

Purchase Order Processing

Purchasing Header Screen

Purchase Order Maintenance - Header Screen

P.O. #: 0001706 WALTHAM SUPPLY POMT01

Placed by: NRS Status: ACTIVE - ITEMS HAVE BEEN ACKNOWLEDGE

Vendor #: TOP 1-800-666-2852

Direct Ship Ticket #: []

Cust PO: []

Mail: TOPAZ/EDN

To: PO BOX 72524

Ship: WILLIAMS WHOLESALE SUPPLY

To: 250 SOUTH JEFFERSON AVENUE

CLEVELAND OH 44192

To: COOKVILLE TN 38501

Acct #: 52590

Entry Date: 19 Sep 2021

Additional Discount: .00

Expected Delivery Date: 26 Sep 2021

Payment Terms: 02 2% 10 NET 30

Shipping Method: Partial Complete

Ship Via Code: 10 BEST WAY

Ordered: 4467 Total Cost: 540.91

Received: 0 Total Base: 4,156.21

Acknwd: 0 Total Wgt: 410.4

Billed: 0 Date Printed: 00/00/2022

F.O.B.: []

Prepaid P.O.: Y N PREPAY & ALLOW

Cost: R Last Ack Date: 00/00/2022

Mark Ship for: []

Special Instructions: []

Replace Cost

Print? Yes No

Notes: No Invoices

Yes Log

[UPDATE] [CANCEL] [ITEMS] [EXIT]

The Purchase Order Header Screen allows entry of such information as the ship-via, ship-to address, and special instructions for the purchase order. The search buttons (magnifying glass) indicate that there is a lookup available for the ship-via, ship-to state, and the terms. The entry and expected delivery dates can also be changed by clicking on the search buttons. The Invoices button will display each invoice that has been posted against this purchase order. The Log button will allow the operator to display the transmission log for the purchase order. To proceed to the line items on the order, click on the <ITEMS> button with your mouse or hold down the <Alt> key and hit an <I>.

Purchase Order Line Items

P.O. Line Item Entry/Maintenance

WALTHAM SUPPLY POMT03

P.O. #: 0001706	Cost Minimum: 0.00	Additional Discount:	
Vendor: TOP	Price Break: 0.00	Total \$:	540.91
TOPAZ/EDN		Total Weight:	410.4

Line	Status	Mfgr	Catalog #	Quantity	u/m	Net Cost Requested	Extension	Comments
001	TOP	1662		100	C	4.83	4.83	
		75133818452	3/4 EMT INSG BUSHING					N
002	TOP	457		100	C	10.15	10.15	
		75133814091	1/2 HIT-LCK CONN					N
003	TOP	512		1343	C	5.16	69.30	
		75133815620	3/4 1HL EMT STRAP					N
004	TOP	603		20	C	19.54	3.91	
		75133815850	1-IN COND HGR W/BLT&NT					N
005	TOP	631S		1000	C	11.00	110.00	
		75133823000	1/2 STL S/SCR EMT CONN					N
006	TOP	632S		1904	C	18.00	342.72	
		75133823010	3/4 STL S/SCR EMT CONN					N

+ ADD ITEM
📄 UPDATE
↺ HEADER
✖ EXIT

Eight line items are displayed on the screen, but if there are more items on the purchase order, a scroll bar will appear and the operator can scroll up and down through the items. After an item has been added, it can be changed by clicking on the line item itself and the next screen will be displayed that allows changes or the entry of comments. When the operator has finished entering the items, they hit the OPTIONS button and are given the options to complete the purchase order.

Purchase Order Detail Line Screen

Purchase Order Maintenance - Line Item Entry

WALTHAM SUPPLY POMLIN

P.O. #: 0001706 Line: 1 Status: Vendor: TOP TOPAZ/EDN

Part: 75133818452 Mfg ID/Catalog: TOP 1662
 Description: 3/4 EMT INSG BUSHING UoM: C

Resale Quantity:	100	Cost:	4.83	Extension:	4.83
Purchase Quantity:	1000	customer order:			
Quantity Ordered:	100	Cust Requested Date:	00/00/0000		
Quantity Received:					
Quantity Billed:	0				
Quantity Due:	100				

Comments:

Print?
 Yes
 No

Quantity Help Screen Line Item Detail
 Cost Help Screen Branch Stock Display
 Item Sales History

New line items can be added to purchase orders on this screen or existing items can be changed. This screen also allows the operator to view more information concerning the item, or to cancel the item. Each of the buttons, on the lower left, display a screen with information, such as the Quantity Help Screen. When the operator clicks on <UPDATE>, the changes are updated and they are returned to the Line Items screen above. If they click on the button to display the Quantity Help Screen, the next screen is displayed

Quantity Help Screen

Purchase Order Quantity Help Screen

WALTHAM SUPPLY POQHLP

Part #	MFG ID / CATALOG :		U/M:	
75133818452	TOP 1662		C	
3/4 EMT INSG BUSHING				

----- purchasing information -----

Usage Rate per Month:	73
Lead Time:	.07
Order Point:	8
Line Point:	26
EOQ:	218
Purchase Info Lock:	
Inventory Class:	11
Vendor Review Cycle:	.25
Date Last Review:	11/25/2014
Date Next Review:	12/03/2014
Standard Pkg Resale:	100
Standard Pkg Purchasing:	1.000

Total on Hand:	164
Open to Sell PO's/Tr:	114
Location:	
Qty due to customers:	0
Qty due from P.O.'s:	100

Header Status Code:	
Detail Status Code:	
Replacement Cost:	4.83
Last Cost Paid:	4.83
Date Detail Entered:	10/12/2009
Last Customer Order:	03/19/2010
Comments:	

Lead Time History

Purchase Orders

Stock Item Inquirv

Committed Cust

Customer Orders

BACK

This screen shows the inventory status on the left side of the screen and the purchasing information on the right. The operator can also view other screens of information by clicking the buttons on the far right

Purchase Order Output Screen


Purchase Order Output Selection POCTR4

Purchase Order: 0001706
Vendor: TOP TOPAZ/EDN

*** Purchase Order Output ***

	Vendor	This P.O.
Base \$\$ Minimum:	0.00	4,156.21
Cost \$\$ Minimum:	0.00	540.91
Weight Minimum:	0	410
Package Minimum:	0	
Price Break 1:	0.00	
Price Break 2:	0.00	

Print Only
 E-Mail
 Print and E-Mail
 No Output



When documents are updated, whether it is orders, acknowledgments, quotes, or purchase orders, an output screen is displayed with options on how the document should be delivered. In the case of purchase orders, this screen also recaps the dollars on the purchase order compared to the minimums for the vendor to pay the freight. If the system is configured for faxing or EDI, then those options will be included on the choices.