

Keppel Steria Consortium (KSC)

LAND TRANSPORT AUTHORITY



MAINTENANCE MANAGEMENT SYSTEM

OPERATION MANUAL COSWIN PURCHASE VOLUME 7 OF 11

Ref.: 756/PMP/8029g/-

KSC Version: 2.0

Date: 3 June 2002


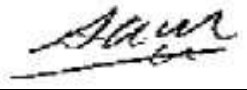

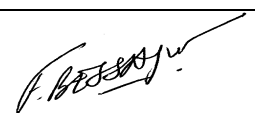
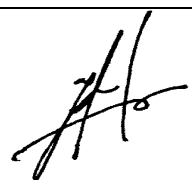
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MODIFICATIONS

Version	Date	Comments
1.0	20 October 2001	Draft version.
2.0	3 June 2002	Updated

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1. INTRODUCTION

The Operation Manual shall describe in details all the functionalities of the Maintenance Management System (MMS).

COSWIN is a maintenance management tool specialised in assisting the monitoring and tracking maintenance works. It provides a set of comprehensive and configurable options for users to customise the software to meet their operational needs.

This document is the COSWIN Purchase volume of the MMS Operation Manual. It explains in details the flow of the Purchasing module in COSWIN.

Chapter 1 provides a general introduction to COSWIN.

Chapter 2 describes the Purchase References provided in COSWIN.

Chapter 3 describes the Purchase Suppliers Register.

Chapter 4 describes the Purchase Request module.

Chapter 5 describes the Purchase Quotation module.

Chapter 6 describes the Purchase Order module.

Chapter 7 describes the Purchase Invoice module.

Chapter 8 describes the Invoice Reconciliation module.

Chapter 9 describes the Credit Note module.

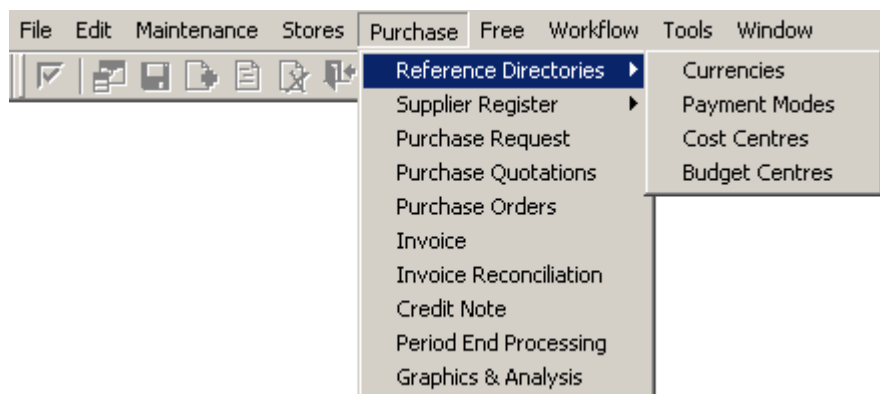
Chapter 10 describes the Purchase Period End Processing module.

Chapter 11 describes the Purchase Graphics and Analysis module.

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2. PURCHASE REFERENCES

The reference directories are libraries in which some data necessary to the elaboration of a database are stored. All these data might be connected to the suppliers.



2.1 CURRENCIES

COSWIN supports multi-currencies in its various module, and provides the rate conversion accordingly.

For example, the base currency is US dollars, it is still possible to raise a purchase orders in any other currency, say, Swiss Francs. COSWIN will automatically converts the values to US dollars when updating the stock value, provided the conversion rates between these currencies is defined earlier.

It is not necessary to maintain conversion rates between the base currency and all other currencies. Only those currencies in which purchase orders and invoices may be raised need to be defined.

Select from COSWIN menu *Purchase / Reference Directories / Currencies* to launch the Countries and Currencies module.

The Countries and Currencies Details window looks by default as follows:

Currency	Currency Name	Buying Rate	Selling Rate	Average Rate	Last Modified Date
SGD	Singapore Dollar	1.612345	1.698766	11/03/2002	

Detailed Field Descriptions:

Country Code

This is the 4-digit International trunk dialing code for that country. This is a mandatory field.

Country Description

This is the short name of country, a 15 character mandatory field.

Currency Code

This is the currency code, a 6 character mandatory field.

IN Currency

This option, if checked, specifies that the current currency is an EURO currency.

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Currency Description

This is the currency name, a 20 character mandatory field.

Qty Digits

This denotes the number of digits after the decimal point for the current currency. Maximum is 9.

Report in

This is the scale down factor in which the currency will be reported. It is useful for some currencies like Japanese Yen and Italian Lira whose amounts tend to be too large. Such large values are usually reported in hundreds, thousands, or millions etc.

Therefore by entering value '100' or '1000' in this field, the currency will be reported in terms of hundreds or thousands respectively. This is an optional 6-digit field.


Last Modified on

This field displays the date when the country was last modified. It is a read-only information automatically managed by the system.

2.1.1 To Add a New Currency

Minimum information required to add a new country in the database is:

- Country Code
- Country Description
- Currency Code

Click on the  icon to launch the ADD window.

2.1.2 To Modify a Currency details

The information that can be modified is:

- Country Description
- Currency Description
- In currency
- Quantity digits
- Report in


2.1.3 To Delete a Currency

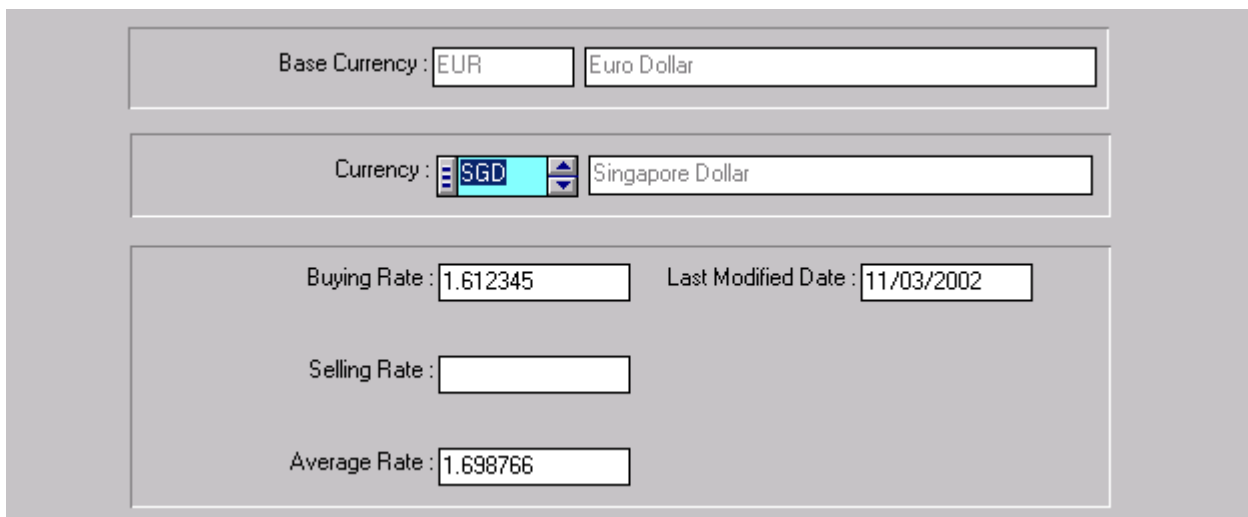
A country and its currency can be deleted if it is not being used in other module.

Click on the  icon to delete the current Currency.

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2.1.4 To Define a Conversion Rate

- Select the country of the source currency to convert from at the **Country** field.
- Click into the Currency Conversion List Box window and click the  icon. The following window is displayed:



Base Currency : EUR Euro Dollar

Currency : SGD Singapore Dollar

Buying Rate : 1.612345 Last Modified Date : 11/03/2002

Selling Rate :

Average Rate : 1.698766

- Select the destination currency to convert into at the **Currency** field.
- Specify the 3 exchange rates: Buying Rate, Selling Rate and Average Rate.

REMARK:

1. COSWIN uses the **Average rate** for conversion calculations. Therefore, it is mandatory to enter this rate.
2. The reverse conversion between two currencies is automatically made.
3. Always define the conversion rate from the highest currency towards the lowest one.

2.2 PAYMENT MODES

This module defines the various methods or conditions of payment that will be applicable for the purchase orders. It acts as an additional information to the purchase order and does not have any impact to the PO or Invoice module.

EXAMPLE:

CODE	DESCRIPTION
0	Immediate Payment
30	Payment within 30 Days
60	Payment within 60 days
30D10	30 days end of the month on the 10 th
CHEQUE	Payment by cheque

Select from COSWIN menu *Purchase / Reference Directories / Payment Modes* to launch the Payment Mode Directory module.

The Payment Mode Directory window looks by default as follows:

Detailed Field Descriptions:

Payment Mode

This is the payment mode identifier, a mandatory field. For example, you can enter CHEQUE for one of your payment codes.

Payment Mode Description


This is a longer data item, which is meant for description. It is an optional data item. You can enter up to 40 characters.

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2.2.1 To Add a New Payment Mode

Minimum information required adding a new payment mode in the database is:

- Payment code


Click on the  icon to launch the ADD window.

2.2.2 To Modify a Payment Mode

Only the description of the payment mode can be modified.

2.2.3 To Delete a Payment Mode

You can delete a payment mode if it is not used in any purchase supplier definition, or in purchase quotations or purchase orders.

Click on the  icon to delete the current Payment Mode.

2.3 COST CENTRES

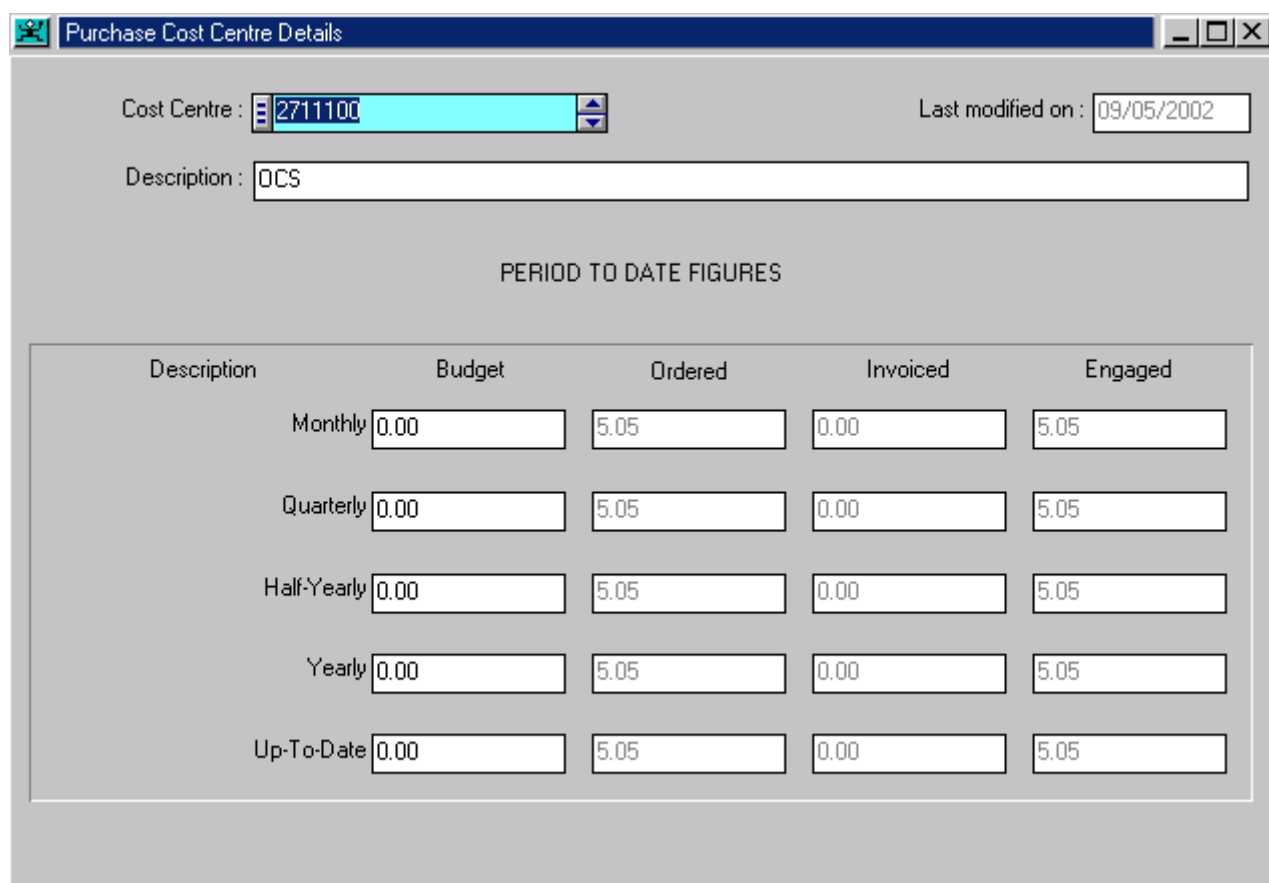
The cost centre reference directory maintains data on all the cost centres with certain period-to-date-totals for each cost centre. In COSWIN, cost centres are mainly used:

- As costing points where the cost of the issues must be charged
- As points where the value of the invoices must be apportioned and charged

Remark: This directory is common to the three general modules of COSWIN: Maintenance, Stock and Purchases. Any creation or modification of a Cost centre in any of these modules is reflected to the two others.

Select from COSWIN menu *Purchase / Reference Directories / Cost Centres* to launch the Purchase Cost Centre module.

The Purchase Cost Centre Details window looks by default as follows:



PERIOD TO DATE FIGURES				
Description	Budget	Ordered	Invoiced	Engaged
Monthly	0.00	5.05	0.00	5.05
Quarterly	0.00	5.05	0.00	5.05
Half-Yearly	0.00	5.05	0.00	5.05
Yearly	0.00	5.05	0.00	5.05
Up-To-Date	0.00	5.05	0.00	5.05

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Detailed Field Descriptions:

Last Modified on

This is a date field that displays the date at which the cost centre was added.

Cost Centre

This is the Cost Centre identifier, a mandatory 16-character field.

Cost Centre Description

This is the description of the cost centre. It is an optional 40-character field.

Budget for certain period-to-date

This is an optional field of maximum ten digits.

For each accounting period, you can specify a budget. This budget is the estimated consumption value during a period charged to a cost centre.

The accounting periods are displayed in ascending order of duration. So the smallest period (say, a week) is displayed at the top of the table, and the largest period (say, a year) is at the bottom. Therefore, the budget for a period must be equal to or greater than a smaller period.

Ordered for certain period-to-date

This is a read-only information, automatically managed by the system. It displays the total ordered value for the cost centre for each of the accounting periods. This is the value of the purchase orders raised in the corresponding period.

Invoiced for certain period-to-date

This is a read-only information, automatically managed by the system. It displays the total invoiced value for the cost centre for each of the accounting periods. All invoices against this cost centre are taken into account for computing the total invoiced value.

Engaged for certain period-to-date

This is a read-only information, automatically managed by the system. It displays the total engaged value for the cost centre for each accounting period.

Engaged value represents the value of the items received against purchase orders, but not yet invoiced.

Engaged Value is updated automatically in the following modules:

In Purchase Order:

When you modify details (price, quantity, cost-centres) of an item that was already received, but not yet invoiced.

In Stock Receipt:

When an item is received without inspection.

When an item is inspected.

When a received item is returned to supplier.

In Purchase Invoice:

When an invoice is added.


When the quantity invoiced for an item is modified (including the case in which the item is deleted).

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2.3.1 To Add a New Cost Centre

Minimum information required for adding a new cost centre in the database is:

- Cost Centre

Click on the  icon to launch the ADD window.

2.3.2 To Modify a Cost Centre

You cannot change the cost centre's identifier, but you can modify the description and budgets.

2.3.3 To Delete a Cost Centre

You cannot delete a cost centre if it is used by:

- An equipment
- A job
- A budget
- A work order

Click on the  icon to delete the current Cost Centre.

