250 EC 2 x 10 LT	NARITA250EC2x10LT	NARITA	NL	OP	Dandoy_Re		
10010-03		NARITA 250 EC 2 x 10 LT	NARITA250EC2x10LT	NARITA	NL	OP	Mond&RI		
10010-03		NARITA 250 EC 2 x 10 LT	NARITA250EC2x10LT	NARITA	NL	OP	Mond&RI	BCP20021	1,440.00
10010-03		NARITA 250 EC 2 x 10 LT	NARITA250EC2x10LT	NARITA	NL	OP	Mond&RI	BCPF000033	35,700.00
10010-03		NARITA 250 EC 2 x 10 LT	NARITA250EC2x10LT	NARITA	NL	OP	Mond&RI	BE19000201	
10010-03		NARITA 250 EC 2 x 10 LT	NARITA250EC2x10LT	NARITA	NL	OP	Mond&RI	BE19000571	
10010-03		NARITA 250 EC 2 x 10 LT	NARITA250EC2x10LT	NARITA	NL	OP	Mond&RI	BE19001576	
10010-03		NARITA 250 EC 2 x 10 LT	NARITA250EC2x10LT	NARITA	NL	OP	Mond&RI	BE19001591	
10010-03		NARITA 250 EC 2 x 10 LT	NARITA250EC2x10LT	NARITA	NL	OP	Mond&RI	BE19002032	
10010-03		NARITA 250 EC 2 x 10 LT	NARITA250EC2x10LT	NARITA	NL	OP	Mond&RI	BE19002033	
10010-03		NARITA 250 EC 2 x 10 LT	NARITA250EC2x10LT	NARITA	NL	OP	Mond&RI	BE19002034	
10010-03		NARITA 250 EC 2 x 10 LT	NARITA250EC2x10LT	NARITA	NL	OP	Mond&RI	GBM23666	720.00
10010-03		NARITA 250 EC 2 x 10 LT	NARITA250EC2x10LT	NARITA	NL	OP	Mond&RI_Re		

Filters

Item number

contains

10002-9

Site

begins with

Warehouse

begins with

Serial number

begins with

Batch number

begins with

Search name

begins with

Apply

Reset

SC_02 Manage Procure to stock

- **A. Purchase order Creation**
 - **B. Purchase order Receipt**
 - **C. Purchase Return Order**
 - **D. Direct Deliveries**
 - **E. exercises**
-
- **Procure to stock:**
 - Process From order entry to stock receipt

C1. Purchase Order Returns

Go to PO. overview: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

- No separated Order sequence number for Return orders.
 - Navision PO & RO number
 - D365: all PO numbers
- Difference in Purchase type
 - Purchase order vs. Returned order
 - Return order has negative quantities
 - Also approval needed

Purchase order												
New	Maintain		Copy		View		Attachments					
From a sales order	Request change Cancel		From all From journal		Totals Transport order Transport requirement		Document notes					

All purchase orders

PO's new to old * ▾

Filter

		Purchase order	Vendor account	Invoice account	Vendor name	Purchase type	Approval status	Purchase order status	Currency	Delivery date	Delivery terms	Purchase agreement
		BBE-PO-00201	BBE-V0071	BBE-V0071	ISK BIOSCIENCES EUR - VAT ITA	Returned order	Confirmed	Invoiced	EUR	15/10/2021		
		BBE-PO-00200	BBE-V0071	BBE-V0071	ISK BIOSCIENCES EUR - VAT ITA	Returned order	Draft	Open order	EUR	14/10/2021		
		BBE-PO-00312	BBE-V0071	BBE-V0071	ISK BIOSCIENCES EUR - VAT ITA	Purchase order	Confirmed	Open order	EUR	18/11/2021		
		BBE-PO-00218	BBE-V0070	BBE-V0070	ISK BIOSCIENCES EUR - VAT FRA	Purchase order	Confirmed	Invoiced	EUR	20/10/2021		
		BBE-PO-00133	BBE-V0071	BBE-V0071	ISK BIOSCIENCES EUR - VAT ITA	Purchase order	Draft	Open order	EUR	12/10/20...		

