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| **PT. BERLIAN SISTEM INFORMASI** |
| **Operating Lease – Procurement Management Process** |
| **USER MANUAL GUIDE** |
|  |
| **VERSION 1.1** |
| **6/29/2016** |

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# REVISION HISTORY

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Revision | Description | Author |
| 3/21/2016 | 0.0 | Initial Document | Sabilla Pravita Larassati |
| 3/29/2016 | 0.1 | Update Capture | AR. Anggun Cahyaningtyas |
| 4/14/2016 | 0.2 | Update Capture | AR. Anggun Cahyaningtyas |
| 5/6/2016 | 0.3 | Update Capture | AR. Anggun Cahyaningtyas |
| 5/24/2016 | 1.0 | 1st Baseline | Grand Zah Putra |
| 6/29/2016 | 1.1 | Update Document after Training | Sabilla Pravita Larassati |

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# PROCUREMENT MODULE

Operating Lease Support System includes **Procurement Process**, Unit Management Process, Maintenance Process, and Collection Process. All features will be described in the subsequent sections. The Procurement menu of Operating Lease Support System serves as the continuation of Agreement Process. With the procurement menu, you will be able to manage purchase order (PO) for each PO Number and process the approval.

Additionally you can enter a record, make changes, and inspect a detail record, and also filter specific records based on columns by writing a keyword on the search field. The features and data contained in your Operating Lease Support System menu are limited by your security and data authorization settings so you may not be able to access all features.

# MANAGE PURCHASE ORDER

Operating lease procurement process occurs after agreement process is done. Purchase order created based on agreement number and supplier requested that has been approved by DSF management. Purchase order number will be generated based on different supplier that requested on one agreement, which means one agreement number could relate with more than one purchase order.

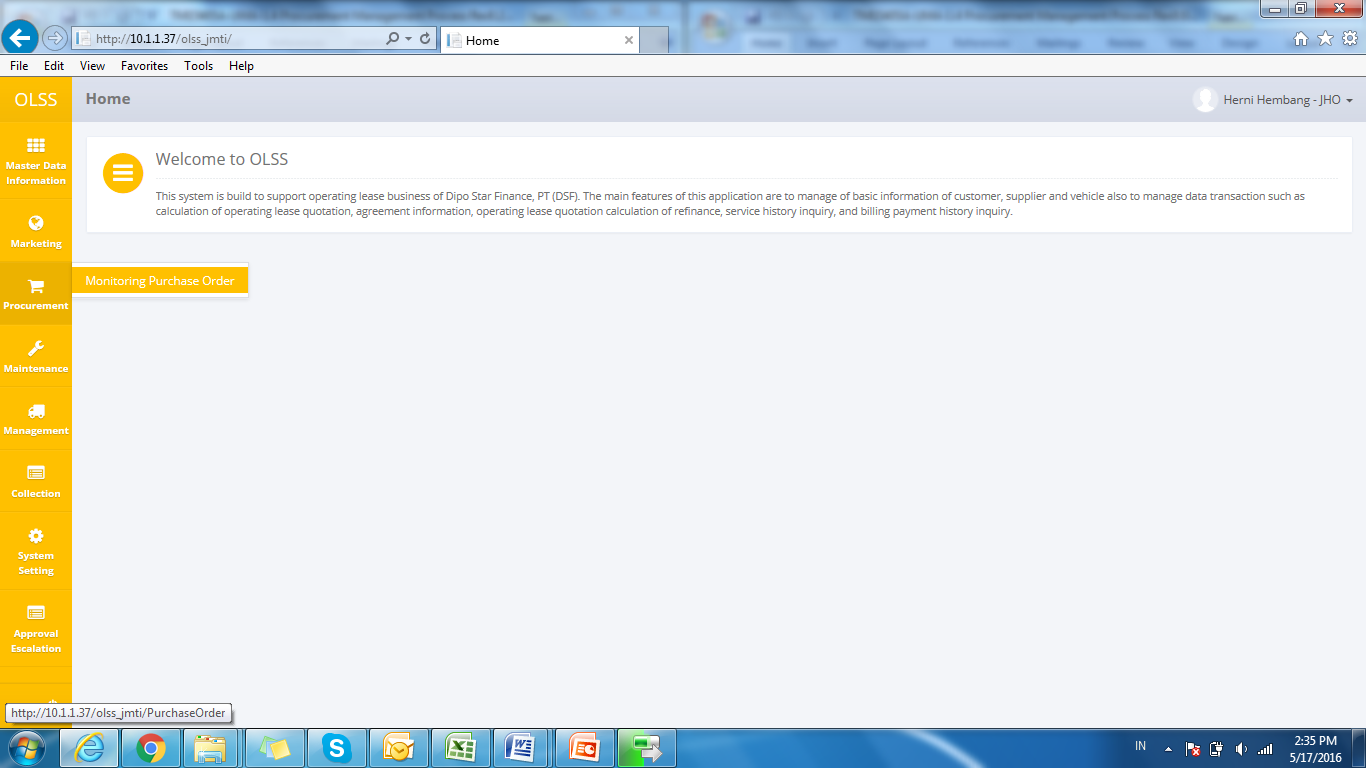
Manage purchase order process provides several functions:

1. Create purchase order, within save as draft and/or submit.
2. View details of purchase order information.
3. Filter and sort function.
4. Modify PO information; keep them up-to-date.
5. Print purchase order form.
6. Print purchase order history report.

## Show List of Purchase order Record

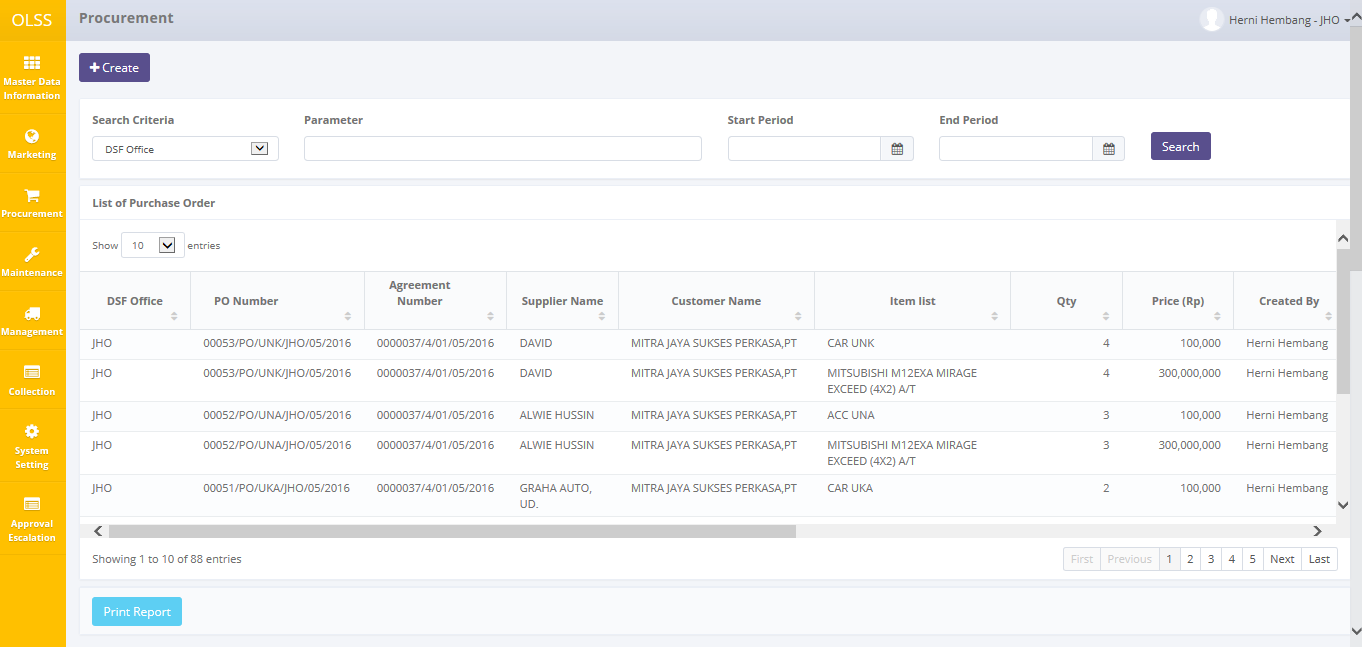
To check the list of Purchase order, here is the procedure:

1. Navigate to procurement menu and click “Purchase order Creation”.



Screen 1: Procurement Menu

1. System will show List of Purchase order at Procurement screen that consist of purchase order that already recorded in the system. The main page of List of purchase order is shown below:



Screen 2: List of Purchase order Information Inquiry

User can see information such as:

DSF Office, Agreement Number, Customer Name, PO Number, Supplier Name, Item List, Quantity, OTR Price, Created By, Created Date, Last Update By, Last Update Date, Status, Action, and Action button (View, Edit, Print).

Purchase order statuses are divided into 8 types:

1. , the document hasn’t been submitted by PIC OPL, still can be edited.
2. , the document has been submitted by PIC OPL, can no longer be edited, and ready to be checked by DSF management.
3. , the document has been checked by DSF management, and continues to the next approval hierarchy.
4. , the document has some mistakes and the Checker has revised it. Document need to be submitted back by PIC OPL.
5. , the document has been approved by the highest hierarchy.
6. , the document has been rejected by the highest hierarchy.
7. , the document has been escalated by previous checker.
8. , the document has reached the end contract.



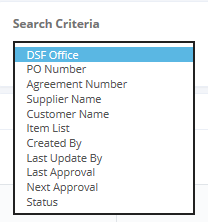
On the List of Purchase order screen, there will be five buttons, which are:

* 1. : On top-left screen, click the button to create new purchase order.
  2. : In the action column in each record, click the button to view purchase order details.
  3. : In the action column in each record, click the button to modify purchase order information.
  4. : In the action column in each record, click the button to print purchase order form.
  5. : On bottom-left screen, click the button to print report purchase order list.

## Filter and Sort Purchase Order List

To filter the records there are three categories as follows:

1. To sort the record alphabetically by column, user can click  on the column title on the table header.
2. User can select the number of records that want to be showed by picking this feature  on the screen. If the records have been filtered based on number, the amount of records that will be shown is the same as the selected number.
3. User can filter the records with the specific information by entering the keywords on the search field shown below:



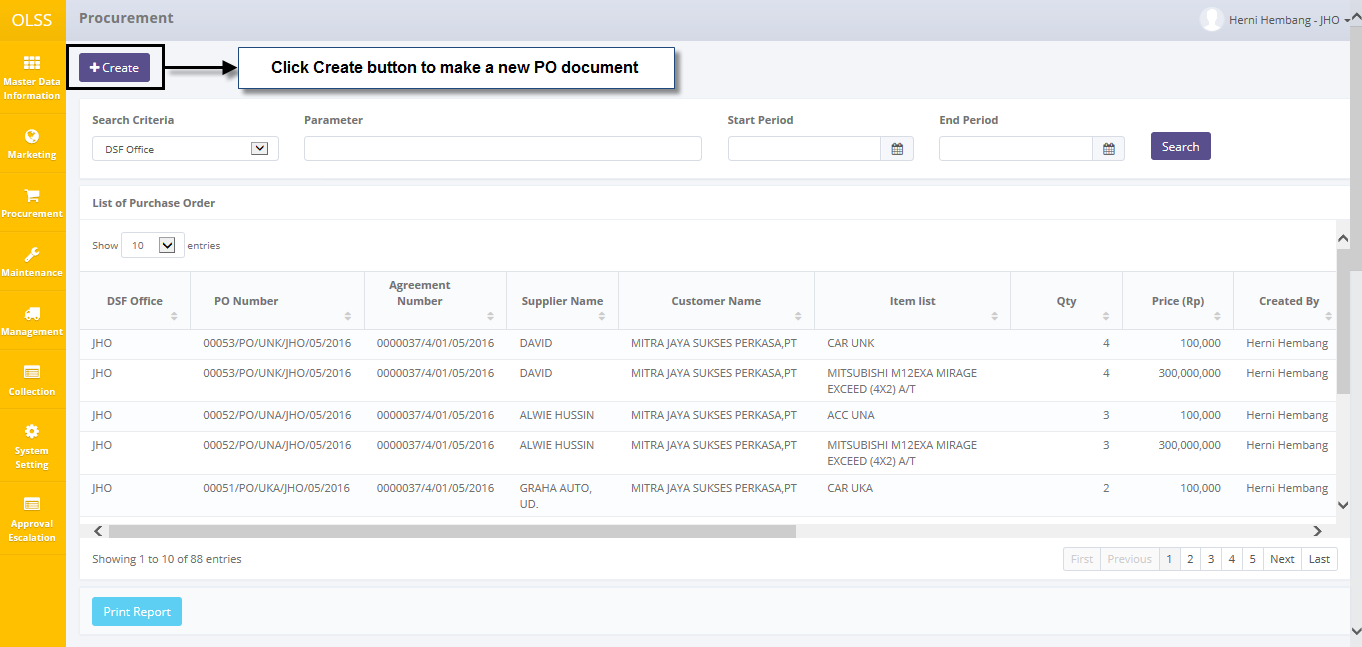
Screen 3: Search Criteria

Search criteria consist of data master:

Parameter can be filled with keywords that user want to search. To get more specific results, user can also insert the purchase order date (Start PO Creation Date and End PO Creation Date). For example, you can find name by filling the keywords in parameter, and pick **Customer Name** in Search Criteria, then pick the exact date, and press Search button to get the results.

