

## SPAREPARTS PO RECEIVING

Sample PO from Netsuite:

desmark corporation | **SANDBOX**

Transactions Lists Reports Customization Documents Setup Fixed Assets LMS Desmark LTMS SuiteApps Support

### Purchase Order

PO-DDF1 HONDA PHILIPPINES, INC. **PENDING RECEIPT**

Receive Scan to Receive Items Actions

<b>Primary Information</b>	
VENDOR # 030548-S	DATE 9/28/2023
VENDOR HONDA PHILIPPINES, INC.	PO # PO-DDF1
EMPLOYEE	MEMO
RECEIVE BY	APPROVAL STATUS Approved
<b>Classification</b>	
SUBSIDIARY Desmark Corporation	CLASS Spare Parts
DEPARTMENT Head Office - Purchasing	LOCATION DAVAO 1 : Desmark Davao Flagship
SOURCE CSV	INTERCOMPANY STATUS
PAIRED INTERCOMPANY TRANSACTION	CURRENCY Philippine Peso

<b>Summary</b>	
SUBTOTAL	4,821.40
TAX TOTAL	578.57
TOTAL	5,399.97

APPROVAL STATUS(MATRIX)  
Approved

NEXT APPROVER ROLE  
Desmark HO - Purchasing Head

### Where to locate PO Transaction

#### 1. Go to Transaction → Purchases → Enter Purchase Order → List

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### Purchase

Transactions Overview List Search Audit Trail

VIEW Desmark Search Edit View New Transaction

FILTERS

BRANCH Head Office 1

DAVAO 1 : Desmark Davao

CAVITE-BATANGAS : Desma Trias 35

BUKIDNON PC : Premio Ma Multi

CAGAYAN : Desmark Bulua

CAGAYAN : Desmark Puerto

Head Office 1

9/27/2023

Enter Purchase Orders List

Order Items Search

Receive Orders

QUICK SORT 10/2/2023 — 9/15/2023 TOTAL: 155

				STATUS	MEMO	AMOUNT
INC				Pending Receipt		1,000,000.00
Print	PO-DDF1	HONDA PHILIPPINES, INC.		Pending Receipt		5,399.97
Print	PO-GTC1	HONDA PHILIPPINES, INC.		Pending Receipt		34,628.40
Print	PO-PML3	Desmark Corporation		Pending Receipt		83,124.16
Print	PO-BUA2	HONDA PHILIPPINES, INC.		Pending Receipt		2,708.55
Print	PO-PRT3	HONDA PHILIPPINES, INC.		Pending Receipt		2,654.79
Print	PO-HO-19	ISUZU CEBU, INC.		Pending Receipt	PURCHASE 1 1 UNIT 2018 ISUZU QKR77 ALUMINUM VA	1,000,000.00
Print	PO-HO-111	ISUZU CEBU, INC.		Pending Receipt		500,000.00
				Pending Receipt	L120 LAPTOP	10,000.00

[https://8229876-b1Lapp.netsuite.com/app/accounting/transactions/transactionlist.nl?Transaction\\_Type=PurchOrd&whence=](https://8229876-b1Lapp.netsuite.com/app/accounting/transactions/transactionlist.nl?Transaction_Type=PurchOrd&whence=)

Filter the brand you are receiving, for easy reference on the list of PO's.

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### Purchase Orders

VIEW Desmark Search Edit View New Transaction

FILTERS

TYPE Purchase Order

EMPLOYEE - All -

DATE All

FROM

TO

LOCATION - All -

REFERENCE NO.

STATUS - All -

NAME HONDA PHILIPPINES, INC.

STYLE Grid

HONDA PHILIPPINES, INC.

HONEY GRACE C ALAMISAN

BRANCH

BUKIDNON : Des

PANAY PC : Pre

GENSAN : Desm

MISOR : Desmar

BUKIDNON : Desmark Valencia 35

9/29/2023

QUICK SORT 10/1/2023 — 9/27/2023 TOTAL: 243

PRINT	REFERENCE NO.	STATUS	MEMO	AMOUNT
Print	PO-HDC17	Pending Bill	FOR CUSTOMER AARON NERI	3,903.20
Print	PO-ILL2	Pending Supervisor Approval		267,872.00
Print	PO-AKC3	Pending Receipt		228,074.00
Print	PO-GCM3	Pending Supervisor Approval		218,796.00
Print	PO-VBM3	Pending Supervisor Approval		218,796.00

## 2. Select View, once the PO number is found.

ORACLE NETSUITE | **SANDBOX** | desmark corporation | Search | Help | Feedback | Elyssa Jose | Desmark Corporation - Desmark HO - Purchasing Clerk

Activities Transactions Lists Reports Analytics Customization Documents Setup Fixed Assets LMS Desmark LTMS SuiteApps Support

### Purchase Orders

VIEW: Desmark Search | Edit View | New Transaction

**FILTERS**

TYPE: Purchase Order | EMPLOYEE: All | DATE: | FROM: | TO: | LOCATION: DAVAO 1 : Desmark Davao Flagship

REFERENCE NO.: | STATUS: All | NAME: | STYLE: Normal

QUICK SORT: Recently Created | TOTAL: 1

EDIT   VIEW	DATE	PRINT	REFERENCE NO.	NAME	STATUS	MEMO	AMOUNT
<b>Edit   View</b>	9/28/2023	Print	PO-DDF1	HONDA PHILIPPINES, INC.	Pending Billing/Partially Received		5,399.97

After clicking view, Netsuite will show the PO Details then click Receive.

desmark corporation | **SANDBOX** | Search | Help | 62 Elysa D | Desmark Corporation - Desmark - All Access - Clerk

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### Purchase Order

**PO-DDF1 HONDA PHILIPPINES, INC. PENDING RECEIPT**

**Receive** | Scan to Receive Items | Actions

**Primary Information**

VENDOR # 030548-S	DATE 9/28/2023	<b>Summary</b> SUBTOTAL <b>4,821.40</b> TAX TOTAL <b>578.57</b> TOTAL <b>5,399.97</b>
VENDOR HONDA PHILIPPINES, INC.	PO # PO-DDF1	
EMPLOYEE	MEMO	
RECEIVE BY	APPROVAL STATUS Approved	

**Classification**

SUBSIDIARY Desmark Corporation	CLASS Spare Parts	LOCATION DAVAO 1 : Desmark Davao Flagship
DEPARTMENT Head Office : Purchasing		
SOURCE CSV	INTERCOMPANY STATUS	APPROVAL STATUS(MATRIX) Approved
PAIRED INTERCOMPANY TRANSACTION	CURRENCY Philippine Peso	NEXT APPROVER ROLE Desmark HO - Purchasing Head

Once clicked Receive, the system will be redirected to the Item Receipt field. All the mandated fields will be filled up. This includes attaching a scanned copy of the delivery receipt

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### Item Receipt

**To Be Generated**

Save | Cancel

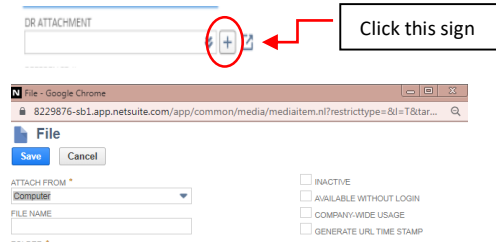
**Primary Information**

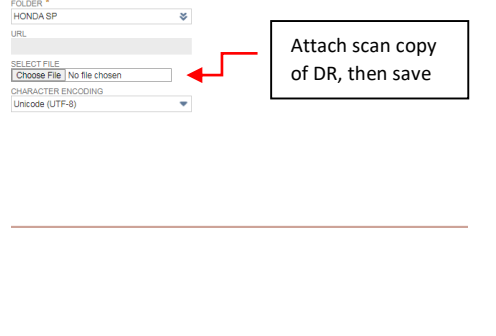
CUSTOM FORM * Desmark Item Receipt	VENDOR HONDA PHILIPPINES, INC.	SUPPLIER DATE INVOICE 9/16/2023
DELIVERY RECEIPT NUMBER SP91424590	CREATED FROM Purchase Order #PO-DDF1	INSPECTED BY Marie Chris Bragat
DR ATTACHMENT SP91424590_davao1.pdf	DATE * 9/28/2023	FORWARDER ENTREGO
REFERENCE # To Be Generated	MEMO	

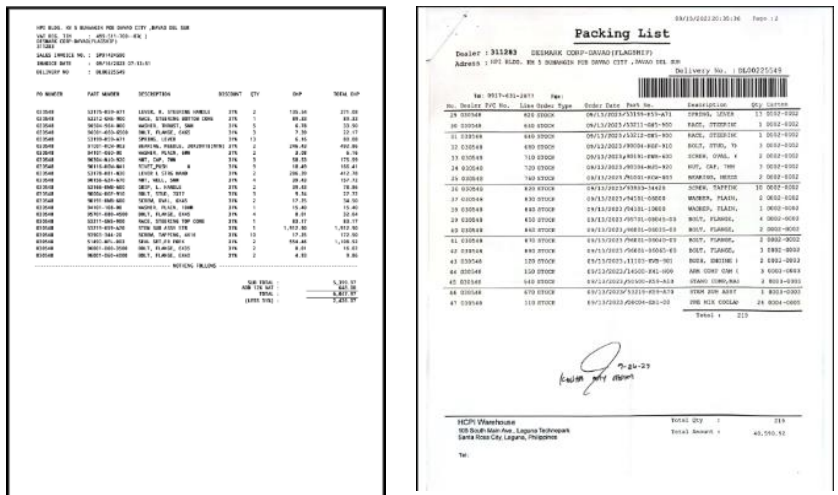
**Classification**

SUBSIDIARY Desmark Corporation	TO LOCATION DAVAO 1 : Desmark Davao Flagship
CURRENCY Philippine Peso	

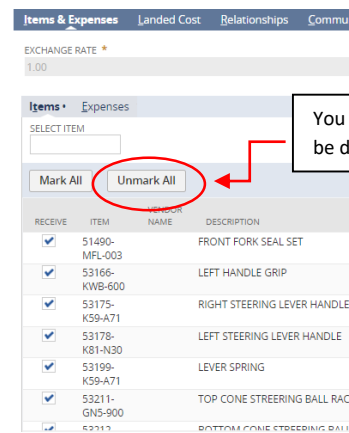
Clicking the **+ sign** in DR Attachment will show where to upload the scan copy of the DR. Refer below data:

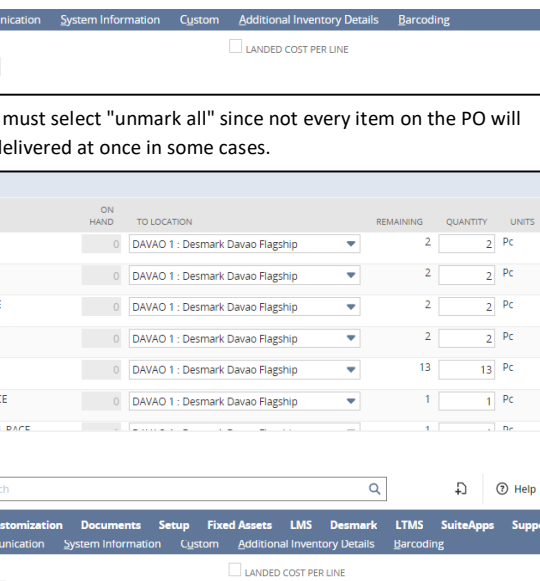


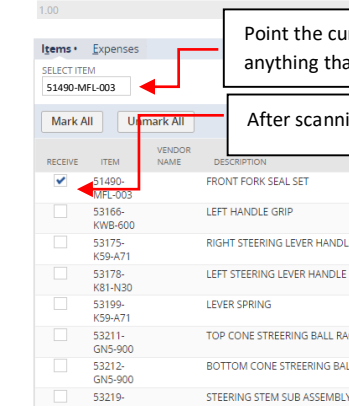


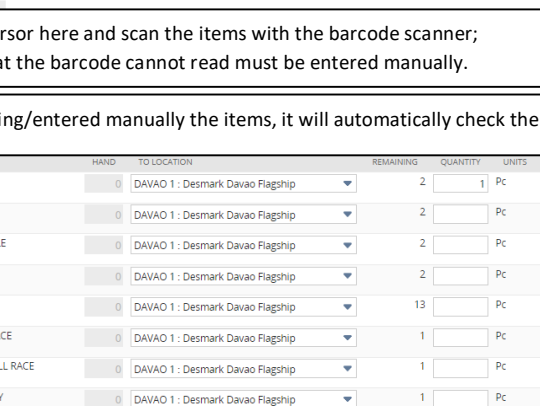


After all the mandated fields filled out, proceed to checking the items received









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Items & Expenses Landed Cost Relationships Communication System Information Custom Additional Inventory Details Barcoding

EXCHANGE RATE \* 1.00

SELECT ITEM

Mark All Unmark All

RECEIVE ITEM VENDOR NAME DESCRIPTION ON HAND TO LOCATION REMAINING QUANTITY UNITS INVENTORY DETAIL OPTIONS RATE CURRENCY UNIT REMARKS

51490-MFL-003 FRONT FORK SEAL SET 0 DAVAO 1 : Desmark Davao Flagship 2 2 PC 495.055 Philippine Peso

53165-KWB-500 LEFT HANDLE GRIP 0 DAVAO 1 : Desmark Davao Flagship 2 2 PC 35.205 Philippine Peso

53175-K39-A71 RIGHT STEERING LEVER HANDLE 0 DAVAO 1 : Desmark Davao Flagship 2 2 PC 121.02 Philippine Peso

53178-K31-N30 LEFT STEERING LEVER HANDLE 0 DAVAO 1 : Desmark Davao Flagship 2 2 PC 184.275 Philippine Peso

53199-K39-A71 LEVER SPRING 0 DAVAO 1 : Desmark Davao Flagship 13 10 PC 5.50 Philippine LACKING 3 PIECES

53211-GN5-900 TOP CONE STEERING BALL RACE 0 DAVAO 1 : Desmark Davao Flagship 1 1 PC 74.26 Philippine Peso

53212-GN5-900 BOTTOM CONE STEERING BALL RACE 0 DAVAO 1 : Desmark Davao Flagship 1 PC 79.76 Philippine Peso

53219-K39-A70 STEERING STEM SUB ASSEMBLY 0 DAVAO 1 : Desmark Davao Flagship 1 PC 1,707.95 Philippine Peso

90004-KGF-910 STUD BOLT (7x17) 0 DAVAO 1 : Desmark Davao Flagship 3 PC 8.25 Philippine Peso

90116-KDW-NA1 PUSH RIVET (6mm) 0 DAVAO 1 : Desmark Davao Flagship 9 PC 16.50888889 Philippine Peso

90156-G24-670 WELL NUT (5mm) 0 DAVAO 1 : Desmark Davao Flagship 4 PC 35.205 Philippine Peso

90191-OVAL SCREW (6x45) 0 DAVAO 1 : Desmark Davao Flagship 2 PC 15.40 Philippine

The quantity received must be manually entered. Please keep in mind that the PO quantity should match the actual quantity received.

After entering the received qty, you need to click this icon under inventory detail column to select the location of the certain items, if it's in good condition and also the qty

These represent all the actual items you received for this arrival.

INCOMPLETE ARRIVAL:

- For incomplete delivery – input the actual quantity received and put notation in the unit remarks box. “Ex: Lacking 3pcs”

OVERSHIPMENT ARRIVAL:

- For over-shipment delivery, enter the quantity that corresponds to the PO and you will not receive the over-shipment quantity and inform Head office. Same with superseded items.

Go to **Inventory Detail** to input and select the bin where the items located, status and qty.

OK Close

ITEM 51490-MFL-003 QUANTITY 2  
DESCRIPTION FRONT FORK SEAL SET UNITS Piece

Inventory Detail

Add Multiple

BIN	STATUS	QUANTITY
BOX-02	Good	2

✓ Add ✗ Cancel ➡ Insert ➡ Remove

OK Close

Review all the filled up data before clicking **SAVE**. Reminder: unlike IETOOL, there is an HO approval to validate arrivals. But in Netsuite, once saved this will automatically count in your inventory. Always be careful.

Once saved, a confirmation will show that the **Transaction successfully saved.**

desmark corporation | **SANDBOX**  [Help](#) 62 Elysa D  
Desmark Corporation - Desmark - All Access - Clerk

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**Confirmation**  
Transaction successfully Saved

**Item Receipt**  [List](#) [Search](#)

[Print](#) [Actions](#)

**Primary Information**

DELIVERY RECEIPT NUMBER SP91424590	CREATED FROM Purchase Order #PO-DDF1	SUPPLIER DATE INVOICE 9/16/2023
DR ATTACHMENT Preview SP91424590 davao1.pdf <a href="#">download</a>	DATE 10/16/2023	INSPECTED BY Marie Chris Bragat
REFERENCE# IR-226	MEMO	FORWARDER ENTREGO
VENDOR HONDA PHILIPPINES, INC.		

**Classification**

SUBSIDIARY Desmark Corporation	TO LOCATION DAVAO 1 : Desmark Davao Flagnip
CURRENCY Philippine Peso	

**Items & Expenses** [Landed Cost](#) [Relationships](#) [Communication](#) [System Information](#) [Custom](#) [GL Impact](#) [Additional Inventory Details](#) [Barcoding](#)

EXCHANGE RATE  
1.00 ☐ LANDED COST PER LINE

ITEM	VENDOR NAME	DESCRIPTION	UNITS	INVENTORY DETAIL	OPTIONS	RATE	CURRENCY	UNIT REMARKS
51490-MFL-003		FRONT FOR	PC			495.055	Philippine Peso	
53175-K59-A71		RIGHT STEERING LEVER HANDLE	PC			121.02	Philippine Peso	
53178-K81-A30		LEFT STEERING LEVER HANDLE	PC			184.275	Philippine Peso	
53190-K52-A71		LEVER SPRING	PC			5.50	Philippine Peso	LACKING 3 PIECES
53211-GN5-900		TOP CONE STEERING BALL RACE	PC			74.26	Philippine Peso	

To further show the inventory details, click on the item code to see if the items you received have already been added to your inventory.

ITEM	VENDOR NAME	DESCRIPTION	ON HAND	TO LOCATION	QUANTITY	UNITS	INVENTORY DETAIL	OPTIONS	RATE	CURRENCY	UNIT REMARKS
51490-MFL-003		FRONT PORK SEAL SET	2	DAVAO 1 : Desmark Davao Flagnip	2	PC			495.055	Philippine Peso	
53166-KVB-500		LEFT HANDLE GRIP	2	DAVAO 1 : Desmark Davao Flagnip	2	PC			35.205	Philippine Peso	
53175-K59-A71		RIGHT STEERING LEVER HANDLE	2	DAVAO 1 : Desmark Davao Flagnip	2	PC			121.02	Philippine Peso	
53178-K81-A30		LEFT STEERING LEVER HANDLE	2	DAVAO 1 : Desmark Davao Flagnip	2	PC			184.275	Philippine Peso	
53190-K52-A71		LEVER SPRING	10	DAVAO 1 : Desmark Davao Flagnip	10	PC			5.50	Philippine Peso	LACKING 3 PIECES
53211-GN5-900		TOP CONE STEERING BALL RACE	1	DAVAO 1 : Desmark Davao Flagnip	1	PC			74.26	Philippine Peso	

After clicking the item code you will be redirected to this page

**Inventory Item**  [List](#) [Search](#)

[Print](#) [Actions](#)

**Primary Information**

INTERNAL ID 49079	PRIMARY UNITS TYPE Piece	SUBITEM OF
ITEM NAME/NUMBER 53211-GN5-900	PRIMARY STOCK UNIT Pieces	<input type="checkbox"/> QUALIFIED FOR TEA
UPC CODE 53211-GN5-900	PRIMARY PURCHASE UNIT Pieces	RELATED TEA ITEMS
DISPLAY NAME/CODE TOP CONE STEERING BALL RACE	PRIMARY SALE UNIT Pieces	APPLICABLE MINIMUM DOWNPAYMENT
VENDOR NAME/CODE	PRIMARY BASE UNIT PC	

**Locations** [Bin Numbers](#) [Vendors](#) [Additional Inventory Details](#)

PREFERRED LOCATION

SUBSIDIARY  
- All -  
- None -  
- Mine -  
- Mine and Descendants -

VIEW  
Inventory

[Add Location](#) [Duplicate Multiple Locations](#) [Customize View](#)

#	Duplicate	LOCATION #	CURRENCY	QUANTITY ON HAND	QUANTITY ON ORDER (BASE UNIT)	VALUE	QUANTITY COMMITTED	QUANTITY COMMITTED TO ORDER RESERVATION	QUANTITY AVAILABLE	QUANTITY AVAILABLE (BASE UNIT)	QUANTITY ON ORDER	QUANTITY IN TRANSIT	LOCATION EXTERNAL QUANTITY
1	Duplicate	Desmark Davao Flagnip	Philippine Peso	1		74.26			1				
2		Desmark La Paz 35	Philippine Peso								3		
3		Desmark Manila 35	Philippine Peso								3		
4		Desmark Pasay 35	Philippine Peso								6		
5		Desmark San Pascual 35	Philippine Peso								1		
6		Desmark Toril 35	Philippine Peso								2		

As you can see, you already have a qty onhand as well as qty available

Aside from seeing your quantity on hand, you can see all of the branch transaction flows for all of the inventory items from quantity on hand, on order, in transit, and back order.