C1. Purchase Order Returns

Go to PO. overview: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Create new Return order: result

- Click new
- 1. Select Vendor name

Vendor

One-time supplier
☐ No

Vendor account 1

Name

Contact

ADDRESS

Delivery name

Address

vendor account

Name	Vendor account	Search name	Phone	City	State	Country/region	ZIP/postal code
ISK BIOSCIENCES EUR - VAT BEL	BBE-V0069	ISK BIOSCIENCES EUR		DIEGEM		BEL	1831
ISK BIOSCIENCES EUR - VAT FRA	BBE-V0070	ISK BIOSCIENCES EUR		DIEGEM		FRA	1831
ISK BIOSCIENCES EUR - VAT ITA	BBE-V0071	ISK BIOSCIENCES EUR		DIEGEM		ITA	1831

Purchase order 3

Invoice account

Name

REFERENCES

Project ID

Purchase agreement

DATES

Accounting date

Delivery date
 4

INTERCOMPANY

Intercompany
☐ No

C1. Purchase Order Returns

Go to PO. overview: [Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Create new Return order: result

- Click new
- 1. Select Vendor name
- 2. delivery address – used for Purchase order
- 3. modify type to “Returned order”
 - Delivery info will change
 - From default storage WH E.g. Dandoy
 - To address of the supplier
- 4. Requested delivery date
 - Date that return needs to be executed

Vendor account: BBE-V0071

Name: ISK BIOSCIENCES EUR - VAT ITA

Contact: [empty]

ADDRESS

Delivery name: ISK BIOSCIENCES - VAT ITA

Address: Pegasus Park
De Kleetlaan 12B - Bus 9
1831 DIEGEM
Italy

Delivery address: ISK BIOSCIENCES - VAT ITA

General

PURCHASE ORDER

Purchase order: BBE-PO-00314

Purchase type: Returned order

Invoice account: BBE-V0071

Name: ISK BIOSCIENCES EUR ...

STORAGE DIMENSIONS

Site: OP

Warehouse: Dandoy

DATES

Accounting date: 19/11/2021

Delivery date: 19/11/2021

REFERENCES

Vendor

One-time supplier: No

Vendor account: BBE-V0071

Name: ISK BIOSCIENCES EUR - VAT ITA

Contact: [empty]

ADDRESS

Delivery name: Dandoy

Address: Gebouw 101 Zone 5
Assesesteenweg 16
1730 Asse
Belgium

Delivery address: Dandoy

General

PURCHASE ORDER

Purchase order: BBE-PO-00314

Purchase type: Purchase order

Invoice account: BBE-V0071

Name: ISK BIOSCIENCES EUR ...

STORAGE DIMENSIONS

Site: OP

Warehouse: Dandoy

DATES

Accounting date: 19/11/2021

Delivery date: 19/11/2021

REFERENCES

Project ID: [empty]

Purchase agreement: [empty]

INTERCOMPANY

Intercompany: No

C1. Purchase Order Returns

[Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Create new Return order

5. RMA number

- Return reference number that can be mentioned towards the Supplier
- Click OK
- Select Header tab / Reason E.g. “End of Life /conflict of interest”

Invoice account
BBE-V0071

Name
ISK BIOSCIENCES EUR ...

DATES
Accounting date
19/11/2021
Delivery date
26/11/2021

REFERENCES
RMA number
RT20211119
Project ID
Purchase agreement

INTERCOMPANY
Intercompany
No

[All purchase orders](#) | My view

BBE-PO-00316 : BBE-V0071 - ISK BIOSCIENCES EUR - VAT ITA

Lines **Header** Open order Draft

General

BBE-PO-00316 | ISK BIOSCIENCES EUR - VAT ITA | BBE-V0071 | BBE-V0071 | OP | Dandoy

PURCHASE ORDER
Purchase order
BBE-PO-00316
Vendor name
ISK BIOSCIENCES EUR - VAT ITA
Purchase type
Returned order

VENDOR
One-time supplier
No
Vendor account
BBE-V0071

Invoice account
BBE-V0071
Contact
CONTACT INFORMATION
Internet address
Email

STATUS
Purchase order status
Open order
Document status
None
Approval status
Draft

Header budget check results
Budget check not performed
Direct delivery
No
STORAGE DIMENSIONS
Site
OP
Warehouse
Dandoy

REASONS
Reason
Reason code
AGR END
AGRMISSED
COI
DUAL
EOL
MDMissing
Default comment
Supply agreement Finished, no ...
No Price agreement for this year
Conflict of interest, is a competi...
Dual sourcing with other provider
Service or product discontinued...
Missing Master Data

