Purchasing User guidance

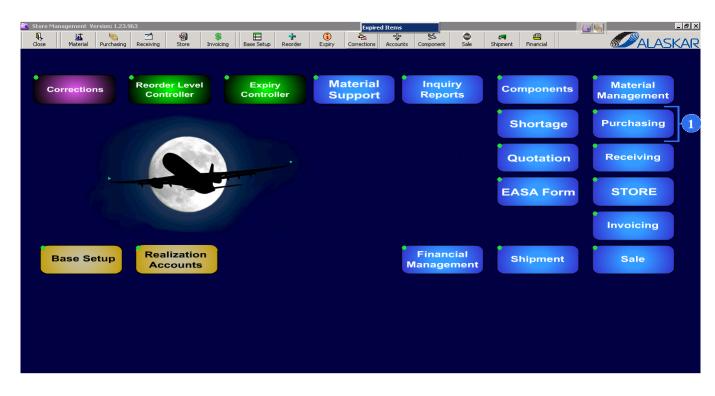


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1. General

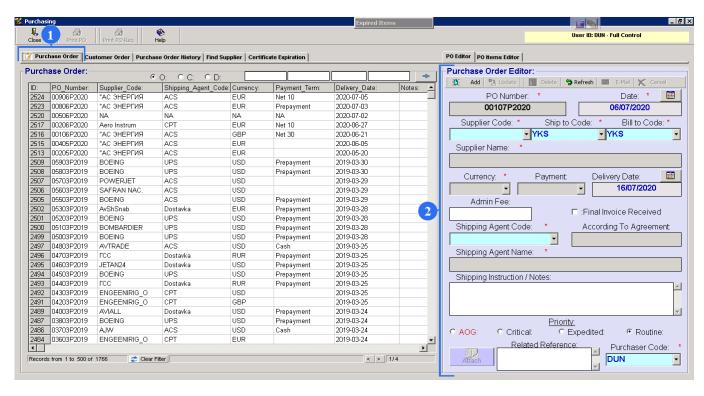


A Purchasing Sub-Module registers purchase orders, customer items, tracing purchase / customer orders history and checking expiry dates of suppliers' certificates.

1. To open the sub-module click on the "Purchasing" button in the STOCK module.

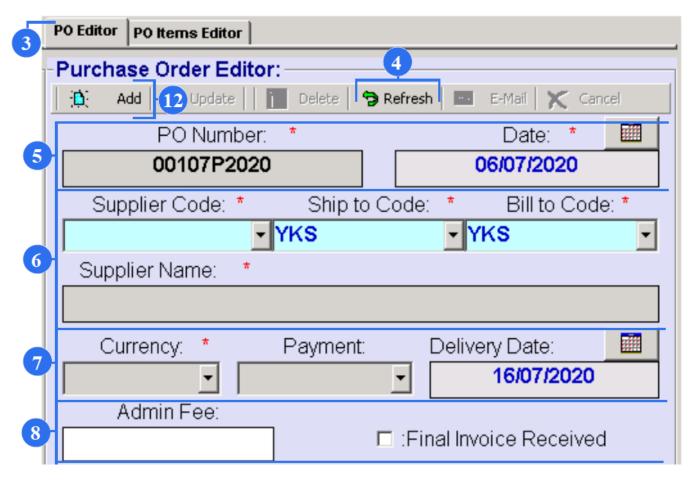


2. Purchase Order creation.



- To register a new purchase order, use a Purchase Order Tab and a Purchase Order Editor tab.
- To create a new PO use the Purchase Order Editor.

