

How to add a Purchase Order

In this option you can add the SAP Purchase Order via the Add-on System and once you have added the PO in the Add-on it automatically adds into the SAP and synchronizes with both system.

To easily add the PO, you should have prior knowledge about the SAP's Business Partner Data and Item Master Data.

In the BP Master data you must know the Vendor Name, Vendor Code, Vendor Type(Foreign vendor or Local Vendor), BP Currency, Payment Term and Advance Payment Options.

Under the Item Master data, you must know what are the Item Types (RM, FG and Service Items), Item Codes, Item Groups, Item Name, Item UoM, Item Price and Warehouse Code.

Mainly, all the records are captured through the Project Code and you have been aware about the Project Code.

To get above details, please liaises with Merchandising Team.

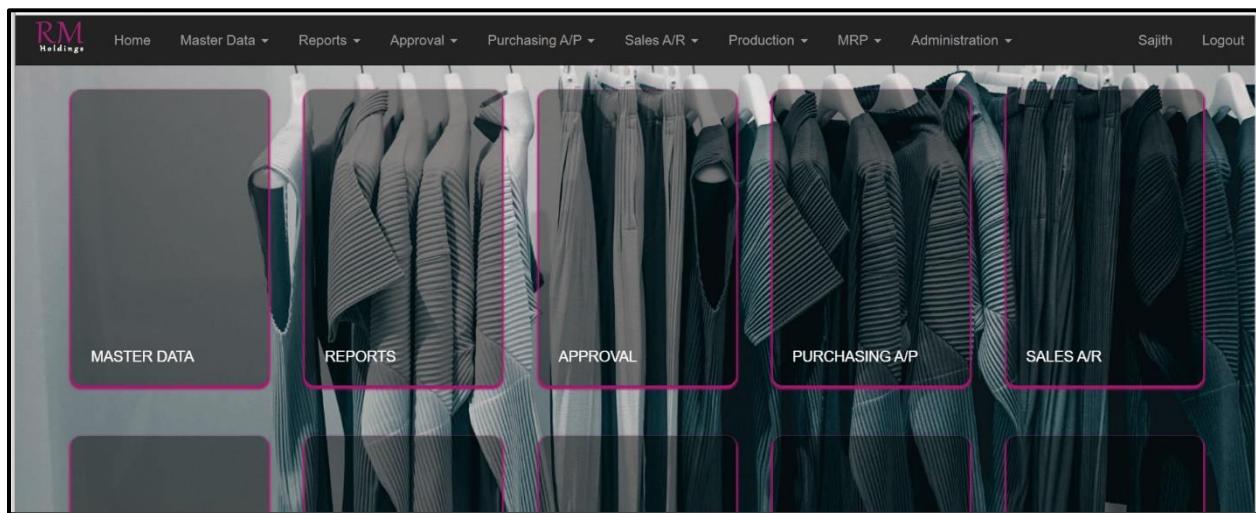
To generate the Purchase Order, you should have a confirmation of the Master Data such as BP(Vendor Creation) and Item Master (RM Code, Price etc.)

1st you must have an Add-on system access with user name and password. To create a user name and password, please contact IT Team.

Once you have the username and password, log into the Add-on live system

<http://192.168.1.55:1212/Home/Index>

Now you can see the home screen and available modules under your user account.



2nd Go to the relevant module, for Purchase Order creation you have to go for Purchase A/P

Under the Purchasing A/P you can see the “Purchase Order” and select to open the Purchase Order Adding Window.

Purchase Order

Vendor & Name:	Search for vendor.	Select Vendor	Port:	Select Port			
Delivery Date:	dd----yyyy	Ship Mode:	Select Ship Mode				
Currency:	Advance Payment: No						
Del Term:	Select Del Term	A. Percentage:	0.00				
Item Group		SAP Item Code & Name	Quantity	UoM	Unit Price	Whs	Project
Comments:							

3rd Here you can see the available fields to enter data. It is quite similar to the Purchase Order window in SAP Business One.

To raise the Purchase Order you must know about the Vendor, Project Code, Delivery Date and Item Details. You can check the availability of these data by referring to the Master Data Section in this Add-on system.

