



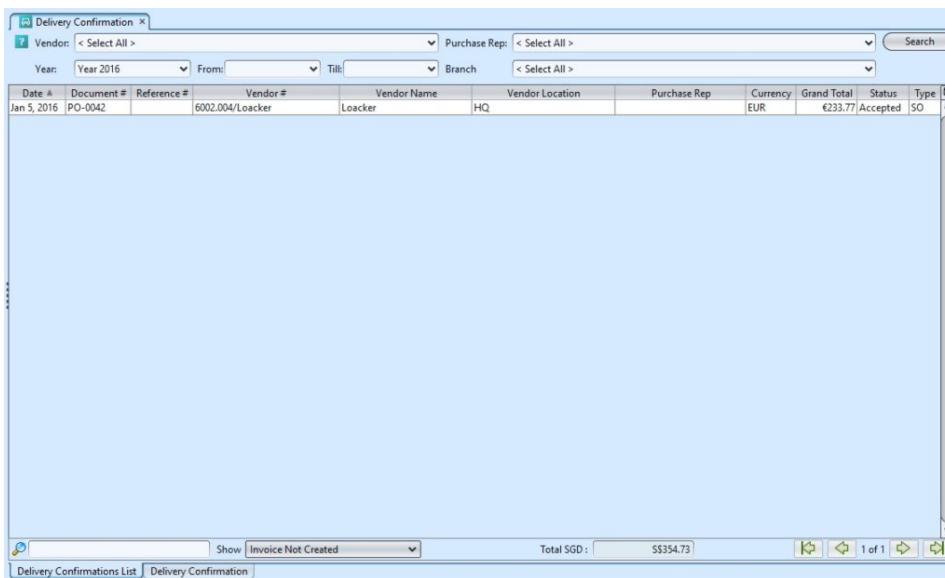
# Delivery Confirmation

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

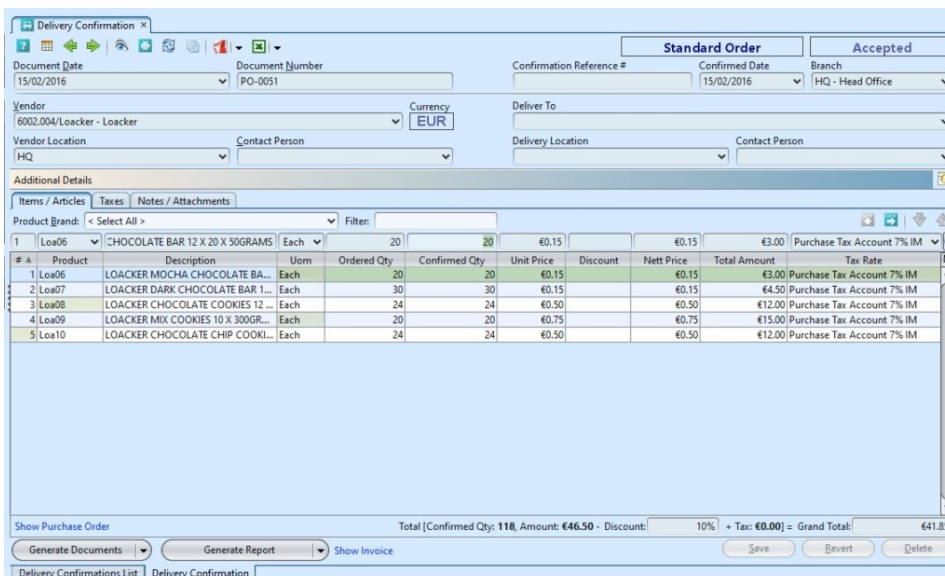
Below are available actions for the user from Delivery Confirmation view:

 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	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

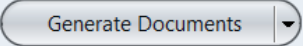
Document Date	Creation date of the document	Y
Document Number	Document number of the purchase order	Y
Confirmation Reference #	Code for easy reference search of the document	N
Confirmed Date	Confirmed date for delivery of the order	N
Branch	Name of company's branch which make the purchase order	Y
Vendor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

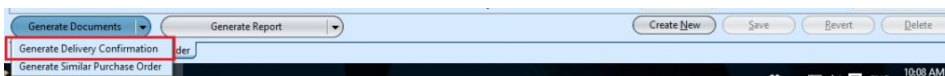
## Create New Delivery Confirmation:

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: 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

Confirmation Reference #:

Confirmed Date: 14/07/2016

Branch: HQ - Head Office

Vendor: 6002.001/LU001 - Luxasia

Currency: SGD

Vendor Location: Luxasia Building

Contact Person: Stephan Tan


Deliver To:

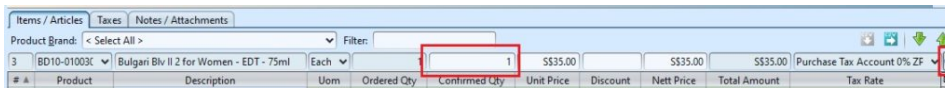
Delivery Location:

Contact Person:

Additional Details

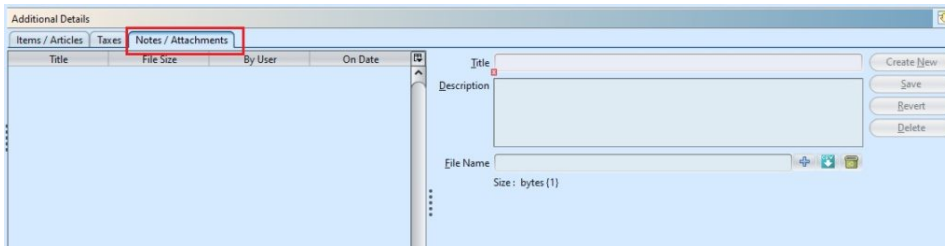
4. If vendor informed that the quantity of a product to be deliver is different from the **"Ordered Quantity"** in the purchase order, find the product on **"Items / Articles"** tab by entering the product number or description in **"Filter"** textfield. Choose the

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

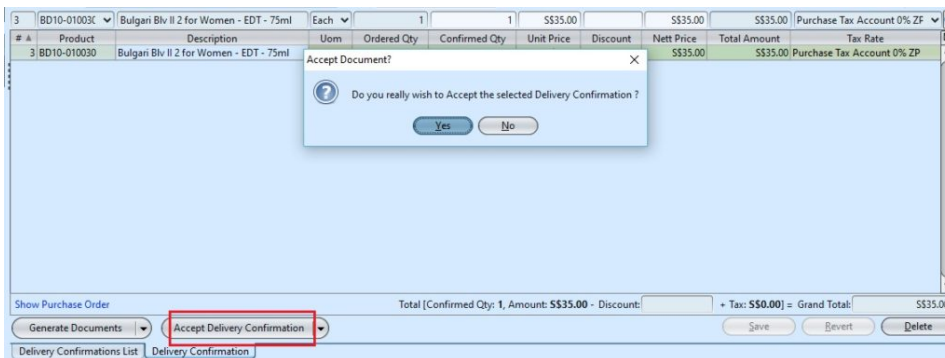
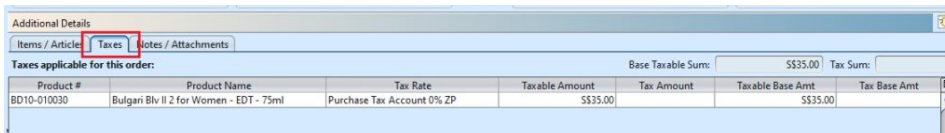


#	Product	Description	Uom	Ordered Qty	Confirmed Qty	Unit Price	Discount	Net Price	Total Amount	Tax Rate
3	BD10-01003C	Bulgari Blv II 2 for Women - EDT - 75ml	Each	1	1	\$535.00		\$535.00	\$535.00	Purchase Tax Account 0% ZP

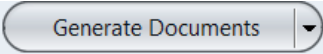
5. Click on **“Notes / Attachments”** tab at the middle of screen to add notes or files attachment for the delivery confirmation



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	\$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: [Text]  
 Delivery Location: [Dropdown] | Contact Person: [Text]

Additional Details

Items / Articles | Taxes | Notes / Attachments

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

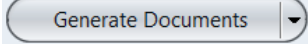
Product #	Product Name	Tax Rate	Taxable Amount	Tax Amount	Taxable Base Amt	Tax Base Amt
BD10-010029	Bulgari au Vert Extreme for Women - EDT ...	Purchase Tax Account 7% TX7	\$337.50	\$52.63	\$337.50	\$52.63

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.

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:

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

Buttons: Generate Documents, Generate Report, Show Invoice, Save, Revert, Delete

Red box highlights: Generate Back Order

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

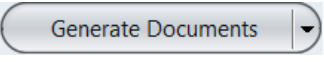
Additional Details: Ship To: SM01 - Main Warehouse, Receive Via: , Representative: , Expected Delivery Date: 31/01/2016, Payment Term: Net 60 Days - Net 60 Days, Inco Terms: EXW - Ex Works, Memo: , Invoice Rule: After Delivery, Analytical Group: , Tax: Price Excludes Tax

Product	Description	Uom	Ordered Qty	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
2	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

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

Buttons: Generate Documents, Confirm Purchase Order, Create New, Save, Revert, Delete

Red box highlights: Ordered Qty, balance quantity to 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

