Creating a Purchase Order

1. Go to Procurement and Sourcing > Common > Purchase orders > All Purchase Orders

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File 👻		87 🛄 (
Favourites	Common	^ lournais
My Favourites	Produce and an	Refer of discussion in the second discussion in
	All surplate orders	Price/discount agreement journals
 Procurement and sourcing 	All parchase orders	Device
Area page	Purchase orders without confirmed delivery date	Reports
P Common	Purchase orders of type journal	✓ Suppliers
P Journals	Planned purchase orders	Suppliers
 Inquines Barrata 	Planned purchase orders with order date today or overdue	Supplier base data
 Reports 	Delayed purchase orders	Supplier phone list
b Setur	Purchase agreements	 Supplier requests
- occup	Backorder purchase lines	Supplier requests
	Delayed receipts	Rejected supplier requests
	Rejected confirmation of product receipts	⊿ Categories
	Not submitted purchase orders	Categories
	Pending purchase orders	Suppliers by category
	Item Arrival	Commodity codes by category
	 Purchase requisitions 	Status
	All purchase requisitions	Accrued purchases
	Purchase requisitions prepared by me	Purchase agreement fulfillment
	Purchase requisitions requested for me	Open purchase order lines with unconfirmed delivery date
	Purchase requisitions for my direct reports	Matsuids
	Purchase requisitions for all my reports	a support
	Purchase requisitions assigned to me	Op suppress by 110 partness Supplied by a to partness
	Purchase requisitions assigned to my queues	bapping the design of the desi
	Purchase requisitions not recorded	Purchases in the nast nerinds
	Release approved purchase requisitions	Ton 100 suppliers
	Consolidation opportunities	Request for quotation
	All executions	Purchase requisition statistics
合 Home	Deer rewards for australians	Purchase analysis
	Sent requests for quotations	Purchase by supplier and legal entity
Purchase ledger	Benuest for ouctation ranies	Purchase by vendors with diversity classification
🔊 Sales ledger	Suppliers	Purchase by country/region
	Supplier requests	Purchase optimisation
General ledger	Catalogues	Purchase by procurement category and supplier diversity classification
and Budgeting		Purchase by procurement category and supplier invoice classification
88	Inquiries	 Purchase by procurement category
Cost accounting	inquires	Purchase by procurement category over consecutive years
Bund weate	 Purchase orders 	Purchase by top suppliers and supplier invoice classification
Inter assets	Open purchase order lines	Purchase by requestor per ship to country/region
🜉 Cash and bank management	Backorder purchase lines details	Distribution
	Packing material transactions	Supply performance
Iravel and expense	P History	supplier delivery performance on receipt
	A DUDDUART	Supplier delivery performance on product receipt - early on time, or late

