CALL OFF PURCHASE ORDERS

These are purchase orders which cover a range of time i.e. any type of service which happens throughout a financial year on more than one occasion.

Call off purchase orders are invoiced by the supplier either in regular amounts or invoiced in variable amounts.

Regularly invoiced PO’s (same value invoice expected) can be set up in 2 different ways:-

1 line – Qty 12 – Price £100.00
Receipted each month by Qty of 1
Normally receipted by MENU

Or

12 lines – Qty 1 – Price £100.00
Receipted each month by Qty of 1
(each line of the PO receipted individually according to the month)
Normally receipted by MENU

Variable invoiced PO’s (variable value invoice expected) can only be set up as:-

1 line – Qty of 600 – Price £1.00
Receipted each month by Qty dependent on value of invoice i.e. If the value of the 1st invoice is £302.12 then the receipt would be a Qty 302.12
Normally receipted by TASK
EXAMPLE - PHOTOCOPY RENTAL – SAME VALUE INVOICE EXPECTED EACH MONTH

1A. CREATE CALL OFF PO – QUANTITY (Service) 1 line for year

ie. £1200 divided by 12 = £100 p/m
(Expect one invoice per month for £100)

Requisitions>Requisitions Advanced>Requisition

Requisition Entry tab
Supplier: begin to type name of supplier ie: Konica Minolta
Sub-project code: type your Department name ie: School of Management
Select appropriate sub-project code

Message box: delete Financial rules and add message to Approver if reqd
Delivery date: leave as default
Delivery details: use drop down arrow to select your department address
Delivery description: leave blank
Delivery for attention of: Add message to supplier if required

Requisition details tab
Select: Add

Product: this is the service you want to buy ie: type in: PHOT – choose SG03 Photocopying – Equipment Rental

Description: Delete auto populated description and type in description of the service you require
ie: Konica Minolta photocopier rental from 1.8.16 to 31.7.17
Serial No.??? Model No.??? Department name??? (NB: give as much information as possible. PO can only be up to current end of financial year so if creating the PO mid year then calculate for only the remaining months to July 2017)

Qty: 12 (this is an example figure)

Price: £100

Documents: Add documents if required ie. quotations, specifications etc.
Click Documents icon
Select Documents to go with PO or Tender Quotes & Other
NB: BE CAREFUL – IF DOCUMENTS ARE FOR APPROVERS VIEW ONLY THEN ADD TO ‘TENDER QUOTES & OTHER’ SECTION OTHERWISE THESE WILL BE SENT TO THE SUPPLIER
Click Add existing documents
Click Browse and find your document
OK Check requisition details

Change VAT rate IF REQUIRED
Click arrows next to words GL analysis if nothing is visible
This will show details of PO line highlighted PO order line above
Click on each PO order line in turn to show the GL Analysis
Click BLUE box under TAX CODE
Click SEARCH
Select VAT rate (explanation of VAT rates can be found on intranet)

Check all details on requisition

SAVE

Req. No. will show 500...

NB: You expect 12 invoices @ £100 and will receipt a QUANTITY of 1 each month – YOU WOULD NORMALLY EXPECT TO RECEIPT VIA MENU ALTHOUGH YOU COULD WAIT FOR AN INVOICE AND RECEIPT VIA ‘MISSING GOODS RECEIPT TASK’
1B. RECEIPT CALL OFF PO BY MENU – BY QUANTITY – SERVICE 1 LINE FOR 1 YEAR (ie. qty 12x£100)
(Receipting where Service has been physically carried out but no invoice has been sent by the supplier yet).

>Procurement
> Purchase Orders
> Goods Receipt
> Enter PO No.
> TAB on keyboard

**NB: QUANTITY RECEIVED IS AUTO POPULATED FROM QUANTITY ORDERED**
DELETE AND AMEND QUANTITY

> Receipt QUANTITY of 1 (this represents 1st invoice of £100 for 1st month of August. Continue to receipt Quantity 1 each month)
TAB through fields
SAVE
EXAMPLE – PHOTOCOPIER COPIES – EXPECT VARIABLE NUMBER OF INVOICES WITH VARIABLE AMOUNTS

2A. CREATE CALL OFF PO – VALUE (Service) 1 line for year – VARIABLE
(Expect invoices throughout the year with variable values)

Requisitions>Requisitions Advanced>Requisition

Requisition Entry tab
Supplier: begin to type name of supplier ie: Konica Minolta
Sub-project code: type your Department name ie: School of Management
Select appropriate sub-project code

Message box: delete Financial rules and add message to Approver if reqd
Delivery date: leave as default
Delivery details: use drop down arrow to select your department address
Delivery description: leave blank
Delivery for attention of: Add message to supplier if required

Requisition details tab
Select: Add

Product: this is the service you want to buy ie: type in: PHOT – choose SG04 Photocopying copies

Description: This is the actual description of the service you are buying
Delete auto populated description and type in description of the service you require
ie: Konica Minolta photocopier copies from 1.8.16 to 31.7.17 Serial No.??? Model No.??? Department name???
(NB: give as much information as possible. PO can only be up to current end of financial year so if creating the PO mid year then calculate for only the remaining months to July 2017)

Qty: 600 (Example only – Estimate this amount from last year’s total copies costs)

Price: £1.00

SAVE

NB: You expect a variable number of invoices and will receipt a QUANTITY ie. if the first invoice is for £302.12 you will receipt a QUANTITY of 302.12, if the second invoice is for £99.10 you will receipt a QUANTITY of 99.10
NOTE: YOU WOULD EXPECT TO RECEIVE VIA A ‘MISSING GOODS RECEIPT TASK’
**2B. RECEIPT CALL OFF PO BY TASK – BY VALUE – 1 LINE FOR 1 YEAR (Estimated PO value/variable value invoices)**

(Receipting where invoice has been received, service has been physically carried out but no receipting has been done in Agresso)

>Log in to Agresso
>Click on Missing Goods Received
>Open Task (look for PO number)
>**ACTION** is to RECEIVE GOODS

If invoice value is for full amount of the PO value
Tick check box next to Action
Click GOODS RECEIPT (blue button)
SAVE

If invoice value is for lesser amount than the original PO value
Tick check box next to Action
Click GOODS RECEIPT (blue button)
Delete figures in QTY RCVD field
Enter value of invoice ie. 302.12 (this is 1st invoice of £302.12 ex VAT for ad hoc clean)
TAB
SAVE

In both cases status changes to ‘**Match to Invoice**’
Tick box next to Action
Click RECEIVE GOODS (green button)

**NB:** you would always receipt a variable value PO by task as value of invoices may be unknown
ADDITIONAL NOTE

Some suppliers have the words ‘Confirmation Order’ after their name (usually photocopy suppliers):

Suppliers – ‘Confirmation Order’

Requisitions
Requisitions Advanced
Enter supplier name ‘Abacus’ (ID: 2000019)

**NB:** PO does not transmit to supplier – user must **save pdf PO** and notify supplier of PO number by phone/fax/email attachment.

**To see pdf: (Free text PO’s only)**

Requisitions
Requisitions Advanced
Purchase orders
Open
Close value window without entering anything
Enter PO number in PO field
TAB
Go to Documents icon and click on blue pdf.