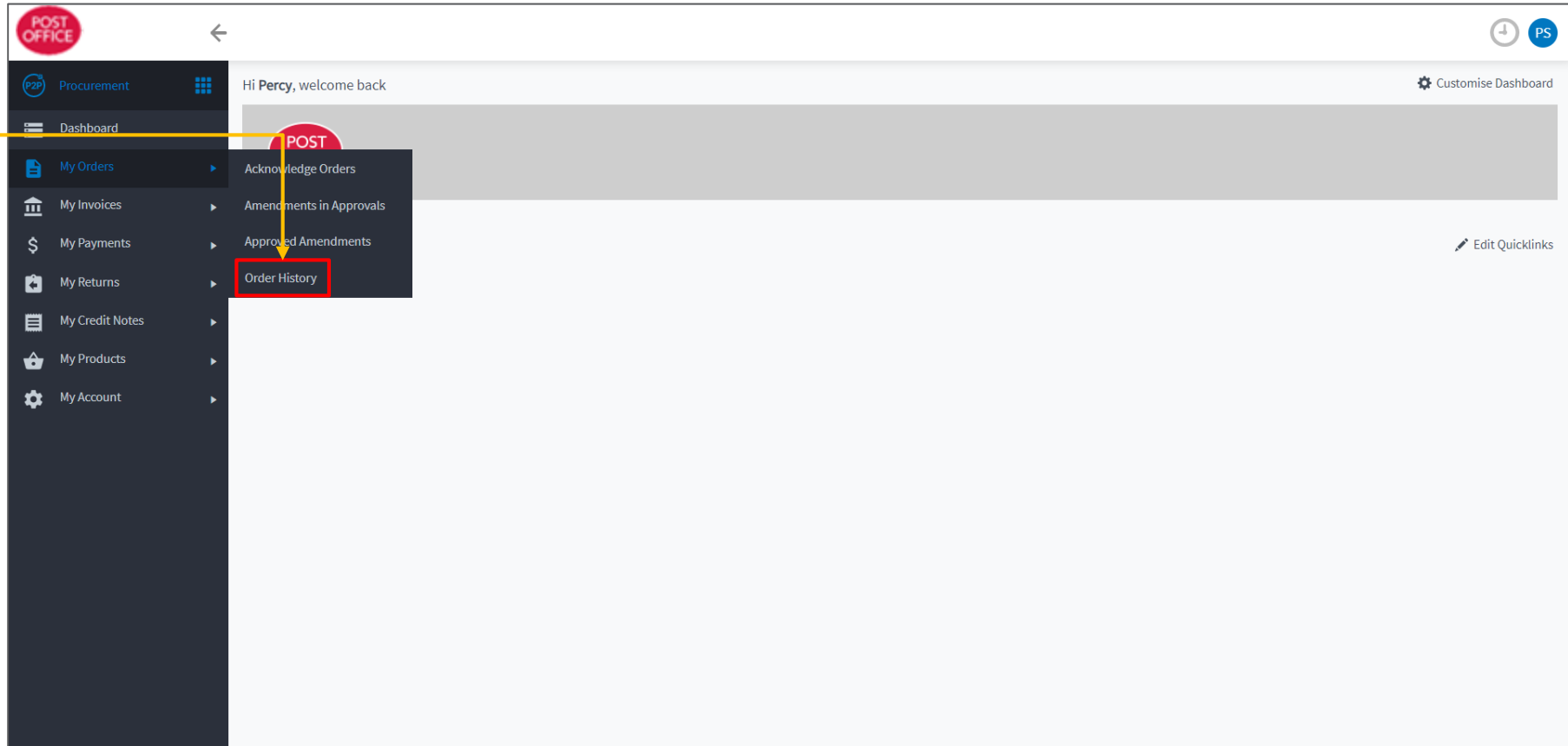




Purchase Orders

Supplier User Guide

Viewing an order



Viewing an order (cont.)

1
Click 'View' for the order you want to see.

The screenshot shows the 'Order History' page in the Post Office Procurement system. The page includes a search bar, a date filter set to 'Last 14 days', and a table of orders. A 'View' button is highlighted with a red box and a yellow arrow. A callout box on the left points to the 'View' button with the text 'Click 'View' for the order you want to see.'