Home Master Data Reports Approval Purchasing A/P Sales A/R Production MRP Administration Sajith Logout

Finished Goods Raw Materials Services

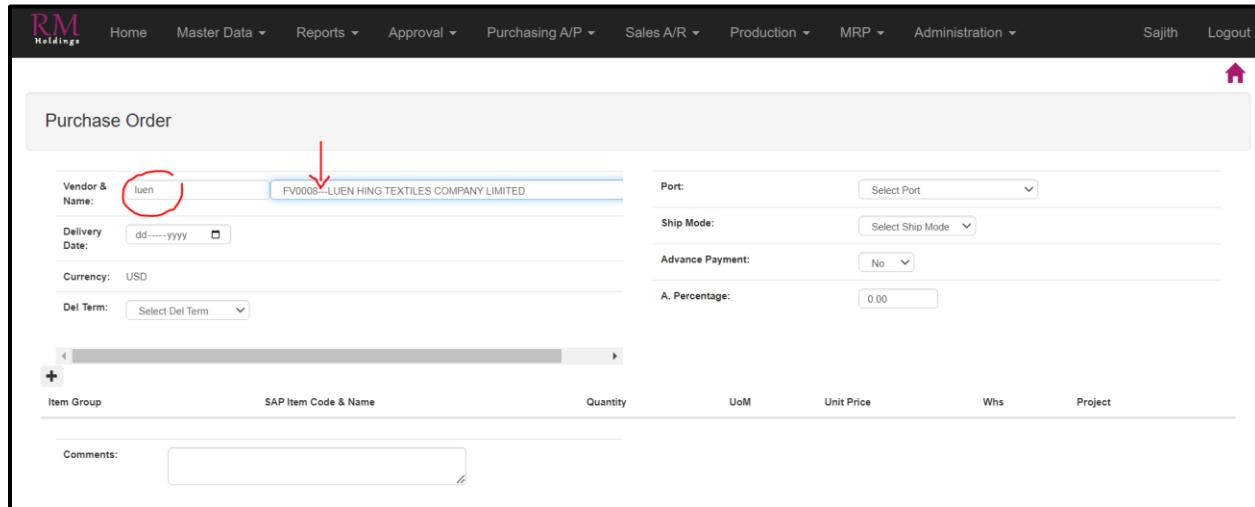
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4th After referring to the Master Data, please note down required details and remember.

Now you are ready to enter the details in the PO.

- Starting from the header level details such as vendor.

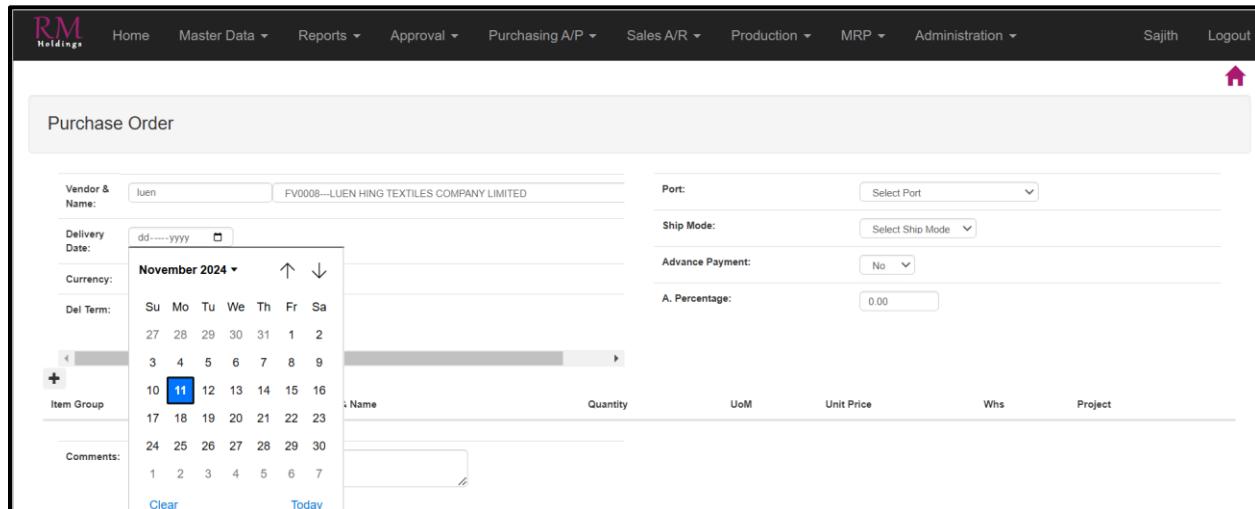
Type the part of vendor name in the Search Field E.g. Luen then move to the next field and select the relevant vendor code and name.