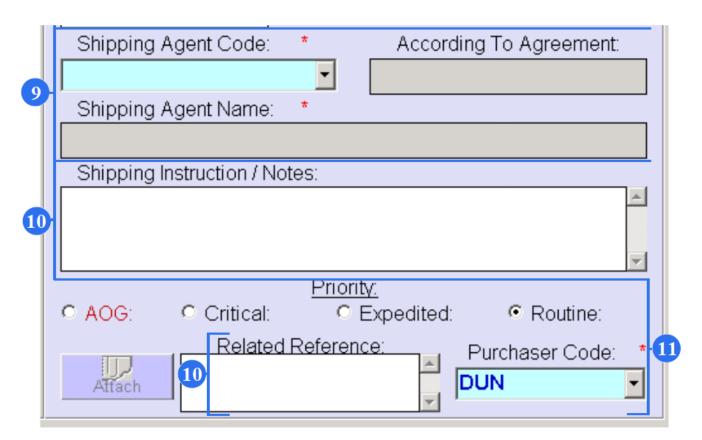




- 3. There are two tabs in the PO Editor: PO Editor and PO Items Editor. First select "PO Editor" tab.
- 4. Click on the "Refresh" to clean all fields.
- 5. PO Number is generated automatically. Also, you see today date.
- 6. Fill out "Supplier Code" field (Supplier code is created in the "Material Management" sub-module. Supplier Name will be automatically appeared. Select "Ship to Code" and "Bill to Code". (This data you generate in the "Material Management" sub module in the "Delivery Address" tab.)
- 7. Select "Currency" and "Payment". (This data you generate in the "Base Setup" submodule). Also, you can select delivery date if it is necessary.
- 8. If it is necessary enter data in the "Admin Fee" and check box "Final Invoice Received".

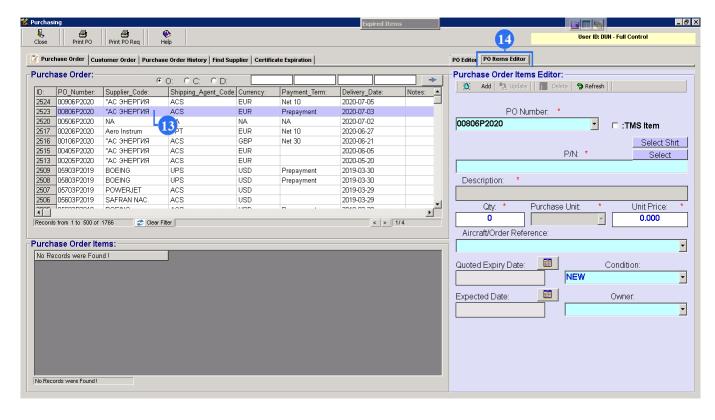






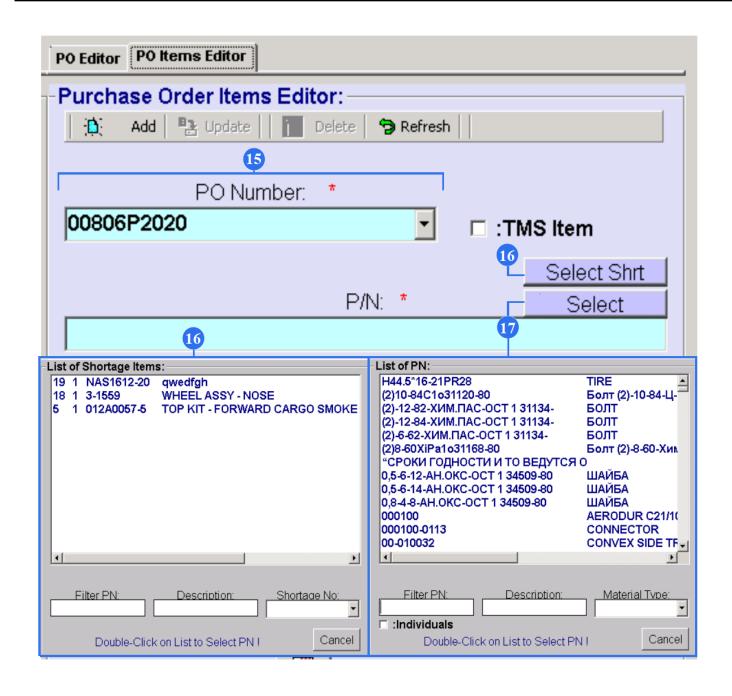
- 9. Select "Shipping Agent Code". Shipping Agent Name will be automatically appeared. (This data you generate in the "Material Management" sub-module).
- 10. Use an empty field to enter any text information.
- 11. Choose a Priority (AOG aircraft on ground) field. Default one is Routine. Select the person responsible for completing the editor. (Purchaser Code date is generated in the "Base Setup" sub-module).
- 12. After completing all required fields, press the Add button.





