QRG – Gough Engineering – Manual Parts Ordering

## Introduction

Parts for all other Gough Business are procured via a Sales Order back order process, or MRP.  This QRG is to allow Gough Engineering to manually purchase parts for stock, it is not intended for other business units as a workaround to the Back Order or MRP process.

This QRG has been adapted from PUR\_1.1 (SOP) Create PO for Non-inventory Items, and includes the process for manual ordering of parts for Gough Engineering only.

Delegated authority levels are different in NAXT compared with other legacy systems used. Details of the correct Delegated Authority level can be found on <http://intra/content/policies-and-procedures/delegated-authority> which includes a link to a spreadsheet to check your individual authority.

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## Prerequisites

None

## Terminology and Icons

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|  | Important / Note |
|  | Business rule |
| Financial Dimensions | These are settings in the purchase order that determine where in the general ledger a purchase order posts to. Key ones for expenses include department, cost centre and location. |
| Orderer | Within the Setup of PO we can determine who the orderer is of the PO, by default this is the person creating the PO but it can be amended at the creation stage. |
| Order Class | This drives a number of settings and the financial postings, what you see in the list pages and the behaviour of different forms in the system. A user typically has a default order class but may need to change this to ensure correct dimensions are used on the document |
|  | Document attached to Purchase order |

## Steps

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| CREATE A PURCHASE ORDER for stock ITEMs | |
|  | Follow one of the menu paths to open **All purchase orders**:   * **GGNZ > Procurement and sourcing > Common > Purchase orders > All purchase orders** * **GGNZ > Accounts Payable > Common > Purchase orders > All/My purchase orders** (Do not use My Purchase Orders if you are going to change the Orderer) |
|  | On the top navigation ribbon, click **Purchase order > New > Purchase order** |

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|  | Complete the following fields:   * **Vendor account** * **Vendor address** – click the drop-down and select from the available vendor addresses * **Delivery address** – click the drop-down and select from the available delivery addresses |
|  | Click on the **General** tab and check/update the following fields:   * **Order Class** – this will default from your worker set-up. All engineering stock purchases use **ENG PRD** * **Warehouse** – this defaults from your (or **Orderer**’s) warehouse set-up. This needs to reflect the location/branch the order is for which will flow to all lines of the PO. |
|  | Click **OK** |
|  | 1. In the Purchase order header view, click the **Delivery** fast tab and complete the following: 2. **Delivery date** – your required Delivery date (this defaults to today’s date) 3. **Mode of delivery**   These display on the printed Purchase order |

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|  | In the **Purchase order lines** tab, scroll right or press tab, and enter the **Item number**  All Purchase orders require an item to be populated. You can use the dropdown box and then search for the item you require  Alternatively you can also search using the filters, if you have no default order class that is limited to the product number, search name and product type:         * The **Product name** will automatically populate once an item number is entered * The **Unit** will auto-populate when an item number is entered * The **Unit price** will auto-populate from the item number for items.   Add cost or change if necessary. You will have to do this for all expense service items. |
|  | If you have a default order class additionally you can use additional filters which are not immediately visible but give you the ability to search using additional filters |
|  | Check the **Warehouse** code   * This ismandatory and will default from the PO Header |
|  | Enter **Quantity** |
|  | Check **Currency**   * This defaults to currency of the vendor and should not be changed without the consent of your Finance team * The **Exchange rate** or **Exchange rate type** will automatically update based on your order class and the exchange rates table. You can choose other rate types permitted by your Order class but this should be done in conjunction with your Finance team, typically in the scenario where you have a forward rate FX contract for your expenditure |

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|  | If you are recreating an old Legacy System Purchase order please enter the original PO number in the Vendor reference field |
|  | Expand the **Line details** fast tab and edit the **Text** field to include further specific information about what is being purchased  For stock items the text field will have the item description and generally does not need to be edited    This information will appear on the printed Purchase order and in the General ledger and therefore allow Managers and the Finance team to more easily review the financial results | |

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| ADD NOTES | |
|  | To add additional notes for the whole Purchase order that will print on the Purchase order for the vendor:  On the top navigation ribbon, click **Purchase order** **> Attachments**   * This will open the document handling form |
|  | Select **New > Note** |
|  | Complete the following fields:   * **Description** – a brief outline of the purpose of the note * **Restriction** – set to **external** * **Text** you wish to appear in the Note field |
|  | Click **Close** |
|  | To add additional notes for a Purchase order line only that will print for the PO line click the **Purchase order** **line** function |
|  | Select **Attachments**   * This will open the document handling form |

