

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:

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

Show Clear Top Previous Next Bottom Add Update Delete -

Include ☒ Purchase Order ☒ RFQ

Code iph-001

Description I phone

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		I phone	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 **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**

ShowClearTopPreviousNextBottom-

Item Code

iph-001

i phone

Item Extension

[Select]

*Warehouse

Centrepont

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

- 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 :

Inventory for Item iph-001 | phone in Warehouse Centrepont

ShowClearTopPreviousNextBottom+

Item Codeiph-001I phoneItem Extension[Select]*WarehouseCentrepont

Stocking Unitpc(s)Cut-pieces 0Entry TypeDefault

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

- 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 **Centrepont**

Show Clear Top Previous Next Bottom +

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

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

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	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	0.000

Invoice

* Click the Invoice

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