




## Plastica Creating a Purchase Order App User Guide

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### Plastica Creating a Purchase Order App User Guide

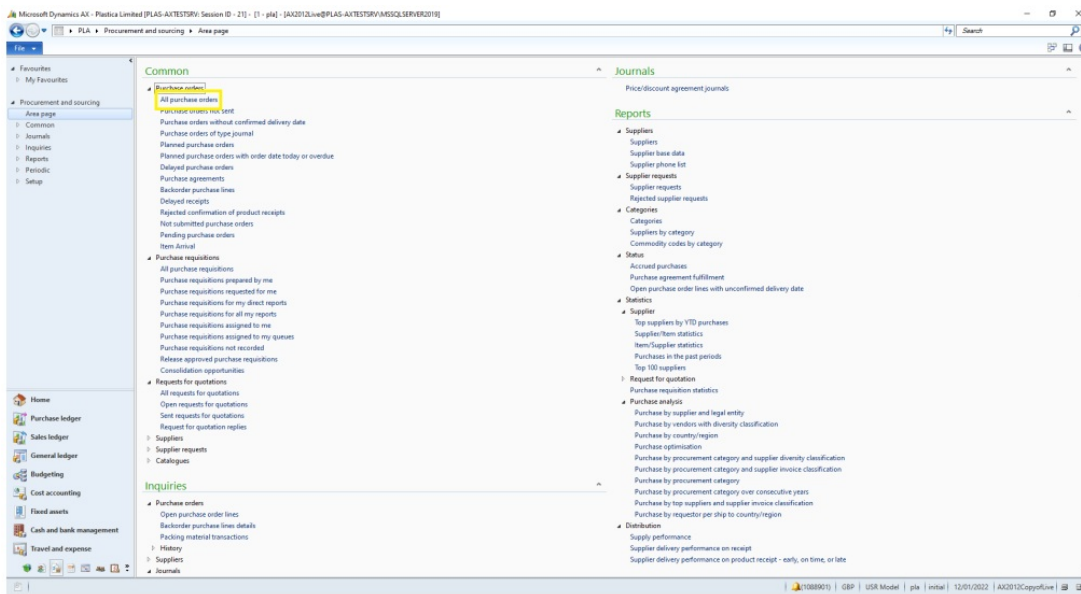


#### Contents

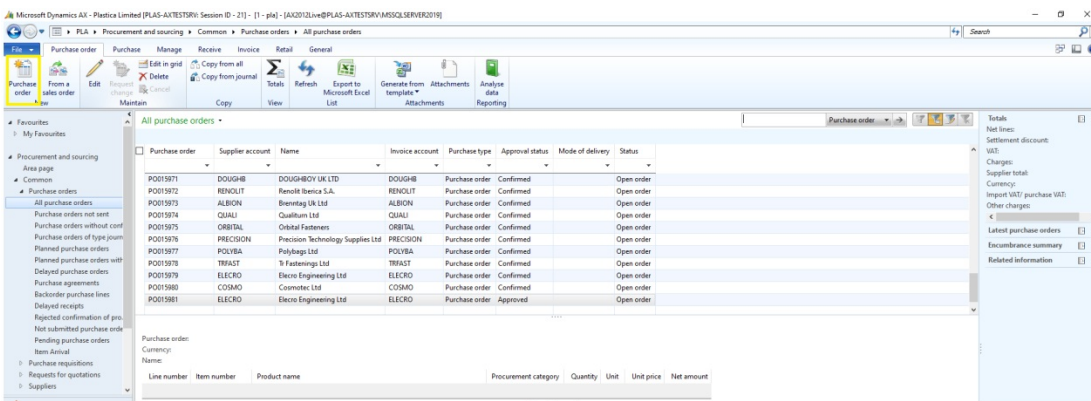
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### Creating a Purchase Order

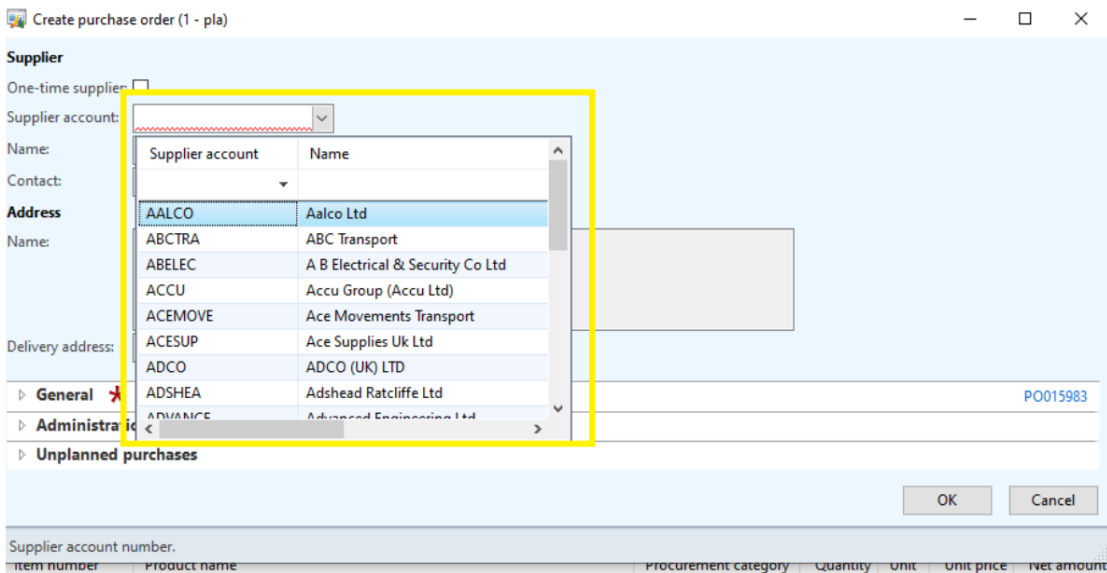
1. Go to Procurement and Sourcing > Common > Purchase orders > All Purchase Orders



2. On the Navigation Ribbon Click on Purchase order under the New section



3. Select the Supplier account



4. Under the General section set the Delivery date, then click OK

Create purchase order (1 - pla)

**Supplier**  
 One-time supplier: ☐  
 Supplier account: CORRUG  
 Name: Reedbut Group  
 Contact:

**Address**  
 Name: Plastica Ltd  
 Address: Perimeter House  
 Napier Road  
 St Leonards-on-sea  
 East Sussex  
 TN38 9NY  
 Delivery address: Plastica Ltd

**General** PO015983

**Purchase order**  
 Purchase order: PO015983  
 Purchase type: Purchase order  
 Invoice account: CORRUG  
 Name: Reedbut Group

**Currency**  
 Currency: GBP

**Dates**  
 Accounting date: 12/01/2022  
 Delivery date: 12/01/2022

**Storage dimensions**  
 Site:   
 Warehouse:

**Intercompany**  
 Intercompany: ☐

**References**  
 Project ID:   
 Purchase agreement ID:

**Administration**  
 Buyer group:   
 Orderer: Daniel Sawyer  
 Requestor:   
 Pool:   
 Language: en-gb  
 Activate change management: ☐

**Unplanned purchases**

OK Cancel

Identification of the buver group.

5. Under Purchase order lines populate the following

1. Item Number
2. Quantity
3. Price (if different from current price in AX)
4. To add more lines press down arrow and repeat steps i to iii above

Purchase order (1 - pla) - Purchase order PO015983, Reedbut Group

PO015983 - CORRUG - Reedbut Group

Purchase order lines

Line	Type	Item number	Product name	Delivery date	Quantity	Unit	Unit price	Discount	Discount percent	Net amount	Adjusted net amount	Receive now
1		CHEM0007	4x 1L Tubular Bottle Box 289 x 180 x 285	12/01/2022	656.00	EA	0.20			131.60	0.00	

Line details

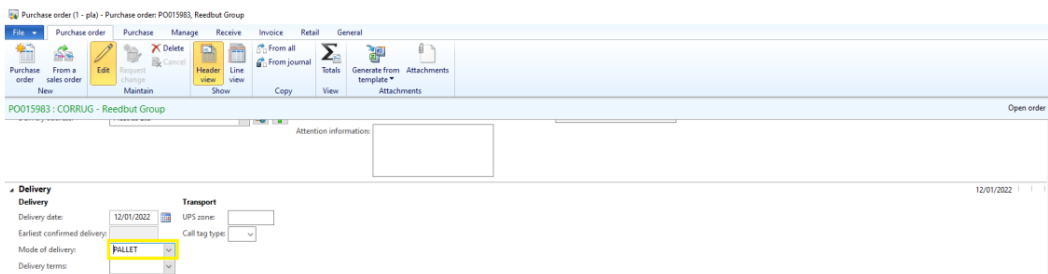
Unit in which the item is purchased.

PO015983 | GBP | USR Model | pla | Initial | 12/01/2022 | AX2012CopperLine

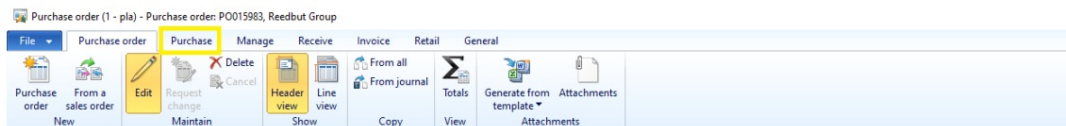
6. If your order will be delivered on a container or pallet this should be indicated on the purchase order. To do this click on Header view on the Navigation Ribbon



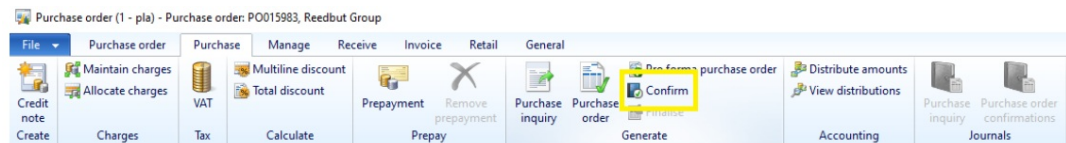
7. Scroll down to the Delivery section and populate the Mode of Delivery, there are Options such as PALLET, CONT-20FT and CONT-40FT



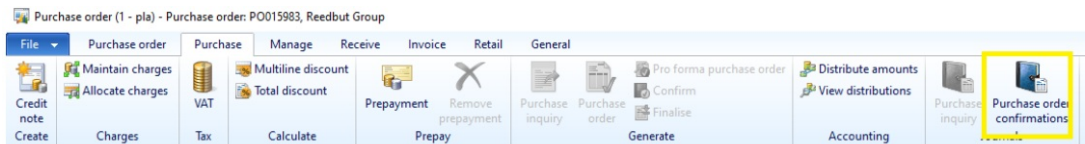
8. On the Navigation Ribbon click on the Purchase tab



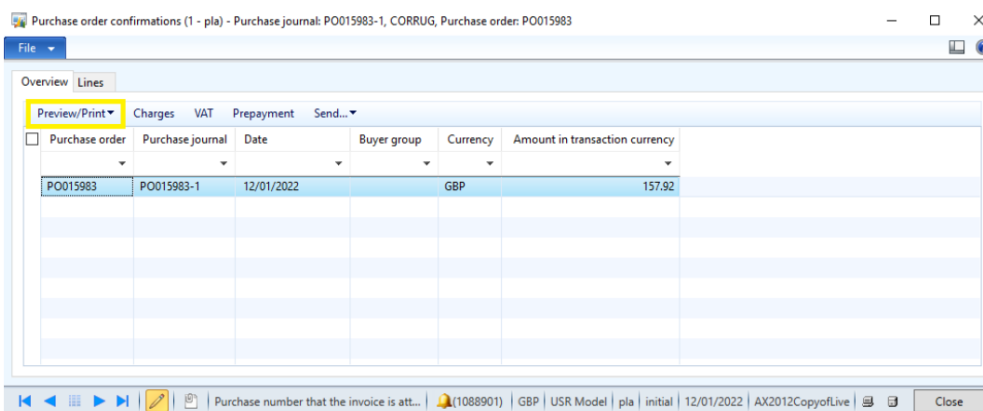
9. Under the Generate section click on Confirm



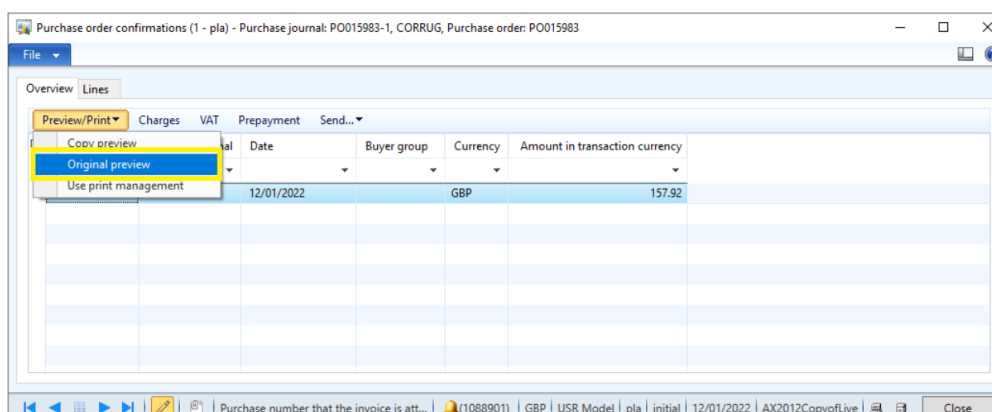
10. The purchase order is now confirmed, to print a copy under the Journals section click on Purchase order confirmations



11. On the popup window select the confirmation you wish to print then click on Preview/Print



12. Then select Original preview



13. Your purchase order confirmation will be displayed on your screen

View original (1)

File

1 of 1 100% Find | Next

**Plastica**

Plastica Limited, Perimeter House, Napier Road  
Castleham Industrial Estate, St Leonards on Sea,  
East Sussex TN38 9NY, UK.

[www.plasticapools.net](http://www.plasticapools.net)

ISO 9001 CERTIFIED  
UKAS  
British Assessment Bureau


Reedbut Group

Units 1-4  
Conquest Trading Estate  
Knight Road  
Strood  
Kent  
ME2 2AL  
United Kingdom

**Purchase order**

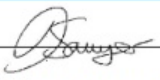
Page 1 of 1  
Number PO015983  
Date 12/01/2022

**Delivery address**  
Plastica Ltd  
Perimeter House  
Napier Road  
St Leonards-on-sea  
East Sussex  
TN38 9NY  
United Kingdom



Line	Item	Description	Delivery Date	Qty	Unit Price	UoM	Total
1	CHEMBox007	6x 1L Tubular Bottle Box 269 x 180 x 265 Quantity : 658.00 Warehouse : 45 Location : 45 External item number RDB290363 Commodity code: 48191000	12/01/2022	658.00	0.20	Item	131.60

Currency	Subtotal	VAT	Round-off	Total inc VAT
GBP	131.60	26.32	0.00	157.92

Authorised by: Daniel Sawyer Signed:  Date: 12/01/2022

VAT No: 335 0505 58 EORI No: GB335 0505 58000-3335 0505 58000- Registered in England No: 1855575

Close

14. To print click on File > Print > Print

View original (1)

File

- New Ctrl+N
- Open Ctrl+O
- Save Ctrl+S
- Delete Record Alt+F9
- Edit
- Print**
  - Print... Ctrl+P
  - Print Preview
  - Page setup
  - Printer setup...
- Export to Microsoft Excel Ctrl+T
- Send...
- ✓ Edit Record Ctrl+Shift+E
- Refresh F5
- View
- Tools
- Command
- Close Alt+F4

100% Find | Next

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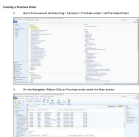
Units 1-4  
Conquest Trading Estate  
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ME2 2AL  
United Kingdom

**Purchase order**

Page 1 of 1  
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Date 12/01/2022

**Delivery address**  
Plastica Ltd  
Perimeter House

## Documents / Resources



[Plastica Creating a Purchase Order App](#) [pdf] User Guide  
Creating a Purchase Order App, Purchase Order App, Order App, App