



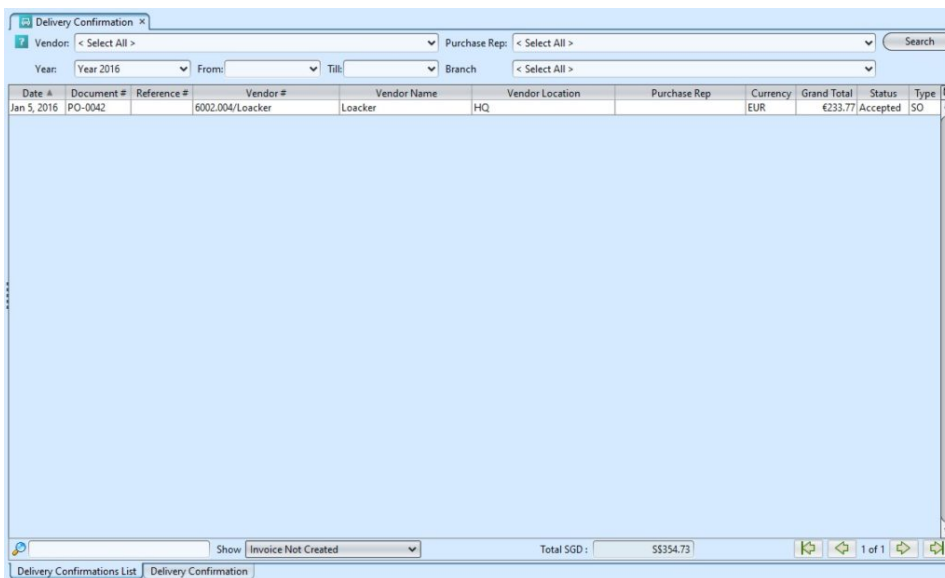
# Delivery Confirmation

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

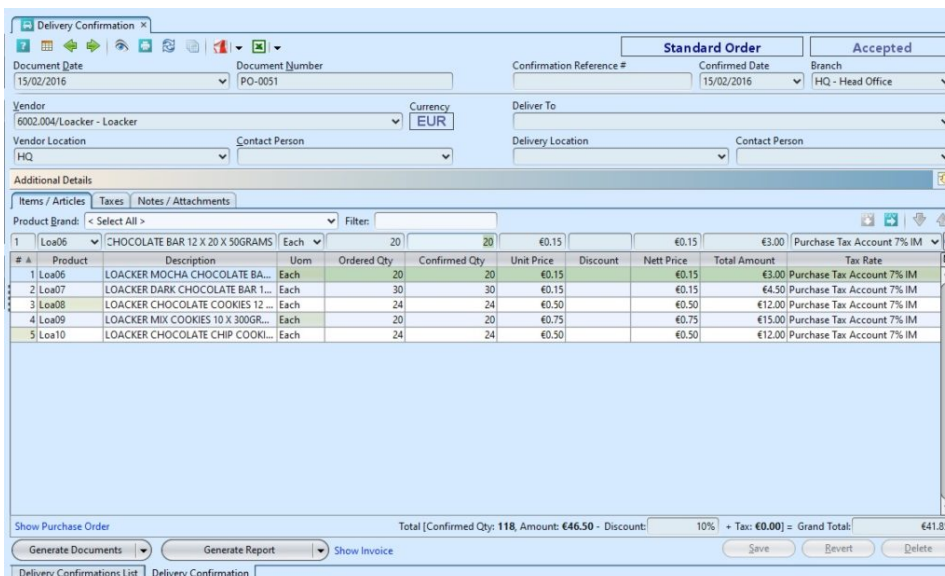
Below are available actions for the user from Delivery Confirmation view:

 Create new delivery confirmation, update and delete delivery confirmation

 View and search delivery confirmation details



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



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

Field Name

Explanations

Mandatory Information

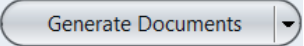
Document Date	Creation date of the document	Y
Document Number	Document number of the purchase order	Y
Confirmation Reference #	Code for easy reference search of the document	N
Confirmed Date	Confirmed date for delivery of the order	N
Branch	Name of company's branch which make the purchase order	Y
Vendor	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