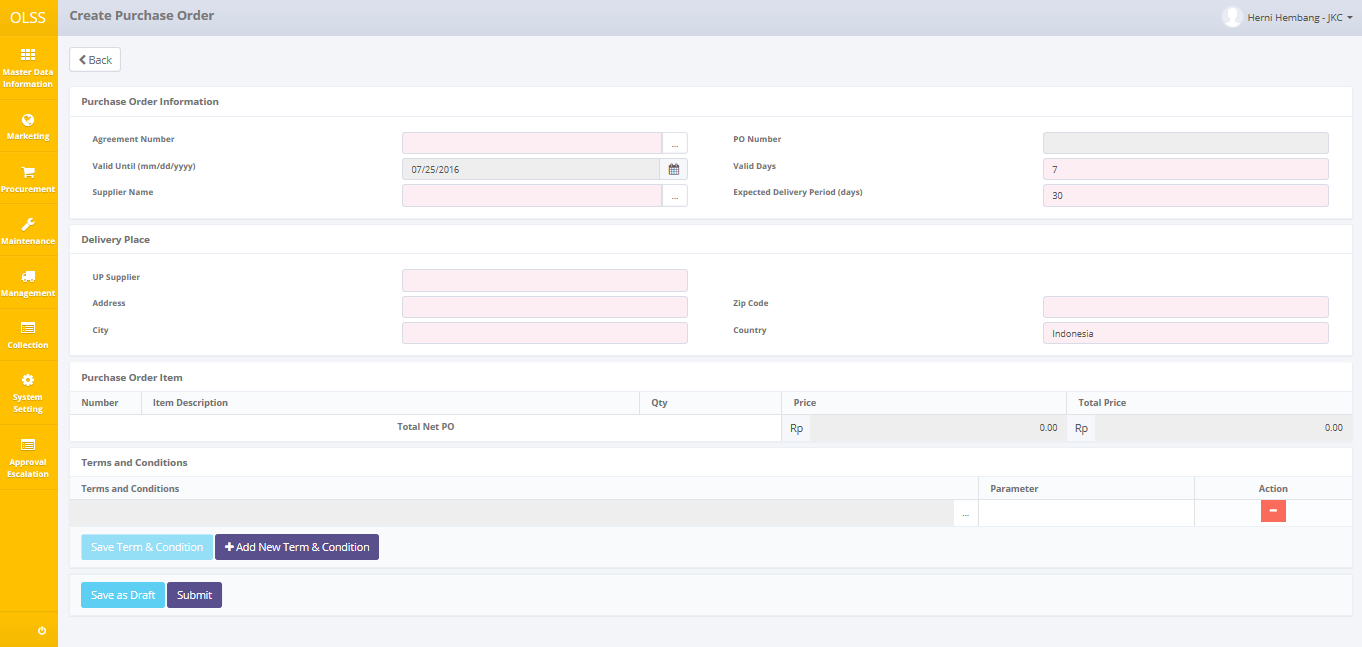
## Create Purchase Order

To create purchase order, find and click Create on top of the Procurement Screen.



Screen 4: Navigate to Create Purchase order

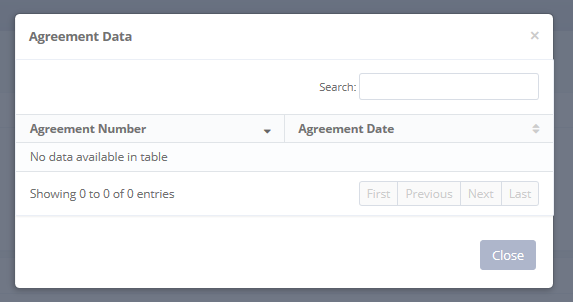
System will show Create Purchase Order Screen shown below:



Screen 5: Screen of Create Purchase order

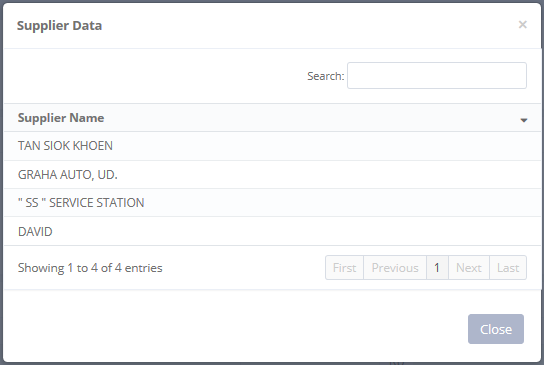
Once the Create Purchase Order screens open, user has to fill information on the blank field. The fields are:

1. Purchase Order Information:
   1. Agreement Number: search and select agreement number.



Screen 6: Agreement Number Selection Pop Up

* 1. PO Number: Automatically generated after user save document as draft or submit. PO format number is varied based on item type. The format number is:
     1. 00001/PO/**UNT**/CAB/mm/yyyy: Unit
     2. 00001/PO/**CAR**/CAB/mm/yyyy: Carrosserie
     3. 00001/PO/**ACC**/CAB/mm/yyyy: Accessories
     4. 00001/PO/**MNT**/CAB/mm/yyyy: Maintenance
     5. 00001/PO/**UNK**/CAB/mm/yyyy: Unit and Carrosserie
     6. 00001/PO/**UNA**/CAB/mm/yyyy: Unit and Accessories
     7. 00001/PO/**KAC**/CAB/mm/yyyy: Carrosserie and Accessories
     8. 00001/PO/**UKA**/CAB/mm/yyyy: Unit, Carrosserie, and Accessories
     9. 00001/PO/**UNM**/CAB/mm/yyyy: Unit and Maintenance
     10. 00001/PO/**MNA**/CAB/mm/yyyy: Maintenance and Accessories
     11. 00001/PO/**MNK**/CAB/mm/yyyy: Maintenance and Carrosserie
     12. 00001/PO/**KAM**/CAB/mm/yyyy: Maintenance, Carrosserie, and Accessories
     13. 00001/PO/**ALL**/CAB/mm/yyyy: Unit, Carrosserie, Accessories, and Maintenance
  2. Valid Until (mm/dd/yyyy): automatically show date by calculating valid days inputted.
  3. Valid Days: input valid days, with default 7 days
  4. Supplier Name: search and select supplier name. Supplier showed based on supplier inputted in SKD. \*Supplier that already selected on PO creation will not showed

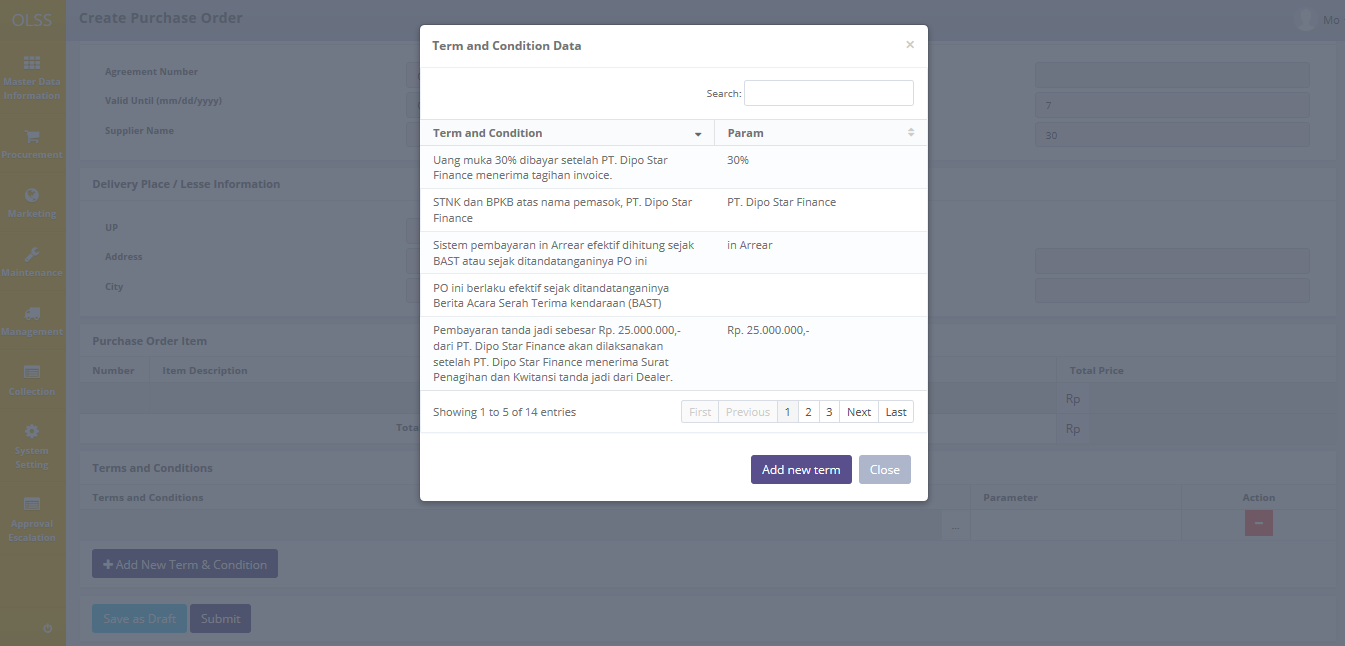


Screen 7: Supplier Name Selection Pop Up

* 1. Expected Delivery Period (days): input estimated days for item delivery.