- 13. A newly created purchase order will be added to a list of purchase orders. Select a purchase order from the list.
- 14. Select PO Items Editor tab.



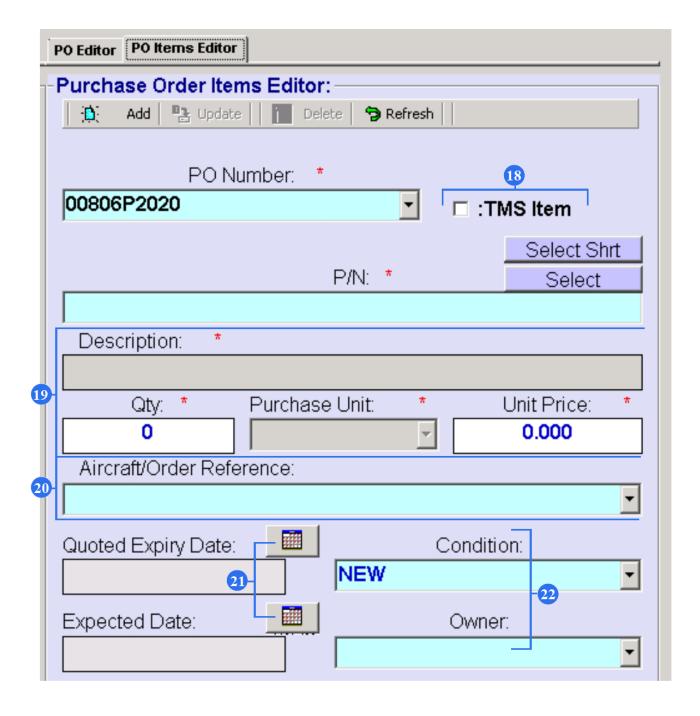


15. PO Number is transferred automatically from PO Editor to PO Items Editor. Also, you can select PO number.

To enter part number in the "P/N" field, select "Select Shrt" button (if a shortage was created on the component) or "Select" button.

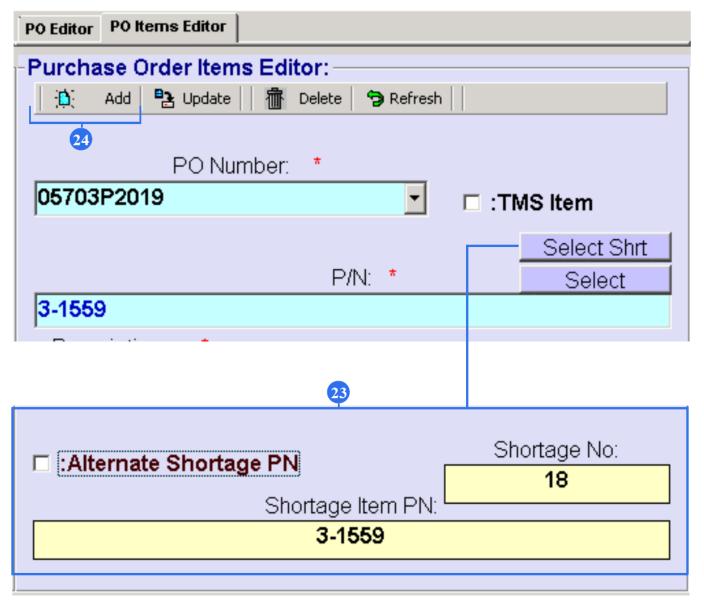
- 16. Click on the "Select Shrt" and "List of Shortage Items" will be opened. You can use filters such as "Filter PN", "Description" or "Shortage No" to find component quickly. Double click on the component.
- 17. Click on the "Select" and "List of PN" will be opened. You can use filters such as "Filter PN", "Description" or "Material Type" to find component quickly. Double click on the component.





