

PURCHASE ORDERS

Instructions on how to create, edit and receipt a Purchase Order in Vinpoint.

A Purchase Order must be raised for all purchases On Account.

STEP 1) CREATING A PURCHASE ORDER

Purchase Order Module

<Order Processing>

<Orders>

Put cursor in the header section, click F3 for a new Purchase Order (PO)

Click Tab key

Tabs on the Purchase Order

1) General Tab - Header

Buy-from Vendor No.: select Vendor number. This will populate the address fields from the vendor card.

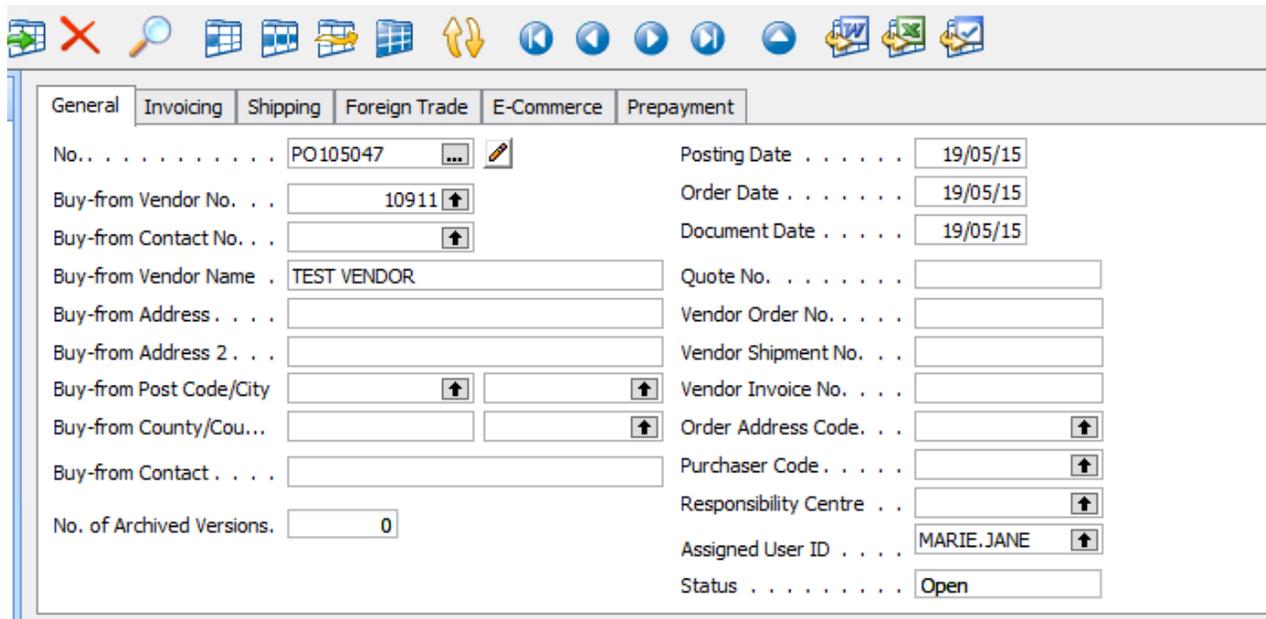
Posting Date: defaults to today's date

Order Date: defaults to today's date

Document Date: defaults to today's date

Vendor Order No.: enter vendor quote number if applicable

Assigned User ID: automatically entered by the system



General		Invoicing	Shipping	Foreign Trade	E-Commerce	Prepayment
No.	PO105047					
Buy-from Vendor No. . . .	10911					
Buy-from Contact No. . . .						
Buy-from Vendor Name . . .	TEST VENDOR					
Buy-from Address						
Buy-from Address 2						
Buy-from Post Code/City						
Buy-from County/Cou...						
Buy-from Contact						
No. of Archived Versions.	0					
Posting Date	19/05/15					
Order Date	19/05/15					
Document Date	19/05/15					
Quote No.						
Vendor Order No.						
Vendor Shipment No. . . .						
Vendor Invoice No.						
Order Address Code. . . .						
Purchaser Code						
Responsibility Centre . . .						
Assigned User ID	MARIE.JANE					
Status	Open					

2) Shipping Tab

Location Code: select location code for delivery

Requested Receipt Date: enter date if applicable

Promised Receipt Date: enter if applicable

Expected Receipt Date: change to the date expect to receive the good/service, this is particularly important if the PO is being raised more than a month in advance for reporting purposes