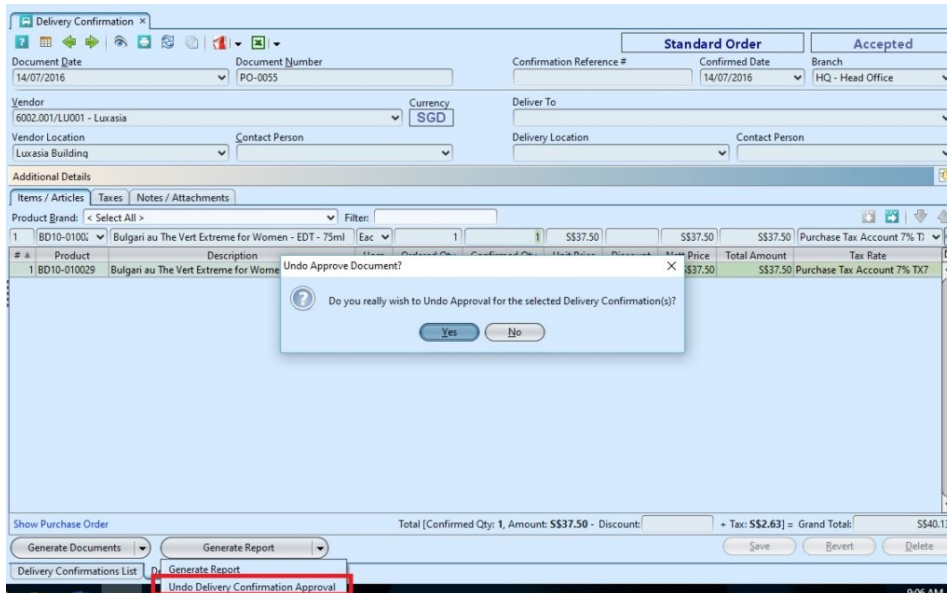
Sales Order

Standard Order      Drafted

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:

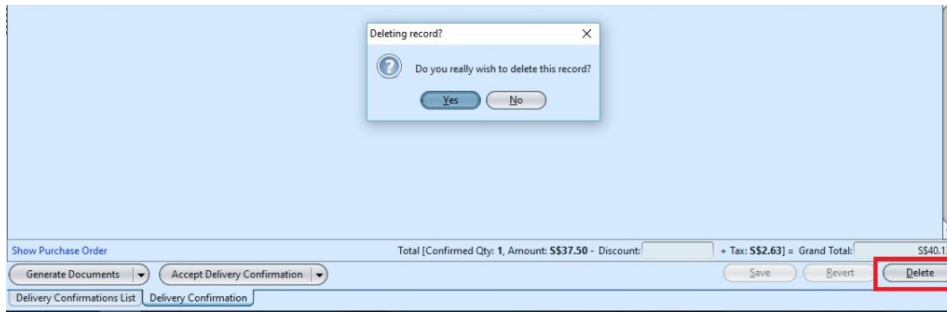
1. Click on **“Delivery Confirmations List”** tab at the bottom of screen
2. Double click on delivery confirmation to be deleted, it will bring up the details on **“Delivery Confirmation”** tab for the selected order. If a delivery confirmation’s status is **“Accepted”**, right click on the order and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

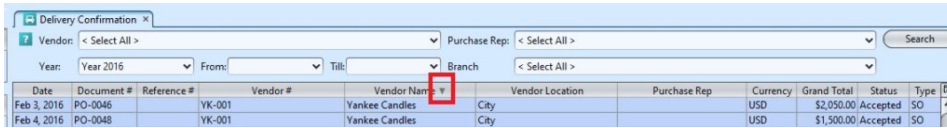
2. Enter search parameter to filter the result, i.e. type in which vendor to search for in the **“Vendor”** text field box or select from drop-down list

The screenshot shows a software window titled "Delivery Confirmation" with a table of data. The table has columns for Date, Document #, Reference #, Vendor #, Vendor Name, Vendor Location, Purchase Rep, Currency, Grand Total, Status, and Type. The "Vendor" field at the top of the table is highlighted with a red box. A "Search Engine" button is circled in red at the bottom left of the window. The table contains 15 rows of data, with the last row highlighted in green.

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
Jan 28, 2016	PO-0043		tft	TFI trading	singapore		SGD	\$5381.99	Accepted	SO
Feb 3, 2016	PO-0045		6002.004/Loacker	Loacker	HQ		EUR	€1,849.50	Accepted	SO
Feb 3, 2016	PO-0044		6002.004/Loacker	Loacker	HQ		EUR	€148.50	Accepted	SO
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
Feb 4, 2016	PO-0047		6002.004/Loacker	Loacker	HQ		EUR	€1,282.50	Accepted	SO
Feb 4, 2016	PO-0050		L-001	LEGO	City		USD	\$100.00	Accepted	BO
Feb 4, 2016	PO-0049		L-001	LEGO	City		USD	\$4,100.00	Accepted	SO
Feb 15, 2016	PO-0051		6002.004/Loacker	Loacker	HQ		EUR	€41.85	Accepted	SO
Mar 7, 2016	PO-0053		YK-001	Yankee Candles	City		USD	\$300.00	Accepted	SO
Mar 7, 2016	PO-0052		tft	TFI trading	indonesia		SGD	\$5417.30	Accepted	SO
Jun 16, 2016	PO-0054		6002.001/LU001	Luxasia	Luxasia Building		SGD	\$535.00	Accepted	SO
Jul 14, 2016	PO-0055		6002.001/LU001	Luxasia	Luxasia Building		SGD	\$540.13	Confirmed	SO

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:

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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