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|  | Select **New > Note** and complete the following fields:   * **Description** – a brief outline of the purpose of the note * **Restriction** – set to **external** * **Text** you wish to appear in the Note field |
|  | Click **Close** |
|  | To attach external documents (such as quotes or technical information) to the Purchase order:  On the top navigation ribbon, click **Purchase order** **> Attachments**   * This will open the document handling form |
|  | Choose **New > File** |
|  | Browse for document previously saved on your computer, select and click **Open**   * Documents must be saved on a network drive as the desktop folder relates to your Citrix environment not your PC/laptop |
|  | Click **Close** |
|  | Purchase orders with documents attached are listed with the following icon: |

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| CONFIRM A PURCHASE ORDER | |
| You need to confirm the PO:   1. Before/In order to print the PO 2. Before you can receive the PO | |
|  | If you want to confirm the PO without printing or selecting a CAT interface, click **Purchase > Generate > Confirm**    There is a NAXT report that scans POs to ensure that appropriate authority has been obtained where spend levels exceed the PO creator’s authority level. This report is regularly reviewed by management and audit and any misuse of the PO process will be identified and action taken. |
|  | If you want to invoke a Caterpiller equipment interface, screen print, print or email the Purchase order:  Click **Purchase > Generate > Confirmation** to print or email the PO to the supplier  Click **Purchase > Generate > Confirm** to just move the PO to ‘**Confirmed**’ status |

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|  | ***Confirm Purchase Order*** *window opens*  For CAT POs, select **Interface**  To print the PO select **Print Purchase order** |
|  | Click **OK** |
|  | ***Waiting*** *window appears* |
|  | ***Purchase order*** *opens*  Click the **Print** button |

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|  | ***Print destination settings*** *window opens*  To email click the **Bottomline e-mail** tab and complete the foillowing fields:   * **To** - enter the email address to send message to * **Subject** – enter a subject heading for email, e.g. PO number * **Body** – enter a message, e.g. Please find attached the PO for new brochures * If you want a record of of the email, enter your own email address in the Bcc field. No feedback is provided when you click OK   **cid:image003.png@01D121E8.F5BDC900** |
|  | To print, click the **Bottomline printer** tab and select the printer you wish to print to |
|  | Click **OK** |
|  | Click **X** to close the PDF document form |

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| CANCEL ITEMS REMAINING ON PURCHASE ORDER | |
|  | If PO is created under the **Overheads** or **Item serv** order class (i.e. requires workflow) and you want to cancel the un-receipted items, open purchase order and click Purchase order -> Maintain -> Request change button |
|  | Click **Purchase order line >** Update line > Deliver remainder |
|  | Enter the quantity of items remaining to be delivered |
|  | Click **Cancel Quantity** |

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| VIEW VENDOR PURCHASING HISTORY | |
|  | For more information see *PUR\_2.1(SOP)Create a Vendor Return* |

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| WHERE TO NEXT? | |
| To receipt a purchase order for stock items | Follow the process outlined in PRT\_5.3(SOP)Receive Parts into Stock |

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| APPENDIX A - WORKFLOW IN NAXT | |
| NAXT has a workflow capability for approving Purchase orders. The current workflow is an interim solution and only applies to the **Overheads** and **Item Serv** order classes | |
|  | For a purchase order generated on an Order Class that is not Item Serv or Overheads  Create the PO and determine if you have authority to approve   * If yes, confirm the PO and send to vendor * Only users with delegated authority have PO confirm button * See the **Delegated Authority page** under Policies and Procedures on the Gough Group intranet |
|  | If above your authority, obtain email confirmation from user with authority and attach to PO   * You must use the **Confirm PO** attachment type     Alternatively, the Manager can go into the PO   * Click **Attachments > New > ConfirmPO** * When the window opens to attach file, you can cancel it and then add a note in the Overview screen * Then **Confirm** the PO and send to vendor   This is how it must be done for a Service Call |
| Order classes not subject to system workflow will be subject to internal review for compliance with the **Delegated Authority** policy | |