Plastica Creating a Purchase Order App User Guide

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Contents

Creating a Purchase Order
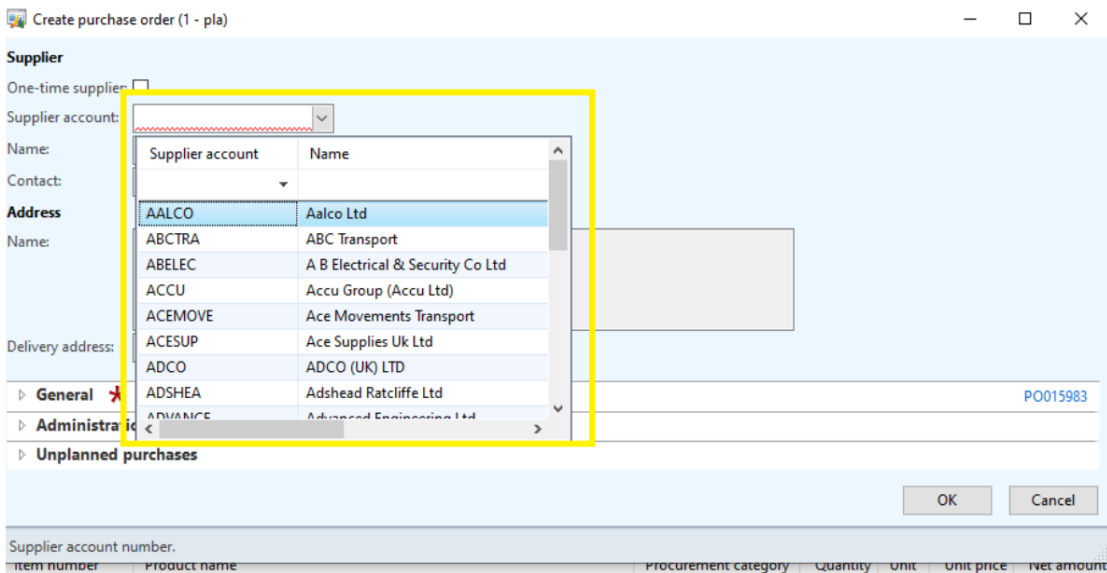
1. Go to Procurement and Sourcing > Common > Purchase orders > All Purchase Orders
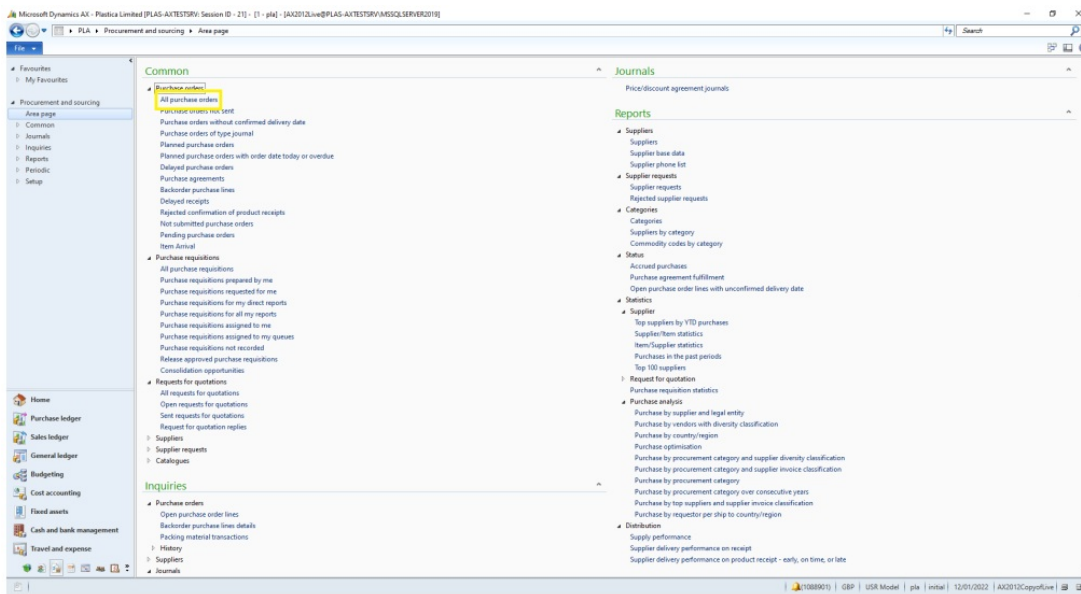
2. On the Navigation Ribbon Click on Purchase order under the New section
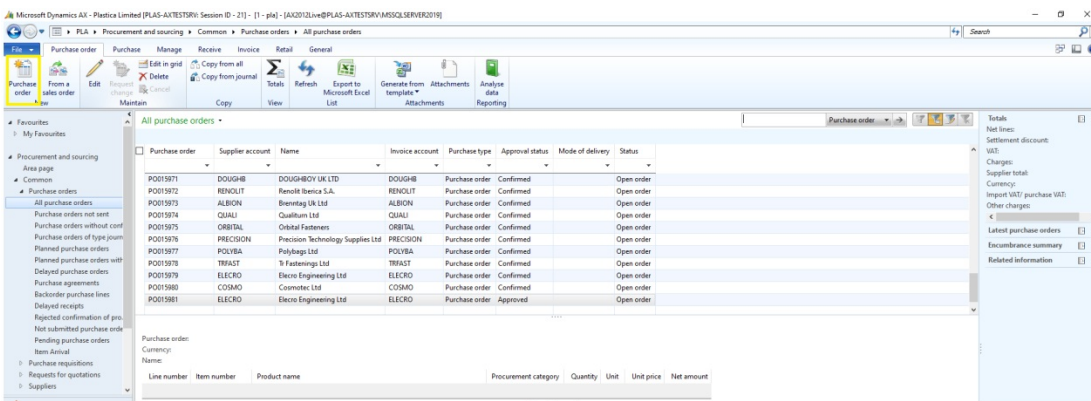
3. Select the Supplier account

