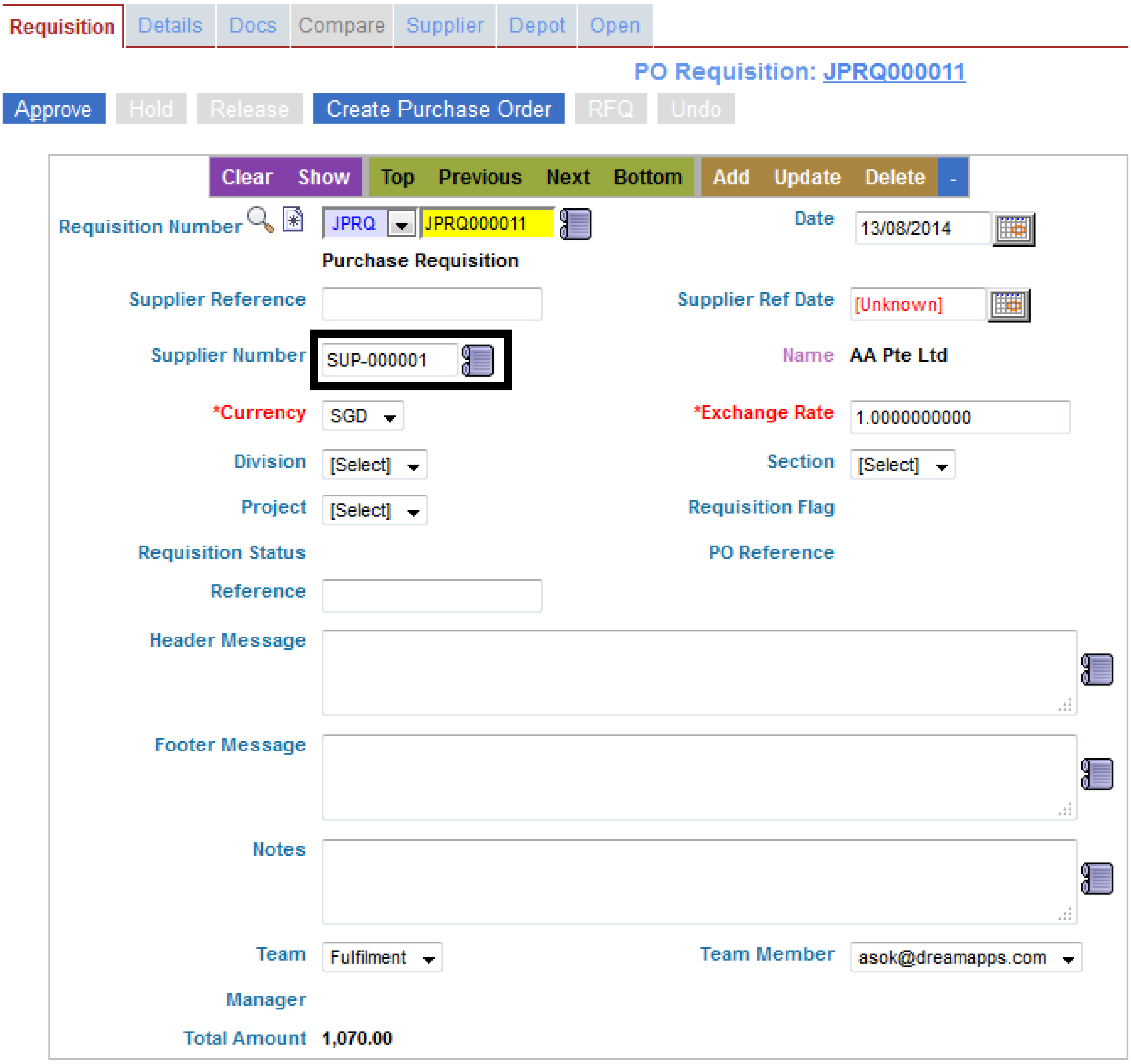
Revised Purchase Order - Local

Four Steps for Affecting the Inventory : 1. Add line item in PO, 2. Revised quantity, 3. Create GRN and 4. Confirm GRN

