

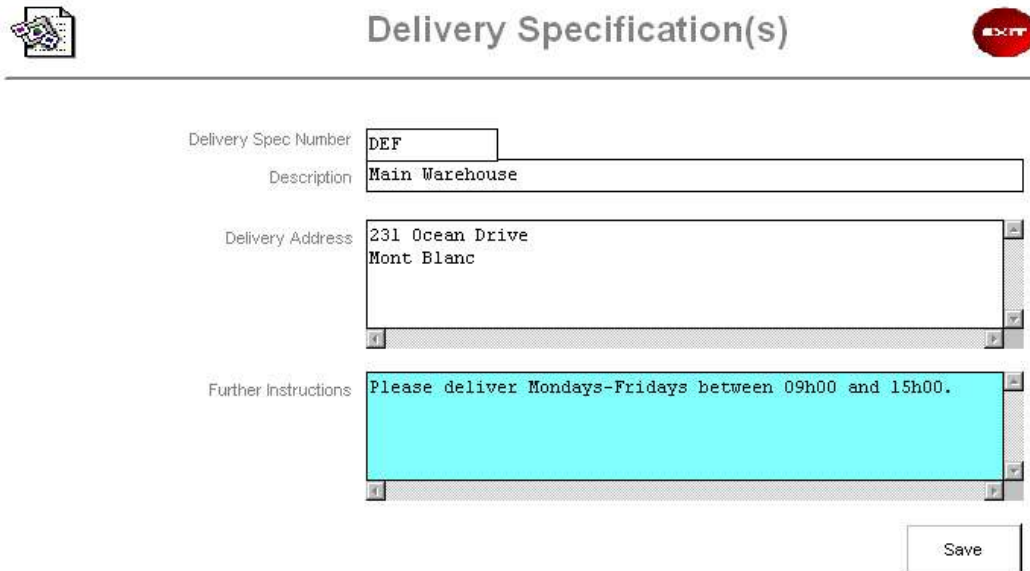
IES Purchasing: Delivery Specifications

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Purpose

The purpose of this Document is to explain how Delivery Specifications are used with Purchase Orders.

What is a Delivery Specification?



The screenshot shows a web form titled "Delivery Specification(s)" with a red "EXIT" button in the top right corner. The form contains the following fields:

- Delivery Spec Number:** A text box containing the value "DEF".
- Description:** A text box containing the value "Main Warehouse".
- Delivery Address:** A text box containing the value "231 Ocean Drive" and "Mont Blanc" on separate lines.
- Further Instructions:** A text box containing the value "Please deliver Mondays-Fridays between 09h00 and 15h00." The text in this box is highlighted in cyan.

A "Save" button is located at the bottom right of the form.


Essentially, a Delivery specification is a Delivery Address, and may optionally include further instructions.

A Delivery Specification is attached to each Proforma Order, and when the Order is printed for dispatch to the Supplier, the Order print will automatically display the appropriate Delivery Address and further instructions.

You can have 1 or many such Delivery specifications, depending on your needs, and simply select the appropriate Specification to use whenever a Proforma Order is prepared. Therefore, each Delivery Specification has a Code (key) and a Description, so it is easy to select the correct Specification from the lookup when preparing a Proforma.

Also, if there is no need to print any Delivery Address or Instructions, then you can simply have a NULL specification that lists neither Address nor Instructions.

Delivery Specifications are defined by choosing Controls (8) from the main Purchasing options, and then selecting 'Maintain Delivery Specifications'.

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Purchase Order prints are entirely customizable, and yours may look nothing like what we show below - the purpose here being only to draw attention to the presence of the Delivery Address and Instructions in this example: -

Description	Unit	Quantity	Unit Price	+++ Tax
CANON 420EX FLASH	ea	50.00	245.45	24.55
CANON 580EX FLASH	ea	100.00	405.19	40.52
Total order value = \$58,071.00				
Please deliver to: 231 Ocean Drive Mont Blanc				
Instructions: Please deliver Mondays-Fridays between 09h00 and 15h00.				
In the event of a query, please contact Data Manager.				
PURCHASING MANAGER 04/01/2006				

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