



Savoir-faire  
**LINUX®**



**odoo**  
ICTC Training program

# Versioning

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<b>Version</b>	<b>Date de version</b>	<b>Auteur / Contributeurs</b>	<b>Nature des modifications</b>
2.0	2017-03-20	Carolandrea Guerrero Mickaël Brard Julien Jézéquel-Bréard	Diffusion initiale



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*Purchasing Management*

# Outcomes

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- Placing purchase orders to suppliers
- Improving purchasing workflow
- Managing suppliers and purchase orders
- Managing supplier price lists and product availability
- Understanding negotiation as a process, not only as an outcome

# Purchasing Management

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## Procurement Strategies

### 1. Planning

- Business Requirements
- Supplier & Supply Market Analysis
- Identification of Cost Drivers
- Negotiation tactics
- eSourcing and eProcurement

### 2. Process

- RFI
- Vendor Selection
- RFQ
- Price comparison
- Purchase Order
- Receipt Order
- Invoice match

### 3. Optimization

- Product & Service Profile
- Approval Levels
- Frame Agreement / Contractual Issues
- Reception Process
- Supplier Management Strategy
- Supplier Evaluation & Ranking
- Service Level Agreements (SLA)

# odoo Purchase

Core Process	Issues
Purchases	<ul style="list-style-type: none"><li>→ Products / Services Management</li><li>→ Supplier Management</li><li>→ Supplier Pricelists</li><li>→ Request for Quotations</li><li>→ Control supplier bills</li><li>→ Control product / service receipts</li><li>→ Cancel of purchase orders</li><li>→ Levels of approval for purchase orders</li><li>→ Vendor Performance</li><li>→ Partial Purchases Management</li></ul>
Replenishment	<ul style="list-style-type: none"><li>→ Minimum stock rule</li><li>→ Purchase of products based on sales</li><li>→ Multi-company / purchase flow</li><li>→ Vendor Bills</li><li>→ Incoming Products</li><li>→ Procurements exceptions</li></ul>
Statistics	<ul style="list-style-type: none"><li>→ Analyze, forecast and efficiently plan orders</li></ul>

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*Supply Market Analysis*

# Analyzing the Supply Market

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Analyzing the supply market and managing suppliers to establish and maintain a competitive advantage.

## 4 steps to a supply market analysis :

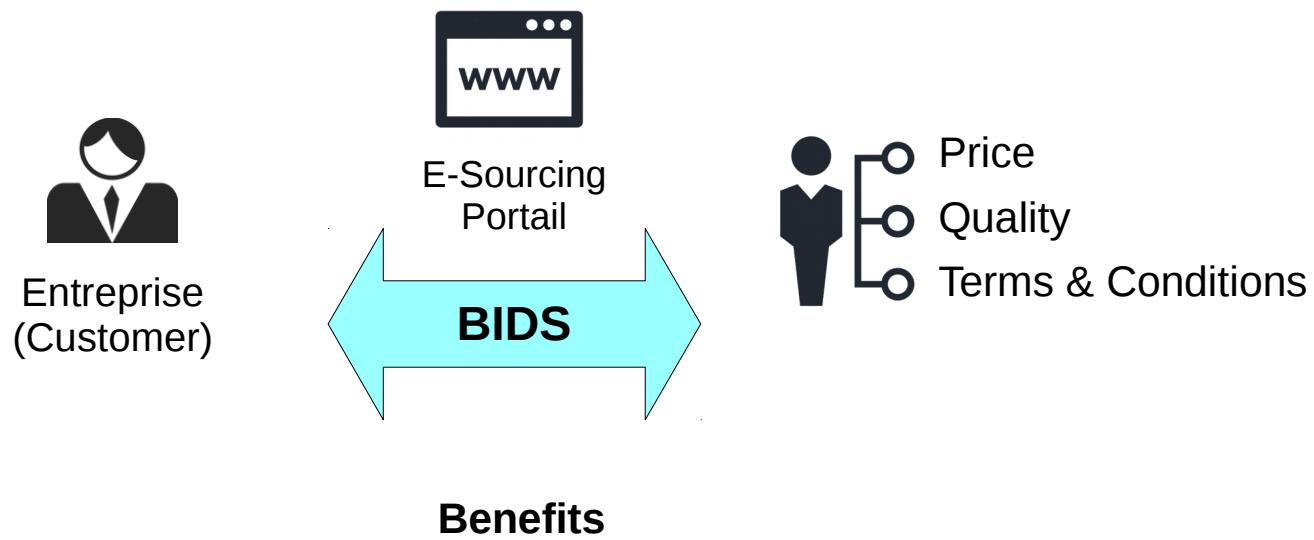
- ① **Develop a commodity profile** – have a clear understanding of product or service.
- ② **Supply market overview** – understand the size and structure of the global market for the product or service.
- ③ **Evaluation of major « players »** – know the market leaders.
- ④ **Study industry trends and market forces** – historical prices, price drivers, the price indices, and demand fluctuations.

# E-Sourcing / E-Procurement

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eSourcing relates to the electronic procurement of products or services via the internet\*.

Nowadays, you can find systems to manage from electronic data interchange (EDI) to complex operations and forms of E-Sourcing such as enterprise resource planning (ERP) systems.



## Benefits

- Make better decisions in terms of costs and quality
  - Create a repository for sourcing information
    - Coordinate the sourcing process

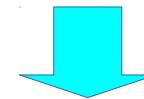
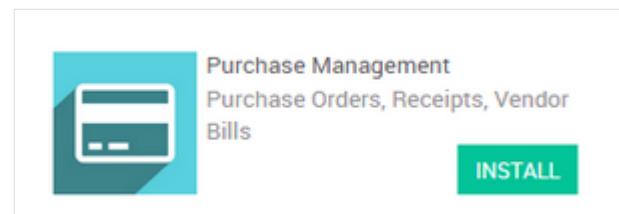
\* Chartered Institute of Procurement & Supply (CIPS) - <https://www.cips.org>

# odoo Purchase – Request for Quotation

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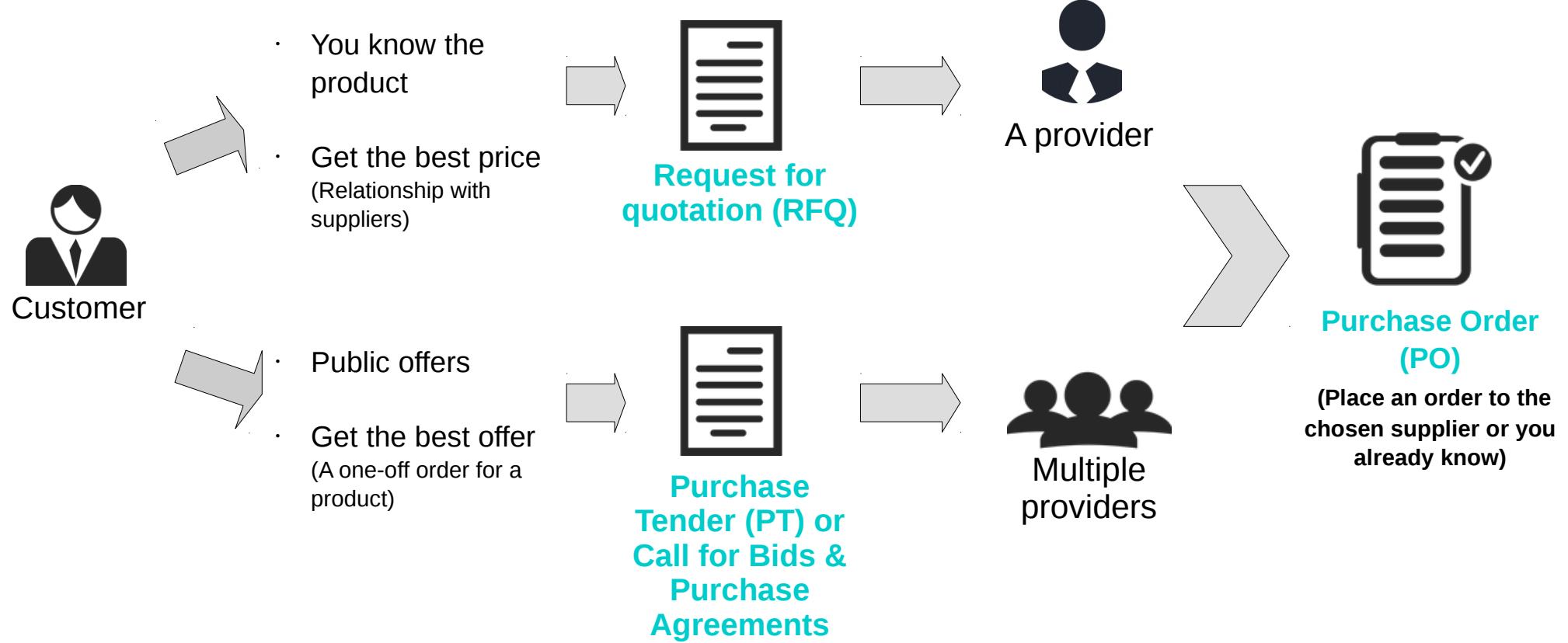


E-Sourcing  
Portail



- Vendor Management
- Request for Quotation
- Purchase Tender / Call for bids

# odoo Request for Quotation & Purchase Tender



# Exercise - Create a Purchase Tender

Canadian Colors wants to buy new POS Cash Register for its points of sale. For this, the company will evaluate several suppliers to analyze and compare the price, quality, and performance of the equipment that are in the market.