Purchase Order

Vendor & Name:	luen	FV0008—LUEN HING TEXTILES COMPANY LIMITED														
Delivery Date:	dd----yyyy															
Currency:	USD															
Del Term:	Select Del Term															
<table border="1"> <thead> <tr> <th>Item Group</th> <th>SAP Item Code & Name</th> <th>Quantity</th> <th>UoM</th> <th>Unit Price</th> <th>Whs</th> <th>Project</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Item Group	SAP Item Code & Name	Quantity	UoM	Unit Price	Whs	Project							
Item Group	SAP Item Code & Name	Quantity	UoM	Unit Price	Whs	Project										
Comments: <input type="text"/>																

- Now enter the Delivery Date, it has a calendar field then you can select the required delivery date.



Purchase Order

Vendor & Name:	luen	FV0008—LUEN HING TEXTILES COMPANY LIMITED														
Delivery Date:	dd----yyyy															
Currency:	USD															
Del Term:	Select Del Term															
<table border="1"> <thead> <tr> <th>Item Group</th> <th>SAP Item Code & Name</th> <th>Quantity</th> <th>UoM</th> <th>Unit Price</th> <th>Whs</th> <th>Project</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Item Group	SAP Item Code & Name	Quantity	UoM	Unit Price	Whs	Project							
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Comments: <input type="text"/>																

- Next you can see the available fields in the header section. No need to select the "Currency" for most of the vendors and it picks the currency from the BP Master Data. However, if you have a multiple currency vendor then you have to select the appropriate currency such as LKR or USD.
- In the other fields you can see the drop-down list to select the required data such as Del.Term, Port, Ship Mode and Payment Advance.

5. Now you can add the Item Details by selecting the “+” button

Item Group	SAP Item Code & Name	Quantity	UoM	Unit Price	Whs	Project
Select Item Group	Select SAP Item				Select WHS	Select Project
Remove						

6. Once you click that button, a new line will add and you can select the relevant Item Group.
 7. After that you can move to the item field and select the appropriate item based on the selected item group.
 Or else you can search the item by typing the part of the item name.

Item Group	SAP Item	Quantity	UoM	Unit Price
Elastic	GRE			
Remove				

8. Next you can enter the required quantity and no need to define the UoM it automatically comes based on the Item Master Data. If it is a problem with the item details, please contact the Merchandising Team.

Purchase Order

Vendor & Name: luen FV0008—LUEN HING TEXTILES COMPANY LIMITED

Delivery Date: dd----yyyy

Currency: USD

Del Term: DAP

Port: BANGLADESH

Ship Mode: SEA

Advance Payment: No

A. Percentage: 0.00

Name	Quantity	UoM	Unit Price	WHS	Project
002 UNDERBAND 14MM GREEN FLASH RMBSP1515 HG818I	10	Meter	0.071 USD	0.071	Select WHS Select Project Remove

Comments:

9. Next, item price field, if it is a repeating item and already purchased, it would automatically come. If it is a completely new item, then it comes with the master data and else you have to manually enter the price with the right currency.

****Please make sure the BP Currency and Price are similar.

10. After that you can select an appropriate Warehouse Code and Project Code to Finalize the Item Data.

As per your requirements, you can add any number of items. We recommend please keep 10 – 15 items per PO.