2. On the Navigation Ribbon Click on Purchase order under the New section

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File - Purchase order Purcha	se Manage Rec	eive Invoice	Retail General								85	P 🛄 🔞
Purchase From a sales order Main	Edit in grid Co Collecte Cancel tain	opy from all opy from journal To Copy Vi	als Refresh Export to Microsoft Excel ew List	ienerate from Att template * Attachment	achments Ani d s Repo	hyse ta rting						
Favourites My Favourites	All purchase orde	rs •							1	Purchase order 🔹 🔿 🏋 🈿 📡	Totals Net lines:	•
	Purchase order	Supplier account	Name	Invoice account	Purchase type	Approval status	Mode of delivery	Status		^	Settlement discount: VAT:	
Procurement and sourcing			-			*	*	-			Charges:	
A Common	P0015971	DOUGHB	DOUGHBOY UK LTD	DOUGHB	Purchase order	Confirmed		Open order			Supplier total:	
 Purchase orders 	PO015972	RENOLIT	Renolit Iberica S.A.	RENOLIT	Purchase order	Confirmed		Open order			Currency:	т.
All purchase orders	PO015973	ALBION	Brenntag Uk Ltd	ALBION	Purchase order	Confirmed		Open order			Other charges:	
Purchase orders not sent	PO015974	QUALI	Qualiturn Ltd	QUALI	Purchase order	Confirmed		Open order			<	>
Purchase orders without conf	PO015975	ORBITAL	Orbital Fasteners	ORBITAL	Purchase order	Confirmed		Open order			Latest purchase orders	
Purchase orders of type journ	PO015976	PRECISION	Precision Technology Supplies Ltd	PRECISION	Purchase order	Confirmed		Open order				
Planned purchase orders	PO015977	POLYBA	Polybags Ltd	POLYBA	Purchase order	Confirmed		Open order			Encumbrance summary	• •
Planned purchase orders with	PO015978	TREAST	Tr Fastenings Ltd	TREAST	Purchase order	Confirmed		Open order			Related information	E 🗸
Delayed purchase orders	PO015979	ELECRO	Elecro Engineering Ltd	ELECRO	Purchase order	Confirmed		Open order				
Purchase agreements	PO015980	COSMO	Cosmotec Ltd	COSMO	Purchase order	Confirmed		Open order				
Backorder purchase lines	PO015981	ELECRO	Elecro Engineering Ltd	ELECRO	Purchase order	Approved		Open order				
Rejected confirmation of pro-										v		
Not submitted purchase order	Purchase order:											
Item Arrival	Currency:											
Purchase requisitions	Name:											
Requests for auotations	Line number Item	Produ	ct name			Procurement catego	ny Quantity Us	it Unit price	Net emount			
b. Supplierr												

3. Select the Supplier account

🙀 Create purchas	e order (1 - pla)						_		×
Supplier									
One-time supplier									
Supplier account:		~							
Name:	Supplier account	Name	^]					
Contact:		·							
Address	AALCO	Aalco Ltd							
Name:	ABCTRA	ABC Transport							
	ABELEC	A B Electrical & Security Co Ltd							
	ACCU	Accu Group (Accu Ltd)							
	ACEMOVE	Ace Movements Transport							
Delivery address:	ACESUP	Ace Supplies Uk Ltd							
	ADCO	ADCO (UK) LTD							
🛛 🛛 🕹 🕹	ADSHEA	Adshead Ratcliffe Ltd						PO01	15983
▷ Administra i		Advanced Engineering Ltd	> [×]						
Unplanned p	ourchases								
							ОК	Can	icel
Supplier account n	umber.								
Item numper	Product name				Procurement category (Juantity Ur	nit Unit pric	e iver	amount

4. Under the General section set the Delivery date, then click OK

🌉 Create purchas	e order (1	- pla)						_	,		<
Supplier											
One-time supplier:											
Supplier account:	CORRUG	G 🗸									
Name:	Reedbut	t Group									
Contact:			\sim								
Address											
Name:	Plastica	Ltd		Address:	Perimete Napier Ro St Leonar East Suss TN38 9N	r House bad rds-on-sea ex /	•				
Delivery address:	Plastica	Ltd	~ 🗳 🕂								
⊿ General										PO01598	3
Purchase orde	er		Currency			Dates					
Purchase order	r:	PO015983	Currency:	GBP	\sim	Accounting dat	e: 12/01/2022				
Purchase type:		Purchase order $ \smallsetminus $	Storage o	limensions		Delivery date:	12/01/2022				
Invoice accour	nt:	CORRUG	Site:		\sim	Intercompany					
Name:		Reedbut Group	Warehous	;e:	~	Intercompany:					
References											
Project ID:			\sim								
Purchase agree	ement ID:	~									
Administrati	on			Deel							
Buyer group:		Daniel Saucer		POOI:		an ah	¥				
Orderer:			~	Language:		en-gb	~				
Requestor:			~	Activate cr	lange mana	igement:					
Unplanned p	urchase	5									
								ОК		Cancel	
Identification of the	e buver a	roup.									