RMA number
RT20211119
Origin
All lines contain purchase agreement
Yes

C1. Purchase Order Returns

[Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Create new Return order

Select Item tab

- 1. search function
- 2. Item number
- 3. Variants
 - Country / trademark

Purchase order lines

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

Line number	Product number	Item number	Product name	Procurement category	Variant number	Configuration	Trademark	Country	Site	Warehouse
	chikara								OP	Dandoy
	10012:CHIKARA:BE:10 x 200 GR	10012-06	CHIKARA 10 x 200 GR					BE		
	10012:CHIKARA:ZA:10 x 200 GR	10012-06	CHIKARA 10 x 200 GR					ZA		
	10012:CHIKARA:UK:10 x 150 Gr	10012-177	CHIKARA 10 x 150 Gr					GB		
	10012:CHIKARA:IE:10 x 150 Gr	10012-177	CHIKARA 10 x 150 Gr IE					IE		
	10012:CHIKARA:BE:6 x 1 KG	10012-19	CHIKARA 6 x 1 KG					BE		
	10012:CHIKARA:IE:6 x 1 KG	10012-19	CHIKARA 6 x 1 KG IE					IE		

Line details

- 1. warehouse
- 2. batch number
- 3. Quantity
- 4. Unit price (alignment with procurement & supplier relation)

Country Site Warehouse Batch number CW quantity CW unit Quantity Unit Unit price Adjusted unit ...

BE	OP	Dandoy				432,00	KG		0,00000
----	----	--------	--	--	--	--------	----	--	---------

C1. Purchase Order Returns

[Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Create new Return order

- Batch number can be specified on the moment of purchase return order creation
- Full pallet quantity is proposed → return requires negative values
- Warehouse = location from where stock will be picked up

Result:

BE-PO-00316 : BBE-V0071 - ISK BIOSCIENCES EUR - VAT ITA

Purchase order header

DELIVERY Load date	Delivery date 26/11/2021	DISCOUNTS Total discount % 0,00	VENDOR Contact	REPLENISHMENT Service category	CROSS DOCKING DATES Delivery date 26/11/2021	Local delivery date	PRODUCT/ORDER CREATION Auto created No
	Earliest confirmed delivery			Location	Cross docking date	Sales date	Origin Purchase

Purchase order lines

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

	Ty...	Budget check r...	Line number	Product number	Item number	Product name	Variant number	Configuration	Trademark	Country	Site	Warehouse	Batch number	Quantity	Unit	Unit price	Adjusted unit ...
✓			1	10012:CHIKARA:BE:10 ...	10012-08	CHIKARA 250 WG 10 x ...	VAR001236		CHIKA...	BE	OP	Dandoy	BCP000229	-200,00	KG	8,50	0,00000

C1. Purchase Order Returns

[Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Submit return order

- Every return order needs to be approved prior to the confirmation step
- Select Return order E.g. BBE-PO-00316

PO's new to old *	Purchase order	Vendor account	Invoice account	Vendor name	Purchase type	Approval status	Purchase order status	Currency	Delivery date	Delivery terms	Purchase agreement
Filter	BBE-PO-00316	BBE-V0071	BBE-V0071	ISK BIOSCIENCES EUR - VAT ITA	Returned order	Draft	Open order	EUR	26/11/20...		

- Click Workflow / Submit

Purchase order workflow V1

Approval for Purchase Order BBE-PO-00316 is needed asap.
Please process this as quick as possible.

Thanks,
On behalf of Belchim Supply Chain Department,
Trogh Jurgin

Submit

C1. Purchase Order Returns

[Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

confirm return order

➤ Once approval is granted Approval status changes to “Approved”

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

New Maintain Copy View Attachments

From a sales order Request change Cancel From all From journal Totals Transport order Transport requirement Document notes

All purchase orders

PO's new to old * v

Filter

Purchase order	Vendor account	Invoice account	Vendor name	Purchase type	Approval status	Purchase order status	Currency	Delivery date	Delivery terms	Purchase agreement
BBE-PO-00316	BBE-V0071	BBE-V0071	ISK BIOSCIENCES EUR - VAT ITA	Returned order	Approved	Open order	EUR	26/11/2021		

➤ Click 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 Allocate charges Sales tax Multiline discount Total discount Supplementary items Prepayment Remove prepayment 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 View response on latest sent order Purchase order vendor confirmation history

