

PURCHASE ORDER (PO) UPLOADING

➤ PURCHASING BUYER – RETAIL 1 DEPARTMENT

TRANSACTIONS MENU

1. Select **Purchase Order Uploading** Submenu

The screenshot shows the CWO Cash With Order Monitoring System interface. The top navigation bar includes 'Home', 'Master Files', 'Transactions', 'Reports', 'Contact Us', and a user profile 'evelyn'. The 'Transactions' menu is expanded, showing 'Purchase Order Uploading' and 'PO VS Proforma (per Item)'. A callout bubble with the number '1' points to the 'Purchase Order Uploading' option. Below the navigation bar, the 'PURCHASE ORDER' section contains two buttons: 'Upload PO' and 'Create PO - Alta Citta'. The main form area has fields for 'Supplier Name' and 'Location Name' (both with 'Please Select One' dropdowns), 'Date From' and 'Date To' (both with 'YYYY-MM-DD' input fields), and a 'GENERATE' button.

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2. Click Upload PO button

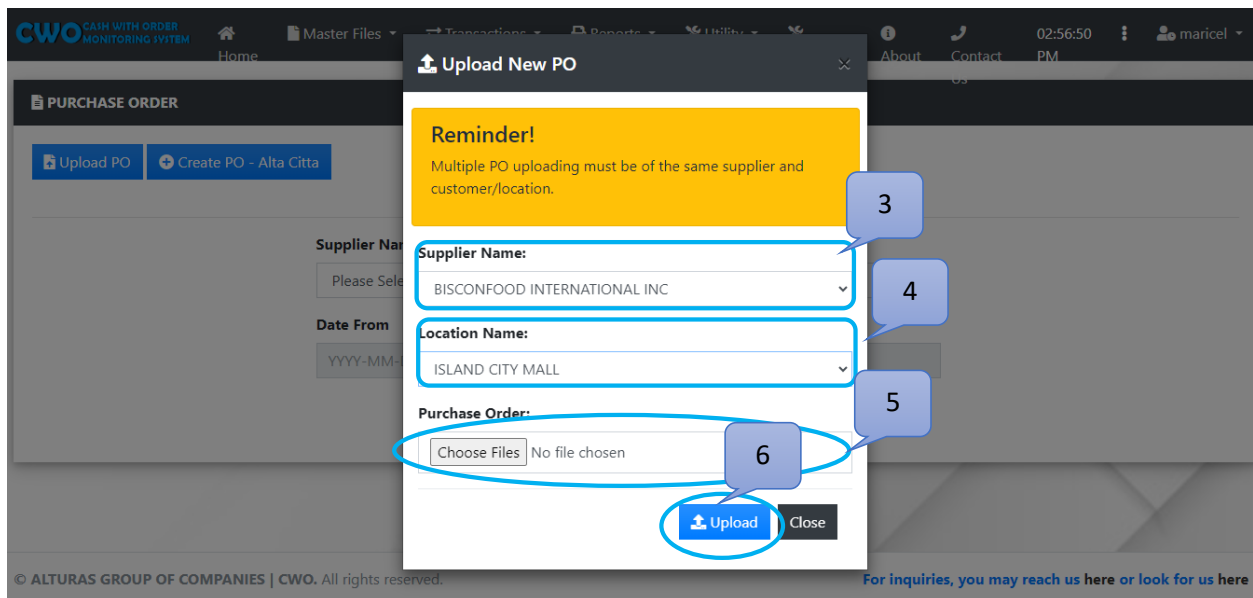
The screenshot shows the CWO Cash With Order Monitoring System interface. The top navigation bar includes 'Home', 'Master Files', 'Transactions', 'Reports', 'Utility', 'Testing Area', 'About', 'Contact Us', and a user profile 'maricel'. The 'PURCHASE ORDER' section contains two buttons: 'Upload PO' and 'Create PO - Alta Citta'. A callout bubble with the number '2' points to the 'Upload PO' button. The main form area has fields for 'Supplier Name' and 'Location Name' (both with 'Please Select One' dropdowns), 'Date From' and 'Date To' (both with 'YYYY-MM-DD' input fields), and a 'GENERATE' button.

