

Purchase/Delivery Order

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1. Introduction

This guide details the process to set up a Purchase Order.

To access this feature, click on **Sundry/Product Purchase**, in the Navigation Bar.



2. Purchase Order

- a. Step-by-Step Process
- i. Click on Sundry/Product Purchase.
- ii. In the Menu bar, click on Add.



- iii. Fill in the required information in the *Purchase Orders'* popup:
- Supplier: product provider.

Supplier		~
Notes	CBSM General Paint Co.	

• Expected Delivery: expected delivery date for the order.

Expected Delivery	14-Aug-20	*

• Date: creation date of the Purchase Order.

Date 07-Aug-20

• Note: comment or additional information.

Notes Urgent Order



iv. Assign products to the order.

Toner/Sundry	Code	Unit	Price	Init_qty	Total
VIOLET EXTREME	274	Liter	20	5	100
BASECOAT GREEN-ROSE EXTREME	577	Liter	16	7	112
SILVER DOLLAR EXTRA FINE	395	Liter	15	9	135
/	*				
	Find				
Description	Code				
VIOLET EXTREME	274				
BASECOAT BRIGHT YELLOW	729				
GREEN-ROSE EXTREME	277				
FLOP MODIFIER	350				
METALLIC ADDITIVE	360				
BASECOAT GREEN-ROSE EXTREME	577				
2K CLEAR	600				
2K CONCENTRATED WHITE	601				
2K MIXING WHITE	602				
2K LUMINOUS BLUE	611				
2K MIXING BLUE	612				
	Clear				

P.S: the columns in blue will be filled manually. The other columns will be generated automatically once a product is selected.

- v. Click on Save or Save and Close to save.
- b. Edit/Delete Purchase Order

To Edit or Delete a purchase order, choose an order then one of the below options.



P.S: it is not possible to delete an order unless its status is NEW.



3. Delivery Order

When a complete or partial order is delivered, it is possible to enter the products in the inventory.

- a. Step-by-Step Process
- i. Click on Sundry/Product Purchase.
- ii. Select a Purchase Order.
- iii. In the Menu bar, click on Delivery Order.

Sundry/	Product	Purchase	0			
←			Ē.	C	~	8
Exit	Add	Edit	delete	Refresh	Delivery Order	Close Order
Exit 🔉					Operatio	n

- iv. In the popup page:
- The first part shows all the order's information.
- The second part is reserved to deliver the products.

t Save & Close						
t g Operation g ivery Date 28-Aug-20 - Supplie	r General Paint C	2.	✓ Expected Delivery 04-3	Sep-20 - Statu	is New	~
rag a column header here to group by that column						
Toner/Sundry	Unit	Price	Init_qty	Remaining_qty	Total	
VIOLET EXTREME	Liter	10.0	20.0	20.0	200.0	-> Part
BASECOAT GREEN-ROSE EXTREME	Liter	9.0	8.0	8.0	72.0	i ai i
SILVER DOLLAR EXTRA FINE	Liter	13.0	15.0	15.0	195.0	
2K TRANSPARENT YELLOW	Liter	15.0	4.0	4.0	60.0	
rag a column header here to group by that column Toner/Sundry			Unit	Price	Qtv	 > Part
VIOLET EXTREME			Liter	10.0	20.0	
BASECOAT GREEN-ROSE EXTREME			Liter	9.0	8.0	
			liter	13.0	15.0	
SILVER DOLLAR EXTRA FINE			LILL I			

v. In the Delivery part, the last column shows the quantity ordered for every product.

Price	Quantity	
10.0	20.0	
9.0	8.0	
13.0	15.0	
15.0	4.0	

- vi. By default, the quantity is the same as the order:
- Update the quantities which have been received in case of a partial order.



- Do not change the quantities if you received all the products with the correct quantities ordered.
- vii. Click on Save and Close.
- viii. The Status of the order will change based on partial or complete delivery:
- Processing: the order has been partially delivered.
- Delivered: the order has been completely delivered.

ID	Supplier	Status	Last Action Date	Total
+ 146	General Paint Co.	Delivered	28-Aug-20	527.0
+ 147	General Paint Co.	Processing	28-Aug-20	52.0

ix. Click on Close Order once you receive all the products and quantities.

Sundry/	Product	Purchase	• •				
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Exit	Add	Edit	delete	Refresh	Delivery Order	Close Order	Open Order
Exit 🔉	Operation						

x. Click on Open Order to reopen the order.

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Exit Add	Edit del	lete	Refresh	Delivery Order	Close Order)pen Order
Exit D			Operation			

- b. View or Delete Delivery Orders
- i. Click on **Sundry/Product Delivery**, in the Navigation Bar.





ii. You can filter the delivered orders by Supplier or by date.



- P.S: After filtering the orders, click on Search to filter the data.
 - iii. Click on "+" to view the delivered order.

Supplier 🚊	Last Changed By
+ General Paint Co.	admin

iv. Click on Delete to delete an ordered that has been delivered

Delivery	/ Order	0	
Exit	ta delete	C Refresh	From Date 08-Jul-20 -
Exit 🗅	Oper	ation 🗅	Date Date

4. Export Purchase Orders

a. Export Multiple Purchase Orders

This feature allows you to export a report of all the purchase orders.

- Click on Sundry/Product Purchase, in the Navigation bar.
- In the Menu bar, click on Export





• Export the file in different types.



b. Export Single Purchase Order

This feature allows you to export a detailed report for a single purchase order.

- Click on **Sundry/Product Purchase**, in the Navigation bar.
- In the Menu bar, click on Print.



• Export the file in different types.



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5. Contact information

For more information or comments, please do not hesitate to contact the General Paint Software support team by email at <u>support.it@generalpaint.biz</u> Or by phone at +961 9 925 990 We are available from 8:00AM (GMT) to 8:00PM (GMT).