



Hibernia Networks

Hibernia PO User guide

New PO system

Document Name: Hibernia PO	Version: 1
IT function: PO System	Author: Gary Seery
Target Audience: All Users	Purpose: To assist users with the new PO system

Gary Seery
1/2/2013



Hibernia PO

Login Screen

The screenshot shows a web browser window with the URL <http://hib-punesp2010-34103/login.aspx>. The page features the Hibernia PO logo on the left. The main content area is titled "Log In" and contains the following text: "Please enter your Domain username and password." Below this are two input fields: "Username:" and "Password:". There is a checkbox labeled "Keep me logged in" and a green "Log In" button. The footer contains copyright information: "© 2012 Hibernia Atlantic Communications Hibernia Media Hibernia GFN" and contact details: "Support IT Support Phone: +353 1 8673636 +1 800 516 4225".

Please login using your normal windows password

Home

The screenshot shows the "Home" screen of the Hibernia PO application. The browser window has the URL <http://hib-punesp2010-34103/Home.aspx>. The page has a navigation bar with links: Home, New PO, Edit PO, Approve PO, Closed PO, and Report. On the right, it says "Welcome Sachin Parkhe Sign in as another User". Below the navigation bar is a search bar with the text "Advance Search" and a "Search PO" button. The main content area features the Hibernia PO logo and a red-bordered box containing two dropdown menus: "Department" and "Purchase Type", both with "--Select--" as the current selection. The footer is identical to the login screen.

Select 'Department' from 'Department' drop down

Select 'PO Type' from 'Purchase Type' drop down

The application then automatically moves to the "NEW PO" screen with the above populated



Hibernia PO

Open New PO

Requester: Sameer Kaulagekar

Station: Pune

Type: Capital REQ
When you select this option you are ordering an item that will become part of the Hibernia Infrastructure like a desk, hawwei card, network equipment etc.

Type Description:

Ship To: Pune

Supplier: 360 Networks

In Budget: Other

Order Classification: Infrastructure

Department: IT

Project: Business As Usual

GL Code: IT Consumables

Comment: Computer peripherals

Supplier payment Term: 30

Currency: US

Add Item To PO Submit PO

Description Of Part	Suppliers Code	Quantity	Unit Price	Total Price
Computer peripherals	ABC112	2	12	24

Browse to Import Items from Excel File Browse... Import | Click Here To Download Sample File

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Select a value for all fields please be mindful of the PO types, to ensure you are purchasing against the correct Type.

- Enter some details in the comment field to assist with searching and reconciliation at a later date
- Select “Add items to PO”
- Add as much description as possible and use correct supplier codes if available, there is a template available for download if multiple items need to be added- select “click here”, this downloads an excel spread sheet, use this spread sheet and the “import” function to add multiple items in one attempt.
- When complete, select “Submit PO”
- An auto mail is then generated; it is delivered to the Requester and also the approver

Example:

Purchase Order System
Date: 20-Dec-2012
PO Number : 8702
Requester : Aaron Smith
Station : Dublin
Ship To : DUBLIN
Supplier : Memory Bank
Department : IT
Status : Pending
Items : Kensington Universal Multi-Display Adapter K33928EU, Mini Display Port to HDMI cables, Netgear FS116E 16x port switches
Total Value : EURO 422
Comment : IT Misc

Select “purchase order system” from the top of this mail to be directed directly to the PO for further options



