# PURCHASE ORDER

# RECEIVING-APPROVAL

User guidance



**Contact Information:** www.alaskartech.com; info@alaskartech.com; tel. +7 (495) 689 0381.

## Contents



**Contact Information:** www.alaskartech.com; info@alaskartech.com; tel. +7 (495) 689 0381.

## 1. General Information

The user’s manual consists of four sections: General Information, Purchase Order, and Customer Purchase order and Receiving/Approval.

“Purchase Order” chapter allows to create PO number and to create the PO items.

“Customer Purchase Order” unit gives a chance to create PO number and to create the PO items for definite customer.

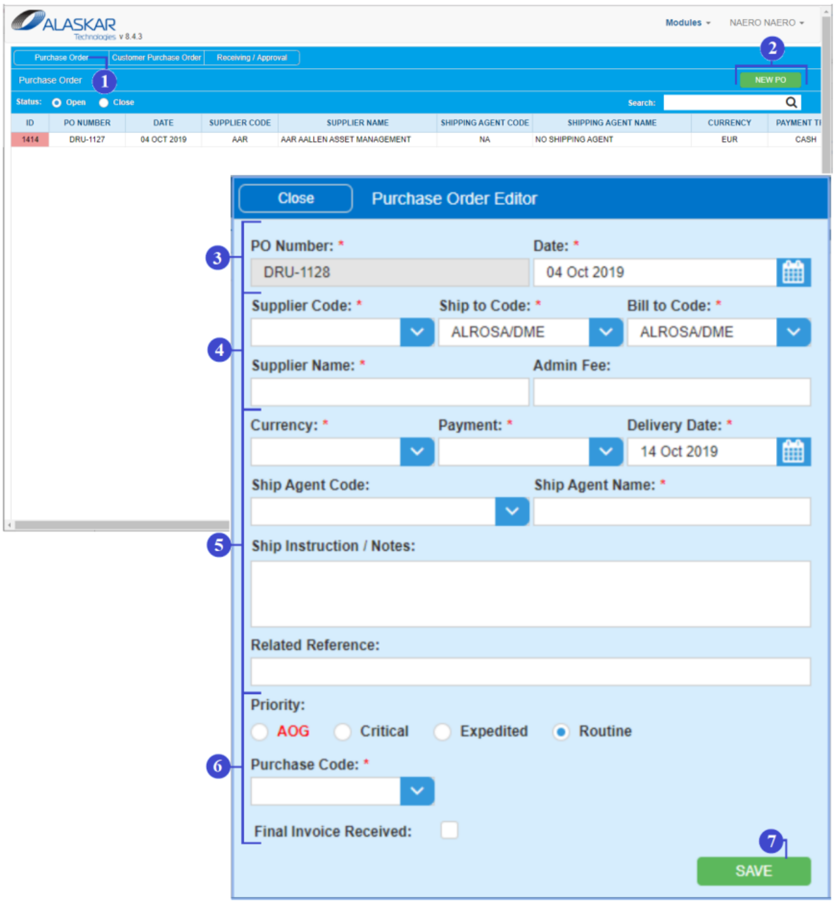
“Receiving/Approval” unit allows to accept the components and send them to store.

