
VMP365

User configuration and scenario DOCUMENT



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Chennai, India

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1. Introduction

A company spends a major part of its revenue to establish a proper supplier-procurement team communication. This communication plays a vital role in improving the efficiency and productivity of a company. The VMP365 focusses on the elimination of spending time over the phone/email for Supplier queries, updates, amendments, status, Statement of Account and Payment reconciliations.

The VMP365 eliminates the need for manual management and updating of purchase documents like Purchase RFQ'S, Purchase quotes, Purchase invoices and GRNs and thus controls data duplications and accuracy issues.

Thus, the VMP365 helps vendors and the procurement department of a company by providing an easy, flexible, seamlessly integrated and highly secure Self-service portal.

2. Purpose of the Document

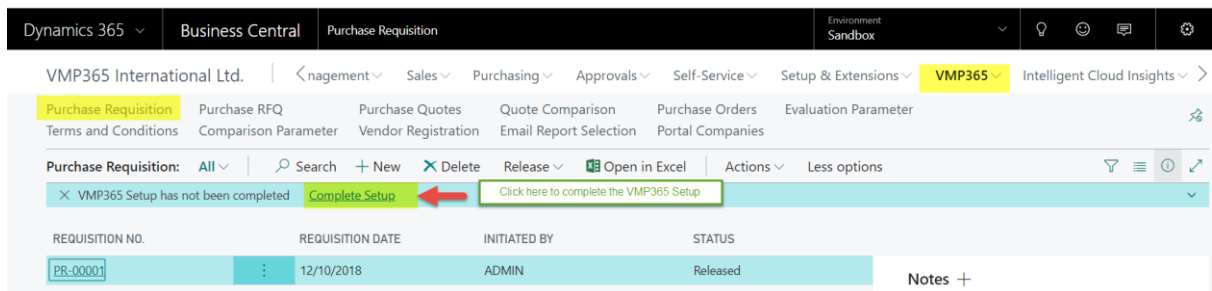
The scenario documentation of VMP365 module shows the different scenarios an end user will go through. It shows the Prerequisites required for various configurations to ensure the smooth functioning of the app.

3. VMP365 Configuration

3.1 VMP365 Configuration Menu Navigation

VMP365 can be used by proper configuration before use the functionalities (or) configuration can be done by run time use of the application.

If we go with the Proper configuration of the application, please go through the below Steps:



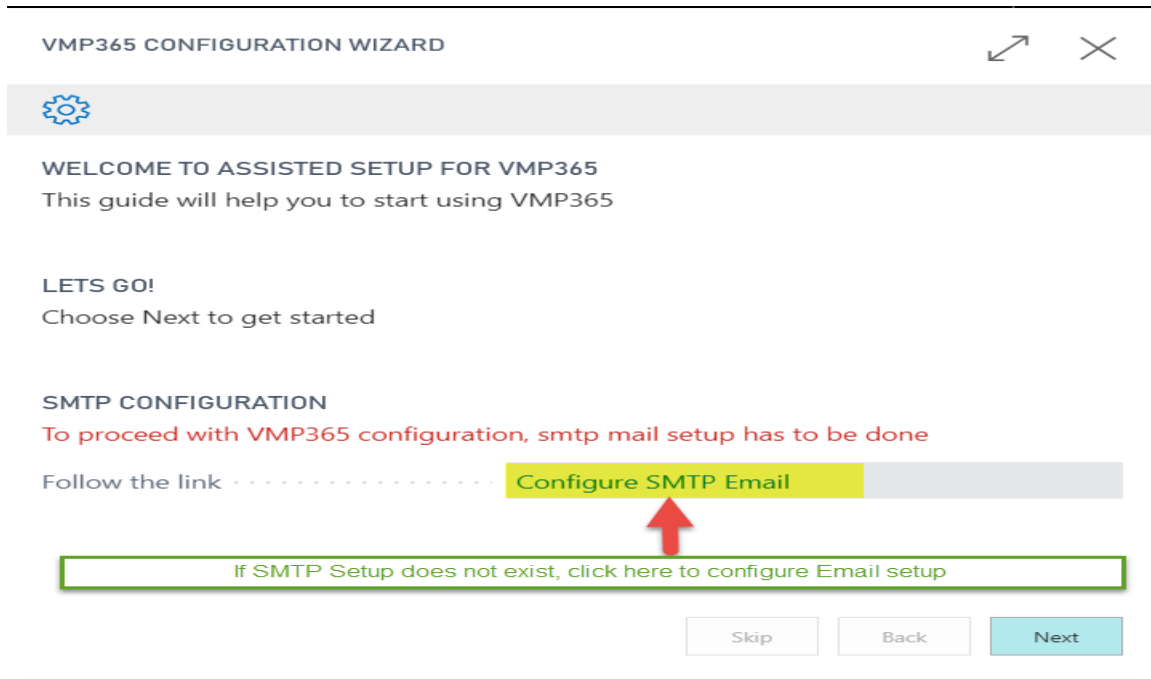
The screenshot shows the Dynamics 365 interface with the VMP365 module selected in the navigation pane. The main area displays the 'Purchase Requisition' list. A message at the top states 'VMP365 Setup has not been completed' with a 'Complete Setup' button highlighted by a red arrow. Below the message, a table lists requisitions:

REQUISITION NO.	REQUISITION DATE	INITIATED BY	STATUS
PR-00001	12/10/2018	ADMIN	Released

Additional elements visible include the 'Purchase Requisition' header with search and action buttons, and a 'Notes' section at the bottom right.

3.1.1 Configure E-mail Setup

To proceed with VMP365 setup 'SMTP mail setup should be completed', if not click the link 'Configure SMTP email'



VMP365 CONFIGURATION WIZARD

WELCOME TO ASSISTED SETUP FOR VMP365
This guide will help you to start using VMP365

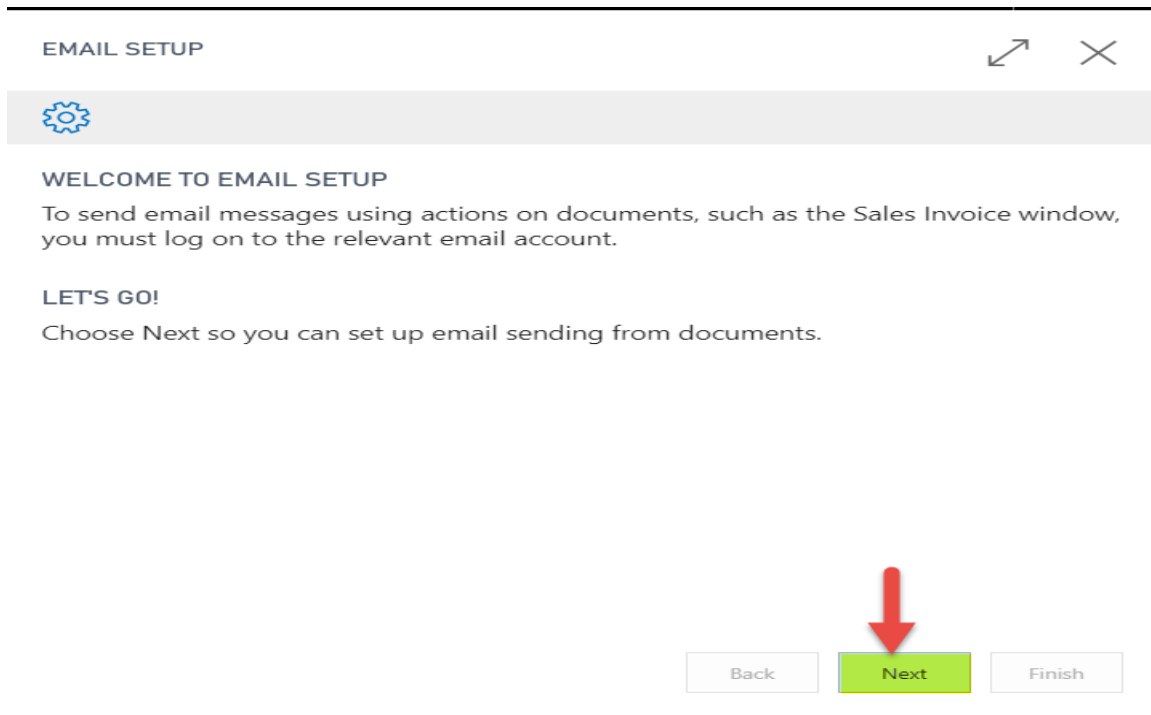
LETS GO!
Choose Next to get started

SMTP CONFIGURATION
To proceed with VMP365 configuration, smtp mail setup has to be done

Follow the link [Configure SMTP Email](#)

If SMTP Setup does not exist, click here to configure Email setup

Skip Back Next



EMAIL SETUP

WELCOME TO EMAIL SETUP
To send email messages using actions on documents, such as the Sales Invoice window, you must log on to the relevant email account.

LET'S GO!
Choose Next so you can set up email sending from documents.

Back Next Finish

Choose the email provider and click Next

EMAIL SETUP



Click here to select the E-mail service Provider

Choose your email provider.

Email Provider

Other Email Provider

Office 365

Outlook

Gmail

Yahoo

Other Email Provider

Back

Next

Finish

Provide username and email id to complete email setup and click Next and then Finish to proceed with VMP365 setup

EMAIL SETUP



Enter the credentials for the account, which will be used for sending emails.

User ID vigneswaran.t@cetastech.com

Password

Back

Next

Finish

EMAIL SETUP





To verify that the specified email setup works, choose Send Test Email.

THAT'S IT!
To enable email sending directly from documents, choose Finish.

Send Test Email

Back

Next

Finish

3.1.2 VMP365 Configuration begins if E-mail Setup already exist

VMP365 CONFIGURATION WIZARD





WELCOME TO ASSISTED SETUP FOR VMP365
This guide will help you to start using VMP365

LETS GO!
Choose Next to get started

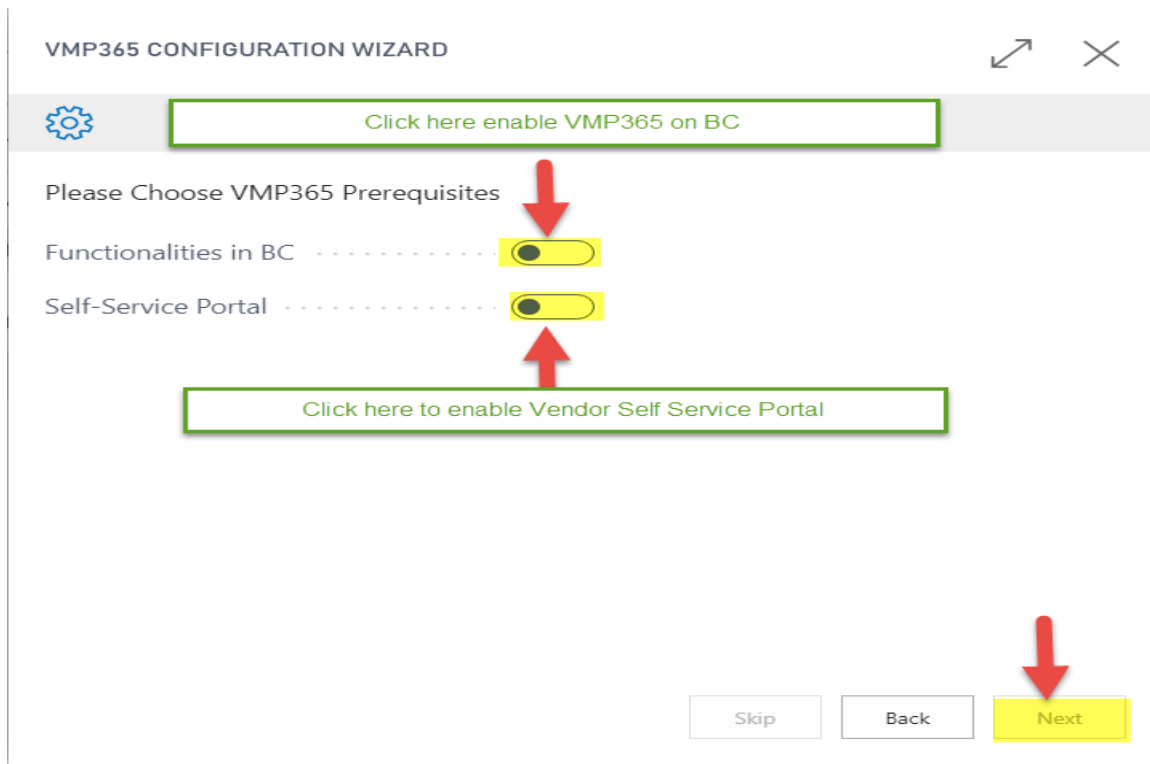
Skip

Back

Next

3.1.3 Activate VMP365 on Microsoft Dynamics 365 Business Central and Vendor Self Service

Choose VMP365 Prerequisites and click Next to proceed



VMP365 CONFIGURATION WIZARD

Click here enable VMP365 on BC

Please Choose VMP365 Prerequisites

Functionalities in BC ☒

Self-Service Portal ☒

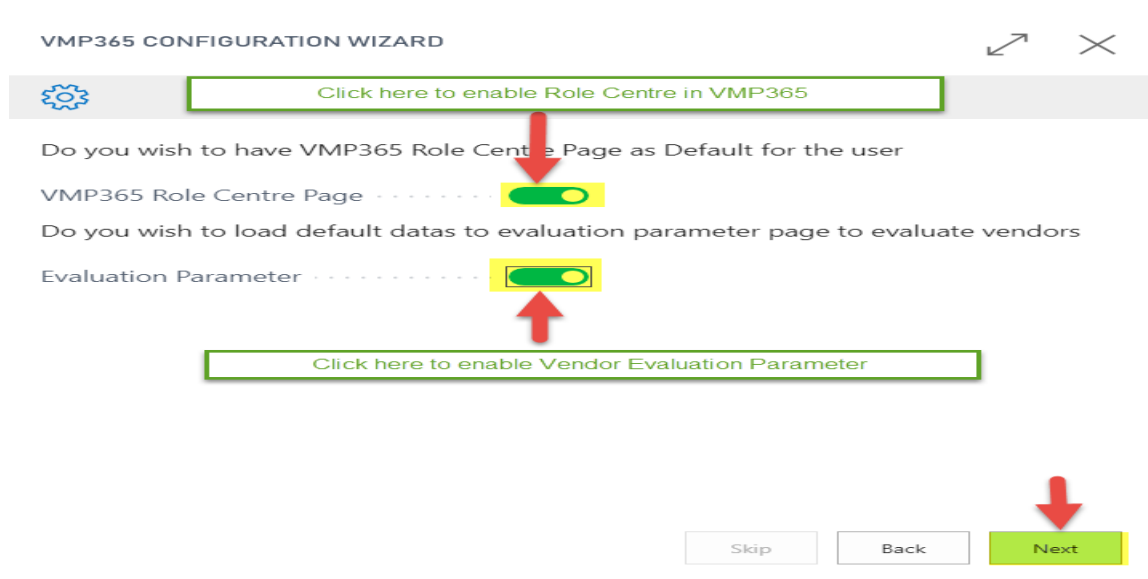
Click here to enable Vendor Self Service Portal

Skip Back Next

Detailed description: This screenshot shows the 'VMP365 CONFIGURATION WIZARD' window. At the top, there's a header bar with a gear icon and a button labeled 'Click here enable VMP365 on BC'. Below this, the main area is titled 'Please Choose VMP365 Prerequisites'. It contains two toggle switches: 'Functionalities in BC' and 'Self-Service Portal', both of which are currently turned on (indicated by a black dot in the yellow circle). A red arrow points down to the first toggle, and another red arrow points up to the second toggle. Below the toggles, there is a button labeled 'Click here to enable Vendor Self Service Portal'. At the bottom right, there are three buttons: 'Skip', 'Back', and 'Next'. A red arrow points down to the 'Next' button.

3.1.4 Activate Role Centre and Evaluation Parameter

Choose 'VMP365 Role Centre Page' if you need to set VMP365 Role Centre as default and 'Evaluation Parameter' to load default data to evaluation parameter page to calculate vendor rating, click Next to proceed or else you can skip this page by unselecting these two fields



VMP365 CONFIGURATION WIZARD

Click here to enable Role Centre in VMP365

Do you wish to have VMP365 Role Centre Page as Default for the user

VMP365 Role Centre Page ☒

Do you wish to load default datas to evaluation parameter page to evaluate vendors

Evaluation Parameter ☒

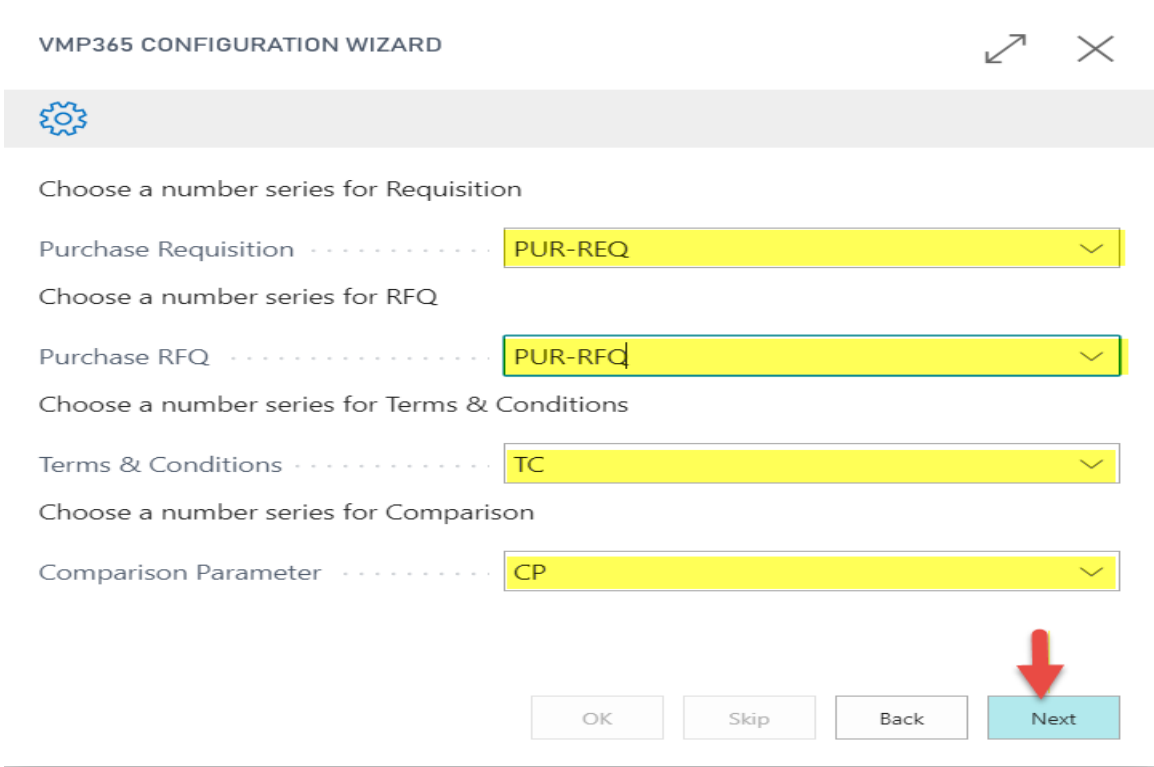
Click here to enable Vendor Evaluation Parameter

Skip Back Next

Detailed description: This screenshot shows the 'VMP365 CONFIGURATION WIZARD' window. At the top, there's a header bar with a gear icon and a button labeled 'Click here to enable Role Centre in VMP365'. Below this, the main area contains two questions with toggle switches. The first question is 'Do you wish to have VMP365 Role Centre Page as Default for the user' with a toggle switch labeled 'VMP365 Role Centre Page' that is turned on. The second question is 'Do you wish to load default datas to evaluation parameter page to evaluate vendors' with a toggle switch labeled 'Evaluation Parameter' that is also turned on. A red arrow points down to the first toggle, and another red arrow points up to the second toggle. Below the toggles, there is a button labeled 'Click here to enable Vendor Evaluation Parameter'. At the bottom right, there are three buttons: 'Skip', 'Back', and 'Next'. A red arrow points down to the 'Next' button.

3.1.5 Setup NO. Series for VMP365 functions

Choose the No. Series that is defined for purchase documents if not create a no. series and select it and click Next to continue, if no values are provided you can skip this page by clicking skip button



VMP365 CONFIGURATION WIZARD

Choose a number series for Requisition

Purchase Requisition PUR-REQ

Choose a number series for RFQ

Purchase RFQ PUR-RFQ

Choose a number series for Terms & Conditions

Terms & Conditions TC

Choose a number series for Comparison

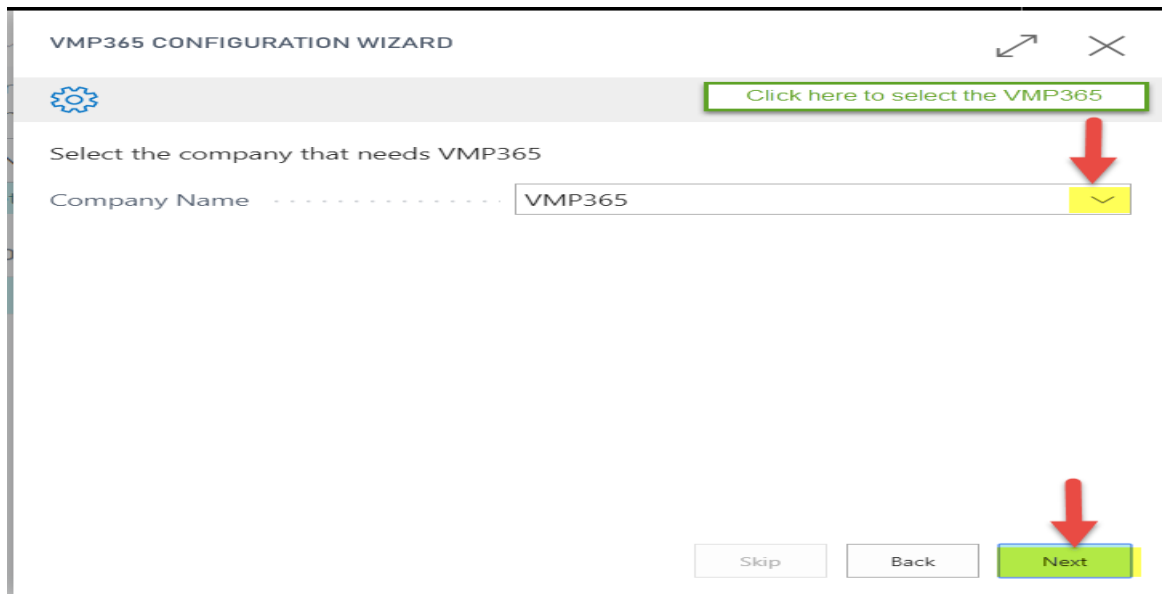
Comparison Parameter CP

OK Skip Back Next

A red arrow points to the 'Next' button.

3.1.6 Setup VMP365 Company

Select the company that needs VMP365 and click Next to proceed further



VMP365 CONFIGURATION WIZARD

Click here to select the VMP365

Select the company that needs VMP365

Company Name VMP365

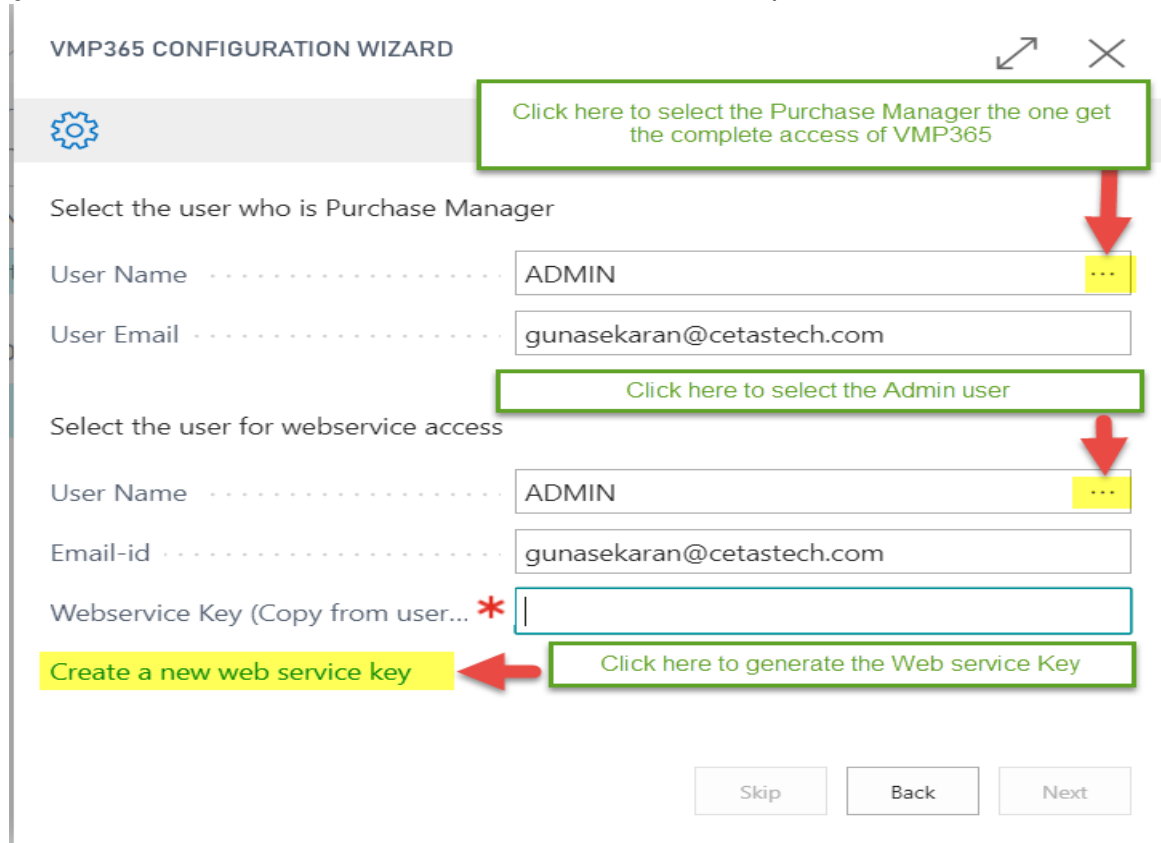
Skip Back Next

A red arrow points to the 'Next' button.

3.1.7 Setup Purchase Manager and Admin for Dynamics 365 Business Central

Select the users who needs Portal Manager rights and user who needs Web Service access by clicking look up value.

Web Service Key is mandatory the value should be copied from user card and paste it in this field, to go to user card click the link below 'Create a new web service key'



VMP365 CONFIGURATION WIZARD

Select the user who is Purchase Manager

User Name ADMIN ...

User Email gunasekaran@cetastech.com

Select the user for webservice access

User Name ADMIN ...

Email-id gunasekaran@cetastech.com

Web service Key (Copy from user... *)

Create a new web service key

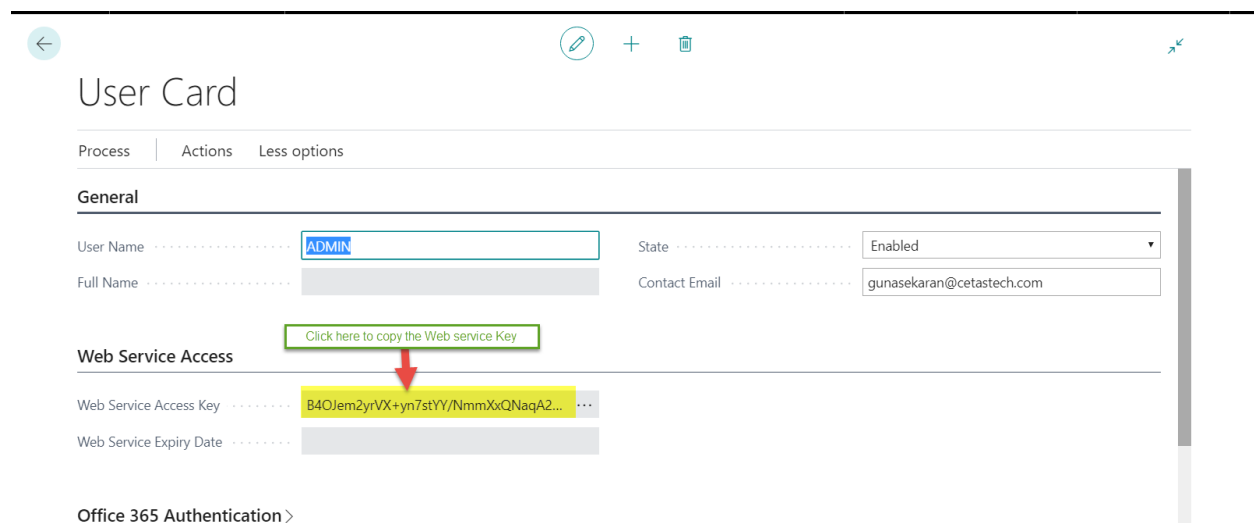
Click here to select the Purchase Manager the one get the complete access of VMP365

Click here to select the Admin user

Click here to generate the Web service Key

Skip Back Next

Under Web Service Access Group click assist edit of Web service access key field to generate new access key and copy the key and paste in the setup page, if key is already generated then copy the key to setup page



User Card

Process | Actions | Less options

General

User Name ADMIN State Enabled

Full Name Contact Email gunasekaran@cetastech.com

Web Service Access

Web Service Access Key B4OJem2yrVX+yn7stYY/NmmXrQNaqA2... ..