General Invoicing **Shipping** Foreign Trade E-Commerce Prepayment

Ship-to Name Administration Location Code. SS-ADMIN ↑

Ship-to Address Craggy Range Vineyards Ltd Inbound Whse. Handli... []

Ship-to Address 2 253 Waimarama Road Shipment Method Code . [] ↑

Ship-to Post Code/City . [4294 ↑] [] ↑ Lead Time Calculation . . []

Ship-to County/Countr... [Havelock North] [] ↑ Requested Receipt Date. [20/05/15]

Ship-to Contact [] Promised Receipt Date. . [30/05/15]

Expected Receipt Date . [30/05/15]

Sell-to Customer No. . . [] ↑

Ship-to Code [] ↑

3) General Tab - Lines

Type - GL Account

No. - enter or select GL code number (recommended: enter GL account no. from coding sheet)

Dimensions (Branch/Market/Brand/Projects) - enter as required by GL code entered

Description - enter description of goods/service being purchased (maximum of 50 characters - lower case)

Location Code - automatically filled in from entry in Shipping Tab

Unit of Measure - leave blank for Each, otherwise select applicable measure (e.g. litres)

Quantity - enter quantity purchasing

Dir. Unit Cost - enter cost per unit of good/service, for most Vendors this will be GST exclusive (to see if Vendor is set up as GST exclusive of inclusive see Invoicing Tab)

Line Amount. - automatically populated

Planned Receipt Date - automatically populated from entry in Shipping Tab

Expected Receipt Date - automatically populated from entry in Shipping Tab

General Invoicing Shipping Foreign Trade E-Commerce Prepayment

No. PO105047 Posting Date 19/05/15

Buy-from Vendor No. . . [10911 ↑] Order Date 19/05/15

Buy-from Contact No. . . [] Document Date 19/05/15

Buy-from Vendor Name . . TEST VENDOR Quote No. []

Buy-from Address [] Vendor Order No. ESTIMATE

Buy-from Address 2 [] Vendor Shipment No. . . []

Buy-from Post Code/City [] ↑ Vendor Invoice No. . . []

Buy-from County/Cou... [] ↑ Order Address Code. . . [] ↑

Buy-from Contact [] Purchaser Code. [] ↑

No. of Archived Versions. [0] Responsibility Centre . . []

Assigned User ID MARIE.JANE ↑

Status Open

Type	No.	Branch Code	Description	Location Code	Market Code	Assets Code	Brand Code	Projects Code	Quantity	Direct Unit Cost Excl. GST	Line Amount Excl. GST	Qty. to Receive	Quantity Received	Qty. to Invoice	Quantity Invoiced	GST Prod. Posting Group
▶ G/L Acc...	8760	10	Box of paper	SS-ADMIN					2	20.00	40.00	2		2		GST15

To view the total of the PO, <F9> and to return back to the PO, <Escape>

Invoicing Tab

No entry should be required on this tab.

Displays information relating to the invoicing by the supplier i.e. Payment Terms and GST calculation.

The screenshot shows a software interface with a toolbar at the top and a tabbed menu below it. The 'Invoicing' tab is selected. The form contains the following fields and values:

Pay-to Vendor No.	10911	Branch Code	
Pay-to Contact No.		Market Code	
Pay-to Name	TEST VENDOR	Payment Terms Code . . .	CASH
Pay-to Address		Due Date	19/05/15
Pay-to Address 2		Payment Discount % . . .	0
Pay-to Post Code/City. . .		Pmt. Discount Date . . .	19/05/15
Pay-to County/Countr...		Payment Method Code . . .	ACCOUNT
Pay-to Contact		On Hold.	
Vendor Exchange Rat...	0	Prices Including GST . . .	<input type="checkbox"/>
		GST Bus. Posting Group . .	DOMESTIC

If need to enter prices inclusive of GST: tick Prices including GST box

Foreign Trade Tab

Entry into this tab only required if purchasing items/goods in foreign currency

Prepayment Tab

Entry into this tab only required if a prepayment is required

For purchases from non-approved suppliers please refer to the Non-Approved Vendor Process notes for additional steps.

Send Approval Request

Once all information is entered, the PO should released:

<Functions>

<Send Approval Request>

Status (on General Tab) will change to: Released

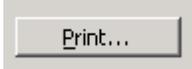
If PO is within users purchase limit the order will be automatically approved and released. Status changed to Released.