EDIT PO

	PO Number	Requester	Date	Station	PO Type	Ship To	Total Value	Department	Comment
Edit	79	Sameer Kaulagekar	30-Nov-2012	Pune	Capital REQ	Pune	US 24.00	IT	Computer peripherals
Print	78	Gary Seery	29-Nov-2012	Dublin	Tail Order	DUBLIN	US 267,996.00	Provisioning	derfr
Edit	76	Gary Seery	12-Nov-2012	Halifax	Purchase Order	Cayman	STG 4,505.00	Admin	vbw
Print	74	Gary Seery	09-Nov-2012	Halifax	Cross Connect Order	Storage Direct	STG 113.00	IT	dfigd
Edit	73	John Foley	09-Nov-2012	San Jose	Tail Order	Buffalo - 390 Main St	STG 194.00	Finance	bc
Print	72	Gary Seery	08-Nov-2012	Dublin	Tail Order	euNetworks - UK	STG 396.00	IT	fgdgl
Edit	66	Paula O'Connor	05-Nov-2012	Baltimore	Circuit Order	Telehouse 2 Paris	INR 86.00	IT	ijl
Print	65	Robert McMann	05-Nov-2012	Baltimore	Circuit Order	Omagh	US 68.20	IT	vcb
Edit	64	Daniel Diep	05-Nov-2012	Magnet	Purchase Order	Pune	US 20.00	Media	Test
Print	61	Rhona Furey	01-Nov-2012	Cayman	Cross Connect Order	euNetworks - UK	US 68.00	IT	cxrx
Edit	59	Sameer Kaulagekar	01-Nov-2012	Lynn	Capital REQ	Pune	US 28.00	IT	werttt
Print	58	Robert McMann	16-Oct-2012	Baltimore	Circuit Order	25 Broadway	US 92.40	Media	kjl
Edit	57	Rhona Furey	16-Oct-2012	Baltimore	Capital REQ	Storage Direct	US 708.00	IT	dsf
Print		Claran				Telehouse			

Click on the Edit link → Note- this is only available if the PO is NOT approved

Both the requester and approver have the access rights to edit the PO, the approver can reset a PO that has been approved, by selecting “reset” within the “closed PO’s” page

Editing PO: 29

Requester: Sameer Kaulagekar
Station: Pune
Type: Capital REQ
Type Description: When you select this option you are ordering an item that will become part of the Hibernia Infrastructure like a desk, huawei card, network equipment etc.

Ship To: Pune
Supplier: 360 Networks
In Budget: Other

Order Classification: Infrastructure
Department: IT
Project: Business As Usual
GL Code: IT Consumables
Comment: Computer peripherals

Supplier payment Term: 30
Currency: US

[Add Item To PO](#) [Update PO](#) [Delete PO](#) [Cancel](#)

Description Of Part: Computer peripherals
Suppliers Code: ABC112
Quantity: 2
Unit Price: 12.00
Total Price: 24.00

[Add Item](#) [Edit Delete](#)

Description Of Part	Suppliers Code	Quantity	Unit Price	Total Price
Computer peripherals	ABC112	2	12.00	24.00
Total				24

- You can edit all fields including the items detail
- Once complete, select “update PO”



- An additional email is sent to the requester and the approver

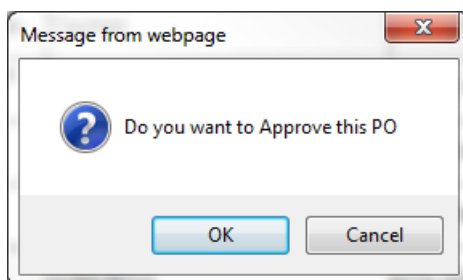
Approve PO

PO can be approved or rejected from this page

The screenshot shows a web browser window with the URL <http://hib-punesp2010-34103/ApprovePO.aspx>. The page title is "Approve Pending Purchase Orders". It features a table with columns: PO Number, Requester, Station, PO Type, Ship To, Total Value, Date, Approval Status, and Comment. The first row is highlighted with a red box around the "Approve | Reject" link. The table contains 15 rows of data.

