

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

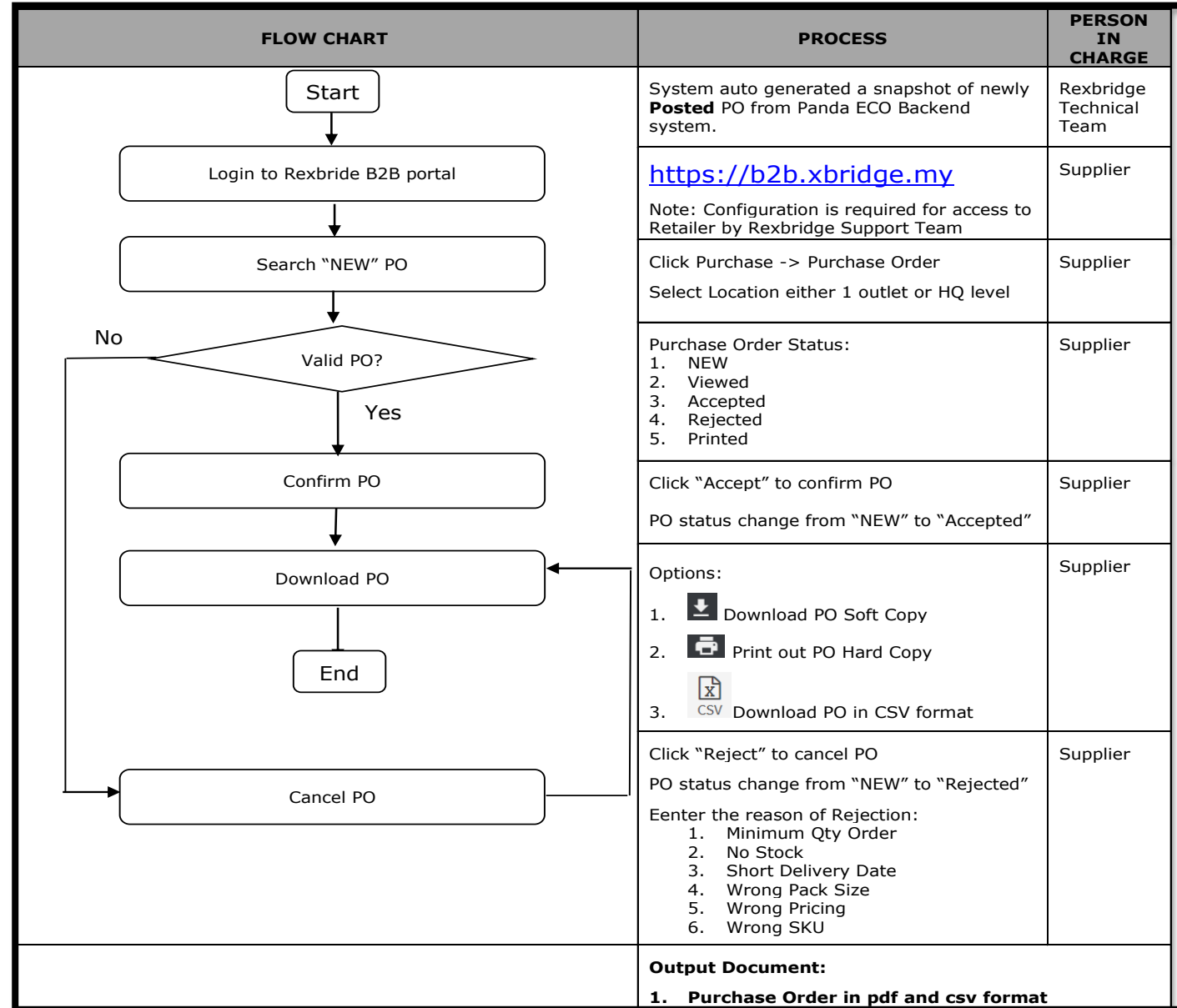
Purchase Order to be published @ B2B once document posted @ Panda