If PO is above your purchase limit the order will be emailed to your manager for approval. Once the manager has approved the PO, the status will change to Released.

The Purchase Order Number must be given to the Supplier.

Printing and Emailing a Purchase Order

Once order is released, you can print out and/or email to the vendor.
Ensure that the PO has "NO \$ Values" in it: Once approved, remove all per unit costs (DO NOT Re-open PO).

Select "Print"  and select "Email"  (Only a few Vendors can be emailed to – please submit and email request to Marie, should you wish to add your Vendor to the list). Once the email appears on your screen you must replace the email address with the address of your contact.



The screenshot shows an email composition window with the following fields:

- To...: [Type email address here]
- Cc...: (empty)
- Subject: Craggy Range Vineyards Ltd (Purchase Order - PO105244)
- Attached:  Craggy Range Vineyards Ltd (Purchase Order - PO105244).pdf (86 KB)

Send.

Go back to the Purchase order and re-enter the unit costs (DO NOT re-open the PO).

Editing a Purchase Order

Select applicable PO by:
Purchase Order Module
<Order Processing>
<Orders>
<F5> for list of PO's

PO105040	10518	Mr Labels
▶ PO105042	10104	A Winning Influence (NZ) Ltd
PO105043	11041	Eurofins ELS Lower Hutt
PO105044	11034	The Mint Partners
PO105045	11009	CodeBlue Hawkes Bay Ltd
PO105046	10858	ATI
PO105047	10911	TEST VENDOR

Filter on Purchase Order No. or Assigned User ID or Vendor by using the Field Filter 
Double Click on applicable PO

To edit a PO, need to first re-open it
<Functions>
<Re-open> or if over approval limit <Cancel Approval Request>
<Functions>
Then edit PO items/quantities/price as applicable.
<Send Approval Request>

Step 2) Receipting a Purchase Order

Must be done within 24 hours of receiving the goods/services.

1) Select applicable PO

The screenshot shows the SAP PO entry screen with the following details:

- PO No.: PO105047
- Posting Date: 19/05/15
- Buy-from Vendor No.: 10911
- Order Date: 19/05/15
- Buy-from Contact No.: [empty]
- Document Date: 19/05/15
- Buy-from Vendor Name: TEST VENDOR
- Quote No.: [empty]
- Buy-from Address: [empty]
- Vendor Order No.: ESTIMATE
- Buy-from Address 2: [empty]
- Vendor Shipment No.: [empty]
- Buy-from Post Code/City: [empty]
- Vendor Invoice No.: [empty]
- Buy-from County/Cou...: [empty]
- Order Address Code: [empty]
- Buy-from Contact: [empty]
- Purchaser Code: [empty]
- No. of Archived Versions: 0
- Responsibility Centre: [empty]
- Assigned User ID: MARIE.JANE
- Status: Released

Type	No.	Branch Code	Description	Location Code	Market Code	Assets Code	Brand Code	Projects Code	Quantity	Direct Unit Cost Excl. GST	Line Amount Excl. GST	Qty. to Receive	Quantity Received	Qty. to Invoice	Quantity Invoiced	GST Prod. Posting Group
G/L Acc...	8760	10	Box of paper	SS-ADMIN					2	20.00	40.00	2		2		GST15

2) Change Posting Date to Today's Date

3) Enter Quantity Received

a) Delivery in Full and Goods/Service in Order

When the order is fulfilled correctly:

- Quantity to Receive: defaults to the PO quantity therefore nothing to enter/change

b) Partial Delivery

When the order is being received in 2 or more deliveries enter as follows

- Quantity to Receive: change the amount to the quantity received in this delivery

Or c) Returning Goods or Discrepancy with Quantity

If goods are to be returned or the quantity physically received does not match the packing slip:

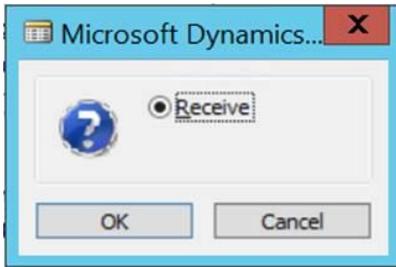
- Quantity to Receive: enter the quantity being kept only
- Contact supplier for credit note or re-delivery
- New line: in the Description field enter details of the returned goods or discrepancy and expected resolution (ie credit note/replacement/further delivery). *This will ensure that finance knows to expect a credit memo or further deliver.*