Reference	Date	Status	Net Total
6700003116	29 May 2020	Received and Invoiced	1,000.00

Viewing an order (cont.)

The screenshot displays the 'Order History' page in the POST OFFICE Procurement system. The interface includes a sidebar menu on the left with options like Dashboard, My Orders, My Invoices, My Payments, My Returns, My Credit Notes, My Products, and My Account. The main content area shows an order entry with a 'Header Details' section containing a currency dropdown set to 'EUR - Euro', a 'Show Conversion' button, and 'Download', 'Print', and 'Customise' buttons. Below this is a table with columns for Line No., Line Status, Part No./Service Reference, Desc. Category, UOM, Qty, Unit Price, Over, Del, Accepted, Rejected (No replacement), Rejected (For replacement), Disputed, Ret, Currently Invoiced, Available To Invoice, Notes, Del.To, Del.By, Currency, Traceability, Goods Total, Tax, and Line Total. A tax summary table is also visible at the bottom right.

Line No.	Line Status	Part No./Service Reference	Desc. Category	UOM	Qty	Unit Price	Over	Del	Accepted	Rejected (No replacement)	Rejected (For replacement)	Disputed	Ret	Currently Invoiced	Available To Invoice	Notes	Del.To	Del.By	Currency	Traceability	Goods Total	Tax	Line Total
1	Received and invoiced		Test Accountancy & Services	each	10	100.00 EUR	0	10	10	0	0	0	0	10	0		Hemel Hempstead	30 May 2020	EUR		1,000.00 EUR	VAT@20.00%	1,200.00 EUR

Tax Type	Tax Amount	Tax Code	Tax Notes	Net Total
VAT@20.00% on 1,000.00 EUR	200.00 EUR	VS	None	1,000.00 EUR
				Total Tax 200.00 EUR
				Gross Total 1,200.00 EUR

1 Expand the header details for an overview of the order.

2 View notes and attachments here.

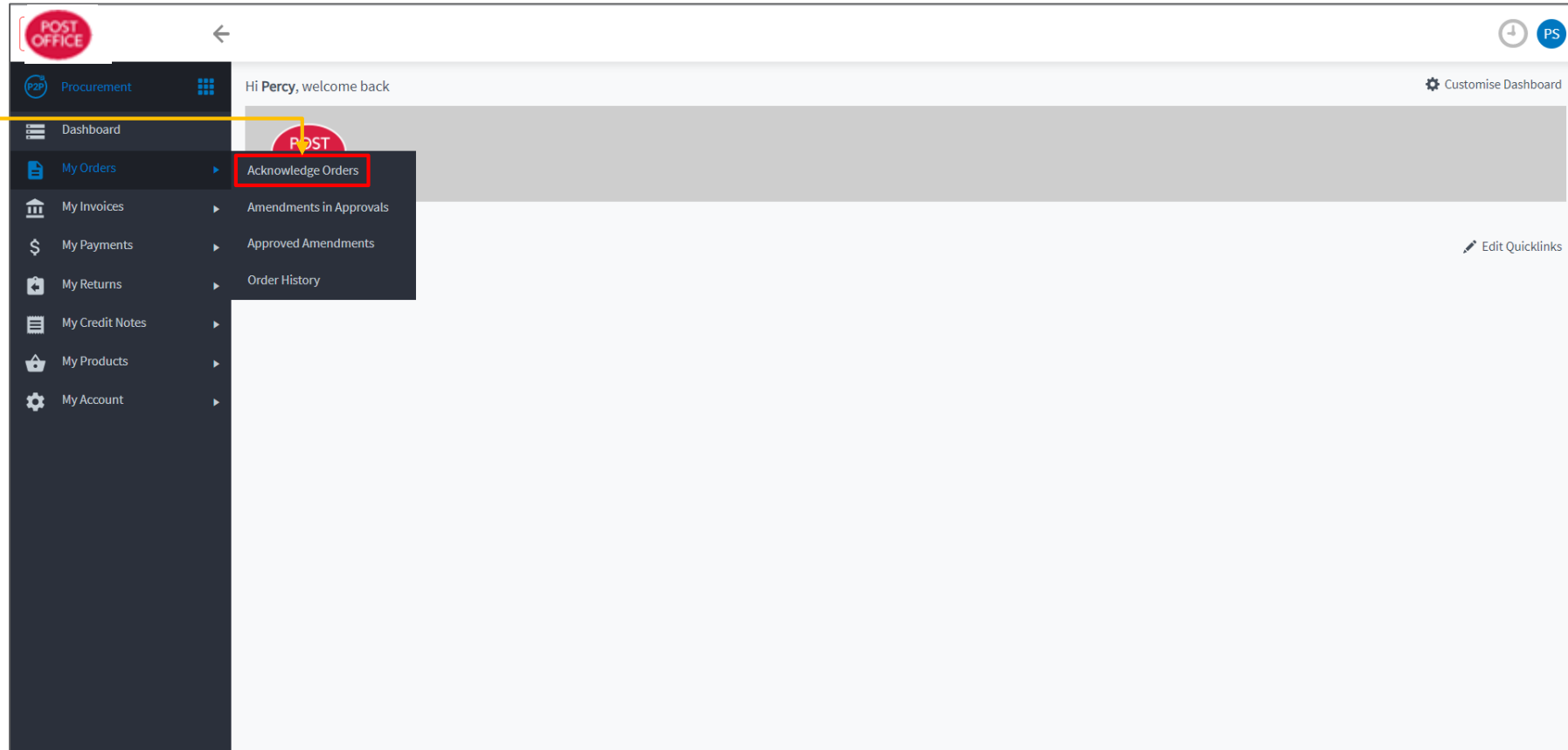
3 Use this to convert into different currencies.