Web Service Expiry Date

Office 365 Authentication >

Click here to copy the Web service Key

To access VMP365 pages user needs permission, this page contains the details about permissions to be set to user read it and click Next to continue

VMP365 CONFIGURATION WIZARD



PERMISSION ROLE

Almost you have completed the configuration process; To access VMP365 you should provide permission for the users

VMP365_BASIC - Permission only for creating requisitions on VMP365

VMP365_ADVANCE - Permission related to purchase on VMP365

VMP365_ADMIN - Permission for full access on VMP365

Skip

Back

Next

VMP365 CONFIGURATION WIZARD



VMP365 Configuration has been done

THATS IT!

Click Finish to start with VMP365

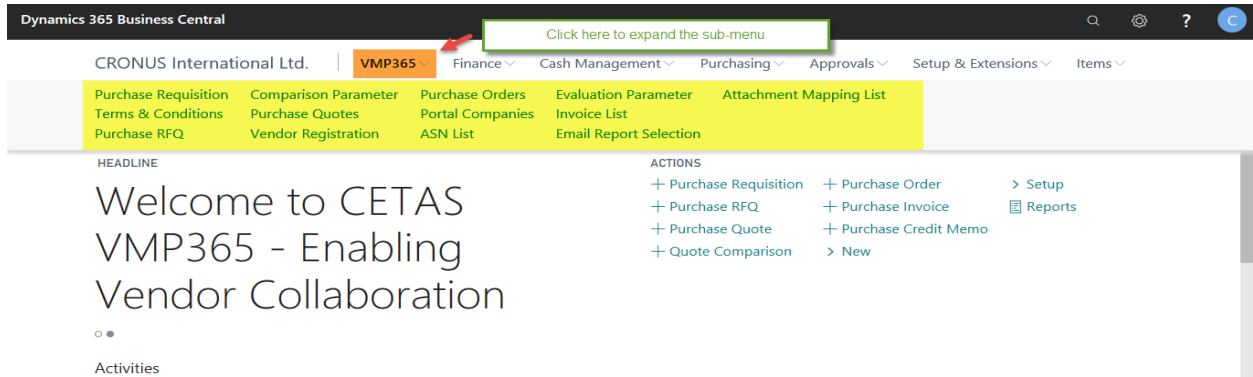
Skip

Back

Finish

4 VMP365 on Dynamics 365 Business Central

VMP365 Can be configure and work with run time



Dynamics 365 Business Central

CRONUS International Ltd. | **VMP365** | Finance | Cash Management | Purchasing | Approvals | Setup & Extensions | Items

Click here to expand the sub-menu

Purchase Requisition Terms & Conditions
Purchase RFQ

Comparison Parameter
Purchase Quotes
Vendor Registration

Purchase Orders
Portal Companies
ASN List

Evaluation Parameter
Invoice List
Email Report Selection

Attachment Mapping List

HEADLINE

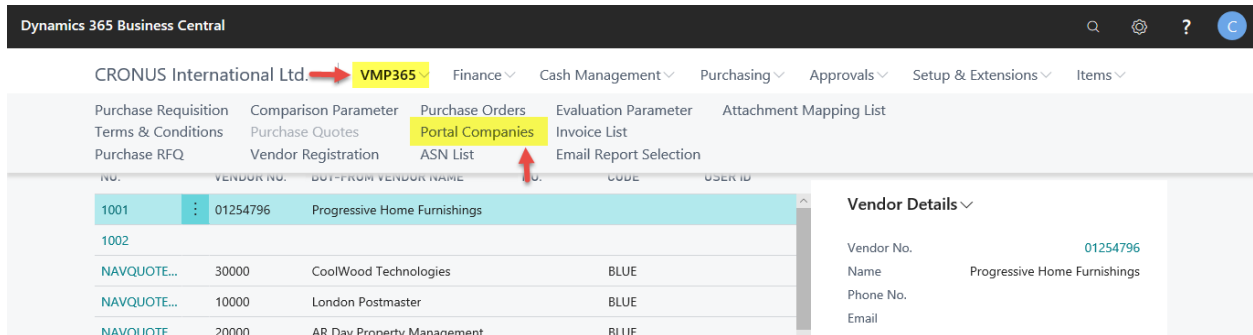
Welcome to CETAS VMP365 - Enabling Vendor Collaboration

Activities

ACTIONS

- + Purchase Requisition
- + Purchase RFQ
- + Purchase Quote
- + Quote Comparison
- + Purchase Order
- + Purchase Invoice
- + Purchase Credit Memo
- + New
- > Setup
- Reports

4.1 Portal Companies



Dynamics 365 Business Central

CRONUS International Ltd. | **VMP365** | Finance | Cash Management | Purchasing | Approvals | Setup & Extensions | Items

Purchase Requisition Terms & Conditions
Purchase RFQ

Comparison Parameter
Purchase Quotes
Vendor Registration

Purchase Orders
Portal Companies
ASN List

Evaluation Parameter
Invoice List
Email Report Selection

Attachment Mapping List

NO.	VENDOR NO.	DOT-FROM VENDOR NAME	CODE	USER ID
1001	01254796	Progressive Home Furnishings		
1002				
NAVQUOTE...	30000	CoolWood Technologies	BLUE	
NAVQUOTE...	10000	London Postmaster	BLUE	
NAVQUOTE...	20000	AR Dav Property Management	BLUE	

Vendor Details

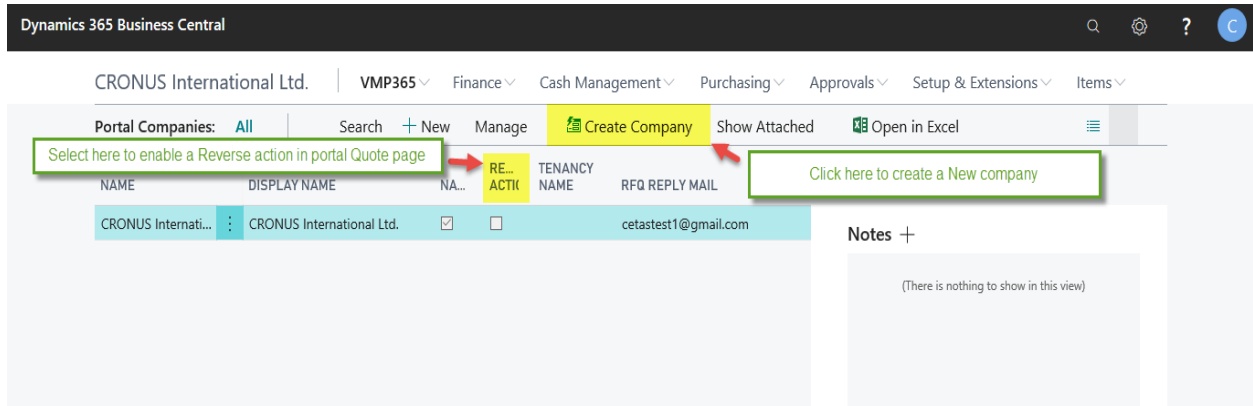
Vendor No. 01254796

Name Progressive Home Furnishings

Phone No.

Email

4.1.1 Create Company



Dynamics 365 Business Central

CRONUS International Ltd. | **VMP365** | Finance | Cash Management | Purchasing | Approvals | Setup & Extensions | Items

Portal Companies: All | Search | + New | Manage | **Create Company** | Show Attached | Open in Excel

Select here to enable a Reverse action in portal Quote page

NAME	DISPLAY NAME	NA...	RE... ACTI	TENANCY NAME	RFQ REPLY MAIL
CRONUS Internati...	CRONUS International Ltd.	☒	☐		cetastest1@gmail.com

Click here to create a New company

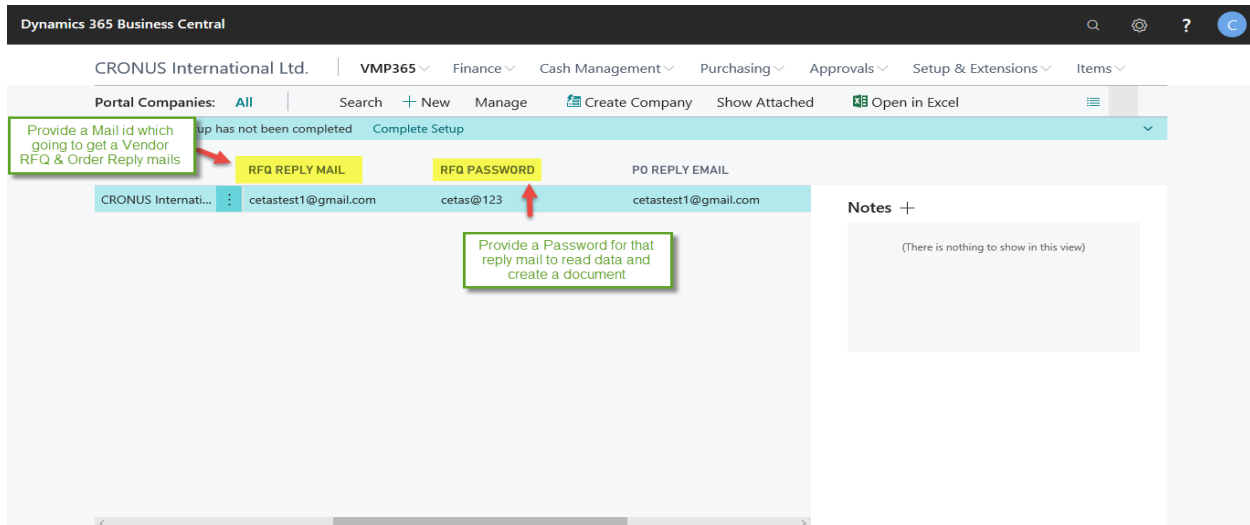
Notes +

(There is nothing to show in this view)

4.1.2 Reply Mail id configuration for Mail parsing

Provide Mail id to receive a reply mail for RFQ & Order from vendor

Customer can use the Purchase team Mail id, or they can create a new mail id for this process only

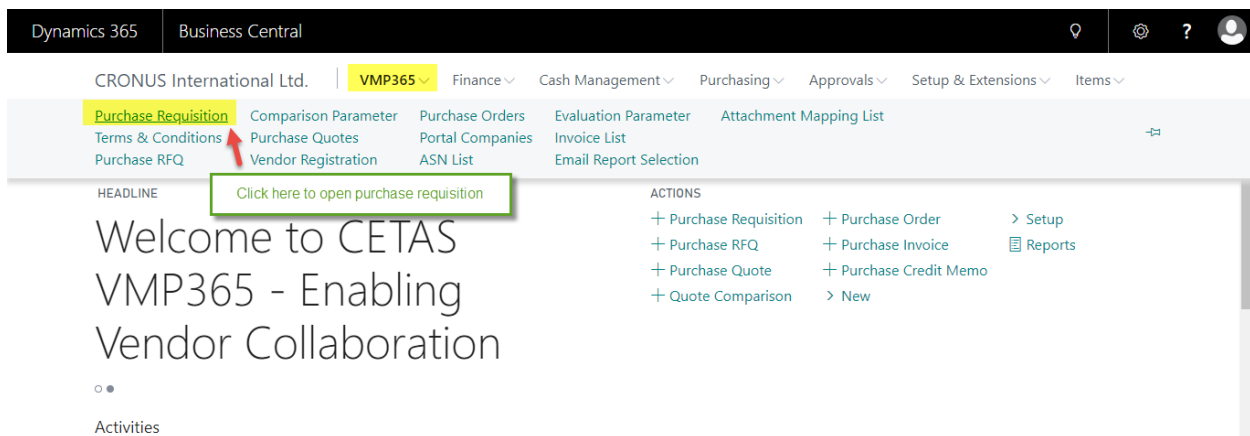


The screenshot shows the 'Complete Setup' page in Dynamics 365 Business Central for 'CRONUS International Ltd.' under the 'VMP365' context. The page has a light blue header with navigation tabs: Finance, Cash Management, Purchasing, Approvals, Setup & Extensions, and Items. Below the header, there's a 'Portal Companies' section with a dropdown set to 'All'. A search bar and buttons for '+ New', 'Manage', 'Create Company', 'Show Attached', and 'Open in Excel' are present. The main content area is titled 'Mail id configuration' and contains three input fields: 'RFQ REPLY MAIL', 'RFQ PASSWORD', and 'PO REPLY EMAIL'. The 'RFQ REPLY MAIL' field contains 'cetastest1@gmail.com', the 'RFQ PASSWORD' field contains 'cetas@123', and the 'PO REPLY EMAIL' field contains 'cetastest1@gmail.com'. A red arrow points to the 'RFQ PASSWORD' field with a callout box that says 'Provide a Password for that reply mail to read data and create a document'. Another red arrow points to the 'RFQ REPLY MAIL' field with a callout box that says 'Provide a Mail id which going to get a Vendor RFQ & Order Reply mails'. A 'Notes' section on the right is empty, showing '(There is nothing to show in this view)'. At the bottom, there's a 'HEADLINE' section with the text 'Welcome to CETAS VMP365 - Enabling Vendor Collaboration' and an 'Activities' section.

Note: Use only Gmail or Outlook mail id's other mail services are not included in this version

4.2 Purchase Requisition

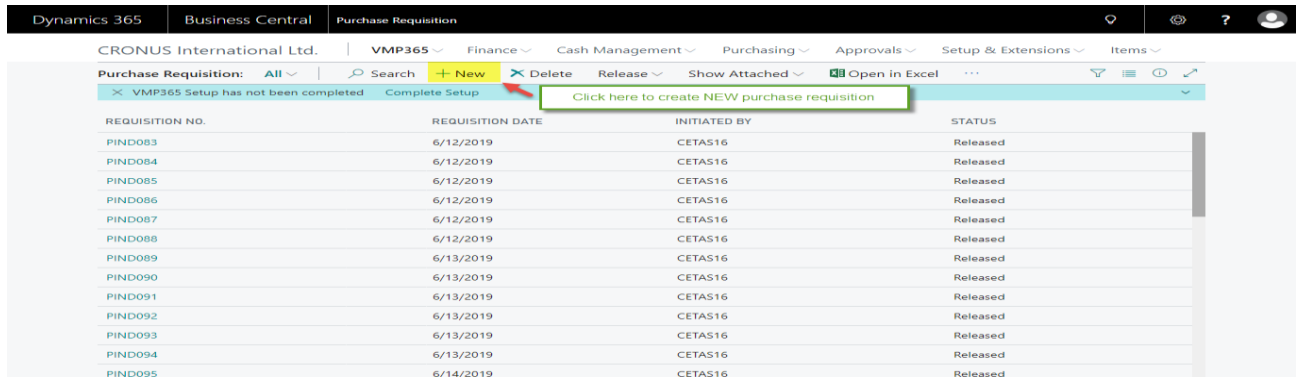
Purchase requisitions are a document used when an employee needs to make a purchase or an order request on behalf of their company. It is a document that is used to inform department managers or the purchasing officer of the decision so that the purchasing department can start the purchasing process



The screenshot shows the 'Purchase Requisition' page in Dynamics 365 Business Central for 'CRONUS International Ltd.' under the 'VMP365' context. The page has a light blue header with navigation tabs: Finance, Cash Management, Purchasing, Approvals, Setup & Extensions, and Items. Below the header, there's a 'Purchase Requisition' section with a dropdown set to 'All'. A search bar and buttons for '+ New', 'Manage', 'Create Company', 'Show Attached', and 'Open in Excel' are present. The main content area is titled 'Purchase Requisition' and contains a 'HEADLINE' section with the text 'Welcome to CETAS VMP365 - Enabling Vendor Collaboration' and an 'Activities' section. A red arrow points to the 'Purchase Requisition' section with a callout box that says 'Click here to open purchase requisition'. The 'ACTIONS' section on the right contains a list of links: '+ Purchase Requisition', '+ Purchase RFQ', '+ Purchase Quote', '+ Quote Comparison', '+ Purchase Order', '+ Purchase Invoice', '+ Purchase Credit Memo', '+ New', '+ Setup', and '+ Reports'.

4.2.1 Create a New Purchase Requisition

Click on 'New' to create

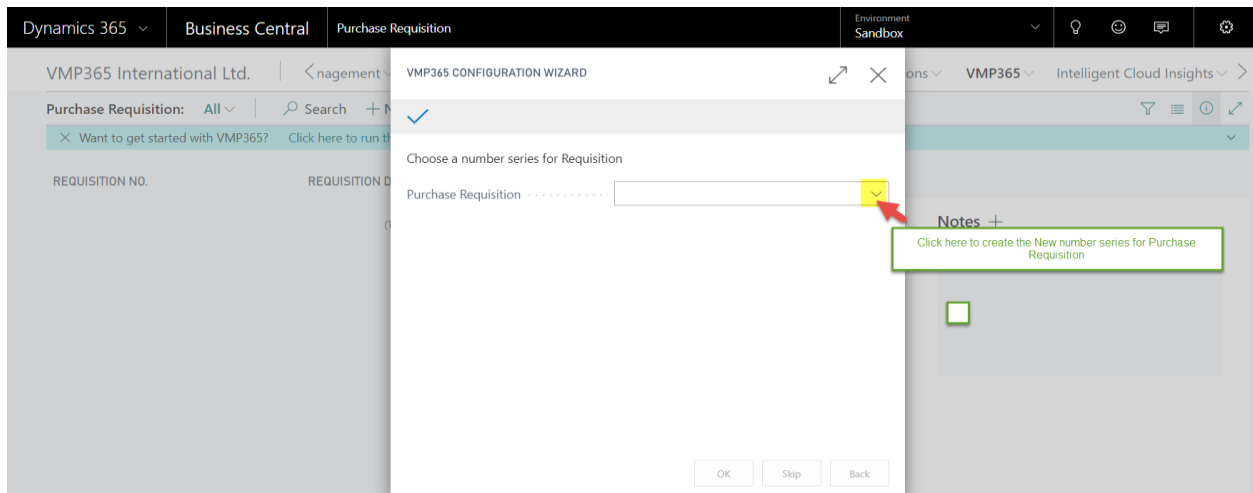


The screenshot shows the Dynamics 365 Business Central interface for the 'Purchase Requisition' entity. The top navigation bar includes 'Dynamics 365', 'Business Central', and 'Purchase Requisition'. The main area displays a list of requisitions with columns: REQUISITION NO., REQUISITION DATE, INITIATED BY, and STATUS. A '+ New' button is visible in the top right of the list area. A callout box points to the '+ New' button with the text: 'Click here to create NEW purchase requisition'.

REQUISITION NO.	REQUISITION DATE	INITIATED BY	STATUS
PIND083	6/12/2019	CETAS16	Released
PIND084	6/12/2019	CETAS16	Released
PIND085	6/12/2019	CETAS16	Released
PIND086	6/12/2019	CETAS16	Released
PIND087	6/12/2019	CETAS16	Released
PIND088	6/12/2019	CETAS16	Released
PIND089	6/13/2019	CETAS16	Released
PIND090	6/13/2019	CETAS16	Released
PIND091	6/13/2019	CETAS16	Released
PIND092	6/13/2019	CETAS16	Released
PIND093	6/13/2019	CETAS16	Released
PIND094	6/13/2019	CETAS16	Released
PIND095	6/14/2019	CETAS16	Released

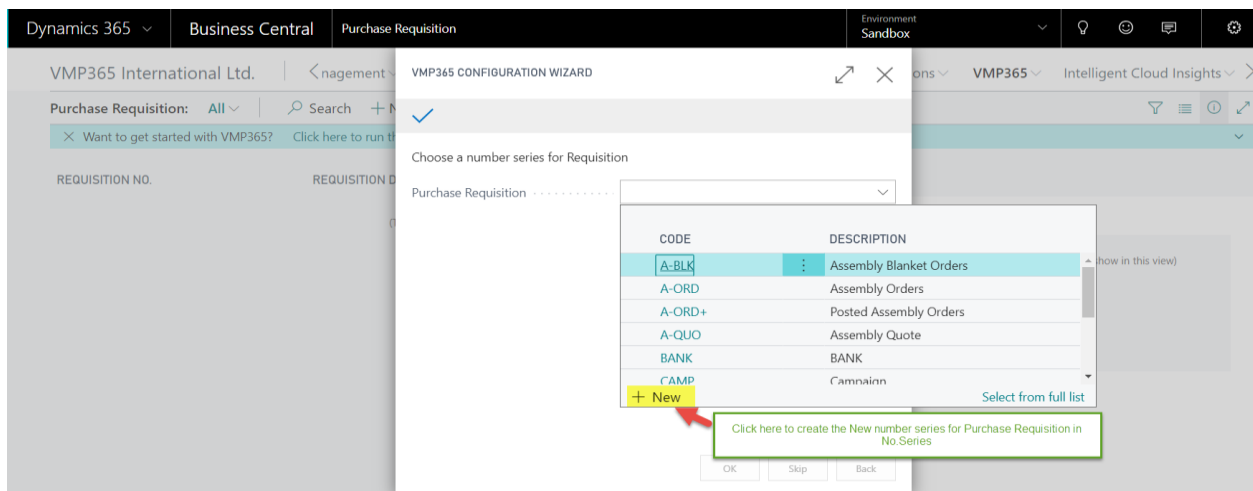
4.2.2 Create a New Requisition No. Series configuration Wizard

Click on 'Elipse' button to setup a Purchase Requisition No.Series



The screenshot shows the 'VMP365 CONFIGURATION WIZARD' dialog box. The wizard is titled 'Choose a number series for Requisition'. It has a dropdown menu for 'Purchase Requisition' and a 'New' button. A callout box points to the 'New' button with the text: 'Click here to create the New number series for Purchase Requisition'.

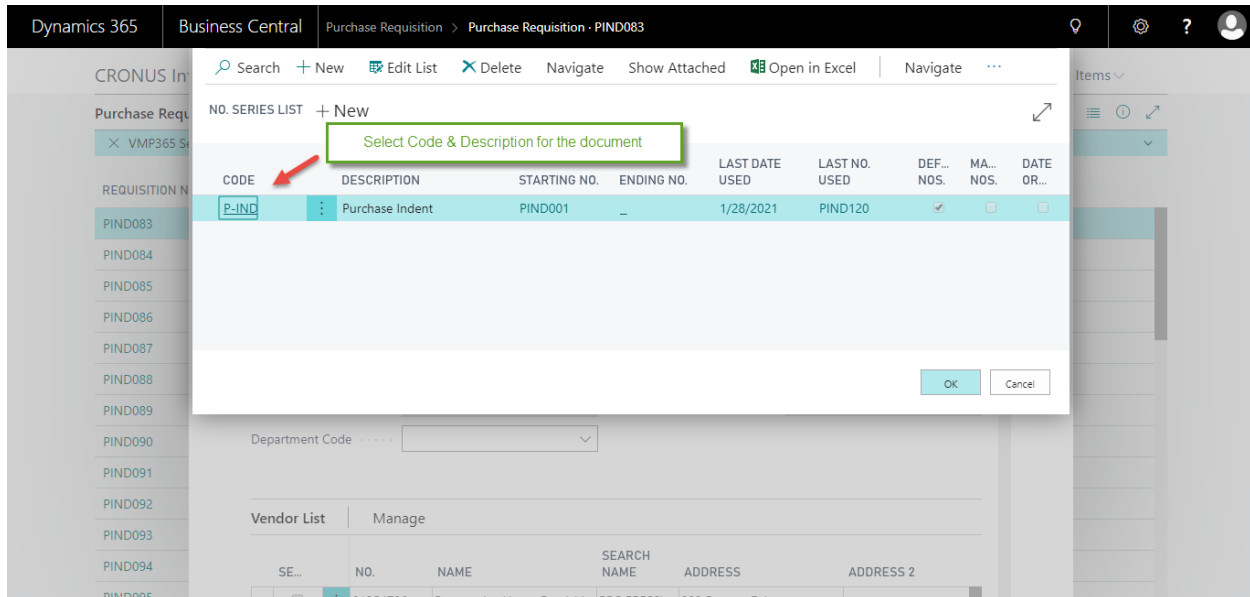
Create New code and Description for Purchase Requisition



The screenshot shows the 'VMP365 CONFIGURATION WIZARD' dialog box with the 'Purchase Requisition' dropdown menu open. The dropdown menu lists several codes and descriptions: A-BLK, A-ORD, A-ORD+, A-QUO, BANK, and CAMP. A '+ New' button is visible at the bottom of the dropdown. A callout box points to the '+ New' button with the text: 'Click here to create the New number series for Purchase Requisition in No.Series'.

CODE	DESCRIPTION
A-BLK	Assembly Blanket Orders
A-ORD	Assembly Orders
A-ORD+	Posted Assembly Orders
A-QUO	Assembly Quote
BANK	BANK
CAMP	Campaign

4.2.3 Setup a New Requisition No. Series List



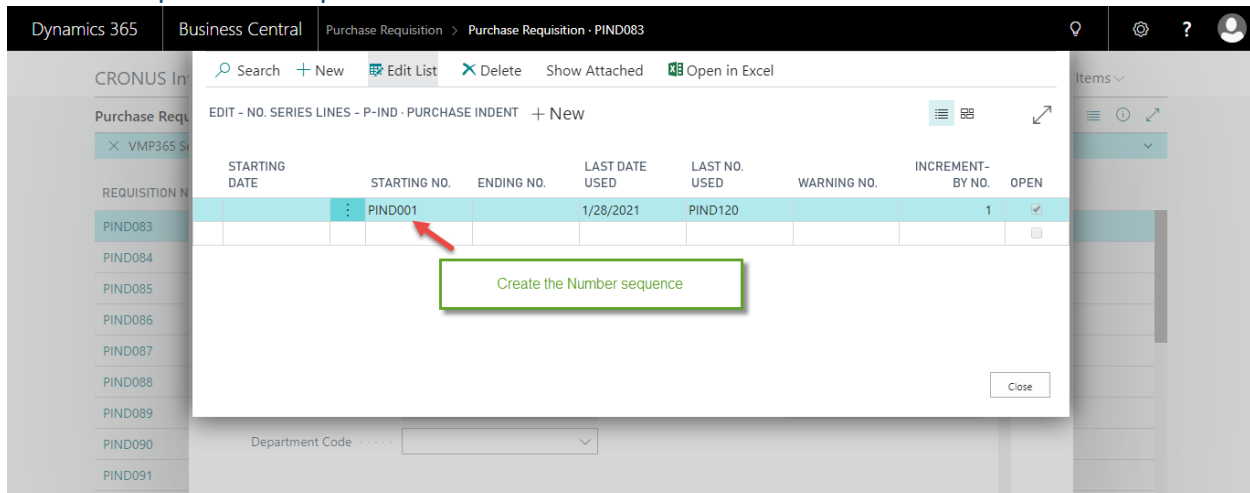
NO. SERIES LIST + New

Select Code & Description for the document

CODE	DESCRIPTION	STARTING NO.	ENDING NO.	LAST DATE USED	LAST NO. USED	DEF. NOS.	MA. NOS.	DATE OR...
P-IND	Purchase Indent	PIND001	-	1/28/2021	PIND120	✓		

OK Cancel

4.2.4 Setup a New Requisition No. Series Lines



EDIT - NO. SERIES LINES - P-IND - PURCHASE INDENT + New

Create the Number sequence

STARTING DATE	STARTING NO.	ENDING NO.	LAST DATE USED	LAST NO. USED	WARNING NO.	INCREMENT-BY NO.	OPEN
	PIND001		1/28/2021	PIND120		1	✓

Close

4.2.5 Create a New Purchase Requisition header

1. Click on Requisition No to generate Purchase Requisition number
2. Select Location to where the Material is required
3. 'Initiated by', 'Requisition Date' creates automatically based on user
4. Global Dimension 1 & 2 available to select
5. Select the Expected Date or Receipt for the PR
6. Enter the mail id of the concern Purchaser / approver to be notified

Dynamics 365 Business Central Purchase Requisition > Purchase Requisition · PIND120

PURCHASE REQUISITION CARD

Purchase Requisition · PIND120

Process Report Release Request Approval Show Attached Actions Less options

General

Auto Requisition number create as per setup defined

Requisition No PIND120 Project Code TOYOTA

Location Code BLUE Expected Date 6/30/2019

Initiated By CETAS16 Requisition Recipient Mail Mr.James

Requisition Date 6/17/2019 Currency Selection Other Currency

Status Open Currency Code AED

Department Code SALES

Select from the Drop down list - Local currency, Vendor currency, Other currency

If it is Other currency, select the currency code from the drop down

Vendor List Manage

SE...	NO.	NAME	SEARCH NAME	ADDRESS	ADDRESS 2	CITY	CONTACT
☐	01254796	Progressive Home Furnishi...	PROGRESSI...	222 Reagan Drive		Columbia	Mr. Michael Sean Rau

4.2.6 Vendor selection from purchase Requisition for RFQ

- Purchase Requisition (PR) has the Vendor List to Whom the RFQ should be triggered against PR for the bunch of Vendors in single screen.

