

This user manual guide includes:

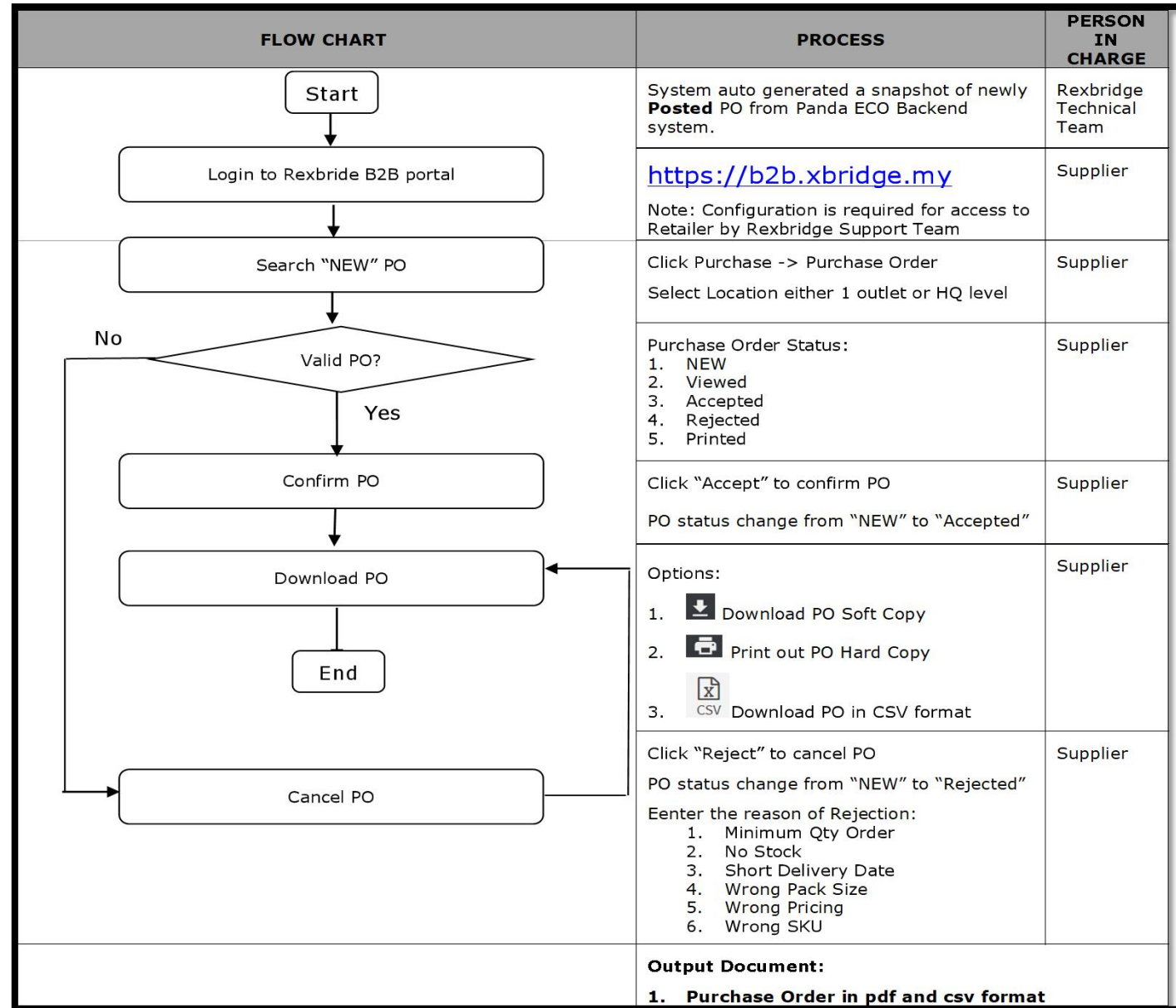
- ✓ PO Flow chart and steps.
- ✓ How to search new or previous PO ?
- ✓ How to accept or reject PO ?
- ✓ How to download, print, and save PO in csv or in pdf format ?

Purchase Order Acceptance or Rejection Flow

Purchase Order (PO)

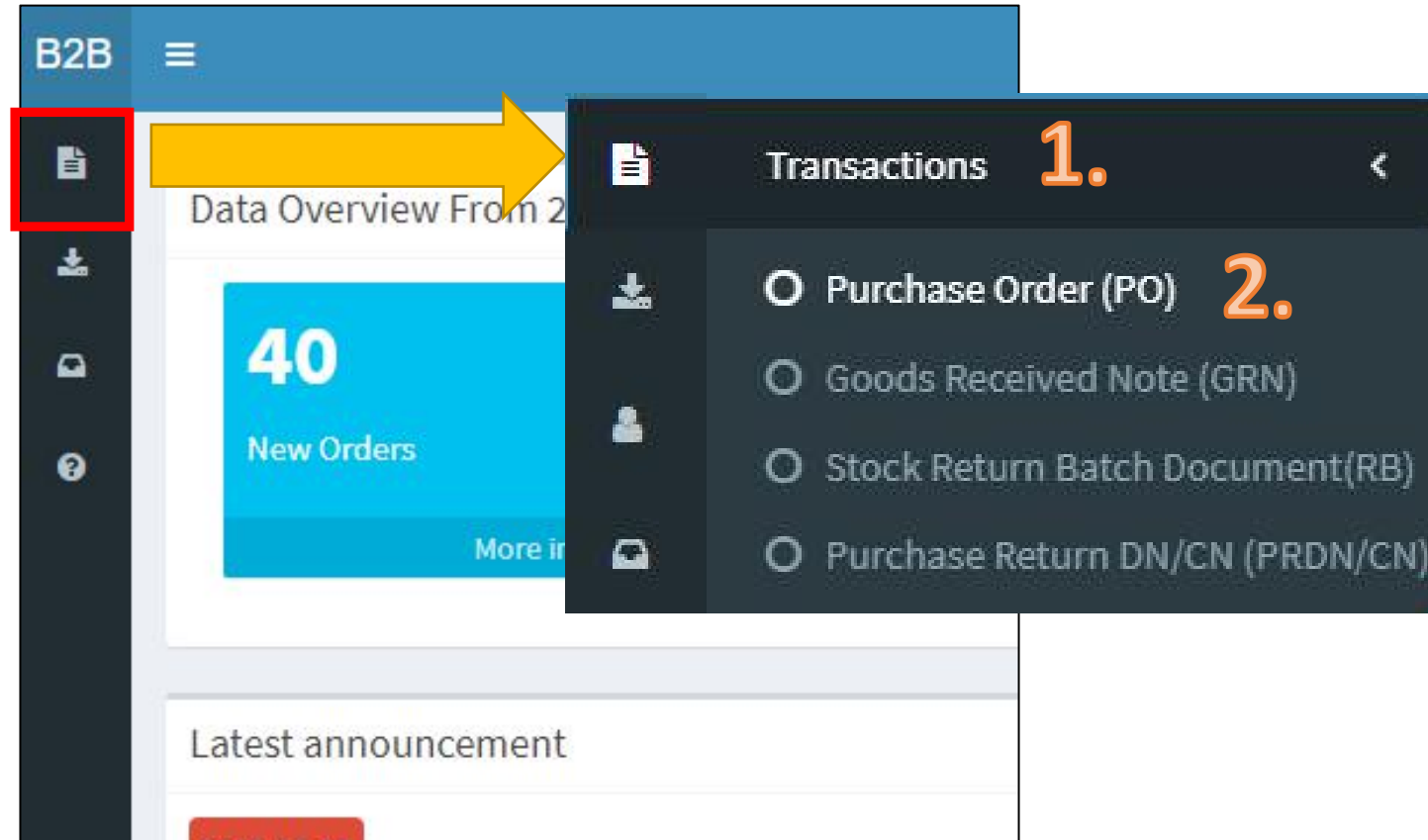
- 1 Retailer raise Purchase Order @ Panda Backend System
- 2 Vendor confirms acceptance of PO and download in hardpy or softcopy
- 3 Purchase Order to be published @ B2B once document posted @ Panda
- 4 Vendor is allowed to reject the PO with valid reason
- 5 Issuer will be notified of rejected PO via email