After an in-depth analysis, these were the selected suppliers :



Product : POS Cash Register

	Price	Currency	Vendor Payment Terms	Contact
Vend	1 200,00 \$	CAD	15 Days	<a href="mailto:info@vend.inc">info@vend.inc</a>
Clientron	1 350,00 \$	CAD	30 Net Days	<a href="mailto:info@clientron.inc">info@clientron.inc</a>
NetSuite	1 299,00 \$	CAD	30 Net Days	<a href="mailto:info@netsuite.inc">info@netsuite.inc</a>

The company wants to create a **Purchase Tender** to manage multiple offers from suppliers.

# Exercise - Create a Purchase Tender

## TO DO

- Record the product and suppliers
- Set in the system the option « Call for tenders »
- Set a Purchase Agreement or Purchase Tender for six (6) POS Cash Registers
- Create a Request for Quotation and send it to suppliers to get the best price and conditions
- Confirm order for the best bid
- Once, you confirm the best bid, you must cancel the other bids
- **Done** the purchase agreement
- Receive the equipment
- Record the supplier invoice

# odoo Purchase Tender Activation

Purchase ➤ Configuration ➤ Purchase Order ➤ Call for Tenders

The screenshot shows the 'Purchases' configuration screen in Odoo. At the top, there are tabs for Purchase, Control, Reports, and Configuration, with Configuration selected. Below the tabs are two buttons: 'APPLY' (green) and 'CANCEL' (grey). The main area is divided into sections: 'Logistics', 'Purchase Order', and 'Calls for Tenders'. In the 'Logistics' section, 'Purchase Lead Time \*' is set to 0.00. Under 'Purchase Order Modification \*', the 'Allow to edit purchase orders' option is selected. Under 'Levels of Approvals \*', the 'Confirm purchase orders in one step' option is selected. In the 'Purchase Order' section, under 'Product Variants', the 'Products can have several attributes, defining variants (Example: size, color,...)' option is selected. Under 'Units of Measure', the 'Some products may be sold/purchased in different units of measure (advanced)' option is selected. Under 'Costing Methods', the 'Set a fixed cost price on each product' option is selected. In the 'Calls for Tenders' section, the second option, 'Allow using call for tenders to get quotes from multiple suppliers (advanced)', is highlighted with a red border.

**Purchases** Purchase Control Reports Configuration

APPLY CANCEL

### Logistics

Purchase Lead Time \* 0.00

Purchase Order Modification \*

- Allow to edit purchase orders
- Confirmed purchase orders are not editable

Levels of Approvals \*

- Confirm purchase orders in one step
- Get 2 levels of approvals to confirm a purchase order

### Purchase Order

Product Variants

- No variants on products
- Products can have several attributes, defining variants (Example: size, color,...)

Units of Measure

- Products have only one unit of measure (easier)
- Some products may be sold/purchased in different units of measure (advanced)

Costing Methods

- Set a fixed cost price on each product
- Use a 'Fixed', 'Real' or 'Average' price costing method

Calls for Tenders

- Purchase propositions trigger draft purchase orders to a single supplier
- Allow using call for tenders to get quotes from multiple suppliers (advanced)

# odoo Product configuration – Call for tenders

Purchase        Product

Product Name  
**POS Cash Register** 

Can be Sold  
 **Can be Purchased**

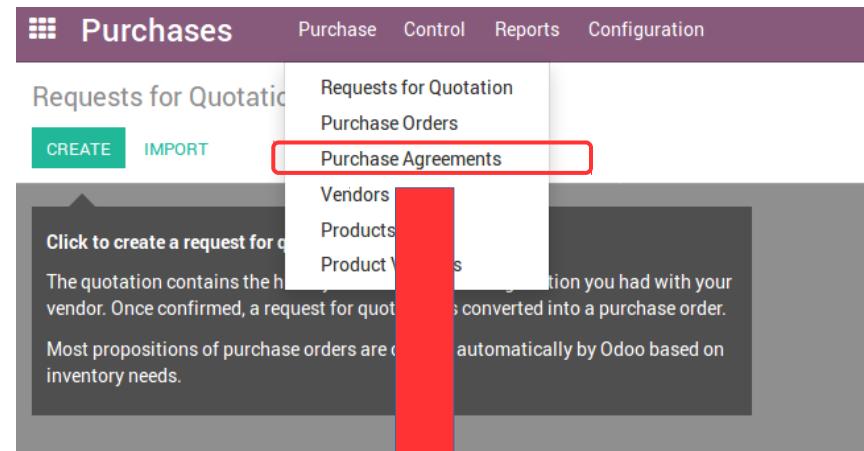
GENERAL INFORMATION **INVENTORY** VARIANTS INVOICING NOTES

Routes	<input type="checkbox"/> Manufacture <input checked="" type="checkbox"/> Buy <input type="checkbox"/> Make To Order	Weight	0.00
Procurement	<input type="radio"/> Create a draft purchase order <input checked="" type="radio"/> Propose a call for tenders	Volume	0.00

Internal Category All 

# odoo Set a Purchase Tender

Purchase ➤ Purchase Agreements



The screenshot shows the 'Purchase Agreements / New' creation screen. The top bar includes buttons for 'SAVE' (highlighted with a red box) and 'DISCARD', and links for 'CONFIRM', 'CANCEL CALL', 'DRAFT', 'CONFIRMED', 'BID SELECTION', and 'DONE'. The main form fields include 'Agreement Reference' (TE00001), 'Responsible' (ictformation@savoirfairelinux.com), 'Agreement Deadline' (03/24/2017 13:00:07), 'Ordering Date', 'Delivery Date', 'Source Document' (e.g. PO0025), and 'Company' (Canadian Colors Inc). A 'PRODUCTS' section is highlighted with a red box, showing a single item: 'POS Cash Register' with a quantity of 6.000 and a unit price of 0.00. There is also a 'Terms and Conditions' section at the bottom.

# odoo Set a Purchase Tender

Purchases Purchase Control Reports Configuration @ ictformation@savoirfairelinux.com ▾

Purchase Agreements / TE00001 Print Attachment(s) Action 1 / 1 < >

**CONFIRM** CANCEL 1 DRAFT CONFIRMED BID SELECTION DONE

TE00001

Responsible	ictformation@savoirfairelinux.com	Agreement Deadline	03/24/2017 13:00:07
Agreement Type	Purchase Tender	Ordering Date	
Vendor		Delivery Date	
Analytic Account		Source Document	
Company	Canadian Colors Inc		

**PRODUCTS**

Product	Quantity	Ordered Quantities	Product Unit of Measure	Analytic Account	Unit Price
POS Cash Register	6.000	0.00	Unit(s)		0.00

**Terms and Conditions**  
The price of the product must include the configuration and installation in each of our stores.



# odoo Create a Request for Quotation

Purchases Purchase Control Reports Configuration @ ictformation@savoirfairelinux.com ▾

Purchase Agreements / TE00001 / New

SAVE DISCARD

SEND RFQ BY EMAIL PRINT RFQ CONFIRM ORDER CANCEL RFQ RFQ SENT PURCHASE ORDER

Request for Quotation  
New

Vendor Clientron Order Date 03/24/2017 13:00:07  
Vendor Reference TE00001 Source Document TE00001  
Purchase Agreement TE00001 Company Canadian Colors Inc  
Currency CAD

PRODUCTS DELIVERIES & INVOICES

Product	Description	Scheduled Date	Company	Analytic Account	Analytic Tags	Quantity	Product Unit of Measure	Unit Price	Taxes	Subtotal
POS Cash Register	POS Cash Register	03/02/2017 13:31:02				1.000	Unit(s)	1,350.00	GST for purchases - 5%	1,350.00

Add an item

The price of the product must include the configuration and installation in each of our stores.

Untaxed Amount : 1,350.00\$  
Taxes : 67.50\$  
Total : 1,417.50\$

# odoo Follow-up of the Call for Offers

Purchases Purchase Control Reports Configuration @ ictformation@savoirfairelinux.com

Purchase Agreements / TE00001

EDIT CREATE Print Attachment(s) Action DRAFT CONFIRMED BID SELECTION DONE

NEW QUOTATION VALIDATE CANCEL CALL

TE00001

Responsible: ictformation@savoirfairelinux.com  
Agreement Type: Purchase Tender  
Vendor:  
Analytic Account:

Agreement Deadline: 03/24/2017 13:00:07  
Ordering Date:  
Delivery Date:  
Source Document:  
Company: Canadian Colors Inc

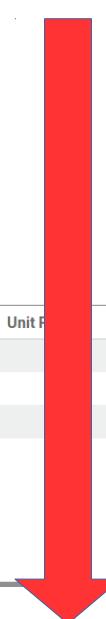
PRODUCTS

Product	Quantity	Ordered Quantities	Product Unit of Measure	Analytic Account	Unit Price
POS Cash Register	6.000	0.00	Unit(s)		0.00

Terms and Conditions

The price of the product must include the configuration and installation in each of our stores.

