Purchase

Procurement team

View of Purchase Request
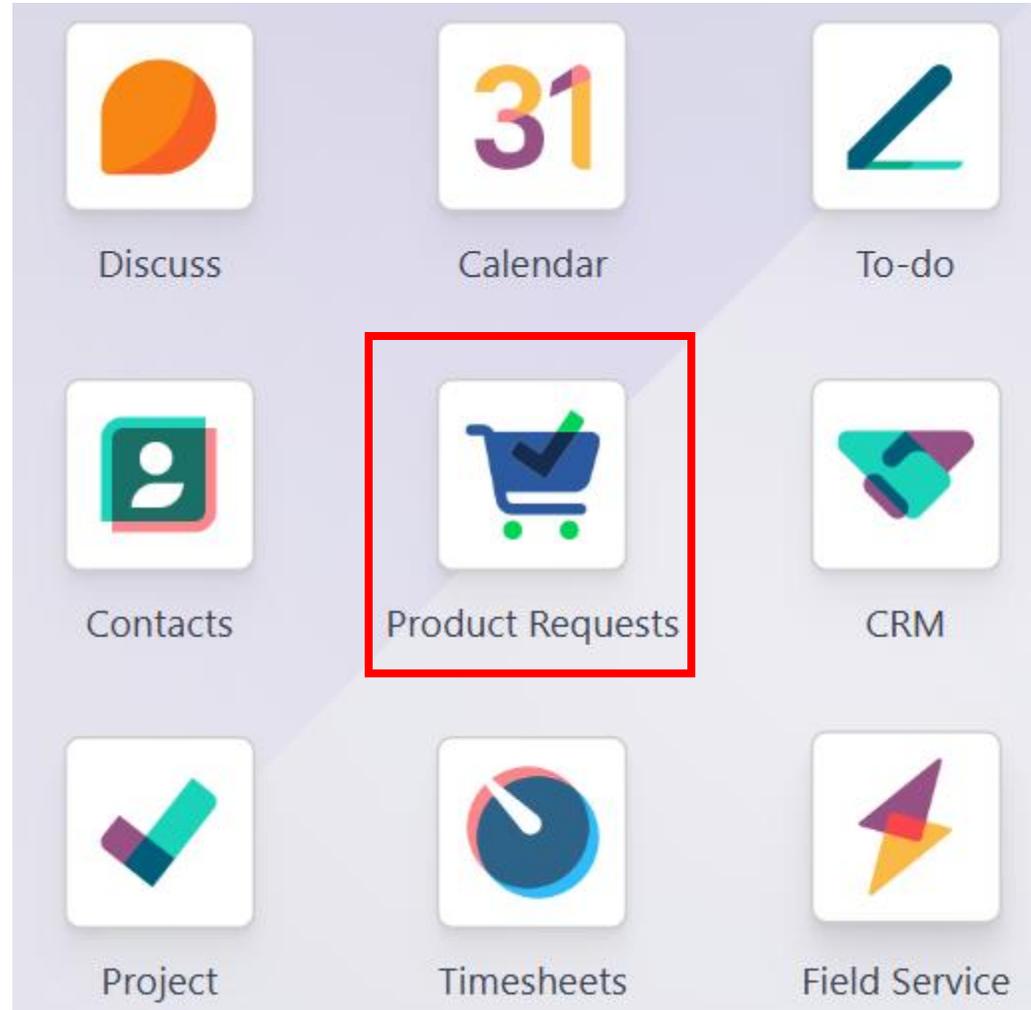
View of Purchase
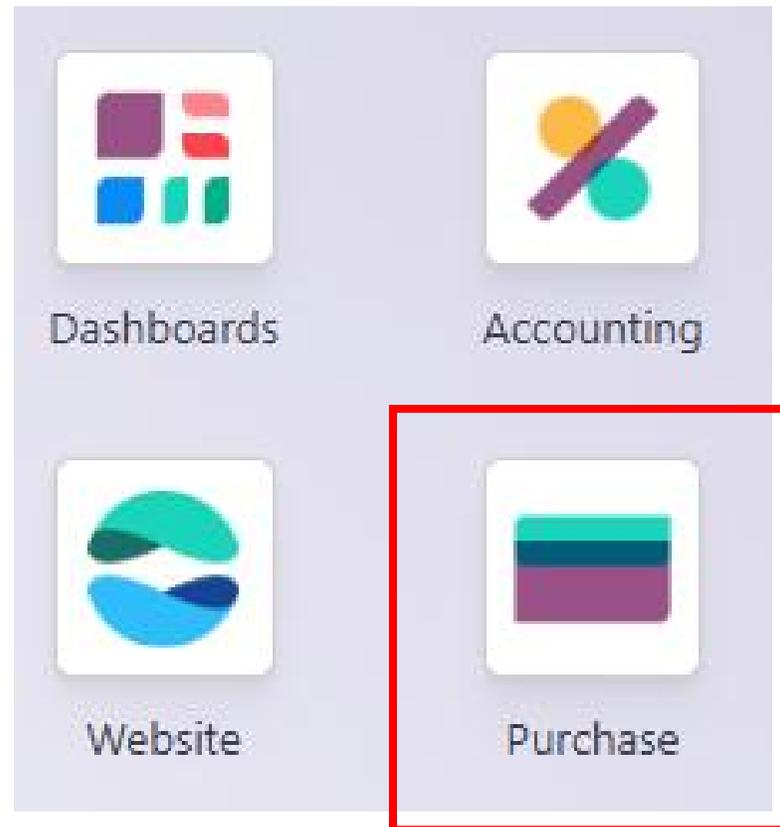
Purchase Request

