

OpenERP Purchase User's Manual

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OpenERP Purchase User's Manual



Goal

Guide the management of the information related to purchases using the Enterprise Resource Planning tool available for the company (OpenERP), to create accurate and correct purchases orders before giving rise to other operations.

Scope

This document will help the user from its First Steps, access to the ERP platform, products and suppliers management, creation and confirmation of Purchase Orders and the concerned incoming schedule procedure of the goods and ending with exceptionals operations execution as orders cancellation.

About OpenERP

OpenERP is an amazing software system that is easy to use and provides great benefits to help you organize your daily work.

Users no need to install special software (a web browser is enough), and offers unrivaled functionality, all you require is a device with internet access.

Accessing to OpenERP

To access OpenERP you must enter the following address in your web browser:
<http://erp.nexxogroup.com/>

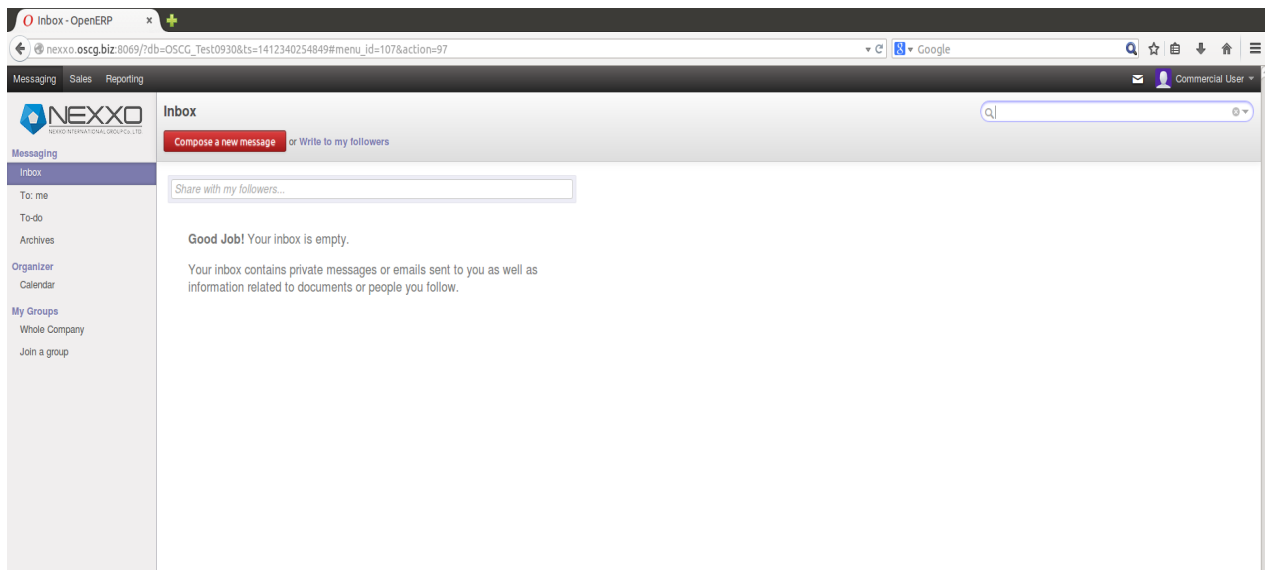
Enter the username and password that were supplied by the system administrator

Ensure to select the right database on the top corner of the screen.

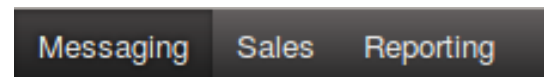
The image shows the OpenERP login interface. At the top, the "OpenERP" logo is displayed with the tagline "OPEN SOURCE BUSINESS APPLICATIONS". Below the logo is a dark grey login box with two input fields: "Nombre de usuario" (Username) with the value "admin" and "Contraseña" (Password). A red button labeled "Iniciar sesión" (Log in) is positioned below the password field. At the bottom of the login box, the text "Gestionar Bases de datos | Con tecnología de OpenERP" is visible. Below the login box, there is a red horizontal bar. At the very bottom, a dark grey bar contains a dropdown menu labeled "Database:" with the selected value "OSCG_Test0930".

Working in OpenERP

We will explain the different components of the work area in OpenERP:



Main Menu: It Indicates the modules which your user can access, in this case the user can access to sales functionalities, messaging, and sales reports modules.

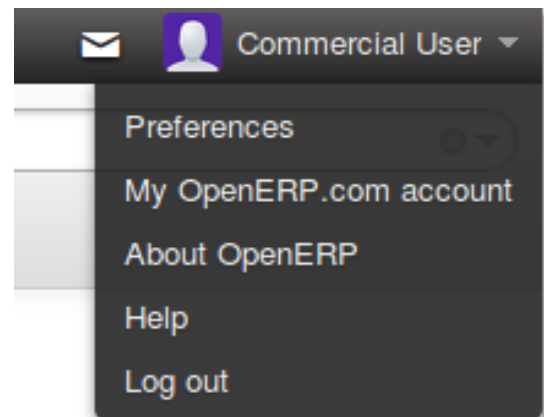


User Menu: The menu at the top right allows:

Modify **user preferences**, such as name, language, email, signature for outgoing mails, and others.

To check the documentation and **Help**

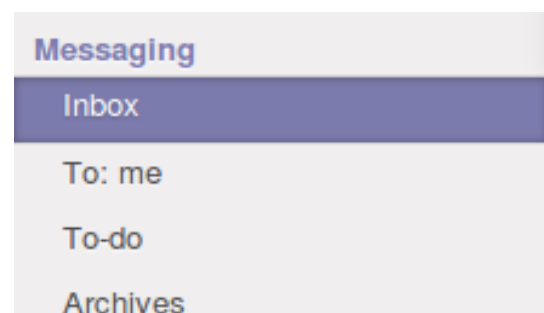
Log off to exit of the system.



Compose a new message: This is a quick access icon that is always available while you work, will allow you to send an email at any time.

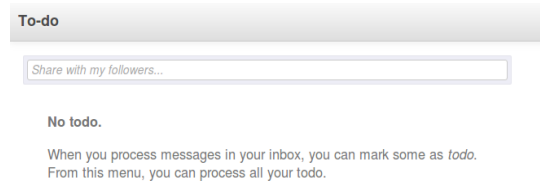


Vertical Menu: contains the options related to the main menu that is active.



Search Bar: this tool allows searches related to the area where you are working, it has different filter options.

Workspace: It is the larger space on the screen and this is where the documents information is displayed while working in OpenERP.



Purchase's Example: From Request for Search to Schedule Goods Reception

Here we will show you a complete Purchases flow, from Request for search to Purchase Order, to follow-up, ending with scheduling of goods reception in a step-by-step scenario.

First you will get an explanation about the use case (what Jerry or one of his colleagues is supposed to do). Then the Notes beside the pictures will learn you how Jerry (or a colleague of his) enters the information in OpenERP. For the simplicity of the use case we will do all of the steps just under the Purchases users.

Use case

Our company is exhibiting at the “House & Design” Fair in Paris and Paulo, a salesman of our company, meets lots of prospects during this event and he makes some business. Paulo has requested to Jane, the purchases manager, to help him finding some products and suppliers to make some orders.

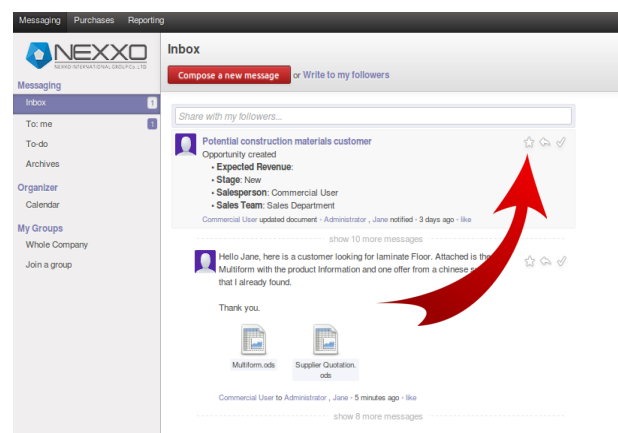
Receiving and assigning a new research request

Jane checks her mail everyday and she saw that a new opportunity to search has been sent to her by Paulo, the salesman.

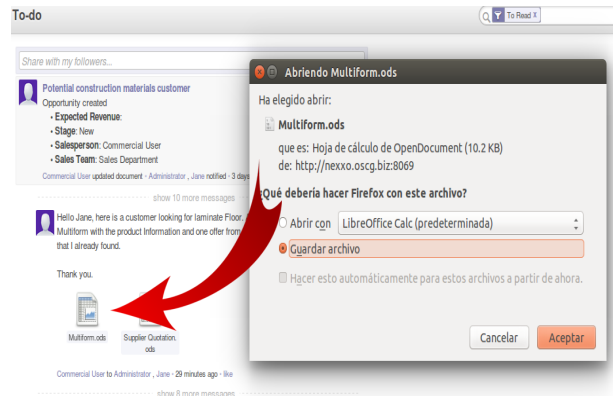
She will start by review if there is the complete and clear information to make the product and suppliers search, She checks the attachment Multiform and all is ok, then she will assign the research to Jerry, one of his employees.