4 You can download or print the order here, and customise the columns you see.

Acknowledging or amending an order (if not auto-acknowledge)

1

To acknowledge an order, click here.



Acknowledging or amending an order (if not auto-acknowledge) cont.

1

To amend or acknowledge the order, click here.

2

To just view the order, click here.

The screenshot shows the 'POST OFFICE' Procurement interface. The main heading is 'Orders Awaiting Acknowledgement'. Below this is a search bar with 'Search For:' and 'Date: All' dropdown, and 'Search' and 'Reset' buttons. Below the search bar is a table with columns: Reference, Date, Status, Seller Contact Name, and Net Total. A single row is visible with Reference 6700000612, Date 27 Feb 2020, Status New, Seller Contact Name Percy Shelley, and Net Total 1,000.00. Below the table are two buttons: 'Select' and 'View'. A yellow arrow points from the 'Select' button to the 'My Orders' menu item in the left sidebar. Another yellow arrow points from the 'View' button to the 'My Orders' menu item. A third yellow arrow points from the 'View' button to the 'My Credit Notes' menu item. The left sidebar contains the following items: Dashboard, My Orders, My Invoices, My Payments, My Returns, My Credit Notes, My Products, and My Account.

Reference	Date	Status	Seller Contact Name	Net Total
6700000612	27 Feb 2020	New	Percy Shelley	1,000.00

Acknowledging or amending an order (if not auto-acknowledge) cont.

Orders Awaiting Acknowledgement

POST OFFICE

Header Details

Delivery Date for all lines Use For All

GBP - Pound sterling Show Conversion

Download Print Customise

Line No.	Part No./ Service Reference	Desc.	UOM	Qty	Unit Price	Notes	Del. To	Del By	Traceability	Goods Total Tax	Tax Total	Line Total
1		Lauren test	each	<input type="text" value="1"/>	<input type="text" value="1000.00"/>		London	<input type="text" value="28/02/2020"/>		1,000.00 GBP VAT@20.00%	200.00 GBP	1,200.00 GBP

Tax Type Tax Amount Tax Code Tax Notes

VAT@20.00% on 1,000.00 GBP 200.00 GBP VS None

Net Total 1,000.00 GBP

Total Tax 200.00 GBP

Gross Total 1,200.00 GBP

Acknowledge Order Send Amendment Exit

1 Use these fields to amend the delivery dates.

2 Use this field to amend the quantity.

3 Use this field to amend the unit price.

4 Use this field to show the order in a different currency.

5 If amending, use this button to send the amendments.

6 To just acknowledge the order, with no changes, click this button.