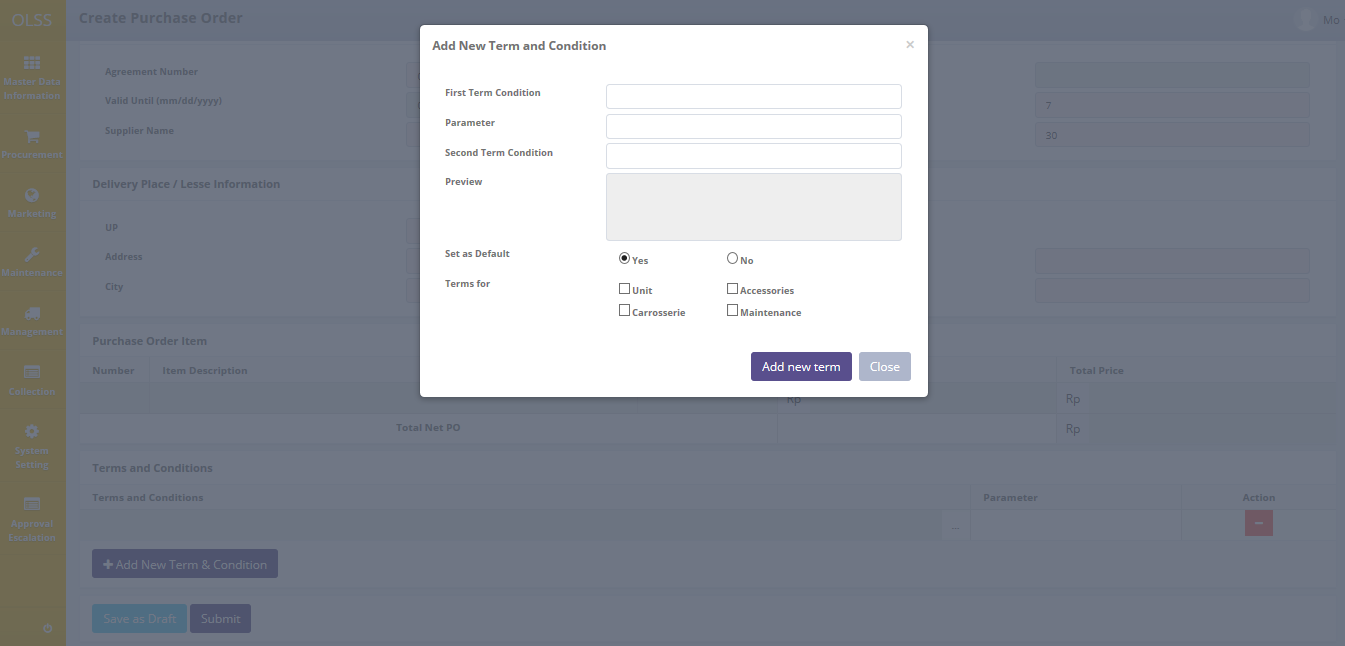
1. Delivery Place
   1. UP Supplier: Input UP Supplier name.
   2. Address: Input delivery address.
   3. City: Input delivery place’s city.
   4. Zip Code: Input city zip code.
   5. Country: Input delivery place’s country.
2. Purchase Order Item: Automatically show item listed for supplier selected.
3. Terms and Conditions

Show terms and condition for item listed. If user wants to input terms and conditions, click ‘….’ button. Pop-up dialog will show, then search terms and conditions. Select any terms and conditions.



Screen 8: Term and Condition Selection Pop Up

User is able to create new term by clicking ‘Add New Term’ button. By doing this, Term and Condition pop-up dialog will show, and fill necessary information:



Screen 9: Add New Term and Condition Pop Up

* First Term Condition: input information for first sentences, before “day’s parameter”.
* Parameter: input days or parameter, as bridging to second sentences.
* Second Term Condition: input information for second sentences, completing terms and conditions sentences.
* Set as Default: set as Yes or No.
* Terms for: apply for item type.

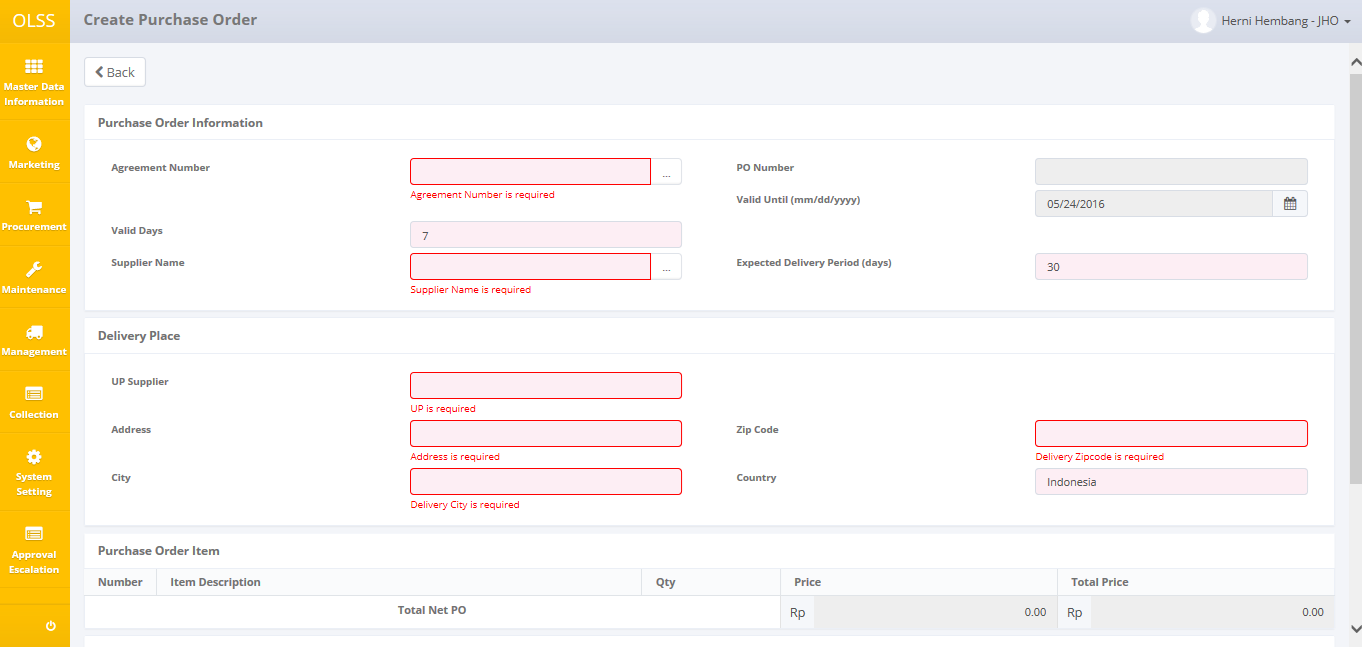
Click Add New Term button to finish adding term and condition, or click Close button.

There are three buttons that will be displayed on Create PO screen as follows:

1. , on the top-left corner of the screen.
2. , on the bottom-left corner of the screen, clicking this will made purchase order status into.
3. , on the bottom-left corner of the screen, clicking this will made purchase order status changed into.

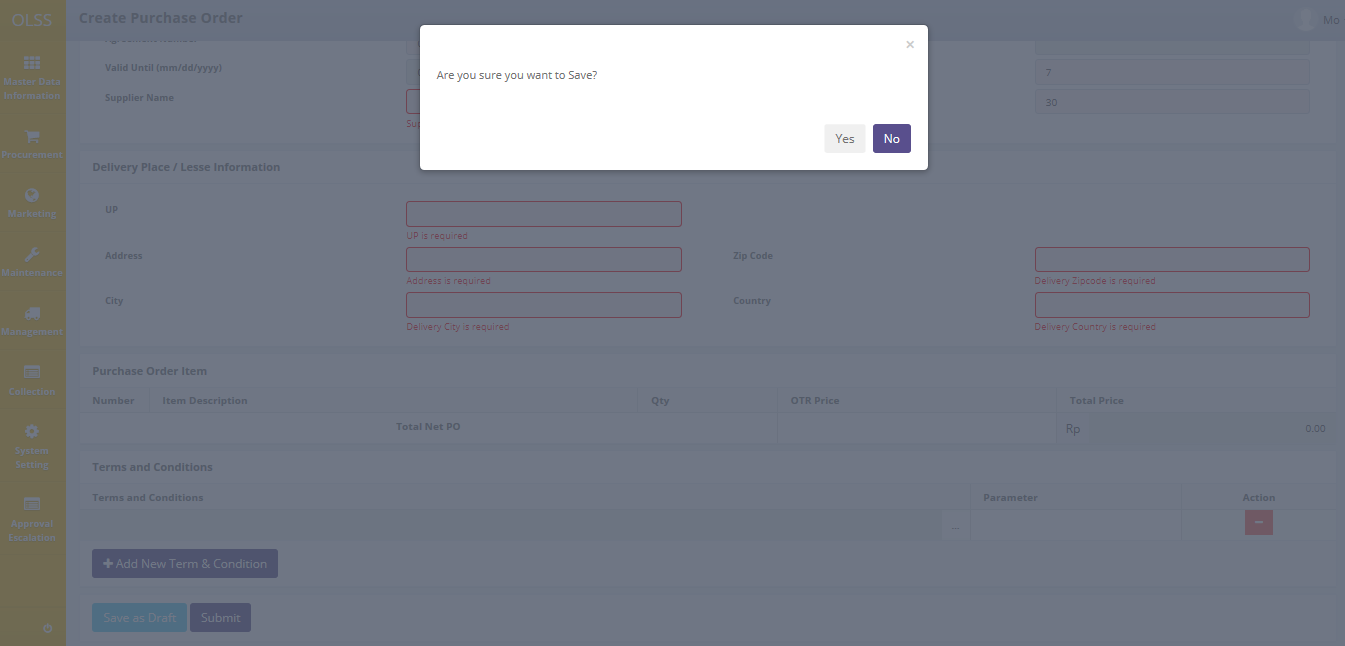
After the data entered on the screen, user can save the information on the system by clicking **Save as Draft** button, or **Submit** button. Ensure that you actually want to **submit** a record, because the records can’t be reserved and update after submitted by PIC.

There are mandatory fields marked with red background field that should be inputted and it can’t leave as blanks. If you leave them blanks, system will notified it after you clicking **Save as Draft** or **Submit** button.

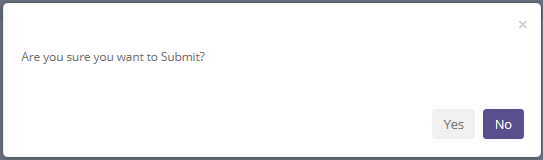


Screen 10: Error notification after Save as Draft/Submit

After clicking **Save as Draft** or **Submit** button, confirmation dialog will show up. Click yes to save document.



Screen 11: Confirmation Pop Up after Save as Draft

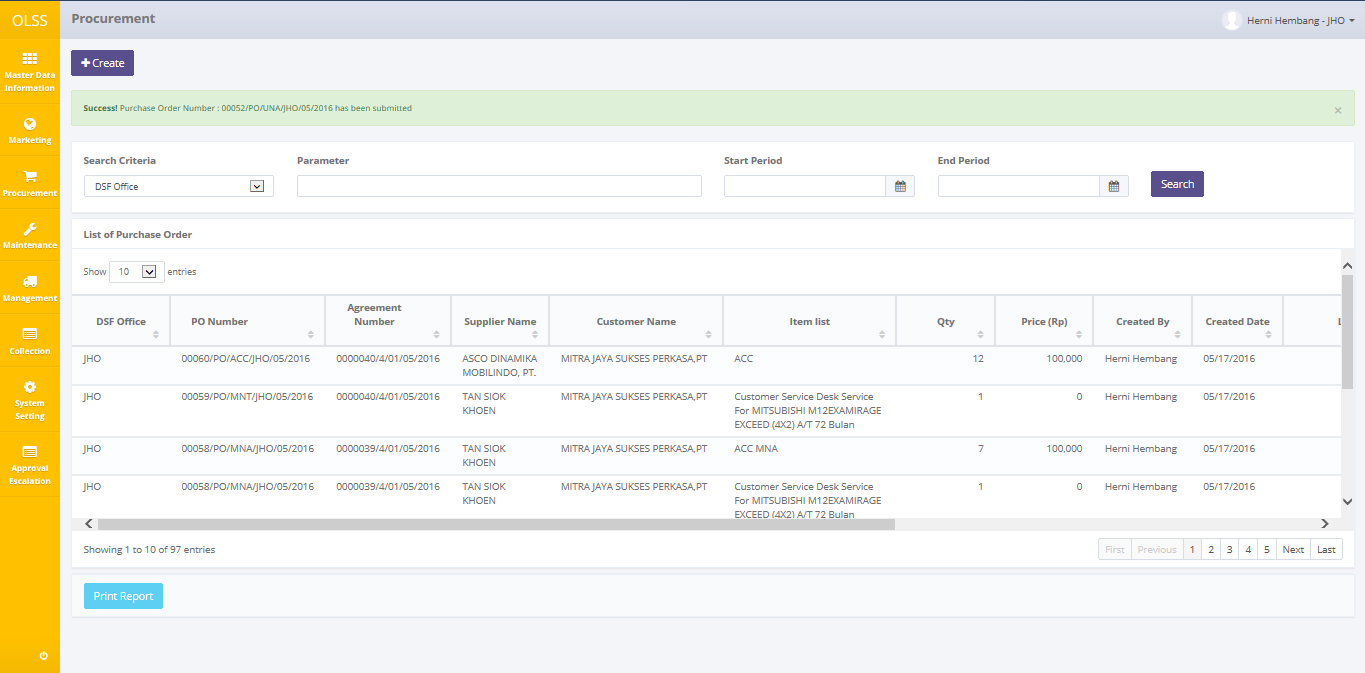


Screen 12: Confirmation Pop Up after Submit

System will notified if it success or failed to save or submit a data.