3 RFQs/Orders



Purchases Purchase Control Reports Configuration @ ictformation@savoirfairelinux.com

Purchase Agreements / TE00001 / Request for Quotations

Search... 1-3 / 3

CREATE IMPORT

Reference	Order Date	Vendor	Company	Scheduled Date	Source Document	Untaxed	Total	Status
PO00005	03/24/2017 13:00:07	Clientron	Canadian Colors Inc	03/02/2017 13:31:02	TE00001		1,417.50 \$	RFQ
PO00004	03/24/2017 13:00:07	NetSuite	Canadian Colors Inc	03/02/2017 13:30:21	TE00001		1,363.95 \$	RFQ
PO00003	03/24/2017 13:00:07	Vend	Canadian Colors Inc	03/02/2017 13:27:09	TE00001		1,260.00 \$	RFQ

3,849.00 4,041.45



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*Master data*

# **Exercise - Specify sales & purchase unit of measures**

Canadian Colors buys a new product in rolls and sells it in meters.

## **Product Information :**

	<b>Product : Plastic Protection</b>
	<b>Unit of measure</b>
	<b>Purchase : Roll</b>
	<b>Sales : Meter</b>

## **TO DO**

- According to the given information, record this product with its units of measure. Keep in mind that the units should be created under the same category of measures

# odoo Sales & Purchase Unit of measures

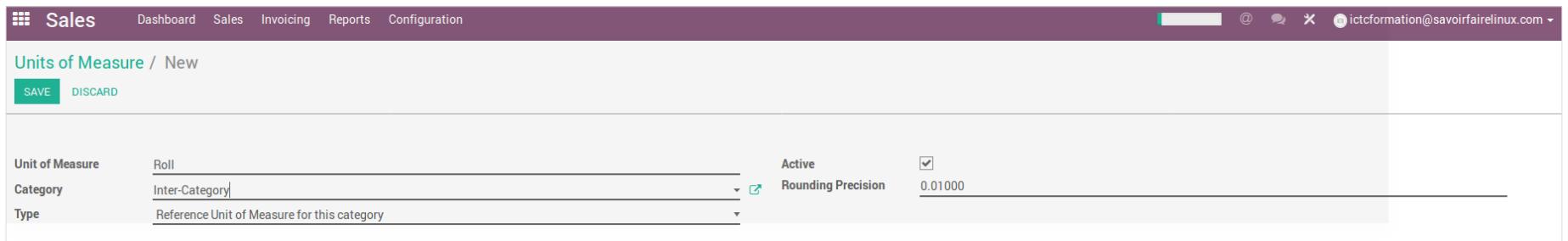
Purchase ➤ Configuration ➤ Settings ➤ Unit of Mesures

The screenshot shows the 'Purchases' configuration screen in Odoo. At the top, there are tabs for Purchase, Control, Reports, and Configuration, with Configuration selected. Below the tabs are 'APPLY' and 'CANCEL' buttons. The main content area is divided into sections: 'Logistics' and 'Purchase Order'. In the 'Logistics' section, there are fields for 'Purchase Lead Time \*' (set to 0.00) and 'Purchase Order Modification \*'. For 'Purchase Order Modification', the 'Allow to edit purchase orders' option is selected. In the 'Purchase Order' section, there are two options under 'Product Variants': 'No variants on products' and 'Products can have several attributes, defining variants (Example: size, color,...)', with the second option selected. Under 'Units of Measure', there are two options: 'Products have only one unit of measure (easier)' and 'Some products may be sold/purchased in different units of measure (advanced)', with the second option selected. A red box highlights the 'Units of Measure' section.

Purchases	
	Purchase Control Reports Configuration
APPLY CANCEL	
<h3>Logistics</h3>	
Purchase Lead Time *	0.00
Purchase Order Modification *	<input checked="" type="radio"/> Allow to edit purchase orders <input type="radio"/> Confirmed purchase orders are not editable
Levels of Approvals *	<input checked="" type="radio"/> Confirm purchase orders in one step <input type="radio"/> Get 2 levels of approvals to confirm a purchase order
<h3>Purchase Order</h3>	
Product Variants	<input type="radio"/> No variants on products <input checked="" type="radio"/> Products can have several attributes, defining variants (Example: size, color,...)
Units of Measure	<input type="radio"/> Products have only one unit of measure (easier) <input checked="" type="radio"/> Some products may be sold/purchased in different units of measure (advanced)

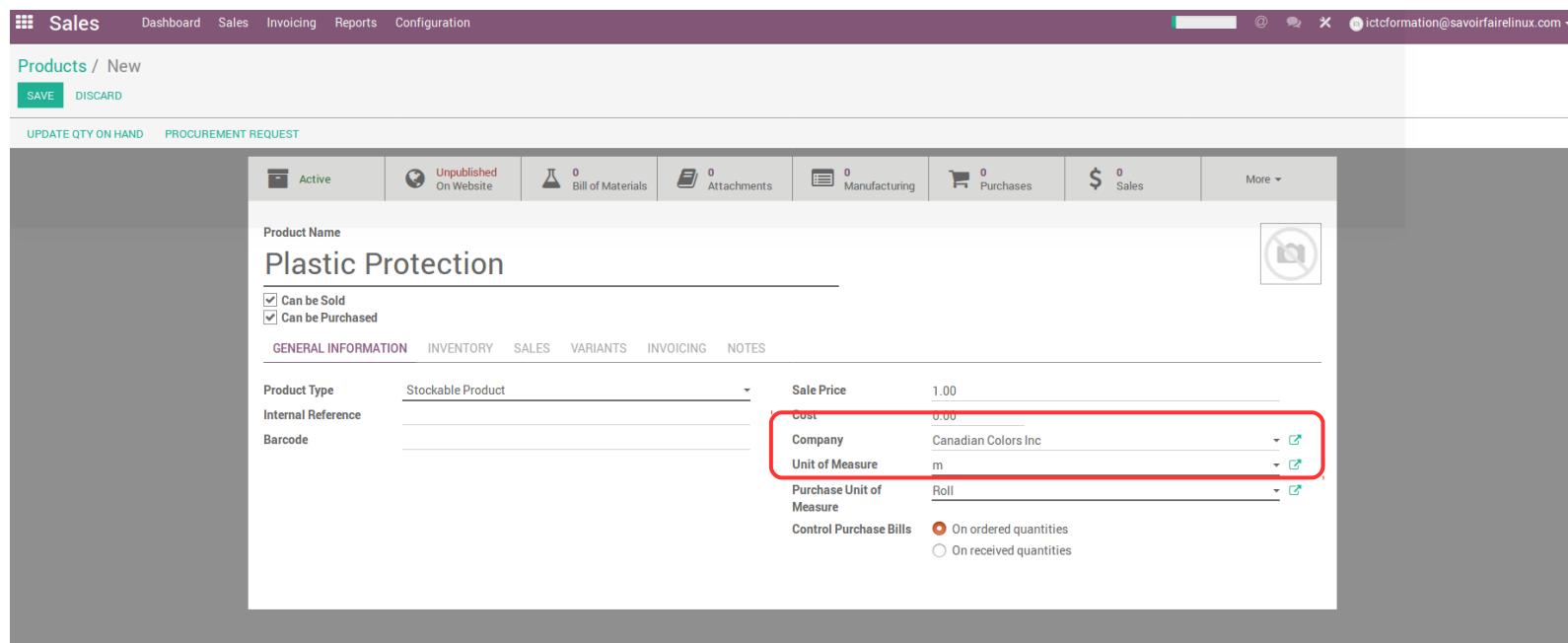
# odoo Sales & Purchase Unit of measures

Sales ➤ Configuration ➤ Products ➤ Unit of Measures



This screenshot shows the 'Units of Measure' configuration screen in Odoo. At the top, there are buttons for 'SAVE' and 'DISCARD'. Below this, there are fields for 'Unit of Measure' (set to 'Roll'), 'Category' (set to 'Inter-Category'), and 'Type' (set to 'Reference Unit of Measure for this category'). To the right, there are checkboxes for 'Active' (checked) and 'Rounding Precision' (set to '0.01000'). The interface has a dark header bar with the Odoo logo and navigation links.

Sales ➤ Products

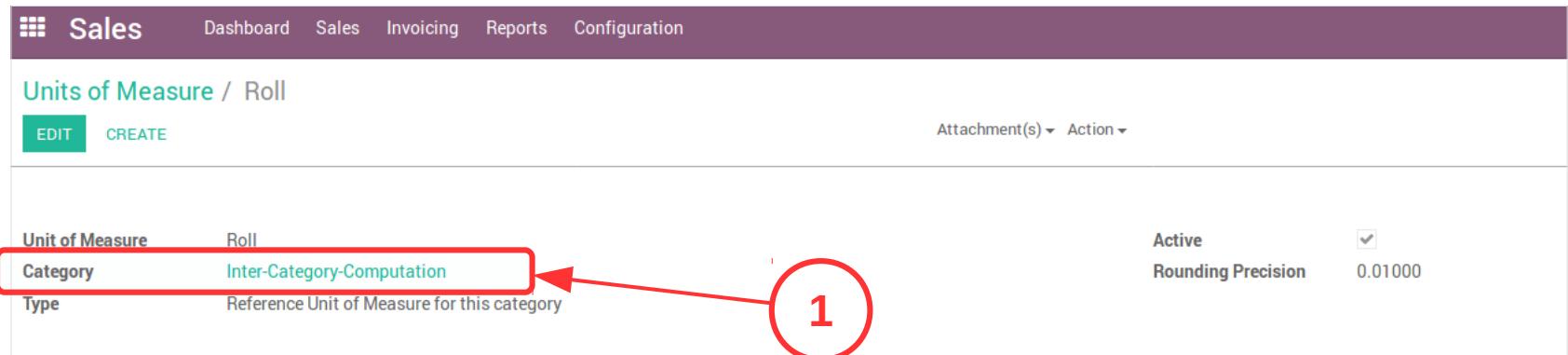


This screenshot shows the 'Products' configuration screen in Odoo. At the top, there are buttons for 'SAVE' and 'DISCARD'. Below this, there are tabs for 'UPDATE QTY ON HAND' and 'PROCUREMENT REQUEST'. The main area shows a product card for 'Plastic Protection'. The 'GENERAL INFORMATION' tab is selected, showing details like 'Product Type: Stockable Product', 'Sale Price: 1.00', and 'Cost: 0.00'. A red box highlights the 'Company: Canadian Colors Inc', 'Unit of Measure: m', and 'Purchase Unit of Measure: Roll' fields. The bottom of the card shows options for 'Control Purchase Bills': 'On ordered quantities' (radio button selected) and 'On received quantities'.