Vendor List Manage

Click on the check box to whom the RFQ to be triggered

SE...	NO.	NAME	NAME	ADDRESS	ADDRESS 2
☐	01254796	Progressive Home Furnishi...	PROGRESSI...	222 Reagan Drive	
☐	01587796	Custom Metals Incorporat...	CUSTOM M...	640 Nixon Blvd.	
☐	01863656	American Wood Exports	AMERICAN ...	723 North Hampton Drive	
☐	01905283	Mundersand Corporation	MUNDERS...	21 W. Arthur St.	
☐	01905382	NewCaSup	NEWCASUP	12002 Simcoe St.	
☐	01905777	OakvilleWorld	OAKVILLEW...	1 Sherwood Heights Dr.	
☐	10000	London Postmaster	LONDON P...	10 North Lake Avenue	
☐	20000	AR Day Property Manage...	AR DAY PR...	100 Day Drive	
☐	20300190	Malay-Dan Export Unit Sd...	MALAY-DA...	12, Jalan Ampang	
☐	20319939	KDHSL99 Sdn Bhd	KDHSL99 S...	220, Jalan Limbongan	
☐	20323323	Tengah Butong Sdn Bhd	TENGAH B...	4KM Jalan Tuaran	
☐	21201992	Texpro Maroc	TEXPRO M...	1. Rue la renaissance	

4.2.7 Items selection in the Purchase Requisition

1. Click on Type to select weather Request for Item / Fixed Asset/ GL Accounts,
2. Click on No. to select the Item from Item Master
3. Header Location updates automatically in Lines
4. Enter the Required Quantity in Quantity field.

Purchase Requisition Subform		Manage				
SE...	TYPE	NO.	DESCRIPTION	LOCATION CODE	QUANTITY	UNIT OF MEASURE CODE
☐	Item	1000	Bicycle	BLUE	20.00	PCS
☐	Item	1001	Touring Bicycle	BLUE	20.00	PCS
☐	Item	1100	Front Wheel	BLUE	40.00	PCS
☐						
☐						
☐						

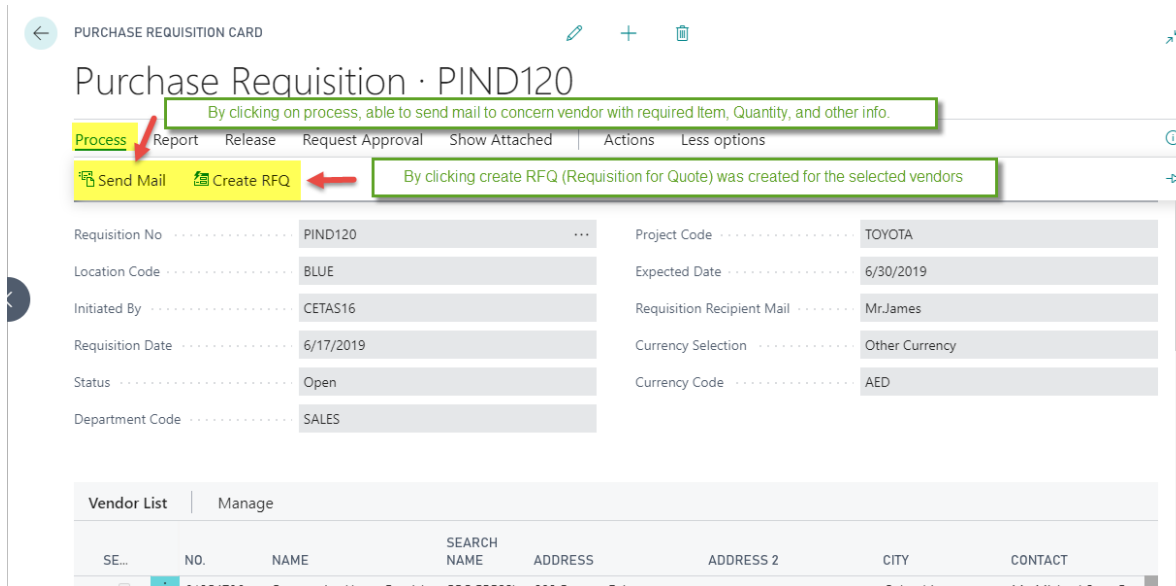
4.2.8 Items and Vendor selection for Request from Quote

In the Purchase Requisition Page has the capability of Selecting specific Items to specific Vendors. For Ex: in the single Request, we can raise the complete materials which are needed. Against approval, Purchaser can open the Same Request, and raise multiple RFQ's to multiple Vendors just by clicking on select box and generate RFQ

[illegible]

4.2.9 Send Mail notification to the Approver

Click on 'Process' to send Mail to Approver if approval workflow enabled



PURCHASE REQUISITION CARD

Purchase Requisition · PIND120

By clicking on process, able to send mail to concern vendor with required Item, Quantity, and other info.

Process | Report | Release | Request Approval | Show Attached | Actions | Less options

Send Mail | **Create RFQ**

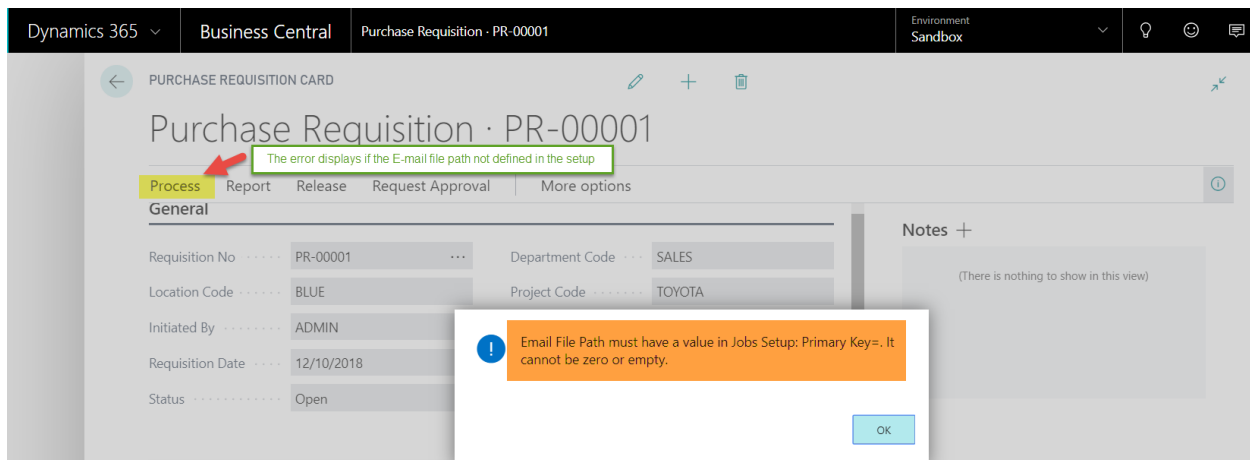
By clicking create RFQ (Request for Quote) was created for the selected vendors

Requisition No	PIND120	Project Code	TOYOTA
Location Code	BLUE	Expected Date	6/30/2019
Initiated By	CETAS16	Requisition Recipient Mail	Mr.James
Requisition Date	6/17/2019	Currency Selection	Other Currency
Status	Open	Currency Code	AED
Department Code	SALES		

SE...	NO.	NAME	SEARCH NAME	ADDRESS	ADDRESS 2	CITY	CONTACT
	01154706	Progressive Home Furnish	PR0105591	333 Progress Drive		Columbia	Mr. Michael Scott Ray

4.2.10 E-mail setup if not exist – Error Message

Error Message shows while click on Send Mail the Purchase Requisition. Then follow the next step.



Dynamics 365 | **Business Central** | **Purchase Requisition · PR-00001** | **Environment Sandbox**

Purchase Requisition · PR-00001

The error displays if the E-mail file path not defined in the setup

Process | Report | Release | Request Approval | More options

General

Requisition No	PR-00001	Department Code	SALES
Location Code	BLUE	Project Code	TOYOTA
Initiated By	ADMIN		
Requisition Date	12/10/2018		
Status	Open		

Notes +

(There is nothing to show in this view)

Error Message: Email File Path must have a value in Jobs Setup: Primary Key= . It cannot be zero or empty.

OK

4.2.11 Setup E-mail File Path in Manual Setup

Go to E-mail file path: Setup & Extensions ->Manual Setup ->Jobs Setup

Dynamics 365	Business Central	Manual Setup	Environment: Sandbox				
VMP365 International Ltd.	Management	Sales	Purchasing	Approvals	Self-Service	Setup & Extensions	VMP365
Assisted Setup	Manual Setup	Service Connections	Extensions				
NAME	DESCRIPTION	AREA	KEYWORDS				
Interaction Groups	Set up or update Interaction Groups.	Relationship Mngt	Interaction Groups.				
Interaction Template Setup	Set up or update Interaction Template Setup.	Relationship Mngt	Interaction Template Setup.				
Interaction Templates	Set up or update Interaction Templates.	Relationship Mngt	Interaction Templates.				
Intercompany Chart of Accounts	Set up how you want your company's chart of accounts to c...	Intercompany	Intercompany, Ledger, Finance				
Intercompany Dimensions	Set up how your company's dimension codes correspond to...	Intercompany	Intercompany, Dimensions				
Intercompany Partners	Set up intercompany partners.	Intercompany	Intercompany, Partners				
Intercompany Setup	View or edit the intercompany setup for the current company.	Intercompany	Intercompany				
Inventory Setup	Set up policies for inventory items.	Inventory	Inventory, Number Series, Product				
Item Charges	Set up Item Charges	Inventory	Inventory, Item Charges				
Job Responsibilities	Set up or update Job Responsibilities.	Relationship Mngt	Job Responsibilities.				
Jobs Setup	Set up policies for project management (jobs).	Jobs	Jobs, Project Management				
Languages	Install and update languages that appear in the user interfa...	General	System, User Interface, Text, Language				
Locations	Set up locations	Inventory	Inventory, Location				
Mailing Groups	Set up or update Mailing Groups.	Relationship Mngt	Mailing Groups.				
Marketing Setup	Set up or update Marketing Setup.	Relationship Mngt	Marketing Setup.				

4.2.12 Email Configuration in Jobs Setup

E-mail file path should be configured as shown below

Dynamics 365	Business Central	Manual Setup > Jobs Setup	Environment: Sandbox
--------------	------------------	---------------------------	----------------------

VMP365 International

Manual Setup: All

- NAME
- General Ledger Setup
- General Posting Setup
- Human Resources Setup
- Industry Groups
- Integration Services Setup
- Interaction Groups
- Interaction Template Setup
- Interaction Templates
- Intercompany Chart of Accounts
- Intercompany Dimensions
- Intercompany Partners
- Intercompany Setup
- Inventory Setup
- Item Charges
- Job Responsibilities

Jobs Setup

General

Automatic Update Jo... ☐

Apply Usage Link by ... ☒

Allow Budget/Billable ... ☒

Default WIP Method ...

Default WIP Posting ... Per Job

Default Job Posting G...

Logo Position on Doc... No Logo

Numbering

Job Nos. ... JOB

Job WIP Nos. ... JOB-WIP

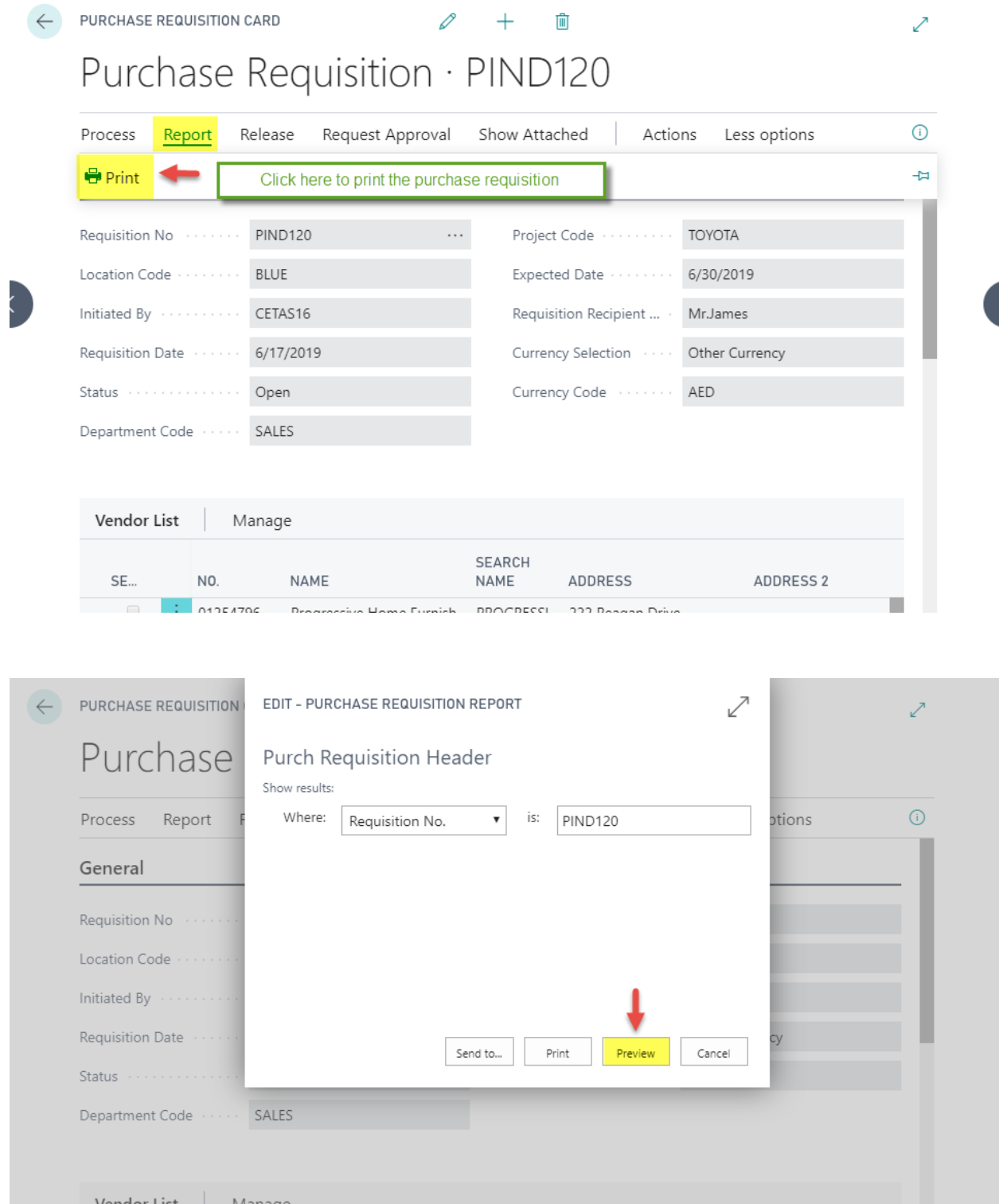
Email Configuration

Email Gateway ... SMTP

Email File Path ...

4.2.13 Purchase Requisition Print Document

Click on Report and Print to generate Purchase Requisition physical copy print as shown below



The screenshot displays the 'PURCHASE REQUISITION CARD' interface. At the top, there are navigation icons (back, edit, add, delete) and a share icon. The main title is 'Purchase Requisition · PIND120'. Below this is a process flow bar with 'Process', 'Report', 'Release', 'Request Approval', 'Show Attached', 'Actions', and 'Less options'. The 'Report' tab is selected and highlighted in yellow. Below the process bar, there is a 'Print' button (yellow with a printer icon) and a green-bordered button that says 'Click here to print the purchase requisition'. A red arrow points from the 'Print' button to this green button. Below these buttons is a form with various fields: Requisition No (PIND120), Location Code (BLUE), Initiated By (CETAS16), Requisition Date (6/17/2019), Status (Open), Department Code (SALES), Project Code (TOYOTA), Expected Date (6/30/2019), Requisition Recipient (Mr.James), Currency Selection (Other Currency), and Currency Code (AED). Below the form is a 'Vendor List' table with columns: SE..., NO., NAME, SEARCH NAME, ADDRESS, and ADDRESS 2. The table contains one row with data: SE..., NO., NAME, SEARCH NAME, ADDRESS, and ADDRESS 2.

Below the main interface, there is a modal window titled 'EDIT - PURCHASE REQUISITION REPORT'. It has a sub-header 'Purch Requisition Header' and a 'Show results:' section. The 'Where:' field is set to 'Requisition No.' and the 'is:' field is set to 'PIND120'. At the bottom of the modal, there are four buttons: 'Send to...', 'Print', 'Preview' (highlighted in yellow with a red arrow pointing to it), and 'Cancel'.



Purchase Requisition Report

June 17, 2019

Page No. : 1

CRONUS International Ltd.

Requisition No.	No.	Description	UOM	Quantity	Initiated By	Expected Date
PIND120	1000	Bicycle	PCS	20	CETAS16	6/30/2019 12:00:00 AM
PIND120	1001	Touring Bicycle	PCS	20	CETAS16	6/30/2019 12:00:00 AM
PIND120	1100	Front Wheel	PCS	40	CETAS16	6/30/2019 12:00:00 AM

4.2.14 Direct Document release if Work Flow approval not enabled


PURCHASE REQUISITION CARD





Purchase Requisition · PIND120

Click on Release to convert as RFQ, if the work flow is not enabled

Process
Report
Release
Request Approval
Show Attached
Actions
Less options

Release
Reopen
Click on Reopen to make changes in Released Document

Requisition No PIND120 ...
Project Code TOYOTA ...

Location Code BLUE ...
Expected Date 6/30/2019 ...

Initiated By CETAS16
Requisition Recipient ... Mr.James

Requisition Date 6/17/2019
Currency Selection Other Currency

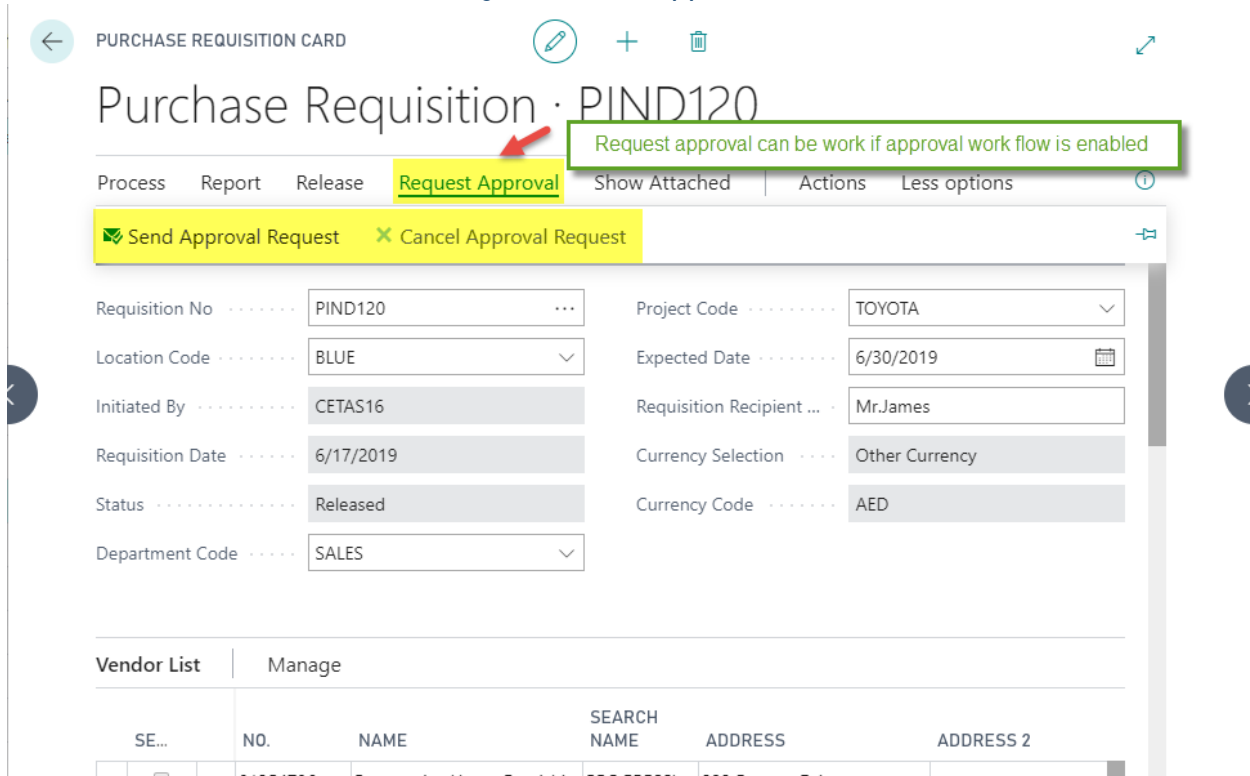
Status Released
Currency Code AED

Department Code SALES ...

Vendor List | Manage

SE...	NO.	NAME	SEARCH NAME	ADDRESS	ADDRESS 2

4.2.15 Document status release through work flow approval



PURCHASE REQUISITION CARD

Purchase Requisition · PIND120

Process Report Release **Request Approval** Show Attached Actions Less options

☒ Send Approval Request ☐ Cancel Approval Request

Requisition No PIND120 ... Project Code TOYOTA

Location Code BLUE ... Expected Date 6/30/2019

Initiated By CETAS16 Requisition Recipient ... Mr.James

Requisition Date 6/17/2019 Currency Selection Other Currency

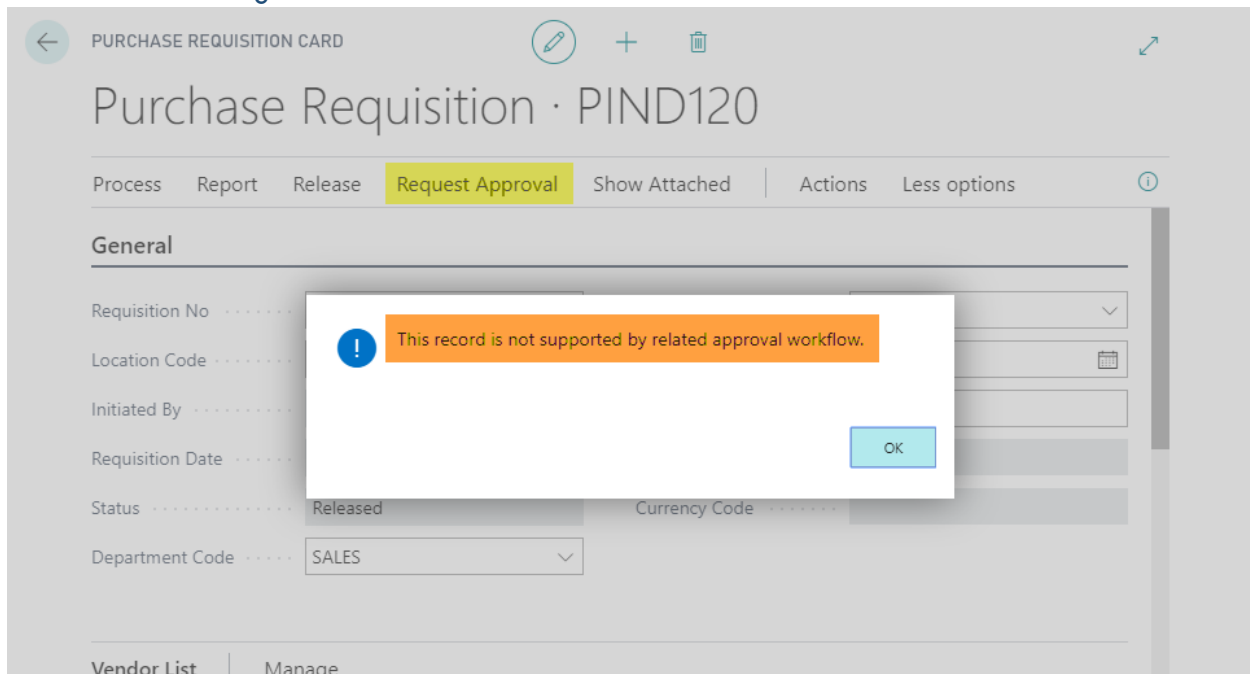
Status Released Currency Code AED

Department Code SALES

Vendor List Manage

SE...	NO.	NAME	SEARCH NAME	ADDRESS	ADDRESS 2
SE...	NO.	NAME	SEARCH NAME	ADDRESS	ADDRESS 2

4.2.16 Error Message if Work flow not enabled



PURCHASE REQUISITION CARD

Purchase Requisition · PIND120

Process Report Release **Request Approval** Show Attached Actions Less options

General

Requisition No Location Code Initiated By Requisition Date Status Department Code SALES

Project Code Expected Date Requisition Recipient ... Mr.James

Currency Selection Other Currency

Currency Code AED

Vendor List Manage

Error Message: This record is not supported by related approval workflow.

OK

Purchase Requisition Status must be Released to create RFQ

← PURCHASE REQUISITION CARD    

Purchase Requisition · PIND120

Process Report Release Request Approval Show Attached Actions Less options 

General

Requisition No	PIND120	Project Code	TOYOTA
Location Code	BLUE	Expected Date	6/30/2019
Initiated By	CETAS16	Requisition Recipient	Mr.James
Requisition Date	6/17/2019	Currency Selection	
Status	Released	Currency Code	
Department Code	SALES		

The status gets Released will allow the user to create RFQ to various vendor from the same screen

Vendor List | Manage

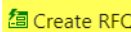
SE...	NO.	NAME	SEARCH NAME	ADDRESS	ADDRESS 2

4.2.17 Create RFQ from Purchase Requisition

← PURCHASE REQUISITION CARD    

Purchase Requisition · PIND120

Process Report Release Request Approval Show Attached Actions Less options 

 Send Mail  Create RFQ  Click here to create RFQ for the selected vendor

Requisition No	PIND120	Project Code	TOYOTA
Location Code	BLUE	Expected Date	6/30/2019
Initiated By	CETAS16	Requisition Recipient	Mr.James

4.2.18 Setup RFQ No. Series from Purchase Requisition for to begin

Dynamics 365 Business Central Purchase Requisition > Purchase Requisition - PR-00001

Environment: Sandbox

PURCHASE REQUISITION CARD

Purchase Requisition

Process Report Release Request

General

Requisition No PR-00001

Location Code BLUE

Initiated By ADMIN

Requisition Date 12/10/2018

Status Released

Vendor List Manage

VMP365 CONFIGURATION WIZARD

Choose a number series for RFQ

Purchase RFQ

Click the Drop down to create the RFQ No. Series

CODE	DESCRIPTION
A-BLK	Assembly Blanket Orders
A-ORD	Assembly Orders
A-ORD+	Posted Assembly Orders
A-QUO	Assembly Quote
BANK	BANK
CAMP	Campaign

+ New

OK Skip Back

← NO. SERIES

Search + New Edit List Delete Navigate Open in Excel Navigate ...