All purchase orders

PO's new to old * v

Filter

Purchase order	Vendor account	Invoice account	Vendor name	Purchase type	Approval status	Purchase order status	Currency	Delivery date	Delivery terms	Purchase agreement
BBE-PO-00316	BBE-V0071	BBE-V0071	ISK BIOSCIENCES EUR - VAT ITA	Returned order	Approved	Open order	EUR	26/11/2021		


C1. Purchase Order Returns

[Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

confirm return order

- ➔ Return order confirmation can be sent towards the supplier

Delivery address under construction towards “pick up “ address



BELCHIM CROP PROTECTION NV
TECHNOLOGIELAAN 7
1840 LONDERZEEL
Belgium
BE0458909077

Return order
BBE-PO-00412-1

Vendor
BBE-V0071
ISK BIOSCIENCES EUR - VAT ITA
Pegasus Park
De Kleetlaan 12B - Bus 9
1831 DIEGEM
Italy
VAT: IT00167129998

Delivery address:
ISK BIOSCIENCES - VAT ITA
Pegasus Park
De Kleetlaan 12B - Bus 9
1831 DIEGEM
Italy

Invoice address
BELCHIM CROP PROTECTION NV
On behalf of ISK BIOSCIENCES - VAT ITA
TECHNOLOGIELAAN 7
1840 LONDERZEEL
Belgium
VAT: BE0458909077

Order entry date
19/11/2021

Delivery terms

Requested delivery date
26/11/2021

Payment Terms
90 DAYS

EAN	Description	Quantity	Unit of measure	Unit price	Line amount excl. VAT	Tax %	Discount
5414572500182	10012:CHIKARA:BE:10 x 200 GR	-200.00	KG	85.00	-17,000.00	12.00%	
3207-579-060-308	CHIKARA 10 x 200 GR						
					Total EUR excl. VAT	-17000.00	
					Total EUR VAT	0.00	
					Total EUR incl. VAT	-17000.00	



C1. Purchase Order Returns

[Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Book return order

- ➔ Return order confirmation can be sent towards the supplier
- Click receive / Generate / Product receipt

The screenshot shows the SAP Purchase Order Returns interface. The 'Receive' tab is active, displaying various options for generating receipts and product receipts. Below the navigation bar, a message indicates that an email report has been created. The main section shows a list of purchase orders, with the first row highlighted.

Purchase order	Vendor account	Invoice account	Vendor name	Purchase type	Approval status	Purchase order status	Currency	Delivery date	Delivery terms	Purchase agreement
BBE-PO-00316	BBE-V0071	BBE-V0071	ISK BIOSCIENCES EUR - VAT ITA	Returned order	Confirmed	Open order	EUR	26/11/2021		

C1. Purchase Order Returns

[Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Book return order

- Enter Product receipt number “ BL” number
- Click Update Line / pick

Posting product receipt

Settings

Select: Arrange Printer setup View charges

PARAMETERS

Quantity: Ordered quantity

PRINT OPTIONS

Print: After

Print product receipt: No

Print value documents: No

Print shelf labels: No

Print product labels: No

Posting: Yes

SETUP

Check credit limit: None

SUMMARY PURCHASE

Summary update for: None

Overview

+ Add Remove Totals Sales tax

	Update	Purchase order	Name	Product receipt	Product receipt date	Do
<input checked="" type="checkbox"/>	Product receipt	888-PO-00018	OK SVOSENCES EUR - VAT ITA	888-PO-00018	18/11/2021	Do

Lines

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

	Purchase order	Line number	Product number	Item number	Item	Material	Country	Warehouse	Batch number	Quantity	Unit price	Line net amount	Residual expiry date
<input checked="" type="checkbox"/>	888-PO-00018	1	70013-CHIKARA-BE10 s 200 GR	10013-08	PROCESS	CHIKARA 10 s	CHIKARA	BE	CenCity	BCP0000218	-200.00	8.50	-1.700.00

Yes

C1. Purchase Order Returns

[Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Book return order

➤ Click add picking line

BBE-PO-00316 : 1 | My view

Pick

Transactions

+ Add picking line

Update reservations

Split

Display dimensions

Pick from handling unit

	Pl...	Update	Issue status	Reference	Number	Item number	Trademark	Country	Site	Warehouse	Batch number	CW quantity	CW unit	Quantity	Available quan...	Inventory unit
			On order	Purchase order	BBE-PO-003...	10012-08	CHIKARA	BE	OP	Dandoy	BCP000229			200,00	1.380.500,00	KG

