

IES Purchasing: Next Order Number

Purpose

The purpose of this Document is to explain the options for Purchase Order numbering.

Summary of Order Types

CP = Central Purchasing
ASO = Automated Stock Orders
DDP = Delegated Direct Purchasing
MOD = Manufacture On Demand

DDP

DDP Orders are numbered by the system, and the User has no choice in the matter. All DDP Orders start with "DDP" followed by the next available sequential number.

MOD

MOD Orders are numbered by the system, and the User has no choice in the matter. MOD Orders always start with "MOD" and are numbered by the MOD number for the Manufacture Control Sheet. For example, if the Control Sheet is "MOD000022" then the 1st Purchase Order on the sheet will be numbered "MOD000022/1", the next one will be "MOD000022/2", etc.

ASO

ASO Orders are numbered by the system, and the User has no choice in the matter. ASO Orders always start with "ASO" followed by the next available sequential number.

CP

CP Orders follow the Proforma Number, which can be assigned by the User or by the system. CP Proforma / Order numbers may not start with any of "DDP", "MOD" or "ASO".

The following options are available when at the "PO Number" field on a new CP Proforma: -

- You may use your own order numbers, e.g. from a pre-printed requisition or order book, in which case you simply capture the number to use.
- The system can automatically generate the next order no. To use this option you simply type 'n' and press ENTER ...
- You can use the 'requisition no / auto order no' combination when you already have an internal requisition document number (printed or written) but no order number, in which case you capture requisition.no/n e.g. if the

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requisition no is '1000' you will type '1000/n' and the system will automatically generate the next order no where the complete order no will be reqno/nextno, for example "1000/123" ...

- ❑ You can use a 'lead-in' character series and let the system do the rest. For example, if you have a series of Orders starting with "GAR" (the Garage), you can just type "GAR/n" to get the next "GAR" Order number. For example, if you type "GAR/n" you might get "GAR5445".

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