

## How to Guide How to do Purchase Orders on the mobile application

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## Purchase Orders



This App allows the user to generate a purchase order while walking the shop floor. The order is saved on the Genesis System directly and can be mailed to the supplier directly.

## Features

• Create Multiple Purchase Order from one trolley.

• View Stock Item information

1. Select the Purchase Orders Application on the Device.



2. Enter in your user code and password then press Submit (This is the same password you use in Genesis)



3. Once opened you will see the following page select the Place orders option, you will then be prompted to the next screen where you can select multiple orders or one order. For this example, select the One Order option.



4. Once you have selected the One order option you will be prompted to the following screen where you can scan the item you would like. Alternatively, you can select the binoculars, this will bring up all your items where you can select the specific one.

There is also an option where you can select from which Warehouse, under default warehouse you can choose the desired warehouse

Purchasing Order	View Stock X	)
Enter/Scan Something here	Enter Something here	
0,00	11698-001 - <b>031 Vodka</b> <b>750ml X1</b> Size. 1X1X750ML Price. 429,99 ** [-15] **	
	11698-001 - <b>031 Vodka</b> <b>750ml X1</b> Size. 1X1X750ML Price. 297,64 ** [-15] **	
	11698-006 - 031 Vodka 750ml X6 Size. 1X6X750ML Price. 2500,00 ** [-3] **	]
No Record Found!!	29807-001 - 100 Pipers 1000ml X1 Size. 1X1X1LT Price. 221,00 ** [1] **	
DEFAULT WAREHOUSE	29807-012 - 100 Pipers 1000ml X12	]
PLACE ORDER	Records 100	
	III O <	

5. On the item you can click on the view option, this will show the following. Here you can now see all the details on that specific item.to select the item and input a quantity, Press on OK then press on the item you want and put in the quantity then submit.

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Done

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Select Stock	×	<b>@</b> 0r	der From	AA BAI
Epter Something here		Er CODE:	12434-001	
Functional Condens       11       75     Stock Code: 11698       Link Code: 11698-001       Barcode: 0707273491442       Description: 031 Vodka 750ml X1		AA Bad Barcode Price 21	enhorst Red V e 6009800591 10,45	Wine 750ml 1057
11 Balance	1	A006		
Siz SIMUL - SIMUL Pri WH: [01] ** 0N-HAND: [-15]		1		
11 75 Siz Pří			Sub	mit
29		1	2	3
Siz Price		4	5	6
29807-012 - 100 Pipers		7	8	9
1000ml X12 Size 1913911T Records 100			0	
III O <		111	C	)

6. Once you have selected all the items with the correct you can now place the order, Press on Place Order then you will be prompted to the next screen where you will need to put a reference, Communication method and Delivery time on then submit.

Order From AA BAD 🗙	Purchasing Order
Enter/Scan Something here	Enter/Scan Something here
210,45	Place Order
12434-001 - AA 210,45   Badenhorst Red Wine 250ml   750ml Delete   6009800591057 Supplier Account:   A006 Edit	Reference TEST BAI Communication to od Sur DIS E - Email
Unit 1 - Qty. 1 @ 210,45	Delivery Time
	Res 2 42 am
	600 Sur 3 : 43 pm
	4 44
Warehouse	118 Vot BAI Submit
DEFAULT WAREHOUSE	DEFAULT WAREHOUSE
	PLACE ORDER
III O <	III O <

7. Once completed you will see that the order has been saved, we can no go onto Genesis and confirm the order.



1. **Open** Genesis Menu.



2. Select the correct company then Type User code and Password.

GENESIS Main Module		
Select Company BLUE	BOTTLE LIQUOR SIMULATION	T
	User Code Password	
GENESIS	😵 <u>C</u> ancel	🥝 ок
CMN999 GEN	SIS Main Module	Version : 10.33.51

3. Open **Purchasing** from the Main menu.



4. In Purchasing Select Transaction Then Purchase Orders

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	Transactions	Master Files 🔀 Exit		
2	Purchase Orders			6 🖂
	Order Cards			
e	Delivery Schedule	UL LIQUOR SIMULATION	Branch	SIMUL

🖑 Purchas	e Order							= <b>-</b> ×
STATUS	ACCOUNT	Supplier ame	Order No.	Order Date	Reference No.	Total [Excl]	Total [Incl]	
Open	DIS001	DISTELL	20100224	2021/10/26	TEST	56.22	64.65	📲 Options 🛛 🛠
Open	A006	AA BADENHORST FAMILY WINES	20100223	2021/10/26	TEST	183.00	210.45	
Open	DIS001	DISTELL	20100222	2021/10/06		181 961.84	209 256.19	ESC Exit
Partial	SAB001	SOUTH AFRICAN BREWERIES (SAB)	20100221	2021/09/17		3 946.40	4 539.16	
Open	ABI001	COCA COLA	20100219	2021/09/14	ABBY	550.00	632.50	Search *
Open	CAP001	BOSTON BREWERIES	20100167	2021/01/14		0.00	0.00	
۲ PUR010/	A 1 % 1	Purchase Ord	ers			Open & Partia	► I Orders : 6	Image: Second control of the second

## 5. We can see here that the order has been pulled through to Genesis

6. You can double click on the item to go into more depth, once satisfied with everything you can press Esc on your keyboard or click on escape

🞖 Purchase Order	r Maintenance							×
Creditor Accoun	nt DIS001	DISTELL			Orde	r Number	20100224	0
					Ord	er Status 0 -	OPEN	
Morder Header	🕎 Detail Lines						(	
Line Stock C	Code LinkCode	Description #1	Quantity Free.Qt	ty Price	V.A.T Tota	l Incl 🛛 Onha	nd R	• Options ×
1 29541	29541-001	4Th Street Natural Sweet Red 1.5L X1	1.00 0.0	0 56.22	8.43	64.65	0.00	Ello Save Order
								Esc Exit
								🄀 Order Utils 🛛 🛠
								F7 Doc.Discounts
								F8 Doc.Tally Claims
								액 Order Stats
								👹 Supplier Stats
								🔯 Line Utils 🛛 🛠
								Ins Add Line
								🛃 Update Line
								Delete Line
Total Cases	1	Tally Claims on Orde	er (Incl)	0.00 Tota	I Exclusive	56.22	<b>F1</b>	F5 Import Items
Total Palettes	1	Tally Claims on Line	es (Incl)	0.00 Tota	l Discount	0.00		F6 Import CSV File
Total Weight	2.00 kg			1	Total V.A.T	8.43		Remove '<=0' Qty.
Total Dimensions	0.00 m3							View Extract Crite
				Tota	al Inclusive	64.65		
				12				Free Stock Line
PUR011		Purchase Order Maintenance						.:

7. To authorize the purchase order go press F5 on your keyboard or click on Authorize, once clicked you will be prompted to select Yes or No, we will be selecting Yes for this example. Once done you have successfully completed the purchase order.

W. Durahan	- O-d							
G Purchase		Course House Manage	O-d-s N-	O-d D-t-	Deferred No.	Tatal ITaan	T-4-1 88	
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Purchase	e Order							_ 0 ;
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Open	DIS001	DISTEL	20100223	2021/10/20	1231	181 961 84	209 256 19	Esc Exit
Partial	SAB001	SOLITH AFRICAN BREWERIES (SAB)	20100222	2021/10/00		3 946 40	4 539 16	
Open	ABI001	COCA COLA	20100219	2021/09/14	ABBY	550.00	632.50	Conveb A
Open	CAP001	BOSTON BREWERIES	20100167	2021/01/14		0.00	0.00	Search ^
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