C1. Purchase Order Returns

[Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Book return order

- Select batch number & click confirm pick all + click save
- ➔ issue status is changed to “picked”

888-PO-00318:1 | My view

Pick

Transactions

+ Add picking line - Update reservations - Split - Display dimensions - Pick from handling unit

	Id.	Update	Issue status	Reference	Number	Item number	Trademark	Country	Site	Warehouse	Batch number	CW quantity	CW unit	Quantity	Available quan.	Inventory unit
	Added		On order	Purchase order	888-PO-003...	10012-08	CHIKARA	BE	OF	Dandoy	BCP000028			100.00	1,585,000.00	KG

Picking lines

+ Add - Remove all - Confirm pick all - Display dimensions

	Item number	Trademark	Country	Site	Warehouse	Batch number	Reference	Number	Picked quantity	Unit	CW pick now	CW unit
	10012-08	CHIKARA	BE	OF	Dandoy	BCP000028	Purchase order	888-PO-003...	200.00	KG		

SC_02 Manage Procure to stock

- **A. Purchase order Creation**
- **B. Purchase order Receipt**
- **C. Purchase Return Order**
- **D. Direct Deliveries**
- **E. exercises**

- Procure to stock:

- Process From order entry to stock receipt

D1. Direct delivery

[Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

- Creation of an SO
- CS creates a SO linking to a direct delivery
 - Stock will be shipped directly from the supplier E.g. Globachem towards the customer
- Once the CS is created → PO is automatically created
 - PO links to supplier where this product needs to be ordered
 - Delivery address of the PO = address of the final client

D1. Direct delivery

[Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Automatic Creation of PO

D1. Direct delivery

[Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

Confirm PO

D1. Direct delivery

[Modules Procurement and sourcing / Purchase orders / All purchase orders](#)

➤ Receipt PO

SC_02 Manage Procure to stock

- **A. Purchase order Creation**
- **B. Purchase order Receipt**
- **C. Purchase Return Order**
- **D. Direct Deliveries**
- **E. exercises**

- **Procure to stock:**

- Process From order entry to stock receipt

E1. Exercises

1. Release a PO for Tech metobromuron from a P.a.

[Modules Procurement and sourcing / Purchase agreements/ Purchase agreements](#)

➤ Filter Name column: “ Deccan - BBE-V0021”

Finance and Operations

Edit + New Delete Workflow ▾

Purchase agreement General Options 🔍

New Maintain Generate Intercompany Related information

Release order Activities Confirmation Pro forma confirmation Generate sales agreement View sales agreement Purchase agreement confirmations Release order lines Invoice lines

⚙ Purchase agreements

My view new ▾

<input type="radio"/> Purchase a...	↑ Status	Vendor account	🔍 Name	Invoice account	Document title	Purchase agreement classification	Currency	Workflow status
<input type="radio"/> BBE-PA-02550	Effective	BBE-V0021	DECCAN FINE CHEMICALS PRIVATE LTD	BBE-V0021		Supply agreements	EUR	Approved

E1. Exercises

1. Release a PO for Tech metobromuron from a P.a.

[Modules Procurement and sourcing / Purchase agreements/ Purchase agreements](#)

- Select purchase quantity
- Select delivery date

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

Address

TECHNOLOGIELAAN 7
1840 LONDERZEEL
Belgium

Delivery address

BELCHIM CROP PROTECTION...

Display dimensions

	Item number	Product name	Variant number	Purchase quan...	Unit	CW purchase q...	CW unit	Delivery date	Trademark	Country	Warehouse
<input checked="" type="radio"/>	70020	TECH METOBROMURON 97% 1 x 500 KG		20.000.00	KG			30/12/2021			Globach

➔ Result:

📘 Create purchase order Automatic purchase creation Vendor account: BBE-V0021 Purchase order BBE-PO-00325 has been created.

🔍 Purchase agreements

My view new ▾

🔍 Filter

<input type="radio"/>	Purchase a...	↑ Status	Vendor account	🔍 Name
<input type="radio"/>	BBE-PA-02550	Effective	BBE-V0021	DECCAN FINE CHEMICALS PRIVATE LTD

E1. Exercises

1. Release a PO for Tech metobromuron from a P.a.

[Modules Procurement and sourcing / Purchase agreements/ Purchase agreements](#)

- Go to purchase agreement
 - Related info /release order lines

Finance and Operations Search for a page

Edit + New Delete Workflow Purchase agreement General Options

New Maintain Generate Intercompany Related information

Release order Activities Confirmation Pro forma confirmation Generate sales agreement View sales agreement Purchase agreement confirmations Release order lines Invoice lines

Create purchase order Automatic purchase creation Vendor account: BBE-V0021 Purchase order BBE-PO-00325 has been created.