2



Transactions - Purchase Order (PO)

Step 1: Click on Transaction -> Purchase Order



Step 2: Choose your location (outlet).

Please Choose a Location

OUTLET A - HQ

OUTLET A- HQ

OUTLET E-MART SDN BHD - B2W - Bentong 2 Warehouse

OUTLET E-MART SDN BHD - BER - Bera

OUTLET E-MART SDN BHD - BGJ - Batu Gajah

OUTLET E-MART SDN BHD - BLP - Balik Pulau

OUTLET E-MART SDN BHD - BT1 - Bentong 1

OUTLET E-MART SDN BHD - BT2 - Bentong 2

OUTLET E-MART SDN BHD - GMS

OUTLET E-MART SDN BHD - GR

OUTLET E-MART SDN BHD - IBN

OUTLET E-MART SDN BHD - JRT - Jerantau

OUTLET E-MART SDN BHD - KJW - Kajang Warehouse

OUTLET E-MART SDN BHD - KKD - Kuala Kedah

OUTLET E-MART SDN BHD - KLM - Kulim

OUTLET E-MART SDN BHD - KLP - Kuala Lipis

OUTLET E-MART SDN BHD - MR - Muar

OUTLET E-MART SDN BHD - MTK - Mentakab

OUTLET E-MART SDN BHD - NSB - Nusa Bestari

OUTLET E-MART SDN BHD - PDS - Port Dickson

OUTLET E-MART SDN BHD - PLU - Pulau Utama

Location (outlet)

Accept “New” PO

Step 3: At the “Filter By” section, select vendor code with status "NEW" status and click

Search

Browse
 Outlet
 View Accepted
 View Rejected
 Check PO Status

Filter By

Ref No

PO Status

NEW

Select “New”

PO Date Range
(YYYY-MM-DD)

Clear

Expired Date From
(YYYY-MM-DD)

Expired Date To
(YYYY-MM-DD)

Clear

Filter by Period Code
(YYYY-MM)

None

Search

Select “search”

Accept “New” PO


Step 4: Click on the  on Purchase Order grid to view your PO.

PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action
					2020-03-16 Mon	2020-04-08 Wed		0.00		NEW	






View

Accept "New" PO

Step 5: Purchase Order in pdf format will show on screen and please read through.

PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action	
					2020-03-16 Mon	2020-04-08 Wed		0.00		NEW		

Purchase Order
Ref No : B2WPO20030028 - printed

 Browse
  Outlet
  Accept
  Reject
  CSV

Purchase Order Issued by

Tel: () Fax: ()

Deliver To

Remark

Purchase from Registered GST Supplier

GST Reg No: Tax Code:

Tel: () Fax: () PO Refno ->


Supplier Code

PO Date 14/03/20 Sat Deliver on 18/03/20 Wed Expiry on 01/04/20 Wed

Supplier Copy Page 1 of 1

Purchase Order

Kindly Present This PO upon Delivery of Goods



No	Demcode / Article No / Product Barcode	Description	Packsize (m/g)	Unit Price Before Disc	Item Disc Amount	Bill Disc Proposed	Unit Price After Discount	Unit Tax Amount	Unit Price Include Tax	Quantity	Total Amount Exclude Tax	Total Tax Amount	Total Amount Include Tax
1	3000108101 9556285010131		1/4	18.9000			18.9000	0.0000	18.9000			0.00	
2	3000108201 9556285010100		1/4	18.9000			18.9000	0.0000	18.9000			0.00	
3	3000107901 9556285010124		1/4	18.9000			18.9000	0.0000	18.9000			0.00	
4	3000108001 9556285010117		1/4	18.9000			18.9000	0.0000	18.9000			0.00	


1. Goods receiving hour: Monday to Saturday 10:00am-1:00pm & 2:00pm-6:00pm
2. Kindly adhere to the PO delivery date, failure which we will not receive the goods
3. One PO is valid for one delivery only. Undelivered item in the same PO will not be accepted for delivery anymore
4. Penalty charges of 3 times the PO cost will be imposed for short supplies of goods

5. All goods supplied are to be billed with the correct unit cost, order pack size and all purchases are on returnable basis
6. Should you disagree with the Cost or Trade Offer stated in our PO, please obtain an amended PO from us prior to delivery, failure which we will debit you the difference between invoice amount and PO cost for price overcharged

Tax @ 0%	Tax @ 6%	Document Summary	
18,900.00	0.00	Total Before GST & Discount	
		Item GST Amount	0.00
		Surcharge GST Amount	0.00
		Total Amount Include GST	

If browser does not support PDFs. Please download the PDF to view it: [Download PDF](#)

Accept "New" PO




Step 6: Click on  to download PO soft copy.


