

FrontLine Purchasing Module Overview

The FrontLine Purchasing module gives an Engineering or Facilities Maintenance department the capability to generate Purchase Orders or Purchase Requisitions for stock, non-stock or services from a nominated supplier and to be able to follow that order through the various processing stages, delivery, invoice checking etc. This module can be used as a “stand alone” program or interfaced with the FrontLine Maintenance and/or Stock Control modules.

We have put this guide together to allow you to get on with evaluating the software system quickly – rather than having to learn the basic system functionality from a typical system help file. Knowledge of the full system functionality can be gained by attending the one-day Purchase Orders Course.

To install this module please go to the previous section on “Installation and Navigation” and follow the instructions. Please remember that this product can be installed as part of the suite (all modules) or can be evaluated and run on its own,



“Double click” on the icon to open the module (see above).

We are using the demo dataset for the purposes of this guide and the series of screen shots show you the information presented with the required inputs, from logging on, through to navigating this application.

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Click on the **Evaluation** button highlighted in green on the first screen shot, Select **Demo Data** highlighted in Blue and then click the **Next** button highlighted in green on the second screen shot. This will take you to the log in screen, the evaluation mode *ONLY* requires you to type in the word **SUPERVISOR** in the **User Name** field highlighted in red, leave the **Password** field highlighted in green **BLANK**, as illustrated on the third screen shot. Click to open the application. (See Fig. 1)

The application has started in the default live database. You may continue with the existing database by selecting 'Live Data' select another database or create a new link to an alternative database.

Order No.	Requisition No.	Order Date	Supplier	Requested By	Value GBE	Order Status
21635		16/12/2003	BSL	Conversion	122.34	Delivered
Stores/001		30/12/2003	ABLE ENG	AYRES, M	175.00	Invoice Checked
21636		05/01/2004	RS	Conversion	88.26	New Order
12345	RQ5014	19/01/2004	DENT	ABBEY, H	828.89	New Order
Stores/002		02/02/2004	ABLE ENG	BURNS A	2,500.00	Invoice Checked
PD00000001		23/08/2004	RMI	ABBEY, H	267.50	New Order
Stores/003		29/11/2004	ABLE ENG	BURNS A	550.00	Invoice Checked
PD00000002	RQ00000001	01/12/2004	BARTLETT	ABBEY, H	0.00	Part Delivered

Filter View By

Supplier:

Order Date: From To

Requested By:

Exclude Delivered Orders
 Exclude Invoiced Orders

Buttons: More, Add, Delete, Help

Current User: SUPERVISOR

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Purchasing Tool Bar Icons



Goods Receiving Process: When goods are delivered they can be received through this option. If they are stock items they will automatically update the current stock levels in the Stock module (if installed). The system copes with partial, multiple or complete deliveries against a single order. (Fig. 2)

The figure shows two overlapping windows from the FrontLine Purchasing Module. The 'Goods Received Header' window is in the background, and the 'Goods Received Details' window is in the foreground.

Goods Received Header

Order No: P000000001 Requisition No: []

Store: MAIN STORE

Delivery Note No: []

Date Received: 17/11/2005

[OK]

Goods Received Details

Order No: P000000001 Requisition Number: []

Delivery Note No: 123456 Receipt Note No: RN00000188

Stock Code: D/S01 Bin: AX41

Supplier Part No: B3009

Cost Centre: 20-46 Cost Code: 20-46-02

Description: Oxygen scavenger - boiler water treatment
Sodium metabisulphite solution for the removal of oxygen in water systems.

Item No	Unit	Qty Ordered	Delivered	This Delivery
1	25l drum	5	0	0
2	25l drum	5	0	0

[Navigation icons] [OK] [Cancel] [Help]

Fig. 2



Invoice Checking Process: Invoice checking is the final stage of the order process. The cost of each item is checked against the original order. Adjustments can be made for price changes, as appropriate. On completion of the invoice checking process, stock prices will be updated to the current rate. (Fig. 3)

Invoice Checking Header

Order No: P000000001 Requisition No:

Invoice No: RMI 345

Invoice Date: 17/11/2005

Net Amount GB£: GB£:

Delivery Charge GB£: GB£:

Cost Centre: Cost Code:

Tax GB£: GB£:

Invoice Checking Detail

Order No: P000000001

Invoice No: RMI 345

Supplier: RMI

Stock Code: C/S01 Supplier Part No: C3009

Description: Caustic soda

Cost Centre: 20-46 Cost Code: 20-46-02

Invoice Total	55.50	0.00	Tax Total
Checked Total	230.50	40.34	Checked Tax Total
Difference	-175.00	-40.34	Diff. <input type="button" value="Reconcile"/>

Item No	Date	Received	Unit Price GB£	Supp Ttl GB£	Supp Price GB£	Discount %	Tax Rate %	Checked
1	17/11/2005	3	18.5000	55.50	18.5000	0.000	17.500	<input checked="" type="checkbox"/>
2	17/11/2005	5	35.0000	175.00	35.0000	0.000	17.500	<input checked="" type="checkbox"/>

Fig. 3



Credit Note Processing: If you have returned goods and received a credit note or if a credit has been issued to amend the price of an invoiced item, then this screen should be used to process the change. The value of the credit will be passed to the Stock and Maintenance modules where applicable (if installed). (Fig. 4)

Order No	P000000001	Requisition No	
Credit Note No.		Credit Note Date	17/11/2005
Original Invoice No			
Net Amount	GB£	0.00	GB£ 0.00