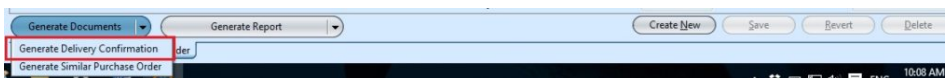
## Create New Delivery Confirmation:

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

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	\$200.00	Approved	SO
Jun 16, 2016	PO-0054		6002.001/LU001	Luxasia	Luxasia Building		SGD	\$535.00	Approved	SO

3. Click arrow on  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	Confirmed Date
<input type="text" value="PO-0054"/>	<input type="text" value="14/07/2016"/>
Confirmation Reference #	Document Status
<input type="text"/>	<input type="text" value="Drafted"/>


Open the new Delivery Confirmation Document

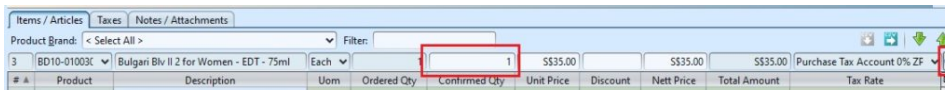
**Delivery Confirmation**

Document Date	Document Number	Confirmation Reference #	Confirmed Date	Branch
<input type="text" value="16/06/2016"/>	<input type="text" value="PO-0054"/>	<input type="text"/>	<input type="text" value="14/07/2016"/>	<input type="text" value="HQ - Head Office"/>
Vendor	Currency	Deliver To		
<input type="text" value="6002.001/LU001 - Luxasia"/>	<input type="text" value="SGD"/>	<input type="text"/>		
Vendor Location	Contact Person	Delivery Location	Contact Person	
<input type="text" value="Luxasia Building"/>	<input type="text" value="Stephan Tan"/>	<input type="text"/>	<input type="text"/>	

Additional Details

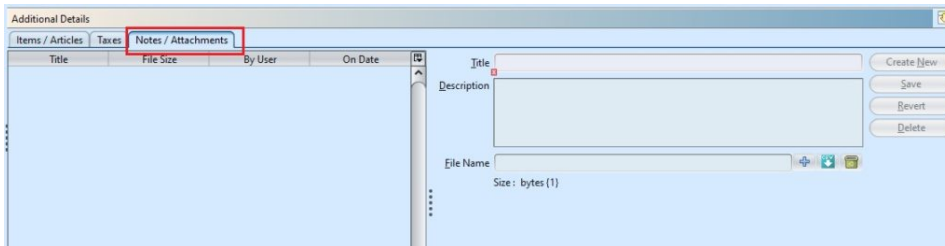
4. If vendor informed that the quantity of a product to be deliver is different from the **"Ordered Quantity"** in the purchase order, find the product on **"Items / Articles"** tab by entering the product number or description in **"Filter"** textfield. Choose the

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

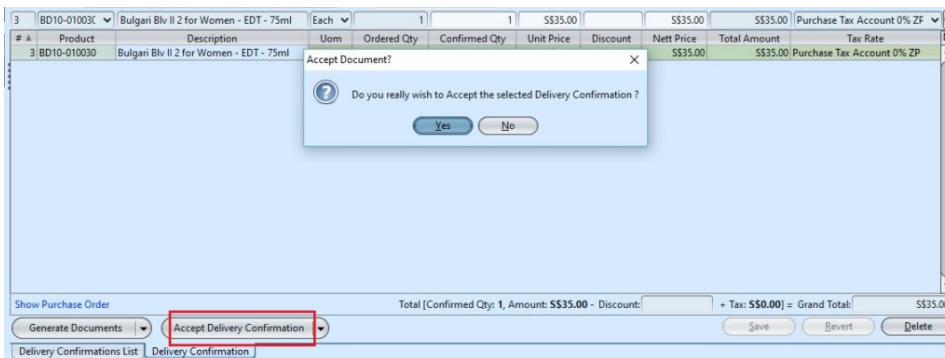


#	Product	Description	Uom	Ordered Qty	Confirmed Qty	Unit Price	Discount	Net Price	Total Amount	Tax Rate
3	BD10-01003C	Bulgari Blv II 2 for Women - EDT - 75ml	Each	1	1	\$535.00		\$535.00	\$535.00	Purchase Tax Account 0% ZP

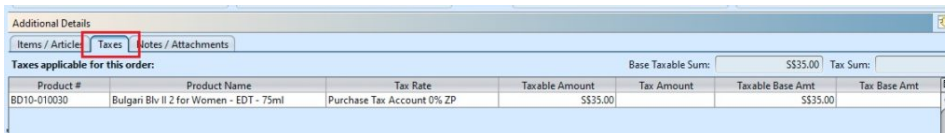
5. Click on **“Notes / Attachments”** tab at the middle of screen to add notes or files attachment for the delivery confirmation



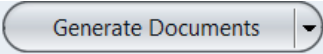
6. Click on **“Accept Delivery Confirmation”** button at the bottom of screen to accept the delivery confirmation. Tax entries applicable for the delivery confirmation will be automatically created under **“Taxes”** tab if any



#	Product	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



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	\$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: [Dropdown]  
 Representative: [Dropdown]  
 Expected Delivery Date: [Dropdown]

Payment Term: 60D-EOM - 60 Days End Of Month  
 Inco Terms: EXW - Ex Works  
 Memo: [Text Area]

Analytical Group: [Dropdown]  
 Tax: Price Excludes Tax  
 Invoice Rule: After Delivery

Delivery Confirmation x | Purchase Order

Document Date: 16/06/2016 | Document Number: PO-0054  
 Confirmation Reference #: [Text] | Confirmed Date: 14/07/2016 | Branch: HQ - Head Office

Vendor: 6002.001/LU001 - Luxasia | Currency: SGD  
 Deliver To: [Dropdown]

Vendor Location: Luxasia Building | Contact Person: Stephan Tan  
 Delivery Location: [Dropdown] | Contact Person: [Dropdown]

Additional Details

Items / Articles | Taxes | Notes / Attachments

Taxes applicable for this order: Base Taxable Sum: \$335.00 Tax Sum: [Text]

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	\$335.00		\$335.00	

Show Purchase Order Total [Confirmed Qty: 1, Amount: \$335.00 - Discount: [Text] + Tax: \$50.00] = Grand Total: \$385.00

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: [Dropdown]  
 Representative: [Dropdown]  
 Expected Delivery Date: [Dropdown]

Payment Term: 60D-EOM - 60 Days End Of Month  
 Inco Terms: EXW - Ex Works  
 Memo: [Text Area]

Analytical Group: [Dropdown]  
 Tax: Price Excludes Tax  
 Invoice Rule: Immediate

Delivery Confirmation x | Purchase Order

Document Date: 14/07/2016 | Document Number: PO-0055  
 Confirmation Reference #: [Text] | Confirmed Date: 14/07/2016 | Branch: HQ - Head Office

Vendor: 6002.001/LU001 - Luxasia | Currency: SGD  
 Deliver To: [Dropdown]

Vendor Location: Luxasia Building | Contact Person: [Dropdown]  
 Delivery Location: [Dropdown] | Contact Person: [Dropdown]

Additional Details

Items / Articles | Taxes | Notes / Attachments

Taxes applicable for this order: Base Taxable Sum: \$337.50 Tax Sum: \$52.63

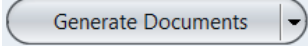
Product #	Product Name	Tax Rate	Taxable Amount	Tax Amount	Taxable Base Amt	Tax Base Amt
BD10-010029	Bulgari au Vert Extreme for Women - EDT ...	Purchase Tax Account 7% TX7	\$337.50	\$52.63	\$337.50	\$52.63

Show Purchase Order Total [Confirmed Qty: 1, Amount: \$337.50 - Discount: [Text] + Tax: \$52.63] = Grand Total: \$390.13

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  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

Standard Order Accepted

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:

Vendor Location: singapore Contact Person: Delivery Location: Contact Person:

Additional Details

Product	Description	Uom	Ordered Qty	Confirmed Qty	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
1	LOACKER CHOCOLATE COOKIES 12 X 250GRAMS	Carton-12	10	10	\$59.00		\$590.00	\$590.00	Purchase Tax Account 7% TX7
2	LOACKER MIX COOKIES 10 X 300GRAMS	Each	100	90	\$51.05		\$510.50	\$510.50	Purchase Tax Account 7% TX7
3	LOACKER MIX COOKIES 10 X 300GRAMS	Carton-10	5	5	\$510.50		\$510.50	\$510.50	Purchase Tax Account 7% TX7
4	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GR...	Each	100	100	\$0.75		\$0.75	\$0.75	Purchase Tax Account 7% TX7
5	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GR...	Carton-12	5	5	\$59.00		\$59.00	\$59.00	Purchase Tax Account 7% TX7

Total (Confirmed Qty: 210, Amount: \$5357.00 - Discount: + Tax: \$524.99) = Grand Total: \$5381.99

Generate Documents Generate Report Show Invoice Save Revert Delete

Generate Purchase Invoice Delivery Confirmation

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 Delivery Confirmation

Back Order Drafted

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:

Vendor Location: singapore Contact Person: 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

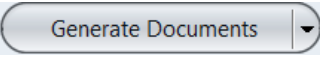
Product	Description	Uom	Ordered Qty	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
2	LOACKER MIX COOKIES 10 X 300GRAMS	Each	10	\$51.05		\$510.50	\$510.50	Purchase Tax Account 7% TX7
2	LOACKER MIX COOKIES 10 X 300GRAMS	Each	10	\$51.05		\$510.50	\$510.50	Purchase Tax Account 7% TX7

balance quantity to order

Total (Qty: 10, Amount: \$510.50 - Discount: + Tax: \$50.74) = Grand Total: \$511.24

Generate Documents Confirm Purchase Order Create New Save Revert Delete

Purchase Orders List Purchase Order

9. Click arrow on  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 x

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

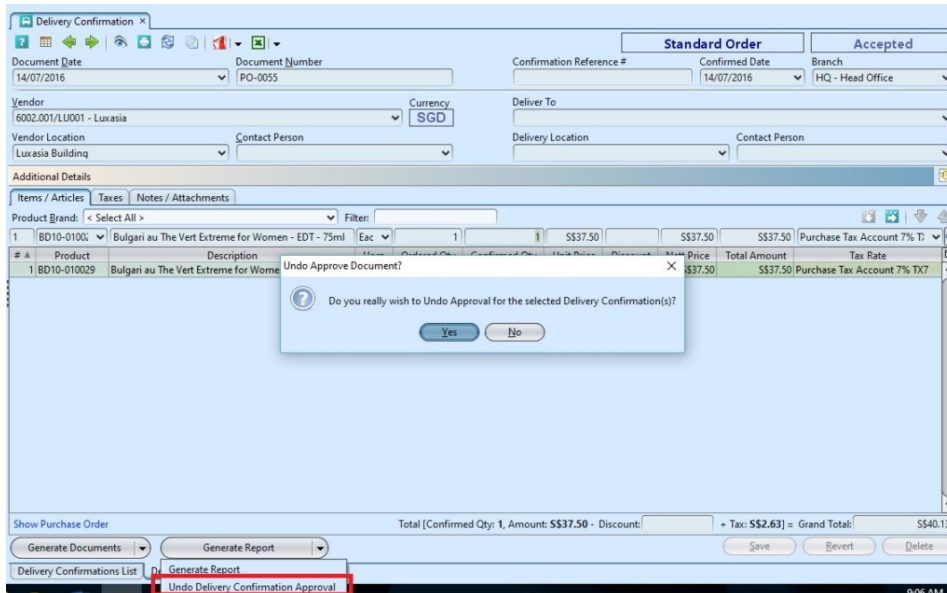
Customer: 4110.011/RO001 - Robinson      Currency: SGD      Deliver To: 4110.011/RO001 - Robinson

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

Standard Order      Drafted

## 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:

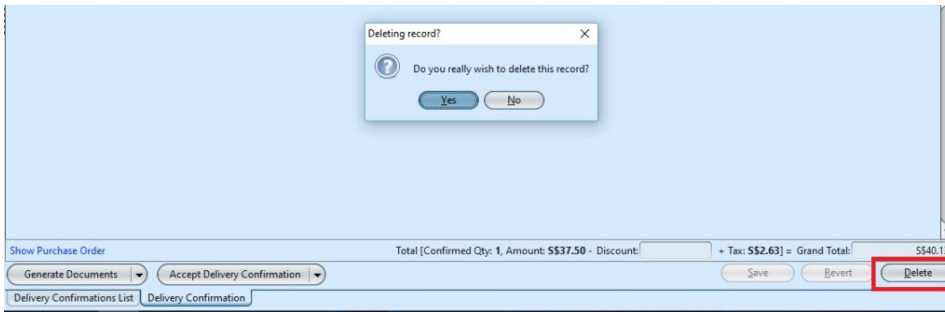
1. Click on **“Delivery Confirmations List”** tab at the bottom of screen
2. Double click on delivery confirmation to be deleted, it will bring up the details on **“Delivery Confirmation”** tab for the selected order. If a delivery confirmation’s status is **“Accepted”**, right click on the order and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



order first

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

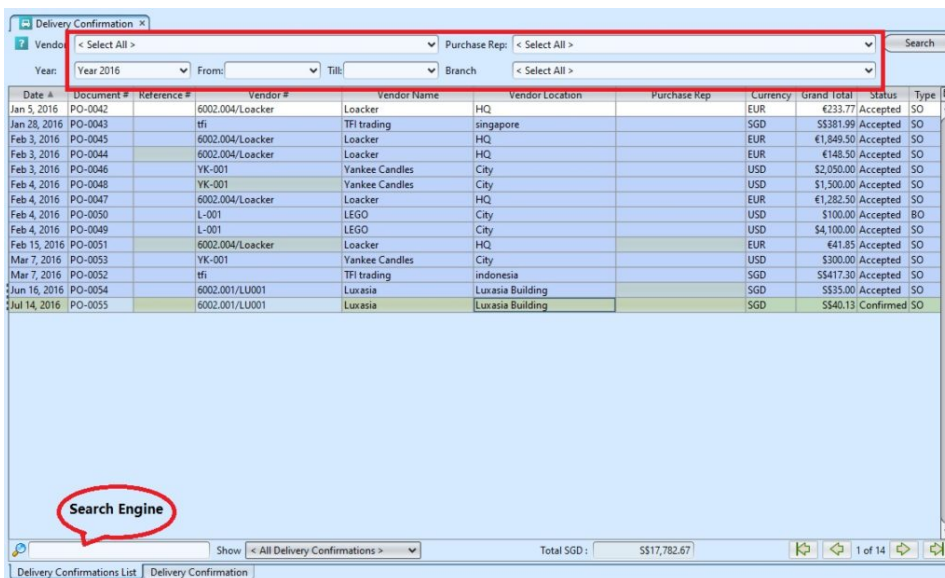
4. Click on **“Yes”** button on the pop-up window to confirm delivery confirmation deletion



## View and Search for Delivery Confirmation Details:

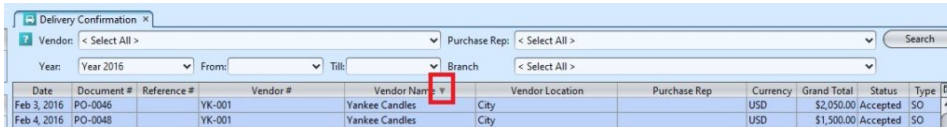
1. Click on **“Delivery Confirmations List”** tab at the bottom of screen

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



The screenshot shows a software interface titled "Delivery Confirmation". At the top, there are several dropdown menus: "Vendor: < Select All >", "Purchase Rep: < Select All >", "Year: Year 2016", "From:", "Till:", and "Branch: < Select All >". Below these is a table with the following columns: Date, Document #, Reference #, Vendor #, Vendor Name, Vendor Location, Purchase Rep, Currency, Grand Total, Status, and Type. The table contains two rows of data. The "Vendor Name" column header is highlighted with a red box.

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

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