

# Purchase flow

## From the launch of a tender until payment

This flow requires the installation of Purchases / Stocks / Invoicing / Accounting / Supply Chain applications.

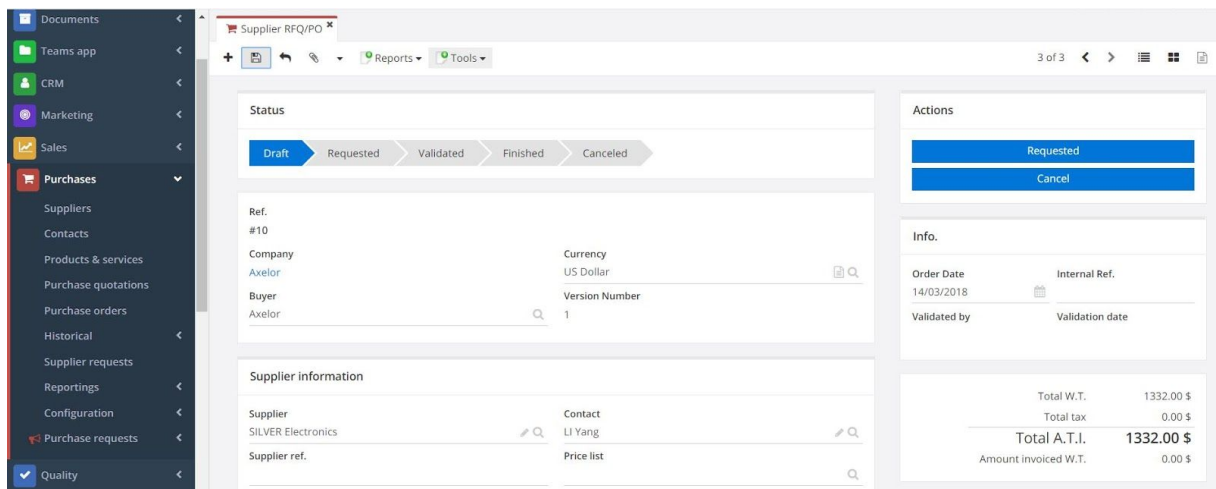
You need to activate for this flow the option "Supplier arrivals management" and "Generate invoice from purchase order" in the options of the Supply Chain application. For automatic management you can activate the option "Generate purchase orders automatically".

From the Purchases application configurations, you must activate the "Pricing request management" option.

### 1- Launch of a tender/pricing request

You must first create a new sale order or quotation from the "Purchases" application and the corresponding menu entries.

For the moment, only the supplier field must be filled in if you want to be able to save in draft your order. At this stage you must choose a supplier who sells the product you wish to order. It will be automatically modified and replaced by the supplier you have chosen during the pricing request.



The screenshot displays the 'Supplier RFQ/PO' interface. On the left, a sidebar menu lists various applications, with 'Purchases' expanded to show options like 'Suppliers', 'Contacts', 'Products & services', 'Purchase quotations', 'Purchase orders', 'Historical', 'Supplier requests', 'Reportings', 'Configuration', and 'Purchase requests'. The main area features a status bar with 'Draft' selected, and a 'Requested' button. Below this, there are fields for 'Ref.' (#10), 'Company' (Axelor), 'Buyer' (Axelor), 'Currency' (US Dollar), and 'Version Number' (1). The 'Supplier information' section includes 'Supplier' (SILVER Electronics) and 'Contact' (LI Yang). A summary table on the right shows the following values:

Info.	
Order Date	Internal Ref.
14/03/2018	
Validated by	Validation date
Total W.T.	1332.00 \$
Total tax	0.00 \$
<b>Total A.T.I.</b>	<b>1332.00 \$</b>
Amount invoiced W.T.	0.00 \$

To know the supplier of a product, go to the product sheet, in the tab Purchase/Costs. You will find the default supplier, as well as all vendors who sell the product in the "Supplier Catalogs" table.

Sale **Purchase/Costs** Accounting Stock Tracking number Links Packaging

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**Purchases**

Purchasable

Purchase price W.T. 46.20

Default supplier TOP Components

Purchase / Cost currency Euro

Supplier delivery time (days) 0

**Costs**

Cost price 54.00



Management coef. 1.40

Shipping Coef. 0.00

Cost type Manual

Define the shipping coef by partner

**Suppliers catalog**


Supplier	Product name on cat...	Product code on cata...	Currency	Last update	Quantity min	Unit price
 SASAKI Components	HARDSHARK SATA 1 To	7458764	US Dollar	15/03/2013	1.00	47.70
 TOP Components	HDD HARDSHARK 1 To	HD-HSHARK1T	US Dollar	01/02/2013	5.00	45.00


You must add a new order line by clicking + to launch your pricing request. You must choose a product, indicate its label and the quantity you want to order.