Purchase agreements My view new

Filter

Purchase a...	Status	Vendor account	Name	Invoice account
BBE-PA-02550	Effective	BBE-V0021	DECCAN FINE CHEMICALS PRIVATE LTD	BBE-V0021

- Select order number

BBE-PA-02550 : BBE-V0021 | Released PO's from Pa

Purchase order lines

Lines	General	Setup	Quantity	Price/discount	Other	Project	Fixed assets	Financial dimensions	Inventory dimensions				
<input type="radio"/>	Purchase order		Line number	Item number	Trademark		Country	Warehouse	Quantity	Unit	Unit price	Net amount	Product name
<input checked="" type="radio"/>	BBE-PO-00325		1	70020				Globach	20.000,00	KG	12,56	251.200,00	TECH METOBROMURON 97% 1 ...

E1. Exercises

1. Release a PO for Tech metobromuron from a P.a.

[Modules Procurement and sourcing / Purchase agreements/ Purchase agreements](#)

Submit PO

- Click Workflow – Submit
- PO will be approved manually when it matches with the P.a.

The screenshot displays the Belchim ERP interface. At the top, a navigation bar includes tabs for 'Edit', 'New', 'Delete', 'Workflow', 'Purchase order', 'Purchase', 'Manage', 'Receive', 'Invoice', 'Retail', 'Warehouse', 'Transportation', 'General', and 'Options'. The 'Workflow' tab is selected, and a dropdown menu is open, showing 'Purchase order workflow V1'. Below this, a message states: 'Approval for Purchase Order BBE-PO-00325 is needed asap. Please process this as quick as possible.' followed by 'Thanks, On behalf of Belchim Supply Chain Department Trogh Jurgen'. A 'Submit' button is visible. The main area shows the 'Purchase order' header for 'BBE-PO-00325 : BBE-V0021 - DECCAN FINE CHEMICALS PRIVATE LTD'. The status is 'Draft'.

E1. Exercises

1. Release a PO for Tech metobromuron from a P.a.

[Modules Procurement and sourcing / Purchase agreements/ Purchase agreements](#)

Submit PO

- Click Workflow – Submit
- PO will be approved automatically when it matches with an existing P.a.

The screenshot displays the Belchim system interface. At the top, a navigation bar includes tabs for 'Edit', '+ New', 'Delete', 'Workflow', 'Purchase order', 'Purchase', 'Manage', 'Receive', 'Invoice', 'Retail', 'Warehouse', 'Transportation', 'General', and 'Options'. The 'Workflow' tab is selected, and a dropdown menu is open, showing 'Purchase order workflow V1' and a 'Submit' button. Below the navigation bar, the main content area shows a 'Purchase order' header for 'BBE-PO-00325 : BBE-V0021 - DECCAN FINE CHEMICALS PRIVATE LTD'. The status is 'Draft'. The interface also shows a 'Generate' section with options for 'Pro form' and 'Intercom'.

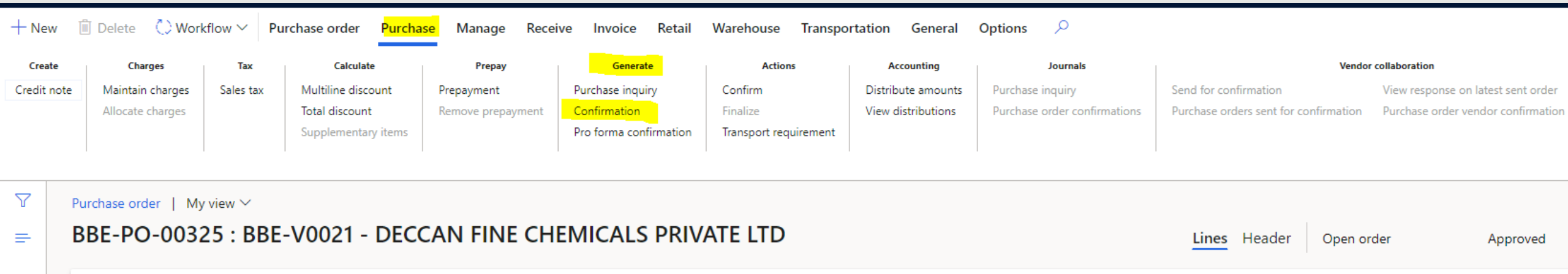
E1. Exercises

1. Release a PO for Tech metobromuron from a P.a.

[Modules Procurement and sourcing / Purchase agreements/ Purchase agreements](#)

confirm PO

- With status approved → PO can be confirmed
- Click Purchase /Generate /confirmation + ok



The screenshot shows the SAP Purchase Order Confirmation interface. The top navigation bar includes tabs for 'Purchase order', 'Purchase' (highlighted), 'Manage', 'Receive', 'Invoice', 'Retail', 'Warehouse', 'Transportation', 'General', and 'Options'. Below this, a grid of functional areas is displayed, with 'Generate' and 'Confirmation' highlighted. The main content area shows the purchase order details: 'BBE-PO-00325 : BBE-V0021 - DECCAN FINE CHEMICALS PRIVATE LTD'. The status is 'Approved', and the order is 'Open order'.

Create	Charges	Tax	Calculate	Prepay	Generate	Actions	Accounting	Journals	Vendor collaboration
Credit note	Maintain charges Allocate charges	Sales tax	Multiline discount Total discount Supplementary items	Prepayment Remove prepayment	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 View response on latest sent order Purchase order vendor confirmation

Purchase order | My view ▾

BBE-PO-00325 : BBE-V0021 - DECCAN FINE CHEMICALS PRIVATE LTD

Lines | Header | Open order | Approved

E1. Exercises

1. Release a PO for Tech metobromuron from a P.a.

[Modules Procurement and sourcing / Purchase agreements/ Purchase agreements](#)

Result



BELCHIM CROP PROTECTION NV

TECHNOLOGIELAAN 7
1840 LONDERZEEL
Belgium
BE0458909077

Purchase order copy

BBE-PO-00325-1

Vendor

BBE-V0021
DECCAN FINE CHEMICALS PRIVATE LTD
Road 9 Jubilee Hills
500033 HYDERABAD TELANGANA
India
VAT:

Delivery address:

BELCHIM CROP PROTECTION NV
TECHNOLOGIELAAN 7
1840 LONDERZEEL
Belgium

Invoice address

BELCHIM CROP PROTECTION NV
On behalf of BELCHIM CROP PROTECTION NV
TECHNOLOGIELAAN 7
1840 LONDERZEEL
Belgium
VAT: BE0458909077

Order entry date

22/11/2021

Delivery terms

CIF

Requested delivery date

22/11/2021

Payment Terms

30 DAYS

EAN	Description	Quantity	Unit of measure	Unit price	Line amount excl. VAT	Tax %	Disco
5414572930033	70020 TECH METOBROMURON 97% 1 x 500 KG	20,000.00	KG	12.56	251,200.00	12.00%	

Total EUR excl. VAT 251200.00

Total EUR VAT 0.00

Total EUR incl. VAT 251200.00

Document notes header

Comments – Documents that must accompany the goods *

- 1) Certificate of Analysis. This COA is to be communicated before any delivery can take place. COA@Belchim.com
- 2) Invoice from supplier to be notified before delivery. Please send your invoice to Invoices.BE@belchim.com
- 3) Copy of fully signed CMR or transportation document. This is mandatory for proper processing and payment of invoices
- 4) Delivery note mentioning lotnr./quantity.
- 5) If applicable: Production Report
- 6) Any material not conforming to specification may be returned to the supplier who in such cases will pay for its return.
- 7) All deliveries must be announced by minimum 48 hours to the warehouse and/or originator of this purchase order.
- 8) Place on every pallet a A4 paper with the packed SKU-code

* Compliance to these conditions regarding documents is mandatory in order for any invoice to be processed through Belchim administration