Purchase Order
Ref No : B2WPO20030028 - printed

Download

PO_L001_B2WPO20030028.pdf

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Purchase Order Issued by		Purchase from Registered GST Supplier		Supplier Copy Page 1 of 1	
		GST Reg No: Tax Code:		Purchase Order	
Tel: Fax:		Tel: Fax:		PO Refno ->	
Deliver To Term 30		Supplier Code		Kindly Present This PO upon Delivery of Goods	
Remark		PO Date 14/03/20 Sat Deliver on 18/03/20 Wed Expiry on 01/04/20 Wed			

No	Remcode / Article No / Product Barcode	Description	Packsize /ctn qty	Unit Price Before Disc	Ben Disc Amount	BE Disc Protated	Unit Price After Discount	Unit Tax Amount	Unit Price Include Tax	Quantity	Total Amount Exclude Tax	Total Tax Amount	Total Amount Include Tax
1	3000108101 9556285010131		1/4	18.9000			18.9000	0.0000	18.9000			0.00	
2	3000108201 9556285010100		1/4	18.9000			18.9000	0.0000	18.9000			0.00	
3	3000107901 9556285010124		1/4	18.9000			18.9000	0.0000	18.9000			0.00	
4	3000108001 9556285010117		1/4	18.9000			18.9000	0.0000	18.9000			0.00	

1. Goods receiving hour: Monday to Saturday 10:00am-1:00pm & 2:00pm-6:00pm
2. Kindly adhere to the PO delivery date, failure which we will not receive the goods
3. One PO is valid for one delivery only. Undelivered item in the same PO will not be accepted for delivery anymore
4. Penalty charges of 3 times the PO cost will be imposed for short supplies of goods

5. All goods supplied are to be billed with the correct unit cost, order pack size and all purchases are on returnable basis
6. Should you disagree with the Cost or Trade Offer stated in our PO, please obtain an amended PO from us prior to delivery, failure which we will debit you the difference between invoice amount and PO cost for price overcharged

Tax @ 0%	Tax @ 5%	Document Summary	
18,900.00	0.00	Total Before GST & Discount	
		Item GST Amount	0.00
		Surcharge GST Amount	0.00
		Total Amount Include GST	

Accept "New" PO

Step 7: Click on  to download soft copy in CSV format.

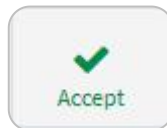


refno	podate	deliverdate	itemcode	description	barcode	articleno	qty	urn	netunitpric	gst_tax_coc	gst_tax_rat	gst_tax_am	totalprice	location	scode	sname	line
BERPO1901	1/3/2019	1/3/2019	3.15E+09	PETPET DA	9.555E+12			8 PKT	24.1			0	0	192.8 BER	V034	VITAL SCOR	1
BERPO1901	1/3/2019	1/3/2019	3.15E+09	PETPET DA	9.555E+12			8 PKT	24.1			0	0	192.8 BER	V034	VITAL SCOR	2
BERPO1901	1/3/2019	1/3/2019	3.15E+09	PETPET DA	9.555E+12			4 PKT	24.1			0	0	96.4 BER	V034	VITAL SCOR	3
BERPO1901	1/3/2019	1/3/2019	3.25E+09	PETPET DA	9.555E+12			40 EA	46.63			0	0	1865.2 BER	V034	VITAL SCOR	4
BERPO1901	1/3/2019	1/3/2019	3.25E+09	PETPET DA	9.555E+12			20 EA	46.63			0	0	932.6 BER	V034	VITAL SCOR	5
BERPO1901	1/3/2019	1/3/2019	3.25E+09	PETPET DA	9.555E+12			40 EA	46.63			0	0	1865.2 BER	V034	VITAL SCOR	6
BERPO1901	1/3/2019	1/3/2019	3.25E+09	PETPET DA	9.555E+12			30 EA	46.63			0	0	1398.9 BER	V034	VITAL SCOR	7
BERPO1901	1/3/2019	1/3/2019	3.15E+09	PETPET ME	9.555E+12			20 PCS	24.9			0	0	498 BER	V034	VITAL SCOR	8
BERPO1901	1/3/2019	1/3/2019	3.15E+09	PETPET ME	9.555E+12			30 UNIT	31.5			0	0	945 BER	V034	VITAL SCOR	9
BERPO1901	1/3/2019	1/3/2019	3.15E+09	PETPET ME	9.555E+12			30 PCS	31.5			0	0	945 BER	V034	VITAL SCOR	10
BERPO1901	1/3/2019	1/3/2019	3.15E+09	FITTI BASIC	9.555E+12			8 PKT	10.3			0	0	82.4 BER	V034	VITAL SCOR	11
BERPO1901	1/3/2019	1/3/2019	3.15E+09	FITTI BASIC	9.555E+12			8 PKT	10.3			0	0	82.4 BER	V034	VITAL SCOR	12
BERPO1901	1/3/2019	1/3/2019	3.15E+09	FITTI BASIC	9.555E+12			4 PKT	19.59			0	0	78.36 BER	V034	VITAL SCOR	13
BERPO1901	1/3/2019	1/3/2019	3.15E+09	FITTI BASIC	9.555E+12			15 UNIT	24.5			0	0	367.5 BER	V034	VITAL SCOR	14
BERPO1901	1/3/2019	1/3/2019	3.15E+09	FITTI BASIC	9.555E+12			30 PKT	24.5			0	0	735 BER	V034	VITAL SCOR	15
BERPO1901	1/3/2019	1/3/2019	3.15E+09	FITTI BASIC	9.555E+12			30 PKT	24.5			0	0	735 BER	V034	VITAL SCOR	16
BERPO1901	1/3/2019	1/3/2019	3.15E+09	CERTAINTY	8.997E+12			40 PACK	12.27			0	0	490.8 BER	V034	VITAL SCOR	17
BERPO1901	1/3/2019	1/3/2019	3.15E+09	CERTAINTY	8.997E+12			40 PACK	15.67			0	0	626.8 BER	V034	VITAL SCOR	18
BERPO1901	1/3/2019	1/3/2019	3.15E+09	CERTAINTY	8.851E+12			24 PCS	15.38			0	0	369.12 BER	V034	VITAL SCOR	19
BERPO1901	1/3/2019	1/3/2019	3.15E+09	CERTAINTY	8.851E+12			24 PKT	15.38			0	0	369.12 BER	V034	VITAL SCOR	20

