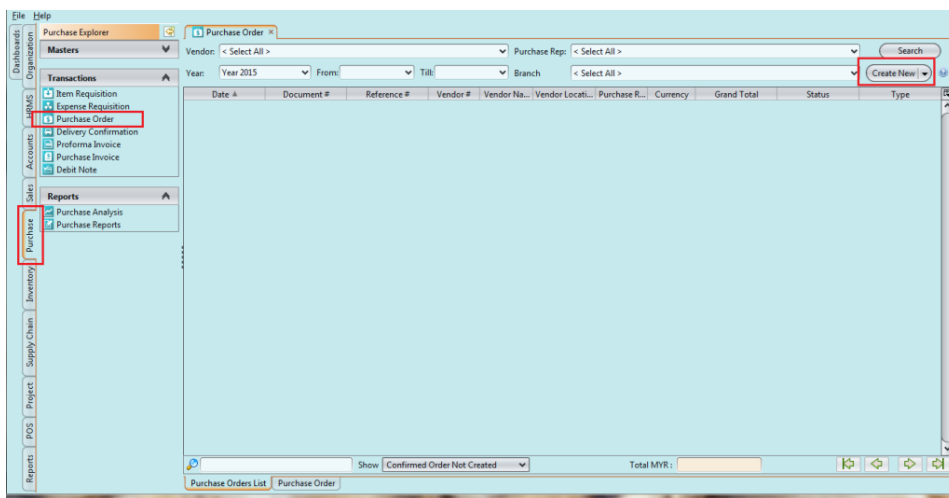


# Create New Purchase Order

The purpose of the application is to allow the user to Create New Purchase Order.

The following are the process steps:-

1. Click on Purchase tab / Transactions / Purchase Order
2. Click ***“Create New”*** button



3. Fill in the vendor information. Textfields marked with ***“x”*** are mandatory

4. For Invoice Rule:

- Immediate if vendor request deposit
- After Delivery if vendor does not require deposit

5. Choose product(s) to add into the purchase order from the products drop-down list. It can be filtered by ***“Product Brand”*** to find specific products

6. Key in quantity for each product (Note: products' purchase price list must be created first)

**Purchase Order** | Standard Order | Drafted

Document Date: 03/03/2015 | Document Number: PO-15-030002 | Reference Number: | Branch: HQ - Head Office

Vendor: 202001/EG0001 - Egokawa Sdn Bhd | Currency: MYR | Deliver To: |

Vendor Location: Kuala Lumpur | Contact Person: Joan Sim | Delivery Location: | Contact Person: |

**Additional Details**

Ship To: WH01 - Kepong Warehouse | Receive Via: | Representative: | Promised Date: |

Payment Term: 60 - Net 60 Days | Inco Terms: EXW - Ex Works | Memo: | Invoice Rule: Immediate

Analytical Group: | Tax: Price Excludes Tax

Items / Articles | Taxes | Notes / Attachments

Product Brand: BD04 - Egokawa

#	Product	Description	Uom	Ordered Qty	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
2	4571330573114	ime Up - Black Fairy	Each - Each	1	RM32.2300		RM32.2300	RM32.23	account 6% TX-6
1	4571330573046	Egokawa Sweetie B...	Each	1	RM32.2300		RM32.2300	RM32.23	Purchase Tax Acco...
2	4571330573114	Egokawa Sweetie P...	Each	1	RM32.2300		RM32.2300	RM32.23	Purchase Tax Acco...

Total [Qty: 2, Amount: RM64.46 - Discount: | + Tax: RM3.87] = Grand Total: RM68.33

Generate Documents | Confirm Purchase Order | Create New | Save | Revert | Delete

Purchase Orders List | Purchase Order

7. Click **"Save"** button to save progress

8. Click **"Confirm Purchase Order"** to confirm the purchase order

Analytical Group: | Tax: Price Excludes Tax

Items / Articles | Taxes | Notes / Attachments

Product Brand: < Select All >

#	Product	Description	Uom	Ordered Qty	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
2	4571330573114	ime Up - Black Fairy	Each - Each	1	RM32.2300		RM32.2300	RM32.23	account 6% TX-6
1	4571330573046	Egokawa Sweetie B...	Each	1	RM32.2300		RM32.2300	RM32.23	Purchase Tax Acco...
2	4571330573114	Egokawa Sweetie P...	Each	1	RM32.2300		RM32.2300	RM32.23	Purchase Tax Acco...

Total [Qty: 2, Amount: RM64.46 - Discount: | + Tax: RM3.87] = Grand Total: RM68.33

Generate Documents | Confirm Purchase Order | Create New | Save | Revert | Delete

Purchase Orders List | Purchase Order

9. Click **"Approve Purchase Order"** to approve the purchase order

Purchase Order

Document Date: 03/03/2015 | Document Number: PO-15-030002 | Reference Number: | Branch: HQ - Head Office

Vendor: 202001/EG0001 - Egokawa Sdn Bhd | Currency: MYR | Deliver To: | Contact Person: | Delivery Location: | Contact Person: |

Additional Details: Ship To: WH01 - Kepong Warehouse | Receive Via: | Representative: | Promised Date: | Payment Term: 60 - Net 60 Days | Inco Terms: EXW - Ex Works | Memo: | Invoice Rule: After Delivery | Analytical Group: | Tax: | Price Excludes: |

Items / Articles: Taxes | Notes / Attachments

Product Brand: < Select All >

#	Product	Description	Uom	Ordered Qty	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
1	4571330573046	Egokawa Sweetie Body Cream - Fairy	Each	1	RM32.2300		RM32.2300	RM32.23	hase Tax Account 6% TX-6
2	4571330573114	Egokawa Sweetie Premium Eye Mascara Long Lash & Volume Up - Black F...	Each	1	RM32.2300		RM32.2300	RM32.23	Purchase Tax Account 6% TX-6

Total [Qty: 2, Amount: RM64.46 - Discount: | + Tax: RM3.87] = Grand Total: RM68.33

Generate Documents | **Approve Purchase Order** | Create New | Save | Revert | Delete

Purchase Orders List | Purchase Order

Approve Document? Please note that the approved document can not be re opened! Yes No

10. Click **"Generate Report"** to print or Click " " to export as PDF file

Vendor: 202001/EG0001 - Egokawa Sdn Bhd | Currency: MYR | Deliver To: | Contact Person: | Delivery Location: | Contact Person: |

Additional Details: Ship To: WH01 - Kepong Warehouse | Receive Via: | Representative: | Promised Date: | Payment Term: 60 - Net 60 Days | Inco Terms: EXW - Ex Works | Memo: | Invoice Rule: After Delivery | Analytical Group: | Tax: | Price Excludes: |

Items / Articles: Taxes | Notes / Attachments

Product Brand: < Select All >

#	Product	Description	Uom	Ordered Qty	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
1	4571330573046	Egokawa Sweetie Body Cream - Fairy	Each	1	RM32.2300		RM32.2300	RM32.23	hase Tax Account 6% TX-6
2	4571330573114	Egokawa Sweetie Premium Eye Mascara Long Lash & Volume Up - Black F...	Each	1	RM32.2300		RM32.2300	RM32.23	Purchase Tax Account 6% TX-6

Total [Qty: 2, Amount: RM64.46 - Discount: | + Tax: RM3.87] = Grand Total: RM68.33

Generate Documents | **Generate Report** | Create New | Save | Revert | Delete

Purchase Orders List | Purchase Order

Print Options: Select printers. Please either select available print profiles or the printers from the available printer list.

purchaseOrderView.reportFormat: ☒ A4 Format ☐ Letter Format

Select Print Profile: Select None

Available Printers:

Printer	Copies
Send To OneNote 2013	
Microsoft XPS Document Writer	
HP Officejet Pro 8600 (Network)	
HP ePrint	
Fontt PhantomPDF Printer	
Fax - HP Officejet Pro 8600 (Network)	

OK Cancel

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

Analytical Group: | Tax: | Price Excludes: |

Items / Articles: Taxes | Notes / Attachments

Product Brand: < Select All >

#	Product	Description	Uom	Ordered Qty	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
1	4571330573046	Egokawa Sweetie Body Cream - Fairy	Each	1	RM32.2300		RM32.2300	RM32.23	hase Tax Account 6% TX-6
2	4571330573114	Egokawa Sweetie Premium Eye Mascara Long Lash & Volume Up - Black F...	Each	1	RM32.2300		RM32.2300	RM32.23	Purchase Tax Account 6% TX-6

Total [Qty: 2, Amount: RM64.46 - Discount: | + Tax: RM3.87] = Grand Total: RM68.33

Generate Documents | **Generate** | Create New | Save | Revert | Delete

Purchase Orders List | Purchase Order

Export Products List to a CSV File

Documents:

- Custom Office Templates
- CyberLink
- My Received Files
- OneNote Notebooks
- Outlook Files
- Samootha
- Temp

PO-15-030002-products.csv

All Files

Save Cancel

11. Click **"Generate Documents"** button, select **"Generate Delivery Confirmation"**, then click **"OK"** button

Analytical Group: Tax Price Excludes Tax

Items / Articles Taxes Notes / Attachments

Product Brand: < Select All >

1 330573046 Egokawa Sweet

2 4571330573046 Egokawa Sweet

2 4571330573114 Egokawa Sweet

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-15-030002

Confirmed Date: 03/03/2015

Confirmation Reference #

Document Status: Drafted

Open the new Delivery Confirmation Document

OK Cancel

RM32.2300 RM32.23 Base Tax Account 6% TX-6

RM32.2300 RM32.23 Purchase Tax Account 6% TX-6

RM32.2300 RM32.23 Purchase Tax Account 6% TX-6

Generate Documents Generate Report Create New Save Revert Delete

Total [Qty: 2, Amount: RM64.46 - Discount: + Tax: RM3.87] = Grand Total: RM68.33

Generate Delivery Confirmation

Generate Similar Purchase Order

11. Confirm quantities per vendor on the **"Delivery Confirmation"** form

12. Click **"Accept Delivery Confirmation"** button then click **"Yes"** button to accept the delivery confirmation

Delivery Confirmation Purchase Order

Document Date: 03/03/2015 Document Number: PO-15-030002

Confirmation Reference # Confirmed Date: 03/03/2015 Branch: HQ - Head Office

Vendor: 202001/EG0001 - Egokawa Sdn Bhd Currency: MYR

Vendor Location: Kuala Lumpur Contact Person: Joan Sim

Delivery To: Delivery Location: Contact Person:

Additional Details

Items / Articles Taxes Notes / Attachments

Product Brand: < Select All > Filter:

#	Product	Description	Uom	Ordered Qty	Confirmed Qty	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
1	457133057	Egokawa Sweetie Body Cream - Fairy	Each	1	1	RM32.23		RM32.23	RM32.23	Purchase Tax Account 6%
1	45713305730...	Egokawa Sweetie Body Cream - Fairy	Each	1	1	RM32.2...		RM32.2...	RM32.23	Purchase Tax Account 6%
2	45713305731...	Egokawa Sweetie Premium Eye Mascara Long Lash & Volume Up - B...	Each	1	1	RM32.2...		RM32.2...	RM32.23	Purchase Tax Account 6%

Accept Document?

Do you really wish to Accept the selected Delivery Confirmation ?

Yes No

Show Purchase Order

Generate Documents Accept Delivery Confirmation Save Revert Delete

Delivery Confirmations List Delivery Confirmation

Total [Confirmed Qty: 2, Amount: RM64.46 - Discount: + Tax: RM3.87] = Grand Total: RM68.33