- 5. Under Purchase order lines populate the following
 - i. Item Number
 - ii. Quantity
 - iii. Price (if different from current price in AX
 - iv. To add more lines press down arrow and repeat steps i to iii above

🙀 Pure	hase o	rder (1 -	pla) - Purchase order: PO	015983, Reedbut Group										-	
File -	-	Purchase	order Purchase	Manage Receive Invoice Retail General											L 6
Purchas order	e Fr sale New	rom a is order	Edit Request Change Maintain	elete ance Header Line View Show Copy View View	e from Attachment late * Attachments	5									
PO015	983 : •	CORRL	JG - Reedbut Group										Open order	Latest purchase or	rders 💽
> Purc	hase o	order h	eader											Purchase order	Status
Purc	hase o	order li	nes											-	*
=	Add li	ine 🗄	😽 Add lines 🛛 💐 Add p	roducts 📷 Remove 🛛 🖗 Purchase order line 👻 🐻 Fir	ancials 🐐 🕌 Stock	🔹 🙀 Produ	t and supply *	📆 Update i	ine 🕶 🔡 Kitting 🕶					PO015983 0	Open order
	Kit 1	lýpe L	Item number	Product name	Delivery date	Quantity Uni	Unit pric	e Discount	Discount percent	Net amount	Adjusted net amount	Receive now		PO015871	Received
			• •			÷		· •	Ψ.	*	Ψ.	Ŧ		PO015867	Cancelled
	-		CHEMBox007	6x 1L Tubular Bottle Box 269 x 180 x 265	12/01/2022	658.00 ten	 ✓ 0.2 	0		131.60	0.00			PO015833	Invoiced
														Totals	
														Encumbrance sum	imary 🗈
▷ Line	detail	Is													
			1 🖉 🗖 🗉 1 2	Unit in which the item is purchased.								(1088	901) GBP USR Model pla initial 12/01/2022 AX20120	opyofLive 🗟 🗐	Close

6. If your order will be delivered on a container or pallet this should be indicated on the purchase order. To do this click on Header view on the Navigation Ribbon

🙀 Purch	ase order (1 - j	pla) - Pun	chase order: PO	015983,	Reedbut	Group				-		×
File +	Purchase	order	Purchase	Manag	e Ri	ceive	Invoice Reta	il Ge	neral		P	
*	s.	1	1 × 0	elete ancel			From all	$\Sigma_{\rm m}$	27			
Purchase	From a	Edit	Request		Header	Line		Totals	Generate from Attachments			
order	sales order				view	view			template *			
1	lew		Maintain		Sho	w	Сору	View	Attachments			

7. Scroll down to the Delivery section and populate the Mode of Delivery, there are Options such as PALLET, CONT-20FT and CONT-40FT

🙀 Purchas	e order (1 - p	ola) - Pur	chase ord	er: PO01598	3, Reedbut	Group					
File 👻	Purchase	order	Purchas	e Man	age R	eceive	Invoice Reta	il Ge	eneral		
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PO015983	: CORRU	G - Ree	dbut Gr	oup						Open order	
							Atten	ion infor	rmation:		^
⊿ Delivery	Y									12/01/2022	
Delivery				Т	ransport						
Delivery of	date:	1	2/01/2023	: 🔟 U	IPS zone:						
Earliest co	onfirmed de	livery:		C	all tag type	e 🔪	-				
Mode of	delivery:	F	ALLET	~							
Delivery t	terms:			~							

8. On the Navigation Ribbon click on the Purchase tab

🙀 Purcha	ise order (1 - p	ola) - Pu	rchase order:	PO015983,	, Reedbut	Group																
File 👻	Purchase	order	Purchase	Manag	ge Re	eceive	Invoice Reta	il Ge	eneral													
*	s.	P	*) ?	Cancel			😤 From all	Σ														
Purchase	From a	Edit	Request	^	Header	Line		Totals	Generate from A	Attachments	ts											
order	sales order		change		view	view			template 🔻													
N	ew		Maintain		Sho	w	Сору	View	Attachm	ents												

