



# Purchase Forecast

In the purchase forecast application there are two folders: **Purchase Forecast List** and **Purchase Forecast**. Below are available actions for the user from **“Purchase Forecast”**:

 Create new purchase forecast, update, save, revert and delete it

 Have detailed view of the forecast purchase

Purchase Forecast

Vendor: < Select All >

Analytical Group: < Select All >

Search

Product Brand: < Select All >

Product Group: < Select From All Groups >

Year: Year 2016

From:

To:

Doc/Ref #:

Create New

From	To	Document #	Date	Reference #	Vendor	Purchase Rep	Currency	Grand Total	Status
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Show

Purchase Order Not Created

Status: Drafted / Confirmed

Total SGD:

Purchase Forecasts List (0)

Purchase Forecast

Purchase Forecast

Document Date: 15/08/2016

Document Number: <- AUTO-GENERATED ->

Reference Number:

Branch: HQ - Head Office

Drafted

Vendor:

Currency:

Purchase Forecast Name:

Vendor Location:

Contact Person:

From Date:

To Date:

Additional Details

Ship To: TE01 - Main Warehouse

Price List:

Description:

Representative:

Estimated Delivery Date:

Estimated Arrival Date:

Assign To:

Items / Articles

Notes / Attachments

Product Brand: < Select All >

Filter:

#	Product	Description	Uom	Quantity	Unit Price	Total Amount
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Total Items: 0

Total SGD: 0.00

Grand Total:

Generate Documents

Confirm Purchase Forecast

Create New

Save

Revert

Delete

Purchase Forecasts List (0)

Purchase Forecast

## Purchase Forecasts List:

Field Name	Explanations
Vendor	Select the Vendor
Analytical Group	Select the Analytical Group
Product Brand	Select the appropriate Product Group
Product Group	Select the Product Group
Year – From – Till	Self-explanatory
Doc/Ref#	Any relevant document references number

## Purchase Forecast Details:


Field Descriptions	Explanations	Mandatory Information
Document Date	Select the Date	Y
Document Number	Auto generated	Y
Reference Number	Supporting documents reference number	N
Branch	Select the Branch	Y
Vendor	Select the Vendor	Y
Currency	Self-Explanatory	–
Purchase Forecast Name	Self-Explanatory	Y
Vendor Location	Select vendor location	Y
Contact Person	Select Contact Person	N
From Date	Self-Explanatory	Y
Till Date	Self-Explanatory	Y
Ship To	Self-Explanatory	Y
Price List	Self-Explanatory	Y
Description	Self-Explanatory	N
Representative	Self-Explanatory	N
Estimated Delivery Date	Self-Explanatory	N
Estimated Arrival Date	Self-Explanatory	N
Assign to	Person responsible for the purchase.	N

## Create New Purchase Forecast:

1. Click on **“Create New”** at the top right of screen of **“Purchase Forecast List”** tab, it will open **“Purchase Forecast”** tab with empty form

2. Fill up the information on the top half of screen then click **“Save”** button at the bottom right side of screen.

3. Filter the products list by selecting a brand from **“Product Brand”** drop-down list. Add product into the purchase order by searching for the product from the product drop-down list in the table on **“Items / Articles”** tab

4. Enter the product’s info and click  button or **“Enter”** to add the product into the purchase forecast

5. There is also a tab for Notes and Attachments. Click on **“Notes / Attachments”** tab at the middle of screen to add notes or files attachment for the purchase forecast.

6. Click on **“Save”** button at the bottom right of screen when completed

7. Click on **“Confirm Purchase Forecast”** button at the bottom of screen to confirm the purchase forecast

Estimated Delivery Date: [ ] Estimated Arrival Date: [ ]

Items / Articles / Notes / Attachments

Product Brand: LOA - Locker

Confirm Document?

Do you really wish to Confirm the selected Purchase Forecast?

Yes No

#	Product	Description	Uom	Quantity	Unit Price	Total Amount
1	Loa05	Locker Blueberry	Each	500	€0.15	€75.00
2	Loa07	LOCKER DARK CHOCOLATE ...	Each	600	€0.15	€90.00
3	Loa01	Locker Chocolate	Each	1,000	€0.15	€150.00

Total Items: 2,100 Total SGD: 470.15 Grand Total: €315.00

Generate Documents Confirm Purchase Forecast Create New Save Revert Delete

Purchase Forecasts List (1) Purchase Forecast

8. Click on **"Approve Purchase Forecast"** button at the bottom of screen to approve the document.

Estimated Delivery Date: [ ] Estimated Arrival Date: [ ] Assign To: [ ]

Items / Articles / Notes / Attachments

Product Brand: LOA - Locker

Approve Document?

Please note that the approved document can not be re opened!