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3. Select Supplier Name

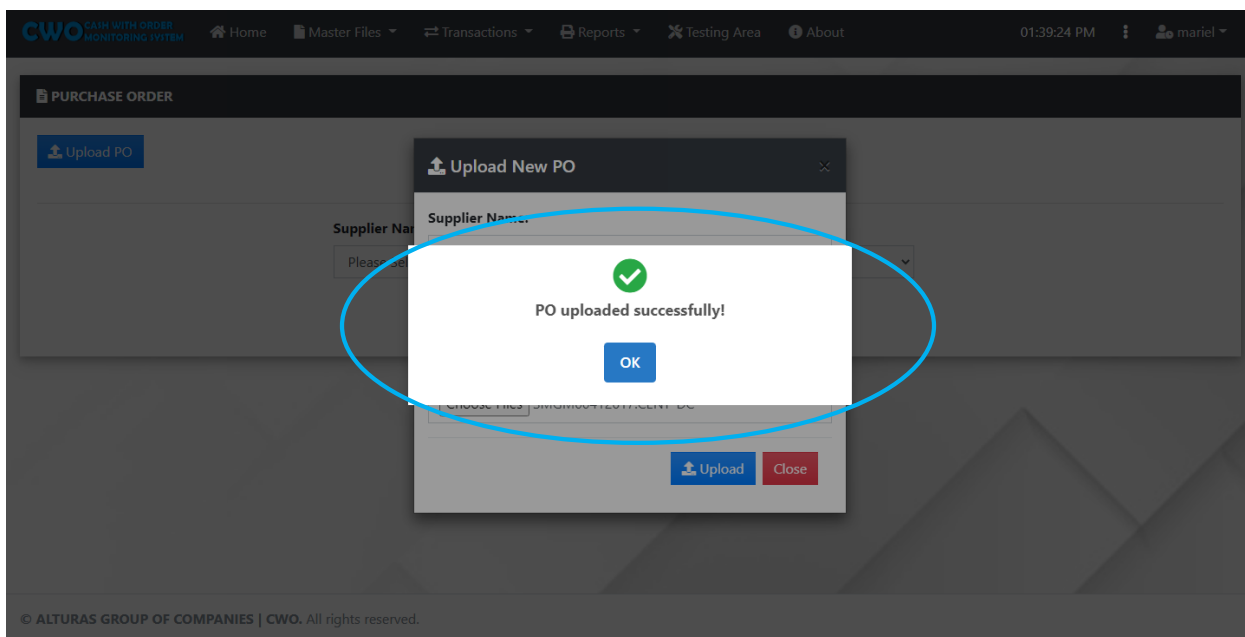
4. Select Location Name

5. Choose File/PO to be uploaded (*PO text file auto created text file after creating PO*)



6. Click **Upload** button to upload PO

PO uploaded Successfully



FOR ALTA-CITTA MANUAL

1. Click **Create PO – Alta Citta**

CWO CASH WITH ORDER MONITORING SYSTEM

Home Master Files Transactions Reports Utility Testing Area About Contact 03:20:36 PM maricel

PURCHASE ORDER

Upload PO Create PO - Alta Citta

Supplier Name: Please Select One Location Name: Please Select One

Date From: YYYY-MM-DD Date To: YYYY-MM-DD

GENERATE

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2. Select Supplier Name
3. Select Location name
4. Click **GET PENDING MATCHES** button
5. Click **Action** button then
6. click **View** to view PO uploaded

CWO CASH WITH ORDER MONITORING SYSTEM

Home Master Files Transactions Reports Testing Area About 10:07:04 AM helen

PURCHASE ORDER

Upload PO Create PO - Alta Citta

Supplier Name: MEAD JOHNSON NUTRITION PHILS., IN Location Name: CENTRAL DISTRIBUTION CENTER

GET PENDING MATCHES

Show 10 entries

PO No - Reference	Order Date	Business Unit Matched	Action
SMGM00400698 - SMG-CPO-0380170	Oct 12, 2021	CENTRAL DISTRIBUTION CENTER vs. MEAD JOHNSON NUTRITION PHILS., INC.	Action View

Showing 1 to 1 of 1 entries

Purchase Order Details

Purchase Order Details					
PO No		Reference		Amount	
SMGM00400698		SMG-CPO-0380170		P 3,038,307.29	
#	Item Code	Description	Quantity	UOM	Direct Unit Cost
1	100801	ENFAGROW A+ KID/FOUR 350G	15	CS12	P 4,395.42
2	103860	ENFAMIL A+ ONE 2.4KG	5	CSE5	P 15,054.59
3	136944	SUSTAGEN PREMIUM MILK 24/350G	3	CASE	P 14,087.54
4	137995	ENFAGROW A+ LACTOFREE 3 6x900G	1	CASE	P 7,932.83
5	144476	SUSTAGEN PREMIUM MILK 6/900G	15	CASE	P 8,426.34
6	145085	ENFAGROW A+ THREE BIB 2.4KG	20	CSE4	P 9,222.21
7	149043	LACTUM POWDER 3plus BOX 3.2KG	1	CSE2	P 2,953.15
8	153423	LACTUM POWDER 3plus 1.2KL	30	CSE6	P 3,654.34
9	153424	LACTUM CHOCOLATE POWDER 1plus 1.2KL	30	CSE6	P 4,352.28
10	163159	ENFAGROW A+ FOUR BIB 2.4KG	15	CSE4	P 8,157.95
11	163275	LACTUM POWDER 1plus 36/150G	20	CASE36	P 3,444.54
12	163278	LACTUM CHOCOLATE POWDER 1plus 24/350G	30	CASE24	P 5,763.07
13	163280	LACTUM POWDER 3plus 36/150G	10	CASE36	P 3,418.73
14	163281	LACTUM POWDER 3plus 6/900G	20	CASE6	P 3,381.44
15	163288	LACTUM POWDER 6plus 6/900G	5	CASE6	P 3,180.04
16	164546	ENFAGROW A+ THREE 6x900G	2	CASE6	P 6,648.63

PO VS PROFORMA UPLOADING

➤ PURCHASING BUYER – RETAIL 1 DEPARTMENT

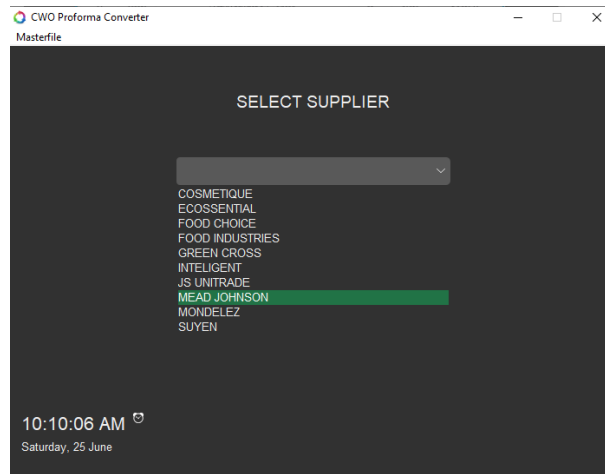
PO VS PROFORMA (per item)

1. Convert the Proforma Sales Invoice (PSI)/Sales Invoice (SI) using the CWO PROFORMA CONVERTER. CWO PROFORMA CONVERTER converts PDF PSI/SI to Excel File with the standard column format, and Excel File PSI/SI to Standard column format.

