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About this document

Read this document to get an overview of the Purchase Control (PUR) module’s functionality and to learn more about the functional procedures that are related to PUR.

You need no detailed knowledge of the BaanERP software to read this document. However, you are more likely to understand the contents if you are familiar with:

- The overall structure of packages, modules, and sessions in BaanERP
- The general business procedures used in everyday business practice
- The basic concepts of enterprise resource planning

For detailed descriptions of the module’s sessions, refer to BaanERP’s comprehensive online Help.

To use this document

Read Chapter 1, The Purchase Control (PUR) module in BaanERP, if you want to know more about:

- The module’s concept
- The relationship of the module with other modules
- The functionality of the module’s procedures

Read Chapter 2, The purchase master-data procedure, if you want to know more about:

- The sessions in the purchase master-data procedure
- The results of this procedure
- The sessions that are related to this procedure

Read Chapter 3, The purchase-requisitions procedure, if you want to know more about:

- The sessions in the purchase-requisitions procedure
- The results of this procedure
- How to work with purchase-requisition statuses

Read Chapter 4, The requests-for-quotations procedure, if you want to know more about:

- The sessions in the requests-for-quotations procedures
- The results of this procedures
- How to work with RFQ statuses
- The sessions that are related to this procedure
Read Chapter 5, The purchase-contracts procedure, if you want to know more about:

- The sessions in the purchase-contracts procedure
- The results of this procedure
- How to work with purchase-contract statuses
- The sessions that are related to this procedure

Read Chapter 6, The purchase-order procedure, if you want to know more about:

- The sessions in the purchase-order procedure
- The results of this procedure
- How to work with different kinds of purchase orders
- How to work with purchase-order statuses
- The sessions that are related to this procedure

Read Chapter 7, The purchase-schedule procedure, if you want to know more about:

- The sessions in the purchase-schedule procedure
- The results of this procedure
- How to work with purchase-schedule statuses
- The sessions that are related to this procedure
- The optional purchase-schedule procedure

Read Chapter 8, The vendor-rating procedure, if you want to know more about:

- The sessions in the vendor-rating procedure
- The results of this procedure
- The sessions that are related to this procedure
Acronyms used in this document

ACP  Accounts payable
BOM  Bill of material
CCP  Central calendar management
CMG  Cash management
COM  Common
EDI  Electronic data interchange
EDM  Engineering data management
EMM  Enterprise modeling management
GLD  General ledger
IBD  Item base data
INA  Inventory analysis
INH  Inventory handling
INR  Inventory reporting
IPU  Item purchase data
LTC  Lot control
MCS  System tables
PAT  Plan aggregation and transfer
PCG  Pricing control
PCS  Project control system
PSS  Project scheduling system
PST  Purchase statistics
PTC  Project group control
PUR  Purchase control
RFQ  Requests for quotations
RRP  Resource requirements planning
SFC  Shop floor control
SIC  Statistical inventory control
SLS  Sales control
SOC  Service order control
Legend

- **Mandatory session**: Indicates a mandatory session
- **Optional session**: Indicates an optional session
- **Mandatory business object**: Indicates a mandatory business object
- **Optional business object**: Indicates an optional business object
- **CF**: Indicates a package
- **PCS**: Indicates a module
- **PCS**: Indicates a module that is described in the module procedure
1. The Purchase Control (PUR) module in BaanERP

- The PUR concept as applied in BaanERP
- The modules related to PUR
- PUR’s functional procedures

1.1 The PUR concept as applied in BaanERP

In production companies and trading companies, an efficient and accurate purchase control system, which forms a part of the day-to-day logistical process, is a critical success factor. Using such a purchase-control system, you must be able to control items such as internal purchase requirements, (requests for) quotations, purchase contracts, purchase orders, and the selection of buy-from business partners. The PUR module in BaanERP offers the functionality to manage the entire purchase process.

Some issues that influence the efficiency of purchase control are:

- Sales requirements
- Availability of inventory
- Production requirements
- Purchase forecasts

Figure 1 shows the position of PUR within BaanERP. More specifically, Figure 1 shows where you can find the procurement functionality within the business process as it is applied in BaanERP.

![Figure 1, The position of PUR within BaanERP](image-url)
PUR is an execution module. PUR contains the functionalities to manage the entire purchase process. PUR’s most important procedure is the purchase-order procedure, which can be carried out to increase the inventory to fulfil demand for:

- Production
- Delivery of sales orders

Specific order procedures are supported by predefined order types.

You can manage purchase requisitions, which are used by non purchasing employees to ask for the purchase of non-production-related goods. Different requests for quotations can be created and the result of these RFQs can be compared. You can store contract information with buy-from business partners information, including price agreements and flexible terms of payment, on purchase contracts. For different purposes these contracts can be evaluated during and at the end of the contract. In cases where full visibility and time-phasing of purchase requirements is required, you can define purchase schedules that support long-term purchase projects with frequent receipts. All relevant purchase order experiences with buy-from business partners can be stored in history. So, the different vendors can be rated and compared.
1.2 The modules related to PUR

Figure 2 shows the modules in BaanERP that are related to PUR. The modules are grouped in boxes that express a functional area.

![Figure 2, The modules related to the PUR module]
The Purchase Control (PUR) module in BaanERP

The following modules provide input to PUR:

**Enterprise master data**
- The Item Base Data (IBD) module, together with the Item Purchase Data (IPU) module, provides PUR with item specification data and ordering data.
- In the Common (COM) module, for example departments (for example, purchase offices), employees (for example, buyers), business partners, addresses, and contacts are maintained.
- In the Enterprise Modeling Management (EMM) module, you can specify clusters and relationships between several entities, such as employee, warehouse, and purchase office. The relationships that are specified in EMM model the flow of goods, documents, information, receipts, and payments. So, no direct relation between EMM and PUR exists, but EMM influences the way PUR works.
- The units, currencies, warehouses, price groups, and so on that are used in PUR are specified in the System Tables (MCS) module.
- You must link a period table to a purchase schedule. The period tables are maintained in the Central Calendar Management (CCP) module.

**Finance**
- The Accounts Payable (ACP) module carries out the purchase invoice procedure. If the purchase orders or purchase schedules are invoiced, ACP gives them the status invoiced.

**Warehousing**
- If purchased goods are received in the warehouse, the Inventory Handling (INH) module books the receipts on purchase orders in PUR. However, in a purchase schedule, BaanERP changes the schedule status to **Final Receipt**.
- The Inventory Analysis (INA) module handles SIC. If stocks are low, BaanERP generates a purchase-order advice or a purchase-schedule advice.

**Manufacturing**
- In purchase contracts, purchase orders, and purchase schedules engineering item revision data is used to specify the item version to be purchased. PUR retrieves the engineering item revision data from the Engineering Data Management (EDM) module.
- In the Shop Floor Control (SFC) module, a purchase order advice can be created for subcontracting items.
- A BOM can be copied to a purchase order if you want to buy/subcontract all BOM-components. For each BOM-component that does not have underlying components, a purchase-order line is created. The BOMs are specified in the Bill of Material (BOM) module.

**Sales**
- In the Sales Control (SLS) module, you can generate purchase-order advices for a sales order.

**Pricing**
- The prices and discounts calculation of purchased goods is based on the criteria specified in the Pricing Control (PCG) module.

**Purchase**
- The purchase-specific item data is specified in the Item Purchase Data (IPU) module. You can also specify purchase planning data and purchase ordering data in IPU.
The Purchase Control (PUR) module in BaanERP

**Enterprise planning**
- In the Resource Requirements Planning (RRP) module you can generate planned purchase orders and planned distribution orders. These planned orders are transferred to PUR in the Plan Aggregation and Transfer (PAT) module. It is also possible to transfer a planned purchase order, for a JIT item, directly from RRP to PUR. In this case a purchase schedule is generated.
- The (in RRP) planned purchase orders are transferred to PUR in PAT module. These planned purchase orders can result in a purchase order or, if no buy-from business partner can be found for the item, in a request for quotation.

**Service**
- A purchase order advice can be created in the Service Order Control (SOC) module.

**Project**
- Purchase order advices and purchase schedule advices can be generated from the Project Scheduling System (PSS) module.

PUR provides the following modules with data:

**Finance**
- The purchase invoice procedure is carried out in the Accounts Payable (ACP) module. The purchase orders and purchase schedules to be invoiced are written to ACP.
- The Cash Management (CMG) module gets information from PUR. BaanERP uses this information to carry out cash forecastings.
- If a purchase order or purchase schedule is created, related postings are done in the General Ledger (GLD) module.

**Warehousing**
- To inform the warehouse about the goods that are expected, purchase orders are released to warehousing. The receipt of goods is carried out in the Inventory Handling (INH) module.
- The Lot Control (LTC) module uses the purchase order(line) numbers to keep track of lots.
- The Inventory Reporting (INR) module uses the purchase order number to keep track of the origin of a warehouse order.

**Manufacturing**
- The Project Control System (PCS) module uses price data and discount data of subcontracted items to calculate the cost price of projects. This data is specified in purchase contracts and purchase orders.

**Quality control**
- If a purchase order specifies that received items must be inspected, the inspection is handled by the Project Group Control (PTC) module.

**Pricing**
- The Pricing Control (PCG) module uses the purchase prices and purchased quantities, which are specified in PUR, to generate and calculate prices and discounts.

**Purchase**
- In the Purchase Statistics (PST) module, all kinds of purchase history and purchase statistical information is stored.
**Electronic commerce**

- When using purchase schedules, the data interchange with the business partners takes place through the Electronic Data Interchange (EDI) module.

### 1.3 PUR’s functional procedures

PUR contains several functional procedures that (partly) control the purchase of goods. The main PUR procedure is the purchase-order procedure. In most cases, the purchase-order procedure does not act as a stand-alone procedure, but it is preceded by, runs analogously to, and is followed by other procedures.

The procedures that (can) precede the purchase-order procedure are:

- Purchase master-data procedure
- Purchase-requisition procedure
- Requests-for-quotations procedure
- Purchase-contract procedure

The purchase-schedule procedure runs parallel to the purchase-order procedure.

The vendor-rating procedure follows the purchase-order procedure.
Figure 3 shows the main flow between PUR’s procedures and also the relation to PUR’s history functionalities.

**Purchase master-data**

In the purchase master-data procedure, you can manage general purchase-related data, such as user profiles and general parameters. You must set this data before you can use the other PUR procedures. For detailed information, see Chapter 2, The purchase master-data procedure.

**Purchase requisitions**

Use the purchase-requisitions procedure to manage requests for non-production related purchases. You can convert a purchase requisition to a request-for- quotation or to a purchase order. For detailed information, see Chapter 3, The purchase-requisition procedure.
Purchase-requisition history
Using the purchase-requisition history functionality, you can view, print, or delete the created requisitions. For more information, see Chapter 3, The purchase-requisition procedure.

Requests for quotations
Use the requests-for-quotation procedure to make and print RFQs and send them to various buy-from business partners. You can enter the quotations, which you receive in answer to the RFQs. So, you can compare, for example, the prices and discounts that are offered by your buy-from business partners. After you select a quotation, you can copy the quotation data to a purchase contract or a purchase order. For detailed information, see Chapter 4, The requests-for-quotation procedure.

Requests-for-quotation history
Using the requests-for-quotation history functionality, you can view, print, or delete the history of RFQs. For more information, see Chapter 4, The requests-for-quotations procedure.

Purchase contracts
Use the purchase-contract procedure to control purchase contracts. The purchase-contract data is used in purchase orders or purchase schedules. For detailed information, see Chapter 5, The purchase-contract procedure.

Purchase-contract history
Using the purchase-contracts history functionality, you can view, print, or delete the purchase-contracts history and the registered turnover of purchase contracts. For more information, see Chapter 5, The purchase-contract procedure.

Purchase orders
Use the purchase-order procedure to create and modify orders for the purchase of goods or services. Orders can be manually created or automatically generated. For detailed information, see Chapter 6, The purchase-order procedure.

Purchase-orders history
Using the purchase-order history functionality, you can view, print, or delete the purchase orders’ history. You can select the data to view or print per:
- Created purchase order
- Invoiced purchase order

You can delete purchase-order history data that is no longer relevant. Before you can delete history data, you must update the purchase statistics. For more information, see Chapter 5, The purchase-order procedure.
**Purchase schedules**

Use the purchase-schedule procedure to control long-term purchases with frequent deliveries. You can link a purchase contract to a purchase schedule. In BaanERP, a purchase schedule plays a similar role to that of a purchase order. For detailed information, see Chapter 5, The purchase-schedule procedure.

**Vendor rating**

Use the vendor-rating procedure to calculate the buy-from business partner’s rating, based on statistical data. Based on the vendor rating, you can make transaction decisions. For detailed information, see Chapter 8, The vendor-rating procedure.
2. The purchase master-data procedure

This chapter describes:

- The purchase master-data procedure
- The optional purchase master-data sessions

2.1 The purchase master-data procedure

In the purchase master-data procedure you can define purchase master data such as:

- Order types that define the steps that are mandatory in a purchase-order procedure
- Purchase offices that you can use to create purchase contracts, purchase orders, and purchase schedules
- User profiles with user-specific default data

You must carry out the purchase master-data procedure before you can start carrying out the other PUR procedures. So, carry out this procedure first if you want to handle the purchase of goods.

Note

Before you can carry out PUR’s procedures, you must also specify data that is related to purchase items, for example, item data, business partners, and warehouses. The purchase-related item data cannot be specified in the purchase master data procedure, but can be specified in the Item Purchase Data (IPU) module.

The purchase master-data procedure’s results

The purchase master-data procedure results in a set of data that enables you to carry out PUR’s procedures.

Prerequisites

Before you can specify purchase master data, you must define:

- Items in the Item Base Data (IBD) module
- Business partners in the Common Data (COM) module
- Departments and employees in the System Tables (MCS) module
- Warehousing order types in the Inventory Handling (INH) module
Figure 4 shows the steps in the purchase master data procedure.

1. **Purchase Parameters (tdpur0100s000)**
   Use this session to determine how PUR will operate. Only the general parameters that are used in various PUR procedures can be maintained in this session.

2. **Purchase Order Types (tdpur0594m000)**
   The order type determines which activities are included in the order procedure and in which sequence the order procedure is carried out.

   You can define purchase order types for the following order types:
   - Direct delivery
   - Return order
   - Collect order
   - Cost order
   - Subcontracting order
   - Consignment replenishment
   - Consignment payment

   (See also Chapter 6.2, To work with different kinds of purchase orders and Chapter 6.3, To work with purchase-order statuses).
If you want to use order types in combination with purchase orders, requests for quotations, or purchase contracts, you must enter the concerned series fields in this session. Before you can specify the series, you must define the number groups in the following sessions:

- Purchase Order Parameters (tdpur0100s400)
- RFQ Parameters (tdpur0100s100)
- Purchase Contract Parameters (tdpur0100s300)

Step 3  Activities by Order Type (tdpur0560m000)

You can use this sessions to add activities to the purchase-order type, which you have defined in the Purchase Order Types (tdpur0594m000) session. Activities are the mandatory steps that you must carry out in the purchase-order procedure. The activities that you define per order type depend on the course of business in your company. A session code or a manual action that you must carry out in the purchase-order procedure can reflect an activity.

Step 4  Re-execute Activities by Order Type and Activity (tdpur0561m000)

In this session, you can specify the activities that you may carry out (again) for the selected activity in the related purchase-order procedure.

Step 5  Purchase Office (tdpur0512m000)

You can define purchase offices in this session. The data specified for a purchase office serves as default data in the following procedures, according to the purchase office that is selected:

- Purchase order procedure
- Purchase-schedule procedure
- Purchase requisition procedure
- Requests for quotations procedure
- Purchase-contract procedure

Purchase offices and their default data are also used in the following modules:

- Item Purchase Data (IPU)
- Purchase Statistics (PST)
- Project Scheduling System (PSS)

If you want to use purchase offices in combination with purchase orders, purchase schedules, requests for quotations, purchase contracts, schedule releases, or requisitions you must fill the concerned series fields in this session. Before you can specify the series, you must define the number groups in the following sessions:

- Purchase Order Parameters (tdpur0100s400)
- RFQ Parameters (tdpur0100s100)
- Purchase Contract Parameters (tdpur0100s300)
- Purchase Requisition Parameters (tdpur0100s200)
Step 6  User Profiles (Purchase) (tdpur4523m000)

Use this session to maintain the default data for each user. User profiles (purchase) determine the order entry method and the default values during the input of purchase orders.

The user profiles (purchase) serves as default data in the following procedures:

- The purchase order procedure
- The purchase-schedule procedure
- The purchase-requisition procedure
- The request-for-quotations procedure
- The purchase-contract procedure

The default data specified in the user profile is also used in the following modules:

- Project Scheduling System (PSS)
- Service Order Control (SOC)

Note

If you want to use user profiles in combination with purchase orders, purchase schedules, requests for quotations, purchase contracts, schedule releases, or requisitions, you must fill the concerned series fields in this session. Before you can specify the series, you must define the number groups in the following sessions:

- Purchase Order Parameters (tdpur0100s400)
- RFQ Parameters (tdpur0100s100)
- Purchase Contract Parameters (tdpur0100s300)
- Purchase Requisition Parameters (tdpur0100s200)

2.2  Optional purchase master-data sessions

Order changes

You can handle changes on purchase orders in the Purchase Orders (tdpur4100s000) session and the Purchase-order lines (tdpur4101s000) session. To be able to maintain changes, you must predefine some master data changes in the following sessions:

- Purchase Acknowledgments Codes (tdpur0154m000)
  Use this session to define purchase order acknowledgment codes and the destination of these acknowledgments.
  An acknowledgment is a message that the buy-from business partner sends to the purchaser to confirm the receipt of the purchase order, which usually implies the acceptance of the order by the buy-from business partner. The buy-from business partner can change the data on the purchase order in the order acknowledgment according to:
  - his company’s terms and conditions
  - former agreements with the purchaser
• Purchase Change Order Sequence Numbers (tdpur4114m000)
  You can use this session to define optional numbers that are used to assign
  the occurrence of changes to a purchase order or purchase order
  acknowledgment.

• You can only start this session from the Change Order Sequence Number
  field of the Purchase Orders (tdpur4100s000) session or the Purchase-order
  lines (tdpur4101s000) session.

• Change Reason Code (tdpur0197m000)
  Use this session to maintain codes that represents the change reason, which
  can be assigned to a changed order or an order acknowledgement to make it
  clear why a change is made.

• Change Types (tdpur0198m000)
  In this session, you can define change types that indicate the kind of change
  of a changed purchase order or order acknowledgement. Possible types of
  change are, for example, change order line, add order line, or change header
data.

Cost sets

If you want to assign additional costs of items to purchase price lists and buy-
from business partners, you must predefine the cost set master data in the
following sessions:

• Additional Cost Sets (tdpur0124m000)
  In this session you can define additional cost sets under which a number of
  additional costs can be stored.

• Items by Cost Set (tdpur0528m000)
  In this session you can assign items to cost sets.

• Cost Sets by Purchase Price List / Buy-from Business Partner
  (tdpur0527m000)
  Use this session to link cost sets to purchase price lists and buy-from
  business partners.

Order input control

In the Purchase Order Input Controls (tdpur0195m000) session, you can specify
the fields that must be filled when a purchase order (line) is created in the
Purchase-order headers (tdpur4100s000) session and the Purchase-order lines
(tdpur4101s000) session.

Input controls provide users with a quick method to enter purchase orders and
purchase-order lines.
3. The purchase-requisition procedure

This chapter describes:
- The purchase-requisition procedure
- How to work with purchase-requisition statuses

3.1 The purchase requisitions procedure

The purchase requisition procedure is designed for the non-purchasing user (someone who may not know the standard procedures in purchasing) and is mainly used to specify the purchase demand for non-production related purchases. For example, engineers can order material and/or services, but they do not need to understand the entire purchasing process to do so. The purchase-requisition procedure can be used to enter non-system planned requirements for various types of items including standard inventory items, standard cost items, and standard service items. You can also submit a requisition for an item that does not exist in BaanERP.

The final approval of purchase requisitions and the conversion to a purchase order or request for quotations can only take place in a purchase office.

The purchase requisition procedure results in:
- Purchase orders or requests for quotations for non-production-related purchases.
- An updated purchase requisition history according to the Log Purchase Requisition History parameter in the Purchase Requisition Parameters (tdpur0100s200) session.

Note

Before you can carry out the purchase-requisition procedure, you must set the purchase requisition parameters in the Purchase Requisition Parameters (tdpur0100s200) session.
Figure 5 shows the steps in the purchase requisition procedure.

The purchase-requisition procedure consists of the following steps:

**Step A Approver List (tdpur2105m000)**

In this session, you can maintain a list of approvers (individuals or departments) who are authorized to approve purchase requisitions.

**Step 1 Purchase Requisitions (tdpur2501m000)**

Use this session to create the purchase-requisition header with requestor data, approver data, and delivery data.

**Step 2 Purchase Requisition Lines (tdpur2502m000)**

In this session, you can, for example, enter the required article or article description, the number of required articles, the unit in which you want the article to be delivered, and the project (if the article is needed for a specific project).

**Step 3 Submit/Cancel Purchase Requisitions (tdpur2203m000)**

Use this session to submit purchase requisitions to the next stage of the approval process, or to cancel requisitions.
You can also use this session to forward a requisition from one approver to another approver.

**Step 4  Purchase Requisition Approval (tdpur2106s000)**

In this session, you can approve, reject, or convert a submitted requisition. If a purchase requisition must be approved by several approvers, you can submit the requisition to the next approver (department). So, this session can be used several times in succession by a number of approvers.

You can start this session from the following sessions:
- Purchase Requisitions (tdpur2501m000 / tdpur2101s000)
- Purchase Requisition Lines (tdpur2502m000)
- Display Requisition Approval Progress by Requester (tdpur2506m000)
- Display Requisition Progress by Approver (tdpur2516m000)
- Display Requisition Progress by Approver Department (tdpur2526m000)

**Step 5  Convert Purchase Requisition Lines to RFQ/PO (tdpur2201m000)**

If a requisition is approved, a purchase office (employee) can convert it to:
- A request for quotation
- A purchase order in the Convert Purchase Requisition Lines to RFQ/PO (tdpur2201m000) session

**Step 6  Copy Purchase Requisitions (tdpur2204m000)**

You can copy an existing requisition to a new one in the Copy Purchase Requisitions (tdpur2204m000) session. You can also copy active requisitions and requisitions from the history file. Purchase requisitions can be copied regardless of their status.

**Step 7  Delete Purchase Requisitions (tdpur2202m000)**

Using this session, you can delete purchase requisitions based on the status and request date or last transaction date. You can delete requisitions that have one of the following statuses:
- Created
- Converted
- Rejected
- Modified
- Canceled

**Step 8  Display Requisition Progress by Requester (tdpur2506m000)**

In this session, you can view the requisition status by requester.

You can also submit a requisition from this overview session. To perform this function, double-click a requisition, and the Purchase Requisition Approval (tdpur2106s000) session is started in which you can submit the requisition.
Step 9  Display Requisition Progress by Approver (tdpur2516m000)

In this session, you can view the requisition status by approver.

From this overview session, you can also submit, approve, or reject a requisition. To perform a function with a requisition, double-click a requisition, and the Purchase Requisition Approval (tdpur2106s000) session is started in which you can submit, approve, or reject the requisition.

Step 10  Display Requisition Progress by Approver Department (tdpur2526m000)

In this session, you can view the requisition status by approver department.

From this overview session, you can also submit, approve, or reject a requisition. To perform a function with a requisition, double-click a requisition, and the Purchase Requisition Approval (tdpur2106s000) session is started in which you can submit, approve, or reject the requisition.

Step 11  Create Sales Order / Purchase Requisition (eciop0201m000)

You can use the Create Sales Order / Purchase Requisition (eciop0201m000) session to generate purchase requisitions from EDI.

Step 12  Purchase Requisitions History (tdpur2504m000)

According to the value in the Log Purchase Requisition History field in the Purchase Requisition Parameters (tdpur0100s200) session, the purchase requisitions are written to the history when conversion to request for quotations or purchase orders takes place. The Purchase requisitions History (tdpur2504m000) session gives an overview of the logged requisition history.
3.2 To work with purchase-requisition statuses

The purchase-requisition procedure has many steps. You can use the purchase-requisition statuses to keep track of a purchase requisition and to determine which steps can be carried out.

The possible status changes and the sessions in which the status change (can) take place are listed in the following table.

<table>
<thead>
<tr>
<th>From status</th>
<th>To status</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created</td>
<td>Canceled</td>
<td>Purchase Requisitions (tdpur2501m000)</td>
</tr>
<tr>
<td>Created</td>
<td>Submitted</td>
<td>Purchase Requisitions (tdpur2501m000) Purchase Requisition Lines (tdpur2502m000) Submit/Cancel Requisitions (tdpur2203m000)</td>
</tr>
<tr>
<td>Created</td>
<td>Deleted</td>
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</tr>
<tr>
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<td>Deleted</td>
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</tr>
<tr>
<td>Submitted</td>
<td>Canceled</td>
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</tr>
<tr>
<td>Submitted</td>
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<td>Approved</td>
<td>Submitted</td>
<td>Purchase Requisitions Approval (tdpur2106s000)</td>
</tr>
<tr>
<td>Approved</td>
<td>Approved</td>
<td>Purchase Requisitions Approval (tdpur2106s000)</td>
</tr>
<tr>
<td>Approved</td>
<td>Rejected</td>
<td>Purchase Requisitions Approval (tdpur2106s000)</td>
</tr>
<tr>
<td>Approved</td>
<td>Converted</td>
<td>Convert Requisition Lines to RFQ/PO (tdpur2201m000)</td>
</tr>
<tr>
<td>Rejected</td>
<td>Canceled</td>
<td>Purchase Requisitions (tdpur2101s000) Purchase Requisition Lines (tdpur2102s000) Submit/Cancel Requisitions (tdpur2203m000)</td>
</tr>
<tr>
<td>Rejected</td>
<td>Modified</td>
<td>Purchase Requisitions (tdpur2101s000) Purchase Requisition Lines (tdpur2102s000)</td>
</tr>
<tr>
<td>Rejected</td>
<td>Deleted</td>
<td>Purchase Requisitions (tdpur2501m000)</td>
</tr>
<tr>
<td>Modified</td>
<td>Canceled</td>
<td>Purchase Requisitions (tdpur2501m000) Purchase Requisition Lines (tdpur2502m000) Submit/Cancel Requisitions (tdpur2203m000)</td>
</tr>
<tr>
<td>Modified</td>
<td>Submitted</td>
<td>Purchase Requisitions (tdpur2501m000) Purchase Requisition Lines (tdpur2502m000) Submit/Cancel Requisitions (tdpur2203m000)</td>
</tr>
<tr>
<td>Modified</td>
<td>Approved</td>
<td>Purchase Requisitions Approval (tdpur2106s000)</td>
</tr>
<tr>
<td>Modified</td>
<td>Rejected</td>
<td>Purchase Requisitions Approval (tdpur2106s000)</td>
</tr>
<tr>
<td>Modified</td>
<td>Deleted</td>
<td>Purchase Requisitions (tdpur2501m000)</td>
</tr>
<tr>
<td>Converted</td>
<td>Deleted</td>
<td>Delete Purchase Requisitions (tdpur2202m000) Convert Requisition Lines to RFQ/PO (tdpur2201m000)</td>
</tr>
</tbody>
</table>
You can copy purchase requisitions from every requisition status to the created status by using the Copy Requisitions (tdpur2204s000) session.

Figure 6 shows the purchase-requisition statuses. The left column in figure 6 shows the standard purchase-requisition procedure’s status flow. The main exceptions to the standard procedure are also reflected.

Figure 6, The status flow of a purchase requisition procedure

The meaning of the different statuses is stated below:

**Status 1  Created**

The purchase requisition is created by the requester and is ready to be submitted.

**Status 2  Submitted**

The requisition is submitted to a valid approving department and, additionally, submitted to a valid approver. The requisition is ready to be approved.

The approver can also reject the requisition if, for example, some modifications are required.

**Status 3  Approved**

The requisition is approved and ready to be converted to a request for quotation or a purchase order. However, if a requisition is approved, you can still reject it.

If the requisition must be approved by more than one approver, only the final approver must convert the requisitions. The other approvers must change the requisition’s status to **Submitted** and assign the requisition to the next approver (department). So, another approver can approve the requisition again.

**Status 4  Converted**

Only an approving department of the type purchase office can initiate the conversion of a requisition. The requisition status is updated to **Converted** by using the Convert Requisition Lines to RFQ/PO (tdpur2201m000) session.
When you convert the requisition, the purchase requisition history data is also updated.

A converted requisition is ready for deletion.

**Status 5 Deleted**

If a purchase requisition is deleted, it is automatically posted to the purchase-requisition history and receives the status **Deleted**. A requisition can only be deleted if it has one of the following statuses:

- Created
- Converted
- Rejected
- Modified
- Canceled

**Status 6 Rejected**

If an approver or approving department does not agree with a purchase requisition, it can be rejected. A purchase requisition can be rejected if it has the status **Submitted** or the status **Approved**.

**Status 7 Modified**

A requester can modify a rejected requisition. A requisition receives the status **Modified** if a rejected purchase requisition (line) is changed and the change is saved. The modified requisition can be set to **Submitted** to be approved again.

**Status 8 Canceled**

An approver or an approving department can cancel the requisition. The status of a canceled requisition can not be changed.
This chapter describes:

- The manual-RFQ procedure
- The generate-RFQ procedure
- How to work with RFQ statuses
- The optional sessions in the RFQs procedure
- How to use RFQ criteria in the RFQs procedure

4.1 The manual-RFQ procedure

You can use the manual-RFQ procedure to ask buy-from business partners to provide you with offers for goods and services. You can compare the offers (quotations) that you receive to select the one that best fits your requirements.

In the manual RFQ procedure, you can create RFQs and send them to your buy-from business partners. You can select the buy-from business partners, to whom you want to send an RFQ, manually or based on the approved source list. The quotations that you receive in answer to the RFQ can be entered in BaanERP. You can compare the received quotations, based on prices and amounts, and copy the best fitting quotation to a purchase order or a purchase contract.

Advice

Use the manual-RFQ procedure if you want to create an RFQ for one item. If you want to create a RFQ for several items and/or several item groups, the generate-RFQ procedure is more suitable.

The manual RFQs procedure’s results

Carrying out the manual-RFQ procedure can result in:

- Quotations from different buy-from business partners that you can compare based on objective criteria.

- A purchase contract or a purchase order with the best fit regarding the prices and the amounts.

- Updated RFQs history if the Log RFQ History checkbox of the Requests for Quotation Parameters (tdpur0100s100) session is selected.

Note

Before you can carry out the manual-RFQ procedure, you must set the RFQ parameters in the Request for Quotation Parameters (tdpur0100s100) session.
Figure 7 shows the steps in the manual RFQs procedure.

The manual RFQs procedure consists of the following steps.

**Step 1**  
**Requests for Quotations (tdpur1501m000)**  
In this session, you can define the RFQ header with the RFQ’s creation date, the return date, and delivery date or period.

**Step 2**  
**RFQ Lines (tdpur1502m000)**  
You can create the RFQ lines, with the required item, quantity details, and delivery details in the RFQ Lines (tdpur1502m000) session.

You must link the created RFQ to one or more buy-from business partners to which you want to send the RFQ.
Step 3a **Suppliers per RFQ (tdpur1505m000)**

You can link one buy-from business partner to an RFQ by using the Suppliers per RFQ (tdpur1505m000) session.

Step 3b **Link Suppliers to RFQs (tdpur1221m000)**

You can use the Link Suppliers to RFQs (tdpur1221m000) session to link several buy-from business partners to an RFQ.

The selection of the buy-from business partners can be based on an approved-source list, which you can maintain in the Approved Source List (tdipu1500m000) session.

Step 4 **RFQ Line Details per Supplier (tdpur1506m100)**

In this session you can specify whether an RFQ is sent to a buy-from business partner. If the RFQ is not sent to a buy-from business partner, you can also enter a text that explains why the RFQ is not sent.

Step 5 **Print RFQs (tdpur1401m000)**

After you specify which buy-from business partners will receive an RFQ, you can print the RFQs in the Print RFQs (tdpur1401m000) session. You can send the printed RFQs to the selected buy-from business partners. This step is only mandatory if the Send RFQ checkbox in the RFQ Line Details by Supplier (tdpur1506m000) session is selected.

Step 6 **Supplier Quotations (tdpur1506m000)**

When the selected buy-from business partners receive your RFQ, they can decide to send you a quotation in answer to your RFQ. You can enter these quotations in the Supplier Quotations (tdpur1506m000) session.

Step 7 **Compare Quotations (tdpur1110m000)**

When all quotations on a RFQ are entered, and the return date is expired, you can compare the quotations in the Compare Quotations (tdpur1110m000) session. This session helps you to select the best fitting quotation that can be copied to a purchase contract or a purchase order.

Step 8 **Copy RFQ Lines to Contracts/Orders (tdpur1202m000)**

In this session, you can copy the selected quotation to a purchase contract or a purchase order.

Step 9 **Delete RFQs (tdpur1205m000)**

Use this session to delete RFQs that have no quotation returned and/or which the return date is expired.

You can also delete the supplier quotations that are expired. If all quotations that are returned on an RFQ are deleted, the RFQ is also deleted.
Step 10  **Print RFQ Reminders (tdpur1402m000)**

If buy-from business partners do not submit a quotation in response to your RFQ before the return date, you can send them a reminder, which you can print with this session.

Step 11  **Print Letter for Unsuccessful Bidders (tdpur1410m000)**

You can send buy-from business partners a bidding-regret letter if they submit a quotation in response to your RFQ but do not get the contract. You can also print bidding-regret letters with the Print Letter for Unsuccessful Bidders (tdpur1410m000) session.

Step A  **Convert Requisition Lines to RFQ/PO (tdpur2201m000)**

You can also create RFQs by converting purchase requisition lines to RFQs in this session.

4.2  **The generate-RFQ procedure**

You can use the generate-RFQ procedure to ask buy-from business partners to provide you with an offer of goods and services. You can compare the offers (quotations) that you receive to select the one that best fits your requirements.

In the generate-RFQ procedure, you can generate RFQs and send them to your buy-from business partners. The creation of RFQs and the assignment to buy-from business partners is carried out in one of the generate sessions. So, you can skip the first step and the third step of the manual-RFQ procedure. The quotations that you receive in answer to the RFQ can be entered in BaanERP. You can compare the received quotations based on prices and amounts, and then copy the quotation that you prefer to a purchase contract or a purchase order.

**Advice**

Use the generate-RFQs procedure if you want to create a RFQ for several items and/or several item groups. If you want to create an RFQ for one item, the manual-RFQ procedure is more suitable.

**The generate-RFQ procedure’s results**

Carrying out the generate-RFQs procedure can result in:

- Quotations from different buy-from business partners that you can compare, based on objective criteria.
- A purchase contract or a purchase order with the best fit regarding the prices and the amounts.
- Updated RFQs history if the Log RFQ History checkbox in the Requests for Quotation Parameters (tdpur0100s100) session is selected.

**Note**

Before you can carry out the generate-RFQ procedure, you must set the RFQ parameters in the Request for Quotation Parameters (tdpur0100s100) session.
Figure 8 shows the steps in the generate RFQs procedure.

Figure 8, The generate RFQs procedure

For an explanation of the steps 2-11, see chapter 4.1. Compared to the manual-RFQ procedure, the generate-RFQ procedure consists of the following extra steps:

**Step B  Generate RFQs (tdpur1220m000)**

Use this session to generate RFQs for more than one item and/or item group. You can select the buy-from business partners to send an RFQ in two ways:

- Manually
- Based on the approved source list

The generated RFQs are directly linked to the selected buy-from business partners. So, you don’t have to link the RFQs to buy-from business partners manually.
Step C  **Copy Contract Lines to RFQs (tdpur3210m000)**

When a contract ends, you can copy the contract to an RFQ and then send the RFQ to the concerned buy-from business partners to renew the contract. You can also send the RFQ to other buy-from business partners. The selection of the buy-from business partners takes place in the same way as in Step A (see Chapter 4.2, The manual-RFQ procedure).

Step D  **Transfer Plan/Order (cppat1210m000)**

You can use the Transfer Plan/Order (cppat1210m000) session to transfer the planned purchase orders in the Resource Requirements Planning (RRP) module to PUR. If BaanERP cannot find a buy-from business partner for the item, the planned purchase order can be transferred to an RFQ.

### 4.3 To work with RFQ statuses

The RFQ procedure has several steps. You can use the RFQ status to keep track of an RFQ and to determine which steps are already finished.

The sequence of statuses for an RFQ is strictly regulated. The RFQ status is checked before a step is carried out. The following table shows the status changes of an RFQ:

<table>
<thead>
<tr>
<th>RFQ status changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>From status</td>
</tr>
<tr>
<td>-</td>
</tr>
<tr>
<td>Created</td>
</tr>
<tr>
<td>Printed</td>
</tr>
<tr>
<td>Modified</td>
</tr>
<tr>
<td>Printed</td>
</tr>
<tr>
<td>Returned</td>
</tr>
</tbody>
</table>
The request-for-quotation procedure

Figure 9 shows the possible statuses and the status flow of a RFQ.

![Status Flow Diagram]

*Figure 9, The statuses of a RFQ*

The meaning of the statuses in the RFQs procedure is stated below.

**Status 1 Created**

The RFQ is created or generated and is ready to be printed.

**Status 2 Printed**

The RFQ is printed and (can be) sent to the selected buy-from business partners. You can also modify a printed and sent RFQ.

**Status 3 Returned**

Supplier quotations are returned in answer to the RFQ. The quotations are entered in the Supplier Quotations (tdpur1506m000) session. You can compare the received quotations and select the best one to be processed.

If you have received quotations in answer to an RFQ, you cannot delete the RFQ.

**Status 4 Processed**

The selected quotation is copied to a purchase contract or a purchase order.

**Status 5 Modified**

If you have printed an RFQ and have sent it to a buy-from business partner, you can still change the RFQ. If you have changed the RFQ, its status becomes Modified. You must print a modified RFQ again and send it to the selected buy-from business partners. If you change and send an RFQ that has already been sent, you are advised to add text that explains the changes.
4.4 To use the optional sessions in the RFQ procedure

**Compare Quotations**

In the RFQs procedure, you can use two additional sessions to compare quotations. You can start these sessions from the Compare Quotations (tdpur1110m000) session:

- Totals per Supplier (tdpur1805m000)
  
  You can only compare totals per supplier if the quantities that are entered for the received quotations (per RFQ) are the same.

- Prices per Supplier per RFQ Line (tdpur1806m000)
  
  You can only compare prices per supplier if a RFQ criteria set is specified in the Requests for Quotations (tdpur1101s000) session.

**RFQ History**

BaanERP gives you the possibility to store the RFQ history. If the Log RFQ History checkbox in the RFQ Parameters (tdpur0100s100) session is selected:

- The RFQs that are created in the Requests for Quotations (tdpur1501m000) session and the RFQ Lines (tdpur1502m000) session are automatically stored in the Booked Inquiry History by Business Partner (tdpur1510m000) session.

- The RFQs that are copied to a purchase contract or a purchase order in the Copy RFQ Lines to Contracts/Orders (tdpur1202m000) session are automatically stored in the Copied Inquiry History by Business Partner (tdpur1511m000) session.

- The RFQs that are deleted in the Delete RFQs (tdpur1205m000) session are automatically stored in the Deleted Inquiry History by Business Partner (tdpur1512m000) session.

4.5 The (optional) RFQ-criteria procedure

If you want to compare self-defined criteria, as well as prices and discounts, you can use the RFQ-criteria procedure. So, the RFQ-criteria procedure provides you with the functionality that help you to make a better deliberation in selecting a quotation.

**The RFQs criteria procedure’s results**

Carrying out the manual-RFQ procedure can result in:

- Quotations from different buy-from business partners that you can compare based on objective criteria and subjective criteria.

- A purchase contract or a purchase order with the best fit with regards to the prices, the amounts and the self-defined criteria.

- Updated RFQs history if the Log RFQ History checkbox in the Requests for Quotation Parameters (tdpur0100s100) session is selected.

**Note**

The RFQ-criteria procedure can be implemented in both the manual-RFQ procedure and in the generate-RFQ procedure. Before you can carry out the RFQ-criteria procedure, you must set the RFQ parameters in the Request for Quotation Parameters (tdpur0100s100) session.
Figure 10 shows the steps in the RFQ-criteria procedure when it is used in the manual-RFQ procedure.

![Diagram of the RFQ-criteria procedure](image-url)
For an explanation of the steps 1-11, see chapter 4.1, The manual-RFQs procedure. You can use the following optional steps in the RFQ-criteria procedure:

**Step E**  RFQ Criterion Sets (tdpur1190m000)

In this session, you can define the codes and descriptions of the RFQ criteria sets. You can link RFQ criteria to an RFQ criteria set. The RFQ criteria sets can be linked to RFQs to evaluate the supplier quotations on a set of objective criteria and subjective criteria.

**Step F**  RFQ Criterion (tdpur1191m000)

Use this session to define RFQ criteria codes and descriptions. RFQ criteria are subjective criteria that are used to evaluate quotations against objective criteria.

**Step G**  RFQ Criterion by Criterion Sets (tdpur1192m000)

In this session, you can specify objective criteria and subjective criteria per RFQ criteria set. You can also specify weighting percentages per criterion.

**Step H**  RFQ Criterion Scoring Schemes (tdpur1193m000)

You can use this session to assign scoring values to criteria of the following types:

- Delivery
- Quantity
- Subjective

For example, you assign scoring values to quantity differences. If the difference between RFQ quantity and the quotation quantity is small, you assign a high scoring value. If there is a large difference, you assign a low scoring value.

**Step I**  RFQ Subjective Criterion Scores (tdpur1195m000)

When you receive a supplier quotation, you can enter the subjective criteria scores of the quotation in this session.
5. **The purchase-contracts procedure**

This chapter describes:

- The purchase-contract procedure
- How to work with purchase-contract statuses
- The sessions that are related to the purchase-contract procedure

### 5.1 The purchase-contract procedure

You can use the purchase-contract procedure to record agreements on the purchase of goods. In a purchase contract, you mainly specify prices, discounts, and quantities. Two contract types are possible:

- Normal contract
  
  A normal contract is a general agreement and is of generally valid for longer periods of time, for example, one year.

- Special contract
  
  A special contract is used to record specific agreements for specific projects, or a short period of time.

#### The purchase-contract procedure's results

Carrying out the purchase-contract procedure results in purchase agreements that you can use as the basis of purchase schedules or purchase orders. The data specified in the purchase contract serves as a parent of the data that you specify in the linked purchase schedule or purchase order.

#### Note

Before you can carry out the purchase-contract procedure, you must set the purchase contract parameters in the Purchase Contract Parameters (tdpur0100s300) session. In this session you must select the **Contract Module Implemented** checkbox, otherwise you cannot use the contracts functionality.
Figure 11 shows the steps in the purchase contracts procedure.

![Diagram of purchase contracts procedure]

Figure 11, The purchase-contract procedure

The procedure consists of the following steps:

**Step 1  Purchase Contracts (tdpur3500m000)**

In this session you must maintain the purchase-contract headers. For example, purchase-contract headers contain general information about:

- Business partners
- Purchase office
- Effective period
- Contract type
Step 2  **Purchase Contract Lines (tdpur3511m000)**

You can link one or more contract lines to a header in this session. In the purchase-contract lines you can specify more detailed information, for example, about:

- Item
- Purchase office
- Prices and discount
- Minimum and maximum quantities and amounts
- Ship-from business partner

Step 3a  **Purchase-schedule procedure**

You can use purchase contracts as a basis for purchase schedules. A purchase schedule can be linked to an active purchase contract in the Purchase Schedule (tdpur3111s000) session. After linking the purchase schedule to a contract, you can carry out the purchase-schedule procedure based on the contract.

Step 3b  **Purchase-order procedure**

You can use purchase contracts as a basis for purchase orders. A purchase order is automatically linked to an active purchase contract, if it exists, in the Purchase-order headers (tdpur4100s000) session. After the purchase order is linked to a contract you can carry out the purchase-order procedure based on the contract.

Step 4  **Evaluate Purchase Contracts (tdpur3420m000)**

During and after the purchase-schedule procedure or the purchase-order procedure, you can use this session to evaluate the purchase contract.

During the effective period of the contract, you can check if the deliveries take place as agreed in the contract.

At the end of the effective period of the contract you can check if the agreed quantities are met.

This session is mandatory if the Evaluate Contract Before Deleting checkbox in the Purchase Contract Parameters (tdpur0100s300) is selected.

Step 5  **Delete/Terminate Purchase Contracts (tdpur3203m000)**

To reduce the records in the database, you can use this session to:

- Delete free purchase contracts
- Terminate expired purchase contracts
- Delete terminated purchase contracts

Step 6  **Print Purchase Contract Acknowledgment (tdpur3405m000)**

A purchase contract acknowledgment can be printed according to the parameter settings on the History/Print tab of the Purchase Contract Parameter (tdpur0100s300) session. The purchase-contract acknowledgment is printed after the contract lines are entered. After printing, you can send the acknowledgment to the buy-from business partner.
Step 7  Print Purchase Contract Termination Letters (tdpur3406m000)

You can print purchase contract termination letters for terminated purchase contracts or purchase-contract lines, and send these letters to the buy-from business partners to inform them that the purchase contract is terminated.

5.2  To work with purchase-contract statuses

The purchase-contract statuses indicate whether you can use or modify a purchase contract (line) or not.

You can change the status of purchase contracts (from each status to each status) in the Purchase Contracts (tdpur3100s000) session.

You can change the status of purchase contract lines (from each status to each status) in the Purchase Contract Lines (tdpur3102s000) session.

You can terminate expired purchase contracts with the status free or active in the Delete/Terminate Purchase Contracts (tdpur3203m000) session.

Figure 12 shows the possible statuses and the status flow of purchase contracts.

![Status Flow Diagram]

The meaning of the statuses in the purchase-contract procedure is stated below.

- **Free**
  A free purchase contract (line) can be modified. You cannot use a free contract (line) as the basis for purchase schedules or purchase orders. When you create a purchase contract (line) it receives the status **Free**. If you want to use a free contract (line) in purchase orders or purchase schedules, you must manually activate it. You can only change the status of an active purchase contract (line) to **Free** if:
  - No called quantities are booked.
  - Called quantities are booked, and the **Maintaining Contracts Always Allowed** checkbox in the Contract Parameters (tdpur0100s300) session is selected.
Active
An active purchase contract (line) can be used as the basis for purchase orders and purchase schedules. You cannot modify an active purchase contract (line). You cannot activate a purchase contract (line) with an expiry date that is before the current date.

Terminated
If you no longer (want to) use a purchase contract (line), or if it is expired, you can terminate it. A terminated purchase contract (line) still exists in the database. So, if you want to use it again after making some modifications you can change its status to Free. If you want to use it again without making any modifications, you can change its status to Active. The expiry date must be after the current date. You can only delete terminated purchase contracts from the database.

5.3 Sessions that are related to the purchase-contract procedure

A number of sessions can help you to handle purchase contracts:

- Copy Contract Lines to RFQs (tdpur3210m000)
- Purchase Contracts by Purchase Office (tdpur3505m000)
- Purchase Contract Results (tdpur3513m000)

BaanERP gives you the possibility to store the purchase contracts history. The purchase contracts history is logged according to the parameter settings on the History/Print tab of the Purchase Contract Parameters (tdpur0100s300) session.

The main purchase-contract history sessions are:

- Purchase Contract History by Contract Number (tdpur3530m000)
- Turnover History by Purchase Contract (tdpur3535m000)
- Delete Purchase Contract History (tdpur3202m000)
6. **The purchase-order procedure**

This chapter describes:

- The main purchase-order procedure
- How to work with the different kinds of purchase orders
- How to work with purchase-order statuses
- Sessions that are related to the purchase-order procedure

### 6.1 The purchase-order procedure

The purchase-order procedure allows you to create and modify orders for purchasing goods. For example, if you run out of inventory, you can carry out the purchase-order procedure to replenish stocks. You can also use the purchase-order procedure to purchase, for example, services.

The purchase-order procedure is the main procedure in the Purchase Control module.

After confirmation, a purchase order is a legal obligation to supply items according to certain terms and conditions, including specific prices and discounts.

**Purchase order sources**

Purchase orders result from one of the following sources:

- **Baan Enterprise Planning**
  - The purchase orders are planned in the Resource Requirements Planning (RRP) module. The actual transition of a plan to a purchase order takes place in the Transfer Plan/Order (cppat1210m000) session.

- **Baan Warehousing**
  - The advice for the purchase order is created in the Inventory Analysis (INA) module. The actual creation of purchase orders takes place in the Transfer Purchase Order Advice (whina3212m000) session.

- **Baan Manufacturing**
  - In the Shop Floor Control (SFC) module, you can subcontract products. You can generate purchase orders for subcontracted items in the Generate Subcontracting Orders (tisfc2250m000) session.

- **Baan Project**
  - The creation of planned PRP purchase orders takes place in the Project Scheduling System (PSS) module. The actual transfer of a planned PRP purchase order to a purchase order takes place in the Transfer Planned PRP Purchase Orders (tppss6230m000) session.

- **Baan Service**
  - The service order to be transferred to a purchase order is planned in the Service Order Control (SOC) module. The actual transfer to a purchase order takes place in the Run Global SRP (tssoc2260m000) session.
The purchase-order procedure

- **Sales Control (SLS)**
  You can generate a purchase order advice for a sales order in the Generate Purchase Order Advice for Sales Order (tdls4240m000) session. When you generate a purchase order advice for a sales order, a purchase order advice is created in the Purchase Order Advice (whina3510m000) session. From this session you can confirm the purchase order advice and transfer it to a purchase order. The Generation of Purchase Orders field in the Sales Order Parameters (tdsls0100s400) session determines how the confirmation and transfer must be carried out.

- **Purchase requisitions**
  Approved purchase requisitions can be converted to purchase orders using the Convert Requisition Lines to RFQ/PO (tdpur2201m000) session.

- **Requests for quotations**
  RFQs (quotations) can be copied to purchase orders using the Copy RFQ Lines to Contracts/Orders (tdpur1202m000) session.

- **Purchase schedules**
  Purchase-schedule lines can, in extraordinary cases, result in a purchase order. In this case, the purchase order is generated from the Regenerate Schedule (tdpur3207m000) session.

- **Manual creation and copying**
  It is also possible to manually create and copy purchase orders.

The last four mentioned purchase order sources are displayed in Figure 13, The purchase-order procedure. These procedures are dealt with in the explanation of the purchase-order procedure.

Carrying out the purchase-order procedure can, initially, result in a purchase order that can be sent to a buy-from business partner.

Finally, the purchase-order procedure can result in:

- The increase of inventory or, at least, the availability of the right quantities of the required goods at the right time, and in the right place.

- The payment of the purchased goods. Payments are made in ACP.

- The possibility to carry out vendor rating.

- The update of purchase order history if the Purchase Order History field on the Purchase Order Parameters (tdpur0100s400) session has the value **All**.

- The update of purchase statistics.

**Note**

Before you can carry out the purchase-order procedure, you must set purchase order parameters in the Purchase Order Parameters (tdpur0100s400) session.
Figure 13 shows the steps in the basic purchase-orders procedure with optional sessions. The basic purchase-order procedure is discussed in step 1 through 6.

The basic purchase orders procedure consists of the following steps:

**Step 1  Purchase Orders (tdpur4500m000)**

In this session you can create, copy, and maintain purchase-order headers. A purchase-order header contains general order information such as:

- General order data
- General buy-from business partner data
- Terms of delivery
- Terms of payment
Step 2  **Purchase-Order Lines (tdpur4501m000)**

Use this session to add detailed purchase order information to the order headers. You can add details like:

- The ordered items
- The price agreements
- The delivery dates
- Shipping
- Invoicing

You create more than one order line per order header.

Step 3  **Release to Warehousing (tdpur4246m000)**

When the buy-from business partner is informed about the purchase order, you can release the purchase order to warehousing to inform the warehousing department about the goods to be expected. Purchase orders for cost items, service items, and direct deliveries are not released to warehousing.

The purchase orders are released to the Warehousing Orders (whinh2500m000) session. Before you can release purchase orders to warehousing, you must specify the default order types for the order origin Purchase in the Default Order Types by Origin (whinh0520m000) session.

Step 4  **Inventory Handling (INH)**

Goods receipt takes place in the warehouse. So, you must use the Inbound procedure of the Inventory Handling (INH) module procedure to keep track of the receipts of purchased goods.

In the inbound procedure you can handle the receipt of goods and the inspection of goods. The receipt procedure and the inspection procedure can be carried out successively.

The receipt procedure can consist of the following sessions:

- Print Goods Received Note (whinh3412m000)
- Receipts (whin3520m000)
- Generate Inbound Advice (whinh3201m000)
- Put Away Inbound Advice (whinh3203m000)
- Generate Storage List (whinh3415m000)
- Storage List (whinh2515m100)

The inspection procedure can consist of the following steps:

- Approvals (whinh3522m000)
- Generate Inbound Advice (whinh3201m000)
- Put Away Inbound Advice (whinh3203m000)
- Generate Storage List (whinh3415m000)
- Storage List (whinh2515m100)

If the receipt procedure and the inspection procedure have the same steps, you must carry out these steps for both procedures. So, you could be in a situation in which you must carry out some steps twice in the inbound procedure.
If you need more detailed information about the inbound procedure, see the Inventory Handling (INH) module procedure.

**Step 5  Purchase Order Receipts (tdpur4501m300)**

In this session you can view and maintain all receipts and planned receipts on purchase orders.

- You can control the receipts of the purchase orders that are released to warehousing. If the purchase orders are released to warehousing the data in this session is updated from the Inventory Handling (INH) module (see step 4).
- You can maintain the receipts of the purchase orders that are not released to warehousing, for example direct deliveries and cost orders.

**Step 6  Accounts Payable (ACP) procedure**

To manage the payment of the purchased goods, you must use the Accounts Payable (ACP) module in Baan Finance. You can only carry out this step if Baan Finance is implemented. The steps you must go through to pay for purchase goods is as follows:

1. **Create transaction batch**
   Create a transaction batch in the Transactions (tfgld1101m000) session. You must choose a transaction type with the transaction category **Purchase Invoices**. (This step can also be done after carrying out step 2, the Purchase-order lines (tdpur4501m000) session in the purchase-order procedure).

2. **Link purchase invoice**
   To link purchase invoices to the transaction batch, double click the created transaction line to start the Purchase Invoices (tfacp1110s000) session. You can use this session to specify the purchase orders that are linked to the transaction batch. The invoice type must be **Invoice Related to Orders**. (This step can also be done after carrying out step 2, the Purchase-order lines (tdpur4501m000) session in the purchase-order procedure).

3. **Match purchase invoice**
   Select **Match** in the Purchase Invoices (tfacp1110s000) session to match the purchase invoices with the warehouse receipts. (This step can also be done after carrying out step 3, the Release to Warehousing (batch) (tdpur4246m000) session in the purchase-order procedure).

4. **Approve purchase invoice**
   Select the Approve command in the Purchase Invoices (tfacp1110s000) session to approve the purchase invoices if they match with the purchase order receipts.

5. **Finalize purchase invoices**
   Finalize the purchase invoices in the Finalization Run Numbers (tfgld1519m000) session.

For more information, see the Accounts Payable (ACP) module procedure.
Step 7  **Process Delivered Purchase Orders/Schedules (tdpur4223m000)**

At the end of the purchase-order procedure, all purchase orders must be processed in this session. The processed purchase orders are transferred from the regular database to the history database.

The following purchase orders and order lines are processed:

- If Baan Finance is not implemented. Purchase orders and order lines, for which the ordered quantities are totally received, are processed. You can also delete these purchase orders.
- If Baan Finance is implemented. Purchase orders and order lines, for which the ordered quantities are totally received and/or that are invoiced, are processed. But, you can only delete the invoiced purchase orders.

Step 8  **Print Purchase Orders (tdpur4401m000)**

In this session, you can print purchase-order acknowledgments that you can send to buy-from business partners. If this session is part of the purchase-order procedure, according to the activities by order type, the purchase order is printed immediately the purchase order is created.

Step 9  **Print Reminders (tdpur4403m000)**

Use this session to print reminders to urge buy-from business partners to deliver the goods in time. This session cannot be included in the activities by order type.

Step 10  **Print Claims (tdpur4420m000)**

If the actual received quantity is less than the quantity on the packing slip, you can use this session to print and send a claim to inform the buy-from business partner.

Step 11  **Print Return Notes (tdpur4411m000)**

If received goods do not meet the required quality, you can use this session to print a return note, which you can send to the buy-from business partner, together with the returned goods.

Step 12  **Print Purchase Invoices (tdpur4404m000)**

You can use this session to print purchase invoices for internal purposes only. These are only used to compare the data in your system with the data (invoices) that you receive from the buy-from business partner. If self-billing is agreed with the buy-from business partner, this session is a mandatory step in the purchase-schedule procedure. In this case, the Self-Billed Invoice checkbox in the Item Supplier Information (tdipu0110s000) session must be selected.

In PUR purchase orders can manually created or created from:

- Purchase requisitions
- Requests for quotations
- Purchase schedules
Step A  Convert Requisition Lines to RFQ/PO (tdpur2201m000)
You can use this session to convert an approved purchase-requisition line to a purchase order.

Step B  Copy RFQ Lines to Contracts/Orders (tdpur1202m000)
In this session you can copy a quotation to a purchase order.

Step C  Regenerate Schedule (tdpur3207m000)
If the order type of a purchase-schedule line is Purchase order, the schedule line results in a purchase order when you regenerate schedules.

6.2  To work with different kinds of purchase orders

In the purchase-order procedure, you can create and manage different kinds of purchase orders. According to the kind of order, you must carry out mandatory steps in the purchase-order procedure. So, the basic purchase-order procedure depends on the type of order that is used. (See also steps 2 – 4 in Chapter 2.1; The purchase master-data procedure.) In the table below you see the mandatory steps of the purchase-order procedure, for each type of purchase order. For the meaning of each step, see chapter 6.1; The purchase-order procedure.

<table>
<thead>
<tr>
<th>Kind of order</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3/4</th>
<th>Step 5</th>
<th>Step 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct delivery</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Return order</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Collect order</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Cost order</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Subcontracting order</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Consignment replenishment</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Consignment payment</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The meaning of each kind of order is stated below:

- Direct delivery
  Direct delivery orders are purchase orders which are created or generated for a sales order. The ordered goods are directly delivered to the sold-to business partner. Therefore, no inventory transactions take place for a direct delivery order.
  Direct delivery is often used when a third party acts as an intermediary between supplier and buyer.

- Return order
  A purchase order on which returned shipments are reported. A return order can only contain negative amounts.
The purchase-order procedure

- Collect order
  An order type that your company can use to buy goods from a buy-from business partner (for example in a shop).

- Cost order
  A type of order that can be used to purchase non-physical items. Cost items are used to post separate costs to an order. These costs can be, for example, accounting expenses, clearance charges, costs of design, and freight expenses.

- Subcontracting order
  A purchase order that is connected to a subcontracted operation. Using subcontracting allows another company (the subcontractor) to carry out an operation of a production order.

Consignment stock

If you make use of consignment stock, the purchase order procedure is split into two parts:

- Consignment replenishment
  When you run out of (normal) stock and you want to replenish it, you must review the whole purchase order procedure, including payments. In the case of consignment stock, this review is not possible. If you are running out of consignment stock, you must also follow the purchase-order procedure up to the receipt of the goods. You do not have to pay for the goods before you use them, so no payments are made yet. You can only use the consignment replenish part of the purchase order procedure to fill up the consignment stock.

- Consignment payment
  If you use (a part of the) consignment stock, you must pay for it. In this case, you follow the consignment payment part of the purchase-order procedure. In most cases, this consignment payment part starts with the confirmation of the purchase order. The payment is performed in this part of the procedure.

6.3 To work with purchase-order statuses

The final purchase-order procedure and the status of purchase orders depends on the sequence of activities that you have defined for a certain order type. The activities that you define per order type depends on the course of business in your company.

You can define purchase-order activities in the Activities by Order Type (tdpur0560m000) session. The mandatory steps of the different kinds of purchase orders are the basic activities. You can not skip the mandatory steps. For more information about defining purchase order types, see Chapter 2.1, The purchase master-data procedure.
For example, you have defined the following activities for a certain purchase order type:

- Print Purchase Orders (tdpur4401m000)
- Release to Warehousing (batch) (tdpur4246m000)
- Purchase Order Receipts (tdpur4501m300)
- Process Delivered Purchase Orders/Schedules (tdpur4223m000)

If, in this example, a purchase order is printed, then the order line status is Release to Warehousing (batch).

You can view the status of a purchase-order line in the Purchase-order lines Overview (tdpur4501m500) session.

The activities that belong to the Inventory Handling (INH) module cannot be defined in the Activities by Order Type (tdpur0560m000) session. Therefore, if the purchase-order line is released to warehousing its status can, for example, be Awaiting Receipt.

6.4 Sessions that are related to the purchase-order procedure

Change prices and discounts

You can change the prices and discounts of purchase orders, after the goods are received, using the Change Prices/Discounts after Receipts (tdpur4122m000) session.

History

BaanERP gives you the possibility to store the purchase-order history. If the Purchase Order History field in the Purchase Order Parameters (tdpur0100s400) session has the value. All, the purchase order history files are automatically updated when:

- The purchase orders are created.
- The purchase orders are changed. For each change of a purchase order, a pair of order history lines are created. The first order-history line is used to remove the original values, and the second order-history line is used to record the new values.
- The purchase-order (lines) for which the ordered quantities are totally received and/or the invoiced purchase-order are processed in the Process Delivered Purchase Orders/Schedules (tdpur4223m000) session. (See also step 7 in Chapter 6.1, The purchase-order procedure).

The main purchase-order history sessions are:

- Created Purchase Order History by B.P. and Item (tdpur5501m000)
- Invoiced Purchase Order History by B.P. and Item (tdpur5502m000)
- Created Purchase History by Item (tdpur5503m000)
- Invoiced Purchase Order History by Item (tdpur5504m000)
- Print and/or Delete Purchase Order History (tdpur5201m000)
7. The purchase-schedule procedure

This chapter describes:
- The main purchase-schedule procedure
- How to work with purchase-schedule statuses
- The sessions that are related to the purchase-schedule procedure

7.1 The purchase-schedule procedure

You can use the purchase-schedule procedure to provide buy-from business partners with schedules rather than with hard-copy purchase orders. Purchase schedules support long-term purchasing that have frequent deliveries and represent schedules for specific goods and services that are used between business partners.

Purchase schedules are used instead of standard purchase orders in cases where full visibility and time phasing of material requirement information is required. So, purchase schedules provide a more detailed way to specify the delivery dates/times per item.

Purchase schedules can result from one of the following sources:

- Baan Enterprise Planning
  The purchase schedules, for planned demand based on production requirements, are planned in the Resource Requirements Planning (RRP) module. The actual transition of a plan to a purchase schedule takes place in the Simulate Orders (cprrp1210m000) session.

- Baan Warehousing
  The advice for the purchase schedule is created in the Inventory Analysis (INA) module. The actual creation of purchase schedules takes place in the Transfer Purchase Order Advice (whina3212m000) session.

- Baan Project
  The creation of planned PRP purchase orders takes place in the Project Scheduling System (PSS) module. The actual transfer of a planned PRP purchase order to a purchase schedule takes place in the Transfer Planned PRP Purchase Orders (tppss6230m000) session.

- Manually
  A purchase schedule can also be created manually.

In all cases, the same procedure is followed. However, in the case of a planning system, the steps are automatically performed and are based on the parameters and triggers. Whereas in the case of manually creating a purchase schedule, you must take each step yourself.

Carrying out the purchase-schedule procedure can, in first instance, result in one of the following schedules:

- Material releases: you can use material releases either for long term planning of requirements or actual call-off of goods.
The purchase-schedule procedure

- Shipping schedules: you can use shipping schedules for more detailed call-offs against schedules. This function is especially used in cases of call-offs at shop floor level.

- Sequenced shipping schedules: you can use sequenced shipping schedules optionally if you must receive the called goods in a specific sequence.

Finally the purchase-schedule procedure can result in:

- The increase of inventory or, at least, the availability of the right quantities of the required goods in the right time at the right place.

- The payment of the purchased goods. Payment are made in ACP.

- The update of purchase order history if the **Purchase Order History** field on the Purchase Order Parameters (tdpur0100s400) session has the value All.

- The update of purchase statistics.

- The possibility to carry out vendor rating.

**Note**

Before you can carry out the purchase-schedule procedure you must:

- Set some purchase schedule parameters in the Purchase Contract Parameters (tdpur0100s300) session. For example, purchase schedule number group and the default period code for purchase schedule cumulatives.

- Carry out the segment sets procedure in IPU.

- Carry out the patterns procedure in IPU.
Figure 14 shows the steps in the purchase-schedule procedure. Step 1 through step 7 express the purchase schedule ordering procedure. Step 8 through step 11 express the purchase schedule send procedure.

The purchase schedules procedure consists of the following steps:

**Step 1 Purchase Schedules (tdpur3506m000)**

Use this session to create purchase-schedule headers. In contrast to a purchase order, on a purchase schedule, the item is specified on the purchase-schedule header. The purchase-schedule header also contains information on, for example:

- Buy-from business partner
- Ship-from business partner
- The used segment set
- The used pattern
- Purchase contract to which the schedule is linked
- Invoice data
If purchase schedules are generated from another module, they are listed in this session.

Step 2  **Purchase-schedule lines (tdpur3507m000)**

Use this session to link purchase-schedule lines, with detailed schedule information, to the purchase-schedule headers. You can specify detailed information such as:

- Start date
- End date
- Quantity
- The type of order in which the schedule line must result (warehouse order or purchase order)

Step 3  **Regenerate Schedules (tdpur3207m000)**

If you are manually carrying out the purchase-schedule procedure or if you want to regenerate purchase schedules more frequently than through the planning system, you can regenerate purchase schedules in this session. Only approved schedules are regenerated. The regeneration results in a warehouse order or a purchase order.

Before you can generate schedules that must result in a warehouse order, you must specify the default order types for the order origin Purchase in the Default Order Types by Origin (whinh0520m000) session.

Step 4  **Inventory Handling (INH)**

The ordered goods are received in the warehouse. So, you must use the Inbound procedure of the Inventory Handling (INH) module procedure to keep track of the receipts of purchased goods.

In the inbound procedure you can handle the receipt of goods and the inspection of goods. The receipt procedure and the inspection procedure can be carried out successively; the receipt procedure first.

The receipt procedure can consist of the following sessions:

- Print Goods Received Note (whinh3412m000)
- Receipts (whinh3520m000)
- Generate Inbound Advice (whinh3201m000)
- Put Away Inbound Advice (whinh3203m000)
- Generate Storage List (whinh3415m000)
- Storage List (whinh2515m100)

The inspection procedure can consist of the following steps:

- Approvals (whinh3522m000)
- Generate Inbound Advice (whinh3201m000)
- Put Away Inbound Advice (whinh3203m000)
- Generate Storage List (whinh3415m000)
- Storage List (whinh2515m100)
If the receipt procedure and the inspection procedure have the same steps, you must carry out these steps for both procedures. So, it can occur that you must carry out some steps twice in the inbound procedure.

If you need more detailed information about the inbound procedure, see the Inventory Handling (INH) module procedure.

**Step 5  Print Purchase Invoices (tdpur4404m000)**

You can use this session to print purchase invoices for internal purposes only. These are used to compare the data in your system with the actual data on for example invoices and receipt notes.

**Step 6  Accounts Payable (ACP)**

To manage the payment of the purchased goods, you must use the Accounts Payable (ACP) module in Baan Finance. This step is only mandatory if Baan Finance is implemented. The steps you must go through to pay for purchase goods is as follows:

1. **Create transaction batch**
   Create a transaction batch in the Transactions (tfgld1101m000) session. You must choose a transaction type with the transaction category **Purchase Invoices**. (This step can also be done after carrying out step 2, Purchase-schedule lines (tdpur3507m000) in the purchase-schedule procedure).

2. **Link purchase invoice**
   To link purchase invoices to the transaction batch, double-click the created transaction line to start the Purchase Invoices (tfacp1110s000) session, in which you can specify the purchase schedules that are linked to the transaction batch. The invoice type must be Invoice Related to Orders. (This step can also be done after carrying out step 2, Purchase-schedule lines (tdpur3507m000) of the purchase-schedule procedure).

3. **Match purchase invoice**
   Select **Match** on the Purchase Invoices (tfacp1110s000) session to match the purchase invoices with the warehouse receipts. (This step can also be done after carrying out step 3, Regenerate Schedule (tdpur3207m000) of the purchase-schedule procedure).

4. **Approve purchase invoice**
   Select **Approve** in the Purchase Invoices (tfacp1110s000) session to approve the purchase invoices if they match with the warehouse receipts.

5. **Finalize purchase invoices**
   Finalize the purchase invoices in the Finalization Run Numbers (tfgld1519m000) session.

For more information, see the Accounts Payable (ACP) module procedure.
Step 7  Process Delivered Purchase Orders/Schedules (tdpur4223m000)

At the end of the purchase-schedule, procedure all purchase schedules must be processed in this session. The processed purchase schedules are transferred from the regular database to the history database.

The following purchase schedules and schedule lines are processed:

- If Baan Finance is not implemented, only purchase schedules and schedule lines that have the status **Final Receipt** are processed.
- Purchase schedules and schedule lines with the **Invoiced** status.

Step 8  Purchase Release Header (tdpur3512m000)

To streamline the process of sending purchase schedules to business partners, you can group, per business partner and release type, the purchase-schedule lines to be sent. A schedule release is unique for the combination of buy-from business partner, ship-from business partner, quantity qualifier, and quality qualifier.

In this session you can specify the release header. You can select one of the following release types:

- **Planning release**
  Over the long term (typically, in periods of 18 months), planning information is supplied to the business partner according to the long term planning in the whole supply chain. However this long term planning does not mean that there is no release capability in the planning release. There are two possible release capabilities:
  - A separate message is sent for the released part and for the forecast part of the schedule
  - Both parts of the schedule are included in the same message

- **Shipping release**
  On a shorter time basis, shipping releases contain more detailed and fixed information and are sent to the business partner. This information is gathered on the basis of shop floor requirements, miscellaneous orders, and so on.

- **Sequence shipping release**
  Over the short term (typically, a period of twenty days of which the first five days are fixed), sequence information is communicated. The sequence information is generated based on specific requirements from SFC.

Step 9  Release Lines (tdpur3508m000)

In this session you can select the schedule lines, that you want to send with the schedule release. Each schedule line gets its own release position number.
Step 10  Generate Schedule Releases (tdpur3208m000)

If you use EDI to communicate purchase schedules to business partners, you can prepare EDI messages for the schedule releases with this session. The prepared EDI messages are sent to the EDI module.

If the Direct Release EDI Messages checkbox on the Releases tab in the Item Supplier Information (tdipu0110s000) session is selected, this session is mandatory.

- If this checkbox is selected, an EDI message is prepared directly after schedule releases are created in step 9.
- If this checkbox is cleared, you must manually prepare EDI messages using the Generate Schedule Releases (tdpur3208m000) session, in which the Prepare EDI Message check box is selected.

If you do not use EDI to communicate purchase-schedule lines to your business partners, you can use this session to prepare and print the purchase schedule releases that must be sent to the business partner. You can send these releases to the business partner with other communication methods (See also step 12).

Step 11  Electronic Data Interchange (EDI)

If the communication method, which is selected in the Purchase Release Header (tdpur3112s000) session, is EDI, the prepared EDI messages are sent to the EDI module and stored in the Messages to be Generated (ecedi7100m000) session. The actual EDI messages can be generated and sent to the buy-from business partner in the Generate EDI Messages (ecedi7201m000) session.

Step 12  Other ways of communication

If the communication method, which is selected in the Purchase Release Header (tdpur3112s000) session, is not EDI, you can communicate the purchase schedules in the following ways that are not embedded in BaanERP:

- Telefax
- Telex
- Internet
- E-mail
- Post

Step 13  Schedule Cumulatives and Authorizations (tdpur3509m000)

You can use this session to modify and adjust cumulative values and authorization values, although this does not follow the usual procedures. Cumulatives and authorizations are usually only updated when you:

- (Re)generate schedules that update the required cumulatives.
- Receive an advance shipping notification (ASN) that updates the shipped cumulative.
- Actually receive goods that update the received cumulative.
- Invoice the goods that update the invoiced cumulative.
• (Re)generate schedules that update the raw authorization, fab authorization, high raw authorization, and high fab authorization.

You must only manually modify cumulatives or authorizations if serious problems occur.

In regular situations, you never insert cumulative records. BaanERP maintains cumulatives after generating the first schedule based on the default calendar specified in the contract file.

Inserting new cumulatives is only useful at the start of a schedule, because the cumulatives are reworked as from the date you entered the record.

### 7.2 To work with purchase-schedule statuses

The purchase-schedule procedure has several steps. You can use the purchase schedule’s statuses to keep track of a purchase schedule and to determine which steps have already been carried out.

The sequence of statuses for a purchase schedule is strictly regulated. The purchase schedule’s status is checked before a step is carried out. The following table shows the status changes of purchase schedules.

<table>
<thead>
<tr>
<th>From status</th>
<th>To status</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>--</td>
<td>Created</td>
<td>Purchase-schedule lines (tdpur3507m000/tdpur3127s000)</td>
</tr>
<tr>
<td>Created</td>
<td>Approved</td>
<td>Purchase-schedule lines (tdpur3507m000/tdpur3127s000)</td>
</tr>
<tr>
<td>Created</td>
<td>Disapproved</td>
<td>Purchase-schedule lines (tdpur3507m000/tdpur3127s000)</td>
</tr>
<tr>
<td>Created</td>
<td>Canceled</td>
<td>Purchase-schedule lines (tdpur3507m000/tdpur3127s000)</td>
</tr>
<tr>
<td>Approved</td>
<td>Order Generated</td>
<td>Regenerate Schedule (tdpur3207m000)</td>
</tr>
<tr>
<td>Order Generated</td>
<td>ASN Received</td>
<td>Shipment Notice Lines (whinh3101s000)</td>
</tr>
<tr>
<td>Order Generated</td>
<td>Partial Receipt</td>
<td>Receipts (whinh3520m000)</td>
</tr>
<tr>
<td>Order Generated</td>
<td>Final Receipt</td>
<td>Receipts (whinh3520m000)</td>
</tr>
<tr>
<td>ASN Received</td>
<td>Partial Receipt</td>
<td>Receipts (whinh3520m000)</td>
</tr>
<tr>
<td>ASN Received</td>
<td>Final Receipt</td>
<td>Receipts (whinh3520m000)</td>
</tr>
<tr>
<td>Partial Receipt</td>
<td>Final Receipt</td>
<td>Receipts (whinh3520m000)</td>
</tr>
<tr>
<td>Final Receipt</td>
<td>Invoiced</td>
<td>Purchase Invoices (tfacp1110s000)</td>
</tr>
<tr>
<td>Invoiced</td>
<td>Processed</td>
<td>Process Delivered Purchase Orders/Schedules (tdpur4223m000)</td>
</tr>
</tbody>
</table>
Figure 15 shows the possible statuses and the status flow of a purchase schedule.

![Status Flow Diagram]

The meaning of the statuses of the purchase-schedule procedure is stated below:

**Status 1  **Created  
This status is assigned as soon as a schedule line is generated.
If you are manually creating the line and the line must be approved later on, you can assign this status.

**Status 2  **Approved  
You can assign this status to purchase-schedule lines that are okay and that can be copied to an order.

**Status 3  **Disapproved  
You can assign this status to purchase-schedule lines that are rejected during the approval process.

**Status 4  **Canceled  
The purchase-schedule line is canceled because the goods are not required anymore. A purchase-schedule line can also be given this status if the quantity, which has been communicated to the buy-from business partner, is reduced.
The purchase-schedule procedure

Status 5  Order Generated
A warehouse order (or a purchase order) is generated.

Status 6  ASN Received
The Advance Shipping Notification is received. If CUMs are registered, the shipped CUM is adjusted now.

Status 7  Partial Receipt
Some goods have arrived, but not everything is received yet. If CUMs are registered, the received CUM is adjusted now.

Status 8  Final Receipt
All scheduled goods have arrived.

Status 9  Invoiced
The invoice is approved in the Purchase Invoices (tfacp1110m000) session. For that reason the invoice date is filled now.

Status 10  Processed
The Process Delivered Purchase Orders/Schedules (tdpur4223m000) session has processed the requirement.

7.3 The sessions that are related to the main procedure

BaanERP stores the purchase-schedule history in the same way and in the same place as the purchase-order history.

The purchase order history files are automatically updated when:

- The purchase schedules are created.

- The purchase schedules are changed. For each change of a purchase schedule, a pair of order history lines are created. The first order history line is used to remove the original values and the second order history line is used to record the new values.

- The delivered purchase schedules or the invoiced purchase schedules are processed in the Process Delivered Purchase Orders/Schedules (tdpur4223m000) session.

The main purchase order history sessions are:

- Created Purchase Order History by B.P. and Item (tdpur5501m000)
- Invoiced Purchase Order History by B.P. and Item (tdpur5502m000)
- Created Purchase Order History by Item (tdpur5503m000)
- Invoiced Purchase Order History by Item (tdpur5504m000)
- Print and/or Delete Purchase Order History (tdpur5201m000)
7.4 The optional purchase-schedule procedure

Usually a purchase-schedule line results in a warehouse order. However, it can occasionally result in a purchase order. A purchase-schedule line can result in a purchase order if, for example, you want to change the price, or add some additional discounts. So, the purchase order is only meant for exceptions, to avoid redundant storage of data. You can specify if a purchase-schedule line will result in a purchase order in the **Type of Order** field in the Purchase-schedule lines (tdpur3127s000) session.

When a purchase-schedule line results in a purchase order, the purchase-schedule line will no longer control this order. In that case, the purchase-schedule procedure is closed after step 3, and you must go on with the purchase-order procedure. This means that the warehouse order is generated from the generated purchase order. The purchase order will also get a different order number than the schedule number.

For this optional purchase-schedule procedure the origin of the schedules and the results of the resulting purchase order are the same as for the main purchase-schedule procedure (see Chapter 7-1, The purchase-schedule procedure).

Figure 16 shows the optional purchase-schedule procedure.

For an explanation of the steps 1 through 3, see chapter 7.1, The purchase-schedule procedure. The optional purchase-schedule procedure is closed after carrying out steps 1 through 3 and the purchase-order procedure is started.

**Step A Purchase-order procedure**

BaanERP generates a purchase order if a purchase-schedule line of order type purchase order is regenerated. In this case, the purchase-schedule procedure is closed and you must continue with the purchase-order procedure. For the purchase-order procedure, see Chapter 6.1, The purchase-order procedure.
8. The vendor-rating procedure

This chapter describes:

- The vendor rating procedure
- The sessions that are related to the vendor-rating procedure

8.1 The vendor-rating procedure

The vendor-rating procedure enables you to measure the performance of vendors based on a rating. Vendor rating can be used for a number of management decisions.

Vendor rating is based on objective criteria and subjective criteria. The objective criteria are ratings that are generated by BaanERP, since they only depend on present data and a weighting factor. The subjective criteria ratings depend on manually entered data. The overall vendor rating is calculated by BaanERP.

The vendor-rating procedure’s results

Based on this rating, you can make decisions about whether or not to conduct transacts with a vendor.

Prerequisite

If you want to carry out vendor rating for a certain item, you must select the Vendor Rating check box in the Item Purchase Data (tdipu0101s000) session.
Figure 17 shows the steps in the vendor-rating procedure. If you have already carried out steps 1 through 5 and 7, and if no changes in the ratings and scoring values are made, you only need to carry out Step 8, to obtain an up-to-date vendor rating.

The vendor-rating procedure consists of the following steps. The steps 2 through 5 follow the most logical sequence.

**Step 1  **Vendor Rating Parameters (tdpur0100s0800)

Before you can carry out the vendor-rating procedure you must set the vendor rating parameters in the Vendor Rating Parameters (tdpur0100s800) session. In this session you can define:

- Objective weightings
- The way in which objective values must be rated
- The weighting method
- Rating methods and factors
Step 2  **Subjective Criteria (tdpur8190m000)**

In this session, you can specify subjective criteria according to which buy-from business partners can be rated. The subjective criteria are used in the Questionnaire Results (tdpur8193m000) session and serve also as headers when you print vendor rating questionnaires in the Print Vendor Rating Questionnaires (tdpur8454m000) session.

Step 3  **Subjective Values (tdpur8192m000)**

In this session, you can specify the values of a subjective criteria. The subjective criteria values are used in the Questionnaire Results (tdpur8193m000) session and are also presented as boxes per header when you print vendor rating questionnaires in the Print Vendor Rating Questionnaires (tdpur8454m000) session.

Step 4  **Rating Scheme (tdpur8194m000)**

Use this session to maintain and to display the rating classification.

You can classify the ratings in different classes instead of showing the raw ratings. Vendors are, for example, grouped into defined classes, according to their vendor rating. So, you can have A-grade vendors.

Step 5  **Objective Scoring Scheme (tdpur8195m000)**

You can use this session to specify objective scoring schemes. Objective scoring schemes are used to assign scoring values to an objective criterion and to assign rating percentages to the scoring values.

You can assign an objective scoring scheme to:

- All items
- A specific item.
- A specific business partner
- A specific business partner / item combination

*Note*

This session is only mandatory for those objective criteria, for which the related check box in the Look Up Table is selected. You can find the Look Up Table in the Vendor Rating Parameters (tdpur0100s800) session.

Step 6  **Print Vendor Rating Questionnaires (tdpur8454m000)**

If the vendor rating questionnaire must be filled out by another person than is responsible for entering the questionnaire results in BaanERP, you can use this session to print a vendor rating questionnaire and let it be filled out by the concerned person. When you get back the filled questionnaire, you can enter the results in the Questionnaire Results (tdpur8193m000) session.

Step 7  **Questionnaire Results (tdpur8193m000)**

In this session, you can enter the vendor rating questionnaire results.
**Step 8**  Update Vendor Rating (tdpur8850m000)

If you have set all required data in the previous sessions in the procedure, you can update the vendor rating in this session. So, you must only specify the prerequisites, which BaanERP uses to calculate the vendor rating. You can do a full update or a net update of the vendor rating.

**8.2**  The vendor-rating procedure’s related sessions

If you want to have an overview of the calculated vendor ratings, you can start one of the following sessions:

- Display Vendor Ratings (tdpur8502m000)
- Graph Vendor Ratings (tdpur8701m000)

You can manually modify the calculated vendor ratings in one of the following sessions:

- Ratings (tdpur8106m000)
- Vendor Ratings by Period (tdpur8102m000)
- Vendor Ratings by Criteria (tdpur8102m100)