CODE	DESCRIPTION	STARTING NO.	ENDING NO.	LAST DATE USED	LAST NO. USED	DE... NOS.	MA... NOS.
P-INV	Purchase Invoice	1001	2999	—	—	☑	☐
P-INV+	Posted Purchase Invoice	108001	109999	1/23/2020	108035	☑	☐
P-ORD	Purchase Order	106001	107999	1/23/2020	106023	☑	☐
P-ORD-D	Purchase Order (Dist)	6001	7999	12/31/2019	6005	☑	☐
P-ORD-D1	Purchase Order (Dist)	104001	105999	1/31/2020	104012	☑	☐
P-QUO	Purchase Quote	1001	2999	—	—	☑	☐
P-RCPT	Purchase Receipt	107001	108999	1/1/2019	107036	☑	☐
P-RETORD	Purchase Return Order	1001	2999	—	—	☑	☐
PRODBOM	Production BOMs	P00010	P99990	—	—	☑	☑
P-SHPT	Posted Purchase Shipment	105001	106999	1/22/2020	105002	☑	☐
PUR-REQ	Purchase Requisition	PR-00001	—	12/10/2018	PR-00001	☑	☐
PUR-RFQ	Purchase RFQ	PRFQ-00001	—	—	—	☑	☐
RES	Resource	R0010	R9990	—	—	☑	☑

4.2.19 Setup No. Series for Purchase RFQ (Request For Quote)

VMP365 CONFIGURATION WIZARD

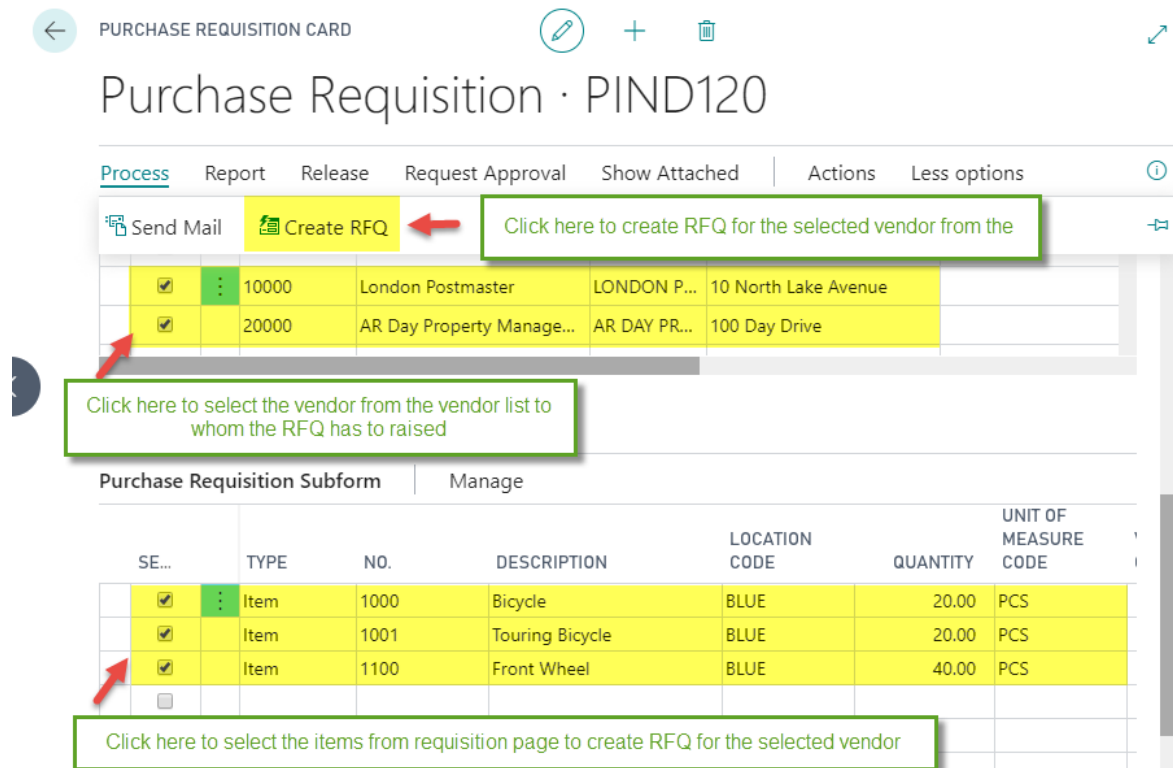
✓

Choose a number series for RFQ

Purchase RFQ PUR-RFQ

4.2.20 Create RFQ from Purchase Requisition

A request for quotation (RFQ) is a standard business process whose purpose is to invite suppliers into a bidding process to bid on specific products or services. RFQ generally means the same thing as Call for bids (CFB) and Invitation for bid (IFB)



PURCHASE REQUISITION CARD

Purchase Requisition · PIND120

Process Report Release Request Approval Show Attached Actions Less options

Send Mail **Create RFQ** Click here to create RFQ for the selected vendor from the

☒		10000	London Postmaster	LONDON P...	10 North Lake Avenue
☒		20000	AR Day Property Manage...	AR DAY PR...	100 Day Drive

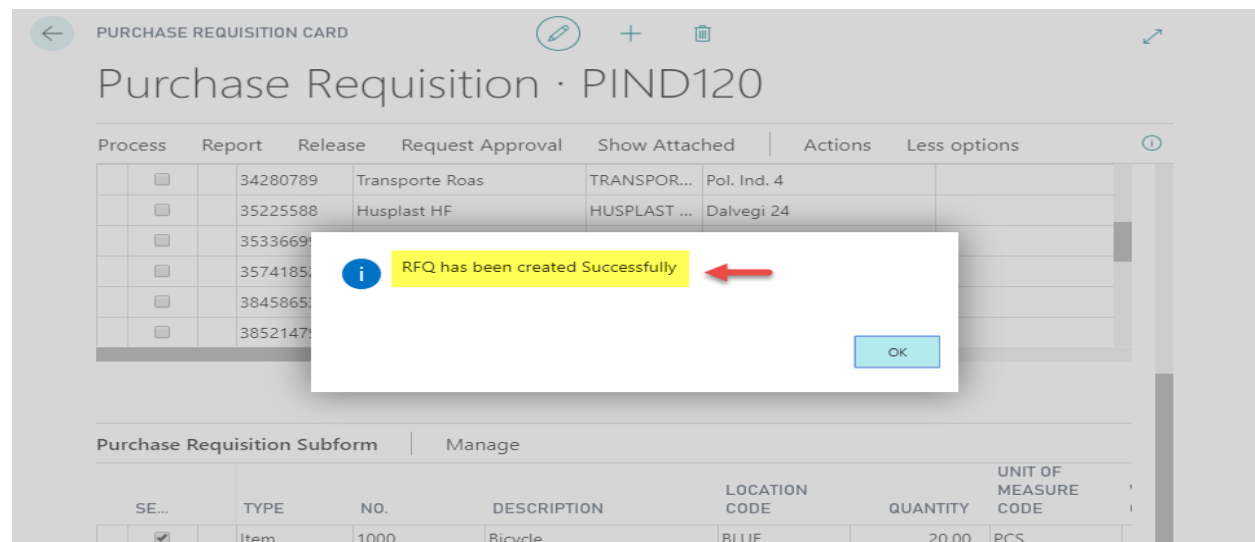
Click here to select the vendor from the vendor list to whom the RFQ has to raised

Purchase Requisition Subform Manage

SE...	TYPE	NO.	DESCRIPTION	LOCATION CODE	QUANTITY	UNIT OF MEASURE CODE
☒	Item	1000	Bicycle	BLUE	20.00	PCS
☒	Item	1001	Touring Bicycle	BLUE	20.00	PCS
☒	Item	1100	Front Wheel	BLUE	40.00	PCS

Click here to select the items from requisition page to create RFQ for the selected vendor

4.2.21 RFQ Creation Success Message



PURCHASE REQUISITION CARD

Purchase Requisition · PIND120

Process Report Release Request Approval Show Attached Actions Less options

RFQ has been created Successfully

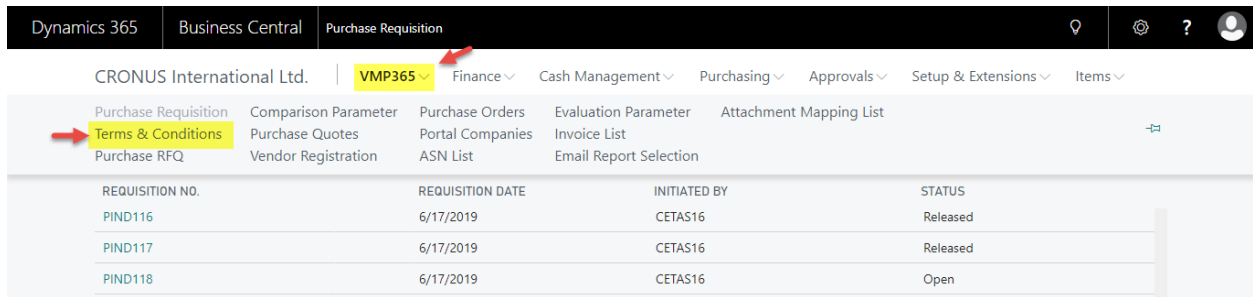
OK

Purchase Requisition Subform Manage

SE...	TYPE	NO.	DESCRIPTION	LOCATION CODE	QUANTITY	UNIT OF MEASURE CODE
☒	Item	1000	Bicycle	BLUE	20.00	PCS

4.3 Terms and Conditions Menu Navigation

A **Terms and Conditions agreement** is the agreement that includes the terms, the rules and the guidelines of acceptable behavior and other useful sections to which vendor must agree to place an order



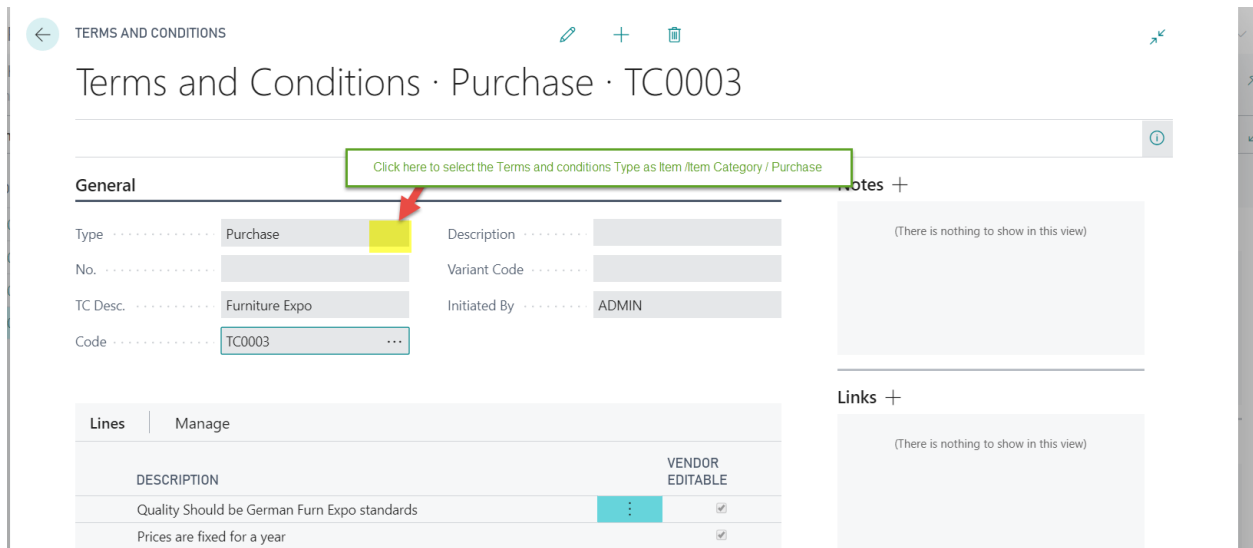
Dynamics 365 | Business Central | Purchase Requisition

CRONUS International Ltd. | **VMP365** | Finance | Cash Management | Purchasing | Approvals | Setup & Extensions | Items

Purchase Requisition | **Terms & Conditions** | Comparison Parameter | Purchase Orders | Evaluation Parameter | Attachment Mapping List
Purchase RFQ | Purchase Quotes | Portal Companies | Invoice List
 Vendor Registration | ASN List | Email Report Selection

REQUISITION NO.	REQUISITION DATE	INITIATED BY	STATUS
PIND116	6/17/2019	CETAS16	Released
PIND117	6/17/2019	CETAS16	Released
PIND118	6/17/2019	CETAS16	Open

4.3.1 Setup Terms and Conditions



TERMS AND CONDITIONS

Terms and Conditions · Purchase · TC0003

General

Type: Purchase | Description: | Variant Code: | Initiated By: ADMIN

No.: | TC Desc.: Furniture Expo | Code: TC0003

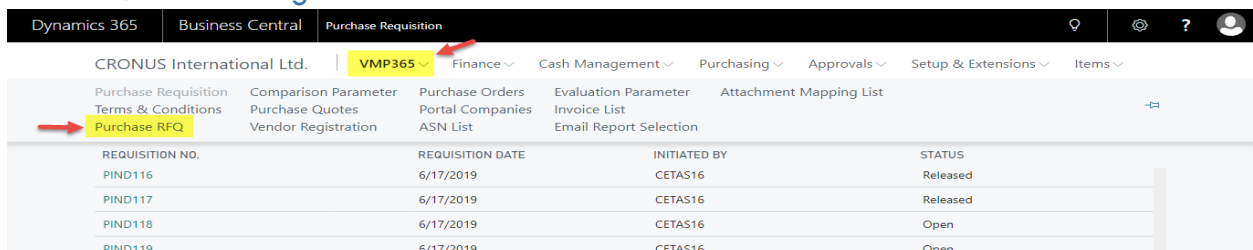
Lines | Manage

DESCRIPTION	VENDOR EDITABLE
Quality Should be German Furn Expo standards	☒
Prices are fixed for a year	☒

Links

(There is nothing to show in this view)

4.4 RFQ Menu Navigation



Dynamics 365 | Business Central | Purchase Requisition

CRONUS International Ltd. | **VMP365** | Finance | Cash Management | Purchasing | Approvals | Setup & Extensions | Items

Purchase Requisition | **Terms & Conditions** | Comparison Parameter | Purchase Orders | Evaluation Parameter | Attachment Mapping List
Purchase RFQ | Purchase Quotes | Portal Companies | Invoice List
 Vendor Registration | ASN List | Email Report Selection

REQUISITION NO.	REQUISITION DATE	INITIATED BY	STATUS
PIND116	6/17/2019	CETAS16	Released
PIND117	6/17/2019	CETAS16	Released
PIND118	6/17/2019	CETAS16	Open
PIND119	6/17/2019	CETAS16	Open

Dynamics 365	Business Central	Purchase RFQ
--------------	------------------	--------------

CRONUS International Ltd.

VMP365 Finance Cash Management Purchasing Approvals Setup & Extensions Items

Purchase RFQ: All Search + New X Delete Process Release Show Attached Open in Excel ...

X VMP365 Setup has not been completed Complete Setup

PURCHASE RFQ NO.	INITIATED BY	STATUS	PURCHASE REQUISITI... NO.	VENDOR NO.	VENDOR NAME
PRFQ108	CETAS16	Released	PIND110	30000	CoolWood Technologies
PRFQ109	CETAS16	Released	PIND111	10000	London Postmaster
PRFQ110	CETAS16	Released	PIND111	20000	AR Day Property Management
PRFQ111	CETAS16	Released	PIND111	30000	CoolWood Technologies
PRFQ112	CETAS16	Released	PIND116	10000	London Postmaster
PRFQ113	CETAS16	Released	PIND116	20000	AR Day Property Management
PRFQ114	CETAS16	Released	PIND117	10000	London Postmaster
PRFQ115	CETAS16	Released	PIND117	20000	AR Day Property Management
PRFQ116	CETAS16	Released	PIND122	10000	London Postmaster
PRFQ117	CETAS16	Released	PIND122	20000	AR Day Property Management
PRFQ118	CETAS16	Open	PIND120	10000	London Postmaster
PRFQ119	CETAS16	Open	PIND120	20000	AR Day Property Management

Notes +
(There is nothing to show in this view)

←

PURCHASE RFQ

PRFQ118 · London Postmaster

Click here to send mail to vendor to whom the RFQ to be trigger

ProcessReleaseRequest ApprovalTerms and ConditionsShow AttachedActions

Send Mail

Make Quote

Print

Click here to print RFQ in the predefined layout

Vendor No.10000

Vendor NameLondon Postmaster

Buy-from CityLondon

Buy-from Contact No.CT000129

Posting Date

Document Date1/28/2021

Order Date1/28/2021

Requested Receipt D...

Promised Receipt Date

Purchaser CodeRL

StatusOpen

Initiated ByCETAS16

Requisition No.PIND120

TC CodeTC0057

Validity Date

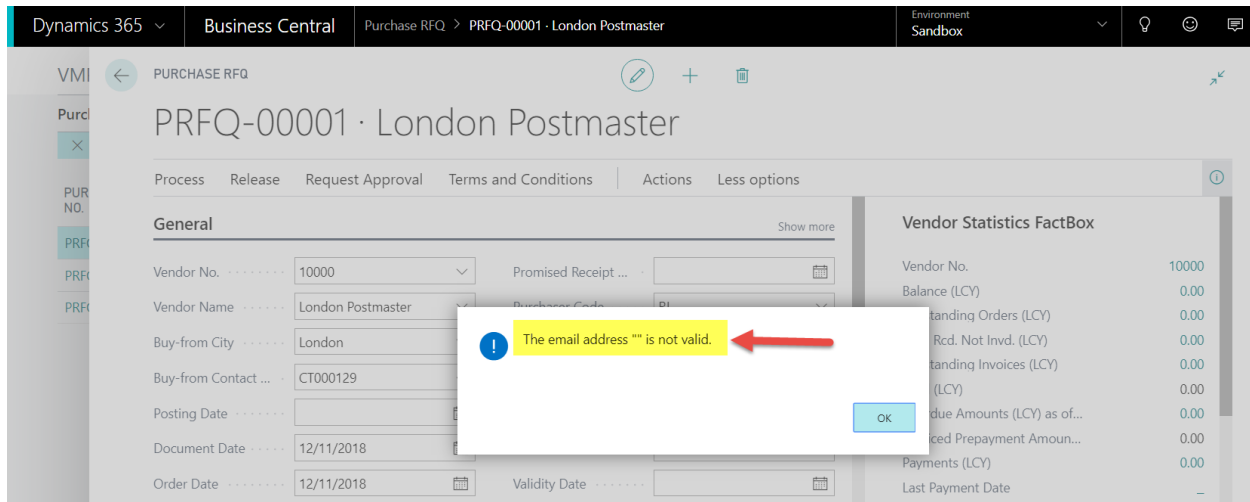
Select the concern terms & condition from the drop down

Lines

Manage

More options

4.4.3 Error – If Vendor e-mail does not exist in Vendor card.



PRFQ-00001 - London Postmaster

Process Release Request Approval Terms and Conditions Actions Less options

General

Vendor No. 10000 Promised Receipt ...

Vendor Name London Postmaster

Buy-from City London

Buy-from Contact ... CT000129

Posting Date

Document Date 12/11/2018

Order Date 12/11/2018 Validity Date

Vendor Statistics FactBox

Vendor No. 10000

Balance (LCY) 0.00

Standing Orders (LCY) 0.00

Rcd. Not Invd. (LCY) 0.00

Standing Invoices (LCY) 0.00

(LCY) 0.00

due Amounts (LCY) as of... 0.00

Prepayment Amoun... 0.00

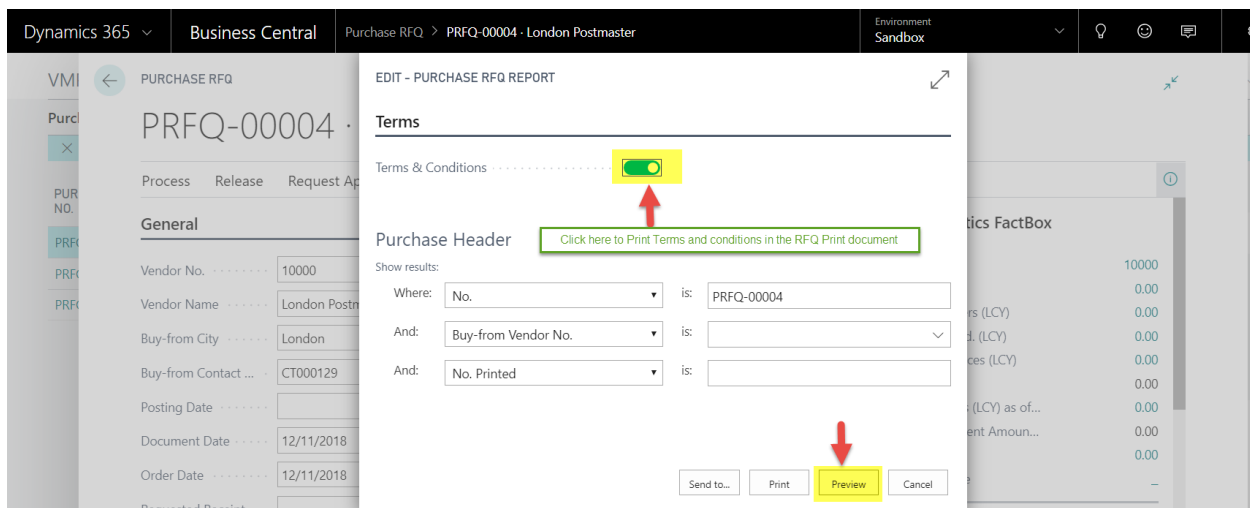
Payments (LCY) 0.00

Last Payment Date

Error Message: The email address "" is not valid.

OK

4.4.4 RFQ – Print Document



EDIT - PURCHASE RFQ REPORT

Terms

Terms & Conditions ☒

Purchase Header

Click here to Print Terms and conditions in the RFQ Print document

Show results:

Where: No. is: PRFQ-00004

And: Buy-from Vendor No. is:

And: No. Printed is:

Send to... Print **Preview** Cancel



Request For Quotation

Page No 1

CRONUS International Ltd.

Cetas 5 The Ring

Cetas Westminster

Great Britain

London-W2 8HG

0666-666-6666

0666-666-6660

ganesan.m@cetastech.com

777777777

Phone No

Fax No

E- Mail

TIN No

RFQ No

Date

PRFQ118

1/28/2021

To
London Postmaster
10 North Lake Avenue,
London-N12 5XY

S.No.	Description	Qty	Rate	UOM	Tax	Net Rate	Amount
1	Bicycle	20.00	0	Piece	25	0	0
2	Touring Bicycle	20.00	0	Piece	25	0	0
3	Front Wheel	40.00	0	Piece	25	0	0



4.4.5 RFQ – Unit Cost update against Vendor response

←

PURCHASE RFQ

✎

+

✕

ⓘ

PRFQ-00004 · London Postmaster

Process

Release

Request Approval

Terms and Conditions

Actions

Less options

Buy-from Contact ...

CT000129

Initiated By

ADMIN

Posting Date

Requisition No.

PR-00001

Document Date

12/11/2018

TC Code

Order Date

12/11/2018

Validity Date

Requested Receipt...

Use this field to enter Vendor Rate against the Item

Lines

Manage

More options

TYPE	NO.	DESCRIPTION	VARIANT CODE	DIRECT UNIT COST EXCL VAT	UNIT CO
Item	1160	Tire		1.40	1
Item	1150	Front Hub		30.00	30
Item	1170	Tube		2.00	2

Vendor Statistics FactBox

Vendor No.

10000

Balance (LCY)

0.00

Outstanding Orders (LCY)

0.00

Amt. Rcd. Not Invd. (LCY)

0.00

Outstanding Invoices (LCY)

0.00

Total (LCY)

0.00

Overdue Amounts (LCY) as of...

0.00

Invoiced Prepayment Amoun...

0.00

Payments (LCY)

0.00

Last Payment Date

-

Vendor Hist. Buy-from FactBox

Vendor No.

10000

1

0

0

4.4.6 RFQ must be released / Reopen

← PURCHASE RFQ    

PRFQ118 · London Postmaster

Process **Release** Request Approval Terms and Conditions Show Attached Actions 

 **Release**  **Reopen** RFQ must be Released to convert as a Quote if work flow approval not enabled

Vendor No.	10000	Promised Receipt Date ..	
Vendor Name	London Postmaster	Purchaser Code	RL
Buy-from City	London	Status	Open
Buy-from Contact No. ..	CT000129	Initiated By	CETAS16
Posting Date		Requisition No.	PIND120
Document Date	1/28/2021	TC Code	TC0057
Order Date	1/28/2021	Validity Date	
Requested Receipt D...			

Lines | Manage | More options

4.4.7 Convert RFQ to Quote

← PURCHASE RFQ    

PRFQ118 · London Postmaster

Process Release Request Approval Terms and Conditions Show Attached Actions 

  **Make Quote**  **Print** Click here to convert the RFQ into Quote

Vendor No.	10000	Promised Receipt Date ..	
Vendor Name	London Postmaster	Purchaser Code	RL
Buy-from City	London	Status	Released
Buy-from Contact No. ..	CT000129	Initiated By	CETAS16
Posting Date		Requisition No.	PIND120
Document Date	1/28/2021	TC Code	TC0057
Order Date	1/28/2021	<u>Validity Date</u>	
Requested Receipt D...			

Lines | Manage | More options

4.4.8 Success Message while Make Quote from RFQ


Purchase Quote... 1001 is Created

OK

4.5 Terms and Conditions Menu Navigation

Dynamics 365	Business Central	Purchase Requisition							
CRONUS International Ltd.	VMP365	Finance	Cash Management	Purchasing	Approvals	Setup & Extensions	Items		
Purchase Requisition	Comparison Parameter	Purchase Orders	Evaluation Parameter	Attachment Mapping List					
Terms & Conditions	Purchase Quotes	Portal Companies	Invoice List						
Purchase RFQ	Vendor Registration	ASN List	Email Report Selection						
REQUISITION NO.	REQUISITION DATE	INITIATED BY	STATUS						
PIND116	6/17/2019	CETAS16	Released						
PIND117	6/17/2019	CETAS16	Released						
PIND118	6/17/2019	CETAS16	Open						

4.5.1 Setup Terms and Conditions Master

TERMS AND CONDITIONS

Terms and Conditions · Purchase · TC0003

Click here to select the Terms and conditions Type as Item / Item Category / Purchase

Type

Purchase

Description

No.

Variant Code

TC Desc.

Furniture Expo

Initiated By

ADMIN

Code

TC0003

Notes

(There is nothing to show in this view)

Links

(There is nothing to show in this view)

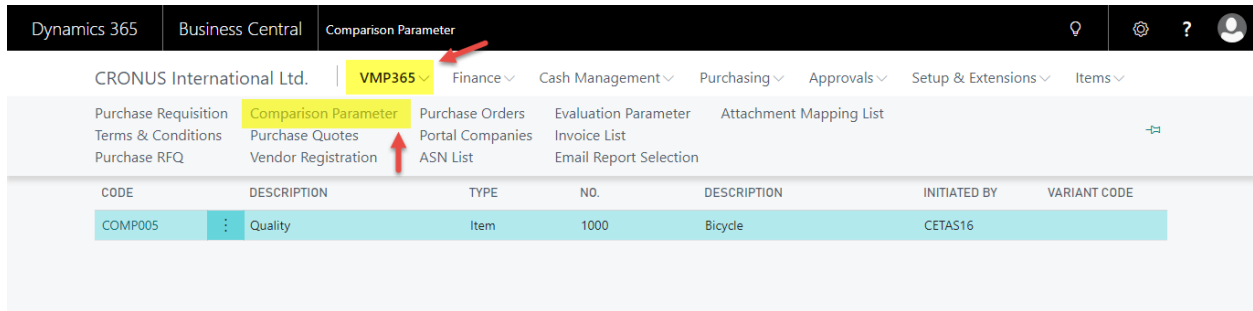
Lines

Manage

DESCRIPTION	VENDOR EDITABLE
Quality Should be German Furn Expo standards	☒
Prices are fixed for a year	☒

4.6 Comparison Parameter Menu Navigation

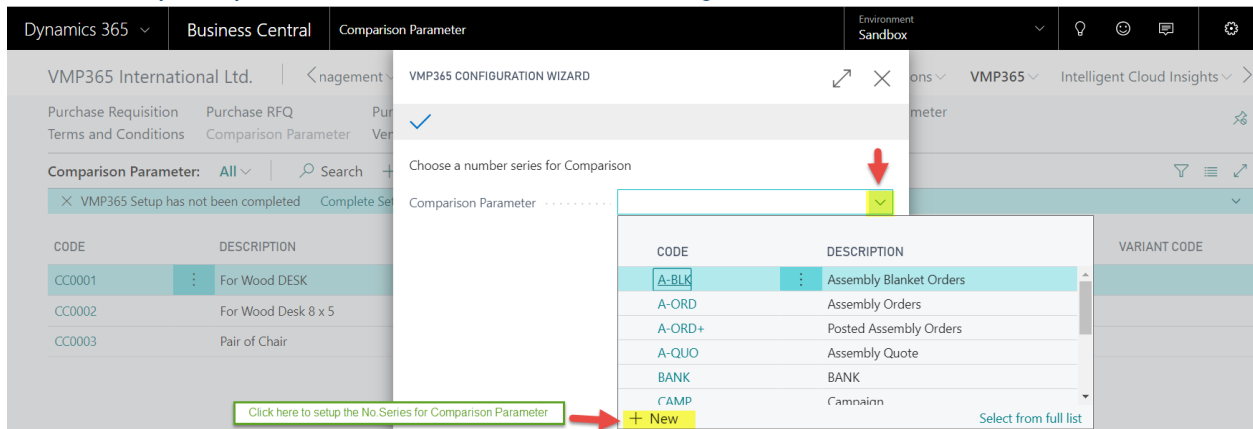
Comparison Parameters are defined for assessing statistical similarity between two data sets. They allow quantifying differences between the cumulative distribution functions of each data series.



