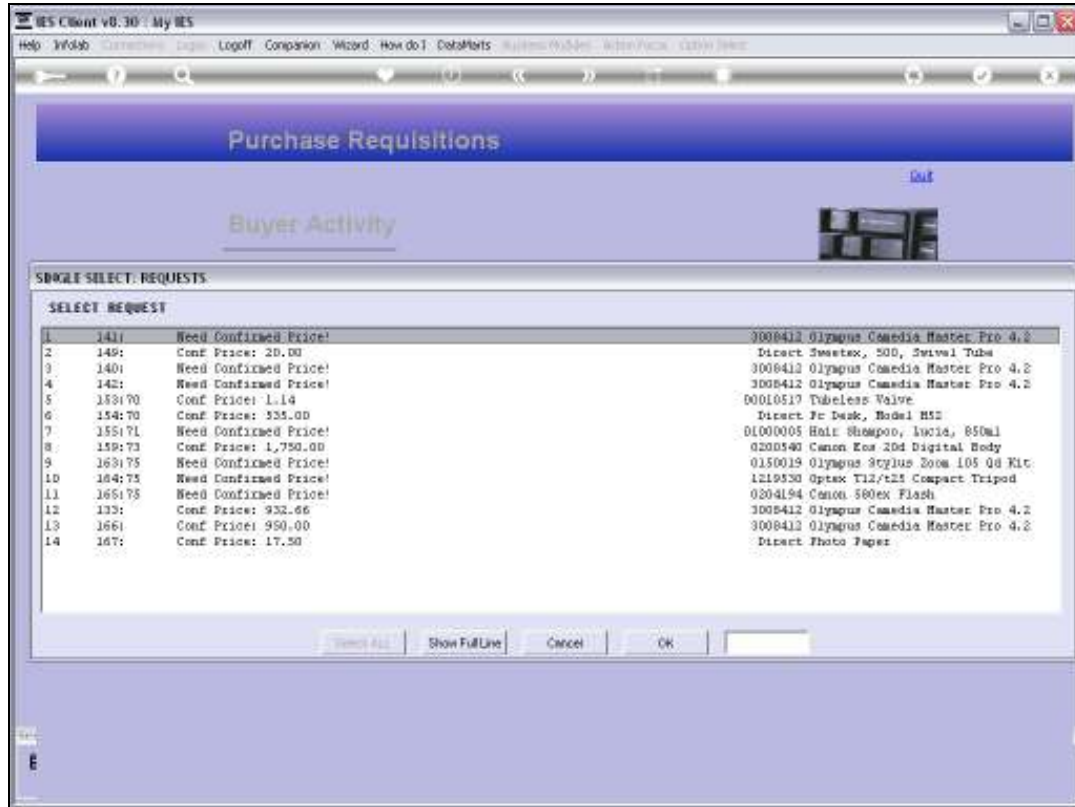




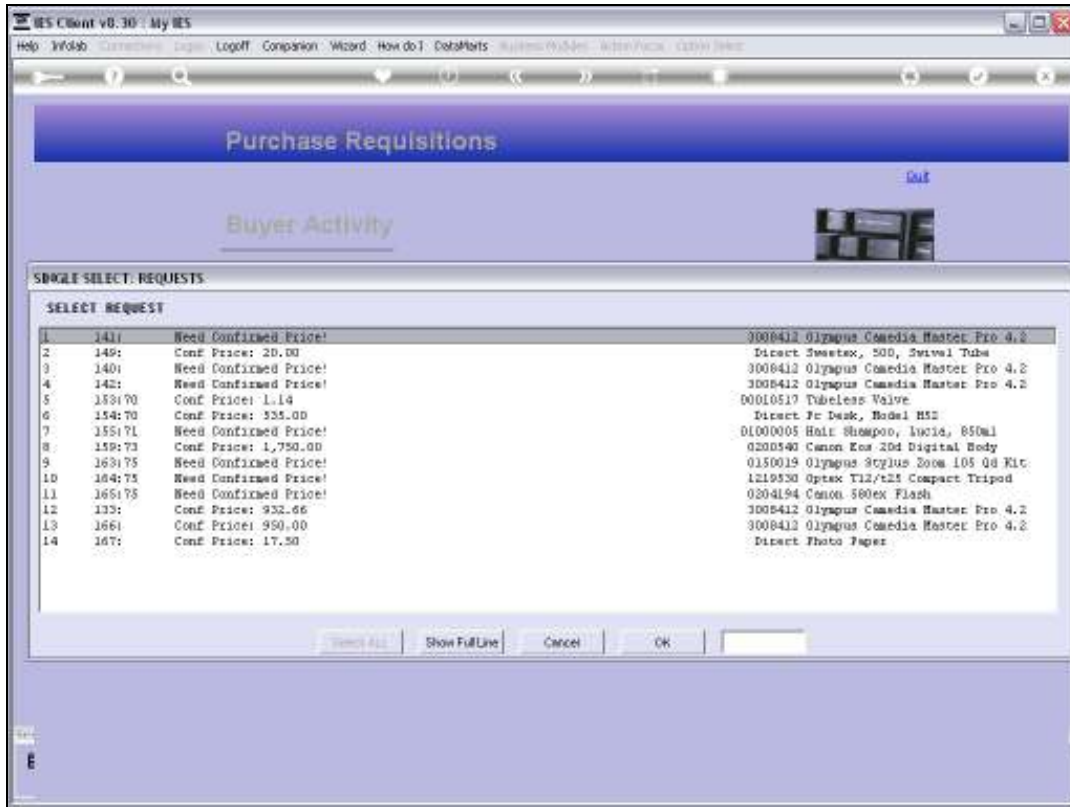
Slide 1

Slide notes: We will now see how we may confirm the Order Number for a Request Item.



Slide 2

Slide notes:



Slide 3

Slide notes: We can do it for an Item that is ready to load on a Purchase Order.

**IES Client v8.30 : My IES**

Help Submit Quit Functions Commands

**Purchase Request: Buyer Actions**

Purchase Request # \_\_\_\_\_  
Main Ret # \_\_\_\_\_  
User Ret # \_\_\_\_\_  
Request Status \_\_\_\_\_  
Buyer \_\_\_\_\_  
Requested By \_\_\_\_\_  
Date On \_\_\_\_\_  
Stock Code \_\_\_\_\_  
Store \_\_\_\_\_  
PO Direct Code \_\_\_\_\_  
Motivation \_\_\_\_\_

Quantity Requested \_\_\_\_\_  
Unit \_\_\_\_\_  
Expected Price Per Unit \_\_\_\_\_  
Final Auth Price \_\_\_\_\_  
Confirmed Price \_\_\_\_\_  
User Allocation \_\_\_\_\_  
PO Allocation \_\_\_\_\_  
Purchase Order # \_\_\_\_\_  
 **Claim Input Tax ?**