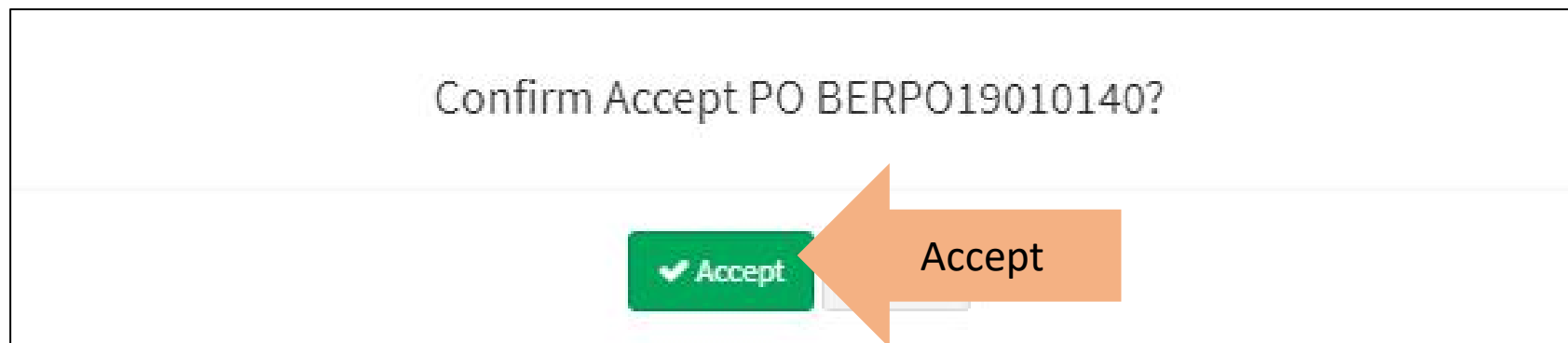
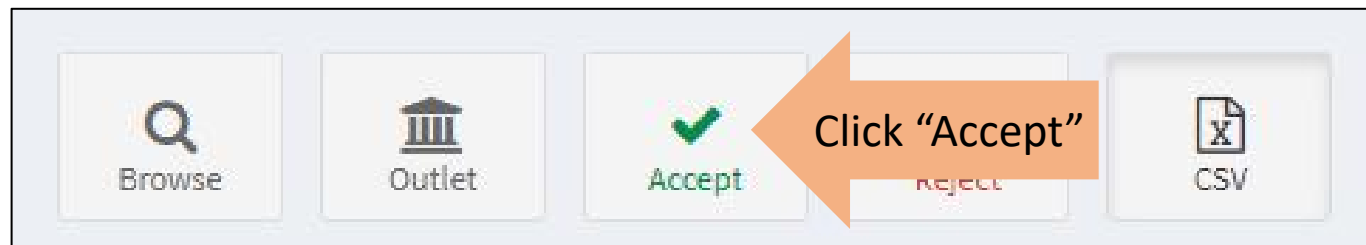
CSV format

Accept “New” PO

Step 8: Click on



to accept PO.



Accept "New" PO

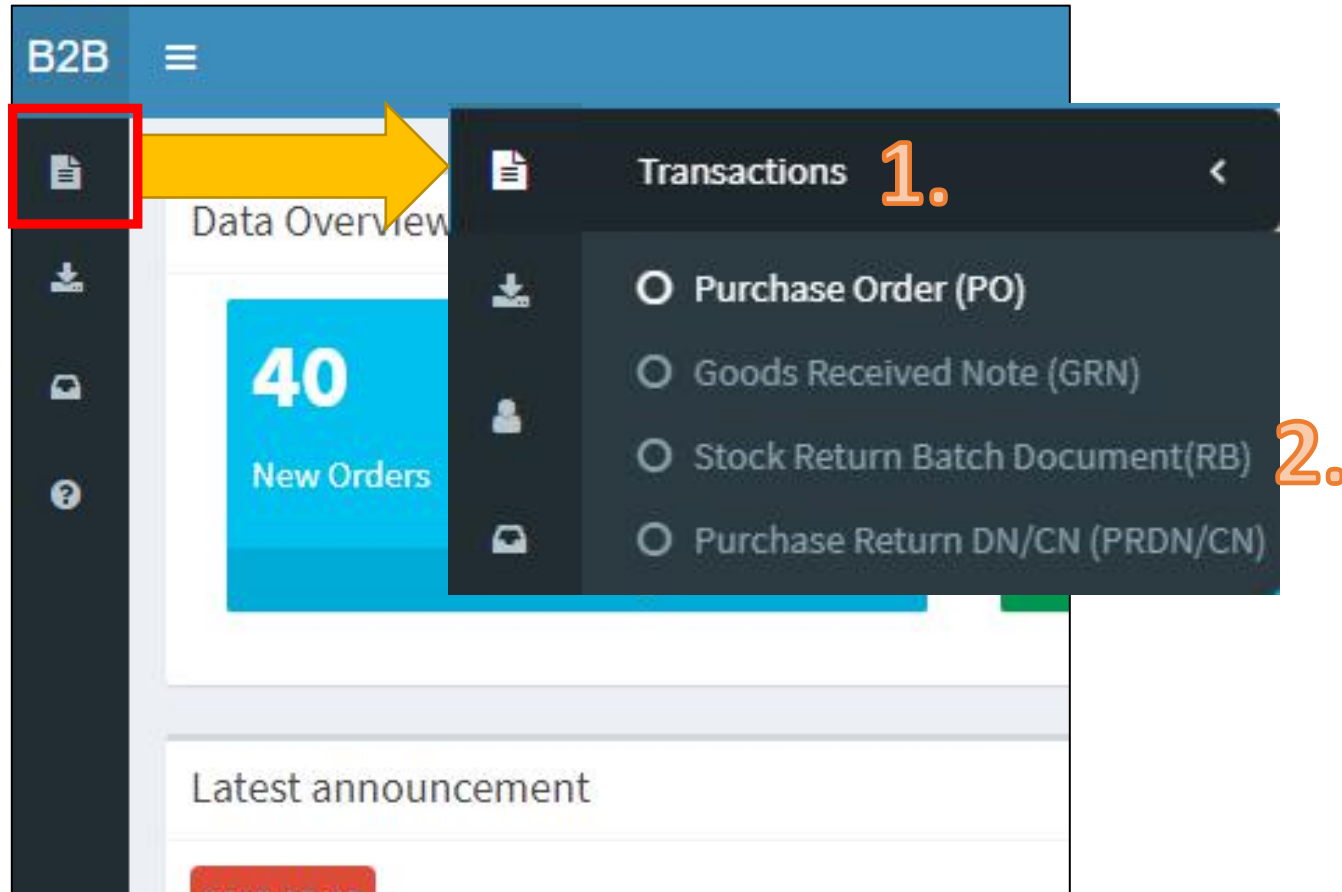
Step 9: Verify the status changed from "NEW" to "Accepted" in Purchase Order grid.

PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Accepted
		DC			2020-03-17 Tue	2020-03-27 Fri		0.00		Accepted	

Status=
"Accepted"

Transaction (Purchase Order)

Step 1: Click on Transaction -> Purchase Order



Transaction (Purchase Order)

Step 2: Choose your location (outlet).

