

Manual

BOS-Purchase User Guide

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1. Overview

The BOS Purchase system streamlines procurement processes from internal requisitions to PO approval, receiving, and inventory reconciliation. It ensures transparency, policy compliance, and seamless integration with Inventory and GL systems. The system supports standardized item templates, supplier setup, and multi-step approval flows to enhance operational accuracy and financial traceability.

2. Set Configuration

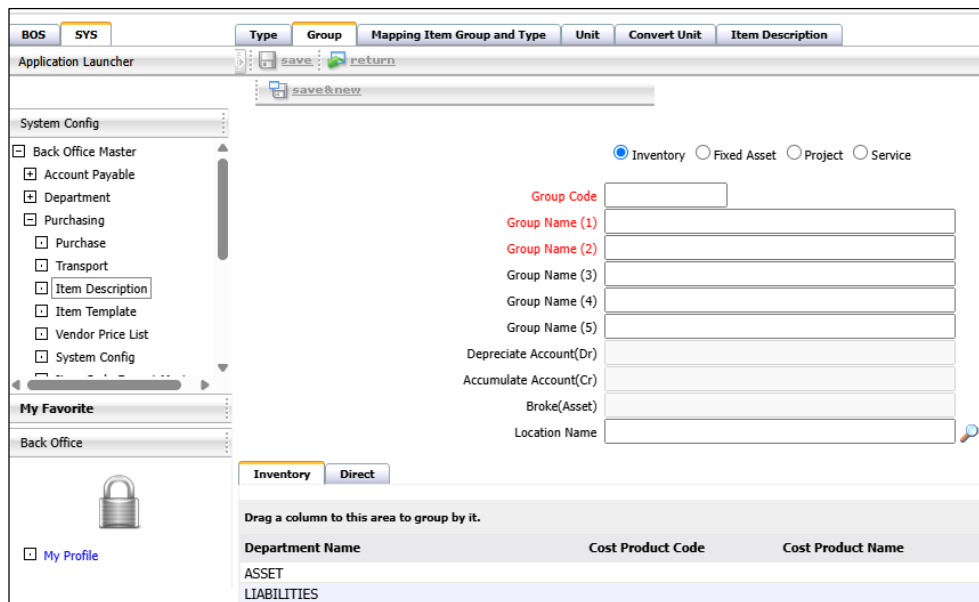
Initial configuration includes setting menu items and templates for purchasing operations. Users define supplier information, categories, units, and default purchase settings.

2.1 Menu Items

The Menu Items section is used to define key procurement parameters including vendor classification, payment conditions, and account references. These foundational settings ensure the system behaves consistently and complies with accounting and purchasing policies.

To perform the task:

1. Go to SYS > Back Office Master > Purchasing.
2. Configure supplier categories and item groups.
3. Set default payment terms and warehouse destinations.
4. Assign GL codes and accounting references.
5. Review approval limits and authorization roles.



The screenshot shows the 'SYS' configuration window with the 'Mapping Item Group and Type' tab selected. The left sidebar contains a tree view with 'System Config' expanded, showing 'Back Office Master', 'Account Payable', 'Department', 'Purchasing', 'Purchase', 'Transport', 'Item Description', 'Item Template', 'Vendor Price List', and 'System Config'. The 'Purchasing' folder is expanded, showing 'Purchase' and 'Transport'. The 'Item Description' folder is also expanded, showing 'Item Template', 'Vendor Price List', and 'System Config'. The main area displays the 'Mapping Item Group and Type' configuration for 'Inventory' (selected). It includes fields for 'Group Code', 'Group Name (1)', 'Group Name (2)', 'Group Name (3)', 'Group Name (4)', 'Group Name (5)', 'Depreciate Account(Dr)', 'Accumulate Account(Cr)', 'Broke(Asset)', and 'Location Name'. Below these fields is a table with columns 'Department Name', 'Cost Product Code', and 'Cost Product Name'. The table contains two rows: 'ASSET' and 'LIABILITIES'.

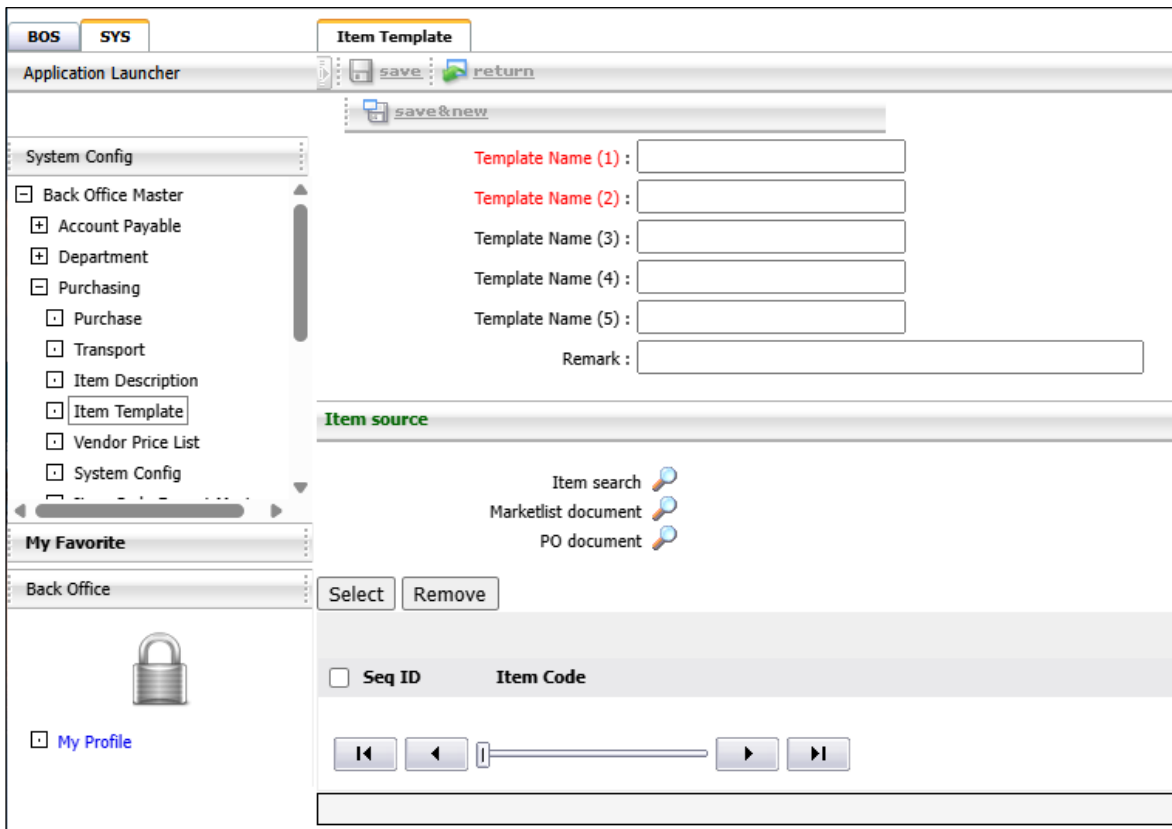
Note: This setup ensures proper alignment with accounting and warehouse modules.

2.2 Item Template

The Item Template allows pre-definition of products used in purchasing. It helps standardize item data such as units, brand, type, and tax. This ensures consistency and efficiency when creating PR and PO documents.

To perform the task:

1. Go to SYS > Back Office Master > Item Template
2. Define item attributes such as type, unit, brand, and group.
3. Set tax rate and default supplier for each item.
4. Save and update the template for future PR/PO use.



The screenshot shows the 'Item Template' application window. The interface includes a sidebar with a 'System Config' menu where 'Item Template' is selected. The main area has a top bar with 'save', 'return', and 'save&new' buttons. Below this, there are five input fields for 'Template Name (1)' through 'Template Name (5)', and a 'Remark' field. A section titled 'Item source' contains links for 'Item search', 'Marketlist document', and 'PO document'. At the bottom, there are 'Select' and 'Remove' buttons, a checkbox for 'Seq ID', and a table header 'Item Code'. A pagination bar with navigation buttons is also visible.

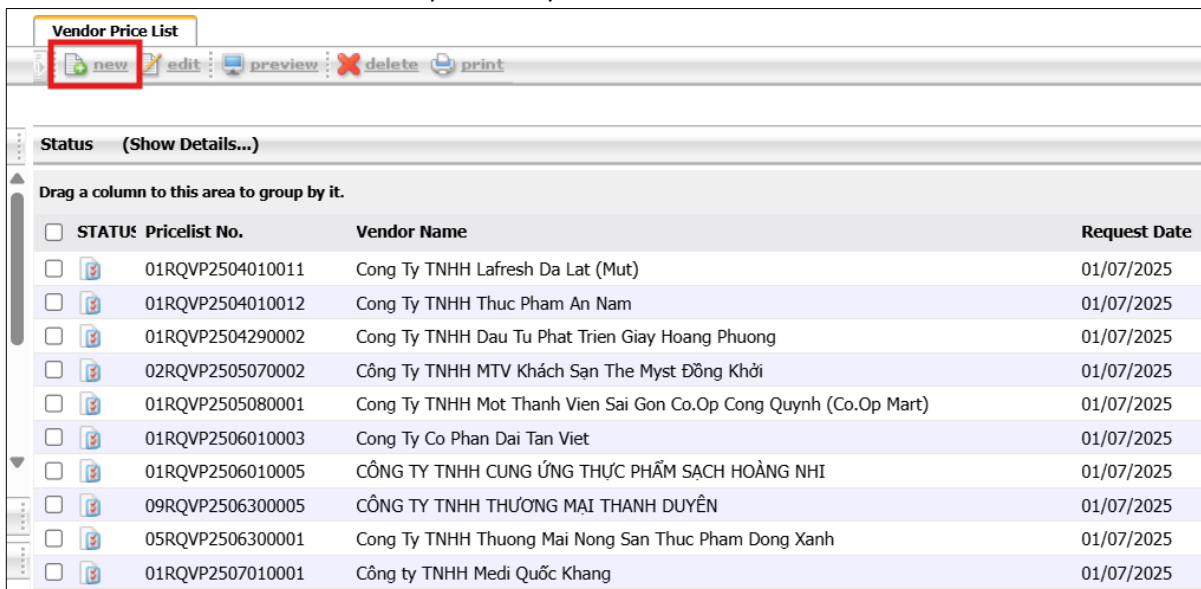
Note: Item templates speed up requisition and purchasing processes while reducing manual entry errors.

2.3 Vendor Price List

The Vendor Price List page is used to store vendor pricing information, which supports the Get Best Price function during purchase order creation.

To perform the task:

1. Go to **SYS > Back Office Master > Purchasing > Vendor Price List**
2. Click **New** to add a new vendor price entry



Vendor Price List

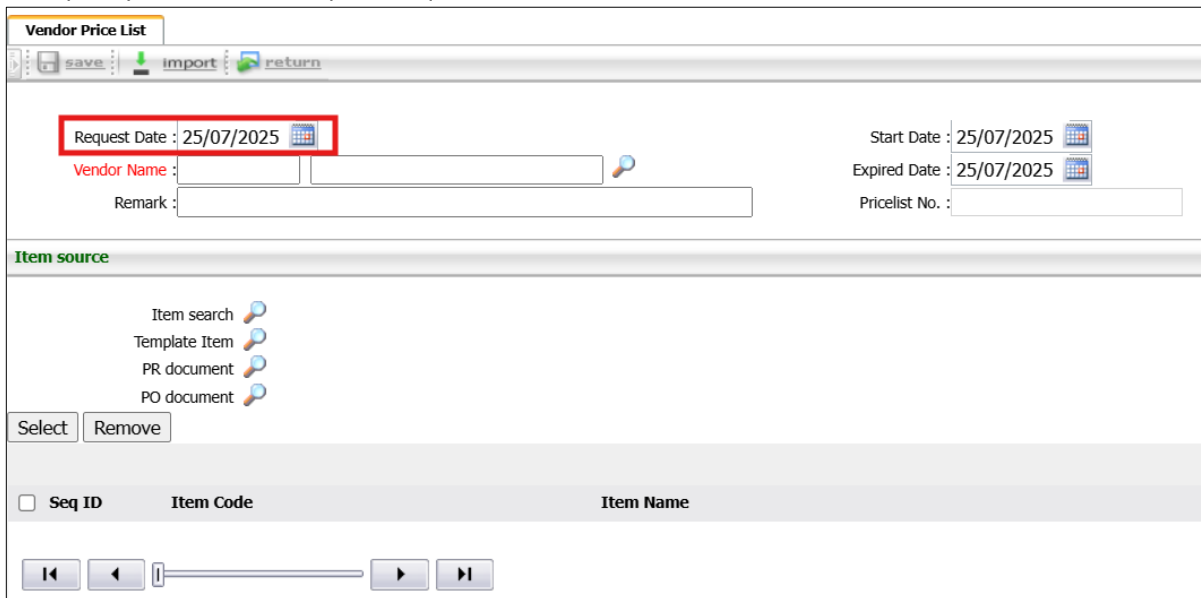
new edit preview delete print

Status (Show Details...)

