Purchase Orders

A purchase order must be raised to cover any costs that we have agreed to; if we need to arrange a re-deliv

Raising a new purchase order manually;

Purchase orders (shortcut on homepage)

Click New

Press Enter - generates P ref.

Select relevant vendor/haulier – be aware that we may have vendor duplicates between Peacock & SGS – a

In the, populate the "Order No" field with S number that relates

if this relates to a return include SR number as well as the original S number.

In theupdate the location code if necessary, e.g. EQUIPLGE, AST, SH etc.

In the, complete relevant fields

e.g. to raise a PO for haulage;

Type = Item

No. =DEL(DEI/VAC/SS etc)

Quantity = 1

Direct unit Cost Excl. VAT = cost of haulage.

Description = related S number & SR number

Provide haulier with P ref. - they should use this ref no. in their invoice for the charge.

Note: If peacock's customer is liable for the charge, ask for confirmation of the PO number they wish to use

Reducing an existing purchase order

If for any reason we are refusing to cover the cost of a delivery, the existing PO must be reduced to ensure t

Purchase orders (shortcut on homepage)

Search S number in "Order no." field

Click edit

Click "Re-open" on the top ribbon

Reduce direct unit cost accordingly

Click "Release" on the top ribbon

Note:

Ifyou are reducing the value to zero pleasethe PO entirely. Delete button on top left corner.

If on the lines of the PO "Quantity invoiced" is populated this means we have already been invoiced by the s

If PO is no longer open and does not appear in the above search we may have already paid the invoice, che

Always ensure there is a case raised with the reason we have refused the charge and any related e-mails ar

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