



Delivery Confirmation

Delivery Confirmation view allows the user to create and manage delivery confirmation of purchase order.

Below are available actions for the user from Delivery Confirmation view:

 Create new delivery confirmation, update and delete delivery confirmation

 View and search delivery confirmation details

Delivery Confirmation

Vendor: < Select All >

Purchase Rep: < Select All >

Search

Year: Year 2016

From:

To:

Branch: < Select All >

Date	Document #	Reference #	Vendor #	Vendor Name	Vendor Location	Purchase Rep	Currency	Grand Total	Status	Type
Jan 5, 2016	PO-0042		6002.004/Loacker	Loacker	HQ		EUR	€233.77	Accepted	SO

Show Invoice Not Created

Total SGD: 55354.73

1 of 1

Delivery Confirmations List

Delivery Confirmation

Delivery Confirmation

Document Date: 15/02/2016

Document Number: PO-0051

Confirmation Reference #

Confirmed Date: 15/02/2016

Branch: HQ - Head Office

Vendor: 6002.004/Loacker - Loacker

Currency: EUR

Deliver To

Vendor Location: HQ

Contact Person

Delivery Location

Contact Person

Additional Details

Items / Articles

Taxes

Notes / Attachments

Product Brand: < Select All >

#	Product	Description	Uom	Ordered Qty	Confirmed Qty	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
1	Loa06	CHOCOLATE BAR 12 X 20 X 50GRAMS	Each	20	20	€0.15		€0.15	€3.00	Purchase Tax Account 7% IM
1	Loa06	LOACKER MOCHA CHOCOLATE BA...	Each	20	20	€0.15		€0.15	€3.00	Purchase Tax Account 7% IM
2	Loa07	LOACKER DARK CHOCOLATE BAR 1...	Each	30	30	€0.15		€0.15	€4.50	Purchase Tax Account 7% IM
3	Loa08	LOACKER CHOCOLATE COOKIES 12 ...	Each	24	24	€0.50		€0.50	€12.00	Purchase Tax Account 7% IM
4	Loa09	LOACKER MIX COOKIES 10 X 300GR...	Each	20	20	€0.75		€0.75	€15.00	Purchase Tax Account 7% IM
5	Loa10	LOACKER CHOCOLATE CHIP COOKI...	Each	24	24	€0.50		€0.50	€12.00	Purchase Tax Account 7% IM

Show Purchase Order

Total [Confirmed Qty: 118, Amount: €46.50 - Discount: 10% + Tax: €0.00] = Grand Total: €41.85

Generate Documents

Generate Report

Show Invoice

Save

Revert

Delete

Delivery Confirmations List

Delivery Confirmation

Document Date	Creation date of the document	Y
Document Number	Document number of the purchase order	Y
Confirmation Reference #	Code for easy reference search of the document	N
Confirmed Date	Confirmed date for delivery of the order	N
Branch	Name of company's branch which make the purchase order	Y
Vendor	The vendor of whom the purchase order was made to	Y
Currency	Currency used by the vendor	Y
Vendor Location	The location of vendor	Y
Contact Person	The contact person of vendor	N
Deliver To	Name of company to deliver the purchase order	N
Delivery Location	The location of company to deliver the purchase order	N
Contact Person	The contact person of company at delivery location	N
Product Brand	Select product brand(s) to filter products	N
Filter	Enter keyword(s) to filter / search for products	N
Product	Product code of the item	Y
Description	Description of the item	N
Uom	Type of the item	Y
Ordered Qty	Number of quantity of the item on the purchase order	Y
Confirmed Qty	Number of quantity of the item confirmed by vendor for delivery	Y
Unit Price	Cost per item	Y
Discount	Discount for the item to purchase	N
Nett Price	Nett price for the item to purchase	Y
Total Amount	Total cost for the item to purchase	Y
Tax Rate	Tax of the item to purchase	Y
Total Discount	Total discount for all the items on the purchase order	Y
Grand Total	Total cost for all the items on the purchase order after discount and tax	Y

Create New Delivery Confirmation:

1. Create delivery confirmation through ***“Purchase – (Transaction) Purchase Order”***
2. From ***“Purchase – (Transaction) Purchase Order”***, on ***“Purchase Order List”*** tab, double click on the approved purchased order, it will bring up the details on ***“Purchase Order”*** tab for the selected order

Purchase Order

Vendor: < Select All > Purchase Rep: < Select All > Search

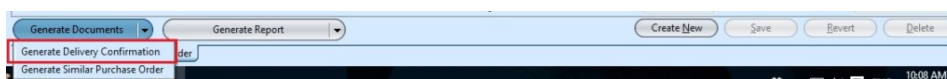
Year: Year 2016 From: Till: Branch: < Select All > Create New

Date	Document #	Reference #	Vendor #	Vendor Name	Vendor Location	Purchase Rep	Currency	Grand Total	Status	Type
Jan 5, 2016	PO-0042		6002.004/Loacker	Loacker	HQ		EUR	€234.00	Approved	SO
Jan 28, 2016	PO-0043		tft	TFT trading	singapore		SGD	\$5393.23	Approved	SO
Feb 3, 2016	PO-0045		6002.004/Loacker	Loacker	HQ		EUR	€1,849.50	Approved	SO
Feb 3, 2016	PO-0046		YK-001	Yankee Candles	City		USD	\$2,050.00	Approved	SO
Feb 3, 2016	PO-0044		6002.004/Loacker	Loacker	HQ		EUR	€148.50	Approved	SO
Feb 4, 2016	PO-0049		L-001	LEGO	City		USD	\$4,200.00	Approved	SO
Feb 4, 2016	PO-0050	PO-0049	L-001	LEGO	City		USD	\$100.00	Approved	BO
Feb 4, 2016	PO-0047	0002	6002.004/Loacker	Loacker	HQ		EUR	€1,282.50	Approved	SO
Feb 4, 2016	PO-0048		YK-001	Yankee Candles	City		USD	\$1,500.00	Approved	SO
Feb 15, 2016	PO-0051		6002.004/Loacker	Loacker	HQ		EUR	€41.85	Approved	SO
Mar 7, 2016	PO-0052		tft	TFT trading	indonesia		SGD	\$5417.30	Approved	SO
Mar 7, 2016	PO-0053		YK-001	Yankee Candles	City		USD	\$300.00	Approved	SO
Jun 16, 2016	PO-0054		6002.001/LU001	Luxasia	Luxasia Building		SGD	\$535.00	Approved	SO

Show < All Purchase Orders > Total SGD: \$517,890.30 1 of 13

Purchase Orders List Purchase Order

3. Click arrow on **Generate Documents** button on bottom left screen of **"Purchase Order"** tab and select **"Generate Delivery Confirmation"** option to generate a new delivery confirmation, it will generate a new delivery confirmation referenced to the selected purchase order. A link to the delivery confirmation will be added on the purchase order



Purchase Order -> Delivery Confirmation

Create Delivery Confirmation for the Purchase Order

Generates the Delivery Confirmation document from the Purchase Order with the same set of products/services.

Purchase Order Number: PO-0054 Confirmed Date: 14/07/2016

Confirmation Reference #: Document Status: Drafted

☒ Open the new Delivery Confirmation Document

OK Cancel

Delivery Confirmation

Document Date: 16/06/2016 Document Number: PO-0054

Vendor: 6002.001/LU001 - Luxasia Currency: SGD


Vendor Location: Luxasia Building Contact Person: Stephan Tan

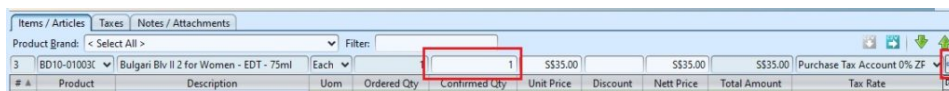
Confirmation Reference #: Confirmed Date: 14/07/2016 Branch: HQ - Head Office

Deliver To: Delivery Location: Contact Person:

Additional Details

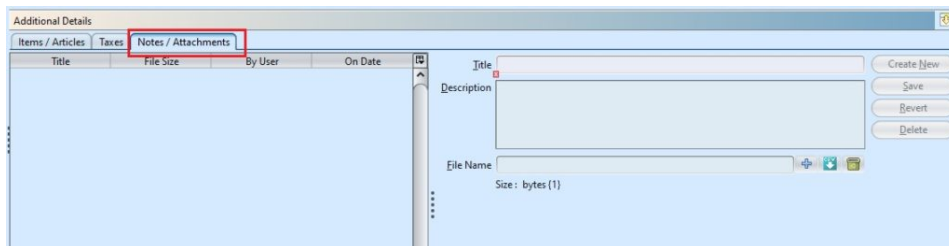
4. If vendor informed that the quantity of a product to be deliver is different from the **"Ordered Quantity"** in the purchase order, find the product on **"Items / Articles"** tab by entering the product number or description in **"Filter"** textfield. Choose the

product, change the **“Confirmed Quantity”** and click  button or press **“ENTER”**

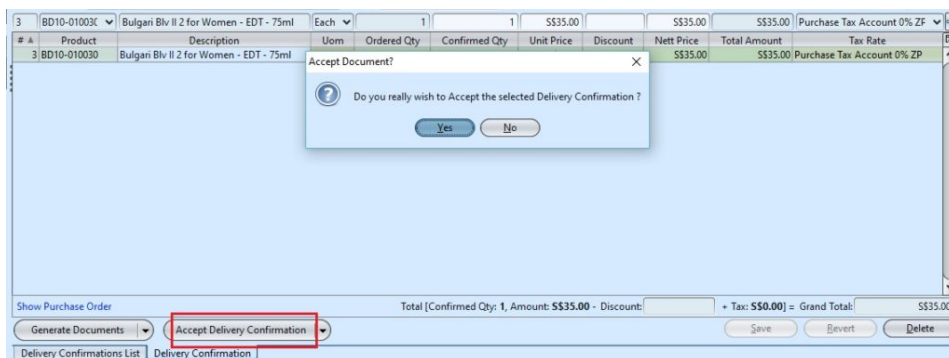
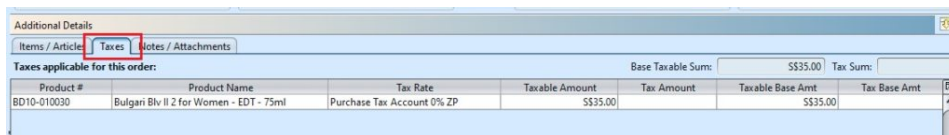


#	Product	Description	Uom	Ordered Qty	Confirmed Qty	Unit Price	Discount	Net Price	Total Amount	Tax Rate
3	BD10-01003C	Bulgari Blv II 2 for Women - EDT - 75ml	Each	1	1	\$535.00		\$535.00	\$535.00	Purchase Tax Account 0% ZP

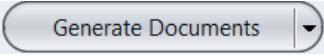
5. Click on **“Notes / Attachments”** tab at the middle of screen to add notes or files attachment for the delivery confirmation



6. Click on **“Accept Delivery Confirmation”** button at the bottom of screen to accept the delivery confirmation. Tax entries applicable for the delivery confirmation will be automatically created under **“Taxes”** tab if any

Product #	Product Name	Tax Rate	Taxable Amount	Tax Amount	Taxable Base Amt	Tax Base Amt
BD10-010030	Bulgari Blv II 2 for Women - EDT - 75ml	Purchase Tax Account 0% ZP	\$535.00		\$535.00	

7. If **“Immediate”** invoice rule was chosen in the purchase order, click arrow on  button and select **“Generate Proforma Invoice”** option to generate a new proforma invoice. **“Purchase Invoice”** will be created from **“Proforma Invoice”** instead. Else select **“Generate Purchase Invoice”** option to generate a new purchase invoice

Additional Details

Ship To: TE01 - Main Warehouse
 Receive Via: Inco Terms
 Representative: Memo
 Expected Delivery Date: Invoice Rule: After Delivery