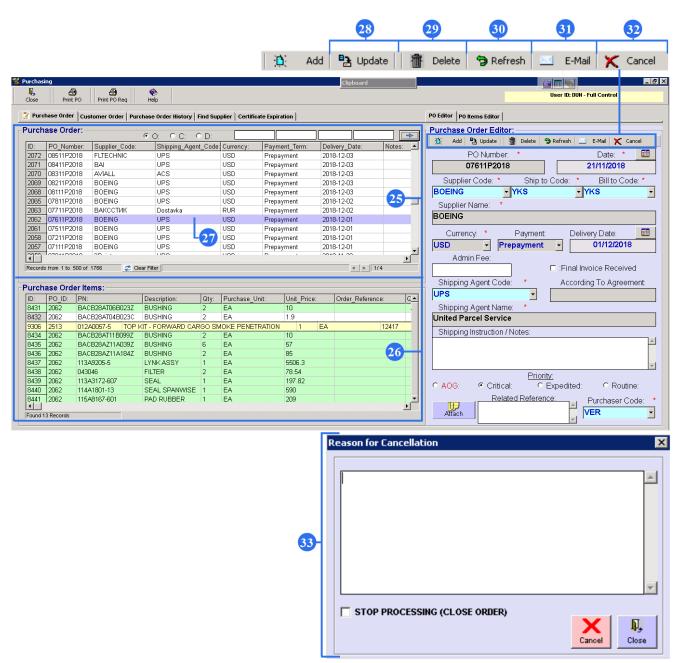
- 18. Check box the "TMS Item". After saving the item will be stored in TMS System.
- 19. A description and a unit of measure will be entered by the system automatically. You can't change a Purchase unit while ordering apart. For doing this, use a Materials Management Sub-Module (change it in a Spare Parts Catalogue). Type necessary quantity, a unit and a unit price field. Currency is already set up in the PO Editor. The last unit price comes up automatically.
- 20. Use a combo box to choose a correct Order Reference.
- 21. If an ordered item is life-limited, click on the Calendar button insert a shelf-life. Set an expected date by clicking the Calendar button.
- 22. Choose an appropriate condition from a combo box. Select Owner.





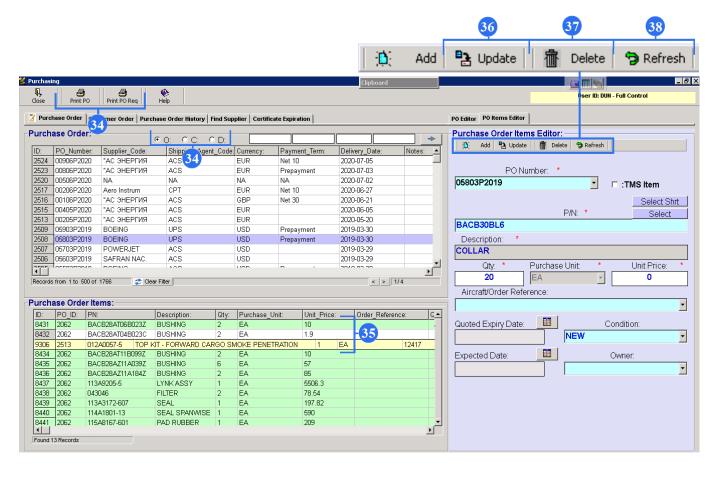
- 23. If you select part number of a component through "Select Shrt" button, Shortage No and Shortage Item PN will be automatically appeared in the bottom of the editor. If it is alternate part number, check box the "Alternate Shortage PN".
- 24. To add the item, click on the Add button.





- 25. All created POs in the PO Editor are added to a list of purchase orders.
- 26. All created PO Items are added to a list of purchase order items.
- 27. If you want to work with an PO, highlight it in the Purchase Order list.
- 28. If you make a change in the editor push "Update" button.
- 29. To remove PO, click on the Delete.
- 30. To clean all the fields in the editor, push "Refresh button".
- 31. To send the PO to supplier, click on the E-Mail. (It is possible if you enter supplier e-mail in "Material Management" sub-module).
- 32. If you want to cancel PO, push "Cancel" button. The screen will be opened.
- 33. Enter a reason for cancellation and click on the "Cancel". To close PO, check box "Stop Processing".