4

Vendor is allowed to reject the PO with valid reason

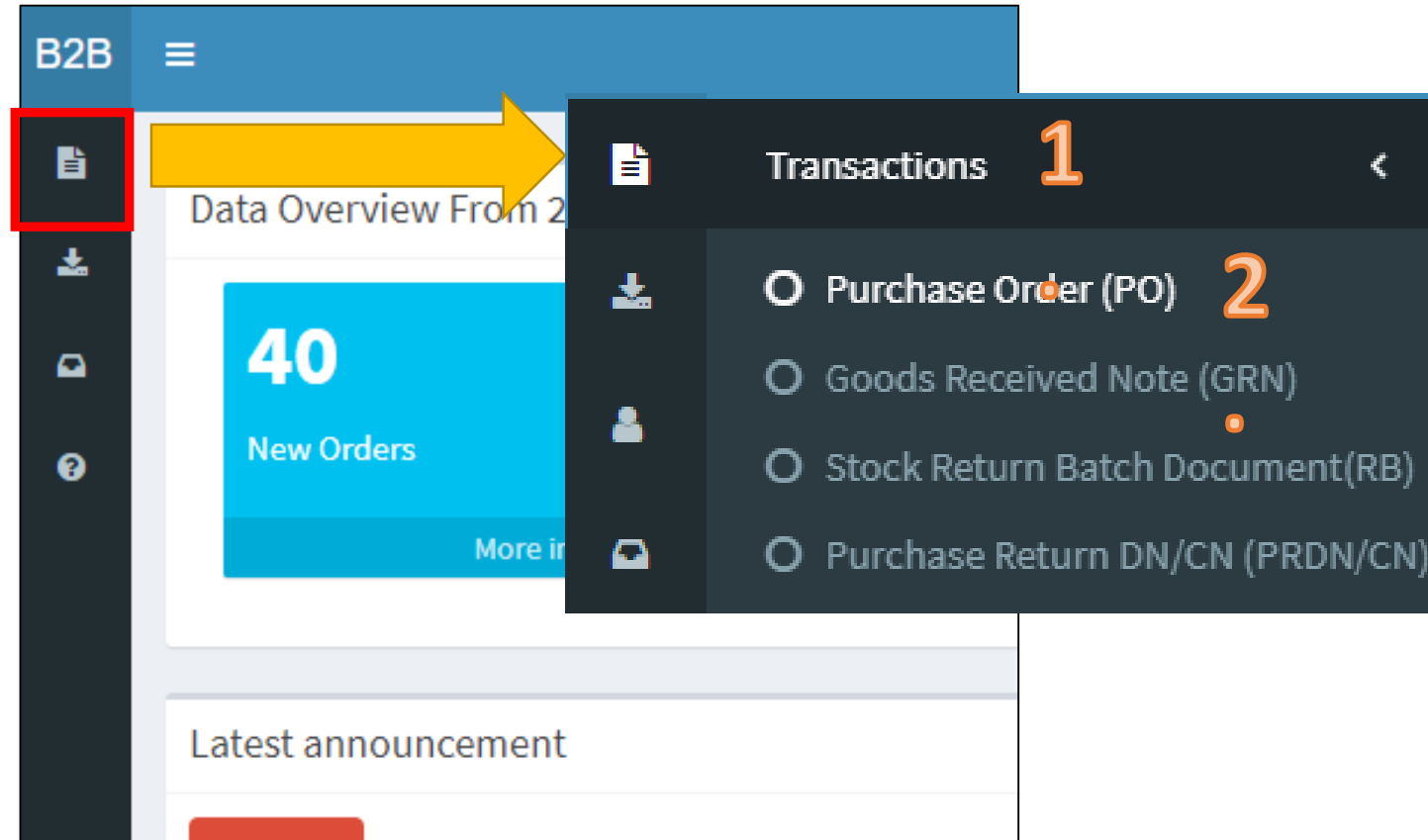
5

Issuer will be notified of rejected PO via email



Transactions - Purchase Order (PO)

Step 1: Click on Transaction -> Purchase Order



Transactions - Purchase Order (PO)

Step 2: Choose your location (outlet).

Please Choose a Location

TF VALUE-MART SON BHD
TF VALUE-MART SON BHD
TF VALUE-MART SON BHD-AST
TF VALUE-MART SON BHD-BER- Bera
TF VALUE-MART SON BHD-BGJ- Bahu Gajah
TF VALUE-MART SON BHD-BLP- Bukit Mulu
TF VALUE-MART SON BHD-BT1- Bentong 1
TF VALUE-MART SON BHD-BT2- Bentong 2
TF VALUE-MART SON BHD-GMS- Gemas
TF VALUE-MART SON BHD-GRK- Gerik
TF VALUE-MART SON BHD-IBN- Ipoh Rotari
TF VALUE-MART SON BHD-JRT- Jerantur
TF VALUE-MART SON BHD-KJW- Kajang Warehouse
TF VALUE-MART SON BHD-KKD- Kuala Kedah
TF VALUE-MART SON BHD-KLM- Kulim
TF VALUE-MART SON BHD-KLP- Kuala Lipis
TF VALUE-MART SON BHD-MR- Muar
TF VALUE-MART SON BHD-MTK- Mentakab
TF VALUE-MART SON BHD-NSB- Nusa Bestari
TF VALUE-MART SON BHD-PDS- Port Dickson
TF VALUE-MART SON 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	Qdref	Code	Name	Pr Date	Expiry Date	Amount	Tax	Total Inc Tax	Status	Action
BERPC19051421		BER			2019-05-23 Mon	2019-12-22 Sun	90.90	0.00	90.90	NEW	






View

Accept "New" PO

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

PO Refno	Supplier Refno	Outlet	Code	Name	PO Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action
BERPO19010122		BER			2019-05-23 Mon	2019-12-22 Sun	38.00	0.00	38.00	NEW	

Purchase Order
RefNo: BERPO19010122 - Pending

Purchase Order Issued by
TR VALUE-MART SDN BHD
25101
NO 2 JALAN SENTRAL TRIANG, SENTRAL TRIANG, 26300 TRIANG,
PAHANG
Tel: 09-2561007 Fax:

Purchase from Registered GST Supplier

Tru 09-5674766 Fax: 09-5651798

PO Refno: BERPO19010122

PO Date: 05/01/19 Tru Delivery on: 16/01/19 Expiry on: 22/01/19

Supplier Copy Page 1 of 1

Purchase Order

Please present this PO upon Delivery of Goods

BERPO19010122


No	Item Code / Article No / Barcode	Product Description	Package (Unit)	Unit Price	Base Price	BS Price	Unit Price After Discount	Unit Tax Amount	Unit Price Including Tax	Quantity	Total Amount Package Tax	Total Tax Amount	Total Amount Including Tax
1	3890141101 9556318012002	PREMIER SPRINGROLL PASTRY 550GM 7.5'x5.0'	1/20	3.8000			3.8000	0.0000	3.8000	100 pack (5 cpl)	380.00	0.00	380.00

1. Goods received between Monday to Saturday 10:00am to 2:00pm & 9:00am to 5:00pm.
2. Kindly advise to the PO delivery date, failure which we will not receive the goods.
3. One PO is valid for one delivery only. Under no circumstances in the same PO will not be accepted for delivery anymore.
4. Penalty charges of 3 times the PO total will be imposed for status supplier of goods.

5. All goods supplied to be delivered with the correct amount order pack size and all purchases are on returnable basis.
6. Should you disagree with the Content of Trade, Year standard PO please obtain an amended PO to be as per order delivery failure which we will debit you the difference between invoice amount and PO cost for price overcharged.

Tax Summary		Document Summary	
Tax @ 0%	Tax @ 0%	Total before GST & Discount	380.00
380.00	0.00	Discount GST Amount	0.00
		Total Amount Including GST	380.00

Accept "New" PO

Step 6: Click on  to download PO soft copy.

