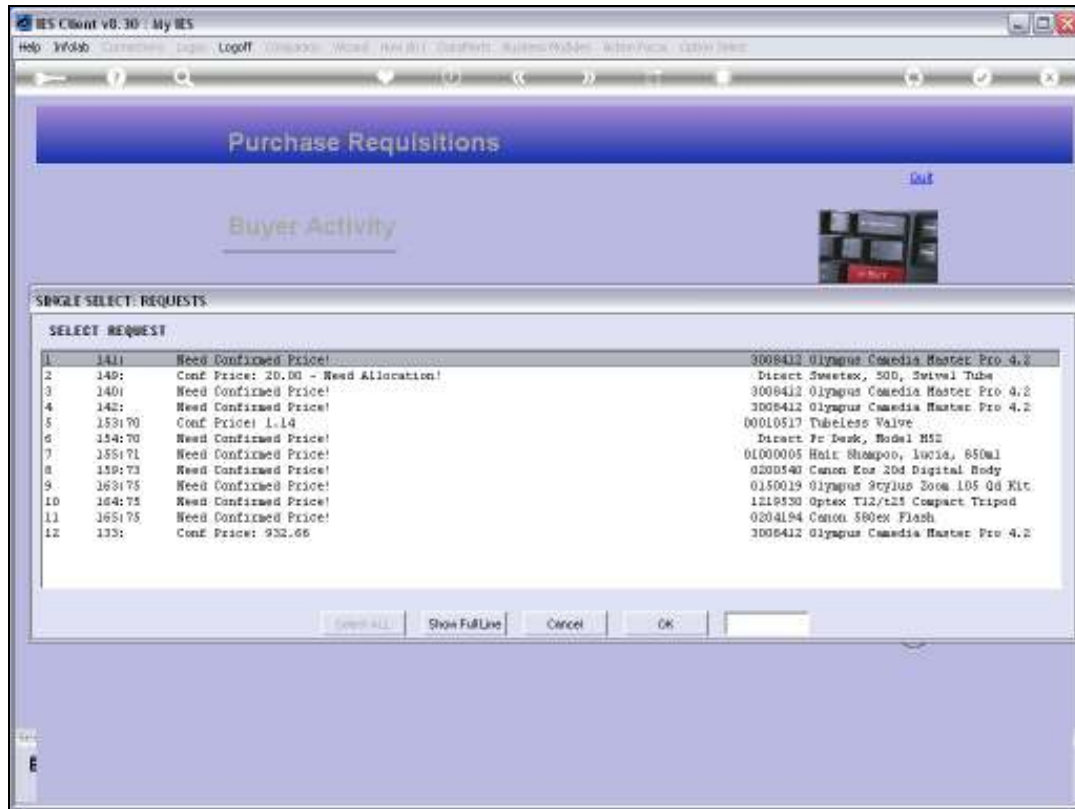




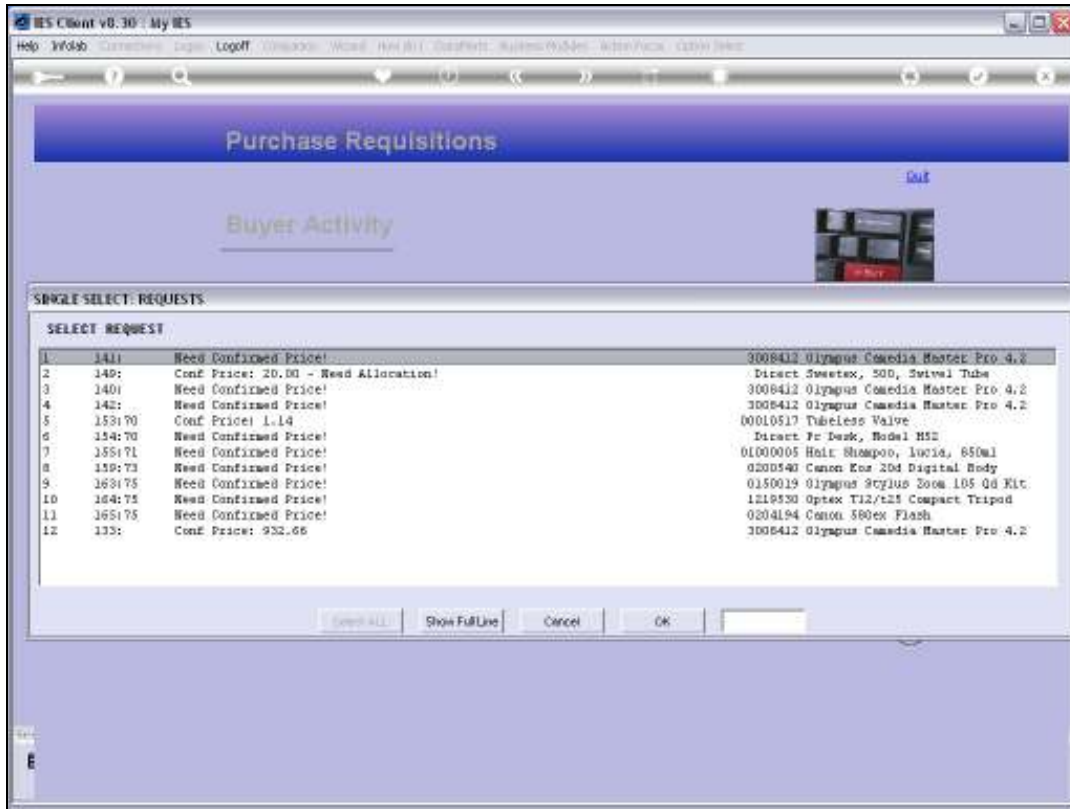
Slide 1

Slide notes: Only Direct Items need a Purchase Order Allocation, because Stock Items will automatically be charged to Stock.



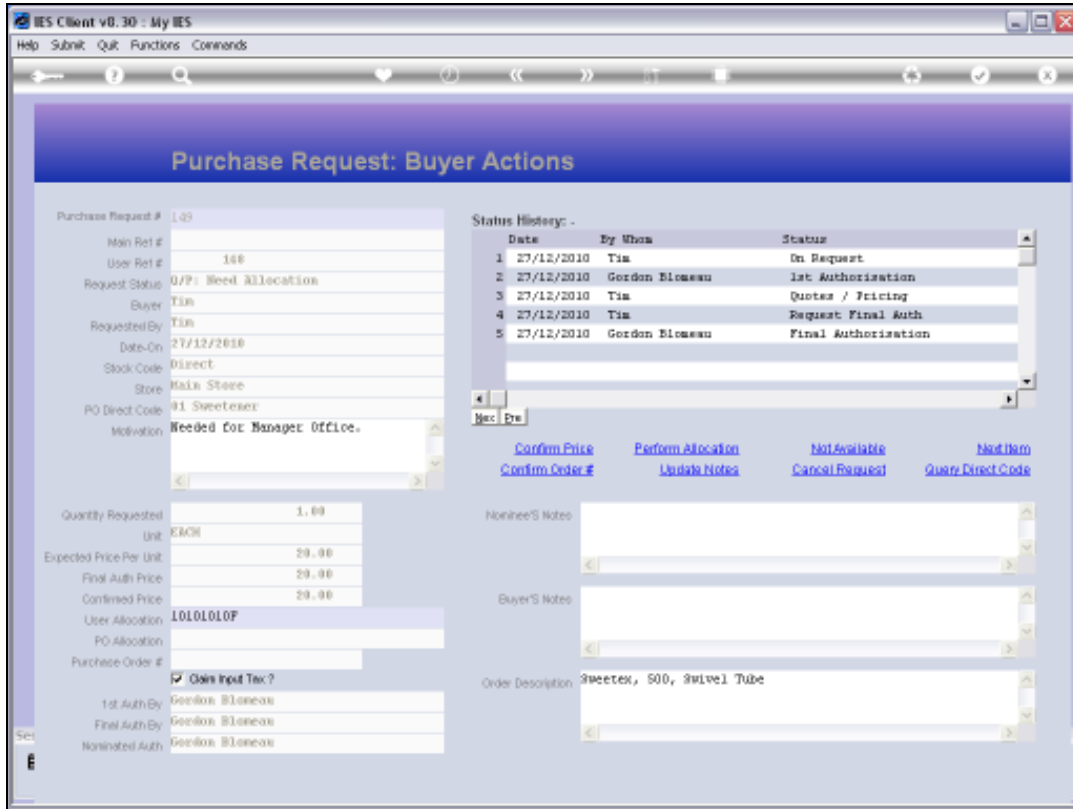
Slide 2

Slide notes: When a Direct Item needs an Allocation, it will show up as such on the Buyer Queue.



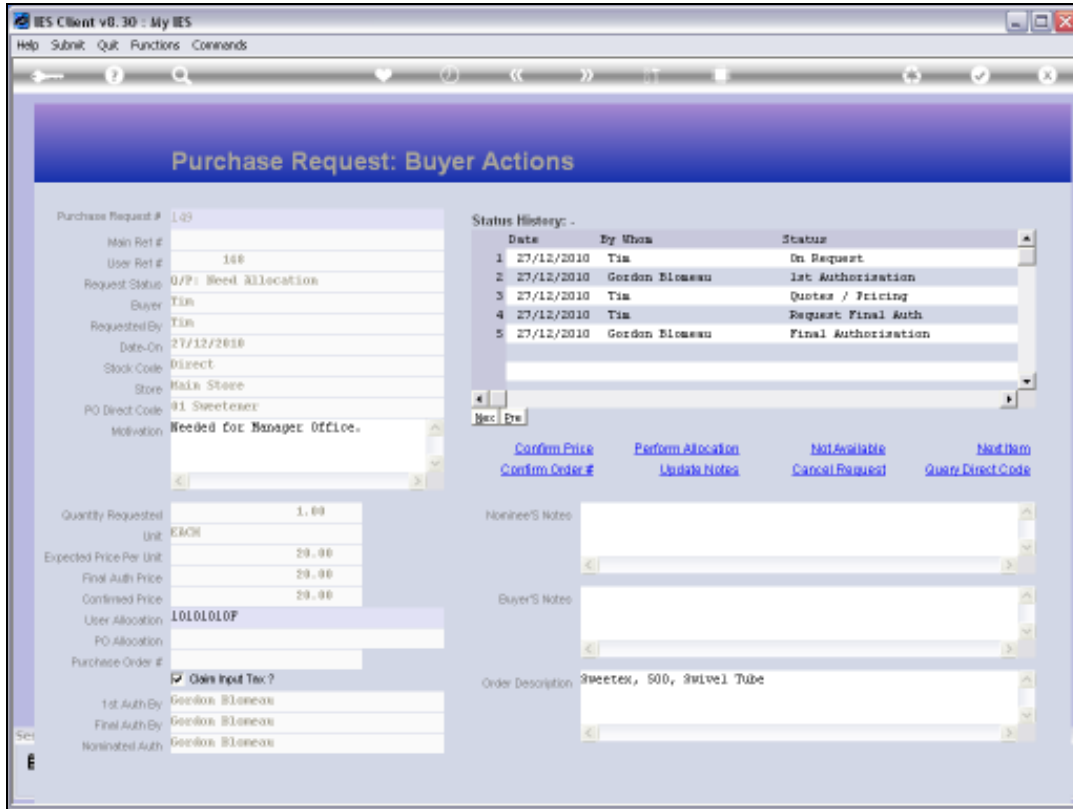
Slide 3

Slide notes: As for Request number 149.