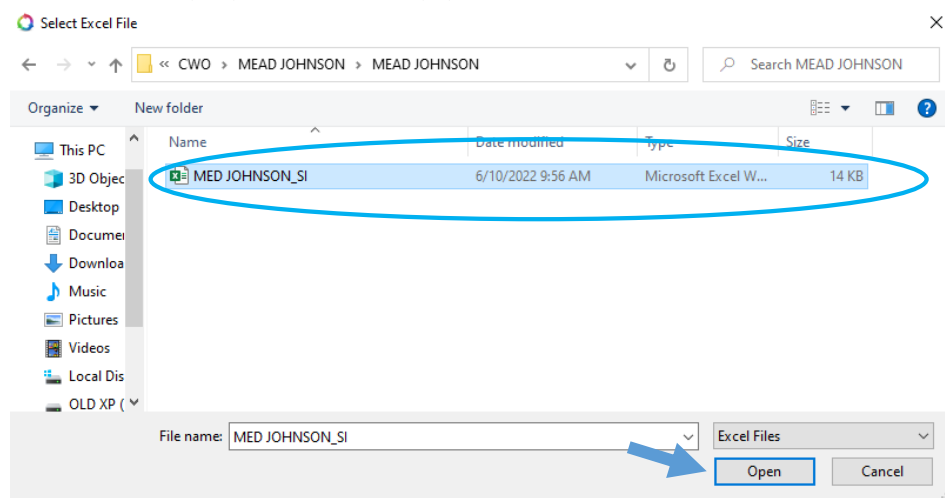


1. Open CWO Proforma Converter, double click the Icon
2. Select Supplier from the list.

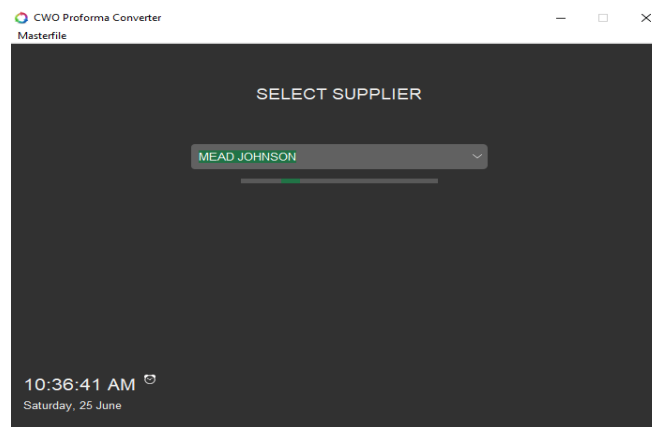
Note: supplier that is not in the list is not applicable to be converted as it needs to be check and set up by the programmer.