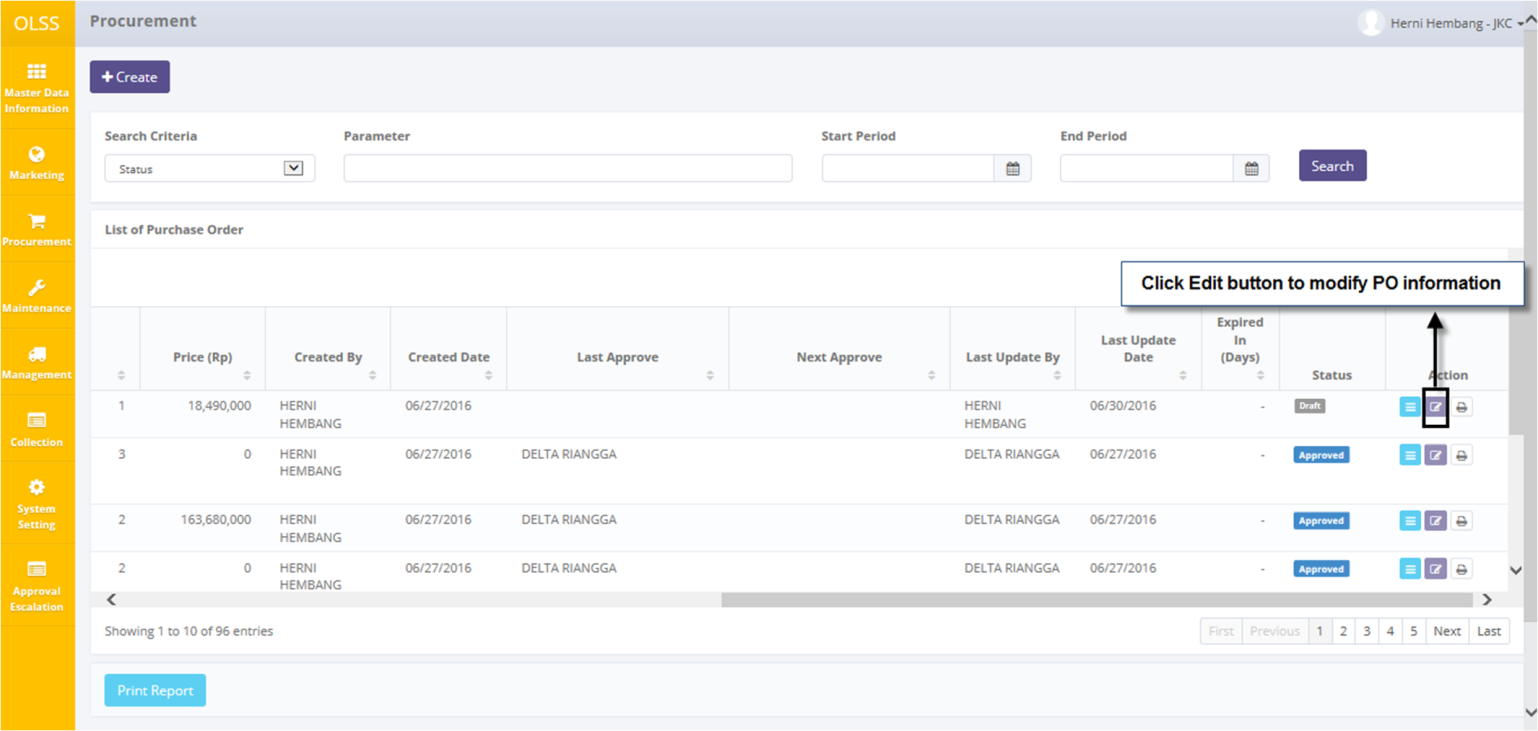
Screen 13: Success notification after Save as Draft



Screen 14: Success notification after Submit

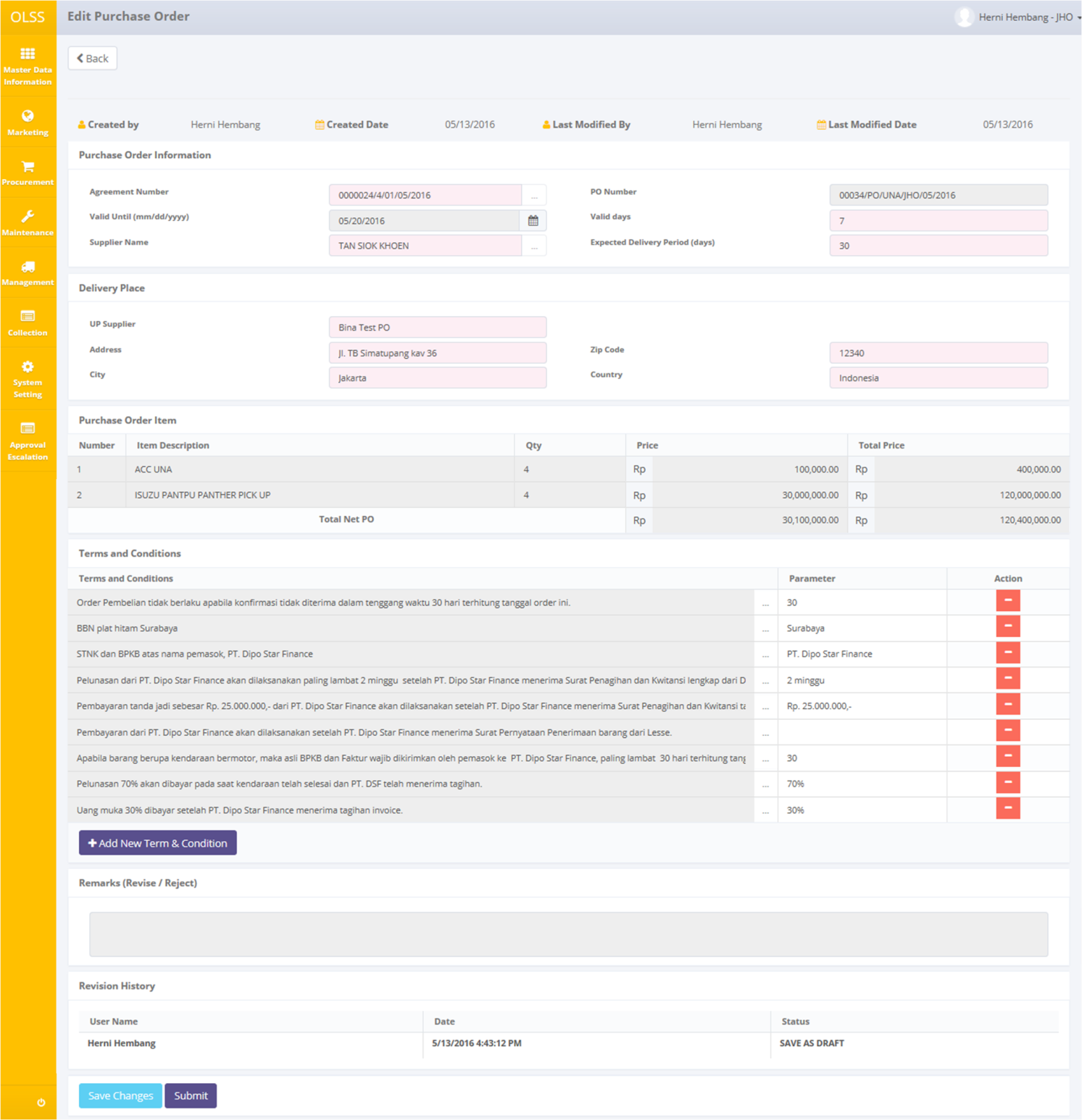
## Edit a Draft or Revised Document of Purchase order

To edit purchase order record, navigate to the List of Purchase order and click Edit button on the right side of the record with status Draft or Revised.



Screen 15: Navigate to Edit Purchase order

The screen below is shown after the Edit button is clicked.



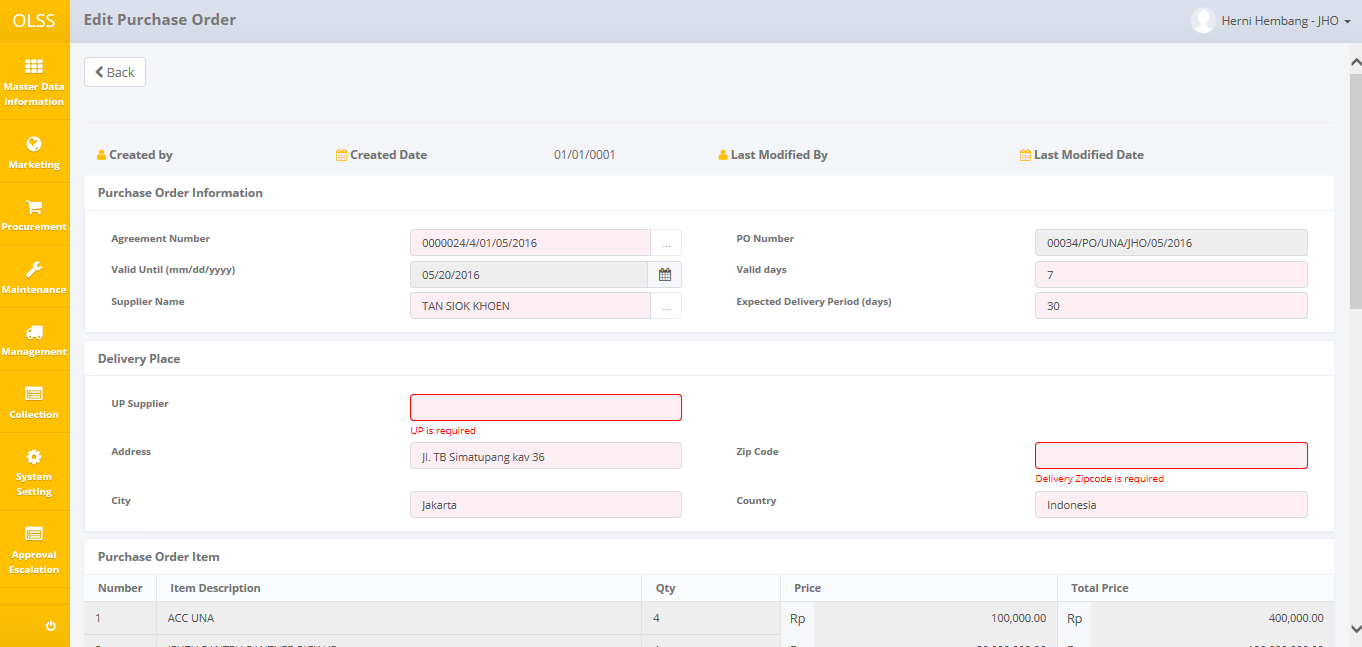
Screen 16: Screen of Edit Purchase Order

Once the Edit Purchase order screens open, user can edit existed information. There are three buttons that will be displayed on the screen as follows:

1. , on the top-left corner of the screen.
2. , on the bottom-left corner of the screen, clicking this will still make status into.
3. , on the bottom-left corner of the screen, clicking this will made purchase order status changed into.