2.4 BUDGET CENTRES

This module provides the facility to define the budgets centres on a group of cost centres. The purpose is to provide a visibility on the costs incurred against budgeted values over a group of cost centres.

These budgets can be added at any moment during the financial year. Moreover when you connect a cost centre with a budget, the latter is updated automatically, even for the preceding months.

Select from COSWIN menu *Purchase / Reference Directories / Budget Centres* to launch the Purchase Budget Details module.

The Purchase Budget Details window looks by default as follows:

Month	Budget	Ordered	Inv. - CN.	Engaged	Total
January	0.00	0.00	0.00	0.00	0.00
February	0.00	0.00	0.00	0.00	0.00
March	0.00	0.00	0.00	0.00	0.00
April	0.00	0.00	0.00	0.00	0.00
May	0.00	5.05	0.00	5.05	-5.05
June	0.00	0.00	0.00	0.00	-5.05
July	0.00	0.00	0.00	0.00	-5.05
August	0.00	0.00	0.00	0.00	-5.05
September	0.00	0.00	0.00	0.00	-5.05
October	0.00	0.00	0.00	0.00	-5.05
November	0.00	0.00	0.00	0.00	-5.05
December	0.00	0.00	0.00	0.00	-5.05
Total	0.00	5.05	0.00	5.05	

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Detailed Field Descriptions:

Budget Code

This is the budget centre identifier, a mandatory information which may take up to 10 characters.

Last Modified On

This is the date of the budget centre's last modification.

Description

This is the description of the budget centre, an optional information up to 40 characters.

COST TAB:

The **Costs** tab allows to define the monthly budgets for current year, the previous year and the year before previous.

Period Selection Criteria

This radio buttons group provides the option to select either Current Year, Last Year or Before Last Year, for which the budgeted and actual values will be displayed.

Total Type

This radio buttons group provides options in which the total costs will be displayed.

Ordered Total	The total value column will contain the ordered value (but not the invoiced one)
Invoiced Total	The total value column will contain the invoiced value (but not the ordered one)

Budget Column

It contains the proposed values for a specific budget, defined for every month of the year.

Ordered Column

It contains the actual ordered value resulting from those purchase order created in the specified periods, against the specified budget's cost centres.

Invoiced - CN Column

It contains the value resulting from the difference in values between the invoices and the credit notes created in the specified periods, against the specified budget's cost centres.

Engaged Column

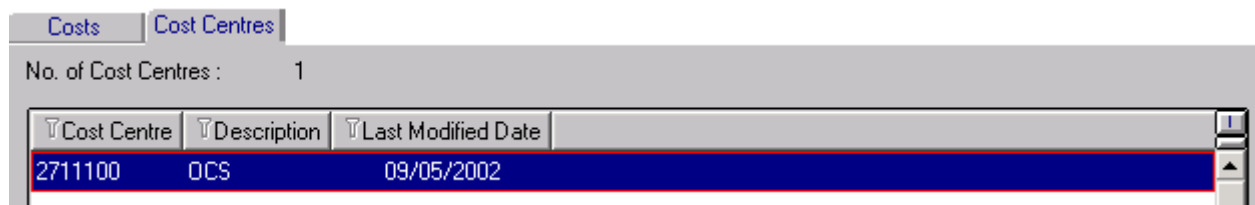
It contains the difference in value between the ordered and invoiced-CN values.

Total Column

This is the cumulative sum of the budgeted value less the total of the Ordered or Invoiced-CN value, depending on the selected option the Ordered Total/Invoiced Total radio buttons group.

COST CENTRE TAB:

This tab displays the list of cost centres belonging to the budget centres. It allows attaching and detaching of cost centres to and from budget centres. A cost centre can be allocated to more than one budget centres.



Double click on any of the displayed cost centre will activate the **Purchase Budget Cost Centre Details** window for the selected code.


Cost Centre List Box

Cost Centre	This is the identifier of the cost centre.
Description	This is the description of the cost centre.
Last Modified Date	This is the date when the cost centre is added to the budget centre.

2.4.1 To Add a New Budget Centre

Minimum information required adding a new budget centre:

- Budget code
- At least one cost center assigned to it

Click on the  icon to launch the ADD window.

2.4.2 To Modify a Budget Centre

The following information may be modified for a budget:

- Budget description
- Monthly budgets
- The list of cost centres associated to the budget


2.4.3 To Delete a Budget Centre

Budget centres can be deleted without restriction.

Click on the  icon to delete the current Budget Centre.

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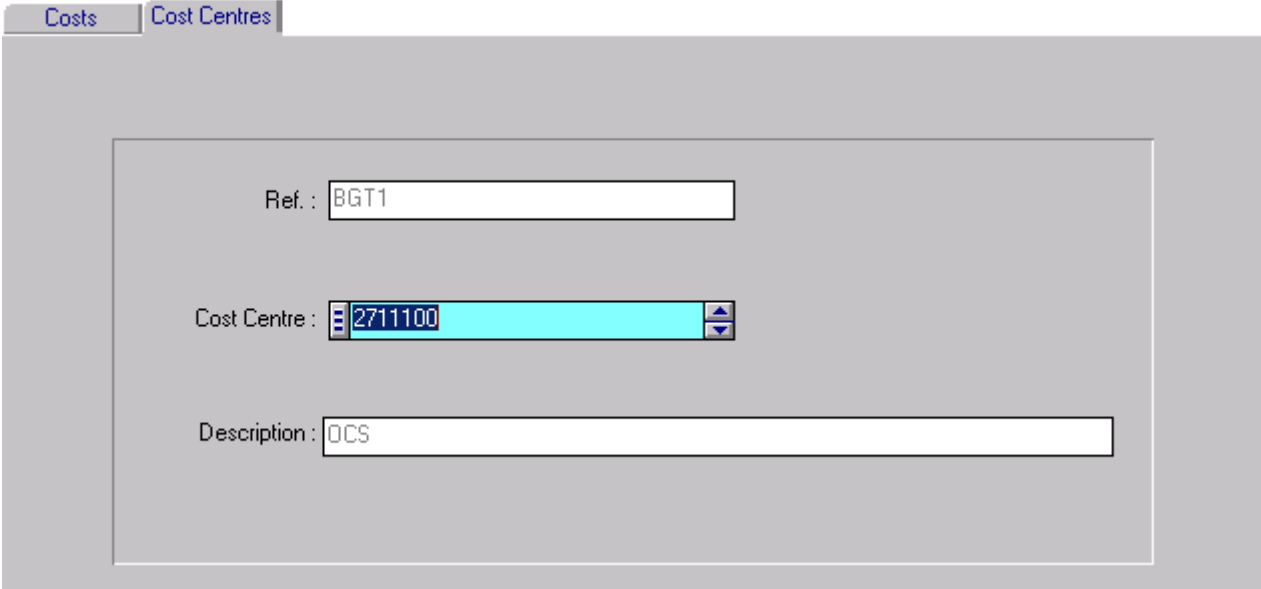
2.4.4 To Reset all the Values for a Budget Centre

COSWIN provide a non-standard  button to reset all the budgeted values, ordered values, Invoiced-CN values, Engaged values and Total values to zeros.

IMPORTANT NOTE: This reset option is irreversible such that once reset to zeros, the previous will be permanently lost.

2.4.5 Purchase Budget Cost Centre Details

The Purchase Budget Cost Centre Details window looks by default as follows:



Detailed Field Descriptions:

Reference

This is the budget centre identifier, a read-only information automatically managed by the system.

Cost Centre

This is the cost centre identifier, a mandatory information and must exist in the directory of Cost Centres.

A selector trigger button (or F2 key) linking to Purchase Cost Centre Selector is available.

Right-mouse click (or F7 key) will activate the Purchase Cost Centre Details window for the current code.

Description


This is the Cost centre description, a read-only information automatically managed by the system.

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2.4.5.1 To Add a Cost Centre to a Budget Centre

Minimum information required for adding a new cost centre:

- Cost centre code

Click on the  icon to launch the ADD window.

To add several cost centres to the budget centre at the same time, click on the non-standard

 button.

2.4.5.2 To Delete a Cost Centre from a Budget Centre

The purchase budget cost centres can be deleted without restriction.

Click on the  icon to delete the current cost centre from the budget centre.

3. PURCHASE SUPPLIERS REGISTER

Purchase Suppliers refer to the suppliers from whom the stock items or non-stocked items will be purchased.

Supplier Register Module maintains the various details and information about the suppliers. Among them are the addresses of Supplier Company, the contact persons, the currency, etc.

It is also possible to view performance criteria about suppliers:

How many times it sent the orders before/after the delivery date

How many times different items were rejected?

From Supplier Register module, the following information is available:

Details: of all suppliers' information

Discounts: discounts offered by supplier if the payment is early than normal.

History: information on the supplier performances and last orders delivered by it

Items details: items that can be ordered from the supplier (as unit price, unit)

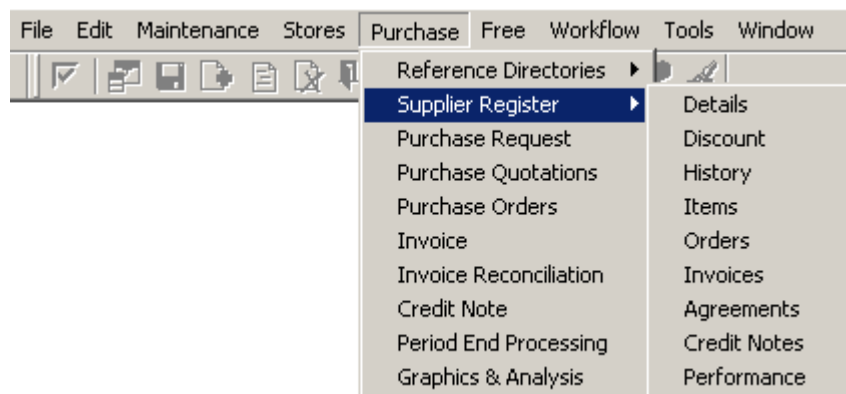
Orders: the orders purchased from the supplier in descending order of orders dates.

Invoices: the invoices from the supplier in descending order of dates.

Agreements: the agreements signed with the supplier

Credit Notes: the credit notes from the supplier in descending order of dates

Performance: to provide feedback on the goods or services received from the supplier



CAUTION: there is no link between the **Purchase Suppliers** and that of the **Maintenance** module.

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3.1 SUPPLIER DETAILS

This module specifies the details regarding the purchase suppliers.

Select from COSWIN menu *Purchase / Supplier Register / Details* to launch the Supplier Details module.

The Supplier Details window looks by default as follows:

Detailed Field Descriptions:

Supplier

This is the Supplier identifier, a mandatory information that can take up to 16 alphanumeric characters.

Supplier description

This is the Supplier description, a mandatory information that can take up to 40 alphanumeric characters.

Type

This is the user-defined Type of the Supplier, an optional information that can take up to 2 alphanumeric characters.

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Suspend

If checked, indicates that a supplier has been suspended. Purchase Orders cannot be placed on a suspended supplier and only suspended supplier can be deleted. By default, this check box is unchecked.

Currency

This is the currency that the supplier will be paid in, an optional information that can take up to 6 alphanumeric characters. It must exist in the directory of Currency. If not specified, the default Currency defined in COSWIN Configuration's General Parameters will be used.

Bank Account Code

This is the Account identifier, previously used for the supplier during financial operations, an optional information that can take up to 16 alphanumeric characters.

GST Reg No

This is the GST registration reference for the supplier, an optional information that can take up to 12 alphanumeric characters.

Credit limit

This is the Credit limit allowed by the supplier, an optional positive numeric information.

Last Modified on

This is the Supplier creation or last updating date, a read-only information automatically managed by the system.

Last Modified At

This is the Supplier creation or last updating time, a read-only information automatically managed by the system.

Payment mode

This is the identifier of the mode of Payment to the supplier, an optional information that can take up to 6 alphanumeric characters. It must exist in the directory of Payment Modes.

Payment mode description

This is the Payment mode description, a read-only information automatically managed by the system.

Commercial Contact

This is the supplier's sales contact person identifier, an optional information that can take up to 25 alphanumeric characters.

First Commercial Phone

This is the Commercial Contact first telephone number, an optional information that can take up to 20 alphanumeric characters.

Second Commercial Phone

This is the Commercial Contact second telephone number, an optional information that can take up to 20 alphanumeric characters.

Commercial Fax

This is the Commercial Contact fax number, an optional information that can take up to 20 alphanumeric characters.

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Commercial Hp

This is the Commercial Contact mobile phone number, an optional information that can take up to 20 alphanumeric characters.

Technical Contact

This supplier's technical contact person identifier, an optional information that can take up to 25 alphanumeric characters.

First Technical Phone

This is the Technical Contact first telephone number, an optional information that can take up to 20 alphanumeric characters.

Second Technical Phone

This is the Technical Contact second telephone number, an optional information that can take up to 20 alphanumeric characters.

Technical Fax

This is the Technical Contact fax number, an optional information that can take up to 20 alphanumeric characters.

Technical Hp

This is the Technical Contact mobile phone number, an optional information that can take up to 20 alphanumeric characters.

ADDRESS/EMAIL TAB:

The purpose of this tab page is to provide more detailed information about Supplier's addresses.

Address

This OLE multi-line enables the user to provide information about the local address of the supplier. The interface consists of the drawing layout, where the user can write text and / or append pictures, drawings, spreadsheets and any other form of OLE information.

Other Information

This is additional information, where the user can write text and / or append pictures, drawings, spreadsheets and any other form of OLE information.

REMARKS TAB:

This tab page provides the user with supplementary information about the supplier. The interface consists of the drawing layout, where the user can write text and / or append pictures, drawings, spreadsheets and any other form of OLE information.


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3.1.1 To Add a New Supplier

Minimum information required to add a new Supplier, is:

- Supplier identifier (code)
- Supplier description

Click on the  icon to launch the ADD window.

3.1.2 To Modify a Supplier


All the information can be modified, except:

- Supplier identifier (code)

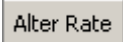
3.1.3 To Delete a Supplier

A Supplier cannot be deleted, unless:

- There are no pending orders or invoices against that supplier
- The Supplier has been suspended

Click on the  icon to delete the current Meter.

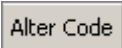
3.1.4 To Alter Rate of the Supplier's items

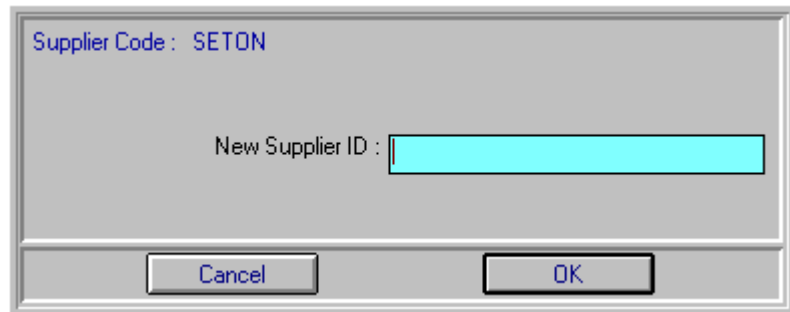
To alter the rate of all the supplier's items by a percentage, click on the non-standard  button. A list on all the supplier's items will be displayed. Specify the percentage of increase or decrease (in negative value) at the following prompt:

Upon confirmation, all the suppliers' items unit price will be adjusted with the specified percentage.

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3.1.5 To Alter the Supplier Code

Click on the non-standard  button and the following will be displayed prompting for the new Supplier identifier.



Upon confirmation of change, all the data that use this Supplier code will use the new Supplier code instead.

3.2 SUPPLIER DISCOUNT

The purpose of this module is to provide details about the discounts offered by the supplier. If paid earlier than the expected date, the Supplier might offer a discount, which, usually, is greater when the number of days, by which the payment is made early, is greater.

NOTE: These data are purely for information and have no impact on any of the COSWIN transactions.

Select from COSWIN menu *Purchase / Supplier Registers / Discount* to launch the Supplier's Early Payment Discounts module.

The Supplier's Early Payment Discounts window looks by default as follows:

Detailed Field Descriptions:

Supplier

This is the identifier of the Supplier, for which discount information is provided, a mandatory information that can take up to 16 alphanumeric characters.

Payment Days

This is the number of days within which the supplier is paid, in normal conditions, a positive integer information. If not specified, COSWIN automatically proposes 0.

Early days period

There are three periods (displayed in ascending order) by which, if paid in advance, the Supplier offers a Discount. They are positive integer information.

Discount %

These are the Discounts offered by Supplier, corresponding to each Early days period, in terms of percentage of the delivery price, if the payment is made earlier than the number of days specified in the **Early days periods**. They are positive numeric information.

3.3 SUPPLIER HISTORY

This module displays the summary of the history details about the supplier. The information displayed are read-only and automatically managed by the system.

Select from COSWIN menu *Purchase / Supplier Registers / History* to launch the Supplier History module.

The Supplier History window looks by default as follows:

Criteria	This Year	Last Year	To Date
Total PO Value :	85839.1000	0.0000	85839.1000
No of times Ordered :	27	0	27
No of times Delivered :	36	0	36
No of times Rejected :	2	0	2

	Days	Times
Early by :	15	0
	30	0
Late by :	15	0
	30	0
	45	0
	60	0

Detailed Field Descriptions:

Supplier

This is the identifier of the Supplier, for which History details are displayed, a mandatory information that can take up to 16 alphanumeric characters.

Supplier description

This is the Supplier description.

Last PO Reference

This is the identifier of last Purchase Order made to the supplier.

Last PO date

This is the date of last Purchase Order made to the supplier.

Total PO Value

These three values corresponding to all the orders placed against the specified supplier in the current year, in the year before the current year, and up to date, respectively.

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No of Times ordered

These are the number of orders placed against the specified supplier in the current year, in the year before the current year, and up to date, respectively.

No of Times delivered

These are the numbers of deliveries made against the specified supplier in the current year, in the year before the current year, and up to date, respectively.

No of Times rejected

These are the numbers of order rejections made against the specified supplier in the current year, in the year before the current year, and up to date, respectively.

Early Period-Days

These are the minimum numbers of days by which the current supplier has shipped his delivery, earlier than its schedule date, for two distinctive periods. These periods are established in COSWIN Configuration's Purchase Supplier module.

Early Period-Times

These are the numbers of times the delivery was received, from the current supplier, earlier than the specified number of days in the corresponding Early Periods.

Late Period-Days

These are the minimum numbers of days by which the current supplier has shipped his delivery, later than its schedule date, for four distinctive periods. These periods are established in COSWIN Configuration's Purchase Supplier module.

Late Period-Times

These are the numbers of times the delivery was received, from the current supplier, later than the specified number of days in the corresponding Late Periods.

3.4 SUPPLIER ITEMS DETAILS

The purpose of this module is to provide information about all the items supplied by a supplier.

Select from COSWIN menu *Purchase / Supplier Registers / Items* to launch the Purchase Supplier's Items List module.

The Purchase Supplier's Items List window looks by default as follows:

Item	Non-Stock	Part No	Unit Price	Last Modified Date	Last PO Date	UOM	Description
824-TEST	N	23123	12.0000	24/04/2002	24/04/2002	UNIT	TEST FOR 824
BGKCVL/GEN/FS/01	N		200.0000	05/03/2002		PIECE	Fire Shut
BGKCVL/GEN/RS/01	N			25/02/2002		PIECE	Roller Sh
ELEHV/ELE/AG/04	N			04/03/2002		PIECE	Process
PAINT-SVC	Y		5000.0000	05/03/2002	05/03/2002	UNIT	Paint ser
ELEHV/ELE/BC/06	N		50.0000	05/03/2002		PIECE	LED Gre
AMS/ELE/MD/04	N		350.0000	05/03/2002	05/03/2002	PIECE	MOTION
ITEM1	N		20.0000	13/03/2002	13/03/2002	UNIT	Desc of I
ITEM2	N		152.0000	13/03/2002	13/03/2002	UNIT	Desc
ITEM-MS	N			01/04/2002		UNIT	Item MS
TOOL-X	N		100.0000	02/04/2002		UNIT	Tool X
HHH	N		20.0000	12/04/2002	12/04/2002	UNIT	FILE SEF
AMS/COM/SC/02	N		20.0000	12/04/2002	12/04/2002	UNIT	SUPERV
COMMS/ELC/PA/12	N			25/04/2002		PIECE	Ceiling T
TICKET/MEC/CU/01	N			26/04/2002		PIECE	COIN IN

Desc. : TEST FOR 824 UOM : UNIT

Detailed Field Descriptions:

Supplier

This is the identifier of the Supplier, whose items are displayed, a mandatory information that can take up to 16 alphanumeric characters.

Supplier Name

This is the Supplier Name, a read-only information automatically managed by the system.

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Item List Box

Item	The item identifier
Non-Stock	This flag specifies whether the item is a Stock item ("N") or a non-stock item ("Y")
Part No	This is the item identifier, as known by its supplier
Unit price	This is the item's unit price
UOM	This is the item's measurement unit as used by the supplier
Last Modified date	This is the supplied item's acquisition or last updating date
Last PO date	This is the date when the item was last ordered
Description	This is the item description

Desc

This is the currently selected item's description, a read-only information automatically managed by the system.

UOM

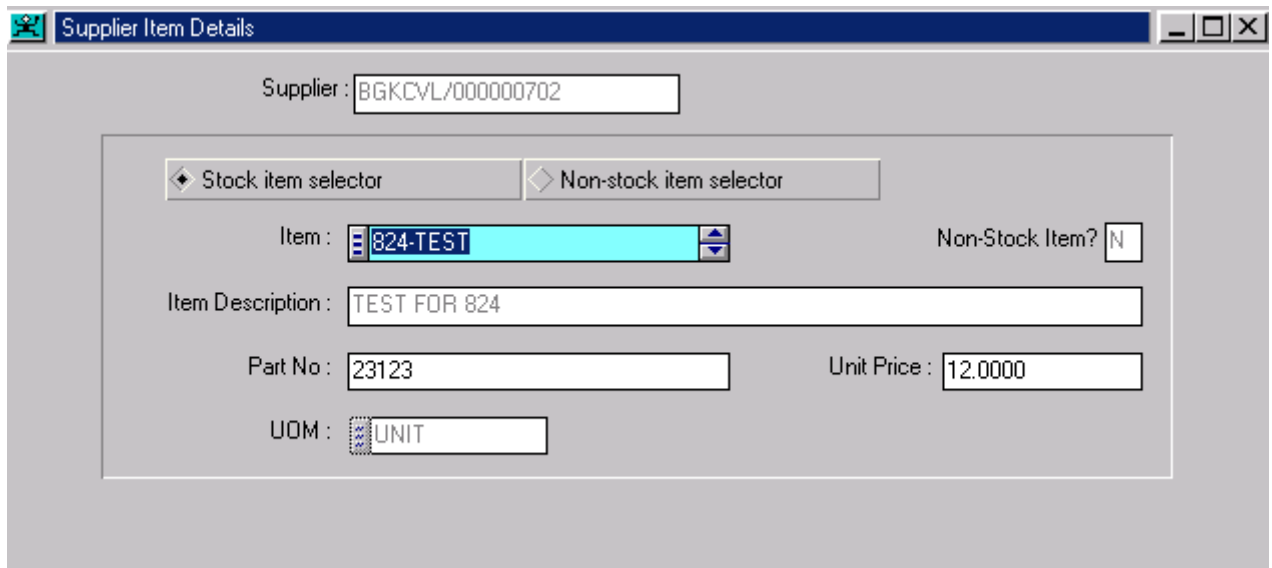
This is the quantity measurement unit for the current item, a read-only information automatically managed by the system.

3.4.1 To Add a New Supplier Item

Minimum information required to add an item into a Supplier's list of supplied items, is:

- Item identifier
- Unit Price
- Unit

Click on the  icon and the following Supplier item details window appears:



Supplier : BGKCVL/000000702

☒ Stock item selector
 ☐ Non-stock item selector

Item : 824-TEST Non-Stock Item? ☒

Item Description : TEST FOR 824

Part No : 23123 Unit Price : 12.0000

UOM : UNIT

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Detailed Field Descriptions:

Supplier code

This is the identifier of the item's Supplier, a read-only information automatically managed by the system.

Item source

This radio-button specifies the type of item to be added (is used only in ADD mode).

Stock item selector	The item will be chosen among the Stock items, using Items Selector
Non-stock item selector	The item will be chosen among the Non-Stock items, using Non Stock Items List

Item code

This is the Item identifier, a mandatory information that can take up to 16 alphanumeric characters. It must exist in the directory of Items.

Non stock item?

This information specifies whether the item is a Stock ("N") or a Non stock item ("Y"). It is a read-only information automatically managed by the system.

Item description

This is the item description, a read-only information automatically managed by the system.

Part No

This is the item identifier, as known by its Supplier, an optional information that can take up to 16 alphanumeric characters.

Unit Price

This is the unit price for the item, a mandatory numeric information that can take up to 12 characters.

UOM

This is the quantity measurement unit, a mandatory information that can take up to 6 alphanumeric characters. It must exist in the directory of Units and there must exist a conversion factor between the item's original measurement unit and the one specified hereby. If not specified, COSWIN automatically proposes the item's original measurement unit.

3.4.2 To Modify a Supplier Item

The information that can be modified, is:

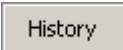
- Supplier's reference
- Unit Price
- Unit

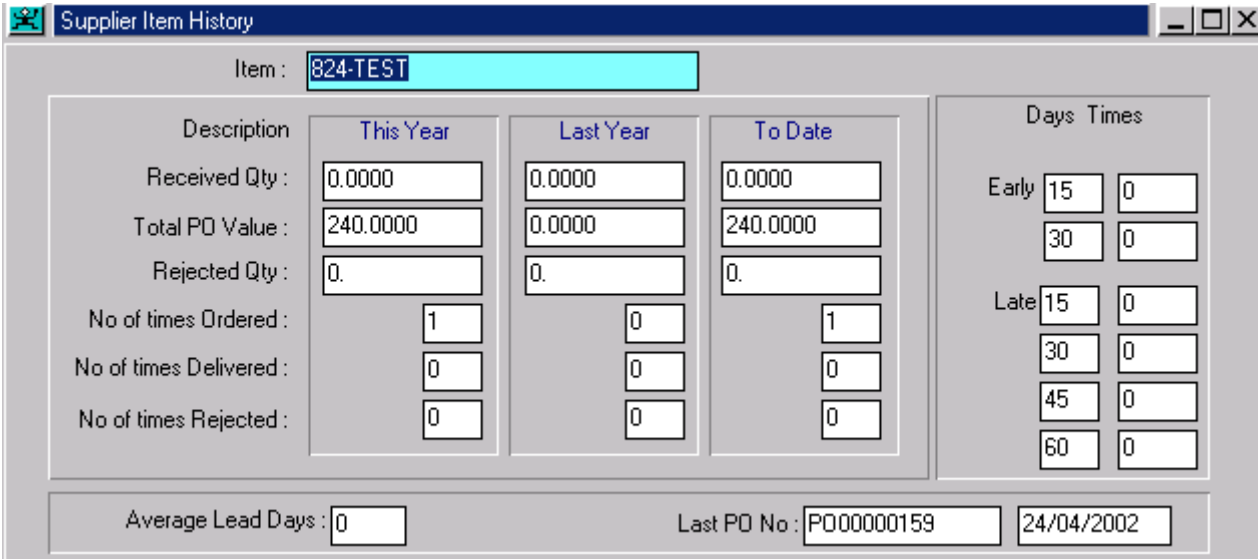
3.4.3 To Delete a Supplier Item

There are no restrictions on deleting items from a Supplier's list of supplied items.

Click on the  icon to delete the current Item from the Supplier's Items List.

3.4.4 To View the History of the Supplier Item

Click on the non-standard  button opens Supplier Item History window to display the history details for the stock item supplied. This option is available only for stock items.



The screenshot shows the 'Supplier Item History' window. At the top, there is a title bar with a minus, maximize, and close button. Below the title bar, the 'Item' field is set to '824-TEST'. The main area is divided into two sections. The left section contains a table with columns 'Description', 'This Year', 'Last Year', and 'To Date'. The right section contains a table with columns 'Days' and 'Times'. The 'Days' table has rows for 'Early' and 'Late' with values 15, 30, 45, and 60. The 'Times' column has values 0, 0, 0, and 0. At the bottom, there are fields for 'Average Lead Days' (0), 'Last PO No' (PO00000159), and a date (24/04/2002).

Description	This Year	Last Year	To Date
Received Qty :	0.0000	0.0000	0.0000
Total PO Value :	240.0000	0.0000	240.0000
Rejected Qty :	0.	0.	0.
No of times Ordered :	1	0	1
No of times Delivered :	0	0	0
No of times Rejected :	0	0	0

Days	Times
Early 15	0
30	0
Late 15	0
30	0
45	0
60	0

Average Lead Days : 0 Last PO No : PO00000159 24/04/2002

This window is to provide history details about a stock item supplied. All the information displayed is automatically computed by the system.

Detailed Field Descriptions:

Item code

This is the identifier of the Stock Item, for which history information is displayed.

Received Qty

These are the stock item total quantities received from the specified supplier in the current year, the year before the current year and up to date, respectively.

Total PO value

These are the total order values pertaining to the stock item and the specified supplier, in the current year, the year before the current year and up to date, respectively.

Rejected Qty

These are the stock item's total quantities rejected, on inspecting after receipt from the specified supplier, in the current year, the year before the current year and up to date, respectively.

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No of Times ordered

These are the numbers of orders placed for the stock item to the specified supplier, in the current year, the year before the current year and up to date, respectively.

No of Times delivered

These are the numbers of deliveries made for the stock item from the specified supplier, in the current year, the year before the current year and up to date, respectively.

Times rejected

These are the numbers of rejections made against the specified supplier for the stock item, in the current year, the year before the current year and up to date, respectively.

Early Period-Days

These are the minimum numbers of days by which the stock item was received earlier than its delivery date, for two distinctive periods, respectively. These periods are established in COSWIN Configuration's Purchase Supplier module.

Early Period-Times

These are the numbers of times the stock item was received earlier than the specified number of days in the corresponding Early periods.

Late Period-Days

These are the minimum numbers of days by which the stock item was received later than its delivery date, for four distinctive periods, respectively. These periods are established in COSWIN Configuration's Purchase Supplier module.

Late Period-Times

These are the numbers of times the stock item was received later than the specified number of days in the corresponding Late period.

Average lead days

This is the Average number of lead days for the item, a positive integer numeric information.