PO_V034_BERPO19010140.pdf 172

Download

Purchase Order Issued By
TE VALUE-MART SDN BHD

NO 2 JALAN SENTRAL TRIANG, SENTRAL TRIANG, 28300 TRIANG,
PAHANG

Tel: 09-2561007 Fax:

Purchase from Registered GST Supplier

Tel: Fax:

Supplier Code

PO Date 03/01/19 Thu Deletion on 03/01/19 Thu Expiry on 17/01/19 Thu

Supplier Copy Page 1 of 2

Purchase Order

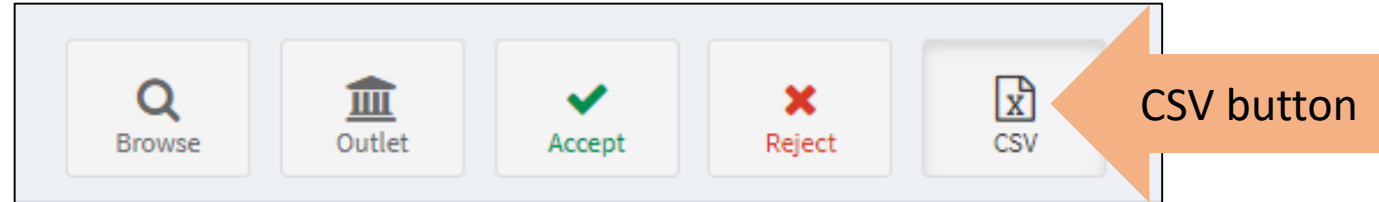
Kindly Present This PO upon Delivery of Goods

BERPO19010140

No	Barcode / Article No	Product Barcode	Description	Package (qty)	Unit Price Before Disc	Dis Disc Amount	Dis Disc Percentage	Unit Price After Discount	Unit Tax Amount	Unit Price Include Tax	Quantity	Total Amount Exclude Tax	Total Tax Amount	Total Amount Include Tax
1	3150066901 9955021108111		PETPET DAYPANTS JUMBO L46	1/4	24.1000			24.1000	0.0000	24.1000	8 pcr (2 cm)	192.80	0.00	192.80
2	3150067001 9955021108143		PETPET DAYPANTS JUMBO XL40	1/4	24.1000			24.1000	0.0000	24.1000	8 pcr (2 cm)	192.80	0.00	192.80
3	3150067101 9955021108153		PETPET DAYPANTS JUMBO XXL52	1/4	24.1000			24.1000	0.0000	24.1000	8 pcr (2 cm)	96.40	0.00	96.40
4	3250000401 9955021106329		PETPET DAYNIGHT PANIS JUMBO L46X2 P	1/2	46.6300			46.6300	0.0000	46.6300	40 ea (20 cm)	1,865.20	0.00	1,865.20
5	3250000301 9955021106312		PETPET DAYNIGHT PANIS JUMBO M54X2 P	1/2	46.6300			46.6300	0.0000	46.6300	20 ea (10 cm)	932.60	0.00	932.60
6	3250000501 9955021106336		PETPET DAYNIGHT PANIS JUMBO XL40X2 P	1/2	46.6300			46.6300	0.0000	46.6300	40 ea (20 cm)	1,865.20	0.00	1,865.20
7	3250000601 9955021106343		PETPET DAYNIGHT PANIS JUMBO XXL52X2 P	1/2	46.6300			46.6300	0.0000	46.6300	30 ea (15 cm)	1,398.90	0.00	1,398.90
8	3150011601 9955021101294		PETPET MEGA NEWBORN 62	1/4	24.9000			24.9000	0.0000	24.9000	20 pcs (3 cm)	498.00	0.00	498.00
9	3150034601 9955021101454		PETPET MEGA S84	1/3	31.5000			31.5000	0.0000	31.5000	30 pcs (10 cm)	945.00	0.00	945.00
10	3150012101 9955021101349		PETPET MEGA M16	1/3	31.5000			31.5000	0.0000	31.5000	30 pcs (10 cm)	945.00	0.00	945.00
11	3150013001 9955021101359		PETPET BASIC CONVENIENT M22	1/8	10.3000			10.3000	0.0000	10.3000	8 pcr (1 cm)	82.40	0.00	82.40

Accept "New" PO

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

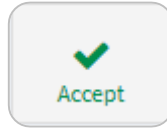


A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
refno	podate	deliverdate	itemcode	description	barcode	articleno	qty	um	netunitpric	gst_tax_coc	gst_tax_rat	gst_tax_am	totalprice	location	scode	sname	line	
BERPO1901	1/3/2019	1/3/2019	3.15E+09	PETPET DAY	9.555E+12		8	PKT	24.1			0	0	192.8	BER	V034	VITAL SCOR	1
BERPO1901	1/3/2019	1/3/2019	3.15E+09	PETPET DAY	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 DAY	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 DAY	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 DAY	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 DAY	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 DAY	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

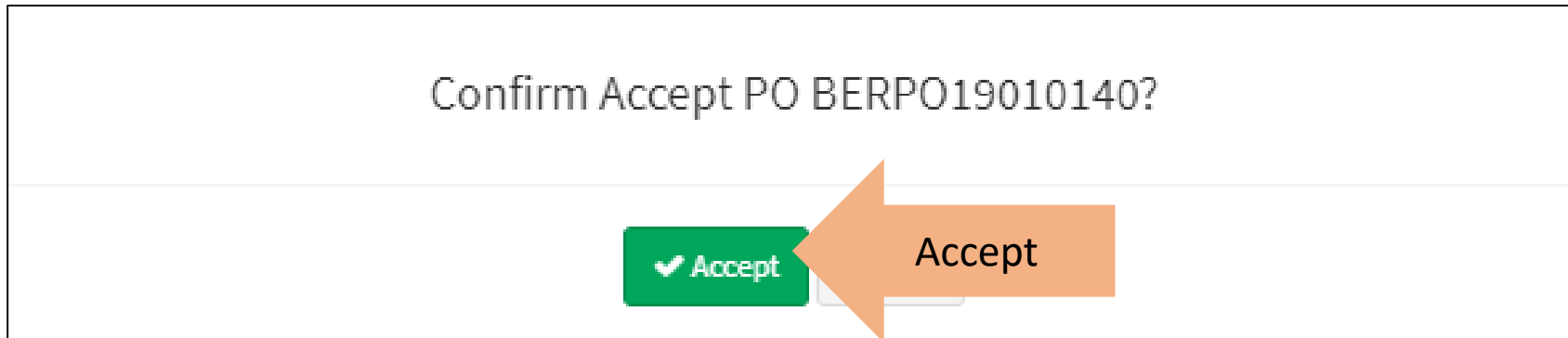
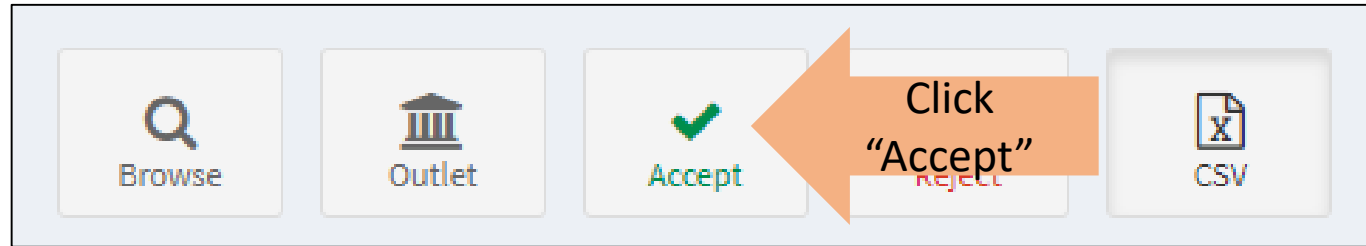
CSV format