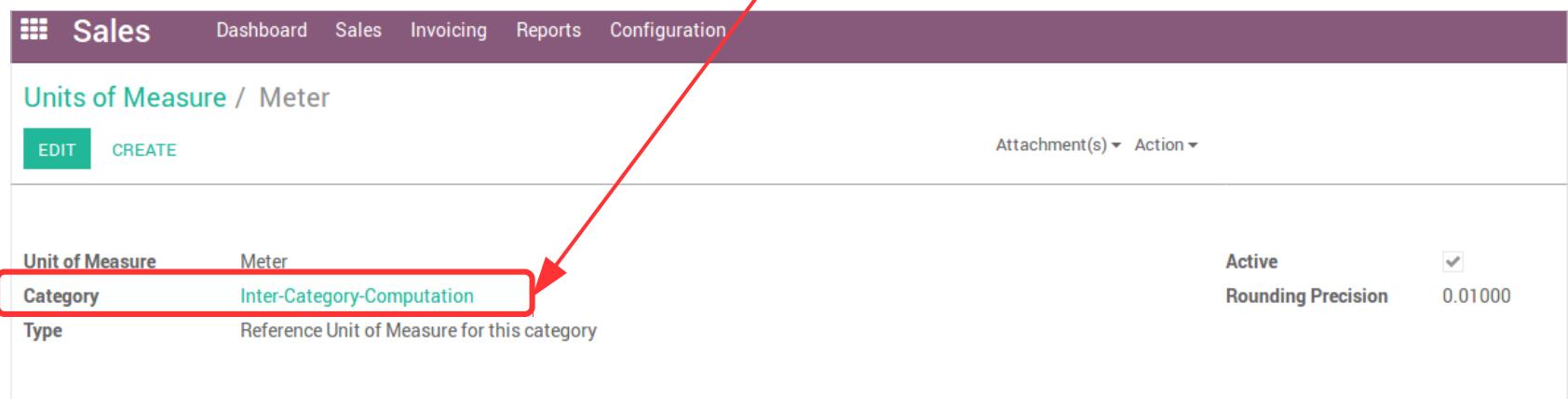
# odoo Sales & Purchase Unit of measures

Sales ➤ Configuration ➤ Products ➤ Unit of Measures

Creating  
the  
« Roll »  
measure



Creating  
the  
« Meter »  
measure



- Keep in mind that the units should be created under the same category of measures.

# Exercise - Several suppliers on a product

Canadian Colors buys the last product from several suppliers. The company wants to record them because the price of this product varies according to the availability of inventory of each supplier.

## Supplier Information :

	Supplier	Minimal Quantity	Unit of measure	Price per roll	Contact
Aki Manufacturing	20	Roll	85 \$CAD	<a href="mailto:sales@aki.inc">sales@aki.inc</a>	
Uni-her Inc.	20	Roll	85 \$CAD	<a href="mailto:sales@uniher.inc">sales@uniher.inc</a>	
Rajapack	20	Roll	85 \$CAD	<a href="mailto:sales@rajapack.inc">sales@rajapack.inc</a>	

## TO DO

- According to the given information, record suppliers for this product.

# odoo Several suppliers on a product

Purchase ➔ Products

Screenshot of the Odoo interface showing the configuration of a product with multiple suppliers.

The top navigation bar shows "Purchases" selected under "Purchase". The main title is "Products / Plastic Protection".

Product details:

- Product Name: Plastic Protection
- Status: Active
- Can be Sold:
- Can be Purchased:

Inventory tab is selected (highlighted with a red box).

Routes:

- Manufacture:
- Buy:
- Make To Order:

Procurement:

- Create a draft purchase order:
- Propose a call for tenders:

Internal Category: All

Vendors section (highlighted with a red box):

Vendor	Minimal Quantity	Price	Start Date	End Date
Aki Manufacturing	20.00	85.00		

Add an item

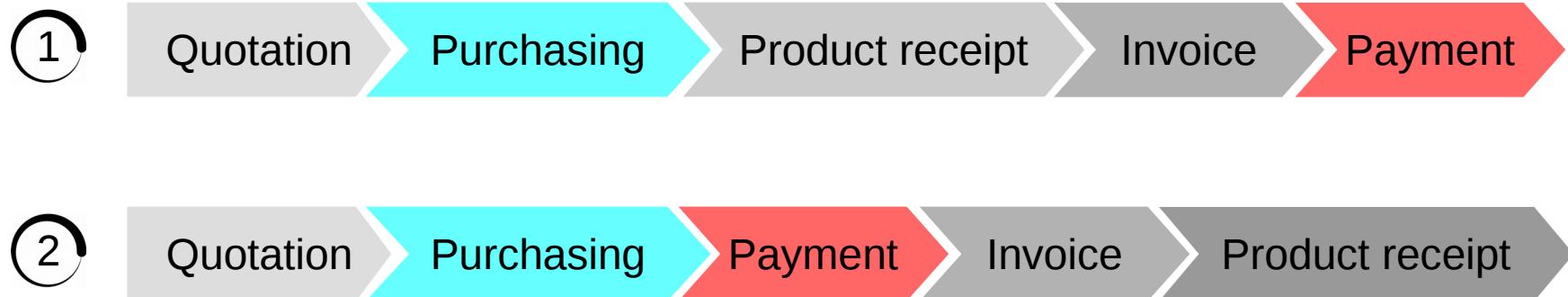
odoo

*Purchase Management*

# Purchasing Process

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- In Odoo, a purchase order can be created directly, but can also be the result of a Request for Quotation or of a Purchase Tender. Therefore, every purchase made in Odoo has a Purchase Order.
- The Purchase Order will generate an invoice and depending on the **contract with your supplier**, you will be required to pay the invoice before or after delivery.



# **Case Study - Purchase of raw materials**

Canadian Colors sells complementary products like paint brushes among others, which are bought from local suppliers. These products have a high demand and are only sold directly in stores and through the website.

Below some factors that the company considers for the purchase:

- Canadian Colors buys the paint brushes separately and sells them in a set of 4 units.
- Although the set is supplied by warehouses, each store holds a minimum of units in stock.

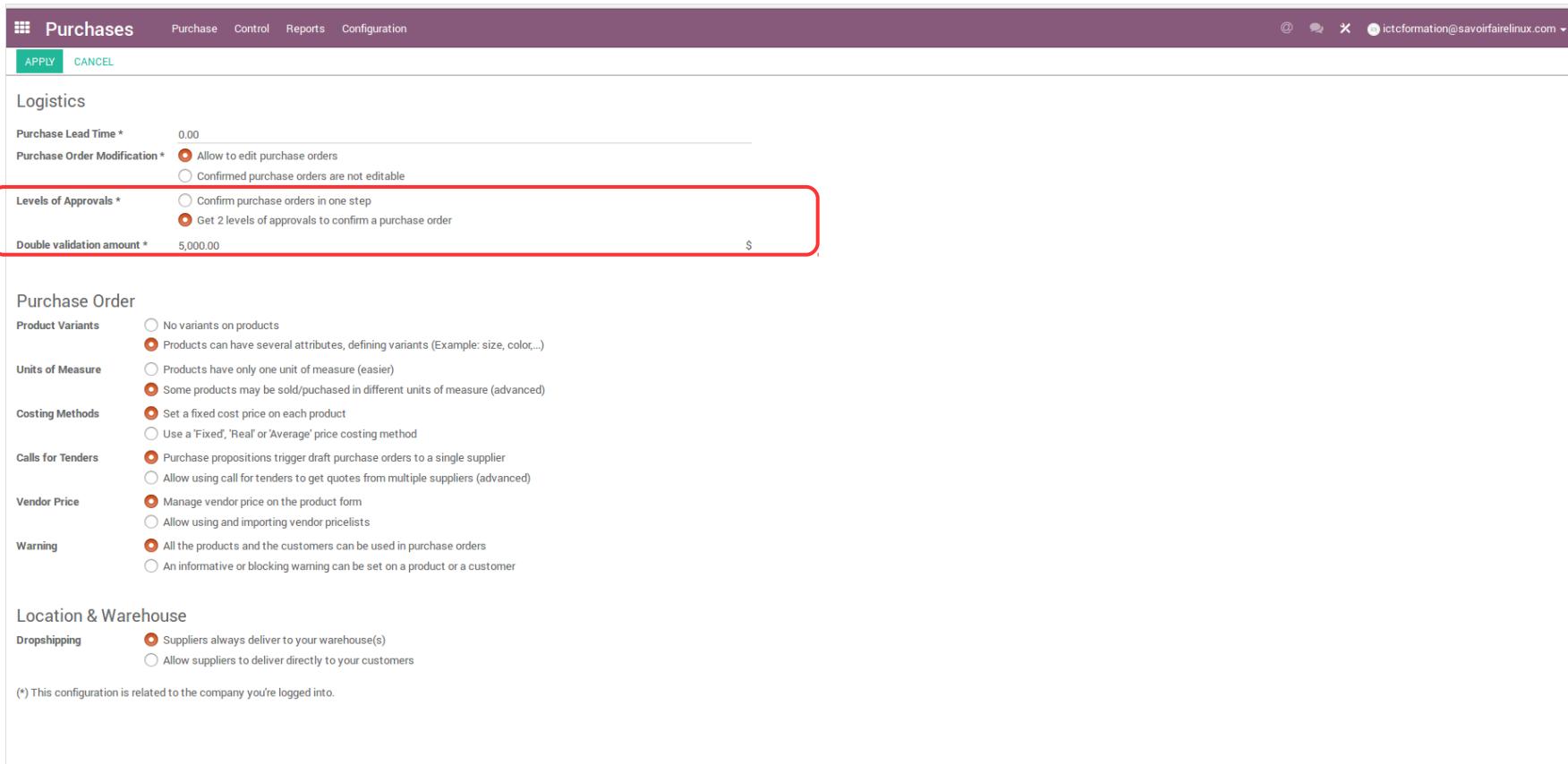
For purchases over 3.000\$CAD, the company has established two (2) levels of approvals before sending a purchase order to its suppliers.