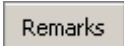
Last PO No

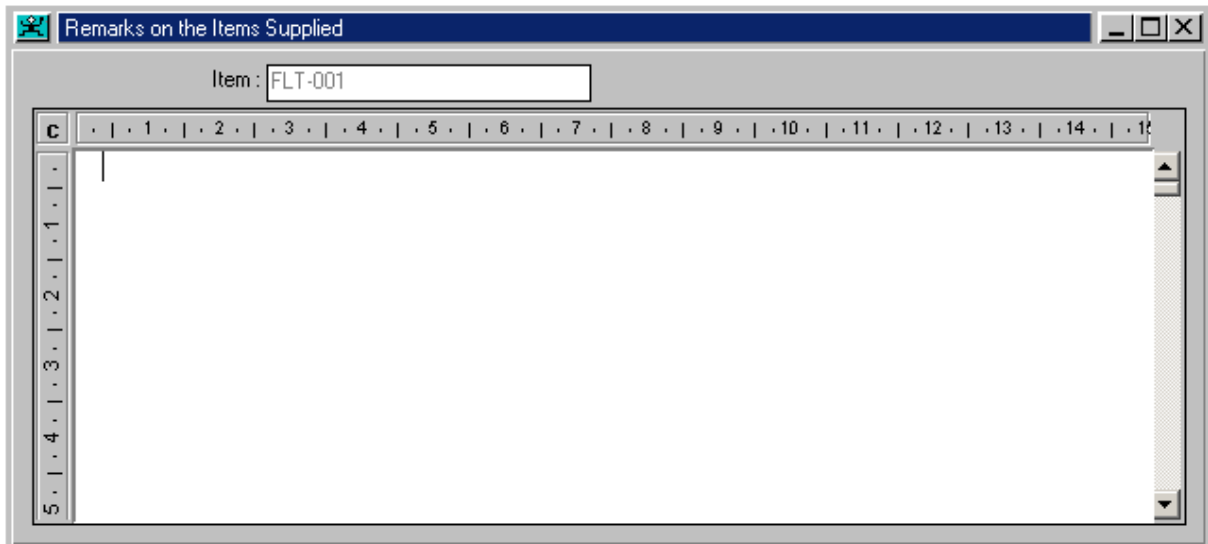
This is the identifier of last Purchase Order made for the stock item.

Last PO Date

This is the date of last Purchase Order made for the stock item.

3.4.5 To View/Update the Remarks of the Supplier Item

Click in the non-standard  button and opens the Remarks on the Items Supplied window.

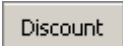


The purpose of this window is to provide supplementary information about an Item supplied.

Remarks Layout

The interface consists of the drawing layout, where the user can write text and / or append pictures, drawings, spreadsheets and any other form of OLE information.

3.4.6 To View/Update the Discount of the Supplier Item

Click on the non-standard  button and opens Quantity/Value Based Discounts window to display the discount details for the stock item supplied. This option is available only for stock items.

Qty/Value	Disc%	Unit price
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00

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Detailed Field Descriptions:

Item code

This is the Stock Item identifier, a read-only information automatically managed by the system.

Discount Type

This radio-button specifies whether the discount is Quantity or Value based.

Based on V.	The discount is Value Based
Based on Q.	The discount is Quantity Based

Min

This is the minimum quantity/value (depending on Discount Type) above which the Supplier provides the discounts for the Stock Item; it has to be a positive value.

Quantity/Value

The Supplier provides the corresponding Discount percentage or corresponding Unit Price discount, if the quantity/value of the stock items to be acquired, from the supplier, is between the previous Quantity/Value and the current Quantity/Value. If it is 0 then this level of discounts, along with the subsequent ones, will not be considered.

Discount %

This is the Discount percentage provided by the Supplier, corresponding to the Quantity/Value level; it has to be a positive value.

Unit Price

This is the Discount corresponding to the Quantity/Value level, specified in terms of actually Unit Price, rather than a percentage of the stock item's initial Unit Price; it has to be a positive value. The user can only specify the discount either in percentages or in new unit prices but not both.

Agreement based on the value		Agreement based on the Quantity	
Minimum Value	10000 Fr.	Minimum Quantity	100 spares

for 20000 Fr. of this item	A 5% discount	for 200 spares	3% discount
for 30000 Fr. of this item	a 10% discount	for 400 spares	6% discount

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Example of an agreement based on the quantity:

Discount Window		COSWIN Interpretation	
mini	10	from 1 to 9	No discount
Qty	Percentage	from 10 to 20	3 %
20	3%	from 21 to 50	10 %
50	10%	from 51 to 200	15 %
200	20%	More than 200	20 %

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3.5 SUPPLIER ORDERS

The purpose of this module is to provide information about all the Purchase Orders placed against the Supplier.

Select from COSWIN menu *Purchase / Supplier Register / Orders* to launch the Supplier's Orders List module.

The Supplier's Orders List window looks by default as follows:

PO No	PO Date	PO Value	Currency	Last Modified Date	Amendment Date	Chased on	Blanket
PO00000169	16/05/2002	1200.00	SGD	16/05/2002			
PO00000162	04/05/2002	11229.00	SGD	09/05/2002			
PO00000160	26/04/2002	11229.00	SGD	26/04/2002	26/04/2002		
PO00000158	24/04/2002	1220.00	SGD	24/04/2002			
PO00000155	24/04/2002	1000.00	SGD	24/04/2002			

Detailed Field Descriptions:

Supplier Identifier

This is the identifier of the Supplier, for which the Purchase Order information is provided, a mandatory information that can take up to 16 alphanumeric characters.

Supplier Description

This is the Supplier description, a read-only information automatically managed by the system.

Supplier Orders List Box

PO No	The Purchase Order identifier
PO Date	The date of the Purchase Order
Currency	The Currency identifier used for paying the Supplier
PO Value	The Purchase Order Value
Chased on	The date on which the last follow up was made
Last Modified Date	The date on which the order has been raised or last modified
Amendment Date	The date on which the Purchase Order was last amended
Blanket PO valid from	This is the Starting date for validity period of the Blanket PO.
Blanket PO valid to	This is the Ending date for validity period of the Blanket PO.

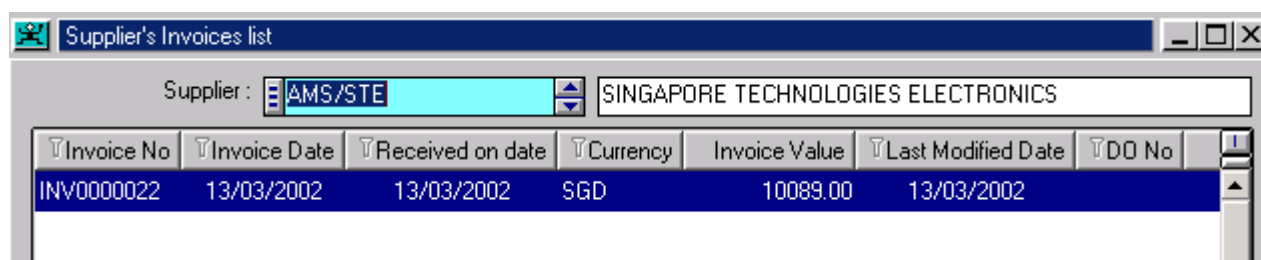
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3.6 SUPPLIER INVOICES

The purpose of this module is to display all the invoices raised by the Supplier.

Select from COSWIN menu *Purchase / Supplier Register / Invoices* to launch the Supplier's Invoices List module.

The Supplier's Invoices List window looks by default as follows:



Detailed Field Descriptions:

Supplier

This is the identifier of the Supplier, for which the Invoices list is displayed, a mandatory information that can take up to 16 alphanumeric characters.

Supplier Description

This is the Supplier Description, a read-only information automatically managed by the system.

Supplier Invoices List Box

Invoice No	The invoice identifier
Invoice Date	The date on which the invoice has been raised
Received on date	The date of invoice receipt
Currency	The identifier of the Currency used in the Invoice
Invoice value	The value of the Invoice
Last Modified Date	The date on which the invoice has been raised or last modified
DO No	This is the delivery note identifier for which the Invoice has been raised

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3.7 SUPPLIER AGREEMENT

The module is used to manage, i.e., define supplier agreements and the items under them. A facility to automatically generate supplier agreements based on generated quotations is also available in the Quotation module.

Only one supplier agreement is allowed for any item (stocked or non-stocked). At least one agreement item shall be defined for any supplier agreement.

Select from COSWIN menu *Purchase / Supplier Register / Agreements* to launch the Agreement Details module.

The Agreement Details window looks by default as follows:

Detailed Field Descriptions:

Agreement No

This is the reference code of the agreement, mandatory information.

The code must be unique among all supplier agreement.

Description

This is the agreement 's description, an optional information.

Status

This is the agreement status, a mandatory information. The status is user definable and can be: valid or invalid

Supplier

This is supplier identifier that user agreed to. It is a mandatory information. The supplier identifier shall exist in the directory of suppliers.

From Date

This is the date when agreement begins. It is a mandatory information.

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To Date

This is the date when agreement expires. It is a mandatory information. It must be greater than From Date

TERMS TAB:

This OLE multi-line enables the user to provide the terms of the agreement. The interface consists of the drawing layout, where the user can write text and / or append pictures, drawings, spreadsheets and any other form of OLE information.

ITEMS TAB:

Terms		Items			
Item Code	Description	UOM	Price	Stock Item	Part No
ELEHV/ELE/AG/01	Programmable Control Unit (SCU)	PIECE	200.	Y	
BGKCVL/GEN/RS/01	Roller Shutter	PIECE	500.	Y	


Items List Box

- **Item code** is the stocked or non stocked item identifier
- **Description** is the stock or non-stocked item technical description
- **UOM** is the stock or non-stocked item measurement unit
- **Price** is the stock or non-stocked item agreed unit price
- **Stock item** specify if the item is a stock or a non stocked item
- **Part No** is the Supplier's part number of the stock or non-stocked item.

3.7.1 To Add a New Supplier Agreement

Minimum information required to add a Supplier Agreement is:

- Agreement Code
- Supplier
- From Date
- To Date
- Status
- At least one item, in Supplier Agreement's items list

Click on the  icon to launch the ADD window.

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3.7.2 To Modify a Supplier Agreement

The information that can be modified is:

- Description
- From date
- To date
- Terms
- Status

3.7.3 To Delete a Supplier Agreement

A supplier agreement can only be deleted if it has been expired or with status equal 1 - INVALID.

Click on the  icon to delete the current Meter.

3.8 SUPPLIER CREDIT NOTES

The purpose of this module is to display all the credit notes issued by the Supplier.

Select from COSWIN menu *Purchase / Supplier Register / Credit Notes* to launch the Supplier's Credit Notes module.

The Supplier's Credit Notes window looks by default as follows:

Credit Note No	Credit Note Date	Currency	Credit Note Value
CN00000016	13/03/2002	SGD	100.00

Detailed Field Descriptions:

Supplier

This is the identifier of the supplier for which the list of credit notes is displayed, a mandatory information.

Supplier Name

This is the name of the supplier, a read-only information automatically managed by the system.

Credit Notes List Box

- **Credit Note No** is the credit note reference code
- **Credit Note Date** is the date on which the credit note has been created
- **Currency** is the identifier of the currency used for the credit note
- **Credit Note Value** is the total value of the credit note

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3.9 SUPPLIER PERFORMANCE

The module is used to gather data to monitor the supplier performance. The user can enter feedback against the services and goods received from the supplier. The entered feedback expresses the quality of the services and goods delivered. The following levels of quality may be assigned to the received goods:

- 0 - Poor
- 1 - Satisfactory
- 2 - Good
- 3 - Very good
- 4 - Excellent

Several feedbacks can be entered for each received good. The entered data is used to build statistics about the quality of the supplier performance. The statistics are user configurable and are obtained by means of reports.

Select from COSWIN menu *Purchase / Supplier Register / Performance* to launch the Supplier Performance module.

The Supplier Performance Follow Up window looks by default as follows:

Detailed Field Descriptions:

Identifier

This is the supplier performance (feedback against delivered goods) reference code, a mandatory information. It must be unique among the entered feedback against delivered goods. The system generates automatically a reference code based on the supplier performance prefix and an incremental number when not provided.

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Date

This is the date of feedback made against the received goods. It is read-only information automatically set as the current system date when a feedback against received goods is entered.

Receipt Code

This is the reference code of the receipt that delivered the goods on which feedback is made. It must exist in the directory of receipts.

Item Code

This is the reference code of the received item on which feedback is made. It must exist in the directory of stocked or non-stocked items.

NS

This flag specifies if the goods received (the item code) are stocked items (N) or non-stocked items or services (Y). It is a read-only information automatically managed by the system.

Author

This is the login name of the user who made the evaluation of the goods received. It is a read-only information, automatically managed by the system.

Quality

This is the quality of the received goods. It is a mandatory information. It can have the following values:

- 0 – Poor
- 1 – Satisfactory
- 2 – Good
- 3 - Very good
- 4 – Excellent


Remarks

This OLE multi-line enables the user to specify details about the received item quality. The interface consists of the drawing layout, where the user can write text and / or append pictures, drawings, spreadsheets and any other form of OLE information.

3.9.1 To Add a New Supplier Performance

Minimum information required to add a supplier performance is:

- Identifier
- Date
- Author
- The received item (receipt, item) on which feedback is made
- Quality

Click on the  icon to launch the ADD window.


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3.9.2 To Modify a Supplier Performance

The only information that can be modified is Remarks.

3.9.3 To Delete a Supplier Performance

A Supplier Performance Follow-up cannot be deleted if it is in use.

Click on the  icon to delete the current Performance record.

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4. PURCHASE REQUEST

A purchase request is a demand to the Stores or Purchase Department to procure one or more stock and/or non-stock items.

A Purchase Request raised can be converted to one or more Purchase Orders through the **Purchase Order** module.

A Purchase Request can be raised for two types of items:

- **Stock Items** that are maintained through the **Stock Register** module.
- **Non Stock Items** that are maintained through the **Non Stock** module.

There is no limit for the number of items that can be requested through a purchase request. However, a purchase request must contain at least one item with the quantity to request greater than 0.

The purchase request may have a cost centre assigned, but its items may be distributed to several different cost centres.

Purchase requests with stock items can also be generated from the **Stock Availability Computation**, **Auto Generate Request**, **Stock Issue** and **Stock Demand** modules.

Select from COSWIN menu *Purchase / Purchase Request* to launch the Purchase Request Details module.

The Purchase Request Details window looks by default as follows:

The screenshot shows the 'Purchase Request Details' window. At the top, there are input fields for 'PR No' (PR00000010), 'Date' (05/03/2002), and 'As on' (03/04/2002). Below these are 'Requested By' (supervisor), 'Type' (1), and 'Status' (3). There are three tabs: 'Details', 'Items', and 'Remarks'. The 'Details' tab is selected. Inside the 'Details' tab, there are two radio buttons: 'WD' (selected) and 'Demand'. Below these are several input fields: 'Demand/WD', 'Cost Centre' (2731200), 'SAP GL Code', and 'Budget Ref No'. At the bottom of the window, there are fields for 'Kit', 'Multiplicity', and 'Description'.

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Detailed Field Descriptions:

PR No

This is the reference of the purchase request, unique mandatory information that can take up to 10 alphanumeric characters.

Date

This is the creation date of the purchase request, a mandatory information. When adding, it is proposed by default as the current date.

Last Modified Date

This is the date of the last modification made to this purchase request, a read-only information automatically managed by the system.

Requested by

This is the login name of the user who create this request. It is a read-only information automatically managed by the system.

Type

This is the type of the purchase request, a read-only information automatically managed by the system. This information indicates which process generated this request:

- 1 – from the **Purchase Request** module
- 2 – from the **Issue** or **Demand** module
- 3 – from the **Generate Request** module
- 4 – from the **Stock Availability Computation** module

Status

This is the status of the purchase request, a read-only information automatically managed by the system. Its possible values are:

- 0 – item validated, ok to put on order
- 1 – a part of the requested quantity was ordered
- 2 – the whole requested quantity of the item was order
- 3 – item not validated yet
- 4 – item used in purchase quotation

Details tab

Based on WO / Demand

This radio button is used to indicate which selector is to be opened on the **WO/Demand Ref.** field.

WO	The Work Orders Selector will be opened
Demand	The Demands / Issues Selector will be opened

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Demand/WO

This is the reference for a work order or demand whose items are to be requested, an optional information that can take up to 10 alphanumeric characters. It is available to the user only when adding.

The code entered here is checked against the directory of Work Orders, and, if not found, against the directory of Demands. If a kit reference was specified for the request, it will be cleared.

Cost Centre

This is the Cost centre for the purchase request, an optional information that can take up to 16 alphanumeric characters. It has to exist in the database, in the directory of Cost Centres.

If the request is based on a work order, the cost centre for the request will be the cost centre for the work order and this information may not be modified by the user.

SAP GL Code

This is the SAP GL code that the purchase request to be charge to, an optional information.