To check her mail, Jane goes to **Messaging** → **Inbox**

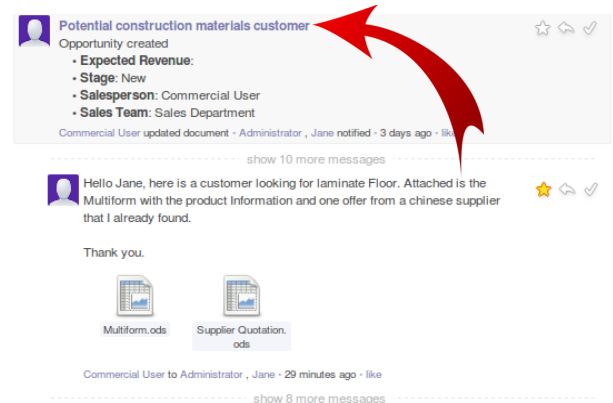
She clicks on “Mark as ToDo” button to remember that this message will need some actions to do in the future.



Jane downloads and checks the attachment Multiform clicking on the Icon under the message.



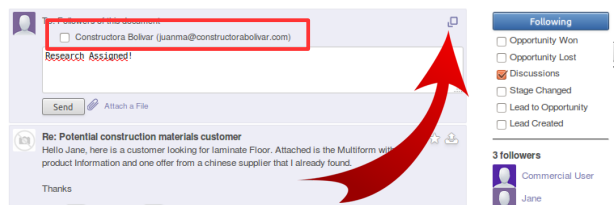
Jane clicks the the Subject of the message (**Title on bold**) to open the opportunity details.



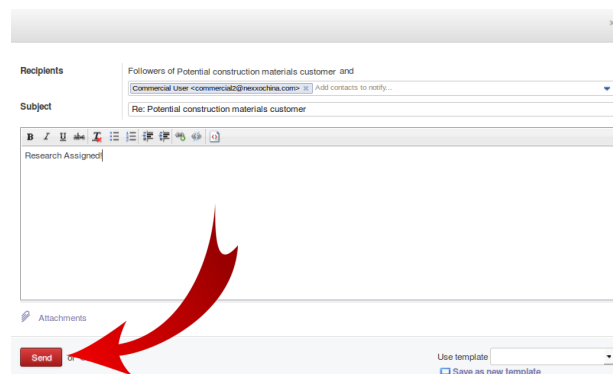
Jane sends a message like "Research Assigned" to Jerry from the opportunity and automatically adds a purchaser to follow the document.



Jane knows that she has to unmark the customer check box and clicks on the **rectangle** icon to send the message to the purchaser.



When she clicks on the rectangle button a pop-up screen appear. then Jane type the **purchaser email** and writes the message. Finally Jane clicks on the "**Send**" button.



From now on, Jerry will keep in contact with the Sales department using the opportunity.

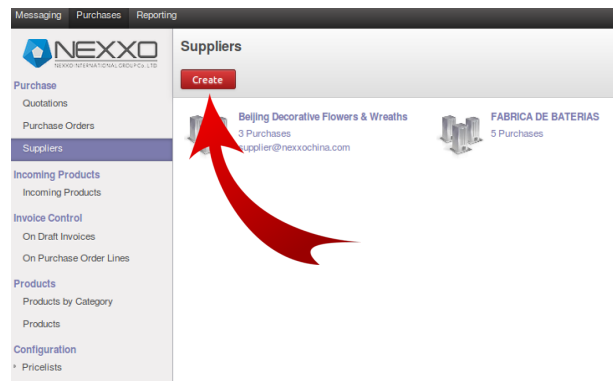
Creating Products and Suppliers

Jerry, the purchaser guy, receives a message from his boss and then he is allowed go ahead with the search procedure, out of the system!

Finally, when Jerry has chosen the best product and supplier then he will create them on the ERP system and confirms to the salesman to go ahead with his negotiation.

Creating Supplier

Jerry goes to **Purchases** → **Suppliers** and clicks on **"Create"** button.



Jerry defines whether it is a company or a person. It is suggested that all contact person should be defined below, he Inputs the **basic information** and Add a **Tag** to provide easy access to individual supplier by searching the Tag.

Next step, Jerry clicks on the **"Create"** button to Create the contact person for the Supplier

This is a screenshot of the 'Create Supplier' form in the NEXXO ERP system. The form is titled 'ABC Laminate Floor Factory'. It includes a dropdown for 'Company' with a 'Tag' field. There are sections for 'Address' (with a 'Use Company Address' checkbox), 'Job Position', and 'Contact Information' (including phone, mobile, fax, email, and title). A red arrow points to the 'Create' button at the bottom left of the form.

After clicking the **"Create"** button under the Contact tag, a pop-up screen will be showed.

Jerry Inputs the personal contact information here. As suggestion Jerry chooses the "Use company Address" option.

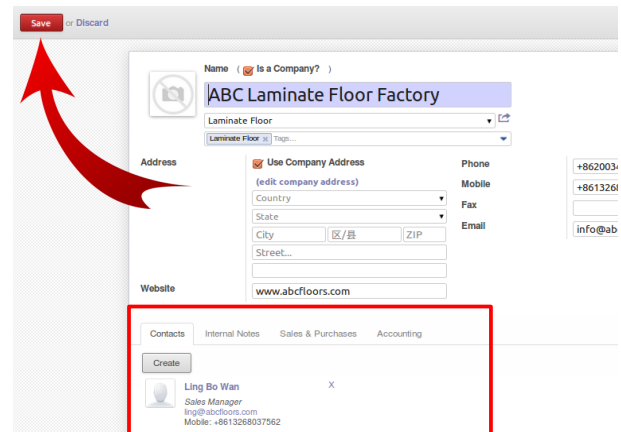
Finally, he clicks on **"Save and Close"** button

This is a screenshot of the 'Open: Contacts' pop-up screen. The form is titled 'Ling Bo Wan'. It includes fields for 'Name', 'Job Position', 'Email', 'Phone', and 'Mobile'. There is a checkbox for 'Use Company Address'. A red arrow points to the 'Save & Close' button at the bottom left of the form.

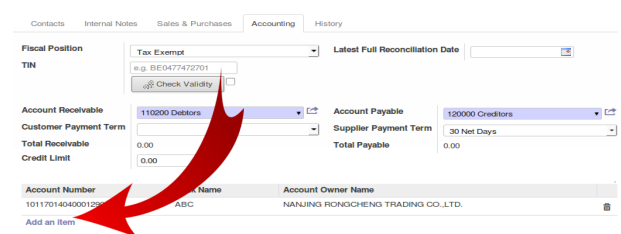
Now the supplier related contact is showed under the supplier information.

The internal Notes is for internal reference, which will not be showed on any of the documents.

Usually the sales and purchases Tab and the accounting setting take the default settings. If there is no special need, the default setting will serve.

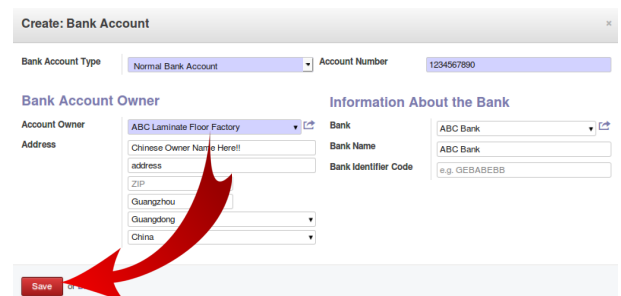


On the Accounting tab, Jerry clicks the "Add an Item" button to add a Bank Account to make the payments to the supplier, a supplier can have more than one bank account related.



He writes down the account number and clicks on "Create and Edit" option.

Jerry fills all the Bank account Information, chooses the bank from the list, here Jerry can fill the chinese owner name of the account.

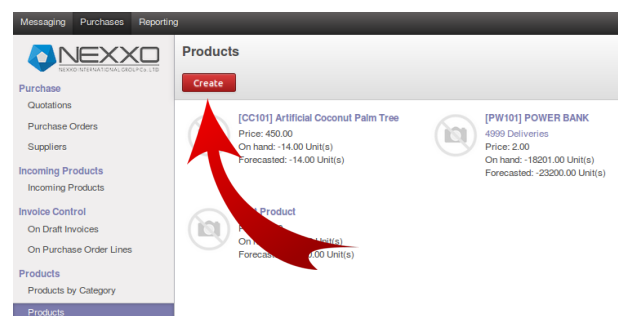


At the end he clicks on "Save" button.

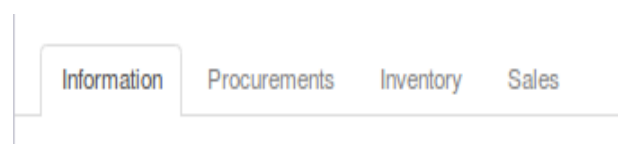
Finally Jerry clicks on the "Save" button to save the changes on the supplier form.