## ***TO DO***

- **Before creating a purchase order, you have to set up the level of approval of purchase orders.**

# odoo Purchase – Setting level of approvals

Settings  Purchases  Levels of approvals



The screenshot shows the 'Purchases' configuration page in Odoo. The 'Levels of Approvals' section is highlighted with a red box. It contains two options: 'Confirm purchase orders in one step' (unchecked) and 'Get 2 levels of approvals to confirm a purchase order' (checked). Other sections visible include 'Logistics', 'Purchase Order', 'Location & Warehouse', and 'Dropshipping'.

Purchases

Purchase Control Reports Configuration

APPLY CANCEL

Logistics

Purchase Lead Time \* 0.00

Purchase Order Modification \*

- Allow to edit purchase orders
- Confirmed purchase orders are not editable

Levels of Approvals \*

- Confirm purchase orders in one step
- Get 2 levels of approvals to confirm a purchase order

Double validation amount \* 5,000.00 \$

Purchase Order

Product Variants

- No variants on products
- Products can have several attributes, defining variants (Example: size, color,...)

Units of Measure

- Products have only one unit of measure (easier)
- Some products may be sold/purchased in different units of measure (advanced)

Costing Methods

- Set a fixed cost price on each product
- Use a 'Fixed', 'Real' or 'Average' price costing method

Calls for Tenders

- Purchase propositions trigger draft purchase orders to a single supplier
- Allow using call for tenders to get quotes from multiple suppliers (advanced)

Vendor Price

- Manage vendor price on the product form
- Allow using and importing vendor pricelists

Warning

- All the products and the customers can be used in purchase orders
- An informative or blocking warning can be set on a product or a customer

Location & Warehouse

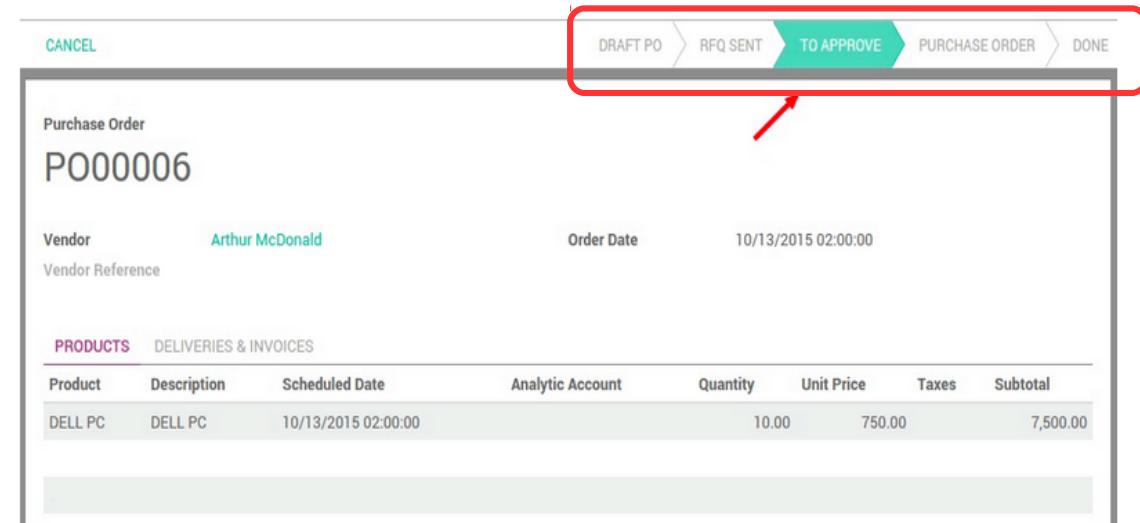
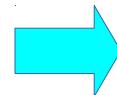
Dropshipping

- Suppliers always deliver to your warehouse(s)
- Allow suppliers to deliver directly to your customers

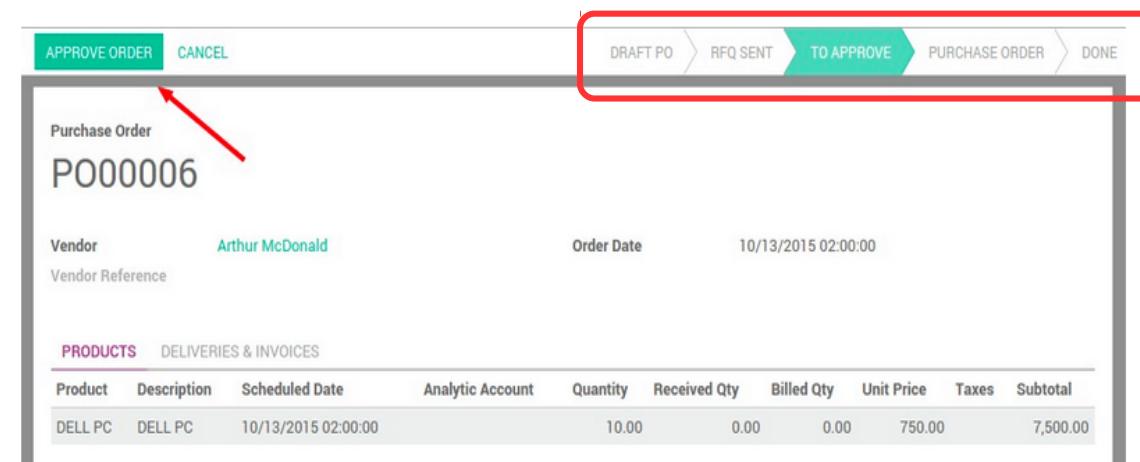
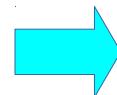
(\*) This configuration is related to the company you're logged into.

# Odoo Purchase – Setting level of approvals

User Profile  
who makes the  
purchase



User profile  
who approves  
the purchase



# Exercise : Setting a product as a set of components

- TO DO
- Record each brush as an individual product for purchase and inventory control
- Create the set of brushes as a product and its components (see e.g. « Painting Scraper Set » product)

**Set Components**



Item	Vendor Price	Minimum purchase units
Ref. #1 PB-124676	1,00 \$CAN	50
Ref. #2 PB-124677	1,05 \$CAN	50
Ref. #3 PB-124678	1,15 \$CAN	50
Ref. #4 PB-124679	1,25 \$CAN	50

- Record « Blick Art Materials » as the supplier for this product (fill out the basic information).
- Add manually the vendor information to each component of the bill of materials that you had created before. Add extra information such as the price and the eventual minimum quantity required.

# odoo Purchase – Setting a set

Sales    Dashboard    Sales    Invoicing    Reports    Configuration    Print    Action    ictcformation@savoirfairelinux.com

Products / Painting Scraper Set    EDIT    CREATE    UPDATE QTY ON HAND    PROCUREMENT REQUEST    11 / 15

1

The screenshot shows the Odoo product management interface. A red arrow points from a red circle containing the number '1' to the 'Active' status icon in the top navigation bar. The main content area displays the product details for 'Painting Scraper Set', including its general information, inventory levels, and various configuration tabs like Sales, Variants, and Invoicing.

Sales    Dashboard    Sales    Invoicing    Reports    Configuration    Print    Action    ictcformation@savoirfairelinux.com

Products / Painting Scraper Set / Bill of Materials / 1001397247: Painting Scraper Set    EDIT    CREATE    1 / 1

This screenshot shows the Bill of Materials (BOM) page for the 'Painting Scraper Set'. A red box highlights the 'BoM Type' field, which is set to 'Ship this product as a set of components (kit)'. Below this, a note explains that when processing a sales order for this product, the delivery order will contain the raw materials instead of the finished product. The page also lists the components required for the set.

