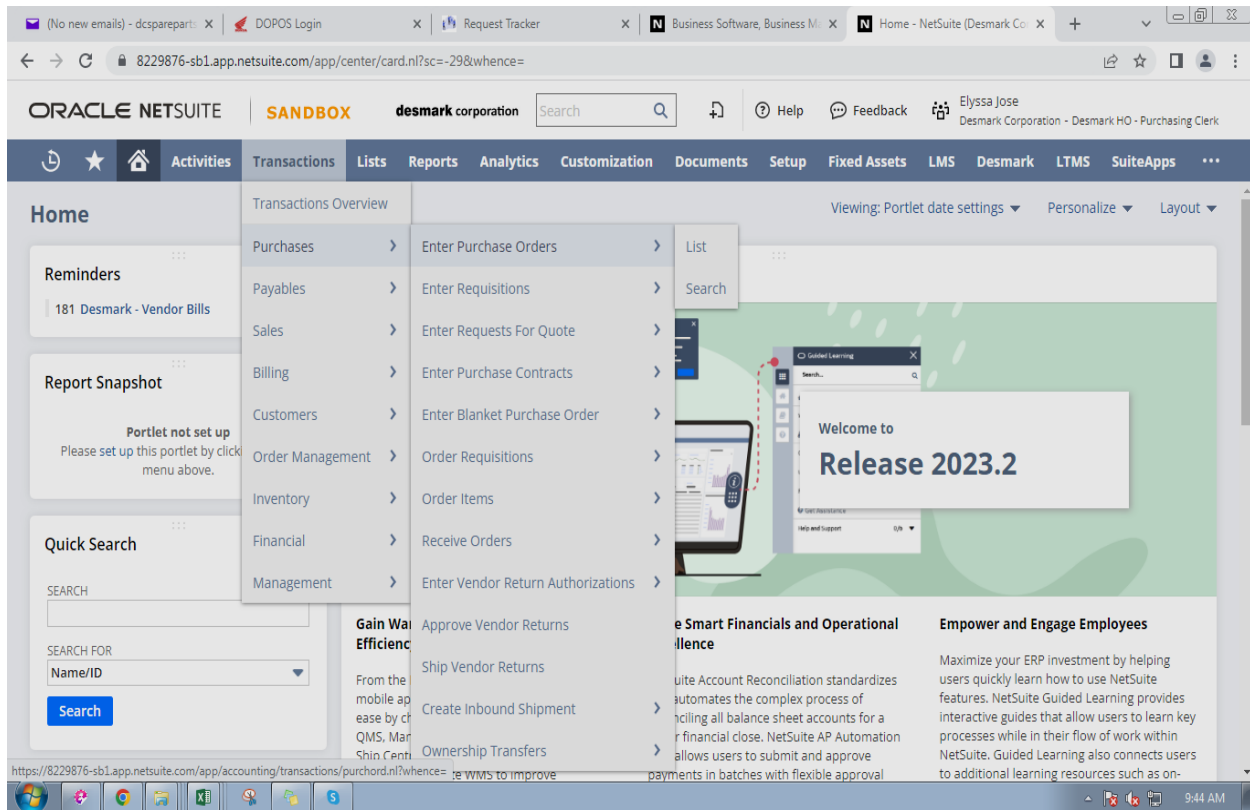


How to create SP Purchase Order for Urgent & Stock Request

Step 1: Go to transaction ➡ Purchases ➡ Enter Purchase Order



PO request for below minimum order you can still create PO since we will consolidate all the items until it reached the required minimum amount and then proceed to order.

Step 2: You will be redirected to this page ➡ Fill in the necessary field box with this sign (*)

Purchase Order List Search More

Primary Information

CUSTOM FORM *
Desmark Purchase Order

VENDOR #
VENDOR *
HONDA PHILIPPINES, INC.

EMPLOYEE *
RUBY JANE AJAMODIONG

RECEIVE BY

DATE *
10/23/2023

PO #
To Be Generated

CURRENCY *
Philippine Peso

MEMO
URGENT ORDER

Summary

SUBTOTAL	0.00
TAX TOTAL	0.00
TOTAL	0.00

Classification

SUBSIDIARY
Desmark Corporation

LOCATION *
CAGAYAN : Desmark El Salvador 35

AREA
CAGAYAN

CLASS *
Spare Parts

DEPARTMENT *
Head Office : Purchasing

APPROVAL STATUS
Pending Approval

APPROVAL STATUS(MATRIX)
Pending Approval

NEXT APPROVER ROLE

MEMO: Remarks should be what parts requested are applied for

1. Customer Order SO#_ PAYMENT#_
2. Stock Order request
3. Class B Order Engine No._
4. Service Unit Order Engine No._
5. Warranty Order Parts
6. Freebies from Supplier (ex. Honda)
7. Freebies from Operation
8. Delivery claims for Model & Engine No.

Step 3: At the lower portion fill in the item id or part number

EXCHANGE RATE *
1.00

Add Multiple Clear All Lines

ITEM *	VENDOR NAME	QUANTITY	UNITS	INVENTORY DETAIL	DESCRIPTION	PURCHASE CONTRACT	RATE	AMOUNT	TAX CODE
30400-K81-N62		1	Pc		ENGINE CONTROL UNIT (ECU)		3,210.00	2,866.07	VAT_PH:R
30410-K54-H01		1	Pc		CAPACITOR DISCHARGE IGNITER UNIT (CDI)		1,680.00	1,500.00	VAT_PH:R
33450-KPY-HB1		1	Pc		FRONT LEFT SIGNAL LIGHT ASSEMBLY		650.00	580.36	VAT_PH:R

<Type then tab>

Add Cancel Copy Previous Insert Remove

Save & New Cancel Auto Fill Actions

Step 3.1: Scroll to the right side for checking the gross amount this is subject for what order type request (urgent or stock base unit cost must be applied- purchasing will check on this part)

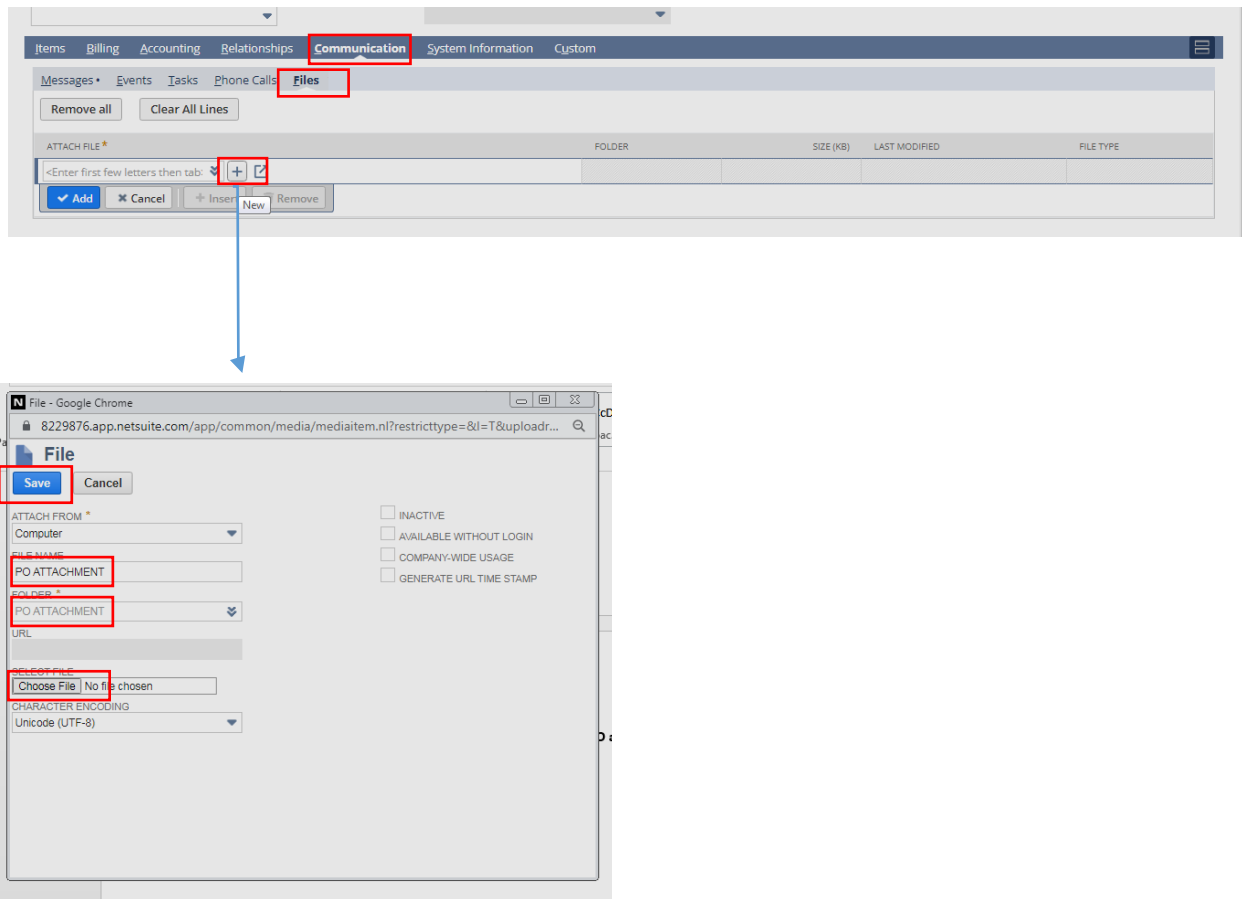
EXCHANGE RATE *
1.00

Add Multiple Clear All Lines

TAX RATE	TAX AMT	RATE (INCLUSIVE OF TAX)	GROSS AMT	OPTIONS	DEPARTMENT	CLASS	LANDED COST CATEGORY	MATCH BILL TO RECEIPT	EXPECTED RECEIPT DATE	LINKED ORDER	CLOSED	CREATED FROM	UPC CODE	BRANDS
12.0%	343.93		3,210.00			Spare Parts : REGULAR			10/23/2023				30400-K81-N62	
12.0%	180.00		1,680.00			Spare Parts : REGULAR			10/23/2023				30410-K54-H01	
12.0%	69.64		650.00			Spare Parts : REGULAR			10/23/2023				33450-KPY-HB1	

<Type & tab for single value>

Step 4: How to attach file ➡ Go to Communication ➡ Files ➡ Click the + sign



Then you will be redirected to this portion – Create a folder for PO attachment – select choose file to attached then click Save!

Step 5: After reviewing your items and files have already attached you may now CLICK SAVE!



After saving you will get this confirmation once it is successfully saved!

★

🏠

ActivitiesTransactionsListsReportsAnalyticsCustomizationDocumentsSetupFixed AssetsLMSDesmarkLTMSSuiteApps...

✓

Confirmation
Transaction successfully Saved

Purchase Order 🔍

PO-ELS3 HONDA PHILIPPINES, INC.

PENDING APPROVAL

← →

List

Search

Edit

Back

🖨️

📄

Actions ▾

Primary Information

VENDOR #	DATE	
	10/23/2023	
VENDOR	PO #	
HONDA PHILIPPINES, INC.	PO-ELS3	
EMPLOYEE	CURRENCY	
RUBY JANE A JAMODIONG	Philippine Peso	
RECEIVE BY	MEMO	
	URGENT ORDER	

Summary

SUBTOTAL	4,946.43
TAX TOTAL	593.57
TOTAL	5,540.00

Classification

SUBSIDIARY	LOCATION	APPROVAL STATUS
Desmark Corporation	CAGAYAN : Desmark El Salvador 3S	Pending Approval
CLASS	AREA	APPROVAL STATUS(MATRIX)
Spare Parts	CAGAYAN	Pending First Approval
DEPARTMENT		NEXT APPROVER ROLE
Head Office : Purchasing		Desmark HO - Purchasing Head

Pending Approval - meaning this is subject for checking and approval from Purchasing Department