Fig. 4



Returns to Supplier: This option allows you to return goods to a supplier based on the original delivery note. The system will automatically reduce the stock levels in the stock module (if installed). It will also issue a return note for you to enclose with the shipment. (Fig. 5)

The image shows two screenshots of the 'Return Goods to Supplier' software interface. The left screenshot shows the initial form with the following fields:

- Order No: PO00000001
- Requisition No: [Empty]
- Receipt Note No: RN00000189
- Returned On: 17/11/2005
- Reason: Damaged
- Buttons: [OK]

The right screenshot shows a more detailed view with the following fields:

- Order No: PO00000001
- Requisition Number: [Empty]
- Receipt Note No: RN00000189
- Date: 17/11/2005
- Delivery Note No: 123456
- Supplier: RMI
- Supplier Name: Rochester Midland Industries
- Description: Oxygen scavenger - boiler water treatment
Sodium metabisulphite solution for the removal of oxygen in water systems.

Below the description is a table with the following data:

Stock Code	Item No.	Expiry Date	Serial Number	PIR	Current Qty	Receipt Qty	Qty Returned
D/S01	1			1	3	3	1
C/S01	2			1	5	5	0

Buttons at the bottom of the right screenshot: [OK], [Cancel], [Help]

Fig. 5



Automated Re-Ordering Process: Automated Re-ordering only works in conjunction with the Stock Module (if installed). When stock items fall below a predefined level, the system will generate Purchase Orders to replenish your supplies. All you need do is; reject, amend or accept the recommended quantities for re-order. (See Fig. 6)

Stock Code	Supplier	On Order	Unapproved	Current Stock	Min Stock	Max Stock	Order Qty
2164/0246	VARLEY	0	0	0	1	1	1
29.81.1043	FERAG	0	0	1	2	5	4
40900 A 074	SERVAIR	0	0	0	2	3	3
5.006.030	FERAG	0	0	1	2	2	1
5206C ZZ/1	MAGPIE	0	0	5	6	11	6
6001 ZZ	BSL	0	0	3	4	11	8
FR 215	PAKSEAL	0	0	1	4	7	6

Cost Centre	20-01	Required Quantity	1
Supplier	VARLEY	Varley Pumps	
Stock Code	2164/0246	SEAL MECHANICAL FOR OIL PUMP ANTI CLOCKWISE	
Supp Part No			
Bin	P106		
Min Order Qty	1	Pack Size	1
Price GB£	49.90	Discount	0
		Purchase Unit	ITEM
		Purchase unit/issue ratio	1

Fig. 6



Supplier List: The Supplier table keeps a list of all the people with whom you do business. The screen contains information about the supplier such as name, address and contact details etc. Supplier information can be viewed by both the Purchasing and Stock Control Module (if installed). (See Fig. 7)