	PO Number	Requester	Station	PO Type	Ship To	Total Value	Date	Approval Status	Comment
Approve Reject	78	Gary Seery	Dublin	Tail Order	DUBLIN	US 267,996.00	29-Nov-2012	Pending	derfr
Approve Reject	76	Gary Seery	Halifax	Purchase Order	Cayman	STG 4,505.00	12-Nov-2012	Pending	vtv
Approve Reject	74	Gary Seery	Halifax	Cross Connect Order	Storage Direct	STG 113.00	09-Nov-2012	Pending	dfigd
Approve Reject	73	John Foley	San Jose	Tail Order	Buffalo - 390 Main St	STG 194.00	09-Nov-2012	Pending	bc
Approve Reject	72	Gary Seery	Dublin	Tail Order	euNetworks - UK	STG 396.00	08-Nov-2012	Pending	fgdgd
Approve Reject	71	Eric Gutshall	Baltimore	Capital REQ	TORONTO	STG 252.00	08-Nov-2012	PreApproved	fghgf
Approve Reject	69	Gary Seery	Baltimore	Capital REQ	DUBLIN	EURO 30,035.00	08-Nov-2012	PreApproved	efefefafef
Approve Reject	66	Paula O'Connor	Baltimore	Circuit Order	Telehouse 2 Paris	INR 86.00	05-Nov-2012	Pending	ijl
Approve Reject	65	Robert McMann	Baltimore	Circuit Order	Omagh	US 68.20	05-Nov-2012	Pending	vcb
Approve Reject	64	Daniel Diep	Magnet	Purchase Order	Pune	US 20.00	05-Nov-2012	Pending	Test
Approve Reject	61	Rhona Furey	Cayman	Cross Connect Order	euNetworks - UK	US 68.00	01-Nov-2012	Pending	cxvxx
Approve Reject	60	Alasdair Wilke	Baltimore	Capital REQ	Summit	US 46.00	01-Nov-2012	PreApproved	fdgf
Approve Reject	58	Robert McMann	Baltimore	Circuit Order	25 Broadway	US 92.40	16-Oct-2012	Pending	kjl

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Confirmation window that appears once approve or Reject is selected

Print PO

- Select "print PO" from either within the Edit PO or Closed PO screens
- Select the address you want to display on the printed PO, either VAT or Additional
- Select Terms from the dropdown
- Select Shipping terms if required
- Select Print



Hibernia PO

Print Billing Address: VAT

Bill To:
"DUBLIN Hibernia Atlantic, Clonsaugh Industrial Estate Dublin 17 Ireland David Lloyd
david.lloyd@hiberniaatlantic.com +353-1-8673618"

PO number: **78**

Terms: 20% Due within 15 days of rec

Shipping Terms:

Supplier: 360 Networks Deliver To: "Hibernia Atlantic."

Tel Number:
Fax Number:

Date Entered: 2012-11-29

Quantity	Suppliers Code	Description Of Part	Unit Price	Total Price
12	323	iretr	22333.00	267996.00
Total:				267.996.00

Signed: _____
Date: _____

All invoices must contain a PO number. Invoices received without a PO number will not be processed.

[Print](#)

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Closed PO

PO can be viewed, printed, reset to Pending status, Received and Invoiced through this page.

Home New PO Edit PO Approve PO Closed PO Report

Welcome Sachin Parkhe
Sign in as another User

Search PO

Advance Search

All Closed(Approved, Rejected) Purchase Orders

	PO Number	Requester	Station	PO Type	Ship To	Date	Approved By	Approval Status	Comment
View Print PO Reset Receiving PO Invoice PO	77	Gary Seery	Lynn	Purchase Order	Cayman	12-Nov-2012	Basuki Priyam	Approved	gvbhgh
View Print PO Reset Receiving PO Invoice PO	75	Gary Seery	New York	Capital REQ	Telehouse London	09-Nov-2012	Basuki Priyam	Closed	gf
View Print PO Reset Receiving PO Invoice PO	70	Gary Seery	Baltimore	Purchase Order	DUBLIN	08-Nov-2012	Gary Seery	Approved	fdidf
View Print PO Reset Receiving PO Invoice PO	68	Deepak Kushwaha	Baltimore	Purchase Order	Hibernia Media Baltimore	05-Nov-2012	Gary Seery	Rejected	Testing
View Print PO Reset Receiving PO Invoice PO	67	Robert McLann	Baltimore	Capital REQ	Tokyo	05-Nov-2012	Basuki Priyam	Approved	fdgf
View Print PO Reset Receiving PO Invoice PO	63	Gary Seery	Lynn	Purchase Order	DUBLIN	01-Nov-2012	Gary Seery	Approved	scscdc
View Print PO Reset Receiving PO Invoice PO	54	Rhona Furey	Baltimore	Purchase Order	Summit	12-Oct-2012	Basuki Priyam	Approved	bnnc
View Print PO Reset Receiving PO Invoice PO	37	Yan Li	Baltimore	Capital REQ	Omagh	01-Oct-2012	Gary Seery	Approved	fdg
View Print PO Reset Receiving PO Invoice PO	24	Prakash Inani	Cayman	Capital REQ	LYNN	26-Sep-2012		Approved	test editing
View Print PO Reset Receiving PO Invoice PO	16	Robert McLann	Cayman	Purchase Order	DUBLIN	25-Sep-2012	Basuki Priyam	Approved	bnvn
View Print PO Reset Receiving PO Invoice PO	6	Josune Montalban	Dublin	Capital REQ	SOUTHPORT	13-Sep-2012	Basuki Priyam	Closed	dfghdfr
View Print PO Reset Receiving PO Invoice PO	5	David Lloyd	Dublin	Purchase Order	HALIFAX	13-Sep-2012		Approved	hgihg
View Print PO Reset Receiving PO Invoice PO	4	Ciaran Delaney	Dublin	Capital REQ	LYNN	13-Sep-2012		Invoiced	