Accept “New” PO

Step 8: Click on



to accept PO.



Accept "New" PO

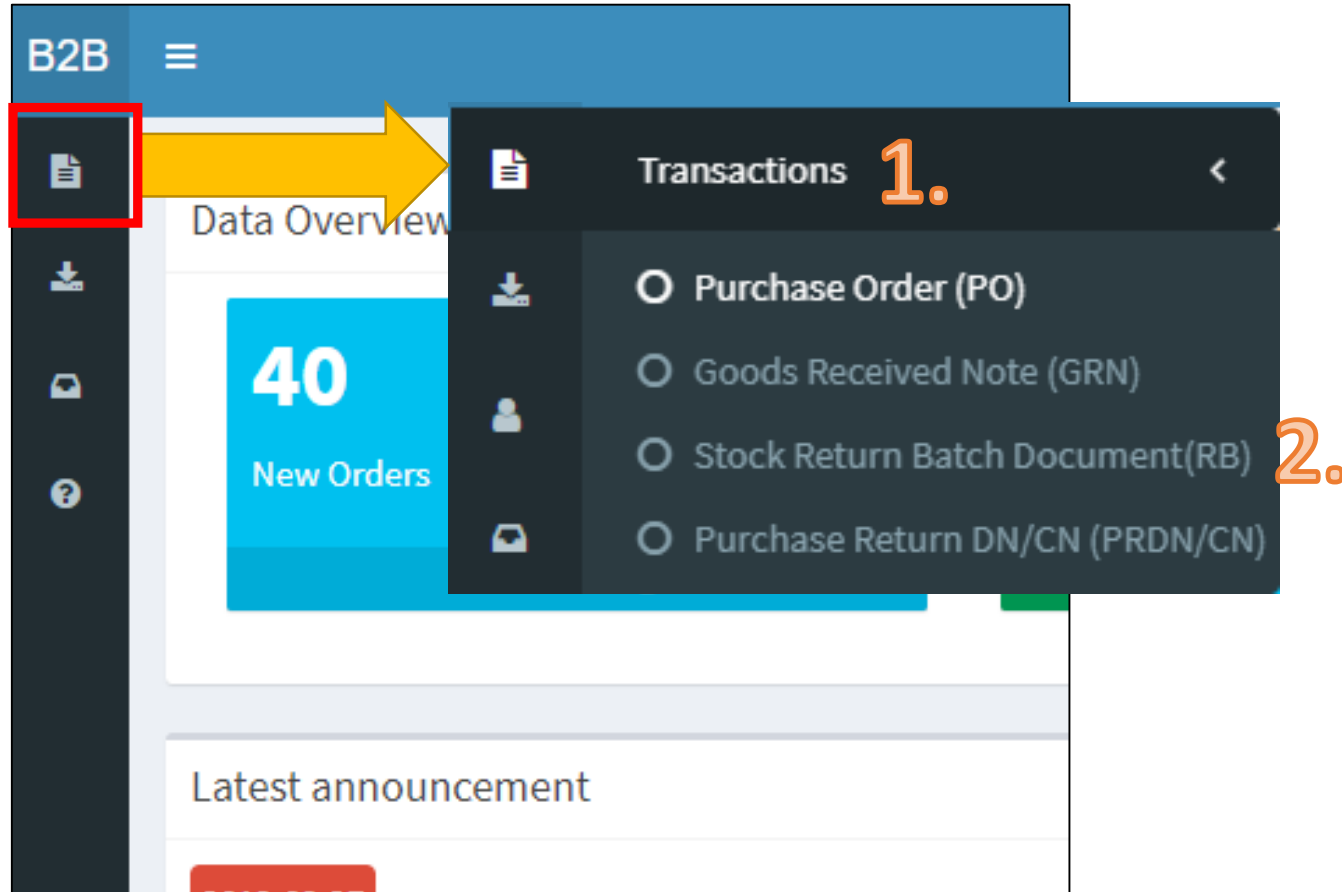
Step 9: Verify the status changed from "NEW" to "Accepted" in Purchase Order grid.

