

261352

Aptean Ltd
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1 261352

1 Ready for **What's Next, Now™**



2 261352 - MW-7PBH2A Purchase Order Screens

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3 Functiona Overview

3.1 Client Requirement

From RIO: With the new business we have won with Tesco's, we require in IILV within the Booking Module either a new tab or modify the existing tabs to incorporate the level of purchase order detail attached to this email. Tesco require us as to hold and verify further details sent by EDI that is part of the Purchase order - therefore fields need to be re-named / new form created to incorporate this level of detail on a purchase order level.

From Meeting 20/02/09:

Attendees: Martyn Mann (DHL), Mark Wilson (DHL), Suk Sandhu (DHL), Dave Meir (OBS), Matt Crisford (OBS) and Peter Crane (OBS)

It was decided during the meeting that a new Purchase Order module should be designed and developed by OBS on a Time and Materials basis. The aim of this document is to record the solution deployed to satisfy the requirements of DHL's customer: Tesco.

Scenario: It is understood that Tesco will send purchase order information to DHL via EDI which should be stored and amended in MTS on demand either via EDI or manually prior to the goods being available for collection/transport. Tesco expects EDI messages in return advising of any change of status of the Purchase Order and eventually details of the Transport Order once the goods have been assigned to a trip. The statuses will be described in more detail in the Outbound Purchase Order Flow specification.

3.2 Solution

As part of the overall Purchase Order Module a new Oracle form: PURCH_ORD has been developed for DHL's International Inbound division. The rapid nature of development did not allow time to specify changes needed prior to development. Therefore to complete the process the final solution is being recorded in this document.

3.3 Scope

This change will be applied to system version 10.5 on IIBTST and once approved IIBPRD. This module has also been designed in such a manor as to be transferable to other databases should further opportunities arise where it may be beneficial.

3.4 Set-Up

3.4.1 Pre-Requisites

All new tables and parameters should be in place prior to release.

3.4.2 Tables

The following new tables have been created

- SCH_PURCHASE_ORDER
- SCH_PO_STATUS
- SCH_PO_AUDIT

3.4.3 System Parameters

Parameter	Default Value
POM_DEF_COST	EXEL
POM_DEF_CUST	Tesco
POM_DEF_PROD_TYPE	AMBIENT
POM_DEF_GROUP	Tesco



3.4.4 User Group Function

Function Name	Function Description
POM_Create_PO	Create new Purchase Orders
POM_Create_Transport_Instructions	Generate TIs from Purchase Orders
POM_Delete_PO	Delete Purchase Orders
POM_Edit_PO	Edit Purchase Orders
POM_Reverse_TIs	Reverse TIs for Purchase Orders
POM_Rev_TIs	Reverse TIs for Purchase Orders

3.5 Menu Structure

The Purchase Order screen will be available from the MTS Modules/Order Management menu under the title Purchase Order.

3.6 Data

The new form PURCH_ORD will be added by OBS to the menu as detailed above. All system parameters documented here will also be added using the values mentioned in this document.



4 Functional Description

4.1 Purchase Order(Main Screen)

4.1.1 Screen Layout

4.1.2 Filter Fields

At the top of the PURCH_ORD screen the user is presented with a number of fields to filter the data displayed in the lower section of the screen. These are as follows:

- **Schedule** - Current ISC operational usage implements a daily schedule, therefore when a user selects this field drop down they will be given a list of schedules (in the format YYMMDD i.e. 090319 for 19th March 2009) to select from. If the user selects a schedule then only Purchase Orders (POs) with a Cargo Ready Date that matches the selection will be displayed. The schedule is aligned directly to the Cargo Ready Date.
- **? Button** - Is a shortcut to execute the query quickly. The user could also use the standard MTS execute query button at the top of the screen for the same result. Either way when pressed the data in the lower section will be restricted to only those PO entries that match the filter selection criteria. Including any entered use the ?Search? button (see below for more details).
- **Status** - A drop down of all available statuses will be given for the user to select from. Only PO entries that match the selected status will then be displayed when the query is executed. See here for a list of statuses
- **Source** - A list of values (LOV) from the GEO_LOCATIONS table will be given automatically when a partial or unknown value is keyed into this field. Only POs that match the selected source location will be displayed when the query is executed. The LOV can also be called manually using the small button to the right of the location name field or by pressing Ctrl & L at the same time.