- 34. All POs are divided on the three statuses:
 - O Opened
 - C Closed
 - D Cancel

Also, to print a purchase order, select it from the list and click on the Print PO button.

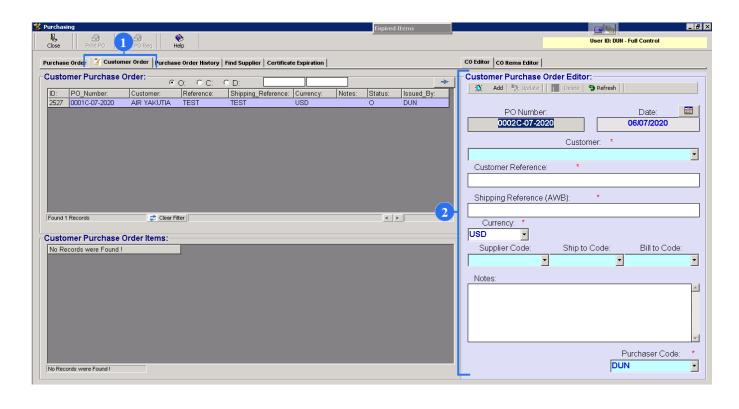
35. If you want to work with an PO Item, highlight it in the Purchase Order Items list.

There are different colours:

- White items not received yet;
- Yellow items received, but not approved yet;
- Green items approved and stocked.
- 36. If you make a change in the editor push "Update" button.
- 37. To remove PO Item, click on the Delete.
- 38. To clean all the fields in the editor, push "Refresh button".

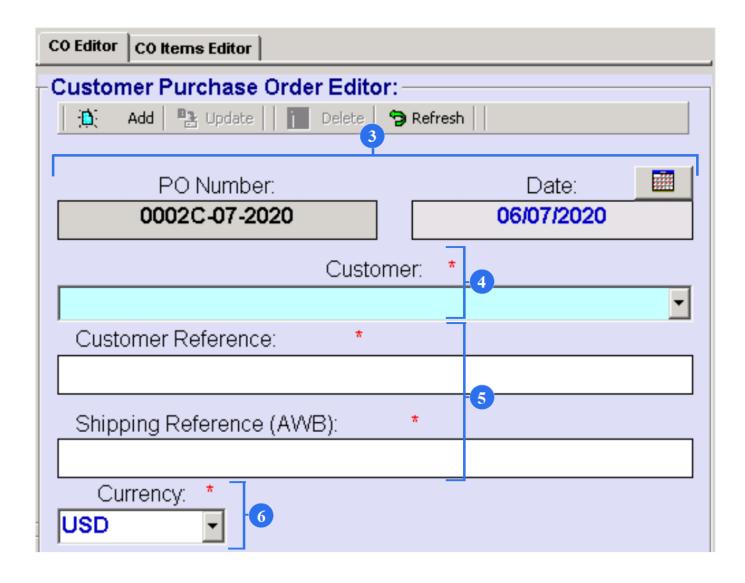


3. Customer Order creation



- 1. A Customer Order tab registers material supplied by a customer for any technical jobs. The registration process is very similar to the purchase order registration and handling.
- 2. To create a new PO use the Purchase Order Editor.

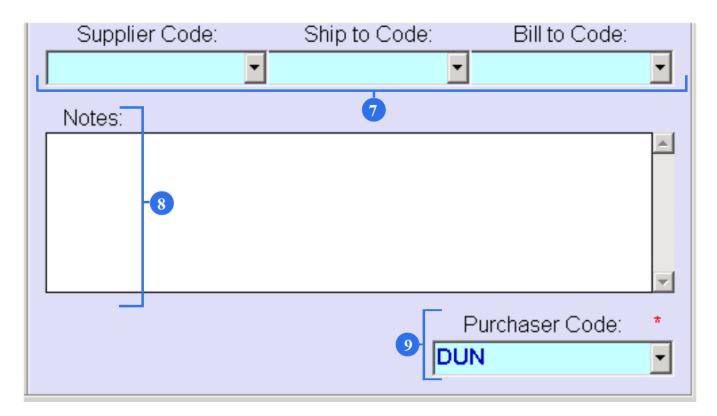




- 3. PO Number is generated automatically. Also, you see today date.
- 4. Select Customer. (You can create new customer in the "Base Setup" sub module.
- 5. Fill out "Customer Reference" field and "Shipping Reference" field.
- 6. Choose currency.