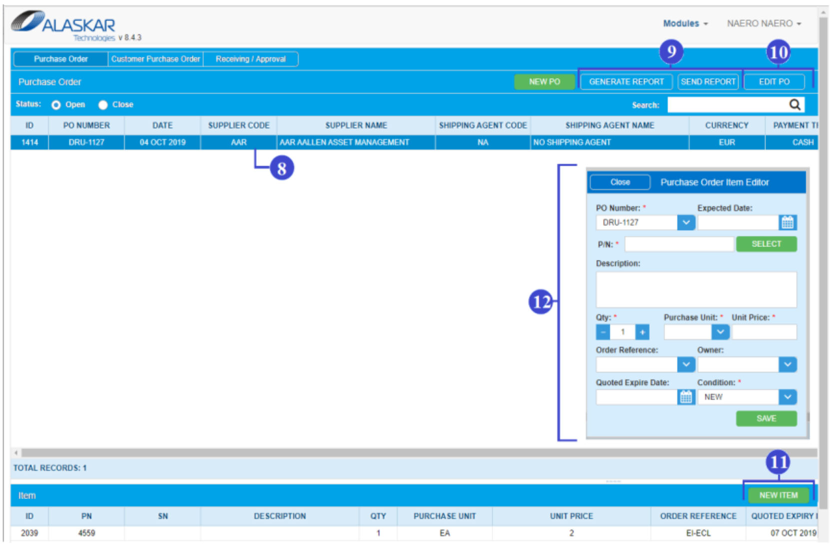



**Contact Information:** www.alaskartech.com; info@alaskartech.com; tel. +7 (495) 689 0381.

**User Guidance**

## 2. Purchase Order




1. To open purchase order screen, click on the "Purchase Order".

2. To create new purchaser order, push on the green "NEW PO" button and Purchase Order Editor will appear.

3. PO number and Date will be generated automatically, but you can change the date.

4. Select Supplier Code, Ship to code and Bill to code. Choose Supplier number and if it is necessary, enter Admin Fee.

5. Select Currency, Payment and Delivery Date. Enter Ship Agent Code, Ship Agent Name. Fill the Ship Instructions/Notes and Related Reference if it is necessary.

6. You should tick of the priority (AOG, Critical, Expedited and Routine). Select Purchase Code and tick Final Invoice Received.

7. Push on the "Save".

8. After saving this data you can monitor it in the Purchaser Order screen. Highlight the line and upper toolbar will be appeared.

9. To create a report click on the "GENERATE REPORT" and to supply this report to other address press "SEND REPORT".

10. To make a change in created PO click on the EDIT PO, change necessary information and save it.

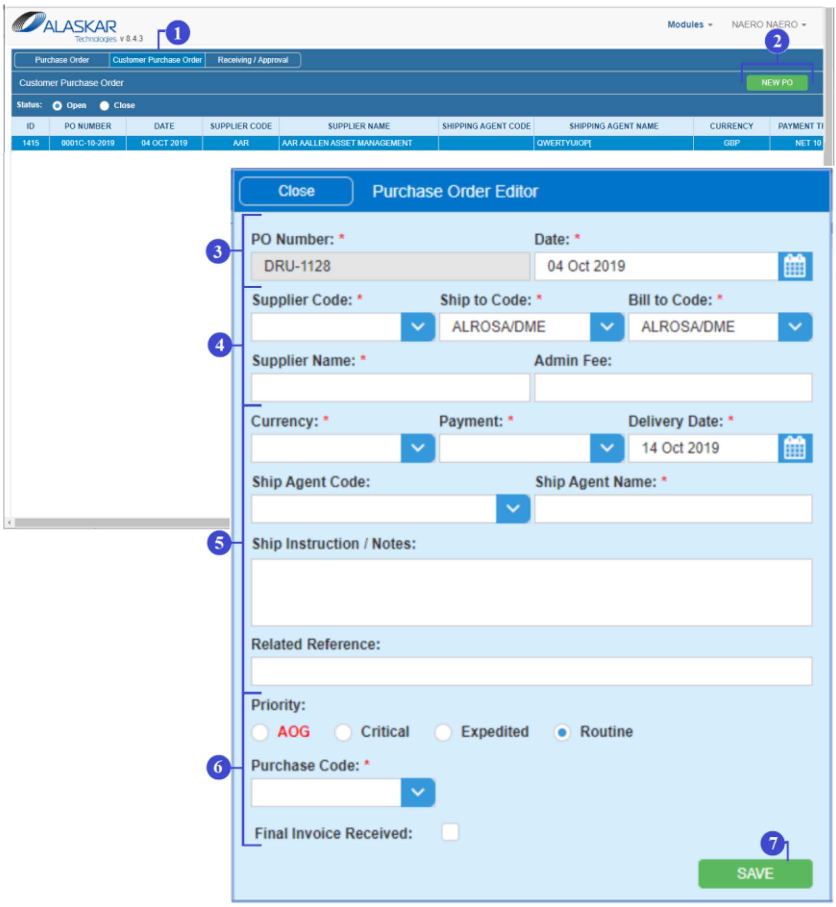
11. To create the PO item click on the "NEW ITEM" button and Purchase Order Item Editor will be appeared.

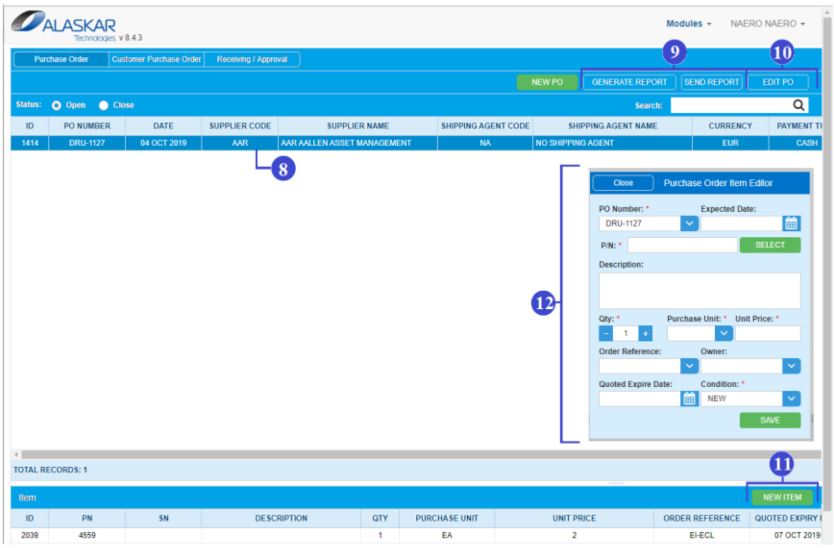
12. Fill all necessary fields and save the data.

**NOTE: Fields with a reference marks *(*)* are mandatory to fill.**

User Guidance

### 3. Customer Purchase Order




1. To open customer purchase order screen, click on the “Customer Purchase Order”.

2. To create new purchaser order, push on the green “NEW PO” button and Purchase Order Editor will appear.

3. PO number and Date will be generated automatically, but you can change the date.

4. Select Supplier Code, Ship to code and Bill to code. Choose Supplier number and if it is necessary, enter Admin Fee.

5. Select Currency, Payment and Delivery Date. Enter Ship Agent Code, Ship Agent Name. Fill the Ship Instructions/Notes and Related Reference if it is necessary.

6. You should tick of the priority (AOG, Critical, Expedited and Routine). Select Purchase Code and tick Final Invoice Received.

7. Push on the “Save”.

8. After saving this data you can monitor it in the Purchaser Order screen. Highlight the line and upper toolbar will be appeared.

9. To create a report click on the “GENERATE REPORT” and to supply this report to other address press “SEND REPORT”.

10. To make a change in created PO click on the EDIT PO, change necessary information and save it.

11. To create the PO item click on the “NEW ITEM” button and Purchase Order Item Editor will be appeared.

12. Fill all necessary fields and save the data.

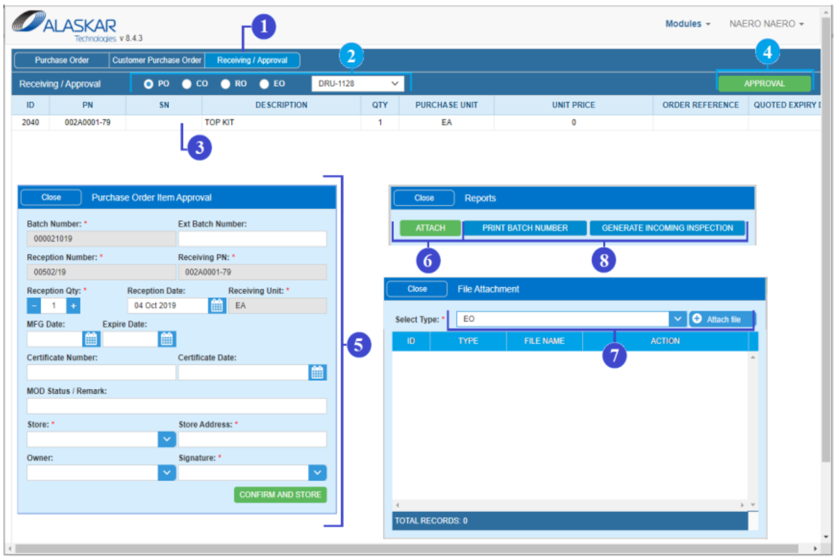
**NOTE: Fields with a reference marks *(*)* are mandatory to fill.**




**Contact Information:** www.alaskartech.com; info@alaskartech.com; tel. +7 (495) 689 0381.

**User Guidance**

## 4. Receiving/Approval




1. Press “Receiving/Approval” button to open definite screen.

2. Use filters such as PO (purchase Order), CO (Change Order), RO (repair Order), and EO (Exchange Order) to find quickly data.

3. Select and highlight the found line.

4. Press “APPROVAL” button and Approval Editor will be appeared.

5. Fill all necessary fields and push on the green CONFIRM AND STORE. Reports screen will be appeared.

6. To attach any files to the orders, click on the ATTACH. File Attachment window will be appeared.

7. Select the type of document and press “Attach file”.

**NOTE: Fields with a reference marks *(*)* are mandatory to fill.**

8. Also, you can print batch number or generate incoming inspection.