1st Auth By \_\_\_\_\_  
Final Auth By \_\_\_\_\_  
Nonnoted Auth \_\_\_\_\_

**Status History: -**

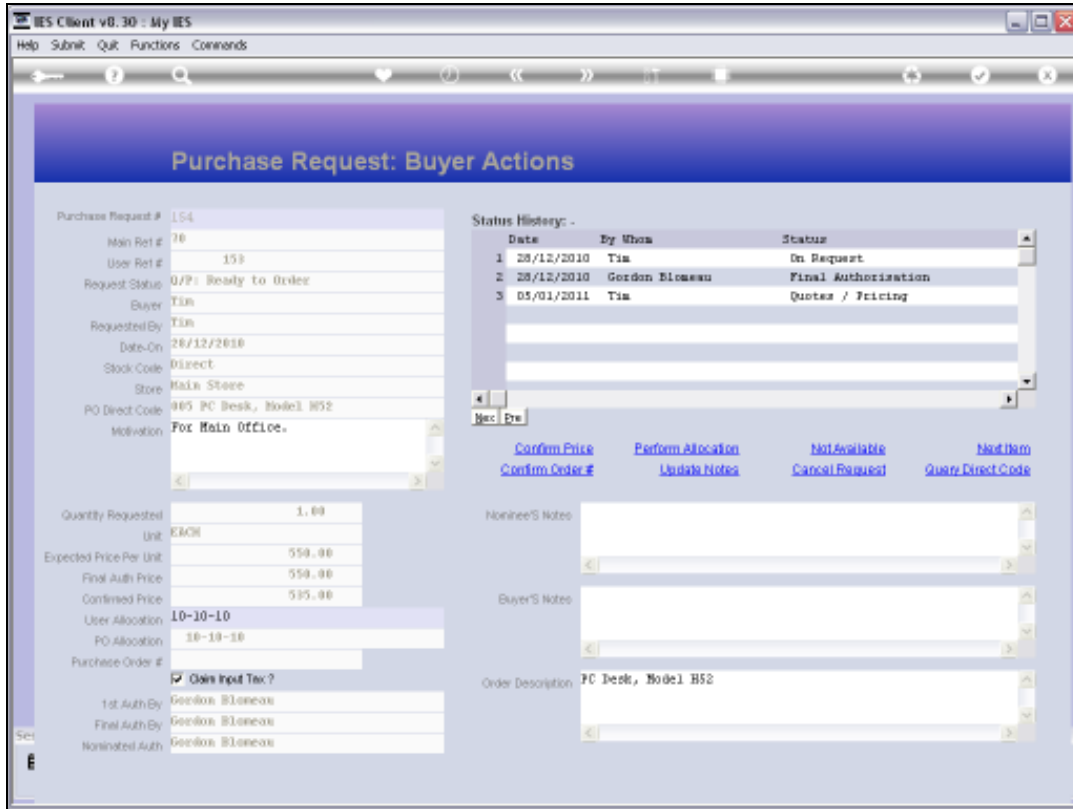
Date	By Whom	Status
1		
2		
3		
4		
5		
6		
7		

[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 \_\_\_\_\_

Slide 4

Slide notes:



Slide 5

Slide notes: And we can see that this Item does not yet show a Purchase Order number.

**Purchase Request: Buyer Actions**

Purchase Request # 154  
Main Ref # 70  
User Ref # 153  
Request Status O/P: Ready to Order  
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 559.00  
Final Auth Price 559.00  
Confirmed Price 535.00  
User Allocation 10-10-10  
PO Allocation 10-10-10  
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 28/12/2010	Tim	On Request
2 28/12/2010	Gordon Blomieu	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](#)

Non-ee's Notes  
Buyer's Notes  
Order Description PC Desk, Model H52

Slide 6  
Slide notes:

**Purchase Request: Buyer Actions**

Purchase Request # 154  
 Main Ret # 70  
 User Ret # 153  
 Request Status O/P: Ready to Order  
 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 559.00  
 Final Auth Price 559.00  
 Confirmed Price 535.00  
 User Allocation 10-10-10  
 PO Allocation 10-10-10  
 Purchase Order #  
 Open 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 7

Slide notes: An invalid Order Number will be rejected.

**Purchase Request: Buyer Actions**

Purchase Request # 154  
Main Ref # 70  
User Ref # 153  
Request Status Q/P: Ready to Order  
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 559.00  
Final Auth Price 559.00  
Confirmed Price 535.00  
User Allocation 10-10-10  
PO Allocation 10-10-10  
Purchase Order #  
 Open 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