**PO line** ^ ↗ ✕

**Title Line**


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**Product**  
[COMP-0003]Processeur 4x3,4 GHz  Q

**Displayed Product name**  
Processor 4x3,4 GHz POWER4CORE 

**Displayed Product code**  
PROC-651245

**Qty**  
10.00 ↕

**Unit**  
Unité  Q

**Tax**  
TVA Exonérée (A) Import : 0.000 : 2000-01-01  Q

**Unit price**  
133.20 ↕

**Total W.T.**  
1,332.00

**Min sale price**  
237.02

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**Discount** ^

Discount Type	Discount amount

Close **OK**

You must then go to the "Suppliers requests" tab and click on "Generate supplier Requests".

Details Notes Delivery Project/Task **Suppliers requests** Invoicing Analytic distribution Budget distribution

Supplier

**Generate suppliers requests**

Suppliers requests + New

Supplier	Product	Available qty	Unit	Unit price	Estim. delive...	State
SILVER Electro...	[COMP-0003]...	0.00	Unité	133.20		Requested

This will automatically generate pricing requests for suppliers who are listed as suppliers of the requested product.

Vous retrouvez alors vos différentes demandes d'achat. Les quantités disponibles, le prix unitaire et la date de livraison estimée seront mis à jour quand les fournisseurs auront répondu. A noter qu'en cliquant sur +, vous pouvez remplir manuellement une demande d'achat.

You can also create requests for all the quotation lines by going to the purchase quotation/order in the "PO management" tab, and clicking on the "Generate all supplier requests" button.

Content Delivery **PO Management** Timetable Budget distribution Other Information Printing

Purchase order?

Initial purchase order

**Generate suppliers purchase orders** **Show suppliers purchase orders**

**Generate all suppliers requests**

(While waiting for answers from suppliers, you can save your purchase quotation which will remain in the draft status).

You can access your requests by double-clicking on them from this menu, or from the menu item "Supplier requests".

You can then choose to accept or decline a supplier request.

Once the request is accepted, the chosen supplier is automatically included in the purchase order, as well as information such as the unit price or the expected delivery date.

We can see in the order lines, tab "Suppliers requests" accepted applications.

#### Suppliers requests

	Supplier	Product	Available qty	Unit	Unit price	Estim. delive...	State
	SILVER Electro...	[COMP-0003]...	0.00	Unité	133.20		Accepted

## 2- Quotation request

To create a new request for quotation, just click on the menu "Purchase quotation" then on +. The new window that opens is called "Supplier RFQ/PO". The name RFQ (request for quotation) / PO (purchase order) is double because it is a quotation request until the validation step, where the quotation is transformed into an purchase order.

If you went through a tender and you accepted a supplier request from a specific supplier, who sent you a quotation, you can go to the "Requested" step and then click on "Validate".

If you did not go through the tender and you want to request a quotation to a specific supplier, simply fill in your new request for quotation/order by choosing the supplier to whom you want to request a quotation, and the products and quantities requested.

Once completed, pass the quote to the "Requested" status. You can then print or export the request in pdf format by clicking on "Print" (in Reports menu in taskbar) or send it directly by email to the supplier by clicking on "Send email" (in Tools menu in taskbar).

Supplier RFQ/PO

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Reports Tools

**Status**

Draft Requested Validated Finished Canceled

Ref. #10

Company: Axelor | Currency: US Dollar

Buyer: Axelor | Version Number: 1

**Supplier information**

Supplier: SILVER Electronics | Contact: Li Yang

Supplier ref. | Price list

**Actions**

Requested Cancel

**Info.**

Order Date: 14/03/2018 | Internal Ref.

Validated by | Validation date

Total W.T.	1332.00 \$
Total tax	0.00 \$
<b>Total A.T.I.</b>	<b>1332.00 \$</b>
Amount invoiced W.T.	0.00 \$

Once you have had a response from the supplier, you can either validate your quotation or create a new version (or cancel it).

État

Brouillon Demandé Validé Terminé Annulé

Ref. ACH0000000010

Société: Axelor | Devise: Euro

Acheteur: Alex DAVID | Numéro de version: 1

**Actions**

Valider Annuler

**Info.**

Date de commande: 18/01/2018 | Réf. Interne

Validé par | Date de validation

### 3- Creation of the supplier arrival

Once the quotation has been validated and transformed into an order, you can generate the supplier arrival from the order by clicking on the "Generate supplier arrival" button.

The screenshot displays the 'Generate supplier arrival' interface. It features a status bar at the top with stages: Draft, Requested, Validated (highlighted), Finished, and Canceled. Below this, there are two main sections: 'Supplier information' and 'Info'. The 'Supplier information' section includes fields for Ref. (PO000011), Receipt State (Not received), Company (Axelor), Currency (Euro), Buyer (Alex DAVID), and Version Number (1). The 'Info' section includes Order Date (13/02/2018), Internal Ref., Validated by (Axelor), and Validation date (15/03/2018). On the right side, there are three action buttons: 'Completed', 'Show invoice', and 'Generate supplier arrival'. At the bottom right, a summary table shows financial details:

Total W.T.	4108.80 €
Total tax	821.76 €
<b>Total A.T.I.</b>	<b>4930.56 €</b>
Amount invoiced W.T.	0.00 €

The supplier arrival is then generated and a new tab opens. You can find this supplier arrival in the Stocks application, in the "Supplier arrivals" menu.

This stock move contains the information of the order. You can also fill in the delivery information (number of packages, tracking number, location of receipt, carrier, delivery method ...). Note that you can manage partial receptions (see the documentation or FAQ for more information).

The screenshot shows the 'Stock move' application interface. At the top, there is a status bar with stages: Draft, Planned (highlighted), Realized, and Canceled. Below this, there are two main sections: 'Incoming move information' and 'Summary'. The 'Incoming move information' section includes fields for Partner (MASSON SA), Company (Axelor), Name (RO0007 - MASSON SA), Emplacement source (Supplier), Estimated date (27/02/2018), Move date, From address (4 BD D'ARCOLE 31000 TOULOUSE FRANCE), To stock location (Main Warehouse), Return surplus (checkbox), and Manage BackOrder (checkbox checked). The 'Summary' section shows Total W.T. (8217.60). At the top right, there are three buttons: 'Incoming move', 'Realize', and 'Cancel'.

Once the delivery has been received, click on "Realize". You can then generate the invoice.

The screenshot shows a 'Stock move' interface. At the top, there is a breadcrumb trail: Draft > Planned > **Realized** > Canceled. To the right of this trail are three buttons: 'Incoming move', 'Generate invoice', 'Generate reversion', and 'Cancel'. Below the breadcrumb trail, the ID 'RO0007' is displayed. The main section is titled 'Incoming move information' and contains the following details:

Partner MASSON SA	Company Axelor
Name RO0007 - MASSON SA	To stock location Main Warehouse
Emplacement source Supplier	Return surplus <input type="checkbox"/>
Estimated date 27/02/2018	Move date 15/03/2018
From address 4 BD D'ARCOLE 31000 TOULOUSE FRANCE	Manage BackOrder <input checked="" type="checkbox"/>
Total W.T.	8217.60

#### 4- Generation of the control invoice

Une fois la commande passée au statut « Validé », vous pouvez générer à partir de celle-ci la facture de contrôle. Il faut cliquer sur le bouton « Générer la facture de contrôle » qui se trouve dans le menu Outils de la barre des tâches.

Once the order has been placed in the "Validated" status, you can generate the invoice from it. You have to click on the button "Generate control invoice" which is in the Tools menu of the taskbar.

The screenshot shows a 'Supplier RFQ/PO' interface. At the top, there is a breadcrumb trail: Draft > Requested > **Validated** > Finished > Canceled. To the right of this trail is a 'Tools' menu. The 'Tools' menu is open, showing three options: 'Send email', 'Generate control invoice', and 'Cancel receipt'. Below the breadcrumb trail, the ID 'Supplier RFQ/PO' is displayed.

You can also generate the invoice from the supplier arrival at the status “Realized” by clicking on the button "Generate invoice".

Draft Planned **Realized** Canceled

RO0007

Incoming move

Generate invoice  
Generate reversion  
Cancel

**Incoming move information**

Partner: MASSON SA  
Company: Axelor  
Name: RO0007 - MASSON SA  
Emplacement source: Supplier  
To stock location: Main Warehouse  
Estimated date: 27/02/2018  
Move date: 15/03/2018  
Return surplus:   
Manage BackOrder:   
From address: 4 BD D'ARCOLE 31000 TOULOUSE FRANCE  
Total W.T.: 8217.60

You can find this invoice in the invoicing application, in the “Suppl.Invoices” menu.

Factures fournisseurs

1 à 7 sur 7

N° de factu...	Réf. Externe	Type de fac...	Sous-type ...	Tiers	Mode de p...	Date de fac...	Date d'éch...	Total HT	Total T.T.C	Montant re...	Devis	État
#14	V00021510	Achat four...	Facture clas...	MASSON SA	Dec. Vireme...			4108.80	4930.56	4930.56	Euro	Brouillon
FF17000000...	SO4603	Achat four...	Facture clas...	SASAKI Co...	Dec. Vireme...	18/01/2018	02/02/2018	3782.10	3782.10	0.00	US Dollar	Brouillon
FF17000000...	V00021457	Achat four...	Facture clas...	MASSON SA	Dec. Vireme...	25/12/2017	31/01/2018	10321.25	10321.25	10321.25	US Dollar	Ventilée
FF17000000...	SE_005124	Achat four...	Facture clas...	SILVER Elect...	Dec. Vireme...	13/12/2017	28/12/2017	3658.80	4390.56	4390.56	Euro	Ventilée
FF17000000...	SO4562	Achat four...	Facture clas...	TOP Compo...	Dec. Vireme...	25/11/2017	25/12/2017	30132.00	30132.00	30132.00	US Dollar	Ventilée
FF17000000...	SO012434	Achat four...	Facture clas...	SASAKI Co...	Dec. Vireme...	25/10/2017	09/11/2017	3078.00	3078.00	3078.00	US Dollar	Ventilée
FF17000000...	SO012434	Achat four...	Facture clas...	SASAKI Co...	Dec. Vireme...	25/09/2017	31/10/2017	2400.00	2400.00	2400.00	US Dollar	Ventilée

Once on the invoice, it must be validated if everything is correct.

\* Invoice

Draft Validated **Validated** Ventilated Canceled

Supplier purchase Standard invoice

Proforma #14

Document Subtype: Classic invoice

Company: Axelor  
Currency: Euro

Project

**Invoicing informations**

Partner: MASSON SA  
Address: 4 BD D'ARCOLE 31000 TOULOUSE  
Address: 4 BD D'ARCOLE 31000 TOULOUSE FRANCE  
Payment condition

Contact: MASSON Xavier  
Payment mode: Wire Transfer Payments  
Bank details

Validate  
Cancel

Status: Draft  
Validated by

Reference documents

Internal Ref.: RO0007:PO000011  
External Ref.: V00021510

Dates

Invoice Date  
Due Date  
Estimated payment date

Totals



When the invoice is validated, you can ventilate it so that it can be processed to accounting.

A screenshot of a software interface showing two large blue buttons at the top: 'Ventilate' and 'Cancel'. Below the buttons, the text 'Status' is followed by 'Validated'. Underneath, 'Validated by' is followed by the name 'Axelor'.

It should be noted that you can activate the option "Skip ventilation" in the options of the invoicing application. The ventilation step will no longer appear and the validation of the invoice will allow the accounting treatment.

## 5- Payment registration

When the invoice is ventilated, you can register a payment. You choose the method of payment and the currency. The payment made can be only partial.

A screenshot of a software interface for 'Register payment'. At the top, there is a progress bar with stages: Draft, Validated, Ventilated (highlighted), and Canceled. To the right are buttons for 'Supplier purchase' and 'Standard invoice'. The main area shows the invoice number 'SINV180000003' and company details for 'Axelor'. Below this is a section for 'Invoicing informations' with fields for Partner (MASSON SA), Address (4 BD D'ARCOLE 31000 TOULOUSE FRANCE), Payment condition (15 net days), Price list, Contact (MASSON Xavier), Payment mode (Wire Transfer Payments), Bank details, and Purchase order. On the right side, there is a 'Register payment' button and a summary section with 'Status: Ventilated', 'Validated by: Axelor', 'Reference documents' (Internal Ref: RO0007;PO000011, External Ref: V00021510), and 'Dates' (Invoice Date: 15/03/2018, Due Date: 30/03/2018, Estimated payment date).

Registration of a payment.

## Payment



Amount	4930.56	Currency	Euro
Date	15/03/2018		
Payment mode	Wire Transfer Payments		
Company bank details	Axelor - FR7699333020961963437764029 CCCCFRF		

Close OK

Once validated, the payment appears on the right (paid on ...) in the "Totals" tab.

Totals	
Total W.T.	4108.80 €
Total tax	821.76 €
<b>Total A.T.I.</b>	<b>4930.56 €</b>
Paid on 15/03/2018	-4930.56 €
<b>Amount due</b>	<b>0.00 €</b>

You can also find it in the "Payments" tab of the invoice.

Invoice content	Accounting	Blockings	Payments details	Automatic mail	Printing			
Payments details								
	Date	Amount	Currency	Payment m...	Company b...	Type	Move	Sta
	15/03/2018	4,930.56	Euro	Credit Card ...	Axelor - FR7...	Payment	MVCC18000...	Vali