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

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
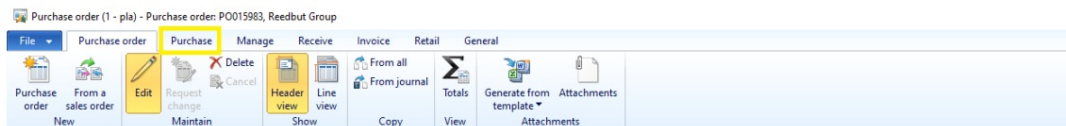

6. If your order will be delivered on a container or pallet this should be indicated on the purchase order. To do this click on Header view on the Navigation Ribbon
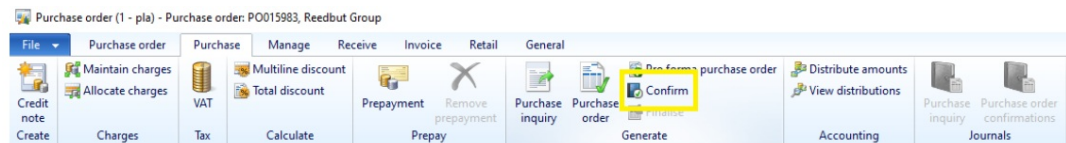

7. Scroll down to the Delivery section and populate the Mode of Delivery, there are Options such as PALLET, CONT-20FT and CONT-40FT
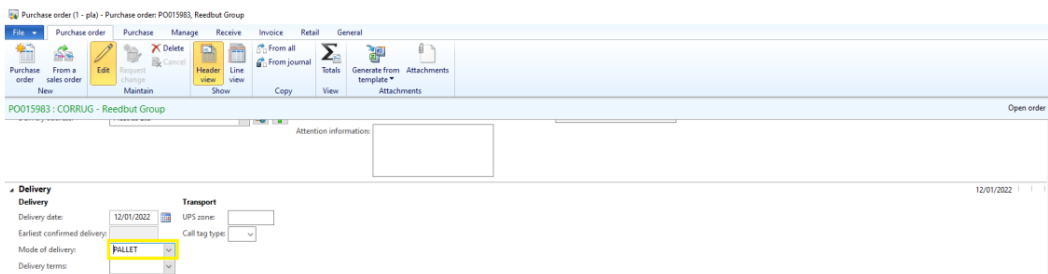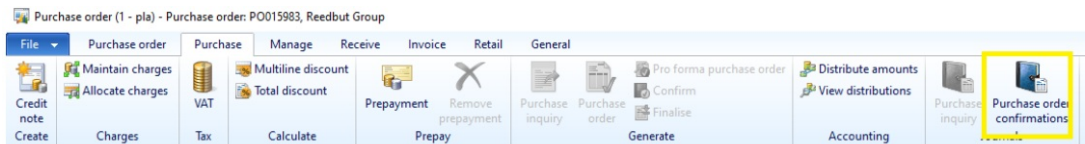
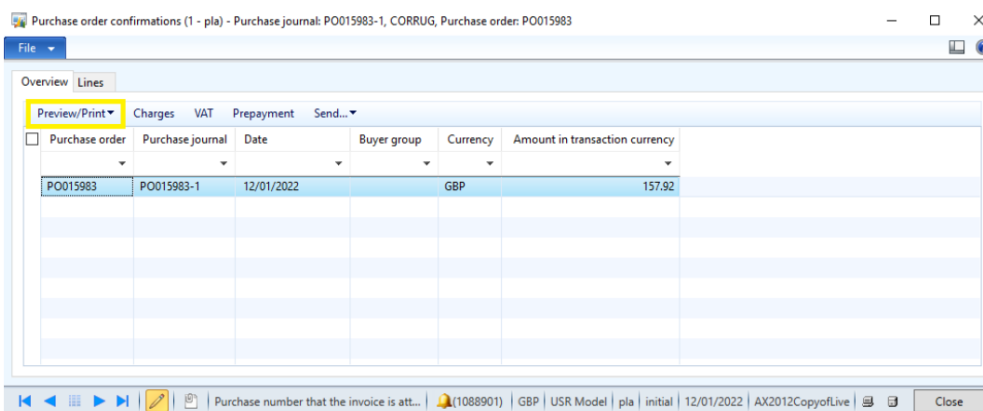8. On the Navigation Ribbon click on the Purchase tab

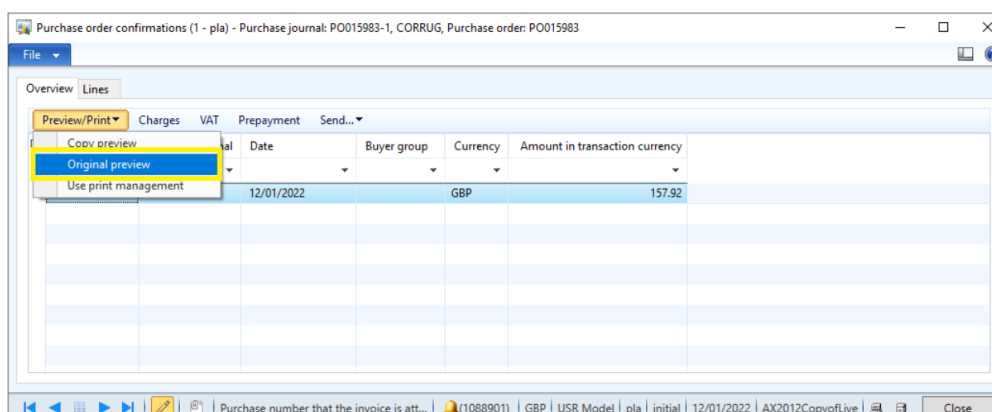9. Under the Generate section click on Confirm

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

14. To print click on File > Print > Print

Documents / Resources

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

Manuals+,