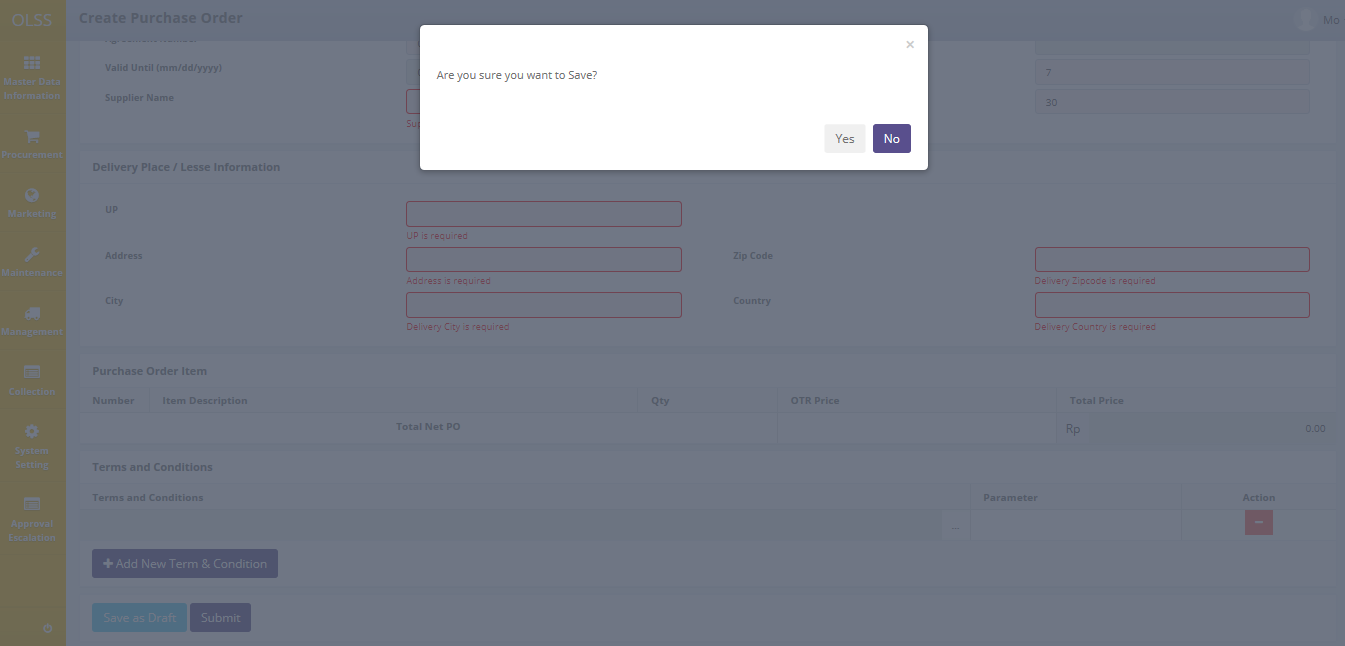
There is a Revision History field on the bottom of the screen, consist of the user information that had make changes to the records. If data already changed on the screen, user can save a data on the system by clicking **Save Changes** button, or **Submit** button. Ensure that you actually want to **submit** a record, because the records can’t be reserved and update after submitted by user.

There are mandatory fields marked with red background field that should be inputted and it can’t leave as blanks. If you leave them blanks, system will notified it after you clicking **Save Changes** or **Submit** button.

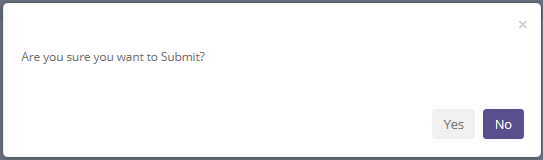


Screen 17: Error notification after Save Changes/Submit

After clicking **Save Changes** or **Submit** button, confirmation pop-up dialog will show up. Click yes to save document.



Screen 18: Confirmation Pop Up after Save as Draft

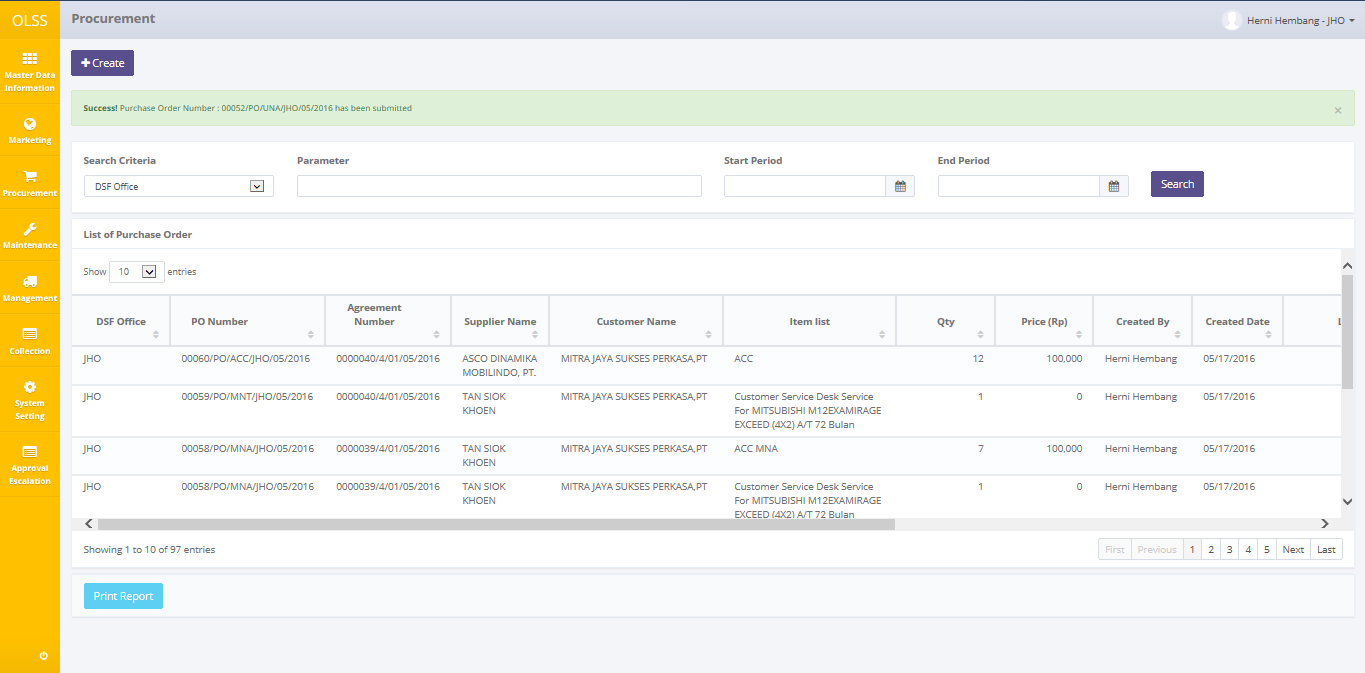


Screen 19: Confirmation Pop Up after Submit

System will notified if it success or failed to save or submit a data. You also have a **Back** button, which redirect you to the previous page, Procurement page.



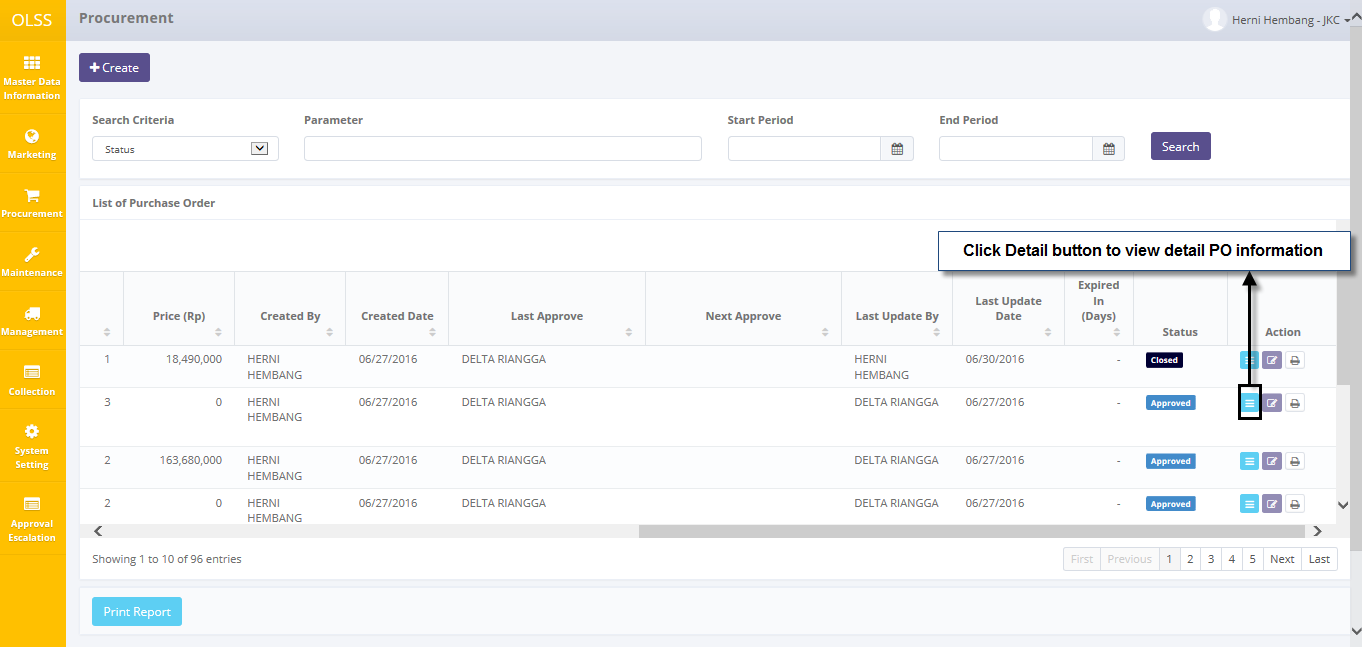
Screen 20: Success notification after Save Changes



Screen 21: Success notification after Submit

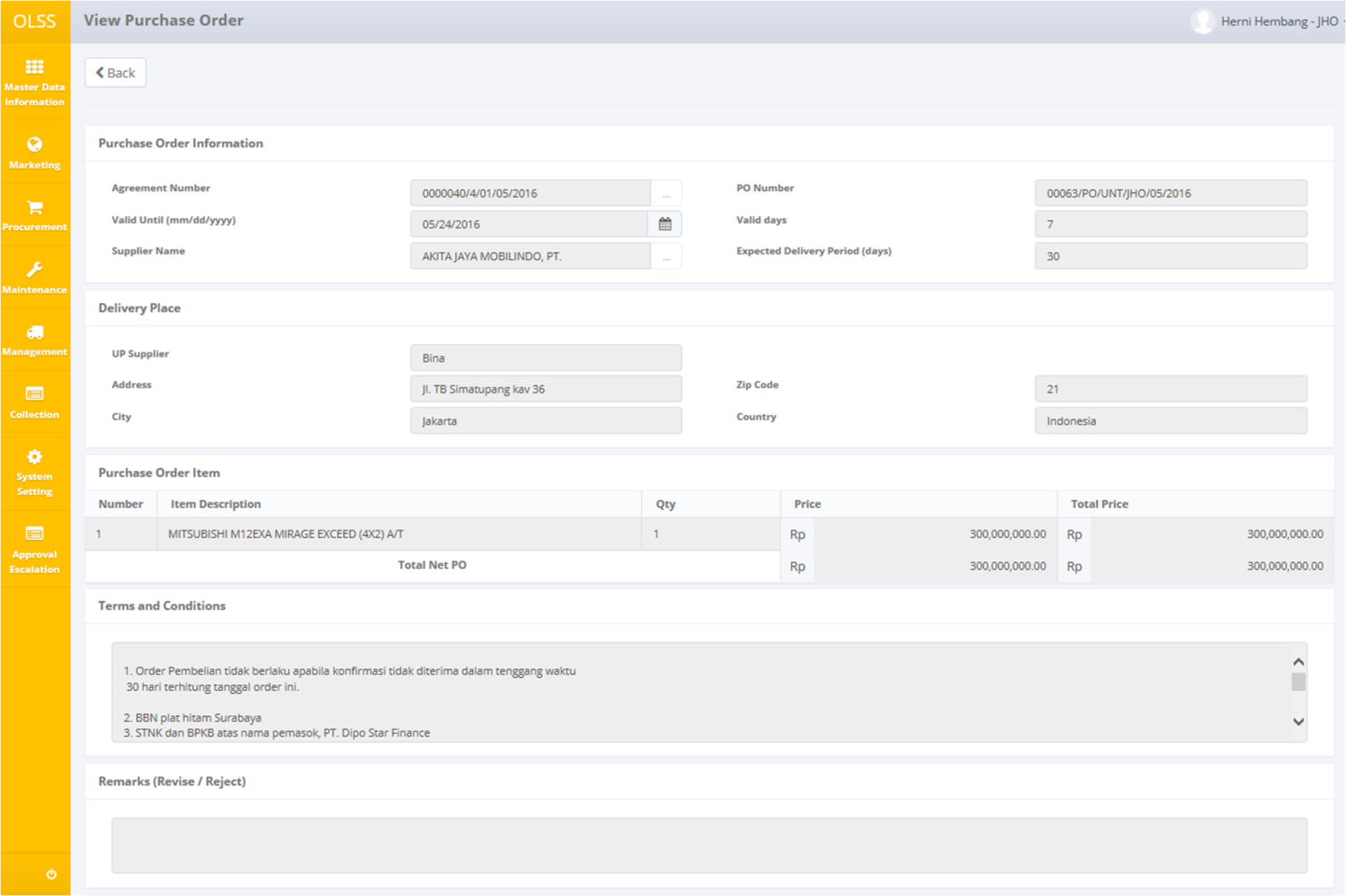
## View a Purchase Order Document

To view the records, you can select a record from the Procurement page by clicking the action button, on the rightmost column.



Screen 22: Navigate to View Detail Purchase Order

Screen will show View Purchase order screen shown below:

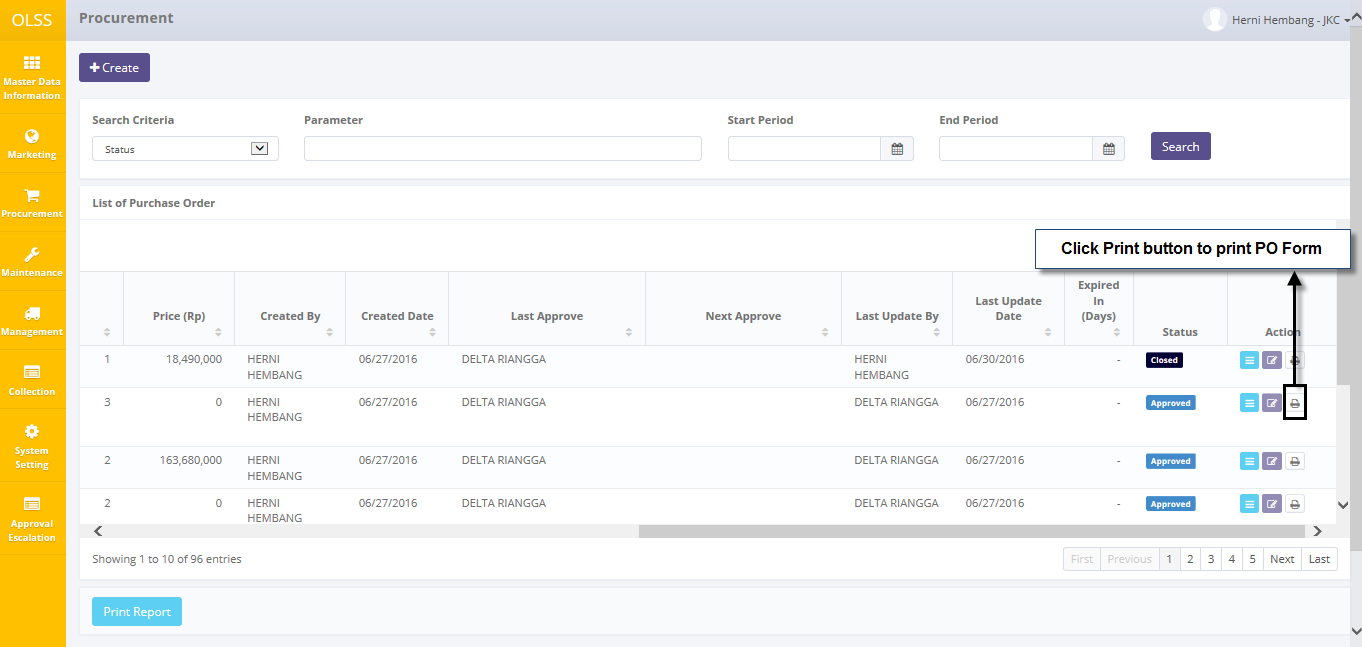


Screen 23: Screen View Detail Purchase order

User can check the records but the records cannot be clicked or edited. Here you can see the detail information related with Purchase order Data, such as; Purchase order Information, Purchase Order Item, Terms and Conditions, and Revision History. Click  on top of the screen to go back to previous screen.

## Print an Purchase order Form

User can also print the Purchase Order Form by clicking the button  on the Procurement screen as shown below:



Screen 24: Navigate to Print Form Purchase order

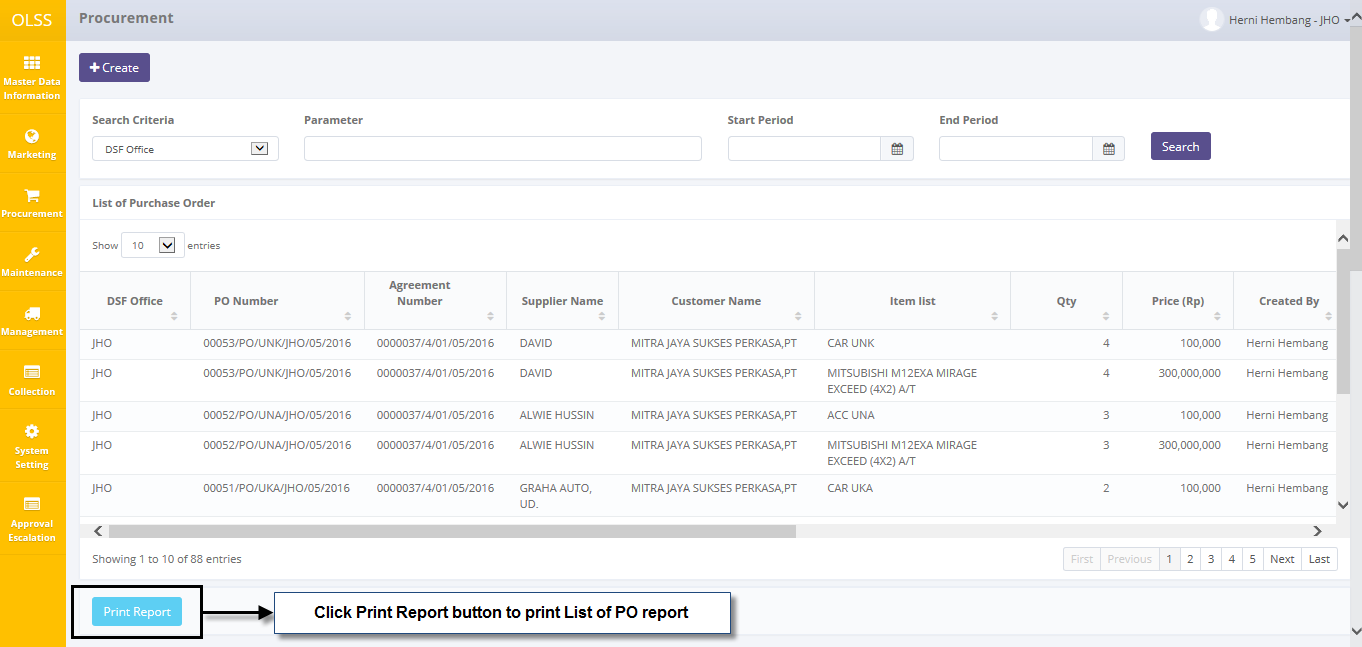
After clicking the button, system will navigate to Purchase Order form print preview. User can print document as hardcopy, or save document as PDF or Ms. Excel.

****

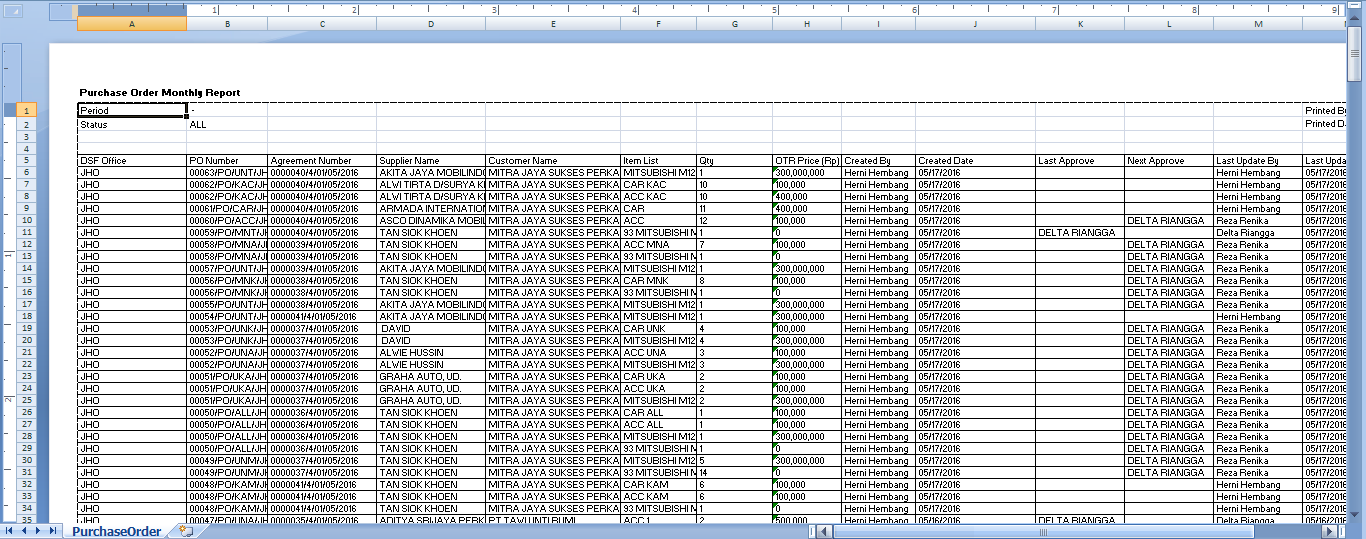
Screen 25: PO Print Form Screen Preview

## Print an Purchase order Report

Aside from printing Purchase order form, user can print the entire purchase order list that has been recorded. To print the report, user can click button on the bottom of Procurement Screen.