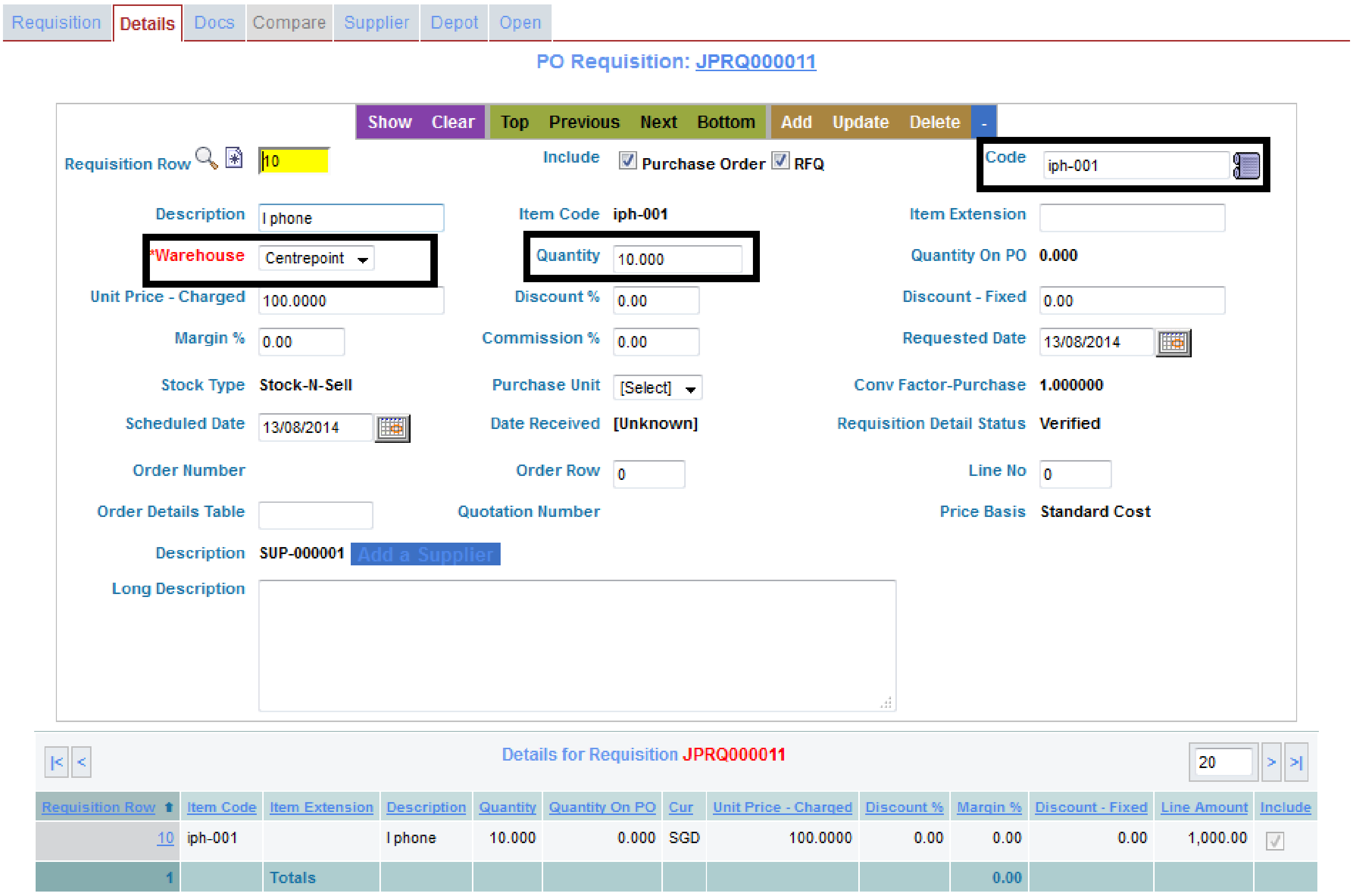
Create Requisition

Go to Purchasing » Requisition

- Add Local Supplier in the requisition header:



