

IES Client v3.22: My ILS

1 Main 2 Direct Bars

New Purchase Requisition (CP Proforma Order)

Order Number		Supplier Code		Load Requests / Buy
Date Ordered	23/11/2009	For Attention		Import Order
Tax Type		Payment Terms		Clean Stock Order
Re-Charge Tax	0 No Tax Record	Delivery Code	Def Main Warehouse	
Operator	Terry	Exp Delivery Date	23/12/2009	Refresh Totals
Batch #		Stock Total	0.00	
Auth Code		Direct Bars	0.00	Interim Save
Fin Period	Nov 2009 (p 106)	Order Total	0.00	Save
Originator		Target Authoriser		
Buyer				
Currency	R			

Indent Order ?

>>>	Stock Code	Description	Store	Unit	Tax Incl	Price	Quantity	Actual	
1								0.00	

Slide 1

Slide notes: For Central Purchasing, there are multiple options available to number Purchase Orders.

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Help Submit Quit Functions Comments

1 Main 2 Direct Bases

New Purchase Requisition (CP Proforma Order)

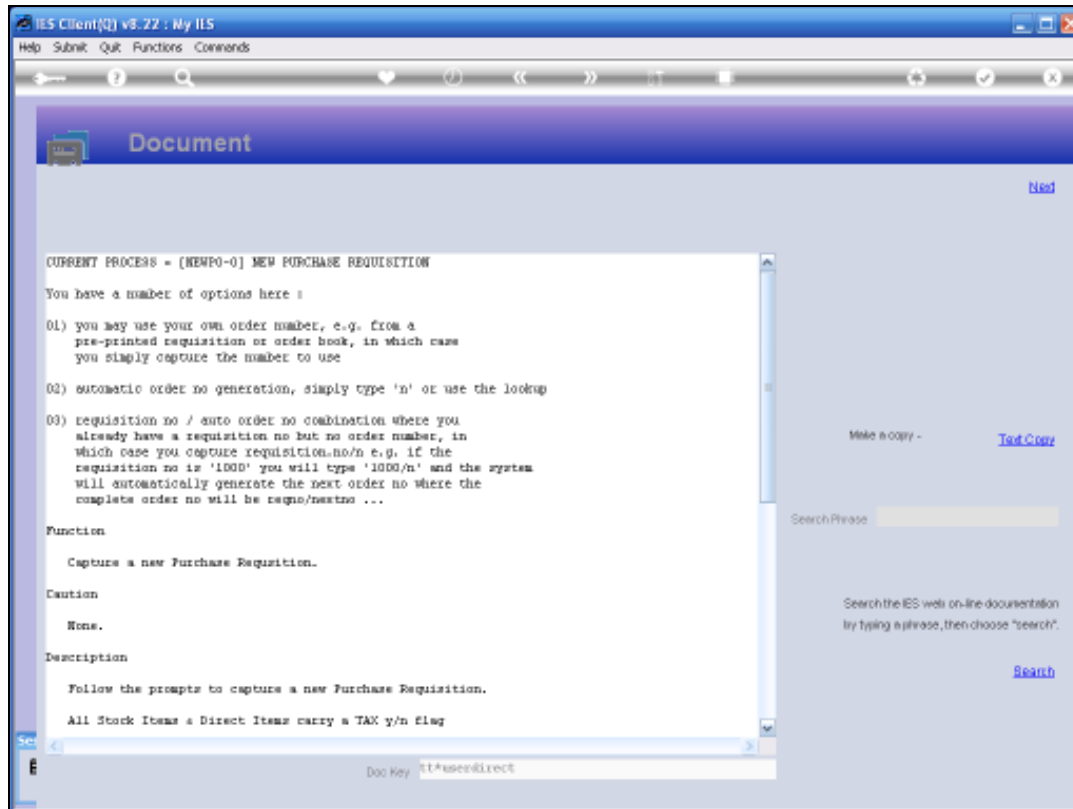
Order Number		Supplier Code		Load Requests (Buyer)
Date Ordered	23/11/2009	For Attention		Import Order
Tax Type		Payment Terms		Clean Stock Order
Re-Charge Tax	0 No Tax Record	Delivery Code	Def Main Warehouse	
Operator	Terry	Exp Delivery Date	23/12/2009	Refresh Totals
Batch #		Stock Total	0.00	
Auth Code		Direct Bases	0.00	Interim Save
Fin Period	Nov 2009 (p 106)	Order Total	0.00	Save
Originator		Target Authoriser		
Buyer				
Currency	R			

Indent Order ?