Creating Product

To create a new product on OpenERP, Jerry goes to **Purchases → Products** and he clicks in "Create" button.



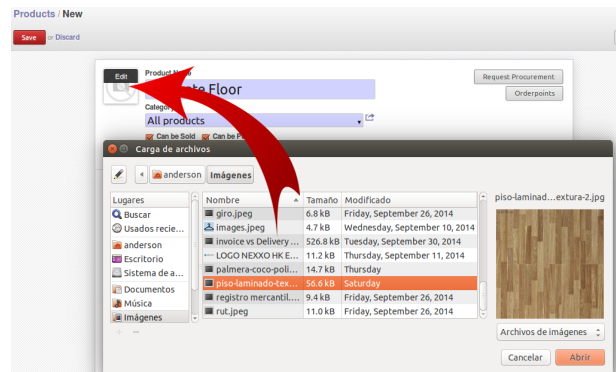
Jerry notes that the product formulary has four different tabs, and he knows that all is important because the information will be used in most of the operation, but he will be only responsible of **Information Tab.** and **Procurement Tab.**, so he starts in an ordered way.



Product Information Tab.

Jerry Start from Information tab, he knows that the Boxes in “**Blue**” color are the required information for a product, anyway he writes down all the basic information for the product.

To Add the **product picture**, Jerry clicks on the Image icon and then he chooses the picture from his computer.



Ensure add the complete product information:

Can be Sold, Allow the product to be selected in Sales Order

Can be Purchase, Allow the product to be selected in Purchases Order.

Consumable Product, the system won't check the inventory level and user can keep consuming this product even it is out of stock

Edit the **unit of Measure** for the product

Sales price and have to be FOB and USD

Complete **Product specifications** on english, Include **MOQ** and **SAMPLE PRICE** here.

Internal Reference: it is usable For internal communication and printable documents.

The specifications for the **Packages** will be usable from sales quotations.

Product Name: **Laminate Floor**

Category: **All products**

☒ Can be Sold ☒ Can be Purchased

Product Type: **Stockable Product**

Unit of Measure: **Square Meters**

Sale Price: **6.50**

Internal Reference: **TC-A002**

EAN13 Barcode: **e.g. 5901234123457**

Qty by package: **3.00**

Vol. by Package: **0.08**

Weight by Package: **23.00**

Qty of Package: **0.00**

ENGLISH DESCRIPTION OF THE PRODUCT HERE!

MOQ: 10000 PCS

SAMPLE PRICE: 15 USD

Procurement Tab. Information

Jerry clicks on the Procurement Tab, then OpenERP automatically completed some fields on the blue boxes in this formulary, Jerry just has to be sure about some things. The FOB Cost price is a critical data to input in here, then he is specially carefully with that .

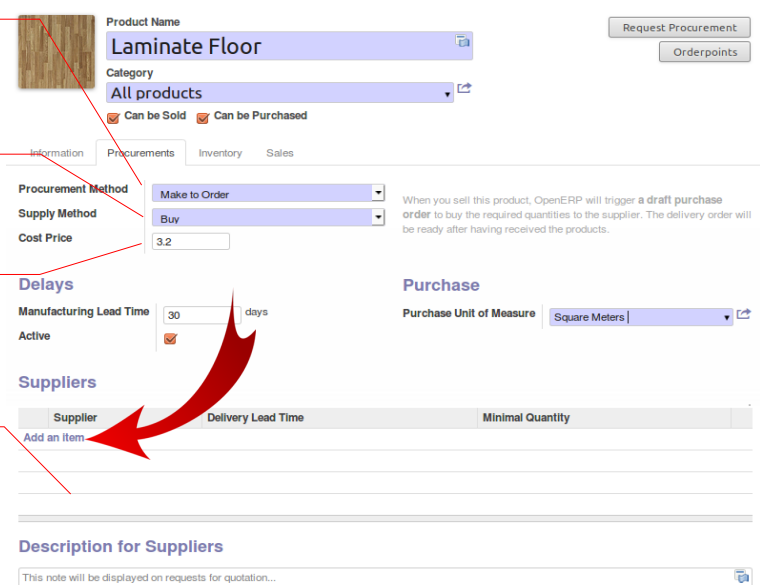
Ensure that the Procurement Method for the product is selected on **Make to Stock**.

Ensure that the Supply Method for the product is selected on **Buy**.

Enter the **FOB Cost Price** (Every time in **USD**)

Here Jerry puts the related **supplier**, can be more than one assigned supplier to one product. The next pic will explain how to do it.

Here To edit the **Description** which will be showed on the Purchase Order



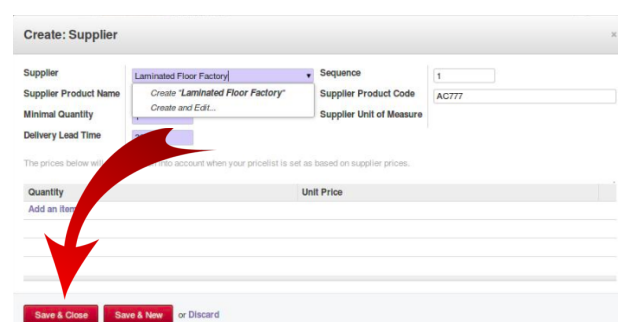
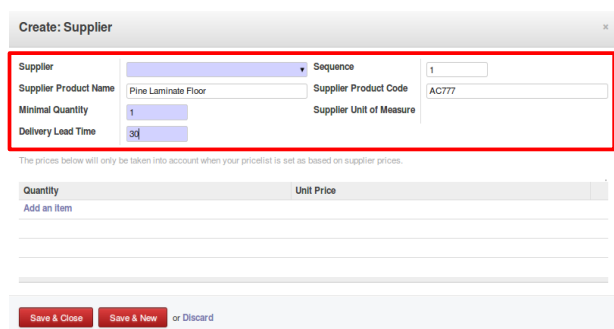
Suppliers Related Information - Procurement Tab.

A pop-up screen will be showed after the “Add an item” button under “Supplier”.

Purchases → Products → Procurement Tab → Add an Item

Note that the Product Name and Reference on the Supplier side can be different from the one entered before. If no text is inputted here, the system will use the default one.

Because the supplier has been created already, then Jerry chooses it directly. He just writes the supplier name and chooses the Right option, then he clicks on “Save and Close” button.

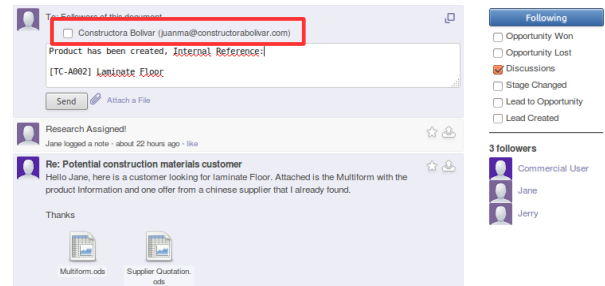


Notifying to Commercial and waiting to Order

At This point Jerry almost finish its Search, he just has to notify to the commercial about the new product refference on the system and await for his answer to make the purchase order.

Jerry goes to **Messaging → ToDo** and finds the related message that he received from Jane before, if it's many messages there then he could use the filter options.

Jerry sends a short **reply message** saying something like: "Product has been created, Internal reference is: [TC-A002] Laminate Floor" and clicks on "Send" button.



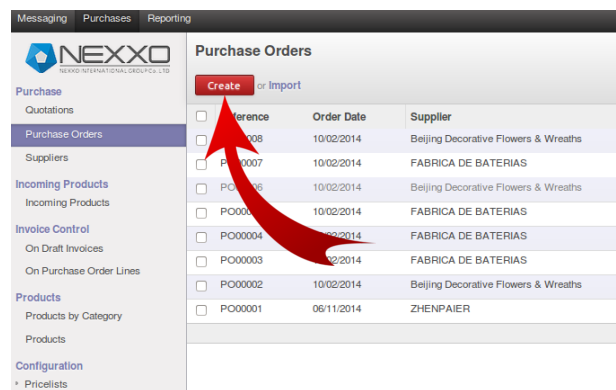
Important: Ensure that the check button is unmarked to don't add the customer as recipient .

Creating Purchase Order

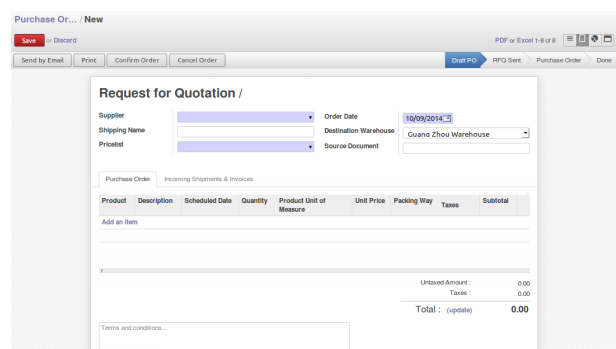
Days later Jerry received a notification from Paulo, the salesman, Paulo has sent the confirmation about the business successful including a Sales Order like attachment.

