

# **Cloud Suite User Manual**



## ***Procurement*** ***(Requisitions & Purchase Orders)***

PREPARED  
FOR

***Government of Barbados***

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## OVERVIEW

This manual contains step by step guidelines to create the following:

1. Requisitions for items from the Government Procurement Department's Storeroom.
2. Requisitions for items to be purchased from vendors by the GPD Buyers
3. Purchase orders which are local to the ministry or department i.e. *there is no requisition attached.*
4. Purchase orders created by the GPD Buyers i.e. *Requisitions are attached.*

The Receiving process is also detailed.

### **Intended audience:**

This user guide is intended for GOB Users who have the responsibility for:

1. Creating and/or approving requisitions and purchase orders.
2. Receiving Items on the Purchase order.

Cloud Suite Financials & Supply Management's processes requisitions and purchase orders for goods and services for your Cost Centre. Purchasing works with Supplies Management to: -

- a) Add and process requisitions for stocked items
- b) Automatically replenish items from vendors or external stockrooms
- c) Associate items with specific buyers, vendors, or vendor items.

## CREATING A REQUISITION

### Introduction

Requisitions are used to acquire items using the Government Procurement Department.

There are two types of Requisitions that can be generated:

- (1) **Local/Foreign requisitions** where the Government Procurement Department sources the goods/items from a local/foreign supplier for the department and purchases them.
- (2) **Stores requisitions** where the Government Procurement Department has the goods/items in stock in their own storeroom and can issue them to the department.

### Sign-on and the Landing Page

Once you log into Cloud Suite Financial, you will see your Landing Page with the Security Roles (Activities) which are assigned to you.

## Requester Window

Click on the Requester tab (*Highlighted in red below*)

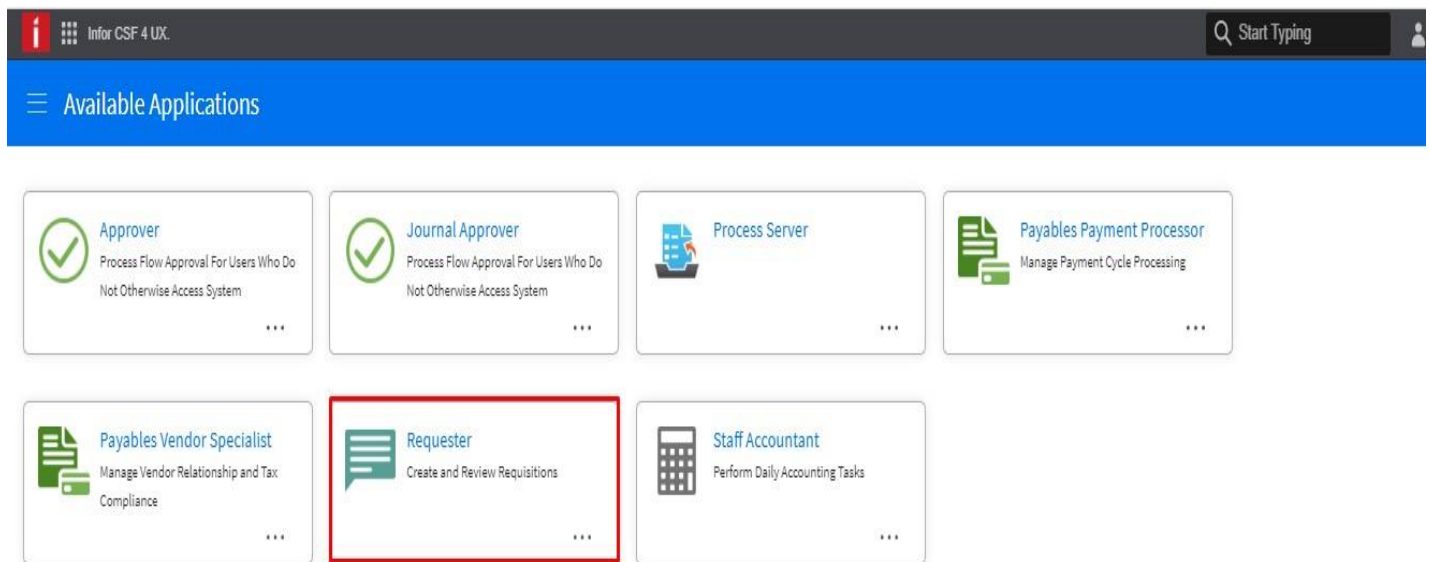


FIGURE 1

## Requester Homepage

This window on the next page gives an overview of the Requestor's activity to date.

Requester

My Requisition Lines Past Requested Delivery Date

Open

Search

...

	Requisition	Line	Item	Vendor Item	Description	Quantity	Requested Del...
<div><div></div><div>No Data Available</div></div>							

Requisitions Needing Approval

Open

Create

Create From Template

Create Using Copy From Requ ...

	Company	Requisition	Requesti...	Creation Date	Requisition ...	Vendor	Total	Currency
<div><div></div><div>No Data Available</div></div>								

Unreleased Requisitions

Open

Create

Create From Template

Create Using Copy From Requisition

Search


...

	Company	Requisition	Requesting Location	Creation Date	Requisition Description	Vendor	Total	Currency
<div><div></div><div>No Data Available</div></div>								

FIGURE 2

# Create a Requisition for a Non-Stock Item

## Entering the Requisition Header

Steps	To Create Requisition Header Details Tab
	In the Requestor Window ( <i>Figure 2</i> )
1	Select Create on the <b><u>Unreleased Requisitions Section</u></b> ( <i>circled in red</i> ) <i>Figure 2</i>
	Output: – <i>Figure 3</i>
2	Enter Requester ( <i>If not defaulted</i> )
3	Enter Company ( <i>1000</i> ) if not defaulted
4	Enter <b><u>From Location</u></b> ( <i>GPDS</i> ) if not defaulted
5	Enter the <b><u>Requesting Location</u></b> ( <i>this should default to your Location (department)</i> )
6	Enter the <b><u>Requested Delivery Date</u></b> Use this icon to select the date 
7	Enter <b><u>Deliver To</u></b> information e.g. <i>ML209 or Mr. John Doe or Location(Dept.)</i>
8	Choose a <b><u>Comment Type</u></b> . E.g. <i>Print on Requisition</i>
9	Enter a Requisition Description.
10	Enter any Shipping notes for the vendor
11	Select Save (top right-hand side)
	Requisition Header information is save. <i>Now you will need to enter the Requisitions Lines and the Distribution at the LINE.</i> See <i>Figure 4</i> on pg. 8

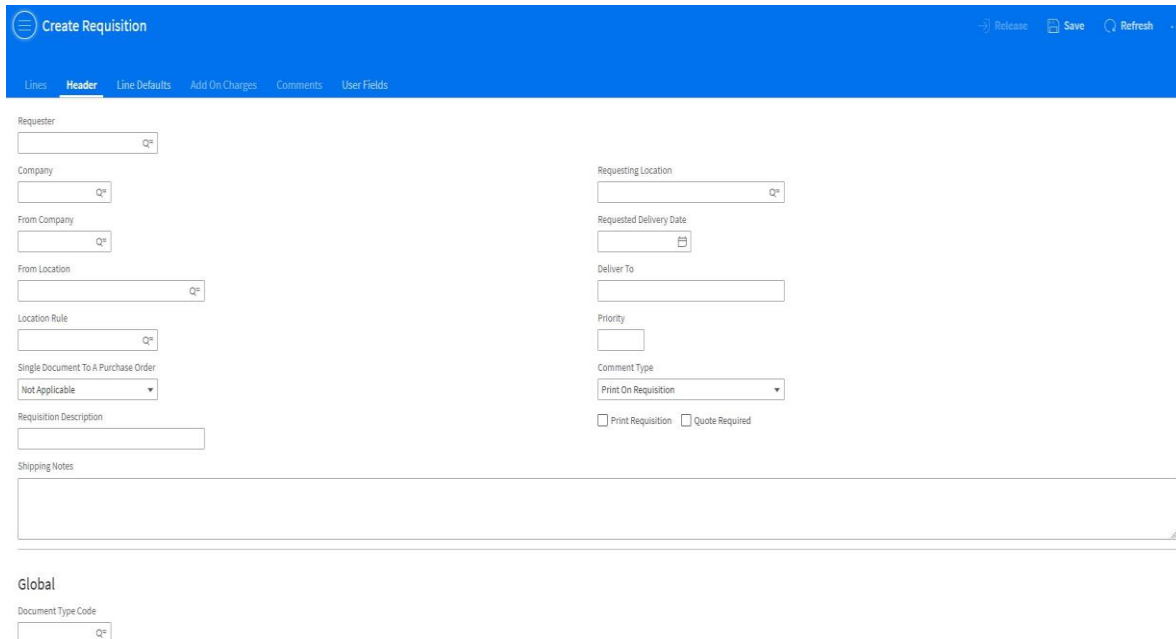


FIGURE 3



## Enter Requisition Lines

Steps	Entering data on the Requisition Line Tab
1	Select the Lines tab
2	Select the <b>Create tab</b> to add line to the Requisition. <i>See Figure 4 below</i>
3	Enter the <b>item</b> . <i>Use the search button to select the required item.</i>
4	Enter the <b>Quantity</b> required.
5	Enter the <b>Unit of Measure</b> .
6	Enter the <b>Unit cost</b> .
7	Enter the <b>Currency if other than BBD</b> .
8	Select <b>Taxable</b> and the <b>Tax Code</b> if the items are taxable
9	<b>Create Purchase Order</b> checkbox ( <i>to the right of Priority</i> ) defaults. <b>If this does not default, check the box.</b>
10	Select Save. ( Top right-hand side) <b>OR</b> Save and new - to create another Requisition line. <i>See Figure 5.</i>
	Note that the Distribution Tab is now available next to the Comments Tab. (The <b>Yellow message indicates that the distribution account is missing.</b> ) <i>See Figure 6.</i>
	Requested Delivery Date, Item Type defaults.
	In the <b>Miscellaneous Section</b> , relevant Delivery information defaults.
11	<b>Select the Distribution Tab.</b>
12	Select Create. <i>See Figure 6.</i>
13	Click on Ledger Entity
14	Enter the Ledger Entity (1000)
15	Enter the Cost Center (Pls. Search)
16	Enter the Account (Pls. Search)
17	Go to the Comments Tab, Enter Comments (see Figure 7) , Select Submit
18	Select Save. ( Top right-hand side)
19	Review the Requisition and make any necessary changes.

	<i>Once you are comfortable that all the necessary information has been entered. Go to the next step.</i>
20	Release the Requisition. If you are on the requisition line you have to select the ellipses to see “release requisition).
	Budget edits are done. (You will need to click the Refresh button to see when this is complete. Once complete the Budget Edits in progress message disappears)
	Requisition Status is now: Needs Approval.
21	Requisition is release for approval;

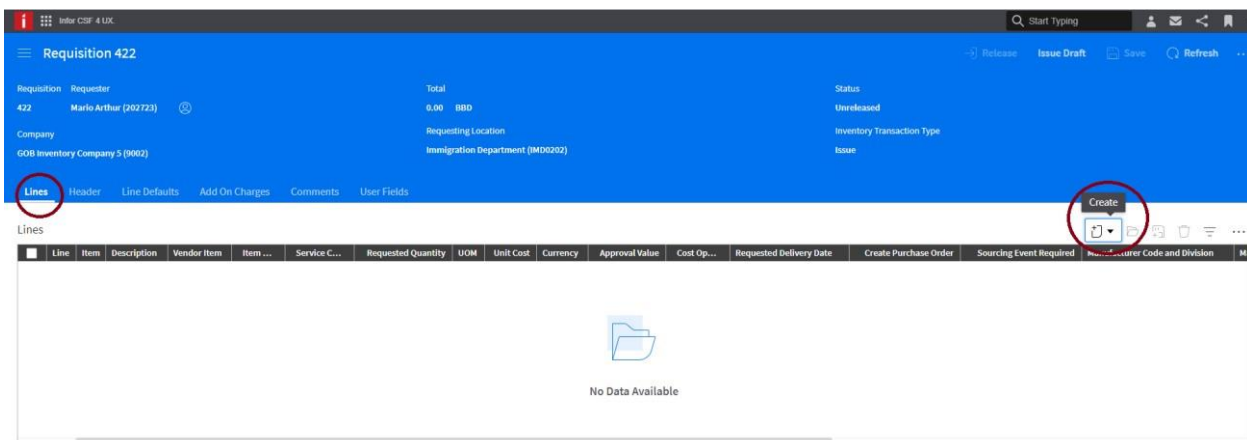
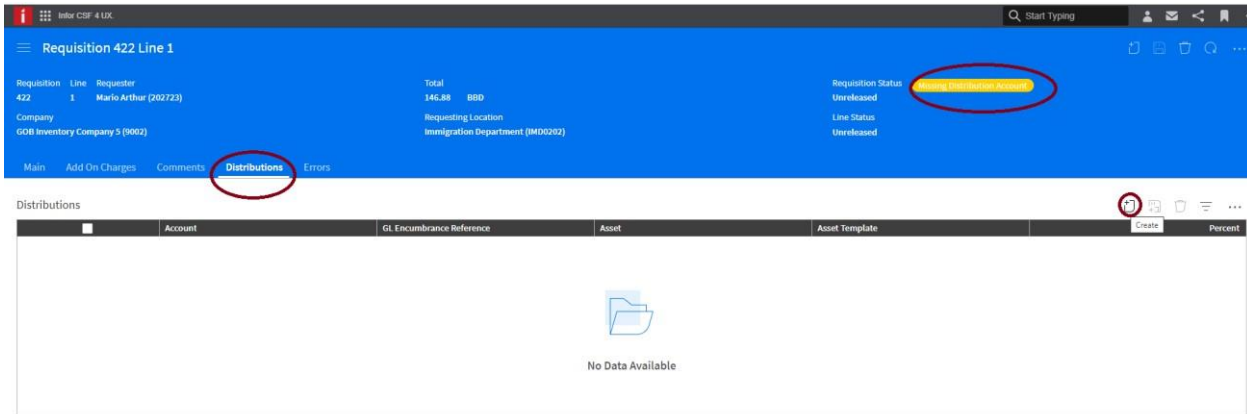


FIGURE 4

FIGURE 5



**FIGURE 6**

Requisition 507

Requisition Line 1

Company

Requisition

Line

GOB Inventory Company 5 (9002)

507

1

☐ Print On Internal Documents

☐ Print On Receivers

☐ Print On Delivery Ticket

☐ Display Only

☒ Print On Purchase Order

☒ Print On Pick List

☒ Print On Requisition

☒ Invoice Comments

Title \*

File

Give Appropriate title to identify comments

Attach Quotation/other relevant document...

Text

Normal Text

Enter your comments here

e.g.  
Additional Item Description  
Quotation #  
Vehicle # etc


Cancel

Submit


**FIGURE 7**

## Releasing a Requisition



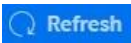
### Option 1- Release at Line Level

- Select the three (3) dots (ellipsis)  to the right of the page once you are in the Line View. See Figure 5

- Select **Release Requisition**

- Your Budget is checked. The message “Budget Edits are in Progress” appears.
- Select Refresh 

### Option 2- Release at Main Requisition Page

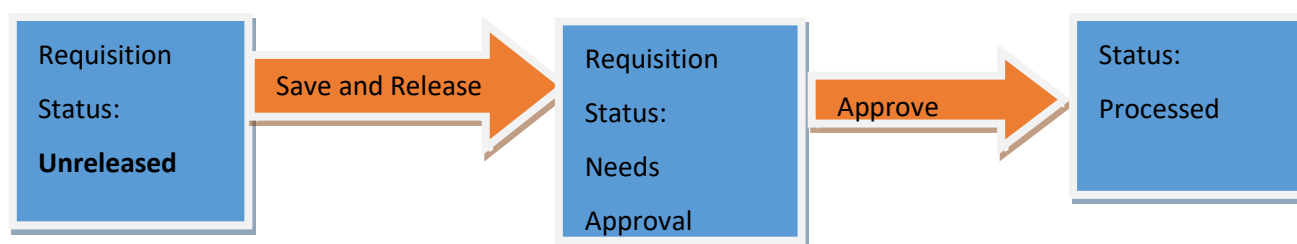
- Click on the back arrow on the web browser 
- Go back one and Select Release on the Requisition Header 
- Your Budget is checked. The message “Budget Edits are in Progress” appears.
- Select Refresh 



The screenshot shows the 'Requisition 422' page. The header includes fields for Requisition (422), Requester (Mario Arthur (202723)), Total (146.88 BBD), and Status (Unreleased). Below the header, there are tabs for Lines, Header, Line Defaults, Add On Charges, Comments, and User Fields. A success message is displayed: 'The following action 'Release' completed successfully. Requisition will be released if budget edits are passed.' The message also includes a 'Refresh' button and a close icon.

*Once the Budget Edits are complete, the status of the Requisition now changes to Needs Approval and the Requisition is routed for Approval.*

### Requisition Status Updates



### Copy an Existing Requisition

This is an alternative to creating a requisition as detailed above. This option can be used if there are requisitions which you need to create frequently at your department with the same details.

- Select Requester in the Application Switcher field in the menu bar. The Requester home page displays.
- Select My Requisitions. The Unreleased Requisitions page displays.

- Select Create Using Copy From Requisition.
- The Create Using Copy from Requisition dialog box displays.
  - Type in the Company field.
  - Select in the Copy from Requisition field the Requisition number to be used for copying.
- Click Submit. A confirmation message displays and the record for the new requisition displays.

My Requisitions

Unreleased Open Needs Approval All Closed / Rejected Search Line Search Search PO Lines Contract Costs Audit History Line Audit History

Unreleased Requisitions Open Create Create From Template **Create Using Copy From Requisition**

### Create Using Copy From Requisition

Company \*  
 Q= **GOB Inventory Company 5**

Copy From Requisition \*  
 Q=

Requester  
 Q=

Requesting Location  
 Q= **Min. Innovation Science & Smart Tech**

From Company  
 Q= **GOB Inventory Company 5**

From Location  
 Q= **Government Procurement Department Stores**

Requested Delivery Date

Default Vendor  
 Q=

Default Purchase From Location  
 Q=

Cancel Submit

## Requisition Header

The requisition header then displays the additional information:

□ Line number

- Cumulative total of the Requisition Line or Lines
- Requisition Status **Unreleased to Needs Approval** after release/release requisition is selected

☰ Requisition 58 Line 1

Requisition	Line	Requester	Total	Requisition Status
58	1	Mario Arthur (202723)	127.19 BBD	Needs Approval
Company	Requesting Location		Line Status	
GOB Inventory Company 5 (9002)	Immigration Department (IMD0202)		Needs approval	

Main Comments Distributions (1)

- The requisition is routed for approval
- After the Requisition is approved the status is changed from **Needs Approval** to **Processed**

☰ Requisition 31 → Release 🖨 Issue Final 💾 Save

Requisition	Requester	Total	Status
31	Kathy Ann Bynoe (202730)	447.68 BBD	Processed
Company	Requesting Location	Inventory Transaction Type	
GOB Inventory Company 5 (9002)	Barbados Revenue Authority (BRA)	Issue	

Lines Header Line Defaults Add On Charges Comments User Fields Approval History Returns

## The Requisition Approval Process

Click on Approver on the Approver's Landing Page

- Select Approval in the My Tasks window
- Select Open
- Select the requisition to be approve, reject or unreleased. The related link will show a copy of the requisition to be approved.

**NB:** If any changes are to be made to the requisition the approver should **unreleased the requisition**.

If the requisition is **rejected**. The requisition is no longer accessible to anyone. Nothing can be done with it after rejection. The keyer now has to rekey that information.

Available Applications

**Approver**  
 Process Flow Approval For Users Who Do Not Otherwise Access System

**Journal Approver**  
 Process Flow Approval For Users Who Do Not Otherwise Access System

**Process Server**

**Match Specialist**  
 Match Invoices, Review Invoice Messages

**Payables Payment Processor**  
 Manage Payment Cycle Processing

**Payables Vendor Specialist**  
 Manage Vendor Relationship and Tax Compliance

**Staff Accountant**  
 Perform Daily Accounting Tasks

My Tasks

My Tasks

☒ **GOB\_Purchase\_Req\_Approval**  
 GOB\_Purchase\_Req\_Approval

☐ **PurchaseOrderApprover1**  
 Purchase Order Approver 1

☐ **approverf@gob.bb**  
 Jessica Perry

10 Records per page

My Work (GOB\_Purchase\_Req\_Approval)

Work Items

☒ 4775  
 Requisition 25 from Latoya Holder in amount of 5.09 BBD

☐ 5340  
 Requisition 43 from Kathy Ann Bynoe in amount of 410.37 BBD

☒ 5406  
 Requisition 57 from Kathy Ann Bynoe in amount of 356.14 BBD

☒ 4775  
 Requisition 25 from Latoya Holder in amount of 5.09 BBD

☐ 5340  
 Requisition 43 from Kathy Ann Bynoe in amount of 410.37 BBD

☒ 5406  
 Requisition 57 from Kathy Ann Bynoe in amount of 356.14 BBD

5 Records per page

Details

Work Unit

Description

Start Date

Due Date

Filter Value

Originator

Authenticated Originator

5406

Requisition 57 from Kathy Ann Bynoe in amount of 356.14 BBD

8/6/2020 8:55:31 AM

8/6/2020 8:55:31 AM

3002-11000

store-officerc@gob.bb

store-officerc@gob.bb

Originator

Email Address

Provided User

Provided Task Name

Provided Task Type

Requisition 57

Requester

Company

Requesting Location

Amount

Kathy Ann Bynoe

BRA Inventory Company (3002)

Weymouth Corporate Service Division (CSD)

356.14 BBD

Lines

Item	Description	Manufacturer	Vendor	Vendor Item	Type	Quantity	UOM	Unit Cost	Amount	Comments
09134200-9	Diesel fuel				Inventoried	70.0000	LT	4.33	356.14	
<b>Total</b>									<b>356.14</b>	

5 Records per page

Distributions

Distribution Account

Asset

Asset Template

Distribution Percent

MAIN - 3002 - 11000 - 6211115100 - Project - Grants - Account Category - Inter-Entity

100.000 %

**Total**

100.000 %

5 Records per page

Requisition 508

Release

**Issue Final**

Save

Refresh

Requisition

Requester

Total

Status

508

Coffie Moore (202741)

564.00 BBD

Processed

Company

Requesting Location

Inventory Transaction Type

GOB Inventory Company 5 (9002)

AGR0169 - Ministry of Agriculture & Food Security

Issue

Lines

Header

Line Defaults

Add On Charges

Comments

User Fields

Approval History

Select **Issue Final** after the approval – click view to print version of the requisition



## REQUISITION

Requisition	Description
508	Fuel for MP123
Requester	Status
Moore, Cofie	Original - Processed
Requesting Location	
Ministry of Agriculture & Food Security	

Deliver To	Buyer
MP123	
Shipping Notes	

Vendor	Purchase From
Phone: +- Fax: +-  	-
From Company	From Company Location
GOB Inventory Company 5	Government Procurement Department Stores

Lines								
Line	Description	Item	Item Type	Vendor Item	Quantity	UOM	Unit Cost	Delivery Date
1	03121200-7	Cut Flowers	Nonstock		6	EA	70.00	18 Jan 2021
Line Comments								
Give Appropriate title to identify comments				Enter your comments here e.g Additional Item Description Quotation # Vehicle # etc				
Distribution Account								
MAIN 9002  6210100100  0169       0 false								
Line	Description	Item	Item Type	Vendor Item	Quantity	UOM	Unit Cost	Delivery Date
2	18000000-9	Clothing and footwear	Nonstock		1	EA	60.00	18 Jan 2021
Line Comments								
Distribution Account								
MAIN 9002  6210100100  0169       0 false								
Requisition Comments								

Total

BBD 564.00

Accounting Officer's Signature

Date

Accounting Officer's Signature

Date

Issue Quantity

Picklist Number

Gas Pump Attendant's Signature


Date

Received By

Date



## Create a Requisition for a Stock Item

Steps	To Create Requisition Header Details Tab
	In the Requestor Window ( <i>Figure2</i> )
1	Select Create on the <b>Unreleased Requisitions Section</b> ( <i>circled in red</i> )
2	Enter Requester ( <i>this should default</i> )
3	Enter Company (1000) ( <i>this should default</i> )
4	Enter <b>From Location</b> (GPDS) ( <i>this should default</i> )
5	Enter the <b>Requesting Location</b> ( <i>this should default to your Location (department)</i> )
6	Enter the <b>Requested Delivery Date</b> Use this icon to select the date 
7	Enter <b>Deliver To</b> information e.g. ML209 or Mr. John Doe
8	Choose a <b>Comment Type</b> e.g. Print on <b>Pick List</b>
9	Enter Comments if necessary
10	Enter a Requisition Description
11	Enter any Shipping notes
12	Select Save (top right-hand side)
	Requisition Header information is save. Now you will need to enter the Requisitions Lines and the Distribution. See Figure 4 on pg. 9

### Adding Requisition lines:

Steps	Entering data on the Requisition Line Tab
1	Select the Line tab
2	Select the <b>Create tab</b> to add line to the Requisition. See <b>Figure 4</b> below
3	Enter the <b>item</b> . Use the search button to select the required item.
4	Enter the <b>Quantity</b> required. <b>Save</b>
5	Select Save. ( Top right-hand side) OR Save and new - to create another Requisition line. See <b>Figure 5</b> on page 9.
6	Enter the <b>Unit of Measure</b> if it does not default when the line is saved. Pls search.
7	The <b>Unit cost</b> will default when the Line information is saved. <b>Do not enter Unit Cost</b>

8	The <b>Currency</b> will default when the Line information is saved.
	Note that the Distribution Tab is now available next to the Comments Tab. (The Yellow message indicates that the distribution account is missing.) See Figure 6 on page 10.
	Requested Delivery Date, Item Type defaults.
	In the <b>Miscellaneous Section</b> , relevant Delivery information defaults.
9	Select the Distribution Tab.
10	Select Create. See <b>Figure 6</b> .
11	Click on Ledger Entity
12	Enter the Ledger Entity (1000)
13	Enter the Cost Center (Please Search)
14	Enter the Account (Please Search)
15	Select Save. ( Top right-hand side)
16	Review the Requisition and make any necessary changes.
	<i>Once you are comfortable that all the necessary information has been entered. Go to the next step.</i>
17	Release the Requisition.
	Budget edits are done. (You will need to click the Refresh button to see when this is complete. Once complete the Budget Edits in progress message disappears)
18	Requisition Status is now: Needs Approval.



**Requisition 508**

Requisition: 508, Requester: Cofie Moore (202741), Total: 564.00 BBD, Status: Processed

Company: GOB Inventory Company 5 (9002), Requesting Location: AGRO169 - Ministry of Agriculture & Food Security, Inventory Transaction Type: Issue

Buttons: Release, Issue Final, Save, Refresh

Navigation: Lines, Header, Line Defaults, Add On Charges, Comments, User Fields, Approval History

Select **Issue final** to create and view a printed version of the requisition

## PURCHASE ORDERS

A Purchase Order is a written authorization from a buyer to acquire goods or services. The document authorizes a supplier to deliver to the buyer at the price, quality level, delivery date, and certain other terms specified in the agreement.

### Creating a Purchase Order- No Attached Requisition

Purchase Order Window

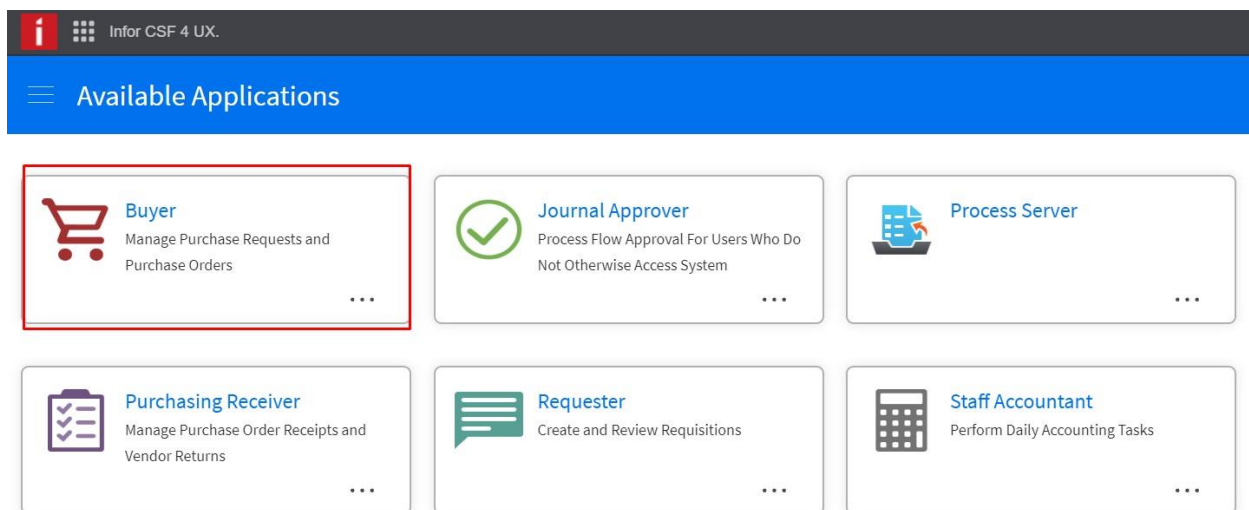


Figure 1 Shows Purchase Order Window select buyer

## Buyer Homepage

This window gives an overview of the Buyer's activities.

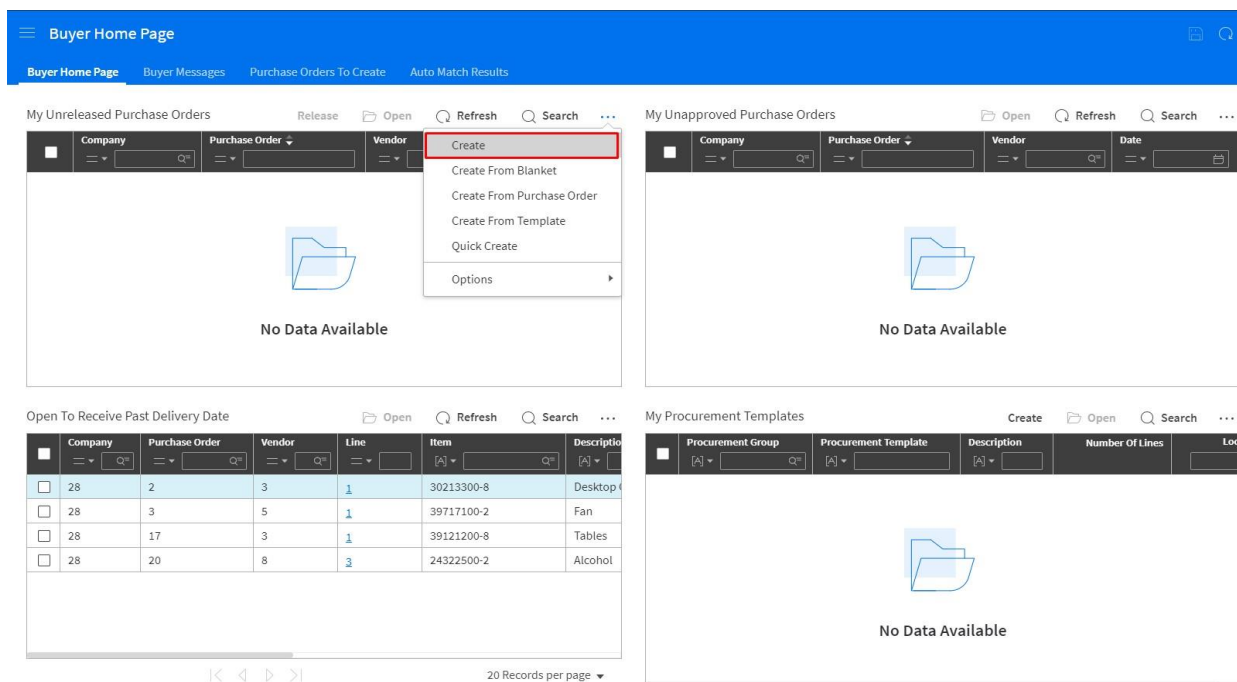


Figure 2 Shows the create selection in the dropdown list.

Steps	Purchase Order Details Tab	
1	Sign in as Buyer	
2	On the Homepage Select Create ( <i>Click three dots(ellipses)</i> ) see above	
3	The Purchase Order Detail – On main tab ( <i>see Figure 3</i> )	
	3.1	The Company Defaults to the Buyer's assigned Company.
	3.2	The Buyer's information defaults.
	3.3	The Purchase Order Date defaults to today date.
	3.4	Select a <b>Vendor</b>
	3.5	Select the <b>Ship To</b>
	3.6	Delivery Date
	3.7	Enter the <b>PO Code</b> if it does not default. <b>NB: This must be populated (do not leave blank)</b>
	3.8	<b>Header Details tab</b> - The Freight Terms, Ship Terms, Term Code and Purchase Order Issue Method Information should default. <b>If not, please select the correct information</b> for each of the mentioned terms ( <i>see Figure 4</i> )

4	Save – The Lines tab is activated.
---	------------------------------------

Buyer  
202084 Lynette Callender

Vendor  
5 H. N. ROGERS (STATIONERY) LIMITED

Purchase From  
Purchase Order Date  
1/18/2021

Ship To  
0113 Information Systems Unit (ISU)

Delivery Date  
1/18/2021

Reference 1  
Reference 2

PO Release PO Code  
ISU Information Systems Unit

Figure 3

**Shipping**

Freight Terms  
NA Not Applicable

Ship Terms  
BST BEST WAY

Shipping Notes

☒ Receiver Print

Ship Via Port

**Currency**

Currency  
BBD Multiply

Entered Currency Conversion Rate  
1.0000000000000000

☐ Revalue

Currency Exchange Set Point  
Entry

**Issue**

Purchase Order Issue Method  
Paper

Revisions Include  
Not Revised

☐ Suppress PO Cost

**Terms**

Process Level

Term Code  
NETT1 Due in 1 day

Due Days  
1

Discount Days

Discount Rate Percent  
0.00000 %

Ship To Arrive Date

Letter Of Credit

Invoice Method  
Invoice By Mail

☐ Use Procurement Card

Procurement Card Number

Figure 4

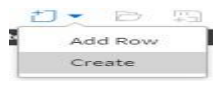
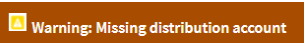
Steps	Purchase Order Line
1	Select the Line tab
2	Select the create tab to add a line to the Purchase Order(select Create) 
3	Select the item - Type the item name or Part of in Keyword or Description select search then highlight (click) the correct item and <b>OK</b> (the description will default). <b>Figure 3</b>
4	Enter the required quantity.
5	Enter the Buy UOM. <i>Please Search.</i>
6	Enter the Early Delivery Date.
7	Enter the Unit Cost.
	If it is a vendor item, the details will default when the item is selected and the line saved.
8	The Item type defaults.
9	The Ship To Location defaults.
10	Select Taxable & Enter the Tax Code if the item is taxable.
11	Pricing information defaults.
12	Save the Line Details. The Distribution Tab is activated with an error. 
	Select the Distribution Tab, Select the create icon. Enter the Accounting Distribution required information: Ledger Entity, Cost Center, and Account. (Eg. 1000.0113.6210100100) <b>Cost Centre for asset e.g. (1000.0113.1759751106) the cost center used for processing assets is no longer 109*</b>
13	Save the distribution.
14	Enter distribution for all lines. When on the PO main page an error shows ( <b>Figure 4</b> ). The PO cannot be released until errors are corrected
15	Select the Comment Tab and create Comment. Can be on the Main on the Lines. ( <b>See Figure 7 above</b> )
16	Select Release to forward the Purchase Order for approval; Budget Edit is done.

Figure 5

Figure 6

Steps	Purchase Order Head
1	The Purchase Order number is system generated
2	Line shows the number of lines on the Purchase Order
3	The Purchase Order Total give the cumulative total of the line
4	The Status shows Needs Approval after Purchase Order is released
5	The Line Status shows released

Vendor Locations

If a vendor has more than one location, they will be merged into one vendor number with a location as figure 7 below.

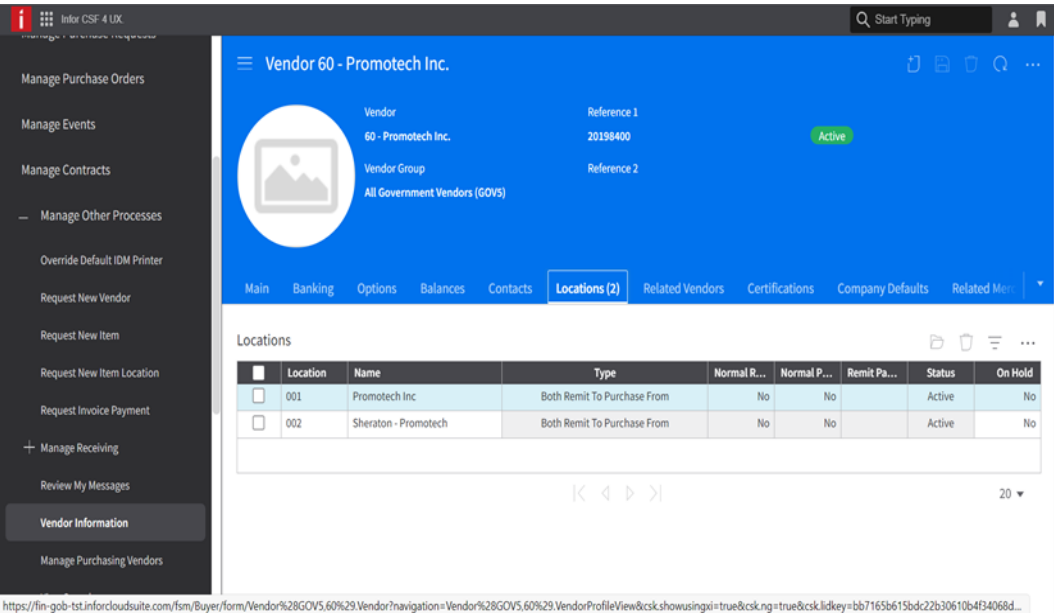


Figure 7

In the **Purchase From** field, select the vendor location from the search. See Figure 8 & 9 below. The vendor location will be displayed on the Purchase Order document as seen in Figure 9.

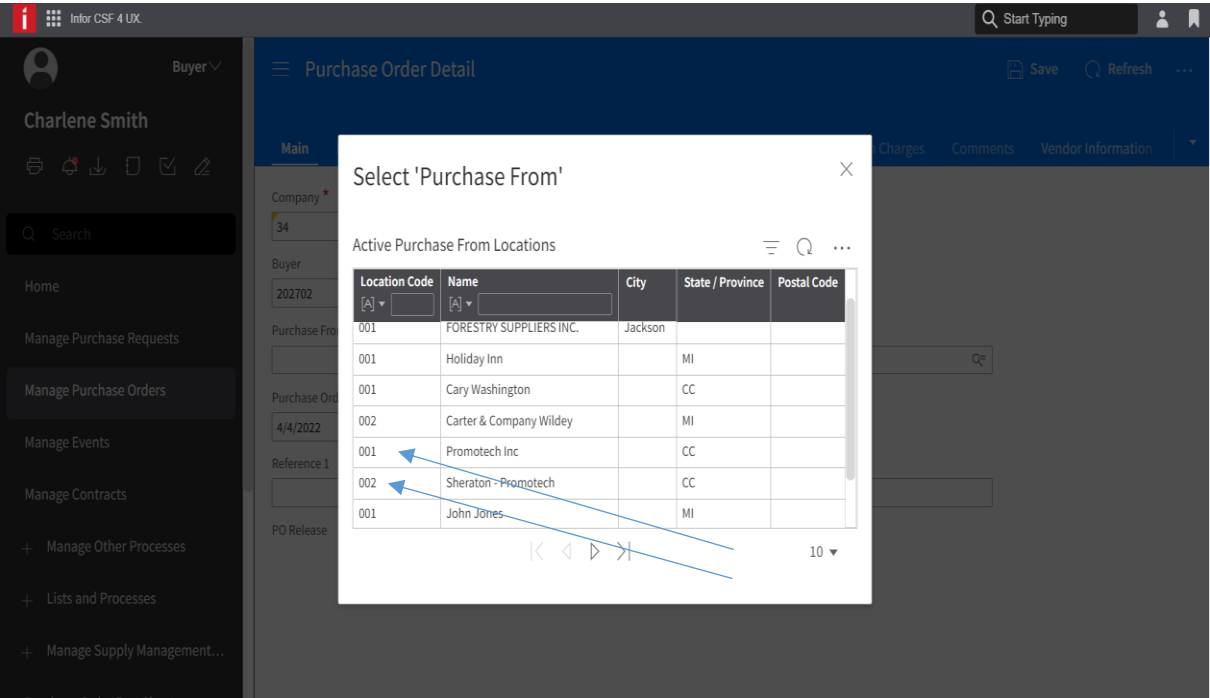


Figure 8 shows the two location 001 - Promotech and 002 - Sheraton - Promotech in the search window.



**Purchase Order Detail**

Company: 34 Ministry of Finance, Economic Affairs and Investment

Buyer: 202702 Charlene Smith

Vendor: 60 Promotech Inc.

Purchase From: 002

Purchase Order Date: 4/4/2022

Ship To: 0113

Delivery Date: 4/18/2022

Reference 1:

Reference 2:

PO Release PO Code: MOF Ministry of Finance & Economic Affairs

Figure 9 Shows the purchase from field populated with location 002 for Promotech Inc.

**Government of Barbados**

**PURCHASE ORDER**

125 - MOF - 0  
2022-04-04

Vendor	Ship To	Bill To
60 - Promotech Inc. Sheraton - Prom Shop #345 Sheraton Mall CC	0113 - Information Systems Unit Fairlight House 2nd Avenue Belleville MI	Information Systems Unit Fairlight House 2nd Avenue Belleville MI

Freight Terms	Terms	Ship Via	Curr \$
Not Applicable	NET 10		

Line Item	Vendor Item	Delivery Date	Quantity	UOM	Unit Cost	Extended Amount
1	30200000-11ED01082 - Computer Hard Drive	April 18, 2022	3	EA	150.00	528.750

Refer All Inquiries To	
Name	Email Address
Gentry, Charlene	csrth@goib.bb

Comments	
PO Tot Total	78.75
PO Amount	450.00
PO Total = HHQ	528.75

**Comments**

Purchase Order Number must be quoted on all Bills/Invoices

Authorized Signature/Head of Department

Figure 10 Shows the purchase order document contains the information for location 002 Sheraton - Promotech.

## Creating a Purchase Order from a Requisition (Purchase Request) (GPD))

Steps	
1	Sign in and navigate to the Buyer Role
2	On the Homepage select <b><u>Manage Purchase Request</u></b>
3	Select the Requisition and click on <b><i>Select for Purchase Order</i></b> . See P_R1
4	The name of the buyer appears in the <b><u>Name Column</u></b>
5	The Requisition is still selected(if not select line again), click on <b><i>Create Purchase Order</i></b> <b><i>Fig. See P_R1</i></b>
6	The Create Purchase Order dialogue window. Fig. P_R2
6.1	Enter Company, Vendor and Buyer, and early delivery date if different
6.2	Select Submit
	<i>The Purchase Order (PO) is created, once there are no errors. Take note of the PO Number.</i>
	<i>NB: Once the PO is created. The Requisition is no longer visible in the Manage Purchase Request listing.</i>
7	On the <b><u>Manage Purchase Request</u></b> window select the <b><u>Purchase Order tab</u></b>
8	Select the PO created above. <i>The window at <b>Figure 7</b> will appear. Click on the PO Number to review the PO.</i> Attached any relevant documentation and include Comments.
9	Release the PO by selecting Release. <i>This is usually viewed on the PO's Main tab or click the ellipses if on the PO line.</i>
10	The PO is routed for Approval.
11	Once Approved. Select Issue Final.
	The PO Status will change to Printed. See <b>Figure 8</b> below.
12	Select View to review and print the Purchase Order. See <b>Figure 8</b> below.

	Name	Company	Item	Description	Vendor	Buyer
<input type="checkbox"/>		28	09134200-9	Diesel fuel		
<input type="checkbox"/>		28	30213200-7	Tablet Computer		
<input type="checkbox"/>	jacksonm@gob.bb	87	39717100-2	Fan		2027
<input type="checkbox"/>		3002	18424300-05	Disposable gloves		
<input type="checkbox"/>		3002	18424300-0M	Disposable gloves		
<input type="checkbox"/>		3002	33199000-1	Cloth Masks		
<input type="checkbox"/>		3002	09132000-3	Petrol (Gas)		
<input type="checkbox"/>	spatisek@gmail.com	9002	16700000-2	Tractor		
<input type="checkbox"/>		9002	09132000-3	Petrol (Gas)		
<input type="checkbox"/>		9002	09132000-3	Petrol (Gas)		
<input type="checkbox"/>		9002	18424000-7-L	Rubber Gloves - Large		
<input checked="" type="checkbox"/>		9002	30197643-5-LGL	Photocopying Paper 8.5" X 14"		
Total						

Fig. P\_R1

## Create Purchase Order

Purchasing Company \*

9002 Q=

GOB Purchasing Company 5 *Only records for entered company will be processed*

Vendor, Purchase From

Q=

Q=

*If vendor is not entered, vendor on first selected record will be used*

Buyer

Q=

*If buyer is not entered, buyer on first selected record will be used*

PO Code

Q=

Early Delivery Date

Cancel

Submit

Fig. P\_R2

Purchase Order 127 Details

Purchase Order

127

Company

GOB Purchasing Company 5 (9002)

Buyer

Ronald White

Purchase Order Date

10/25/2020

Vendor

MS SYSTEMS INC. (7)

Purchase From Location

Total

94.00 BBD

Ship To Location

Government Procurement Department Stores (GPDS)

Reference 1

Status

Unreleased

Delivery Date

10/26/2020

Reference 2

Lines

	Line	Item	Description	Quantity	UOM	Unit Cost	Cost Option	Total
<input type="checkbox"/>	1	20134100.1	Computer tables	1	EA	80.00	Cost Required	80.00

Encumbrances

	System	Document Origination	Document Info	Ledger Entity	Account	Project	Cost Center	Grants	Transaction...	Currency Code	Amount For ...	Period End Date	Status
<input type="checkbox"/>	PO	PurchaseOrderLineDistribution	9002, 127, 1, 1	9002	6210107106		0206		94.00 BBD		0.00	10/31/2020	Unreleased

FIGURE 10

Purchase Order Detail												Issue Draft		<input checked="" type="checkbox"/> Cancel Purchase Order	<input type="checkbox"/> Save	<input type="button" value="Refresh"/>	...
Company		Purchase Order		Total		Status		Document									
GOB Purchasing Company 5 (9002)		127		94.00 BBD		Printed		10/25/2020 5:26:59 AM				<a href="#">View</a>					
Main	Lines	Header Details		Addresses	Totals	Line Defaults	Retainage	Add On Charges	Comments	Vendor Information	Approval History	Issues And Acknowledgements		User Fields			

FIGURE 11



# Government of Barbados

## PURCHASE ORDER

24 - IMD - 0

2020-07-22

Vendor	Ship To	Bill To
S - H. N. ROGERS (STATIONERY) LIMITED Cheapside Road  MI	0202 - Immigration Department Princess Alice Highway  MI	
Freight Terms	Terms	Ship Via
Not Applicable		

Lines							
Line	Item	Vendor Item	Deliver Date	Quantity	UOM	Unit Cost	Extended Amount
1	18424000-7-M - Rubber Gloves - Medium	18424000-7-M	July 22, 2020	30	PR	12.00	423.000
Comments							

Refer All Inquiries To		
Name	Phone Number	Email Address
Arthur, Mario		cloudp@gob.bb

PO Tax Total	63.00
PO Amount	360.00
PO Total = BBD	423.00

Comments

**Purchase Order Number must be quoted on all Bills/Invoices**

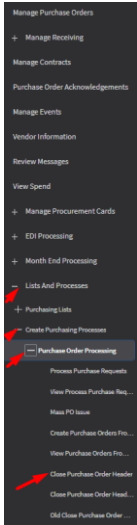
\_\_\_\_\_  
Authorized Signature/Head of Department

## Closing Purchase Order Header

### The steps are as follows:

Purchasing Manager (Actor):

Lists and Processes > Create Purchasing Processes > Purchase Order Processing > Close Purchase Order Header



Or

Month End Processing > Close Purchase Order Header

**Buyer:**

Lists and Processes > Create Purchasing Processes > Purchase Order Processing > Close Purchase Order Header

**Inventory Manager:**

Processes in Other Systems > Create Purchasing Processes > Purchase Order Processing > Close Purchase Order Header

**Supply Management Processor:**

> Create Purchasing Processes > Purchase Order Processing > Close Purchase Order Header

Or

Purchasing Processing > Month End Processing > Close Purchase Order Header

**Supply Management Viewer:**

Purchasing > Create Purchasing Processes>Purchasing Processing > Purchase Order Processing > Close Purchase Order Header

Or

Purchasing > Month End Processing > Close Purchase Order Header

Close Purchase Order Header

Company

Q<sup>®</sup>

Company Group

Q<sup>®</sup>

From Date

To Date

2/25/2021

Cancel

Schedule

Submit

Close Purchase Order Header

Company

1000

Q<sup>®</sup>

Company Group

GOBCG

Q<sup>®</sup>

From Date

10/1/2020

To Date

10/31/2020

Cancel


Schedule

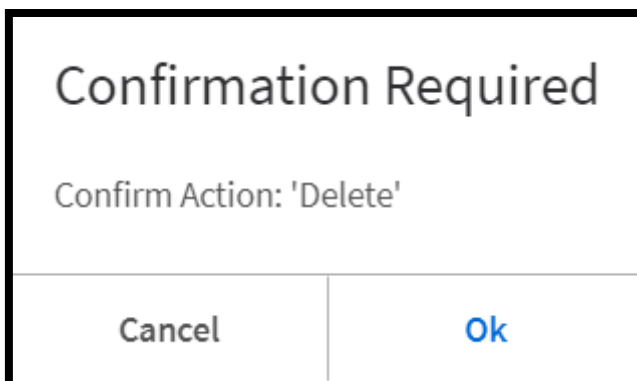
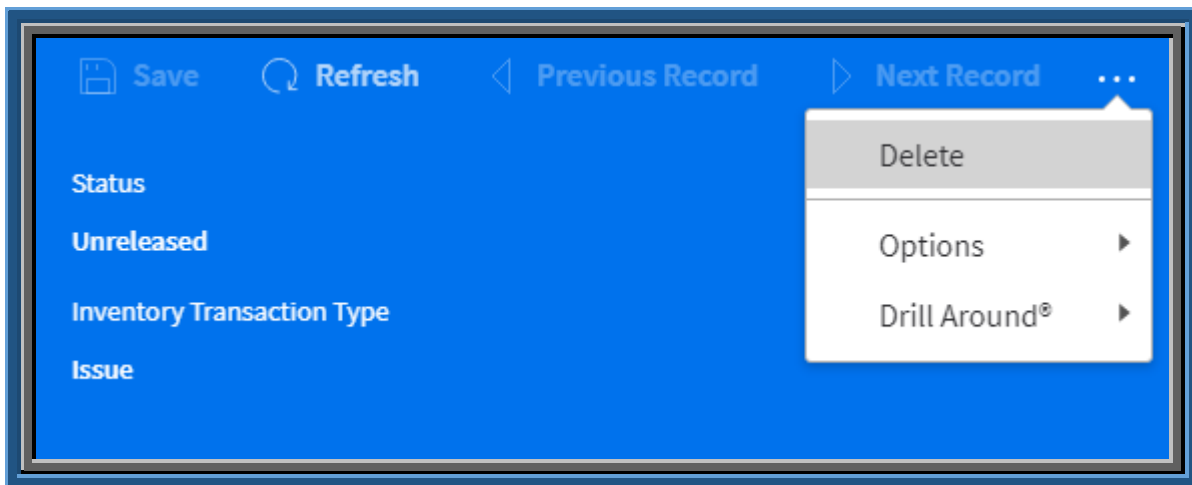
Submit

## Delete a Requisition

### Deleting a Requisition with a Status of Unreleased

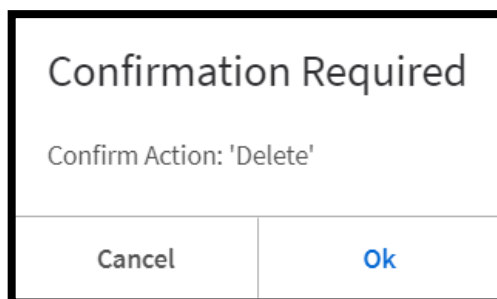
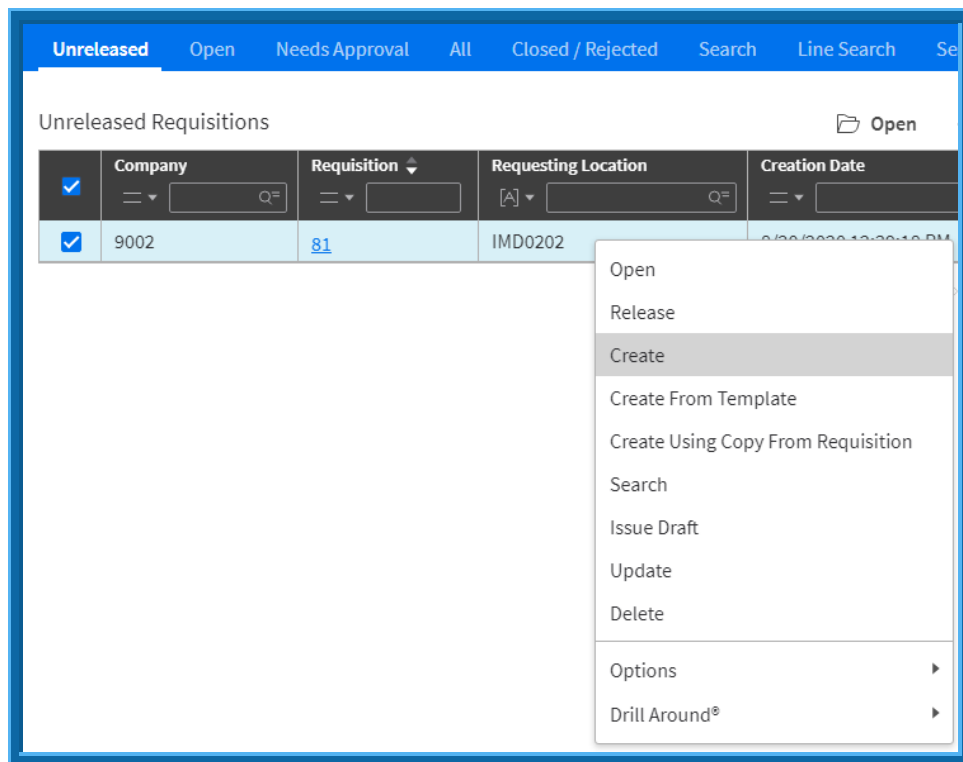
#### Option 1

- Open Requisition
- Select the Ellipsis  and select Delete (Confirmation Required page displays)
- Select Ok



**Option 2**

- Select My requisitions
- Select the requisitions on the Unrelease Tab
- Right Click on the line and select the action Delete (Confirmation Required page displays)
- Select Ok



NB: Items on storeroom requisitions can only be canceled in the warehouse if there is a shipment. Items cannot be cancelled if the items are backordered or not allocated.

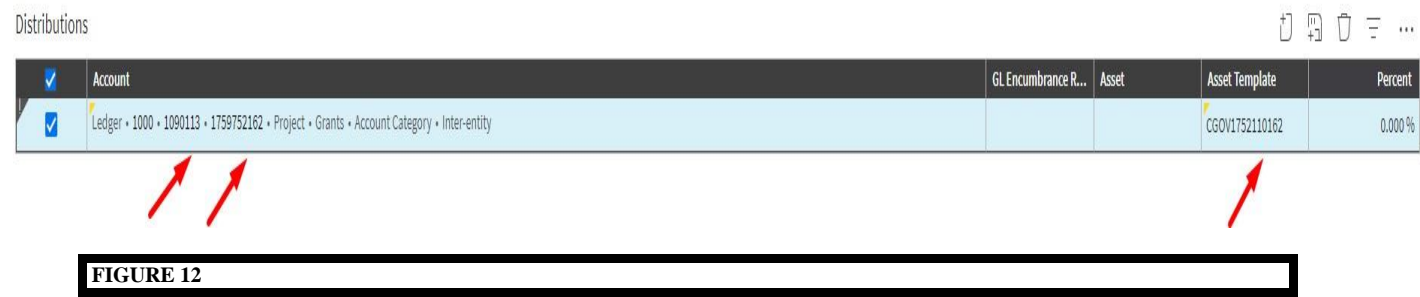


CREATE A REQUISITION OR PURCHASE ORDER FOR A FIXED ASSET.

To request or buy a Fixed Asset, a **Fixed Asset Template** must be associated with the Document’s line details. The process is the same as creating a Requisition or Purchase Order above.

Include the following for Fixed Assets on the distribution line:

Steps	
1	Select the cost center for your department that has a prefix of <b>109</b> e.g. <b>1090113</b> <u>No longer in use</u> .
2	Select the <b>account</b> with a prefix of <b>1759</b> for the item you wish to purchase, e.g. <i>computer equipment</i> , select <b>1759752162</b>
3	Select the appropriate <b>asset template</b> for the item you are purchasing, e.g. computer equipment, select <b>CGOV1752110162</b> . See <i>Figure 10</i> .

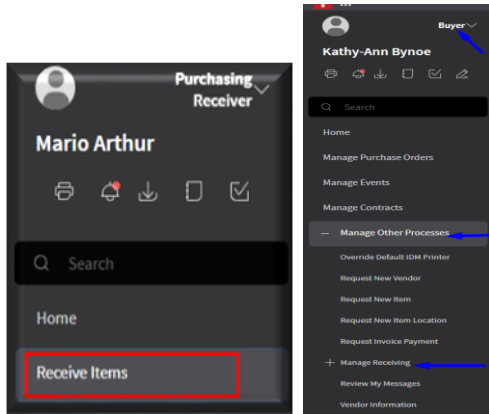


Asset Template	Asset Account	Description
CGOV1751111101	1759751101	Buildings Operational
CGOV1751111105	1759751105	Leasehold Properties
CGOV1751111106	1759751106	Air Conditioning Systems
CGOV1751111107	1759751107	Water Supply Systems
CGOV1751111108	1759751108	Elevator Installations
CGOV1751120100	1759751100	Investment Properties
CGOV1752110100	1759752100	Agricultural Equipment
CGOV1752110105	1759752105	Roadworks Equipment
CGOV1752110120	1759752120	Construction Equipment
CGOV1752110130	1759752130	Safety and Security
CGOV1752110140	1759752140	Office Equipment
CGOV1752110151	1759752151	Medical Equipment
CGOV1752110152	1759752152	Dental Equipment
CGOV1752110153	1759752153	Science & Lab Equipment
CGOV1752110161	1759752161	Audio Visual Equipment
CGOV1752110162	1759752162	Computers and Accessories
CGOV1752110163	1759752163	Printing Equipment
CGOV1752110164	1759752164	Geotechnical Equipment
CGOV1752110170	1759752170	Capital Appliance
CGOV1752110900	1759752900	Elec Installation App & Equip
CGOV1753105100	1759753100	Fixtures
CGOV1753105101	1759753101	Furniture
CGOV1753105102	1759753102	Networks
CGOV1755115100	1759755100	Computer Software
CGOV1756120100	1759756100	Motorised Vehicles
CGOV1756120101	1759756101	Motor Cycles
CGOV1756200200	1759756200	Non-motorised Vehicles
CGOV1756300100	1759756300	Water Vessels
CGOV1757125100	1759757100	Walkways Infrastructure
CGOV1757125101	1759757101	Bridges Infrastructure


FIGURE 13

## THE RECEIVING PROCESS

Users performing this duty have the Security Role “Purchasing Receiver” and/or Buyer as seen below.



Receive all items or to partially receive items:

1. Navigate to the **Purchasing Receiver Role**. The **Manage Purchase Order Receipts** page opens.
2. Select **Receive Items**.
3. Select **Create** . The **Purchase Order Receipt Form** opens.
4. Enter <**your company**> in the Company Field. **Please Search.**
5. Enter<**Purchase Order Number**>.
6. Select the Date, Time Received
7. Select Received Location.

8. Select Carrier (Overseas POs Only)
9. Enter Bill of Lading (Overseas POs Only)
10. Enter Tracking Number and Labels (Overseas POs Only)
11. Select Submit. The **Purchase Order Receipt Detail** Page opens. **See Figure 9.**
12. Enter the Received Quantity as shown in Figure 9.
13. Save the transaction.
14. Select Release.

This is the end of the Receiving Process. See relevant Screen shots below.

Manage Purchase Order Receipts										
Unreleased Released Ready To Archive Drop Ship Archived / Closed All Search Audit History Line Audit History										
Unreleased Purchase Order Receipts										
Create Create Receive All Open Search ...										
	Company	Receiver	Purchase Order	PO Release	PO Code	Buyer	Buyer Name	Date	Vendor	Vendor Name
<input type="checkbox"/>	9002	15	26		GPD	202717	Hazel, Lisa	7/31/2020 10:30:20 AM	3	CARIBBEAN INDUST
<input type="checkbox"/>	28	18	14			202714	Jackson, Michael	8/19/2020 9:56:43 AM	2	LIONEL C HILL SUPE
<input type="checkbox"/>	28	17	19		IMD	202723	Arthur, Mario	8/19/2020 9:55:56 AM	3	CARIBBEAN INDUST

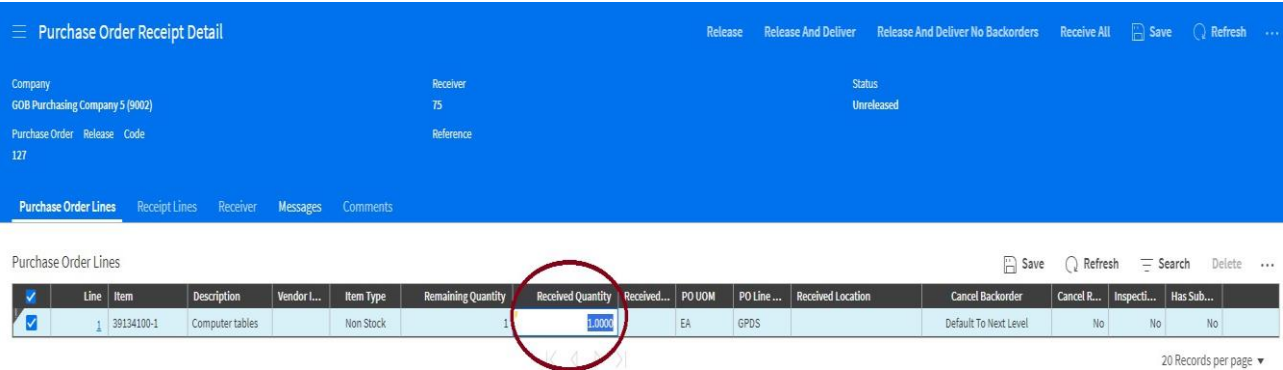


FIGURE 14

Receipt adjustment can be used in any of the following scenarios:

- E.g. - Here is the **receipt**

Line 1 should have received 2 – **Here is the receipt adjustment**

**Receipt Adjustment Entry**

3- The original receipt number

Company: 10 Governor General  
Receiver: 57  
Reference Number:  
Status: Unreleased  
Adjustment Date: 11/9/2021 7:18:48 AM  
Adjustment Reference Number:  
Adjustment Document Number:

Lines Receiver Comments

Vendor	Purchase From
7 - MS SYSTEMS INC.	
Buyer Email Address	PO Number Company
Tracia Phillips tracia.phillips@barbados.gov.bb	73 10
Date and Time Received	
11/9/2021 7:12:07 AM	
Bill of Lading	
Freight Term	
NA - Not Applicable	

Create  
PO Receipt Adjustment And Inspection created

Go to the line(s) and make adjustment(s) to the appropriate lines

**Receipt Adjustment Entry**

Company: Governor General (10)  
Adjustment Date: 11/9/2021 7:18:48 AM

Receiver: 57  
Reference Number: [Blank]  
Adjustment Reference Number: [Blank]

Status: Unreleased  
Adjustment Document Number: 2

**Lines** | Receiver | Comments

Lines

	Line	Item	Item Details	Current Receiv...	Adjustment Qu...	Received UOM
<input type="checkbox"/>	1	18141000-9	Work Gloves	1.0000	0.0000	EA
<input type="checkbox"/>	2	39224100-9	Broom	4.0000	0.0000	EA
<input type="checkbox"/>	3	24455000-8	Disinfectant	2.0000	0.0000	CS
<input type="checkbox"/>	4	39224320-7-MOP	Mop	1.0000	0.0000	EA
<input type="checkbox"/>	5	39224330-0-ID00196	MOP BUCKET - GALVANISE	1.0000	0.0000	EA

Line 1 shows Quantity of 1 received you want to show receipt of a quantity of 2

**Receipt Adjustment Entry**

Company: Governor General (10)  
Adjustment Date: 11/9/2021 7:18:48 AM

Receiver: 57  
Reference Number: [Blank]  
Adjustment Reference Number: [Blank]

Status: Unreleased  
Adjustment Document Number: 2

**Lines** | Receiver | Comments

Lines

	Line	Item	Item Details	Current Received Q...	Adjustment Quantity	Received UOM
<input checked="" type="checkbox"/>	1	18141000-9	Work Gloves	1.0000	1.0000	EA
<input type="checkbox"/>	2	39224100-9	Broom	4.0000	0.0000	EA
<input type="checkbox"/>	3	24455000-8	Disinfectant	2.0000	0.0000	CS
<input type="checkbox"/>	4	39224320-7-MOP	Mop	1.0000	0.0000	EA
<input type="checkbox"/>	5	39224330-0-ID00196	MOP BUCKET - GALVANISE	1.0000	0.0000	EA

**Receipt Adjustment Entry**

Company: Governor General (10)    Receiver: 57    Reference Number:    Status: Unreleased  
 Adjustment Date: 11/9/2021 7:18:48 AM    Adjustment Reference Number:    Adjustment Document Number: 2

**Lines**    Receiver    Comments

Line	Item	Item Details	Current Received Q...	Adjustment Quantity	Received UOM
1	18141000-9	Work Gloves	1.0000	1.0000	EA
2	39224100-9	Broom	4.0000	0.0000	EA
3	24455000-8	Disinfectant	2.0000	0.0000	CS
4	39224320-7-MOP	Mop	1.0000	0.0000	EA
5	39224330-0-ID00196	MOP BUCKET - GALVANISE	1.0000	0.0000	EA

**Receipt Adjustment Entry**

Company: Governor General (10)    Receiver: 57    Reference Number:    Status: Released  
 Adjustment Date: 11/9/2021 7:18:48 AM    Adjustment Reference Number:    Adjustment Document Number: 2

**Lines**    Receiver    Comments

Line	Item	Item Details	Current Received Q...	Adjustment Quantity	Received UOM
1	18141000-9	Work Gloves	2.0000	1.0000	EA
2	39224100-9	Broom	4.0000	0.0000	EA
3	24455000-8	Disinfectant	2.0000	0.0000	CS
4	39224320-7-MOP	Mop	1.0000	0.0000	EA
5	39224330-0-ID00196	MOP BUCKET - GALVANISE	1.0000	0.0000	EA

Line 3 should have received zero quantity. Therefore entered an adjustment quantity of -2

**Receipt Adjustment Entry**

Company: Governor General (10)    Receiver: 57    Reference Number:    Status: Unreleased  
 Adjustment Date: 11/9/2021 9:12:02 AM    Adjustment Reference Number:    Adjustment Document Number: 3

**Lines**    Receiver    Comments

Line	Item	Item Details	Current Received Q...	Adjustment Quantity	Received UOM
1	18141000-9	Work Gloves	2.0000	0.0000	EA
2	39224100-9	Broom	4.0000	0.0000	EA
3	24455000-8	Disinfectant	2.0000	-2.0000	CS
4	39224320-7-MOP	Mop	1.0000	0.0000	EA
5	39224330-0-ID00196	MOP BUCKET - GALVANISE	1.0000	0.0000	EA

Always remember to release your adjusted receipt or it will not reduce the quantity on your purchase Order.



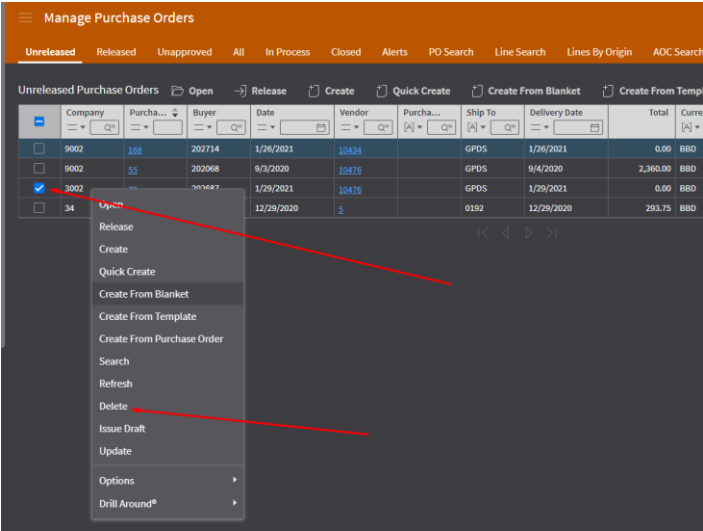
# CANCELING OR DELETING A PURCHASE ORDER

You can cancel remaining quantities on multiple lines or delete multiple Purchase Orders or Purchase Order lines.

Steps	Purchase Order Tab	
1	Sign in as Buyer	
2	Select the Manage Purchase Order	
3	Open the Purchase Orders or Lines you want to cancel or delete	
	3.1	On the Released tab, right-click a purchase Order record and select Cancel Purchase Order

## To Delete an Individual Purchase Order

Right Click a purchase order record from tab (Unreleased)



Click/Select Delete

To Cancel or Delete Purchase Order Lines

Open a Purchase Order and select the Lines tab.

Purchase Order Detail

Issue DraftIssue FinalSaveRefreshPrevious RecordNext Record...

Company

Ministry of Education, Technological and Vocational Training (87)

Purchase Order

47

Revision

1

Total

64.63

BBD

Status

Released revision

Document

MainLinesHeader DetailsAddressesTotalsLine DefaultsRetainageAdd On ChargesCommentsVendor InformationApproval HistoryIssues And AcknowledgementsUser Fields

Purchase Order Lines

	Line	Item	Description	Vendor Item	Item T...	Service Code	Quantity	UOM	Unit C...	Quantity	Unit C...	UOM	Delivery D...	Ship To
<input checked="" type="checkbox"/>	1	182221300-7	RAINCOATS	182221300-7	Non Stock	Not A Service Item	2	EA	20.00	2	20.00	EA	10/6/2020	0650
<input type="checkbox"/>	2	44424200-0-M1	Masking Tape - 1"	44424200-0-M1	Non Stock	Not A Service Item	1	EA	15.00	1	15.00	EA	10/6/2020	0050

Copy Row

Cancel Line

Replace Item

Update

Options

Drill Around\*

Select one or more lines select ellipses.

Cancel Line.

## Searching for Purchase Order Lines with Open to Receive Status

Buyer Role :

1. Select Manage Purchase Orders → Line Search tab.
2. Verify that Open To Receive is available.
3. Select Yes

The screenshot shows the Infor CSF 4 UX interface. On the left, the user profile is Kathy-Ann Bynoe, Buyer. The main area is titled 'Manage Purchase Orders'. The 'Line Search' tab is selected. The search criteria include Company, Vendor, Ship To Location, Item, Vendor Item, Item Description, GTIN, Contract, Manufacturer, Manufacturer Number, Quantity, Buyer, From Early Delivery Date, To Early Delivery Date, Major Purchasing Class, Minor Purchasing Class, Item Type, Status, Received Not Invoiced, and Open To Receive. The 'Open To Receive' dropdown is set to 'Select Yes'.

**\*\*You can narrow your search by entering the Company, and ship to location.**

The screenshot shows the 'Manage Purchase Orders' screen with the 'Line Search' tab selected. The search criteria are filled in: Company (34), Vendor ( ), Ship To Location (0113), Item ( ), Vendor Item ( ), Item Description ( ), GTIN ( ), Contract ( ), Manufacturer ( ), Manufacturer Number ( ), Quantity ( ), Buyer ( ), From Early Delivery Date ( ), To Early Delivery Date ( ), Major Purchasing Class ( ), Minor Purchasing Class ( ), Item Type ( ), Status ( ), Received Not Invoiced ( ), and Open To Receive (Yes). The 'Search' button is highlighted.