Product	Product Variant	Quantity	Reference	BoM Type
Painting Scraper Set		1.00 Unit(s)	1001397247	Ship this product as a set of components (kit)

When processing a sales order for this product, the delivery order will contain the raw materials, instead of the finished product.

Product	Product Quantity	Product Unit of Measure	Variants
Painting Scraper #1	1.000	Unit(s)	
Painting Scraper #2	1.000	Unit(s)	
Painting Scraper #3	1.000	Unit(s)	
Painting Scraper #4	1.000	Unit(s)	
Painting Scraper #5	1.000	Unit(s)	

# odoo Purchase – Create a vendor

Purchases    Purchase    Control    Reports    Configuration    [@](#) [Message](#) [X](#) [ictcformation@savoirfairelinux.com](#)

Products / Painting Scraper #1

[EDIT](#) [CREATE](#) Print ▾ Attachment(s) ▾ Action ▾ 10 / 16 < >

Active	Unpublished On Website	0 Bill of Materials	0 Attachments	0 Manufacturing	1 Purchases	\$ 0 Sales	More ▾
--------	------------------------	---------------------	---------------	-----------------	-------------	------------	--------

**Painting Scraper #1**

Can be Sold  
 Can be Purchased

GENERAL INFORMATION **INVENTORY** VARIANTS INVOICING NOTES

Routes       Manufacture      Weight      0.00  
                 Buy      Volume      0.00  
                 Make To Order

Procurement      Create a draft purchase order

Internal Category      All / Professional Tools

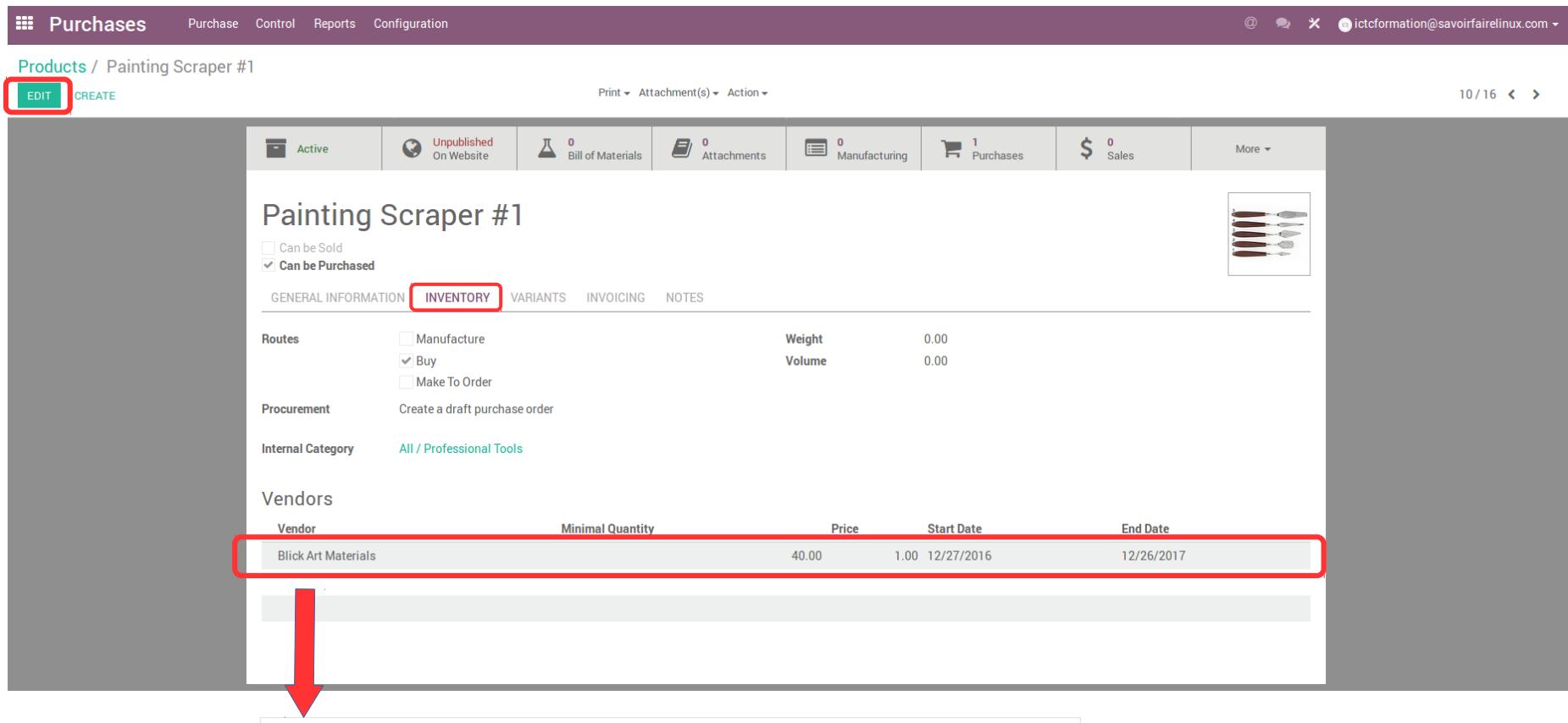
Vendors

Vendor	Minimal Quantity	Price	Start Date	End Date
Blick Art Materials	40.00	1.00	12/27/2016	12/26/2017

**Open: Vendors**

<b>Vendor</b>	<b>Price List</b>
Vendor	Blick Art Materials
Vendor Product Name	Minimal Quantity
Vendor Product Code	Price
Delivery Lead Time	Validity
Company	Unit
Canadian Colors Inc	CAD
15 days	12/27/2016 to 12/26/2017

[SAVE](#) [DISCARD](#)



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# Exercise : Create a purchase order

*The Canadian Colors stores do not have enough inventory of the set of brushes, therefore it must make a purchase of the components of the set to ensure availability of this product.*

## TO DO

- Make a purchase order to buy 300 units of each brush model, and send it by email to the supplier
- The supplier will make partial delivery of the product, therefore, you will make three (3) partial receipts of the merchandise purchased. Each partail receipt will be 100 units
- When you will receive all products, invoice the purchase order

# odoo Purchase Order

The screenshot shows the Odoo Purchase Order interface. A red circle labeled '1' points to the top right corner of the window. A red arrow points from the 'CONFIRM ORDER' button in the toolbar to the 'CONFIRM ORDER' button in the breadcrumb navigation bar at the bottom right. Another red arrow points from the 'CREATE' button in the toolbar to the 'CREATE' button in the top right corner of the main content area.

Purchases Purchase Control Reports Configuration

Purchase Orders / PO00006: 1,401.75 \$

EDIT CREATE Print Attachment(s) Action

SEND RFQ BY EMAIL PRINT RFQ CONFIRM ORDER CANCEL

4 / 4 < >

RFQ RFQ SENT PURCHASE ORDER

Request for Quotation  
PO00006

Vendor: Blick Art Materials  
Vendor Reference:  
Purchase Agreement:  
Currency: CAD

Order Date: 03/03/2017 13:56:49  
Company: Canadian Colors Inc

**PRODUCTS** DELIVERIES & INVOICES

Product	Description	Scheduled Date	Company	Analytic Account	Analytic Tags	Quantity	Received Qty	Billed Qty	Product Unit of Measure	Unit Price	Taxes	Subtotal
Painting Scraper #1	Painting Scraper #1	03/18/2017 14:56:49	Canadian Colors Inc			300.000	0.00	0.00	Unit	1.00	GST for purchases - 5%	300.00
Painting Scraper #2	Painting Scraper #2	03/18/2017 14:56:49	Canadian Colors Inc			300.000	0.00	0.00	Unit	1.05	GST for purchases - 5%	315.00
Painting Scraper #3	Painting Scraper #3	03/18/2017 14:56:49	Canadian Colors Inc			300.000	0.00	0.00	Unit	1.15	GST for purchases - 5%	345.00
Painting Scraper #4	Painting Scraper #4	03/18/2017 14:56:49	Canadian Colors Inc			300.000	0.00	0.00	Unit	1.25	GST for purchases - 5%	375.00

Untaxed Amount: 1,335.00\$  
Taxes: 66.75\$  
Total: 1,401.75\$



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*Control receptions*

# odoo Purchase – Receive products

Purchases    Purchase Control Reports Configuration    @    X    ictformation@savoirfairelinux.com

Purchase Orders / PO00006: 1,401.75 \$    Print ▾ 1 Attachment(s) ▾ Action ▾    4 / 4 < >

EDIT CREATE    SEND PO BY EMAIL RECEIVE PRODUCTS CANCEL LOCK    RFQ RFQ SENT PURCHASE ORDER

Shipment 1    Vendor Bills 0

Purchase Order  
PO00006

Vendor: Blick Art Materials    Order Date: 03/03/2017 13:56:49  
Vendor Reference:    Company: Canadian Colors Inc  
Purchase Agreement:     
Currency: CAD

PRODUCTS DELIVERIES & INVOICES

Product	Description	Scheduled Date	Company	Analytic Account	Analytic Tags	Quantity	Received Qty	Billed Qty	Product Unit of Measure	Unit Price	Taxes	Subtotal
Painting Scraper #1	Painting Scraper #1	03/18/2017 14:56:49	Canadian Colors Inc			300.000	0.00	0.00	Unit	1.00	GST for purchases - 5%	300.00
Painting Scraper #2	Painting Scraper #2	03/18/2017 14:56:49	Canadian Colors Inc			300.000	0.00	0.00	Unit	1.05	GST for purchases - 5%	315.00
Painting Scraper #3	Painting Scraper #3	03/18/2017 14:56:49	Canadian Colors Inc			300.000	0.00	0.00	Unit	1.15	GST for purchases - 5%	345.00
Painting Scraper #4	Painting Scraper #4	03/18/2017 14:56:49	Canadian Colors Inc			300.000	0.00	0.00	Unit	1.25	GST for purchases - 5%	375.00
											Untaxed Amount:	1,335.00\$
											Taxes:	66.75\$
											Total:	1,401.75\$

# odoo Purchase – Partial product reception

The screenshot shows the Odoo Purchase module interface for a partial product reception. A red arrow labeled '1' points from the top right towards the 'VALIDATE' button in the toolbar. Another red arrow points down from the 'VALIDATE' button to the 'Done' column in the operations table. A third red arrow points from the bottom left towards the 'CREATE BACKORDER' button in the 'Create Backorder?' dialog.

