

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: PHRQ500000

Order Row 10 Code iph-001 Description I phone

Item Code iph-001 Item Extension Qty Req 10.000 Qty Quoted 10.000 **Unit Price - Charged 99.0000**

Requested Date 13/08/2014 Stock Type Stock-N-Sell Purchase Unit

Discount % 0.00 Discount - Fixed 0.00 Margin % 0.00

Commission % 0.00 Conv Factor-Purchase 1.000000 Lead Time - Fixed 0

Lead Time - Variable 0 Lead Time - Transport 0 Lead Time 0

Scheduled Date 13/08/2014 Date Received [Unknown] Price Basis Standard Cost

Line Amount 990.00 USD *Exchange Rate 1.0000000000 Currency of Price SGD

Exchange Rate(Buy) 1.0000000000 Unit Price 1,000.0000 Tax Category Standard Rated

Tax Code 1 GST Tax Rate 1 7.0000 Tax Scope 01. Local-Registered

Long Description

Order Number Flag ☐ Yes

Details for Request PHRQ500000

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	USD	99.0000	0.00	0.00	0.00	990.00

- Compare the RFQ's, Click to select the RFQ and generate the PO

Requisition Details Docs Compare Supplier Depot Open

PO Requisition: PORQ000056

Generate PO Undo

Quotes for Requisition PORQ000056		
Items	SUP-000001 A & P CO-ORDINATOR PTE LTD RFQ: PHRQ500000	SUP-000002 S & S CO-ORDINATOR PTE LTD RFQ: PHRQ500001
10 iph-001 10.000 I phone	10.000 @ USD99.00 Click to select	10.000 @ USD101.00 Click to select

(N.B : no change in the inventory)

Create PO

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 **Centrepoint**, **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

Show Clear Top Previous Next Bottom -

Item Code Item Extension [Select] *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	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 i phone in Warehouse Centrepont

Show Clear Top Previous Next Bottom +

Item Code Item Extension [Select] *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 i phone in Warehouse Centrepont

Show Clear Top Previous Next Bottom +

Item Code Item Extension [Select] *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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