Payment Term: 60D-EOM - 60 Days End Of Month
 Inco Terms: EXW - Ex Works
 Tax: Price Excludes Tax

Document Date: 16/06/2016
 Document Number: PO-0054
 Confirmation Reference #: Standard Order
 Confirmed Date: 14/07/2016
 Branch: HQ - Head Office

Vendor: 6002.001/LU001 - Luxasia
 Currency: SGD
 Deliver To: Luxasia Building
 Contact Person: Stephan Tan

Additional Details

Items / Articles Taxes Notes / Attachments

Taxes applicable for this order:

Product #	Product Name	Tax Rate	Taxable Amount	Tax Amount	Taxable Base Amt	Tax Base Amt
BD10-010030	Bulgari Blv II 2 for Women - EDT - 75ml	Purchase Tax Account 0% ZP	\$535.00		\$535.00	

Base Taxable Sum: \$535.00 Tax Sum: \$535.00

Show Purchase Order Total [Confirmed Qty: 1, Amount: \$535.00 - Discount: Tax: \$50.00] = Grand Total: \$535.00

Generate Documents Generate Report

Generate Purchase Invoice Delivery Confirmation

Generate Back Order

Generate Sales Order

12:11 PM 14/7/2016

Additional Details

Ship To: TE01 - Main Warehouse
 Receive Via: Inco Terms
 Representative: Memo
 Expected Delivery Date: Invoice Rule: Immediate

Payment Term: 60D-EOM - 60 Days End Of Month
 Inco Terms: EXW - Ex Works
 Tax: Price Excludes Tax

Document Date: 14/07/2016
 Document Number: PO-0055
 Confirmation Reference #: Standard Order
 Confirmed Date: 14/07/2016
 Branch: HQ - Head Office

Vendor: 6002.001/LU001 - Luxasia
 Currency: SGD
 Deliver To: Luxasia Building
 Contact Person: Stephan Tan

Additional Details

Items / Articles Taxes Notes / Attachments

Taxes applicable for this order:

Product #	Product Name	Tax Rate	Taxable Amount	Tax Amount	Taxable Base Amt	Tax Base Amt
BD10-010029	Bulgari au The Vert Extreme for Women - EDT ...	Purchase Tax Account 7% TX7	\$537.50	\$52.63	\$537.50	\$52.63

Base Taxable Sum: \$537.50 Tax Sum: \$52.63

Show Purchase Order Total [Confirmed Qty: 1, Amount: \$537.50 - Discount: Tax: \$52.63] = Grand Total: \$540.13

Generate Documents Generate Report

Generate Proforma Invoice Delivery Confirmation

Generate Back Order

Generate Sales Order

2:09 PM 14/7/2016

8. Click arrow on **Generate Documents** button and select **"Generate Back Order"** option to generate a new purchase order form, IF there is any difference in quantity between ordered quantity and confirmed quantity, to order the balance quantity.

Delivery Confirmation

Document Date: 28/01/2016 Document Number: PO-0043 Confirmation Reference #: Confirmed Date: 28/01/2016 Branch: HQ - Head Office

Vendor: 6002.001/T001 - TFI Trading Ltd Currency: SGD Deliver To: Delivery Location: Contact Person:

Additional Details:

Product	Description	Uom	Ordered Qty	Confirmed Qty	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
1 Load8	LOACKER CHOCOLATE COOKIES 12 X 250GRAMS	Carton-12	10	10	\$S9.00		\$S9.00	\$S90.00	Purchase Tax Account 7% TX7
2 Load9	LOACKER MIX COOKIES 10 X 300GRAMS	Each	100	90	\$S1.05		\$S1.05	\$S94.50	Purchase Tax Account 7% TX7
3 Load9	LOACKER MIX COOKIES 10 X 300GRAMS	Carton-10	5	5	\$S10.50		\$S10.50	\$S52.50	Purchase Tax Account 7% TX7
4 Load10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GR...	Each	100	100	\$S0.75		\$S0.75	\$S75.00	Purchase Tax Account 7% TX7
5 Load10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GR...	Carton-12	5	5	\$S9.00		\$S9.00	\$S45.00	Purchase Tax Account 7% TX7

Total [Confirmed Qty: 210, Amount: \$S357.00 - Discount: + Tax: \$S24.99] = Grand Total: \$S381.99

Generate Documents: Generate Report Show Invoice Save Revert Delete

Generate Purchase Invoice Generate Back Order Generate Sales Order

System will generate Purchase Order (Back Order type) document containing the item with balance / remaining quantity to be order.