Please Choose a Location

OUTLET A -HQ

OUTLET A- HQ

OUTLET E-MART SDN BHD - B2W - Bentong 2 Warehouse

OUTLET E-MART SDN BHD - BER - Bera

OUTLET E-MART SDN BHD - BGJ - Batu Gajah

OUTLET E-MART SDN BHD - BLP - Balik Pulau

OUTLET E-MART SDN BHD - BT1 - Bentong 1

OUTLET E-MART SDN BHD - BT2 - Bentong 2

OUTLET E-MART SDN BHD - GMS - Gemas

OUTLET E-MART SDN BHD - GRK - Gerik

OUTLET E-MART SDN BHD - IBN - Ipoh Botani

OUTLET E-MART SDN BHD - JRT - Jerantut

OUTLET E-MART SDN BHD - KJW - Kajang Warehouse

OUTLET E-MART SDN BHD - KKD - Kuala Kedah

OUTLET E-MART SDN BHD - KLM - Kulim

OUTLET E-MART SDN BHD - KLP - Kuala Lipis

OUTLET E-MART SDN BHD - MR - Muar

OUTLET E-MART SDN BHD - MTK - Mentakab


OUTLET E-MART SDN BHD - NSB - Nusa Bestari

OUTLET E-MART SDN BHD - PDS - Port Dickson

OUTLET E-MART SDN BHD - PLU - Pulau Utama

Location (outlet)

Step 3: At the “Filter By” section, select vendor code with status "NEW" status and click

 Search

Filter By

Ref No

PO Status

NEW

Select “New”

PO Date Range
(YYYY-MM-DD)

Clear


Expired Date From
(YYYY-MM-DD)

Expired Date To
(YYYY-MM-DD)

Clear

Filter by Period Code
(YYYY-MM)

None

 Search

Select “search”

Reject “New” PO

Step 4: Click  on Purchase Order grid to view PO.

PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action
					2020-03-16 Mon	2020-04-08 Wed		0.00		NEW	






View

Rejected "New" PO

Step 5: Purchase Order in pdf format will show on screen and please read through

PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action	
					2020-03-16 Mon	2020-04-08 Wed		0.00		NEW		

Purchase Order
Ref No : B2WPO20030028 - printed

Purchase Order Issued by

Tel: Fax:

Deliver To

Remark

Purchase from Registered GST Supplier

GST Reg No: Tax Code:

Tel: Fax: PO Refno ->


Supplier Code

PO Date 14/03/20 Sat Deliver on 18/03/20 Wed Expiry on 01/04/20 Wed

Supplier Copy Page 1 of 1

Purchase Order

Kindly Present This PO upon Delivery of Goods



No	Democode / Article No / Product Barcode	Description	Packsize /m/gy	Unit Price Before Disc	Item Disc Amount	Bill Disc Proposed	Unit Price After Discount	Unit Tax Amount	Unit Price Include Tax	Quantity	Total Amount Exclude Tax	Total Tax Amount	Total Amount Include Tax
1	3000108101 9556285010131		1/4	18.9000			18.9000	0.0000	18.9000			0.00	
2	3000108201 9556285010100		1/4	18.9000			18.9000	0.0000	18.9000			0.00	
3	3000107901 9556285010124		1/4	18.9000			18.9000	0.0000	18.9000			0.00	
4	3000108001 9556285010117		1/4	18.9000			18.9000	0.0000	18.9000			0.00	

1. Goods receiving hour: Monday to Saturday 10:00am-1:00pm & 2:00pm-6:00pm
2. Kindly adhere to the PO delivery date, failure which we will not receive the goods
3. One PO is valid for one delivery only. Undelivered item in the same PO will not be accepted for delivery anymore
4. Penalty charges of 3 times the PO cost will be imposed for short supplies of goods

5. All goods supplied are to be billed with the correct unit cost, order pack size and all purchases are on returnable basis
6. Should you disagree with the Cost or Trade Offer stated in our PO, please obtain an amended PO from us prior to delivery, failure which we will debit you the difference between invoice amount and PO cost for price overcharged

Tax @ 0%	Tax @ 6%	Document Summary	
18,900.00	0.00	Total Before GST & Discount	
		Item GST Amount	0.00
		Surcharge GST Amount	0.00
		Total Amount Include GST	



If browser does not support PDFs. Please download the PDF to view it: [Download PDF](#)


Rejected "New" PO

Step 6: Click on  to download PO soft copy.

Purchase Order
Ref No : B2WPO20030028 - printed

PO_L001_B2WPO20030028.pdf
1 / 1



Download

Purchase Order Issued by		Purchase from Registered GST Supplier				Supplier Copy Page 1 of 1	
Tel: Fax:		GST Reg No:		Tax Code:		Purchase Order	
Deliver To		Tel: Fax:		PO Refno ->		Kindly Present This PO upon Delivery of Goods	
Remark		Supplier Code		PO Date 14/03/20 Sat Deliver on 18/03/20 Wed Expiry on 01/04/20 Wed			

No	Remcode / Article No / Product Barcode	Description	Packsize / ctn qty	Unit Price Before Disc	Ben Disc Amount	BE Disc Protated	Unit Price After Discount	Unit Tax Amount	Unit Price Include Tax	Quantity	Total Amount Exclude Tax	Total Tax Amount	Total Amount Include Tax
1	3000108101 9556285010131		1/4	18.9000			18.9000	0.0000	18.9000			0.00	
2	3000108201 9556285010100		1/4	18.9000			18.9000	0.0000	18.9000			0.00	
3	3000107901 9556285010124		1/4	18.9000			18.9000	0.0000	18.9000			0.00	
4	3000108001 9556285010117		1/4	18.9000			18.9000	0.0000	18.9000			0.00	

1. Goods receiving hour: Monday to Saturday 10:00am-1:00pm & 2:00pm-6:00pm

2. Kindly adhere to the PO delivery date, failure which we will not receive the goods

3. One PO is valid for one delivery only. Undelivered item in the same PO will not be accepted for delivery anymore

4. Penalty charges of 3 times the PO cost will be imposed for short supplies of goods

5. All goods supplied are to be billed with the correct unit cost, order pack size and all purchases are on returnable basis

6. Should you disagree with the Cost or Trade Offer stated in our PO, please obtain an amended PO from us prior to delivery, failure which we will debit you the difference between invoice amount and PO cost for price overcharged

Tax @ 0%	Tax @ 5%
18,900.00	0.00

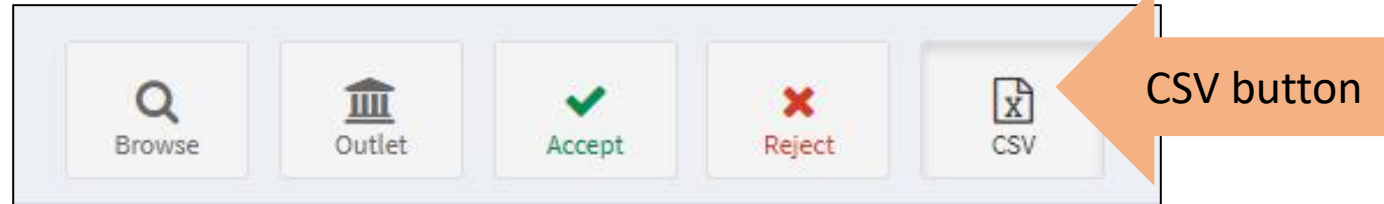
Document Summary	
Total Before GST & Discount	
Item GST Amount	0.00
Surcharge GST Amount	0.00
Total Amount Include GST	

Reject “New” PO

Step 7: Click on



to download soft copy in CSV format.