- List of purchase request can be group by with procurement's
- How to create RFQ? Select the PR##### that you wanted to submit, make sure the PR already approved.
- State "Approved" mean that the PR##### are ready to create RFQ.

Purchase   Orders   Products   Reporting   Configuration   Haziq
                                                                                                eepcTestServer

New   Purchase Requests ⚙   🔍 ☰ Assigned to ✕ Search...   ▾   1-9 / 9   ‹ ›

	Request Reference	Requested By	Assigned to	Activities	Sale Order No	Status	CPO Number
☐	PR00198	B Bryan	H Haziq	🕐		To be approved	
☐	PR00196	H Haziq	H Haziq	🕐	SO-2024-00461	Approved	6356287
☐	PR00195	H Haziq	H Haziq	🕐	SO-2024-00446 R1	To be approved	123456
☐	PR00194	H Haziq	H Haziq	🕐	SO-2024-00453	Approved	asdff
☐	PR00193	H Haziq	H Haziq	🕐	SO-2024-00447	Approved	qwert
☐	PR00192	H Haziq	H Haziq	🕐	SO-2024-00447	Revised	qwert
☐	PR00190	H Haziq	H Haziq	🕐	SO-2024-00457	Approved	3453WE
☐	PR00189	H Haziq	H Haziq	🕐	SO-2024-00460	Approved	vc bvmvjhv
☐	PR00188	H Haziq	H Haziq	🕐		Draft	
☐	PR00186	H Haziq	H Haziq	🕐	SO-2024-00458	Approved	23154
☐	PR00185	H Haziq	H Haziq	🕐	SO-2024-00457	Approved	3453WE
☐	PR00184	H Haziq	H Haziq	🕐	SO-2024-00457	Rejected	3453WE
☐	PR00179	H Haziq	H Haziq	🕐	SO-2024-00448	Approved	jfkjdhf

Create RFQ (Request For Quotation)

- After select the PR##### you wanted to submit, press "CREATE RFQ" at the top.

- "Revise PR" will recreate all the IR based on the PR. User able to choose which product need to revise.
- Once revise PR, the PR is considered cancelled.

Reminder!!!
Sales Order (SO), Purchase Request(PR) and Purchase Order (PO) is independent.
SO → PR → PO
If you revise PO, then PR and SO also need to revise.

Combine this PR to existing PO)

- Choose the supplier
- Choose the existing Purchase order to put this product on it
- Select the delivery policy(still can change in the PO)
- Can choose which product to create the RFQ. If don't want just remove by click the trash icon on the product lines

Existing PO

Purchase Requests / PR00194
RFQ ⚙

Search...