Budget Ref No

This is the Budget Ref No of the purchase request, an optional information.

Kit

This is the reference for a kit whose items are to be requested, optional information that can take up to 10 alphanumeric characters. It has to exist in the database, in the directory of Kits.

It is available to the user only when adding, if and only if a work order or demand reference was not specified.

Multiplicity

This is the number the quantities of the items in the kit are multiplied by when requested. By default, it is proposed as 1. This information is mandatory only if a kit reference is specified and can take a numerical value between 1 and 99.

Kit description

This is the description of the selected kit, a read-only information automatically managed by the system.

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ITEM TAB:

Details Items Remarks							
Non-Stock	Item Code	TRequest Qty	TUOM	TDate Required	TRecom. Suppl.	TStatus	TEst
N	BGKCVL/GEN/RS/01	5.	PIECE	05/03/2002	BGKCVL/000000702	2	
N	824-TEST2	10.	UNIT	05/03/2002	AMS/STE	0	
N	824-TEST	20.	UNIT	05/03/2002	AMS/STE	3	100

STATUS DESC:
 0 - item validated, ok to put on order 3 - item not validated
 1 - a part of the requested quantity was ordered 4 - item used in purchase quotation
 2 - the whole requested quantity of the item was ordered

Description: Unit Price:

Perform multiple add from: ☐ Items Selector ☐ Non Stock Items Selector

Purchase Request Items List Box

Item code	This is the item reference
Non-Stock	Indicates whether the item is a stock (N) or non stock item (Y)
Required Qty	This is the quantity of the item to purchase
UOM	Quantity measurement unit
Date Required	The date by which the item is needed
Recommended supplier	The preferred supplier for the item
Estimated value	This is the total value of the requested quantity of the specified item, a mandatory information that can contain a numerical value. This value is the item quantity multiplied by the unit rate.
Status	The status of the item in this request: 0 – item validated, ok to put on order 1 – a part of the requested quantity was ordered 2 – the whole requested quantity of the item was ordered 3 – item not validated yet 4 – item used in purchase quotation
Date	The date on which the item information was last modified

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Description	The description of the selected item
Agreement No	This is the identifier of the agreement associated to the items.
Supplier	This is the supplier from whom agreement is created.
Unit Price	This is the unit price of the item stated in the agreement.

Description

This is the description of the selected item, a read-only information automatically managed by the system.

Currency

This is the currency in which the selected item has to be paid, a read-only information automatically managed by the system.

Unit Price

This is the price per unit for the selected item, a read-only information automatically managed by the system.

Perform multiple add from

This option selects the pick list that will be opened for adding multiple items to the request.

Stock Selector **Items** The Items Selector is opened

Non Stock Selector **Items** The Non Stock Items Selector is opened

REMARKS TAB:


This OLE multi-line enables the user to provide supplementary information about the Purchase Request. The interface consists of the drawing layout, where the user can write text and / or append pictures, drawings, spreadsheets and any other form of OLE information.

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4.1 TO ADD A NEW PURCHASE REQUES

Minimum information required for adding a purchase request is:

- Request reference
- Items. The items can be taken from a work order, demand or kit or can be added by the user. All items in the request must have the quantity to request greater than 0.

Click on the  icon to launch the ADD window.

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4.2 TO MODIFY AN EXISTING PURCHASE REQUEST


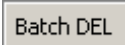
The information that can be modified for a purchase request is:

- Request date
- Requested by
- Cost centre identifier (only if the request is not based on a work order)

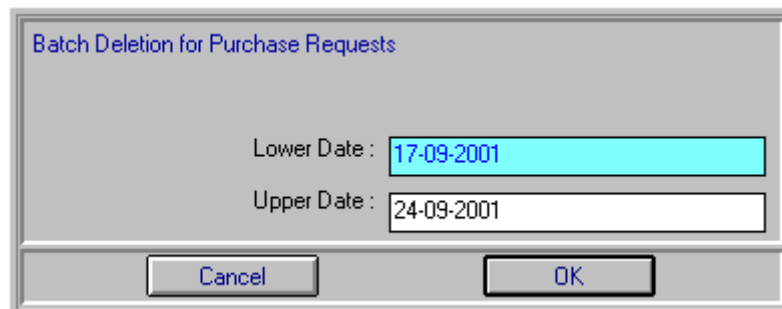
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4.3 TO DELETE AN EXISTING PURCHASE REQUEST

Only purchase request whose items are with status equal 0 or 3 can be deleted.

Either click on  icon to delete the current Purchase Request or click on the non-standard  button to delete a batch of Purchase Requests.

The Delete Batch button opens a generic prompt that allows the user to delete all the purchase requests made in a specified period.



Batch Deletion for Purchase Requests

Lower Date : 17-09-2001

Upper Date : 24-09-2001

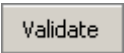
Cancel OK

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4.4 TO VALIDATE A PURCHASE REQUEST

Validates one or many items to be requested. If an item is not validated, it cannot be included in a purchase order or a purchase quotation based on the current purchase request.

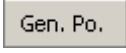

Refer to COSWIN Configuration's Purchase Request module on defining Validation authorizing levels. Only users who are given the authorization are able to validate the request.

Click on the non-standard  button to validate the request.

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4.5 TO GENERATE PO FROM A PURCHASE REQUEST

Purchase Order can be generated from a Purchase Request provided all items in the Purchase Request are covered within the same supplier agreement.

To generate Purchase Order, click on the non-standard  button and the Purchase Order Details window will be launched, populated with the items details from the Purchase Request. User will need to specify the PO number (or enter Tab key to let system assign new number) and click the  icon to save this Purchase Order.

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4.6 PURCHASE REQUEST ITEM DETAILS


The Purchase Request Item Details window looks by default as follows:


The screenshot shows the 'Purchase Request Item Details' window. It has three tabs: 'Details', 'Items', and 'Remarks'. The 'Details' tab is selected. The window contains several input fields and buttons. At the top, there are 'Stock' and 'Non stock' radio buttons. Below them, the 'Item' field is set to 'BGKCVL/GEN/RS/01' and the 'Recommended Supplier' is 'BGKCVL/000000702'. The 'Request Qty' is '5' and the 'UOM' is 'PIECE'. The 'Date Required' is '05/03/2002', 'Unit Price' is '0.0000', and 'Estimated Value' is '0.0000'. The 'Last modified on' is '18/04/2002', 'Currency' is 'SGD', and 'Status' is '2'. The 'Agreement No' is 'AGT-2002' and the 'Supplier' is 'CNTCVL/000000709'. There is also a 'Unit Price' field at the bottom right set to '0.00'.

4.6.1 To Add a New Item to Purchase Request



The minimum information required for adding an item to the purchase request is:

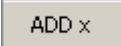
- Item reference
- Quantity to request
- The item measurement unit

Click on the  icon to launch the ADD window.

To add multiple items to a new purchase request, from the Item Details window, click on the  icon to return to Item List box window.

Select the source of the items at the Perform Multiple Add From radio button

Perform multiple add from :  Items Selector  Non Stock Items Selector and

click on the non-standard  button and pick items from the selector list. This option is only available when creating a new purchase request.

4.6.2 To Modify an Item in Purchase Request

All the information concerning an item in a purchase request can be modified, except for the item identifier.

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4.6.3 To Delete an Item from Purchase Request

An item cannot be deleted from a purchase request if:

- A purchase order was placed on that item
- A purchase quotation was made based on that request item
- It is the last item of the purchase request

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5. PURCHASE QUOTATION

The purpose of this module is to allow the user to create purchase quotations for items that need to be purchased from their suppliers.

The quotations sent to the suppliers will be updated according to the suppliers' feedback (unit prices, additional charges, delivery delays). After having updated the quotations with the information from the suppliers, it is possible to select the best-fit quotation(s) and generate purchase orders from them.

Purchase Request raised in the system can be converted into Quotation in this module.

Select from COSWIN menu *Purchase / Purchase Quotation* to launch the Quotation Details module.

The Quotation Details window looks by default as follows:

The screenshot shows the 'Quotation Details' window with the following fields and values:

- Quotation No:** PQ00000057 (dropdown), 001 (text)
- PR No:** PR00000115 (dropdown)
- Last modified on:** 16/05/2002 (text)
- Date:** 16/05/2002 (text)
- Status:** 1 (text)
- WO ID:** (empty text)
- PO No:** (empty dropdown)
- Cost Centre:** 2712400 (dropdown)
- RS Support:** (empty text)

Below the fields are tabs: **Details** (selected), **Generate**, **Items**, and **Remarks**.

Supplier details:

- Supplier:** DSMS/STE (dropdown), SINGAPORE TECHNOLOGIES ELECTRONICS (text)
- Currency:** SGD (dropdown), Singapore Dollar (text)
- Text:** (empty text)

Other details:

- Buyer-In-Charge:** NLS (text)
- Payment Mode:** (empty dropdown)
- Value:** 10000.0000 (text)
- Expected Return Date:** (empty text)

STATUS DESC:

- 0: template quotation, not used to generate quotations
- 1: template quotation used for generating (suffix 000), or a new quotation, just generated (other suffixes)
- 2: generated quotation, modified by the user after generation
- 3: quotation used to generate a purchase order (only one purchase order can be generated from a quotation)

At the bottom, there is a 'Generate for' section with two radio buttons: **Only Main Suppliers** (selected) and **All Items Suppliers**.

Detailed Field Descriptions:

Quotation No

This is the quotation identifier, a unique mandatory information of maximum 10 alphanumeric characters.

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Quotation suffix

This is the suffix of the quotation, a read-only information automatically managed by the system.

For a template quotation, this field is empty, and after generation it is changed into "000".

For generated quotations, it is created, in a serial manner, at the generation from the template quotation.

PR No

Here, the user can enter a purchase request reference or select more requests from the pick list that can be opened by pressing the **F8** key. It is available only when adding a new quotation and can take up to 10 alphanumeric characters. If the user chose multiple requests, this field is empty.

Last Modified On

This is the date the quotation was last modified, a read-only information automatically managed by the system.

Date

This is the creation date of the purchase quotation, a read-only information automatically managed by the system.

Status

This is the status of the quotation, a read-only information automatically managed by the system. The value of this data has the following meanings:

- 0 – template quotation, not used to generate quotations
- 1 – template quotation used for generating (suffix 000), or a new quotation, just generated (other suffixes)
- 2 – generated quotation, modified by the user after generation
- 3 – quotation used to generate a purchase order (only one purchase order can be generated from a quotation)

WO ID

This is the work order of the purchase request selected by the user to generate quotation items, if any. It is a read-only information, automatically managed by the system.

PO

This is the code of the purchase order that has been generated from the quotation, if any. It is a read-only information automatically managed by the system.

Cost Centre

This is the cost centre to be used for the quotation, a mandatory information that can take up to 16 alphanumeric characters. If no cost centre is specified, the default cost centre will be used.

Description

This is the description of the cost centre, a read-only information automatically managed by the system.

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DETAILS TAB:

Supplier

This is the identifier of the supplier for which the quotation was generated, a read-only information automatically managed by the system. For template quotations, it is empty.

Description

This is the description of the supplier, a read-only information automatically managed by the system.

Currency

This is the currency used by the supplier, a read-only information automatically managed by the system.

Description

This is the description of the currency, a read-only information automatically managed by the system.

Text

This data can contain any notes about the quotation. It is an optional information that can take up to 40 alphanumeric characters.

Buyer In charge

This is the name of the person in charge of the quotation, an optional information that can take up to 16 alphanumeric characters.

Payment mode

This is the payment mode of the quotation, an optional information that can take up to 6 alphanumeric characters. It is available only for generated quotations and it is proposed by default as the payment mode of the supplier.

Value

This is the total value of the quotation, a read-only information automatically managed by the system.

Expected Return Date

This is the expected return date for the quotation, an optional information in date format.

Generate For

This option indicates for which suppliers will be generated purchase quotations. It is available only for template quotations that has not generated request for quotation.

Only Main Suppliers	Quotations will be generated only for the main suppliers of the items.
All Items' Suppliers	Quotations will be generated for all the suppliers of the items.

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ITEM TAB:

Details		Generate		Items		Remarks			
Non-Stock	Item Code	Part No	TUOM	TQuantity	TUnit Price	TDelay	TValue	TTo Order	TLa
N	AMS/PNE/MC/10	PIECE		2	5000.0000	0	10000.0000	N	

Quotation Items List Box

Item Code	The identifier of the quotation item.
Non-Stock	Flag that shows if the item is a non stock item.
Part No	The reference for the current item at the supplier.
UOM	Quantity measurement unit.
Quantity	Item quantity needed.
Unit Price	Unit price for the item.
Value	Total value of the item quantity.
Delay	The delay (in days) in which the item is needed.
To Order	If this flag is set, the item is ready to be put on order; available only for items of generated quotations.
Last Modified Date	Last modification date of the quotation item.
Description	The description of the item.

REMARKS TAB:

Details	Generate	Items	Remarks
<div> <div>C</div> <div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>8</div> <div>9</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> <div>15</div> </div> </div>			

This OLE multi-line enables the user to provide supplementary information about the Purchase Quotation. The interface consists of the drawing layout, where the user can write text and / or append pictures, drawings, spreadsheets and any other form of OLE information.


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5.1 TO ADD NEW PURCHASE QUOTATION

Minimum information required to create a quotation is:

- The quotation reference
- Must have at least one item

The quotation will be saved as a template quotation that can be used later to generate quotations.

Click on the  icon to launch the ADD window.

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5.2 TO MODIFY AN EXISTING PURCHASE QUOTATION


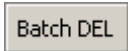
The information that can be modified for a quotation is:

- As on date
- In charge
- Cost centre
- Pay mode (for generated quotations only)
- Text

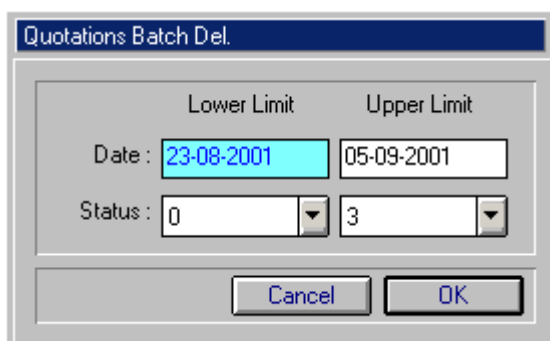
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5.3 TO DELETE AN EXISTING PURCHASE QUOTATION

There is no restriction for deleting a quotation. If the quotation is a base quotation (template quotation used to generate quotations), the generated quotations will also be deleted.

Either click on  icon to delete the current quotation or click on the non-standard  button to delete a batch of quotations.


The Batch Delete option will open the Quotations Batch Deletion window, allowing the user to delete all quotations within a period and having specific status flags:



The image shows a dialog box titled "Quotations Batch Del.". It contains two columns: "Lower Limit" and "Upper Limit". Under "Lower Limit", there is a "Date:" field with the value "23-08-2001" and a "Status:" field with the value "0". Under "Upper Limit", there is a date field with the value "05-09-2001" and a status field with the value "3". At the bottom of the dialog box are two buttons: "Cancel" and "OK".

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5.4 TO GENERATE REQUEST FOR QUOTATION

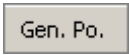
Click on the non-standard  button starts the process of generating quotations from a template quotation, by opening Supplier Generation Selector. It is available only for the template quotations, not yet used to generate.

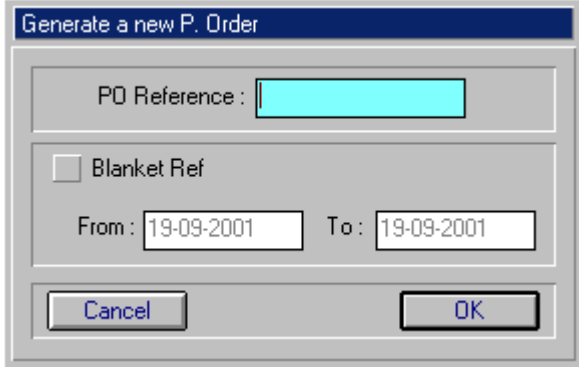
After the suppliers are selected and the options are set, it will generate quotations for all the selected suppliers in the list.