Slide 4

Slide notes: A Direct Item cannot be loaded onto a Purchase Order without a final Allocation. The User who originates the Purchase Request makes a provisional Allocation, and the Buyer has to make a final Allocation, which more often than not will be the same as the provisional Allocation.



Slide 5

Slide notes: This Item, as we can see, has a confirmed Price but no final Allocation for the Purchase Order yet.

The screenshot shows the 'Purchase Request: Buyer Actions' window in the IES Client v8.30. The interface is divided into several sections:

- Header:** 'Purchase Request: Buyer Actions' in a blue banner.
- Left Panel (Purchase Request # 109):**
 - Main Ref #
 - User Ref # 148
 - Request Status: O/P: Need Allocation
 - Buyer: Tim
 - Requested By: Tim
 - Date On: 27/12/2010
 - Stock Code: Direct
 - Store: Main Store
 - PO Direct Code: 31 Sheetexer
 - Motivation: Needed for Manager Office.
 - Quantity Requested: 1.00
 - Unit: EACH
 - Expected Price Per Unit: 20.00
 - Final Auth Price: 20.00
 - Confirmed Price: 20.00
 - User Allocation: 10101010F
 - PO Allocation
 - Purchase Order #
 - Claim Input Tax?
 - 1st Auth By: Gordon Blomieu
 - Final Auth By: Gordon Blomieu
 - Nominated Auth: Gordon Blomieu
- Right Panel (Status History):**

Date	By Whom	Status
1 27/12/2010	Tim	In Request
2 27/12/2010	Gordon Blomieu	1st Authorization
3 27/12/2010	Tim	Quotes / Pricing
4 27/12/2010	Tim	Request Final Auth
5 27/12/2010	Gordon Blomieu	Final Authorization

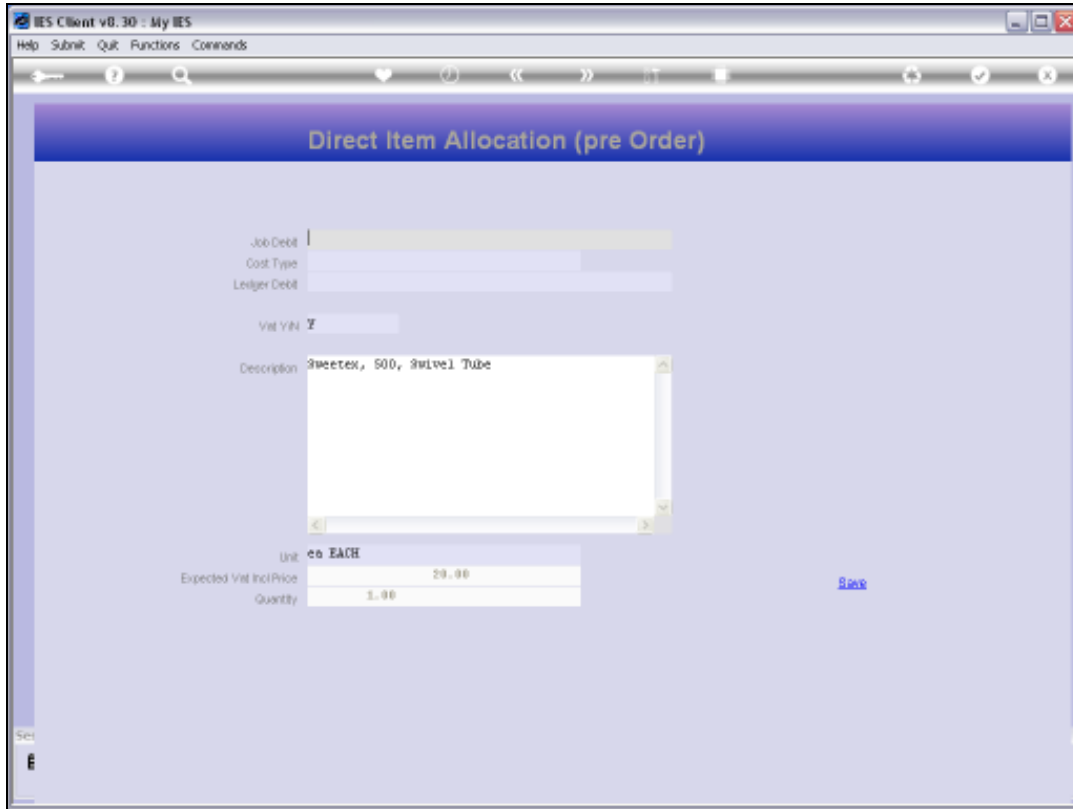
Buttons: [Confirm Price](#), [Perform Allocation](#), [Not Available](#), [Not Item](#), [Confirm Order #](#), [Update Notes](#), [Cancel Request](#), [Query Direct Code](#)

Non-req's Notes: [Text Area]

Buyer's Notes: [Text Area]

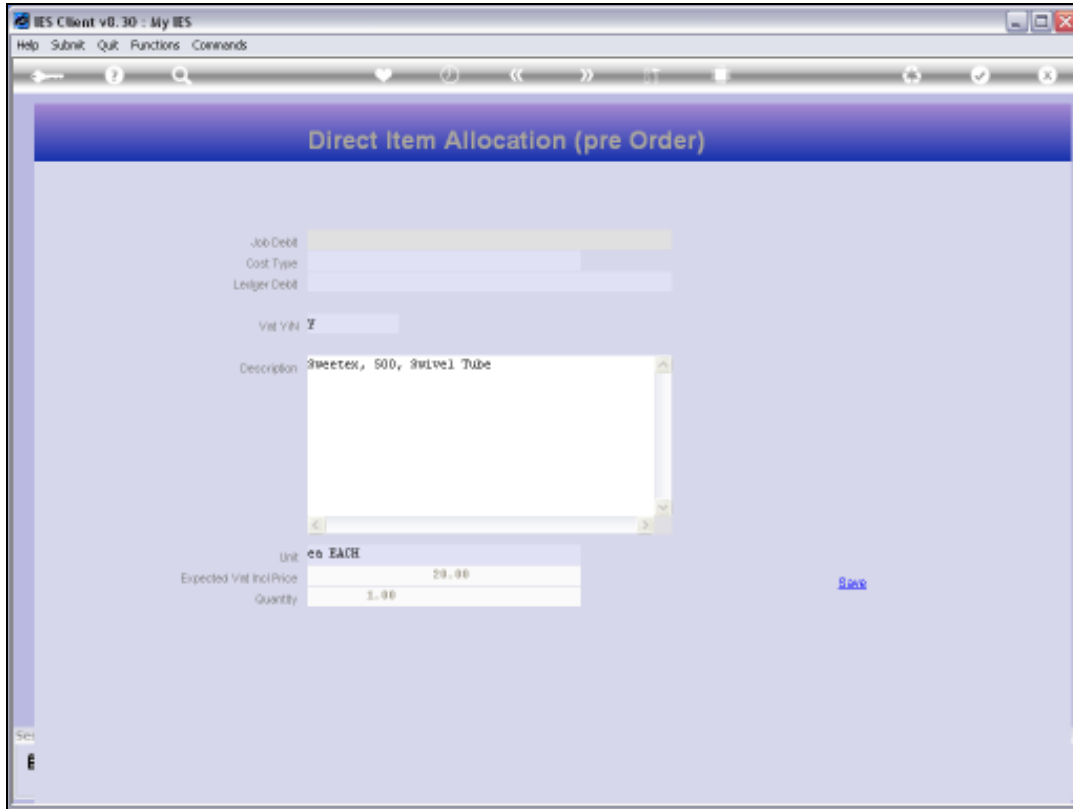
Order Description: Sheetex, 500, 3/16" I.D. Tube

Slide 6
Slide notes:



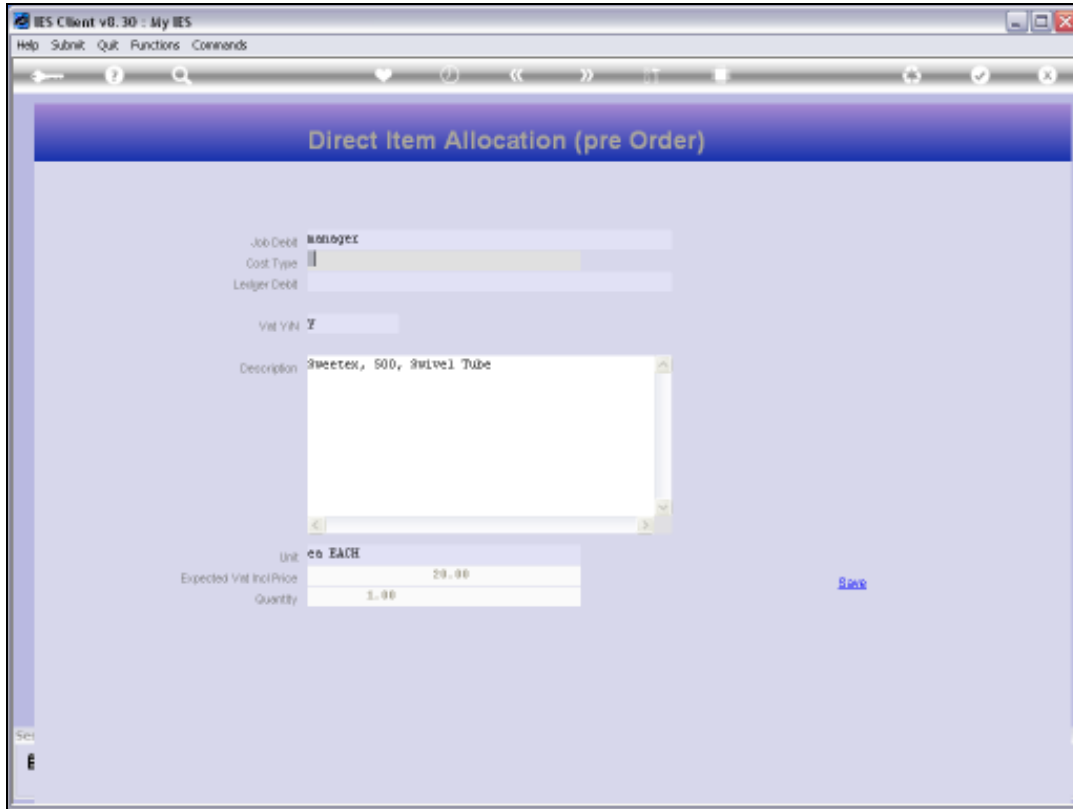
Slide 7

Slide notes: The Allocation we perform can be either to Job Costing or Ledger only.



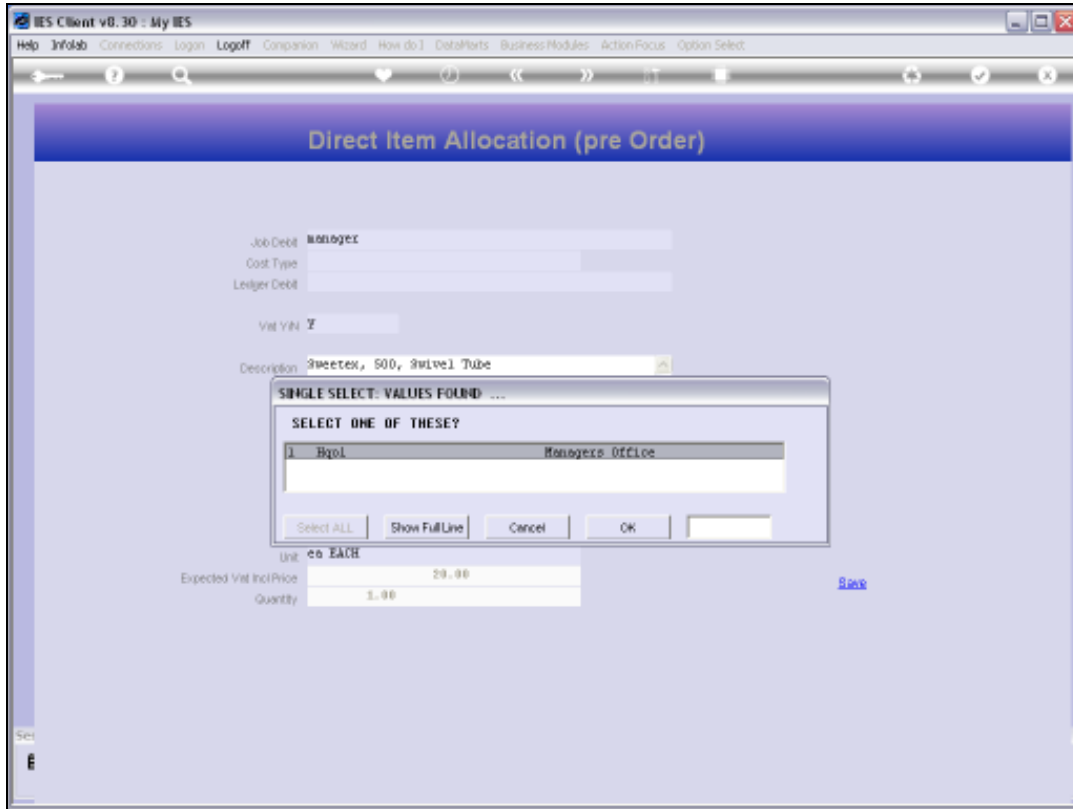
Slide 8

Slide notes:

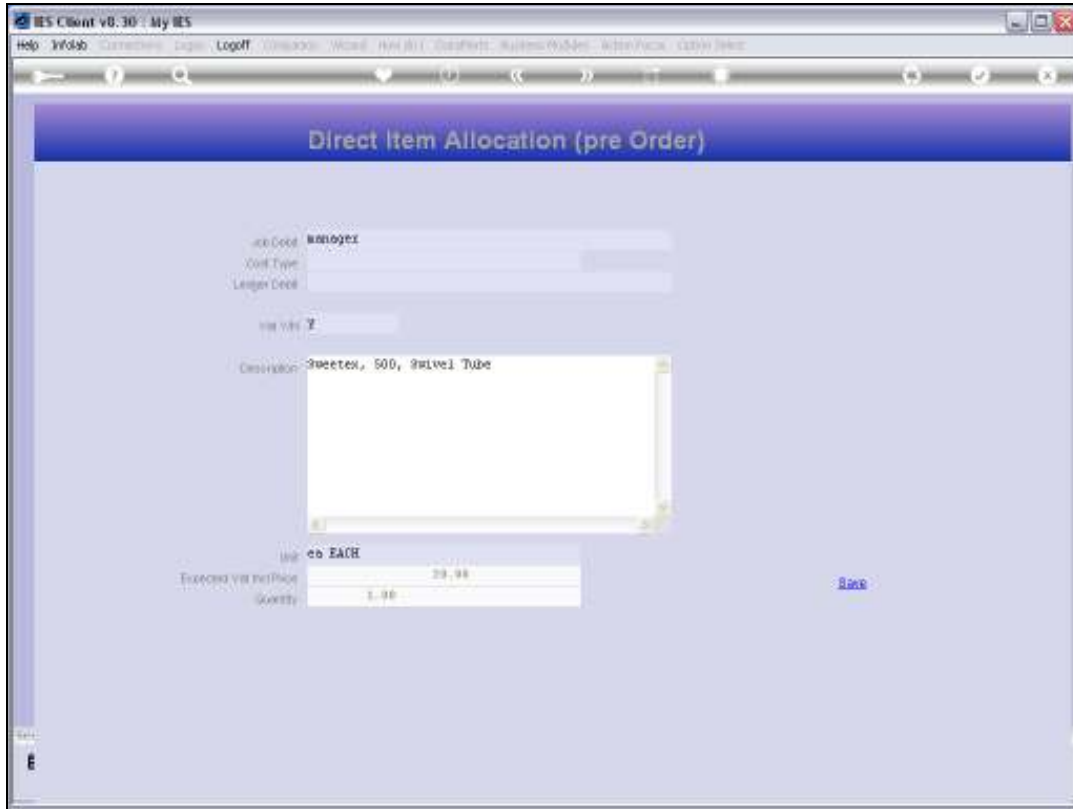


Slide 9

Slide notes:



Slide 10
Slide notes:



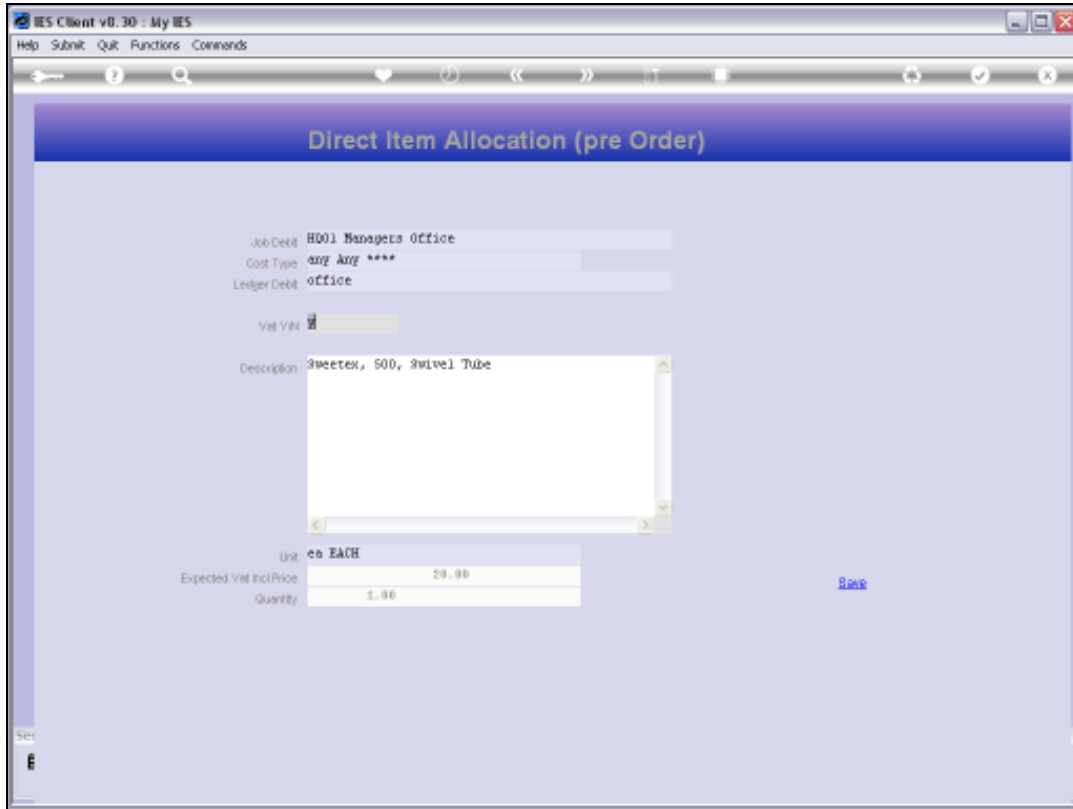
Slide 11

Slide notes:



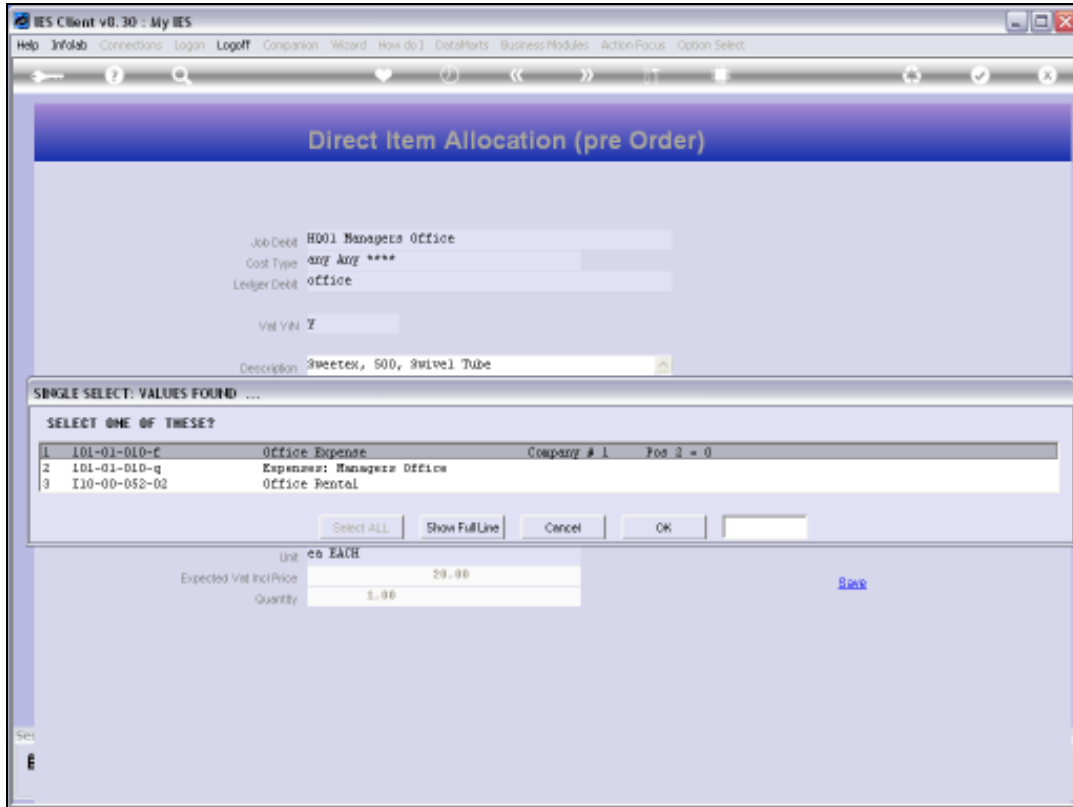
Slide 12

Slide notes:



Slide 13

Slide notes: In the case of Job Costing, we need the Job Code, the Cost Type and the GL Account to charge to, otherwise, we just use the GL Account by itself.

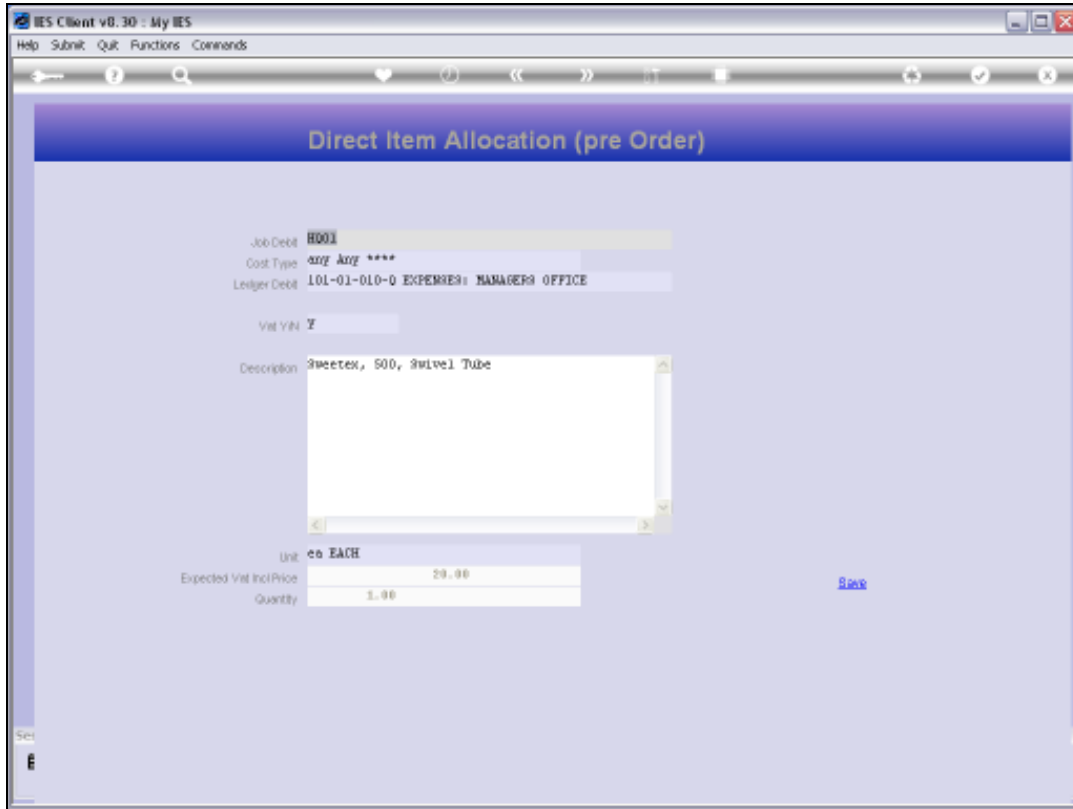


Slide 14
Slide notes:

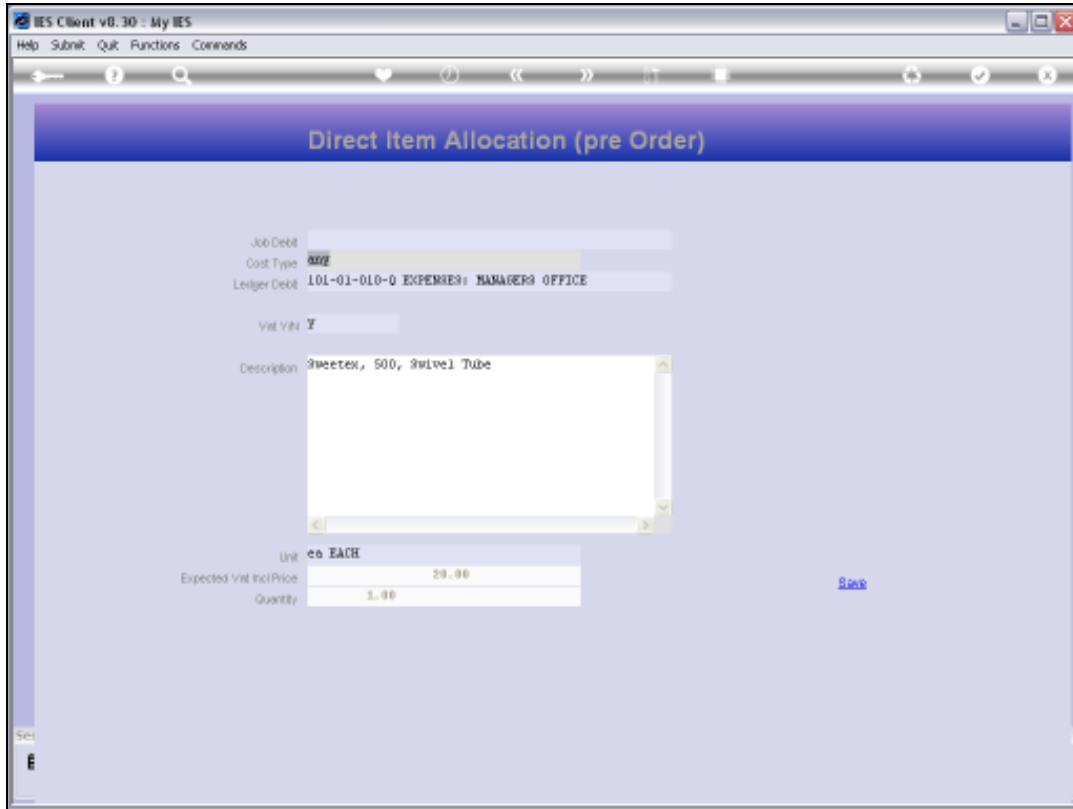


Slide 15

Slide notes:

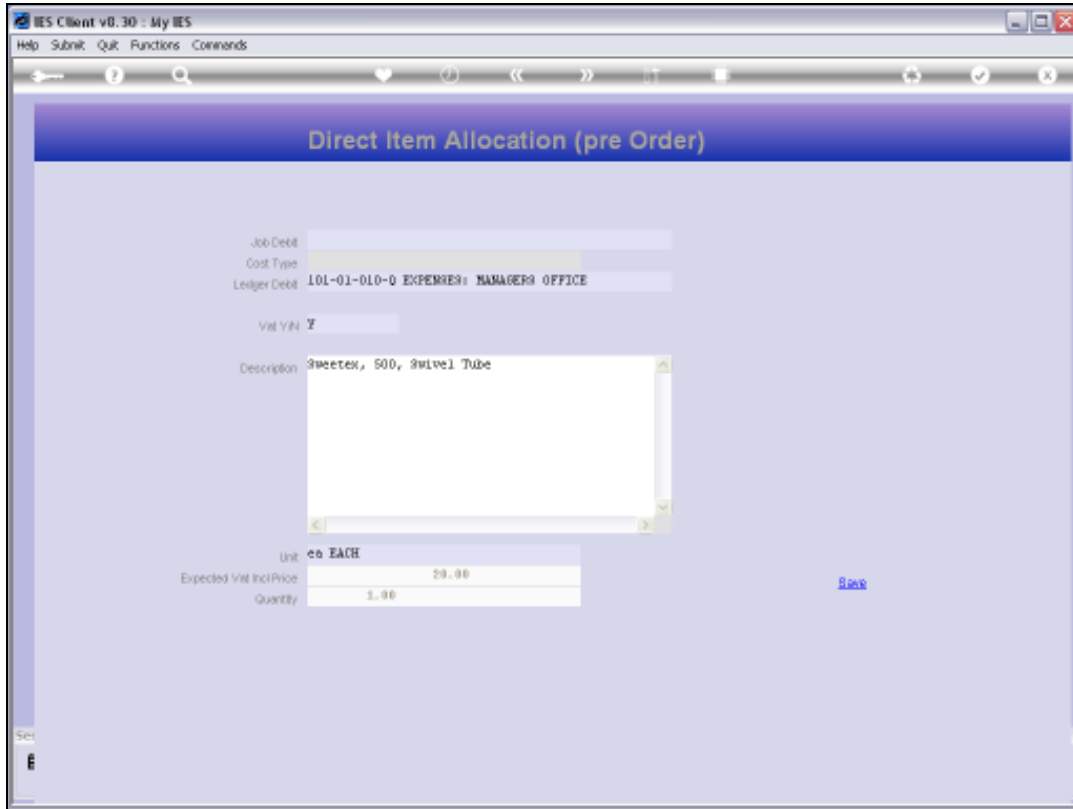


Slide 16
Slide notes:



Slide 17

Slide notes:



Slide 18

Slide notes:

Purchase Request: Buyer Actions

Purchase Request # 109

Main Ref #

User Ref # 148

Request Status O/P: Ready to Order

Buyer Tim

Requested By Tim

Date On 27/12/2010

Stock Code Direct

Store Hulk Store

PO Direct Code 31 Sheetexer

Motivation Needed for Manager Office.

Quantity Requested 1.00

Unit EACH

Expected Price Per Unit 20.00

Final Auth Price 20.00

Confirmed Price 20.00

User Allocation 10101010F

PO Allocation 101010100

Purchase Order #

Claim Input Tax?

1st Auth By Gordon Blomieu

Final Auth By Gordon Blomieu

Nominated Auth Gordon Blomieu

Status History:

Date	By Whom	Status
1 27/12/2010	Tim	On Request
2 27/12/2010	Gordon Blomieu	1st Authorization
3 27/12/2010	Tim	Quotes / Pricing
4 27/12/2010	Tim	Request Final Auth
5 27/12/2010	Gordon Blomieu	Final Authorization

[Confirm Price](#) [Perform Allocation](#) [Not Available](#) [Not Item](#)

[Confirm Order #](#) [Update Notes](#) [Cancel Request](#) [Query Direct Code](#)

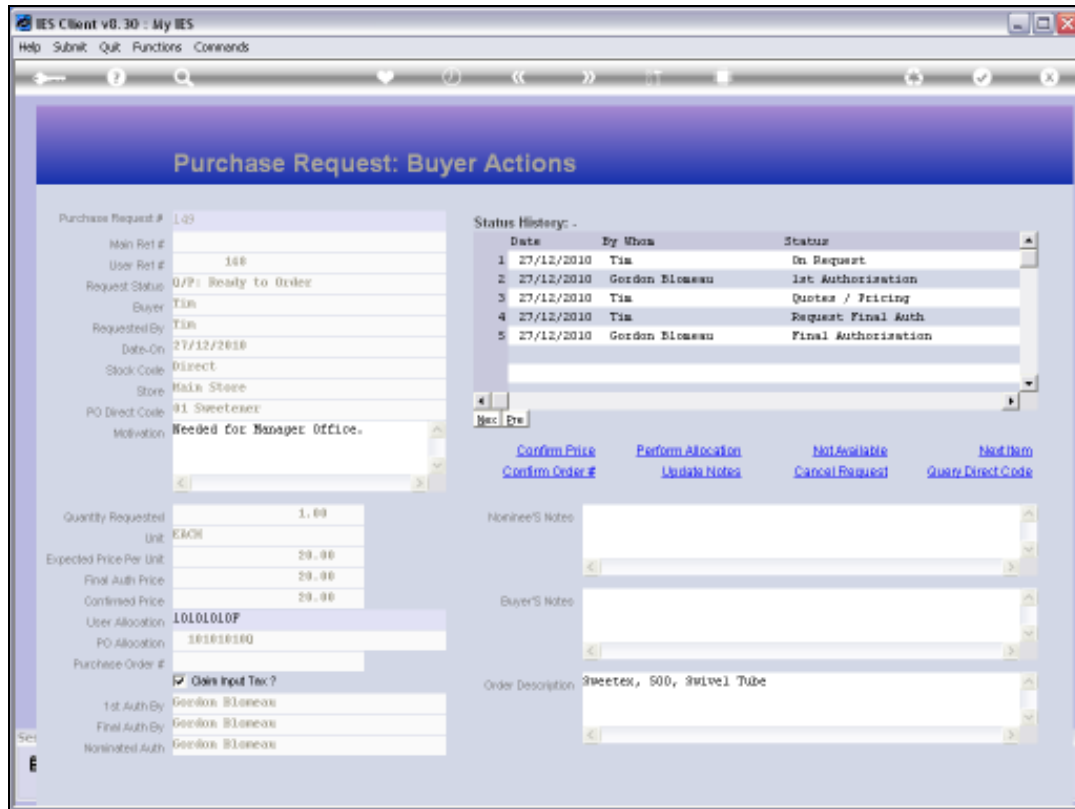
Nonnee's Notes

Buyer's Notes

Order Description Sheetex, 500, 3/16x1 Tube

Slide 19

Slide notes:



Slide 20

Slide notes: Now the Allocation has been performed. If there is a mistake, it can be corrected by using 'Perform Allocation' again, and once it is on a Purchase Order, it cannot be changed here anymore, but the Purchase Order itself also has a function to correct a mis-allocation.

IES Client v8.30 : My IES

Help Submit Quit Functions Comments

Purchase Request: Buyer Actions

Purchase Request # 109

Main Ref #

User Ref # 148

Request Status O/P: Ready to Order

Buyer Tim

Requested By Tim

Date On 27/12/2010

Stock Code Direct

Store Main Store

PO Direct Code 31 Sheetexer

Motivation Needed for Manager Office.

Quantity Requested 1.00

Unit EACH

Expected Price Per Unit 20.00

Final Auth Price 20.00

Confirmed Price 20.00

User Allocation 10101010F

PO Allocation 101010100

Purchase Order #

Claim Input Tax?

1st Auth By Gordon Blomieu

Final Auth By Gordon Blomieu

Nominated Auth Gordon Blomieu

Status History:

Date	By Whom	Status
1 27/12/2010	Tim	On Request
2 27/12/2010	Gordon Blomieu	1st Authorization
3 27/12/2010	Tim	Quotes / Pricing
4 27/12/2010	Tim	Request Final Auth
5 27/12/2010	Gordon Blomieu	Final Authorization

[Confirm Price](#) [Perform Allocation](#) [Not Available](#) [Not Item](#)
[Confirm Order #](#) [Update Notes](#) [Cancel Request](#) [Query Direct Code](#)