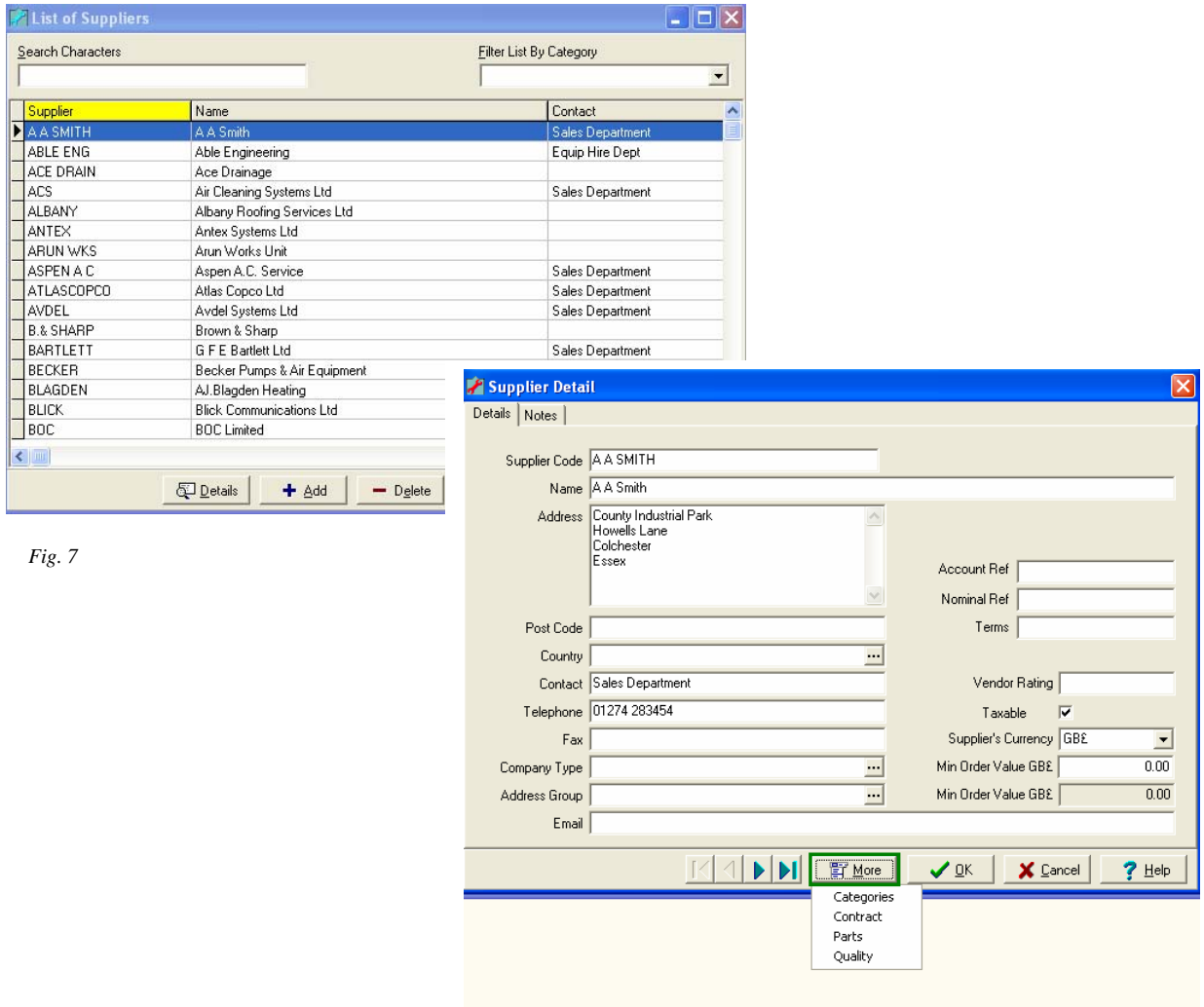


Fig. 7

The **More** button highlighted green (Fig. 7) shows an expanded menu of other areas where information can be stored against that supplier: -

- Categories- Category of parts supplied
- Contract – Contracts for supplying parts along with dates for renewal
- Parts - Itemised list of parts supplied
- Quality – Information about quality accreditations held by this supplier



Invoice Register: The invoice register keeps a list of all invoices/credit notes that have been applied to the system. From here you can also see the individual line detail for further analysis. (See Fig. 8)

The screenshot shows two overlapping windows from the FrontLine Purchasing Module. The 'Invoice Register' window displays a list of invoices with columns for Supplier Invoice, Invoice Date, Value GB£, Credit Note, Order Number, and Supplier. The 'Invoice Details' window provides a breakdown for a selected invoice (050/003965), including fields for Invoice No, Invoice Date, Order No, Credit Invoice No, Supplier, and a table of line items. Summary fields for Net Amount, Delivery, and Tax are also visible.

Supplier Invoice	Invoice Date	Value GB£	Credit Note	Order Number	Supplier
C1235	27/07/2005	100.00	<input checked="" type="checkbox"/>	Stores/001	ABLE ENG
1981983	29/11/2004	550.00	<input type="checkbox"/>	Stores/003	ABLE ENG
19873912	29/11/2004	2,500.00	<input type="checkbox"/>	Stores/002	ABLE ENG
02308	08/01/2004	275.00	<input type="checkbox"/>	Stores/001	ABLE ENG
050/004896	15/12/2003	407.68	<input type="checkbox"/>	21385	BSL
050/004646	09/12/2003	146.04	<input type="checkbox"/>	21351	BSL
30947-00	09/12/2003	548.40	<input type="checkbox"/>	21124	ROCKWELL
00587	12/11/2003	51.20	<input type="checkbox"/>	20859	FERAG
050/004558	11/11/2003	76.04	<input type="checkbox"/>	21133	BSL
22353	10/11/2003	609.40	<input type="checkbox"/>	21116	PAKSEAL
20144-381	12/10/2003	358.04	<input type="checkbox"/>	20816	PAKSEAL
050/003965	07/10/2003	299.40	<input type="checkbox"/>	20809	BSL
0P/0033517	07/10/2003	218.95	<input type="checkbox"/>	20803	
0P/0074445	04/10/2003	11.27	<input type="checkbox"/>	20691	
050/003816	29/09/2003	63.56	<input type="checkbox"/>	20696	
30032-00	29/09/2003	241.60	<input type="checkbox"/>	20680	

Stock Code	Quantity	Discount %	Price GB£	Price GB£	Total GB£	Total GB£
22207 CC	4	0.000	74.8500	74.8500	299.40	299.40

Summary Fields:

- Net Amount GB£: 299.40
- Delivery GB£: 0.00
- Tax GB£: 52.40
- Checked By: GCK
- Checked Date: 20/10/2003
- Paid On: [Empty]

Fig. 8



Purchase Budgets: This section allows you to set up budgets against which purchases can be deducted. The budgets are set up against a cost centre and an amount allocated for each month, as each item on an order has its own cost centre, charges will be split into the correct budgets. For more precise analysis a cost code can be used as a subset of cost centre. (See Fig. 9)

The screenshot displays three overlapping windows from the FrontLine Purchasing Module:

- Purchase Budgets:** A table listing various budget entries.

Cost Centre	Description	Start Date	End Date
20-01	Purchases (Stock Items)	27/12/1998	26/12/1999
20-02	Purchases (Non-Stock)	27/12/1999	26/12/2000
20-03	Purchases (Misc Serv)	27/12/2000	26/12/2001
20-01	Purchases (Stock Items)	27/12/2001	26/12/2002
20-02	Purchases (Non-Stock)	27/12/2002	26/12/2003
20-03	Purchases (Misc Serv)	27/12/2003	26/12/2004
20-03	Purchases (Misc. Services)	27/12/2004	26/12/2005
20-01	Purchases (Stock Items)	28/12/2003	26/12/2004
- Purchase Budget Header:** A form for editing a specific budget.
 - Cost Centre: 20-01
 - Description: Purchases (Stock Items)
 - Start Date: 27/12/1998
 - No of Months: 12
 - End Date: 26/12/1999
 - Budget Total GB£: 24,000.00
- Purchase Budget Details:** A detailed view of a budget line.
 - Cost Centre: 20-01, Description: Purchases (Stock Items)
 - Table:

Cost Code	Budget Line Description	Line Total GB£
20-46-03	Breakdowns - office & domestic	24,000.00
 - Start: 27/12/1998, End: 26/12/1999
 - Cost Code: 20-46-03, Description: Breakdowns - office & domestic
 - Number of Months: 12
 - Monthly breakdown: Months 1-6 are 2,000.00 GB£; Months 7-12 are 2,000.00 GB£; Month 13 is 0.00 GB£.
 - Line Total: 24,000.00

Fig. 9



Reports Menu: The 40 reports are held in 3 specific groups within this section. Each report has its own selection and sort criteria screen. In addition to the standard reports, the end user has an option to create their own variations. (See Fig. 10)

Purchasing Reports

- Batch Print of Purchase Orders
- Order Status
- Orders Outstanding
- Orders by Supplier
- Orders by Cost Centre/Code
- Goods Received Listing
- Invoices by Supplier
- Invoices by Cost Centre/Code
- Invoices Received Listing
- Credit Note Listing
- Purchasing Analysis Reports**
 - Purchase Analysis by Supplier
 - Purchase Analysis Summary by Supplier
 - Purchase Analysis Detail by Supplier
 - Purchase Analysis by Cost Centre
 - Purchase Analysis Summary by Cost Centre
 - Purchase Analysis Detail by Cost Centre
 - Purchase Analysis by Cost Code
 - Purchase Analysis Summary by Cost Code
 - Purchase Analysis Detail by Cost Code
 - Purchase Analysis by Work Order
 - Purchase Analysis Summary by Work Order
 - Purchase Analysis Detail by Work Order
 - Purchase Analysis by Asset Number
 - Purchase Analysis Summary by Asset Number
 - Purchase Analysis Detail by Asset Number
 - Purchase Analysis by Stock Code
 - Purchase Analysis Summary by Stock Code
 - Purchase Analysis Detail by Stock Code
 - Purchase Analysis by Stock Category
 - Purchase Analysis Summary by Stock Category
 - Purchase Analysis Detail by Stock Category
 - Purchase Budget vs Actual Summary
 - Purchase Budget vs Actual Order Totals
 - Purchase Budget vs Actual Order Details
 - Purchase Analysis by Invoice
- Miscellaneous Reports**
 - Default Format Landscape
 - Default Format Portrait
 - Suppliers List

PURCHASE ANALYSIS BY COST CODE

Data Selection: Accrual is calculated as the Value of Items Delivered but not yet Invoiced

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Supplier	Supplier Name	Order Number	Order Date	Order Status	Value GBP			
					Current Order	Not Received	Received	Accrual
Cost Code:								
DENT	Arthur Dent & Co.	12345	10/01/2004	New Order	0.00	0.00	0.00	0.00
KAISER	Kaiser & Voigt Ltd	14689	30/06/2003	Invoice Checked	76.20	0.00	76.20	0.00
T & B ENG	T & B Engineering Ltd	15563	26/06/2003	Invoice Checked	244.66	0.00	244.66	91.66
HEREFORD	Hereford Industrial Supplies	15572	28/06/2003	Invoice Checked	53.50	0.00	53.50	53.50
FERAG	Ferag UK, Ltd	15573	28/06/2003	Invoice Checked	59.40	59.40	0.00	0.00
SLINOSBY	HC Slingsby plc	15578	06/07/2003	Invoice Checked	945.52	0.00	945.52	400.00
J.P.PRECI	J.P. Precision Engineering	15580	30/06/2003	Delivered	127.83	0.00	127.83	0.00
MAGPIE	Magpie Eng Sales Ltd	15585	07/07/2003	Invoice Checked	234.46	0.00	234.46	176.22
BSL	Beating Services Ltd	15597	05/07/2003	Invoice Checked	30.00	30.00	0.00	0.00
ROCKWELL	Rockwell Graphic Systems Ltd	15599	05/07/2003	Invoice Checked	562.25	0.00	562.25	151.59
BSL	Beating Services Ltd	15592	07/07/2003	Delivered	409.75	0.00	409.75	0.00
VCHES	Vokes Air Filter	15596	07/07/2003	Invoice Checked	60.60	0.00	60.60	60.60
PAKSEAL	Pakseal Industries Ltd	15600	06/07/2003	Invoice Checked	414.56	0.00	414.56	266.32
WINSTONS	Winston Rollers Ltd	20001	06/07/2003	Invoice Checked	160.00	0.00	160.00	80.00
RENTALS	Livingstone Hire	20003	06/07/2003	Invoice Checked	91.00	0.00	91.00	91.00
BSL	Beating Services Ltd	20005	06/07/2003	Invoice Checked	194.66	0.00	194.66	194.66
BSL	Beating Services Ltd	20010	15/07/2003	Invoice Checked	190.99	0.00	190.99	0.00
SLINOSBY	HC Slingsby plc	20014	14/07/2003	Delivered	73.00	0.00	73.00	73.00
MAGPIE	Magpie Eng Sales Ltd	20015	15/07/2003	Invoice Checked	160.92	0.00	160.92	148.82
BSL	Beating Services Ltd	20021	26/07/2003	Invoice Checked	230.40	0.00	230.40	17.88
SLINOSBY	HC Slingsby plc	20026	26/07/2003	Invoice Checked	173.00	0.00	173.00	173.00
FERAG	Ferag UK, Ltd	20029	26/07/2003	Invoice Checked	11.50	0.00	11.50	11.50
CBT	Central Bearing & Transmission	20030	26/07/2003	Delivered	106.74	26.34	80.40	0.00
PAKSEAL	Pakseal Industries Ltd	20031	26/07/2003	Part Delivered	149.74	0.00	149.74	149.74
CURTIS	Curtis Instruments (UK) Ltd.	20037	26/07/2003	Invoice Checked	355.41	0.00	355.41	12.95
MAGPIE	Magpie Eng Sales Ltd	20040	02/08/2003	Invoice Checked	140.23	0.00	140.23	66.76
BSL	Beating Services Ltd	20042	02/08/2003	Delivered	274.30	0.00	274.30	0.00

OUTSTANDING PURCHASE ORDERS

Data Selection: Order Code = 00000001
Order Code = 00000001
Supplier = FERAG
Order Code = 00000001

Stock Code	Part description	Price GBP	Supplier Price	Quantity	Delivered	Delivered Value	Units
Order number	Order date	Supplier	Due date				
21399	02/12/2003	FERAG	10/12/2003				
20.08.1527	SPRING LEAF FERAG FORWARD STATION						
1.115.225	DUROGLUSS WEAR STRIP 20MMX3MM						

GOODS RECEIVED LISTING

Data Selection: Sequence = Receipt Number

Receipt Date	Receipt Number	Supplier	Delivery Note	Stock Code	Order Number	Order Date	Supplier	Store	Cost Centre	Cost Code
27/07/2005	RET0000003	GR145	02308	CAD 250	21240	05/08/2003	RS	MAIN STORE	20-01	
27/07/2005	RET0000003	GR145	02308	Staves001	30/12/2003		ABLE ENG			
11/06/2002	RN00000001			NONSTOCK	12345	10/01/2004	DENT	MAIN STORE		
15/02/2003	RN00000002			13/103643MA	12345	10/01/2004	DENT	MAIN STORE	20-01	
15/02/2003	RN00000003			NONSTOCK	12345	10/01/2004	DENT	MAIN STORE	20-02	
15/02/2003	RN00000004			AJ120	12345	10/01/2004	DENT	MAIN STORE	20-01	
11/06/2002	RN00000005			NONSTOCK	12345	10/01/2004	DENT	MAIN STORE		
16/02/2003	RN00000006			5-423.636	12345	10/01/2004	DENT	MAIN STORE	20-01	
16/02/2003	RN00000007			NONSTOCK	12345	10/01/2004	DENT	MAIN STORE	20-03	
16/07/2002	RN00000008			NONSTOCK	14689	30/06/2003	KAISER	MAIN STORE	20-02	
16/07/2002	RN00000009			NONSTOCK	15563	29/06/2003	T & B ENG	MAIN STORE	20-02	
16/07/2002	RN00000010			MZCIA	15563	29/06/2003	T & B ENG	MAIN STORE	20-01	
16/07/2002	RN00000011			TH 71	15572	28/06/2003	HEREFORD	MAIN STORE	20-01	
16/07/2002	RN00000012			ROLLER 2	15578	06/07/2003	SLINOSBY	MAIN STORE	20-01	
16/07/2002	RN00000013			ROLLER 1	15578	06/07/2003	SLINOSBY	MAIN STORE	20-01	
16/07/2002	RN00000014			NONSTOCK	15578	06/07/2003	SLINOSBY	MAIN STORE	20-02	
16/07/2002	RN00000015			NONSTOCK	15578	06/07/2003	SLINOSBY	MAIN STORE	20-02	
16/07/2002	RN00000016			NONSTOCK	15578	06/07/2003	SLINOSBY	MAIN STORE	20-02	
16/07/2002	RN00000017			FR 828A	15580	30/06/2003	J.P.PRECI	MAIN STORE	20-01	
16/07/2002	RN00000018			FR 714	15580	30/06/2003	J.P.PRECI	MAIN STORE	20-01	
03/07/2002	RN00000019			5206C 2201	15585	07/07/2003	MAGPIE	MAIN STORE	20-01	
03/07/2002	RN00000020			NONSTOCK	15585	07/07/2003	MAGPIE	MAIN STORE	20-02	

Fig. 10

System Navigation

So far we have looked at the main functions driven from the toolbar. In this section we shall cover some of the basic functionality, starting with the main screen view and searching. Fig. 11 shows that by clicking on the field headers highlighted in yellow you will not only change your search criteria (highlighted in red) but also “sort” the column into alphabetical/numeric order.