The template quotation used is added the suffix "000", its status is set to 1 and cannot be used for another generation. All generated quotations will receive the template code and unique suffixes, starting with "001" and incremented for each supplier for which the quotation was generated.

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5.5 TO GENERATE PURCHASE ORDER

Click on the non-standard  button generates a purchase order based on the current quotation, containing the items in the list that have the field To Order checked.



The dialog box titled "Generate a new P. Order" contains the following fields and controls:

- PO Reference :** A text input field with a light blue background.
- ☐ **Blanket Ref**
- From :** A date input field showing "19-09-2001".
- To :** A date input field showing "19-09-2001".
- Buttons:** "Cancel" and "OK" buttons at the bottom.

For a purchase order to be generated, there must be at least one item in the quotation with the To Order flag set and having the unit price greater than 0.

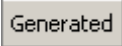
This operation can be performed on the quotations in status 2 only. Only one purchase order can be generated from the same purchase quotation.

In order to give the minimum characteristics of the new purchase order, Generate a New Purchase Order window is opened.

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5.6 TO VIEW GENERATED QUOTATIONS

This operation is associated to the current item in Quotation Items Selector and is available only for the template quotations already used for generation (quotations with suffix 000).

Click on the non-standard  button and it will open the Generated Quotation Items window to list the quotations that have the current item not ordered yet. There, the user can select the quotations for which he wishes to order the current item by checking their To Order flags.

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6. PURCHASE ORDER

A *Purchase Order* is a document raised by the Purchase department to the Supplier to procure one or more stock items and/or non-stock items.

Purchase Requests raised through the system can be converted to Purchase Orders through this module.

The user may raise Purchase Orders for stock items (from Stock Register) as well as for items that are not stocked.

The user may order an unlimited number of items through a Purchase Order.

Purchase Orders, like Purchase Requests, may be raised for 2 types of items:

- Items that are stocked in the system. Their information is maintained through the Stock Register module. These are called stock items.
- Items that are not stocked. These are called non-stock items. Their information is maintained through the Non Stock Items Register module.

There are 3 types of Purchase Orders provided by system:

Type 0 – Normal

Type 1 – Blanket

Type 2 – Agreement

A **Normal Order** is an ordinary purchase order to the supplier without any prior agreement.

A **Blanket Order** is an arrangement with the supplier specifying a certain amount of expected business and/or a validity period. Stock receipt cannot be made against such orders.

Agreement Orders can be raised against blanket orders. A list of items considered for ordering has to be provided in a blanket order. This will be stated by default in subsequent agreement orders, which are placed against the blanket order.

Select from COSWIN menu *Purchase / Purchase Order* to launch the Purchase Order Details module.

The Purchase Order Details window looks by default as follows:

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Purchase Order Details

PO No : PO00000001 Date : 02/03/2002 Status : 4 Del Due date : 02/03/2002

Supplier : COMMS /MEDIA CCTV System

PR No :

Ref. To PO :

Copy Items from : Supplier Code Request

Include Ordered Items : ☐

Details Items Ship/Bill Remarks Follow Up Invoice Receipts Packages

Requested by : supervisor Payment Mode :

Last Modified Date : 05/03/2002 Print Date :

Type : 0. Normal order

Demand/WO :

Cost Centre :

Quotation No :

Text :

Blanket Ref. :

Valid From :

Valid To :

Value : SGD 400.0000

Delivered :

Ordered but Pending Delivery :

Auth. by : supervisor

Chased On :

Amend. By :

Amend. On :

No. of Amd : 0

STATUS DESC : 0 - PO Created
1 - Items Partially Received against PO
2 - Items Fully Received against PO
3 - Invoice Fully Raised against PO
4 - PO Closed
5 - PO Cancelled
6 - PO not Authorised

PO No

This is the Purchase Order identifier, an optional information that can take up to 10 alphanumeric characters. It must be unique. If not specified, COSWIN automatically generates a Purchase Order identifier.

Date

This is the user specified date on which the order has been raised (created), an optional information. If not specified, COSWIN automatically assumes the current date.

Status

This is the Purchase Order status, a read-only information automatically managed by the system. The possible values are as follow:

- 0 – No processing has been made on the order after it was raised.
- 1 – You have received items partially against the order.
- 2 – You have received all the items against the order.
- 3 – Invoices have completely been raised by the supplier against this order
- 4 – The order has been closed.
- 5 – The order has been cancelled.
- 6 – The order is not authorised.

Del Due Date

This is the limit date before which the items in the Purchase Order must reach the stores. It is an optional information which, if not specified, is assumed as the current date.

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Supplier

This is the identifier of the Supplier, under which the order is placed, a mandatory information that can take up to 10 alphanumeric characters. It must exist in the directory of Suppliers.

Supplier description

This is the Supplier description, a read-only information automatically managed by the system.

PR No

This is the identifier of the Purchase Request that may be associated to the Purchase Order, an optional information that can take up to 10 alphanumeric characters. It must exist in the database and it is accessible to the user after the Supplier is specified.

Copy Items from

This radio-button specifies the source of the items to be added for a Purchase Order.

Supplier	The items will be added from the specified Supplier
Request	The items will be added from the specified Purchase Request

DETAILS TAB:

Requested by

This is the name of the person who raised the Purchase Order, an optional information that can take up to 16 alphanumeric characters.

Payment Mode

This is the identifier of the Payment Mode, used to pay the Supplier, an optional information that can take up to 6 alphanumeric characters. COSWIN automatically proposes the already specified Supplier's payment mode.

Last Modified date

This is the date of the last modification made to this Purchase Order, a read-only information automatically managed by the system.

Print Date

This is the date when the Purchase Order was last printed, an optional information.

Type

This is the type of the Purchase Order raised. It is a mandatory information, and it must be one of the followings:

- 0 – Normal Purchase Order.
- 1 – Blanket Purchase Order.
- 2 – Agreement Purchase Order.

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Demand / WO

This is the Demand or Work Order identifier, for which the Purchase Order was raised. If the Request was not specified or the Purchase Request has no Work Orders, this is an optional information that can take up to 8 alphanumeric characters. It must exist in the directory of Demands or Work Orders. If the Request identifier was specified, then COSWIN automatically fetches the Demand/WO identifier of the Request and the information is not accessible to the user.

Cost Centre

This is the identifier of the Cost Centre, to which the order value must be charged. If a valid Demand/WO identifier was specified, then its Cost Centre will be specified here, in which case this information is not accessible to the user. Otherwise it is an optional information that can take up to 16 alphanumeric characters. It must exist in the database; if not specified, COSWIN automatically proposes the default Cost Centre, established in COSWIN configuration.

Quotation No

It is the identifier of the purchase quotation from which the purchase order is generated. It is a read-only information automatically managed by system.

Text

This is a descriptive text that provides supplementary information about the Purchase Order. It is optional and it can take up to 10 alphanumeric characters.

Blanket Reference

This is the identifier of the Blanket Purchase Order. If the Purchase Order is of type 2, this is a mandatory identifier of an existent Purchase Order (it can take up to 10 alphanumeric characters). If a valid blanket Purchase Order is entered, the items in the Blanket Purchase Order are automatically suggested while adding the items of the Purchase Order. The information is not accessible to the user, if the Purchase Order type is not 2.

Valid From

This is the time period from which any order on agreement can be placed on the Blanket Purchase Order (the date from which the Blanket Order is valid). It is an optional information.

Valid To

This is the time period until which any order on agreement can be placed on the Blanket Purchase Order (the date until which the Blanket Order is valid). It is an optional information.

Currency

This is the identifier of the Currency in which the Purchase Order is placed, an optional information that can take up to 6 alphanumeric characters. It must exist in the database, and the following conditions must be met:

- There must be a conversion factor between the currency entered and the Standard Accounting Currency if the two are different.
- There must be a conversion factor between the currency entered and the Supplier's Currency if they differ.

If not specified, COSWIN automatically proposes the currency used to pay the Supplier.

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Value

This is the Value of the order itself. It is a read-only information automatically computed by the system as soon as the user completes the entry of all the items in the Purchase Order, and based on the entered item values.

Delivered

This is the delivered value for the Blanket Purchase Order (the total value of items received up to date against the Blanket Order). It is a read-only information automatically computed by the system.

Ordered but Pending Delivering

This is the value of items already ordered against the Blanket Reference, but pending delivery. It is a read-only information automatically computed by the system.

Authorised by

This is the name of the person who authorises the Purchase Order, a read-only information automatically computed by the system.

Chased On

This is the date on which the last follow up was made, a read-only information automatically managed by the system.

Amended by

This is the name of the person who has last amended the Purchase Order, a read-only information automatically computed by the system.

Amended On

This is the date on which the Purchase Order was last amended, a read-only information automatically managed by the system.

No. Of Amendment

This is the total number of times the Purchase Order has been amended, a read-only information automatically managed by the system.

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ITEMS TAB:

Details	Items	Ship/Bill	Remarks	Follow Up	Invoice	Receipts	Packages	
Non-Stock	Item	Part No	Unit Price	Quantity	Value	Received Qty	Pending Qty	Invoiced Qty
N	ELEHV/ELE/AG/02		40.0000	10.	400.0000	5.	5.	
<div> Desc : Protection Relay UOM : PIECE Date : 02/03/2002 </div>								

Purchase Order Items List Box

Item	This is the item identifier
Non-Stock	Specifies whether the item is a non-stock item ("Y") or not ("N")
Part No	This is the item part number as known by its supplier
UOM	This is the quantity measurement unit
Unit Price	The item's unit price
Quantity	The quantity for the current selected item, included in the Purchase Order
Value	This is the total value for the current selected item. (Quantity x Unit Price)
Description	This is the current selected item's description.
Last Modified Date	The date of item's inclusion in the Purchase Order's list of items or its last updating date, in the Purchase Order context
Received Qty	This is the item's quantity already received in this purchase order
Pending Qty	This is the quantity of the item which is still to be received
Invoiced Qty	This is the invoiced quantity for the item

Description

This is the description for the selected item, a read-only information automatically managed by the system.

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UOM

This is the measurement unit for the selected item, a read-only information automatically managed by the system.

Date

This is the date when the item's quantity is needed and expected to receive, a read-only information automatically managed by the system.

SHIP/BILL TAB:

The purpose of this window is to provide details upon the billing and shipping destinations. The default Ship To/Bill To address can be defined in COSWIN Configuration's Purchase Order module (these fields will be prompted upon saving the Purchase Order configuration).

The screenshot shows a software window with a tabbed interface. The 'Ship/Bill' tab is selected. It contains two main sections: 'Ship To' and 'Bill To'. Each section has a header bar with a grid of icons (1-6) and a large text area below it for input. The 'Ship To' section is on the left and the 'Bill To' section is on the right.

Ship To

This is the shipping destination. The interface consists of the drawing layout, where the user can write text and / or append pictures, drawings, spreadsheets and any other form of OLE information.

Bill To

This is the billing destination. The interface consists of the drawing layout, where the user can write text and / or append pictures, drawings, spreadsheets and any other form of OLE information.

REMARKS TAB:

The purpose of this window is to provide remarks and supplementary information about the Purchase Order. Pressing Remarks tab button from the Purchase Order details window opens this tab page.

The screenshot shows the 'Remarks' tab selected in the same software window. It features a large, empty text area for entering remarks. Above the text area is a header bar with a grid of icons (1-15). The other tabs ('Details', 'Items', 'Ship/Bill', 'Follow Up', 'Invoice', 'Receipts', 'Packages') are visible at the top.

The interface consists of the drawing layout, where the user can write text and / or append pictures, drawings, spreadsheets and any other form of OLE information.

FOLLOW UP TAB:

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The purpose of this window is to collect notes provided by the Purchase Order's manager (or supervisor) in order to follow the order's evolution in time (price modifications etc.). Pressing Follow Up tab button from the Purchase Order Details window opens this tab page.



The interface consists of the drawing layout, where the user can write text and / or append pictures, drawings, spreadsheets and any other form of OLE information.

INVOICE TAB

The purpose of this selector is to display the list of the Invoices (if any) raised for the Purchase Order. The information displayed is read-only and automatically managed by the system.

Details Items Ship/Bill Remarks Follow Up Invoice Receipts Packages							
T Invoice No	T DO No	T Date	T Received Date	T Currency	T Status	T Reconciled	
INV0000004	DLN0000006	05/03/2002	05/03/2002	SGD	8		

Invoices for Order List Box

Invoice No.	The Invoice identifier
DO No	This is the Delivery Note reference against the order (refers to the receipt against which the invoice was raised)
Date	The Invoice date
Received Date	The Date on which the Invoice is received
Currency	The identifier of the Currency used for the Invoice
Status	The status of the Invoice 0 – Invoice has not been saved (before the invoice creation) 7 – Invoice has been adjusted 8 – Invoice has not been adjusted
Reconciled	This information specifies whether the Invoice is reconciled or not

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RECEIPTS TAB

The purpose of this selector is to display the list of the receipts (if any) made for the order.

Details	Items	Ship/Bill	Remarks	Follow Up	Invoice	Receipts	Packages
TDO No	TType	TStatus	TGRN No	TDO Date	TGRN Date	TReceived on	
RET0000002	5	2	GRN0000006	02/03/2002	02/03/2002	02/03/2002	
DLN0000006	1	3	GRN0000005	02/03/2002	02/03/2002	02/03/2002	

Receipts for Order List Box

DO No	This is the reference for Delivery Note given by the supplier, for the receipt
DO Date	The Delivery Note Date
GRN No	The Goods Receipt Note identifier
GRN Date	The Goods Receipt Note date
Received on	The date of registering the receipt
Type	The Type of the receipt 1 – receipts against an order 2 – receipts of items after repair 3 – receipts of items after fabrication 4 – miscellaneous receipts
Status	The status of the receipt 0 – not inspected 1 – partial inspected 2 – total inspected 3 – total invoiced 9 – returned

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PACKAGES TAB:

The purpose of this selector is to provide a list of all the packages of the current purchase order. Pressing **Packages** tab button from Purchase Orders Detail opens the tab page.



Packages List Box

Code	This is the reference code of the package.
Supplier	This is the supplier for the packaged goods.
Transporter	This is the code of the transporter / delivery service that is in charge with the packaging and the entire transport procedure of the package.
Status	This is the status of the package with the following possible values: 0 – CREATED 1 – IN TRANSIT 2 – PART RECEIVED 3 – RECEIVED
As On	This is the date and time of the last package modification.

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6.1 TO ADD A NEW PURCHASE ORDER

Minimum information required to raise a Purchase Order, is:

- The Purchase Order type
- The Supplier to which the Purchase Order is addressed
- At least one item against which the Purchase Order should be made
- The Blanket Purchase Order identifier, if the Purchase Order to be created is of type 2

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6.2 TO CREATE DUPLICATE PURCHASE ORDER

The non-standard  button triggers the operation. A new purchase order will be generated. The user will be allowed to specify:

- The code for the new purchase order
- Cost Centre
- Supplier

The default value for Cost Centre and Supplier it will be taken to the original purchase order.

The Reference To Order attribute of the new purchase order shall keep the code of the original purchase order.

The list of items with their quantities will be copied to the new purchase order.

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6.3 TO MODIFY AN EXISTING PURCHASE ORDER

The information that can be modified, is:

- The Purchase Order Payment Mode
- The Purchase Order last print date
- The Purchase Order Demand/WO identifier, if there isn't any Purchase Request, for the Purchase Order, or if the existing one has no Work Order
- The Purchase Order descriptive information
- The person who last amended the Purchase Order

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6.4 TO CHANGE SUPPLIER FOR A PURCHASE ORDER

The non-standard  button triggers this operation. A new purchase order will be generated. The user will be allowed to specify a new supplier to whom the purchase order will be generated and a new expected delivery date. The original purchase order will be either closed or cancelled depending of the fact that it was a fresh or partially received order.