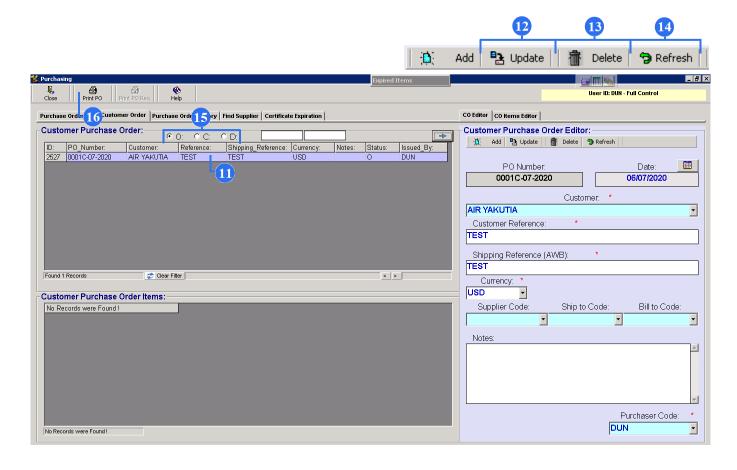






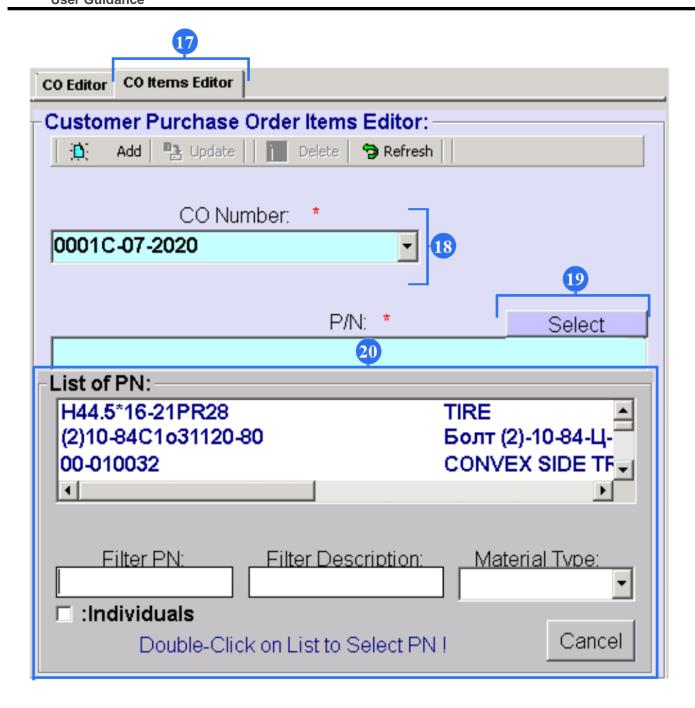
- 7. Fill out "Supplier Code" field (Supplier code is created in the "Material Management" sub-module. Supplier Name will be automatically appeared. Select "Ship to Code" and "Bill to Code". (This data you generate in the "Material Management" sub module in the "Delivery Address" tab.)
- 8. Enter information in the "Notes".
- 9. Select the person responsible for completing the editor. (Purchaser Code date is generated in the "Base Setup" submodule).
- 10. Click on the Add.





- 11. A newly created customer purchase order will be added to a list of customer purchase orders. Select a purchase order from the list.
- 12. If you make a change in the editor push "Update" button.
- 13. To remove customer PO, click on the Delete.
- 14. To clean all the fields in the editor, push "Refresh button".
- 15. All POs are divided on the two statuses:
 - O Opened
 - C Closed
- To print a customer purchase order,
 select it from the list and click on the Print
 PO button.