Purchase Order

Vendor & Name: luen FV0008—LUEN HING TEXTILES COMPANY LIMITED

Delivery Date: dd----yyyy

Currency: USD

Del Term: DAP

Port: BANGLADESH

Ship Mode: SEA

Advance Payment: No

A. Percentage: 0.00

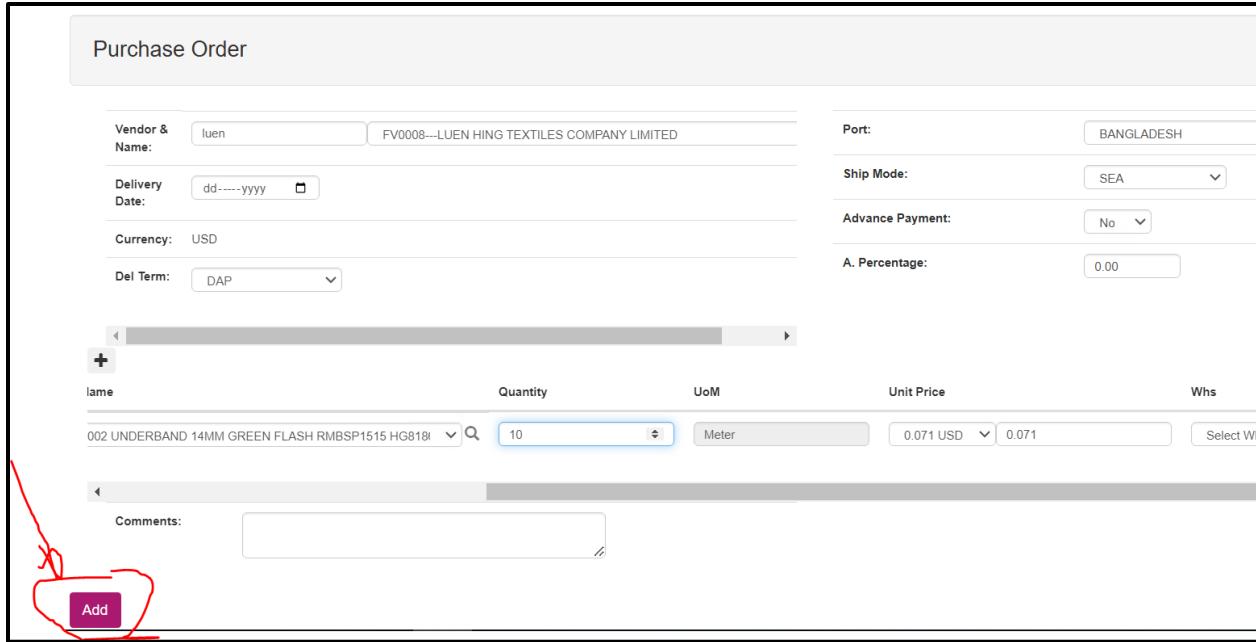
Name	Quantity	UoM	Unit Price	WHS	Project
002 UNDERBAND 14MM GREEN FLASH RMBSP1515 HG818I	10	Meter	0.071 USD	0.071	Select WHS Select Project Remove

Comments:

Final step, you can put a comment in 254 character length with alphanumeric.

Now You have finished the data entering part for the PO and now you can add the Purchase Order. Before adding the PO to the system please cross check all the fields are correct.

After adding the PO you can't change the data in the Add-on system, you must have access for the SAP Business One.



Purchase Order

Vendor & Name: luen FV0008--LUEN HING TEXTILES COMPANY LIMITED

Delivery Date: dd----yyyy

Currency: USD

Del Term: DAP

Port: BANGLADESH

Ship Mode: SEA

Advance Payment: No

A. Percentage: 0.00

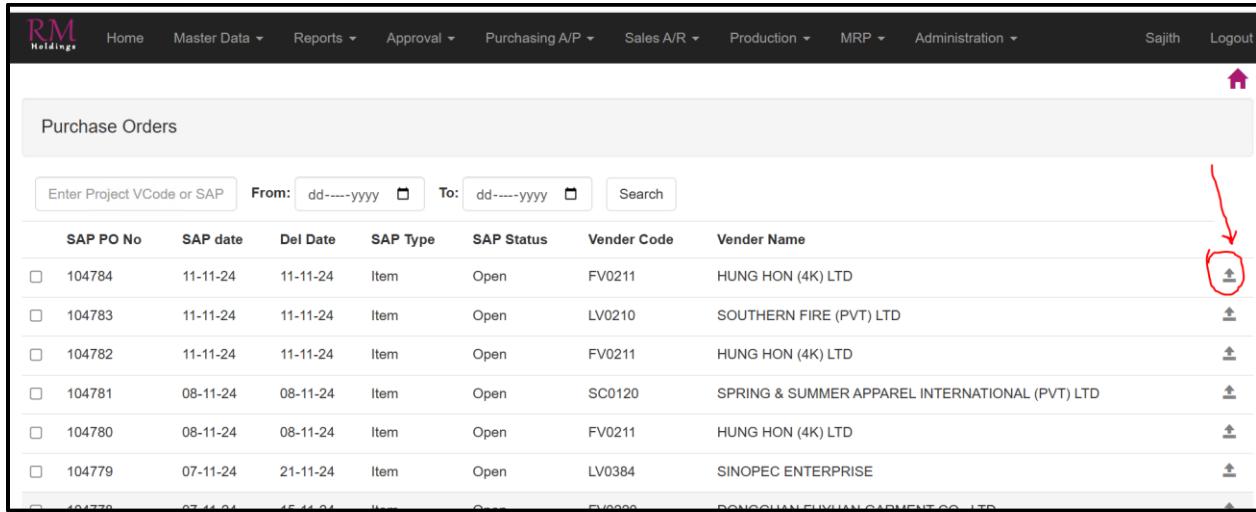
Name	Quantity	UoM	Unit Price	Whs
002 UNDERBAND 14MM GREEN FLASH RMBSP1515 HG818I	10	Meter	0.071 USD	0.071