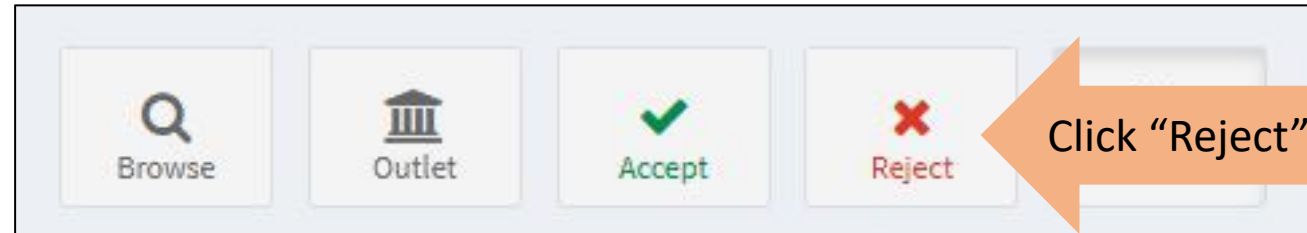


idno	gdate	delivdate	itemcode	description	barcode	artidno	qty	um	netunitprice	gst	tax	cor	gst	tax	rat	gst	tax	amt	totalprice	libration	scode	srname	line
BERPO1501	1/3/2019	1/10/2019	1.21E+09	HOGOMAS	9.555E+12			32 PCS	3.9				0		0			40.8	BEX	S003	BER		
BERPO1501	1/3/2019	1/10/2019	1.21E+09	HOGOMAS	9.555E+12			24 PCS	6.35				0		0			152.4	BEX	S003	BER		
BERPO1901	1/3/2019	1/10/2019	1.21E+09	HOGOMAS	5.355E+12			12 PCS	3.85				0		0			46.2	BEX	S003	BER		
BERPO1501	1/3/2019	1/10/2019	1.21E+09	HOGOMAS	9.555E+12			18 PACK	3				0		0			48	BEX	S003	SEM		
BERPO1901	1/3/2019	1/10/2019	1.21E+09	JERAM MAS	9.555E+12			30 PCS	1.1				0		0			33	BEX	S003	SEMAM		
BERPO1901	1/3/2019	1/10/2019	1.21E+09	JERAM MAS	9.555E+12			30 PKT	1.1				0		0			33	BEX	S003	SEMAM		

CSV format

Reject “New” PO

Step 8: Click  to reject PO and provide a reason code.



Confirm Reject PO BERPO19010157?

Reason *


- Minimum Qty Order
- Minimum Qty Order
- No Stock
- Short Delivery Date
- Wrong Pack Size
- Wrong Pricing
- Wrong SKU

Reason

Confirm Reject PO BERPO19010157?

Reason *

Minimum Qty Order

 Reject

Reject

Reject "New" PO



Step 9: Verify the status changed from "NEW" to "Rejected".

PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action
					2019-09-22 Sun	2019-10-06 Sun		0.00		rejected	

Status= "Rejected"

Bulk Accept PO

✓ Click




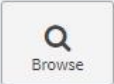

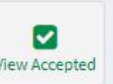

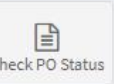
to accept multiple PO at once.


<div> <div>Browse</div> <div>Outlet</div> <div>View Accepted</div> <div>View Rejected</div> <div>Check PO Status</div> <div>Bulk Accept</div> <div>Print</div> </div>												
PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action	
					2020-03-16 Mon	2020-04-08 Wed		0.00		NEW		<input checked="" type="checkbox"/>
					2020-03-16 Mon	2020-04-08 Wed		0.00		NEW		<input checked="" type="checkbox"/>
					2020-03-16 Mon	2020-04-08 Wed		0.00		NEW		<input checked="" type="checkbox"/>
					2020-03-16 Mon	2020-04-08 Wed		0.00		NEW		<input checked="" type="checkbox"/>
					2020-02-19 Wed	2020-04-09 Thu		0.00		NEW		<input checked="" type="checkbox"/>
					2020-03-12 Thu	2020-04-01 Wed		0.00		NEW		<input checked="" type="checkbox"/>
					2020-03-13 Fri	2020-04-10 Fri		0.00		NEW		<input checked="" type="checkbox"/>
					2020-03-13 Fri	2020-04-10 Fri		0.00		NEW		<input checked="" type="checkbox"/>
					2020-03-13 Fri	2020-04-10 Fri		0.00		NEW		<input checked="" type="checkbox"/>
					2020-03-19 Thu	2020-04-13 Mon		0.00		NEW		<input checked="" type="checkbox"/>


2. Click **bulk accept** to accept all the PO.

1. Tick all the PO you wish to accept.

✓ Click  to print your PO, status will change to **PRINTED**

 Browse
  Outlet
  View Accepted
  View Rejected
  Check PO Status

 Bulk Accept

 Print

Filter By

Ref No

PO Status

NEW

PO Date Range (YYYY-MM-DD)

Clear

Expired Date From (YYYY-MM-DD)

Expired Date To (YYYY-MM-DD)



Clear

Filter by Period Code (YYYY-MM)

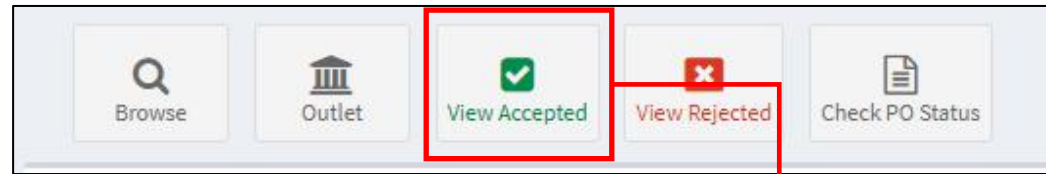
None

Search

Reset

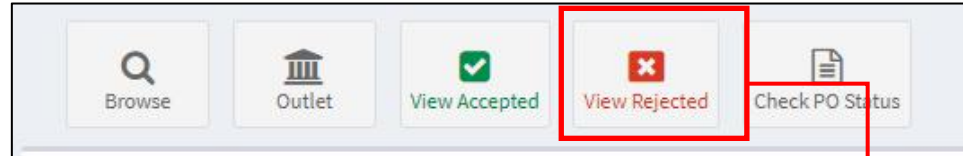
PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action	
					2020-03-14 Sat	2020-04-01 Wed		0.00		printed		



















✓ Click on  to view all your accepted PO.