Jerry downloads it and reviews all details contain in sales order, he confirms all the information with "ABC Laminate Floors Factory" ,the supplier, then Jerry creates a draft Purchase Order and redacts the purchases contract, finally he sends it all together to the supplier.

Jerry goes to **Purchases → Purchase Orders** and clicks on "Create" button



An empty Draft Purchase Order has been created, Jerry knows that only the blue boxes are mandatory, but he fills the complete information from the begining.



Purchase Order Tab

Jerry fills the header of the Purchase Order Tab First

He chooses the **Supplier**, Fills the **Shipping name**, The same that the Sales Order, then he chooses the **currency (pricelist)** for the transaction on **USD**, chooses the correct **warehouse** that the Order will be shipped to and finally he fills the **Source Document** with the Sales Order number.

Request for Quotation PO00010

Supplier	ABC Laminate Floor Factory	Order Date	10/09/2014
Shipping Name	BOLIVAR	Destination Warehouse	Guano Zhou Warehouse
Pricelist	USD Purchase Pricelist (USD)	Source Document	SO015

Product	Description	Scheduled Date	Quantity	Product Unit of Measure	Unit Price	Packing Way	Taxes	Subtotal
---------	-------------	----------------	----------	-------------------------	------------	-------------	-------	----------

Jerry clicks on “**Add an Item**” button, he selects the product and changes whatever he needs to change.

Here different products can have different “**Scheduled Dates**”.

General special terms or conditions for this purchase must be content in “**Terms and Conditions**” field if it is necessary.

Product	Description	Scheduled Date	Quantity	Product Unit of Measure	Unit Price	Packing Way	Taxes	Subtotal
[TC-A002]	Laminate Floor	10/10/2014	20000.00	Unit(s)	3.50	Carton must contain 10 pcs		70000.00

Untaxed Amount : \$ 70000.00
Taxes : \$ 0.00
Total : (update) \$ 70000.00

SPECIAL TERMS OR CONDITIONS FOR THIS PURCHASE MUST BE HERE IF IT IS NECESSARY

Incoming Shipment & Invoices Tab

from the Incoming Shipments and Invoices tab Jerry controls the invoicing and the reception of the goods.

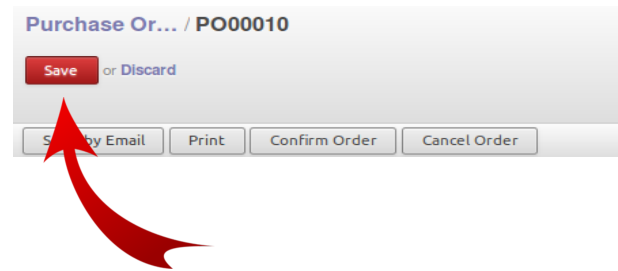
If it's a directly shipment from supplier to customer Jerry must choose the customer's delivery address, but on this case the goods will be send to our Guangzhou warehouse then Jerry keeps this field empty.

Jerry confirms that the **Invoicing control** is “**Based on generated draft invoice**”, it allows him to create a Preform Supplier Invoice, before the goods are received.

Customer Address		Invoicing Control	Based on generated draft invoice
Expected Date	10/10/2014	Invoice Received	
Destination	Physical Locations / Guang Zhou Wareho	Payment Term	
		Fiscal Position	

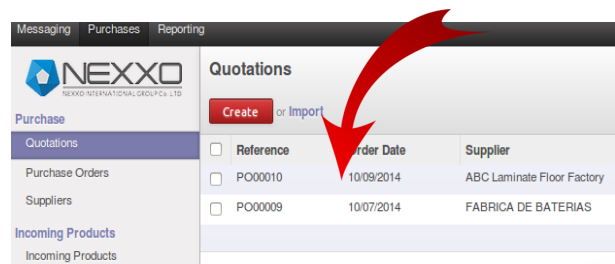
Customer Address		Invoicing Control	Based on generated draft invoice
Expected Date	10/10/2014	Invoice Received	
Destination	Physical Locations / Guang Zhou Wareho	Payment Term	
		Fiscal Position	

When Jerry confirms that all the Purchase Order Information is right, he clicks on the "Save" button.

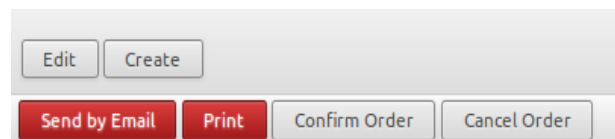


Sending the Purchase Order to Supplier

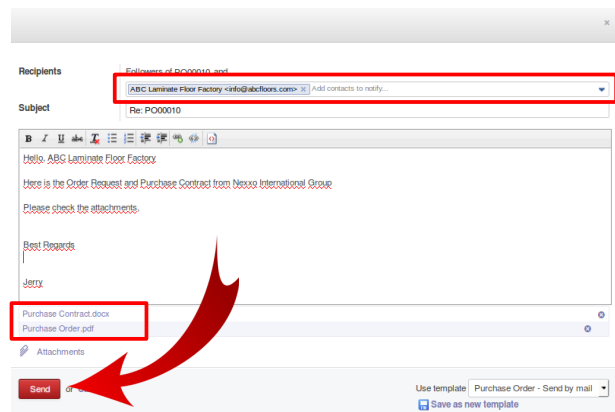
Jerry goes to **Purchases** → **Quotations** and clicks to choose the PO Draft to send.



A pop-up screen will be showed after clicks the "Send by Email" button.



Jerry Chooses the supplier email address and ensures that **Purchase Order** and **Purchase Contract** are attached before clicks on "Send" button.



Confirming Purchase Order

After Jerry has compared the Purchase Order with the received proforma Invoice and the signed contract from supplier, everything match 100%, then Jerry confirms the Purchase Order and creates the Purchase Invoice and validates it.

Jerry goes to **Purchases → Quotations** chooses the concerned Purchase Order and clicks on **"Confirm Order"** button.

When clicking on the "Confirm Order" button, an incoming shipment record will be generated in the Warehouse module automatically.

Most of the information like products, unit price, quantity etc. can't be altered after confirmation of the PO.

From now on Jerry will not find the PO00010 on Quotations menu anymore.

The screenshot shows the NEXXO software interface for 'Quotations / PO00010'. The left sidebar contains a navigation menu with options like 'Purchase', 'Quotations', 'Purchase Orders', 'Suppliers', 'Incoming Products', 'Invoice Control', 'Products', and 'Configuration'. The main area displays a 'Request for Quotation PO00010' form. At the top of this form, there are buttons: 'Edit', 'Create', 'Send by Email', 'Confirm Order' (highlighted with a red arrow), 'Set to Draft', and 'Cancel Order'. Below these buttons, the form fields include 'Supplier' (ABC Laminate Floor Factory), 'Shipping Name' (BOLIVAR), and 'Pricelist' (USD Purchase Pricelist (USD)). A table below shows the product details:

Product	Description	Scheduled Date	Quantity
[TC-A002] Laminate Floor	[TC-A002] Laminate Floor	10/10/2014	20000.00

Creating Supplier Invoice on the System

Once Jerry is ready to order deposit payment, he creates the Supplier Invoice on OpenERP.

Jerry opens the the concerned Purchase Order and he clicks on the **"Receive Invoice"** button.

Jerry saw that a Supplier Invoice Draft has been generated automatically on the system.

The first screenshot shows the 'Purchase Order PO00010' form with buttons 'Edit', 'Create', 'Print', 'Cancel Order', 'Receive Products', and 'Receive Invoice'. The second screenshot shows the 'Draft Invoice' generated from the purchase order. It includes fields for 'Supplier' (ABC Laminate Floor Factory), 'Fiscal Position', 'Source Document' (PO00010), 'Supplier Invoice Number', and 'Payment Reference' (BOLIVAR). The invoice date is 10/10/2014 and the currency is USD. A table shows the invoice items:

Product	Description	Quantity	Unit of Measure	Unit Price	Taxes	Amount
[TC-A002] Laminate Floor	[TC-A002] Laminate Floor	20000.00	Unit(s)	3.50		70000.00

Below the table, there is a summary section with 'Subtotal: \$ 70000.00', 'Tax: \$ 0.00', and 'Total: \$ 70000.00'. The 'Balance' is also \$ 0.00.

Validating the Supplier Invoices

Jerry checks that all details match 100% with the PI, add some data under the three available tabs is necessary.

On the Invoice Tab Jerry checks that all the Items information, references, quantities and cost price is ok.

On the header Jerry ensures that the **"Source document"** field contain the PO:SO number and he also fill the Supplier Invoice number and chooses the Invoice dates.

He notes that the system is showing the shipping name on the **"Payment Reference"** field by default.

On the Other Info tab, Jerry chooses the Bank Account to make the payments to the supplier, if the supplier doesn't have the account information then he will create a new bank account for him.

He writes down part of the account number and clicks on **"Create and Edit"** option.