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A PO must be "received" in full before it can be invoiced

Part receive is possible by entering the received value in the "Received Quantity" box



Hibernia PO

PO Number:**97**

Requester:

Gary Seery

Station:

Dublin

Type:

Circuit Order

Ship To:

DUBLIN

Supplier:

360 Networks

Budgetted:

As per Budget

Received:

☐

Finance Code:

Date Received:

Invoiced:

☐

Invoiced Date:

Currency:

US

Order Classification:

Department:

Project:

Status:

Approved By:

Date Approved:

EU Build:

Cost Of Sales

Procurement

Bayers road

Approved

Gary Seery

☐

WO:

Comment:

sdgsggffdfdsfdsgdsgdg

Quantity	Suppliers Code	Description Of Part	Unit Price	Total Price	Received	Received Date	Received Quantity	Outstanding Quantity	Already Received
12	d1123	aaaffdf	1234.00	14,808.00	<input type="checkbox"/>			1	11

[Update](#)

View PO: Click on View link in Closed PO page redirect to New PO page.Note- data is in read-only mode.

http://hib-punesp2010-34103/NewPO.aspx?CV=70hib-punesp2010

File Edit View Favorites Tools Help

PO

Viewing PO: 70

RequesterGary Seery

StationBaltimore

TypePurchase Order

When you select this option you are ordering an item that you are consuming ie. Tea or coffee, pens or electricity or you are buying a tail or cross connect either for a customer or for our network

Type

Ship ToDUBLIN

SupplierA.D.I Video Technologies Ltd

In BudgetAs per Funnel

Order ClassificationNetwork

DepartmentIT

ProjectDerek - NEW PO SYS TEST PROJ

GL CodeIT Consumables

Commentfdfdf

Supplier payment Term90

CurrencySTG

Description Of Part

Suppliers Code

Quantity0

Unit Price

Total Price

Browse to Import Items from Excel File

Import | Click Here To Download Sample File

	Description Of Part	Suppliers Code	Quantity	Unit Price	Total Price
Edit Delete	fdfdf	232	21	123.00	2583.00
				Total	2583

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Hibernia PO

Receiving PO: Click on Receiving PO- Note-Only when the PO is received can the PO can be invoiced.

http://hib-punesp2010:34103/ReceivingPO.aspx?E=68

hib-punesp2010

File Edit View Favorites Tools Help

Home New PO Edit PO Approve PO Closed PO Report

Welcome Sachin Parkhe
Sign in as another User

Search PO

Advance Search

HIBERNIA PO

PO Number: 68

Requester: Deepak Kushwaha
Station: Baltimore
Type: Purchase Order
Ship To: Hibernia Media Baltimore
Supplier: Abovenet
Budgetted: Network
Received: ☐
Finance Code: ☐
Date Received: ☐
Invoiced: ☐
Invoiced Date: ☐
Currency: EURO

Order Classification:
Department:
Project:
Status:
Approved By:
Date Approved:
EU Build: ☐
WO:
Comment:

Network
Engineering
Derek - NEW PO SYS TEST PROJECT
Rejected
Gary Seery
Testing

Quantity	Suppliers Code	Description Of Part	Unit Price	Total Price	Received	Received Date	Received Quantity	Outstanding Quantity	Already Received
12	jk456	pppqqrrr	36.00	432.00	<input type="checkbox"/>			12	0
2	jk456	llmmnnnn	12.00	24.00	<input type="checkbox"/>			2	0
2	jk457	ooouuuuu	45.00	90.00	<input type="checkbox"/>			2	0