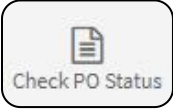


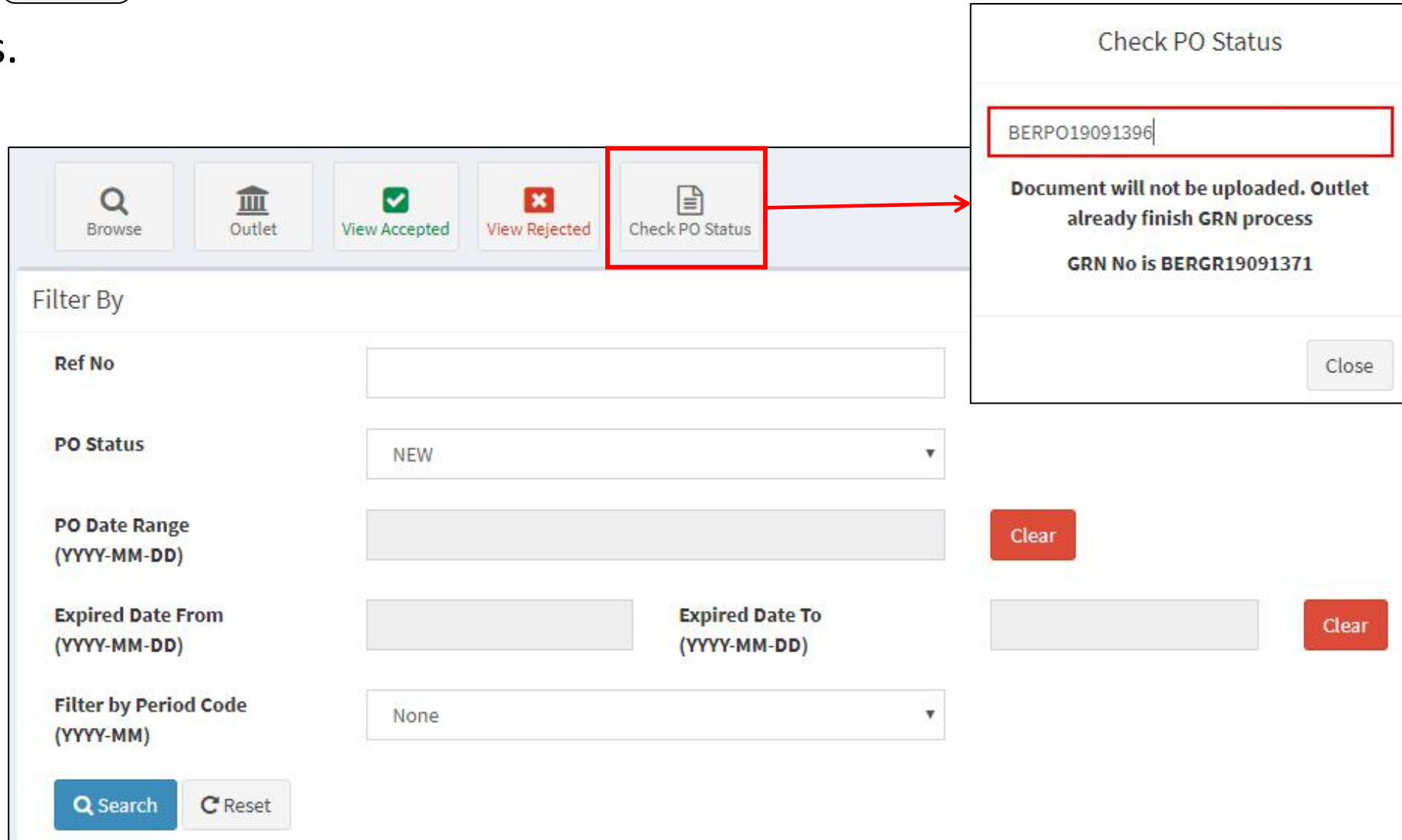
PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action	
B2WPO19123046		B2W	S245		2019-12-16 Mon	2020-01-10 Fri		0.00		Accepted		
B2WPO19123067		B2W	S183		2019-12-29 Sun	2020-01-22 Wed		0.00		Accepted		
B2WPO19123068		B2W	S245		2019-12-29 Sun	2020-01-22 Wed		0.00		Accepted		
B2WPO19123069		B2W	S183		2019-12-29 Sun	2020-01-22 Wed		0.00		Accepted		
B2WPO20010022		B2W	O009		2020-01-07 Tue	2020-01-27 Mon		0.00		Accepted		
B2WPO20020027		B2W	D015		2020-02-10 Mon	2020-03-02 Mon		0.00		Accepted		
B2WPO20020028		B2W	D015		2020-02-10 Mon	2020-03-02 Mon		0.00		Accepted		
B2WPO20020030		B2W	D015		2020-02-10 Mon	2020-03-02 Mon		0.00		Accepted		
B2WPO20020031		B2W	D015		2020-02-10 Mon	2020-03-02 Mon		0.00		Accepted		
B2WPO20020047		B2W	S245		2020-02-24 Mon	2020-04-06 Mon		0.00		Accepted		

✓ Click  to view all your rejected PO.



PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action	
		BER			2019-09-22 Sun	2019-10-06 Sun		0.00		rejected		
		BER			2019-10-10 Thu	2019-10-24 Thu		0.00		rejected		
		BER			2019-10-11 Fri	2019-10-25 Fri		0.00		rejected		
		BER			2019-10-19 Sat	2019-11-02 Sat		0.00		rejected		
		BER			2019-10-19 Sat	2019-11-02 Sat		0.00		rejected		
		BER			2019-11-07 Thu	2019-12-11 Wed		0.00		rejected		
		BER			2020-01-17 Fri	2020-01-31 Fri		0.00		rejected		
		BER			2020-01-28 Tue	2020-02-18 Tue		0.00		rejected		
BER00001593		BER			2020-02-27 Thu	2020-03-17 Tue		0.00		rejected		