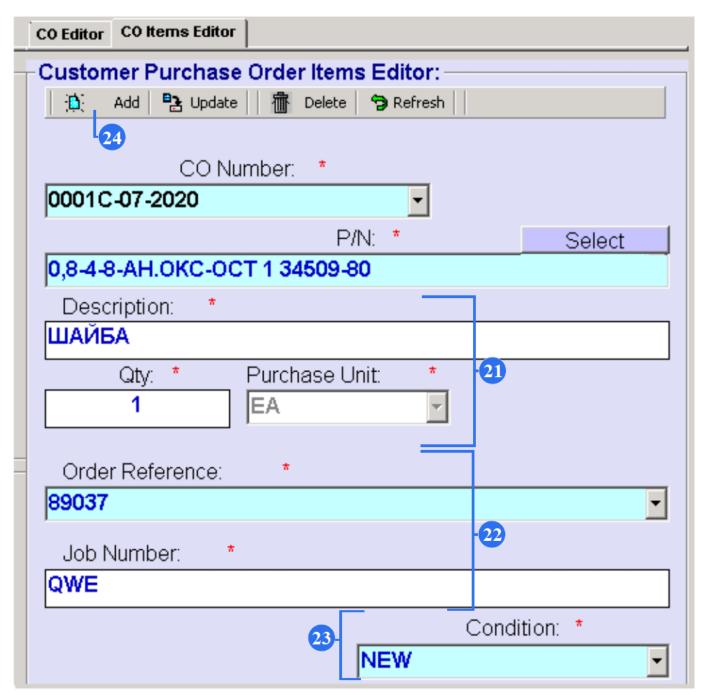


- 17. Select CO Items Editor tab.
- 18. CO Number is transferred automatically from CO Editor to CO Items Editor. Also, you can select CO number.

To enter part number in the "P/N" field, select "Select" button.

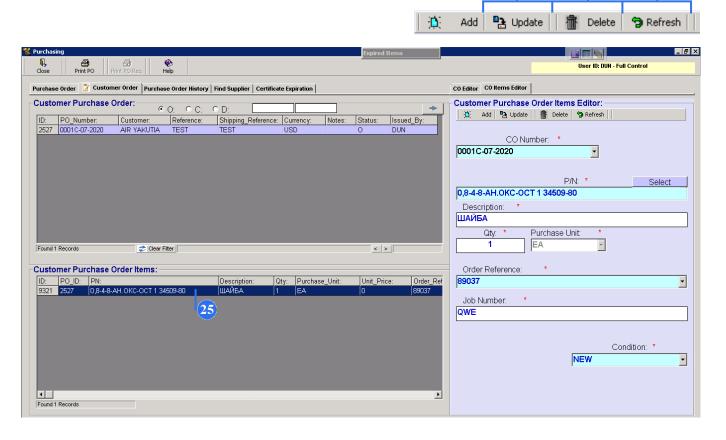
- 19. Click on the "Select".
- 20. "List of PN" will be opened. You can use filters such as "Filter PN", "Description" or "Material Type" to find component quickly. Double click on the component.





- 21. A description and a unit of measure will be entered by the system automatically. You can't change a Purchase unit while ordering apart. For doing this, use a Materials Management Sub-Module (change it in a Spare Parts Catalogue). Type necessary quantity.
- 22. Select order reference and enter job number.
- 23. Choose an appropriate condition from a combo box.
- 24. Click on the Add.