Drag a column to this area to group by it.

☐	STATUS	Pricelist No.	Vendor Name	Request Date
☐		01RQVP2504010011	Cong Ty TNHH Lafresh Da Lat (Mut)	01/07/2025
☐		01RQVP2504010012	Cong Ty TNHH Thuc Pham An Nam	01/07/2025
☐		01RQVP2504290002	Cong Ty TNHH Dau Tu Phat Trien Giay Hoang Phuong	01/07/2025
☐		02RQVP2505070002	Công Ty TNHH MTV Khách Sạn The Myst Đồng Khởi	01/07/2025
☐		01RQVP2505080001	Cong Ty TNHH Mot Thanh Vien Sai Gon Co.Op Cong Quynh (Co.Op Mart)	01/07/2025
☐		01RQVP2506010003	Cong Ty Co Phan Dai Tan Viet	01/07/2025
☐		01RQVP2506010005	CÔNG TY TNHH CUNG ỨNG THỰC PHẨM SẠCH HOÀNG NHI	01/07/2025
☐		09RQVP2506300005	CÔNG TY TNHH THƯƠNG MẠI THANH DUYỀN	01/07/2025
☐		05RQVP2506300001	Cong Ty TNHH Thuong Mai Nong San Thuc Pham Dong Xanh	01/07/2025
☐		01RQVP2507010001	Công ty TNHH Medi Quốc Khang	01/07/2025

3. Specify the date of the price request



Vendor Price List

save import return

Request Date : 25/07/2025

Vendor Name :

Remark :

Start Date : 25/07/2025

Expired Date : 25/07/2025

Pricelist No. :

Item source

Item search
 Template Item
 PR document
 PO document

Select Remove

☐	Seq ID	Item Code	Item Name
--------------------------	--------	-----------	-----------

Navigation buttons: First, Previous, Next, Last

Version : 1.0
 Last Updated : 6 June 2025
 Author : Documentation Team

4. Specify the effective and expiration dates for the price entry

Vendor Price List

Request Date : 25/07/2025

Vendor Name :

Remark :

Start Date : 25/07/2025

Expired Date : 25/07/2025

Pricelist No. :

Item source

Item search
 Template Item
 PR document
 PO document

Select Remove

☐ Seq ID Item Code Item Name

Navigation buttons: First, Previous, Next, Last

5. Select the vendor using the magnifying glass icon

Vendor Price List

Request Date : 01/07/2025

Vendor Name :

Remark :

Start Date : 01/07/2025

Expired Date : 15/07/2025

Pricelist No. :

Item source

Item search
 Template Item
 PR document
 PO document

Select Remove

☐ Seq ID Item Code

Navigation buttons: First, Previous, Next, Last

Search Find Cancel

Trang 1 / 52 (776 mục)

Vendor Code	Vendor Name
00VD2501150001	Cong Ty TNHH Mot Thanh Vien My Nguyen V...
00VD2501150002	Cong Ty Co Phan Thien Nhon
00VD2501150003	Cong Ty TNHH San Xuat - Thuong Mai My Th...
00VD2501150004	Cong Ty TNHH San Go Tu Nhon Viet My
00VD2501150005	Cong Ty TNHH Mot Thanh Vien Kosei Quoc Te
00VD2501150006	Cong Ty TNHH Thang May Loc Phat
00VD2501150007	Cong Ty TNHH Thuong Mai Tran Thong
00VD2501150008	Cong Ty TNHH Xay Dung Kinh Doanh Hoang ...
00VD2501150009	Cong Ty TNHH Thuong Mai Dich Vu Xuat Nha...
00VD2501150010	Cong Ty Co Phan Dich Vu Thuong Mai Truon...
00VD2501150011	Cong Ty Co Phan Kiem Dinh Thiet Bi Cong N...
00VD2501150012	Cong Ty TNHH Dich Vu Ky Thuat Tho Viet
00VD2501150013	Cong Ty TNHH Dich Vu Ky Thuat Niem Tin Viet
00VD2501150014	Cong Ty TNHH Ky Thuat Quoc Te Viet Nhat
00VD2501150015	Cong Ty TNHH Xuat Nhap Khau Hoa Lan Ho ...

Navigation buttons: First, Previous, Next, Last

Vendor Price List

save

import

return

Request Date : 01/07/2025

Start Date : 01/07/2025

Vendor Name : 00VD250115C Cong Ty TNHH Mot Thanh Vien M

Expired Date : 15/07/2025

Remark :

Pricelist No. :

Item source

Item search

Template Item

PR document

PO document

Select

Remove

Seq ID	Item Code	Item Name
--------	-----------	-----------

⏮

⏪

⏩

⏭

Vendor Price List

save

import

ret

Request Date :

01/07/2025

Vendor Name :

00VD250115

Remark :

Item source

Item search

Template Item

PR document

PO document

Select

Remove

☐ Seq ID

Item Code

⏮

⏪

⏩

⏭

Trang 1 / 407 (6092 mục)

save

Group Name :

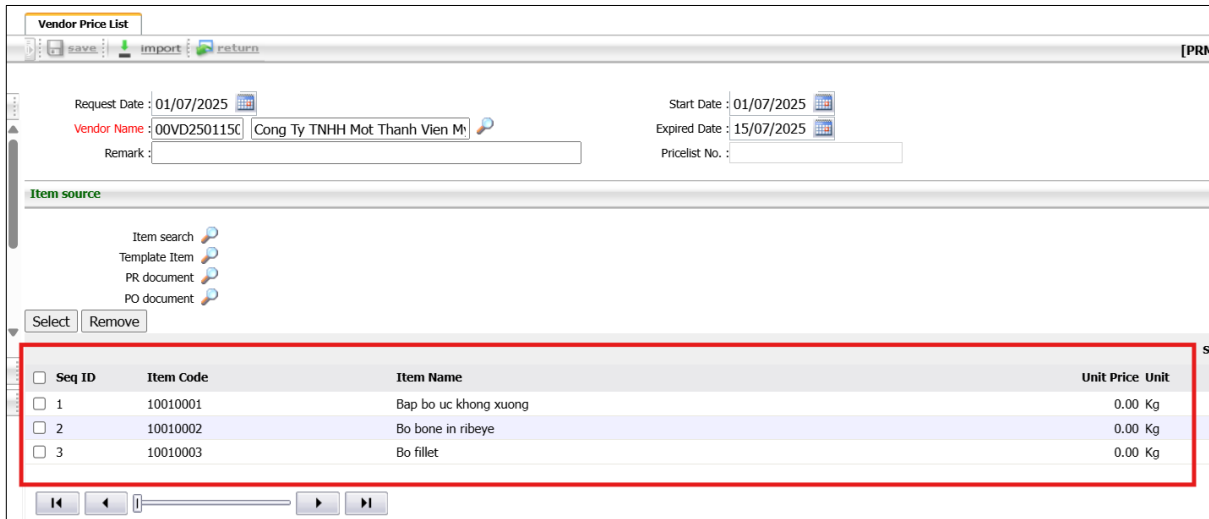
Item Type :

Find

Search:

☐	Item Code	Item Name
☒	10010001	Bap bo uc khong xuong
☒	10010002	Bo bone in ribeye
☒	10010003	Bo fillet
☐	10010004	Bo uc ribeye black Angus
☐	10010005	Bo vien
☐	10010006	Bo wagyu
☐	10010007	Dau than ngoai bo us - ribeye helen choice
☐	10010008	Gan bo
☐	10010009	Loi nac vai bo choice us - 86m
☐	10010010	Nam sườn bò nguyên miếng
☐	10010011	Nam bò vụn
☐	10010012	Suon bo
☐	10010013	Suon bo chay
☐	10010014	Than noi (tenderloin)
☐	10010015	Thit bo xay VN

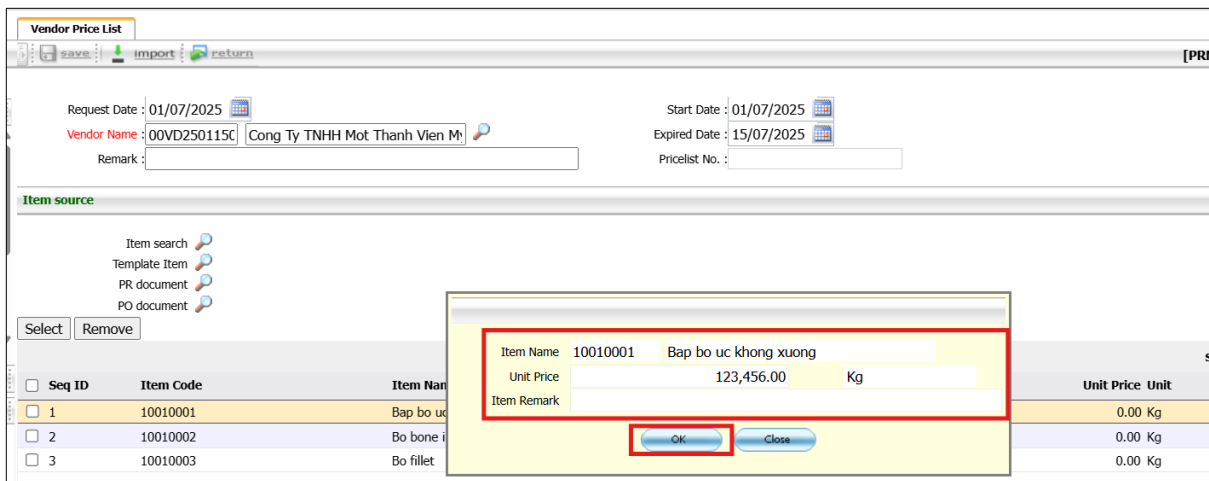
8. Click on item to enter vendor price and confirm



The screenshot shows the 'Vendor Price List' window. At the top, there are fields for 'Request Date' (01/07/2025), 'Vendor Name' (00VD250115C Cong Ty TNHH Mot Thanh Vien M), 'Start Date' (01/07/2025), 'Expired Date' (15/07/2025), and 'Pricelist No.'. Below these is the 'Item source' section with links for 'Item search', 'Template Item', 'PR document', and 'PO document'. A table of items is displayed, with the first three items highlighted in blue. A red box highlights the table.

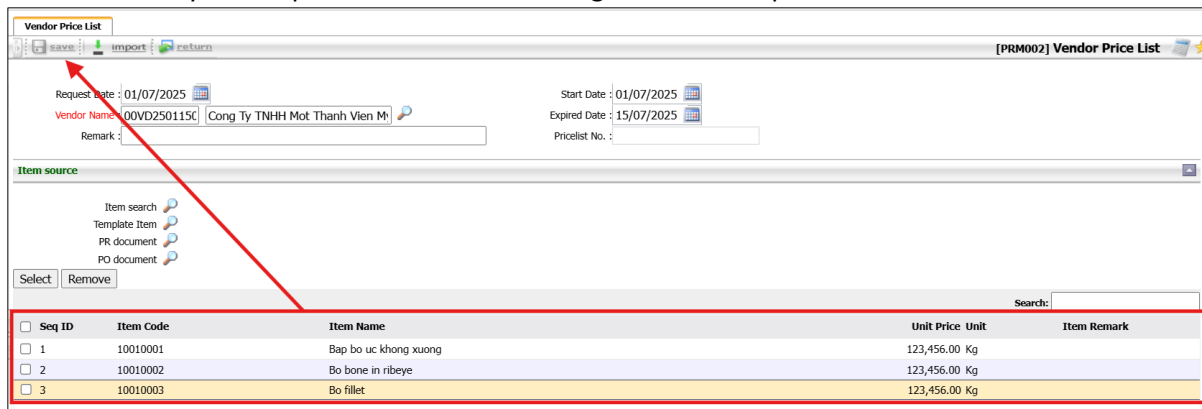
Seq ID	Item Code	Item Name	Unit Price	Unit
1	10010001	Bap bo uc khong xuong	0.00	Kg
2	10010002	Bo bone in ribeye	0.00	Kg
3	10010003	Bo fillet	0.00	Kg

9. Click Save to finalize the document



The screenshot shows the 'Vendor Price List' window with a modal dialog open for item pricing. The dialog contains fields for 'Item Name' (10010001 Bap bo uc khong xuong), 'Unit Price' (123,456.00), 'Unit' (Kg), and 'Item Remark'. There are 'OK' and 'Close' buttons at the bottom. The background table shows the same three items as in the previous screenshot.

10. You may also import data from Excel using the Item Template function



The screenshot shows the 'Vendor Price List' window. A red arrow points to the 'Import' button in the top toolbar. The table below shows the same three items as in the previous screenshots, but with unit prices entered: 123,456.00 for all three items.

Seq ID	Item Code	Item Name	Unit Price	Unit	Item Remark
1	10010001	Bap bo uc khong xuong	123,456.00	Kg	
2	10010002	Bo bone in ribeye	123,456.00	Kg	
3	10010003	Bo fillet	123,456.00	Kg	

Note: Use the template to import prices conveniently and accurately.

3. Procurement System Work Procedure

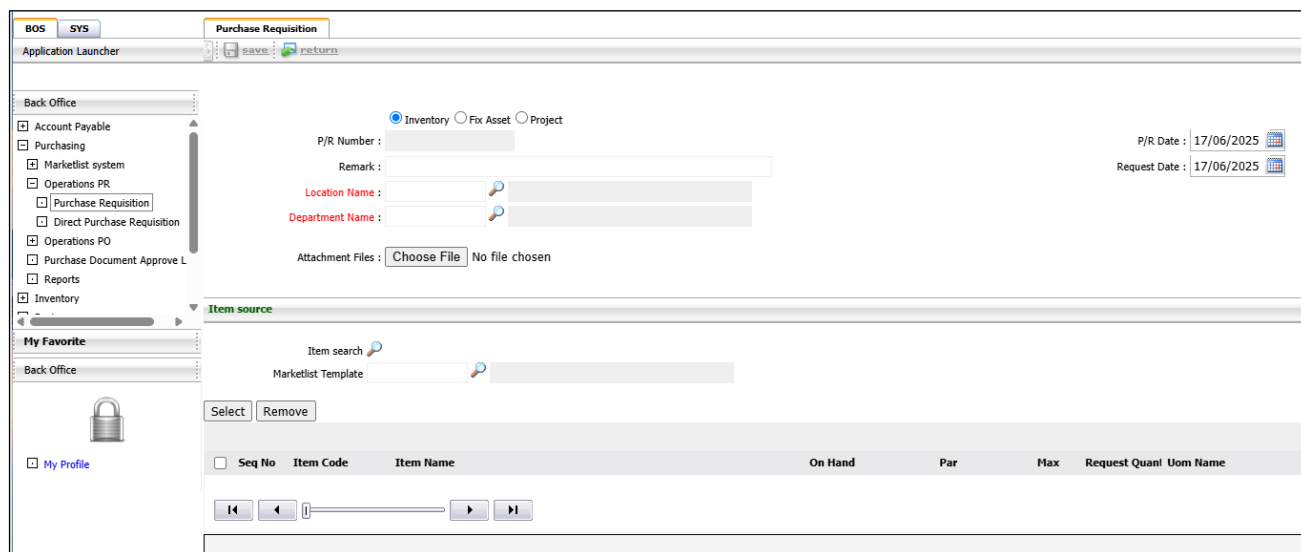
This section outlines the step-by-step operational workflow of the purchasing process, starting from the request order to the reduction of debt and inventory. Each task is tied to specific system menus to ensure procedural accuracy and traceability.

3.1 Request Order

The Request Order function is used to initiate internal purchase requisitions. Users specify the required items, quantities, and delivery needs before forwarding them for approval. This step ensures internal control and validation before moving to procurement.

To perform the task:

1. Go to BOS > Purchasing > Operations PR > Purchase Requisition
2. Click 'Add New' to create a request.
3. Select department, enter required items with quantity, description, and expected date.
4. Submit for approval based on assigned authority levels.



The screenshot shows the 'Purchase Requisition' form in the BOS SYS application. The form is divided into several sections:

- Navigation:** A sidebar on the left contains a tree view with 'Back Office' expanded, showing sub-items like 'Account Payable', 'Purchasing', 'Marketlist system', 'Operations PR', 'Purchase Requisition', 'Direct Purchase Requisition', 'Operations PO', 'Purchase Document Approve L', 'Reports', and 'Inventory'.
- Form Fields:**
 - Buttons: 'save' and 'return'.
 - Radio buttons: 'Inventory' (selected), 'Fix Asset', 'Project'.
 - Text fields: 'P/R Number', 'Remark', 'Location Name', 'Department Name'.
 - Attachment: 'Attachment Files' with a 'Choose File' button and 'No file chosen' text.
 - Dates: 'P/R Date' and 'Request Date' both set to '17/06/2025'.
- Item source section:**
 - Buttons: 'Select', 'Remove'.
 - Search fields: 'Item search', 'Marketlist Template'.
 - Table header:

Seq No	Item Code	Item Name	On Hand	Par	Max	Request Quanti	Uom Name
--------	-----------	-----------	---------	-----	-----	----------------	----------
 - Table controls: Navigation buttons (back, forward, search, etc.) and a scroll bar.

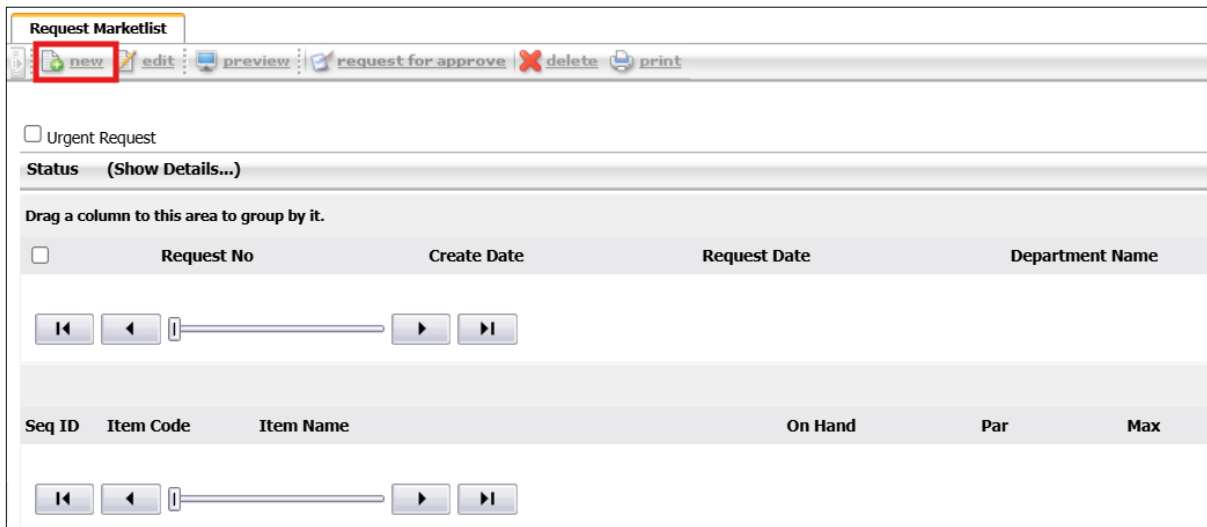
Note: The request must be approved before generating a Purchase Order.

3.2 Create PR Marketlist

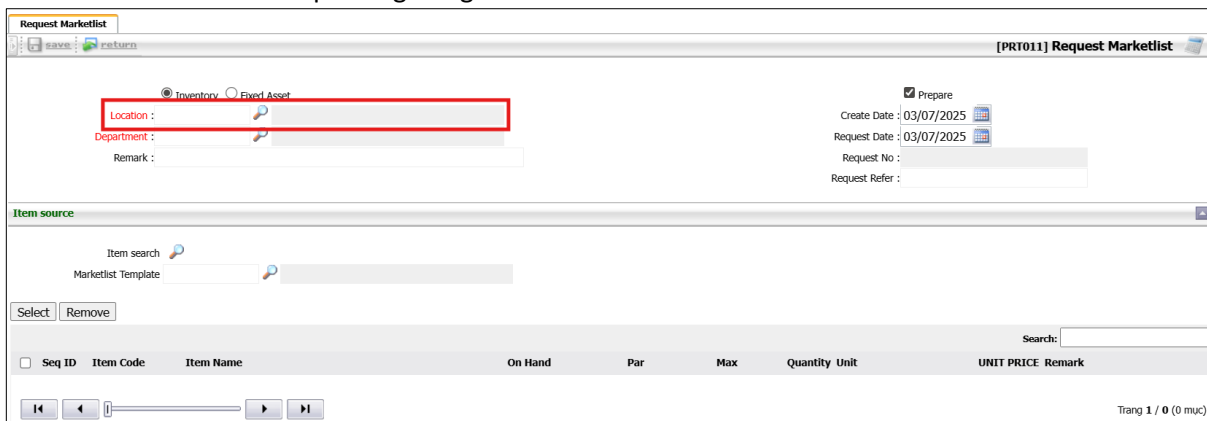
The PR Marketlist is used to request fresh market items such as meat, vegetables, and fruits. It acts as a request form requiring approval by the Head of Department or assigned personnel. Once approved, it is sent to the Purchasing Department for processing.

To perform the task

1. Go to BOS > Purchasing > Marketlist System > Request Marketlist
2. Click New to add a new PR Marketlist Document



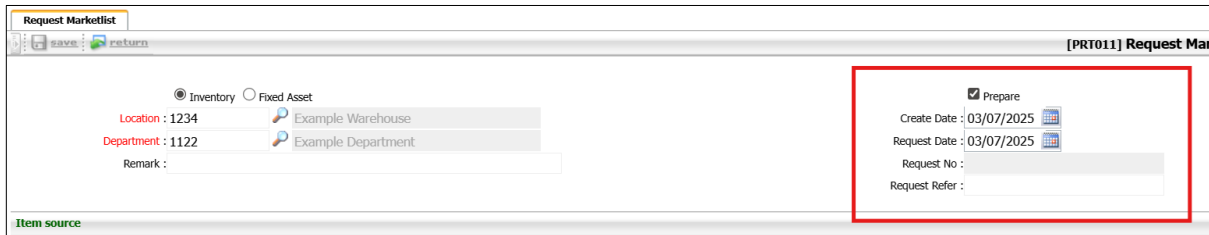
3. Select the location requesting the goods



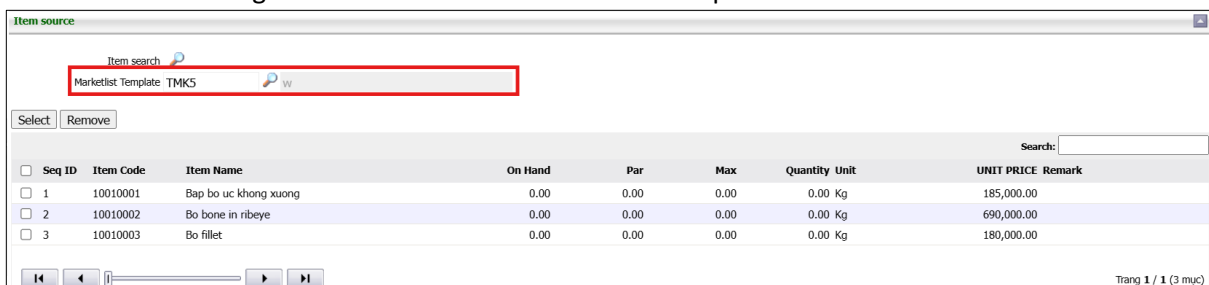
4. The department will be automatically filled based on the warehouse configuration



