

Local Purchase Order

Three Steps for Affecting the Inventory : Add line item in PO, Create GRN and Confirm GRN

Create Requisition

Go to Purchasing » Requisition

- Add Local Supplier in the requisition header:

Requisition	Details	Docs	Compare	Supplier	Depot	Open
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PO Requisition: JPRQ000011

Approve	Hold	Release	Create Purchase Order	RFQ	Undo
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Clear Show
Top Previous Next Bottom
Add Update Delete -

Requisition Number JPRQ JPRQ000011
Date 13/08/2014

Purchase Requisition

Supplier Reference
Supplier Ref Date [Unknown]

Supplier Number SUP-000001
Name AA Pte Ltd

*Currency SGD
*Exchange Rate 1.0000000000

Division [Select]
Section [Select]

Project [Select]
Requisition Flag

Requisition Status
PO Reference

Reference

Header Message

Footer Message

Notes

Team Fulfilment
Team Member asok@dreamapps.com

Manager

Total Amount 1,070.00

- Go to Requisition Details Tab Add Item Code, Quantity, Warehouse

Requisition Details Docs Compare Supplier Depot Open

PO Requisition: JPRQ000011

Requisition Row 10

Include ☒ Purchase Order ☒ RFQ

Code iph-001

Description Iphone

Item Code iph-001

Item Extension

Quantity 10.000

Quantity On PO 0.000

Unit Price - Charged 100.0000

Discount % 0.00

Discount - Fixed 0.00

Margin % 0.00

Commission % 0.00

Requested Date 13/08/2014

Stock Type Stock-N-Sell

Purchase Unit [Select]

Conv Factor-Purchase 1.000000

Scheduled Date 13/08/2014

Date Received [Unknown]

Requisition Detail Status Verified

Order Number

Order Row 0

Line No 0

Order Details Table

Quotation Number

Price Basis Standard Cost

Description SUP-000001 Add a Supplier

Long Description

Details for Requisition JPRQ000011												
Requisition Row	Item Code	Item Extension	Description	Quantity	Quantity On PO	Cur	Unit Price - Charged	Discount %	Margin %	Discount - Fixed	Line Amount	Include
10	iph-001		Iphone	10.000	0.000	SGD	100.0000	0.00	0.00	0.00	1,000.00	☒
1		Totals							0.00			

- Approve the Requisition

(N.B : no change in the inventory)

Create RFQ

Create a number of RFQ's for individual Suppliers

- Click RFQ on the Requisition header
- Change the price in the detail RFQ's tab, as per the quotation that received from the supplier

RFQ Details Docs Supplier Depot

Request For Quotation: ----000045

Order Row Code Description

Item Code Item Extension

Qty Req Qty Quoted **Unit Price - Charged**

Requested Date Stock Type Purchase Unit

Discount % Discount - Fixed Margin %

Commission % Conv Factor-Purchase Lead Time - Fixed

Lead Time - Variable Lead Time - Transport Lead Time

Scheduled Date Date Received Price Basis

Line Amount SGD *Exchange Rate Currency of Price

Exchange Rate(Buy) Unit Price Tax Category

Tax Code 1 Tax Rate 1 Tax Scope

Long Description

Order Number Flag ☐ Yes

Details for Request ----000045

Order Row	Item Code	Item Extension	Description	Qty Req	Qty Quoted	Cur	Unit Price - Charged	Discount %	Margin %	Discount - Fixed	Line Amount
10	iph-001		I phone	10.000	10.000	SGD	99.0000	0.00	0.00	0.00	990.00

- Compare the RFQ's in the

1. Add line item in PO

At the time of creating PO, after adding the line item, the quantity will add to the **On Purchase Order** column for that specific transacted warehouse.

Example : Item code is iph-001, Warehouse is **Centrepont**, **Qty Available** was 8, **Qty in hand** was 8 and purchased quantity is 10 then Scenario will like that :

Inventory for Item iph-001 i phone in Warehouse Centrepont

Item Code i phone Item Extension *Warehouse

Stocking Unit Cut-pieces Entry Type

Status												
Qty Available	Qty in hand	On Back Order	Allocated to Customer	On Delivery	On Purchase Order	Goods In	On Transfer - In	On Transfer - Out	Allocated to Assembly - Comp	Kitted for WO - Comp	On Work Order-FG	Work-In-Progress - FG
8.000	8.000	0.000	0.000	0.000	10.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
8.000	8.000	0.000	0.000	0.000	10.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

2. Create GRN

After Approving the PO, when **Create GRN** is clicked, the quantity will add to the **Goods In** column.

Inventory for Item **iph-001** | **phone** in Warehouse **Centrepont**

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Item Code   **I phone** Item Extension *Warehouse 

Stocking Unit **pc(s)** Cut-pieces **0** Entry Type **Default**

Status												
Qty Available	Qty in hand	On Back Order	Allocated to Customer	On Delivery	On Purchase Order	Goods In	On Transfer - In	On Transfer - Out	Allocated to Assembly - Comp	Kitted for WO - Comp	On Work Order-FG	Work-In-Progress - FG
8.000	8.000	0.000	0.000	0.000	0.000	10.000	0.000	0.000	0.000	0.000	0.000	0.000
8.000	8.000	0.000	0.000	0.000	0.000	10.000	0.000	0.000	0.000	0.000	0.000	0.000

3. Confirm GRN

After Confirming the GRN, the quantity will add to the **Qty Available** and **Qty in hand** column's.

Inventory for Item **iph-001** | **phone** in Warehouse **Centrepont**

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Item Code   **I phone** Item Extension *Warehouse 

Stocking Unit **pc(s)** Cut-pieces **0** Entry Type **Default**

Status												
Qty Available	Qty in hand	On Back Order	Allocated to Customer	On Delivery	On Purchase Order	Goods In	On Transfer - In	On Transfer - Out	Allocated to Assembly - Comp	Kitted for WO - Comp	On Work Order-FG	Work-In-Progress - FG
18.000	18.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
18.000	18.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

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