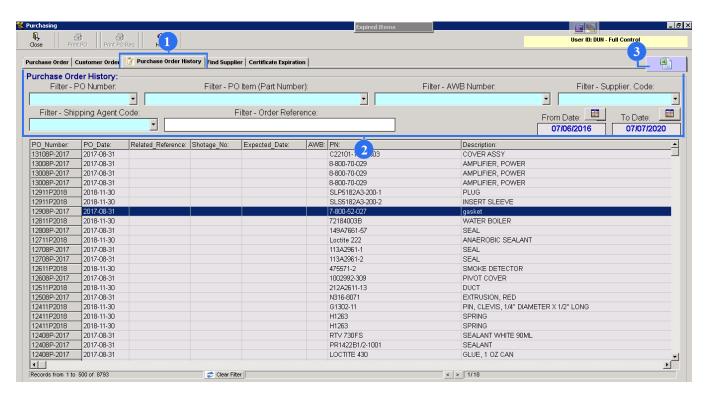
25. A newly created customer purchase order Item will be added to a list of customer purchase order items. Select a customer order item from the list.

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- 26. If you make a change in the editor push "Update" button.
- 27. To remove customer PO, click on the Delete.
- 28. To clean all the fields in the editor, push "Refresh button".



4. Purchase and Customer Orders History



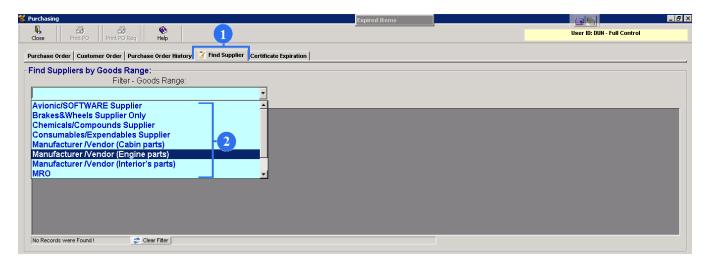
- 1. An Order History tab can trace all orders and items.
- 2. Different filters provide easy search for necessary information:
 - Purchase / Customer order number
 - Purchase / Customer Order Item (Part number)
 - Supplier code
 - Shipping Agent
 - AWB number
 - Customer
 - Customer Reference
 - Order reference
 - Date range

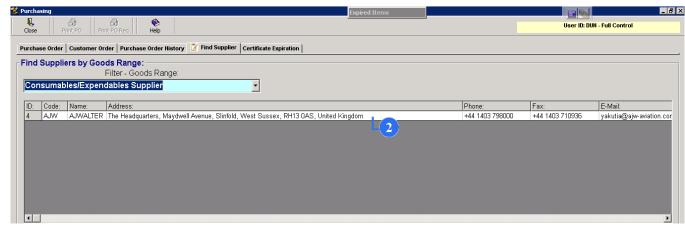
It is possible to use two or more criteria at once.

3. Displayed information can be transferred to the Excel format by clicking button.



5. Find Supplier





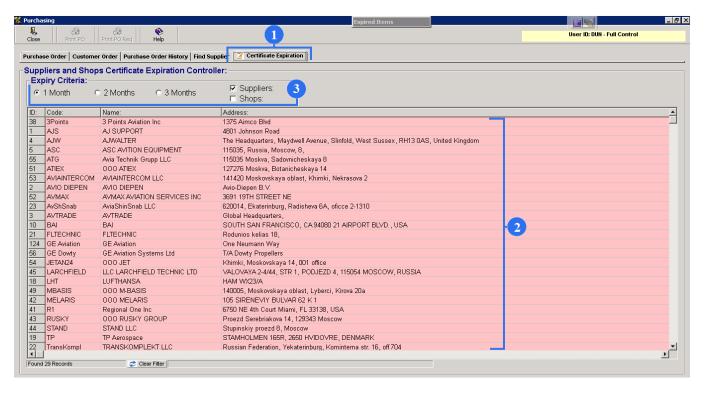
1. A Find Supplier tab provides registered suppliers' goods in alphabetical order

Suppliers are registered in a Material Management Sub-Module.

2. Select a necessary product, and a list of suppliers will be displayed.



6. Suppliers Certificate Expiration



- Certificate Expiration tab keeps
 Suppliers & Shops databases.
- 2. A list of companies:
 - Orange companies' certificates will be expired soon
 - Red companies' certificates are already expired
- 3. Months before the certificates will be expired:
 - 1 month
 - 2 months
 - 3 months

Also, you may switch between Suppliers & Shops