Local Purchase Order

Three Steps for Affecting the Inventory : 1. Add line item in PO, 2. Create GRN and 3. Confirm GRN

Create Requisition

Go to Purchasing » Requisition

• Add Local Supplier in the requisition header:

Requisition	Details	Docs	Compare	Supplier	Depot	Open					
						PC	Req	uisition: <u>JF</u>	PRQ000011		
Approve	Hold F		Create	Purchase	Order	RFQ					
	_	Clear	Show T	op Previo	ous Nex	kt Botte	om A	dd Update	Delete -		
Dequie	sition Numb	0	R LIPRO		0011			Date	12/08/2014	[11111]	
Nequi			Purchas	se Requisit	ion				15/06/2014		
	Supplier F	Referenc	e				Supp	ier Ref Date	[Unknown]		
	Supplie	er Numb	SUP-000	001				Name	AA Pte Ltd		
		*Curren	SGD 🚽	·			*Exc	hange Rate	1.000000000		
		Divisio	[Select]	•				Section	[Select] 👻		
		Proje	ct [Select]	•			Req	uisition Flag			
	Requisit	ion Statu	IS				PC) Reference			
	F	Referenc	e								
	Header	Messag	le								
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	Footer	Messag	le							E	
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		Note	s							g	
		Tea	m Fulfilme	nt 👻			Теа	am Member	asok@dreama	apps.com 👻	
		Manage	er								
	Tota	al Amou	nt 1,070.00								

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

equisi	tion	Details	Docs	Compare	Supplier	Depo	t Open										
	1						I	PO Req	uisitio	n: <u>JPR</u>	Q000011						
					Show	Clear	Тор	Previou	s Next	Botto	om Add	Upda	ate Dele	te -			
R	equis	sition Ro	" 🔍 🐼	10				Include	Purc	hase O	rder 🗹 RF(2		Code	iph-001	8	
		Des	scription	Inhone			Ite	m Code	iph-001				Item	Extension			
		*Wa	rehouse	Centrepoi	nt 👻		0	Quantity	10.000				Quar	ntity On PO	0.000		
	Uni	t Price -	Charged	100.0000			Dis	count %	0.00				Disco	unt - Fixed	0.00		
		ı	Margin %	0.00			Commi	ssion %	0.00				Requ	ested Date	13/08/2014		
		Ste	ock Type	Stock-N-S	ell		Purcha	ise Unit	[Select]	•		С	onv Factor	-Purchase	1.000000		
		Schedu	iled Date	13/08/201	4		Date Received [Unknown] Re					Req	Requisition Detail Status Verified				
		Order	Number				Ord	ler Row	0					Line No	0		
	Or	der Deta	ils Table			Qu	otation I	lumber					F	rice Basis	Standard Cost		
		Des	scription	SUP-00000	Add a	Suppli	er										
	1	Long De:	scription														
							Dotai	le for Po	mieition		00011						
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Requ	uisitio	<u>n Row</u> 10	Item Cod	e Item Exte	ension Des	cription one	Quantity 10.000	Quantity	0.000 S	GD	<u>it Price - Cha</u> 100	occord 0000	Discount % 0.00	Margin % 0.00	Discount - Fixed	Line Amount 1.000.00	Include
		1		Totals		-								0.00		.,	

• Approve the Requisition

(N.B : no change in the inventory)

Create RFQ

R

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

RF

ຊ	Detail	s D	ocs	Supplier	Depot											
							Reque	st For	Quotat	ion: <u>PHR</u>	<u>Q500000</u>					
						Show Cla	ar Top I	Travious	Novt	Pottom A	dd Undato	Doloto				
						Show Cle	al top i	revious	s wext	Bottom	ad opdate	Delete 1				
		Ord	ler Ro	w 🔍 🖹	10			Code	iph-001		Ð		Descripti	ion	l phone	
			It	em Code	iph-001		Item Exte	ension					*Warehou	se	Centrepoint	•
				Qty Req	10.000		Qty 0	Quoted	10.000			Unit Pr	ice - Charg	jed	99.0000	
		R	eques	sted Date	13/08/2014		Stoc	k Type	Stock-N-	Sell		F	urchase U	Init		
			Di	scount %	0.00		Discount	- Fixed	0.00				Margin	1%	0.00	
		C	Comm	ission %	0.00	Conv	Factor-Pu	rchase	1.000000			Lead	Time - Fix	(ed	0	
	L	ead T	lime -	Variable	0	Lead	Time - Tra	nsport	0				Lead Tir	me (0	
		S	chedu	led Date	13/08/2014		Date Re	ceived	[Unknow	/n]			Price Bas	sis	Standard Co	st
			Line	Amount	990.00 USD		*Exchang	e Rate	1.000000	0000		Curr	ency of Pri	ice	SGD	
		Excha	inge F	Rate(Buy)	1.0000000000		Uni	t Price	1,000.000	0			Tax Catego	ory	Standard Rat	ed
			Та	x Code 1	GST		Тах	Rate 1	7.0000				Tax Sco	pe	01. Local-Re	gistered v
		Lo	ng De	scription												
															/	
			Order	Number				Flag	Yes							
		< <					Details	for Req	uest PHI	RQ500000					20	> >
	<u>o</u>	<mark>rder F</mark>	<u>Row</u> 1	t Item Co	de Item Extens	sion Description	n Qty Reg	Qty Que	oted Cur	Unit Price	- Charged	Discount %	Margin %	Disc	count - 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		
Generate P	O Unde	D				PO	Requisition: PORQ00	00056
						Quotes	s for Requisition POR	Q000056
				Items	A 8	P CO- RFG	SUP-000001 ORDINATOR PTE LTD 0: PHRQ500000	SUP-000002 S & S CO-ORDINATOR PTE LTD <u>RFQ: PHRQ500001</u>
			10 iph I ph	-001 10.00 ione	00 10.0 Clic	000 @ l ck to se	JSD99.00 elect	10.000 @ USD101.00 <u>Click to select</u>

(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 Centrepoint													
					Show Clear	Тор	Previous	Next Botto	<mark>m</mark> -					
		Item Code Stock	ing Unit pc(s)	1	i f	phone	Item Extens Cut-pie	ion [Select]	■ *Warehouse Entry	<mark>∛</mark> ∰ Centre Type Default	point 👻			
						-	Status							
Qty Available	<u>Qty in</u> <u>hand</u>	On Back Order	Allocated to Customer	<u>On</u> Delivery	On Purchase Order	Goods In	On Transfer - In	On Transfer - Out	Allocated to Assembly - Comp	Kitted for WO - Comp	On Work Order-FG	<u>Work-In</u> Progress - FC		
8.000	8.000	0.000	0.000	0.000	<u>10.000</u>	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		

• Approve the PO

Create GRN

2. Create GRN

• Create GRN is clicked, the quantity will add to the Goods In column.

Inventory for Item iph-001 I phone in Warehouse Centrepoint

					Show Clear	Top	Previous N	lext Botton	n +			
		Item Code	🔍 🖹 ph-00	1	I II I I	phone	Item Extens	ion [Select]	▼ *Warehouse	Centre	point 👻	
		Stock	ing Unit pc(s)		_		Cut-pied	es O	Entry	Type Default		
Status												
<u>Qty</u> Available	<u>Qty in</u> <u>hand</u>	On Back Order	Allocated to Customer	<u>On</u> Delivery	On Purchase Order	Goods In	On Transfer - In	On Transfer - Out	Allocated to Assembly - Comp	Kitted for WO - Comp	On Work Order-FG	<u>Work-In-</u> Progress - FG
8.000	<u>8.000</u>	0.000	<u>0.000</u>	<u>0.000</u>	0.000	10.000	0.000	0.000	0.000	0.000	0.000	<u>0.000</u>
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 Centrepoint														
				S	show Clear	Тор	Previous N	lext Botton	1 +						
		Item Code	🔍 🖹 🛛 iph-001		9 4	ohone	Item Extensi	ion [Select]	▼ *Warehouse	Centre	point 👻				
		Stocki	ng Unit pc(s)				Cut-pied	es O	Entry	Type Default					
							Status								
<u>Qty</u> Available	<u>Qty in</u> hand	On Back Order	Allocated to Customer	<u>On</u> Delivery	On Purchase Order	<u>Goods</u> In	<u>On Transfer</u> <u>- In</u>	<u>On Transfer</u> <u>- Out</u>	<u>Allocated to</u> Assembly - Comp	Kitted for WO - Comp	On Work Order-FG	<u>Work-In-</u> Progress - FG			
18.000	18.000	0.000	<u>0.000</u>	0.000	<u>0.000</u>	0.000	0.000	0.000	0.000	0.000	<u>0.000</u>	<u>0.000</u>			
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			

Invoice

* Click the Invoice

Permanent link: http://wiki.dreamapps.com/wiki/doku.php?id=inventory:purchase_order&rev=1407909311



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