

IES Purchasing: Authorize Orders - DDP

# **IES Purchasing: Authorize Orders – DDP**

### Purpose

The purpose of this Document is to explain how to authorize DDP Orders.

## **Summary of Order Types**

CP = Central Purchasing ASO = Automated Stock Orders DDP = Delegated Direct Purchasing MOD = Manufacture On Demand

### Introduction

Purchase Requisitions, also called Proforma Orders, become Purchase Orders only when they are authorized.

## **Approval of DDP Proforma Orders**



From the main Purchasing options, choose "Authorization" and then choose "Authorize DDP".



A Proforma is authorized from the Proforma Screen, and there are 2 ways for locating and opening a Proforma for authorization. You can either specify the DDP Proforma number to open (this is the DIRECT method) or the system can automatically find DDP Proformas that are awaiting your approval (this is the FACILITATED method).

Proforma Authorization to Purchase Order	5	
Facilitated: Will prompt you w from your Pe	vith one Proforma after another ersonal Queue.	
Direct: You specify each F	Proforma you want to look at.	
Laurania	1	
Facilitated Authorisation	Direct / Manual Authorisation	

Whichever method is chosen, once the Proforma screen is open, the Authorizer can evaluate the new Order before authorizing it, but cannot make any changes. If any changes are required, then it is necessary to use "Return to Originator",



Apr 16, 2006

www.infolab.cc



IES Purchasing: Authorize Orders - DDP

and an appropriate message can be sent by the system to notify the Originator accordingly.

Authorize Or I 1 Main Parameters	2 Worksheet	ma [2] (Save / Update :	Inactiv	e(6%G))	If there are a quotations a then the Aut 'Worksheet'	any notes ttached t horizer n tab to loo	s, worksh to the Pro nay use th ok at thos	eets or forma, ne se.	
-		Proforma Au	tho	rize					1
	Proforma #	162			Dept	PRIVATE LEDGERS			
	Purch No	DDP SEW			Currency	Local			
	Auforing die Date Hanager			Date Raised	16/04/2006				
Operator Data Manager			Order Date	16/04/2005			1		
	Crighuior dm Data Manager			Auth Code	dn Data Nan	ager-			
	Tax Type 15 Mon-Capital Goods (Input) Vat			Supplier	C0-0001 Lan	ad & Withmal			
	Tex: Pade 1%	6 15.30			For Atlention Of				
	Re-Charge Tax	0 So Tax Record		Delivery Instr	DEF Nain Narehouse				
	Period	63 Jun 2005			Exp Delivery Dele	30/04/2006			1
200.1	Divert Tree		Ilwi r.	Var. D	w Tool Price	Questri tar	Acres]		Charge Tre
1 191.0	gets		64	y	175.00	10.00	100 0 10 au	1,750.00	Ledger
Nex Pre		Otig	hator'S	Horne Dept 101		inect Items: Value		1,730.00	

The "Skip for now" option is used to postpone approval until next time the authorization sequence is used. "New Authorizer" can be used to transfer the approval responsibility to a different Authorizer, and "Decline" is used to reject and delete the Proforma completely.

To approve the Order, just choose AUTHORIZE.

© Infolab, 2006

This Documentation is copyrighted by Infolab (Pty) Ltd. [ <u>www.infolab.cc</u> ] All rights are reserved. Licensed INFOLAB Business Partners and Users are granted permission, for internal use ONLY, to reproduce the Documentation, and to include amendments dealing with specific instructions local to your installation.