3. Browse Proforma Sales Invoice (PSI)/ Sales Invoice (SI)

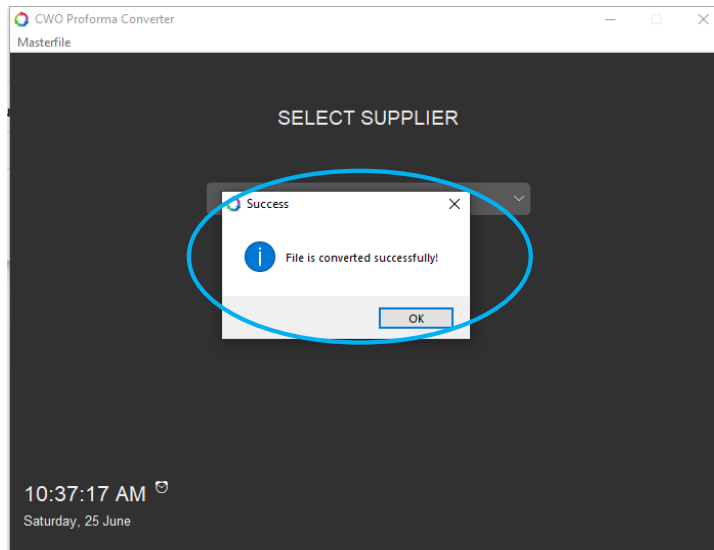


4. Wait until file converted successfully



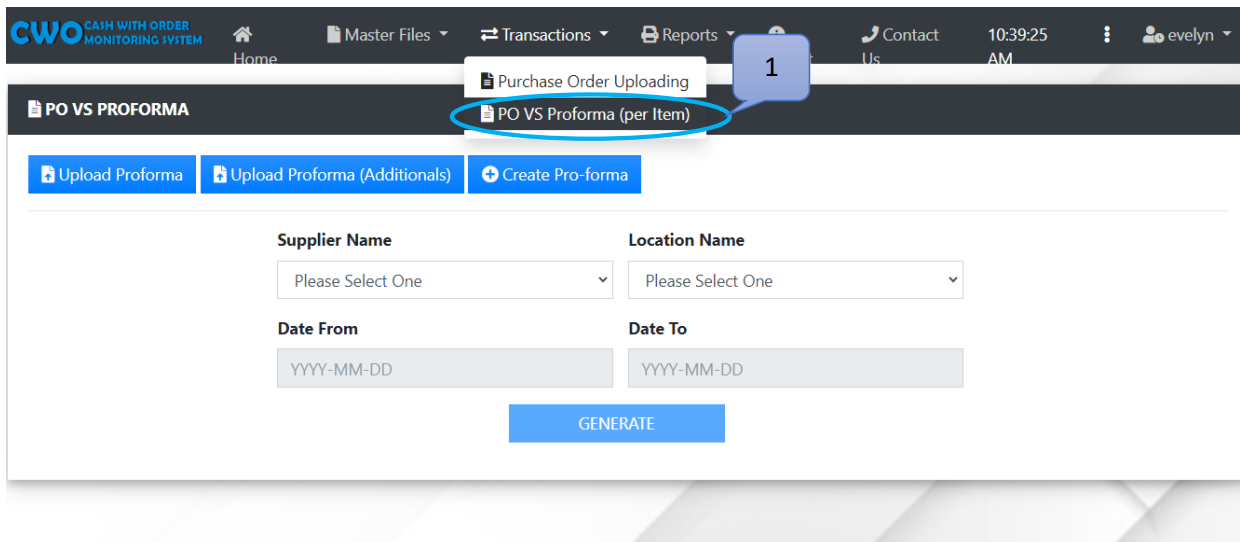
5. File Converted successfully

Note: When file is converted successfully, folder will be auto created in the Computer Desktop with the supplier folder name and the converted file is being saved.



Proforma Sales Invoice Uploading

1. Click **PO vs Proforma (per item)** submenu



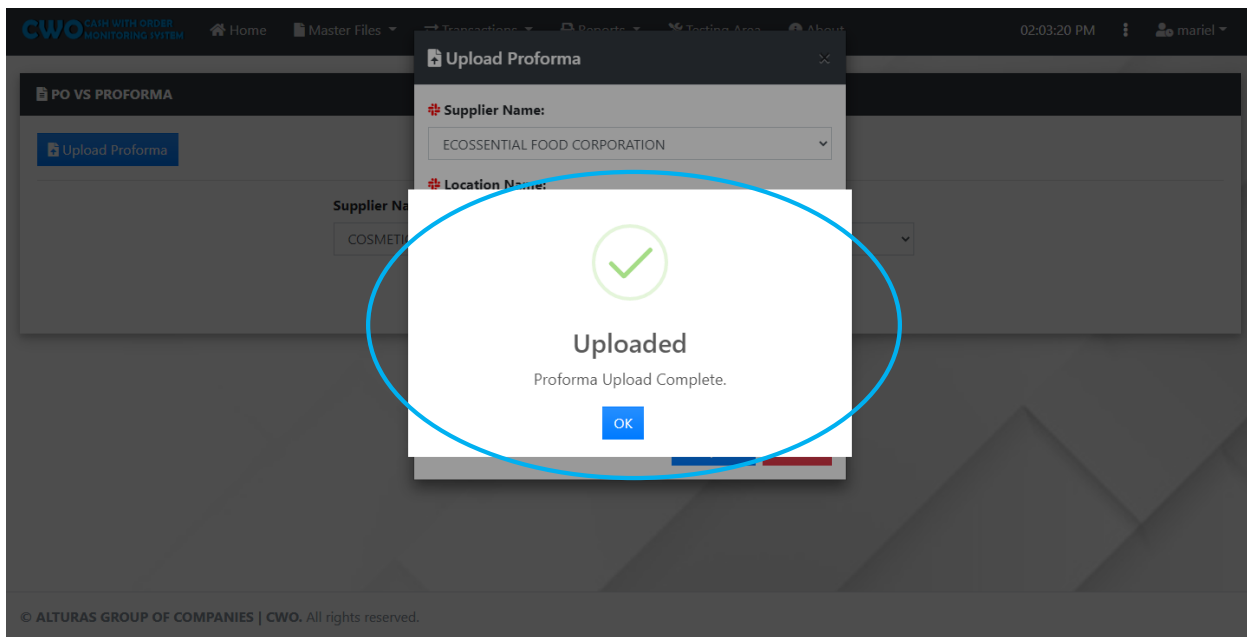
2. Click **Upload Proforma** button

The screenshot shows the CWO Cash With Order Monitoring System interface. The top navigation bar includes links for Home, Master Files, Transactions, Reports, Utility, Testing Area, About, and Contact. The main section is titled 'PO VS PROFORMA'. Below this title, there are three buttons: 'Upload Proforma' (highlighted with a blue callout bubble containing the number 2), 'Upload Proforma (Additional)', and 'Create Pro-forma'. Below these buttons, there are two dropdown menus for 'Supplier Name' and 'Location Name', both with 'Please Select One' as the placeholder text. Below these are two date input fields for 'Date From' and 'Date To', both with 'YYYY-MM-DD' as the placeholder text. At the bottom of this section is a blue 'GENERATE' button.