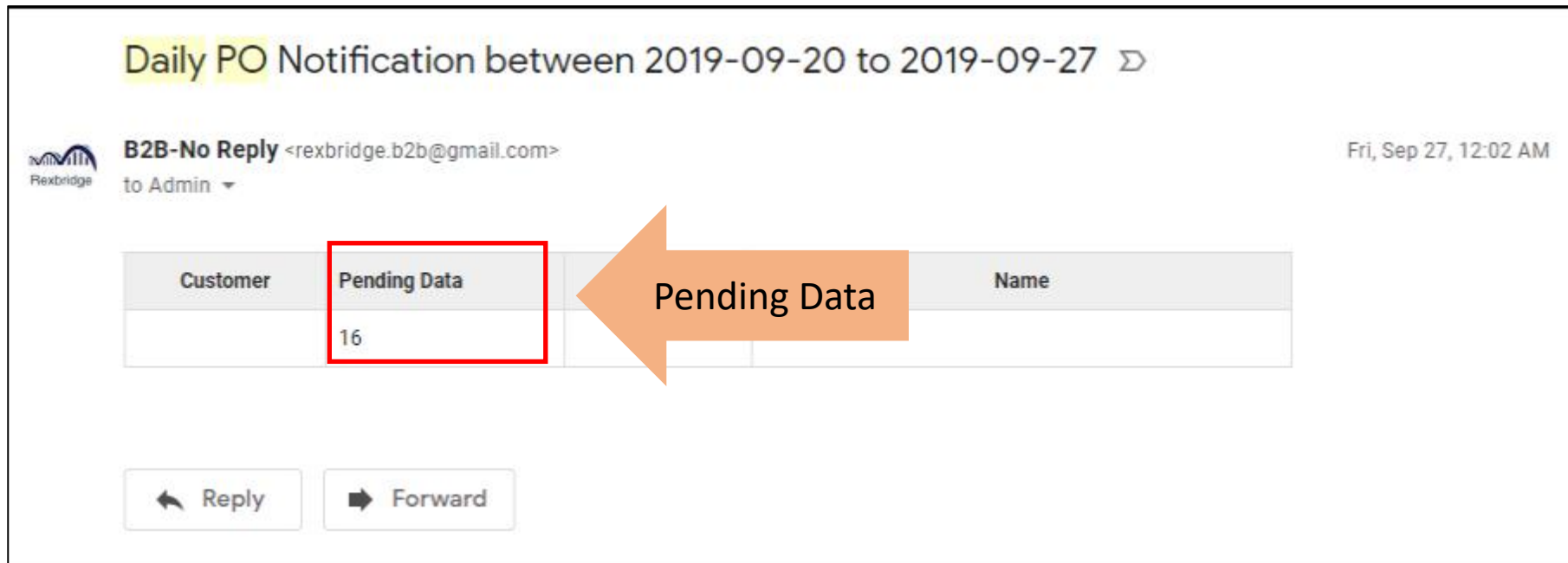
✓ Click  and insert PO reference number, there will show you about PO and GRN status.



The screenshot displays the 'PO Tools' interface. At the top, there are five buttons: 'Browse', 'Outlet', 'View Accepted', 'View Rejected', and 'Check PO Status'. The 'Check PO Status' button is highlighted with a red box, and a red arrow points from it to a modal window titled 'Check PO Status'. The modal window contains a text input field with the value 'BERPO19091396', a message stating 'Document will not be uploaded. Outlet already finish GRN process', and 'GRN No is BERGR19091371'. Below the modal, the main interface shows a 'Filter By' section with fields for 'Ref No', 'PO Status' (set to 'NEW'), 'PO Date Range' (YYYY-MM-DD), 'Expired Date From' (YYYY-MM-DD), 'Expired Date To' (YYYY-MM-DD), and 'Filter by Period Code' (YYYY-MM). There are 'Search' and 'Reset' buttons at the bottom left of the filter section.

Daily PO Notification Email


- Every user will receive “Daily PO Notification” email, to remind that you have **NEW PO**
- Pending data means that you need take action (**Accept/Reject**) for your **NEW** PO.



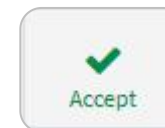
- Status will **CHANGE** for every action (*printed/accepted/rejected/viewed*) you have done.
 - PO status are **NEW** when you go to PO screen.

✓ Status will change from **NEW** to **VIEWED** after you click 

PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action
					2020-03-16 Mon	2020-04-08 Wed		0.00		NEW	

PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action
SGBPO20030927		SGB	0035		2020-03-24 Tue	2020-04-08 Wed	6,438.00	0.00	6,438.00	viewed	

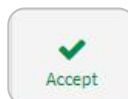
✓ Status will change from **VIEWED/NEW** to **ACCEPT/REJECTED** after you click



or





PO status "Accepted" when you click



PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action	
DCPO20030032		DC	R015		2020-03-17 Tue	2020-03-27 Fri	375.00	0.00	375.00	Accepted		

PO status "Rejected" when you click




PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action	
SGBPO20030127		SGB	G002		2020-03-05 Thu	2020-03-18 Wed	373.82	0.00	373.82	rejected		









- ✓ If you does not do any action(Accept / Reject) until PO **expiry date**, status will change to **Expired**

PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action	
DCPO20030001		DC	C032		2020-03-03 Tue	2020-03-16 Mon	7,129.82	0.00	7,129.82	expired		<input type="checkbox"/>

- ✓ You will see **GR_Completed** status when your receiving at outlet is completed.

PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action	
TSBPO20030281	TSBGR20030293	TSB	S011-1		2020-03-17 Tue	2020-03-27 Fri	367.74	0.00	367.74	gr_completed		<input type="checkbox"/>

- ✓ If there have reference number at the “GRN RefNo” grid , it means that you already complete the GRN process for the selected PO.

PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action	
TSBPO20030281	TSBGR20030293	TSB	E011		2020-03-17 Tue	2020-03-27 Fri	367.74	0.00	367.74	gr_completed		<input type="checkbox"/>
TSBPO20030271	TSBGR20030292	TSB	E014		2020-03-16 Mon	2020-03-29 Sun	2,863.00	0.00	2,863.00	gr_completed		<input type="checkbox"/>
TSBPO20030277	TSBGR20030291	TSB	T017		2020-03-17 Tue	2020-03-30 Mon	56.10	0.00	56.10	gr_completed		<input type="checkbox"/>
TSBPO20030274	TSBGR20030288	TSB	E015		2020-03-17 Tue	2020-03-30 Mon	154.57	0.00	154.57	gr_completed		<input type="checkbox"/>
TSBPO20030273	TSBGR20030287	TSB	G002		2020-03-17 Tue	2020-03-30 Mon	121.30	0.00	121.30	gr_completed		<input type="checkbox"/>
TSBPO20030272	TSBGR20030286	TSB	M019		2020-03-17 Tue	2020-03-30 Mon	52.00	0.00	52.00	gr_completed		<input type="checkbox"/>
TSBPO20030267	TSBGR20030262	TSB	E020		2020-03-16 Mon	2020-03-29 Sun	18.00	0.00	18.00	gr_completed		<input type="checkbox"/>
TSBPO20030230	TSBGR20030258	TSB	P037		2020-03-13 Fri	2020-03-23 Mon	108.40	0.00	108.40	gr_completed		<input type="checkbox"/>

GRN reference
number