Purchases Purchase Control Reports Configuration ictcformation@savoirfairelinux.com

Purchase Orders / PO00006: 1,401.75 \$ / WH/IN/00002

SAVE DISCARD VALIDATE PRINT CANCEL DRAFT WAITING AVAILABILITY PARTIALLY AVAILABLE AVAILABLE DONE 1 / 1 < >

WH/IN/00002

Partner: Blick Art Materials Scheduled Date: 03/18/2017 14:56:49  
Source Document: PO00006

Operations Initial Demand Additional Info

Product	Unit of Measure	To Do	Done
Painting Scraper #1	Unit	300.000	100.000
Painting Scraper #2	Unit	300.000	100.000
Painting Scraper #3	Unit	300.000	100.000
Painting Scraper #4	Unit	300.000	0.000
Add an item			

Create Backorder?

You have processed less products than the initial demand.

Create a backorder, if you expect to process the remaining products later.  
Do not create a backorder if you will not supply the remaining products.

CREATE BACKORDER NO BACKORDER CANCEL

# odoo Purchase – Partial product reception

Purchases Purchase Control Reports Configuration

Purchase Orders / PO00006: 1,401.75 \$ Print 1 Attachment(s) Action 4 / 4 RFQ RFQ SENT PURCHASE ORDER

**SEND PO BY EMAIL** RECEIVE PRODUCTS CANCEL LOCK EDIT CREATE

**Shipment**

**Purchase Order**  
PO00006

Vendor Blick Art Materials Order Date 03/03/2017 13:56:49  
Vendor Reference Canadian Colors Inc  
Purchase Agreement  
Currency CAD

**PRODUCTS** **DELIVERIES & INVOICES**

Product	Description	Scheduled Date	Company	Analytic Account	Analytic Tags	Quantity	Received Qty	Billed Qty	Product Unit of Measure	Unit Price	Subtotal
Painting Scraper #1	Painting Scraper #1	03/18/2017 14:56:49	Canadian Colors Inc			300.000	100.00	0.00	Unit	1.00	300.00
Painting Scraper #2	Painting Scraper #2	03/18/2017 14:56:49	Canadian Colors Inc			300.000	100.00	0.00	Unit	1.05	315.00
Painting Scraper #3	Painting Scraper #3	03/18/2017 14:56:49	Canadian Colors Inc			300.000	100.00	0.00	Unit	1.15	345.00
Painting Scraper #4	Painting Scraper #4	03/18/2017 14:56:49	Canadian Colors Inc			300.000	100.00	0.00	Unit	1.25	375.00
										Subtotal:	1,335.00\$
										Taxes:	66.75\$
										Total:	1,401.75\$

Purchases Purchase Control Reports Configuration

Purchase Orders / PO00006: 1,401.75 \$ / Transfers Search... 1-2 / 2

**CREATE** IMPORT

Reference	Destination Location Zone	Partner	Scheduled Date	Source Document	Back Order of	Status
WH/IN/00003	WH/Stock	Blick Art Materials	03/18/2017 14:56:49	PO00006	WH/IN/00002	Available
WH/IN/00002	WH/Stock	Blick Art Materials	03/18/2017 14:56:49	PO00006		Done

# odoo Purchase – Invoice the purchase order

Purchases    Purchase    Control    Reports    Configuration    @    X    ictformation@savoirfairelinux.com ▾

Purchase Orders / PO00006: 1,401.75 \$    Print ▾    1 Attachment(s) ▾    Action ▾    4 / 4    <    >

EDIT    CREATE    SEND PO BY EMAIL    CANCEL    LOCK    RFQ    RFQ SENT    PURCHASE ORDER

**Purchase Order**  
**PO00006**

Vendor: Blick Art Materials    Order Date: 03/03/2017 13:56:49  
Vendor Reference:    Company: Canadian Colors Inc  
Purchase Agreement:    Currency: CAD

**PRODUCTS**    **DELIVERIES & INVOICES**

Product	Description	Scheduled Date	Company	Analytic Account	Analytic Tags	Quantity	Received Qty	Billed Qty	Product Unit of Measure	Unit Price	Taxes	Subtotal
Painting Scraper #1	Painting Scraper #1	03/18/2017 14:56:49	Canadian Colors Inc			300.000	300.00	0.00	Unit	1.00	GST for purchases - 5%	300.00
Painting Scraper #2	Painting Scraper #2	03/18/2017 14:56:49	Canadian Colors Inc			300.000	300.00	0.00	Unit	1.05	GST for purchases - 5%	315.00
Painting Scraper #3	Painting Scraper #3	03/18/2017 14:56:49	Canadian Colors Inc			300.000	300.00	0.00	Unit	1.15	GST for purchases - 5%	345.00
Painting Scraper #4	Painting Scraper #4	03/18/2017 14:56:49	Canadian Colors Inc			300.000	300.00	0.00	Unit	1.25	GST for purchases - 5%	375.00
											Untaxed Amount:	1,335.00\$
											Taxes:	66.75\$
											Total:	1,401.75\$

**Shipment** 3    **Vendor Bills** 0

# odoo Purchase – Invoice the purchase order

Purchases    Purchase    Control    Reports    Configuration    @    X    ictformation@savoirfairelinux.com ▾

Purchase Orders / P000006: 1,401.75 \$ / Vendor Bills / Vendor Bill

Print ▾ Attachment(s) ▾ Action ▾

EDIT   CREATE   VALIDATE   CANCEL BILL   DRAFT   OPEN   PAID   1 / 1   <   >

Draft Bill

Vendor: Blick Art Materials    Source Document: P000006  
Vendor Reference:    Bill Date: 03/03/2017  
Due Date: 03/03/2017    Currency: CAD

BILL   OTHER INFO

Product	Description	Account	Analytic Account	Analytic Tags	Quantity	Unit of Measure	Unit Price	Discount (%)	Taxes	Amount
Painting Scraper #1	PO00006: Painting Scraper #1	214100 CANADA REVENUE AGENCY			300.000	Unit	1.00	0.00	GST for purchases - 5%	300.00 \$
Painting Scraper #2	PO00006: Painting Scraper #2	214100 CANADA REVENUE AGENCY			300.000	Unit	1.05	0.00	GST for purchases - 5%	315.00 \$
Painting Scraper #3	PO00006: Painting Scraper #3	214100 CANADA REVENUE AGENCY			300.000	Unit	1.15	0.00	GST for purchases - 5%	345.00 \$
Painting Scraper #4	PO00006: Painting Scraper #4	214100 CANADA REVENUE AGENCY			300.000	Unit	1.25	0.00	GST for purchases - 5%	375.00 \$

Tax Description	Tax Account	Analytic account	Amount	Untaxed Amount :	1,335.00\$
GST for purchases - 5%	118100 GST receivable		66.75 \$	Tax :	66.75\$
				Total :	1,401.75\$

odoo  
*PO linked to  
Analytical Accounts*

## Exercise : Create a purchase order linked to the analytical account

### Store remodeling project :

Canadian Colors wants to remodel its stores in order to increase their ability to display and update the access control software of its employees. To do this, Canadian Colors created a project to manage activities and expenses associated.

At the moment, Canadian Colors would like to relate the purchase of access control software, which costs 60.000\$CAN with consultation.

### TO DO

- *In settings of the accounting module, enable analytical accounting and create an analytical account (e.g. register « Store remodeling project » as an analytical account).*
- *Create & confirm a purchase order linked to the analytical account. You have to create « Access Control Software » as a product and « SFL Montreal » as a supplier.*
- *Register the invoice that will be booked in the analytical account*
- *Register the payment and check the cost in the analytical account*

# odoo Purchase – Activate Analytic accounting

Settings > Analytic Accounting > Purchase

The screenshot shows the Odoo Accounting settings interface. At the top, there are several configuration options like 'Import in .ofx format' and 'Automate Payments'. Below that is a 'Configuration' section for 'Multi Currencies' where 'Allow multi currencies' is checked. Under 'Invoicing & Payments', there are sections for 'Customer', 'Warning', 'Taxes', and 'Payments'. A red arrow points to the 'Purchase' section, which contains the 'Analytic Accounting' configuration. In this section, the 'Analytic accounting for purchases' checkbox is checked. Other options in this section include 'Use Anglo-Saxon Accounting\*' (which is checked) and 'Number of days between two follow-ups\*' (set to 14).