Purchase Order

Document Date: 30/01/2016 Document Number: PO-0069 Reference Number: PO-0043 Branch: HQ - Head Office

Vendor: 6002.001/T001 - TFI Trading Ltd Currency: SGD Deliver To: Delivery Location: Contact Person:

Additional Details:

Ship To: SM01 - Main Warehouse Receive Via: Representative: Expected Delivery Date: 31/01/2016

Payment Term: Net 60 Days - Net 60 Days Inco Terms: EXW - Ex Works Memo: Invoice Rule: After Delivery

Analytical Group: Tax: Price Excludes Tax:

Product	Description	Uom	Ordered Qty	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
2 Load9	LOACKER MIX COOKIES 10 X 300GRAMS	Each	10	\$S1.05		\$S1.05	\$S10.50	Purchase Tax Account 7% TX7
2 Load9	LOACKER MIX COOKIES 10 X 300GRAMS	Each	10	\$S1.05		\$S1.05	\$S10.50	Purchase Tax Account 7% TX7

balance quantity to order

Total [Qty: 10, Amount: \$S10.50 - Discount: + Tax: \$S0.74] = Grand Total: \$S11.24

Generate Documents: Confirm Purchase Order Create New Save Revert Delete

Purchase Orders List Purchase Order

9. Click arrow on **Generate Documents** button and select **"Generate Sales Order"** option to generate a new copy of the sales form, if the whole (purchase) order to be sold directly to a customer. Select a customer from the pop-up window for the sales order

#	Product	Description	Uom	Ordered Qty	Confirmed Qty	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
1	BD10-010029	Bulgari au The Vert Extreme for Women - EDT - 75ml	Each	1	1	\$537.50		\$537.50	\$537.50	Purchase Tax Account 7% TX7

Show Purchase Order		Total [Confirmed Qty: 1, Amount: \$537.50 - Discount:]		+ Tax: \$52.63 = Grand Total:		\$540.13
Generate Documents	Generate Report	Save		Revert	Delete	
Generate Proforma Invoice	Delivery Confirmation					
Generate Back Order						
Generate Sales Order						

8:56 AM 15/7/2016

Order Confirmation -> Sales Order

Create Sales Order
 Customer required.

Sales Order Number: <-AUTO-GENERATED-> | Document Date: 15/07/2016

Reference Number: PO-0055 | Document Status: **Drafted**

Customer: | Warehouse: TE01 - Main Warehouse

☒ Open the new Sales Order Document

OK Cancel

Sales Order

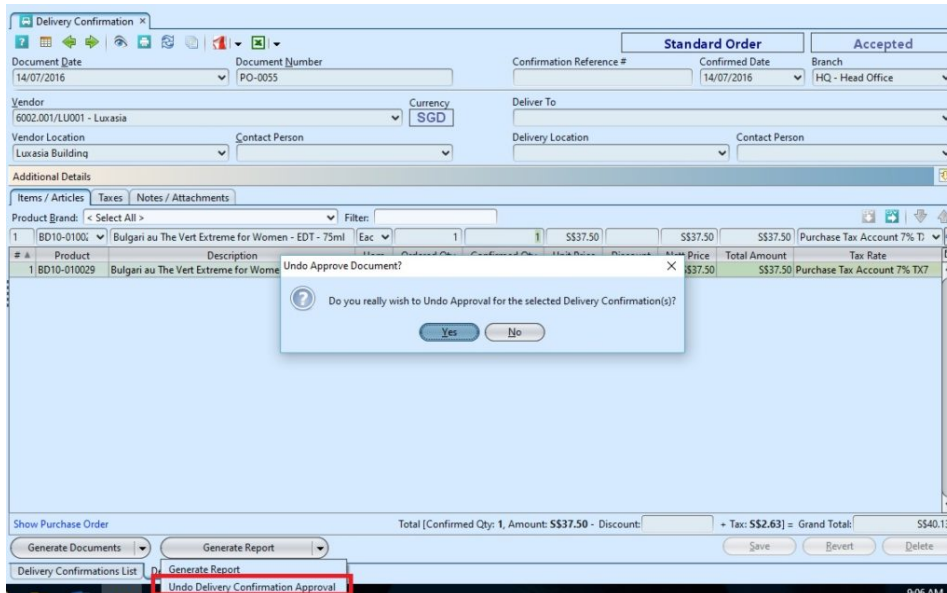
Document Date: 15/07/2016 | Document Number: SO-16-070224 | Reference Number: PO-0055 | Branch: HQ - Head Office

Customer: 4110.011/RO001 - Robinson | Currency: SGD | Deliver To: 4110.011/RO001 - Robinson

Customer Location: The Heeren | Contact Person: Christina Sim | Delivery Location: The Heeren | Contact Person: Christina Sim

Update Delivery Confirmation Details:

1. Click on **"Delivery Confirmations List"** tab at the bottom of screen
2. Double click on delivery confirmation to be updated, it will bring up the details on **"Delivery Confirmation"** tab for the selected order. If a delivery confirmation's status is **"Accepted"**, right click on the order and reopen / undo approval of the order first. User can do so from the document as well by clicking the arrow on **"Generate Report"** button at the bottom left of the document screen



3. Make change(s) on the delivery confirmation 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 **“Accept Delivery Confirmation”** button at the bottom of screen to approve the delivery confirmation
7. Click arrow on button and select **“Generate Back Order”** option to generate a new purchase order form to order the difference in quantity in the confirmed order (if any)

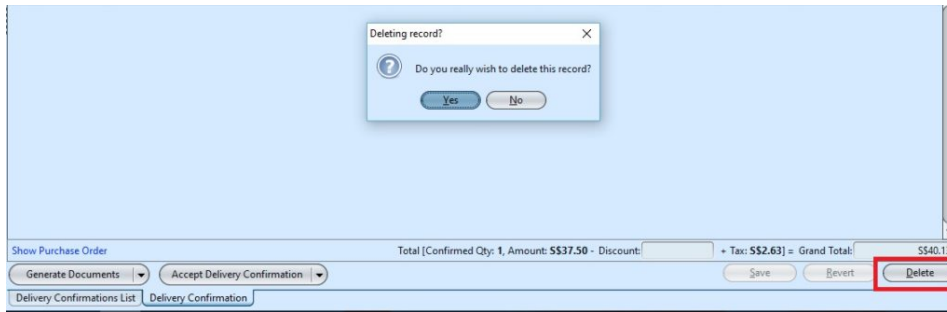
Delete Delivery Confirmation:

1. Click on **“Delivery Confirmations List”** tab at the bottom of screen
2. Double click on delivery confirmation to be deleted, it will bring up the details on **“Delivery Confirmation”** tab for the selected order. If a delivery confirmation’s status is **“Accepted”**, right click on the order and reopen / undo approval of the

order 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 delivery confirmation deletion



View and Search for Delivery Confirmation Details:

1. Click on **“Delivery Confirmations List”** tab at the bottom of screen

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. Result can be sorted alphabetically by clicking

the fields' columns

Delivery Confirmation											
Vendor: < Select All >		Purchase Rep: < Select All >		Search							
Year: Year 2016		From:		To:		Branch: < Select All >					
Date	Document #	Reference #	Vendor #	Vendor Name	Vendor Location	Purchase Rep	Currency	Grand Total	Status	Type	
Feb 3, 2016	PO-0046		YK-001	Yankee Candles	City		USD	\$2,050.00	Accepted	SO	
Feb 4, 2016	PO-0048		YK-001	Yankee Candles	City		USD	\$1,500.00	Accepted	SO	

4. Double click on delivery confirmation to view full details of the order, it will bring up the details on ***"Delivery Confirmation"*** tab for the selected order