The screenshot shows the 'Comparison Parameter' menu in the VMP365 system. The top navigation bar includes 'Dynamics 365', 'Business Central', and 'Comparison Parameter'. Below this, a sub-menu is displayed with options: 'Purchase Requisition', 'Terms & Conditions', 'Purchase RFQ', 'Comparison Parameter' (highlighted), 'Purchase Orders', 'Portal Companies', 'ASN List', 'Evaluation Parameter', 'Invoice List', 'Email Report Selection', and 'Attachment Mapping List'. A table below the menu shows a list of comparison parameters:

CODE	DESCRIPTION	TYPE	NO.	DESCRIPTION	INITIATED BY	VARIANT CODE
COMP005	Quality	Item	1000	Bicycle	CETAS16	

4.6.1 Setup comparison Parameter in VMP365 Configuration Wizard

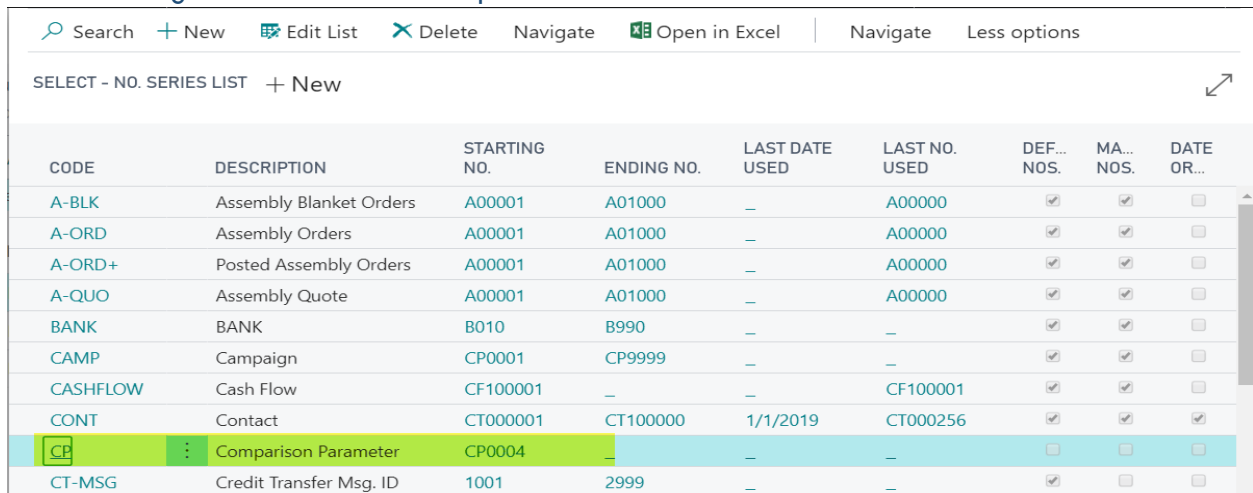


The screenshot shows the 'VMP365 CONFIGURATION WIZARD' in the VMP365 system. The wizard is at the 'Choose a number series for Comparison' step. A dropdown menu is open, showing a list of comparison parameters:

CODE	DESCRIPTION	VARIANT CODE
A-BLK	Assembly Blanket Orders	
A-ORD	Assembly Orders	
A-ORD+	Posted Assembly Orders	
A-QUO	Assembly Quote	
BANK	BANK	
CAMP	Campaign	

A green box highlights the '+ New' button at the bottom of the dropdown menu. A red arrow points to the dropdown menu.

4.6.2 Configure No. Series for Comparison Parameter



The screenshot shows the 'SELECT - NO. SERIES LIST' table in the VMP365 system. The table has columns: CODE, DESCRIPTION, STARTING NO., ENDING NO., LAST DATE USED, LAST NO. USED, DEF... NOS., MA... NOS., and DATE OR... The table lists various comparison parameters and their associated number series ranges.

CODE	DESCRIPTION	STARTING NO.	ENDING NO.	LAST DATE USED	LAST NO. USED	DEF... NOS.	MA... NOS.	DATE OR...
A-BLK	Assembly Blanket Orders	A00001	A01000	—	A00000	✓	✓	☐
A-ORD	Assembly Orders	A00001	A01000	—	A00000	✓	✓	☐
A-ORD+	Posted Assembly Orders	A00001	A01000	—	A00000	✓	✓	☐
A-QUO	Assembly Quote	A00001	A01000	—	A00000	✓	✓	☐
BANK	BANK	B010	B990	—	—	✓	✓	☐
CAMP	Campaign	CP0001	CP9999	—	—	✓	✓	☐
CASHFLOW	Cash Flow	CF100001	—	—	CF100001	✓	✓	☐
CONT	Contact	CT000001	CT100000	1/1/2019	CT000256	✓	✓	☐
CP	Comparison Parameter	CP0004	—	—	—	☐	☐	☐
CT-MSG	Credit Transfer Msg. ID	1001	2999	—	—	✓	☐	☐

←

COMPARE NEW ITEM

COMPARE NEW PARAMETER

✎

+

🗑

⌵

Comparison · Item · CP0004

General

Code ······

CP0004 ···

Description ······

Bicycle

Description ······

Quality Norms

Initiated By ······

ADMIN

Type ······

Item ▾

Variant Code ······

▾

No. ······

1000 ▾

Comparison Parameter

Manage

	COMP.CODE	COMP.DESCRPTION	VENDOR EDITABLE
1		Dia & Length should be + or - 5mm	☐
2		Hardness + or - 0.31c	☐

Notes +

(There is nothing to show in this view)

Record Links +

(There is nothing to show in this view)

Vendor evaluation is the process to access new or existing supplier base on their delivery, price, production, and quality of management, technical and services. A standard supplier evaluation framework shall be used in all cases for the existing and potential suppliers.

Dynamics 365
Business Central
Evaluation Parameter

CRONUS International Ltd.

VMP365

Finance

Cash Management

Purchasing

Approvals

Setup & Extensions

Items

Purchase Requisition Terms & Conditions
Purchase RFQ

Comparison Parameter
Purchase Quotes
Vendor Registration

Purchase Orders
Portal Companies
ASN List

Evaluation Parameter
Invoice List
Email Report Selection

Attachment Mapping List

EVALUATION TYPE CODE	EVALUATION CODE	EVALUATION CODE CRITERIA	TYPE	WEIGHTAGE
PARAMETER	COMMUNICATION	Quality	Vendor	10.00
PARAMETER	COST	Quantity	Vendor	50.00
PARAMETER	DELIVERY TIME	Delivery Time	Vendor	0.00

Evaluation Parameter Values

MIN. RANGE	MAX. RANGE	POINTS
1.00	50.00	3.00
51.00	100.00	5.00

4.7.1 Create Default Parameters to begin

Dynamics 365 | Business Central | Evaluation Parameter

CRONUS International Ltd. | VMP365 | Finance | Cash Management | Purchasing | Approvals | Setup & Extensions | Items

Evaluation Parameter: All | Search | + New | Manage | Process | Show Attached | Open in Excel | ...

✕ VMP365 Setup has not been completed | Complete Setup

Insert Default Parameter | Delete Default Parameter

Click here to auto insert default parameter for vendor evaluation

EVALUATION TYPE CODE	EVALUATION CODE	EVALUATION CODE CRITERIA	TYPE	WEIGHTAGE
PARAMETER	COMMUNICATION	Quality	Vendor	10.00
PARAMETER	COST	Quantity	Vendor	50.00
PARAMETER	DELIVERY TIME	Delivery Time	Vendor	0.00

4.7.2 Evaluation parameter types created by default

← EVALUATION PARAMETER

✕ VMP365 Setup has not been completed | Complete Setup

Search | + New | Edit List | Delete | Process | Open in Excel | Actions | ...

EVALUATION TYPE CODE	EVALUATION CODE	EVALUATION CODE CRITERIA	TYPE	WEIGHTAGE
PARAMETER	COMMUNICATION	Quality	Vendor	10.00
PARAMETER	COST	Quantity	Vendor	50.00
PARAMETER	DELIVERY TIME	Delivery Time	Vendor	40.00

Evaluation Parameter Values		Manage		
	MIN. RANGE		MAX. RANGE	POINTS
	1.00	:	1.00	5.00
	0.75		0.99	4.00
	0.50		0.74	3.00
	0.25		0.49	2.00
	0.00		0.24	1.00
	-999.00		-0.99	0.00

4.7.3 Vendor Evaluation Process in Vendor Card

VENDOR CARD

10000 · London Postmaster

Process Request Approval New Document **Actions** Navigate Report Less options

Apply Template... Pay Vendor **Vendor Evaluation** Attachments Create Payments... Purchase Journal Statistics

Name London Postmaster Balance Due (LCY) 0.00
Blocked Vendor Rating 0.00
Balance (LCY) 0.00

Address & Contact Show more

ADDRESS
Address 10 North Lake Avenue
Address 2
City London
County
Post Code N12 5XY
Country/Region C...

CONTACT
Primary Contact C... CT000129
Contact Mrs. Carol Phillips
ISD Code
Phone No.
Email gunasekaran@cetastech.com
Home Page

Attachments
Documents 0

Vendor Statistics

Balance (LCY)	0.00
Outstanding Orders (LCY)	984.38
Amt. Rcd. Not Invd. (LCY)	0.00
Outstanding Invoices (LCY)	0.00
Total (LCY)	984.38

4.7.4 Calculate Vendor Evaluation value for the vendor

VENDOR EVALUATION

Search Edit List **Process** Open in Excel Actions Less options

Get Evaluation Parameter **Calculate** Click on Calculate to process the data and get the value

10000	COMMUNICATI...	0.00	0.00	10.00	0.00
10000	COST	0.00	0.00	50.00	0.00
10000	DELIVERY TIME	0.00	0.00	40.00	0.00

Click here to get Evaluation Parameter

4.8 Purchase Quote Menu Navigation

Dynamics 365 Business Central Purchase Quotes

CRONUS International Ltd. **VMP365** Finance Cash Management Purchasing Approvals Setup & Extensions Items

Purchase Requisition Terms & Conditions Purchase RFQ Comparison Parameter **Purchase Quotes** Purchase Orders Portal Companies ASN List Evaluation Parameter Invoice List Attachment Mapping List Email Report Selection

NO.	VENDOR NO.	BUY-FROM VENDOR NAME	NO.	CODE	USER ID
NAVQUOTE0...	10000	London Postmaster		BLUE	
NAVQUOTE0...	20000	AR Day Property Management		BLUE	
NAVQUOTE0...	20000	AR Day Property Management		BLUE	
NAVQUOTE0...	10000	London Postmaster		BLUE	
NAVQUOTE0...	10000	London Postmaster		BLUE	
NAVQUOTE0...	20000	AR Day Property Management		BLUE	
PREQ001	20000	AR Day Property Management		BLUE	
PREQ002	10000	London Postmaster		BLUE	
PREQ003	30000	CoolWood Technologies		BLUE	
PREQ004	10000	London Postmaster			
PREQ005	20000	AR Day Property Management			
PREQ006	30000	CoolWood Technologies			
PREQ007	10000	London Postmaster		BLUE	

Vendor Details

Vendor No. 10000
Name London Postmaster
Phone No. 9087654321
Email delhi.postmaster@cronuscorp.net
Fax No.
Contact Mrs. Carol Phillips

Notes +
(There is nothing to show in this view)

4.8.1 Open Purchase Quote

Dynamics 365 Business Central

PURCHASE QUOTE | WORK DATE: 28-01-2021

NAVQUOTE0581340 · AR Day Property Management

Process Request Approval Print/Send Quote **Release** Navigate Show Attached More options

Release Reopen [Click here to Release the Document to Quote comparison](#)

Documents 0
If vendor edit the Quote in portal before order creation then it will Archive here, click here to open

Vendor No. 20000
Vendor Name AR Day Property Manage
BUY-FROM
Address 100 Day Drive
Address 2
County
Post Code GU3 2SE
City Guildford
Country/Region GB
Contact No. CT000131

Promised Receipt...
No. of Archived Ve... 1
Requested Receipt...
Vendor Order No...
Vendor Shipment...
Purchaser Code RL
Campaign No...
Alternate Vendor A...
Responsibility Cent... LONDON
Assigned User ID

Vendor No. 20000
Balance (LCY) 99,774.53
Outstanding Orders (LCY) 80,835.82
Amt. Rcd. Not Invd. (LCY) 0.00
Outstanding Invoices (LCY) 0.00
Total (LCY) 1,80,610.35
96,870.00
Invoiced Prepayment Amoun... 0.00
Payments (LCY) 1,54,113.20
Last Payment Date 27-01-2021

Buy-from Vendor History

4.8.2 Archived Quote

Dynamics 365 Business Central

PURCHASE LIST ARCHIVE | WORK DATE: 28-01-2021

Search Show Attached Open in Excel **Navigate** Fewer options

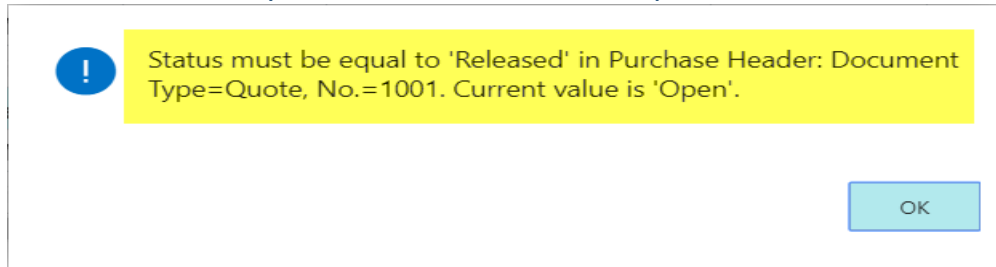
Line **Card**

[Click here to open a Archived Document](#)

Q. NO.	ARCHIVED	ARCHIVED BY	EXIST	VENDOR NO.	BUY-FROM VENDOR NAME
1	12-08-2019	05:41:31	CETAS\VIGNE...	20000	AR Day Property Managemen

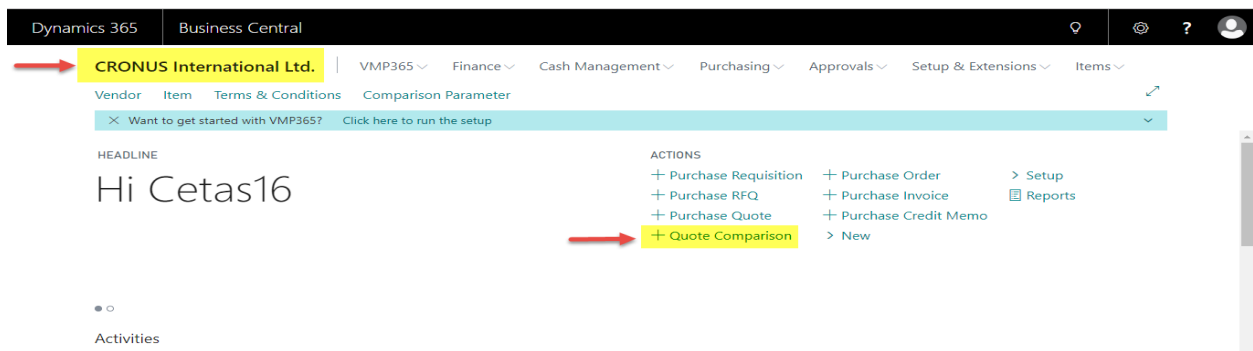
20000
99,774.53
80,835.82
0.00
0.00
1,80,610.35
96,870.00
0.00
1,54,113.20
27-01-2021

4.8.3 Error while try to convert as Order for an open Quote



4.8.4 Quote Comparison Menu Navigation

Quote comparison is the process of comparing various elements between multiple supplier quotes in terms of Price, Supply time, Quality, Payment terms and other reasons.



4.8.5 Compare Quote against Purchase Requisition



4.8.8 Action in Quote Comparison Worksheet

Process | Actions | Less options

 Make Order  Show Empty Line 

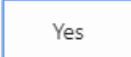
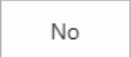
SE...	VENDOR NAME	NO.	DESCRIPTION	QUANTITY	UNIT OF MEASURE	DIRECT UNIT COST EXCL. VAT	CURRENCY CODE
☐	London Postmaster	1000	Bicycle	20	Piece	120,00	AED
☐	London Postmaster	1001	Touring Bicycle	20	Piece	175,00	AED
☒	London Postmaster	1100	Front Wheel	40	Piece	60,00	AED
☒	AR Day Property Manag...	1000	Bicycle	20	Piece	100,00	AED
☒	AR Day Property Manag...	1001	Touring Bicycle	20	Piece	150,00	AED
☐	AR Day Property Manag...	1100	Front Wheel	40	Piece	75,00	AED



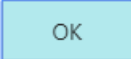
4.8.9 Confirmation request to Convert Quote to Order

 Are you sure you want to make order

4.8.10 Success Message for Number of Purchase Order creation

 2..Purchase Order Created



4.9 Blanket Purchase Order list

[Click on Blanket purchase order to view all Blanket purchase order list.](#)

Dynamics 365 Business Central

CRONUS International Ltd. | VMP365 ▾ Finance ▾ Cash Management ▾ **Purchasing ▾** Approvals ▾ Setup & Extensions ▾ Items ▾

- Vendors
- Incoming Documents
- Item Charges
- Purchase Quotes
- Purchase Orders
- Blanket Purchase Orders**
- Purchase Invoices
- Purchase Credit Memos
- Purchase Return Orders
- Posted Purchase Invoices
- Posted Purchase Credit Memos
- Posted Purchase Receipts
- Posted Purchase...return Shipments

Welcome to CETAS VMP365 - Enabling Vendor Collaboration

o ●

Activities

PURCHASE INVOICE CUMULATIVE	PURCHASE INVOICE (YTD)	TOTAL REQUISITION	REQUISITION (YTD)
6,63,409.58	3,00,140.00	30	30
> See more	> See more	> See more	> See more

ACTIONS

- + Purchase Requisition
- + Purchase RFQ
- + Purchase Quote
- + Quote Comparison
- + Purchase Order
- + Purchase Invoice
- + Purchase Credit Memo
- > New
- > Setup Reports

4.9.1 Blanket Purchase Order

Dynamics 365 Business Central

Blanket Purchase Order | WORK DATE: 28-01-2021

1003 · AR Day Property Management

✓ SAVED

Process	Request Approval	Print/Send	Release	Order	Show Attached	More options
No. of Archived Ve...	0	Campaign No.				
Document Date	28-01-2021	Responsibility Cent...	LONDON			
Due Date	31-01-2021	Assigned User ID				
Order Date		Status	Released			
Vendor Shipment...		TC Code	TC003			
Order Address Code						

Lines	Manage	Functions	Comparison Parameters	Terms and Conditions	Line
Select from the Drop-Down list as Item/ GL account/ Fixed Asset					
SCHE	TYPE	NO.	DESCRIPTION	LOCATION CODE	QUANTITY
☐	Item	1000	Bicycle	BLUE	200
☐	Item	1120	Spokes	BLUE	300

4.9.2 Blanket Purchase Order Line

Dynamics 365 Business Central

BLANKET PURCHASE ORDER | WORK DATE: 28-01-2021

1003 · AR Day Property Management

Process Request Approval Print/Send Release Order Show Attached More options

Order Address Code

Provide the Expected Receipt Date so schedule has started from this date

Vendor Statistics

Vendor No. 20000
Balance (LCY) 99,774.53
Outstanding Orders (LCY) 71,148.82
Amt. Rcd. Not Invd. (LCY) 0.00
Outstanding Invoices (LCY) 0.00
Total (LCY) 1,70,923.35
96,870.00
Invoiced Prepayment Amoun... 0.00
Payments (LCY) 1,54,113.20
Last Payment Date 27-01-2021

Notes +

Lines	Manage	Functions	Comparison Parameters	Terms and Conditions	Line
CR... SCHE		QUANTITY	UNIT OF MEASURE CODE	DIRECT UNIT COST EXCL. VAT	LINE DISCOUNT %
		200	PCS	600.00	1,20,000.00
		300	PCS	100.00	30,000.00
					01-10-2019
					01-10-2019

Subtotal Excl. VAT... 1,50,000.00 Total Excl. VAT (GBP) 1,50,000.00
Inv. Discount Amo... 0.00 Total VAT (GBP) 37,500.00
Invoice Discount % 0 Total Incl. VAT (GBP) 1,87,500.00

4.9.3 Create schedule for the Blanket Purchase Order

Dynamics 365 Business Central

BLANKET PURCHASE ORDER | WORK DATE: 28-01-2021

1003 · AR Day Property Management

Process Request Approval Print/Send Release Order Show Attached More options

Vendor Shipment... TC Code TC003

Order Address Code

Select here to view actions

Vendor Statistics

Vendor No. 20000
Balance (LCY) 99,774.53
Outstanding Orders (LCY) 71,148.82
Amt. Rcd. Not Invd. (LCY) 0.00
Outstanding Invoices (LCY) 0.00
Total (LCY) 1,70,923.35
96,870.00
Invoiced Prepayment Amoun... 0.00
Payments (LCY) 1,54,113.20
Last Payment Date 27-01-2021

Notes +

Lines	Manage	Functions	Comparison Parameters	Terms and Conditions	Line
Item Availability by	Dimensions	View Schedule			
Unposted Lines	Comments	Document Line Tracking			
Posted Lines	Create Schedule	Attachments			

Select here to Create the schedule for the Blanket purchase order

Select here to View the Created schedule

Subtotal Excl. VAT... 1,50,000.00 Total Excl. VAT (GBP) 1,50,000.00

4.9.4 Details for the Schedule

EDIT - CREATE SCHEDULE FOR BLANKET ORDER 

Frequency

No Of Schedules

Provide the frequency between the order its may be Days(D), Weeks(W), Months(M)

Provide No. of schedule need to create for this item

Click OK to create schedule

4.9.5 Success message for Schedule Creation

 **Schedule has been Created successfully.**

4.9.6 Release Blanket Purchase Order

Dynamics 365 Business Central

BLANKET PURCHASE ORDER | WORK DATE: 28-01-2021

1018 · AR Day Property Management

Process Request Approval Print/Send **Release** Order Show Attached More options

Release Reopen

Click here to Release the Document to Make orders

Vendor Name: AR Day Property Management Vendor Order No.: Purchaser Code: RL Campaign No.: Responsibility Cent.: LONDON Assigned User ID: Status: Open TC Code:

Document Date: 28-01-2021 Due Date: 31-01-2021

Vendor Shipment: Order Address Code:

Documents: 0

Vendor Details

Vendor No.: 20000
Name: AR Day Property Management
Phone No.:
Email: jega.s@cetastech.com
Fax No.:
Contact: Mr. Frank Lee

Vendor Statistics

Vendor No.: 20000
Balance (LCY): 99,774.53
Outstanding Orders (LCY): 80,835.82

Lines Manage Functions Comparison Parameters Terms and Conditions Line

4.9.7 Make Purchase Order from the schedule

Dynamics 365 Business Central

BLANKET PURCHASE ORDER | WORK DATE: 28-01-2021

1018 · AR Day Property Management

Process Request Approval Print/Send **Release** Order Show Attached More options

Release Reopen

Click here to Release the Document to Make orders

Vendor Name: AR Day Property Management Vendor Order No.: Purchaser Code: RL Campaign No.: Responsibility Cent.: LONDON Assigned User ID: Status: Open TC Code:

Document Date: 28-01-2021 Due Date: 31-01-2021

Vendor Shipment: Order Address Code:

Documents: 0

Vendor Details

Vendor No.: 20000
Name: AR Day Property Management
Phone No.:
Email: jega.s@cetastech.com
Fax No.:
Contact: Mr. Frank Lee

Vendor Statistics

Vendor No.: 20000
Balance (LCY): 99,774.53
Outstanding Orders (LCY): 80,835.82

Lines Manage Functions Comparison Parameters Terms and Conditions Line

Select here to Split the line into more orders

Search Edit List Open in Excel Actions Fewer options

Make Order Split Lines Print

Select here to create Order for selected line.

SP... LINE:	CR... PO	NO.	DESCRIPTION	QUANTITY	QTY. TO RECEIVE	UNIT OF MEASURE	EXPECTED RECEIPT DATE	TC CODE
☒	☐	1000	Bicycle	20	0	Piece	01-10-2019	
☐	☒	1000	Bicycle	20	20	Piece	06-10-2019	
☐	☐	1000	Bicycle	20	0	Piece	11-10-2019	
☐	☐	1000	Bicycle	20	0	Piece	16-10-2019	
☐	☐	1000	Bicycle	20	0	Piece	21-10-2019	
☐	☐	1000	Bicycle	20	0	Piece	26-10-2019	
☐	☐	1000	Bicycle	20	0	Piece	31-10-2019	
☐	☐	1000	Bicycle	20	0	Piece	05-11-2019	
☐	☐	1000	Bicycle	20	0	Piece	10-11-2019	
☐	☐	1000	Bicycle	20	0	Piece	15-11-2019	

Click here to select the line for Make Order

Click here to select the line for split into more lines

Subtotal Excl. VAT... 1,50,000.00 Total Excl. VAT (EUR) 1,50,000.00

Vendor No.: 20000
Balance (LCY): 99,774.53
Outstanding Orders (LCY): 71,148.82

4.9.8 Split lines in the schedule

EDIT - SPLIT CREATED SCHEDULE



Enter the frequency to split . . .

×

Provide the frequency for the split lines

Click OK to Split Lines

Schedule...

OK

Cancel

4.9.9 Confirmation Request to make order from the Blanket order



Do you want to create an order from the blanket order?



Yes

No

4.9.10 Success message for order creation



Order 106089 has been created from blanket order 1018.



OK

4.10 Purchase Order Menu Navigation

Click on Purchase Order to view all Purchase order list which are raised from Quote comparison

Dynamics 365 | Business Central | Purchase Orders

CRONUS International Ltd. → **VMP365** | Finance | Cash Management | Purchasing | Approvals | Setup & Extensions | Items

Purchase Requisition | Comparison Parameter | **Purchase Orders** | Evaluation Parameter | Attachment Mapping List
 Terms & Conditions | Purchase Quotes | Portal Companies | Invoice List
 Purchase RFQ | Vendor Registration | ASN List | Email Report Selection

NO.	VENDOR NO.	BUY-FROM VENDOR NAME	NO.	CODE	USER ID	DATE
104001	30000	CoolWood Technologies				2021-01-
104002	40000	Lewis Home Furniture		GREEN		2021-01-
104003	50000	Service Electronics Ltd.				2021-01-
104004	40000	Lewis Home Furniture		GREEN		2021-01-
104005	50000	Service Electronics Ltd.				2021-01-
104006	30000	CoolWood Technologies				2021-01-
104007	40000	Lewis Home Furniture		GREEN		2021-01-
104008	60000	Grassblue Ltd.		WHITE		2021-01-
104009	61000	Electronics Ltd.		WHITE		2021-01-
104010	62000	WalkerHolland		WHITE		2021-01-
104011	50000	Service Electronics Ltd.				2021-01-
104012	62000	WalkerHolland		WHITE		2021-01-

Vendor Details

Vendor No. 30000
 Name CoolWood Technologies
 Phone No. 9876543234
 Email delhi.postmaster@cronuscorp.net
 Fax No.
 Contact Mr. Richard Bready

Notes +
 (There is nothing to show in this view)

4.10.1 Purchase Order

← PURCHASE ORDER | 106203 · AR Day Property Management

Process | Release | Posting | Order | Request Approval | Print/Send | Show Attached | Actions | Navigate | Less options

General Show more

Vendor Name AR Day Property Manage Vendor Shipment ...
 Contact Mr. Frank Lee TC Code ...
 Document Date 2021-01-28 Acknowledgement...
 Vendor Invoice No. * Acknowledgement...

Attachments Documents 0

Vendor Statistics

Vendor No. 20000
 Balance (LCY) 8 917.76
 Outstanding Orders (LCY) 80 700.36
 Amt. Rcd. Not Invd. (LCY) 12 752.26
 Outstanding Invoices (LCY) 4 805.00
 Total (LCY) 107 175.38
 Overdue Amounts (LCY) as of... 6 013.23
 Invoiced Prepayment Amoun... 0.00
 Payments (LCY) 156 351.95
 Last Payment Date 2021-01-28

Buy-from Vendor History

Lines | Manage | More options

SE...	QUANTITY	LINE DISCOUNT %	RESERVED QUANTITY	DIRECT UNIT COST EXCL. VAT	LINE AMOUNT EXCL. VAT	QTY RECE
20	2		100.00	1 960.00		
20	2		150.00	2 940.00		

4.10.2 Purchase Order Release

← PURCHASE ORDER ✎ + 🗑 ↗

106203 · AR Day Property Management

Process **Release** Posting Order Request Approval Print/Send Show Attached Actions Navigate Less options

📄 Release 🔄 Reopen Status must be released if work flow is not enabled

Vendor Name: AR Day Property Manage Vendor Shipment: TC Code: Document Date: 2021-01-28 Vendor Invoice No. *

Contact: Mr. Frank Lee Acknowledgement: Acknowledgement:

Lines	Manage	More options	SE...	QUANTITY	LINE DISCOUNT %	RESERVED QUANTITY	DIRECT UNIT COST EXCL. VAT	LINE AMOUNT EXCL. VAT	QTY RECE
				20	2		100.00	1 960.00	
				20	2		150.00	2 940.00	

Documents 0

Vendor Statistics

Vendor No.	20000
Balance (LCY)	8 917.76
Outstanding Orders (LCY)	80 700.36
Amt. Rcd. Not Invd. (LCY)	12 752.26
Outstanding Invoices (LCY)	4 805.00
Total (LCY)	107 175.38
Overdue Amounts (LCY) as of...	6 013.23
Invoiced Prepayment Amoun...	0.00
Payments (LCY)	156 351.95
Last Payment Date	2021-01-28

Buy from Vendor History

5 Advance Shipment Note

5.1 Advance Shipment Note List page

Dynamics 365 Business Central ASN List

CRONUS International Ltd. **VMP365** Finance Cash Management Purchasing Approvals Setup & Extensions Items

Purchase Requisition Terms & Conditions Purchase RFQ Comparison Parameter Purchase Quotes Vendor Registration Purchase Orders Portal Companies **ASN List** Evaluation Parameter Invoice List Attachment Mapping List Email Report Selection

ENTRY TYPE	ASN/INVOICE NO.	POSTING DATE	MODE OF SHIPMENT	ORDER NO.	LOCATION CODE	NO./CUSTOMER NO	VENDOR NAME
ASN	NAVASN0583970	2019-06-12	Air	106151	BLUE	20000	AR DAY PROPERTY ...
ASN	NAVASN0585470	2019-06-14		106186	BLUE	20000	AR DAY PROPERTY ...
ASN	NAVASN0585480	2019-06-15		106185	BLUE	10000	LONDON POSTMA...
ASN	NAVASN0586330	2019-06-18		106203	BLUE	20000	AR DAY PROPERTY ...
ASN	NAVASN0586340	2019-06-18		106202	BLUE	10000	LONDON POSTMA...

5.2 Convert ASN into GRN

ASN HEADER    

ASN · NAVASN0586330

Process Show Attached

 Make GRN

Click here to convert the ASN into GRN

Vendor No. 20000 ASN/Invoice No. NAVASN0586330
Vendor Name AR DAY PROPERTY MANAGEM Order No. 106203
Location Code BLUE Mode of Shipment
Vendor Invoice No.

Enter how much quantity customer receive against the shipment

ASN Line | Manage

	TYPE	DESCRIPTION	LOCATION	QUANTITY SHIPPED	QUANTITY TO RECEIVE	DIRECT UNIT COST
	Item	Bicycle	BLUE	5.00	5.00	100.00
	Item	Touring Bicycle	BLUE	5.00	5.00	150.00

5.3 Posted purchase Receipt

POSTED PURCHASE RECEIPT    

107063 · AR Day Property Management

Process Show Attached Actions Navigate Less options

Address 2 Order No. 106074
City Guildford Vendor Order No.
County Vendor Shipment
Post Code GU3 2SE Order Address Code ..
Country/Region GB Purchaser Code RL
Contact Mr. Frank Lee Responsibility Cent... .. LONDON

Notes +

(There is nothing to show in this view)

Lines	Manage	More options			
TYPE	NO.	DESCRIPTION	LOCATION CODE	QUANTITY	UNIT OF MEASURE CODE
Item	1000	Bicycle	BLUE	5	PCS
Item	1001	Touring Bicycle	BLUE	5	PCS

6 Invoice List

← VENDOR INVOICE HEADER

INVOICE · NAVASN0586330

Click here to make purchase invoice

Process Show Attached

Make Invoice Make Invoice & Post

Click here to make purchase invoice and post the invoice

Vendor No. 20000 Order No. 106203

Vendor Name AR DAY PROPERTY MANAGEM... ASN Date 2019-06-18

Location Code BLUE Order Date 2021-01-28

Vendor Invoice No. INV486 Discount Amount 0,00

ASN/Invoice No. NAVASN0586330 Amount 1 225,00

Vendor Invoice Line Manage

TYPE	DESCRIPTION	LOCATION	QUANTITY	DIRECT UNIT COST	LINE DISCOUNT AMOUNT	AI
Item	Bicycle	BLUE	5,00	100,00	10,00	
Item	Touring Bicycle	BLUE	5,00	150,00	15,00	

7 Purchase Invoice

Dynamics 365 Business Central Invoice List > Purchase Invoices > 1048 · AR Day Property Management

← PURCHASE INVOICE

1048 · AR Day Property Management

Click here to post the purchase invoice

Invoice Posting Request Approval Incoming Document Release Show Attached Actions Navigate Less options

Post Post and Print Preview Posting

Vendor Name AR Day Property Manage Due Date 2019-06-30

Contact Mr. Frank Lee Vendor Invoice No. INV486

Posting Date 2019-06-18

Lines Manage More options

TYPE	QUANTITY	UNIT OF MEASURE CODE	DIRECT UNIT COST EXCL. VAT	LINE DISCOUNT %	LINE AMOUNT EXCL. VAT	QTY. TO
Item	5	PCS	100,00	2	490,00	
Item	5	PCS	150,00	2	735,00	

Documents 0

Incoming Document Files

NAME TYPE

(There is nothing to show in this view)

Vendor Statistics

Vendor No. 20000

Balance (LCY) 8 917,76

Outstanding Orders (LCY) 80 342,43

Amt. Rcd. Not Invd. (LCY) 13 110,19

Outstanding Invoices (LCY) 5 162,93

7.1 Payment Journal Navigation

Dynamics 365 | Business Central | Payment Journals | Environment: Sandbox

VMP365 International Ltd. | < Finance | **Cash Management** | Sales | Purchasing | Approvals | Self-Service | Setup & Extensions | VMP365 | Intelli | >

Cash Flow Forecasts | Cash Flow Manual Revenues | Cash Receipt Journals | Bank Accounts | Payment Recon. Journals | Payment Terms | </>
 Chart of Cash Flow Accounts | Cash Flow Manual Expenses | **Payment Journals** | Bank Acc. Statements | Direct Debit Collections

Payment Journals: All | Search | + New | Manage | Process | Report | Open in Excel | Actions | Report | Less options | Filter | List | Link

NAME	DESCRIPTION	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.	NO. SERIES	POSTING NO. SERIES	REASON CODE	COPY VAT SETUP TO JNL.	ALLOW VAT DIFFE...	ALLOW PAYM... EXPO...	SUGG... BALA... AMOU...
BANK	Bank payments	Bank Account	WWB-OPERATING				☒	☐	☐	☐
BANK CONV	Payment Export using Bank Data Co...	Bank Account	WWB-TRANSFERS	GJNL-PMT			☒	☐	☒	☐
CASH	Cash receipts and payments	G/L Account	2910	GJNL-PMT			☒	☐	☐	☐
GENERAL	GENERAL	G/L Account		GJNL-PMT			☒	☐	☐	☐
GIRO	Giro payments	Bank Account	GIRO	GJNL-PMT			☒	☐	☐	☐
PMT REG	Bank Reconciliation	Bank Account	WWB-OPERATING	GJNL-PMT			☒	☐	☒	☐

7.1.1 Payment against Purchase Invoice

Dynamics 365 | Business Central | Invoice List | > BANK-Bank payments | ? | User Icon

PAYMENT JOURNALS

Batch Name: BANK

Manage | Process | Bank | Prepare | Actions | Navigate | Less options | Filter | Info

POSTING DATE	CURRENCY CODE	PAYMENT METHOD CODE	PAYMENT REFERE...	CREDITOR NO.	AMOUNT	AMOUNT (LCY)	BAL. ACCOUNT TYPE
2021-01-28	EUR	BANK			554.25	357.93	Bank Acco...

Incoming Document Files

NAME	TYPE
(There is nothing to show in this view)	

Payment File Errors

7.1.2 Success message for posting the Journal

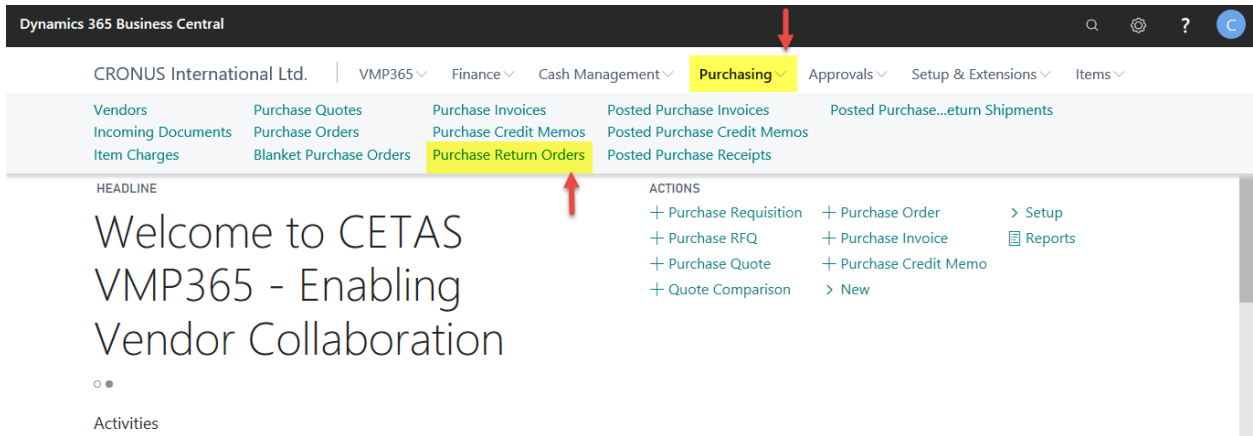


The journal lines were successfully posted.

OK

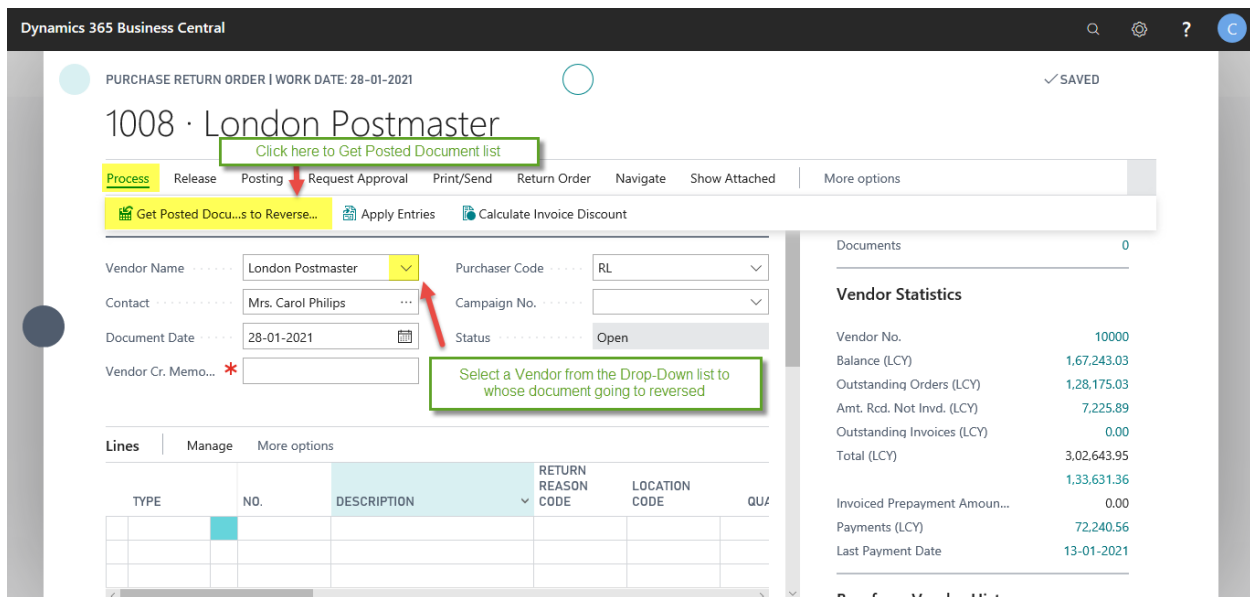
8 Purchase Return Order Menu Navigation

Click on Purchase Return Order to view all Purchase Return order list



The screenshot shows the Dynamics 365 Business Central interface. The top navigation bar includes 'Purchasing' with a dropdown arrow. Below it, the 'Purchase Return Orders' menu item is highlighted in yellow. A red arrow points to this menu item. The main area displays a welcome message: 'Welcome to CETAS VMP365 - Enabling Vendor Collaboration'. To the right, there is an 'ACTIONS' section with links like '+ Purchase Requisition', '+ Purchase RFQ', '+ Purchase Quote', '+ Quote Comparison', '+ Purchase Order', '+ Purchase Invoice', '+ Purchase Credit Memo', and '+ New'. A red arrow also points to the 'Purchase Return Orders' link in the ACTIONS section.

8.1 Purchase Return order



The screenshot shows the 'PURCHASE RETURN ORDER' form in Dynamics 365 Business Central. The form is for '1008 · London Postmaster'. The 'Process' tab is active, showing options like 'Release', 'Posting', 'Request Approval', 'Print/Send', 'Return Order', 'Navigate', 'Show Attached', and 'More options'. A green box highlights the 'Click here to Get Posted Document list' link. Below this, there are fields for 'Vendor Name' (London Postmaster), 'Purchaser Code' (RL), 'Contact' (Mrs. Carol Philips), 'Document Date' (28-01-2021), 'Status' (Open), and 'Vendor Cr. Memo...'. A red arrow points to the 'Vendor Name' dropdown. A green box highlights the text: 'Select a Vendor from the Drop-Down list to whose document going to reversed'. The 'Lines' section is visible at the bottom, with columns for 'TYPE', 'NO.', 'DESCRIPTION', 'RETURN REASON CODE', 'LOCATION CODE', and 'QUA'. On the right, there is a 'Vendor Statistics' section showing various financial metrics for the vendor.

TYPE	NO.	DESCRIPTION	RETURN REASON CODE	LOCATION CODE	QUA

Vendor Statistics	
Vendor No.	10000
Balance (LCY)	1,67,243.03
Outstanding Orders (LCY)	1,28,175.03
Amt. Rcd. Not Invd. (LCY)	7,225.89
Outstanding Invoices (LCY)	0.00
Total (LCY)	3,02,643.95
	1,33,631.36
Invoiced Prepayment Amoun...	0.00
Payments (LCY)	72,240.56
Last Payment Date	13-01-2021

8.2 Select the Document to Reverse

Manage  Open in Excel

POSTED PURCHASE DOCUMENT LINES - 10000 · LONDON POSTMASTER

Posted Receipts (32)

Posted Invoices (30)

Posted Return Shipments .. (1)

Posted Cr. Memos (1)

Lines ▾

DOCUME... NO.	POSTING DATE	BUY-FROM VENDOR NO.	TYPE
108051	01-08-2019	10000	Item
108052	01-08-2019	10000	Item
108053	01-08-2019	10000	Item
108054	01-08-2019	10000	Item
108055	05-08-2019	10000	Item

Select which Document number going to reversed

OK Cancel

8.3 Release purchase Return Order

Dynamics 365 Business Central

PURCHASE RETURN ORDER | WORK DATE: 28-01-2021

1008 · London Postmaster

Process **Release** Posting Request Approval Print/Send Return Order Navigate Show Attached More options

 Release  Reopen [Click here to Release the Document to post](#)

Contact Mrs. Carol Philips Campaign No.

Document Date 28-01-2021 Status Open

Vendor Cr. Memo... *

Lines | Manage More options

TYPE	DESCRIPTION	RETURN REASON CODE	LOCATION CODE	QUANTITY	DIREC COS
	Invoice No. 108055:				
	Inv. No. 108055 - Rcpt. No. 1070...				
Item	Bicycle		BLUE	10	

Provide How much Quantity going to Reversed

Documents 0

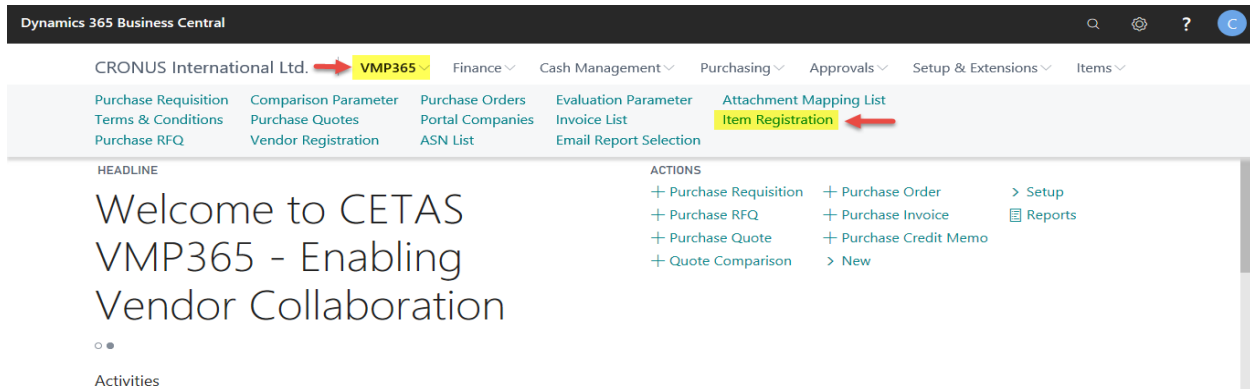
Vendor Statistics

Vendor No.	10000
Balance (LCY)	1,67,243.03
Outstanding Orders (LCY)	1,28,175.03
Amt. Rcd. Not Invd. (LCY)	7,225.89
Outstanding Invoices (LCY)	0.00
Total (LCY)	3,02,643.95
	1,33,631.36
Invoiced Prepayment Amoun...	0.00
Payments (LCY)	72,240.56
Last Payment Date	13-01-2021

Buy from Vendor History

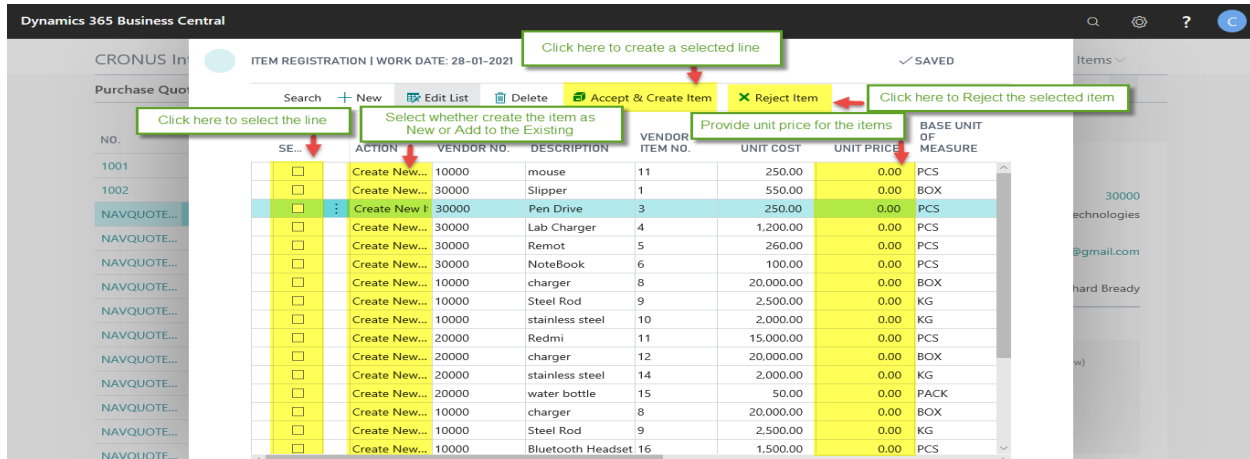
9 Item Registration Menu Navigation

Click on Item registration to see the vendor uploaded item list.



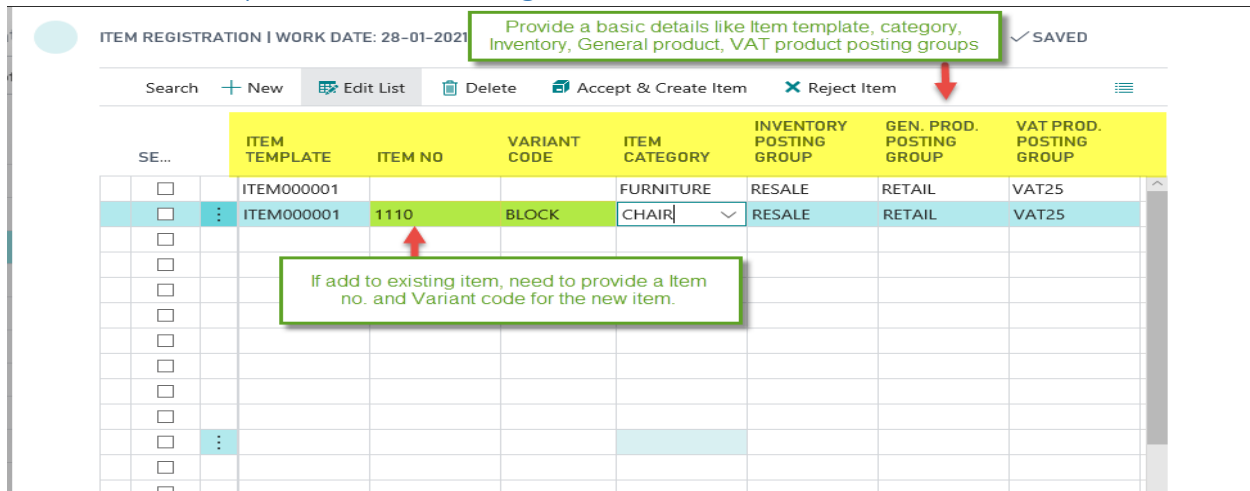
The screenshot shows the Dynamics 365 Business Central interface. The top navigation bar includes "CRONUS International Ltd." and "VMP365". The main menu on the left includes "Purchase Requisition", "Comparison Parameter", "Purchase Orders", "Evaluation Parameter", and "Attachment Mapping List". The "Attachment Mapping List" menu is expanded, showing "Item Registration" highlighted with a red arrow. The main content area displays a welcome message: "Welcome to CETAS VMP365 - Enabling Vendor Collaboration". On the right, there are "ACTIONS" including "Purchase Requisition", "Purchase RFQ", "Purchase Quote", "Quote Comparison", "Purchase Order", "Purchase Invoice", "Purchase Credit Memo", and "New".

9.1 Create New Item/ Add to Existing item



The screenshot shows the Dynamics 365 Business Central interface with the "ITEM REGISTRATION" menu open. The menu includes "Search", "+ New", "Edit List", "Delete", "Accept & Create Item", and "Reject Item". Annotations with green boxes and red arrows point to specific elements: "Click here to create a selected line" points to the "Accept & Create Item" button; "Click here to select the line" points to the "New" button; "Select whether create the item as New or Add to the Existing" points to the "New" button; "Provide unit price for the items" points to the "UNIT PRICE" column; and "Click here to Reject the selected item" points to the "Reject Item" button. The main table displays a list of items with columns: NO., SE..., ACTION, VENDOR NO., DESCRIPTION, VENDOR ITEM NO., UNIT COST, UNIT PRICE, and BASE UNIT OF MEASURE.

9.2 Mandatory details for Item Registration



The screenshot shows the Dynamics 365 Business Central interface with the "ITEM REGISTRATION" menu open. The menu includes "Search", "+ New", "Edit List", "Delete", "Accept & Create Item", and "Reject Item". Annotations with green boxes and red arrows point to specific elements: "Provide a basic details like Item template, category, Inventory, General product, VAT product posting groups" points to the "ITEM REGISTRATION" menu; and "If add to existing item, need to provide a Item no. and Variant code for the new item." points to the "ITEM NO." and "VARIANT CODE" columns. The main table displays a list of items with columns: SE..., ITEM TEMPLATE, ITEM NO., VARIANT CODE, ITEM CATEGORY, INVENTORY POSTING GROUP, GEN. PROD. POSTING GROUP, and VAT PROD. POSTING GROUP.

10 VMP365 on Vendor Self Service Portal (Vendor App)

10.1 Vendor Portal Activation

Once the VMP365 trial Version is installed and if the Vendor Self-service Portal request is been enabled, the customer will be notified within 1 business day with the below said information of Web WRL and admin User name details for the user access.

Dear Customer,

Your Request for Vendor Self Service Portal has been available to use in the below url:

Url detail: <http://vmp365gb:7011/>

Portal Manager: ADMIN

Default Password: Admin

Validity till: 7 Days from the date of Dynamics 365 Business Central Installation

Hope you will enjoy the trial.

Thanks & Regards.

VMP365 Support

10.1.1 Vendor Portal Login

Vendor Self Service Portal is mainly used to automate the Procure to Pay process seamlessly by electronic mode. It helps to minimize the Lead time, disputes in quality or Finance, etc., and avoid the unnecessary communications and follow ups.



The screenshot shows a web browser window with the address bar displaying 'localhost:8012/login?tenancyName=VMP365'. The page features a large background image of industrial cranes. On the right side, there is a login form with the following elements:

- CETAS VMP365** logo with the tagline 'Enabling Vendor Collaboration'.
- A green-bordered box labeled 'Enter the User Name' containing a text input field with 'Username' and the value '20000'.
- A green-bordered box labeled 'Enter the Password same as Username for first Log in' containing a password input field with 'Password' and masked characters '*****'.
- A green-bordered box labeled 'Select the company which the Vendor to be login' containing a dropdown menu with 'VMP365 International Ltd.' selected.
- A 'LOG IN' button.
- A link for 'Forgot Password?'.