PO Refs	COA Refs	Outlet	Code	Name	Pl. Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action
BERPO1506072		BER			2019-06-14 Fri	2019-07-08 Fri	1,275.90	0.20	1,275.90	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

TF VALUE-MART SDN BHD
TF VALUE-MART SDN BHD
TF VALUE-MART SDN BHD-AST
TF VALUE-MART SDN BHD-BEM- Bera
TF VALUE-MART SDN BHD-BGJ- Batu Gajah
TF VALUE-MART SDN BHD-BLP- Bukit Melan
TF VALUE-MART SDN BHD-BT1- Bentong 1
TF VALUE-MART SDN BHD-BT2- Bentong 2
TF VALUE-MART SDN BHD-GMS- Gemas
TF VALUE-MART SDN BHD-GRK- Gerik
TF VALUE-MART SDN BHD-IBN- Ipoh Botani
TF VALUE-MART SDN BHD-JRT- Jerantut
TF VALUE-MART SDN BHD-KJW- Kajang Warehouse
TF VALUE-MART SDN BHD-KKD- Kuala Kedah
TF VALUE-MART SDN BHD-KLM- Kulim
TF VALUE-MART SDN BHD-KLP- Kuala Lipis
TF VALUE-MART SDN BHD-MR- Muar
TF VALUE-MART SDN BHD-MTK- Mentakab
TF VALUE-MART SDN BHD-NSB- Nusa Bestari
TF VALUE-MART SDN BHD-PDS- Port Dickson
TF VALUE-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

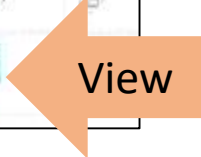
 Search

Select “search”

Reject “New” PO

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

PO Refno	GRN Refno	Qatist	Code	Name	PO Date	Expiry Date	Amount	Tax	Total Inc Tax	Status	Action
02RPO19031421		DEP			2019-05-23 Mon	2019-12-22 Sun	60.00	0.00	60.00	NEW	

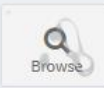


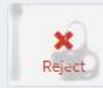



Rejected “New” PO

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 Inc Tax	Status	Action
BERPO1901021		BER			2019-05-23 Mon	2019-12-22 Sun	90.90	0.00	90.90	NEW	

Purchase Order
Ref No: BERPO19010122 - Pending

Purchase Order Issued by
TE VALUE-MART SDN BHD
25101
NO 2 JALAN SENTRAL TRIANG, SENTRAL TRIANG, 28300 TRIANG,
SENTRAL TRIANG,
PAHANG.
Tel: 09-2561007 Fax:

Deliver To: Term: 45

Remark:

Purchase from Registered GST Supplier

Tel: 09-5614766 Fax: 09-5651798

PO Refno: →

Expiry on: 22/01/20

Supplier Copy Page 1 of 1

Purchase Order

Kindly Present This PO upon Delivery of Goods

BERPO19010122

No	Barcode / Article No / Barcode	Product	Description	Packs (mm)	Unit Price	Qty	Sub Total	Unit Price	Unit Tax	Unit Tax Amount	Unit Price	Quantity	Total Amount	Total Tax Amount	Total Amount
1	2890141101 985315012002	PREMIER SPRINGROLL PASTRY 550GM 1.5/50'S		120	3.8000			3.8000	0.0000	3.8000		100 pack (5 cal)	380.00	0.00	380.00

1. Goods hereafter from Monday to Sunday 10:00am to 2:00pm & 6:00pm to 9:00pm

2. Kindly advise to the PO delivery date, time, which we will prepare the goods

3. One PO is valid for one delivery only. Under no circumstances in the same PO will not be accepted for delivery anymore

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

5. All goods supplied shall be under 5 days from the purchase order date

6. All purchases are on term cash basis

7. Should you disagree with the Content of this PO, please obtain an amended PO from us prior to delivery. Please note that we will debit you the difference between invoice amount and PO cost for price overcharged



Tax @ 0%	Tax @ 0%	Document Summary	
380.00	0.00	Total store GST & Discount	380.00
		Sum of GST amount	0.00
		Discharge GST amount	0.00
		Total amount payable GST	380.00

Rejected "New" PO

Step 6: Click on  to download PO soft copy.

PO_V034_BERPO19010140.pdf

1/2

Download

Purchase Order Issued by

TE VALUE MART SDN BHD

Purchase from Registered GST Supplier

Supplier Copy

Page 1 of 2

NO 2 JALAN SENTRAL TRIANG, SENTRAL TRIANG, 28300 TRIANG, SENTRAL TRIANG, PAHANG

Tel: 09-2561007 Fax:

Tel:

Fax:

PO Refno ->

Purchase Order


Kindly Present This PO upon Delivery of Goods

Deliver to

Term 60

Supplier Code

PO Date 03/01/19 Thu Delivery on 03/01/19 Thu Expiry on 17/01/19 Thu



BERPO19010140

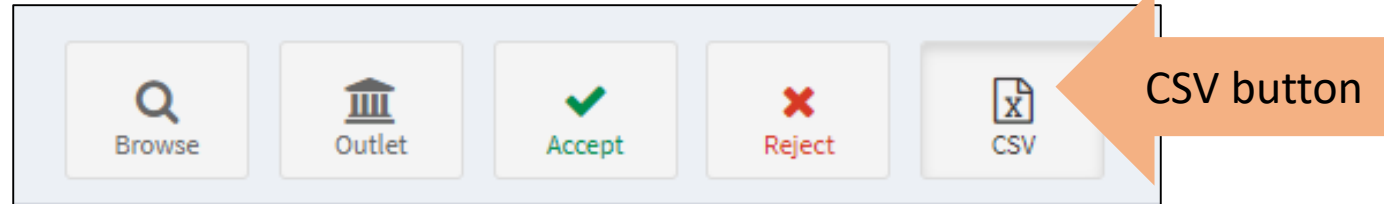
No	Itemcode / Article No / Basecode	Product	Description	Package (Qty)	Unit Price Before Disc	Disc Amount	Disc Percent	Unit Price After Discount	Unit Tax Amount	Unit Price Include Tax	Quantity	Total Amount Exclude Tax	Total Tax Amount	Total Amount Include Tax
1	3150066901 9955021101121	PETPET DAYPANTS JUMBO L46		1/4	24.1000			24.1000	0.0000	24.1000	8 pkr (12 cm)	192.80	0.00	192.80
2	3150067001 9955021101143	PETPET DAYPANTS JUMBO XL40		1/4	24.1000			24.1000	0.0000	24.1000	8 pkr (12 cm)	192.80	0.00	192.80
3	3150067101 9955021101153	PETPET DAYPANTS JUMBO XXL32		1/4	24.1000			24.1000	0.0000	24.1000	4 pkr (1 cm)	96.40	0.00	96.40
4	3250000401 9955021106329	PETPET DAYNIGHT PANIS JUMBO L46X2 P		1/2	46.6300			46.6300	0.0000	46.6300	40 ea (20 cm)	1,865.20	0.00	1,865.20
5	3250000301 9955021106312	PETPET DAYNIGHT PANIS JUMBO M54X2 P		1/2	46.6300			46.6300	0.0000	46.6300	20 ea (10 cm)	932.60	0.00	932.60
6	3250000501 9955021106335	PETPET DAYNIGHT PANIS JUMBO XL40X2 P		1/2	46.6300			46.6300	0.0000	46.6300	40 ea (20 cm)	1,865.20	0.00	1,865.20
7	3250000601 9955021106343	PETPET DAYNIGHT PANIS JUMBO XXL32X2 P		1/2	46.6300			46.6300	0.0000	46.6300	20 ea (10 cm)	932.60	0.00	932.60
8	3150011601 9955021101254	PETPET MEGA NEWBORN 62		1/4	24.9000			24.9000	0.0000	24.9000	20 pcs (15 cm)	498.00	0.00	498.00
9	3150034601 9955021101454	PETPET MEGA S54		1/3	31.5000			31.5000	0.0000	31.5000	30 mtr (10 cm)	945.00	0.00	945.00
10	3150012101 9955021101348	PETPET MEGA M76		1/3	31.5000			31.5000	0.0000	31.5000	30 pcs (10 cm)	945.00	0.00	945.00
11	3150013001 9955021101329	FIT7 BASIC CONVENIENT M42		1/8	10.3000			10.3000	0.0000	10.3000	8 pkr (1 cm)	82.40	0.00	82.40