Update

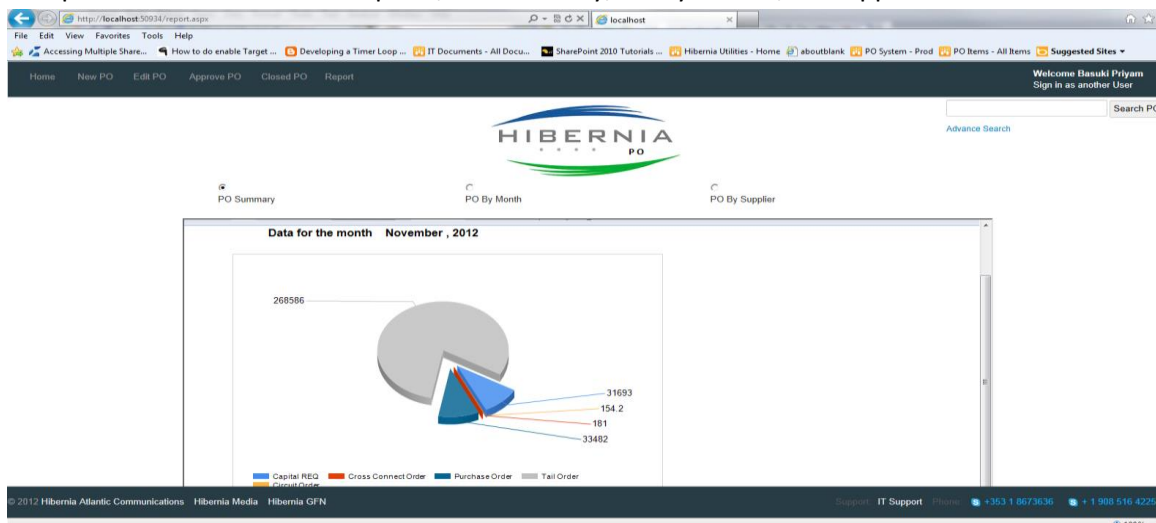
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- Select the “closed PO” page
- Items appear at the end, enter the quantities received in the appropriate Received quantity box
- Ensure all received quantities are entered and correct and select “update”
- Received selection should not be made until the full quantity is received

Reports

In report section there are 4 reports, PO Summary, PO by Month, PO supplier and Circuit PO





Hibernia PO

PO by Month

Select Month and year values from the dropdowns, and then View report

The screenshot shows the 'PO by Month' report interface. At the top, there are four radio buttons: 'PO Summary', 'PO By Month' (which is selected), 'PO By Supplier', and 'Circuit PO'. Below these is a light blue header bar containing two dropdown menus labeled 'Month' and 'Year', both with the placeholder text '<Select a Value>'. To the right of these dropdowns is a 'View Report' button. The main content area below the header is currently empty.

PO By Supplier

Select Month, year and Supplier values from the dropdown lists, all suppliers is also an option

The screenshot shows the 'PO By Supplier' report interface. At the top, there are four radio buttons: 'PO Summary', 'PO By Month', 'PO By Supplier' (which is selected), and 'Circuit PO'. Below these is a light blue header bar. On the left side of the header, there are three labels: 'Supplier', 'Year', and 'Month'. The 'Supplier' label is positioned above a dropdown menu that is open, displaying a list of suppliers: 'All Suppliers', '(ICS) Irish Computer Society', '20/20 Electric', '21st Century', '360 Networks' (which is highlighted in blue), 'A.D.I Video Technologies Ltd', 'A1 Alarms', 'A-2-Sea Solutions Ltd', 'Abacus Fire & Safety Ltd', 'Abovenet', 'AC Engineering Services', 'ACA Construction Corporation', and 'ACCEDIAN Networks'. The 'Year' and 'Month' labels are positioned above their respective dropdown menus. The 'Month' dropdown is currently set to 'November'. To the right of these dropdowns is a 'View Report' button.

Circuit PO

Select Month and year values from the dropdown and then view report



Hibernia PO

☐ PO Summary

☐ PO By Month

☐ PO By Supplier

☒ Circuit PO

Month

Year

[View Report](#)