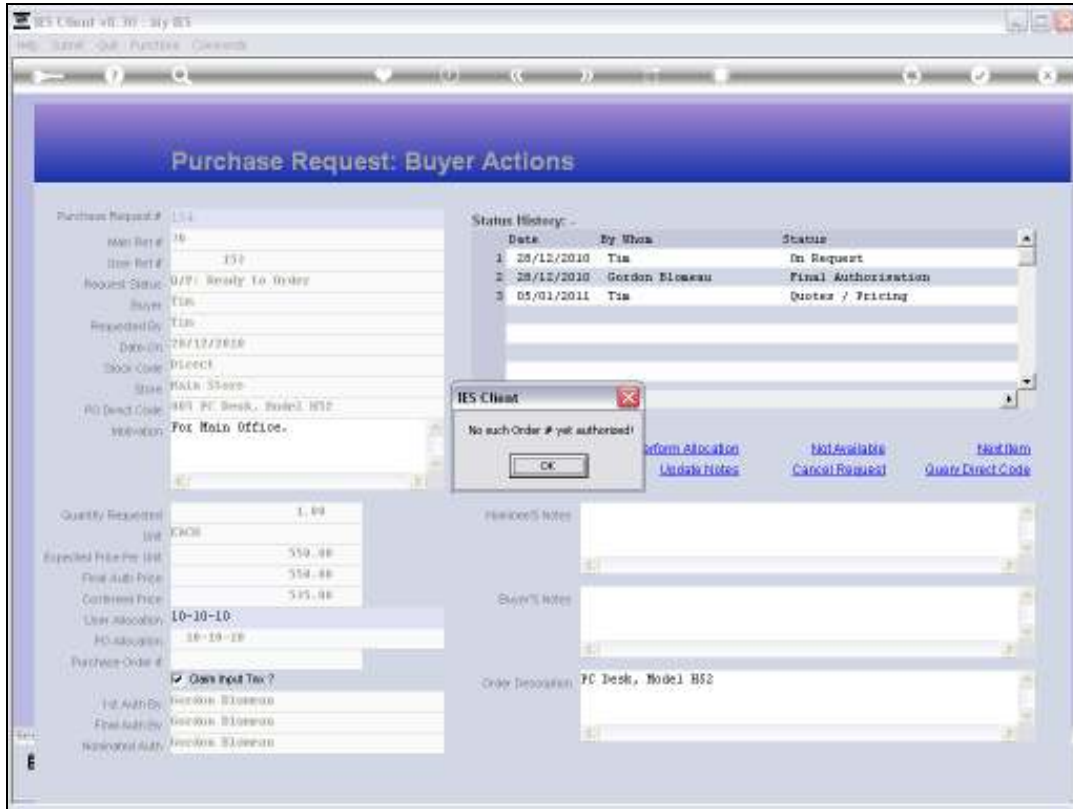
[Confirm Price](#) [Perform Allocation](#) [Not Available](#) [Not Item](#)  
[Confirm Order #](#) [Update Notes](#) [Cancel Request](#) [Query Direct Code](#)

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

Slide 8

Slide notes:





Slide 9  
Slide notes:

**Purchase Request: Buyer Actions**

Purchase Request # 154  
Main Ref # 70  
User Ref # 153  
Request Status O/P: Ready to Order  
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 559.00  
Final Auth Price 559.00  
Confirmed Price 535.00  
User Allocation 10-10-10  
PO Allocation 10-10-10  
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	On 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 10  
Slide notes:

IES Client v8.30 : My IES

Help Submit Quit Functions Comments

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**Purchase Request: Buyer Actions**

Purchase Request #	154
Main Ref #	70
User Ref #	153
Request Status	O/P: Ready to Order
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	559.00
Final Auth Price	559.00
Confirmed Price	535.00
User Allocation	10-10-10
PO Allocation	10-10-10
Purchase Order #	
<input checked="" type="checkbox"/> Open Input Tax?	
1st Auth By	Gordon Bloneau
Final Auth By	Gordon Bloneau
Nonnoted 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 11

Slide notes: And a valid Order number will be accepted.

**Purchase Request: Buyer Actions**

Purchase Request # 154  
Main Ref # 70  
User Ref # 153  
Request Status Q/P: Ready to Order  
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 559.00  
Final Auth Price 559.00  
Confirmed Price 535.00  
User Allocation 10-10-10  
PO Allocation 10-10-10  
Purchase Order #  
 Claim Input Tax?  
1st Auth By Gordon Bloneau  
Final Auth By Gordon Bloneau  
Nominated Auth Gordon Bloneau