Jerry fills all the Bank account Information and clicks on **"Save"** button.

Note that here Jerry can fill the chinese owner name of the account.

Finally, **on the Payments tab** Jerry notes that no payments has been registered yet, It is normal because he didn't order pay to accounting department.

To save the changes Jerry clicks on the **"Save"** button.

Draft Invoice

Supplier: ABC Laminate Floor Factory
Invoice Date: 10/09/2014
Fiscal Position:
Due Date: 10/09/2014
Source Document: PO0001050016
Currency: USD
Supplier Invoice Number: IN006513
Payment Reference: Free Reference

Invoice	Other Info	Payments				
Product	Description	Quantity	Unit of Measure	Unit Price	Taxes	Amount
[TC-A002] Laminate Floor	[TC-A002] Laminate Floor	20000.00	Unit(s)	3.50		70000.00
Add an Item						

Bank Account
Salesperson
Payment Terms
ABC Bank: 1234567890
Create and Edit...

Create: Bank Account
Bank Account Type: Normal Bank Account
Account Number: 1234567890
Bank Account Owner: ABC Laminate Floor Factory
Chinese Owner Name Here!!
address
ZIP
Guangzhou
Guangdong
China
Bank: ABC Bank
Bank Name: ABC Bank
Bank Identifier Code: e.g. GEBABEBB
Save

Payment Date	Journal Entry	Reference	Name	Journal	Debit	Credit	Amount	Currency	Currency
--------------	---------------	-----------	------	---------	-------	--------	--------	----------	----------

On Draft Inv... / Supplier Invoice BOLIVAR
Save or Discard
Validate Cancel Invoice
Draft Invoice
Supplier: ABC Laminate Floor Factory

Now Jerry is sure that the information registered on OpenERP is complete and right, then he can click on **"Validate"** button.

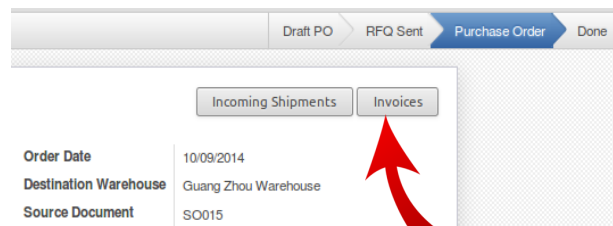


Payment requests

Once Jerry confirms the Invoice, he is ready to request the deposit payment from accounting department to the supplier.

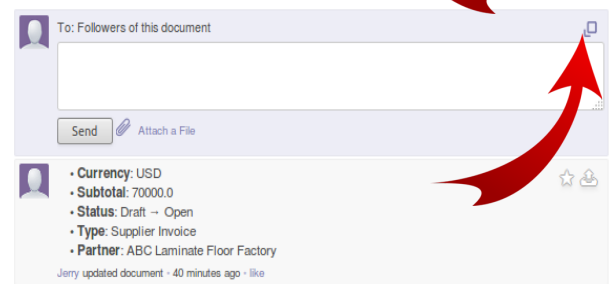
Jerry opens the concerned Purchase order and clicks on the **"Invoices"** button

Purchases → Purchase Orders → Invoices



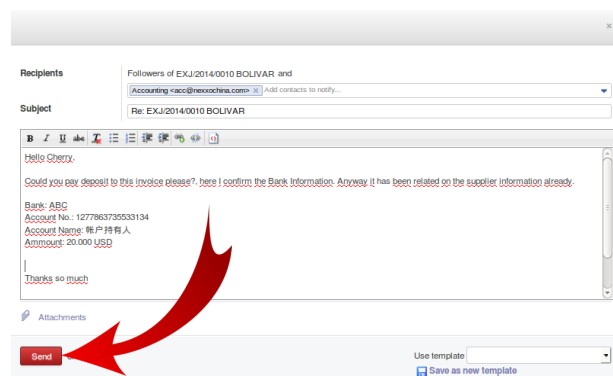
OpenERP opens the Invoice and then Jerry sends a message to the accounting department responsible to pay.

Jerry clicks on the rectangle Icon to open the full mail composer.



Jerry composes the email ensuring to include all the necessary information and then he clicks on **"Send"** button.

Jerry waits for the payment confirmation to start the follow-up procedure.



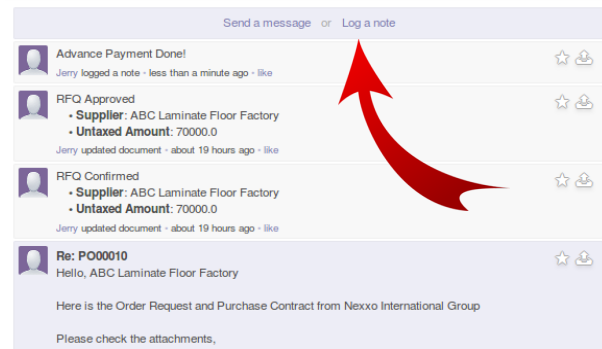
Updating the purchase orders status

Jerry comments under the PO, he updates the status every time when he contacts with the supplier using the **"Log a note"** button, it means a Internal comment.

Purchases → Purchase Orders

He also can send messages to the supplier directly from here.

Attach any kind of file to the Purchase Order is allowed from the **"Send a message"** and **"Log a note"** options.

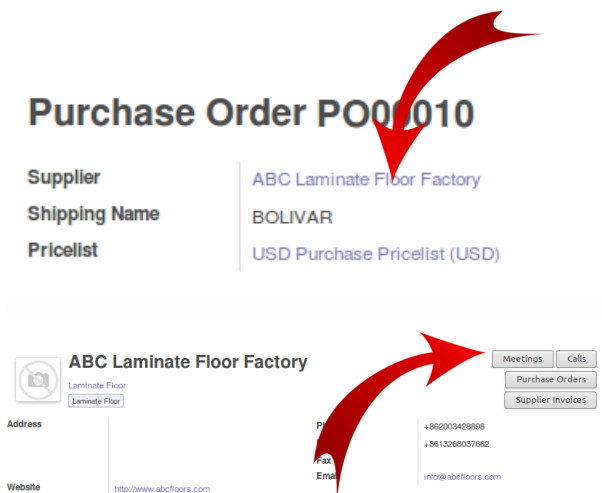


Scheduling for follow-up tasks

Now Jerry knows how to add comments and attachments to the Purchase Order history. Then Jerry arrange a series of follow up actions.

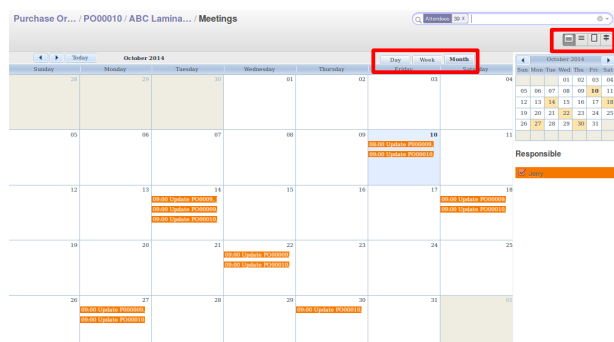
Jerry chooses the Purchase Order that he have to update, he goes to **Purchases → Purchase Orders** and opens it.

Jerry clicks on the Supplier name and the supplier tab appears.



He clicks on the **"Meetings"** button, then the calendar screen appear.

By default Jerry can see the monthly view but clicking on the top buttons he can choose a weekly or daily period, he also can see his scheduled events like a list or in a Gantt graph view.



After clicking on the day of the calendar to schedule the event, a pop-up screen will be show.

Jerry set the Subject, the Duration, the location and the description for this event and then he goes to the **"Options"** tab.

Jerry checks the **"Recurrent"** box because he wants repeat this event every four (4) days as his function manual say, he also indicates the **"End date"** for this event and after that he clicks on the **"Save"** button.

To the DPI performing Jerry arranges it on the same way, so he has complete control of his follow up tasks under the ERP.

Notifications to Sales Team and Warehouse Team

When Jerry has the DPI report he adds it to the concerned **PO - Incoming Shipment** as a message and he send it to Paulo, the salesman.

Jerry goes to **Purchases → Purchase Orders** and opens it.

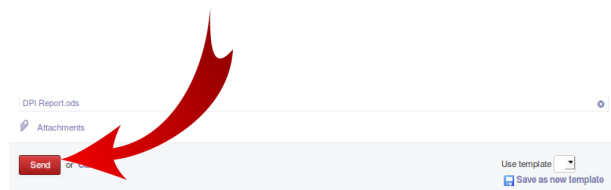
He clicks on the **"Incoming Shipments"** button.

Jerry clicks on the **"Send a Message"** option and then he clicks on the rectangle Icon on the right corner to open the full mail composer.

After clicking the **"Rectangle Icon"** under the Incoming Shipment, a pop-up screen will be show.

Jerry adds the related salesman email and composes the message.

He attached the report file and clicks on “Send” button.