4) Posting the Receipt

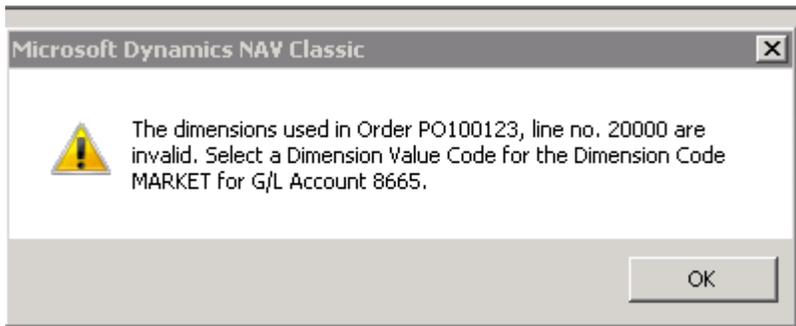
<Posting>/<F11>

<Post>

Select <Receive>



If all required dimensions are not entered, an error message similar to below will pop up:



Enter all required dimensions (use your Chart of Accounts if not sure what dimensions are required)

<Posting>/<F11>

<Post>

Select <Receive>

Changing the Price of a Receipted Purchase Order

Select Purchase Order

<Functions>

<Re-open>

Edit price in **Dir. Unit Cost** field

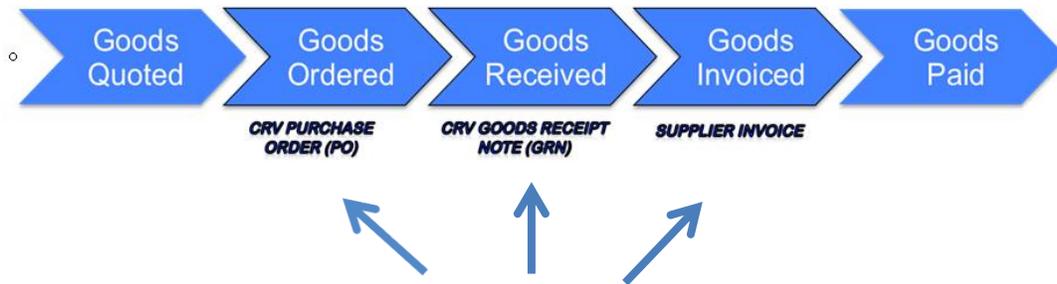
<Release>

Please ensure that when you are finished creating or receipting your purchase orders, you log out of Vinpoint and do not use up a license while not actually working in Vinpoint.

STEP 3) SUPPLIER INVOICE

Supplier invoices will be emailed directly to finance department at: accounts@craggyrange.com

From the PO number on the supplier invoice, finance will match the invoice to the PO in Vinpoint. Where there is a 3-way match between the PO - Receipt - Invoice within the acceptable tolerance limits (<\$100 or under 1% variance whichever is lower) finance will use the receipt to generate the supplier invoice in Vinpoint for payment. The supplier invoice will not need to be distributed to the purchaser for approval.



The middle three make a **3-way match** that enables payment

If the invoice is not with the acceptable tolerance limits the invoice will be forwarded to the Purchaser for checking and potential price and/or quantity corrections or credit note requests.

NB - finance cannot enter the prices or receipt any goods/services as this is the Purchaser's approval of the goods/services for payment.

NON-APPROVED VENDOR PURCHASE ORDERS

Conditions of Use:

- This option may only be used if there is no Approved Supplier to purchase the goods/service from and the supplier will not take payment by credit card.

Process:

- 1) Raise a purchase order in Vinpoint on the Non- approved Vendor Account (CRV #10858)
- 2) Follow the steps for a purchase order on an approved supplier account plus:

General Tab

Must add the name of the non-approved vendor in the Vendor Order No. area on the General Tab.

General	Invoicing	Shipping	Foreign Trade	E-Commerce	Prepayment	
No.	PO105048				Posting Date	19/05/15
Buy-from Vendor No. . . .	10858				Order Date	19/05/15
Buy-from Contact No. . . .					Document Date	19/05/15
Buy-from Vendor Name . . .	Non Vendor Testing				Quote No.	
Buy-from Address	C/- CRV				Vendor Order No.	TEST NON VENDOR
Buy-from Address 2					Vendor Shipment No. . . .	
Buy-from Post Code/City					Vendor Invoice No.	
Buy-from County/Cou...					Order Address Code. . . .	
Buy-from Contact					Purchaser Code	
No. of Archived Versions.	0				Responsibility Centre . . .	
					Assigned User ID	MARIE.JANE
					Status	Open

Invoicing Tab

Change "Pay-to Name " to the name of the non-approved vendor that you are using.