The list of items with their quantities not already received will be copied to the new purchase order. The details of the ordered items will be taken from the new supplier whenever possible. For the items that were never supplied by the new supplier the user will have to enter details like unit price and supplier reference (if necessary).

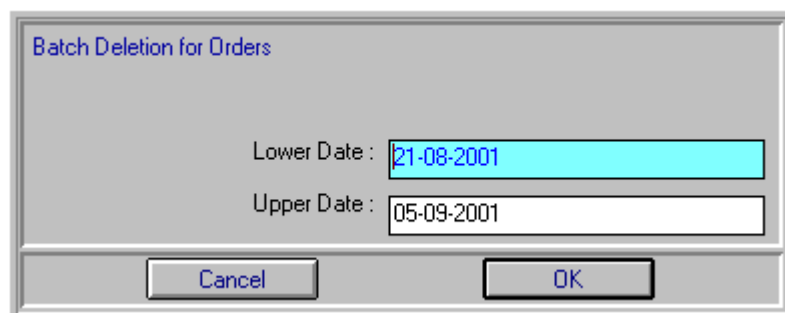
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6.5 TO DELETE A PURCHASE ORDER

A Purchase Order cannot be deleted if all the following restrictions occur, simultaneously:

- The Purchase Order is not cancelled
- The Purchase Order is not closed
- The Purchase Order is not fully invoiced

Either click on the  icon to delete the current PO or click on the non-standard  button to delete a batch of orders:



The dialog box titled "Batch Deletion for Orders" contains two date input fields. The "Lower Date" field is highlighted in cyan and contains the text "21-08-2001". The "Upper Date" field contains the text "05-09-2001". At the bottom of the dialog are two buttons: "Cancel" and "OK".


The user must provide the lower and upper limit Purchase Order raising dates between which the Purchase Orders will be deleted.

The lower date of deletion is by default the date of the 'oldest' order and the upper date is by default the date of the last created order. A blank date may be given if no limit is to be specified, i.e. a blank 'to' and 'from date' would mean that all purchase orders are to be deleted.

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6.6 TO CANCEL A PURCHASE ORDER

The user may cancel a Purchase Order only if no receipts have been made against it and it is not already closed or cancelled. After cancelling an order, the user cannot receive any items on this Purchase Order. Hence, he cannot invoice any item for this order.


To cancel a Purchase Order, specify the PO number at the Purchase Reference field and click on the non-standard  button.

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6.7 TO CLOSE A PURCHASE ORDER

A Purchase Order can be closed only if some items have been received against it.


Once a Purchase Order is closed, no further items can be received on it. However it is still possible to raise an invoice against a closed PO but only for the quantity of items received.

To close a Purchase Order, specify the PO number at the Purchase Reference field and click on the non-standard  button.

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6.8 TO AUTHORISE A PURCHASE ORDER

A Purchase Order can be authorized only if it has not been already authorized. A Purchase Order is not authorized if its total value exceeds the authorization value given in the parameters. An unauthorized Purchase Order cannot be printed.

Click on the non-standard  button to authorise the Purchase Order.

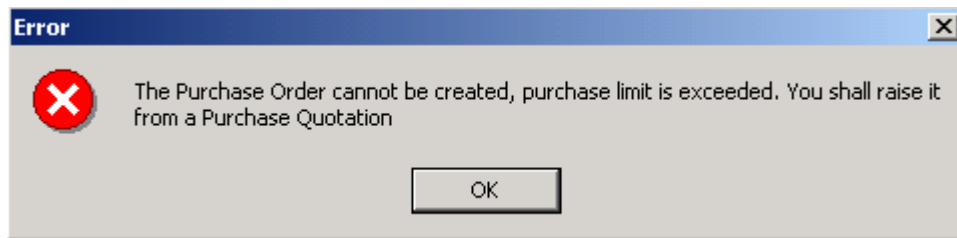
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6.9 LIMITATION ON CREATION OF PO

COSWIN does not allow adding new PO if the value is higher than the defined value and if there is no Purchase Quotation for the PO.

The limit on the value of the PO can be modified at the Resource Editor.

The system prompts him the following error if the user tries to raise a PO that exceeds the value defined:



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7. PURCHASE INVOICES

This module facilitates the user to record the invoices raised by the suppliers against the items supplied by them. All invoices must either be raised against the Purchase Orders placed through Purchase module (whose goods have been received) or against goods received against Receipts module.

The system is able to create multiple invoices against an Order or a Receipt. When the user wants to raise a new invoice against an order/receipt, the system informs the user about the remaining quantity for each item to be invoiced against that order.

The user may define additional cost factors such as discounts, freight, taxes, etc., for each item being invoiced. The system also aids the user in tallying the Invoice document total with the sum of individual item values. In case the document total does not tally with the sum of individual item values, the system will prompt a message and accept corrections to document total. Alternatively, the system can post an adjustment entry to tally the computed total and document total.

Invoice item value can be allocated to desired Cost Centres. Here again, if there is a mismatch between invoice item value or invoice quantity and the amount or quantity allocated to various Cost Centres, the system can automatically update the balance to suspense Cost Centres after confirmation from the user.

Select from COSWIN menu *Purchase / Invoice* to launch the Purchase Invoice Details module.

The Purchase Invoice Details window looks by default as follows:

Purchase Invoice Details

Invoice No: INV0000002 05/03/2002 Received: 05/03/2002 Auth. Status: 3. Cancelled

PO No: PO00000004 05/03/2002 ☒ Save all items

DO No: DLN00000015 05/03/2002 ☒ Update supplier

Total Value: 15000.00 SGD ☒ Update invoice total

☒ Post to suspense

Details Items Credit Notes Reference Remarks More

Status: 8

Supplier: BGKCVL/000000702 702 Civil

Payment Mode: Requested by:

STATUS DESC:

0 - Invoice has not been saved (before the invoice creation)

7 - Invoice has been adjusted

8 - Invoice has not been adjusted

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Detailed Field Descriptions:

Invoice No

This is the Invoice identifier, a mandatory information that can take up to 10 alphanumeric characters. It must be unique. If Tab key is entered, system will automatically assigned an unique reference number.

Invoice date

This is the Invoice receiving or last updating date, an optional information. If not specified, COSWIN automatically proposes the current date.

Received

This is the date when the Invoice is received, an optional information. If not specified, COSWIN automatically proposes the current date.

Authorization Status

This is the authorization status of the invoice. It is a read only information automatically managed by system. Possible values are:

0 – NOT AUTHORIZED

1 – AUTHORIZED

2 – READY TO PAY

3 – CANCELLED

PO No

This is the identifier of the Purchase Order against which the invoice is being raised, a information that can take up to 10 alphanumeric characters. It will always be checked against the Purchase Orders directory. The Invoice can be raised against a Purchase Order only if the items ordered have been partially or fully received, in which case the Purchase Order identifier is a mandatory information.

PO date

This is the date when the Purchase Order was raised, a read-only information automatically managed by the system.

DO No

This is the identifier of the Delivery referring to the RECEIPTS against which the invoice is being raised. If the Purchase Order identifier was not specified, it is a mandatory information that can take up to 10 alphanumeric characters it will always be checked against the Delivery Notes directory.

DO date

This is the Delivery date, a read-only information automatically managed by the system.

Total Value

This is the Total Value as specified in the invoice document, a mandatory positive numeric information. In the case when the invoice is made against a purchase order, the value of the Purchase Order against which the invoice is made will be automatically proposed.

In the case in which the invoice is made against a receipt (without a purchase order) this information will be automatically proposed as the value computed from the information in the receipt.

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Currency

This is the identifier of the Currency in which the total value is expressed, a read-only information automatically managed by the system.

Save all items

This information specifies whether all the items included in the invoice should be saved into the database without any validation, even if one or many items have been modified (if the check box is checked), or the modification of the list of items is enabled (unchecked).

Update supplier

This information specifies whether all the modifications (if any) made on the items should be saved to the supplier's items or not.

Update invoice total

This information specifies which total value should be taken into account: the user-specified invoice total value (if checked) or the automatically computed total value.

Post to suspense

If checked, all the quantities (values) that are not posted in a cost centre are posted in the suspense cost centre (which is either the item's cost centre - for a stock item, or the suspense cost centre from Purchase Parameters - for a non-stock item).

DETAILS TAB

Status

This is the Status of the Invoice, a read-only information automatically managed by the system. Possible values are:

- 0 – Invoice has not been saved (before the invoice creation)
- 7 – Invoice has been adjusted
- 8 – Invoice has not been adjusted

Supplier

This is the identifier of the Supplier, upon which the order has been placed, a read-only information automatically managed by the system.

Supplier Name

This is the Supplier Name, a read-only information automatically managed by the system.

Payment Mode

This is the identifier of the Payment Mode, used for the Invoice, a read-only information automatically managed by the system.

Requested by

This is the name of the person who requested the Purchase Order against which the Invoice is being raised, a read-only information automatically managed by the system.

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ITEMS TAB:

This tab contains the details of the items of the invoice.

Details		Items		Credit Notes		Reference		Remarks		More	
Part No	Item	Non-Stock	TPO No	TUOM	TQuantity	TUnit Price	TValue	TSt.			
	ELEHV/ELE/AG/02	N	PO000000001	PIECE	5.	40.00	200.00	8			

Item List Box

Part No	The item identifier as known by its Supplier
Item	The Item identifier
Non-Stock	This flag specifies whether the item is a non-stock item ("Y") or not ("N")
UOM	The Item's measurement unit
Quantity	This is the Item's quantity, included in the Invoice
Unit Price	The Item's Unit Price
Value	The Item Base Value (the Quantity x Unit Price)
St.	The Item status against its Invoice
Last Modified Date	The Item's inclusion date in this Invoice, or last updating date, in the Invoice context
Description	The item's description
Val.	

Description

This is the Description of the Item, a read-only information automatically managed by the system.

Stock Unit

This is the Item Stock Unit identifier, a read-only information automatically managed by the system.

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CREDIT NOTES TAB:

This contains the list of the credit notes used for paying the invoice.

Details	Items	Credit Notes	Reference	Remarks	More			
⌵ Credit Note	⌵ Date	Value	⌵ Used Value	Currency	Description	Supplier Code	Supplier Desc.	

Credit Notes List Box

- **Credit Note** is the credit note reference code
- **Date** is the credit note creation date
- **Value** is the credit note total value
- **Used Value** is the value from the credit note that is used against the invoice
- **Currency** is the credit note currency
- **Currency description** is the description of credit note currency
- **Supplier code** is the supplier of the credit note
- **Supplier description** is the supplier description of the credit note

REFERENCE TAB:

This tab displays the details of the credit note created from the current invoice.

Details	Items	Credit Notes	Reference	Remarks	More
---------	-------	--------------	-----------	---------	------

Credit Note :	<input type="text" value="CN00000003"/>
Date :	<input type="text" value="19-09-2001"/>
Value :	<input type="text" value="20.00"/>
Currency :	<input type="text" value="SGD"/>

Credit Note

This is the reference code of credit note reference that is generated from the current invoice.

Date

This is the credit note creation date.

Value

This is the total value of the credit note.

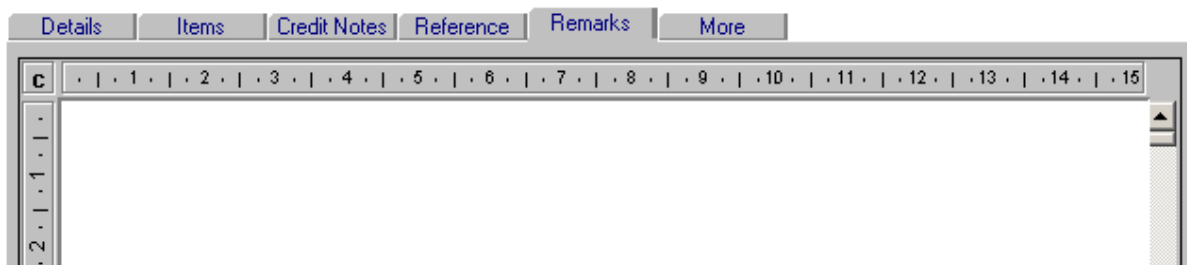
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Currency

This is the currency of the credit note.

REMARKS TAB:

The purpose of this window is to provide supplementary information about an Invoice. Pressing Remarks tab button from the Invoice window opens this tab page.



The interface consists of the drawing layout, where the user can write text and / or append pictures, drawings, spreadsheets and any other form of OLE information.

MORE TAB:

The purpose of this window is to display more information on the Invoice. All the information displayed is automatically maintained by the system.

Description	Value (in SGD)
1. Base Value (Unit Cost x Qty.)	100.00
2. Discounts	
3. Freight	
4. Tax - 1	
5. Tax - 2	
6. Other Charges	
7. Adjustments	
TOTAL INVOICE VALUE :	100.00
TOTAL ORDER VALUE :	

Value in

This is the identifier of the Currency in which the total value is expressed.

1. Base Value (Unit Cost x Qty.)

This is the Invoice's Base Value, the result of multiplying the Items' Unit Cost by the Items Quantity identifier, a positive numeric information.

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2. Discounts

This is the value of the Invoice's Discounts (if any), a positive numeric information.

3. Freight

This is the Invoice's Freight tax (if any), a positive numeric information.

4. Tax - 1

This is the Invoice's first supplementary tax (if any), a positive numeric information.

5. Tax - 2

This is the Invoice's second supplementary tax (if any), a positive numeric information.

6. Other Charges

This is sum of Invoice's Other Charges (if any), a positive numeric information.

7. Adjustments

If in Purchase Invoice Details, Update invoice total checkbox was unchecked, then this information specifies the difference (the adjustment) between the user-supplied total invoice value and the value automatically computed by the system; otherwise this information is blank.

Total Invoice Value

This is the total value of the invoice, a positive numeric information.

Total Order Value


This is the total value of the purchase order for which the invoice is created, a positive numeric information. If no purchase order is associated, this field presents a blank.

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7.1 TO ADD A NEW INVOICE

Minimum information required to add an Invoice, is:

- The Invoice identifier
- The Purchase Order or the Delivery Note

Click on the  icon to launch the ADD window.

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7.2 TO MODIFY AN EXISTING INVOICE

The only information that can be modified, is the Invoice's Total Value.

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7.3 TO DELETE AN EXISTING INVOICE

Once created, the purchase invoice cannot be deleted.

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7.4 TO CANCEL AN INVOICE

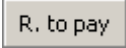
A purchase invoice can be cancelled if it has not been authorized.

Click on the non-standard  button triggers a special transaction that cancels the purchase invoice. The authorization status of the invoice is changed to value 3 – CANCELLED.

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7.5 TO MARK AN INVOICE AS READY TO PAY

The purchase invoices status can be changed in READY TO PAY only if it is authorized.

Click on non-standard  button triggers a special transaction that changes the status of the purchase invoice from 1 – AUTHORIZED to 2 – READY TO PAY.

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7.6 TO AUTHORISE AN INVOICE

Click on the non-standard  button triggers a special transaction that validates the purchase invoice. Validation is performed using the validation rights and validation level of the user performing the validation. The authorization status of the invoice is changed to value 1 – AUTHORIZED.

Up to five levels of validation for purchase invoice shall be established in COSWIN Configuration / Purchase / Purchase Invoice parameters. A list of users or group of users is associated with each level of validation.

8. INVOICES RECONCILIATION

This module updates the stock with the corresponding prices of items from invoices.

When a stock item is received, the details from stock for that item are updated taking into account the corresponding price of the receipt.

If the price of the item from the invoice is different:

- from the price of the purchase order or
- from the price of the receipt on which the invoice was made,

Then it is possible to update the price from stock according to the price of the invoice using invoice reconciliation procedure.