10.1.2 Setup Vendor Portal Password for New User



New Password *

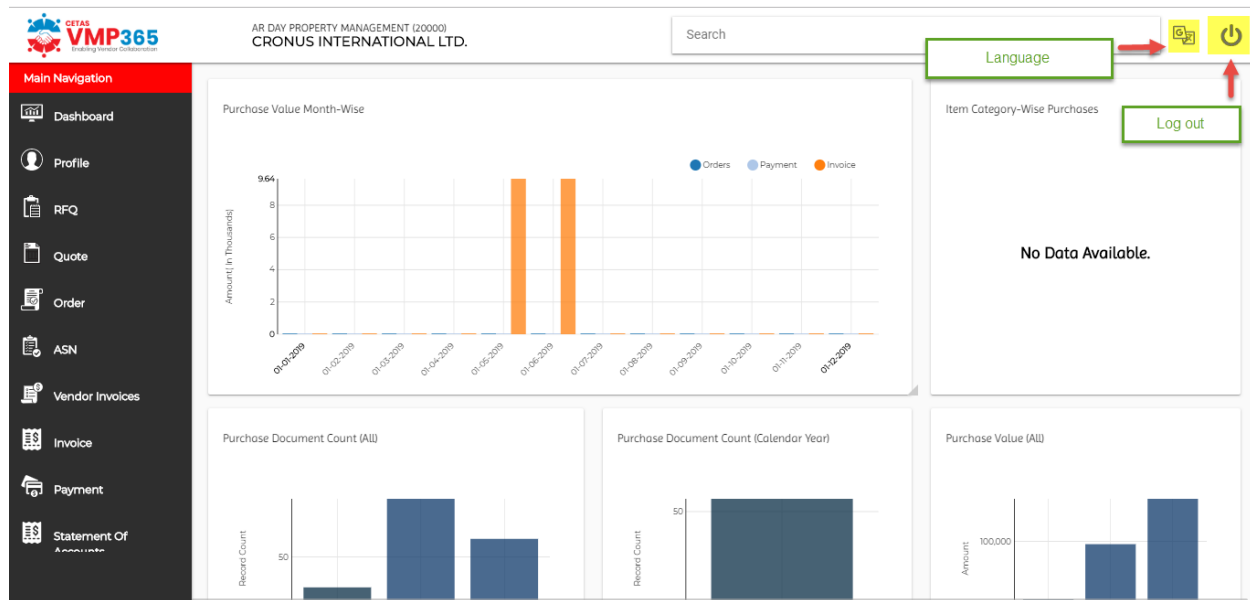
Confirm Password *

RESET



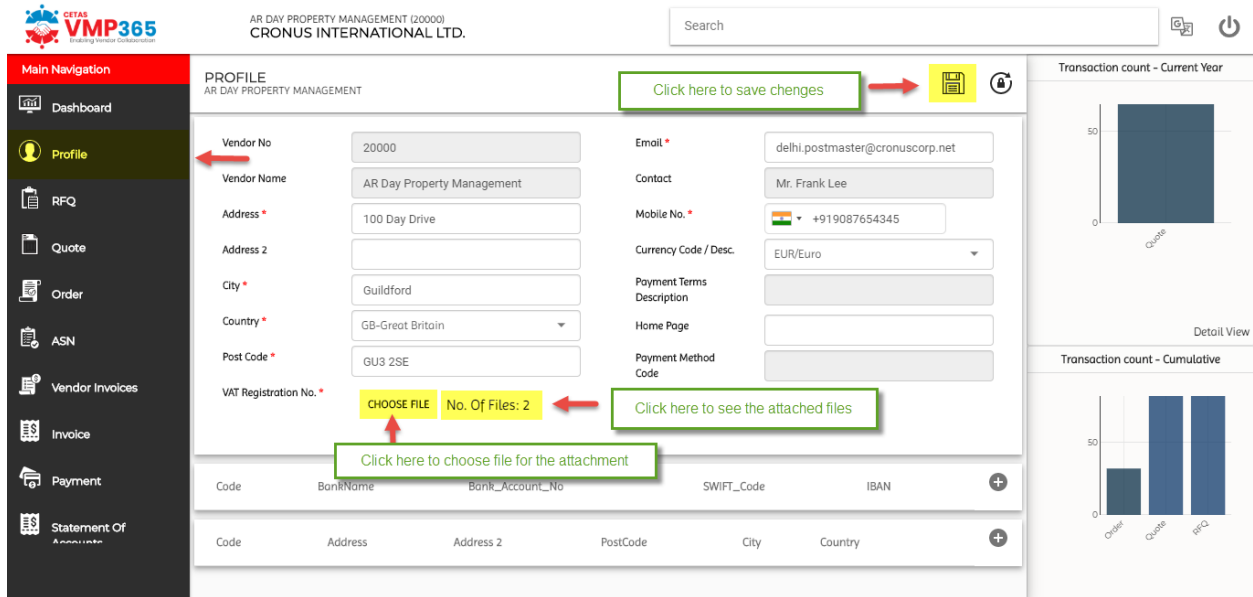
10.1.3 Vendor Portal Home Page and Dashboard

Vendor can see the information's which are specific to them in the single window. Either New Purchase RFQ, Approved Purchase Orders and Payment status, etc.,



10.1.4 Vendor Profile

This Page consists of Vendor communications and contract information's



Vendor Profile
AR DAY PROPERTY MANAGEMENT

Click here to save changes

Vendor No: 20000
Vendor Name: AR Day Property Management
Address: 100 Day Drive
Address 2:
City: Guildford
Country: GB-Great Britain
Post Code: GU3 2SE
VAT Registration No.:
CHOOSE FILE No. Of Files: 2
Click here to see the attached files

Click here to choose file for the attachment

Code BankName Bank_Account_No SWIFT_Code IBAN

Code Address Address 2 PostCode City Country

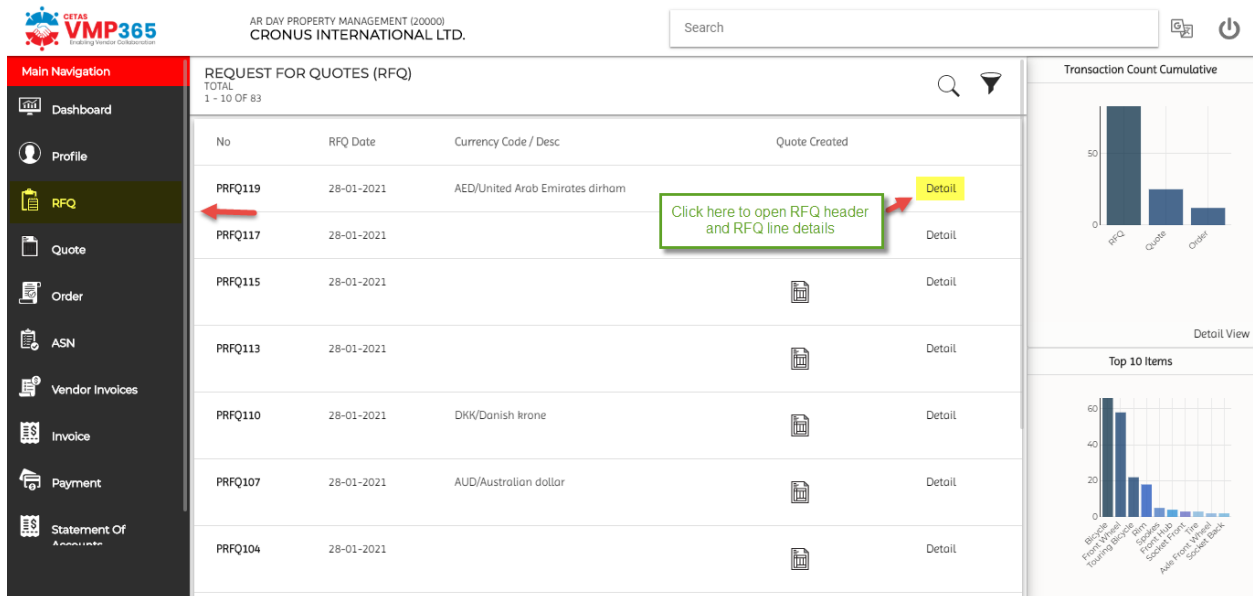
Transaction count - Current Year

Transaction count - Cumulative

10.2 Request for Quote on Vendor Portal

10.2.1 Request for Quote List

Vendor can see the RFQ's which are initiated by the customer.



REQUEST FOR QUOTES (RFQ)
TOTAL 1 - 10 OF 83

Click here to open RFQ header and RFQ line details

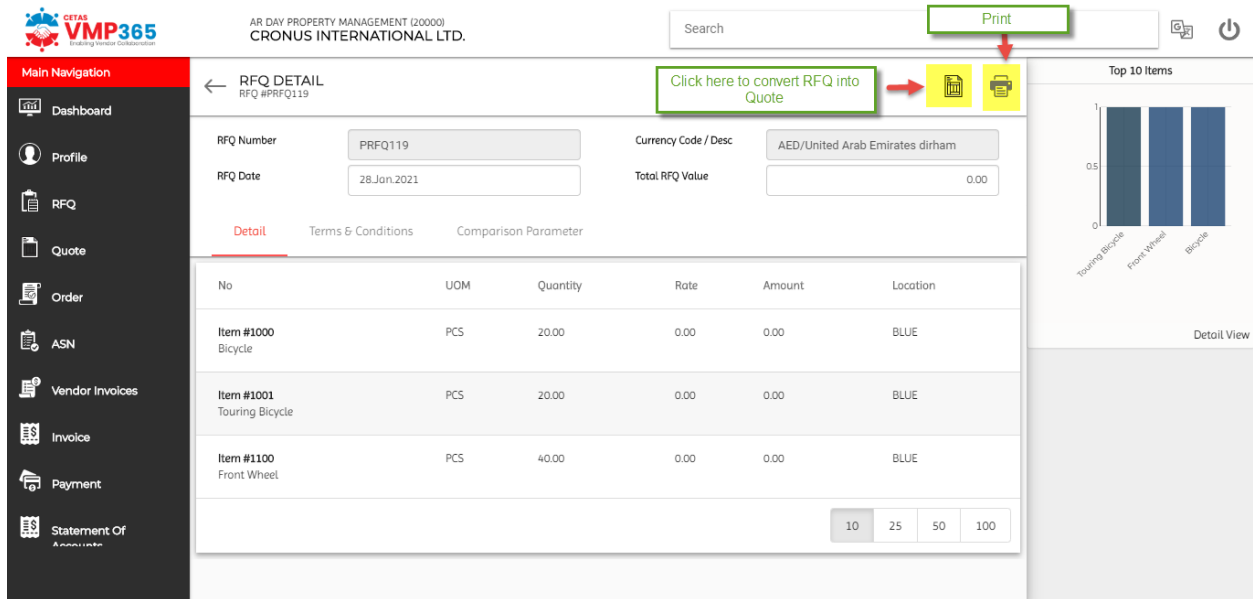
No	RFQ Date	Currency Code / Desc	Quote Created
PRFQ119	28-01-2021	AED/United Arab Emirates dirham	Detail
PRFQ117	28-01-2021		Detail
PRFQ115	28-01-2021		Detail
PRFQ113	28-01-2021		Detail
PRFQ110	28-01-2021	DKK/Danish krone	Detail
PRFQ107	28-01-2021	AUD/Australian dollar	Detail
PRFQ104	28-01-2021		Detail

Transaction Count Cumulative

Top 10 Items

10.2.2 Request for Quote Details

Vendor can convert the RFQ to Quote. So that all relevant RFQ information can be converted to Quote to avoid data redundancy.



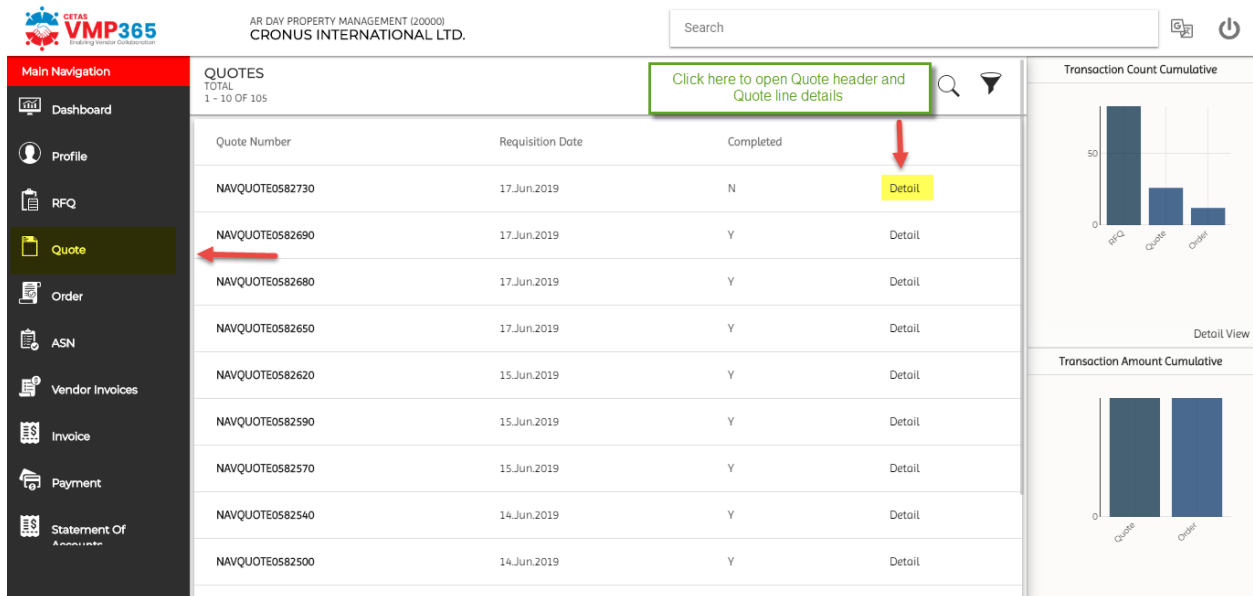
The screenshot shows the 'RFQ DETAIL' page for RFQ #PRFQ119. The page includes a search bar, a 'Print' button, and a 'Click here to convert RFQ into Quote' link. The main table lists items with their UOM, Quantity, Rate, Amount, and Location. The 'Quote' option in the main navigation is highlighted.

No	UOM	Quantity	Rate	Amount	Location
Item #1000 Bicycle	PCS	20.00	0.00	0.00	BLUE
Item #1001 Touring Bicycle	PCS	20.00	0.00	0.00	BLUE
Item #1100 Front Wheel	PCS	40.00	0.00	0.00	BLUE

10.3 Vendor Quote on Vendor Portal

10.3.1 Vendor Quote List

Converted Quotes are available in this List for the Vendor

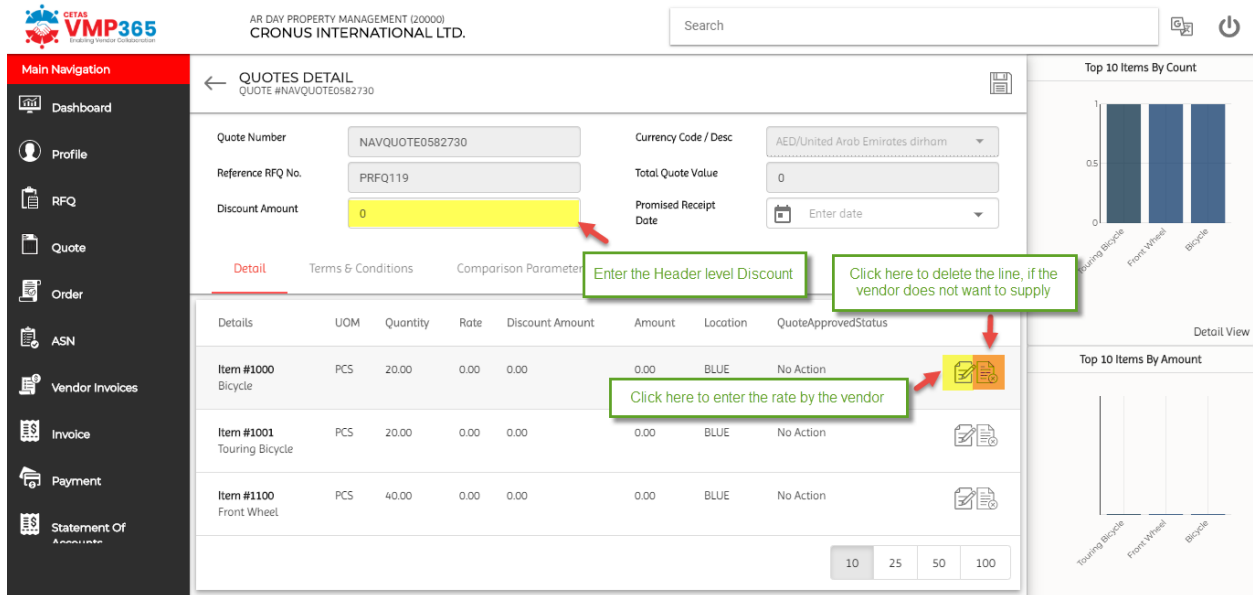


The screenshot shows the 'QUOTES' page with a list of quotes. The 'Quote' option in the main navigation is highlighted. A 'Detail' button is visible next to the first quote. The page includes a search bar, a 'Click here to open Quote header and Quote line details' link, and two bar charts showing transaction counts and amounts.

Quote Number	Requisition Date	Completed	Action
NAVQUOTE0582730	17.Jun.2019	N	Detail
NAVQUOTE0582690	17.Jun.2019	Y	Detail
NAVQUOTE0582680	17.Jun.2019	Y	Detail
NAVQUOTE0582650	17.Jun.2019	Y	Detail
NAVQUOTE0582620	15.Jun.2019	Y	Detail
NAVQUOTE0582590	15.Jun.2019	Y	Detail
NAVQUOTE0582570	15.Jun.2019	Y	Detail
NAVQUOTE0582540	14.Jun.2019	Y	Detail
NAVQUOTE0582500	14.Jun.2019	Y	Detail

10.3.2 Vendor Quote Details

Vendor can edit the Quote by clicking the below shown screen



QUOTES DETAIL
QUOTE #NAVQUOTE0582730

Quote Number: NAVQUOTE0582730
Reference RFQ No.: PRFQ119
Discount Amount: 0
Currency Code / Desc: AED/United Arab Emirates dirham
Total Quote Value: 0
Promised Receipt Date: Enter date

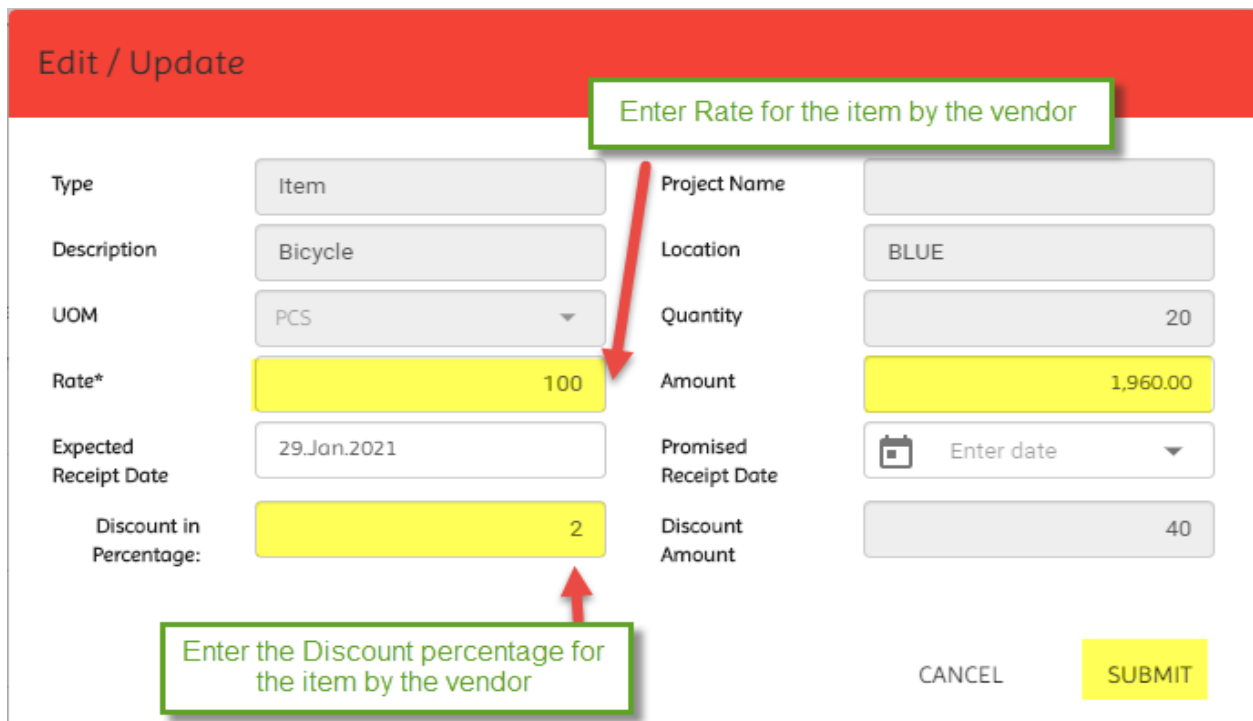
Details

Item	UOM	Quantity	Rate	Discount Amount	Amount	Location	QuoteApprovedStatus
Item #1000 Bicycle	PCS	20.00	0.00	0.00	0.00	BLUE	No Action
Item #1001 Touring Bicycle	PCS	20.00	0.00	0.00	0.00	BLUE	No Action
Item #1100 Front Wheel	PCS	40.00	0.00	0.00	0.00	BLUE	No Action

Annotations:
 - Enter the Header level Discount (points to Discount Amount field)
 - Click here to delete the line, if the vendor does not want to supply (points to delete icon)
 - Click here to enter the rate by the vendor (points to Rate field in item table)

10.3.3 Quotation Rate updates by Vendor

Vendor can edit each line items and update the cost under Rate field as shown below:



Edit / Update

Type: Item
Description: Bicycle
UOM: PCS
Rate*: 100
Expected Receipt Date: 29-Jan-2021
Discount in Percentage: 2
Project Name:
Location: BLUE
Quantity: 20
Amount: 1,960.00
Promised Receipt Date: Enter date
Discount Amount: 40

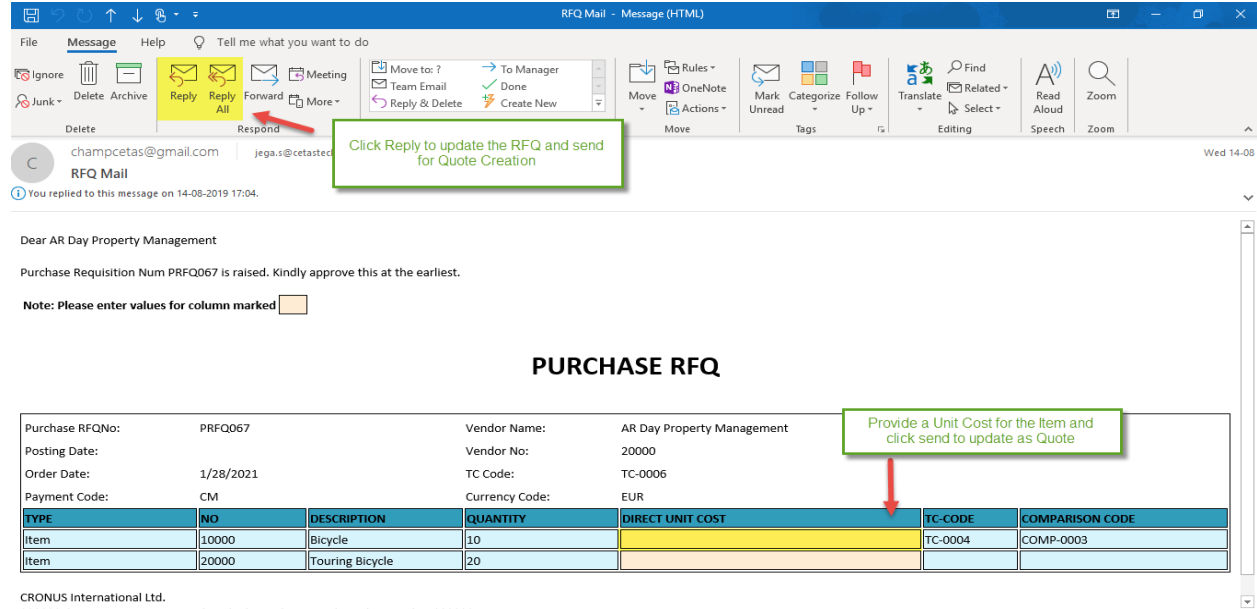
Annotations:
 - Enter Rate for the item by the vendor (points to Rate* field)
 - Enter the Discount percentage for the item by the vendor (points to Discount in Percentage field)

CANCEL SUBMIT

10.3.4 Quote Creation via Mail

If Vendor is marked as Non-Portal Vendor, then they can update their Quotes via Mail.

Vendor must need to Provide Mail Id to the customer and the mail Id need to update on vendor card in Dynamics 365 Business Central to get the RFQ mail.



RFQ Mail - Message (HTML)

File Message Help Tell me what you want to do

Ignore Delete Archive Reply Reply All Forward More Move to: To Manager Team Email Done Reply & Delete Create New Move OneNote Actions Mark Unread Categorize Follow Up Translate Find Related Select Read Aloud Zoom

champecetas@gmail.com jega.s@cetastec

RFQ Mail

You replied to this message on 14-08-2019 17:04.

Dear AR Day Property Management

Purchase Requisition Num PRFQ067 is raised. Kindly approve this at the earliest.

Note: Please enter values for column marked

PURCHASE RFQ

Purchase RFQNo:	PRFQ067	Vendor Name:	AR Day Property Management
Posting Date:		Vendor No:	20000
Order Date:	1/28/2021	TC Code:	TC-0006
Payment Code:	CM	Currency Code:	EUR

TYPE	NO	DESCRIPTION	QUANTITY	DIRECT UNIT COST	TC-CODE	COMPARISON CODE
Item	10000	Bicycle	10		TC-0004	COMP-0003
Item	20000	Touring Bicycle	20			

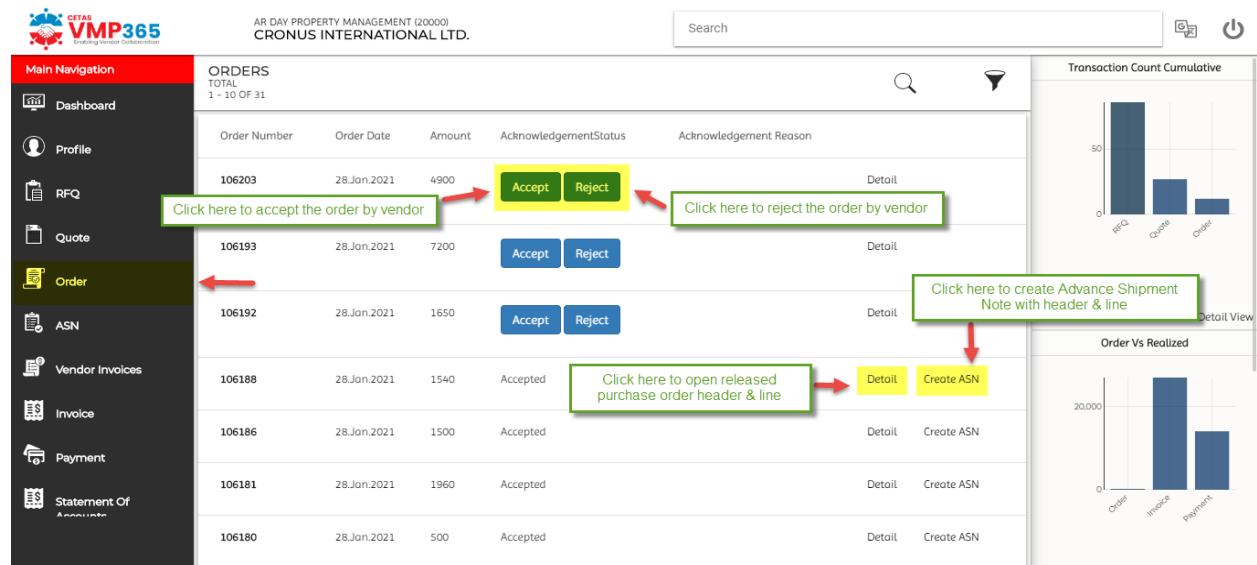
CRONUS International Ltd.

Note: RFQ mail send to Vendor Gmail id and Outlook id only, other Mail services are not included in this version.

10.4 Purchase Order on Vendor Portal

Approved Purchase Order list will be available in the Vendor Self Service Portal to act by the vendor

10.4.1 Purchase Order List



CETAS VMP365
Enabling Vendor Collaboration

AR DAY PROPERTY MANAGEMENT (20000)
CRONUS INTERNATIONAL LTD.

Search

Main Navigation

- Dashboard
- Profile
- RFQ
- Quote
- Order**
- ASN
- Vendor Invoices
- Invoice
- Payment
- Statement Of

ORDERS
TOTAL 1 - 10 OF 31

Order Number	Order Date	Amount	AcknowledgementStatus	Acknowledgement Reason
106203	28-Jan-2021	4900	Accept Reject	Detail
106193	28-Jan-2021	7200	Accept Reject	Detail
106192	28-Jan-2021	1650	Accept Reject	Detail
106188	28-Jan-2021	1540	Accepted	Detail Create ASN
106186	28-Jan-2021	1500	Accepted	Detail Create ASN
106181	28-Jan-2021	1960	Accepted	Detail Create ASN
106180	28-Jan-2021	500	Accepted	Detail Create ASN

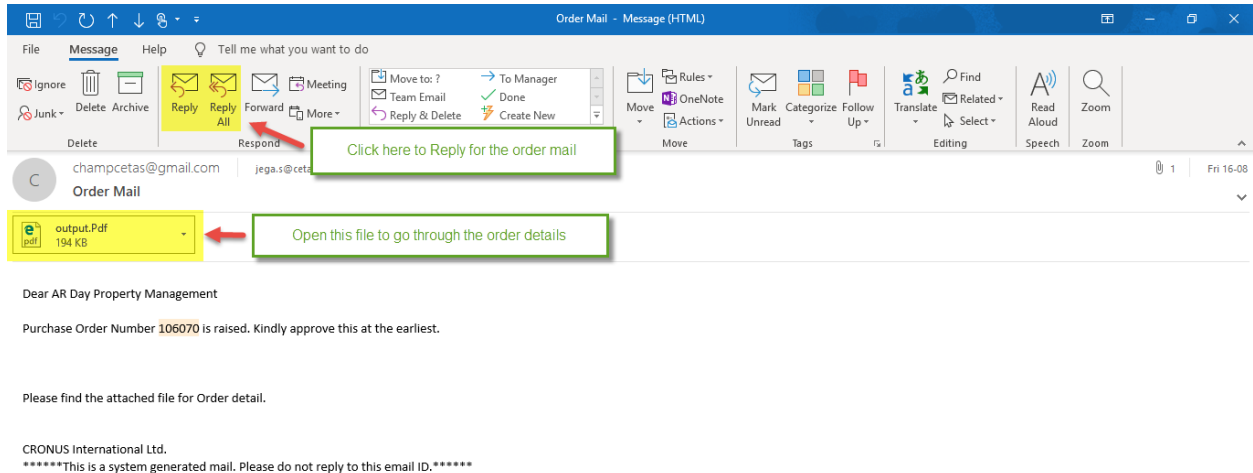
Transaction Count Cumulative

Order Vs Realized

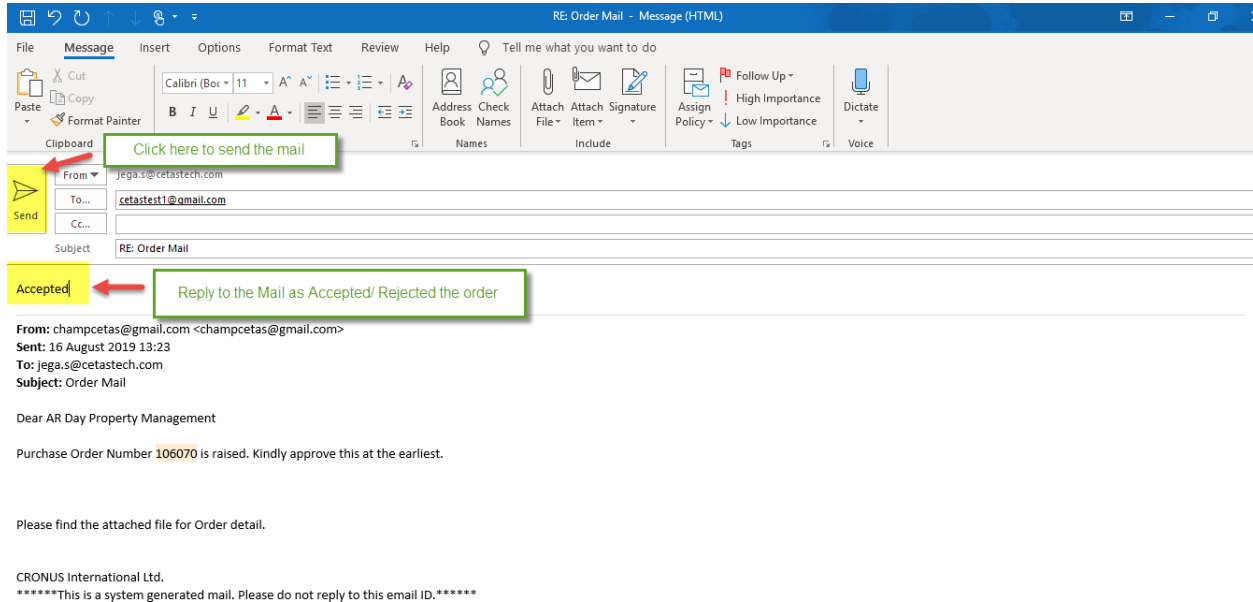
10.4.2 Order via Mail

If Vendor is marked as Non-Portal Vendor, then they can update their Order via Mail.

Vendor must need to Provide Mail Id to the customer and the mail Id need to update on vendor card in Dynamics 365 Business Central to get the Order mail.



10.4.3 Order Acceptance/Rejection via Mail



Note: Order mail send to Vendor Gmail id and Outlook id only, other Mail services are not included in this version.

Don't Use any other words for Accept or Reject the order

10.4.4 Purchase Order Details



AR DAY PROPERTY MANAGEMENT (20000)
CRONUS INTERNATIONAL LTD.




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ORDER DETAIL

ORDER #106203

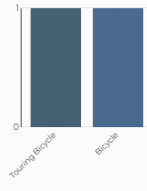
Order Number: 106203
Order Date: 28-01-2021
Order Due Date: 31-Jan-2021
Document Date: 28-Jan-2021
Promised Receipt Date:
Invoice Discount Value: 0.00

Total Order Value: **4,900.00**
Expected Receipt Date:
Payment Terms Description: Current Month
Currency Code / Desc: AED/United Arab Emirates dirham
Quote Number: 1024
RFQ Number:

Detail | Terms & Conditions | Comparison Parameter

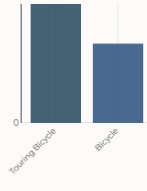
Details	UOM	Qty	Rate	Discount Amount	Amount	Promised Receipt Date	Expected Receipt Date	Location	Variant Code
Item #1000 Bicycle	PCS	20.00	100.00	40.00	1,960.00		29-Jan-2021	BLUE	
Item #1001 Touring Bicycle	PCS	20.00	150.00	60.00	2,940.00		29-Jan-2021	BLUE	

Top 10 Items By Count



Detail View

Top 10 Items By Amount



11 Purchase Return Order List



LONDON POSTMASTER (10000)
CRONUS INTERNATIONAL LTD.




Main Navigation

- Dashboard
- Profile
- RFQ
- Quote
- Order
- Purchase Return Order**
- Blanket Order
- Item Registration
- ASN

PURCHASE RETURN ORDERS

TOTAL 1 - 5 OF 5

Purchase Return Order Number	Purchase Return Order Date	Amount	Reference Order Number
1008	28-Jan-2021	2900	Detail
1007	28-Jan-2021	3661.99	Detail
1005	28-Jan-2021	23280	106077 Detail
1003	28-Jan-2021	1658.16	Detail
1001	28-Jan-2021	2439.6	Detail

Click here to open the Purchase Return Order Header & line page



11.1 Purchase Return Order Detailed page



LONDON POSTMASTER (10000)
CRONUS INTERNATIONAL LTD.




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- Dashboard
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- Purchase Return Order**
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- Item Registration
- ASN

PURCHASE RETURN ORDER DETAIL

Purchase Return Order No
 1008

Amount
 2900

Purchase Return Date
 28-01-2021

Reference RFQ Number

Currency Code / Desc.
 AED/United Arab Emirates dirham

Reference Quote Number

InvoiceDiscountValue
 2000

Reference Order Number

Detail

No	UOM	Quantity	Rate	Discount Amount	Amount	Location
Invoice No. 108055:	0.00					
Inv. No. 108055 - Rcpt No. 107058:	0.00					
Item #1000 Bicycle	PCS	10.00	500.00	100.00	4,900.00	BLUE

12 Blanket Order List



AR DAY PROPERTY MANAGEMENT (20000)
CRONUS INTERNATIONAL LTD.




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- Quote
- Order
- Purchase Return Order
- Blanket Order**
- Item Registration
- ASN

BLANKET ORDERS LIST
 TOTAL 1 - 3 OF 3

Click here to open Blanket Order Header & List page

Blanket Order Number	Blanket Order Date	Amount	
1018	31-Jan-2021	150,000.00	Detail
1003	31-Jan-2021	1,800.00	Detail
1010	31-Jan-2021	3,910.13	Detail

12.1 Blanket Order Detail page



AR DAY PROPERTY MANAGEMENT (20000)

CRONUS INTERNATIONAL LTD.




Main Navigation

Dashboard

Profile

RFQ

Quote

Order

Purchase Return Order

Blanket Order

Item Registration

ASN

←

BLANKET ORDER DETAIL

BLANKET ORDER #1018

No

1018

Due Date

31-Jan-2021

Location

Blue Warehouse

Amount

150,000.00

Currency Code / Desc

Details

Terms & Conditions

Comparison Parameter

Schedule

Click here to open schedule page for the Blanket Order

Details	UOM	Qty	Rate	Amount	Discount Amount	Expected Receipt Date	Location
Item #1000 Bicycle	Piece	200.00	600.00	120,000.00		06.Oct.2019	BLUE
Item #1120 Spokes	Piece	300.00	100.00	30,000.00		01.Oct.2019	BLUE

10

25

50

100

12.2 Schedule for Blanket Order

[illegible]

13 Advance Shipment Note list



AR DAY PROPERTY MANAGEMENT (20000)
CRONUS INTERNATIONAL LTD.




ADVANCE SHIPMENT NOTE (ASN)			
TOTAL 1 - 10 OF 33			
ASN Number	Order Date	Completed	
NAVASN0585630	28-Jan-2021	Y	Detail
NAVASN0585470	28-Jan-2021	Y	Detail
NAVASN0585340	28-Jan-2021	Y	Detail
NAVASN0584990	28-Jan-2021	Y	Detail
NAVASN0584910	28-Jan-2021	Y	Detail
NAVASN0584380	28-Jan-2021	Y	Detail
NAVASN0584150	28-Jan-2021	Y	Detail
NAVASN0583970	28-Jan-2021	Y	Detail
NAVASN0583960	28-Jan-2021	Y	Detail

13.1 Create Advance Shipment Note



AR DAY PROPERTY MANAGEMENT (20000)
CRONUS INTERNATIONAL LTD.




Main Navigation

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- ASN**
- Vendor Invoices
- Invoice
- Payment
- Statement Of

← ASN DETAIL
ASN #106203

Click here to save the ASN



ASN Number

Currency Code / Desc

Reference Order No.

Total Order Value

Purchase Invoice No.

ASN Date

Shipment Mode

Invoice Amount

[Detail](#)

Details	UOM	Quantity	Rate	Discount Amount	Amount	Location	Shipped Quantity	
Item #1000 Bicycle	PCS	20.00	100.00	40.00	1,960.00	BLUE	0	
Item #1001 Touring Bicycle	PCS	20.00	150.00	60.00	2,940.00	BLUE	0	

Edit / Update

Type	Item	Location	BLUE
Description	Bicycle	Quantity	20
UOM		Amount	1,960.00
Rate*	100	Quantity To Ship	5
Expected Receipt Date	29 Jan. 2021	Outstanding Quantity	15
Promised Receipt Date	 Enter date		

Enter how much quantity the vendor ship to the customer

CANCEL

SUBMIT

13.1.1 Create Invoice

Search



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- Invoice
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ASN DETAIL

ASN #NAVASN0586330

Click here to create invoice for the shipped quantity

CREATE INVOICE

ASN Number	NAVASN0586330	Currency Code / Desc	AED/United Arab Emirates dirham
Reference Order No.	106203	Total Order Value	4,900.00
Purchase Invoice No.		ASN Date	18-06-2019
Shipment Mode		Invoice Amount	1,225.00

Detail

Details	UOM	Quantity	Rate	Discount Amount	Amount	Location	Shipped Quantity	Dispute Quantity
Item #1000 Bicycle	PCS	20.00	100.00	40.00	1,960.00	BLUE	5	0
Item #1001 Touring Bicycle	PCS	20.00	150.00	60.00	2,940.00	BLUE	5	0

10 25 50 100

13.1.2 Vendor Invoice list



AR DAY PROPERTY MANAGEMENT (20000)
CRONUS INTERNATIONAL LTD.

Search




Main Navigation

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- Invoice
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VENDOR INVOICES
TOTAL
1 - 10 OF 24

Click here to open invoice header & line

No	Posting Date	ASN No	OrderNo	Amount	
VPINV2350	18.Jun.2019	NAVASN0586330	106203	1,225.00	Detail
VPINV2290	15.Jun.2019	NAVASN0585630	106188	363.00	Detail
VPINV2250	14.Jun.2019	NAVASN0585340	106181	1,960.00	Detail
VPINV2240	14.Jun.2019	NAVASN0584910	106169	700.00	Detail
VPINV2140	13.Jun.2019	NAVASN0584380	106166	5,970.00	Detail
VPINV2110	13.Jun.2019	NAVASN0584150	106154	4,728.00	Detail
VPINV2070	12.Jun.2019	NAVASN0583960	106151	1,100.00	Detail
VPINV2040	10.Jun.2019	NAVASN0582960	106111	2,106.67	Detail
VPINV2020	07.Jun.2019	NAVASN0582750	106106	1,150.00	Detail



AR DAY PROPERTY MANAGEMENT (20000)
CRONUS INTERNATIONAL LTD.

Search




Main Navigation

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- Vendor Invoices
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VENDOR INVOICE DETAIL
VENDOR INVOICE #NAVASN0586330

Click here to save the invoice after vendor provide the invoice number

No

VPINV2350

Amount

1,225.00

ASN Number

NAVASN0586330

Discount Amount

0.00

Reference Order No.

106203

Currency Code / Desc

AED/United Arab Emirates dirham

Posting Date

18.Jun.2019

Purchase Invoice No

inv486

Detail

Details	UOM	Rate	Discount Amount	Amount	Shipped Quantity	Location
Item #1000 Bicycle	PCS	100.00	10.00	500.00	5	BLUE
Item #1001 Touring Bicycle	PCS	150.00	15.00	750.00	5	BLUE

10

25

50

100

Enter invoice number by the vendor

13.1.2.1 Error message to Enter invoice number

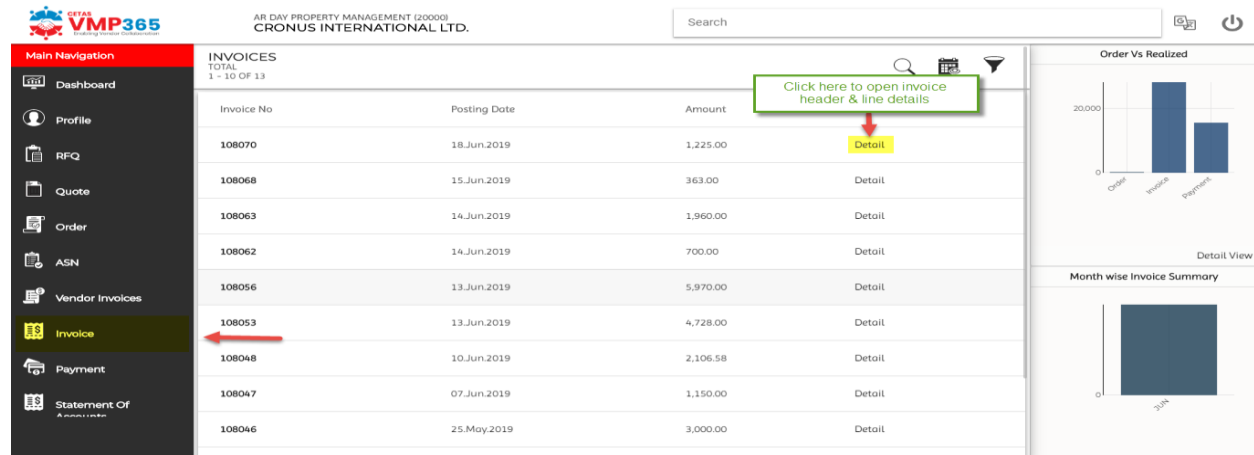
Please Enter Invoice No.

OK

13.2 Purchase Invoice on Vendor Portal

13.2.1 Purchase Invoice List

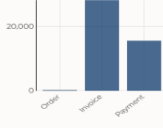
All Purchase Invoices recorded by the customer will be Listed as shown below



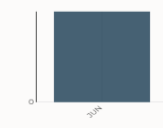
INVOICES
TOTAL
1 - 10 OF 13

Invoice No	Posting Date	Amount	
108070	18.Jun.2019	1,225.00	Detail
108068	15.Jun.2019	363.00	Detail
108063	14.Jun.2019	1,960.00	Detail
108062	14.Jun.2019	700.00	Detail
108056	13.Jun.2019	5,970.00	Detail
108053	13.Jun.2019	4,728.00	Detail
108048	10.Jun.2019	2,106.58	Detail
108047	07.Jun.2019	1,150.00	Detail
108046	25.May.2019	3,000.00	Detail

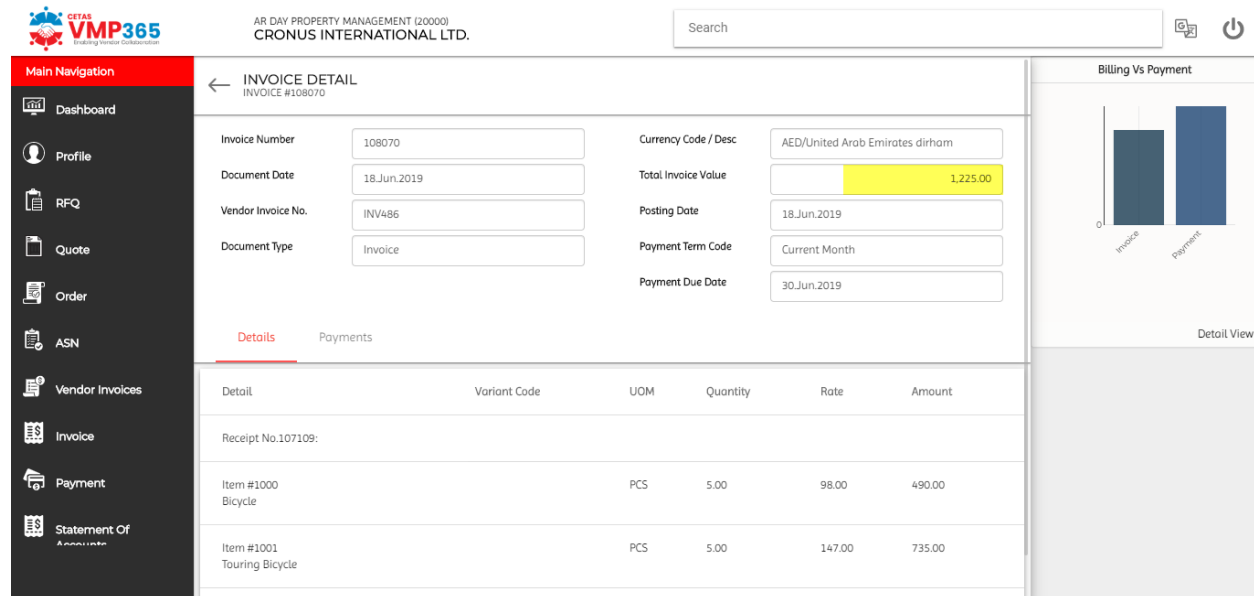
Order Vs Realized



Month wise Invoice Summary



13.2.2 Purchase Invoice Detail



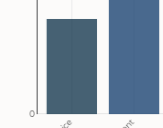
INVOICE DETAIL
INVOICE #108070

Invoice Number	108070	Currency Code / Desc	AED/United Arab Emirates dirham
Document Date	18.Jun.2019	Total Invoice Value	1,225.00
Vendor Invoice No.	INV486	Posting Date	18.Jun.2019
Document Type	Invoice	Payment Term Code	Current Month
		Payment Due Date	30.Jun.2019

Details Payments

Detail	Variant Code	UOM	Quantity	Rate	Amount
Receipt No.107109:					
Item #1000 Bicycle		PCS	5.00	98.00	490.00
Item #1001 Touring Bicycle		PCS	5.00	147.00	735.00

Billing Vs Payment



13.3 Vendor Payment on Vendor Portal

13.3.1 Vendor Payment List

Payment done against Invoices / On-account will be shown as below for the vendor



AR DAY PROPERTY MANAGEMENT (20000)
CRONUS INTERNATIONAL LTD.




Main Navigation

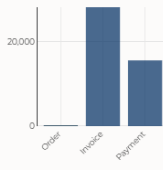
- Dashboard
- Profile
- RFQ
- Quote
- Order
- ASN
- Vendor Invoices
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- Payment**
- Statement Of Account

PAYMENTS
TOTAL
1 - 7 OF 7

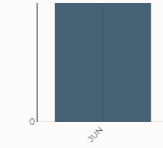
Click here to open payment details

Document No	Payment Mode	Payment Date	Amount	Balance	
TEST114	BANK	28-Jan-2021	554.25	0.00	Detail
TEST111		28-Jan-2021	7,000.00	0.00	Detail
TEST1117		28-Jan-2021	875.00	0.00	Detail
TEST1115		28-Jan-2021	2,139.18	0.00	Detail
TEST1112		28-Jan-2021	292.19	0.00	Detail
2597		17-Jan-2021	77,056.60	0.00	Detail
2603		27-Jan-2021	77,056.60	0.00	Detail

Order Vs Realized



Month Wise Payment Summary





AR DAY PROPERTY MANAGEMENT (20000)
CRONUS INTERNATIONAL LTD.




Main Navigation

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PAYMENT DETAIL
PAYMENT #TEST114

Document Number: TEST114
Payment Method: BANK
Posting Date: 28-Jan-2021

Amount: 554.25
Remaining Amount: 0.00
Payment Open: False

Details

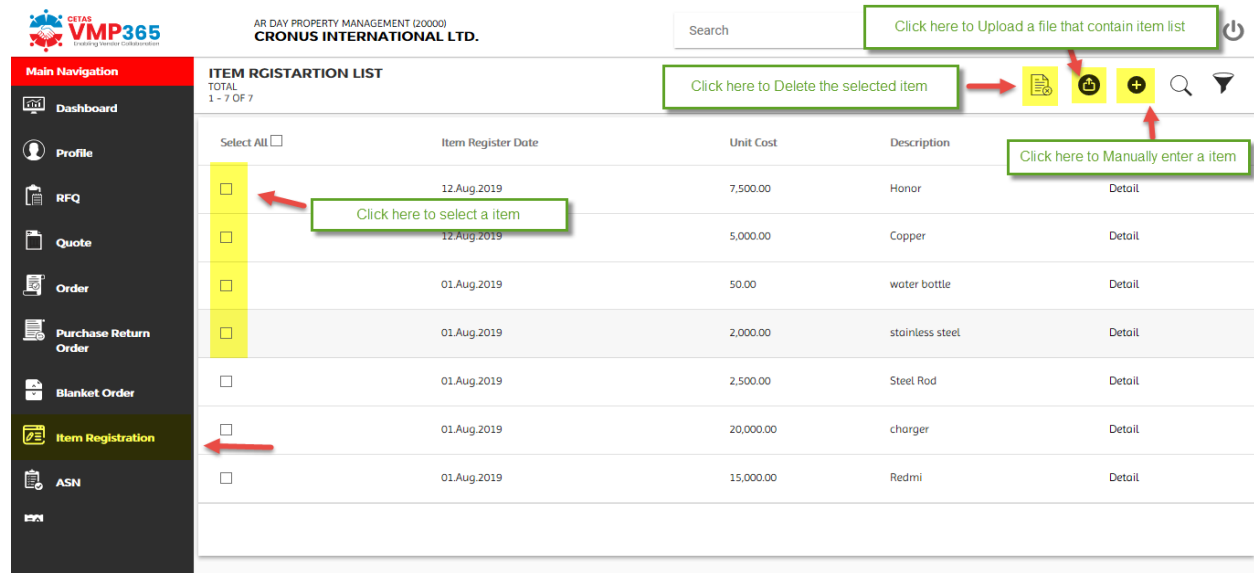
Invoice No.	Invoice Amount	Currency Code	Payment Amount Applied	Invoice Amount Remaining	Invoice Entry Date	Payment Entry Date
108070	1,531.25	EUR	1,531.25	0.00	30-06-2019	28-01-2021

Payment Mode Summary

BANK



14 Item Registration



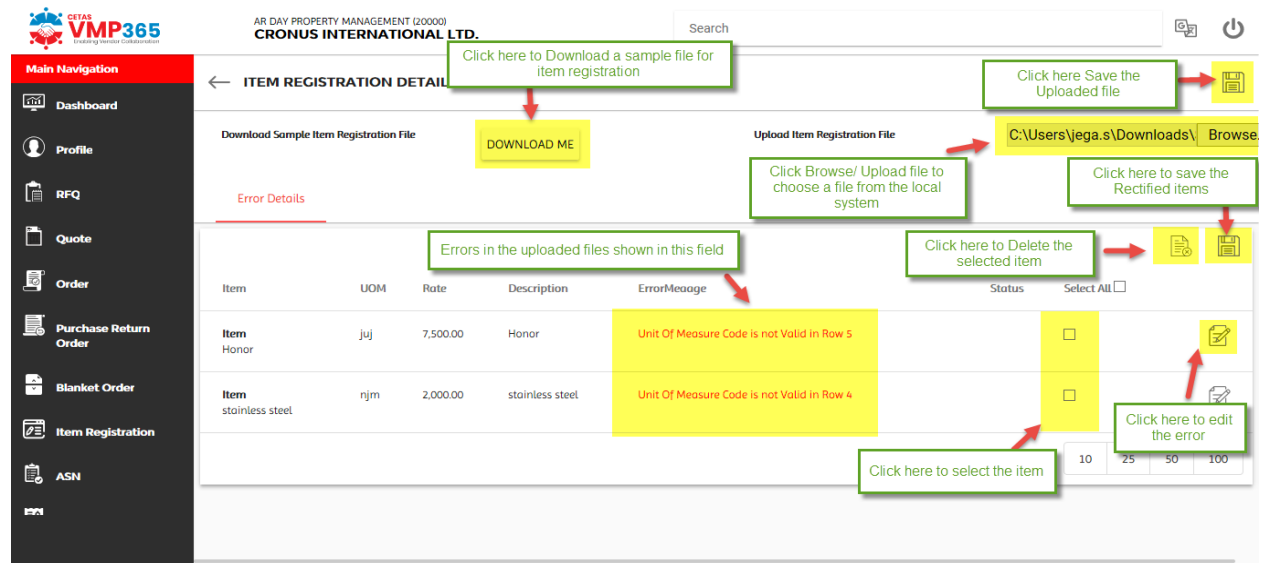
ITEM REGISTRATION LIST
TOTAL 1 - 7 OF 7

Annotations:

- Click here to Upload a file that contain item list
- Click here to Delete the selected item
- Click here to Manually enter a item
- Click here to select a item

Select All ☐	Item Register Date	Unit Cost	Description	
☐	12.Aug.2019	7,500.00	Honor	Detail
☐	12.Aug.2019	5,000.00	Copper	Detail
☐	01.Aug.2019	50.00	water bottle	Detail
☐	01.Aug.2019	2,000.00	stainless steel	Detail
☐	01.Aug.2019	2,500.00	Steel Rod	Detail
☐	01.Aug.2019	20,000.00	charger	Detail
☐	01.Aug.2019	15,000.00	Redmi	Detail

14.1 Upload an item file



ITEM REGISTRATION DETAIL

Annotations:

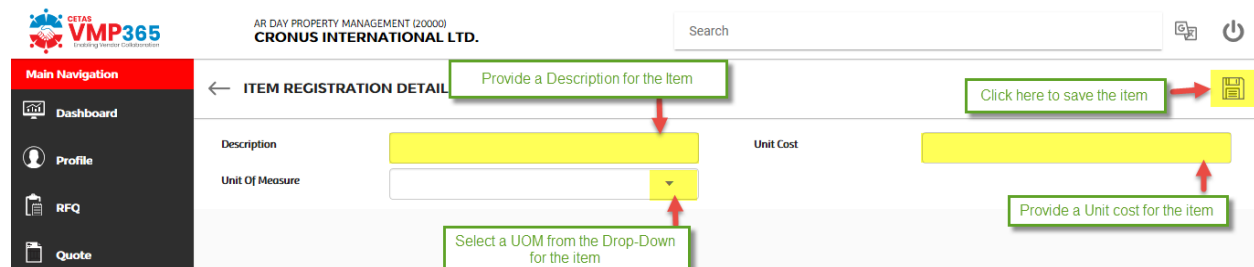
- Click here to Download a sample file for item registration
- Click here Save the Uploaded file
- Click Browse/ Upload file to choose a file from the local system
- Click here to save the Rectified items
- Click here to Delete the selected item
- Click here to edit the error
- Click here to select the item
- Errors in the uploaded files shown in this field

Download Sample Item Registration File: [DOWNLOAD ME](#)

Upload Item Registration File: [C:\Users\jega.s\Downloads\ Browse](#)

Item	UOM	Rate	Description	ErrorMeage	Status	Select All ☐
Item Honor	juj	7,500.00	Honor	Unit Of Measure Code is not Valid in Row 5	☐	Edit
Item stainless steel	njm	2,000.00	stainless steel	Unit Of Measure Code is not Valid in Row 4	☐	Edit

14.2 Enter the New item



ITEM REGISTRATION DETAIL

Annotations:

- Provide a Description for the Item
- Click here to save the item
- Provide a Unit cost for the item
- Select a UOM from the Drop-Down for the item

Description:

Unit Of Measure:

Unit Cost:

15 Statement of Accounts



AR DAY PROPERTY MANAGEMENT (20000)
CRONUS INTERNATIONAL LTD.

Search




Dashboard

Profile

RFQ

Quote

Order

ASN

Vendor Invoices

Invoice

Payment

Statement Of Accounts

REPORT - STATEMENT OF ACCOUNTS

From Date

01-12-2020

To Date

31-01-2021

RUN

Opening Balance

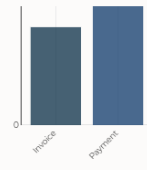
16,789.00 DR

S No.	Posting Date	Document No.	Credit Amount	Debit Amount
1	31-12-2020	4362	77,056.60	
2	31-12-2020	4511	77,056.60	
3	04-01-2021	108025	1,535.63	
4	17-01-2021	2597		77,056.60
5	25-01-2021	108033	1,368.90	
6	27-01-2021	2603		77,056.60
7	28-01-2021	TEST1112		292.19
8	28-01-2021	TEST1115		2,139.18
9	28-01-2021	TEST1117		875.00
10	28-01-2021	TEST111		7,000.00
11	28-01-2021	TEST114		554.25
Total			1,57,017.73	1,48,184.82

Closing Balance

7,956.09 DR

Invoice Vs Payment



Detail View