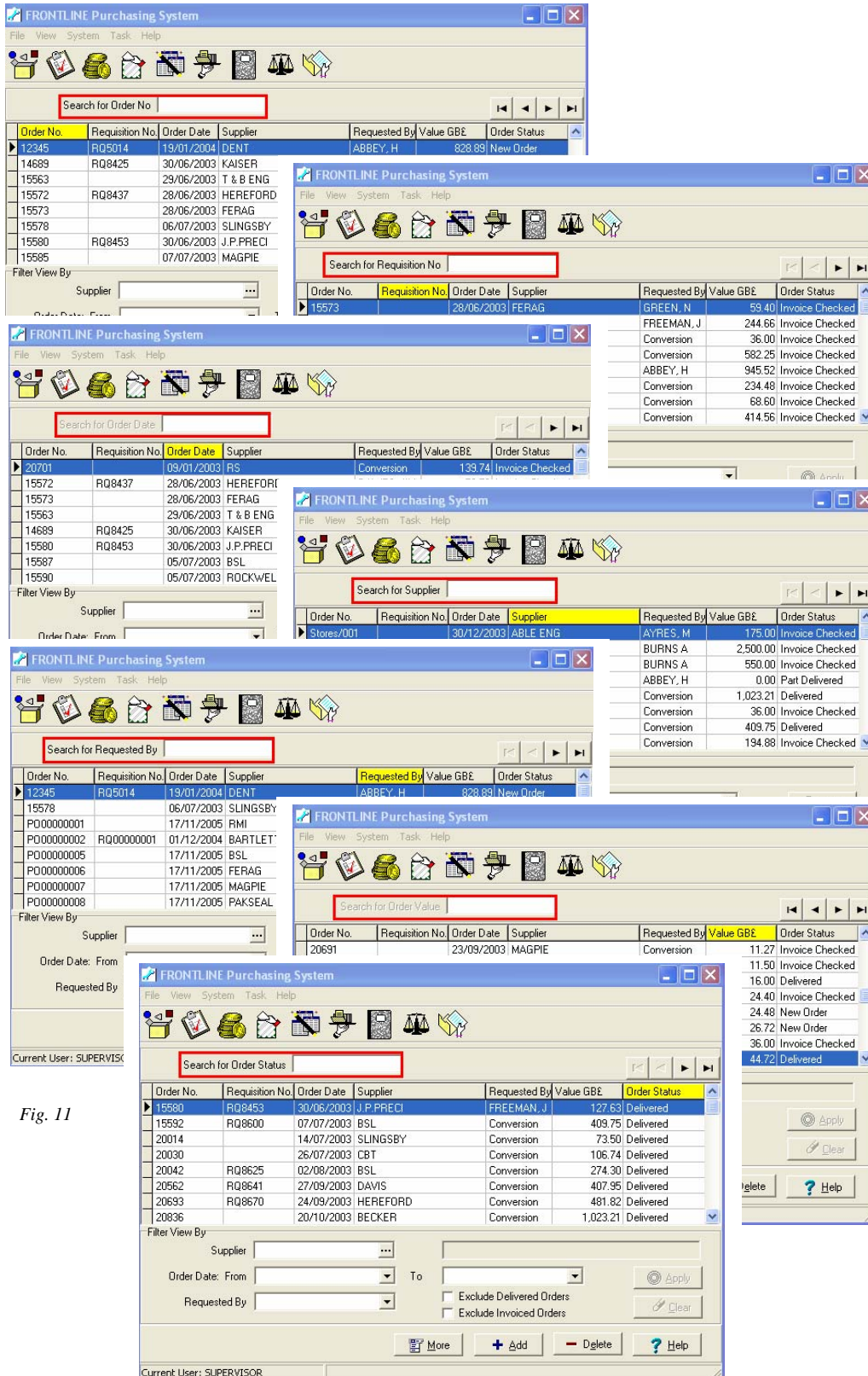


Fig. 11

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The screen is split into two distinctive areas. The upper area shows the results of your search and the lower half allows you to restrict the results by setting combinations of search criteria - “Filter View By” (highlighted in red). (See Fig. 12)

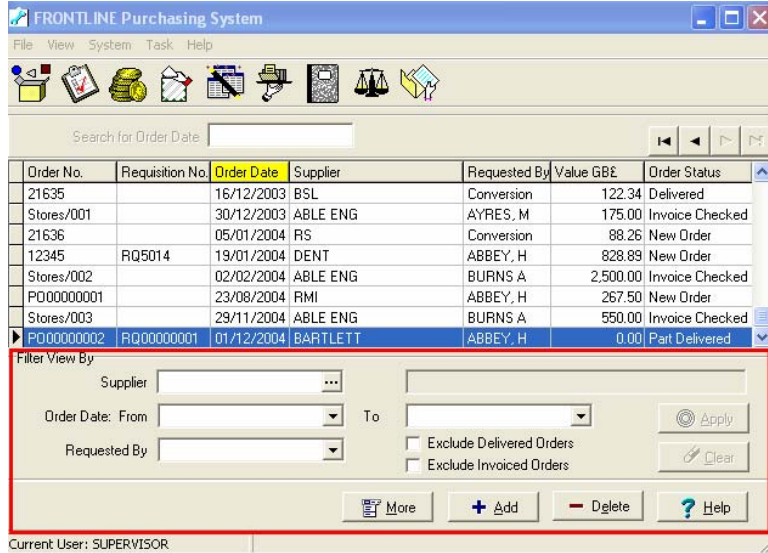


Fig.12

The next screen shot show how you can use the navigation buttons to move through the records in the main screen. (See Fig.13 & 14 highlighted in red)

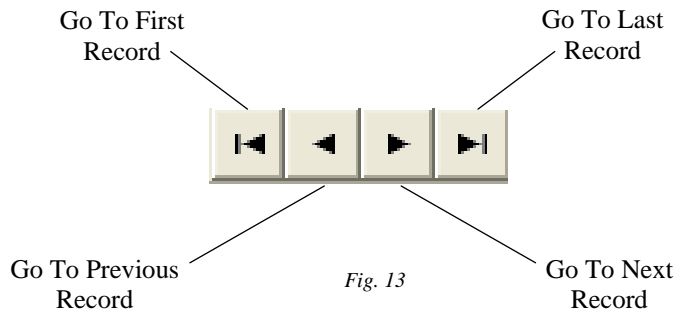


Fig. 13

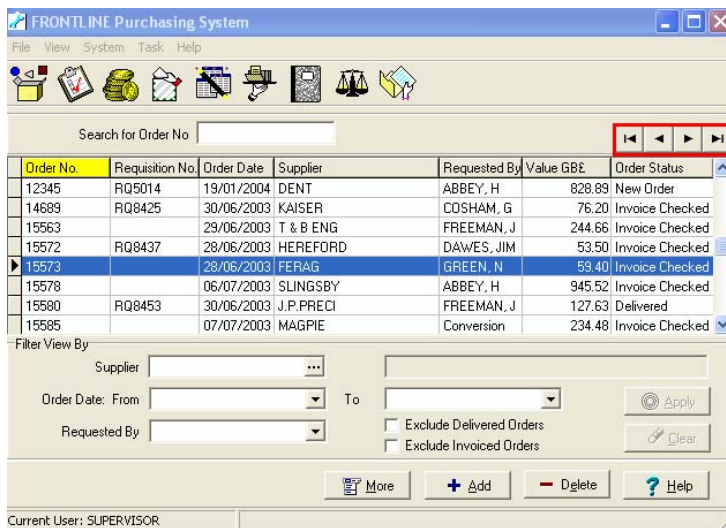


Fig. 14

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The “More” drop down menu (highlighted in red, Fig. 15) can also be opened by either using the “More” button (highlighted in green, Fig. 15) at the bottom of the screen or by selecting an individual purchase order/requisition and then clicking once with the right mouse button.

The menu is split into two sections – the top section takes you to further information about that order, whereas the bottom section contains a list of processing options (these can also be accessed by the icons on the main screen)

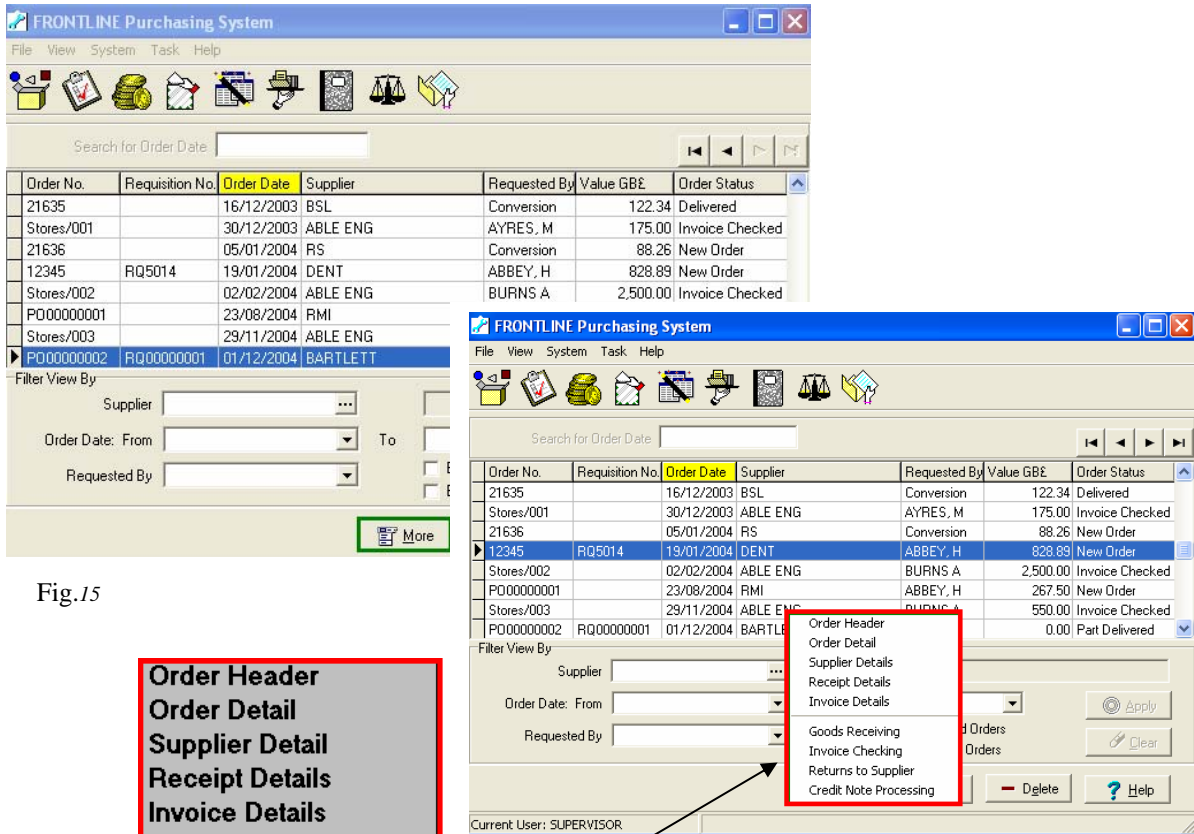


Fig.15

- Order Header**
- Order Detail**
- Supplier Detail**
- Receipt Details**
- Invoice Details**

- Goods Receiving**
- Invoice Checking**
- Returns to Supplier**
- Credit Note Processing**

Shire Systems – FrontLine Purchasing Module

The series of screens below (Fig. 16) illustrate the level of detail that can be put into raising a Purchase Order or Purchase Requisition. During your evaluation you may wish to experiment in this area – raising a Purchase Order or Purchase Requisition and following the processes through. (See notes after screen shot for description)

The screenshots illustrate the following steps in the purchasing process:

- Order List:** A table showing existing orders with columns for Order No., Requisition No., Order Date, Supplier, Requested By, Value GB£, and Order Status.
- Purchase Order Header:** A dialog box for creating a new order, including fields for Purchase Order No., Requisition No., Supplier, Order Date, and Required Date. It also shows supplier details and order summary statistics.
- Purchase Order Number Generation:** A dialog box to generate a new order number, with options for Manual, Automatic, Unallocated, or Blanket.
- Purchase Order Detail Lines:** A table listing the items in the order, including Item No., Suppliers Part No., Stock Code, Part Description, Ordered Qty, and Delivered Qty.
- View Purchase Order Item:** A detailed view of a specific item, showing its stock code, supplier part number, quantity, unit price, and other specifications.

Fig. 16

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The “+ Add” button (Fig .16 - highlighted blue) is used to start the process of raising a Purchase Order or Requisition. The Order Header screen opens – this screen contains information that will be used on the first page of a Purchase Order (See second screen shot).

Clicking on “Purchase Order Number” (highlighted in red) will bring up the Purchase Order Number Generation screen – where you can set prefixes to order numbers or the way in which the number is generated (the default is “Automatic” – See third screen shot).

The person filling out the Purchase Order or Requisition can have limits imposed on the order value and the same principle also applies to the person approving the Purchase Order. (See Fig 17, below – Shows the “Authorized Personnel” table in the System Configuration)

Through the use of the “More” drop-down menu’s (highlighted purple – See second and fourth screen shots) you will be able to add and view the “line items” (stock items, non-stock, services etc.) that make up the purchase order (See fifth screen shot).

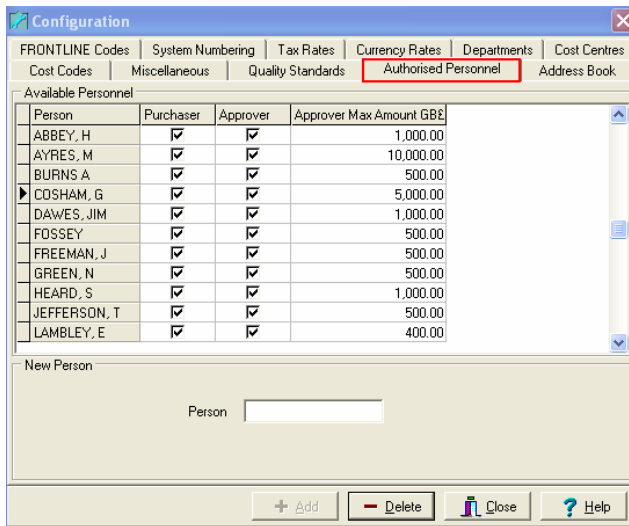


Fig. 17

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Fig. 18 shows examples of standard “Landscape & Portrait” Purchase Order formats. Through the Reporting section, you are able to create your own customised versions, adding things such as company logos etc.

Purchase Order		Order No: PO0000001	Required By: 24/12/2005						
Order Date: 17/11/2005		Requisition No:	Requisition Date:						
Supplier: Rochester Midland Industries Woburn House Chesney Wold Bleak Hall Milton Keynes MK6 1LQ		Deliver To: Acme Products (UK) Limited Station Road Millbrook Industrial Estate Borchester Borset BH99 7ZY United Kingdom							
Department: RUSS DURBRIDGE		Requested By: ABBEY, H							
Contact: Russ Durbridge		Approved By: AYRES, M							
Supplier Ref: RMI/20034/B		VAT Reg No: None	Contact: Goods In Buyers Ref:						
Item No	Quantity	Unit	Supp Part No	Description	Unit Price GB£	Discount	Total Price GB£	Tax GB£	Tax Rate
1	5.00	25l drum	B3009	Oxygen scavenger - boiler water treatment Sodium metabisulphite solution for the removal of oxygen in water systems.	18.50	0.00 %	92.50	16.19	17.50 %
2	5.00	25l drum	C3009	Caustic soda Caustic soda - 25% solution Technical grade	35.00	0.00 %	175.00	30.63	17.50 %

Purchase Order		Order No: PO0000001	Required By: 24/12/2005			
Order Date: 17/11/2005		Requisition No:	Requisition Date:			
Supplier: Rochester Midland Industries Woburn House Chesney Wold Bleak Hall Milton Keynes MK6 1LQ		Requested By: ABBEY, H				
Department: RUSS DURBRIDGE		Approved By: AYRES, M				
Contact: Russ Durbridge		VAT Reg No: None				
Supplier Ref: RMI/20034/B						
Item No	Quantity	Supp PartNo	Unit	Unit Price GB£	Total Price GB£	Tax Rate
		Description		Discount		
1	5	B3009	25l drum	18.50	92.50	17.50 %
		Oxygen scavenger - boiler water treatment Sodium metabisulphite solution for the removal of oxygen in water systems.		0.00 %		
2	5	C3009	25l drum	35.00	175.00	17.50 %
		Caustic soda Caustic soda - 25% solution Technical grade		0.00 %		
Delivery Details:						
Goods In						
Acme Products (UK) Limited Station Road Millbrook Industrial Estate Borchester Borset BH99 7ZY United Kingdom						
				Order Value: GB£	267.50	
				Tax Value: GB£	46.81	

Total Order Value:	GB£	267.50
Total Tax Value:	GB£	46.81

Fig. 18