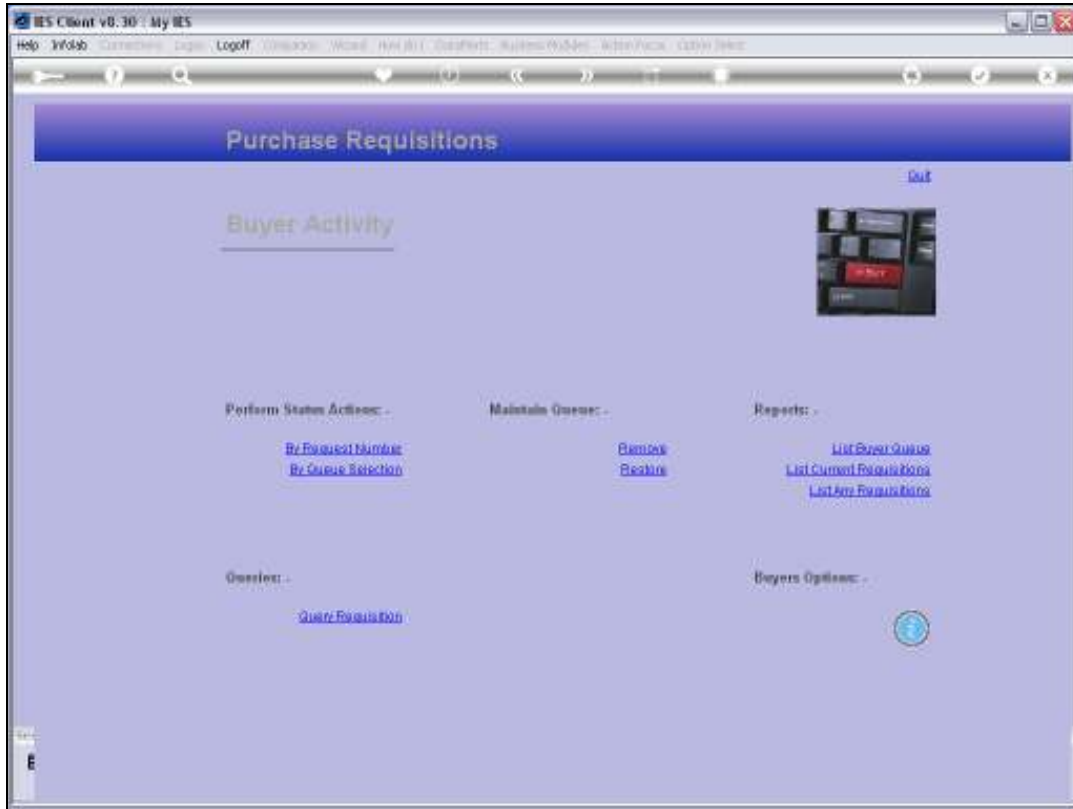
Noniee's Notes

Buyer's Notes

Order Description Sheetex, 500, 3/16" Tube

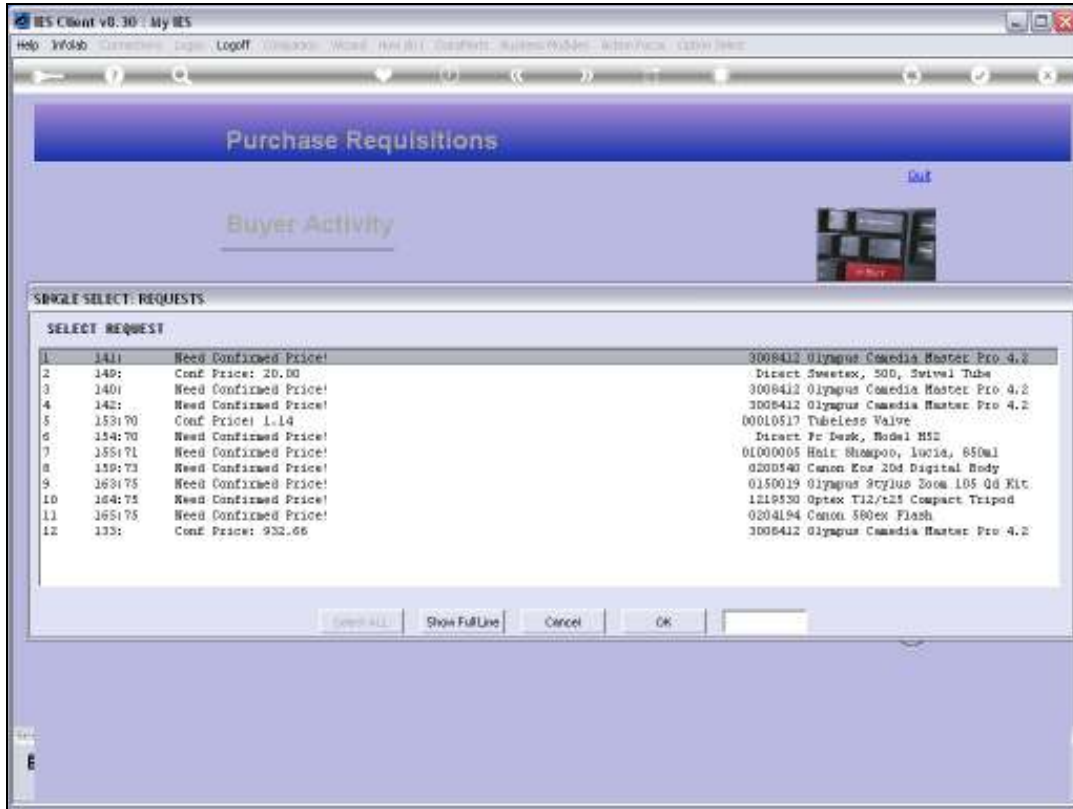
Slide 21

Slide notes:



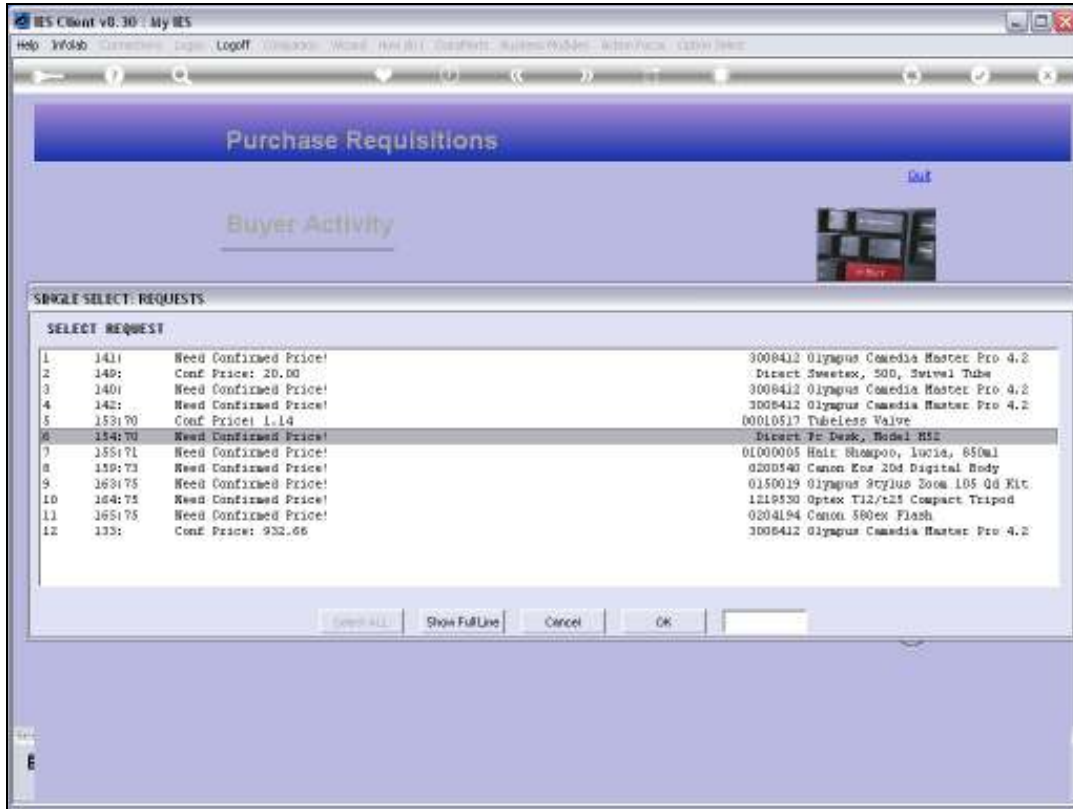
Slide 22

Slide notes:

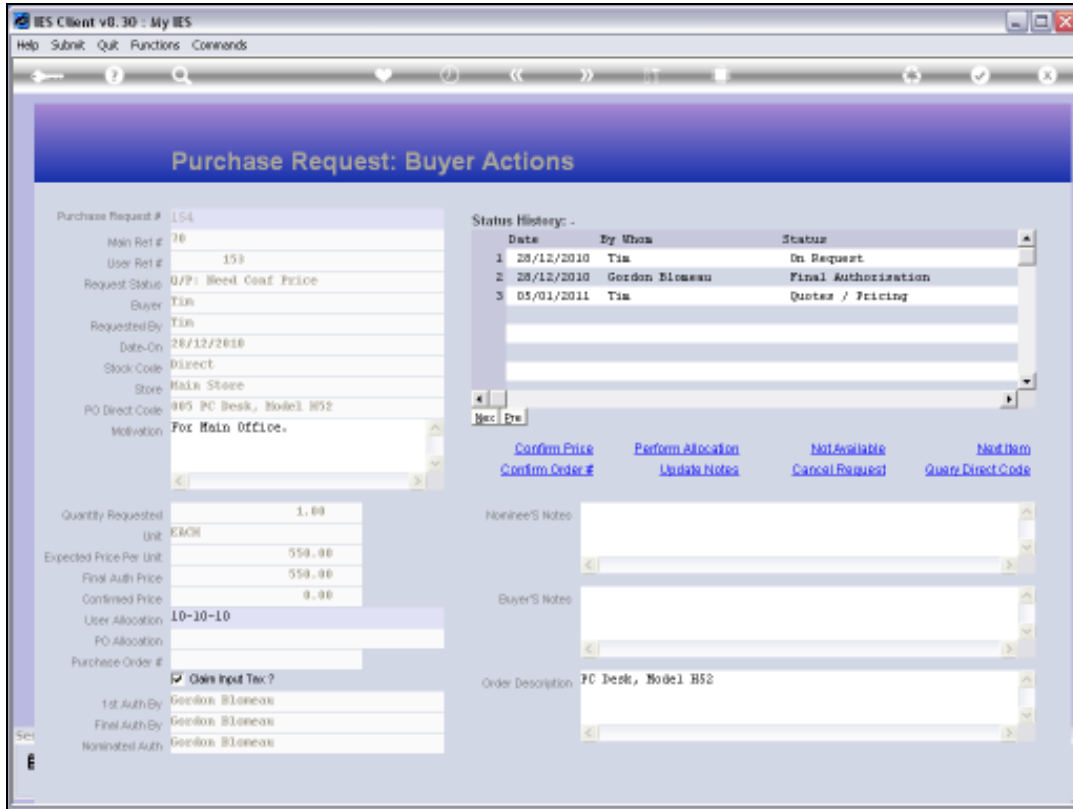


Slide 23

Slide notes: It may seldom be necessary to perform the Allocation as we have just shown, because if the User's provisional Allocation is correct, then the system can automatically apply it when we confirm the Price for the Item.



Slide 24
Slide notes:



Slide 25

Slide notes: This Item still needs the Price to be confirmed, and of course, because it is a Direct Item, it also needs a final Allocation.

Purchase Request: Buyer Actions

Purchase Request # 154
Main Ref # 70
User Ref # 153
Request Status Q/P: Best Cost Price
Buyer Tim
Requested By Tim
Date On 28/12/2010
Stock Code Direct
Store Main Store
PO Direct Code 465 PC Desk, Model H52
Motivation For Main Office.

Quantity Requested 1.00
Unit EACH
Expected Price Per Unit 550.00
Final Auth Price 550.00
Confirmed Price 0.00
User Allocation 10-10-10
PO Allocation
Purchase Order #
 Claim Input Tax?
1st Auth By Gordon Bloneau
Final Auth By Gordon Bloneau
Nominated Auth Gordon Bloneau

Status History:

Date	By Whom	Status
1 28/12/2010	Tim	In Request
2 28/12/2010	Gordon Bloneau	Final Authorization
3 05/01/2011	Tim	Quotes / Pricing

[Confirm Price](#) [Perform Allocation](#) [Not Available](#) [Not Item](#)
[Confirm Order #](#) [Update Notes](#) [Cancel Request](#) [Query Direct Code](#)

Nonnee's Notes
Buyer's Notes
Order Description PC Desk, Model H52

Slide 26
Slide notes:

Purchase Request: Buyer Actions

Purchase Request # 154
Main Ref # 70
User Ref # 153
Request Status O/P: Best Cost Price
Buyer Tim
Requested By Tim
Date On 28/12/2010
Stock Code Direct
Store Main Store
PO Direct Code 465 PC Desk, Model H52
Motivation For Main Office.