3. Select Supplier Name
4. Select Location Name
5. Select PO no from the list
6. Click Choose File button to select Proforma/Sales Invoice to be uploaded
7. Click **Upload** button to upload the Proforma / Sales Invoice

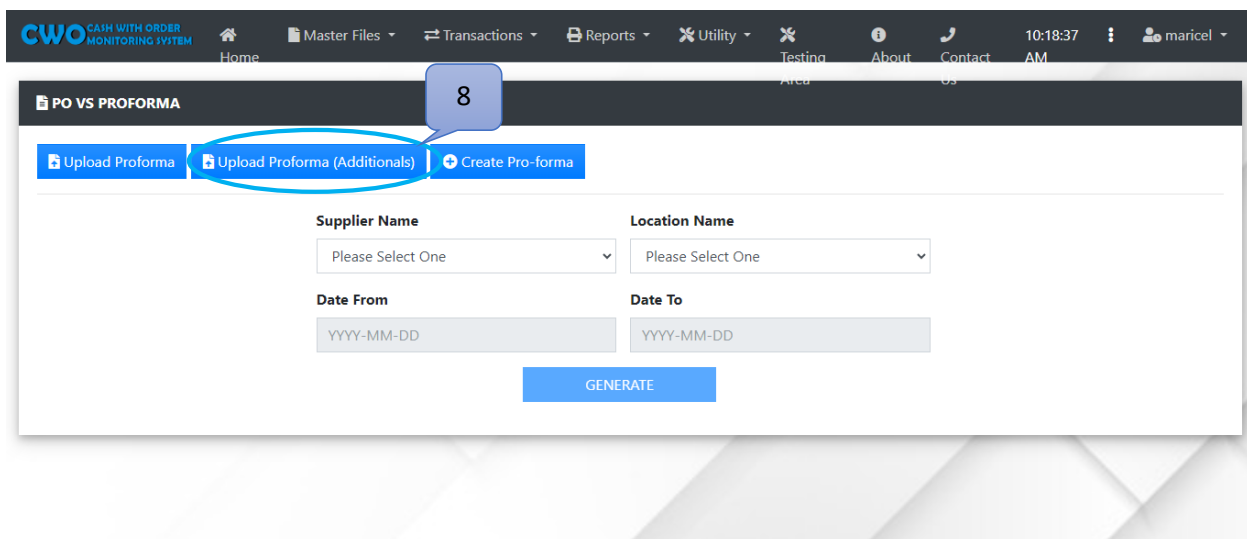
The screenshot shows the 'Upload Proforma' modal dialog. The dialog has a title bar with 'Upload Proforma' and a close button. Inside the dialog, there are four fields: 'Supplier Name', 'Location Name', 'Purchase Order', and 'Proforma'. Each of the first three fields has a dropdown menu with 'Please Select One' as the placeholder text. The 'Proforma' field has a 'Choose Files' button and a 'No file chosen' text. Below these fields are two buttons: 'Upload' (highlighted with a blue callout bubble containing the number 7) and 'Close'.

Proforma/Sales Invoice uploaded Complete



Uploading For Additional Proforma

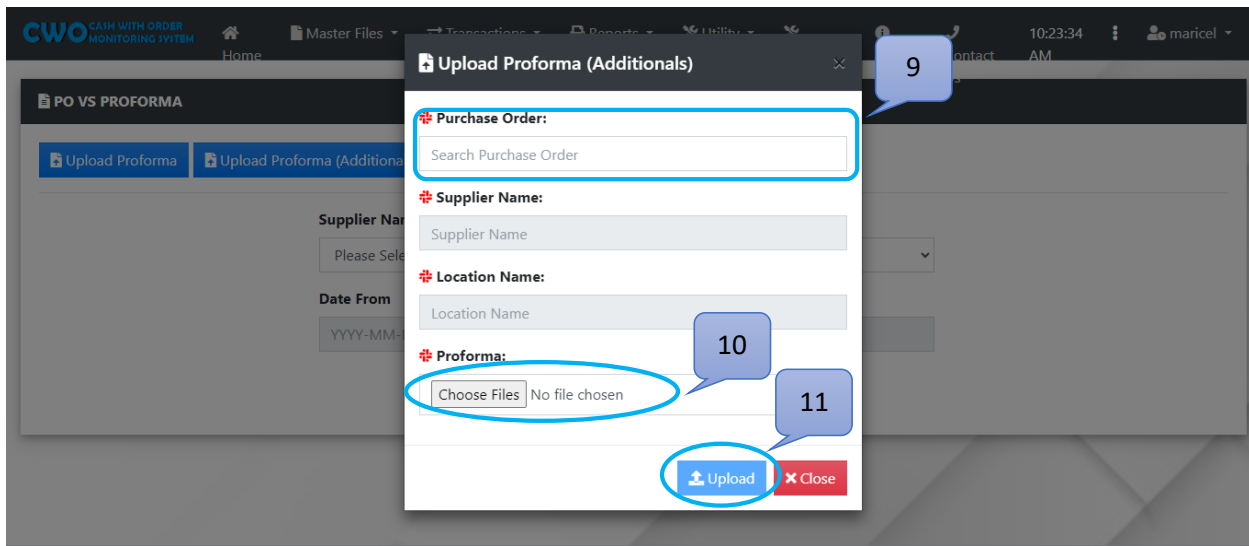
8. Click **Upload Proforma (Additional)** button