General	Invoicing	Shipping	Foreign Trade	E-Commerce	Prepayment	
Pay-to Vendor No.	10858				Branch Code	
Pay-to Contact No.					Market Code	
Pay-to Name	Non Vendor Testing				Payment Terms Code	7 DAYS
Pay-to Address	C/- CRV				Due Date	26/05/15
Pay-to Address 2					Payment Discount %	0
Pay-to Post Code/City . . .					Pmt. Discount Date	26/05/15
Pay-to County/Countr...					Payment Method Code	EFTW
Pay-to Contact					On Hold.	
Vendor Exchange Rat...	0				Prices Including GST. . . .	<input checked="" type="checkbox"/>
					GST Bus. Posting Group . . .	DOMESTIC

This will show the vendor name when you are looking for the specific non-approved vendor that you are dealing with on the Purchase Order List page. The list page will need to have the "Pay-to Name" column displayed.

FIXED ASSET PURCHASE ORDERS

Fixed Asset Purchases:

Type: change to Fixed Asset

No.: enter/select applicable Fixed Asset Number

This number must be the same number as distributed with the Approved Capex list.

Fixed Asset Sales/Trade Ins

Type: G/L Account

No.: 1805

Description: enter the FA number of the asset being sold/trade-in ie "FA 9999 Traded In"

Type	No.	Branch Code	Description	Location Code	Market Code	Assets Code	Brand Code	Projects Code	Quantity	Direct Unit Cost Excl. GST	Line Amount Excl. GST	Qty. to Receive	Quantity Received	Qty. to Invoice	Quantity Invoiced	GST Prod. Posting Group
Fixed A...	80061	34	Quad Bike Transport Trailer	SS-ADMIN					1	5,000.00	5,000.00	1		1		GST15
G/L Acc...	1805		FA9999 Trade-in - old trailer rego???	SS-ADMIN					-1	500.00	-500.00	-1		-1		GST15

Receipting

Do not receipt Fixed Asset purchase orders in – once the asset is received please email Finance (Marie) your approval to pay the purchase order.

When a Fixed Asset is being traded-in please also include the completed the Fixed Asset Disposal form in this email.

Appendix I - Vinpoint Shortcuts

- F3 - New (ie new Purchase order)
- F5 - List
- F8 - Copy from Line above
- F9 - Statistics - check PO values match invoice values
- F11 - Post
- F11+Shift - Post and Print

Escape - Go Back

NB - Vinpoint is excel based so formulas can be entered into a cell

Appendix II - Vinpoint Column Settings for Purchase Order

General Invoicing Shipping Foreign Trade E-Commerce Prepayment

No. PO105416 Posting Date 14/07/15
 Buy-from Vendor No. 10752 Order Date 13/07/15
 Buy-from Contact No. Document Date 14/07/15
 Buy-from Vendor Name Fruffed Supplies - Gimblett A/C 13720 Quote No.
 Buy-from Address Division of PGG Wrightsons Ltd Vendor Order No.
 Buy-from Address 2 149 Vogal Street Private Bag 1961 Vendor Shipment No.
 Buy-from Post Code/City 9016 Dunedin Vendor Invoice No. 16322163
 Buy-from County/Cou... Dunedin Central NZ Order Address Code.
 Buy-from Contact Lyn - Account Manager 03 4746768 Purchaser Code
 No. of Archived Versions. 1 Responsibility Centre
 Assigned User ID KATRINA.ALLEN
 Status Released

Type	No.	Branch	Description	Location Code	Market Code	Assets Code	Brand Code	Projects Code	Expected Receipt Date	Quantity	Direct Unit Cost Ind. GST	Line Amount Ind. GST	Qty. to Receive	Quantity Received	Qty. to Invoice	Quantity Invoiced	GST Prod. Posting Group
G/L Acc...	6355	31	Twist ties 110mm 10,000pk	V-KIDNA...					13/07/15	28	16.66	466.48	28		28		GST15
G/L Acc...	6355	31	Twist ties 110mm 10,000pk	V-GIMBL...					13/07/15	8	16.66	133.28	8		8		GST15

To change your Vinpoint columns, right click on the column bar highlighted and select "Show Column". Go through and put ticks next to the titles that you want to show in your column settings, and remove ticks from those that you do not want to see.