ENTERPRISE SERVER

IES BUSINESS: Indent Orders

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Purpose

The purpose of this Document is to explain what Indent Orders are, and how to choose Indent Orders when required.

Reminder on Order Types

CP = Central Purchasing

ASO = Automated Stock Orders

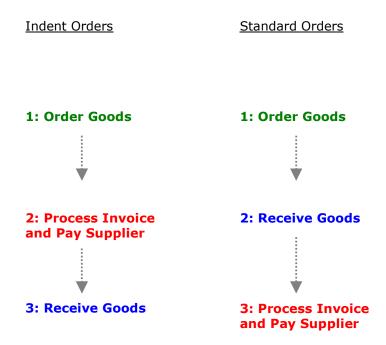
DDP = Delegated Direct Purchasing

MOD = Manufacture On Demand

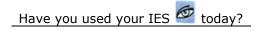
Introduction

Just above here we list, as a reminder, the kind of Purchase Orders processed in the system, but Indent Orders are not among them. That is because Indent Orders are not in a separate Order stream, but refers to Orders where Invoices are processed before Goods Received can be processed, and Indent Orders are still MOD, CP or ASO (not DDP though).

Comparison between Indent and Standard Order Processing



On Standard Orders, the Supplier effectively grants credit by supplying the Goods, then submits an Invoice, and waits for Payment. Not so with Indent Orders, where the Supplier will only supply the Goods after receiving Payment.



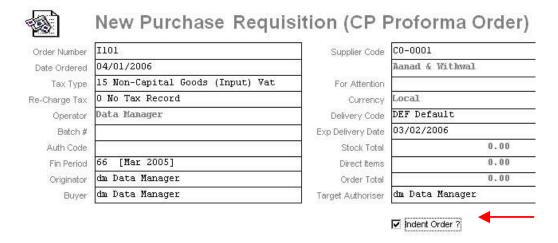


IES BUSINESS: Indent Orders

This situation affects Order Processing drastically. With Standard Orders, when the Goods are received, they are immediately in Stock and shown as On Hand. However, with Indent Orders, Stock is not available and does not shown On Hand until AFTER payment has been made, and then the Goods are received afterwards.

How to Select Indent Order Processing

Indent Order processing is selected already when the Proforma Order is prepared.

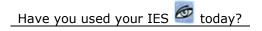


For Indent Order processing, simply check the Indent box on the Proforma. This implies that by the time the Proforma Order on the Supplier is prepared, it is already known that this Supplier will only supply on Indent basis.

In the event that a Proforma is NOT marked as Indent, and should be, or vice versa, the situation can still be corrected (even after the Proforma has been Authorized and becomes a Purchase Order) up until the time that the 1st Goods Received is processed. Once Goods Received have been processed, then clearly it is not an Indent Order if the Goods are received before an Invoice has been processed.

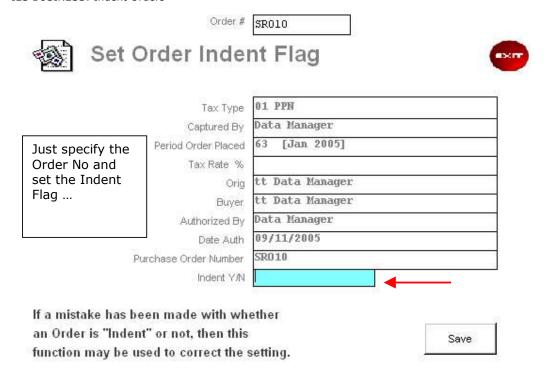


To adjust the Indent flag on a Purchase Order, choose Controls (8) from the main Purchasing options, then choose 'Set Indent Flag'.





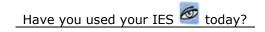
IES BUSINESS: Indent Orders



Order Processing Screens

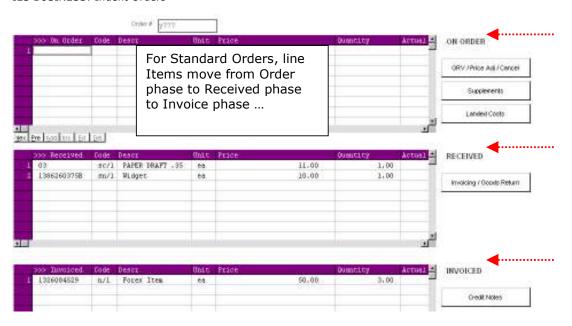
For Indent Orders, the system automatically opens Order screens with a different sequence of processing, as compared to Standard Orders.







IES BUSINESS: Indent Orders



On Indent Orders, not only will the system show a different sequence, but will also force it. It is not possible on an Indent Order to process Goods Received until those Line Items have been Invoice processed.

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