ENTERPRISE SERVER

# 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
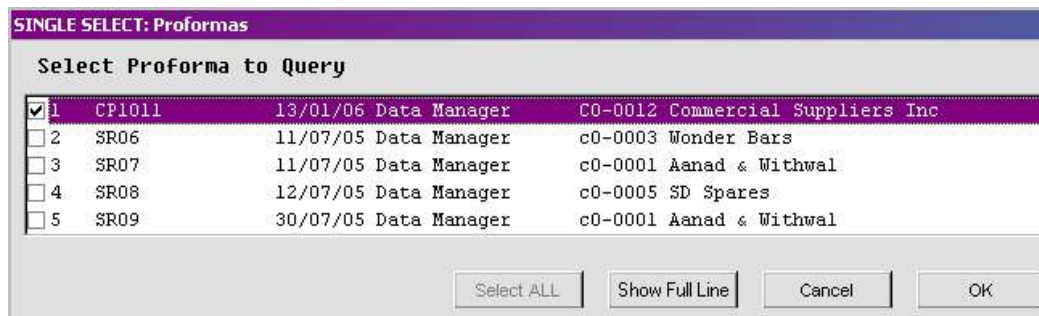DDP = Delegated Direct Purchasing
MOD = Manufacture On Demand

Example of how to Query a CP Proforma

From the main Purchasing options, choose Queries(6) and then choose 'CP Proforma'
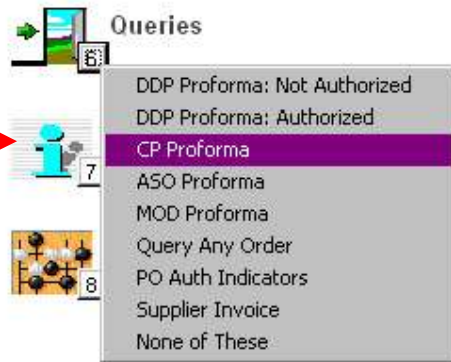
CP and ASO Proformas are queried in the 1st instance by the Capture Originators, and the system will automatically list Proformas captured by yourself, to choose from.

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.

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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