- **Destination** - A list of values from the GEO_LOCATIONS table will be given automatically when a partial or unknown value is keyed into this field. Only POs that match the selected destination location will be displayed when the query is executed. The LOV can also be called manually using the small button to the right of the location name field or by pressing Ctrl & L at the same time.
- **Cost Centre** - If the system parameter POM_DEF_COST is populated the value specified will be used as a default display item in the Cost Centre field. Only those PO entries that match the Cost Centre will be displayed. This can be changed manually through the ?Search? canvas and is subject to an LOV from the REV_COST_CENTRE table. It is envisaged that for the ISC Tesco Implementation only EXEL will be used.
- **Customer** - If the system parameter POM_DEF_CUST is populated the value specified will be used as a default display item in the Customer field. Only those PO entries that match the Customer will be displayed. This can be changed manually through the ?Search? canvas and is subject to an LOV from the ORG_CUSTOMER table. It is envisaged that for the ISC Tesco Implementation only Tesco customer will be used.

4.1.3 Display Fields

The bottom section of the PURCH_ORD form will help users identify POs that require action. The display block can be sorted using the dark grey buttons at the top the main columns on the left hand side of the screen. This should help users quickly find POs that require attention.

- **PO Reference** - Will display the Purchase Order reference this is a combination of the Purchase Order Id and the Item Number.
- **PO Number** - An identifier for the Purchase Order.
- **Status** - Displays the status of the Purchase Order.
- **Source** - Displays the source location of the Order.
- **Hub** - Displays the Hub used for the PO if populated.
- **Destination** - Displays the destination location of the Order.
- **Cargo** - Displays the Cargo Ready date.
- **Ti Gen** - Shows the user whether TIs (Transport Instructions) have been generated or not.
- **Product Type** - Displays the product type of the PO
- **Original**
 - ◆ **UOM** - Displays the UOM that was sent in on the first EDI or keyed by the user in the ?New? canvas.
 - ◆ **QTY** - Displays the quantity that was sent in on the first EDI or keyed by the user in the ?New? canvas.
- **Purchase Order**
 - ◆ **DU** - Displays the DU Type that was sent in on the most recent EDI or keyed by the user in the ?New/Edit? canvases.
 - ◆ **QTY** - Displays the quantity that was sent in on the most recent EDI or keyed by the user in the ?New/Edit? canvases.
 - ◆ **Version** - Displays the version number that was sent in on the most recent EDI or keyed by the user in the ?New? canvas.
- **Booked**
 - ◆ **DU** - Displays the DU Type that was sent in on the most recent EDI or keyed by the user in the ?New/Edit? canvases.
 - ◆ **QTY** - Displays the quantity that was sent in on the most recent EDI or keyed by the user in the ?New/Edit? canvases.
- **Transit**
 - ◆ **DU** - Displays the DU Type that was sent in on the most recent EDI or keyed by the user in the ?New/Edit? canvases.
 - ◆ **QTY** - Displays the quantity that was sent in on the most recent EDI or keyed by the user in the ?New/Edit? canvases.
 - ◆ **Weight** - Displays the Weight that was sent in on the most recent EDI or keyed by the user in the ?New/Edit? canvases.
 - ◆ **Volume** - Displays the Volume that was sent in on the most recent EDI or keyed by the user in the ?New/Edit? canvases.



- **Sub Transit**

- ◆ **DU** - Displays the DU Type that was sent in on the most recent EDI or keyed by the user in the ?New/Edit? canvases.
- ◆ **QTY** - Displays the quantity that was sent in on the most recent EDI or keyed by the user in the ?New/Edit? canvases.

