



Purchase/Delivery Order

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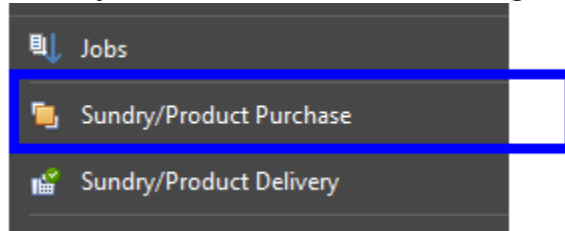
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1. Introduction

This guide details the process to set up a Purchase Order.

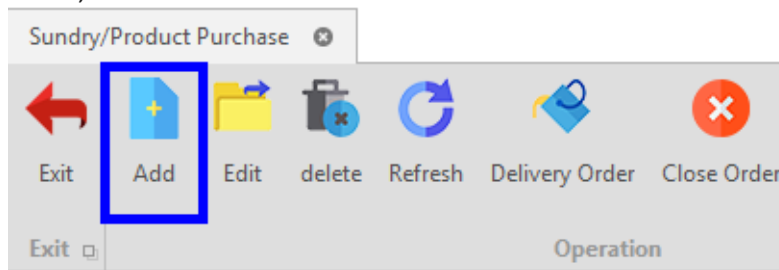
To access this feature, click on **Sundry/Product Purchase**, in the Navigation Bar.



2. Purchase Order

a. Step-by-Step Process

- i. Click on Sundry/Product Purchase.
- ii. In the Menu bar, click on Add.



iii. Fill in the required information in the *Purchase Orders'* popup:

- Supplier: product provider.

Supplier

Notes

- Expected Delivery: expected delivery date for the order.

Expected Delivery

- Date: creation date of the Purchase Order.

Date

- Note: comment or additional information.

Notes



iv. Assign products to the order.

Drag a column header here to group by that column

Product/Sundry	Code	Unit	Price	Initial Quantity	Total
VIOLET EXTREME	W742	Liter	10.0	20.0	200.0
BASECOAT BRIGHT YELLOW	B290	Liter	9.0	8.0	72.0
GREEN-ROSE EXTREME	W722	Liter	13.0	15.0	195.0
FLOP MODIFIER	W001	Liter	15.0	4.0	60.0

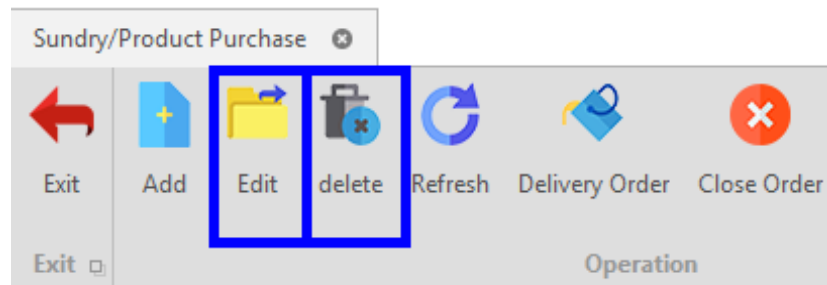
Description	Code
VIOLET EXTREME	W742
BASECOAT BRIGHT YELLOW	B290
GREEN-ROSE EXTREME	W722
FLOP MODIFIER	W001
METALLIC ADDITIVE	W002
BASECOAT GREEN-ROSE EXTREME	B775
2K CLEAR	T000
2K CONCENTRATED WHITE	T010
2K MIXING WHITE	T020
2K LUMINOUS BLUE	T110
2K MIXING BLUE	T120
2K DEEP BLUE	T130

P.S: the columns in blue will be filled manually. The other columns will be generated automatically once a product is selected.

v. Click on Save or Save and Close to save.

b. Edit/Delete Purchase Order

To Edit or Delete a purchase order, choose an order then one of the below options.



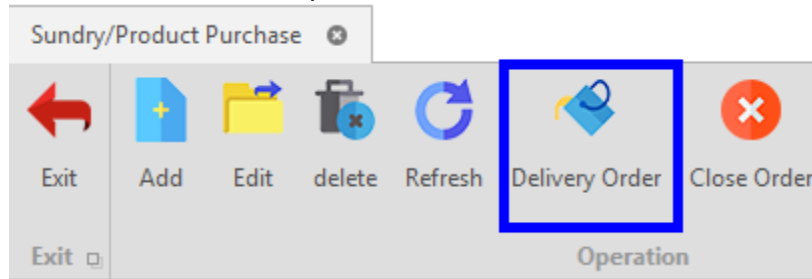
P.S: it is not possible to delete an order unless its status is NEW.