Important:

Note that Jerry sends the reports to Paulo as a “Incoming Shipment attachment” because like this the salesman will be added as a follower of the document and then he will be automatically informed about the order changes or the reports updates (DPI, QC, Receipt and Delivery of the goods).

Scheduling Reception

Once the DPI has successful and Jerry has been notified that the balance payment was done, then he has to check the schedule date to the goods reception.

He knows that the Incoming Shipments are generated automatically by the system when a PO is confirmed.

Jerry can use the filters bar to arrange and search by different options: PO, SO, supplier, creation date, scheduled time, status and others.

Reference	Supplier	Back Order of	Source Document	Creation Date	Scheduled Time	Invoice Control	Stock Journal	Quality Check	Good Receipt	Status
IN00012	ABC Laminado Floor Factory	PO00015:SO003	PO00015:SO003	10/10/2014 12:00:00	11/10/2014 15:00:00	Not Applicable				Ready to Receive
IN00017	FABRICA DE BATERIAS	PO00015:SO003	PO00015:SO003	10/10/2014 12:00:00	10/10/2014 12:00:00	Not Applicable				Ready to Receive
IN00018	FABRICA DE BATERIAS	PO00011	PO00011	10/10/2014 12:00:00	10/10/2014 12:00:00	Not Applicable				Ready to Receive
IN00016	FABRICA DE BATERIAS	PO00014:SO001	PO00014:SO001	10/10/2014 12:00:00	10/10/2014 12:00:00	Not Applicable				Ready to Receive
IN00014	FABRICA DE BATERIAS	PO00012:SO019	PO00012:SO019	10/10/2014 12:00:00	10/10/2014 12:00:00	Not Applicable				Ready to Receive

When an Incoming Shipment is red in color, it means that it has passed the expected reception date, and the goods still has not arrived.

Reference	Supplier	Back Order of	Source Document	Creation Date	Scheduled Time
IN/00017	FABRICA DE BATERIAS		PO00015:SO003	10/10/2014 12:00:00	10/18/2014 12:00:00

He goes to **Purchases** → **Incoming Shipments** and open the concerned document.

Reference	Supplier	Back Order of	Source Document	Creation Date	Scheduled Time	Invoice Control	Stock Journal	Quality Check	Good Receipt	Status
IN00012	ABC Laminado Floor Factory	PO00015:SO003	PO00015:SO003	10/10/2014 12:00:00	11/10/2014 15:00:00	Not Applicable				Ready to Receive
IN00017	FABRICA DE BATERIAS	PO00015:SO003	PO00015:SO003	10/10/2014 12:00:00	10/10/2014 12:00:00	Not Applicable				Ready to Receive
IN00018	FABRICA DE BATERIAS	PO00011	PO00011	10/10/2014 12:00:00	10/10/2014 12:00:00	Not Applicable				Ready to Receive
IN00016	FABRICA DE BATERIAS	PO00014:SO001	PO00014:SO001	10/10/2014 12:00:00	10/10/2014 12:00:00	Not Applicable				Ready to Receive
IN00014	FABRICA DE BATERIAS	PO00012:SO019	PO00012:SO019	10/10/2014 12:00:00	10/10/2014 12:00:00	Not Applicable				Ready to Receive

The **Scheduled date** is the earliest date of the item received among all the listed item.

Clicking on “**Edit**” button and later into the **item line**, Jerry can edit the detail of item

Incoming Sh... / IN/00012

Supplier: ABC Laminate Floor Factory
Invoice Control: Not Applicable
Stock Journal: ☐
Good Receipt: ☐

Purchase Order: PO00010
Creation Date: 10/13/2014 12:00:00
Scheduled Time: 11/15/2014 13:00:00
Source Document: PO00010-SO015
Quality Check: ☐

Buttons:

Product	ID	Quantity	Unit of Measure	Pack	Location	Weight	Length	Width	Height	Volume	Status
ITC-A002 Laminate Floor	1	20000.00	Unit(s)		Physical Locations / Guang Zhou Warehouse / Stock	0.00	0.00	0.00	0.00	0.00	Available Create Pack

After clicking into the Item line, a pop-up screen appear.

The **Scheduled Date** can be modified as long as no product is received.

Open: Internal Moves

Product: [ITC-A002] Laminate Floor
Quantity: 20000.00 Unit(s)
Description: [ITC-A002] Laminate Floor

Source: PO00010-SO015
Reference: IN/00012
Shipping Type: Getting Goods
Source Location: Partner Locations / Suppliers
Weight: 0.00
Length: 0.00
Width: 0.00
Height: 0.00
Volume: 0.00
Creation Date: 10/09/2014 16:56:00
Sales Order:

Destination: Physical Locations / Guang Zhou Warehouse
Destination Address: ABC Laminate Floor Factory
Scheduled Date: 11/15/2014 15:00:00
Purchase Order Line: [ITC-A002] Laminate Floor

Buttons: or

Jerry Choose the new reception date, he clicks on “**Done**” button and later Click on “**Save**” button.

Destination

Destination Location: Physical Locations / Guang Zhou Warehouse
Destination Address: ABC Laminate Floor Factory
Scheduled Date: 11/21/2014 15:00:00
Purchase Order Line: [TC-A002] Laminate Floor

Time: 15:00
Hour: Minute:
Buttons:

Labels: Height, Volume, Creation Date, Sales Order Line, Traceability, Pack

Buttons: or

Finally Jerry saves the changes into the Incoming Shipment, he clicks on the “**Save**” button.

Incoming Sh... / IN/00012

Supplier: ABC Laminate Floor Factory
Invoice Control: Not Applicable
Stock Journal: ☐
Good Receipt: ☐

Purchase Order: PO00010
Creation Date: 10/13/2014 12:00:00
Scheduled Time: 10/13/2014 12:00:00
Source Document: PO00010-SO015
Quality Check: ☐

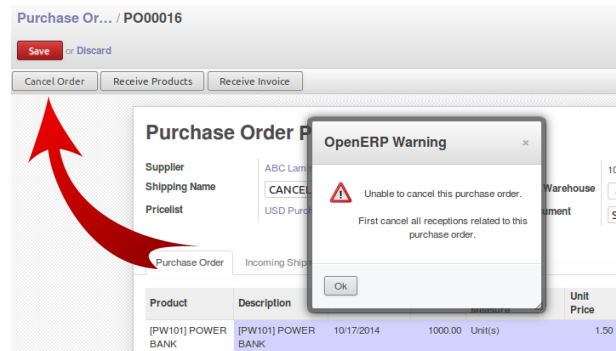
Buttons:

Product	ID	Quantity	Unit of Measure	Pack	Destination Location	Weight	Length	Width	Height	Volume	Status
ITC-A002 Laminate Floor	1	20000.00	Unit(s)		Physical Locations / Guang Zhou Warehouse / Stock	0.00	0.00	0.00	0.00	0.00	Available Create Pack

Exceptional Operation – Cancel Purchase Order

If an issue appear and purchase department need cancel the operation, Jerry knows that a confirmed Purchase Order can't be cancelled directly, as invoice or incoming shipment is auto-created in most cases, they have to be cancelled in advance in order to cancel the Purchase Order.

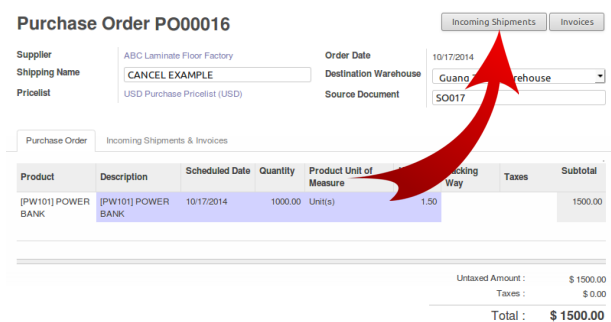
When Jerry goes to **Purchases → Purchase Order**, he opens the related Purchase Order and clicks in the **"Cancel Order"** button, this pop-up screen appear.



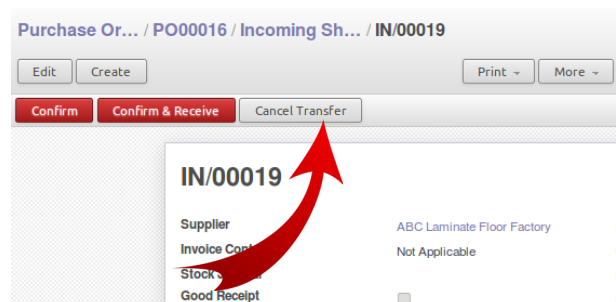
Note that once the invoice/incoming shipment is validated (not in draft status), the Purchase Order can't be cancelled any more, so this procedure only apply to cancel orders with Invoice/Incoming shipment no validated.

Cancelling Incoming Shipment

Jerry chicks on **"Incoming Shipments"** button at the left hand of the PO to open it.