5. Select the request date (expected arrival date)

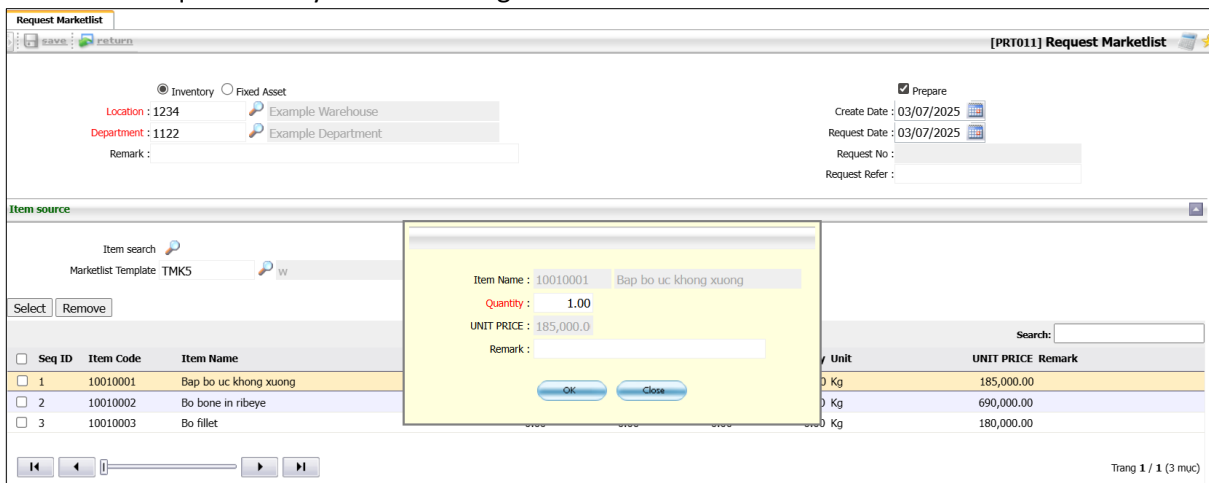


6. Select items using either Item Search or Marketlist Template

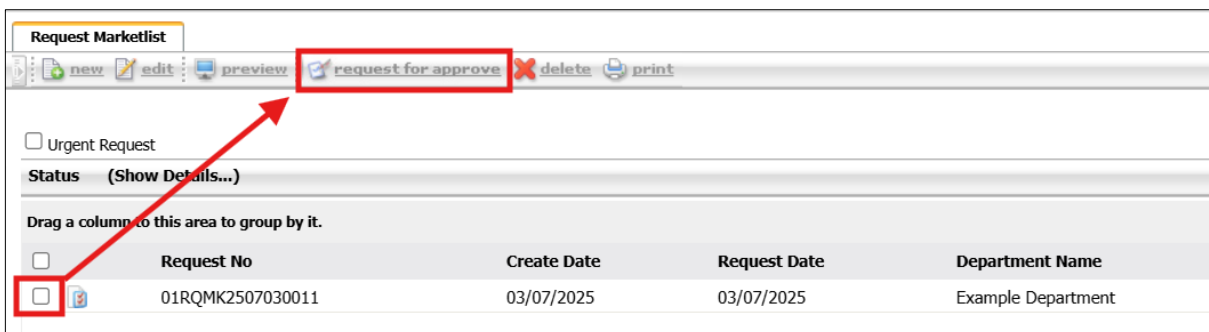


Seq ID	Item Code	Item Name	On Hand	Par	Max	Quantity	Unit	UNIT PRICE	Remark
1	10010001	Bap bo uc khong xuong	0.00	0.00	0.00	0.00	Kg	185,000.00	
2	10010002	Bo bone in ribeye	0.00	0.00	0.00	0.00	Kg	690,000.00	
3	10010003	Bo fillet	0.00	0.00	0.00	0.00	Kg	180,000.00	

7. Enter the quantities by double-clicking the item row



8. Click Save to create the document, then click Request for Approve



Request No	Create Date	Request Date	Department Name
01RQMK2507030011	03/07/2025	03/07/2025	Example Department

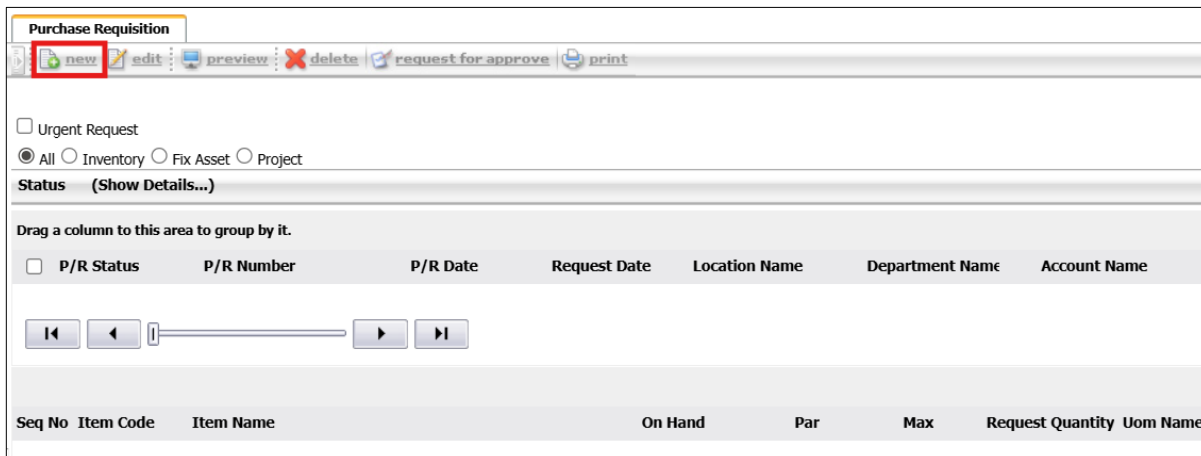
Note: Use templates for faster and more accurate PR creation

3.3 Create PR Document

A Purchase Requisition (PR) is used for general inventory and fixed asset requests, unlike the PR Marketlist which is limited to fresh market items. There are two types: PR Normal (with warehouse routing) and PR Direct (used for direct expense recording without storage).

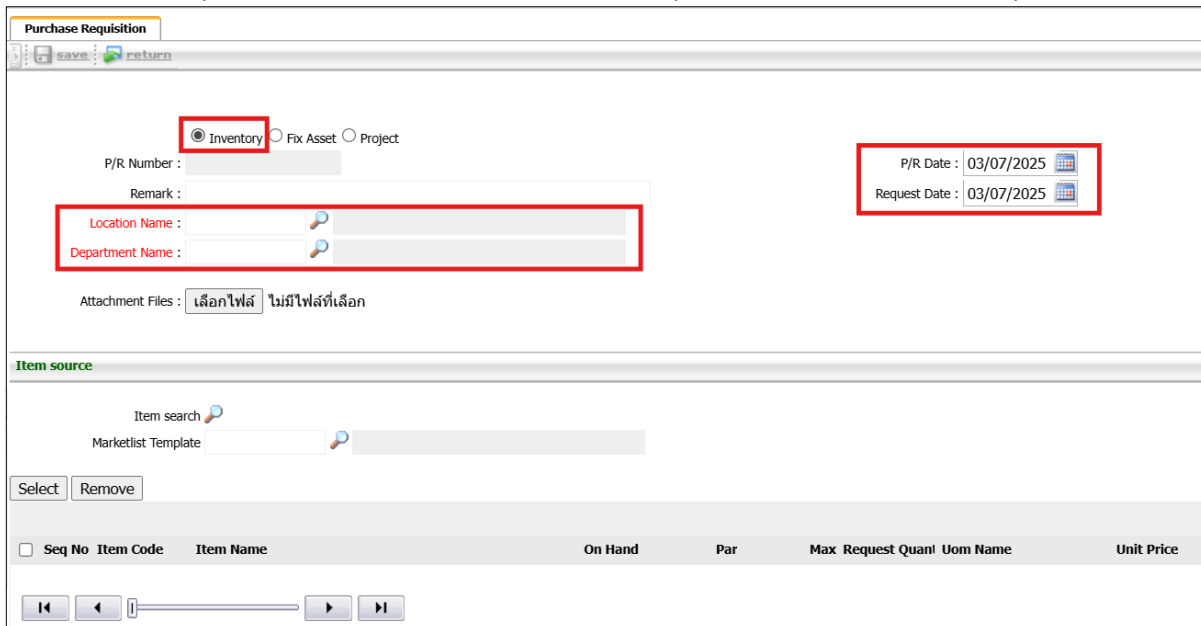
To perform the task:

1. Go to SYS > Purchasing > Operation PR > Purchase Requisition
2. Click New to create a new document



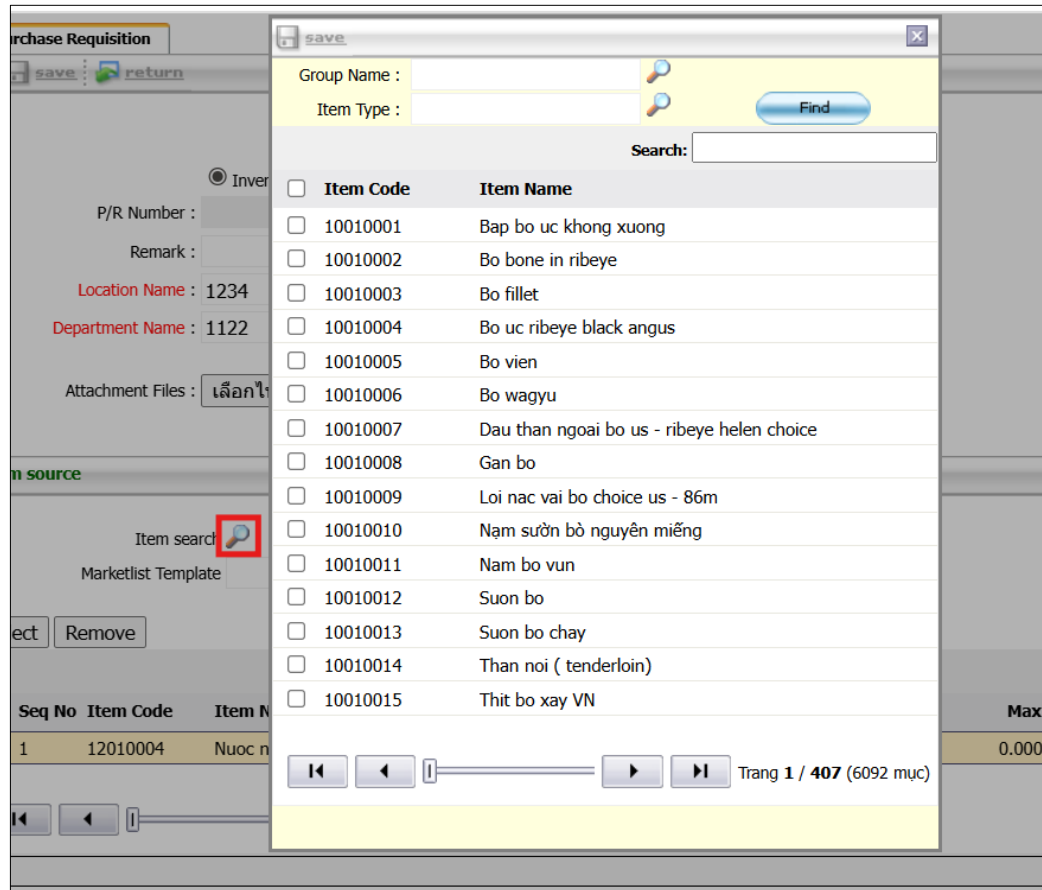
The screenshot shows the 'Purchase Requisition' form. The 'new' button in the top toolbar is highlighted with a red box. Below the toolbar, there are radio buttons for 'Urgent Request', 'All', 'Inventory', 'Fix Asset', and 'Project'. The 'Status' field is set to '(Show Details...)'. A section for grouping by it includes a checkbox for 'P/R Status' and a list of fields: 'P/R Number', 'P/R Date', 'Request Date', 'Location Name', 'Department Name', and 'Account Name'. At the bottom, there is a table with columns: 'Seq No', 'Item Code', 'Item Name', 'On Hand', 'Par', 'Max', 'Request Quantity', and 'Uom Name'.

3. For Inventory PR, leave the radio button as Inventory, select the PR Date and Request Date



The screenshot shows the 'Purchase Requisition' form with the 'Inventory' radio button selected and highlighted with a red box. The 'P/R Number' and 'Remark' fields are visible. The 'Location Name' and 'Department Name' fields are also highlighted with a red box. The 'Attachment Files' section shows 'เลือกไฟล์' (Select File) and 'ไม่มีไฟล์ที่เลือก' (No file selected). The 'Item source' section includes 'Item search' and 'Marketlist Template' fields. At the bottom, there is a table with columns: 'Seq No', 'Item Code', 'Item Name', 'On Hand', 'Par', 'Max', 'Request Quantity', 'Uom Name', and 'Unit Price'.

4. Select the Location Name; the Department Name will be filled automatically
5. Select items using Item Search, tick checkboxes, and click Save



Purchase Requisition

save return

Group Name :

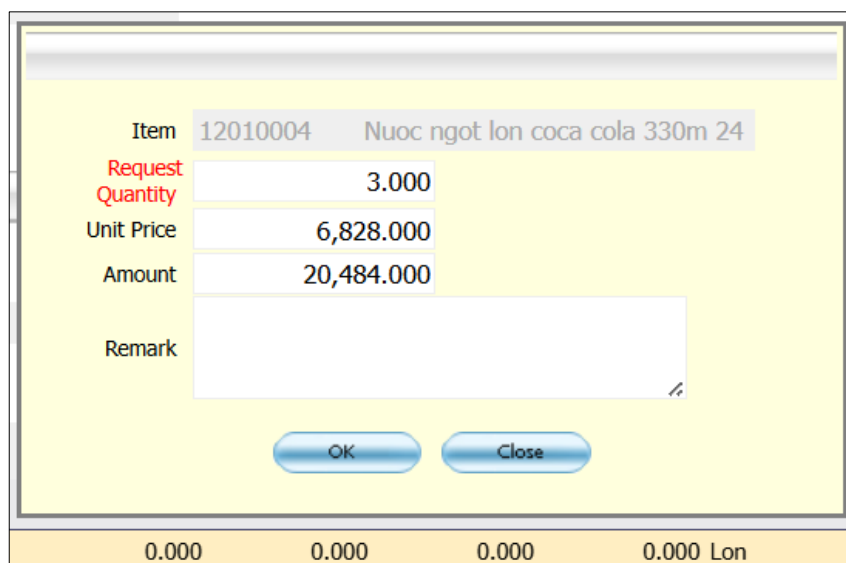
Item Type : Find

Search:

☐	Item Code	Item Name
☐	10010001	Bap bo uc khong xuong
☐	10010002	Bo bone in ribeye
☐	10010003	Bo fillet
☐	10010004	Bo uc ribeye black angus
☐	10010005	Bo vien
☐	10010006	Bo wagyu
☐	10010007	Dau than ngoai bo us - ribeye helen choice
☐	10010008	Gan bo
☐	10010009	Loi nac vai bo choice us - 86m
☐	10010010	Nam sườn bò nguyên miếng
☐	10010011	Nam bo vun
☐	10010012	Suon bo
☐	10010013	Suon bo chay
☐	10010014	Than noi (tenderloin)
☐	10010015	Thit bo xay VN

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6. Enter quantity by double-clicking the item row, then click OK



Item 12010004 Nuoc ngot lon coca cola 330m 24

Request Quantity 3.000

Unit Price 6,828.000

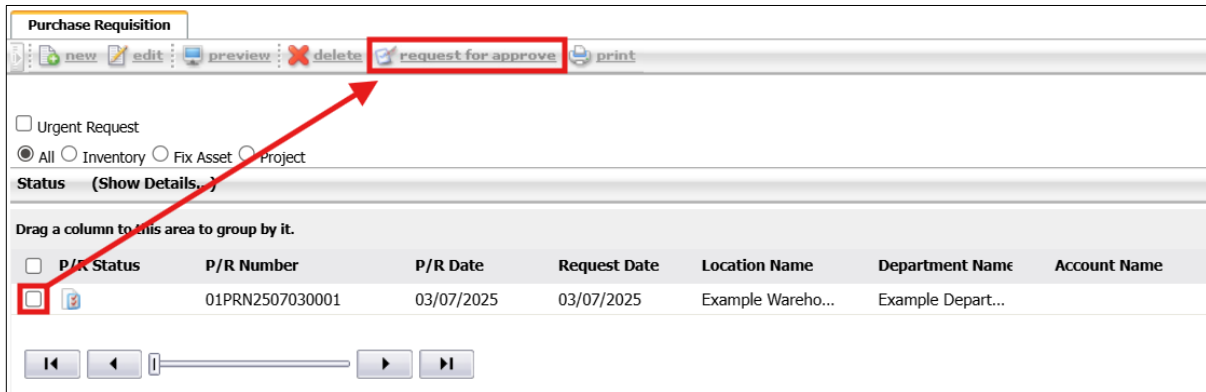
Amount 20,484.000

Remark

OK Close

0.000 0.000 0.000 0.000 Lon

7. Click Save to save the document and Request for Approve to submit



Purchase Requisition

new edit preview delete request for approve print

☐ Urgent Request
☒ All ☐ Inventory ☐ Fix Asset ☐ Project

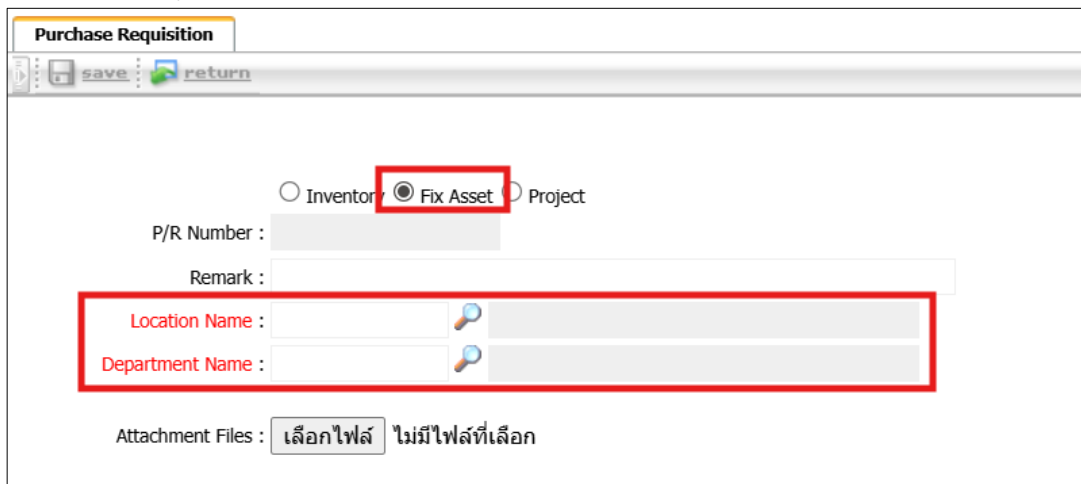
Status (Show Details...)

Drag a column to this area to group by it.

P/R Status	P/R Number	P/R Date	Request Date	Location Name	Department Name	Account Name
☒	01PRN2507030001	03/07/2025	03/07/2025	Example Wareho...	Example Depart...	

Navigation buttons: First, Previous, Next, Last

8. For fixed assets, select Fix Asset and choose the Asset Location



Purchase Requisition

save return

☐ Inventory ☒ Fix Asset ☐ Project

P/R Number :

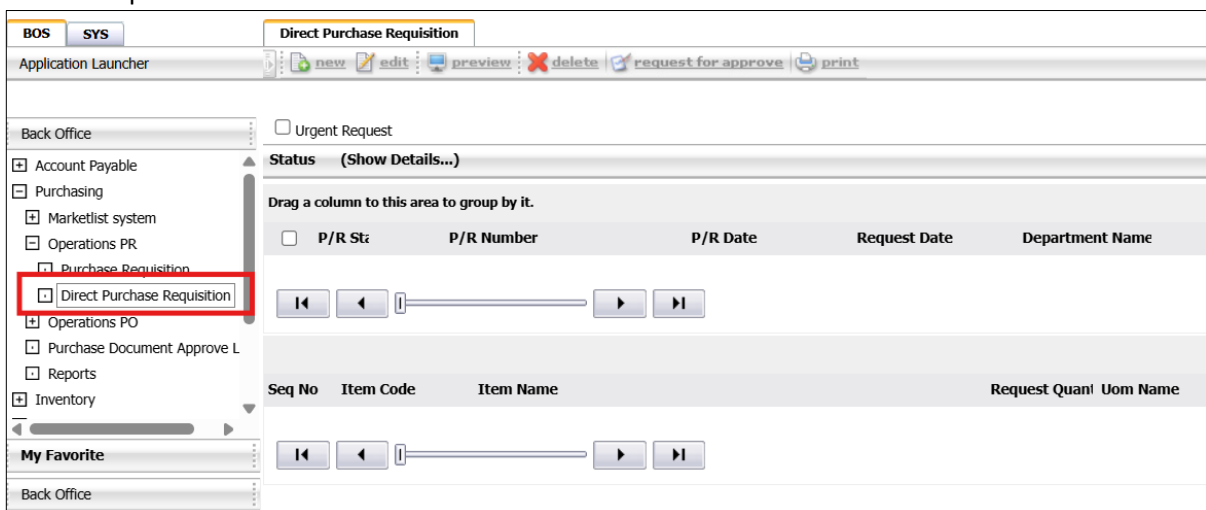
Remark :

Location Name :

Department Name :

Attachment Files : ไม่มีไฟล์ที่เลือก

9. For PR Direct, go to BOS > Purchasing > Operations PR > Direct Purchase Requisition and select only the department



BOS SYS Direct Purchase Requisition

Application Launcher new edit preview delete request for approve print

Back Office ☐ Urgent Request

Status (Show Details...)

Drag a column to this area to group by it.

P/R St	P/R Number	P/R Date	Request Date	Department Name
☒				

Navigation buttons: First, Previous, Next, Last

Seq No	Item Code	Item Name	Request Quantity	Item Name

Navigation buttons: First, Previous, Next, Last

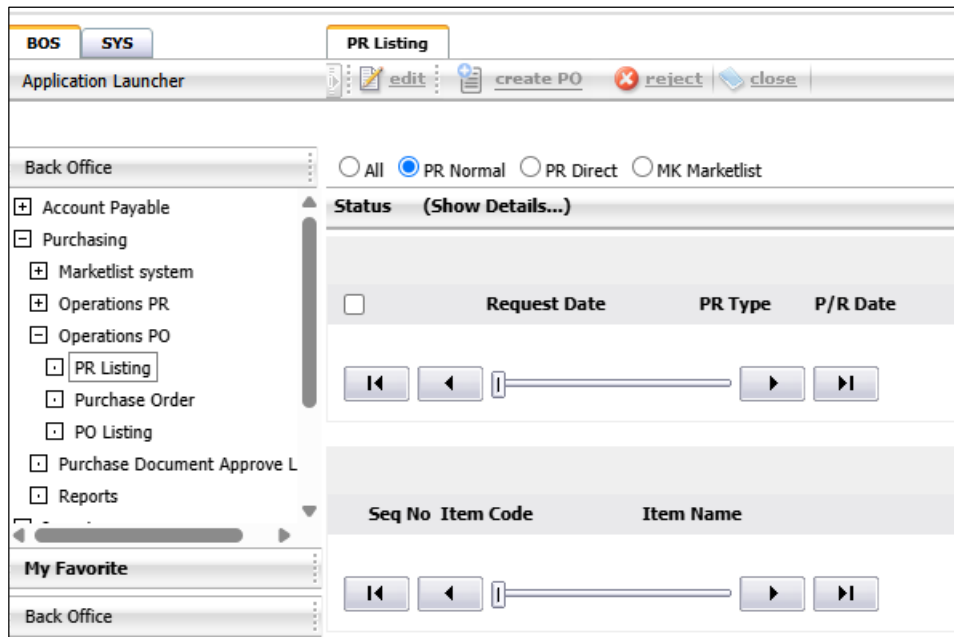
Note: Direct PR is used to record expenses without warehouse routing

3.4 Compare Product Prices (RFQs)

The RFQ comparison process allows procurement teams to request and evaluate quotes from multiple suppliers. It supports data-driven decision-making by comparing price, availability, and supplier terms before confirming a purchase.

To perform the task:

1. Go to BOS > Purchasing > Operation PO > PR Listing
2. Select request order reference and send RFQs to multiple suppliers.
3. Input prices, compare offers, and select the most suitable option.
4. Approve selected quote for PO issuance.



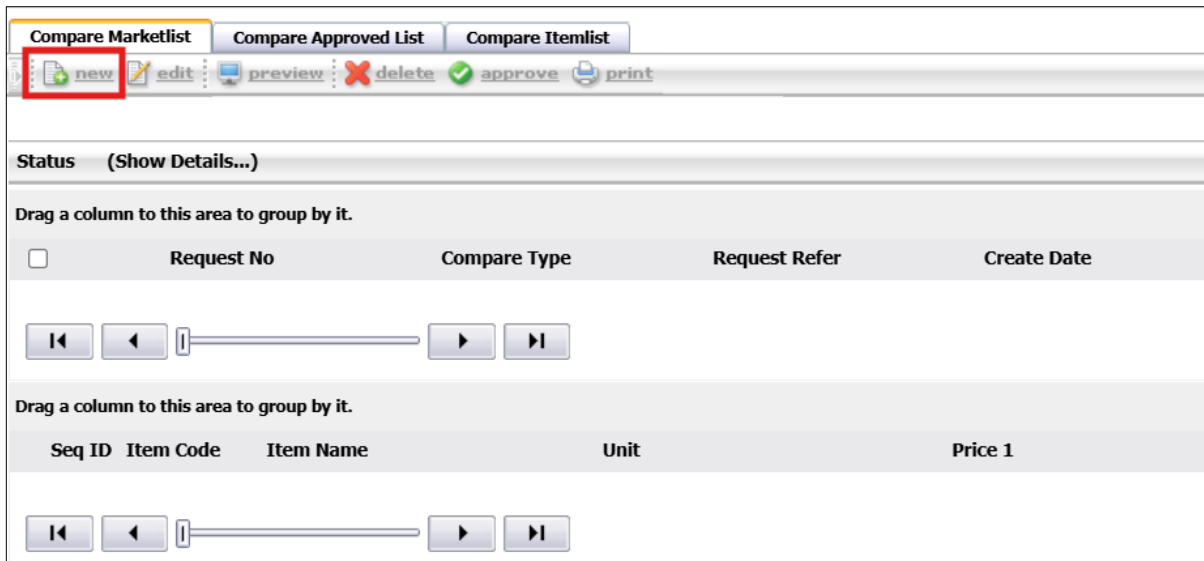
Note: Comparing prices from multiple suppliers ensures best value procurement.

3.5 Compare Market list

Used for comparing vendor item prices based on the Vendor Price List data. This supports the Get Best Price function during the purchase order process.

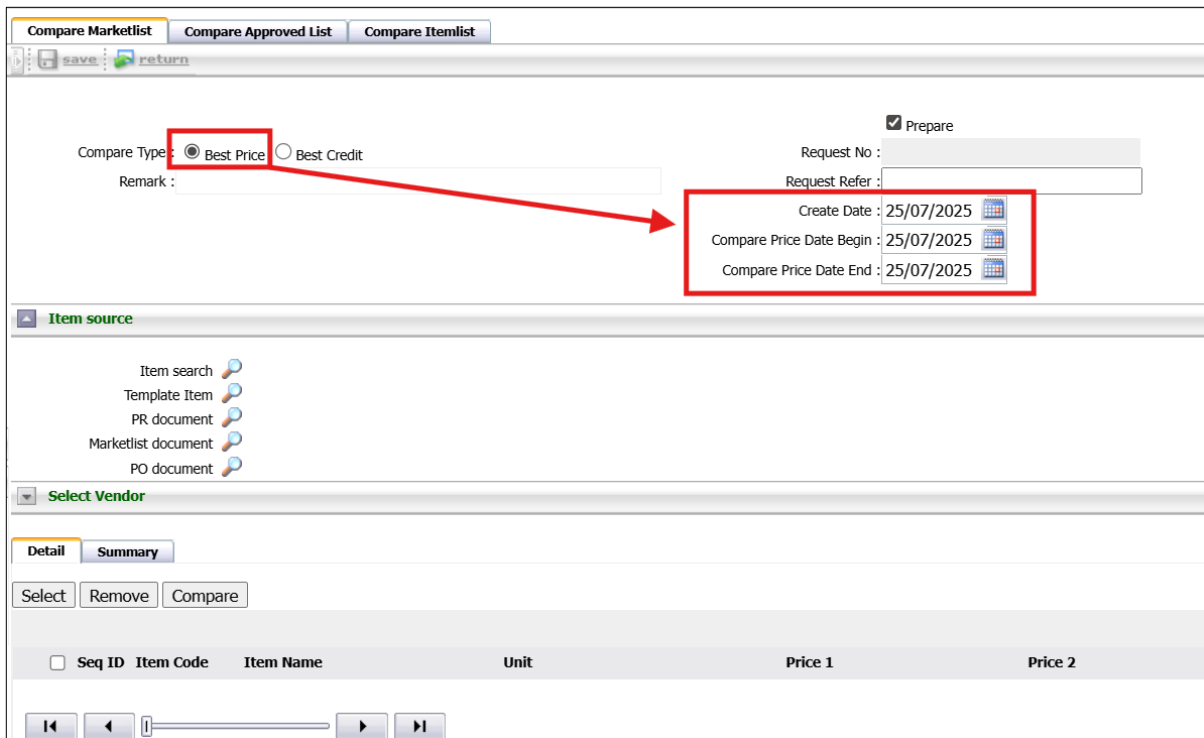
To perform the task:

1. Go to BOS > Purchasing > Marketlist System > Compare Marketlist
2. Click New to add a new Compare Marketlist entry



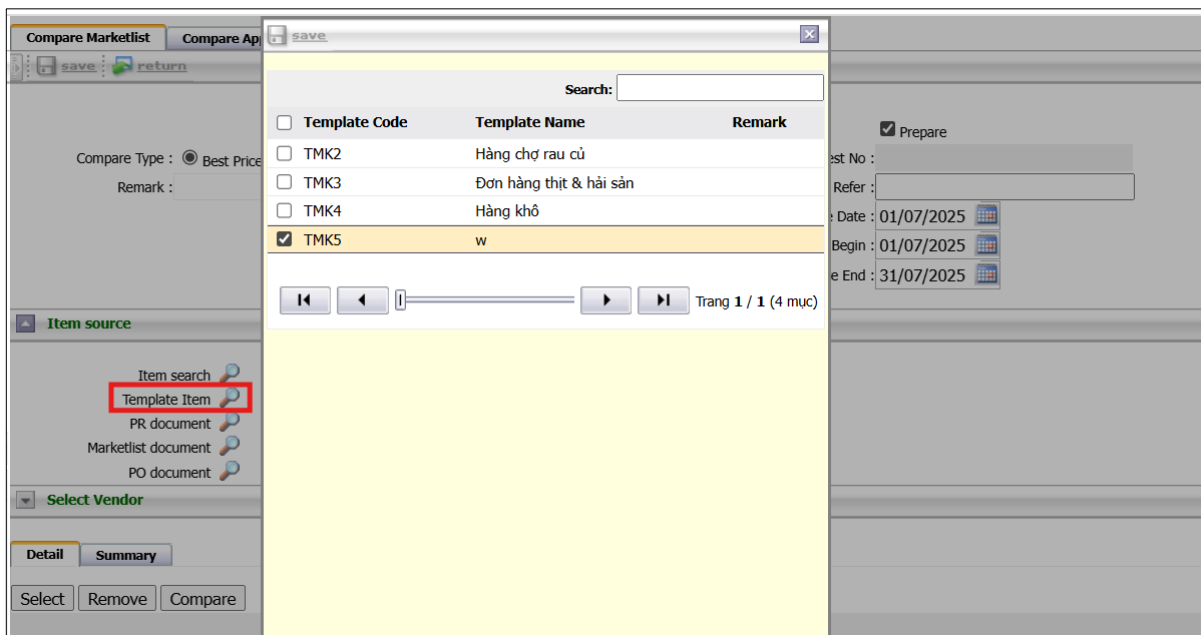
The screenshot shows the 'Compare Marketlist' interface. At the top, there are three tabs: 'Compare Marketlist', 'Compare Approved List', and 'Compare Itemlist'. Below the tabs is a toolbar with icons for 'new', 'edit', 'preview', 'delete', 'approve', and 'print'. The 'new' button is highlighted with a red box. Below the toolbar, there is a 'Status' section with a '(Show Details...)' link. The main area contains two tables. The first table has columns: 'Request No', 'Compare Type', 'Request Refer', and 'Create Date'. The second table has columns: 'Seq ID', 'Item Code', 'Item Name', 'Unit', and 'Price 1'. Both tables have a 'Drag a column to this area to group by it.' instruction above them and a pagination control below them.

3. Select Best Price and define the Compare Price Date Begin and End

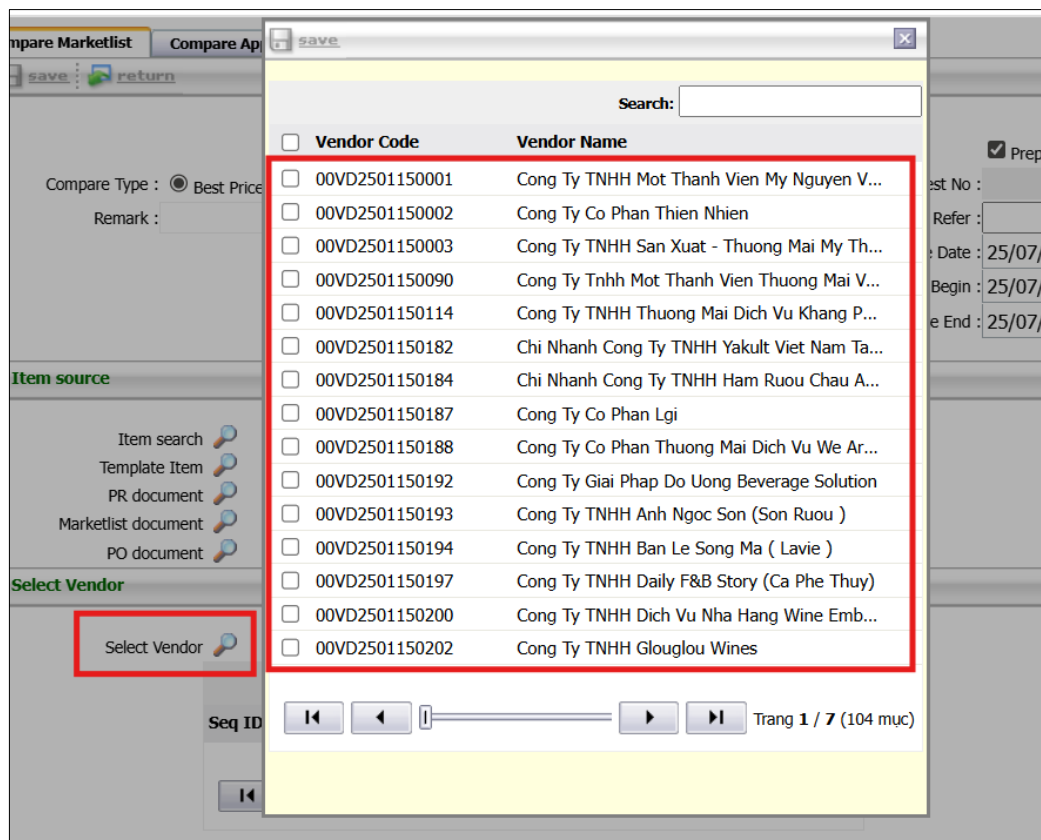


The screenshot shows the 'Compare Marketlist' interface with the 'Compare Marketlist' tab selected. The 'new' button is no longer visible. Instead, there are 'save' and 'return' buttons. The 'Compare Type' section has two radio buttons: 'Best Price' (selected) and 'Best Credit'. A red arrow points from the 'Best Price' radio button to a red box containing three date fields: 'Create Date : 25/07/2025', 'Compare Price Date Begin : 25/07/2025', and 'Compare Price Date End : 25/07/2025'. Below this, there is an 'Item source' section with links for 'Item search', 'Template Item', 'PR document', 'Marketlist document', and 'PO document'. A 'Select Vendor' dropdown is also present. At the bottom, there are 'Detail' and 'Summary' tabs, and a 'Select', 'Remove', and 'Compare' button group. The bottom table has columns: 'Seq ID', 'Item Code', 'Item Name', 'Unit', 'Price 1', and 'Price 2'.

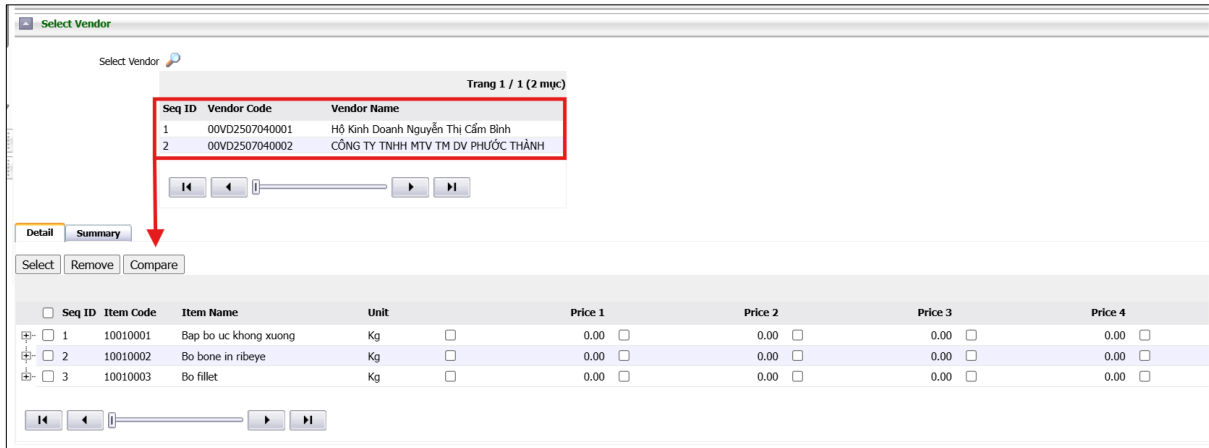
4. Select items using Template Item or Item Search



5. Select vendors using the magnifying glass icon, then click Save



6. Click Compare to retrieve prices and enable the Get Best Price function



Trang 1 / 1 (2 mục)

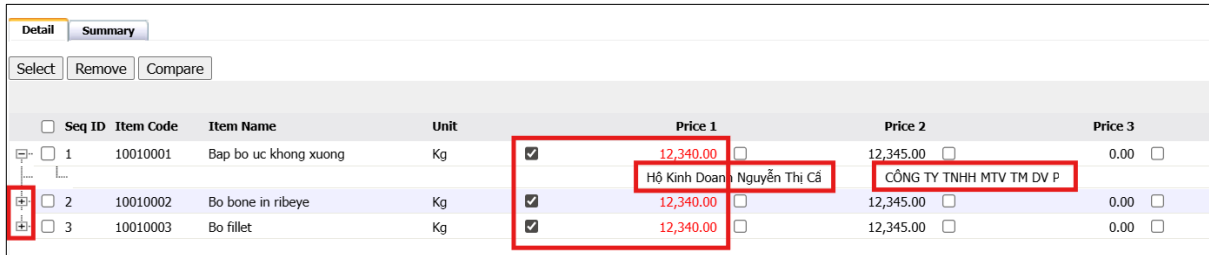
Seq ID	Vendor Code	Vendor Name
1	00VD2507040001	Hộ Kinh Doanh Nguyễn Thị Cẩm Bình
2	00VD2507040002	CÔNG TY TNHH MTV TM DV PHƯỚC THÀNH

Detail Summary

Select Remove Compare

Seq ID	Item Code	Item Name	Unit	Price 1	Price 2	Price 3	Price 4
1	10010001	Bap bo uc khong xuong	Kg	0.00	0.00	0.00	0.00
2	10010002	Bo bone in ribeye	Kg	0.00	0.00	0.00	0.00
3	10010003	Bo fillet	Kg	0.00	0.00	0.00	0.00

7. Lowest price will be auto-selected and shown in red



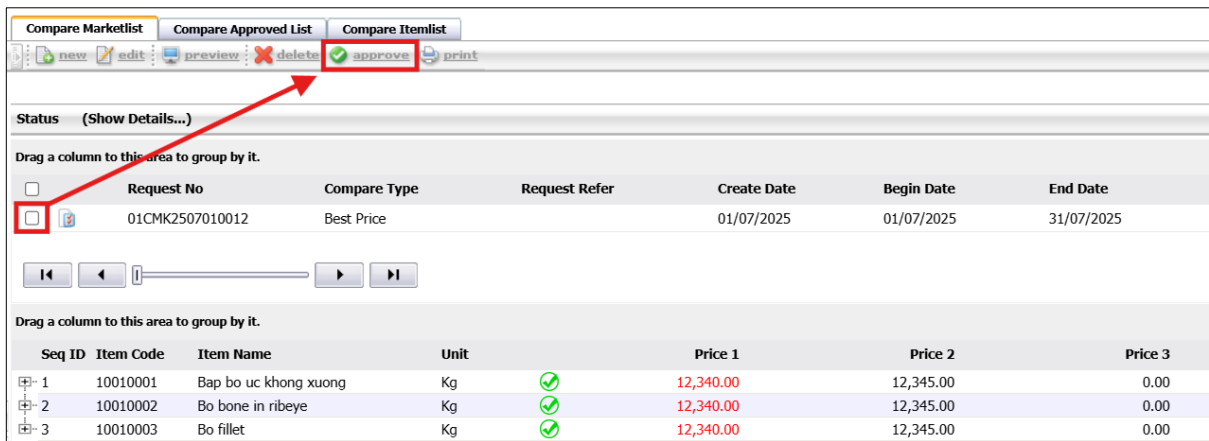
Detail Summary

Select Remove Compare

Seq ID	Item Code	Item Name	Unit	Price 1	Price 2	Price 3
1	10010001	Bap bo uc khong xuong	Kg	12,340.00	12,345.00	0.00
2	10010002	Bo bone in ribeye	Kg	12,340.00	12,345.00	0.00
3	10010003	Bo fillet	Kg	12,340.00	12,345.00	0.00

8. Users can change preferred price manually if needed

9. Click Save to store the document and click Approve



Compare Marketlist Compare Approved List Compare Itemlist

new edit preview delete approve print

Status (Show Details...)

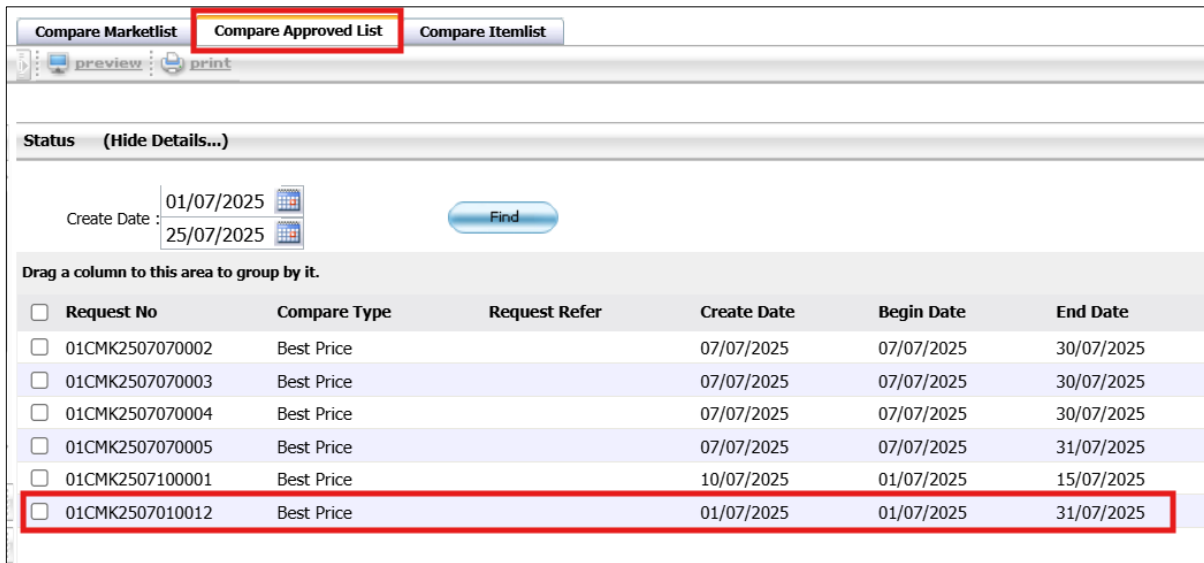
Drag a column to this area to group by it.

Request No	Compare Type	Request Refer	Create Date	Begin Date	End Date
01CMK2507010012	Best Price		01/07/2025	01/07/2025	31/07/2025

Drag a column to this area to group by it.

Seq ID	Item Code	Item Name	Unit	Price 1	Price 2	Price 3
1	10010001	Bap bo uc khong xuong	Kg	12,340.00	12,345.00	0.00
2	10010002	Bo bone in ribeye	Kg	12,340.00	12,345.00	0.00
3	10010003	Bo fillet	Kg	12,340.00	12,345.00	0.00

10. Approved prices appear in the Compare Approved List tab



Request No	Compare Type	Request Refer	Create Date	Begin Date	End Date
☐ 01CMK2507070002	Best Price		07/07/2025	07/07/2025	30/07/2025
☐ 01CMK2507070003	Best Price		07/07/2025	07/07/2025	30/07/2025
☐ 01CMK2507070004	Best Price		07/07/2025	07/07/2025	30/07/2025
☐ 01CMK2507070005	Best Price		07/07/2025	07/07/2025	31/07/2025
☐ 01CMK2507100001	Best Price		10/07/2025	01/07/2025	15/07/2025
☐ 01CMK250710012	Best Price		01/07/2025	01/07/2025	31/07/2025

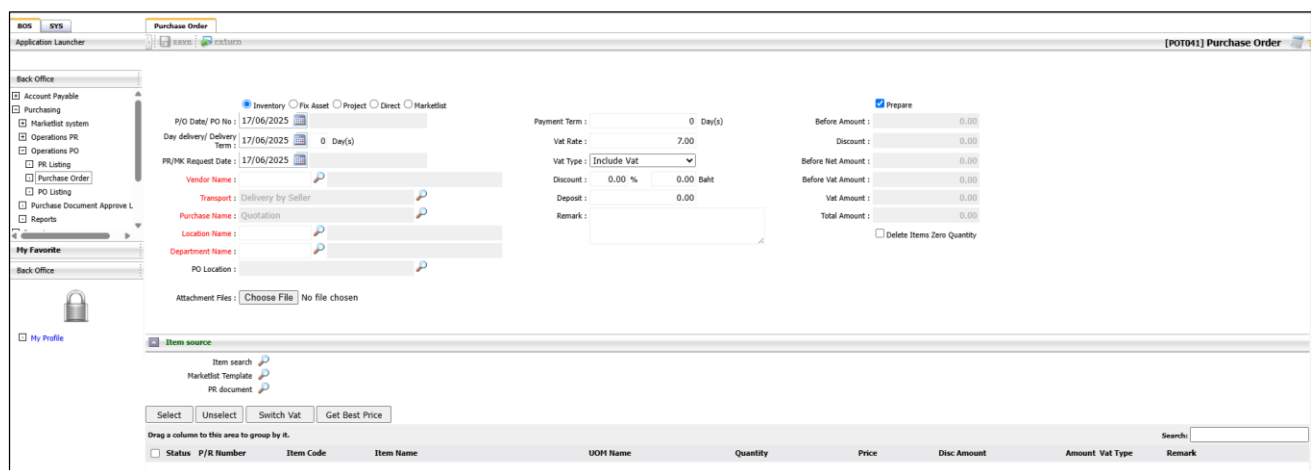
Note: The system auto-selects the lowest price based on Vendor Price List data.

3.6 PO Procurement

Purchase Orders (POs) are generated based on approved requisitions or selected RFQs. This ensures that all purchases are accurately documented, approved, and aligned with supplier agreements.

To perform the task:

1. Go to BOS > Purchasing > Operation PO> Purchase Order.
2. Select approved quotation or request order.
3. Confirm supplier details, pricing, and delivery timeline.
4. Save and forward PO for final approval.



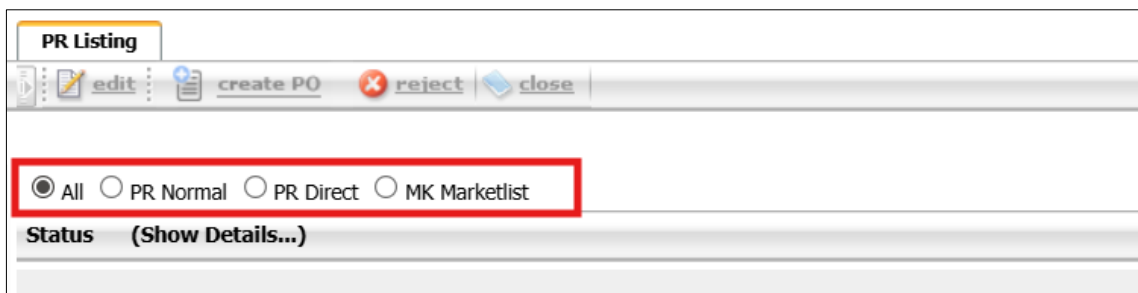
Note: Ensure supplier information and order details match the RFQ.

3.7 Create PO From PR

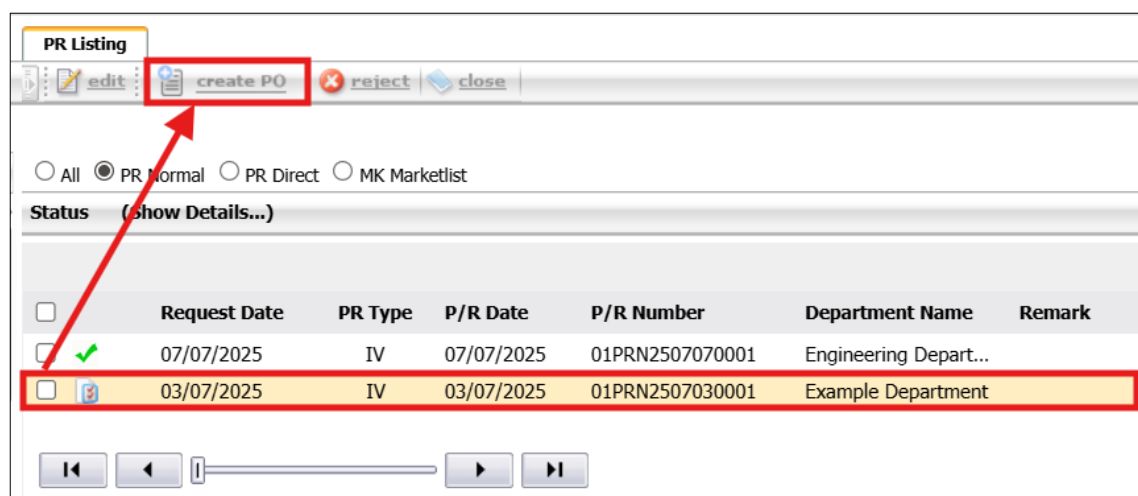
Once the PR is approved; it can be used directly to create a Purchase Order (PO).

To perform the task:

1. Go to BOS > Purchasing > Operations PO > PR Listing
2. All approved PR documents (Normal and Direct) will be listed

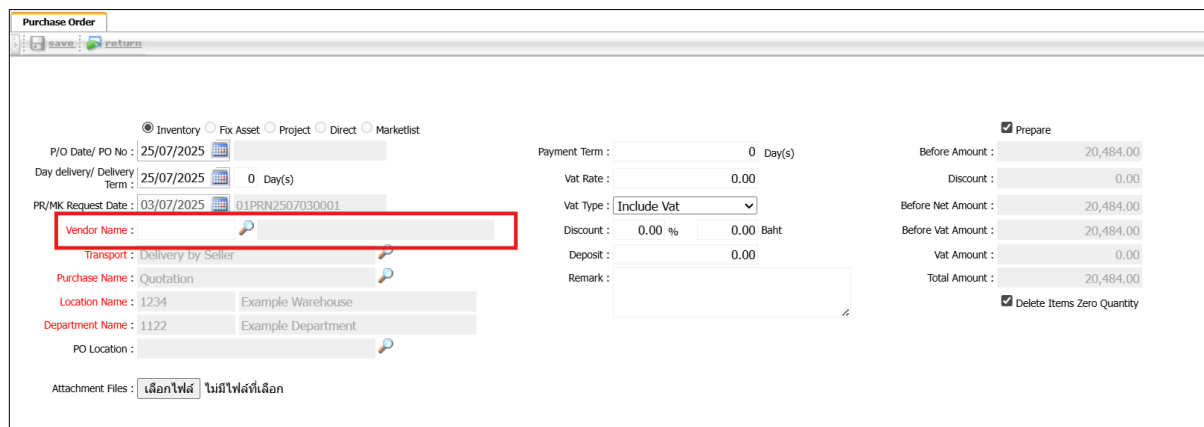


3. Select the desired PR, then click Create PO

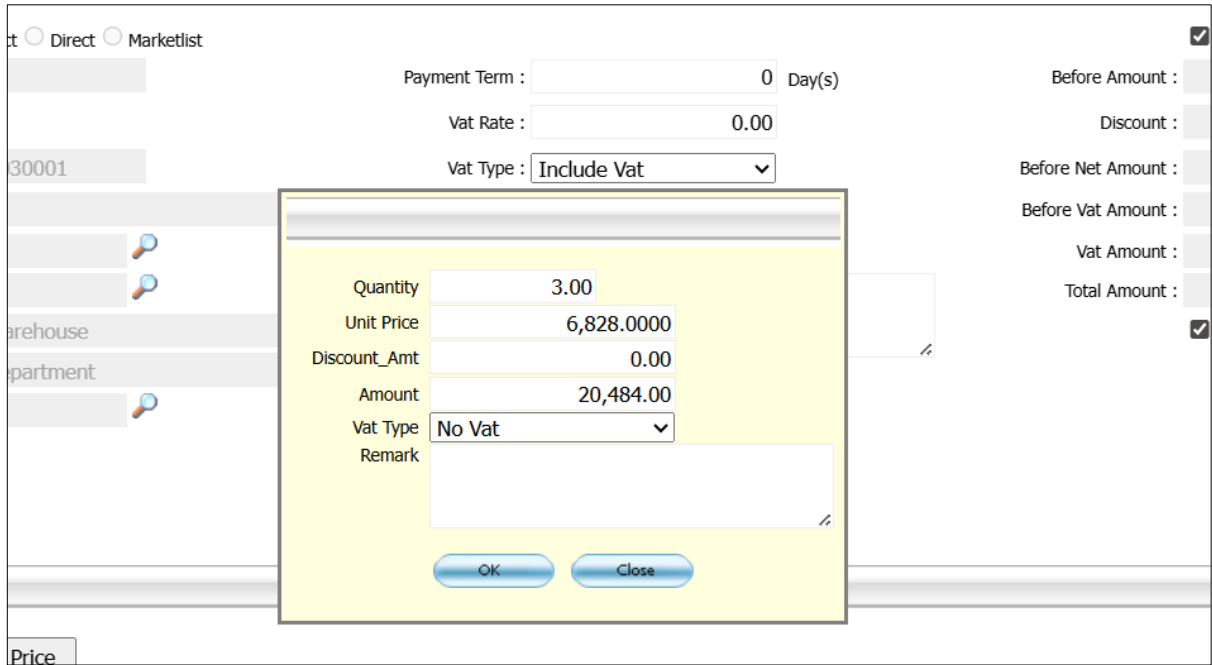


	Request Date	PR Type	P/R Date	P/R Number	Department Name	Remark
☐	07/07/2025	IV	07/07/2025	01PRN2507070001	Engineering Depart...	
☐	03/07/2025	IV	03/07/2025	01PRN2507030001	Example Department	

4. The system will auto-populate PO details from the PR



5. Adjust item prices according to vendor quotations, then click OK

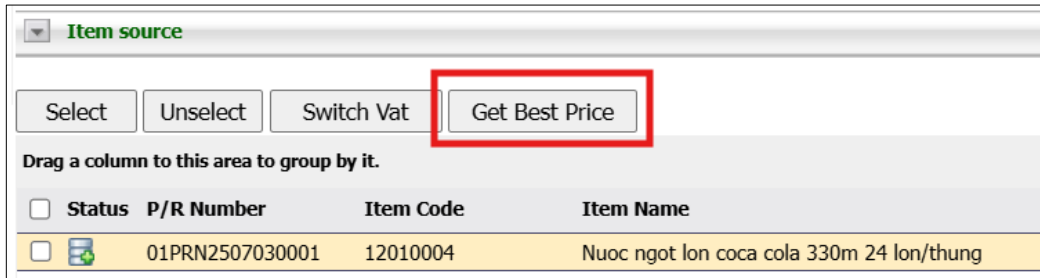


The screenshot shows a Purchase Order form with a modal dialog open for adjusting item prices. The dialog contains the following fields:

- Quantity: 3.00
- Unit Price: 6,828.0000
- Discount_Amt: 0.00
- Amount: 20,484.00
- Vat Type: No Vat
- Remark: (empty text area)

Buttons at the bottom of the dialog are "OK" and "Close".

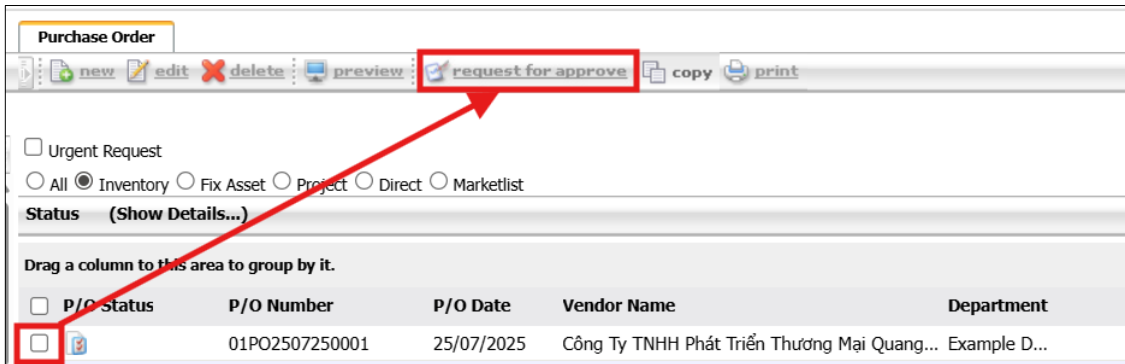
6. If the "Get Best Price" function has been enabled in the system, select it to automatically retrieve the most competitive vendor pricing.



The screenshot shows the "Item source" form. The "Get Best Price" button is highlighted with a red box. Below the buttons, there is a table with the following data:

Status	P/R Number	Item Code	Item Name
☐	01PRN2507030001	12010004	Nuoc ngot lon coca cola 330m 24 lon/thung

7. After verifying all PO details, click **Save** to record the document.
 8. Select the PO from the list and click **Request for Approve** to submit it for approval.



The screenshot shows the "Purchase Order" list. The "request for approve" button is highlighted with a red box. Below the buttons, there is a table with the following data:

P/O Status	P/O Number	P/O Date	Vendor Name	Department
☐	01PO2507250001	25/07/2025	Công Ty TNHH Phát Triển Thương Mại Quang...	Example D...

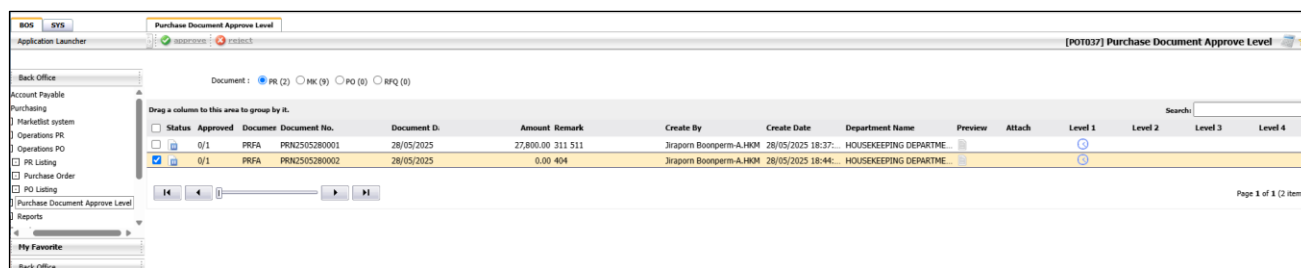
Note: Always review item prices before confirming the PO

3.8 Approve PR / PO

The PR/PO approval process adds a layer of authorization to verify that each procurement transaction complies with policy and budget. Only approved documents proceed to the next stage of procurement or receiving.

To perform the task:

1. Go to BOS > Purchasing > Operation PO> Purchase Document Approve Level
2. Review pending PRs and POs in the list.
3. Check for completeness and policy compliance.
4. Approve or reject based on authority and remarks.



Status	Approved	Document	Document No.	Document D.	Amount	Remark	Create By	Create Date	Department Name	Preview	Attach	Level 1	Level 2	Level 3	Level 4
☐	☐	0/1	PRFA	PRN2505280001	28/05/2025	27,800.00 311 511	Jiraporn Boonperm-A.HOM	28/05/2025 18:37:...	HOUSEKEEPING DEPARTME...						
☒	☒	0/1	PRFA	PRN2505280002	28/05/2025	0.00 404	Jiraporn Boonperm-A.HOM	28/05/2025 18:44:...	HOUSEKEEPING DEPARTME...						

Note: All purchases must undergo approval before moving to the receiving stage.