Yes No

#	Product	Description	Uom	Quantity	Unit Price	Total Amount
1	Loa05	Locker Blueberry	Each	500	€0.15	€75.00
2	Loa07	LOCKER DARK CHOCOLATE BAR 10 X 15 X 100GRAMS	Each	600	€0.15	€90.00
3	Loa01	Locker Chocolate	Each	1,000	€0.15	€150.00

Total Items: 2,100 Total SGD: 470.15 Grand Total: €315.00

Generate Documents Approve Purchase Forecast Create New Save Revert Delete

Purchase Forecasts List (1) Purchase Forecast

9. The user must Confirm the Purchase Forecast and has the ability to Generate the following documents : Generate Similar Forecast and Generate Purchase Order.

Purchase Forecast x

Document Date: 15/08/2016 Document Number: PF-0001 Reference Number: [ ] Branch: HQ - Head Office

Vendor: 6002.004/Locker - Locker Currency: EUR Purchase Forecast Name: Locker

Vendor Location: HQ Contact Person: [ ] From Date: 01/01/2016 Till Date: 31/12/2016

Additional Details

Ship To: TE01 - Main Warehouse

Representative: [ ]

Estimated Delivery Date: [ ]

Items / Articles / Notes / Attachments

Product Brand: LOA - Locker

Generate Similar Purchase Forecast

Creates a copy of Purchase Forecast with the same set of products and services.

Document Number: <-AUTO-GENERATED-> Document Date: 15/08/2016

Reference Number: PF-0001 Document Status: Drafted

Warehouse: TE01 - Main Warehouse

Open the new purchase forecast

OK Cancel

#	Product	Description	Uom	Quantity	Unit Price	Total Amount
1	Loa05	Locker Blueberry	Each	500	€0.15	€75.00
2	Loa07	LOCKER DARK CHOCOLATE ...	Each	600	€0.15	€90.00
3	Loa01	Locker Chocolate	Each	1,000	€0.15	€150.00

Total Items: 2,100 Total SGD: 470.15 Grand Total: €315.00

Generate Documents Approve Purchase Forecast Generate Similar Forecast Create New Save Revert Delete

Purchase Forecasts List (1) Purchase Forecast

Purchase Forecast

Document Date: 15/08/2016

Document Number: PF-0001

Reference Number:

Branch: HQ - Head Office

Vendor: 6002.004/Loacker - Loacker

Currency: EUR

Purchase Forecast Name: Loacker

Vendor Location: HQ

Contact Person:

From Date:

To Date: 31/12/2016

Additional Details

Ship To: TE01 - Main Warehouse

Representative:

Estimated Delivery Date:

Items / Articles / Notes / Attachments

Product Brand: LOA - Loacker

#	Product	Unit Price	Total Amount
1	Loa05 Loacker Blueberry	€0.15	€75.00
2	Loa07 LOACKER DARK CHOCOLATE	€0.15	€90.00
3	Loa01 Loacker Chocolate	€0.15	€150.00

Total Items: 2,100 Total SGD: 470.15 Grand Total: €315.00

Generate Documents Generate Report Create New Save Revert Delete

Generate Purchase Order

Purchase Order

Document Date: 15/08/2016

Document Number: PO-0057

Reference Number: PF-0001

Branch: HQ - Head Office

Vendor: 6002.004/Loacker - Loacker

Currency: EUR

Delivery To:

Vendor Location: HQ

Contact Person:

Delivery Location:

Contact Person:

Standard Order Drafted

Generate Documents Generate Report Create New Save Revert Delete

10. Click arrow on **Generate Report** button at the bottom left of screen to generate the purchase forecast report.

Report Options

Report Options

Print/export/preview the generated report.

Select a Report Format

A4 Format

Print Export Preview Cancel

TE01 - Main Warehouse

Loa-EU-PL01 - Loacker Euro Price List

Representative:

Estimated Delivery Date:

Items / Articles / Notes / Attachments

Product Brand: LOA - Loacker

#	Product	Quantity	Unit Price	Total Amount
1	Loa05 Loacker Blueberry	500	€0.15	€75.00
2	Loa07 LOACKER DARK CHOCOLATE BAR 10 X 15 X 100GRAMS	600	€0.15	€90.00
3	Loa01 Loacker Chocolate	1,000	€0.15	€150.00

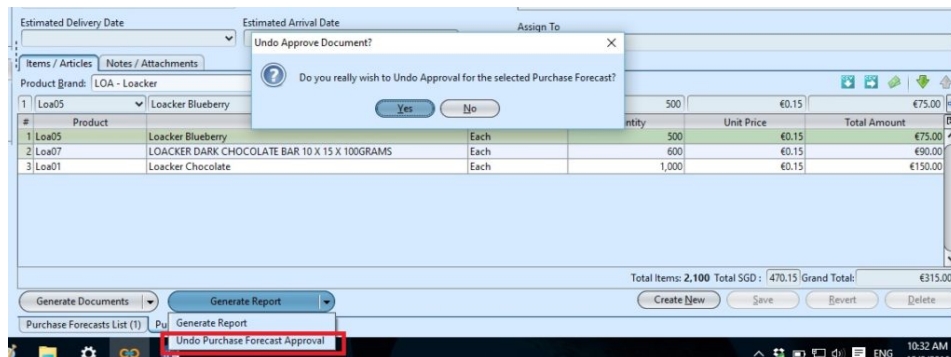
Total Items: 2,100 Total SGD: 470.15 Grand Total: €315.00