Screen 26: Navigate to Print Report Purchase order List



Screen 27: Report Purchase order List

# PURCHASE ORDER APPROVAL

Purchase Order Approval from authorized person is highly required in procurement process, including revision and submission. Purchase order can be approved once it is submitted by DSF PIC OPL. Purchase order document will be checked and approved by DSF management which is: Head of Branch/Head of Division, Regional Manager, Advisor, and Director. Approval hierarchy is based on PO amount. The highest the nominal, the higher hierarchy to check and approve PO. The nominal table can be seen below:

Table 1: Nominal Table

|  |  |  |  |
| --- | --- | --- | --- |
| **Amount Range (IDR)** | **Proposed** | **Checked** | **Approve** |
| Any amount | MKT ADMIN | MO | HOB/HOD |

PO should be checked by MO, before approved by HOB/HOD.

PO Approval process provides several functions:

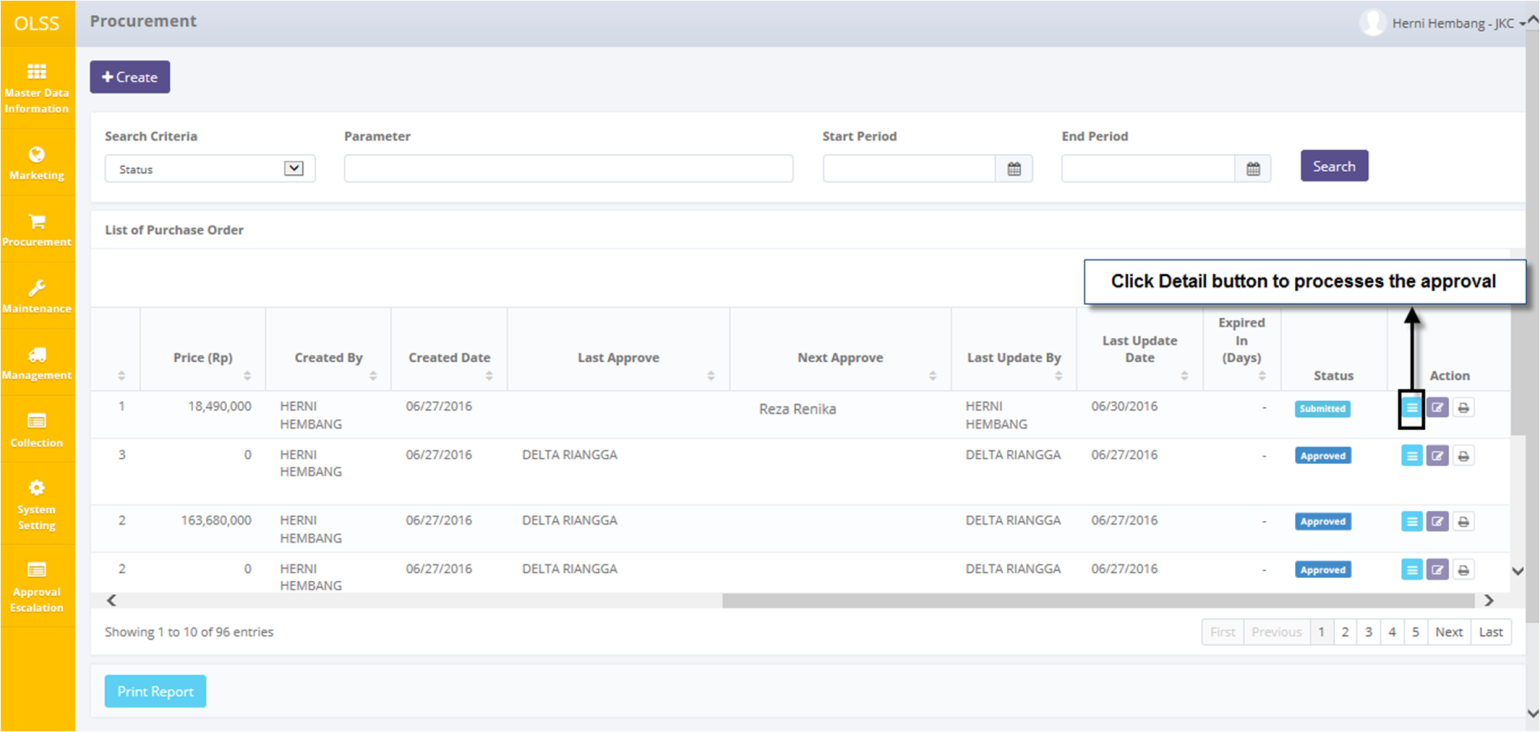
1. View details of PO documents.
2. Check PO documents.
3. Approve PO documents.
4. Reject PO documents.

# Prerequisites

Before user can approve PO, user has to login using their own credential username, example: as MO, and HOB/HOD.

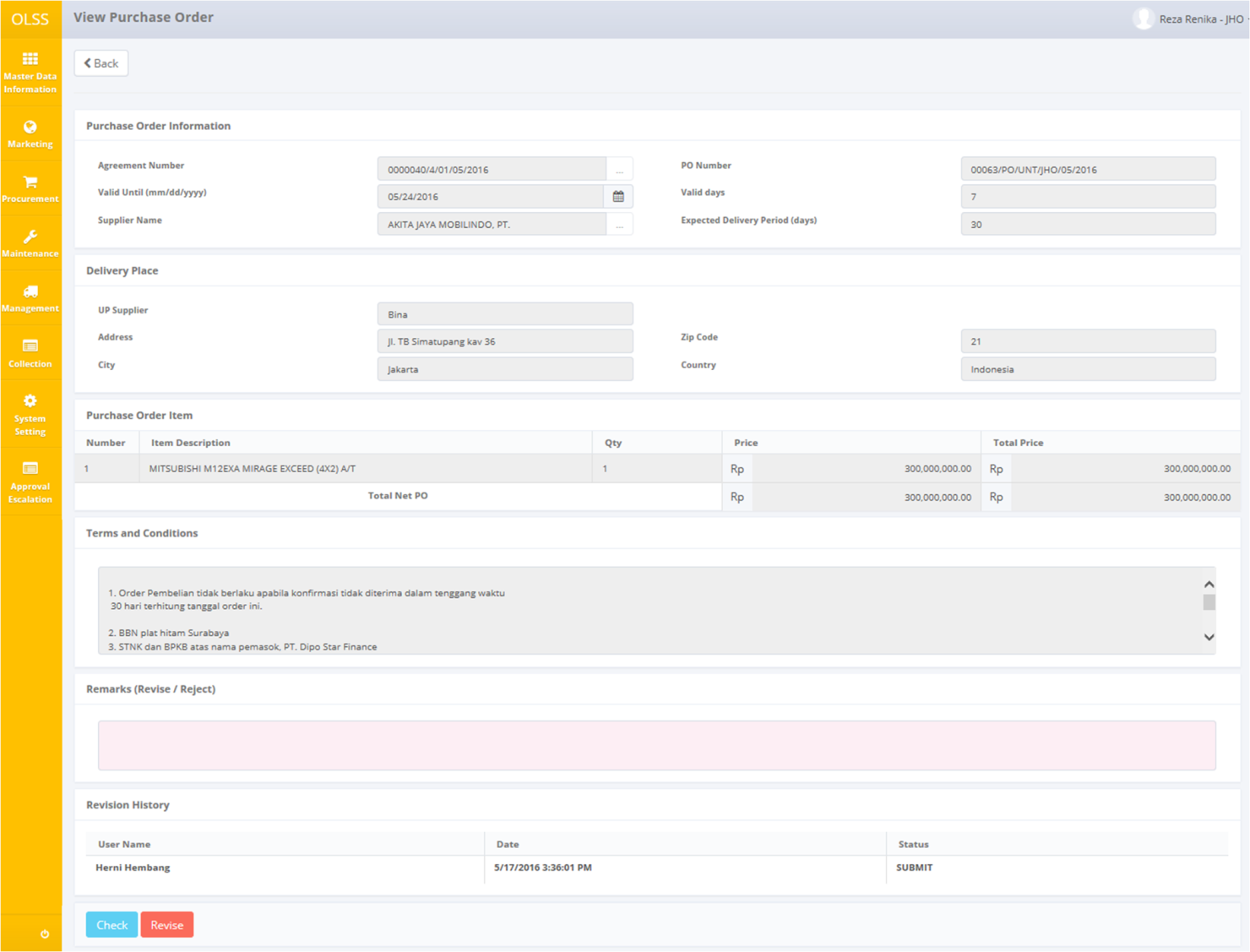
## Check and Revise PO

PO can only be checked by specific user. User who able to check is user stated in Next Approval column. To start checking PO record, navigate to the List of PO and click View button on the right side of the record with status.



Screen 28: Details button on List of PO for submitted PO

The screen below is shown after the View button is clicked.

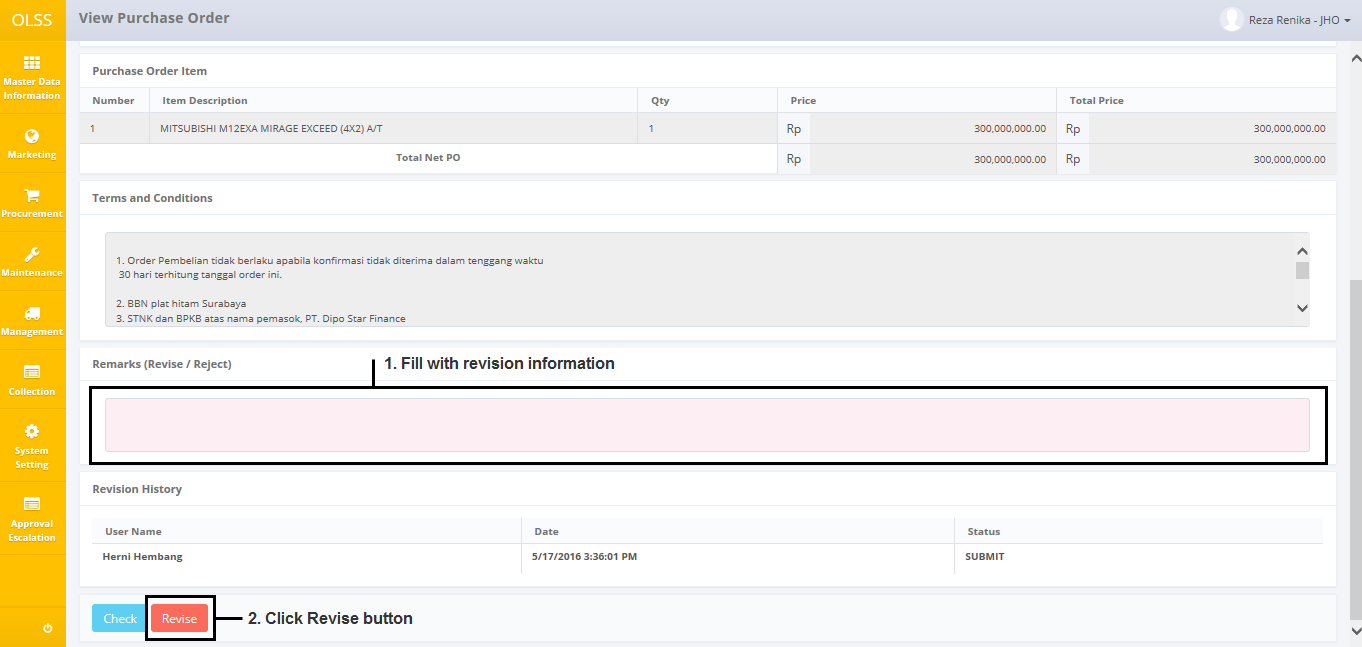


Screen 29: PO Details for Checker

Once the View Purchase Order screens open, user can check the information existed. There are three buttons that will be displayed on the screen as follows:

1. , to go to previous screen: Procurement.
2. , to give a sign that current approver has check the document and ready to send the document to the next approver, will not active for the highest hierarchy approver (refer to nominal table). PO document status will change to.
3. , to give a sign that the document need revision and have to be submitted again by Marketing Officer. PO document status will change to.