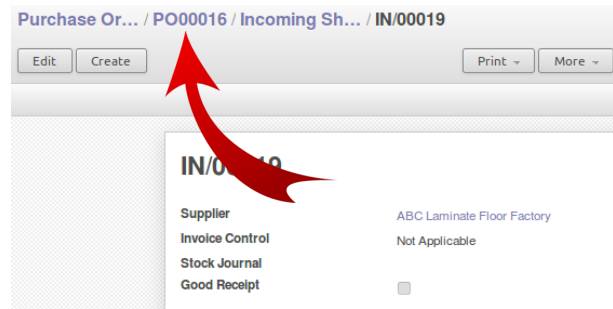


Once the Incoming Shipment appear, Jerry clicks on the **"Cancel Transfer"** button.



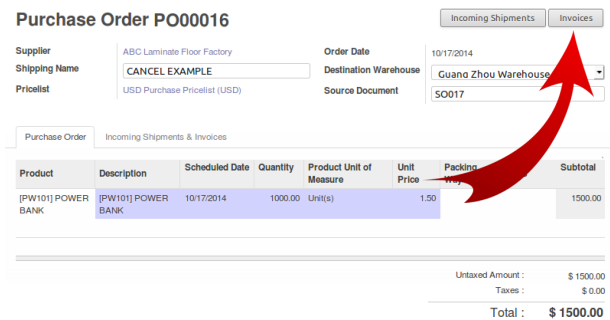
If the document is cancelled, no red button will be showed on the left-hand corner.

Jerry clicks on the PO00016 title to come back to the Purchase Order.

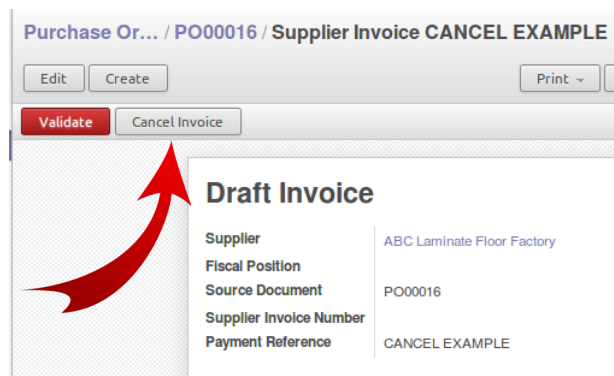


Cancelling Invoice

Jerry clicks on “Invoices” button at the left hand of the PO to open it.

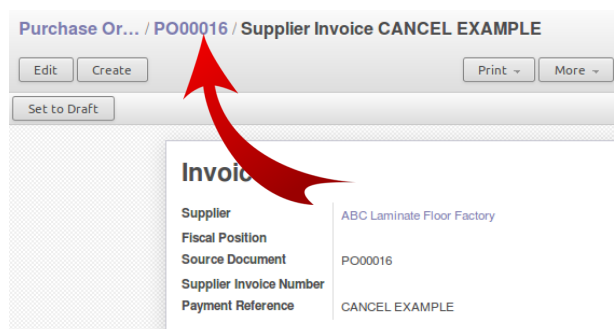


Once the Invoice appear, Jerry clicks on the “Cancel Invoice” button.



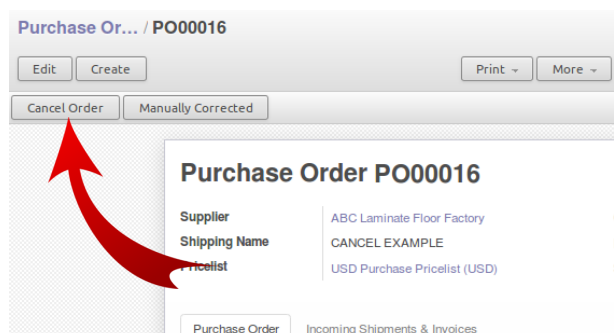
If the document is cancelled, no red button will be showed on the left-hand corner.

Jerry clicks on the PO00016 title to come back to the Purchase Order



Cancelling Purchase Order

Now Jerry is able to cancel the Purchase Order, so he clicks on the “Cancel Order” button



After cancelling the PO, the document status will become **"Cancelled"**.

To re-use the content of the cancelled PO, the **"Set to Draft"** button should be pressed and Jerry could re-use the PO with same content.

Purchase Order PO00016

Supplier: ABC Laminar Floor Factory
Shipping Name: CANCEL EXAMPLE
Pricelist: USD Purchase Pricelist (USD)

Order Date: 10/17/2014
Destination Warehouse: Guang Zhou Warehouse
Source Document: SO017

Description	Scheduled Date	Quantity	Product Unit of Measure	Unit Price	Packing Way	Taxes	Subtotal
[PWR10] POWER BANK	10/17/2014	1000.00	Unit(s)	1.50			1500.00

Untaxed Amount: \$ 1500.00
Taxes: \$ 0.00
Total: \$ 1500.00

Exceptional Operation – Return Order

Once the invoice or incoming shipment is validated, the document can't be cancelled. User has to use the return function to perform the adjustment.

For security reasons the return functions will be available only for department managers, so Jerry need ask help to Jane, the purchase manager, to do it.

Jane opens the concerned Purchase order and clicks on Incoming shipment first.

Purchases → Purchase Orders

Purchase Order PO00049

Supplier: Laminar Floor Factory
Shipping Name: BOLIVAR
Pricelist: USD Purchase Pricelist (USD)

Order Date: 10/13/2014
Destination Warehouse: Guang Zhou Warehouse
Source Document: SO015

Product	Description	Scheduled Date	Quantity	Product Unit of Measure	Unit Price	Taxes	Subtotal
[TC-A002] Laminate Floor	[TC-A002] Laminate Floor	10/14/2014	20000.00	Unit(s)	3.20		64000.00

Untaxed Amount: \$ 64000.00
Taxes: \$ 0.00
Total: \$ 64000.00

Return Products

Clicking on the **"Return Products"** button a pop-up screen will be showed, requesting the return quantity of each product.

Purchase Or... / PO00049 / Incoming Sh... / IN/00079

Supplier: Laminar Floor Factory
Invoice Control: Not Applicable
Stock Journal: Good Receipt
Purchase Order: PO00049
Creation Date: 10/17/201
Scheduled Time: 10/17/201
Source Document: SO015
Quality Check: ☒

☒ Received ☐ Set to Not Received ☒ Check ☐ Set to Not Checked

User can choose to issue a return invoice based on the return order or not. For the example Jerry choose **"No Invoicing"** and he clicks on **"Return"** button.

Return Shipment

Provide the quantities of the returned products.

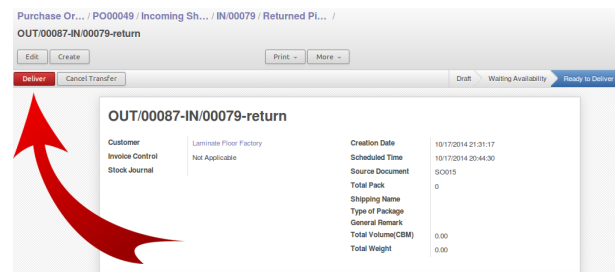
Moves	Product	Serial Number	Quantity
	[TC-A002] Laminate Floor		20000.00

Invoicing: No Invoicing

☒ Return

The return order will be confirmed by warehouse pressing the **“Deliver”** button. (It means deliver the product back to supplier)

Note that the return order can also be cancelled by pressing the **“Cancel Transfer”** button.



Purchase Or... / PO00049 / Incoming Sh... / IN/00079 / Returned Pl... /
OUT/00087-IN/00079-return

Edit Create Print More

Deliver Cancel Transfer Draft Waiting Availability Ready to Deliver

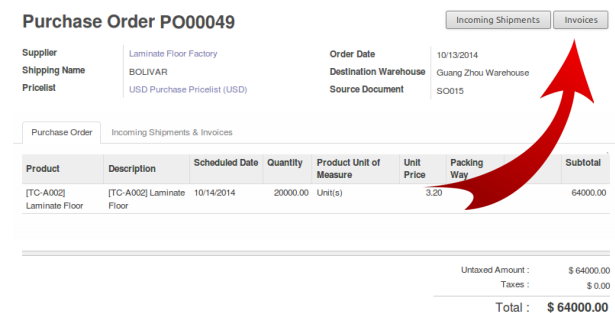
OUT/00087-IN/00079-return

Customer	Laminate Floor Factory	Creation Date	10/17/2014 21:31:17
Invoice Control	Not Applicable	Scheduled Time	10/17/2014 20:44:30
Stock Journal		Source Document	SO0015
		Total Pack	0
		Shipping Name	
		Type of Package	
		General Remark	
		Total Volume(CBM)	0.00
		Total Weight	0.00

Refound Invoices

To ask for refunds Jane opens the concerned Purchase order and clicks on the **“Invoices”** button.