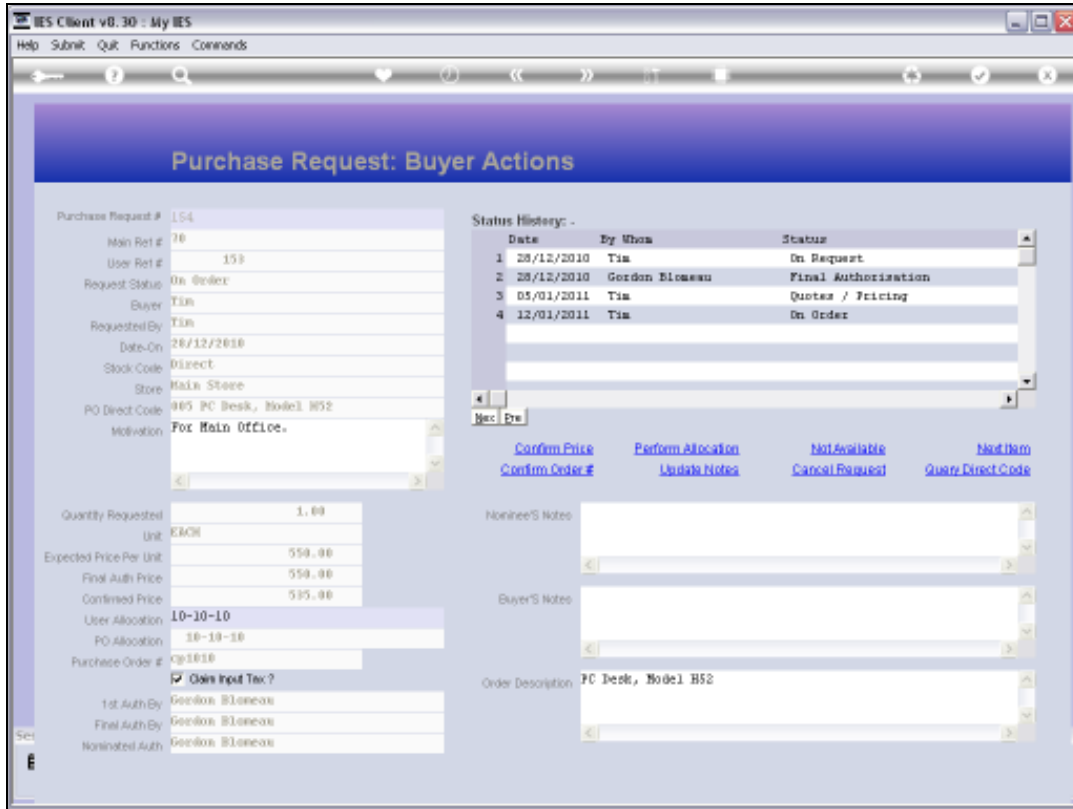
**Status History:**

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](#)

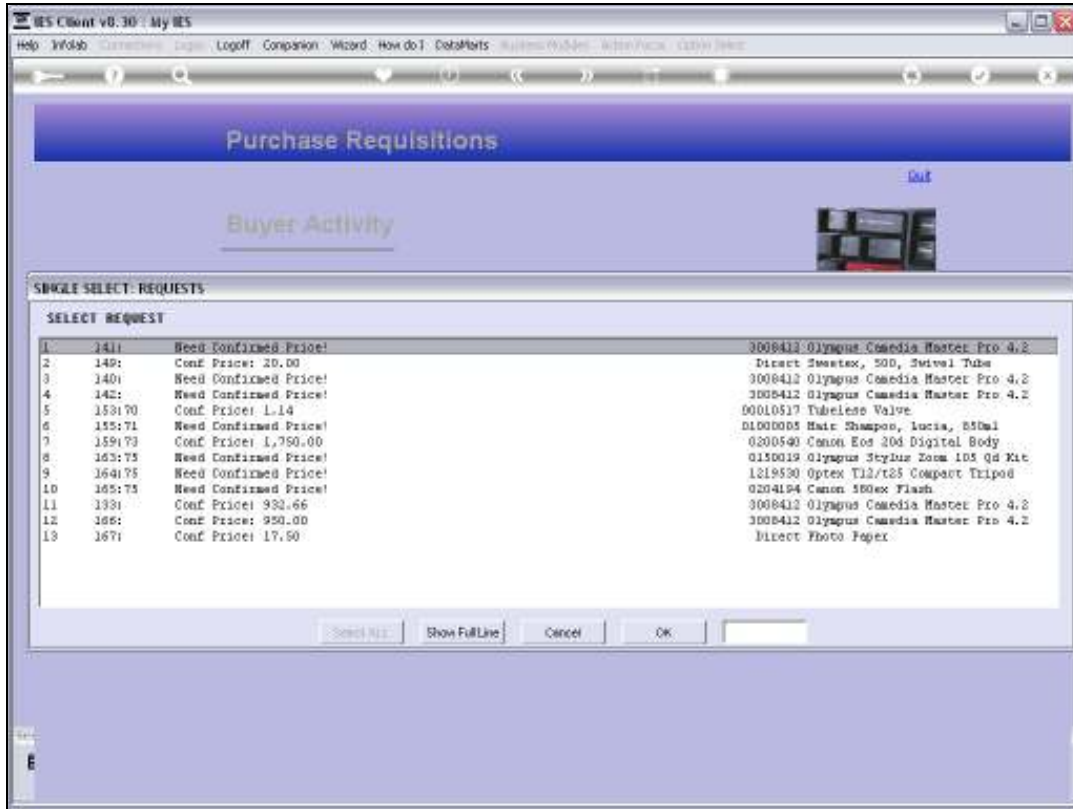
Nonnee's Notes  
Buyer's Notes  
Order Description PC Desk, Model H52