1-1 / 1 ◀ ▶

		Reference	Confirmation Date	Vendor	Buyer	Source Document	Total	Status	Expected Arrival	
☐	☆	PO-2024-00169	12/18/2024 15:25:48	123 MAJUBINA SDN BHD	Haziq	RFQ-2024-00183	RM 0.00	Purchase Order	12/27/2024 08:00:00	

Purchase   Orders   Products   Reporting   Configuration

Haziq
eepcTestServer

New   ... / PR00194 / Requests for Quotation
PO-2024-00169 (sss) ⚙

Vendor Bills 1	Receipt 2	Revisions 0	Payments 1

2 / 2 ◀ ▶

Products Other Information Milestone Attachment Alternatives

Product	Description	Expected...	Quantity	Received	Billed	UoM	Expected...	Remarks	End User...	Unit Price	Taxes
[10-10-023...	[10-10-023228] ELEMENT, AIR FILTER RSVS16 P/N: 250024-867 ELEMENT, AIR FILTER RSVS16	12/18/2024	10.00 📊	5.00	5.00	EA				0.00 ↺	
[140-10-02...	[140-10-028842] MANPOWER MOBILIZATION CHARGE MANPOWER MOBILIZATION CHARGE	12/18/2024	1.00	0.00	0.00	PAX/TRIP				0.00 ↺	
[10-10-023...	[10-10-023231] DISK, RUPTURE 2" 1300SCFM@15# P/N: 250024-890 DISK, RUPTURE 2" 1300SCFM@15#		1.00 📊	1.00	1.00	EA				0.00 ↺	
[10-10-023...	[10-10-023232] KIT, VAC REGULATOR RSVS P/N: 250024-783 KIT, VAC REGULATOR RSVS		1.00 📊	1.00	1.00	EA				0.00 ↺	

Add a product   Add a section   Add a note   Catalog

Create RFQ (New PO)

- Choose the supplier
- Select the delivery policy(still can change in the PO)
- Can choose which product to create the RFQ. If don't want just remove by click the trash icon on the product lines

- After confirming the RFQ, system will directly generate a purchase order (PO####).

- In the PR will show the state of the purchase order

- Cancel RFQ will set the purchase order to nothing

- In the PR will show the state of the purchase order

Purchase > Request For Quotation

Procurement team to create new RFQ. click "CREATE".

View all RFQ status, click "To Send", "Waiting" or "Late" to filter

Purchase   Orders   Products   Reporting   Configuration   eepcTestServer

| New | Requests for Quotation ⚙ | | Q Search... | ▼ | 1-80 / 187 | ‹ › | ☰ ▦ ⊞ 📊 📅 🕐 |

	To Send	Waiting	Late			
All RFQs	**7** To Send	**0** Waiting	**7** Late	Avg Order Value	RM 26,276.76	Purchased Last 7 Days	RM 6,246.51
My RFQs	3	0	3	Lead Time to Purchase	0 Days	RFQs Sent Last 7 Days	0

	Reference	Vendor	Supplier Quotatio...	Job	Doc ...	Buyer	Order Deadline	Activiti...	Source Document	Total	Status
☐ ☆	RFQ-2024-00194	HITACHI ASIA LTD		AA		H Haziq	Today	🕐		RM 827.50	RFQ
☐ ☆	RFQ-2024-00193	HITACHI ASIA LTD		AA		H Haziq		🕐		RM 827.50	Cancelled
☐ ☆	PO-2024-00175	ALDA ENTERPRISE, R...		AAA		H Haziq		🕐	RFQ-2024-00192	RM 0.00	Purchase Ord...
☐ ☆	RFQ-2024-00191	2S PACKAGING SDN ...		aa		H Haziq		🕐		RM 0.00	Cancelled
☐ ☆	PO-2024-00174	360 ENGINEERING C...		AAA		H Haziq		🕐	RFQ-2024-00190	RM 120.00	Cancelled
☐ ☆	PO-2024-00173	2S PACKAGING SDN ...				B Bryan		🕐	RFQ-2024-00189	RM 0.00	Purchase Ord...

Fill in :
- Supplier Quotation
- Number Expected Arrival date

New | **Requests for Quotation**
RFQ-2024-00194 (ASDF) ⚙

📄 Revisions
0

Revision Count ?   0   Source Document ?

Latest Revision count ?   0

- Analytic value of this RFQ/ PO

| Products | Other Information | Attachment | Alternatives |

Product	Description	Expected Arrival	Quantity	UoM	Expected Cost	Remarks	End User Details	Unit Price	Taxes	Tax excl.	
[10-10-023245] ELE...	[10-10-023245] ELEM, AIR FLTR LS20S-200 CHNSZ P/N: 88290003-111 ELEM, AIR FLTR LS20S-200 CHNSZ	12/31/2024	1.00 📈	EA				827.50 ↺		RM 827.50	📂 🗑

Add a product   Add a section   Add a note   Catalog

- User able to add product by new line or using catlog, section, note

Other Information

- More detail about this PO

Attachment

- Attach document that related to this PO

Alternative

Requests for Quotation
New   RFQ-2024-00194 (ASDF) ⚙

📄 Revisions
0

1 / 80   ‹ ›

Revision Count ?   0   Source Document ?

Latest Revision count ?   0

| Products | Other Information | Attachment | Alternatives |

Create a call for tender by adding alternative requests for quotation to different vendors. Make your choice by selecting the best combination of lead time, OTD and/or total amount. By comparing product lines you can also decide to order some products from one vendor and others from another vendor.

⌘ Create Alternative

Click "Create Alternative" to do create alternative

Vendor	OTD	Reference	Expected Arrival	Total	Status

Link to Existing RfQ

Alternative

- Alternative function is use to compare price with multiple vendor.

- After compare the price, choose one of the vendor you wanted to deal with the product.

- Select a vendor that you wanted to compare.

- Click "CREATE ALTERNATIVE" after you select a vendor.

🐞 **Create alternative**   ✕

Vendor ? [▼]   Copy Products ? ☑

Create Alternative   Cancel

Alternative

- Alternative function is use to compare price with multiple vendor.

- User able to select which PO to be proceed

Purchase   Orders   Products   Reporting   Configuration

New   **Requests for Quotation**
RFQ-2024-00194 (ASDF) ⚙

📄 Revisions
0

1 / 80   ‹   ›

Revision Count ?   0   Source Document ?

Latest Revision count ?   0

| Products | Other Information | Attachment | Alternatives |

Create a call for tender by adding alternative requests for quotation to different vendors. Make your choice by selecting the best combination of lead time, OTD and/or total amount. By comparing product lines you can also decide to order some products from one vendor and others from another vendor.

📋 **Create Alternative**

📊 **Compare Product Lines**

Vendor		OTD	Reference	Expected Arrival	Total	Status	
2S PACKAGING SDN BHD	✖		RFQ-2024-00196	12/31/2024 08:00:00	RM 650.00	RFQ	✖
HITACHI ASIA LTD		66.67%	RFQ-2024-00194	12/18/2024 08:00:00	RM 827.50	RFQ	

Link to Existing RfQ

Alternative PO

- User has option to keep or cancel the alternative PO. If cancel, the other RFQ/PO will be auto cancelled

Purchase > Orders > Purchase Orders

New Reques

Requests for Quotation

Purchase Orders

Blanket Orders

Purchase Requests

Purchase Request Lines

Vendors

In Purchase order section procurement are able to view all purchase order.
To create a new PO without PR, click "New"

All RFQs

My RFQs

Purchase   Orders   Products   Reporting   Configuration

New   Purchase Orders ⚙   🔍 Search...   ▾   1-80 / 173   ‹ ›   ≡ ▮ ▦ ◰ 🗓 ⏱

	Reference	Confirmati...	Vendor	Supplier Q...	Job	Doc ...	Buyer	Order Lin...	Receive	Activiti...	Source Do...	Total	Billing Stat...	Expected ...	⇄
☐ ☆	PO-2024-00...	12/18/2024 ...	360 ENGINEE...				B Bryan	1 record	100 %	🕐	RFQ-2024-0...	RM 179.00	Fully Billed	12/18/2024 ...	
☐ ☆	PO-2024-00...	12/16/2024 ...	PEC PROCES...		SP06		A Abdul A...	50 records	100 %	🕐	PO-2024-00...	$ 58,979.25	Waiting Bills	12/16/2024 ...	
☐ ☆	PO-2024-00...	12/16/2024 ...	SASTECH ASI...		SP16		A Abdul A...	1 record	0 %	🕐	PO-2024-00...	RM 30,540.00	Nothing to...	11/29/2024 ...	
☐ ☆	PO-2024-00...	12/16/2024 ...	PALL (MALAY...		SP16		A Abdul A...	1 record	100 %	🕐	PO-2024-00...	RM 12,440.00	Waiting Bills	11/29/2024 ...	
☐ ☆	PO-2024-00...	12/16/2024 ...	HITACHI ASI...		SP01		A Abdul A...	1 record	100 %	🕐	PO-2024-00...	$ 660.96	Waiting Bills	11/29/2024 ...	
☐ ☆	PO-2024-00...	12/16/2024 ...	HITACHI ASI...		SP01		M Moham...	1 record	100 %	🕐	PO-2024-00...	$ 1,608.90	Waiting Bills	11/29/2024 ...	
☐ ☆	PO-2024-00...	12/16/2024 ...	HITACHI ASI...		SP01		M Moham...	1 record	100 %	🕐	PO-2024-00...	$ 34.72	Waiting Bills	11/29/2024 ...	
☐ ☆	PO-2024-00...	12/16/2024 ...	HITACHI ASI...		SP01		A Abdul A...	2 records	100 %	🕐	PO-2024-00...	$ 4,072.25	Waiting Bills	11/29/2024 ...	
☐ ☆	PO-2024-00...	12/16/2024 ...	HITACHI ASI...		SP01		A Abdul A...	1 record	0 %	🕐	PO-2024-00...	$ 83.85	Nothing to...	11/29/2024 ...	
☐ ☆	PO-2024-00...	12/16/2024 ...	HITACHI ASI...		SP01		M Moham...	3 records	100 %	🕐	PO-2024-00...	$ 1,700.27	Waiting Bills	11/29/2024 ...	

Purchase > Orders > Purchase Orders

Select the Vendor, product and key in all the details before confirm the purchase order

Purchase > Orders > Vendor

- In "Vendors" section it show the vendor detail, select a vendor to edit their information.
- Click "New" to create a new vendor information.
- Only contact that set as Vendor on the partner type will appear in the list of vendor

Purchase Request

- Purchase Request section is for employee to create a new purchase request and to track the PR#### state.
- Employee can create a new purchase request by clicking "New" button at the top.

Purchase Request

- User able to create the PR.
- Select the product that want to PR
- User able to link to existing Sales order. Once select the SO, the detail will be auto filled.

PO Report

User able to change the filter/group by based on what their requirement

Purchase   Orders   Products   Reporting   Configuration

PO Report ⚙   🔍 ▼ This Year ✕   ▼ Product Qty not 0 ✕   ▤ Product > Vendor ✕   Search...   ▼   1-10 / 452   ‹ ›

☐	Code	Description	Vendor	Quantity	Unit Price	Qty invoi...	Discount	Amount	Amount Bi...	Amount H...	Amount To...	Purchaser
▼ [10-10-023226] SULLAIR PRODUCTS (1)				1.00	179.00	1.00		179.00				
▸ 360 ENGINEERING CONSULTANCY SDN BHD (1)				1.00	179.00	1.00		179.00				
▼ [10-10-023227] VLV, THRM, 195F 11/2-18 (1)				1.00	0.00	0.00		0.00				
▸ 2S PACKAGING SDN BHD (1)				1.00	0.00	0.00		0.00				
▼ [10-10-023228] ELEMENT, AIR FILTER RSVS16 (6)				33.00	0.00	5.00	0.00	0.00				
▸ 123 MAJUBINA SDN BHD (6)				33.00	0.00	5.00	0.00	0.00				
▼ [10-10-023229] KIT, THERMO VLV REPAIR V-CUP 175F (5)				16.00	1,364.05	0.00	711.77	3,489.38				
▸ HITACHI ASIA LTD (1)				3.00	695.55	0.00		2,086.65				
▸ HITACHI ASIA LTD, ALVIN LAW (4)				13.00	668.50	0.00	711.77	1,402.73				
▼ [10-10-023231] DISK, RUPTURE 2" 1300SCFM@15# (6)				6.00	0.00	1.00	0.00	0.00				
▸ 123 MAJUBINA SDN BHD (6)				6.00	0.00	1.00	0.00	0.00				
▼ [10-10-023232] KIT, VAC REGULATOR RSVS (6)				6.00	0.00	1.00	0.00	0.00				
▸ 123 MAJUBINA SDN BHD (6)				6.00	0.00	1.00	0.00	0.00				
▼ [10-10-023238] XDCR, PRESS0-250#RATIOMETRIC (1)				4.00	148.00	0.00	207.20	384.80				
▸ HITACHI ASIA LTD, ALVIN LAW (1)				4.00	148.00	0.00	207.20	384.80				
▼ [10-10-023239] FLTR, SUMP BREATHER P837762X (1)				3.00	0.00	0.00		0.00				
▸ HITACHI ASIA LTD (1)				3.00	0.00	0.00		0.00				

Configuration > Vendor Pricelist

All the vendor price will be save in the system

Configuration > Vendor Pricelist (from product details view)

All the vendor price will be save in the system