

IES Purchasing: Query Proforma – CP, ASO, MOD

Purpose

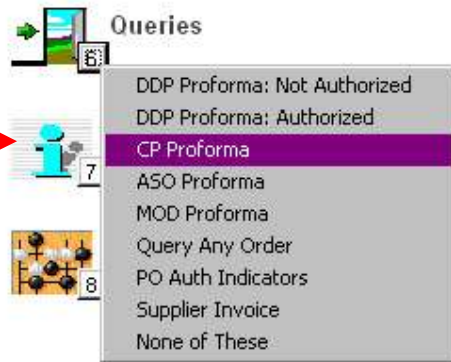
The purpose of this Document is to explain how to query a Proforma (CP, ASO and MOD) that is not yet authorized as an Order.

Summary of Order Types

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

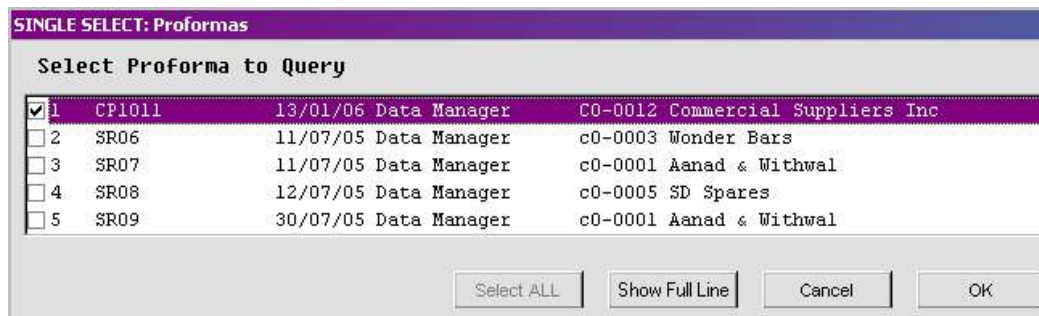
Example of how to Query a CP Proforma

From the main Purchasing options, choose Queries(6) and then choose 'CP Proforma'



CP and ASO Proformas are queried in the 1st instance by the Capture Originators, and the system will automatically list Proformas captured by yourself, to choose from.

Hint: Authorizers can also drill through to the Proformas from the Authorization screen.



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When you select the Proforma to Query, the system opens the Proforma Enquiry screen with the selected Proforma. Both Stock and Direct Items on the Proforma can be drilled into by dbl-clicking on them.

Purchase Order # CP1011

Order Date: 13/01/2006
 Operator: Data Manager
 Batch:
 Auth: SA Data Manager
 Period: 66 [Mar 2005]
 Tax Type: 15 Non-Capital Goods (Input) Vat
 Tax Rate %: 10.00
 Re-Charge Tax: 0 No Tax Record
 Originator: SA Data Manager
 Buyer: SA Data Manager
 Purch No: CP1011
 For Attention Of:

Supplier: CG-0012
 Commercial Suppliers Inc
 Currency: Local
 Delivery Inst: DEF Main Warehouse
 Expected Delivery: 12/02/2006
 Notes:
 Mark: STANDARD
 Stock Value: 10.00
 Market Value: 0.00
 Total Value: 10.00
 Target Authoriser: SA Data Manager

Stock Code	Store	Unit	Tax Incl Price	Quantity	Actual	Description
3008412	01	ea	10.00	1.00	10.00	OLYMPUS CAMERA MAS

Direct	Tax Incl Price	Quantity	Actual	Descr

ASO Proformas are queried exactly the same way as CP, just choose the correct menu option.

MOD Proformas cannot actually be queried from the menu options shown above (and if you choose that option, the system will tell you so). MOD Proformas can be queried by anybody with access to the Manufacture Worksheet they are connected to, and are queried directly from the worksheet.

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