Purchases → Purchase Orders



Purchase Order PO00049

Incoming Shipments Invoices

Supplier Laminate Floor Factory Order Date 10/13/2014

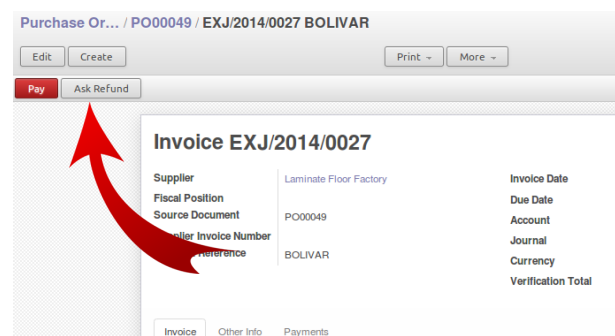
Shipping Name BOLIVAR Destination Warehouse Guang Zhou Warehouse

Pricelist USD Purchase Pricelist (USD) Source Document SO0015

Product	Description	Scheduled Date	Quantity	Product Unit of Measure	Unit Price	Packing Way	Subtotal
[TC-A002] Laminate Floor	[TC-A002] Laminate Floor	10/14/2014	20000.00	Unit(s)	3.20		64000.00

Untaxed Amount : \$ 64000.00
Taxes : \$ 0.00
Total : \$ 64000.00

Clicking on the **“Ask Refunds”** button a pop-up screen will be showed, requesting the refund details.



Purchase Or... / PO00049 / EXJ/2014/0027 BOLIVAR

Edit Create Print More

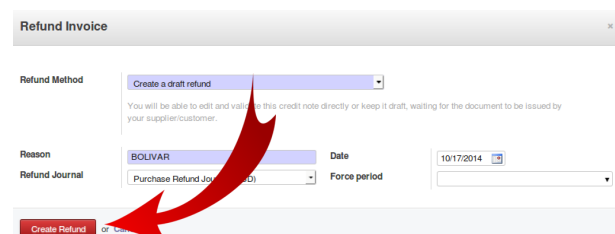
Pay Ask Refund

Invoice EXJ/2014/0027

Supplier	Laminate Floor Factory	Invoice Date	
Fiscal Position		Due Date	
Source Document	PO00049	Account	
Supplier Invoice Number		Journal	
Payment Reference	BOLIVAR	Currency	
		Verification Total	

Invoice Other Info Payments

Different return method can be chosen, Jane will use the by default option **“Create a Draft Refund”**. A refund reason is required, then Jane fills it and clicks on **“Create Refund”** button.



Refund Invoice

Refund Method Create a draft refund

You will be able to edit and validate this credit note directly or keep it draft, waiting for the document to be issued by your supplier/customer

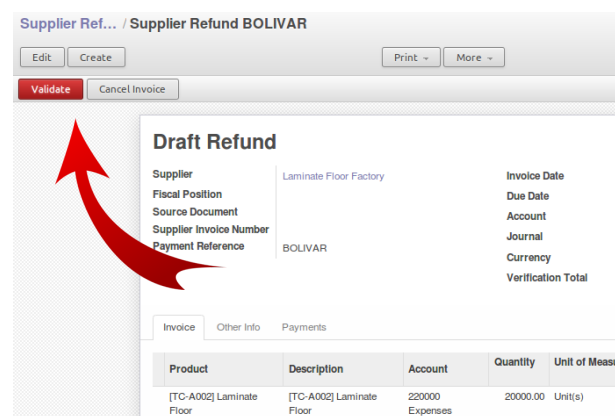
Reason BOLIVAR Date 10/17/2014

Refund Journal Purchase Refund Journal (USD) Force period

Create Refund

The refund Invoice will be confirmed by accounting responsible pressing the **“Validate”** button. (It means from here accounting department will follow it, Jane has just informs them.)

Note that the Refund Invoice can also be cancelled by pressing the **“Cancel Invoice”** button.



Supplier Ref... / Supplier Refund BOLIVAR

Edit Create Print More

Validate Cancel Invoice

Draft Refund

Supplier	Laminate Floor Factory	Invoice Date	
Fiscal Position		Due Date	
Source Document		Account	
Supplier Invoice Number		Journal	
Payment Reference	BOLIVAR	Currency	
		Verification Total	

Invoice Other Info Payments

Product	Description	Account	Quantity	Unit of Measure
[TC-A002] Laminate Floor	[TC-A002] Laminate Floor	220000 Expenses	20000.00	Unit(s)

Using different Views in OpenERP

At the end, just a quick word about the different View buttons in OpenERP. The screenshot below shows the kinds of buttons available. Each button represents a different way of looking at data.



From the Purchases Order screen, Jerry clicks the List view button to get an overview of several PO at a time.

He clicks in **Purchases → Purchase Orders** and clicks the “list view” button



Purchase Orders

Create Import

1-49 of 49

Reference	Order Date	Supplier	Expected Date	Source Document	Untaxed	Total	Status
PO00012	09/08/2014	ZHENPAIER	09/08/2014	SO025	1000.00	1000.00	Purchase Order
PO00050	10/13/2014	FABRICA DE BATERIAS	10/14/2014	SO123	3000.00	3000.00	Purchase Order
PO00045	10/02/2014	FABRICA DE BATERIAS	10/02/2014	SO	20000.00	20000.00	Purchase Order
PO00007	09/05/2014	ZHENPAIER	09/04/2014	SO001	3600.00	3600.00	Shipping Exception
PO00014	09/10/2014	ZHENPAIER	09/10/2014	SO001	100.00	100.00	Purchase Order
PO00006	09/05/2014	ZHENPAIER	09/08/2014	SO018	2500000.00	2500000.00	Shipping Exception
PO00022	09/23/2014	System Test Supplier 01	09/23/2014	SO0031	10.00	10.00	Done
PO00049	10/13/2014	Laminale Floor Factory	10/14/2014	SO015	64000.00	64000.00	Purchase Order
PO00023	09/23/2014	System Test Supplier 01	09/23/2014	SO023	100.00	100.00	Purchase Order
PO00030	09/23/2014	LUZETA	09/23/2014	SO023	0.00	0.00	Purchase Order
PO00015	09/13/2014	ZHENPAIER	09/13/2014	SO028	320000.00	320000.00	Purchase Order
PO00025	09/23/2014	ZHENPAIER	09/23/2014	SO041	300000.00	300000.00	Purchase Order
PO00026	09/23/2014	ZHENPAIER	09/23/2014	SO041	300000.00	300000.00	Purchase Order
PO00028	09/23/2014	ZHENPAIER	09/23/2014	SO047	20000.00	20000.00	Purchase Order
PO00027	09/23/2014	ZHENPAIER, Final Supplier	09/23/2014	SO049	44000.00	44000.00	Invoice Exception
PO00029	09/23/2014	GARY LIND	09/23/2014	SO050	18000.00	18000.00	Done
PO00020	09/23/2014	Wahid de camara	09/23/2014	SO055	24000.00	24000.00	Purchase Order
PO00036	09/08/2014	Awards supplier	10/11/2014	SO063	40.00	40.00	Purchase Order
PO00037	09/27/2014	JALIE OPTICAL	10/27/2014	SO066	18.40	18.40	Purchase Order
PO00042	10/01/2014	MICROSOFT	10/01/2014	SO078	3000.00	3000.00	Done

When Jerry wants more information about a specific opportunity, he will switch to Form view.

He clicks in **Purchases → Purchase Orders** and clicks the “Form view” button



Purchase Order PO00049

Edit Create Print More

Cancel Order Draft PO RFQ Sent Purchase Order Done

Purchase Order PO00049

Supplier: Laminale Floor Factory Order Date: 10/13/2014

Shipping Name: BOLIVAR Destination Warehouse: Guang Zhou Warehouse

Pricelist: USD Purchase Pricelist (USD) Source Document: SO015

Purchase Order Incoming Shipments & Invoices

Product	Description	Scheduled Date	Quantity	Product Unit of Measure	Unit Price	Packing Way	Taxes	Subtotal
(TC-A002) Laminale Floor	(TC-A002) Laminale Floor	10/14/2014	20000.00	Units	3.20			64000.00

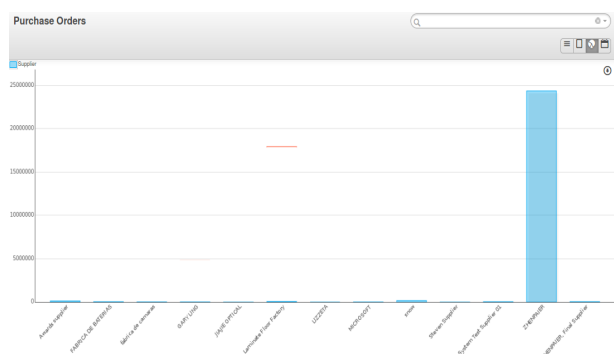
Untaxed Amount: \$ 64000.00

Taxes: \$ 0.00

Total: \$ 64000.00

Then Jerry decides he wants to see the Purchases in a graphical representation, so he clicks the Graph view button to display a graph with the PO expressed in a bar chart representation (more graph options are available).

He clicks in **Purchases → Purchase Orders** and clicks the “Graph view” button



He clicks in **Purchases** → **Purchase Orders**
and clicks the “**Calendar View**” button