>>> Stock Code	Description	Store	Unit	Tax	Incl	Price	Quantity	Actual	R
1								0.00	

Slide 2

Slide notes: 1st of all, we take a look at the Help on this Field.



Slide 3

Slide notes: And here the system describes the different methods that are available. We may use our own number, possibly from a manual Order Book, or we may use an automatic number onto an existing Requisition number, or we can use the automatic numbering system.

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New Purchase Requisition (CP Proforma Order)

Order Number		Supplier Code		Load Requests (Buyer)
Date Ordered	23/11/2009	For Attention		Import Order
Tax Type		Payment Terms		Clean Stock Order
Re-Charge Tax	0 No Tax Record	Delivery Code	Def Main Warehouse	
Operator	Terry	Exp Delivery Date	23/12/2009	Refresh Totals
Batch #		Stock Total	0.00	
Auth Code		Direct Bases	0.00	Interim Save
Fin Period	Nov 2009 (p 106)	Order Total	0.00	Save
Originator		Target Authoriser		
Buyer				
Currency	R			

Indent Order ?

>>> Stock Code	Description	Store	Unit	Tax	Incl	Price	Quantity	Actual	R
1								0.00	

Slide 4
Slide notes:

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1 Main 2 Direct Bases

New Purchase Requisition (CP Proforma Order)

Order Number		Supplier Code		Load Requests (Buyer)
Date Ordered	23/11/2009	For Attention		Import Order
Tax Type		Payment Terms		Clean Stock Order
Re-Charge Tax	0 No Tax Record	Delivery Code	Def Main Warehouse	
Operator	Terry	Exp Delivery Date	23/12/2009	Refresh Totals
Batch #		Stock Total	0.00	
Auth Code		Direct Bases	0.00	Interim Save
Fin Period	Nov 2009 (p 106)	Order Total	0.00	Save
Originator		Target Authoriser		
Buyer				
Currency	R			

Indent Order ?

>>> Stock Code	Description	Store	Unit	Tax	Incl	Price	Quantity	Actual	R
1								0.00	

Slide 5

Slide notes: As our 1st example, we use a number of our own design.

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1 Main 2 Direct Bases

New Purchase Requisition (CP Proforma Order)

Order Number	MY_0WL_no1234	Supplier Code		Load Requests (Buyer)
Date Ordered	23/11/2009	For Attention		Import Order
Tax Type	0 No Tax Record	Payment Terms		Clean Stock Order
Re-Charge Tax		Delivery Code	Def Main Warehouse	
Operator	Terry	Exp Delivery Date	23/12/2009	Refresh Totals
Batch #		Stock Total	0.00	
Auth Code		Direct Bases	0.00	Interim Save
Fin Period	Nov 2009 (p 106)	Order Total	0.00	Save
Originator		Target Authoriser		
Buyer				
Currency	R			

Indent Order ?

>>> Stock Code	Description	Store	Unit	Tax	Incl	Price	Quantity	Actual	R
1								0.00	

Slide 6

Slide notes: So we can see that the system allows us to put a Purchase Number of our choice.

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1 Main 2 Direct Bases

New Purchase Requisition (CP Proforma Order)

Order Number	07-000-001234	Supplier Code		Load Requests (Buyer)
Date Ordered	23/11/2009	For Attention		Import Order
Tax Type		Payment Terms		Clean Stock Order
Re-charge Tax	0 No Tax Record	Delivery Code	Def Main Warehouse	
Operator	Terry	Exp. Delivery Date	23/12/2009	Refresh Totals
Batch #		Stock Total	0.00	
Auth Code		Direct Bases	0.00	Interim Save
Fin Period	Nov 2009 (p 106)	Order Total	0.00	Save
Originator		Target Authoriser		
Buyer				
Currency	R			

Indent Order ?

>>> Stock Code	Description	Store	Unit	Tax	Incl	Price	Quantity	Actual	R
1								0.00	

Slide 7

Slide notes: If we type a Requisition or Order number of our choice, and end with '/n' then the 'n' is replaced with the next sequential Order Number, while retaining the rest of our number.

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1 Main 2 Direct Bases

New Purchase Requisition (CP Proforma Order)

Order Number	Egno544/183	Supplier Code		Load Requests (Buyer)
Date Ordered	23/11/2009	For Attention		Import Order
Tax Type	0 No Tax Record	Payment Terms		Clean Stock Order
Re-Charge Tax		Delivery Code	Def Main Warehouse	
Operator	Terry	Exp Delivery Date	23/12/2009	Refresh Totals
Batch #		Stock Total	0.00	
Auth Code		Direct Bases	0.00	Interim Save
Fin Period	Nov 2009 (p 106)	Order Total	0.00	Save
Originator		Target Authoriser		
Buyer				
Currency	R			

Indent Order ?

>>> Stock Code	Description	Store Unit	Tax Incl Price	Quantity	Actual	R
1					0.00	

Slide 8
Slide notes:

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1 Main 2 Direct Bases

New Purchase Requisition (CP Proforma Order)

Order Number	0600544/18	Supplier Code		Load Requests (Buyer)
Date Ordered	23/11/2009	For Attention		Import Order
Tax Type		Payment Terms		Clean Stock Order
Re-Charge Tax	0 No Tax Record	Delivery Code	Def Main Warehouse	
Operator	Terry	Exp Delivery Date	23/12/2009	Refresh Totals
Batch #		Stock Total	0.00	
Auth Code		Direct Bases	0.00	Interim Save
Fin Period	Nov 2009 (p 106)	Order Total	0.00	Save
Originator		Target Authoriser		
Buyer				
Currency	R			

Indent Order ?

>>> Stock Code	Description	Store	Unit	Tax	Incl	Price	Quantity	Actual	R
1								0.00	

Slide 9

Slide notes: Or we can use the automatic numbering option by either typing 'n' or pressing the Lookup.

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1 Main 2 Direct Bases

New Purchase Requisition (CP Proforma Order)

Order Number	091123-184	Supplier Code		Load Requests (Buyer)
Date Ordered	23/11/2009	For Attention		Import Order
Tax Type		Payment Terms		Clean Stock Order
Re-Charge Tax	0 No Tax Record	Delivery Code	Def Main Warehouse	
Operator	Terry	Exp Delivery Date	23/12/2009	Refresh Totals
Batch #		Stock Total	0.00	
Auth Code		Direct Bases	0.00	Interim Save
Fin Period	Nov 2009 (p 106)	Order Total	0.00	Save
Originator		Target Authoriser		
Buyer				
Currency	R			

Indent Order ?

>>> Stock Code	Description	Store	Unit	Tax	Incl	Price	Quantity	Actual	R
1								0.00	

Slide 10

Slide notes: In this case, the system generates the entire Purchase Order Number.

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1 Main 2 Direct Bases

New Purchase Requisition (CP Proforma Order)

Order Number		Supplier Code		Load Requests (Buyer)
Date Ordered	23/11/2009	For Attention		Import Order
Tax Type		Payment Terms		Clean Stock Order
Re-Charge Tax	0 No Tax Record	Delivery Code	Def Main Warehouse	
Operator	Terry	Exp Delivery Date	23/12/2009	Refresh Totals
Batch #		Stock Total	0.00	
Auth Code		Direct Bases	0.00	Interim Save
Fin Period	Nov 2009 (p 106)	Order Total	0.00	Save
Originator		Target Authoriser		
Buyer				
Currency	R			

Indent Order ?

>>> Stock Code	Description	Store Unit	Tax Incl	Price	Quantity	Actual	R
1						0.00	

Slide 11
Slide notes:

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New Purchase Requisition (CP Proforma Order)

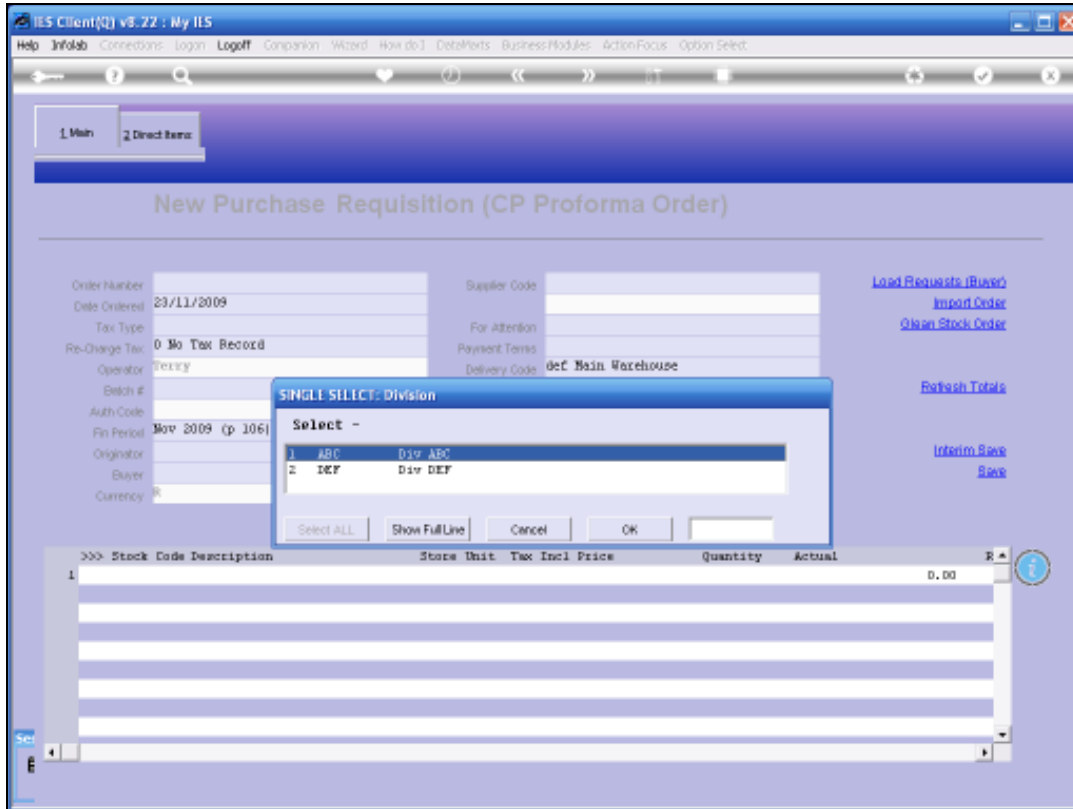
Order Number		Supplier Code		Load Requests (Buyer)
Date Ordered	23/11/2009	For Attention		Import Order
Tax Type	0 No Tax Record	Payment Terms		Clean Stock Order
Re-Charge Tax		Delivery Code	Def Main Warehouse	
Operator	Terry	Exp Delivery Date	23/12/2009	Refresh Totals
Batch #		Stock Total	0.00	
Auth Code		Direct Bases	0.00	Interim Save
Fin Period	Nov 2009 (p 106)	Order Total	0.00	Save
Originator		Target Authoriser		
Buyer				
Currency	R			

Indent Order ?

>>> Stock Code	Description	Store Unit	Tax Incl Price	Quantity	Actual	R
1					0.00	

Slide 12

Slide notes: The automatic numbering system is customizable, and it is possible that when we use it, that we have to make a selection from a series of origination options.



Slide 13

Slide notes: In this example, we have 2 Divisions to choose from, and the one that we select will be indicated in the Purchase Order number.

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1 Main 2 Direct Bases

New Purchase Requisition (CP Proforma Order)

Order Number	ABC, 091123-106	Supplier Code		Load Requests (Buyer)
Date Ordered	23/11/2009	For Attention		Import Order
Tax Type		Payment Terms		Clean Stock Order
Re-Charge Tax	0 No Tax Record	Delivery Code	Def Main Warehouse	Refresh Totals
Operator	Terry	Exp Delivery Date	23/12/2009	Interim Save
Batch #		Stock Total	0.00	Save
Auth Code		Direct Bases	0.00	
Fin Period	Nov 2009 (p 106)	Order Total	0.00	
Originator		Target Authoriser		
Buyer				
Currency	R			

Indent Order ?

>>> Stock Code	Description	Store	Unit	Tax	Incl Price	Quantity	Actual	R
1							0.00	

Slide 14

Slide notes: Therefore, the numbering system will generate the Purchase Order Number based on an initial User selection.

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New Purchase Requisition (CP Proforma Order)

Order Number	ABC 091123-106	Supplier Code		Load Requests (Buyer)
Date Ordered	23/11/2009	For Attention		Import Order
Tax Type	0 No Tax Record	Payment Terms		Clean Stock Order
Re-Charge Tax		Delivery Code	Def Main Warehouse	
Operator	Terry	Exp Delivery Date	23/12/2009	Refresh Totals
Batch #		Stock Total	0.00	
Auth Code		Direct Bases	0.00	Interim Save
Fin Period	Nov 2009 (p 106)	Order Total	0.00	Save
Originator		Target Authoriser		
Buyer				
Currency	R			

Indent Order ?

>>> Stock Code	Description	Store Unit	Tax Incl Price	Quantity	Actual	R
1					0.00	

Slide 15
Slide notes: