Buying

Introduction to Buying Module

The Buying module in DellSuite is designed to manage procurement processes and optimise supplier relationships.

- **Requests for Quotation (RFQs)**: Evaluate quotations from suppliers to make informed purchasing decisions.
- **Supplier Management**: Maintain detailed records of suppliers, including contact details, terms, and performance metrics.
- **Purchase Orders**: Create and track purchase orders to ensure timely and accurate order fulfillment.
- **Purchase Invoices**: Process and manage invoices from suppliers, including payment handling.
- **Stock Management**: Update inventory levels and manage stock replenishment.

The Buying module helps businesses streamline their procurement activities, control purchasing costs, and strengthen supplier relationships.

Supplier Essentials

In DellSuite, supplier doctypes refer to the types of documents or records associated with managing suppliers within the system. By utilizing supplier doctypes effectively, businesses can streamline their supplier management processes, maintain accurate records, and ensure timely and efficient procurement operations.

Supplier Group

Supplier Group is an aggregation of suppliers that are similar in some way.

A supplier may be distinguished from a contractor or subcontractor, who commonly adds specialized input to deliverables. A supplier is also known as a vendor. There are different types of suppliers based on the goods and products they supply.

DellSuite allows you to create your own categories of suppliers. These categories are known as Supplier Groups. For example, if your suppliers are mainly pharmaceutical companies and FMCG distributors, you can create a new Supplier Groups for them and name the groups accordingly.

To access Supplier Group, go to:

```
Home Buying > Supplier > Supplier Group
```

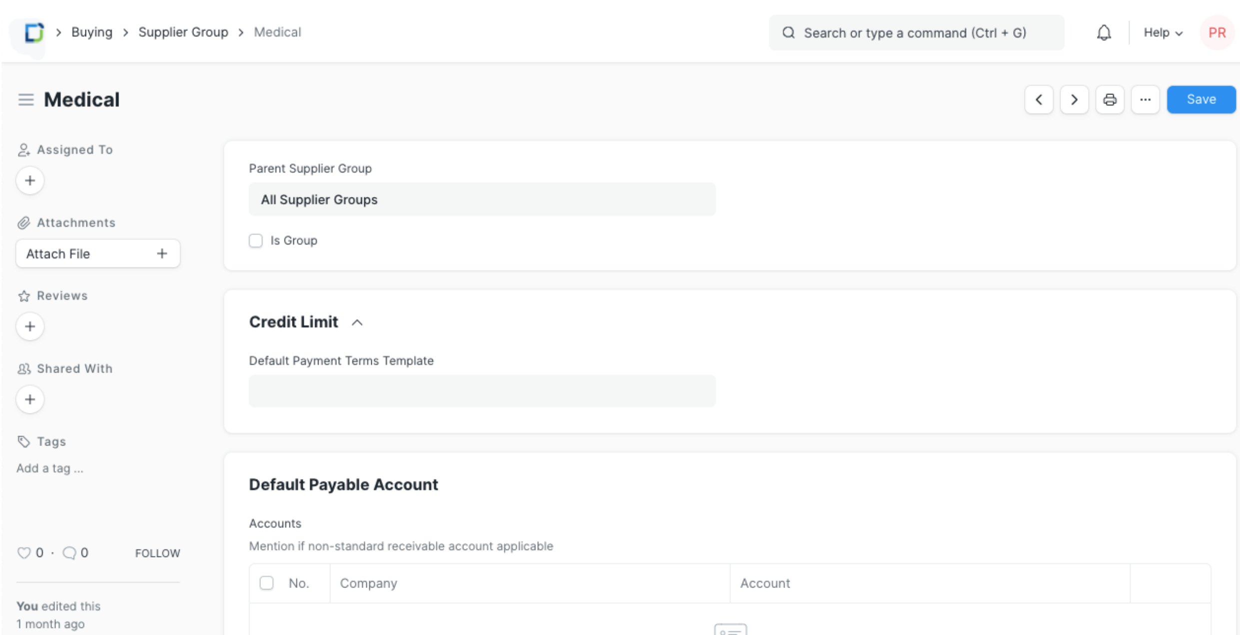
1. Prerequisites

Before creating and using a Supplier Group, it is advised that you create the following first:

- Supplier

2. How to create a Supplier Group

1. Go to the Supplier Group list, click on New.
2. Type a name for your new Supplier Category.
3. You can set a Parent Supplier Group for this Supplier Group.
4. Ticking the Is Group checkbox will make it a Parent Supplier Group.
5. You can also assign a default Payment Terms Template to the Supplier Group. Useful in a case where all your hardware suppliers take half payment on sales order and half post shipment.
6. Save.



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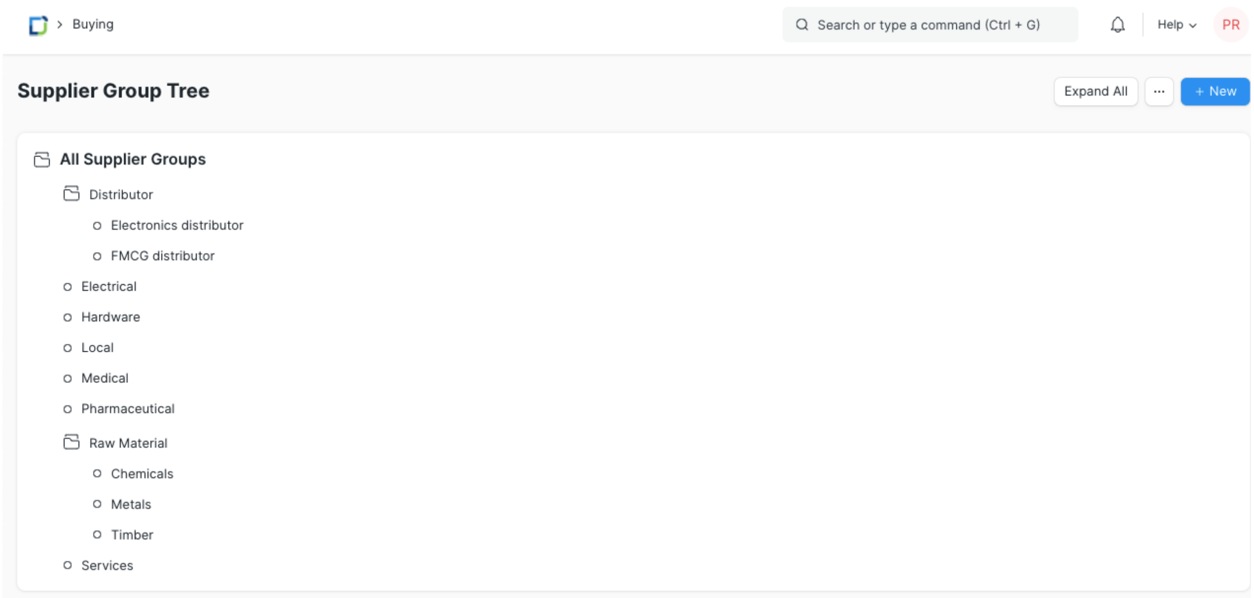
You can classify your suppliers from a range of choices available in DellSuite. Choose from a set of given options like Distributor, Electrical, Hardware, Local, Pharmaceutical, Raw Material, Services etc. Classifying your supplier into different types facilitates accounting and payments.

3. Supplier Group Tree

You can also construct Supplier Group in the form of a tree hierarchy, similar to Chart of Accounts.

To view the Tree structure, click on **Tree** from the sidebar. To go back to the list view, simply select: **Menu > View List**.



With the new User Permissions in place, you can now apply hierarchy based permissions. That is, if a User is permitted to view parent node of Supplier Group, he/she automatically qualifies to view the child nodes of that parent node.

For example, in the above image, let's say that user permission is applied for a User to view 'Distributor' document. Then the user also gets permitted to view its child nodes 'Book Distributor', 'Electronic Distributor', etc.

Supplier

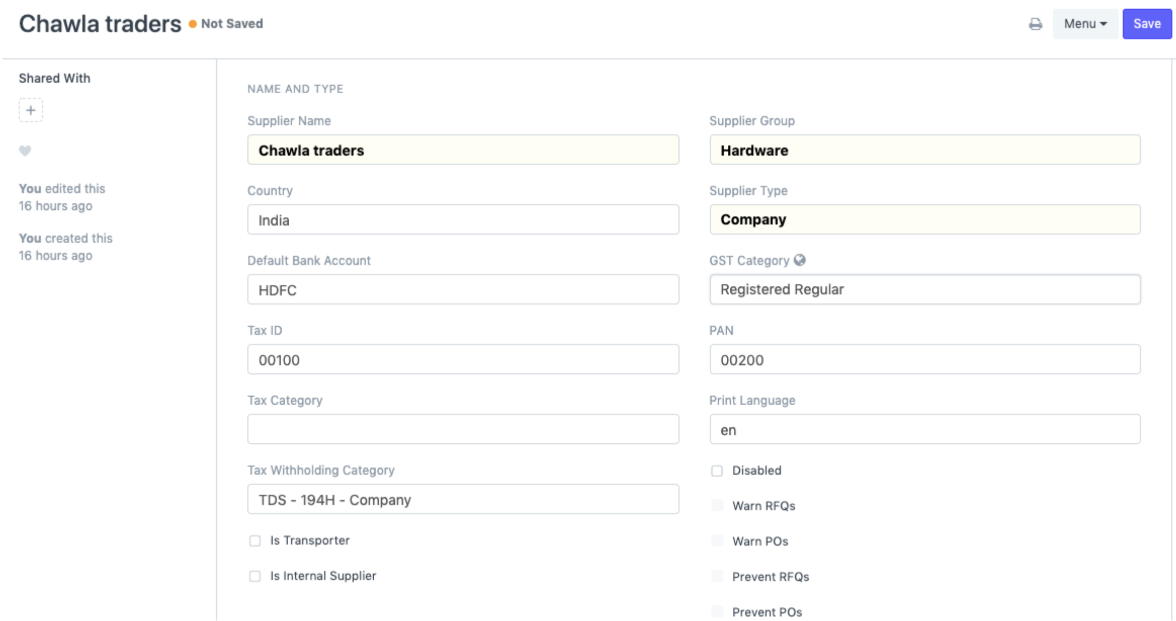
Suppliers are companies or individuals who provide you with products or services.

To access the Supplier list, go to: > Home > Buying > Supplier > Supplier

1. How to create a Supplier

1. Go to the Supplier list and click on New.
2. Enter a name for the supplier.
3. Select the supplier group whether Pharmaceutical, Hardware etc.

4. Save.



The options to Warn RFQs, POs, Prevent RFQs, POs will be available once you create a Supplier Scorecard and transactions are made.

2. Features

Fields in future transactions will be auto-populated if the 'Default' fields like Default Bank Account, Default Payment Terms Template etc., are set in Supplier.

2.1 Tax details

- **Country**: If the supplier is from another country, you can change it here.
- **Tax ID**: Tax identification number of the supplier.
- **Tax Category**: This is linked to Tax Rule. If a Tax Category is set here, when you select this supplier, the respective Purchase Tax and Charges template will be applied. This template is linked to the Tax Rule and the Tax Rule is linked with a Tax Category. Tax Category can be used to group suppliers to whom same tax will be applied. For example: Government, commercial, etc,.
- **Print Language**: The language in which the document will be printed.
- **Tax Withholding Category**: For India, TDS category for the Supplier. On setting a category here, it will be fetched into the Purchase Invoice. For more information, visit the Tax Withholding Category page.
- **Disabled**: Disables the Supplier and they won't be shown in the Supplier List.
- **Is Transporter**: If the supplier is selling your transport services, tick this box. 'GST Transporter ID' field will be visible if this field is ticked.

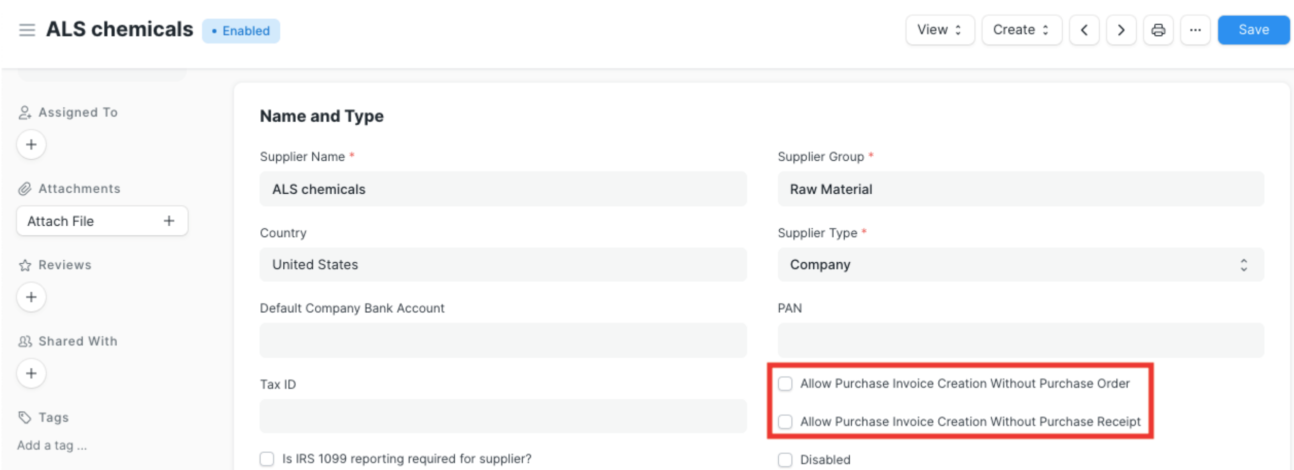
- **Internal Supplier**: If the supplier is from a sister or parent/child company, tick this field and select the company which they represent.

For India:

- **GST Category**: Select a GST Category of the supplier.
- **PAN**: For India, PAN (Permanent Account Number) card details of the Supplier.

2.2 Allow creation of Purchase Invoice without Purchase Order and Purchase Receipt

If the "Purchase Order Required" or "Purchase Receipt Required" option is configured as "Yes" in Buying Settings, it can be overridden for a particular supplier by enabling the "Allow Purchase Invoice Creation Without Purchase Order" or "Allow Purchase Invoice Creation Without Purchase Receipt" in the Supplier Master.



2.3 Currency and Price List

Billing Currency: Your supplier's currency can be different from your company currency. If you choose JPY for a supplier, then the currency will be filled as JPY and the exchange rate shown for future purchase transactions.

Each Supplier can have a default **Price List** so that every time you buy a new item from this supplier for different prices, the price list associated with the supplier would be updated as well. Under the price list comes item price, you can see the prices in Buying > Items and Pricing > Item Price.

If you select this particular supplier, then the associated Price List will be fetched in Purchase transactions.

2.4 Payment Terms and Block Supplier

- **Default Payment Terms Template**: If a Payment Terms template is set here, it'll be automatically selected for future purchase transactions.
- **Block Supplier**: You can block invoices, payments or both from a supplier till specific date. Choose 'Hold Type', if you do not select a hold type, DellSuite will set it to "All". When a supplier is blocked, their status will be shown as 'On Hold'.

The hold types are as follows:

+ Invoices: DellSuite will not allow Purchase Invoices or Purchase Orders to be created for the supplier

+ Payments: DellSuite will not allow Payment Entries to be created for the Supplier

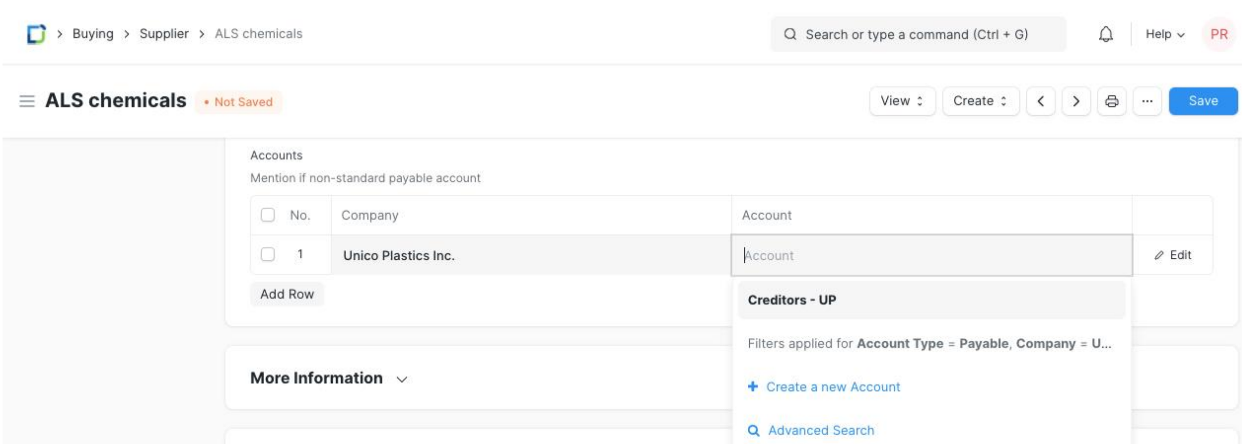
+ All: DellSuite will apply both hold types aboveIf you do not set a release date, DellSuite will hold the Supplier **indefinitely**.

2.5 Default Payable Accounts

Add the default account from which invoices against this supplier will be paid. Add additional rows for more companies, you can select only one account per company.

You can **integrate** a supplier with an account. For all Suppliers, "Creditor" account is set as the default payable Account. When Purchase Invoice is created, payable towards the supplier is booked against "Creditors" account.

If you want to customize payable account for the Supplier, you should first add a payable Account in the Chart of Account, and then select that Payable Account in the Supplier master.



If you don't want to customize payable account, and proceed with default payable account "Creditor", then do not update any value in the Default Supplier Account's table.

Tip: Default Payable Account is set in the Company master. If you want to set another account as Account as default for payable instead of Creditors Account, go to Company master, and set that account as "Default Payable Account".

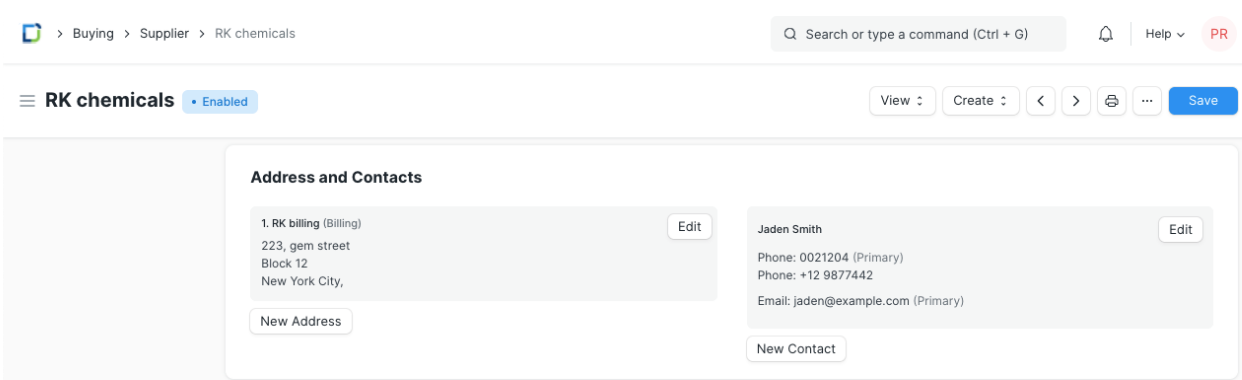
Depending on your plan, you can add multiple companies in your DellSuite instance. One Supplier can be used across multiple companies. In this case, you should define Company-wise Payable Account for the Supplier in the "Default Payable Accounts" table, i.e, add multiple rows.

2.6 More Information

You can add the supplier's website and any additional details about your supplier in this section. If you freeze a supplier with the 'Is Frozen' option, accounting entries for the supplier will be frozen. In this case the only user whose entries will surpass the 'freeze' is the role assigned in 'Role Allowed to Set Frozen Accounts & Edit Frozen Entries' in Accounting > Settings > Accounts Settings. This is useful when the supplier's name or bank details are being amended.

2.7 Address and Contacts

Contacts and Addresses in DellSuite are stored separately so that you can create multiple Contacts and Addresses for one Supplier. Once Supplier is saved, you will find the option to create Contact and Address for that Supplier.



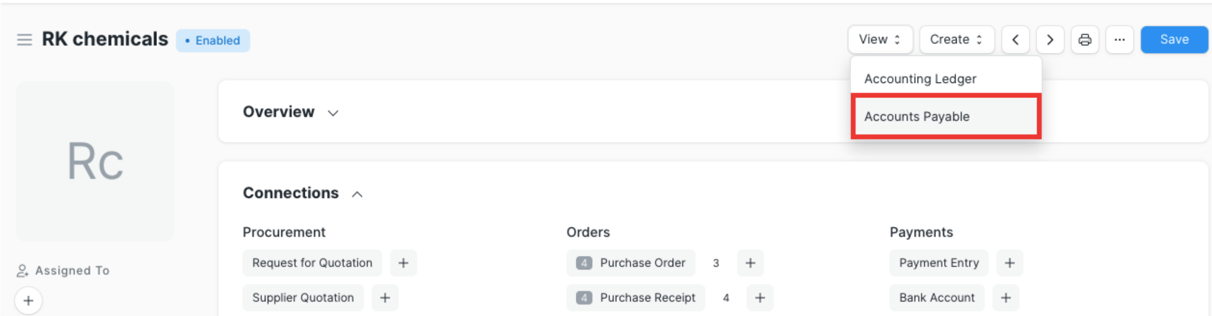
Tip: When you select a Supplier in any transaction, Contact for which "Is Primary" field id checked, it will auto-fetch with the Supplier details.

2.8 After saving

Once all the necessary details are filled, save the document. On saving, options to create the following will be seen in the Dashboard:

- **Request for Quotation**: An RFQ against this supplier.
- **Supplier Quotation**: Any quotations that the supplier has sent you and you have submitted into the system.
- **Purchase Order**: Purchase Orders you've made against this supplier.

- **Purchase Receipt**: Purchase receipts given by this supplier that you've saved in the system.
- **Purchase Invoice**: Purchase Invoices you've made against this supplier.
- **Payment Entry**: Payment Entries for the Purchase Invoices against this supplier.
- **Pricing Rule**: Any Pricing Rules linked with this supplier. See section *2.2 Currency and Price List* to know how it works.



By clicking on the View button, you can view the Accounting Ledger or Accounts Payable directly for this supplier.

There's a button to 'Send GST Update Reminder' to the supplier. You need to have a default email account setup first.

Purchase Transactions

Purchase transactions in DellSuite encompass the various activities involved in acquiring goods or services from suppliers.

These transactions typically include creating purchase orders to specify the items or services needed, receiving goods against these orders to update inventory levels, and processing purchase invoices for payment. Additionally, DellSuite facilitates communication with suppliers, tracks purchase history, and integrates with accounting modules for seamless financial management.

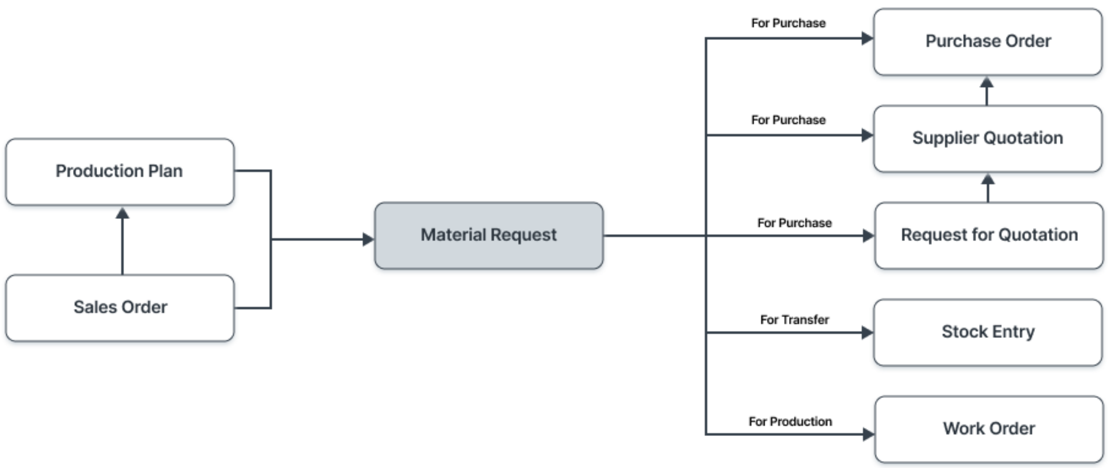
Material Request

A Material Request is a simple document identifying a requirement of a set of Items (products or services) for a particular reason.

A Material Request can have the following purposes:

- **Purchase**: If the material being requested is to be purchased.
- **Material Transfer**: If the material being requested is to be shifted from one Warehouse to another.

- **Material Issue**: If the material being requested is to be Issued for some purpose like manufacturing.
- **Manufacture:** If the material being requested is to be produced.
- **Subcontracting:** If the material being requested is to be subcontracted to a vendor.
- **Customer Provided**: If the material being requested is to be provided by Customer. To know more about this, visit the Customer Provided Item page.

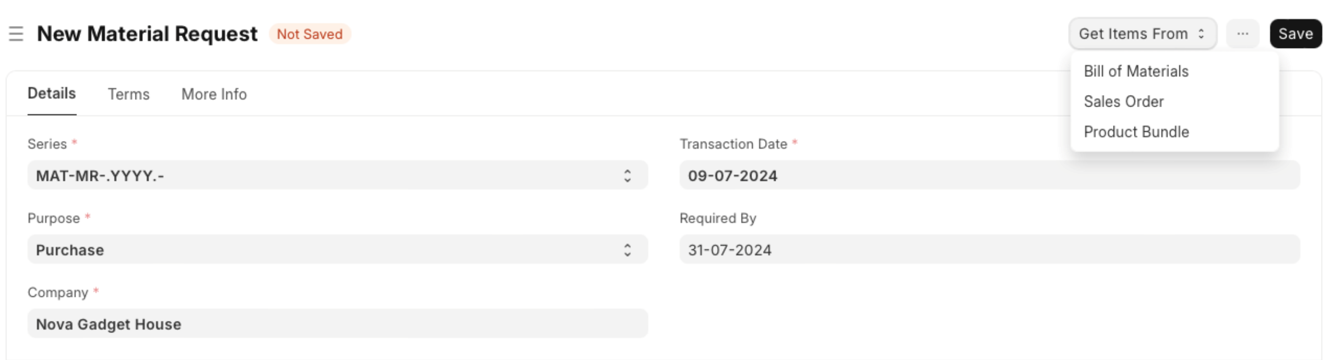


To access the Material Request list, go to:

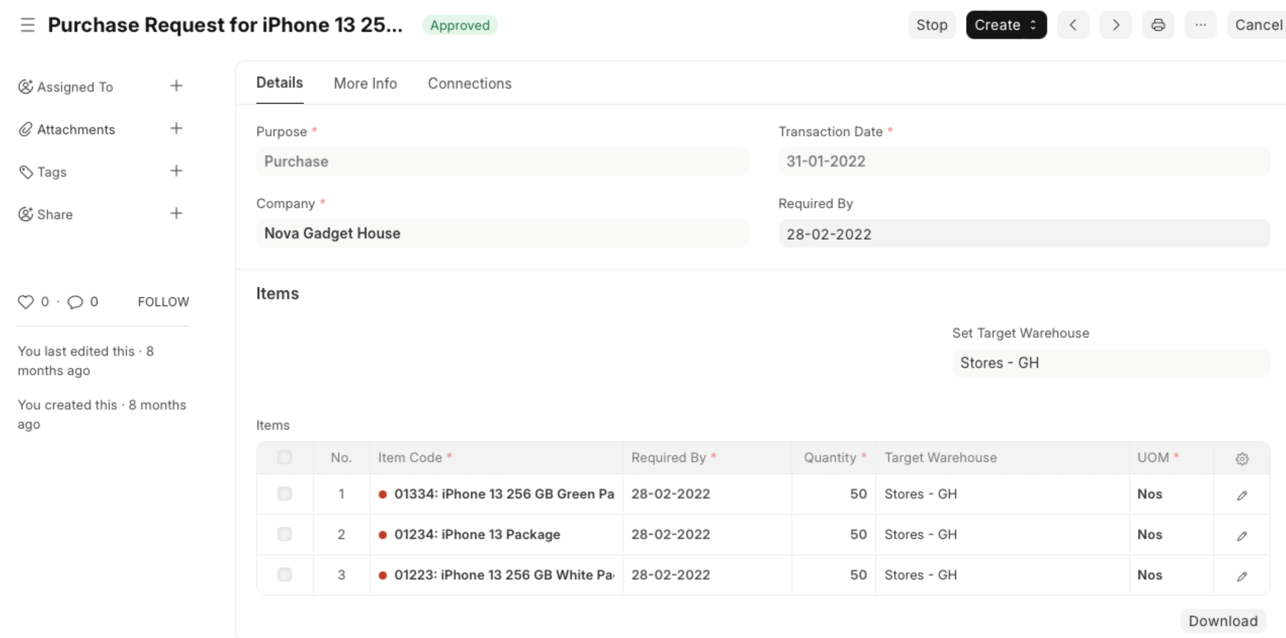
Home > Stock > Stock Transactions > Material Request

1. How to create a Material Request

1. Go to the Material Request list, click on Add Material Request.
2. Enter the Required By date.
3. Select the appropriate purpose from the list.
4. You can fetch Items from a BOM, Sales Order, or Product Bundle.



5. Select the Item and set the quantity. 6. Select the Warehouse for which Items are required. 7. You can change the Required By date for individual Items in this table. 8. Save and Submit.



1.1 Alternate ways of creating a Material Request

A Material Request can be generated automatically:

- From a Sales Order. While creating MR, user can choose to ignore or include Projected Quantity. Accordingly, Sales Order Items are fetched to MR.
- When the Projected Quantity of an Item in Stores (Warehouses) reaches a particular level.
- From your a Production Plan to plan your manufacturing activities.

If your Items are inventory items, you must also mention the Warehouse where you expect these Items to be delivered. This helps to keep track of the Projected Quantity for this Item.

Info: Material Request is not mandatory. It is ideal if you have centralized buying so that you can collect this information from various departments.

1.2 Statuses

These are the statuses a Material Request can be in:

- **Draft**: A draft is saved but yet to be submitted to the system.
- **Submitted**: Document is submitted to the system.
- **Stopped**: If no more materials are needed the Material Request can be stopped.
- **Canceled**: The materials are not needed at all and the request is canceled.
- **Pending**: The Purchase/Manufacture is pending to complete the Material Request.

- **Partially Ordered**: Purchase Orders for some Items from the Material Request are made and some are pending.
- **Ordered**: All Items in the Material Request are ordered via Purchase Orders.
- **Issued**: The materials are issued using a Material Issue Stock Entry.
- **Transferred**: The required materials are transferred from one Warehouse to another using a Stock Entry.
- **Received**: The materials were ordered and have been received at your Warehouse using a Purchase Receipt.

2. Features

2.1 Items table

- **Barcode**: You can track Items using barcodes.
- The Item Code, name, description, Image, and Manufacturer will be fetched from the Item master.
- **Scan Barcode**: You can add Items in the Items table by scanning their barcodes if you have a barcode scanner. Read documentation for tracking items using barcode to know more.
- The UoM, Conversion Factor, and Amount will be fetched. You change the Warehouse for which the material is being requested.
- Accounting details like Expense Account and Accounting Dimensions can be set for the Items.
- Page Break will create a page break just before this item when printing.

2.2 Setting Warehouses

- **Set Warehouse**: Optionally, you can set the Warehouse where the requested Items will arrive. This will be fetched into the 'For Warehouse' fields in the Item table rows.

2.3 More Information

In the 'Job Card' and 'Work Order' fields, it sets a reference from where the Material Request was generated.

2.4 Printing Details

Letterhead

You can print your Material Request on your company's letterhead. Read Letter head documentation to learn more.

Print Headings

Material Request headings can also be changed when printing the document. You can do this by selecting a **Print Heading**. To create new Print Headings go to: Home > Settings > Printing > Print Heading. Know more here.

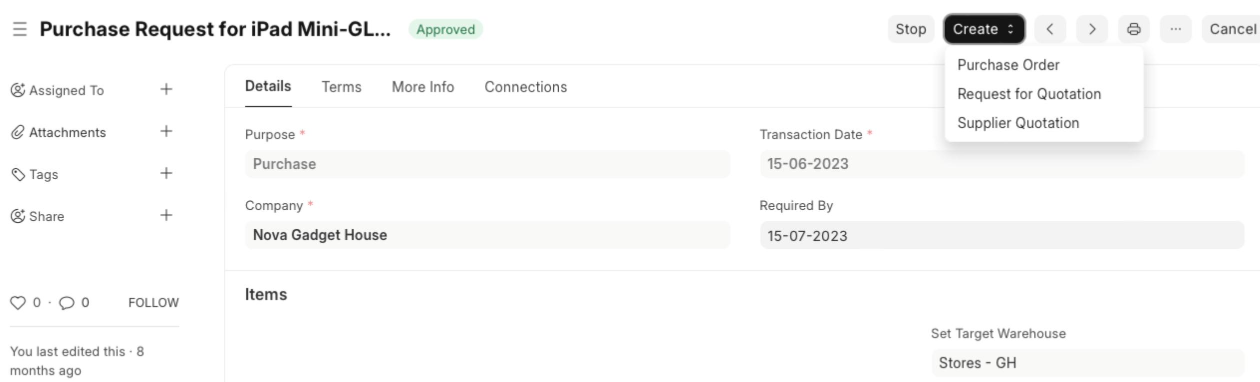
2.5 Terms and Conditions

In Sales/Purchase transactions there might be certain Terms and Conditions based on which the Supplier provides goods or services to the Customer. You can apply the Terms and Conditions to transactions to transactions and they will appear when printing the document. To know about Terms and Conditions, click here

2.6 After Submitting

You can create the following documents:

- Request For Quotation
- Purchase Order
- Supplier Quotation



2.7 Automatically generate Material Requests

Material Requests can be generated automatically by enabling the setting in Stock Settings and setting the level in the Item form. When the stock level dips below a certain quantity, setting a reorder will automatically create material requests for the Item.

Note:

Material Request Purpose "Subcontracting" is newly added and only present in the develop branch of DellSuite. It will be there by default in the next major release i.e v16

A subcontracted Material Request enables the user to create a Subcontracted Purchase Order directly from the Material Request itself after submission.

Purchase Order

A Purchase Order is a binding contract with your Supplier that you promise to buy a set of items under given conditions.

It is similar to a Sales Order but instead of sending it to an external party, you keep it for internal records.

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Home > Buying > Purchasing > Purchase Order
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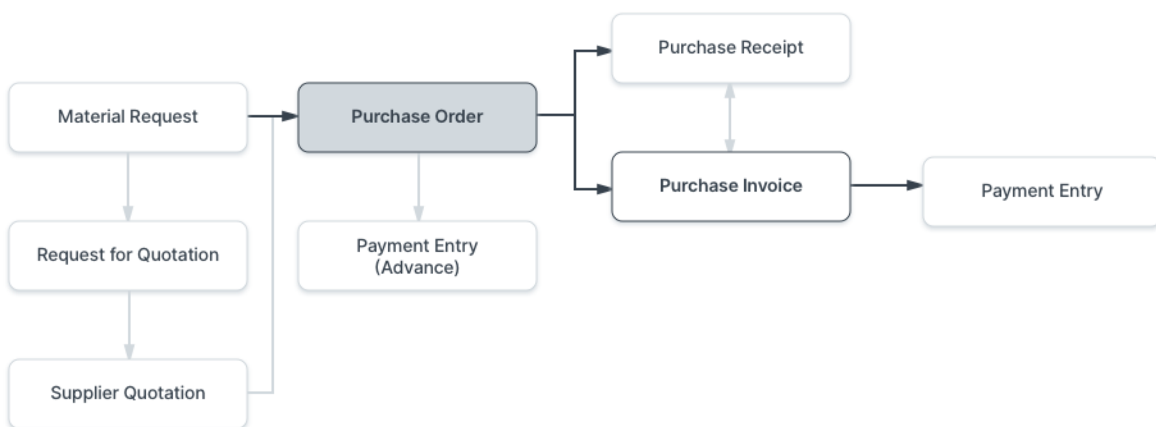


1. Prerequisites

Before creating and using a Purchase Order, it is advised that you create the following first:

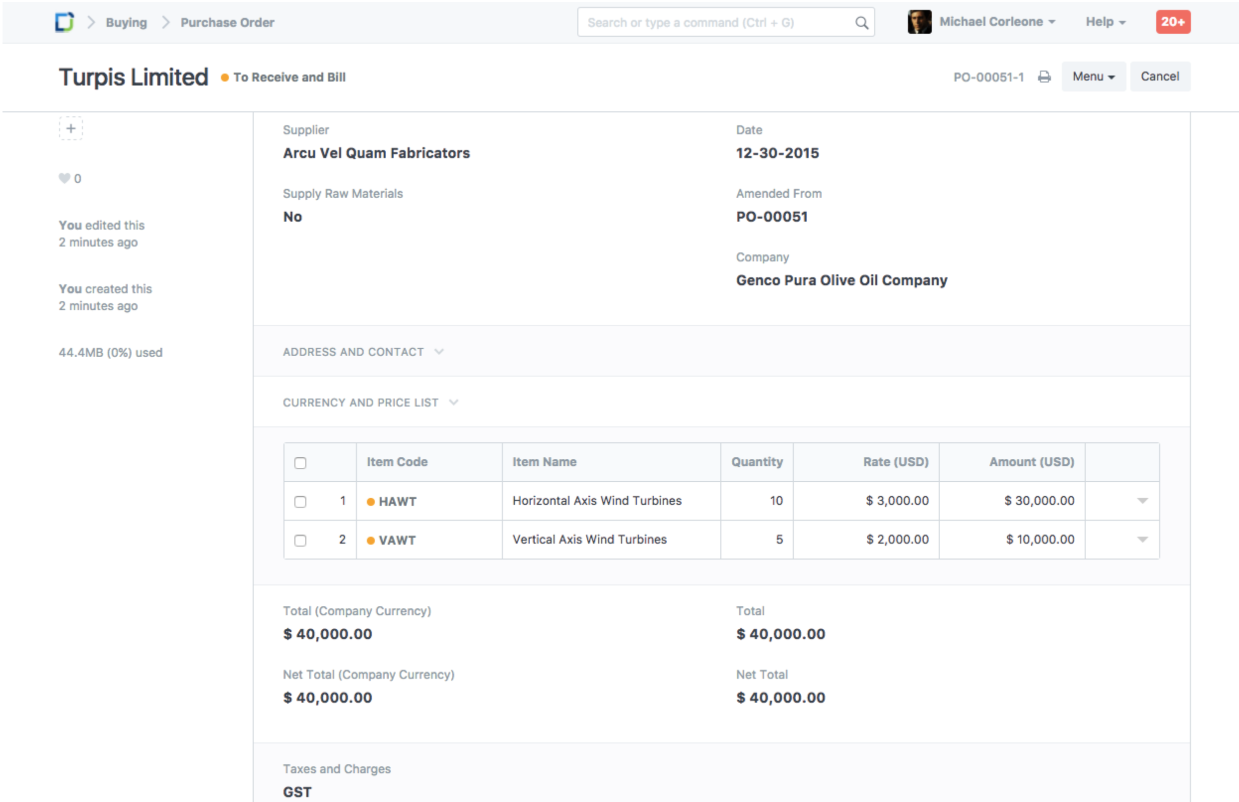
- Supplier
- Item

2. How to create a Purchase Order

A Purchase Order can be automatically created from a Material Request or Supplier Quotation.

1. Go to the Purchase Order list, click on New.
2. Select the Supplier, required by date.
3. In the items table, select the item by code, you can change the required by date for each item.
4. Set the quantity and the price will be fetched automatically if set in the Item master.
5. Set taxes.

6. Save and
   Submit.



2.1 Setting Warehouses

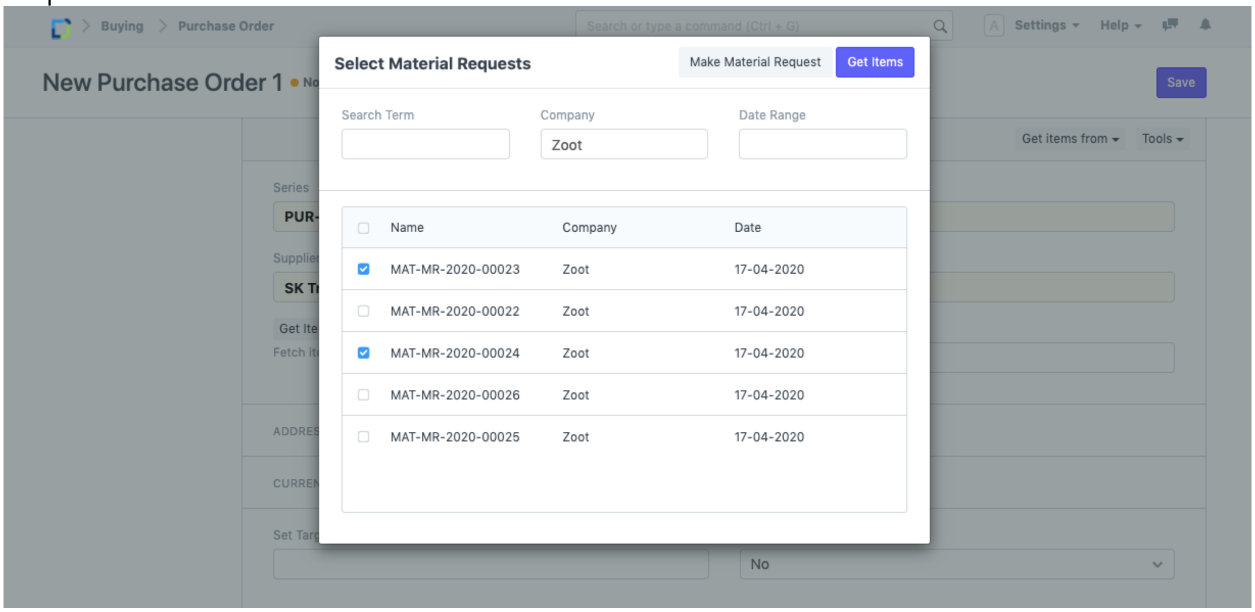
- **Set Target Warehouse**: Optionally, you can set the default target Warehouse where the purchased Items will be delivered. This will be fetched into the Item table rows.

2.2 Fetching Items from Open Material Requests

Items can be fetched into the Purchase Order automatically from open Material Requests. For this to work, the following steps need to be done:

1. Select a Supplier in the Purchase Order.
2. Set default Supplier in the Item form under Item Defaults.
3. A Material Request needs to be present of type 'Purchase'.
4. Click on the **Get Items from open Material Requests** button below the Supplier name. Now a dialog will appear with Material Requests containing Items for which the default Supplier is the same as the one selected in the Purchase Order. On selecting the Material Requests and clicking on **Get Items**, the Items will be fetched from the Material

Requests.



Note: The **Get Items from Open Material Requests** button is visible as long as the Items table is empty.

3. Features

3.1 Address and Contact

- **Select Supplier Address**: The Supplier's billing address.
- **Select Shipping Address**: The Supplier's shipping address from which they'll be sending the items.
- Address, Shipping Address, Contact, Contact Email will be fetched if saved in the Supplier master.

For India:

- **Supplier and Company GSTIN**: The GST Identification Number of your Supplier and your company.
- **Place of Supply**: For GST, Place of Supply is necessary. It consists of the state's name and number.

3.2 Currency and Price List

You can set the currency in which the purchase order is to be stored. If you set a Pricing List, then the item prices will be fetched from that list. Ticking on Ignore Pricing Rule will ignore the Pricing Rules set in Accounts > Pricing Rule.

Read about Price Lists and Multi-Currency Transactions to know more.

3.3 Subcontracting or 'Supply Raw Materials'

Setting 'Supply Raw Materials' option is useful for subcontracting where you provide the raw materials for manufacturing an item. To know more, visit the Subcontracting page.

3.4 The Items table

- **Scan Barcode**: You can add Items in the Items table by scanning their barcodes if you have a barcode scanner. Read documentation for tracking items using barcode to know more.
- **Quantity and Rate**: When you select the Item code, its name, description, and UOM will be fetched. The 'UOM Conversion Factor' is set to 1 by default, you can change it depending on the UOM received from the seller, more in the next section.

'Price List Rate' will be fetched if a Standard Buying rate is set. 'Last Purchase Rate' shows the rate of the item from your last Purchase Order. Rate is fetched if set in the item master. You can attach an Item Tax Template to apply a specific tax rate to the item. * **Item weights** will be fetched if set in the Item master else enter manually. * **Warehouse**: The warehouse where the items will be delivered, will be auto filled if 'Set Target Warehouse' was set in the Purchase Order. Via Blanket Order, a Blanket Order can be linked, to know more click here. A 'Project' can be linked to track progress. A 'BOM' or Bill of Materials can also be linked to track progress. * 'Qty as per Stock UOM' will show the current stock as per the UOM set in the Item master. 'Received Qty' will be updated when the items are billed. * **Accounting Details**: This section is auto filled for a Purchase Order. 'Expense Account' is the account against which the PO is billed, and Cost Center is the CC against which the PO is charged.

A “Required By” date on each Item: If you are expecting part delivery, your Supplier will know how much quantity to deliver at which date. This will help you from preventing over-supply. It will also help you to track how well your Supplier is doing on timeliness.

Allow Zero Valuation Rate: Ticking on 'Allow Zero Valuation Rate' will allow submitting the Purchase Receipt even if the Valuation Rate of the Item is 0. This can be a sample item or due to a mutual understanding with your Supplier.

3.5 Raw Materials Supplied

This section appears when 'Supply Raw Materials' supplied is set to 'Yes'. This section shows a table with the Items to be supplied to the Supplier for the subcontracting process.

- **Set Reserve Warehouse**: When Subcontracting, the raw materials can be reserved in a separate Warehouse. On selecting the Reserved Warehouse here, it'll be fetched into Item rows of the Raw Materials Supplied table.

Supplied Items Table

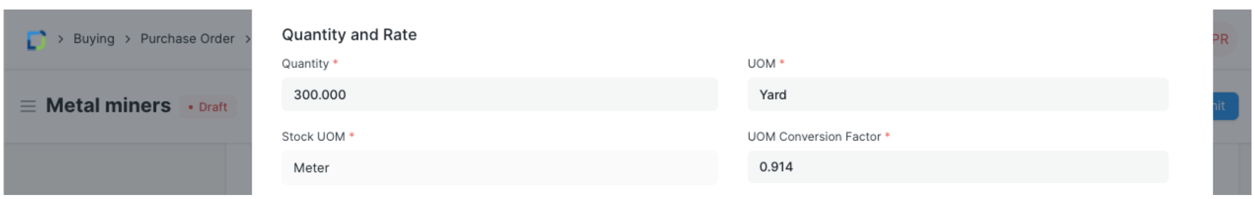
- **Required Quantity**: The count of Items required to complete the subcontracting as specified in the BOM.
- **Supplied Quantity**: This will be updated when you create Stock Entries to transfer materials to Supplier Warehouse from the Reserve Warehouse using the **Transfer** button.

3.6 Purchase UOM and Stock UOM Conversion

You can change your UOM as per your stock requirements in the Purchase Order.

For example, if you have bought your raw material in large quantities with UOM - boxes and wish to stock them in UOM - Nos; you can do so while making your Purchase Order.

1. Store UOM as Nos in the Item master. Note that the UOM in the Item master is the stock UOM.
2. In the Purchase Order mention UOM as Box. (Since material arrives in Boxes)
3. In the Warehouse and Reference section, the UOM will be pulled in as Nos (from the Item form):



4. Mention the UOM conversion factor. For example, (1); If one box has 1 kilo. 5. Notice that the stock quantity will be updated accordingly.

3.7 Taxes and Charges

If your Supplier is going to charge you additional taxes or charge like a shipping or insurance charge, you can add it here. It will help you to accurately track your costs. Also, if some of these charges add to the value of the product you will have to mention them in the Taxes table.

Visit the Purchase Taxes and Charges Template page to know more about taxes.

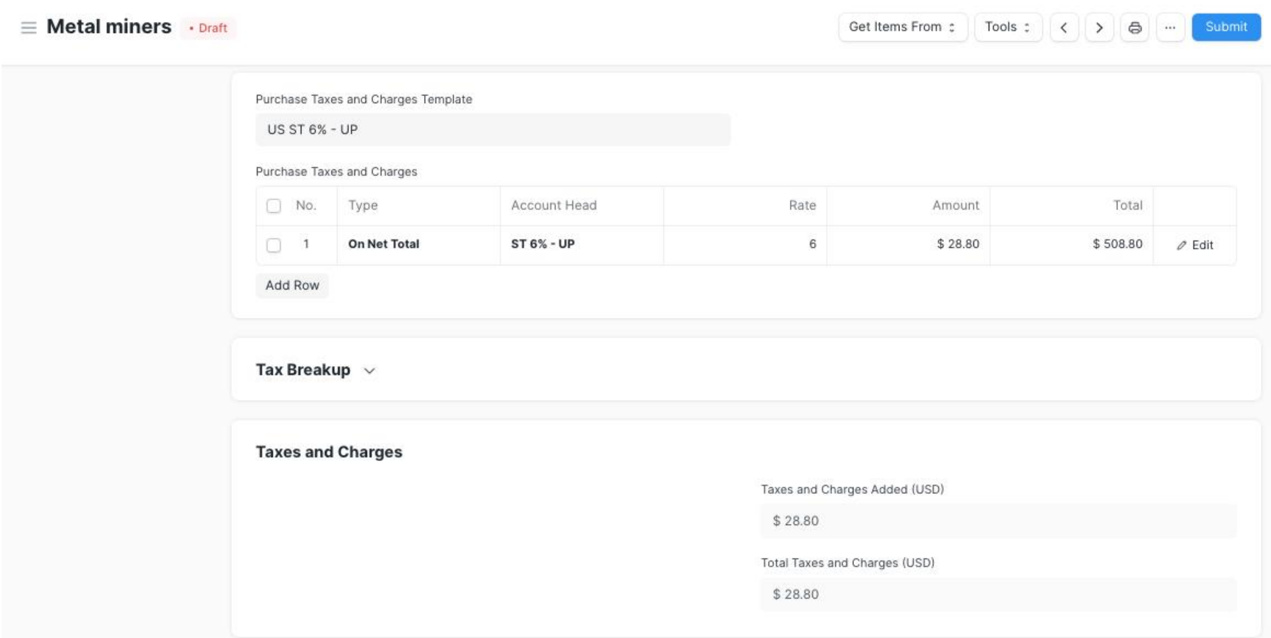
The total taxes and charges will be displayed below the table.

To add taxes automatically via a Tax Category, visit this page.

Make sure to mark all your taxes in the Taxes and Charges table correctly for an accurate valuation.

Shipping Rule

A Shipping Rule helps set the cost of shipping an Item. The cost will usually increase with the distance of shipping. To know more, visit the Shipping Rule page.



For example, you buy Items worth X and sell them for 1.3X. So, your Customer pays 1.3 times the tax you pay your Supplier. Since you have already paid tax to your Supplier for X, what you owe your government is only the tax on 0.3X.

This is very easy to track in DellSuite since each tax head is also an Account. Ideally you must create two Accounts for each type of VAT you pay and collect, “Purchase VAT-X” (asset) and “Sales VAT-X” (liability), or something to that effect.

3.8 Additional Discount

Other than recording discount per item, you can add a discount to the whole purchase order in this section. This discount could be based on the Grand Total i.e., post-tax/charges or Net total i.e., pre-tax/charges. The additional discount can be applied as a percentage or an amount.

Read Applying Discount for more details.

3.9 Payment Terms

Sometimes payment is not done all at once. Depending on the agreement, half of the payment may be made before shipment and the other half after receiving the goods/services. You can add a Payment Terms template or add the terms manually in this section.

Read Payment Terms to know more.

3.10 Terms and Conditions

In Sales/Purchase transactions there might be certain Terms and Conditions based on which the Supplier provides goods or services to the Customer. You can apply the Terms and Conditions to transactions to transactions and they will appear when printing the document. To know about Terms and Conditions, click here

3.11 Print Settings

Letterhead

You can print your request for quotation / purchase order on your company's letterhead. Know more here.

'Group same items' will group the same items added multiple times in the items table. This can be seen when your print.

Print Headings

Titles of your documents can be changed. Know more here.

The seller's Additional Discount, Payment Terms, Terms and Conditions can be recorded in your Purchase Order.

3.12 More Information

This section shows the status of the Purchase Order, percentage of items received, and percentage of items billed. If this is an Inter-Company Order, the Sales Order can be linked here.

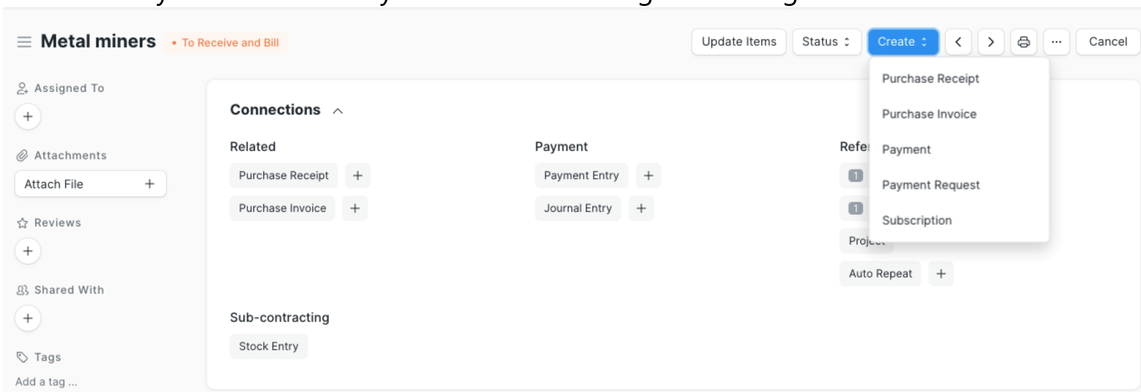
3.13 After Submitting

Once you "Submit" your Purchase Order, you can trigger actions these actions:

- You can Add, Update, Delete items in the Purchase Order by clicking on the **Update Items** button. However, you cannot delete items which has already been received.
- Status: Once submitted, you can hold a Purchase Order or Close it.

- Create: From a submitted Purchase Order, you can create the following:
    - Purchase Receipt - A receipt indicating you've received the items.

- Purchase Invoice - An invoice/bill for the purchase order.
- Payment Entry - A payment entry indicates that payment has been made against a purchase order.
- Journal Entry - A Journal Entry is recorded in the general ledger.



Purchase Invoice

A Purchase Invoice is a bill you receive from your Suppliers against which you need to make the payment.

Purchase Invoice is the exact opposite of your Sales Invoice. Here you accrue expenses to your Supplier. Making a Purchase Invoice is very similar to making a Purchase Order.

To access the Purchase Invoice list, go to:

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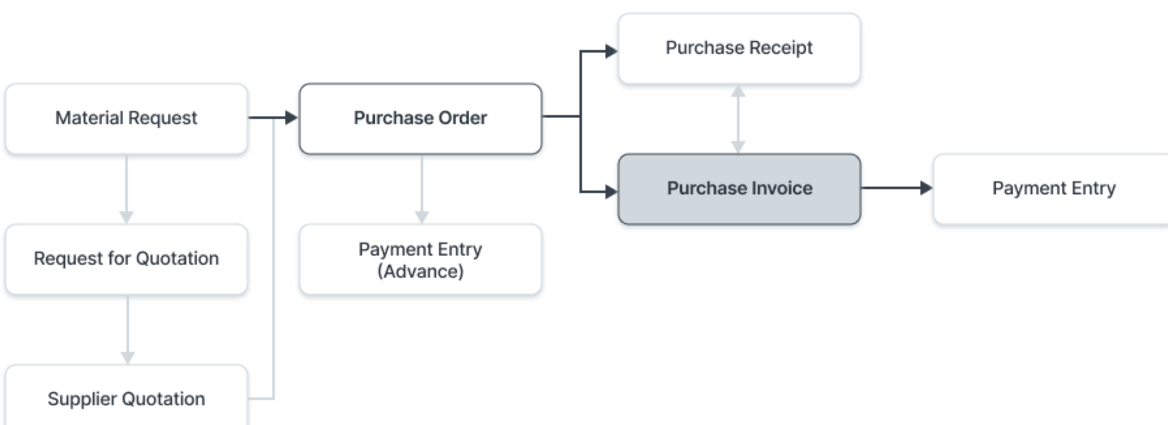
Home > Accounting > Accounts Payable > Purchase Invoice
```



1. Prerequisites

Before creating and using a Purchase Invoice, it is advised to create the following first:

- Item
- Supplier
- Purchase Order
- Purchase Receipt (optional)

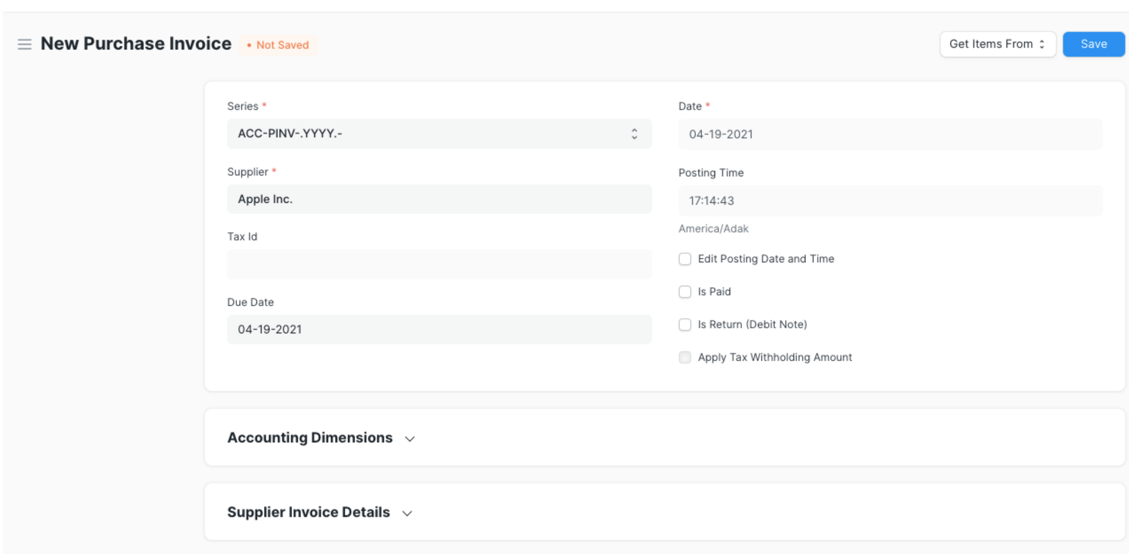
2. How to create a Purchase Invoice:

A Purchase Invoice is usually created from a Purchase Order or a Purchase Receipt. The Supplier's Item details will be fetched into the Purchase Invoice. However, you can also create a Purchase Invoice directly.

To fetch the details automatically in a Purchase Invoice, click on the **Get Items from**. The details can be fetched from a Purchase Order or Purchase Receipt.

For manual creation, follow these steps:

1. Go to the Purchase Invoice list, click on New.
2. Select the Supplier.
3. The posting date and time will be set to current, you can edit after you tick the checkbox below Posting Time.
4. Set the Due Date for payment.
5. Add Items and quantities in the Items table.
6. The Rate and Amount will be fetched.
7. Save and Submit.



2.1 Additional options when creating a Purchase Invoice

- **Is Paid**: You can tick 'Is Paid' if the amount has already been paid via an Advance Payment Entry. This should be ticked if there is full or partial payment.
- **Is Return (Debit Note)**: Tick this if the customer has returned the Items. To know more details, visit the Debit Note page.
- **Apply Tax Withholding Amount**: If the selected Supplier has a Tax Withholding Category set, this checkbox will be enabled. For more information, visit the Tax Withholding Category page.

2.2 Statuses

- **Draft**: A draft is saved but yet to be submitted to the system.
- **Return**: The Items have been returned to the Supplier.
- **Debit Note Issued**: The Items have been returned and a Debit Note has been issued against the invoice.
- **Submitted**: The Purchase Invoice has been submitted to the system and the general ledger has been updated.
- **Paid**: Supplier has been fully paid the invoice amount and the corresponding Payment Entries have been submitted.
- **Partly Paid**: Supplier has been paid a part of the invoice amount and the corresponding Payment Entries have been submitted.
- **Unpaid**: The Purchase Invoice is yet to be paid.
- **Overdue**: The due date has passed for payment.
- **Canceled**: The invoice has been canceled due to some reason.

3. Features

3.1 Accounting Dimensions

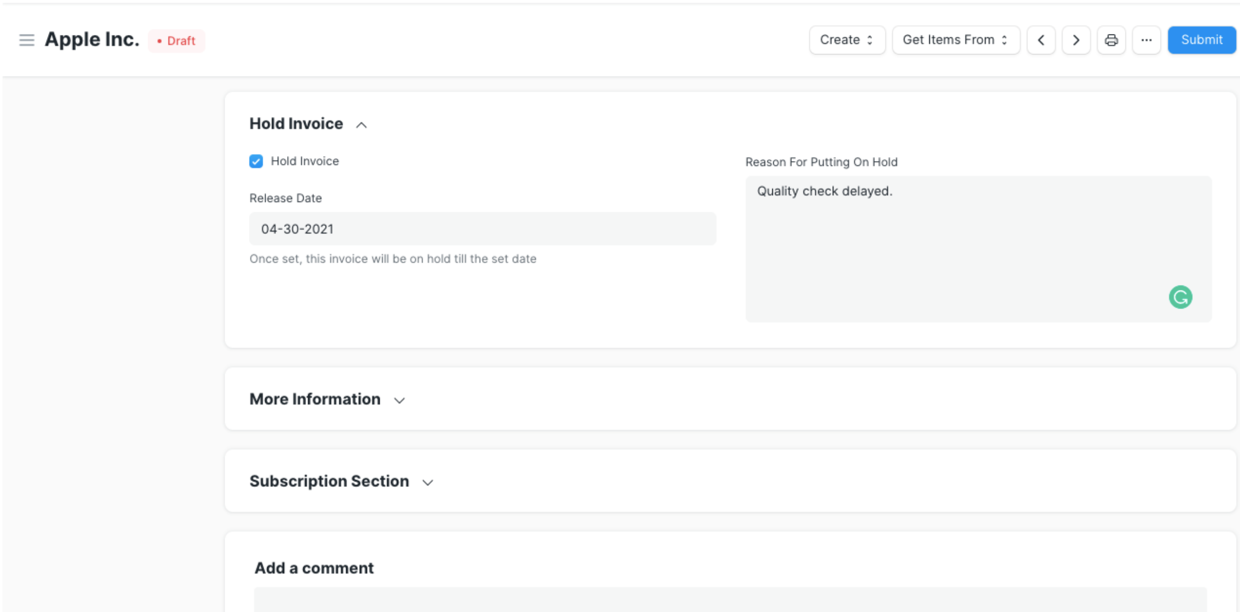
Accounting Dimensions lets you tag transactions based on a specific Territory, Branch, Customer, etc. This helps in viewing accounting statements separately based on the criteria selected. To know more, visit the Accounting Dimensions page.

Note: Project and Cost Center are treated as dimensions by default.

3.2 Holding the Invoice

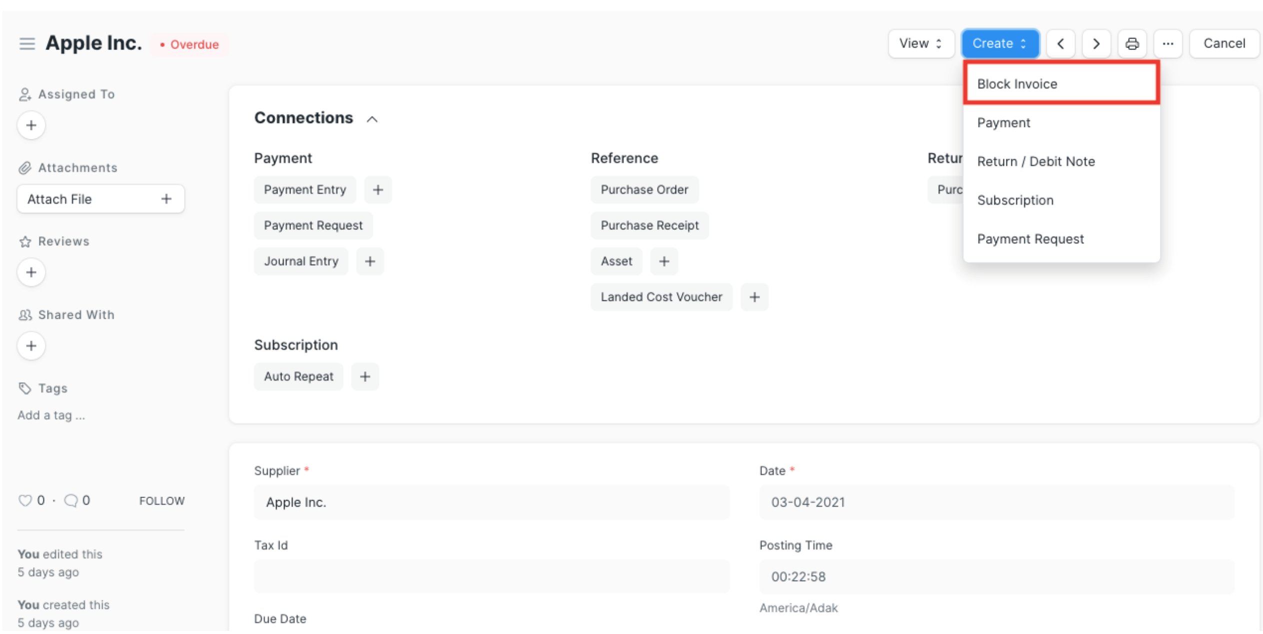
Sometimes you may need to hold an invoice from being submitted.

Hold Invoice: Enable this checkbox to put the Purchase Invoice on hold. This can be done only before submitting the invoice. Once 'Hold Invoice' is enabled and the Purchase Invoice is submitted, the status will change to 'Temporarily on Hold'.



Once the purchase invoice gets submit and you want to change 'Release Date' then you can take the help of the 'Hold Invoice' button, which is available on the top right.

If you want to hold submitted purchase invoice then you can hold using 'Block Invoice' option and If you want to unblock again then use 'Unblock Invoice' option.



This is invoice level holding, Suppliers can be put on hold. Learn more here.

3.3 Supplier Invoice Details

- **Supplier Invoice No**: The Supplier may identify this order with a number of his own. This is for reference.
- **Supplier Invoice Date**: The date on which the Supplier placed/confirmed your order from his end.

3.4 Address and Contact

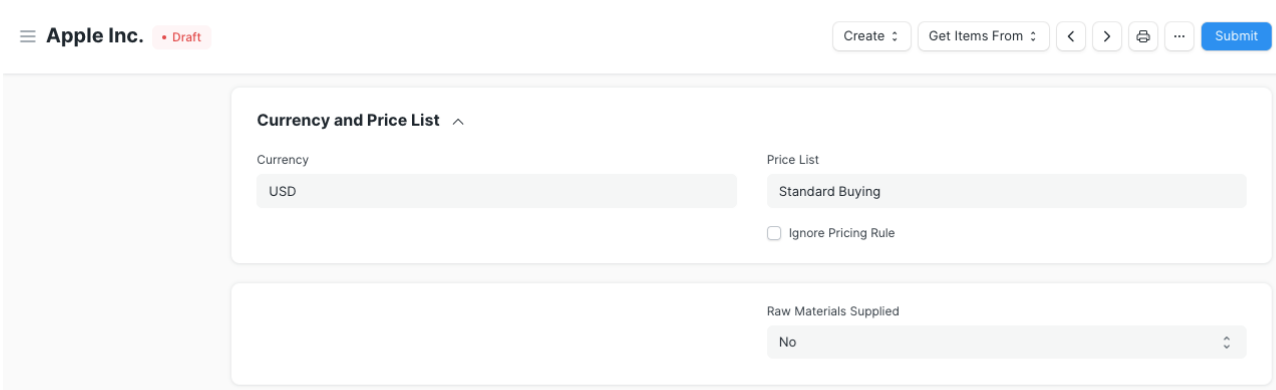
- **Supplier Address:** This is the Billing Address of the Supplier.
- **Contact Person**: If the Supplier is a Company, the person to be contacted is fetched in this field if set in the Supplier form.
- **Shipping Address:** Address where the items will be shipped to.

For India, the following details can be recorded for GST purposes:

- Supplier GSTIN
- Place of Supply
- Company GSTIN

3.5 Currency and Price list

You can set the currency in which the Purchase Invoice order is to be sent. This is fetched from the Purchase Order. If you set a Pricing List, then the item prices will be fetched from that list. Ticking on 'Ignore Pricing Rule' will ignore the Pricing Rules set in Accounts > Pricing Rule.



Read about Price Lists and Multi-Currency Transactions to know more.

3.6 Subcontracting or 'Supply Raw Materials'

Setting 'Supply Raw Materials' option is useful for subcontracting where you provide the raw materials for manufacturing an Item. To know more, visit the Subcontracting page.

3.7 Items table

- **scan barcode**: You can add Items in the Items table by scanning their barcodes if you have a barcode scanner. Read documentation for tracking items using barcode to know more.
- The Item Code, name, description, Image, and Manufacturer will be fetched from the Item master.
- **Manufacturer**: If the Item is manufactured by a specific manufacturer, it can be added here. This will be fetched if set in the Item master.
- **Quantity and Rate**: When you select the Item code, its name, description, and UOM will be fetched. The 'UOM Conversion Factor' is set to 1 by default, you can change it depending on the UOM received from the seller, more in the next section.

'Price List Rate' will be fetched if a Standard Buying rate is set. 'Last Purchase Rate' shows the rate of the item from your last Purchase Order. Rate is fetched if set in the item master. You can attach an Item Tax Template to apply a specific tax rate to the item. * **Item weights** will be fetched if set in the Item master else enter manually. * **Discount on Price List Rate**: You can apply a discount on individual Items percentage-wise or on the total amount of the Item. Read Applying Discount for more details. * **Item Weight**: The Item Weight details per unit and Weight UOM are fetched if set in the Item master, else enter manually. * **Accounting Details**: The Expense account can be changed here you wish to. * **Deferred Expense**: If the expense for this Item will be billed over the coming months in parts, then tick on 'Enable Deferred Expense'. To know more, visit the Deferred Expense page. * **Allow Zero Valuation Rate**: Ticking on 'Allow Zero Valuation Rate' will allow submitting the Purchase Receipt even if the Valuation Rate of the Item is 0. This can be a sample item or due to a mutual understanding with your Supplier. * **BOM**: If there is a Bill of Materials created for the Item, it'll be fetched here. This is useful for reference when subcontracting. * **Item Tax Template**: You can set an Item Tax Template to apply a specific Tax amount to this particular Item. To know more, visit this page. * **Page Break** will create a page break just before this Item when printing.

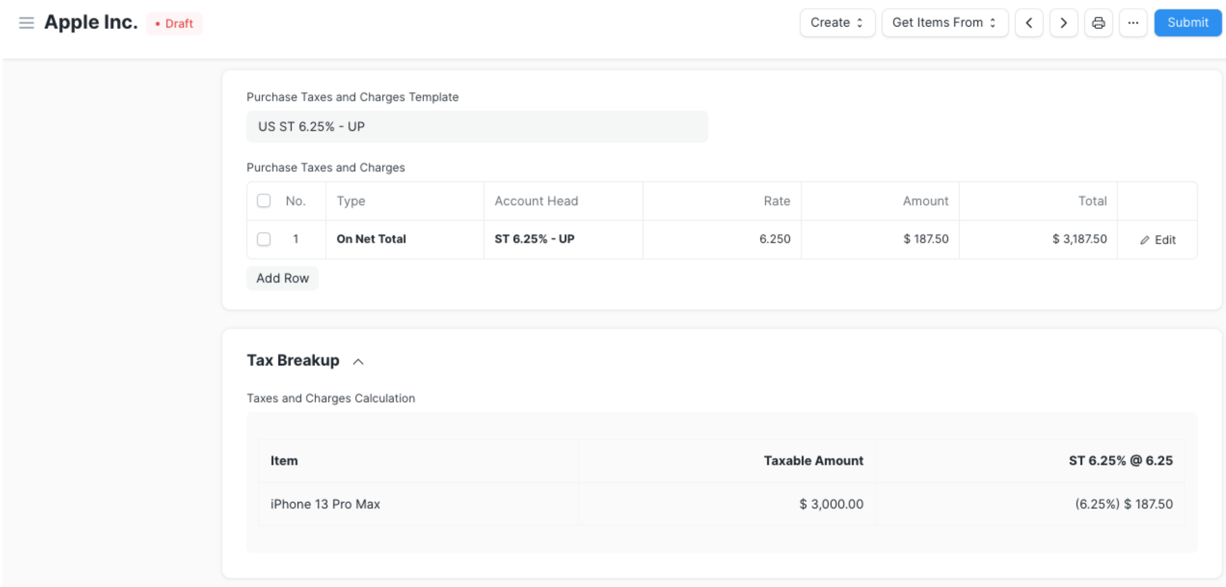
Update Stock

Note: From version-13 onwards we have introduced immutable ledger which changes the rules for cancellation of stock entries and posting backdated stock transactions in DellSuite. Learn more here.

The **Update Stock** checkbox should be checked if you want DellSuite to automatically update your inventory. Consequently, there will be no need for a Purchase Receipt.

3.8 Taxes and charges

The Taxes and Charges will be fetched from the Purchase Order or Purchase Receipt.



Visit the Purchase Taxes and Charges Template page to know more about taxes.

The total taxes and charges will be displayed below the table.

To add taxes automatically via a Tax Category, visit this page.

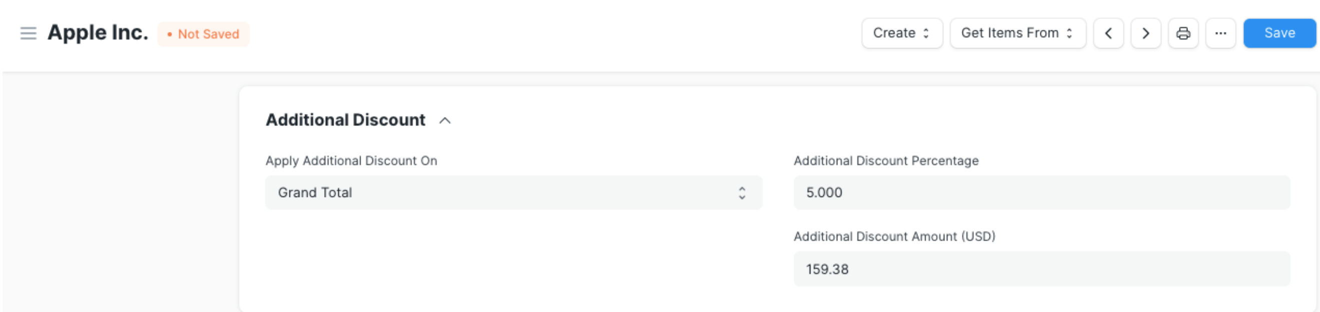
Make sure to mark all your taxes in the Taxes and Charges table correctly for an accurate valuation.

Shipping Rule

A Shipping Rule helps set the cost of shipping an Item. The cost will usually increase with the distance of shipping. To know more, visit the Shipping Rule page.

3.9 Additional Discount

Any additional discounts to the whole Invoice can be set in this section. This discount could be based on the Grand Total i.e., post tax/charges or Net total i.e., pre tax/charges. The additional discount can be applied as a percentage or an amount.



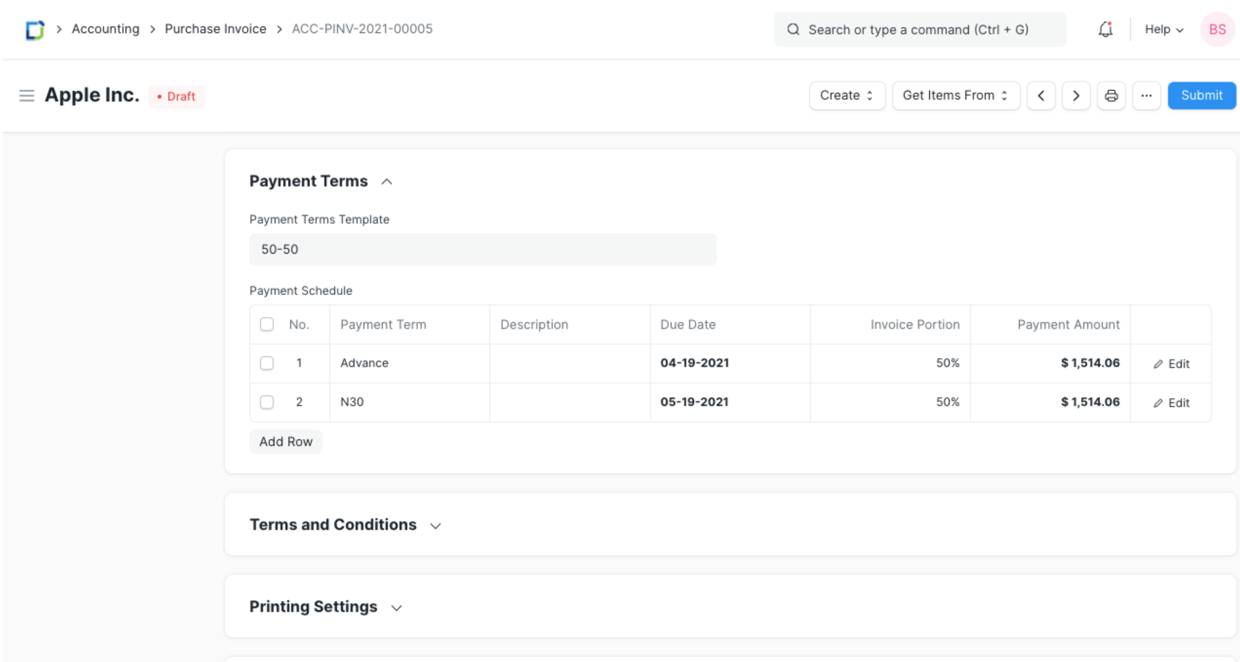
Visit the Applying Discount page for more details.

3.10 Advance Payment

For high-value Items, the seller can request an advance payment before processing the order. The **Get Advances Received** button opens a popup from where you can fetch the orders where advance payment was made. To know more, visit the Advance Payment Entry page.

3.11 Payment Terms

The payment for an invoice may be made in parts depending on your understanding with the Supplier. This is fetched if set in the Purchase Order.



To know more, visit the Payment Terms page.

3.12 Write Off

Write off happens when the Customer pays an amount less than the invoice amount. This may be a small difference like 0.50. Over several orders, this might add up to a big number. For accounting accuracy, this difference amount is 'written off'. To know more, visit the Payment Terms page.

3.13 Terms and Conditions

In Sales/Purchase transactions there might be certain Terms and Conditions based on which the Supplier provides goods or services to the Customer. You can apply the Terms and Conditions to transactions to transactions and they will appear when printing the document. To know about Terms and Conditions, click here

3.14 Printing Settings

Letterhead

You can print your Purchase Invoice on your Company's letterhead. Know more here.

'Group same items' will group the same items added multiple times in the Items table. This can be seen when your print.

Print Headings

Purchase Invoice headings can also be changed when printing the document. You can do this by selecting a **Print Heading**. To create new Print Headings go to: Home > Settings > Printing > Print Heading. Know more here.

3.15 GST Details (for India)

The following details can be set for GST:

- GST Category
- Invoice Copy
- Reverse Charge
- E-commerce GSTIN
- Eligibility For ITC
- Availed ITC Integrated Tax
- Availed ITC Central Tax
- Availed ITC State/UT Tax
- Availed ITC Cess

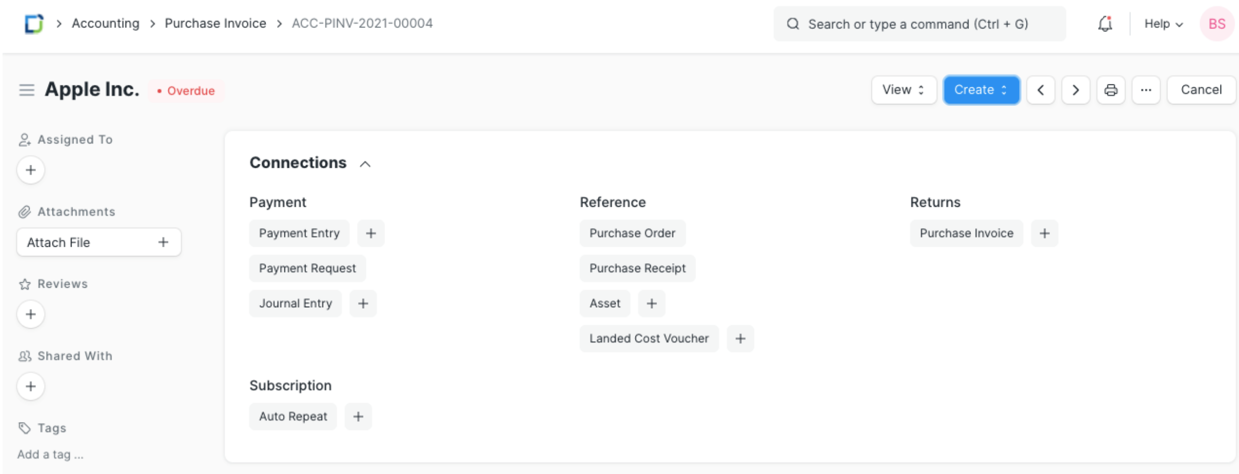
3.16 More Information

- **Is Opening Entry**: If this is an opening entry to affect your accounts select 'Yes'. i.e. if you're migrating from another ERP to DellSuite mid year, you might want to use an Opening Entry to update account balances in DellSuite.
- **Remarks**: Any additional remarks about the Purchase Invoice can be added here.

3.17 After Submitting

On submitting a Purchase Invoice, the following documents can be created against it:

1. Journal Entry
2. Payment Entry
3. Payment Request
4. Landed Cost Voucher
5. Asset



4. More

4.1 Accounting Impact

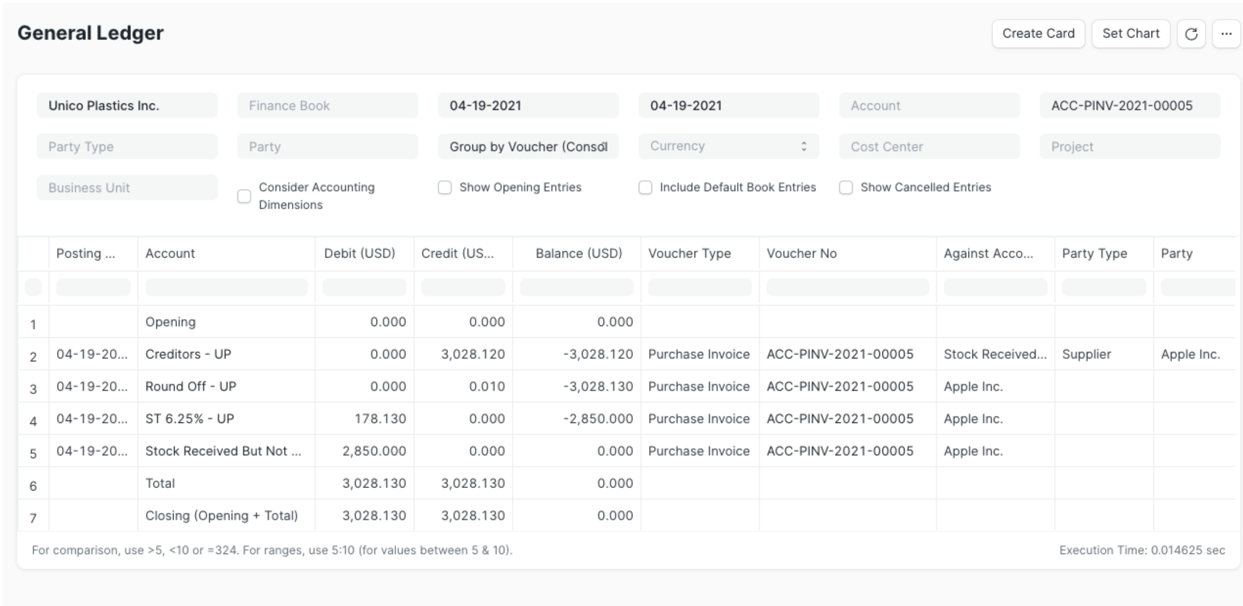
Similar to a Sales Invoice, in a Purchase Invoice you have to enter an Expense or an Asset account for each row in your Items table. This helps to indicate if the Item is an Asset or an Expense. You can also change the Cost Center. These can also be set in the Item master. The Cost Center can be set at the Company level.

The Purchase Invoice will affect your accounts as follows:

- Accounting entries (GL Entry) for a typical double entry “purchase”:

- Debits:
  - Expense or Asset (net totals, excluding taxes)
  - Taxes (/assets if VAT-type or expense again)

- Credits:
  - Supplier



General Ledger

Create Card | Set Chart

Unico Plastics Inc. | Finance Book | 04-19-2021 | 04-19-2021 | Account | ACC-PINV-2021-00005

Party Type | Party | Group by Voucher (Consol | Currency | Cost Center | Project

Business Unit | Consider Accounting Dimensions | Show Opening Entries | Include Default Book Entries | Show Cancelled Entries

	Posting ...	Account	Debit (USD)	Credit (US...	Balance (USD)	Voucher Type	Voucher No	Against Acco...	Party Type	Party
1		Opening	0.000	0.000	0.000					
2	04-19-20...	Creditors - UP	0.000	3,028.120	-3,028.120	Purchase Invoice	ACC-PINV-2021-00005	Stock Received...	Supplier	Apple Inc.
3	04-19-20...	Round Off - UP	0.000	0.010	-3,028.130	Purchase Invoice	ACC-PINV-2021-00005	Apple Inc.		
4	04-19-20...	ST 6.25% - UP	178.130	0.000	-2,850.000	Purchase Invoice	ACC-PINV-2021-00005	Apple Inc.		
5	04-19-20...	Stock Received But Not ...	2,850.000	0.000	0.000	Purchase Invoice	ACC-PINV-2021-00005	Apple Inc.		
6		Total	3,028.130	3,028.130	0.000					
7		Closing (Opening + Total)	3,028.130	3,028.130	0.000					

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10).

Execution Time: 0.014625 sec

4.2 Accounting When Is Paid is checked

If **Is Paid** is checked, DellSuite will also make the following accounting entries:

Debits:

- Supplier

Credits:

- Bank/Cash Account

To see entries in your Purchase Invoice after you “Submit”, click on “View Ledger”.

4.3 Is purchase an “Expense” or an “Asset”?

If the Item is consumed immediately on purchase, or if it is a service, then the purchase becomes an “Expense”. For example, a telephone bill or travel bill is an “Expense” - it is already consumed.

For inventory Items, that have a value, these purchases are not yet “Expense”, because they still have a value while they remain in your stock. They are “Assets”. If they are raw-materials (used in a process), they will become “Expense” the moment they are consumed in the process. If they are to be sold to a Customer, they become “Expense” when you ship them to the Customer.

4.4 Deducting Taxes at Source

In many countries, the law may require you to deduct taxes, while paying your suppliers. These taxes could be based on a standard rate. Under these type of schemes, typically if a Supplier crosses a certain threshold of payment, and if the type of product is taxable, you may have to deduct some tax (which you pay back to your government, on your Supplier's behalf).

To do this, you will have to make a new Tax Account under "Tax Liabilities" or similar and credit this Account by the percent you are bound to deduct for every transaction.

4.5 Hold Payments For A Purchase Invoice

There are two ways to put a purchase invoice on hold:

- Date Span Hold
- Explicit Hold

Explicit Hold

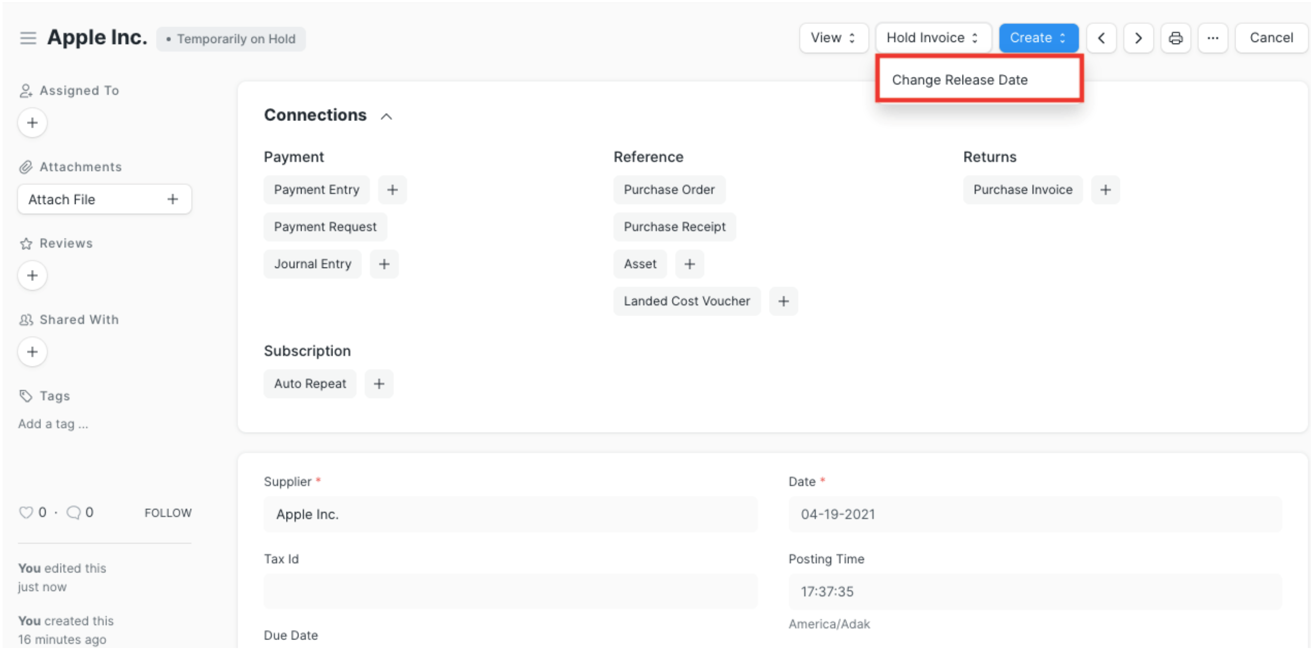
Explicit hold holds the purchase invoice indefinitely. To do it, in the "Hold Invoice" section of the purchase invoice form, simply check the "Hold Invoice" checkbox. In the "Reason For Putting On Hold" text field, type a comment explaining why the invoice is to be put on hold.

If you need to hold a submitted invoice, click the "Make" button and click "Block Invoice". Also, add a comment explaining why the invoice is to be put on hold in the dialog that pops up and click "Save".

Date Span Hold

Date span hold holds the purchase invoice until a specified date. To do it, in the "Hold Invoice" section of the purchase invoice form, check the "Hold Invoice" checkbox. Next, input the release date in the dialog that pops up and click "Save". The release date is the date that the hold on the document expires.

After the invoice has been saved, you can change the release date by clicking on the "Hold Invoice" drop-down button and then "Change Release Date". This action will cause a dialog to appear.



Select the new release date and click "Save". You should also enter a comment in the "Reason For Putting On Hold" field.

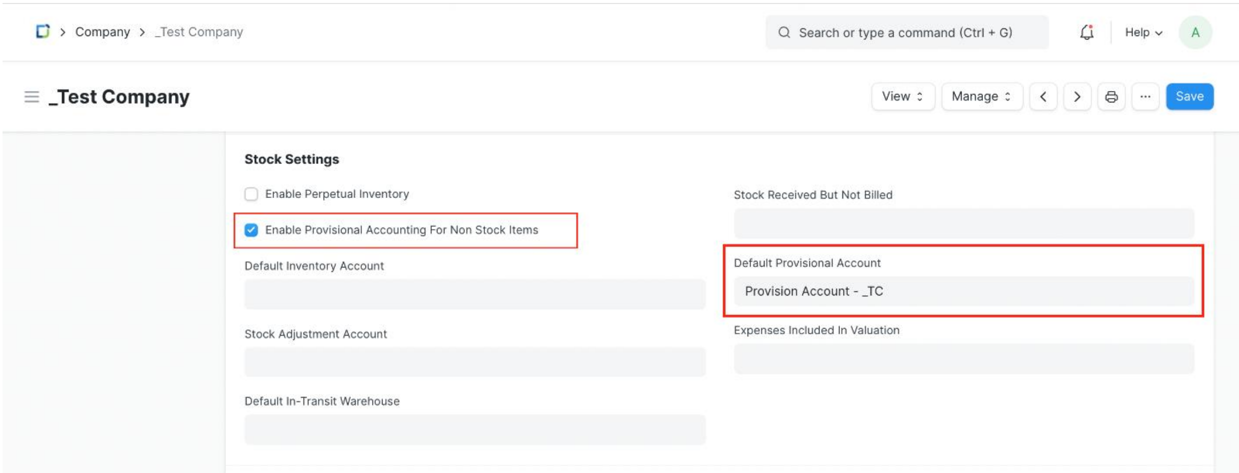
Take note of the following:

- All purchases that have been placed on hold will not be included in a Payment Entry's references table
- The release date cannot be in the past.
- You can only block or unblock a purchase invoice if it is unpaid.
- You can only change the release date if the invoice is unpaid.

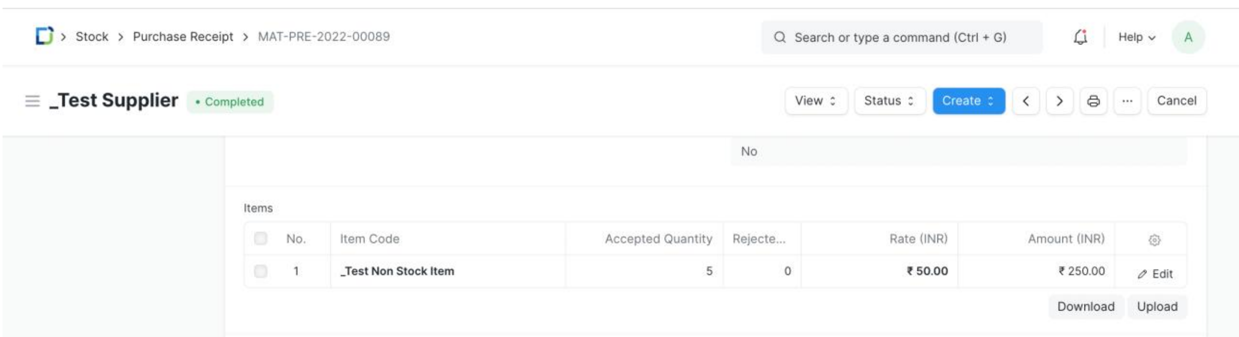
4.6 Provisional accounting for expenses (only for Non-Stock Items)

In many situations, a service is received and the expense is incurred but the Purchase Invoicing for that service is done in the subsequent month, so this expense doesn't flow into your monthly financial statements like Profit and Loss as invoicing is still pending. Provisional Accounting helps you address this problem. Below are the steps to set up provisional accounting.

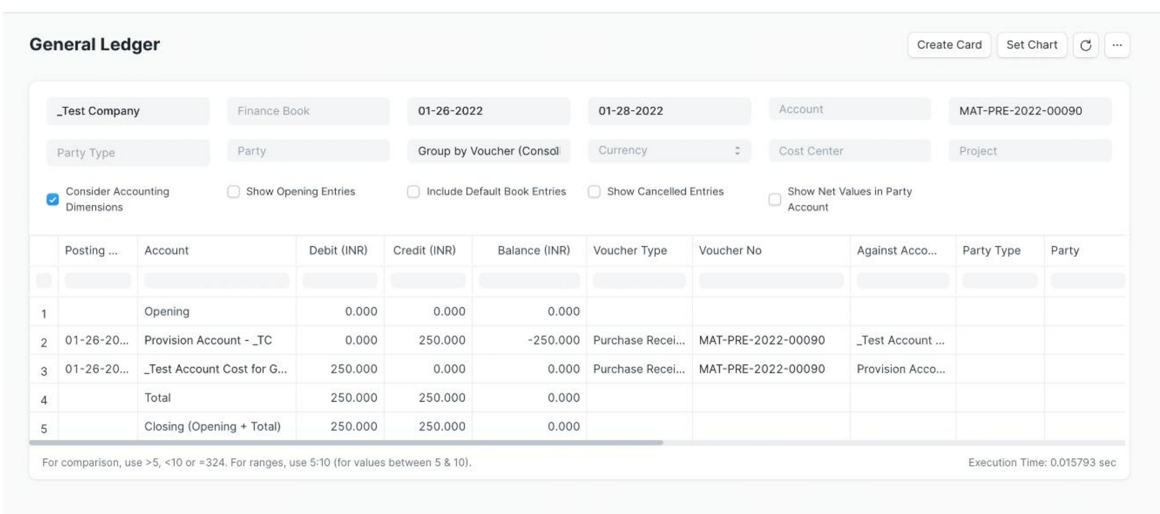
1. Enable provisional accounting in the company master and set the default provisional account



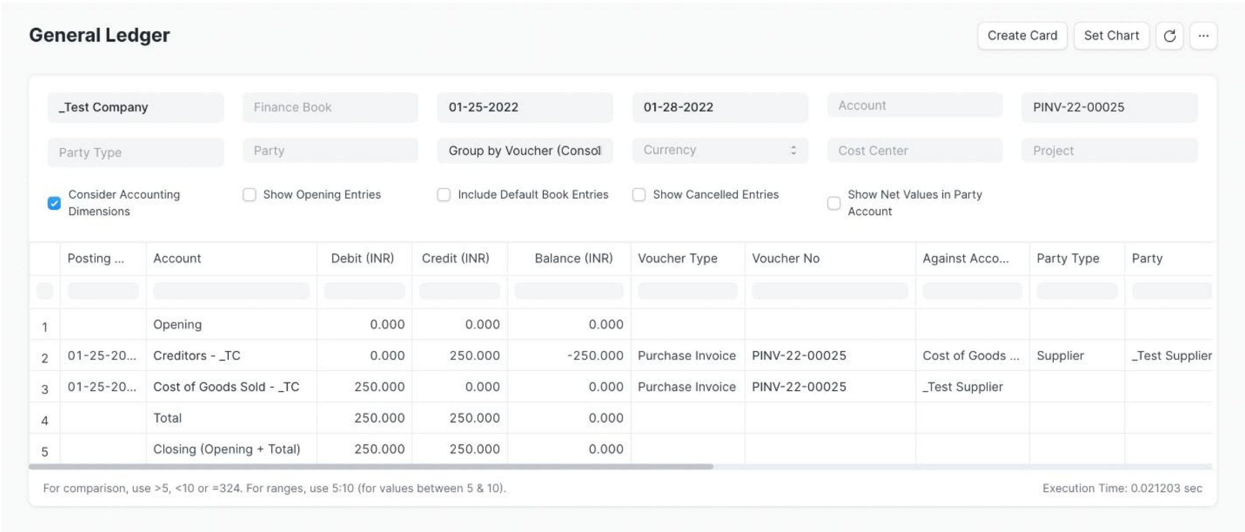
2. Make a Purchase Receipt for a non-stock item



Accounting entries against the Purchase Receipt will be as follows

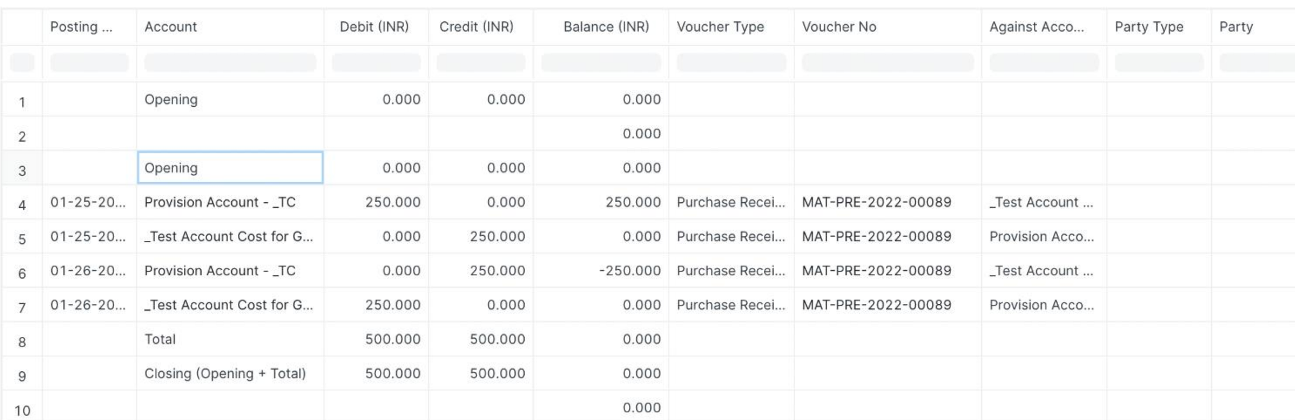


3. Make a Purchase Invoice against the Purchase Receipt Accounting entries against the Purchase Invoice will be posted as usual



	Posting ...	Account	Debit (INR)	Credit (INR)	Balance (INR)	Voucher Type	Voucher No	Against Acco...	Party Type	Party
1		Opening	0.000	0.000	0.000					
2	01-25-20...	Creditors - _TC	0.000	250.000	-250.000	Purchase Invoice	PINV-22-00025	Cost of Goods ...	Supplier	_Test Supplier
3	01-25-20...	Cost of Goods Sold - _TC	250.000	0.000	0.000	Purchase Invoice	PINV-22-00025	_Test Supplier		
4		Total	250.000	250.000	0.000					
5		Closing (Opening + Total)	250.000	250.000	0.000					

On posting a purchase invoice accounting entries against the purchase receipt will be reversed



	Posting ...	Account	Debit (INR)	Credit (INR)	Balance (INR)	Voucher Type	Voucher No	Against Acco...	Party Type	Party
1		Opening	0.000	0.000	0.000					
2					0.000					
3		Opening	0.000	0.000	0.000					
4	01-25-20...	Provision Account - _TC	250.000	0.000	250.000	Purchase Recei...	MAT-PRE-2022-00089	_Test Account ...		
5	01-25-20...	_Test Account Cost for G...	0.000	250.000	0.000	Purchase Recei...	MAT-PRE-2022-00089	Provision Acco...		
6	01-26-20...	Provision Account - _TC	0.000	250.000	-250.000	Purchase Recei...	MAT-PRE-2022-00089	_Test Account ...		
7	01-26-20...	_Test Account Cost for G...	250.000	0.000	0.000	Purchase Recei...	MAT-PRE-2022-00089	Provision Acco...		
8		Total	500.000	500.000	0.000					
9		Closing (Opening + Total)	500.000	500.000	0.000					
10					0.000					

Debit Note

A Debit Note is a document sent by a buyer to the Supplier notifying that a debit has been recorded against the goods returned to the Supplier.

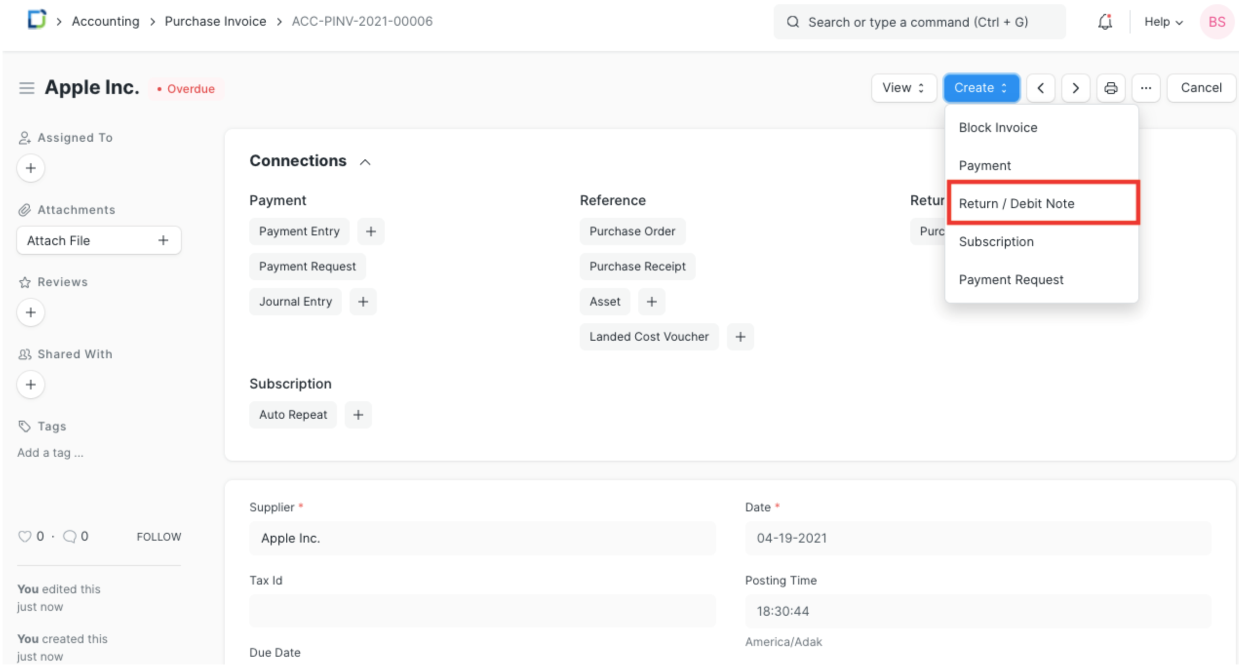
A Debit Note is issued for the value of the goods returned. In some cases, sellers are seen sending Debit Notes which should be treated as like another invoice.

A Debit is for your record of the debit against the Items your return.

1. How to create Debit Note

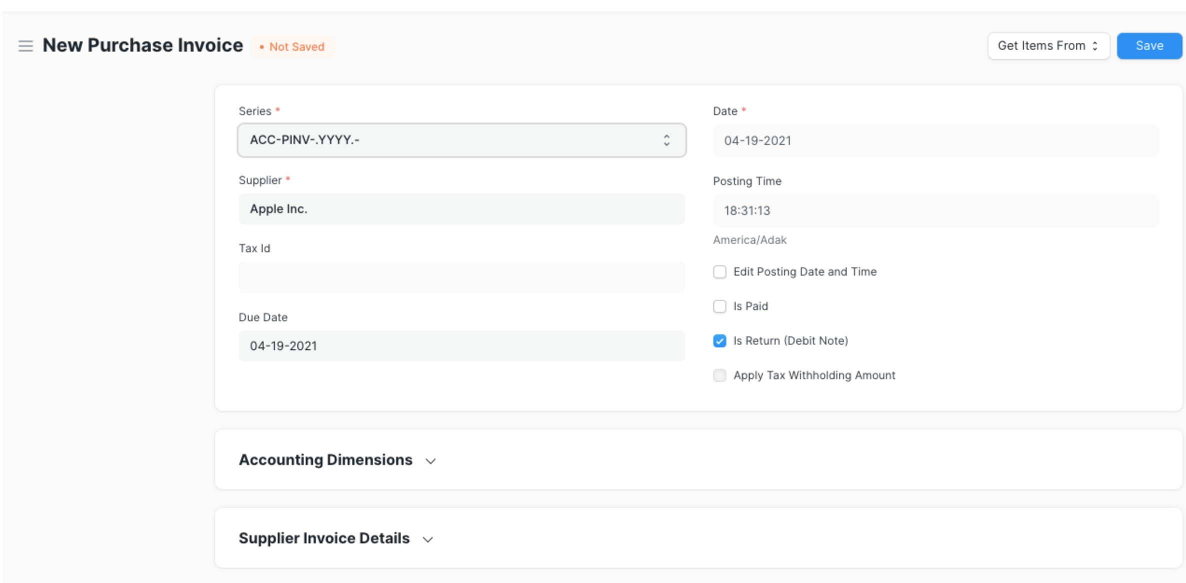
The user can make a Debit Note against the Purchase Invoice or they can directly make Debit Note from the Purchase Invoice without reference.

1. Go to the respective Purchase Invoice and click on **Create > Return / Debit Note**.



2. The Supplier and Item details will be fetched as set in the Purchase Invoice.
3. If you had paid partially or fully, make a Payment Entry against the original Purchase Invoice.

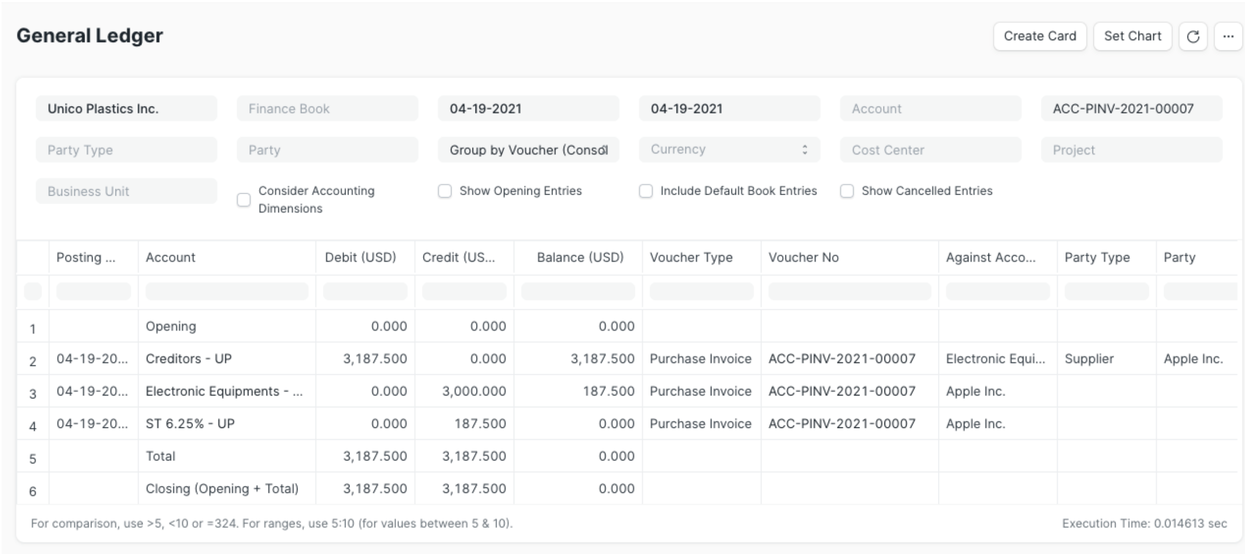
4. Save and Submit.



The other steps are similar to a Purchase Invoice.

1.1 How does Debit Note affect ledger

The Debit Note will reverse the impact of the purchase invoice.


General Ledger

Create Card | Set Chart

Unico Plastics Inc. | Finance Book | 04-19-2021 | 04-19-2021 | Account | ACC-PINV-2021-00007

Party Type | Party | Group by Voucher (Consol | Currency | Cost Center | Project

Business Unit | Consider Accounting Dimensions | Show Opening Entries | Include Default Book Entries | Show Cancelled Entries

	Posting ...	Account	Debit (USD)	Credit (US...	Balance (USD)	Voucher Type	Voucher No	Against Acco...	Party Type	Party
1		Opening	0.000	0.000	0.000					
2	04-19-20...	Creditors - UP	3,187.500	0.000	3,187.500	Purchase Invoice	ACC-PINV-2021-00007	Electronic Equi...	Supplier	Apple Inc.
3	04-19-20...	Electronic Equipments - ...	0.000	3,000.000	187.500	Purchase Invoice	ACC-PINV-2021-00007	Apple Inc.		
4	04-19-20...	ST 6.25% - UP	0.000	187.500	0.000	Purchase Invoice	ACC-PINV-2021-00007	Apple Inc.		
5		Total	3,187.500	3,187.500	0.000					
6		Closing (Opening + Total)	3,187.500	3,187.500	0.000					

For comparison, use >5, <10 or =324. For ranges, use 5:10 (for values between 5 & 10). Execution Time: 0.014613 sec

Refer the Purchase Invoice page for any other details.

1.2 No payment was made against Sales Invoice

In case **no payment** was made against the original invoice, you could just cancel the Sales Invoice. But, if only 5 out of 10 Items are being returned from an invoice, creating a Debit Note is useful for updating the ledger.

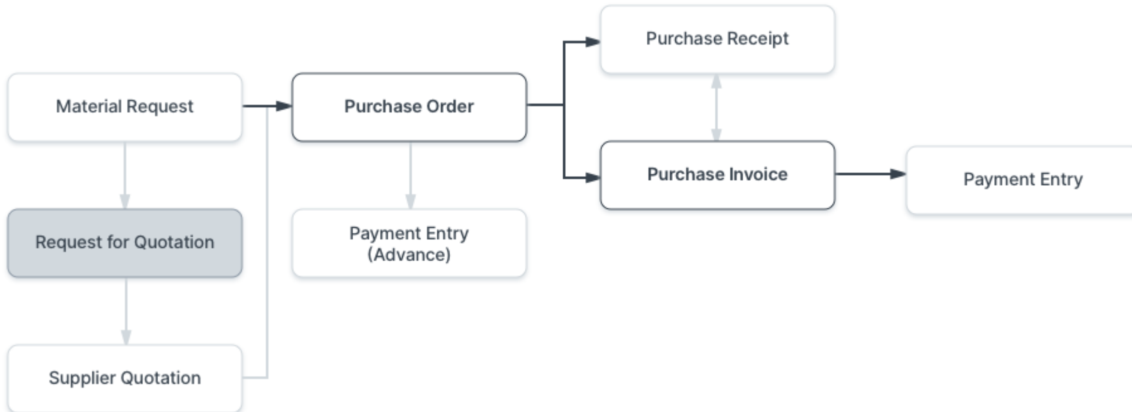
2. Example

From Supplier Blue Mills, you had purchased Cotton worth Rs 2400 + taxes and at the time of delivery, you found that the products were damaged. Now you returned the product a Debit Note will be issued.

Debit Note with payment entry in DellSuite for above example is as below:

Request for Quotation

A Request for Quotation is a document that an organization sends to one or more suppliers asking a quotation for items.



To access **Request for Quotation**, open the "Buying" workspace and, under "Reports & Masters" > "Buying", click on "Request for Quotation".

1. Prerequisites

Before creating and using a **Request for Quotation**, it is advised that you create the following first:

- Supplier
- Item

2. How to create a Request For Quotation

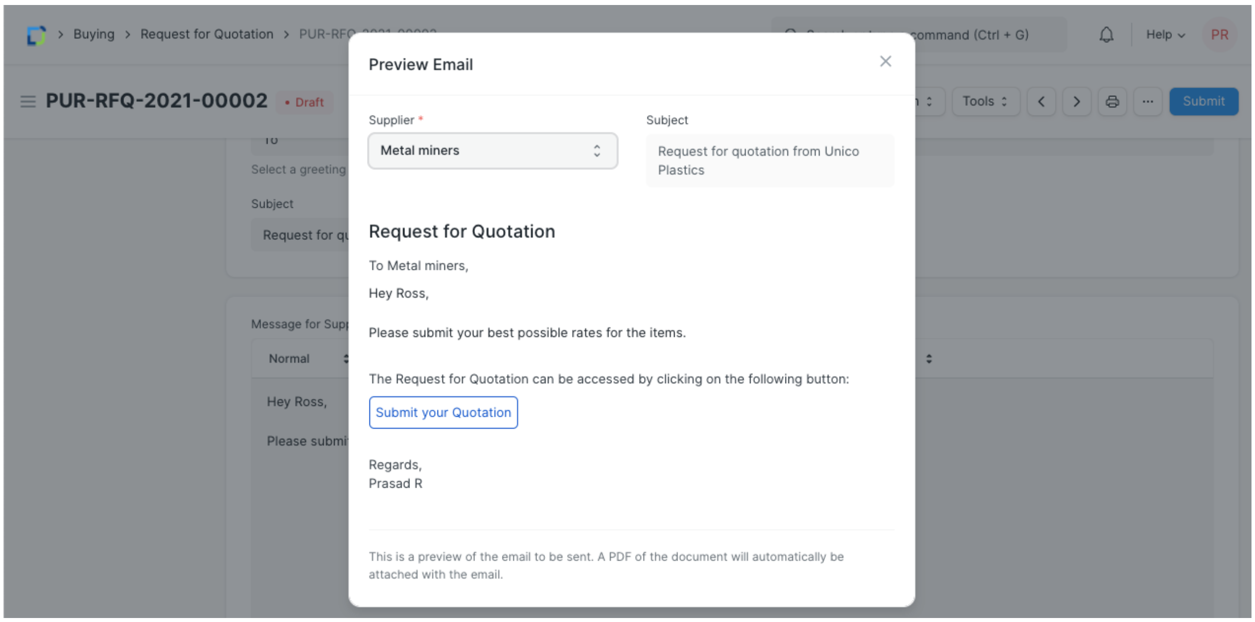
1. Go to the **Request For Quotation** list and click on "+ Add Request for Quotation".
2. Enter the *Required Date*, by which you'll need the requested materials.
3. Fill the "Suppliers" list with possible suppliers.
   If you set a *Contact* and *Email Id*, that can later be used for sending the **Request For Quotation** via email and grant access to the supplier portal.
4. In the next table, enter the required items along with UOM and quantity, as well as the target warehouse.
5. The *Warehouse* can be left blank if *Maintain Stock* is not enabled for the item.

6. If you want to send the **Request for Quotation** to your suppliers as an email, you can create an **Email Template** and select it here. In the template, you can use special variables for supplier specific data:
   1. {{ update_password_link }}: A link where your supplier can set a new password to log into your portal.
   2. {{ portal_link }}: A link to this RFQ in your supplier portal.
   3. {{ supplier_name }}: The company name of your supplier.

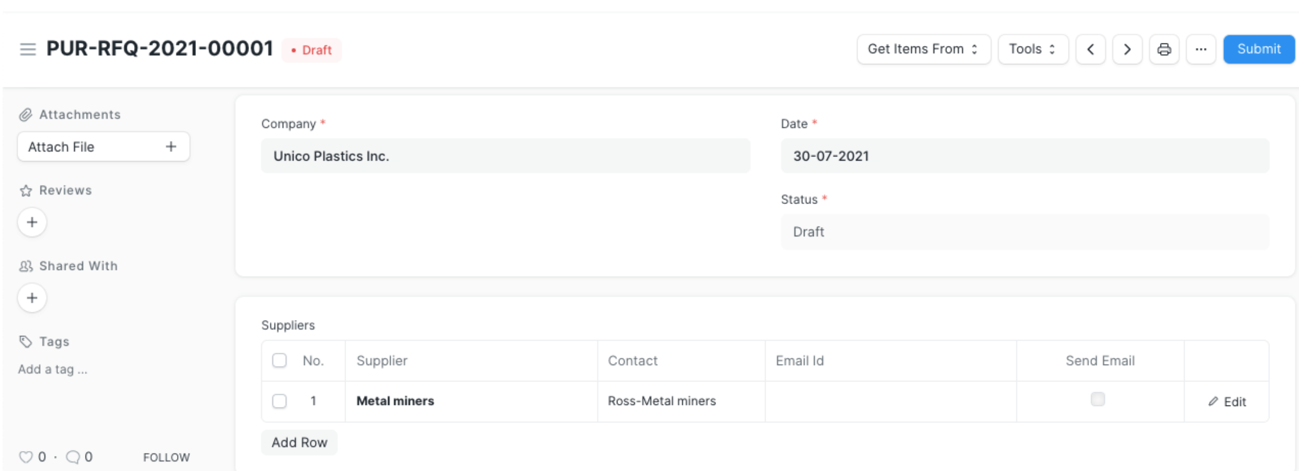
4. `{{ contact.salutation }} {{ contact.last_name }}`: The contact person of your supplier.
5. `{{ user_fullname }}`: Your full name.

Apart from these, you can access all values in this RFQ, like `{{ message_for_supplier }}` or `{{ terms }}`.

7. You can check how the email will look for a specific supplier by using the "Preview Email" button.



8. If you want to send further attachments to your suppliers, you can enable the checkbox *Send Attached Files*. This will add each file attached to the **Request for Quotation** as an attachment to each supplier email. 9. Once you're done, save the **Request for Quotation** as a draft. 10. When you're ready, you can submit the **Request for Quotation**. This will trigger an email to each supplier that has *Send Email* enabled.



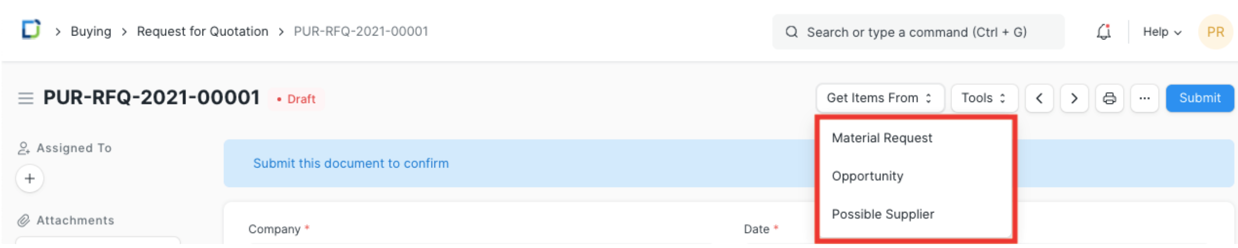
A Request for Quotation (RFQ) can also be created from a submitted Material Request. Once an RFQ is created, you can print and send suppliers the PDF which will have all the details you entered relevant to the RFQ. You can also get their reply (Supplier Quotation) in DellSuite itself, see section 4.1 Supplier Quotation by User. However, for a large number of items, your supplier may be more comfortable with an Excel sheet, etc.

3. Features

3.1 Get items from

The items in the items table can be fetched from other documents. The options are: Material Request, Opportunity, and Possible Supplier.

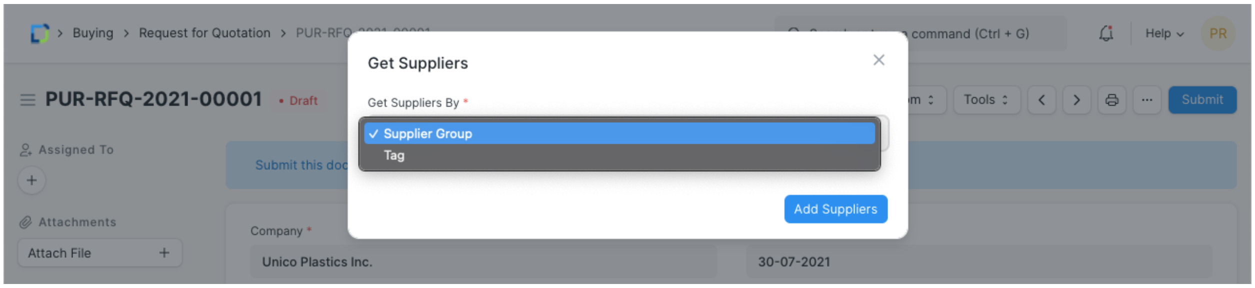
- **Material Request**: Items will be fetched from a submitted Material Request that you select. A Material Request can be searched with some matching words and a date range can also be selected to filter the Material Requests.
- **Opportunity**: Items will be fetched from a saved Opportunity. A date range can be selected here also.
- **Possible Supplier**: Select a possible supplier. Then if you have any submitted Material Requests against this supplier, items can be fetched from that.



3.2 Get Suppliers

Instead of entering the suppliers manually in the table, you can also fetch them using the 'Get Suppliers' button. When you click on **Tools > Get Suppliers**, you will see the field 'Get Suppliers By'. There are two options to fetch suppliers: By Tag or By Group.

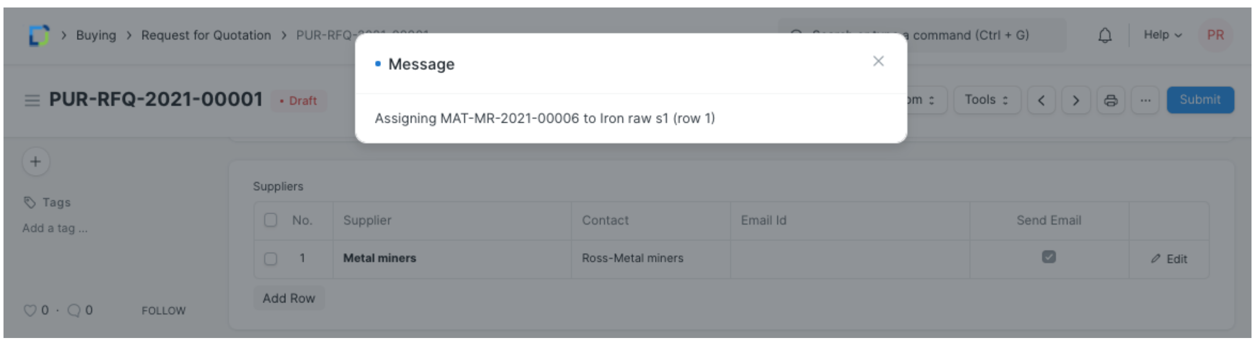
- **By tag**: Go to 'Tag Category' via searching from the search bar. You must have created tags here first and assigned them to a Supplier in the Buying module. Then you can select 'By Tag'. On clicking Add 'All Suppliers', suppliers with matching tags will be fetched.
- **By Group**: Select 'Supplier Group' and choose the supplier group from which suppliers need to be added. For example, if you select Hardware, all your hardware suppliers will be added so that you can get a quote from all of them.



In the Supplier table, on expanding a row with the inverted triangle, you'll see an option 'Download PDF' which will open a PDF of the RFQ.

3.3 Link to Material Requests:

When you click on **Tools > Link to Material Requests**, it links the Request for Quotation to available Material Requests. The items should be the same in the Request for Quotation and the Material Request.



Now, when the Request for Quotation is saved, you can see in the Dashboard that it is linked to the Material Request. If there are multiple Material Requests with the same items, then the link will be created with the newest Material Request.

3.5 Terms and Conditions

In Sales/Purchase transactions, there might be certain Terms and Conditions based on which the Supplier provides goods or services to the Customer. You can apply the Terms and Conditions to transactions and they will appear when printing the document. To know about Terms and Conditions, click here

3.6 Print Settings

Letterhead

You can print your request for quotation/purchase order on your company's letterhead. Know more here.

'Group same items' will group the same items added multiple times in the items table. This can be seen when you print it.

Print Headings

Titles of your documents can be changed. Know more here.

Special properties

When printing a RFQ via the "Tools > Download PDF" button, you are asked select the specific supplier you want to address. In the **Print Format** for RFQ, this information can be accessed via special properties:

- {{ doc.vendor }} holds the selected supplier ID.
- {{ doc.items[i].supplier_part_no }} holds the *Supplier Part Number* of a requested line item.

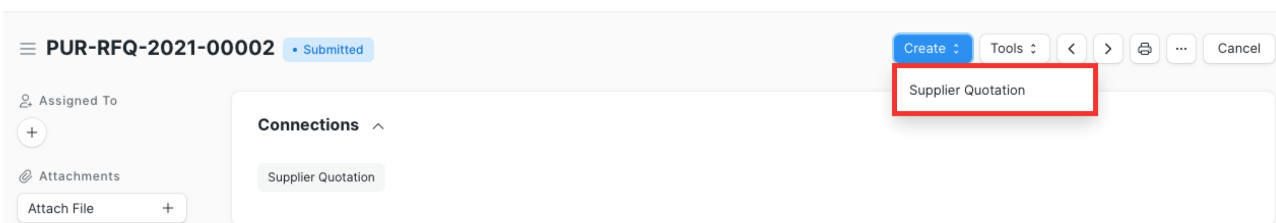
The data of the first supplier will be used while rendering the standard print preview. If you want to print for a different supplier, please use the "Tools > Download PDF" button.

4. Creating a Supplier Quotation after RFQ

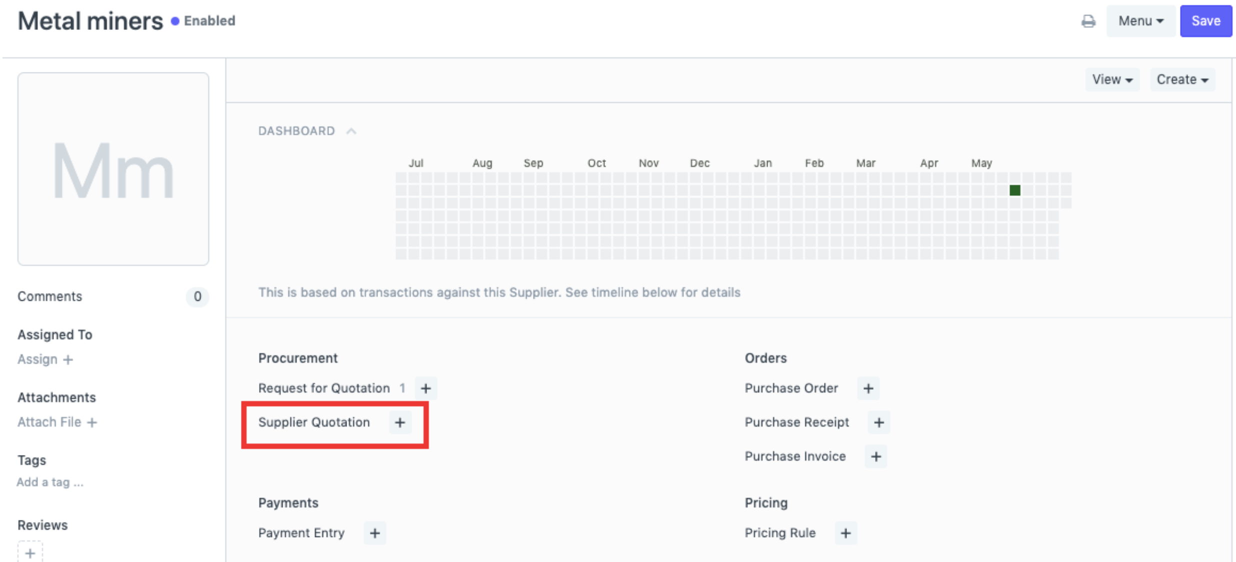
After creation of Request for Quotation, there are two ways to generate Supplier Quotation from Request for Quotation.

4.1 Supplier Quotation by User

1. Open Request for Quotation and click on **Supplier Quotation > Create**.



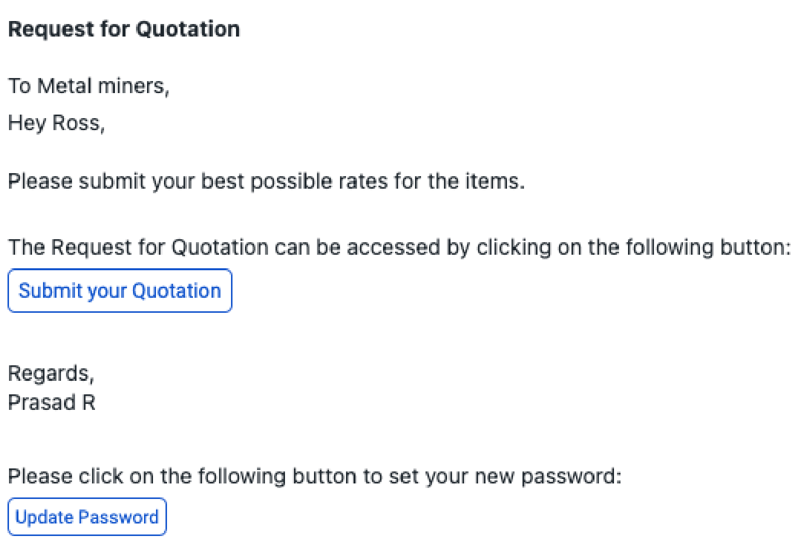
2. Select the Supplier, click on the supplier again. In this page, click on the + next to 'Supplier Quotation'. A new Supplier Quotation page will be opened, user has to enter the quantity, rate and submit it.



4.2 Supplier Quotation from Supplier

1. If a Contact is created for the Supplier and an email address is associated with the Contact, the Contact details and the email address will be fetched on selecting the Supplier. Create a Contact and email address if not present already.
2. Click on **Tools > Send Emails to Suppliers**.

If the Supplier's account is not present: The system will create the Supplier's account and send details to the Supplier. The Supplier will need to click on the link (Password Update) present in the email. After the password update, the Supplier can access their portal with the 'Request for Quotation' form. The Supplier will be created as a Website User.



Request for Quotation

To Metal miners,
Hey Ross,

Please submit your best possible rates for the items.

The Request for Quotation can be accessed by clicking on the following button:

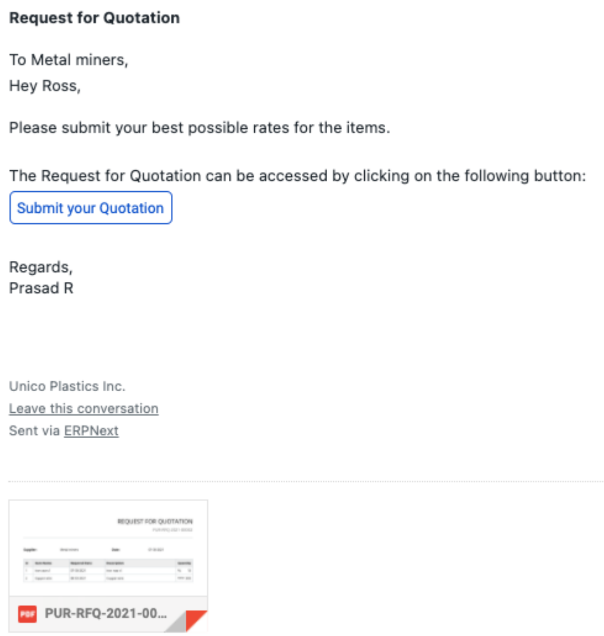
Submit your Quotation

Regards,
Prasad R

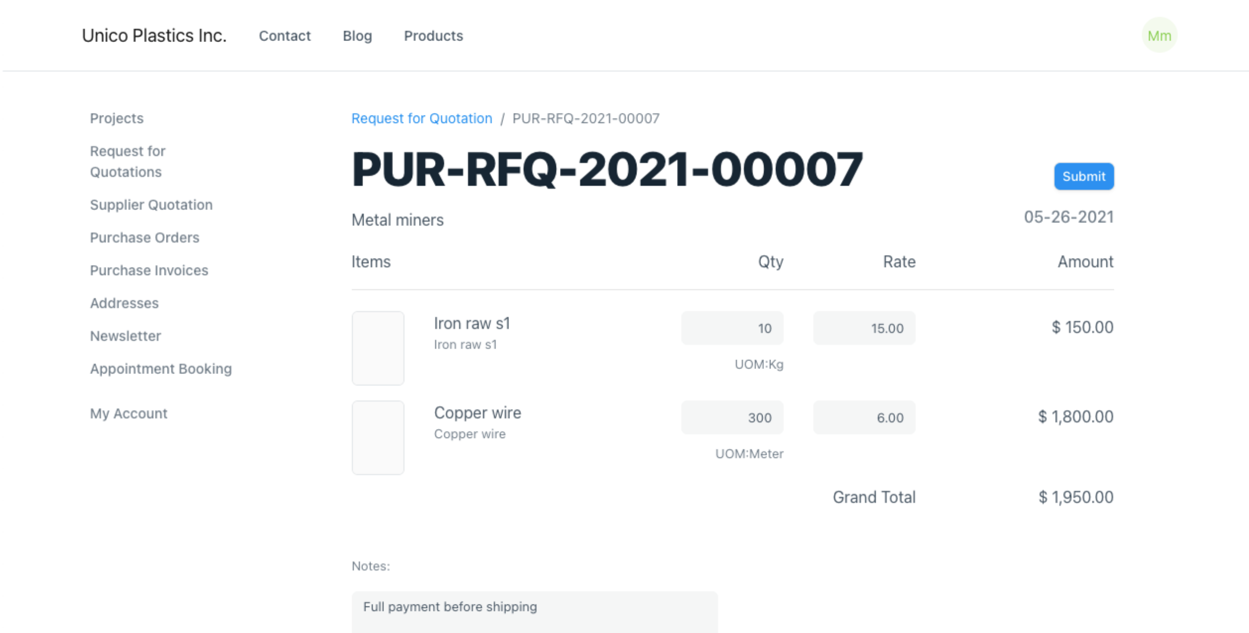
Please click on the following button to set your new password:

Update Password

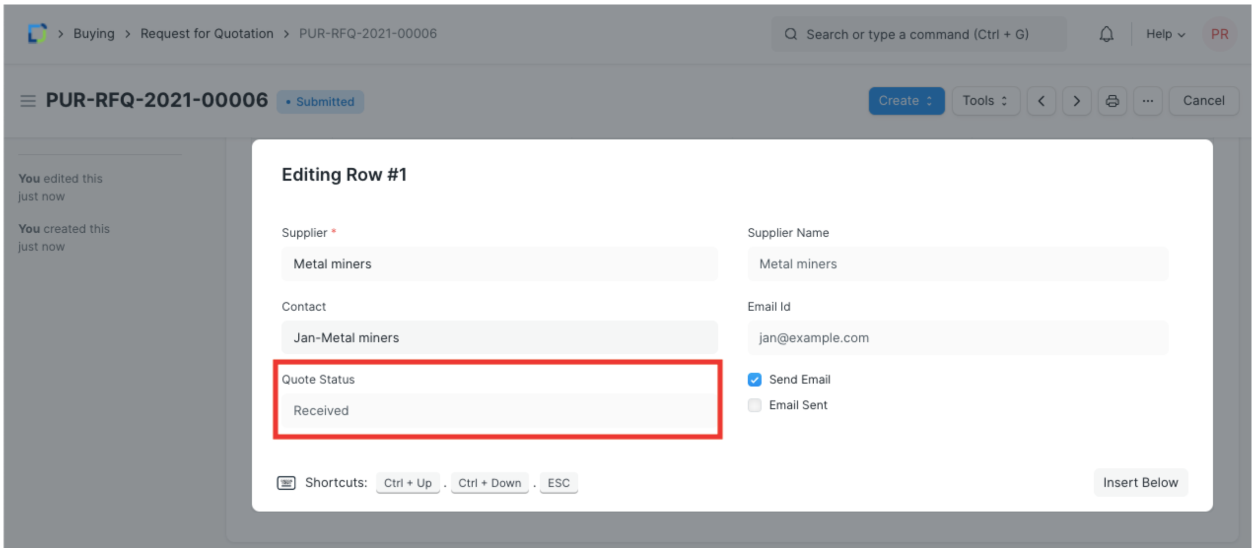
If Supplier's account is present: The system will send a Request for Quotation link to the Supplier. The Supplier must log in using his credentials to view the Request for Quotation form on the portal.



3. Either way, when the Supplier logs in, the following screen will be shown to them. From here they can send you a quotation:



The Supplier has to enter the amount and notes (payment terms) on the form and click on Submit. In the Quotations section, previous quotations will be visible. 4. On submission, DellSuite will create a Supplier Quotation (draft mode) against the Supplier. The user has to review the Supplier Quotation and submit it. When all the items from the Request for Quotation have been quoted by a Supplier, the quote status is updated to 'Received' in the 'Suppliers' table of the Request for Quotation.

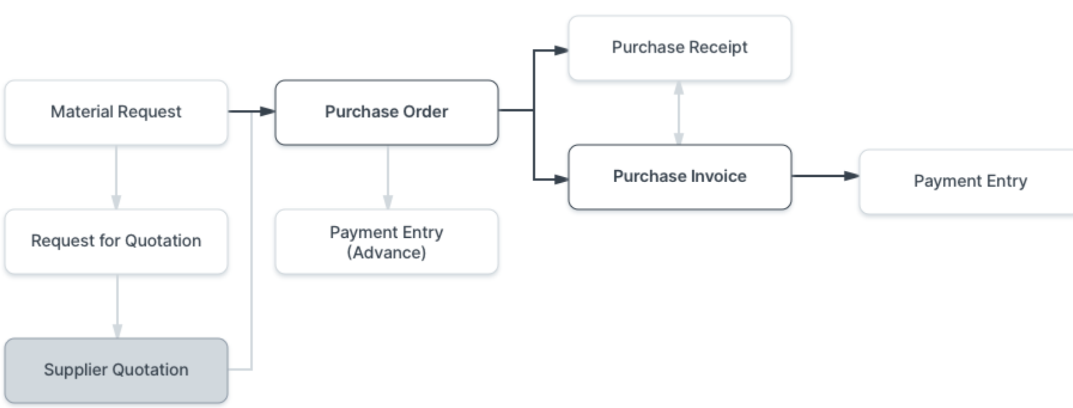


Read Supplier Quotation to know more.

Supplier Quotation

A Supplier Quotation is document by a potential supplier specifying the cost of goods or services they'll provide within a specified period.

A Supplier Quotation may also contain terms of sale, terms of payment, and warranties. Acceptance of quotation by the buyer can be considered as an agreement binding on both parties.



To access Supplier Quotation, go to:

```
Home > Buying > Purchasing > Supplier Quotation
```

1. Prerequisites

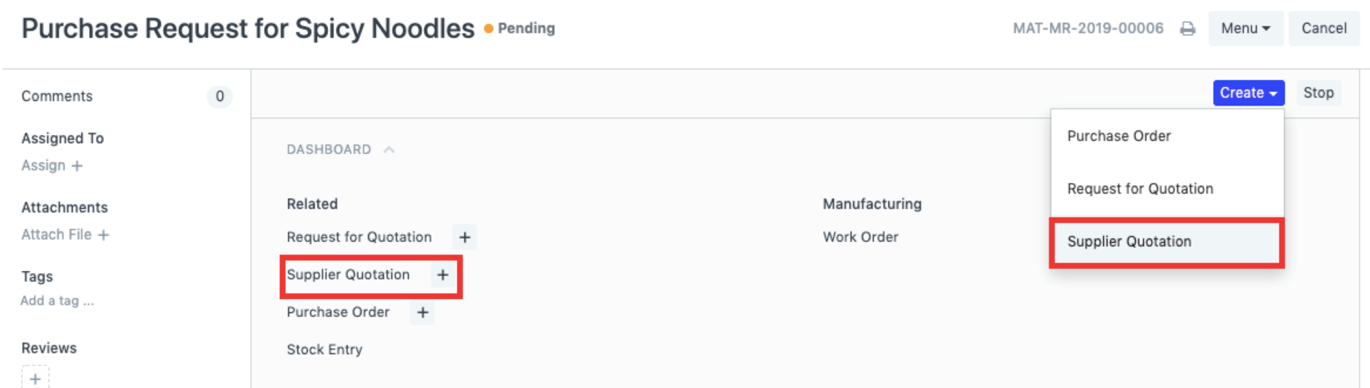
Before creating and using a Supplier Quotation, it is advised that you create the following first:

- Supplier
- Item

2. How to create a Supplier Quotation

2.1 Supplier Quotation from Material Request

You can make a supplier quotation from a Material Request:



Or:

A Supplier Quotation can be created from a Supplier master.

Or:

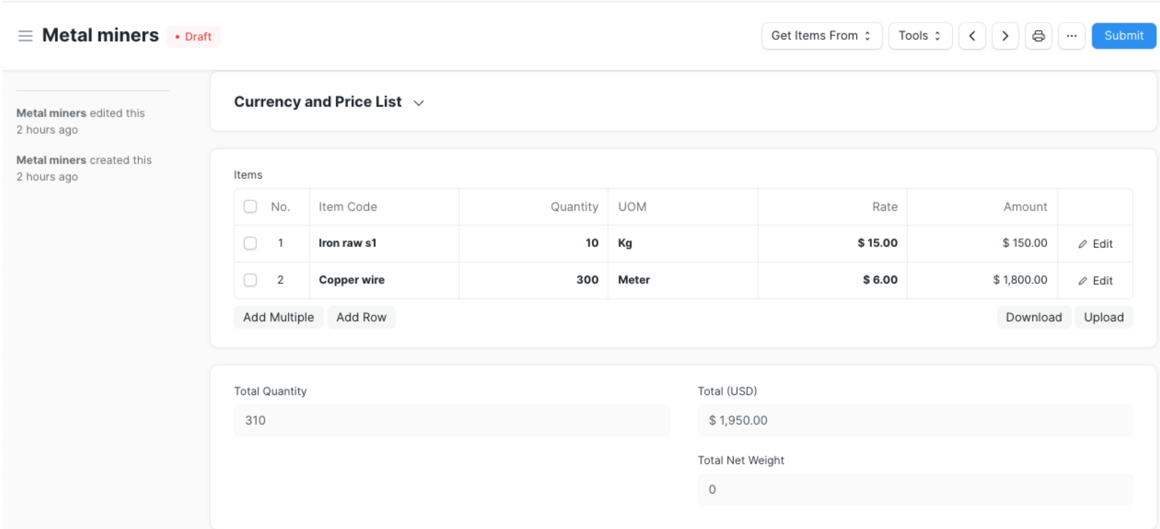
The supplier can submit you a quotation himself via DellSuite. To know more about this, see section visit the Request for Quotation page.

2.2 Creating a Supplier Quotation manually

1. You can also make a Supplier Quotation directly from:

   Buying > Purchasing > Supplier Quotation > New.
2. Select the Supplier who sent you the quotation.
3. The Address and Contact will be fetched if you've saved it in the supplier master.

4. Enter the Item code, select the quantity. Rate will be fetched if you've set the Standard Buying rate for the item in Item Price.



If you have multiple Suppliers who supply you with the same Item, you usually send out a Request for Quotation to various Suppliers. In many cases, especially if you have centralized buying, you may want to record all the quotes so that:

- You can easily compare prices in the future
- Audit whether all Suppliers were given the opportunity to quote.

Supplier Quotations are not necessary for most small businesses. Always evaluate the cost of collecting information to the value it really provides! As a recommendation, you can do this only for high value items.

3. Features

3.1 Taxes and Charges

If your Supplier is going to charge you additional taxes or charge like a shipping or insurance charge, you can add it here. This will help you accurately track your costs. Also, if some of these charges add to the value of the product you will have to mention them in the Taxes table. You can also use templates for your taxes. For more information on setting up your taxes see the Purchase Taxes and Charges Template.

3.2 More

There are fields for Tax Category, Shipping Rule, Purchase Taxes and Charges Template, Discount, Terms and Conditions, Quotation Number, Printing Settings. You can fill these fields for your record. Visit the Quotation page to know more about these sections. Note that the details like Shipping Rule, taxes, Discount, Terms and Conditions, Quotation Number, etc., are from your supplier and can be recorded for accurate tracking.

Note:

- Tax Category will be fetched from supplier master if set
- Print settings is for making changes to the supplier quotation print
- The Terms and Conditions here are your supplier's
- The Supplier Quotation can be linked to a Material Request using the 'Link to material requests' button

3.3 After Submitting

The following records can be created after submitting a Supplier Quotation:

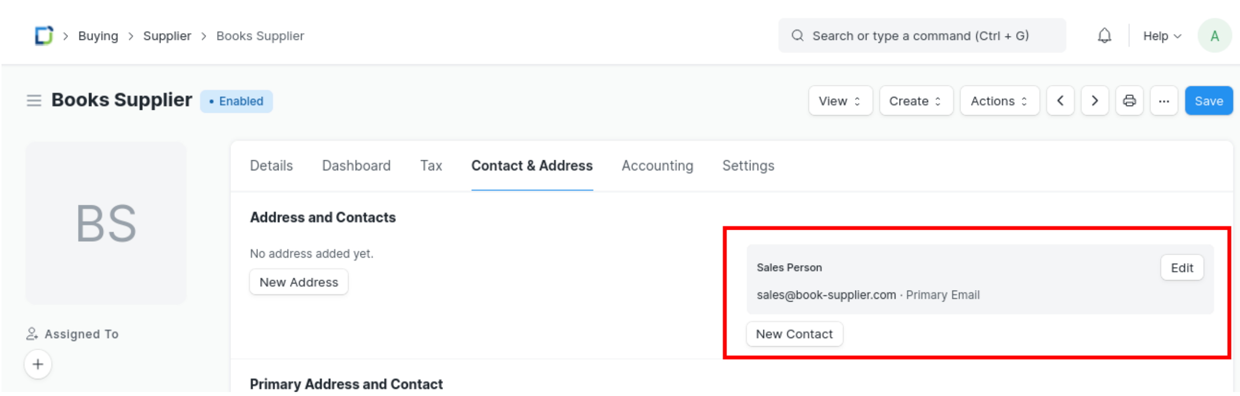
- Purchase Order - A Purchase Order if you agree with the supplier's quotation.
- Quotation - A quotation to your customer.
- Auto Repeat - Auto Repeat the supplier quotation at specified intervals.

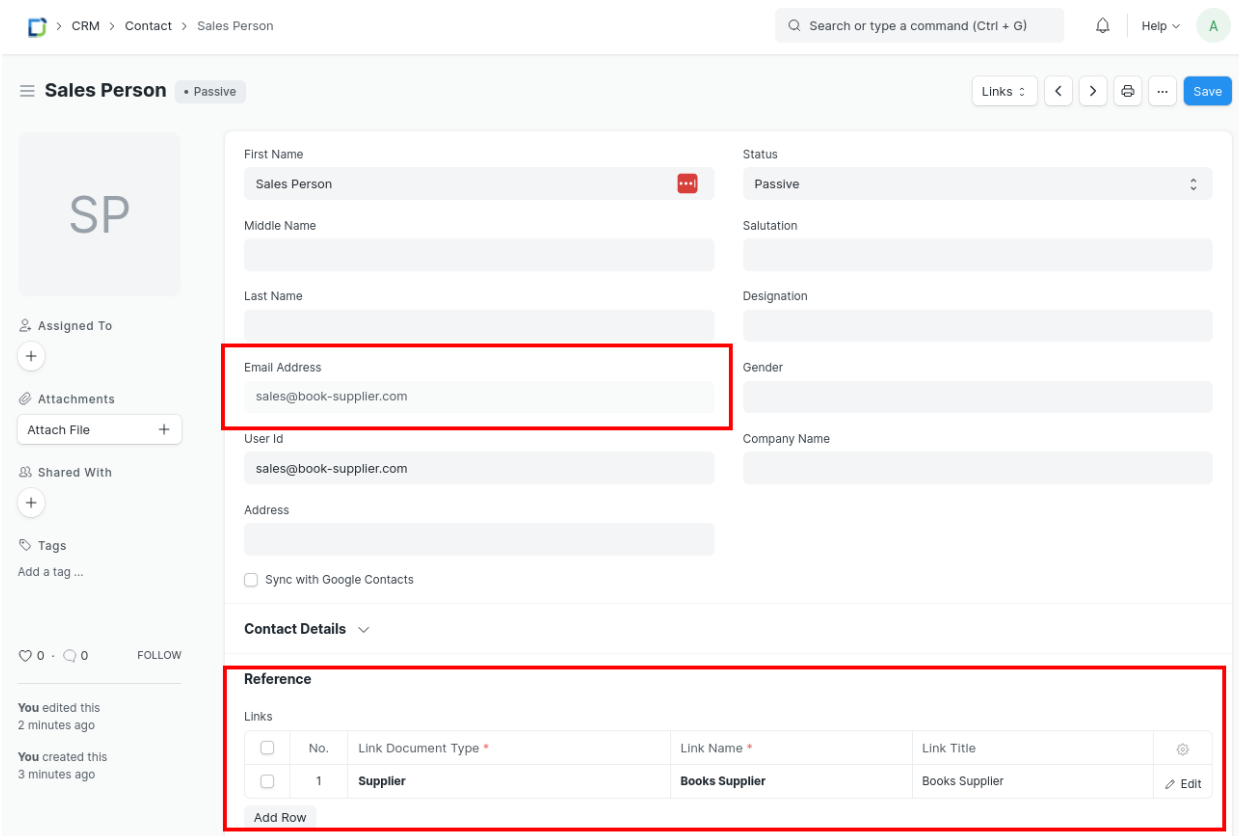
Create Supplier Quotation through Supplier Portal

In DellSuite, Supplier Quotations can either be created manually or via the Supplier Portal. Suppliers can create Quotations via the Supplier Portal once they have logged into the system.

Pre-requisites:

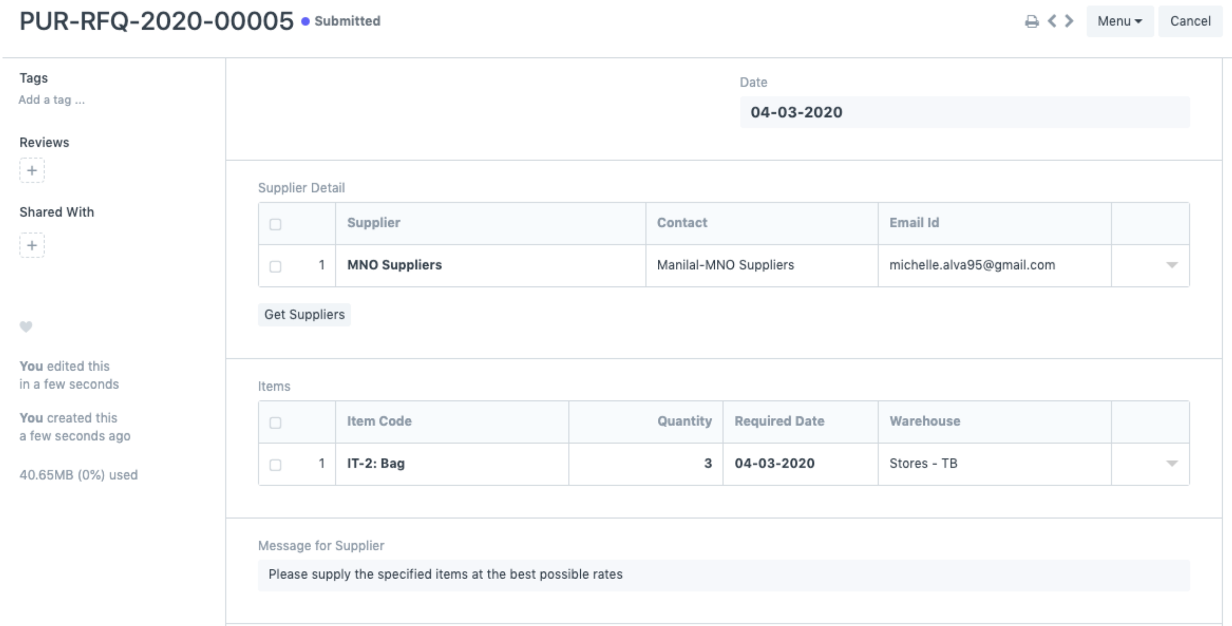
- The Supplier must be a registered Website User with "Supplier" role.
- Supplier user account's Contact must be linked to the Supplier document.



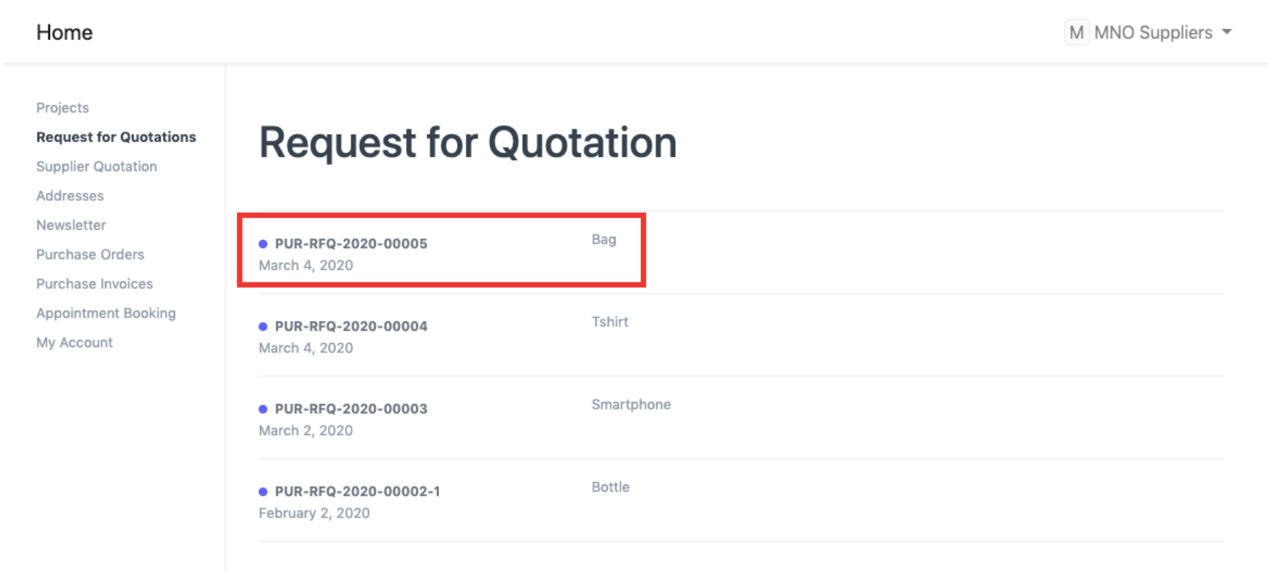


For a Supplier to create a Quotation, there should be an existing Request for Quotation (RFQ) against them. To do this entire process, follow the following steps:

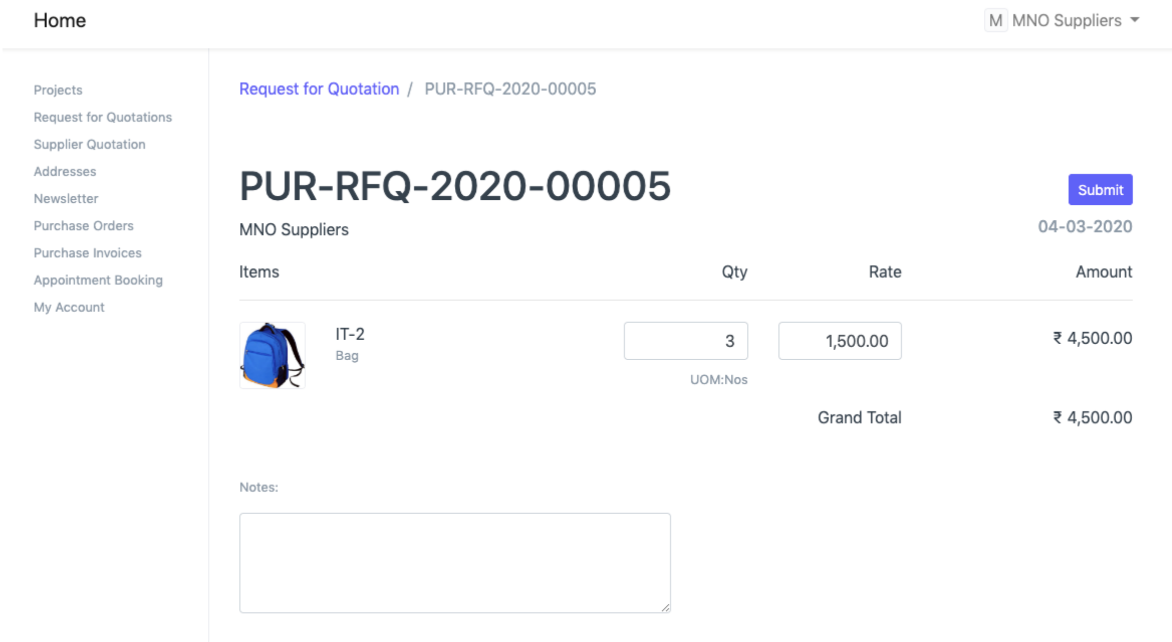
1) Create a Request for Quotation for the Supplier in the system. For example, we are creating an RFQ for "MNO Suppliers".



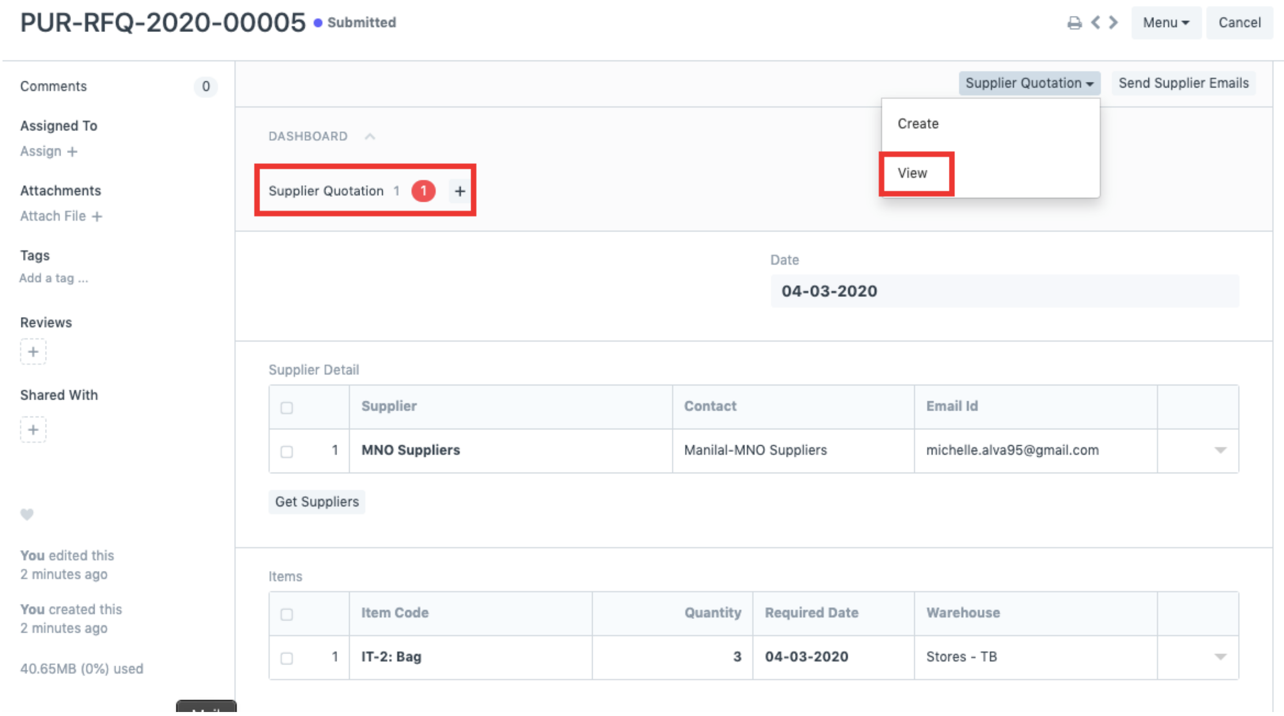
2) Now, the Supplier (MNO Suppliers in our case) has to log into the Supplier Portal using their login credentials. There, the Supplier will be able to view the RFQ



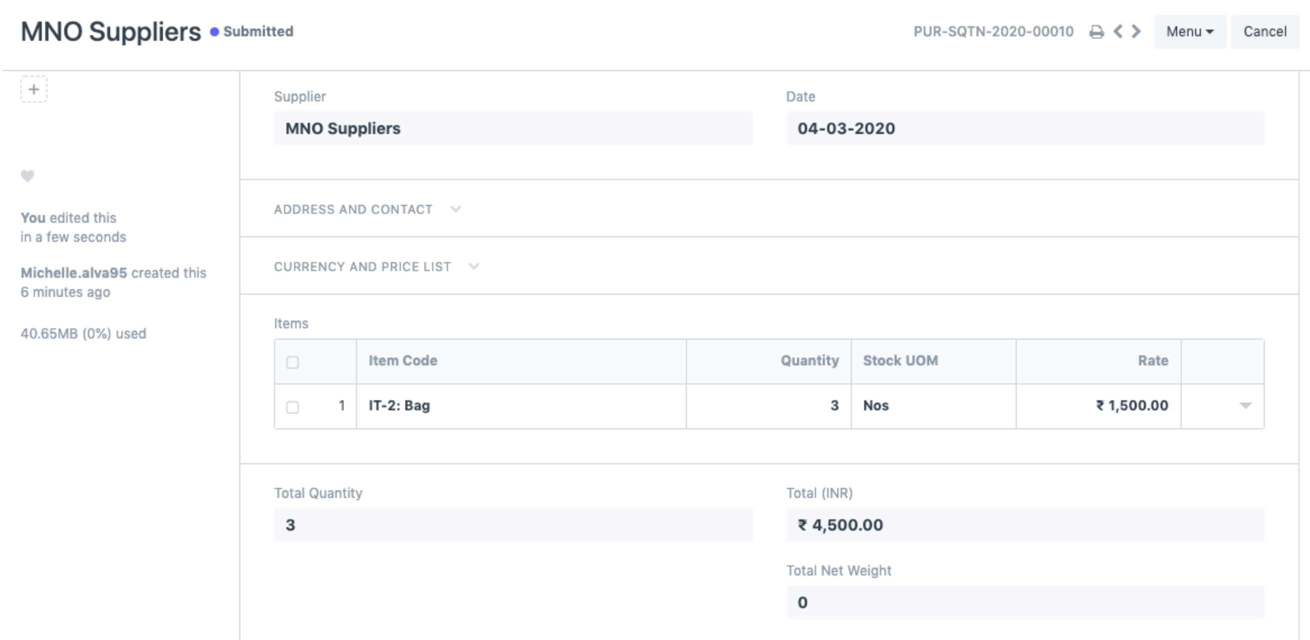
The Supplier has to enter the Item Rate and submit the RFQ.



Once the RFQ is submitted, a Supplier Quotation gets automatically created in the system against this RFQ. Click on the "View" option.



Observe that the Supplier Quotation is in the Draft state. After reviewing the Supplier Quotation, the user can submit it. This will also be reflected in the Supplier Portal.



Purchase Return

A purchased Item being returned is known as a Purchase Return.

With the Purchase Return feature, you can return products to the Supplier. This may be on account of a number of reasons like defects in goods, quality not matching, the buyer not needing the stock, etc.

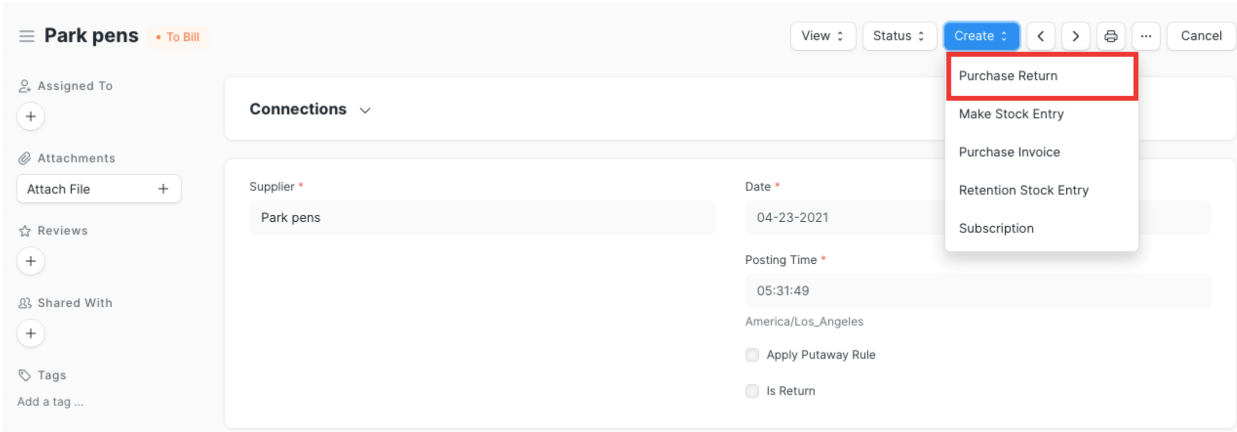
1. Prerequisites

Before creating and using a Purchase Return, it is advised that you create the following first:

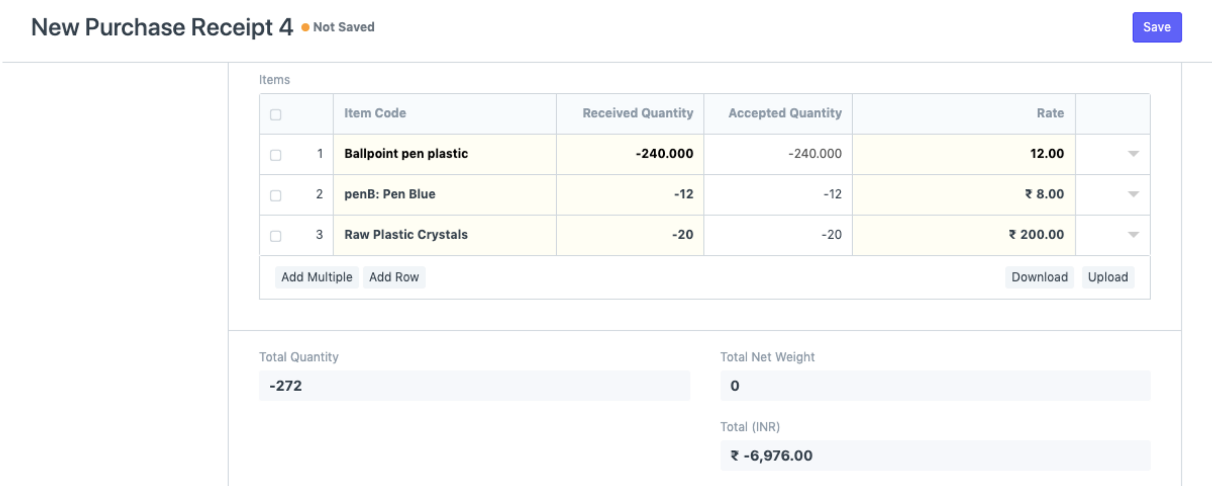
- Item
- Purchase Invoice Or
- Purchase Receipt

2. How to create a Purchase Return

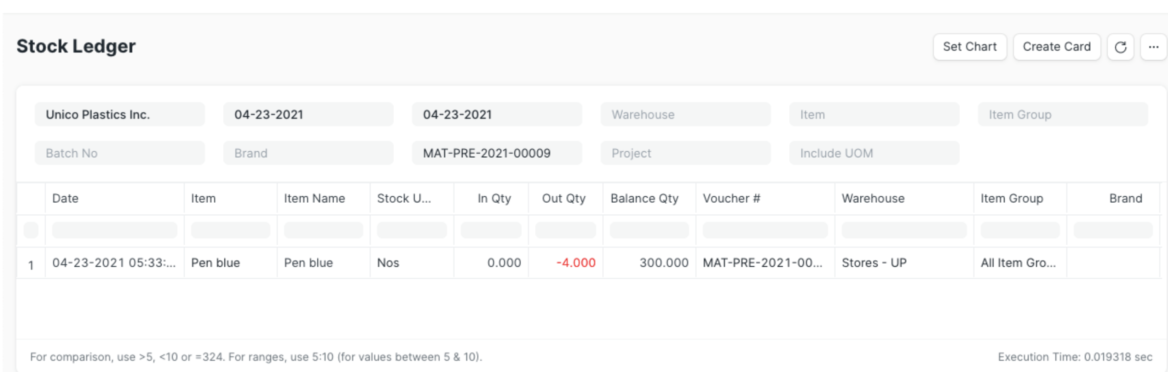
1. First open the original Purchase Receipt, against which supplier delivered the Items.



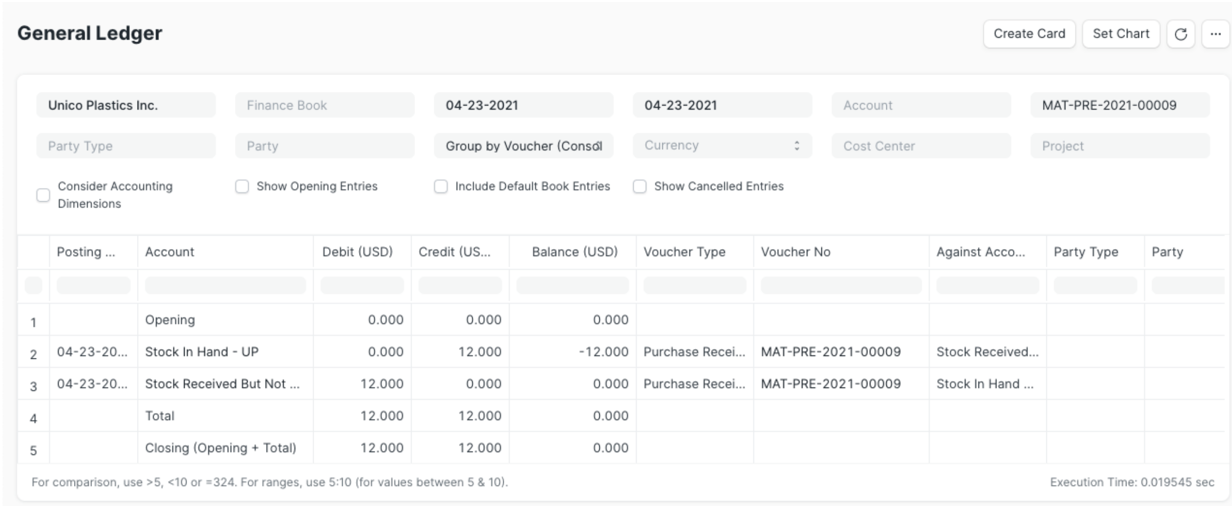
2. Click on 'Create > Return', it will open a new Purchase Receipt with 'Is Return' checked. Items, Rate, and taxes will negative numbers.



3. On submission of Return Purchase Return, the system will decrease item quantity from the mentioned Warehouse. To maintain correct stock valuation, stock balance will also go up according to the original purchase rate of the returned items.



4. In the Accounting Ledger, the Stock In Hand account will be credited and the Stock Received but Not Billed account will be debited.



	Posting ...	Account	Debit (USD)	Credit (US...	Balance (USD)	Voucher Type	Voucher No	Against Acco...	Party Type	Party
1		Opening	0.000	0.000	0.000					
2	04-23-20...	Stock In Hand - UP	0.000	12.000	-12.000	Purchase Recei...	MAT-PRE-2021-00009	Stock Received...		
3	04-23-20...	Stock Received But Not ...	12.000	0.000	0.000	Purchase Recei...	MAT-PRE-2021-00009	Stock In Hand ...		
4		Total	12.000	12.000	0.000					
5		Closing (Opening + Total)	12.000	12.000	0.000					

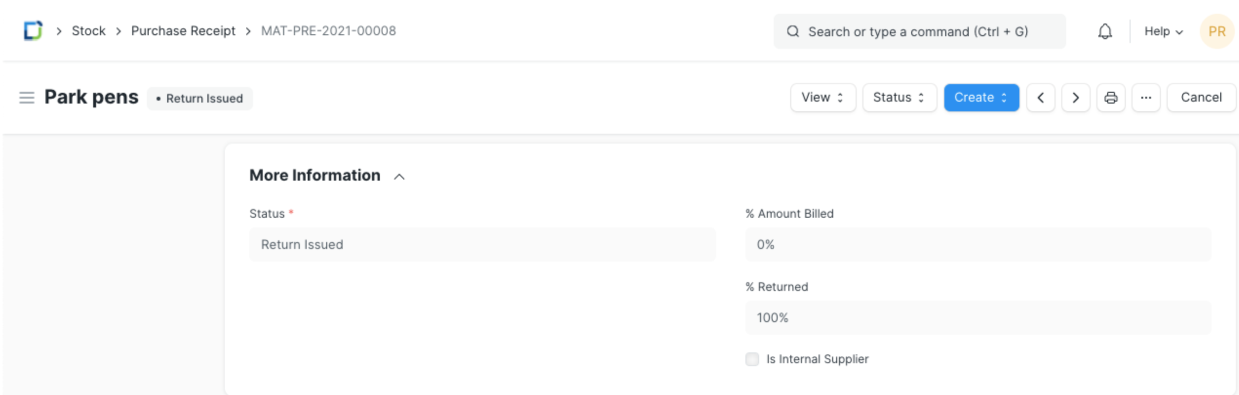
If Perpetual Inventory enabled, the system will also post accounting entry against warehouse account to sync warehouse account balance with stock balance as per Stock Ledger.

3. Impact on Stock Return via Purchase Receipt

On Creating a Purchase Return against a Purchase Receipt:

- The **Returned Quantity** in the original Purchase Receipt along with any Purchase Order linked to it, is updated.

- The original Purchase Receipt's status is changed to **Return Issued** if 100% returned:



Supplier Scorecard

A Supplier Scorecard is an evaluation tool used to assess the performance of suppliers.

Supplier scorecards can be used to keep track of item quality, delivery, and responsiveness of suppliers across long periods of time. This data is typically used to help in purchasing decisions. A Supplier Scorecard is manually created for each supplier.

To access Supplier Scorecard, go to:

```
Home > Buying > Supplier Scorecard > Supplier Scorecard
```

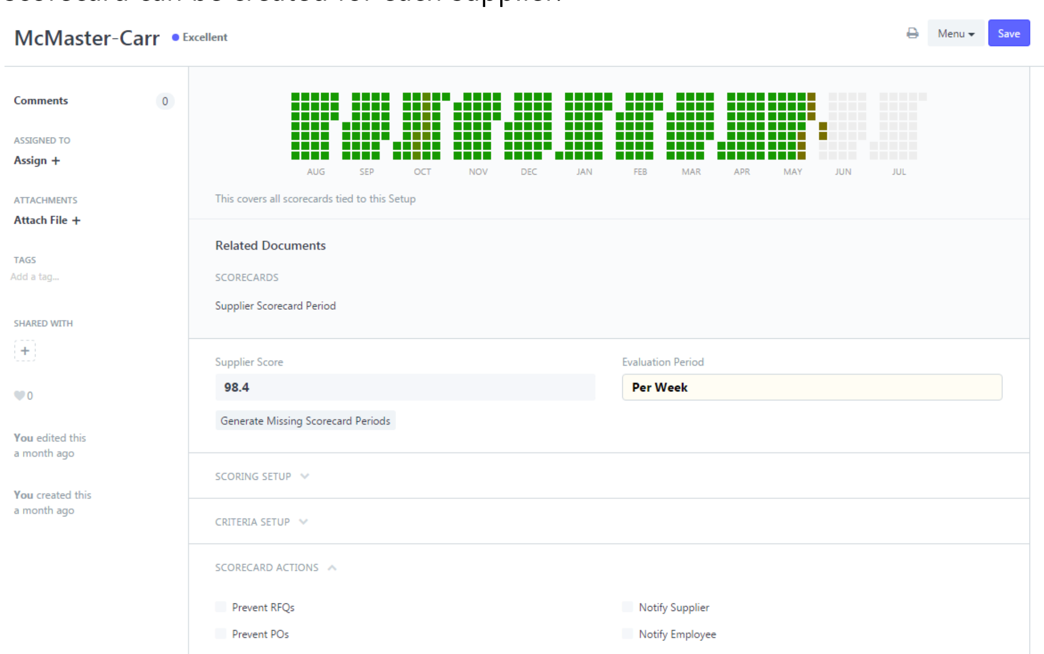
1. Prerequisites

Before creating and using a Supplier Scorecard, it is advised that you create the following first:

- Supplier

1. How to create Supplier Scorecard

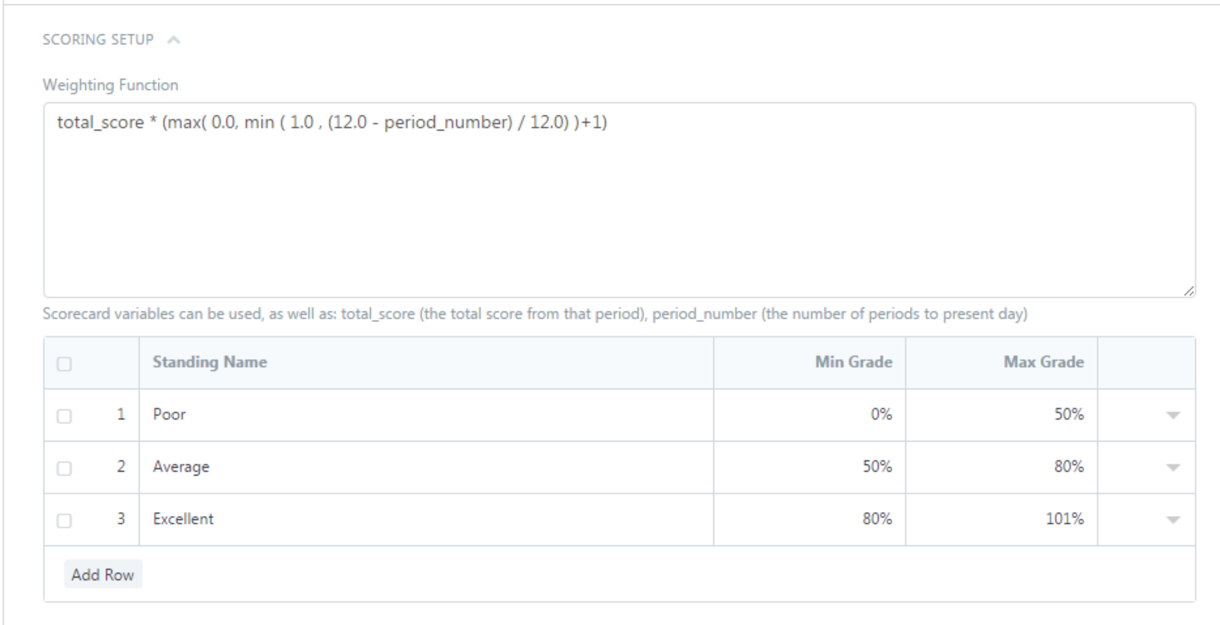
1. Go to the Supplier Scorecard list, click on New.
2. Select a Supplier to score.
3. Select the evaluating period whether weekly, monthly, or yearly.
4. Setup the scoring function (details in next section).
5. A supplier scorecard is created for each supplier individually. Only one supplier scorecard can be created for each supplier.



2. Features

2.1 Scoring Setup

The supplier scorecard consists of a set evaluation periods, during which the performance of a supplier is evaluated. This period can be weekly, monthly or yearly. The current score is calculated from the score of each evaluation period based on the weighting function. The default formula is linearly weighed over the previous 12 scoring periods.

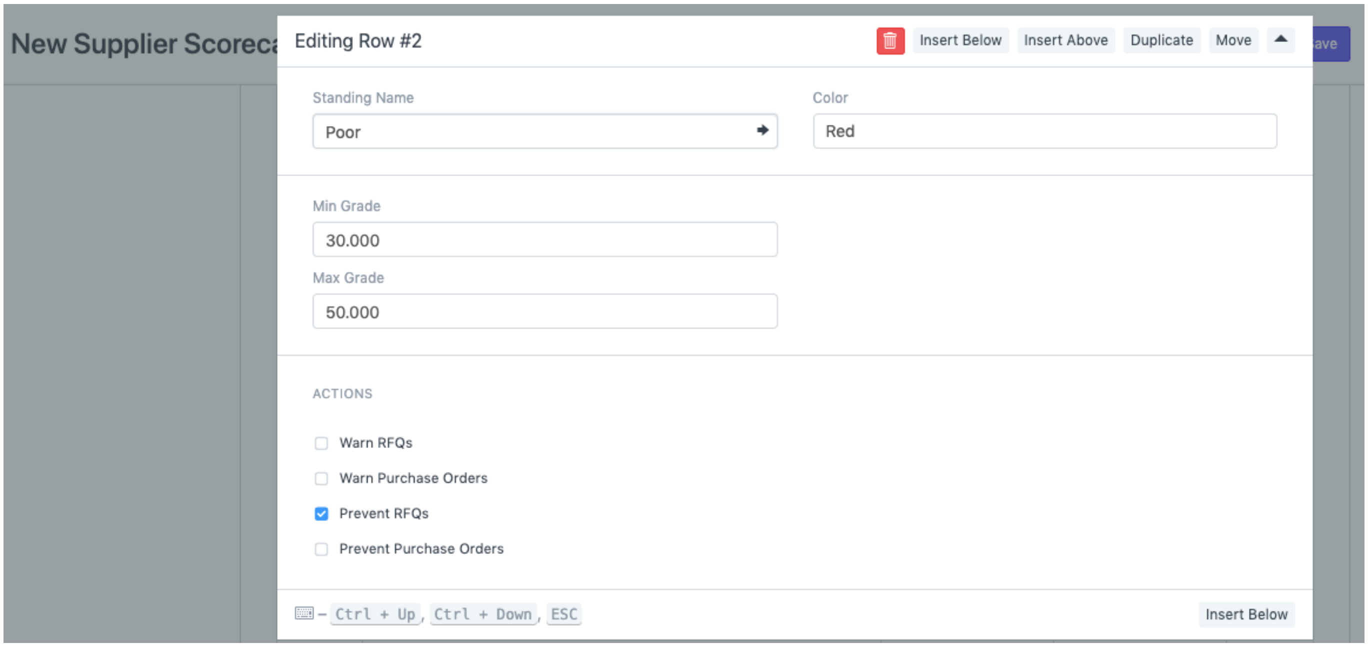


This formula is customizable.

Supplier Standings

The supplier standing is used to quickly sort suppliers based on their performance. These are customizable for each supplier.

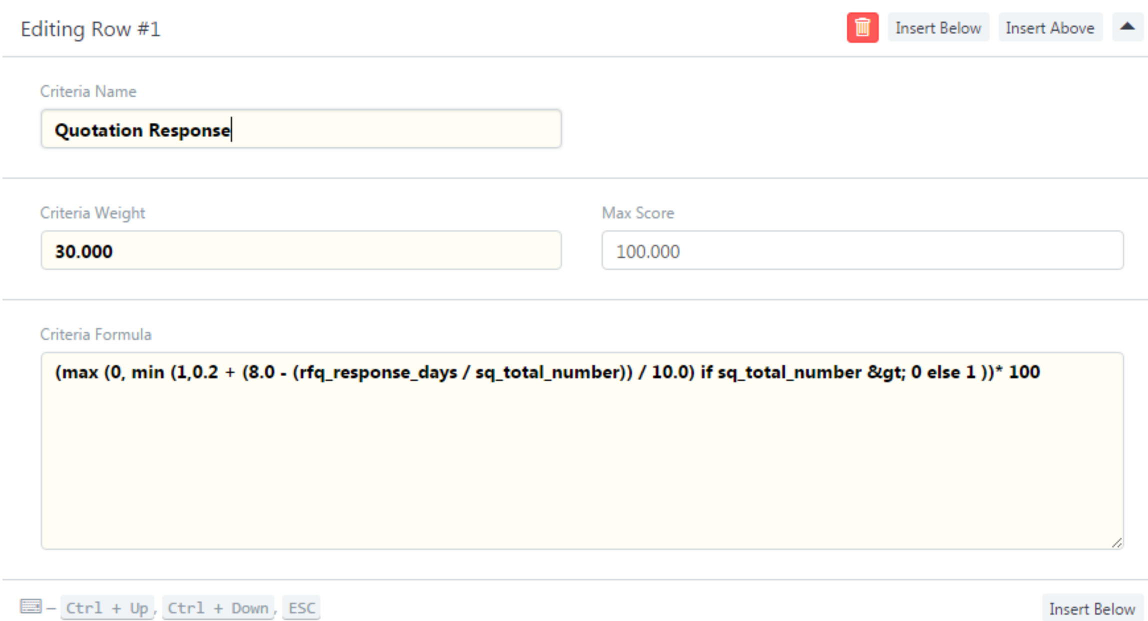
The scorecard standing of a supplier can also be used to restrict suppliers from being included in Request for Quotations or being issued Purchase Orders. The following screen can be seen on expanding a row in the 'Scoring Standings' table, click on the downward facing arrow.



2.2 Criteria Setup

A supplier can be evaluated on several individual evaluation criteria, including (but not limited to) quotation response time, delivered item quality, and delivery timeliness. These criteria are weighed to determine the final period score.

To create a new Criteria, go to Buying > Supplier Scorecard > Supplier Scorecard Criteria:



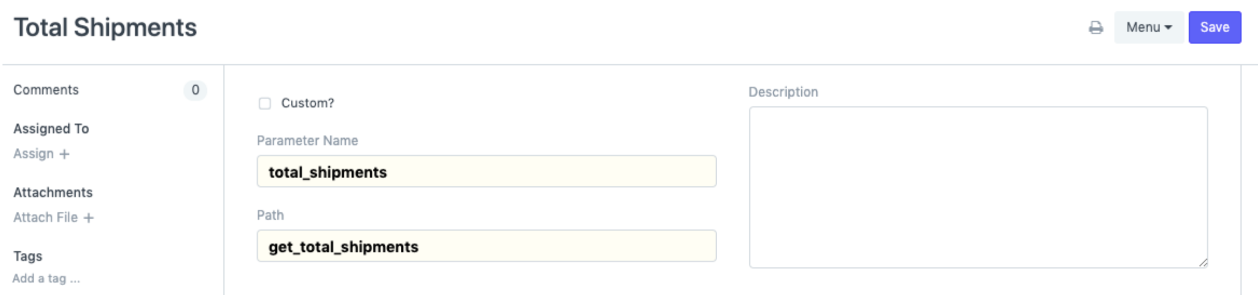
Note: Criteria weights for a scorecard should add up to 100.

2.3 Supplier Scorecard Variables

The method for calculating each criteria is determined through the Criteria Formula field, which can use a number of pre-established variables. This can be seen in the preceding screenshot.

The value of each of these variables is calculated over the scoring period for each supplier. Examples of such variables include:

- The total number of items received from the supplier
- The total number of accepted items from the supplier
- The total number of rejected items from the supplier
- The total number of deliveries from the supplier
- The total amount (in dollars) received from a supplier



Variables are pre-set, additional variables can be added through server-side customizations. Tick the Custom checkbox if the variable you're creating is for a custom field.

The criteria formula should be customized to evaluate the suppliers in each criteria in a way that best fits the company requirements.

2.4 Evaluation Formulas

The evaluation formula uses the pre-established or custom variables to evaluate an aspect of supplier performance over the scoring period. Formulas can use the following mathematical functions:

- addition: +
- subtraction: -
- multiplication: *
- division: /
- min: min(x,y)
- max: max(x,y)
- if/else: (x) if (formula) else (y)
- less than: <

- greater than: >
- variables: {variable_name}

It is crucial that the formula be solvable for all variable values. This is most often an issue if the value resolves to 0. For example:

{total_accepted_items} / {total_received_items}

This example would resolve to 0 / 0 in periods where there are no received items, and therefore should have a check to protect in this case:

({total_accepted_items} / {total_received_items})

if {total_received_items} > 0

else 1.

2.5 Evaluating the Supplier

An evaluation is generated for each Supplier Scorecard Period by clicking the "Generate Missing Scorecard Periods" button. The supplier's current score can be seen, as well as a visual graphic showing the performance of the supplier over time. Any actions against the supplier are also noted here, including warnings when creating RFQs and POs or preventing these features for this supplier altogether.

Buying Reports

Data pertaining to purchases made by an organization can be analyzed and visualized through various reports available in the buying modules. Normally, each report has three sections: Filter toolbar, a chart, and data. Changes in the filters and selections are immediately reflected in the chart.

Purchase Analytics

To access the report, go to:

```
Home > Buying > Key Reports > Purchase Analytics
```

Through the Purchase Analytics report, the purchase-related data against the supplier, supplier groups, items and item group can be analyzed over a given period and frequency.

Purchase Order Analysis

To access the report, go to:

Home > Buying > Key Reports > Purchase Order Analysis

This report is helpful in analyzing the items and their billing status in a purchase order over a given period.

Supplier-Wise Sales Analytics

To access the report, go to:

Home > Buying > Key Reports > Sales-Wise Sales Analytics

This report provides extensive data on different items purchased from the suppliers.

Items to Order and Receive

To access the report, go to:

Home > Buying > Key Reports > Items to Order and Receive

This report visualizes and shows data for the purchase requests created.

Purchase Order Trends

To access the report, go to:

Home > Buying > Key Reports > Purchase Order Trends

Through this report, the trends for purchase orders for a given financial year can be visualized. The trend can be grouped based on Suppliers, Supplier Group, Item, Item Group, and Project.

Procurement Tracker

To access the report, go to:

Home > Buying > Key Reports > Purchase Order Trends

This report presents extensive purchase-related data including material requests, purchase orders created for the items.

Other Reports

To access, go to:

Home > Buying > Other Reports

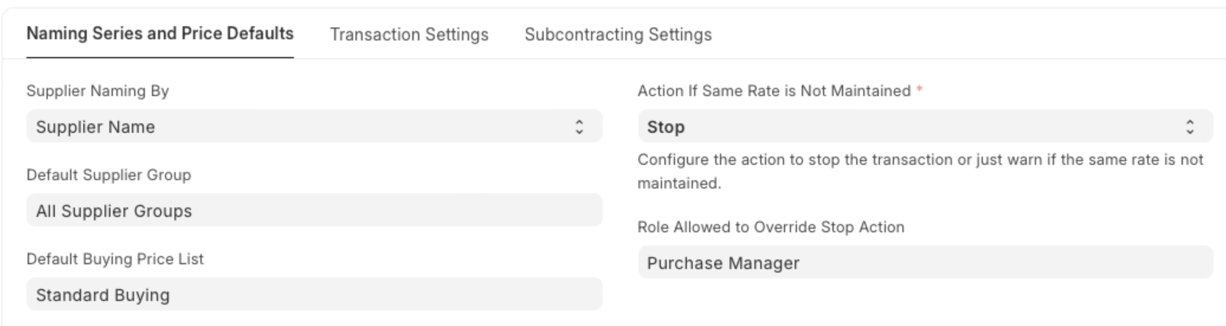
In other reports section, the following reports can be accessed:

1. Items To Be Requested
2. Item-Wise Purchase History
3. Purchase Receipt Trends
4. Purchase Invoice Trends
5. Subcontracted Item To Be Received
6. Supplier Quotation

Buying Settings

DellSuite allows you to configure various settings and configurations that help streamline and automate the purchasing workflow.

Naming Series and Price Defaults



1. Supplier Naming By

When a Supplier is saved, system generates a unique identity or name for that Supplier which can be used to refer the Supplier in various Buying transactions.

If not configured otherwise, DellSuite uses the Supplier's Name as the unique name. If you want to identify Suppliers using names like SUPP-00001, SUPP-00002, or such other patterned series, select the value of Supplier Naming By as "Naming Series".

2. Default Supplier Group

Configure what should be the default value of Supplier Group when creating a new Supplier. For example, if most of your suppliers supply you hardware, you can set the default as 'Hardware'.

3. Default Buying Price List

Configure what should be the default Price List when creating a new Buying transaction, the default is set as 'Standard Buying'. Item prices will be fetched from this Price List. You can modify the 'Price List' by using the arrow at the right-end of the field to change the currency and country.

4. Action if Same Rate is Not Mentioned

It defines the action the should take when it encounters a purchase order, material request, or any other buying transaction where the same rate of an item is not mentioned.

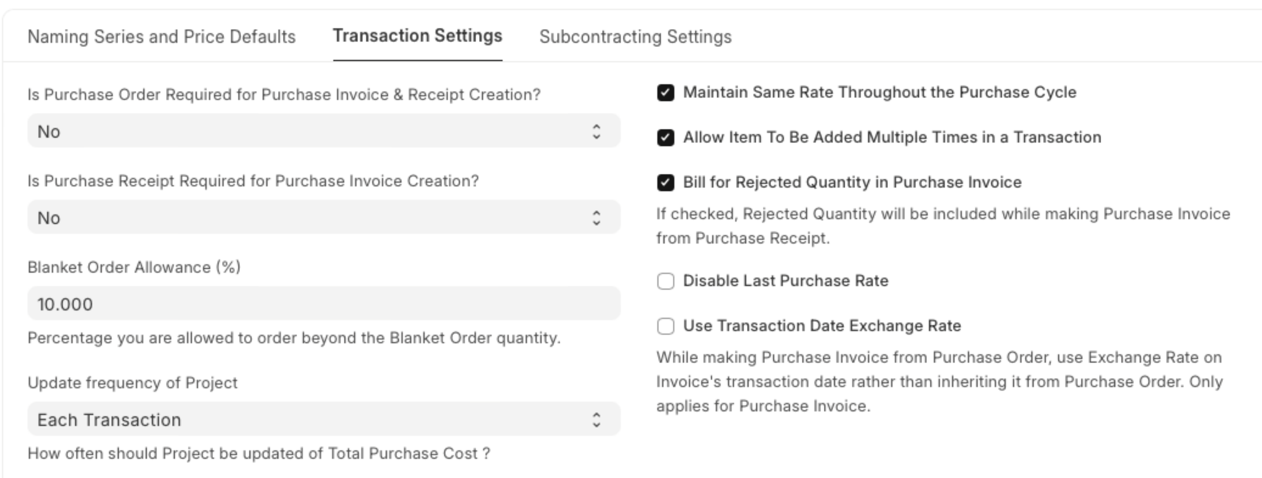
There are two possible actions the user can take.

- **Stop**: The system will stop the transaction preventing the user from proceeding without specifying a rate. This ensures that all transactions have explicit rates mentioned, avoiding potential discrepancies.
- **Warn**: The system will allow the transaction happen but will display a warning message to alert the user that the same rate has not been mentioned.

5. Role Allowed to Override Stop Action

This setting specifies which user roles have the permission to override the "Stop" action in the buying transaction due to discrepancy in the rate.

Transaction Settings



1. Is Purchase Order Required for Purchase Invoice & Receipt Creation?

If this option is configured "Yes", DellSuite will prevent you from creating a Purchase Invoice or a Purchase Receipt directly without creating a Purchase Order first.

If retail transactions are involved where the order happens offline, then Purchase Orders can be skipped. If you're accepting sample Items, you can directly create a Purchase Receipt to receive the Items to your Warehouse.

This configuration can be overridden for a particular supplier by enabling the "Allow Purchase Invoice Creation Without Purchase Order" checkbox in supplier master

2. Is Purchase Receipt Required for Purchase Invoice Creation?

If this option is configured "Yes", DellSuite will prevent you from creating a Purchase Invoice without creating a Purchase Receipt first. In case the Item being transacted is a service, it'll not require a receipt, you can directly create an Invoice.

This configuration can be overridden for a particular supplier by enabling the "Allow Purchase Invoice Creation Without Purchase Receipt" checkbox in the supplier master

3. Blanket Order Allowance (%)

You can set the percentage you are allowed to order more against the Blanket Order Quantity. For example: If you have a Blanket Order of Quantity 100 units. and your Allowance is 10% then you are allowed to order 110 units.

4. Update frequency of Project

It indicates how often should Project be updated of Total Purchase Cost.

5. Maintain Same Rate Throughout Purchase Cycle

If this is enabled, DellSuite will validate whether an Item's price is changing in a Purchase Invoice or Purchase Receipt created from a Purchase Order, i.e. it will help you maintain the same rate throughout the purchase cycle.

You can configure the action that system should take if the same rate is not maintained in the "Action If Same Rate is Not Maintained" field:

- **Stop**: DellSuite will stop you from changing the price by throwing a validation error.
- **Warn**: The system will let you save the transaction but warn you with a message if the rate is changed.

Note: This field will only be visible if Maintain Same Rate Throughout Purchase Cycle is enabled.

6. Allow Item to be added multiple times in a transaction

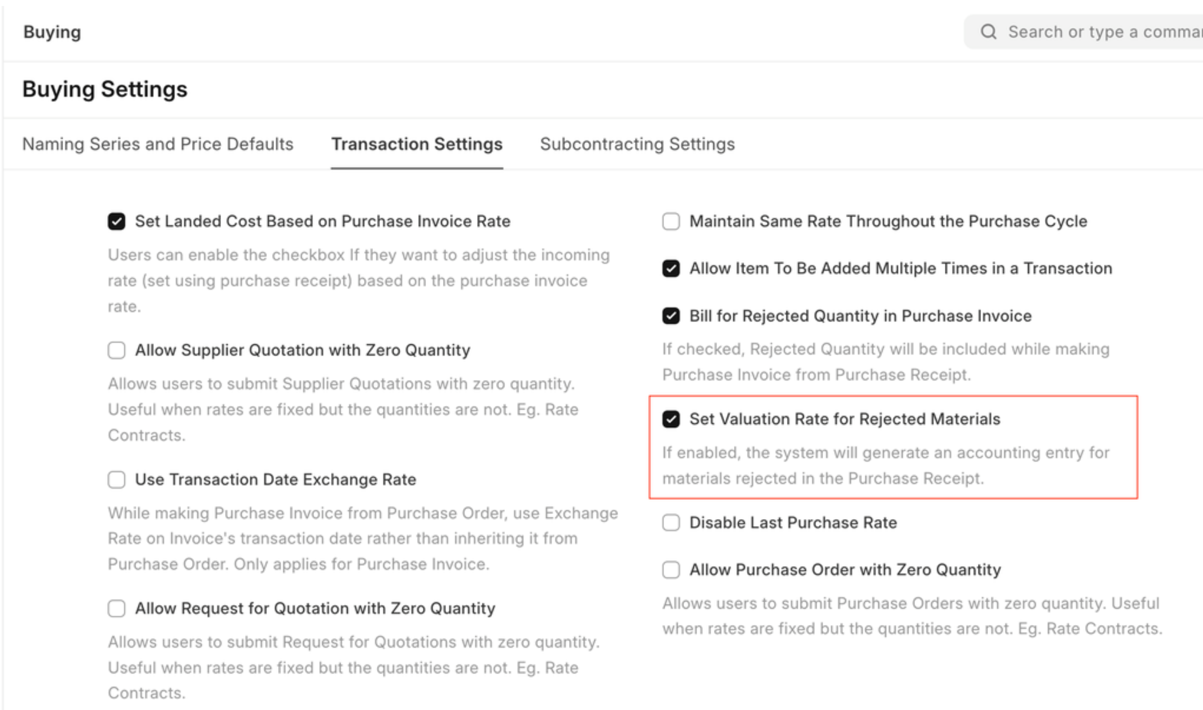
When this checkbox is unchecked, an item cannot be added multiple times in the same Purchase Order. However, you can still explicitly change the quantity. This is a validation checkbox for preventing accidental purchase of the same item. This can be checked for specific use cases where there are multiple sources for the same material, for example in manufacturing.

7. Bill for Rejected Quantity in Purchase Invoice

If checked, Rejected Quantity will be included while making Purchase Invoice from Purchase Receipt.

7.1 Set Valuation Rate for Rejected Materials

For rejected materials, the valuation rate is set to zero, and no accounting ledger entry is created for them in the Purchase Receipt. To apply a valuation rate and generate accounting entries for rejected materials, enable the 'Set Valuation Rate for Rejected Materials' option in Buying Settings. This option is only applicable when `Bill for Rejected Quantity in Purchase Invoice` has enabled in the Buying Settings.



8. Set Landed Cost Based on Purchase Invoice Rate

If the 'Maintain Same Rate Throughout the Purchase Cycle' is disabled then this field shows in the buying settings. If user wants to adjust the product valuation as per the purchase invoice cost then this option needs to be enable.

How It Works

- Created Purchase Receipt for item A with rate as 100
- System has booked Stock In Hand with 100 rate
- After 2 days, user has created purchase invoice against the above purchase receipt
- After 2 days because of change in exchange rate the rate in the invoice changed to 150

- Now purchase receipt has rate 100 where as Purchase invoice has rate 150
- If you want to adjust the Stock In Hand with Purchase invoice Rate (150) then enable "Set Landed Cost Based on Purchase Invoice Rate".

Note: on submission of the purchase invoice, system creates the repost item valuation record to update the cost of the purchase receipt. User has to wait to complete the repost item valuation to see the impact of the invoice cost on the stock in hand.

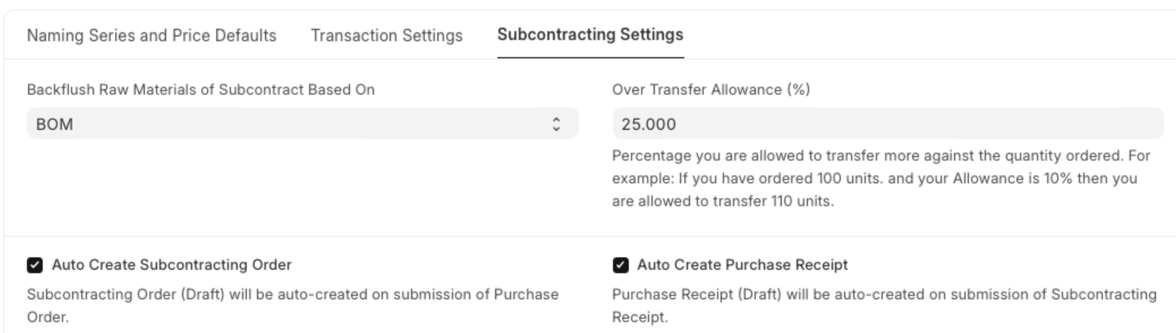
9. Disable Last Purchase Rate

It prevents the system from automatically using the rate from the last purchase transaction when creating new purchase orders or transactions.

10. Use Transaction Date Exchange Rate

While making Purchase Invoice from Purchase Order, use Exchange Rate on Invoice's transaction date rather than inheriting it from Purchase Order. Only applies for Purchase Invoice.

Subcontracting Settings



1. Backflush Raw Materials of Subcontract Based On

1. BOM: system will consume raw materials in the subcontracting receipt as per the FG BOM
2. Material Transferred for Subcontract: system will consume raw materials based on the materials transferred against the Subcontracting Order. If no stock transferred then no materials will be consume at the time of Subcontracting Receipt.

2. Auto Create Subcontracting Order

System will auto create the subcontracting order in a Draft state on submission of the purchase order which has "Is Subcontracted" enabled.

3. Auto Create Purchase Receipt

System will auto create the purchase receipt for the service items in a Draft state on submission of the subcontracting receipt.

4. Over Transfer Allowance (%)

It is the percentage you are allowed to transfer more against the quantity ordered. For example: If you have ordered 100 units. and your Allowance is 10% then you are allowed to transfer 110 units.