3. Delivery Order

When a complete or partial order is delivered, it is possible to enter the products in the inventory.

a. Step-by-Step Process

- i. Click on Sundry/Product Purchase.
- ii. Select a Purchase Order.
- iii. In the Menu bar, click on Delivery Order.



iv. In the popup page:

- The first part shows all the order's information.
- The second part is reserved to deliver the products.

Product/Sundry	Unit	Price	Initial Quantity	Remaining Quantity	Total
VIOLET EXTREME	Liter	10.0	20.0	20.0	200.0
BASECOAT BRIGHT YELLOW	Liter	9.0	8.0	8.0	72.0
GREEN-ROSE EXTREME	Liter	13.0	15.0	15.0	195.0
FLOP MODIFIER	Liter	15.0	4.0	4.0	60.0

Product/Sundry	Unit	Price	Quantity
VIOLET EXTREME	Liter	10.0	20.0
BASECOAT BRIGHT YELLOW	Liter	9.0	8.0
GREEN-ROSE EXTREME	Liter	13.0	15.0
FLOP MODIFIER	Liter	15.0	4.0

v. In the Delivery part, the last column shows the quantity ordered for every product.

Price	Quantity
10.0	20.0
9.0	8.0
13.0	15.0
15.0	4.0

vi. By default, the quantity is the same as the order:

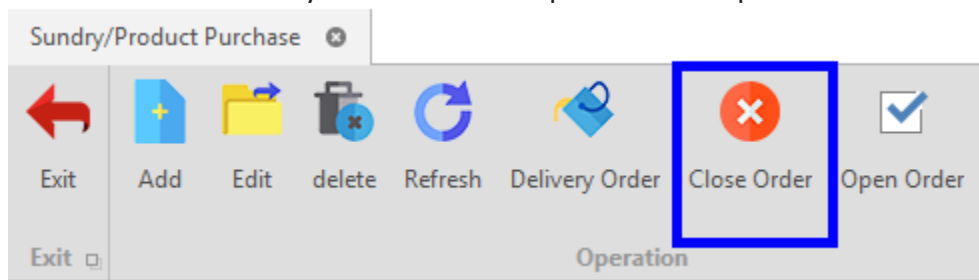
- Update the quantities which have been received in case of a partial order.



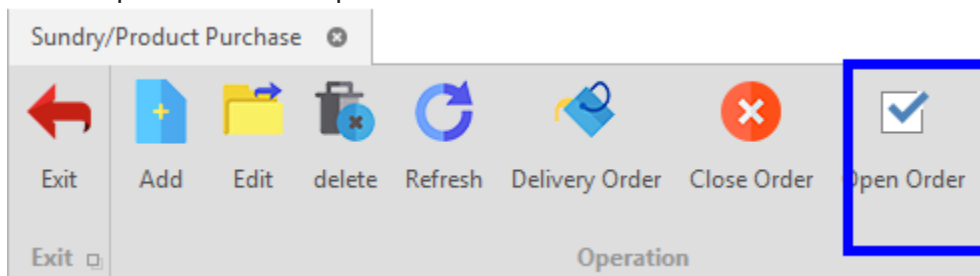
- Do not change the quantities if you received all the products with the correct quantities ordered.
- vii. Click on Save and Close.
- viii. The Status of the order will change based on partial or complete delivery:
- Processing: the order has been partially delivered.
 - Delivered: the order has been completely delivered.

ID	Supplier	Status	Last Change Date	Total
+ 146	Hymax	Processing	07-Aug-20	527.0
+ 148	Hymax	Delivered	07-Aug-20	28.0

- ix. Click on Close Order once you receive all the products and quantities.

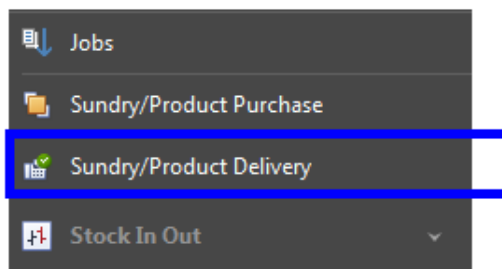


- x. Click on Open Order to reopen the order.

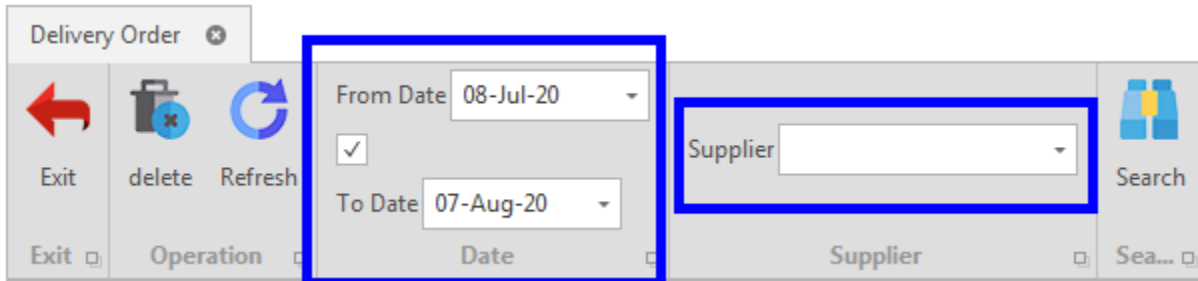


b. View or Delete Delivery Orders

- i. Click on **Sundry/Product Delivery**, in the Navigation Bar.