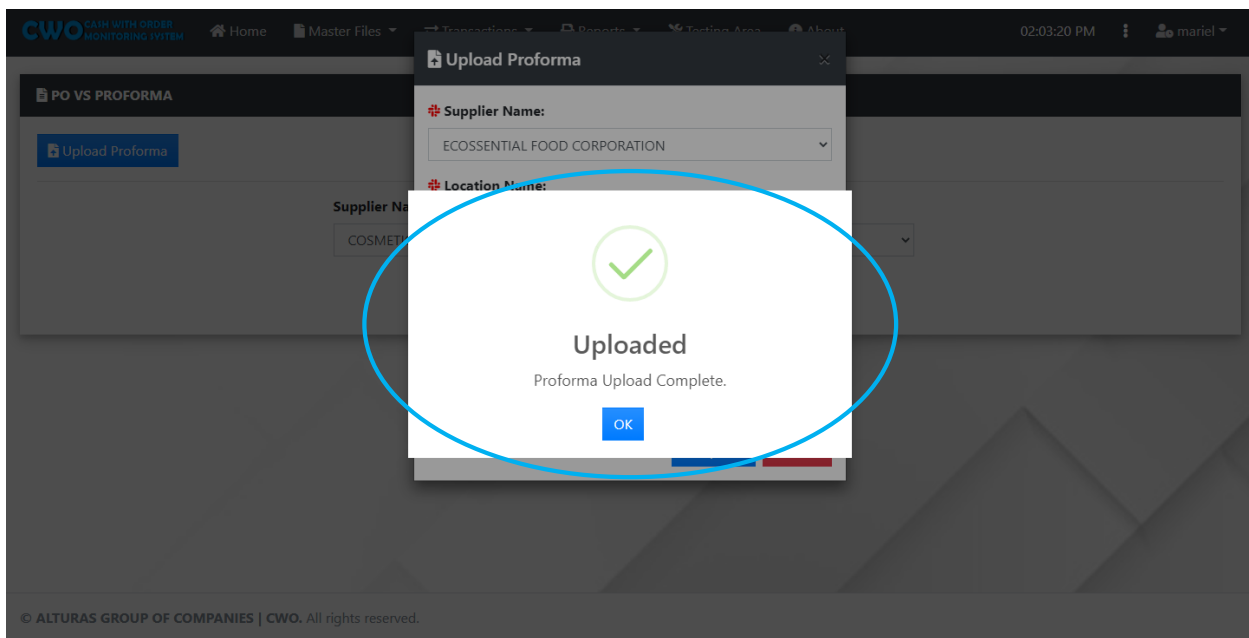
9. Search Purchase Order, then Supplier and Location Name are Auto generated.

10. Click Choose File button to select Proforma/Sales Invoice to be uploaded

11. Click **Upload** button to upload the Proforma / Sales Invoice



Proforma/Sales Invoice uploaded Complete



Create Pro-forma Manual

12. Click **Create Pro-forma** button

CWO CASH WITH ORDER MONITORING SYSTEM

Home Master Files Transactions Reports Utility Testing Area About Contact Us

10:40:12 AM maricel

PO VS PROFORMA

Upload Proforma Upload Proforma (Additional) **Create Pro-forma**

Supplier Name: Please Select One Location Name: Please Select One

Date From: YYYY-MM-DD Date To: YYYY-MM-DD

GENERATE

13. Select Supplier Name

14. Select Location Name

15. Search Purchase Order, then Reference No. and Date are Auto generated.

16. Select Item and check the box under Select to add item (Note: Check Item in the PO with PSI, and uncheck items not found in PSI).

17. Click **Add To Pro-forma** to add in the Proforma line

CWO CASH WITH ORDER MONITORING SYSTEM

Home Master Files Transactions Reports Utility Testing Area About Contact Us

10:39:02 AM maricel

PO VS PROFORMA

Upload Proforma Upload Proforma (Additional) **Create Pro-forma**

Supplier Name: Please Select One Location Name: Please Select One

Purchase Order: Search PO No or PO Reference Reference No.: Date:

#	Item Code	Description	Quantity	UOM	Direct Unit Cost	Select
1	642458	GATORADE BLUE BOLT 350ML	150	CS24	P 715.00	<input checked="" type="checkbox"/>

Select All Add To Pro-forma

PRO-FORMA SALES INVOICE

Sales Invoice No.: Sales Order No.: Delivery Date: YYYY-MM-DD

UNIT PRICE LEGEND:

NET of DISCOUNT with VAT NET of VAT and DISCOUNT NET of VAT with DISCOUNT GROSS of DISCOUNT w/o VAT GROSS of VAT and DISCOUNT

Proforma Line Discounts and VAT

#	Material Code (Supplier Item Code)	Customer Code (Revision Code)	Description	Quantity	UOM	Unit Price	Amount	Free
1	642458	642458	GATORADE BLUE BOLT 350ML	150	CS24	715	107250	

Save Close

Item Added

18. Input Proforma Sales Invoice No.

19. Input Proforma Sales Order No.

20. Click **Save** button

HOW TO MATCH PO VS PROFORMA SALES INVOICE (PSI)

➤ PURCHASING BUYER – RETAIL 1 DEPARTMENT

1. Click **PO vs Proforma (per item)** submenu

The screenshot shows the CWO (CASH WITH ORDER MONITORING SYSTEM) interface. The top navigation bar includes 'Home', 'Master Files', 'Transactions', 'Reports', 'Contact Us', and a user profile 'evelyn'. The 'PO VS PROFORMA' submenu is highlighted with a blue circle and a callout bubble labeled '1'. Below the navigation bar, there are three buttons: 'Upload Proforma', 'Upload Proforma (Additional)', and 'Create Pro-forma'. The main form area contains fields for 'Supplier Name' (Please Select One), 'Location Name' (Please Select One), 'Date From' (YYYY-MM-DD), and 'Date To' (YYYY-MM-DD). A 'GENERATE' button is at the bottom.

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Matching of PO vs. Proforma Sales Invoice

2. Select Supplier name from the list
3. Select Location Name from the list
4. Select Date Range
5. Click **Generate** button
6. Click **Action** button
7. Select View/Edit (Note, For user can only edit quantity and price with managers key, allow edit quantity once the supplier will over put quantity in the Proforma/SI versus the quantity that is in the PO only, allow edit price once price is changed).

The screenshot shows the 'PO vs Proforma' matching results table. The table has columns: Business Unit Matched, Purchase Order, Purchase Order Date, Proforma, Proforma Date, Status, and Action. The table contains 7 rows of data. Callout bubbles are numbered 2 through 7. Bubble 2 points to the 'Supplier Name' dropdown (JOSELITO LIWANAG). Bubble 3 points to the 'Location Name' dropdown (LEONARDO DISTRIBUTORS INC.). Bubble 4 points to the 'Date From' and 'Date To' fields (2023-01-01 to 2024-01-15). Bubble 5 points to the 'GENERATE' button. Bubble 6 points to the 'Action' dropdown menu. Bubble 7 points to the 'Match' option in the 'Action' dropdown menu.

Business Unit Matched	Purchase Order	Purchase Order Date	Proforma	Proforma Date	Status	Action
JOSELITO LIWANAG vs LEONARDO DISTRIBUTORS INC.	LDGM00000301-LDI-CPO-0000262	Jul 17, 2023	DR#2123	Jul 24, 2023	PENDING	Action
JOSELITO LIWANAG vs LEONARDO DISTRIBUTORS INC.	LDGM00000301-LDI-CPO-0000262	Jul 17, 2023	DR#2125	Jul 24, 2023	PENDING	Match
JOSELITO LIWANAG vs LEONARDO DISTRIBUTORS INC.	LDGM00000551-LDI-CPO-0000463	Jul 27, 2023	DR#2127	Aug 2, 2023	PENDING	View/Edit
JOSELITO LIWANAG vs LEONARDO DISTRIBUTORS INC.	LDGM00000551-LDI-CPO-0000463	Jul 27, 2023	DR#2130	Aug 2, 2023	PENDING	Discounts/VAT
JOSELITO LIWANAG vs LEONARDO DISTRIBUTORS INC.	LDGM00000842-LDI-CPO-0000743	Aug 16, 2023	SI#2132	Aug 24, 2023	PENDING	History
JOSELITO LIWANAG vs LEONARDO DISTRIBUTORS INC.	LDGM00000301-LDI-CPO-0000262	Jul 17, 2023	SI#2126	Aug 24, 2023	PENDING	Action
JOSELITO LIWANAG vs LEONARDO DISTRIBUTORS INC.	LDGM00000301-LDI-CPO-0000262	Jul 17, 2023	SI#2124	Aug 24, 2023	PENDING	Action

Unavailable items are the items that cannot be served by the supplier for some reason (no stocks)

8. Click Match button to match PO vs. Proforma Invoice / Sales Invoice.

PO vs Proforma Matching

PO Item Code	PO Description	Proforma Description	Proforma Item Code
100801	ENFAGROW A+ KID/FOUR 350G	ENFAGROW A+ FOUR PWD VAN	3142228
103860	ENFAMIL A+ ONE 2.4KG	ITEM UNAVAILABLE	ITEM UNAVAILABLE
136944	SUSTAGEN PREMIUM MILK 24/350G	SUSTAGEN PREM MILK 350G (24BIB)	1248320
137995	ENFAGROW A+ LACTOFREE 3 6x900G	ENFGA+ THREE LACTOSEFREE	2023217
144476	SUSTAGEN PREMIUM MILK 6/900G	SUSTAGEN PREM MILK 900G (6CAN)	1248321
145085	ENFAGROW A+ THREE BIB 2.4KG	ENFAGROW A+ THREE PWD	3166790
149043	LACTUM POWDER 3plus BOX 3.2KG	LACTUM 3+ PWD PLN 400G (2X2X4BBSW)	3189350
153423	LACTUM POWDER 3plus 1.2KL	LACTUM 3+ PWD PLN 400G(6X3BIB)	3175496
153424	LACTUM CHOCOLATE POWDER 1plus 1.2KL	LACTUM 1-3 YRS	2046792
163159	ENFAGROW A+ FOUR BIB 2.4KG	ENFAGROW A+ FOUR PWD VAN	3166791
163275	LACTUM POWDER 1plus 36/150G	LACTUM 1-3 PWD PLN 150G(36BIB)	3176071
163278	LACTUM CHOCOLATE POWDER 1plus 24/350G	LACTUM 1-3YRS OLD PWD	2020890
639029	ENFAMIL A+ LACTOSE FREE 2 350G	ENFA+ TWO LACTOSE FREE	2023215
639030	ENFAMIL A+ LACTOSE FREE 2 6x900G	ENFA+ TWO LACTOSE FREE PWD	2023216
642341	ENFAGROW A+ LACTOFREE 3 4x1800G	ITEM UNAVAILABLE	ITEM UNAVAILABLE
645343	LACTUM PLAIN 0 to 6 MONTHS 4x2KG	LACTUM 0-6 PWD PLN 400G (4X5BIB)	2049526
645344	LACTUM PLAIN 6 to 12 MONTHS 4x2KG	LACTUM 6-12 PWD PLN 400G (4X5BIB)	2049533
802254	ENFAGROW A+ FOUR BIB 2x3.6KG	ENFAGROW A+ S4 PWD	3165807

8

Match Close

PO vs Proforma Matching

PO Item Code	PO Description	Proforma Description	Proforma Item Code
189763	ENFAGROW A+ GENTLELEASE POWDER 6x800G	ENFAGROW A+ GENTLELEASE 800G (6CAN)	2055000
190412	LACTUM POWDER 1plus BOX 6x1.6KL	ITEM UNAVAILABLE	ITEM UNAVAILABLE
190413	LACTUM POWDER 3plus BOX 6x1.6KL	LACTUM 3+ PWD PLN 400G(6X4BIB)	3175058
609525	LACTUM POWDER 1plus 4x2000G	LACTUM 1-3 PWD PLN 400G(4X5BIB)	3176800
624630	LACTUM PLAIN 0 to 6 MONTHS 36x150G	LACTUM 0-6 MTHS PWD PLN	2049521
624632	LACTUM PLAIN 0 to 6 MONTHS 1.2KG	LACTUM 0-6 MTHS PWD PLN	2049525
624633	LACTUM PLAIN 6 to 12 MONTHS 36x150G	LACTUM 6-12 MTHS PWD PLN	2049527
628925	ENFAMIL A+ ONE 12x350G	ENFAMIL A+ ONE PWD 350G(12CAN)	3149456
628929	ENFAMIL A+ TWO 12x350G	ENFAMIL A+ TWO PWD 350G(12BIB)	3142724
628930	ENFAMIL A+ ONE 12x350G	ENFAMIL A+ ONE PWD 350G(12CAN)	3142697
635014	LACTUM PLAIN 0 to 6 MONTHS 4x2KG	LACTUM 0-6 PWD PLN 400G (4X5BIB)	2049522
635015	LACTUM PLAIN 6 to 12 MONTHS 4x2KG	LACTUM 6-12 PWD PLN 400G (4X5BIB)	2049528
639028	ENFAMIL A+ LACTOSE FREE 2 350G	ENFA+ TWO LACTOSE FREE	2027328
639029	ENFAMIL A+ LACTOSE FREE 2 6x900G	ENFA+ TWO LACTOSE FREE PWD	2023215
639030	ENFAMIL A+ LACTOSE FREE 2 6x900G	ENFA+ TWO LACTOSE FREE PWD	2023216
642341	ENFAGROW A+ LACTOFREE 3 4x1800G	ITEM UNAVAILABLE	ITEM UNAVAILABLE
645343	LACTUM PLAIN 0 to 6 MONTHS 4x2KG	LACTUM 0-6 PWD PLN 400G (4X5BIB)	2049526
645344	LACTUM PLAIN 6 to 12 MONTHS 4x2KG	LACTUM 6-12 PWD PLN 400G (4X5BIB)	2049533
802254	ENFAGROW A+ FOUR BIB 2x3.6KG	ENFAGROW A+ S4 PWD	3165807

Are you sure to match this
PO : SMGM00400698
Proforma : 10727291?

Match Cancel

Match Close

PO vs. Proforma Sales Invoice/Sales Invoice is Matched Successfully (If there are items that are not available from the supplier, item/s are indicated in the confirmation message)

CWO

CASH VOUCHER MONITOR

PO VS PROFORMA

Upload Proforma

Show 10

Showing 1 to 1

189763	ENFAGROW A+ GENTLEASE POWDER 6x800G	ENFAGROW A+ GENTLEASE 800G (6CAN)	2055000
190412	LACTUM POWDER 1plus BOX 6x1.6KL	ITEM UNAVAILABLE	ITEM UNAVAILABLE
190413	LACTUM POWDER 3plus BOX 6x1.6KL	LACTUM 3+ PWD PLN 400G(6X4BIB)	3175058
609525	LACTUM POWDER 1plus 4x2000G	LACTUM 1-3 PWD PLN 400G(4X5BIB)	3176800
624630	LACTUM PLAIN 0 to 6 MONTHS 36x150G	LACTUM 0-6 MTHS PWD PLN	2049521
624632	LACTUM PLAIN 0 to 6 MONTHS 1.2KG	LACTUM 0-6 MTHS PWD PLN	2049525
624633	LACTUM P		2049527
628925	EN		3149456
628929	EN		3142724
628930	ENF		3142697
635014	LACTUM		2049522
635015	LACTUM P		2049528
639028	ENFAM		2027328
639029	ENFAM		2023215
639030	ENFAM		2023216
642341	ENFAGR		ITEM UNAVAILABLE
645343	LACTUM		2049526
645344	LACTUM PLAIN 6 to 12 MONTHS 4x2KG	LACTUM 6-12 PWD PLN 400G (4X5BIB)	2049533
802254	ENFAGROW A+ FOUR BIB 2x3.6KG	ENFAGROW A+ S4 PWD	3165807

Matched Successfully!

Matched Successfully but there are items unavailable in the PO.

PO ITEMS : 103860,174636,185657,190412,642341

OK

Match

Close

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