

Unit

5 Procurement, Reference Guide

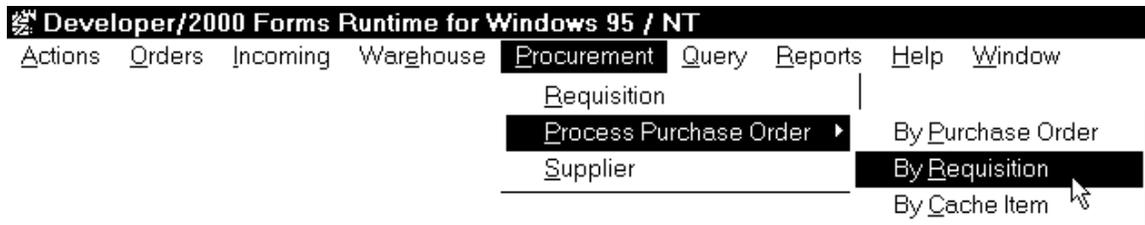
Objective: Upon completion of this unit, students will have the ability to request cache items, create purchase orders, and maintain supplier information.

- **Requisition, 113-115**
 - Exercise 5A, Request Cache Items, 115

- **Purchase Order, 116-122**
 - By Purchase Order, 116-117
 - By Requisition, 118-119
 - By Cache Item, 120-121
 - Exercise 5B, Create a Purchase Order, 122

- **Supplier, 123-124**

Requisition, contd.



From the ICBS Main Menu:

Go To: Procurement
Click On: Requisition

ICBS Requisition
Order Number [] Lov | Original Date 06/06/2000 Open
Cache ID [] Closed
Supplier Code [] Lov | Name []
Transportation Mode [] Lov | Desc []
Date/Time Required 06/06/2000-1058 Acct Code []
Priority [] Ship Acct Code []
Request Cache Number [] Item [] Supplier Std Pack [] NSN/Part Number [] Qty Req [] U/I []
Desc [] Qty Received []
OK Cancel

This process creates the *Request for Supplies* that can be sent to procurement or to another cache. For each line item that is requested, the quantity due in will be incremented by the amount requested.

The *Order Number* field will default to the sequence number, but will allow you to override it with a user defined number. The *Cache I.D.* and *Account Code* will default to that which has been entered in the *Cache* module. A *LOV* option is available for the *Supplier* and *Transportation Mode* fields.

The *Date* and *Time Required* fields must be entered. This will default to the current date and time.

The *Ship Account Code* allows for entry of a separate charge code for shipping expenses.

The check boxes next to each cache item refer to that requisition line item. If a check appears in the box, that line item is closed.

If the *Cancel/Delete* function is selected when the cursor is on a line item, it will close that item.

Requisition, contd.

If the cache item does not belong to the supplier, it will be added to the *Supplier* module with the preferred flag updated to *Y*. The *Part Number*, *Unit Cost*, and *Supplier Standard Pack* will default to what is defined in the item catalog.

Priority allows for entry of priority codes, such as 03 for three to seven day delivery from GSA.

A *Quantity Requested* must be entered. Negative numbers may not be entered. This quantity will be added to the current quantity due in.

You can use the *Search* function to look for the occurrence of the entered *Item Number*.

- ▶ **Note:** When entering a date, a “?” , “_” , or “.” , or other special character must be added between the month/day and day/year. The year must be in a four-digit format, e.g., 2000. Time must be entered in military format.

Exercise 5A: Request Cache Items

1. Enter the following information to request cache items:

Order Number
Original Date
Request Number

Leave the supplier code and ship account code blank.

Cache I.D.
Transport Mode
Date/Time Required
Account Code
Priority Code

Cache Item	Description	Quantity Required
0105	Fusee	10 bx
0022	Bag, Sleeping	100 ea
1050	Kit, Belt Weather	20 kt
0709	Generator	1 ea

2. When done, click on **OK** and return to the ICBS main menu.

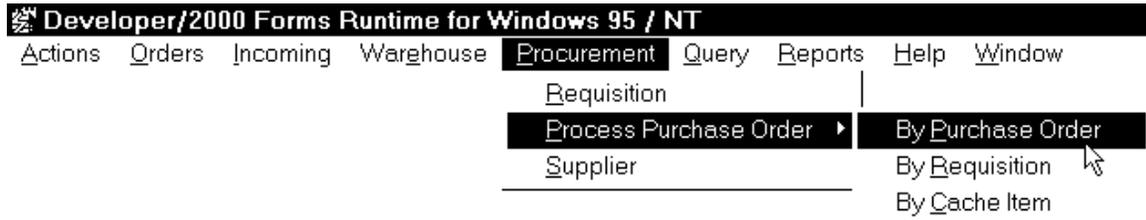
Purchase Order

Purchase orders may be processed in one of three ways:

By Purchase Order

By Requisition

By Cache Item



From the ICBS Main Menu:

Go To: Procurement
Select: Process Purchase Order
Click On: By Purchase Order

ICBS
Purchase Order Open Closed
Cache ID **CANCELED** Purchase Order Number LoV Date 06/06/2000
Supplier Code LoV Supplier Name
Transportation Mode LoV Transportation Desc
Purchase Account Code
Purchase Agent name
Cache Item PO Qty U/I NSN Description

<input type="checkbox"/>	<input type="text"/>				
<input type="checkbox"/>	<input type="text"/>				
<input type="checkbox"/>	<input type="text"/>				
<input type="checkbox"/>	<input type="text"/>				
<input type="checkbox"/>	<input type="text"/>				
<input type="checkbox"/>	<input type="text"/>				
<input type="checkbox"/>	<input type="text"/>				
<input type="checkbox"/>	<input type="text"/>				

OK Cancel

A valid purchase order number must be entered; a *LOV* option is available to search the existing purchase order numbers.

The *Date* field and the *Purchase Account Code* field must be entered.

The *Purchasing Agent* field will autofill with the appropriate user name. This field may be edited if the user is not the purchasing agent.

Purchase Order

The *Supplier Code* field must be entered; a *LOV* option is available to search the valid supplier codes. The option to define a new supplier code is also available here.

The *Transportation Mode* field is optional, a *LOV* option is available to search the available transportation modes. The option to define a new transportation mode is also available.

After the above information has been entered, the open request lines for that purchase order will display.

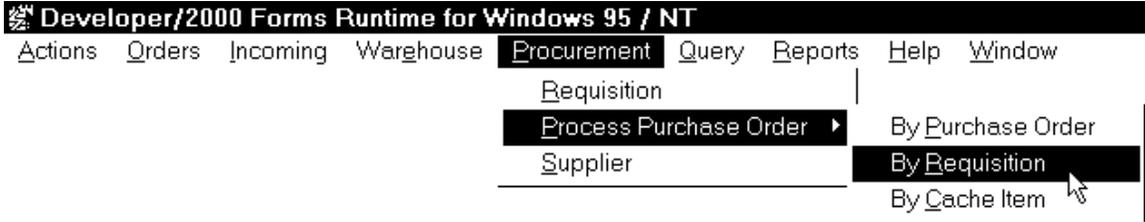
The user must enter the *P.O. QTY* of the item ordered on the specific purchase order for each line selected.

OK will post the purchase order and update the quantities due in.

Cancel will remove any changes during the current session.

Once it has been posted, it can only be changed through the purchase order screen.

Purchase Order, contd.



From the ICBS Main Menu:

Go To: Procurement
Select: Process Purchase Order
Click On: By Requisition

The screenshot shows the 'Purchase Order By Requisition Number' dialog box. It contains several input fields: 'Cache ID' (with a 'CANCEL' button), 'Requisition Number' (with a 'Lov' button), 'Purchase Order Number', 'Date' (06/06/2000), 'Supplier Code' (with a 'Lov' button), 'Supplier Name', 'Transportation Mode' (with a 'Lov' button), 'Transportation Desc', 'Purchase Account Code', and 'Purchase Agent Name'. Below these fields is a table with columns: 'Cache Item', 'NSN', 'U/I', 'Qty Req', 'PO Qty', and 'Description'. The table has several empty rows. At the bottom right are 'OK' and 'Cancel' buttons.

A valid requisition number must be entered. A *LOV* option is available to search for existing requisition numbers.

A valid new purchase order number must be entered.

The *Date* field will default to the current date and time.

The *Supplier Code* must be entered and a *LOV* option is available. The option to define a new supplier code is available here.

The *Transportation Mode* field is optional. The option to define a new transportation mode is also available.

The *Purchase Account Code* must be entered.

Purchase Order, contd.

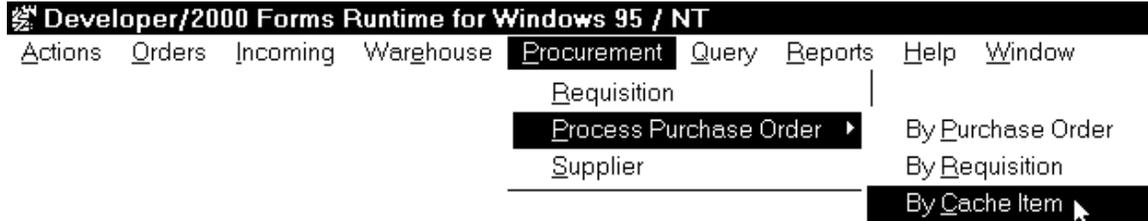
The *Purchase Agent Name* field will autofill with user name, but it can be modified.

After entering all of the above information, all the open line items for that requisition number will display. A *P.O. QTY* must be entered for each cache item.

OK will post the purchase order.

Cancel will remove any changes made during the current session. Once a purchase order has been posted, it can only be changed through the purchase order screen.

Purchase Order, contd.



From the ICBS Main Menu:

Go To: Procurement
Select: Process Purchase Order
Click On: By Cache Item

Req Num	Qty Req	PO Qty

A valid cache item must be entered and a *LOV* option is available.

A purchase order number must be entered.

The *Date* will default to the current date.

A valid *Supplier Code* must be entered and a *LOV* is available. The option to create a new supplier code is also available here.

The *transportation Mode* field is optional and a *LOV* is available. The option to create a new transportation mode is also available here.

The *Purchase Account Code* must be entered.

The *Purchase Agent Name* field will autofill with username, but it can be modified.

Purchase Order, contd.

After the above information is entered, all open requisitions for that cache item will be displayed. You must enter only the *P.O. QTY* against the requisition number.

OK will post the purchase order and update the quantities due in.

Cancel will remove any changes made during the current session.

Once it has been posted, it can only be changed through the purchase order screen.

Exercise 5B: Create a Purchase Order

1. Create a purchase order including the following items from the Below Minimum Report.

Cache Item	Description	Quantity Below Minimum
1155	Anemometer	20 ea
1154	Case, Belt Weather	10 ea
1814	Compass	5 ea

Enter information in the following fields:

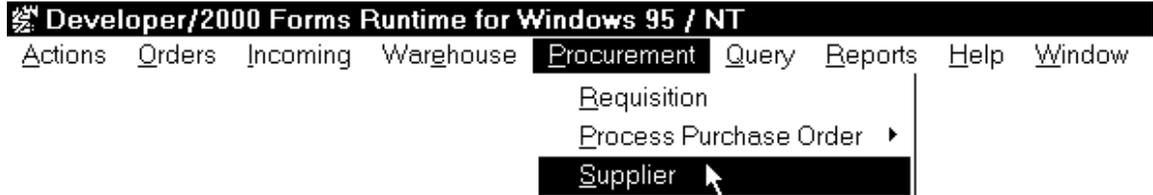
Vendor

Purchase Order Number

Transport Mode

Account Code

2. When done, click on **OK** and return to the ICBS main menu.



From the ICBS Main Menu:

Go To: Procurement
Click On: Supplier

This option allows you to insert, update, and delete supplier information and the associated cache items they supply.

A cache item must be associated with a supplier before it can be put on a purchase order. The preferred suppliers will be reflected in the item catalog screen.

Insert, Update, and Delete Suppliers

A *Supplier code* must be entered. This may be any four-character code. A *LOV* option is available for the *Supplier Code* field. After entering the supplier *Name*, *Address*, *City*, *State*, *Zip Code*, *Phone Number*, *Contact Phone Number*, *Fax Number*, *Contact*, *Account Code*, and *Web Site/E-mail address* may be entered. The *Search* function will search for the next occurrence of the entered item number.

Define Suppliers for Cache Items

A valid *Cache Item* must be entered before any other field. The *Description*, *Unit of Issue*, *National Stock Number (NSN/Part Number)*, and *Unit Cost* fields will autofill. A supplier *Standard Pack Quantity* and *Lead Days* may be entered. The *Pref* (preferred) box may also be selected. If this field is updated, the item catalog will also be updated to

Supplier

reflect the new supplier code for that item. Each cache item should have only one preferred supplier.