4.1.4 Command Buttons

The command buttons along the bottom of the screen and in the top right corner provide the user with the following functional ability:

- **New** - Opens the ?New? canvas which allows users to create new POs manually should they need to. The New canvas will be discussed in further detail later in this document.
- **Edit** - Opens the ?Edit? canvas which allows users to edit existing POs. The Edit canvas will be discussed in further detail later in this document.
- **Delete** - Will set the status of the currently selected row (highlighted yellow) to ?DELETED?, users can if they wish reset this back using the Edit Canvas.
- **Save** - Clicking this button will commit any changes made to the database.
- **Close** - Clicking this button will close the current form.
- **Audit** - Clicking this button will display the audit records for the currently selected PO.
- **Search** - Clicking this button will display the ?Search? canvas. This will be discussed in a later section of this document.
- **Generate TIs** - See the Generate TI section.
- **Reverse TIs** - See the Reverse TI section.

4.2 Canvases

The following canvases are available for the user to enter, edit and search POs.

4.2.1 New Canvas

The New Canvas provides a manual back-up for normal EDI operations. The following user access controls can be activated as required (Access Control) to control the PO accessibility:

- Only Users within a User Group which has the function POM_Create_PO available will be able to create new PO?S.
- Only Users within a User Group which has the function POM_Delete_PO available will be able to delete PO?S

4.2.1.1 Screen Layout



Insert Purchase Order

Cost Centre	EXEL	
Customer	Tesco	
PO ID		
Item Number		
Item Description		
Prod Type	AMBIENT	
PO Number		
Source		<input type="button" value="..."/>
Hub		
Destination		<input type="button" value="..."/>
UOM		
Unit Cost		
Cargo Ready		
Delivery Date		
Transport Mode		
Supp Bkg Action		
Load Type		
Freight Terms		
Special Instructions		
<input type="button" value="OK"/> <input type="button" value="Close"/>		

4.2.1.2 Entry Fields

All fields will be entered in the sequence below if ?enter? or ?tab? is used to navigate through them:

Cost Centre and Customer will always default to the system parameter values to speed data entry. They can be changed if required subject to standard validation.

- **PO ID** - This field will accept a purchase order id, this entry combined with the Item number will become the unique reference for this PO.
- **Item Number** - This field will accept an Item number which represents the goods being requested. Validation of the PO ID and this field checks that the combination does not already exist on file.
- **Item Description** - Description of the Goods being requested.
- **Prod Type** - Will default from POM_DEF_PROD_TYPE if populated. It can be changed if required with entries validated against Product Types maintained in the Product Maintenance form.
- **PO Number** - Is a free text field, for the Tesco's contract this is expected to be used to store the Supplier's PO reference.
- **Source** - Will hold the location code where the goods are being manufactured/ collected from. A list of values (LOV) from the GEO_LOCATIONS table will be given automatically when a partial or unknown value is keyed into this field. Only POs that match the selected source location will be displayed when the query is executed. The LOV can also be called manually using the small button to the right of the location name field or by pressing Ctrl&L at the same time.
- **Hub** - Is a free text field, for the Tesco's contract this is expected to be used to store the country code of the DHL cross dock hub, i.e. TR for Turkey.
- **Destination** - Will hold the location code where the goods are being delivered to. A list of values from the GEO_LOCATIONS table will be given automatically when a partial or unknown value is keyed into this field. Only POs that match the selected destination location will be displayed when the query is executed. The LOV can also



be called manually using the small button to the right of the location name field or by pressing Ctrl & L at the same time.

- **UOM** - Is the Unit of Measure being ordered from the Supplier by DHL's Customer, (Tesco). All entries will be validated against Despatch Unit Types maintained in Resource Maintenance.
- **Quantity** - Is the number of UOMs DHL's customer has requested.
- **Unit Cost** - The individual item cost in the currency specified in the following field up to four decimal places.
- **Currency** - Is used to store the currency of the value of the goods being transported. Only valid currencies held on the system will be accepted. A list of values is available for partial entries or by using Ctrl+L.
- **Cargo Ready Date** - This will accept any date value. It will be used by MTS to determine which schedule to be used. If no valid schedule exists for the date entered then a new schedule will be created automatically.
- **Delivery Date** - An estimated delivery date for the goods to arrive at their destination. Any valid date that is after the Cargo Ready date will be accepted.
- **Transport Mode** - A free text field used to store the method of transportation. For the Tesco contract it is expected these will contain either ?Road? or ?Sea?.
- **Supp Bkg Action** - Is the Supplier Booking Action, will be used by users to identify POs that require actioning. This is free text on initial manual entry. It will be set automatically by the system to ?PENDING? when users change the PO status to Rejected or Referred.
- **Load Type** - Is a free text field, for the Tesco contract it is expected to hold the type of movement i.e. CY/CY or CFS/CY etc.
- **Freight Terms** - Is a free text field, used to determine who should pay for the freight movement.
- **Special Instructions** - 4000 Characters of free text to allow pass through values to be sent into MTS. These values will be separated by ?|? and be prefixed with a field name followed by a colon ?:?:

The following fields are automatically set on the manual entry of a new PO:

1. Status - ?PROVISIONAL?
2. Version - ?MANUAL?
3. Customer Status - ?Open?
4. Purchase Order DU Type - Equal to the Original UOM
5. Purchase Order QTY - Equal to the original quantity

4.2.2 Edit Canvas

The Edit Purchase Order canvas allows users to modify and add data to complete the PO entry after EDI has uploaded the key values.

4.2.2.1 Screen Layout



Edit Purchase Order

Po Reference	5674361000000000	Sched Name	090303
PO Status	APPROVED	Cust Status	Open
Supp Bkg Action	PENDING	Cost Centre	EXEL
Source	TE-1000253	ERPA TEKSTIL SAN TIC LTD. STI	
Hub	tr		
Destination	TE-280	Tesco Daventry 2 DC	
Delivery Date			
PO ID	567436		
PO Number	543-8765		
Transport Mode	Road		
UOM / Orig QTY	PK	500	
Unit Cost / Ccy	0.7000	GBP	
Item Number	1000000000		
Item Description	Green glasses		
Prod Type	AMBIENT		
Load Type	cy/cy		
Freight Terms	PPD		
Special Instructions	sddfslkjhasdqjlfqwlitqiojqwoir		
<input type="button" value="Save"/> <input type="button" value="OK"/> <input type="button" value="Close"/>			

4.2.2.2 Reference Fields

The following fields are for the user's reference only. They may not be amended at any time.

- **PO Reference** - The combined PO ID and Item Number cannot be changed as it is the unique reference for an individual

Purchase Order.

- **Sched Name** - Is the schedule date, this cannot be changed manually however changing the Cargo Ready date (see details later) will automatically change the Sched Name.
- **Cust Status** - This will be set by EDI only and be based on information sent from Tesco.
- **Cost Centre** - Once entered cannot be changed.
- **Supp Bkg Action** - Once entered may only be changed via EDI.
- **Customer** - Once entered cannot be changed.
- **PO ID** - As part of the unique key this cannot be amended.
- **UOM** - On the left hand side of the screen is the original UOM sent via EDI or entered manually and therefore cannot be changed.
- **Orig QTY** - On the left hand side of the screen is the original quantity sent via EDI or entered manually and therefore cannot be changed.
- **Item Number** - As part of the unique key this cannot be amended.
- **Created By** - User Id of person or interface creating the PO.
- **Created Date** - Date PO was created.



- **Last Mod By** - User Id of person or interface that modified the PO last.
- **Last Mod Date** - Date PO was last modified.

4.2.2.3 Modifiable Fields

The following fields can be changed by the interface or the user:

- **PO Status** - Only changed by a real user, values can be as follows:
 - ◆ **PROVISIONAL** - When the PO is first created
 - ◆ **APPROVED** - When the Supplier agrees they can deliver the requested amount on time. Within tolerance levels.
 - ◆ **REJECTED** - When the Supplier cannot supply the requested quantity on time and the quantity is outside tolerance levels.
 - ◆ **REVISED** - When Tesco and the Supplier reach an agreement of quantity to be delivered and date/time of delivery.
 - ◆ **CANCELLED** - When the Tesco and the Supplier cannot reach an agreement, all fields will be locked from further changes at this status.
 - ◆ **CONFIRMED** - The PO must be at this status before Transport Instructions can be generated. All fields will be locked from further changes at this status.
 - ◆ **DELETED** - When the PO is not required it can be deleted. All fields will be locked from further changes at this status.
- **Source** - Will hold the location code where the goods are being manufactured/ collected from. A list of values (LOV) from the GEO_LOCATIONS table will be given automatically when a partial or unknown value is keyed into this field. Only POs that match the selected source location will be displayed when the query is executed. The LOV can also be called manually using the small button to the right of the location name field or by pressing Ctrl & L at the same time.
- **Hub** - Is a free text field, for the Tesco's contract this is expected to be used to store the country code of the DHL cross dock hub, i.e. TR for Turkey.
- **Destination** - Will hold the location code where the goods are being delivered to. A list of values from the GEO_LOCATIONS table will be given automatically when a partial or unknown value is keyed into this field. Only POs that match the selected destination location will be displayed when the query is executed. The LOV can also be called manually using the small button to the right of the location name field or by pressing Ctrl & L at the same time.
- **Delivery Date** - An estimated delivery date for the goods to arrive at their destination. Any valid date that is after the Cargo Ready date will be accepted.
- **PO Number** - Is a free text field, for the Tesco's contract this is expected to be used to store the Supplier's PO reference.
- **Transport Mode** - A free text field used to store the method of transportation. For the Tesco contract it is expected these will contain either ?Road? or ?Sea?.
- **Unit Cost** - The individual item cost in the currency specified in the following field up to four decimal places.
- **Currency** - Is used to store the currency of the value of the goods being transported. Only valid currencies held on the system will be accepted. A list of values is available for partial entries or by using Ctrl+L.
- **Item Description** - Description of the Goods being requested.
- **Prod Type** - Will default from POM_DEF_PROD_TYPE if populated. Entries will be validated against Product Types maintained in the Product Maintenance form.
- **Load Type** - Is a free text field, for the Tesco contract it is expected to hold the type of movement i.e. CY/CY or CFS/CY etc.
- **Freight Terms** - Is a free text field, used to determine who should pay for the freight movement.
- **Cargo Ready Date** - This will accept any date value. It will be used by MTS to determine which schedule to be used. If no valid schedule exists for the date entered then a new schedule will be created automatically. This will effectively move the PO onto the new schedule as the amended Cargo Ready Date will be kept in line with the



Schedule name.

- **Cargo Receipt Date** - This will accept any date value. It will be used to store the date the goods were made available by the supplier, either for collection or delivered to the DHL hub for onward shipment.

- **Purchase Order**
 - ◆ **DU Type** - Is the Unit of Measure being ordered from the Supplier by DHL's Customer, (Tesco). All entries will be validated against Despatch Unit Types maintained in Resource Maintenance.
 - ◆ **Quantity** - Is the number of UOMs DHL's customer has requested.
 - ◆ **Version** - Will hold the PO version number sent from Tesco

- **Booking**
 - ◆ **DU Type** - Is the Unit of Measure the Supplier will supply the goods in. All entries will be validated against Despatch Unit Types maintained in Resource Maintenance.
 - ◆ **Quantity** - Is the number of UOMs DHL's supplier will supply.