Slide 12  
Slide notes:

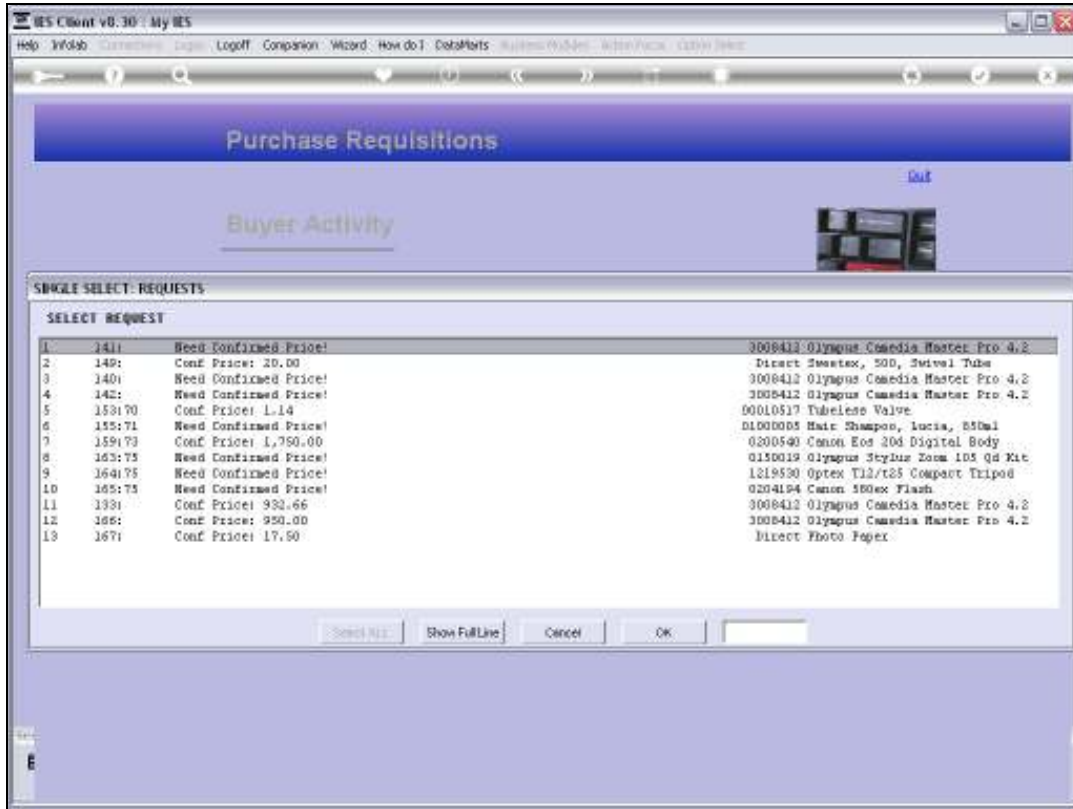


Slide 13

Slide notes: Now we see the Order number shown on the Purchase Request Item. Plus we see a new entry in the status box showing that the Item is On Order. Normally, we will not use this method to indicate the Order Number, because the system will insert it automatically when we use the Buyer's "load" function to include Purchase Request Items with a Purchase Order. So in fact, we could say that we will normally only use this function manually for corrections or changes.



Slide 14  
Slide notes:



Slide 15  
Slide notes: