



# **Global 3000 Enhancement note**

## **Add contact details to PO header**

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<b>Project</b>	Document5		
<b>Version</b>	1.0		1 of 3

## INTRODUCTION

The requirement is to add contact details to the purchase order summary window.

The system already maintains details of the designated contact to be used as the “Purchase Order” contact and this is currently used in the POP enquiries. The same contact is now displayed in a new line in the purchase order summary window.

## DOCUMENTATION CHANGES

### Purchase Order Entry

#### Order Entry and Amendment Window

##### Order Entry and Amendment Window

*The cursor moves into this window when you select New Order, Amend Order, Cancel Order or Delete Order from the Order Entry menu.*

**Note** Depending on the setting of the ‘Purchase order location input’ system parameter, this window may be preceded by the Ordering and Delivery Locations window when you enter a new order.

**Purpose** This window enables you to identify the order you want to create, amend, cancel or delete. It displays summary information for the order and remains on the screen while you are entering and amending the order.

*The prompts are:*

**Order number** *When you are creating a new purchase order:*

- If automatic order numbering has been selected in System Parameters, the next order number in series appears and cannot be changed.
- If order numbering has been set to default, the next order number in series appears, but it can be overridden.
- If order numbering is manual, enter a number for the new order. Order numbers must be unique.

*When you are amending, cancelling or deleting an existing order enter the number of the required order. Press <F1> for a pop-up enquiry.*

**Note** When you select an order for amendment which was imported via EDI or Data Conversion with an error status, an error message is displayed. You can return through this message and amend the order. If you correct all invalid and missing details, the EDI status is reset to ‘no errors’.

If you need further information about the error, you can view the fail codes on individual transactions, via the EDI Enquiries option for EDI imports, or the Browse Errors and Messages option in Data Conversion when converting data from Global 2000.

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*Further information* For full details of the processing involved when purchase orders are imported via EDI, see the Global 3000 EDI Manual. For full details of the Data Conversion process, see the Global 3000 Data Conversion Manual. Both manuals contain a complete list of EDI fail codes and their meanings.

*Details of the order are displayed:*

<i>Note</i>	The following items are initially blank for a new order.
<b>Entered</b>	The id of the operator who entered the order.
<b>Date</b>	The date the order was entered.
<b>Currency</b>	The currency of the order. This is the supplier's operating currency.
<b>Supplier</b>	The supplier's account code.
<b>Location</b>	The code of the ordering location.
<b>Status</b>	The status of the order. Possible values are: <ul style="list-style-type: none"><li>▪ Reserved.</li><li>▪ Unauthorised.</li><li>▪ Approved.</li><li>▪ To print.</li><li>▪ Printed.</li></ul>
<b>Value</b>	The value of the order.
<b>Contact</b>	The name of the designated contact at the supplier for dealing with purchase order enquiries.
<b>Telephone</b>	The telephone number of the designated contact.
<i>On completion</i>	<i>If you selected the New Order option</i> ⇒ New Order menu. <i>If you selected the Amend Order option</i> ⇒ Amend Order menu. <i>If you selected the Cancel Order option</i> ⇒ Cancel Order window. <i>If you selected the Delete Order option</i> , you are asked to confirm the deletion and the order is deleted, then ⇒ Order Entry menu.
<i>Note</i>	You cannot delete orders which have been printed or delivered.

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