Example:

Stages	Unit Price	Quantity	Value
Original stock balance	10	1	10
Purchase Order quoted 10 units at \$10 each	10	10	100
Receipt: 10 units into store at \$10 each	10	10	100
Stock balance	10	11	110
Issue: 4 units from store	10	4	40
Stock balance	10	7	70
Invoice stated 10 units at \$11 each	11	10	110
Perform Reconciliation: Only remaining 7 items are reconciled.	1	7	7
Stock balance	11	7	77

The reconciliation calculates the difference between the unit Price of the receipt and that of the invoice, and allocates the difference back to each item in the stock.

In the example above, 3 items were not able to be reconciled because they were issued before the reconciliation. In this case the reconciliation detail will indicate:

- The quantity that was not reconciled = 3
- The unit value that was not reconciled =1

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Select from COSWIN menu *Purchase / Invoice Reconciliation* to launch the Invoice Reconciliation module.

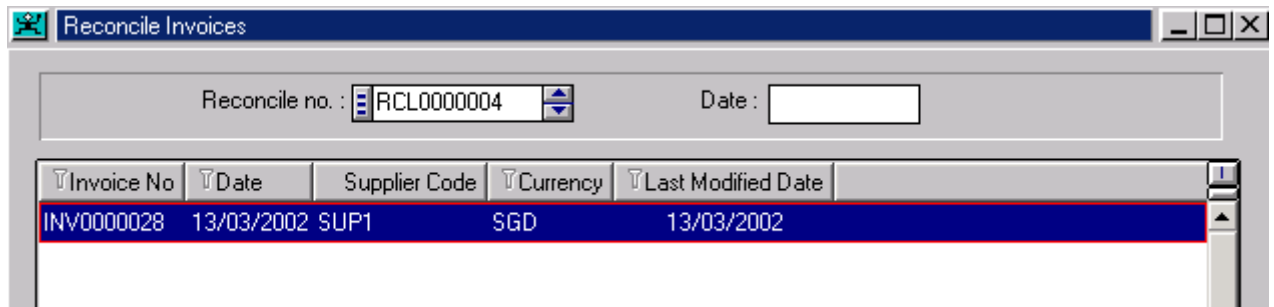
The Invoice Reconciliation window looks by default as follows:

Invoice No	Date	Supplier Code	Currency	Last Modified Date
INV0000028	13/03/2002	SUP1	SGD	13/03/2002

8.1 TO CREATE NEW INVOICE RECONCILIATION

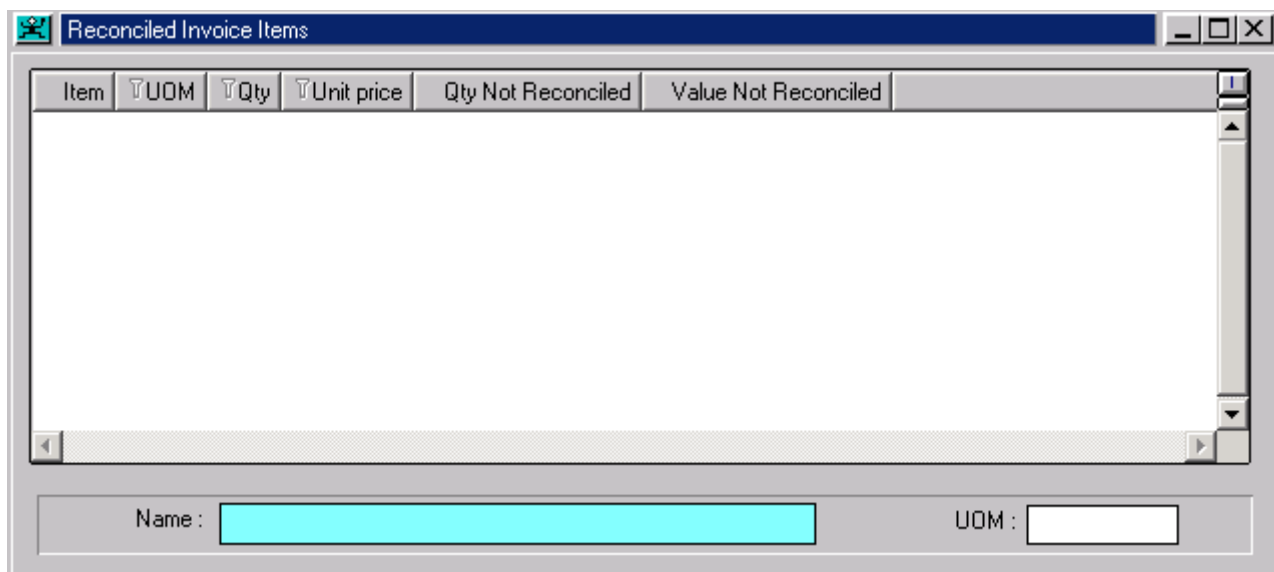
Click on the  icon, and the list of invoices require reconciliation will be displayed.

Select the invoices to reconcile and click  icon to start the reconciliation process. Once the process completes, the stock items in the store will be updated with the reconciled value.



Invoice No	Date	Supplier Code	Currency	Last Modified Date
INV0000028	13/03/2002	SUP1	SGD	13/03/2002

To view the reconciliation details, select the invoice and press **F8** key:



Item	UOM	Qty	Unit price	Qty Not Reconciled	Value Not Reconciled
------	-----	-----	------------	--------------------	----------------------

Name : UOM :

9. CREDIT NOTE

This module gives the possibility to correct invoice prices to a smaller value, or to a discount given by the suppliers by means of Credit Notes.

A Credit Note can be created from one or more invoices, such that

- They must all belong to the same supplier
- They must use the same currency
- None of the invoices have ever issued credit note

The credit note created will inherit all invoice items with its allocated cost centers. The user should distribute the values of the credit note to each cost centers accordingly

Select from COSWIN menu *Purchase / Credit Note* to launch the Credit Note Details module.

The Credit Note Details window looks by default as follows:

Detailed Field Descriptions:

Credit Note No

This is the Credit Note identifier, an optional information that can take up to 10 alphanumeric characters. It must be unique. If not specified, COSWIN automatically generates a Credit Note identifier.

Credit Note Date

This is the Credit Note creation or last updating date, an optional information automatically proposed by COSWIN as the current date.

Status

This is the status of the credit note. Possible values are:

- 0 – Created
- 1 – Validated

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2 – Partially used

3 – Used

4 – Cancelled

5 – Closed

Invoice No

This information is accessible only in adding. Otherwise, it will be empty.

The user may select the Invoice from the Purchase Invoices Selector by pressing **F2** key or the selector button. Pressing **F8** key activates the Supplier's Invoice List in order to perform the multiple selection for several invoices to be included in the specified Credit Note.

Supplier

This is the Supplier identifier, for the selected Invoices, a read-only information automatically managed by the system.

Supplier description

This is the Supplier description, a read-only information automatically managed by the system.

Total Value

This is the Total credited Value, i.e. the sum of all Cost Centres credited values, a read-only information automatically computed by the system.

Currency

This is the identifier of the Currency, used for the invoices, a read-only information automatically managed by the system.

Remaining Value

This is the remaining value of the credit note, a read-only information automatically computed by the system.

DETAILS TAB:

This is the list of all Invoices from which the credit note is created.

Invoices List Box

Invoice No	The Invoice's identifier
Date	The Invoice raising date
Received date	The date on which the invoice is received
Last Modified date	The Invoice raising or last updating date

COST CENTRE TAB:

The purpose of this selector is to display the list of all Cost Centres belonging to all the Invoices to be corrected by the current Credit Note.

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Details	Cost Centres	Used On
T Cost Centre	T Description	T Value
2711300	Power & OCS Support	100.00

Invoice Cost Centre List box

Cost Centre	The Cost Centre's identifier
Description	The Cost Centre's description
Value	The Cost Centre's reported value

USED ON TAB:

This tab displays the list of invoices that uses this credit note.

Details		Cost Centres		Used On	
T Invoice No	T Date	T Received Date	T Last Modified Date	T Value	
INV0000027	13/03/2002	13/03/2002	13/03/2002	30.00	
INV0000002	05/03/2002	05/03/2002	13/03/2002	70.00	

Used against Invoices List Box


Invoice No	The Invoice's identifier
Date	The Invoice creation date
Received date	The date on which the invoice is received
Last Modified date	The date when the credit note was used against the invoice
Value	The value of the credit note used against the invoice

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9.1 TO ADD A NEW CREDIT NOTE

The minimum information required to add a Credit Note, is:

- The list of Invoices to be corrected
- The correction for each of the Cost Centres values among the list of all Cost Centres of all Invoices

Click on the  icon to launch the ADD window.

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9.2 TO MODIFY AN EXISTING CREDIT NOTE

Once created, a credit note cannot be modified

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9.3 TO DELETE AN EXISTING CREDIT NOTE

Once created, a credit note cannot be deleted.

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9.4 TO CLOSE AN EXISTING CREDIT NOTE


Only Credit Note with status '1 – Validated' or '3 – Used' can be closed.

To close a credit note, click on the non-standard  button.

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9.5 TO CANCEL AN EXISTING CREDIT NOTE


Only Credit Note with status '0 – Created' can be cancelled.

To cancel a credit note, click on the non-standard  button.

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9.6 TO VALIDATE A CREDIT NOTE

Only Credit Note with status '0 – Created' can be validated.

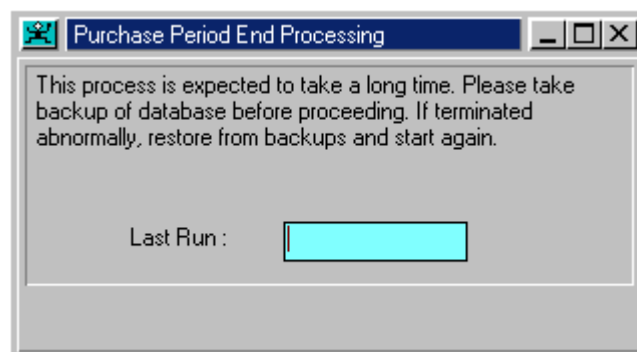
To validate a credit note, click on the non-standard  button.

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10. PURCHASE PERIOD END PROCESSING

Path: Purchase / Period End Processing

The period End Processing module posts the present year's quantities and values of the Supplier's History and Suppliers Items' History to previous year's quantities and values for all the suppliers. The current year's quantities and values will be initialised to zero. The period end process is a batch operation that can take a long time. The user will be suggested to make a back up to the database, to prevent the database corruption if an unexpected event would interrupt the process.



Last Run

This is the Last Date when the period end process was run. The period end process cannot extend to a period larger than 365 days.

To Start the Period End Processing, click on the non-standard  button.

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11. PURCHASE GRAPHICS AND ANALYSIS

COSWIN provides a set of analysis reports under the module Purchase Graphics and Analysis.

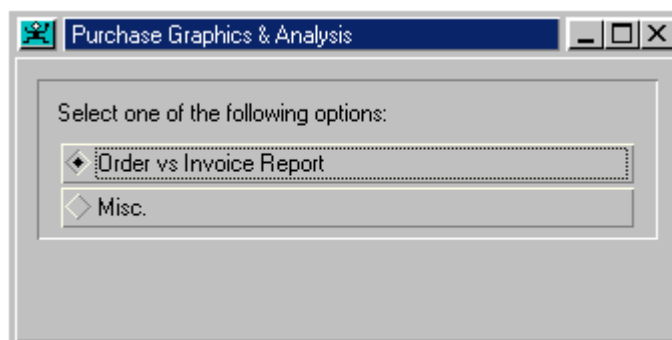
The purpose of this module is to provide selection criteria, in order to choose the information upon which analysis is to be done and reported (printed) for the Purchasing activity.


The module consists of the following types of reports:

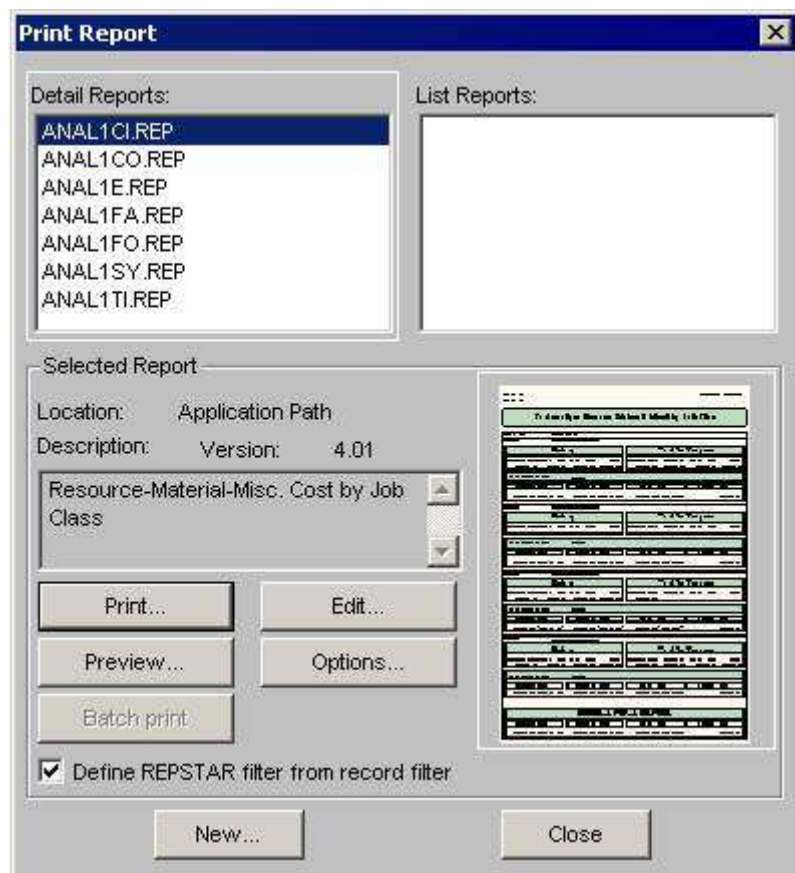
1. **Order Versus Invoice Reports** - This report lists the Order Quantity/Value and Invoice Quantity/Value for each Cost Centre.
2. **Miscellaneous** - Other reports may be created and/or linked.

Select from COSWIN menu *Purchase / Graphics & Analysis* to launch the Purchase Graphics and Analysis module.

The Purchase Graphics & Analysis window looks by default as follows:



To print any of the analysis reports, select the respective radio button from the Maintenance Graphics and Analysis module and click on the  icon. A report print dialog similar to that shown below will be launched:



From the Detail Reports or List Reports list box window, select the report to be printed. Click on either the **Print...** button to send the report to the printer or on the **Preview...** button to view the report on the screen.

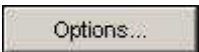
Data selection criteria may be provided along with these reports. Click on the **Options...** button to view the options provided.

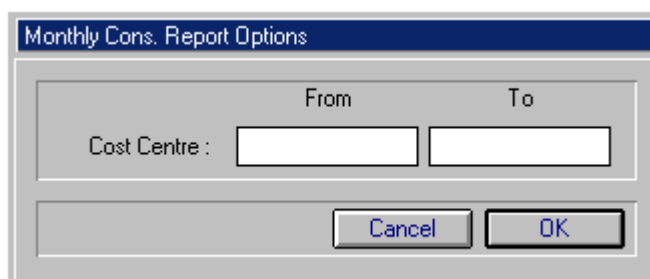
Below are the detailed descriptions on the various types of reports provided.

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11.1 ORDER VERSUS INVOICE REPORTS

The following are the detailed reports available under the Analysis Reports type:

The Order versus Invoice Reports Options window, activated by clicking on the  button, looks by default as follows:



11.1.1 Cost Centre-From

This is the lower-limit of the identifiers of Cost Centres, for which Order Quantity/Value and Invoice Quantity/Value reports are to be printed, an optional information of maximum 16 alphanumeric characters.

11.1.2 Cost Centre-To

This is the upper-limit of the identifiers of Cost Centres, for which Order Quantity/Value and Invoice Quantity/Value reports are to be printed, an optional information of maximum 16 alphanumeric characters.

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12. END OF DOCUMENT

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