While checking, if PO still needs to be revised, fill Remarks with revision information and click “Revise” button. The document will sent back to MO to be submitted back.



Screen 30: Revision step

If data has no more mistakes, user can click “Check” to continue the document to be checked by next approver. After clicking **Check** or **Revised** button, system will notified if it success or failed to save or submit a data.



Screen 31: Success notification after document is checked

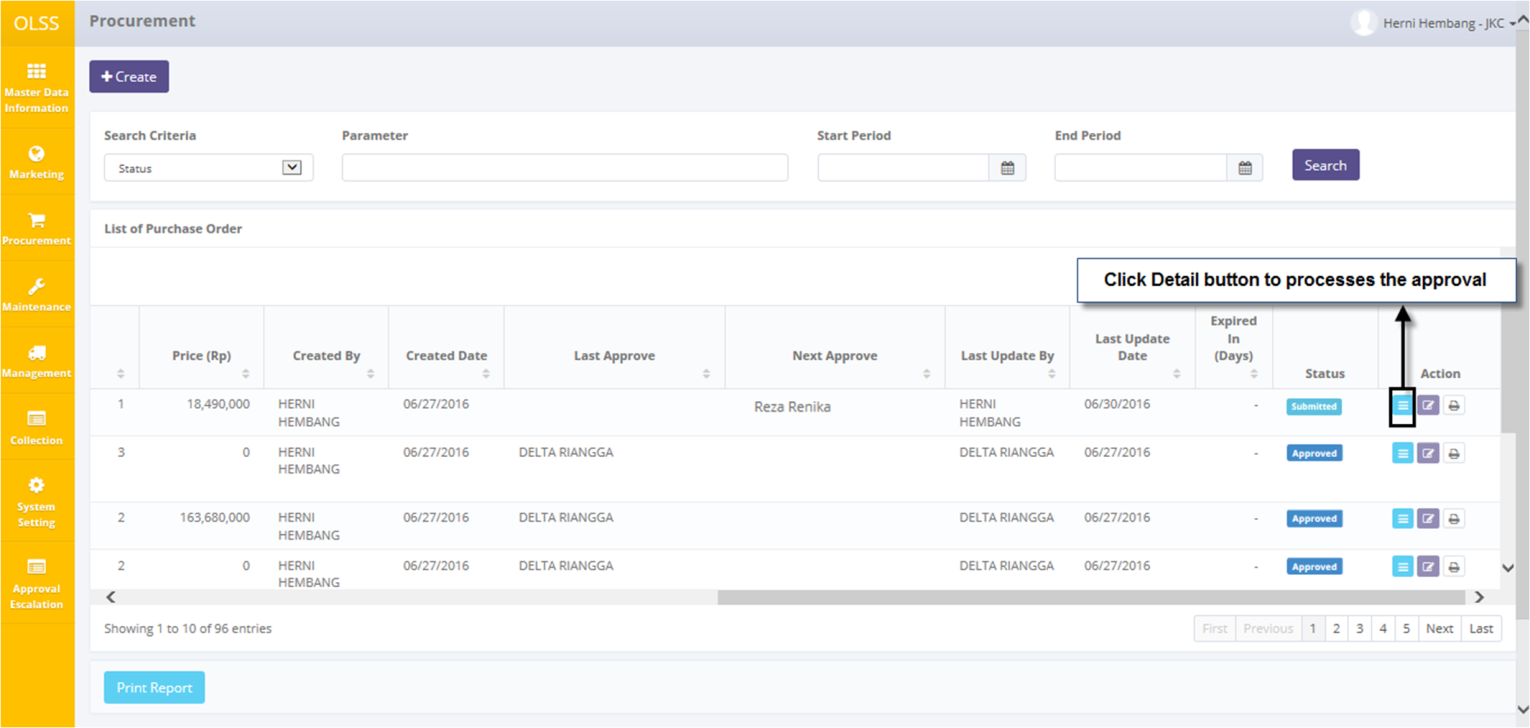


Screen 32: Success notification after document is revised

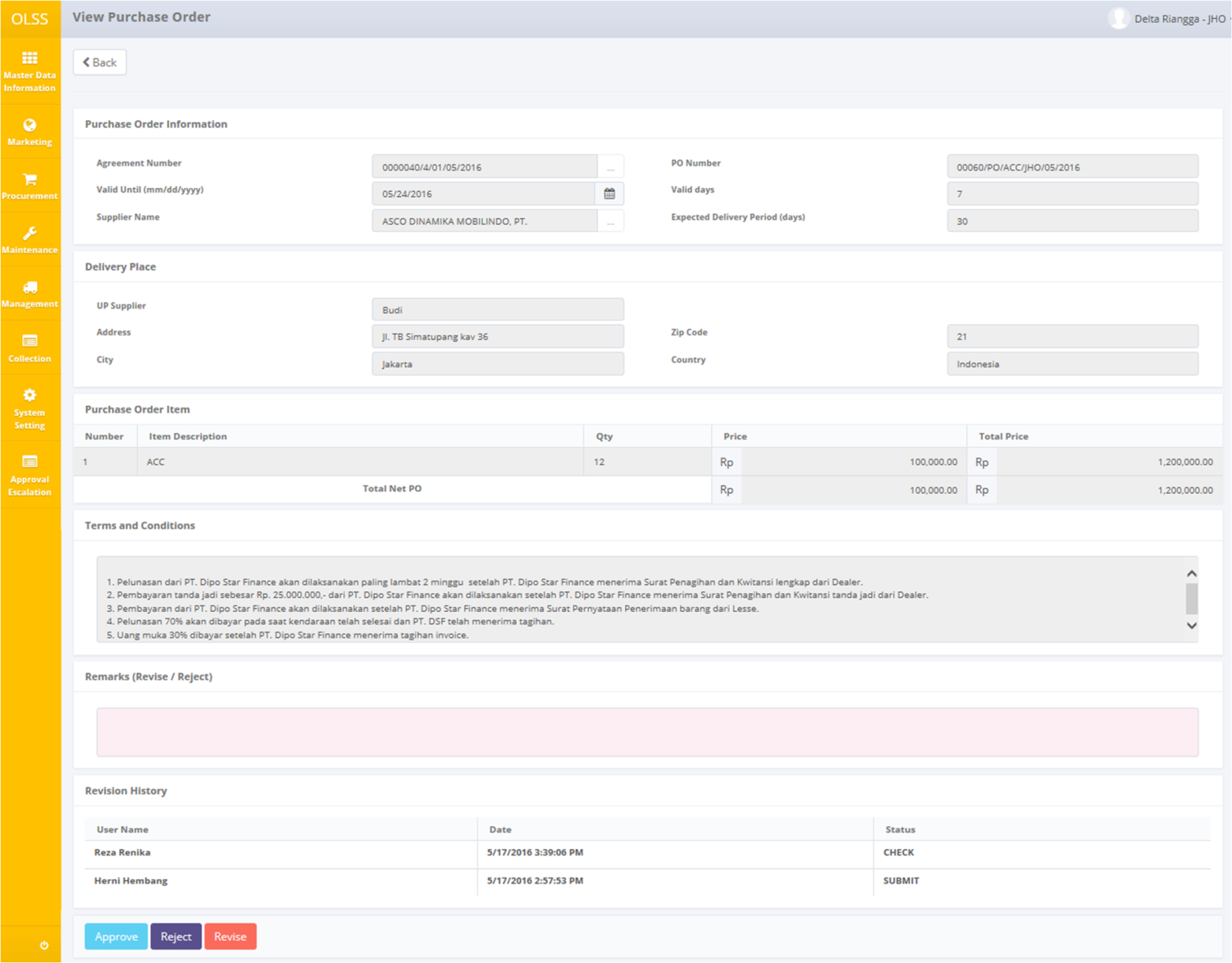
System will automatically change screen to List of PO. Then the document can no longer be edit by current user, because the authority has been passed to the next approver. For this case, if HOB is the current user, HOB can’t edit the document.

## Approve or Reject Purchase Order

PO can only be approved by the highest hierarchy (refer to nominal table). To approve PO, click View button on the right side of the record with status  and has the highest hierarchy name as next approver. For example: if the highest hierarchy for the case is Director, then the “Next Approver” name should be Director Name.



Screen 33: Details button on List of PO for approver

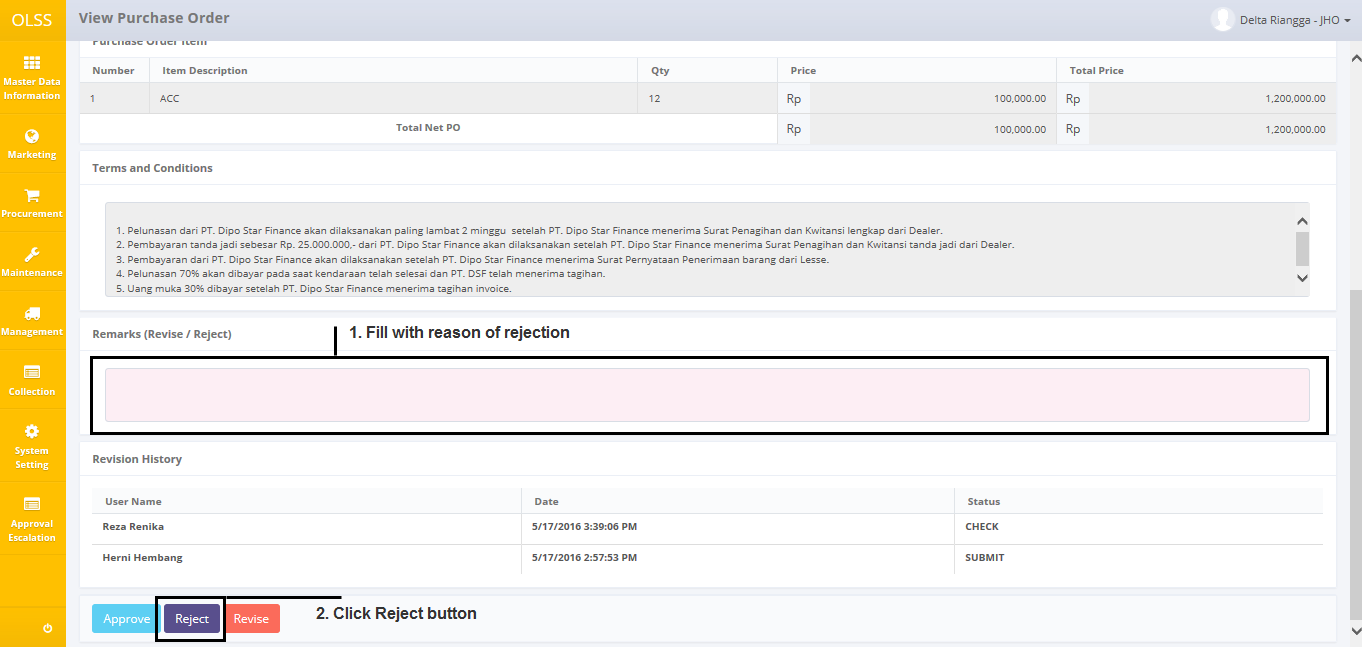


Screen 34: PO details for highest hierarchy user

View PO screen will show up, and on the bottom of the screen there are 3 active buttons:

1. , to give a sign that user has approve the PO. Only active for highest hierarchy user. PO status will change to.
2. , to give a sign that document is rejected by the highest hierarchy (refer to nominal table). PO Status will change to.

If PO will be rejected, user has to fill remarks with rejection reason. Then click Reject button on the bottom of the screen.



Screen 35: Rejection step

After clicking **Approve, Reject** or **Revised** button, system will notified if it success or failed to save or submit a data.



Screen 36: Success notification after PO is rejected



Screen 37: Success notification after PO is approved

Then the document can no longer be edit by current user, because the authority has been passed to Admin.