Generate Documents Generate Report Create New Save Revert Delete

## Update Purchase Forecast Details:

1. Click on **"Purchase Forecast List"** tab at the bottom of screen
2. Double click on purchase forecast to be updated, it will bring up the details on **"Purchase Forecast"**

tab for the selected document. If a purchase forecast's status is **"Confirmed"** or **"Approved"**, click arrow on the **Generate Report** button and select reopen / undo approval of the purchase forecast first.



3. Make change(s) on the purchase forecast information

4. Click on **"Save"** button at the bottom right of screen when done

5. Click on **"Revert"** button at the bottom right of screen or refresh icon at the top of the screen to roll back the changes

6. Click on **"Confirm Purchase Forecast"** button at the bottom of screen to confirm the purchase forecast

7. Click on **"Approve Purchase Forecast"** button at the bottom of screen to approve the document.

## Delete Purchase Forecast:

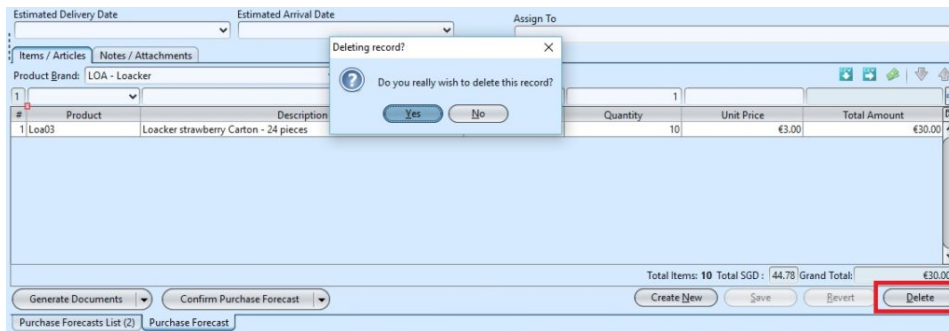
1. Click on **"Purchase Orders List"** tab at the bottom of screen

2. Double click on purchase forecast to be deleted, it will bring up the details on **"Purchase Forecast"** tab for the selected document. If a purchase forecast's status is **"Confirmed"** or **"Approved"**, click arrow on the **Generate Report** button and select reopen / undo approval of the purchase

forecast first.

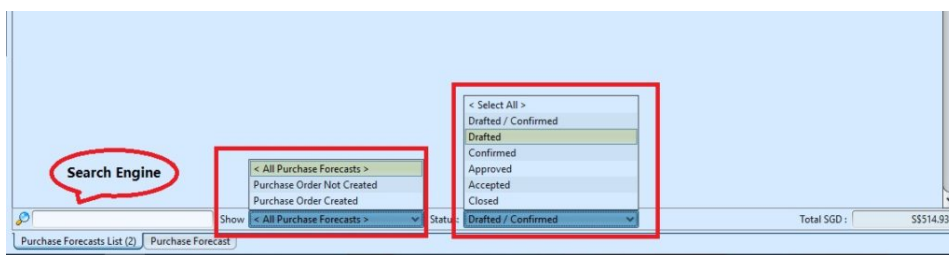
3. Click on **"Delete"** button at the bottom right side of screen

4. Click on **"Yes"** button on the pop-up window to confirm the deletion.

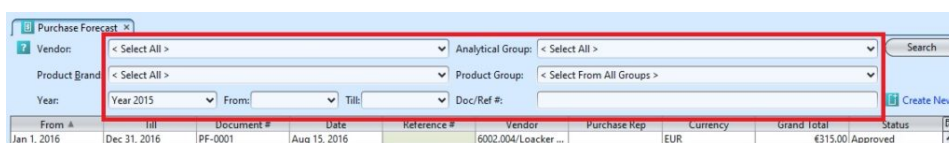


## View and Search for Purchase Forecast Details:

1. In the purchase forecast list the users are able to view the lists of Purchase Forecast, which have different statuses i.e in the Show: Purchases Order Not Created and Purchase Order Created. In the Statuses they can select Draft/Confirm, Draft, Confirm, Approved, Accepted and Closed.



2. Enter search parameter to filter the result, i.e. type in which vendor to search for in the **"Vendor"** text field box or select from drop-down list



3. The user can double Click on any line item which will take them into the full detailed document list

in Purchase Forecast.

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