

# Purchase Order

[illegible][illegible]

Family number  
Search word: POU1

Supplier address:  
YELL HONG FUNTUNE INDUSTRIES SON  
BHD  
LOT 458, KAWKANG PERINDUSTRIAN  
PARET JARAL  
JAYEDUNG, JAWY

Shipping address

General Contact Texts **Purchase Order** Synergy

Purification Required? ☐  
Extra PC required? ☐

Delivery date: 04/07/2018  
Container Type: 20GP - 1447HC  
Special Carton Material: YES  
Special AI: YES  
Spare Parts: NO

Handle: NO

Print "Please wait"

File New Action Home  
Go Home Previous Forwarded settings Cancel print job Enter print job

Settings: Email | Separated | File information | Favorites

Print layout: [dropdown] [dropdown] [dropdown] **Print**  
Printer: [dropdown]

Number of copies: [dropdown]  
Number of copies: [dropdown]  
Print from page: [dropdown]

Select:  
Purchase Order (F) for FG;  
Purchase Order (Material) for RM.  
Print.

The screenshot shows the SAP 'Select layout' dialog box. The 'Purchase order' layout is selected. The background shows the 'Purchase Order - Material' screen with the 'Cancel PO' button highlighted in yellow.

If  
fu

another GRN and put "x" at Status bar to cancel the PO.

on ☐ Materials allocation ☒ Material provided Mat. alloc.

	Outstr	Deliv	Unit	Unit price	Lot	Lot n	Due date	Location	Status	Text	Sup
PB5031	115	0	MTR	1.9400			13/08/18	LOT-9	*		
PB5031	55	0	MTR	1.9400			13/08/18	LOT-9			
	0	0		0.0000					#		

# INPUT PRODUCT PRICING

[User](#)
[Sales](#)
[Purchasing](#)
[User Account](#)

- Lot tracking
- Multilevel BOM
- Multilevel BOM (tree view)

- ❖ BOM requirement from SO
- ❖ Product purchase price history analysis
- ❖ Purchase Analysis Report By Supplier/Product
- ❖ Purchasing Analysis 12 Months Report
- ❖ Purchase Summary Report By Monthly

📁 Master File

- ❑ Production list By Factory
- ❑ Product Attributes
- ❑ Supplier
- ❑ Customer
- ❑ Shipping Address
- ❑ Customer contact
- ❑ Product
- ❑ Supplementary item
- ❑ Suppliers

761M x 761M x 761M

2

Note:  
Condition valid : Input today's date.

File Edit Execute Table Command Window Info Help

ITEM BARCODE STICKER VANCE (PC'S NIGHTSTAND)

1673

General

Identify number 1673 Search word DISCOUNT NIGHTSTAND

Internal description ITEM BARCODE STICKER VANCE (PC'S NIGHTSTAND)  
7084 7084  
BLACK WOODEN

Ed

Type Purchasing price list

Conditions valid from 17/07/19 To Special offer

Code

Remarks

Prices

Product price group 1674

Customer/Supplier Discount group

Product discount group 1674

Customer/Supplier Discount group 1674

Prices/Discounts - Ed [207] SP-ST-VANCE-NIGHTSTAND ITEM BARCODE STICKER VANCE (PC'S NIGHTSTAND) 7084 7084

File Edit Execute Table Command Window Info Help

1673

General / Scale

Trade Unit: PCS

Quantities are lower limits

Prices are gross prices

Currency: MYR

Alternative price is gross prices

Alternative currency

Quantity	Surcharge/Discount %	Disc. in kind	Price	Alternative price
201	0	0	0.1720	0.00
301	0	0	0.1690	0.00
1,001	0	0	0.1300	0.00
1,501	0	0	0.1295	0.00
2,001	0	0	0.1265	0.00

## PO SUGGESTIONS

UPDATE 11/6/21 BY SHIRLEEN

- Open purchasing tab and click into PO suggestion
- Click Enter

Product  
Warehouse group  
Purchase order date from  
Critical suggestions only  
Select all

3. Key the Use number (meaning the SPO number WAY). Search all and accept. Ensure the line appear is same as SPO issued

File Edit End Table Command Window Help

Home

Database Purchasing Group Item Bar Dynamic selection

Product Warehouse group Quantity in purchasing trade unit Purchase order date (day) Use Header Scheduled procurement suggestion Procurement mode

From To Operator Normally Normally Normally Normally Normally Empty Equal Equal

Search Process items sorted by delivery Eiling mode Active Bow by row  
Direction forwards Logical interconnection And Use range

Search Upper/Lower case Search for full word only

	Product	Warehouse group	Quantity in purchasing trade unit	Purchase order date (day)	Use	Header	Scheduled procurement suggestion	Procurement mode
1	FG-DA-PU-19-539-BC-WAY	SYNERGY	125	04/06/21	900001_7		Yes	External procurement
2	FG-BN-PU-19-539-BC-WAY	SYNERGY	200	04/06/21	900001_8		Yes	External procurement
3	FG-DU-PU-19-539-BC-WAY	SYNERGY	130	04/06/21	900001_10		Yes	External procurement
4	FG-WH-PU-19-539-BC-WAY	SYNERGY	130	04/06/21	900001_11		Yes	External procurement
5	FG-KD-PU-19-539-BC-WAY	SYNERGY	105	08/06/21	900001_12		Yes	External procurement

Accept Start search Continue search Search all Pause

4. Appear back to main screen. Click Select All, fill in supplier code, and Release selection

Load table Selection bar

Selection Legend

Buyer	Supplier	Product	Warehouse group

- Save and continue Selection of suppliers Transfer earliest due date Production I

Sel	Req	Req	Use	Product	Product description	Discontinued part	Supplier	Qty and	Quantity	Unit
<input checked="" type="checkbox"/>	<input type="checkbox"/>		900036_1	FG-WH-PU-5-22Z-Vu	TYLER STUDY DESK		60402		375	PCE
<input checked="" type="checkbox"/>	<input type="checkbox"/>		900036_2	FG-GE-PU-5-22Z-Vu	TYLER STUDY DESK		60402		375	PCE

5. Ensure price/discount is filled in. Automation reflect on supplier code, product code, qty. The rest is same as normal PO issuance. Once all info is filled in, click Save to PO generation.

**Purchase order**

File Edit Execute Table Command Window Info Help

Save Undo Info Action Print Home New Copy View Edit

Save and continue

Entity number POCHT

Supplier address  
17Kuang Heng Sdn Bhd  
to 9, Bukit Pagar Industrial Estate,  
4300 Muar, Johor

General Contact Texts Payment Shipping GST Synergy VAT

Keyword

Supplier 60402 Inhouse contact

Invoicing party 60402 Review

Process locked ☐ Text

Page /

Own remarks

- | Item | Product          | Product description | View | Color | Size | SFC Number | Prepared by | Quantity | Unit | Price    | Item value | Tax |
|------|------------------|---------------------|------|-------|------|------------|-------------|----------|------|----------|------------|-----|
|      | FG-WH-PU-5-222-V | TYLER STUDY DESK    |      |       |      |            |             | 375      | PCE  | 162.7795 | 61,042.31  | Tax |

ONCE DONE FILL IN, CLICK SAVE AND PO WILL BE GENERATED. OPEN INTO PO AND SELECT DROP DOWN PO WILL APPEAR THE NEW PO NUMBER