- **Transit**
 - ◆ **DU Type** - Is the Unit of Measure the Supplier will supply the goods in. All entries will be validated against Despatch Unit Types maintained in Resource Maintenance.
 - ◆ **Quantity** - Is the number of UOMs DHL's supplier will supply.
 - ◆ **Weight** - The total weight of the goods ordered on the PO
 - ◆ **Volume** - The total volume of the goods ordered on the PO

- **Sub-Transit**
 - ◆ **DU Type** - Is the Sub-Unit of Measure the Supplier will supply the goods in. All entries will be validated against Despatch Unit Types maintained in Resource Maintenance.
 - ◆ **Quantity** - Is the number of Sub-UOMs DHL's supplier will supply.

- **Reason Code 1** - At least one reason code must be entered when the status is moved to Rejected or Revised. An LOV will be available to select values from.

- **Reason Code 2** - At least one reason code must be entered when the status is moved to Rejected or Revised. An LOV will be available to select values from.

- **Reason Code 3** - At least one reason code must be entered when the status is moved to Rejected or Revised. An LOV will be available to select values from.

- **Special Instructions** - 4000 Characters of free text to allow pass through values to be sent into MTS. These values will be separated by ?|? and be prefixed with a field name followed by a colon ?:?:

4.2.3 Search Canvas

The search canvas gives the users a detailed method of finding POs using a variety of options. Entry into any field will restrict the POs displayed on the main PO screen to only those that match all entries in this screen, including the two tick box options for Pending and TI Generated POs. The search canvas will display any field entries from the filter section on the main PO screen. Also, any entered search criteria in the search canvas will be retained for future searches until they are either manually removed or the main PO screen is exited



Po Id	<input type="text"/>
Item Number	<input type="text"/>
Po Number	<input type="text"/>
Source	<input type="text"/>
Hub	<input type="text"/>
Destination	<input type="text"/>
Sched Name	<input type="text"/>
Status Id	<input type="text"/>
Exclude Pending Supp Book Action	<input type="checkbox"/>
Exclude TI Already Generated	<input type="checkbox"/>
Prod Type Id	<input type="text"/>
Delivery Date	<input type="text"/>
Transport Mode	<input type="text"/>
Cost Centre	EXEL
Customer	Tesco

4.2.4 Audit Canvas

The Audit canvas gives an audit history of each Purchase Order, including status changes, by which user and when.

4.3 Transport Instructions

Transport Instructions are effectively Orders within the MTS system. The Purchase Orders screen allows users to create and delete these quickly. The following user access controls can be activated as required (Access Control) to control the Gen TIs accessibility:

- Only Users within a User Group which has the function POM_Create_Transport_Instructions available will be able to run ?Create TIs?
- Only users within a User Group which has the function POM_Rev_TIs available will be able to run ?Reverse TIs?

4.3.1 Create TI's Button

Pressing the create TI's button will display the canvas below. The selection criteria on this will allow users to generate either a batch of orders or single order depending on how restrictive they are.



Po Id: 949483
 Item Number: 390583904
 Source: TE-1000547
 Destination: TE-060
 Sched Name: 090317
 Cost Centre: EXEL
 Customer: Tesco

Cancel Generate

When the Generate button is pressed the system will translate PO information into MTS orders to be processed as per a standard MTS Order. A message will be given advising how many orders were generated in the run. Only POs that are at status ?CONFIRMED? may have TI's generated. **NB Group Name of new orders will be set to the value held in system parameter ?POM_DEF_GROUP? if set up.**

4.3.2 Reverse TI's Button

Pressing the Reverse TI's button will display the canvas below. The selection criteria on this will allow users to reverse either a batch of orders or single order depending on how restrictive they are.

Po Id: MJCPO1
 Item Number: 000000002
 Source: TE-1000233
 Destination: TE-1000252
 Sched Name: 090303
 Cost Centre: EXEL
 Customer: Tesco

Cancel Reverse

Only orders within the range that are at status UNSCHEDULED will be deleted from the system.



5 References

Not Available



6 Document History

Version	Date	Status	Reason	Initials
0.1	19/03/09	Draft	Initial version	MC
0.2	23/03/09	Draft	Review and Update	PC
0.3	25/03/09	Draft	Review and Update	MC



7 Authorised By

<i>Matt Crisford</i>	Development Manager
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