Comments:

Add

To check the added PO details and take print out or PDF of the Purchase Order, please refer to the Purchasing A/P module.

Under the Purchasing AP section, you can see “SAP POs”



Purchase Orders

Enter Project VCode or SAP	From: dd----yyyy	To: dd----yyyy	Search			
SAP PO No	SAP date	Del Date	SAP Type	SAP Status	Vendor Code	Vendor Name
104784	11-11-24	11-11-24	Item	Open	FV0211	HUNG HON (4K) LTD
104783	11-11-24	11-11-24	Item	Open	LV0210	SOUTHERN FIRE (PVT) LTD
104782	11-11-24	11-11-24	Item	Open	FV0211	HUNG HON (4K) LTD
104781	08-11-24	08-11-24	Item	Open	SC0120	SPRING & SUMMER APPAREL INTERNATIONAL (PVT) LTD
104780	08-11-24	08-11-24	Item	Open	FV0211	HUNG HON (4K) LTD
104779	07-11-24	21-11-24	Item	Open	LV0384	SINOPEC ENTERPRISE
104770	07-11-24	15-11-24	Item	Open	FV0209	SONOCO PRIVATE LIMITED CO. LTD

Here you can see the icon, by clicking this icon you can take the print preview of the PO.

PO type:	Item													
PO Status:	Open													
PO Date:	11-11-24													
Del Date:	11-11-24													
Vendor Code:	FV0211													
Vendor Name:	HUNG HON (4K) LTD													
Item No	Item Group	Item Name	Quantity	UoM	Price	Currency	Ship Date	Open Qty	Project	GRN Qty	Whs Code	Cus PO	Customer	Total
ELA03801	Elastic	UNDERBAND ELASTIC KS2851/38 JET BLACK (03) 19-0303TPX	1,430.00	Meter	0.0000		11-11-24	1430.00	AB023	0.00	RMH20	PO3300016654	ADITYA BIRLA FASHION & RETAIL LTD	0.00
Payment Term:	30 Days Credit Supplier	Document Total :	USD : 0.00											
Delivery Term:														
Mode of Shipment:														
Port:														
Comments :- Origin: MRP -														
Layout Activate Windows Go to Settings to activate Windows.														

Press the “Layout” button to print or generate the PDF.

RM HOLDINGS PVT LTD

No: 640, GIRIULLA ROAD, KANDAWALAK, KATANA, SRI LANKA
Tel: 94317655700
Fax: 94312227770
Email:

PURCHASE ORDER

Supplier: HUNG HON (4K) LTD **PO Number:** 104784
Ship To: No: 640, GIRIULLA ROAD, KANDAWALAK, KATANA, SRI LANKA **PO Date:** 11-11-24
Supplier Code: FV0211 **VAT Reg.No.:** 114600709-7000
VAT Reg.No.: SVAT 001183 **SVAT Reg.No.:** SVAT 001183
BOI Reg. No.: 3621/09/10/2007

Item No	Item Group	Item Name	Quantity	UoM	Price	Del Date	Cus PO	SAP PO No	Amount
ELA03801	Elastic	UNDERBAND ELASTIC KS2851/38 JET BLACK (03) 19-0303TPX	1,430.00	Meter	0.0000	11-11-24	PO3300016654	104784	0.00

Total: **USD 0.00**

Payment Term: 30 Days Credit Supplier
Delivery Term:
Mode of Shipment:
Port:

Now you can send the PO to the vendor.