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



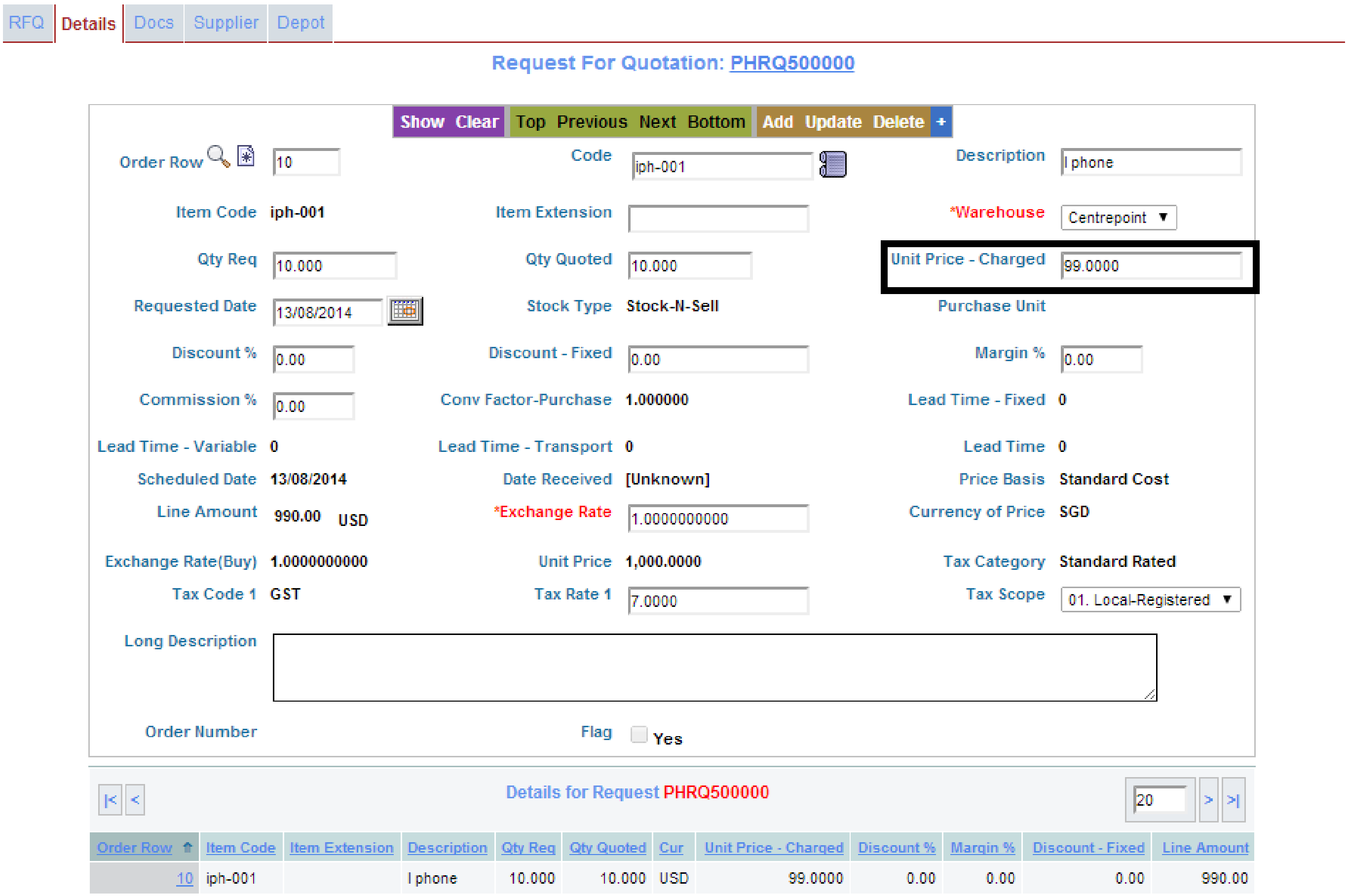
- Approve the Requisition

(N.B : no change in the inventory)

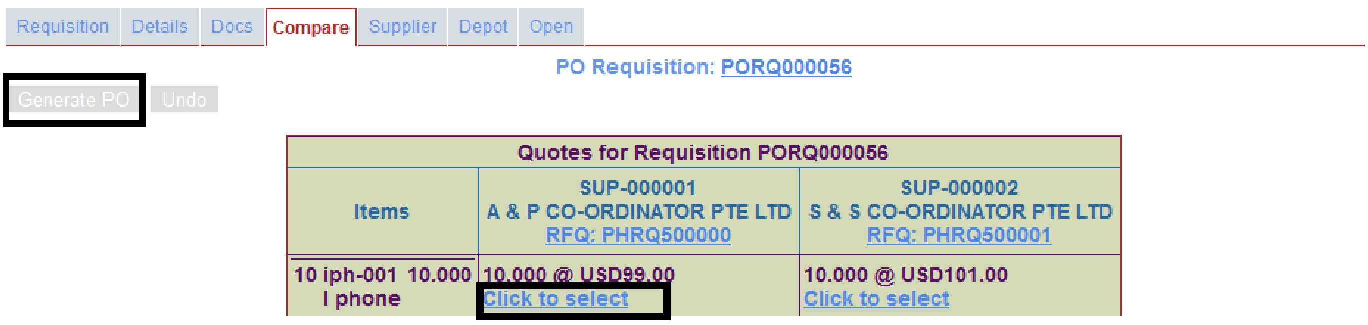
Create RFQ

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



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



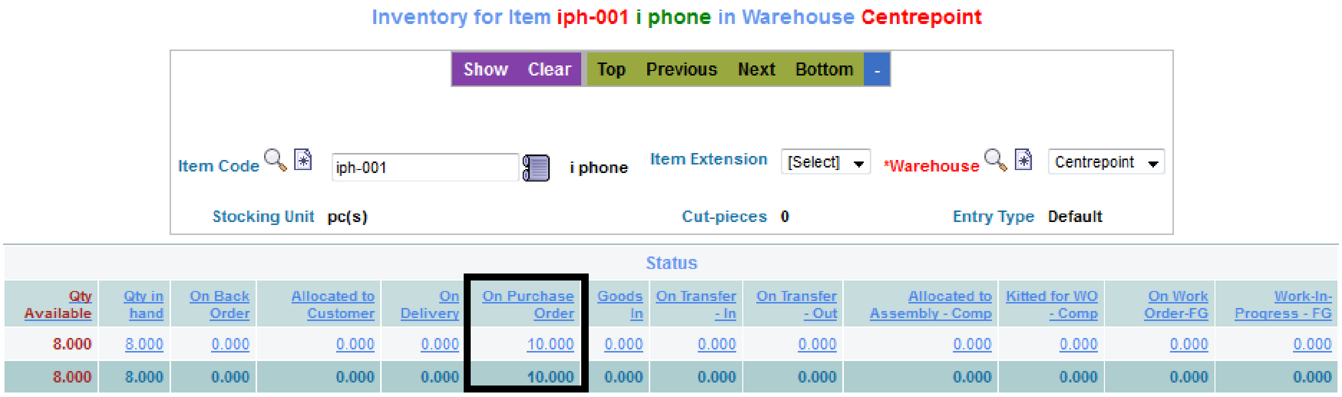
(N.B : no change in the inventory)

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 :

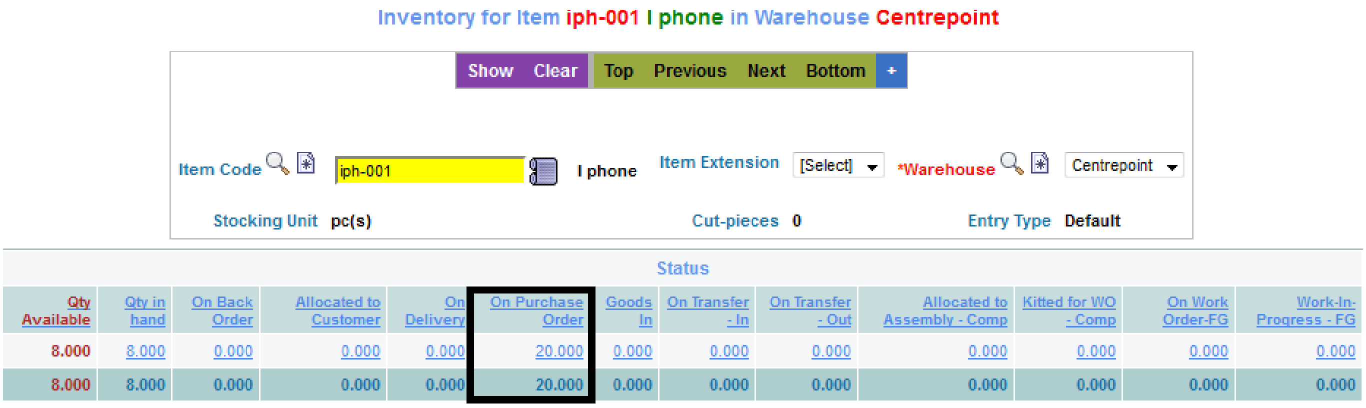


- Approve the PO

2. Revise PO

- After click the **Revise** command the previous PO will be closed and the new PO number will be generated.
- After changing the quantity and another details. the inventories **On Purchase Order** Column will be affected.

Example: Revised quantity is 20 then the scenario will like that :

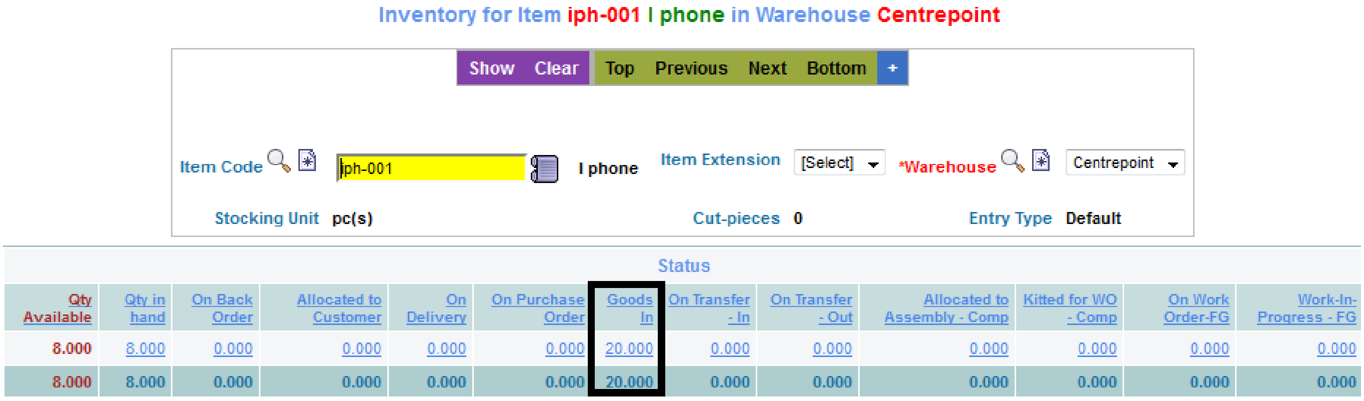


- Approve the revised PO.

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 Next Bottom +

Item Code iph-001 I phone Item Extension [Select] *Warehouse Centrepoint

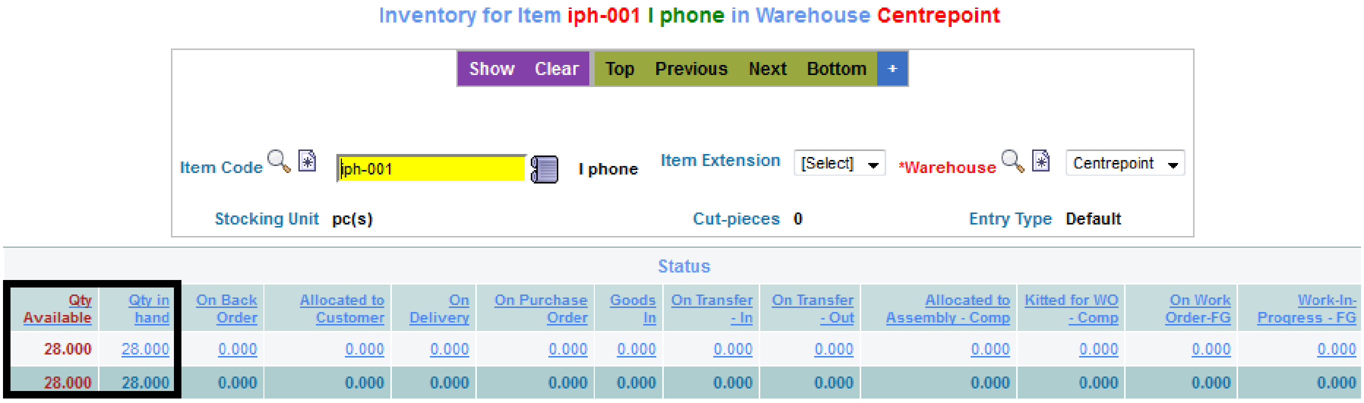
Stocking Unit pc(s) Cut-pieces 0 Entry Type Default

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	20.000	0.000	0.000	0.000	0.000	0.000	0.000
8.000	8.000	0.000	0.000	0.000	0.000	20.000	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

Show Clear Top Previous Next Bottom +

Item Code iph-001 I phone Item Extension [Select] *Warehouse Centrepoint

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
28.000	28.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
28.000	28.000	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