9. Under the Generate section click on Confirm

🕎 Purchase order (1 - pla) - Purchase order: PO015983, Reedbut Group

File 👻	Purchase order	Purchase	Manage Ree	ceive Invoid	e Retail	General					
Credit note	👫 Maintain charges 式 Allocate charges	VAT	😸 Multiline discount 💁 Total discount	Prepayment	Remove prepayment	Purchase inquiry	Purchase order	Confirm	Distribute amounts View distributions	Purchase or inquiry confirmation	rder ons
Create	Charges	Tax	Calculate	Prep	ay			Generate	Accounting	Journals	

10. The purchase order is now confirmed, to print a copy under the Journals section click on Purchase order confirmations

🙀 Purc	hase order (1 - pla) - Pu	rchase or	der: PO015983, Reedbut	Group							
File 🔻	Purchase order	Purcha	ise Manage Re	eceive Invoice	Retail	General					
Credit note	👫 Maintain charges 式 Allocate charges	VAT	is Multiline discount is Total discount	Prepayment R pre	emove payment	Purchase inquiry	Purchase order	 Pro forma purchase order Confirm Finalise 	Distribute amounts View distributions	Purchase inquiry	Purchase order confirmations
Create	Charges	Tax	Calculate	Prepay				Generate	Accounting		

11. On the popup window select the confirmation you wish to print then click on Preview/Print

1	Purchase order conf	firmations (1 - pla) -	Purchase journal: PO01	5983-1, CORRUG,	Purchase or	der: PO015983		-			×
File	•										2
Ov	erview Lines										
	Preview/Print 🔻	Charges VAT	Prepayment Send	•							
	Purchase order	Purchase journal	Date	Buyer group	Currency	Amount in transaction currency					
	•	-	•	-	-	-					
	PO015983	PO015983-1	12/01/2022		GBP	157.92					
I		n Pur	chase number that the	invoice is att	(1088901)	GBP USR Model pla initial	12/01/2022 AX2012CopyofLive	8 8	CI	ose	

12. Then select Original preview

Purchase order confirmations (1 - pla) - F	Purchase journal: PO01	5983-1, CORRUG,	Purchase or	der: PO015983		-		
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Overview Lines								
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Preview/Print Charges VAI F	repayment Send	-						
Coby breview ial	Date	Buyer group	Currency	Amount in transaction currency				
Original preview	•	•	•	•				
Use print management	12/01/2022		GBP	157.92				
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13. Your purchase order confirmation will be displayed on your screen

🙀 View original (1)						-	- 🗆	×	
File 👻									0
< 4 1 of 1 ▶ ▶ ∉ ⊗	🛃 - 🛛 100%	•	Fin	d Next					
Plastica Limited, Perimeter House, N Castleham Industrial Estate, St Leona East Sussex TN38 9NY, UK.	CA lapier Road ards on Sea,			v	ww.plas	sticap	ISO 900: CERTIFIED		~
Reedbut Group			Purc	hase o	rder				
Units 1-4					Page		1	of 1	
Knight Road				Nu	imber		P0015	5983	
Strood					Date		12/01/2	2022	
ME2 2AL			Delivery	address					
United Kingdom			Plastica	Ltd					
			Perimet Napier F St Leon East Su TN38 9N United K	er House Road ards-on-sea ssex VY Kingdom	I				
Line Item Description			Delivery Date	Qty	Unit Price	UoM	Tota	I	
1 CHEMBox007 6x 1L Tubular Bo Quantity : 658.00 External item nu Commodity code:	ttle Box 269 x 18 Warehouse : 45 mber 48191000	0 x 265 Location : 45	12/01/2022 RDB290363	658.00	0.20	ltem	131.6	0	
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Authorised by: Daniel Sawyer	Signed:	: 	Dange	<u>.</u>	Date:	2/01/202	2		
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14. To print click on File > Print > Print

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