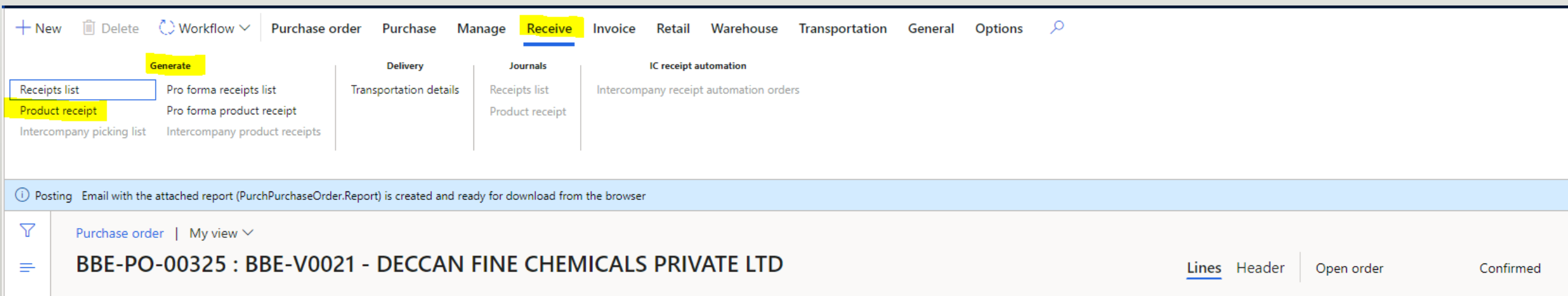
E1. Exercises

1. Release a PO for Tech metobromuron from a P.a.

[Modules Procurement and sourcing / Purchase agreements/ Purchase agreements](#)

PO receive

- Click Receive / generate /product receipt



The screenshot shows the SAP PO Receive interface. The top navigation bar includes tabs for New, Delete, Workflow, Purchase order, Purchase, Manage, Receive (highlighted), Invoice, Retail, Warehouse, Transportation, General, and Options. Below the navigation bar, there are four main sections: Generate, Delivery, Journals, and IC receipt automation. The Generate section contains a dropdown menu with 'Receipts list' and 'Product receipt' (highlighted). The Delivery section contains 'Transportation details'. The Journals section contains 'Receipts list' and 'Product receipt'. The IC receipt automation section contains 'Intercompany receipt automation orders'. A message bar at the bottom states: 'Posting Email with the attached report (PurchPurchaseOrder.Report) is created and ready for download from the browser'. The bottom of the screen shows the purchase order details: 'Purchase order | My view' and 'BBE-PO-00325 : BBE-V0021 - DECCAN FINE CHEMICALS PRIVATE LTD'. On the right side, there are links for 'Lines', 'Header', 'Open order', and 'Confirmed'.

Generate	Delivery	Journals	IC receipt automation
Receipts list	Transportation details	Receipts list	Intercompany receipt automation orders
Product receipt		Product receipt	
Intercompany picking list			
Intercompany product receipts			

Posting Email with the attached report (PurchPurchaseOrder.Report) is created and ready for download from the browser

Purchase order | My view

BBE-PO-00325 : BBE-V0021 - DECCAN FINE CHEMICALS PRIVATE LTD

Lines Header Open order Confirmed

E1. Exercises

1. Release a PO for Tech metobromuron from a P.a.

[Modules Procurement and sourcing / Purchase agreements/ Purchase agreements](#)

PO receive

- Select Product receipt cf. po number – BBE-PO-00325

Posting product receipt

Settings

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

PARAMETERS

Quantity

Ordered quantity

Posting

☒ Yes

PRINT OPTIONS

Print

After

Print product receipt

☐ No

Use print management destination

☐ No

Print sales documents

☐ No

Print shelf labels

☐ No

Print product labels

☐ No

SETUP

Check credit limit

None

SUMMARY PURCHASE

Summary update for

None

Overview

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

<input type="radio"/>	<input checked="" type="radio"/>		Update	Purchase order	Name	Product receipt	Product receipt date	Document date	Terms of payment
			Product receipt	BBE-PO-00325	DECCAN FINE CHEMICALS PRIV...	BBE-PO-00325	22/11/2021		

E1. Exercises

1. Release a PO for Tech metobromuron from a P.a.

[Modules Procurement and sourcing / Purchase agreements/ Purchase agreements](#)

PO receipt

➤ Select Update line / Process / Registration

Lines

Delete

Purchase order line

View charges

Inventory

Reset batch disposition code

Update line

	Purchase order	Line number	Product number	Item number	Text	Trademark	Country	Warehouse	Batch number	Quantity	Unit price	Line net amount	V
	BBE-PO-00325	1	70020	70020	TECH			Globach		20.000,00	12,56	251.200,00	

PROCESS

Registration

Pick

click add registration Line