Import in .ofx format [More Info](#)  
Import in .csv format [More Info](#)  
Use SEPA payments [More Info](#)  
Allow check printing and deposits [More Info](#)

Bank accounts footer preview  
Inter-Banks Transfer Account [113000 Transfer Account](#)

Configuration  
Allow multi currencies

Rate Difference Journal [Exchange Difference \(CAD\)](#)

Live Currency Rate  
Interval Unit [Manually](#) [Update Now](#)  
Next Execution Date  
Service Provider [European Central Bank](#)

Invoicing & Payments

Customer  
 Allow pro-forma invoices  
 Enable payment followup management [More Info](#)  
 Use batch deposit [More Info](#)

Warning  
 All the partners can be used in invoices  
 An informative or blocking warning can be set on a partner

Taxes  
Default Sale Tax [GST for sales - 5%](#)  
Default Purchase Tax [GST for purchases - 5%](#)

Payments  
[Configure payment acquiring methods](#)  
Default Acquirer

Analytic Accounting

Purchase  
 Analytic accounting for purchases

Use Anglo-Saxon Accounting\*   
Number of days between two follow-ups\* 14

# Odoo Purchase – Create an Analytical account

Accounting ➤ Configuration ➤ Analytic Accounts

The screenshot shows the Odoo Accounting module interface. At the top, there is a navigation bar with tabs: Accounting (highlighted), Dashboard, Sales, Purchases, Adviser, Reports, and Configuration. Below the navigation bar, a breadcrumb trail indicates the current location: Analytic Accounts / New. There are two buttons at the top left: 'SAVE' (in green) and 'DISCARD'. The main area is titled 'Analytic Account' and contains the name 'Store remodeling project'. Below the title, there are fields for 'Reference' (SUB022) and 'Customer' (dropdown menu). To the right of these fields are buttons for 'Active' (with a bin icon) and 'Cost/Revenue' (with a dollar sign icon). A 'Tags' field is also present. Underneath the basic information, there is a section titled 'BUDGET ITEMS' with a table. The table has columns: Budget, Budgetary Position, Start Date, End Date, Paid Date, Planned Amount, Practical Amount, Theoretical Amount, and Achievement. A button 'Add an item' is located at the bottom of this section. The table currently displays one row with values: 0.00 and 0.00.

# Odoo Purchase – Vendor Price books in the analytical account

Purchases    Purchase    Control    Reports    Configuration    @ 22    Administrator

Purchase Orders / PO00035: \$ 28,750.00 / Vendor Bills / New

SAVE    DISCARD    **VALIDATE**    CANCEL INVOICE

DRAFT    OPEN    PAID

**Draft Bill**

Vendor: ASUSTeK, Julia Rivero    Source Document: PO00035  
Vendor Reference:    Bill Date: 12/27/2016  
Add Purchase Order:    Due Date: 01/31/2017

**BILL OTHER INFO**

Product	Description	Asset Category	Account	Analytic Account	Analytic Tags	Quantity	Unit Price	Discount (%)	Taxes	Amount
Access Control Software	PO00035: Access Control Software		220000 Expenses	[SUB020] Remodeling of stores		1.000	25,000.00	0.00	Tax 15.00%	\$ 25,000.00

Add an item

**Tax Description Tax Account Analytic account Amount**

Tax 15.00%	101300 Tax Paid		\$ 3,750.00
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Untaxed Amount : \$25,000.00  
Tax : \$3,750.00  
**Total : \$28,750.00**

Add an item

Additional notes...



# Odoo Purchase – Vendor Price books in the analytical account

The screenshot shows the Odoo Accounting module. In the top navigation bar, under 'Journal Entries', the 'Analytic Accounts' option is highlighted with a red box and a red arrow pointing downwards. The main content area displays a journal entry with a debit of 1.00 and a credit of -25,000.00.

**Chart of Analytic Accounts / [SUB020] Remodeling of stores / Costs & Revenues / PO00035: Access Control Software**

Description	PO00035: Access Control Software
Analytic Account	[SUB020] Remodeling of stores
Financial Account	220000 Expenses
Ref.	
Partner	
Move Line	BILL/2016/0005
Date	12/27/2016
Tags	

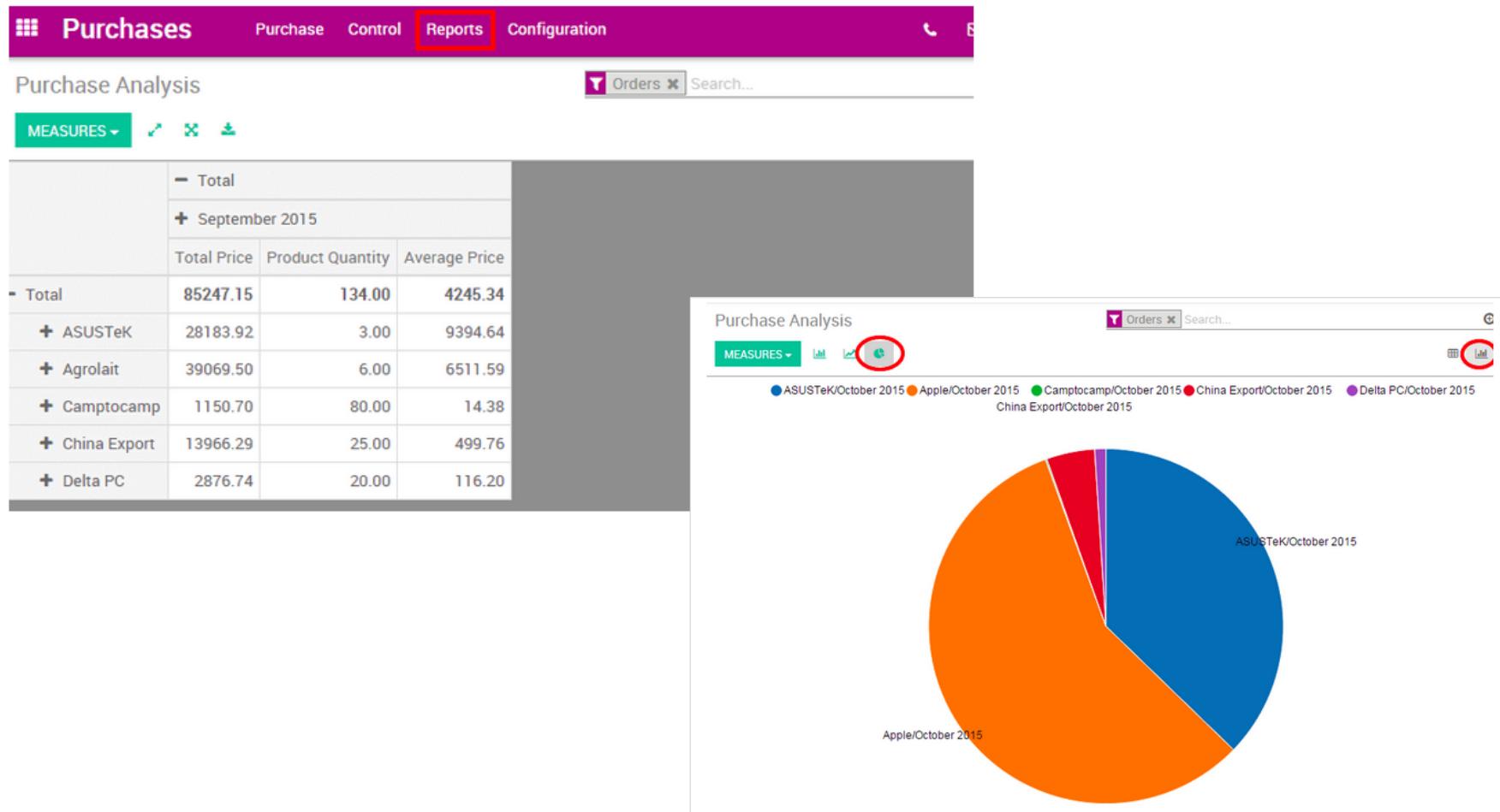
Amount	
Amount	\$-25,000.00
Amount Currency	0.00
Product	Access Control Software
Unit of Measure	Unit(s)
Quantity	1.00

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*Analyzing performance*

# Odoo Purchase – Analyze the performance of vendors

**Customize reports** - All purchase orders by total price, product quantity and average price for each month and for each supplier.



# Contributions

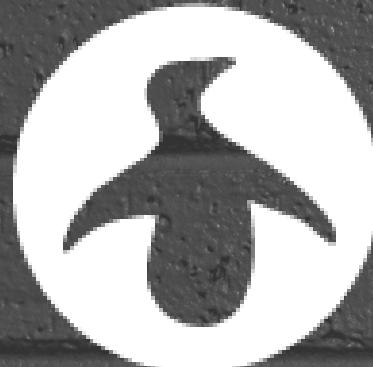
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Le présent document a été rédigé et émis par l'équipe de consultants fonctionnels Odoo ERP de Savoir-Faire Linux :

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- Mickaël Brard
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- Julien Jézéquel-Bréard
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Vous pouvez récupérer les documents de formation, les utiliser et modifier (dans les limites des conditions prévues par la licence CC-BY-NC-SA), depuis l'url suivante :

<https://github.com/savoirfairelinux/training-odoo>



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