Reject “New” PO

Step 7: Click on



to download soft copy in CSV format.

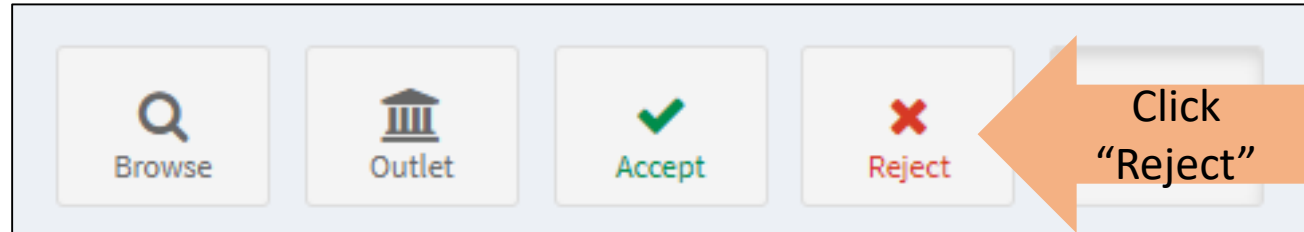


refno	gdate	delivdate	itemcode	description	barcode	artidno	qty	um	netunitprice	gst	tax	cor	gst	tax	rat	gst	tax	am	totalprice	libration	seode	srname	line
BERPO1901	1/3/2019	1/10/2019	1.21E+09	HOGOMAS	9.555E+12			32 PCS	3.9				0		0			40.8	BEX	S063	BER		
BERPO1901	1/3/2019	1/10/2019	1.21E+09	HOGOMAS	9.555E+12			24 PCS	6.35				0		0			152.4	BEX	S063	BER		
BERPO1901	1/3/2019	1/10/2019	1.21E+09	HOGOMAS	9.555E+12			12 PCS	3.85				0		0			46.2	BEX	S063	BER		
BERPO1901	1/3/2019	1/10/2019	1.21E+09	HOGOMAS	9.555E+12			18 PACK	3				0		0			48	BEX	S063	SEM		
BERPO1901	1/3/2019	1/10/2019	1.21E+09	JERAM MAS	9.555E+12			30 PCS	1.1				0		0			33	BEX	S063	SEMAM		
BERPO1901	1/3/2019	1/10/2019	1.21E+09	JERAM MAS	9.555E+12			30 PKT	1.1				0		0			33	BEX	S063	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

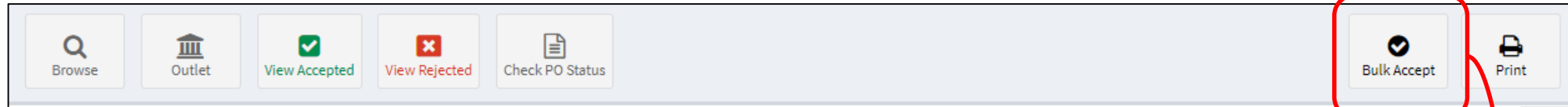
Step 9: Verify the status changed from "NEW" to "Rejected".

PO Refno	GRN Refno	Outlet	Code	Name	PO Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action
BT2PO19120360		BT2			2019-12-09 Mon	2020-01-01 Wed	1,721.01	0.0%	1,721.01	rejected	

Status=
"Rejected"

Bulk Accept PO

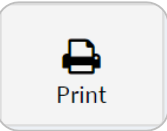
✓ Click  to accept multiple PO at once.

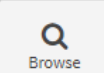

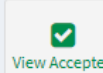
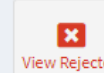
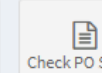
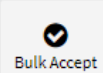
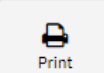


PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action	
BERPO19091421		BER			2019-09-23 Mon	2019-12-22 Sun	60.90	0.00	60.90	NEW		<input checked="" type="checkbox"/>
BERPO19091550		BER			2019-09-25 Wed	2019-12-24 Tue	60.90	0.00	60.90	NEW		<input checked="" type="checkbox"/>
BERPO19091815		BER			2019-09-30 Mon	2019-12-29 Sun	60.90	0.00	60.90	NEW		<input checked="" type="checkbox"/>
BERPO19100912		BER			2019-10-16 Wed	2020-01-14 Tue	174.30	0.00	174.30	NEW		<input checked="" type="checkbox"/>
BERPO19110861		BER			2019-12-01 Sun	2019-12-19 Thu	511.90	0.00	511.90	NEW		<input checked="" type="checkbox"/>
BERPO19110899		BER			2019-11-15 Fri	2019-12-21 Sat	23,490.00	0.00	23,490.00	NEW		<input checked="" type="checkbox"/>
BERPO19111418		BER			2019-12-12 Thu	2019-12-26 Thu	686.14	0.00	686.14	NEW		<input checked="" type="checkbox"/>
BERPO19111421		BER			2019-12-12 Thu	2019-12-26 Thu	182.16	0.00	182.16	NEW		<input checked="" type="checkbox"/>
BERPO19111448		BER			2019-11-25 Mon	2019-12-17 Tue	1,935.00	0.00	1,935.00	NEW		<input checked="" type="checkbox"/>
BERPO19111444		BER			2019-11-25 Mon	2019-12-17 Tue	554.40	0.00	554.40	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)

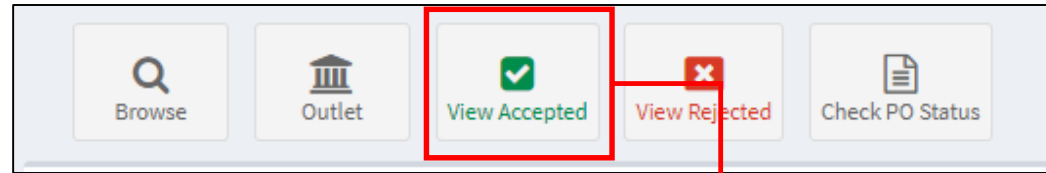
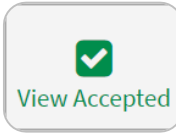
None











Search

Reset

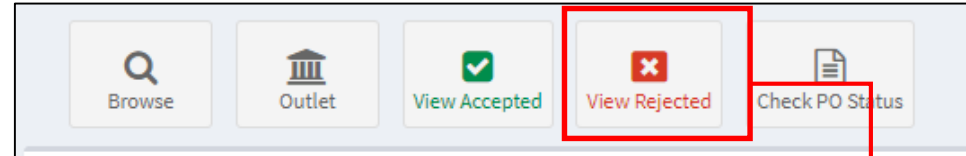
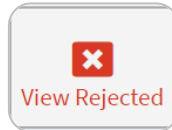
PO Refno	SRN Refno	Outlet	Code	Name	PO Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action
BERPO19211224		BER			2019-11-21 Thu	2019-12-12 Fri	1,892.84	0.00	1,892.84	printed	











✓ Click on  to view all your accepted PO.

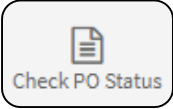


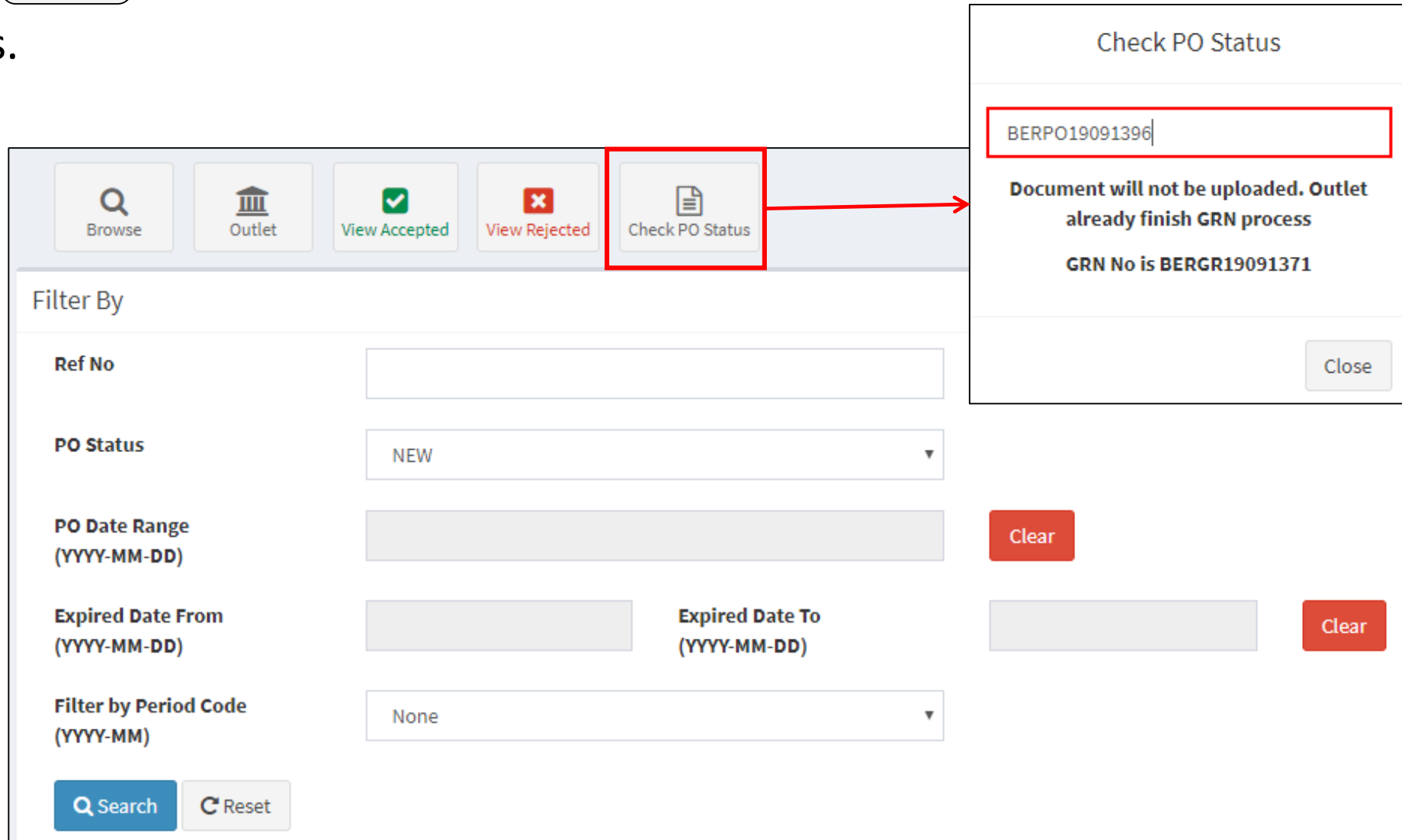
PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action
BERPO19060724		BER			2019-06-14 Fri	2019-07-05 Fri	1,875.30	0.00	1,875.30	Accepted	
BERPO19060889		BER			2019-06-15 Sat	2019-07-04 Thu	1,111.20	0.00	1,111.20	Accepted	
BERPO19060892		BER			2019-06-15 Sat	2019-07-04 Thu	620.40	0.00	620.40	Accepted	
BERPO19060893		BER			2019-06-15 Sat	2019-06-29 Sat	789.00	0.00	789.00	Accepted	
BERPO19060894		BER			2019-06-15 Sat	2019-07-04 Thu	259.20	0.00	259.20	Accepted	
BERPO19061104		BER			2019-06-18 Tue	2019-07-02 Tue	7,716.00	0.00	7,716.00	Accepted	
BERPO19061240		BER			2019-06-20 Thu	2019-07-04 Thu	6,375.00	0.00	6,375.00	Accepted	
BERPO19061641		BER			2019-06-27 Thu	2019-07-11 Thu	8,115.00	0.00	8,115.00	Accepted	
BERPO19061642		BER			2019-06-27 Thu	2019-07-11 Thu	793.80	0.00	793.80	Accepted	
BERPO19061643		BER			2019-06-27 Thu	2019-07-11 Thu	261.60	0.00	261.60	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
BERPO18100881		BER			2019-06-26 Wed	2019-07-10 Wed	327.80	0.00	327.80	rejected	
BERPO19091401		BER			2019-09-22 Sun	2019-10-06 Sun	2,394.13	0.00	2,394.13	rejected	
BERPO19100599		BER			2019-10-10 Thu	2019-10-24 Thu	3,702.99	0.00	3,702.99	rejected	
BERPO19100656		BER			2019-10-11 Fri	2019-10-25 Fri	699.00	0.00	699.00	rejected	
BERPO19101119		BER			2019-10-19 Sat	2019-11-02 Sat	803.88	0.00	803.88	rejected	
BERPO19101121		BER			2019-10-19 Sat	2019-11-02 Sat	1,621.56	0.00	1,621.56	rejected	
BERPO19110387		BER			2019-11-07 Thu	2019-12-11 Wed	1,781.60	0.00	1,781.60	rejected	
BGJFO19091353		BGJ			2019-09-23 Mon	2019-10-10 Thu	14,240.00	0.00	14,240.00	rejected	
BGJFO19091423		BGJ			2019-09-24 Tue	2019-10-10 Thu	4,930.00	0.00	4,930.00	rejected	
BGJFO19091656		BGJ			2019-09-28 Sat	2019-10-16 Wed	1,050.00	0.00	1,050.00	rejected	


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



The screenshot shows 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. A red arrow points from this button to a modal window titled 'Check PO Status'. The modal window contains a text input field with the value 'BERPO19091396'. Below the input field, the text reads: 'Document will not be uploaded. Outlet already finish GRN process' and 'GRN No is BERGR19091371'. There is a 'Close' button at the bottom right of the modal. Below the buttons, there is a 'Filter By' section with several input fields: '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)' (set to 'None'). There are 'Search' and 'Reset' buttons at the bottom left of the filter section. There are also 'Clear' buttons next to the 'PO Date Range' and 'Expired Date To' fields.

- 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.


Daily PO Notification between 2019-09-20 to 2019-09-27 ➤

 **B2B-No Reply** <rexbridge.b2b@gmail.com> Fri, Sep 27, 12:02 AM
to Admin ▼

Customer	Pending Data	Name
Pak Grocer	16	TRA ENTERPRISES (GROCERY)

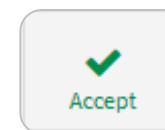
Pending Data

- 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
BERPO19091421		BER			2019-09-23 Mon	2019-12-22 Sun	60.90	0.00	60.90	NEW	

Refno	Outlet	Code	Name	PO Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action
MRPO19091209	MR			2019-09-23 Mon	2019-12-22 Sun	7,888.50	0.00	7,888.50	viewed	

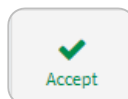
✓ Status will change from **VIEWED/NEW** to **ACCEPT/REJECTED** after you click




or

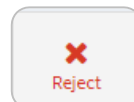


PO status "Accepted" when you click





PO Refno	GRN Refno	Outlet	Code	Name	PO Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action
TPHPO19110585	TPHGR19120378	TPH			2019-11-20 Wed	2019-12-10 Tue	1,705.08	0.00	1,705.08	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
BT2PO19120360		BT2			2019-12-09 Mon	2020-01-01 Wed	1,721.01	0.00	1,721.01	rejected	













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

PO Refno	CAN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action	
GRKPO19101042		GRK			2019-12-04 Wed	2019-12-28 Wed	4,462.50	0.00	4,462.50	expired		

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

PO Refno	CAN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action	
TPHPO19120369	TPHGR19120530	TPH			2019-12-08 Mon	2019-12-25 Wed	9,928.00	0.00	9,928.00	gr_completed		

- ✓ 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	
TPHPO19120230	TPHGR19120684	TPH			2019-12-05 Thu	2019-12-23 Mon	1,396.50	0.00	1,396.50	gr_completed		
TPHPO19120231	TPHGR19120683	TPH			2019-12-05 Thu	2019-12-23 Mon	548.08	0.00	548.08	gr_completed		
TPHPO19120107	TPHGR19120682				2019-12-03 Tue	2019-12-31 Tue	23,734.15	0.00	23,734.15	gr_completed		
TPHPO19120460	TPHGR19120681	TPH			2019-12-10 Tue	2019-12-31 Tue	69,664.18	0.00	69,664.18	gr_completed		
HQDC19120054TPH	TPHGR19120680	TPH			2019-12-04 Wed	2020-01-02 Thu	1,640.00	0.00	1,640.00	gr_completed		
HQDC19120053TPH	TPHGR19120679	TPH			2019-12-04 Wed	2020-01-02 Thu	2,638.80	0.00	2,638.80	gr_completed		

GRN reference
number