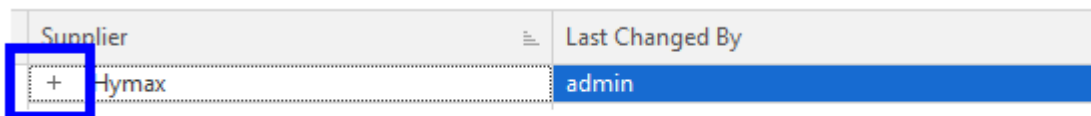


ii. You can filter the delivered orders by Supplier or by date.

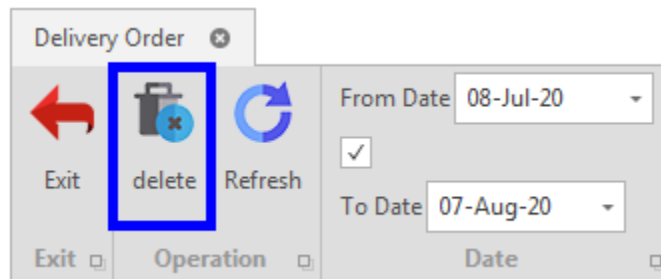


P.S: After filtering the orders, click on Search to filter the data.

iii. Click on “+” to view the delivered order.



iv. Click on Delete to delete an ordered that has been delivered

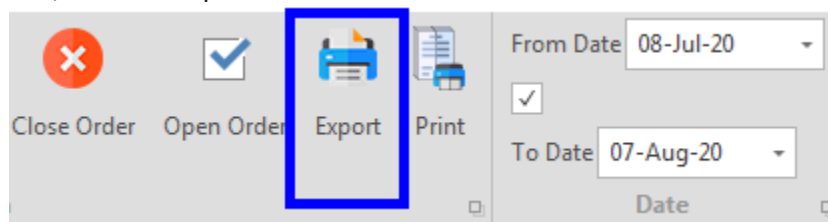


4. Export Purchase Orders

a. Export Multiple Purchase Orders

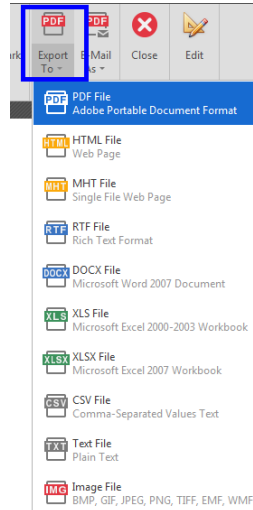
This feature allows you to export a report of all the purchase orders.

- Click on **Sundry/Product Purchase**, in the Navigation bar.
- In the Menu bar, click on Export





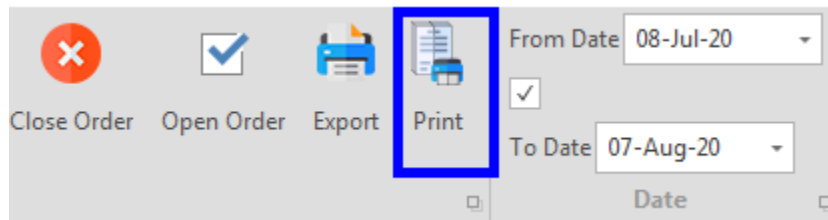
- Export the file in different types.



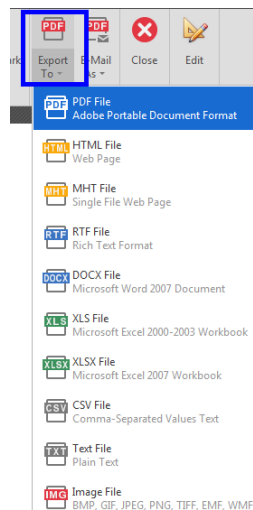
b. Export Single Purchase Order

This feature allows you to export a detailed report for a single purchase order.

- Click on **Sundry/Product Purchase**, in the Navigation bar.
- In the Menu bar, click on Print.



- Export the file in different types.





5. Contact information

For more information or comments, please do not hesitate to contact our Software support team by email at support.it@hymax.biz

Or by phone at +961 9 925 990

We are available from 8:00AM (GMT) to 8:00PM (GMT).