Quantity Requested 1.00
Unit EACH
Expected Price Per Unit 550.00
Final Auth Price 550.00
Confirmed Price 0.00
User Allocation 10-10-10
PO Allocation
Purchase Order #
 Claim Input Tax?
1st Auth By Gordon Bloneau
Final Auth By Gordon Bloneau
Nominated Auth Gordon Bloneau

Status History:

Date	By Whom	Status
1 20/12/2010	Tim	In Request
2 28/12/2010	Gordon Bloneau	Final Authorization
3 05/01/2011	Tim	Quotes / Pricing

[Confirm Price](#) [Perform Allocation](#) [Not Available](#) [Not Item](#)
[Confirm Order #](#) [Update Notes](#) [Cancel Request](#) [Query Direct Code](#)

Nonrec's Notes
Buyer's Notes
Order Description PC Desk, Model H52

Slide 27
Slide notes:

Purchase Request: Buyer Actions

Purchase Request # 154
Main Ref # 70
User Ref # 153
Request Status Q/P: Best Cost Price
Buyer Tim
Requested By Tim
Date On 28/12/2010
Stock Code Direct
Store Main Store
PO Direct Code 465 PC Desk, Model H52
Motivation For Main Office.

Quantity Requested 1.00
Unit EACH
Expected Price Per Unit 550.00
Final Auth Price 550.00
Confirmed Price 0.00
User Allocation 10-10-10
PO Allocation
Purchase Order #
 Claim Input Tax?
1st Auth By Gordon Bloneau
Final Auth By Gordon Bloneau
Nominated Auth Gordon Bloneau

Status History:

Date	By Whom	Status
1 28/12/2010	Tim	In Request
2 28/12/2010	Gordon Bloneau	Final Authorization
3 05/01/2011	Tim	Quotes / Pricing

[Confirm Price](#) [Perform Allocation](#) [Not Available](#) [Not Item](#)
[Confirm Order #](#) [Update Notes](#) [Cancel Request](#) [Query Direct Code](#)

Nonline's Notes
Buyer's Notes
Order Description PC Desk, Model H52

Slide 28
Slide notes:

Purchase Request: Buyer Actions

Purchase Request # 154
Main Ref # 70
User Ref # 153
Request Status O/P: Best Cost Price
Buyer Tim
Requested By Tim
Date On 28/12/2010
Stock Code Direct
Store Main Store
PO Direct Code 465 PC Desk, Model H52
Motivation For Main Office.

Quantity Requested 1.00
Unit EACH
Expected Price Per Unit 550.00
Final Auth Price 550.00
Confirmed Price 0.00
User Allocation 10-10-10
PO Allocation
Purchase Order #
 Claim Input Tax?
1st Auth By Gordon Bloneau
Final Auth By Gordon Bloneau
Nominated Auth Gordon Bloneau

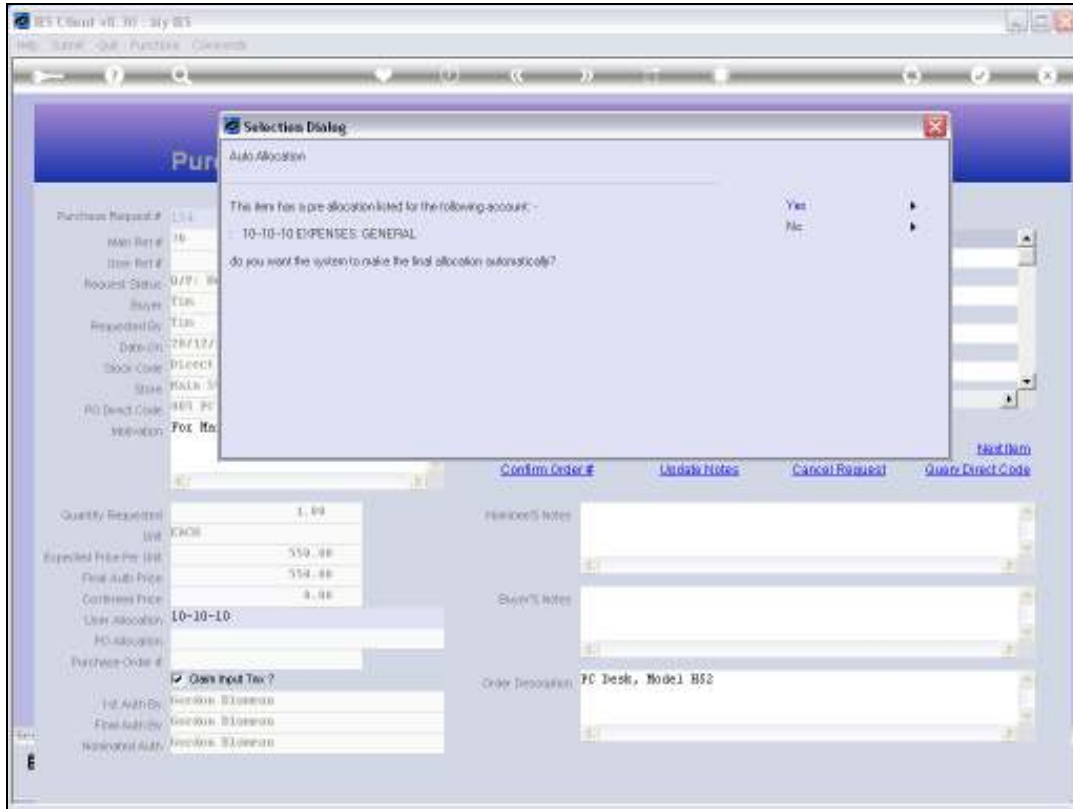
Status History:

Date	By Whom	Status
1 28/12/2010	Tim	In Request
2 28/12/2010	Gordon Bloneau	Final Authorization
3 05/01/2011	Tim	Quotes / Pricing

[Confirm Price](#) [Perform Allocation](#) [Not Available](#) [Not Item](#)
[Confirm Order #](#) [Update Notes](#) [Cancel Request](#) [Query Direct Code](#)

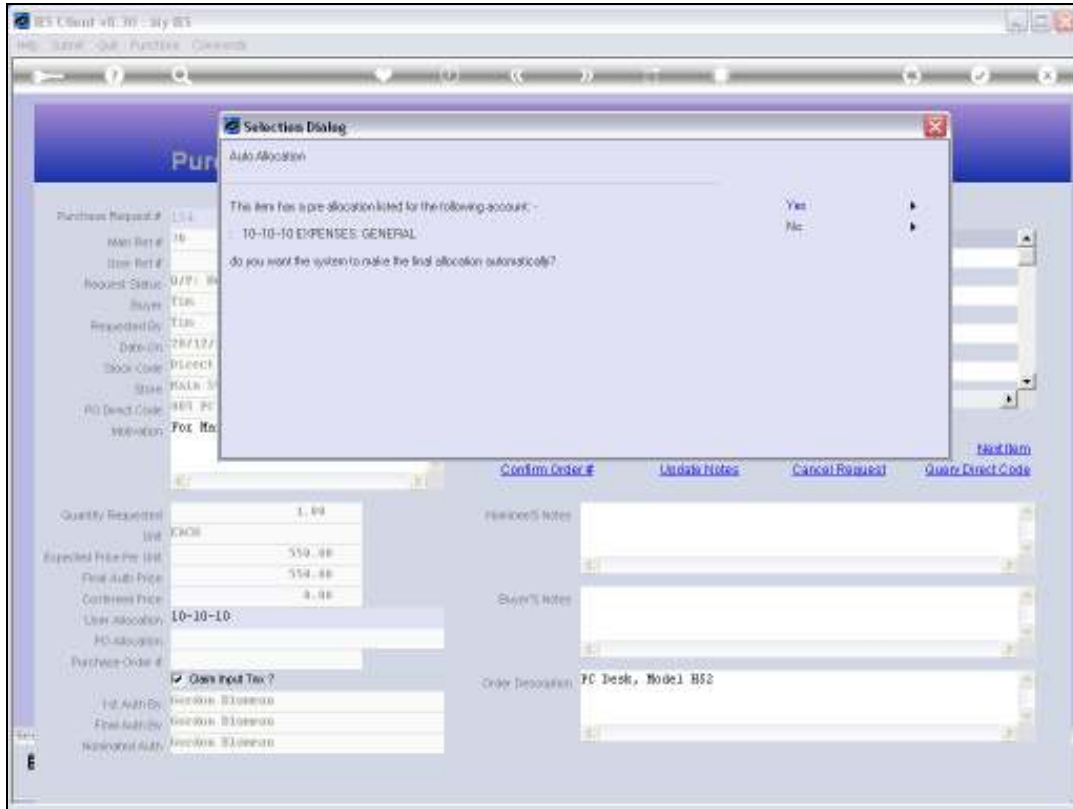
Nonnee's Notes
Buyer's Notes
Order Description PC Desk, Model H52

Slide 29
Slide notes:

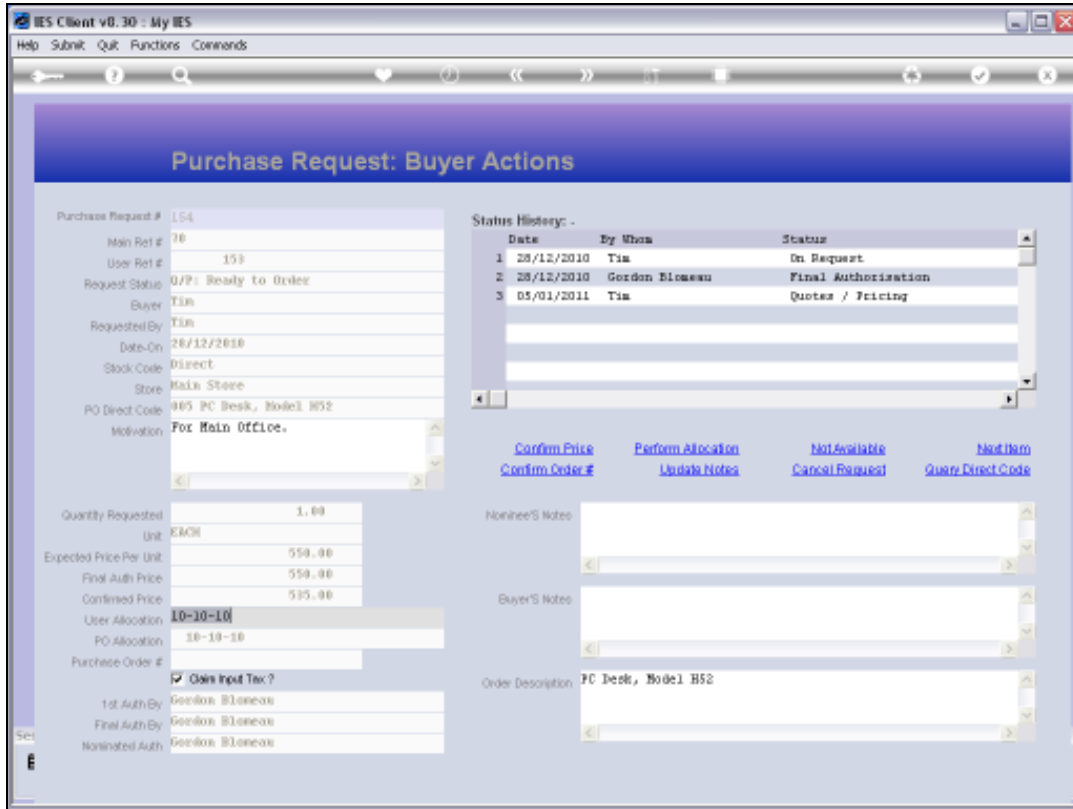


Slide 30

Slide notes: So the system offers to apply the User's Allocation as the final Allocation, if it is already correct.

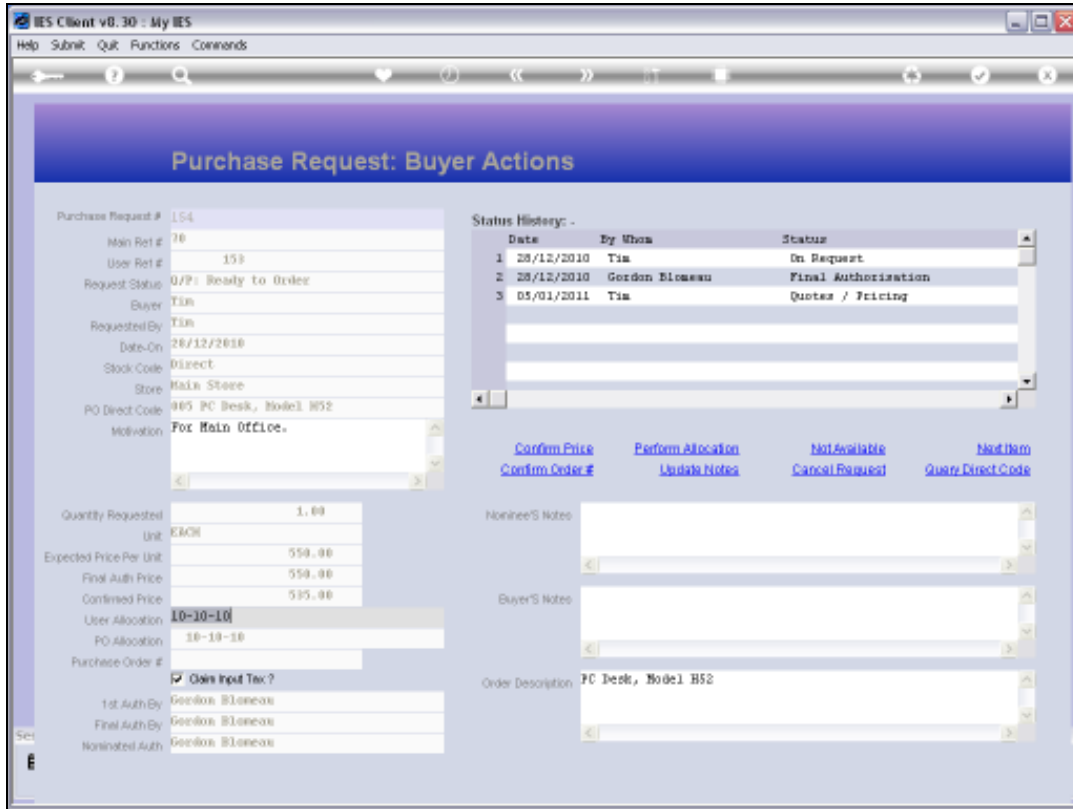


Slide 31
Slide notes:

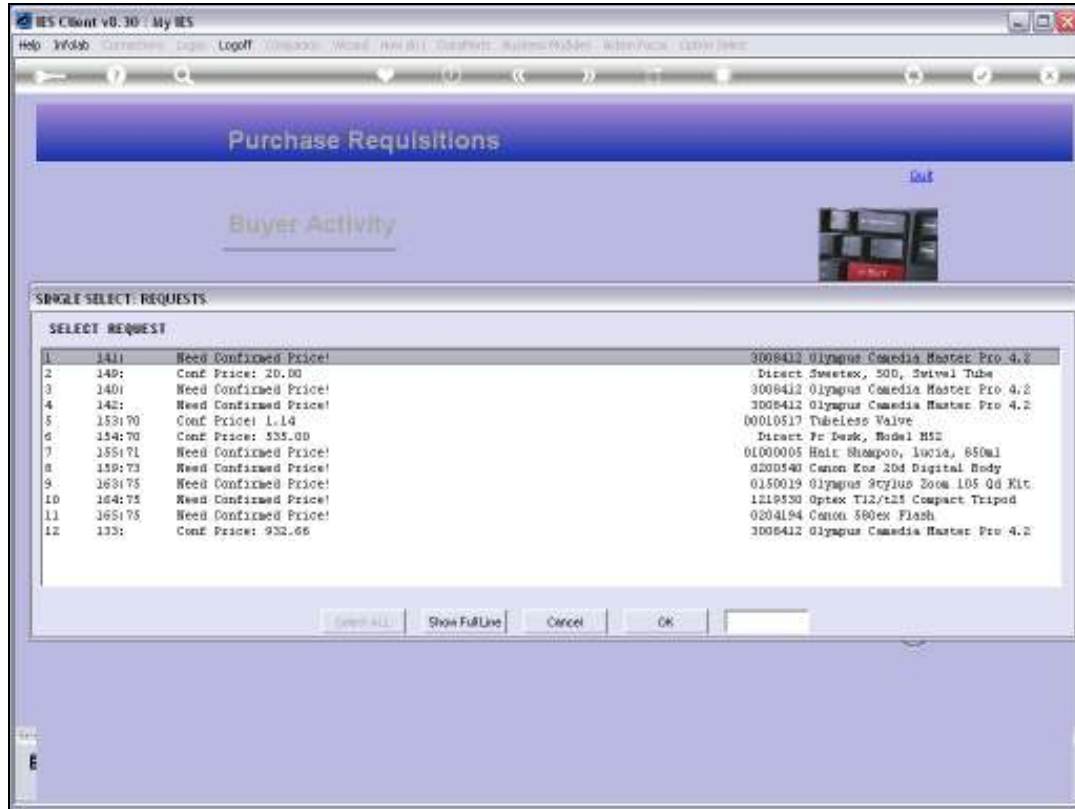


Slide 32

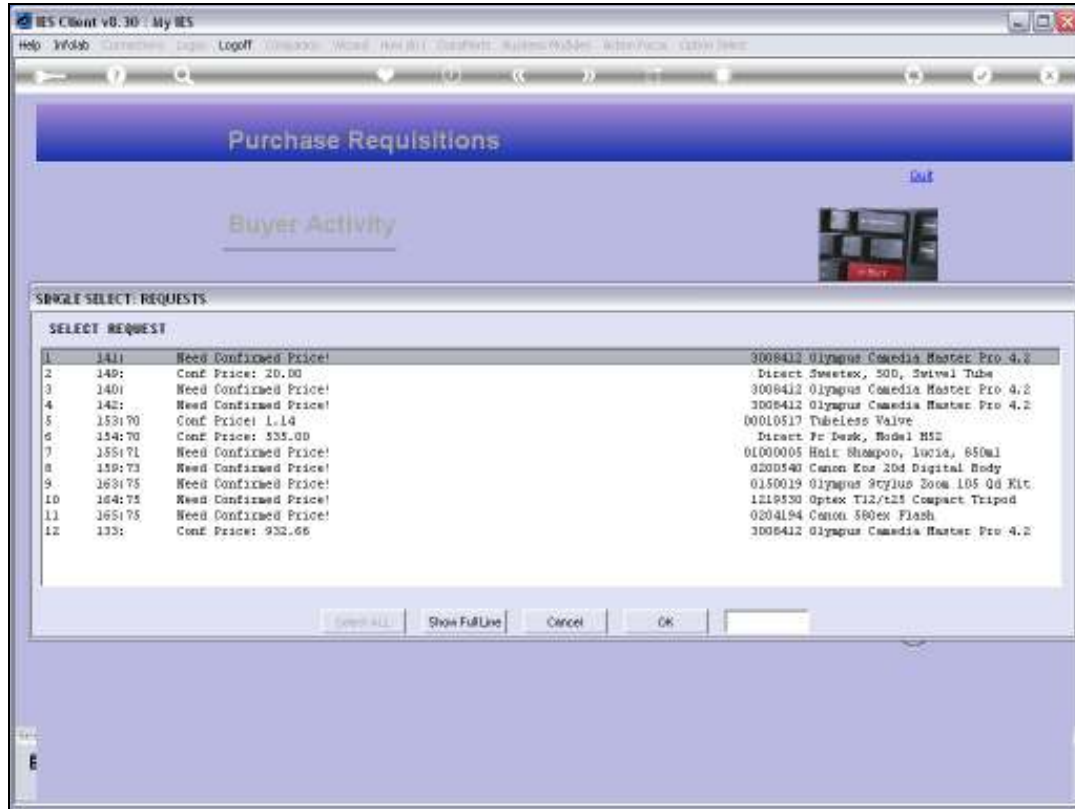
Slide notes: And as such, we have confirmed the Price and performed the final Allocation now in the same step.



Slide 33
Slide notes:



Slide 34
Slide notes:



Slide 35
Slide notes: