



04 An overview of delivery notes

The service provider will create a delivery note to support your purchase order. Delivery notes will move between yourself and the provider depending on their status.

To review a delivery note, go to the folder called Delivery note and click on the edit or view icon for the relevant delivery note.

Each delivery note will be displayed in tab format as shown below. There are several tabs at the top of the screen. The following is a description of each tab:

Main tab – this tab displays a general summary of the order including information about you, the individual you are representing and the service provider. A document code and status will also be displayed along with information regarding proposed delivery dates and actual delivery dates.

Indi Vidal

Individual's name: Indi Vidal
 Buyer name: Ima Budget Manager
 Buyer organisation: Thera Test Org (SP+BM)
 Service provider: Rob the Supplier

Document status: Pending confirmation
 Document number: 000039-0000-00003/001-05
 Date submitted: 28/04/2011
 Date accepted:

Document code: 000039-0000-00003/001-05
 Supplier Invoice No: 000039-0000-00003/001-05
 Supplier delivery note No: 000039-0000-00003/001-05
 Actual delivery date: 19/04/2011
 Remarks:

Total order cost: 75.9000
 Date created: 28/04/2011
 Po No: 000039-0000-00003/001
 Delivery date: 19/04/2011
 Confirmation date:
[Current owner](#)

Fig. 2 DII Main Tab

Catalogue items tab - this tab displays the items purchased and the details of delivery dates and times. It also allows you, with the appropriate permissions, to report any damaged goods or any items that are not needed. If damaged goods are reported, then a part delivered purchase order will automatically be created in a pending delivery state.

Im a Big Individual

Item code	Item name	Unit of measure	Appointment times	Actual times	Shipped	Accepted	Damaged	Not needed	Not delivered	Completed
RA001j	Shopping Service	Hour	10:00 a.m. - 11:00 a.m.	10:00 a.m. - 11:00 a.m.	1.000	1.000	0.000	0.000	0.000	1.000

Refresh quantities Accept all

Fig. 3 Catalogue Items

Address details tab - this tab contains a record of the delivery and invoice addresses. You are unable to edit these fields.

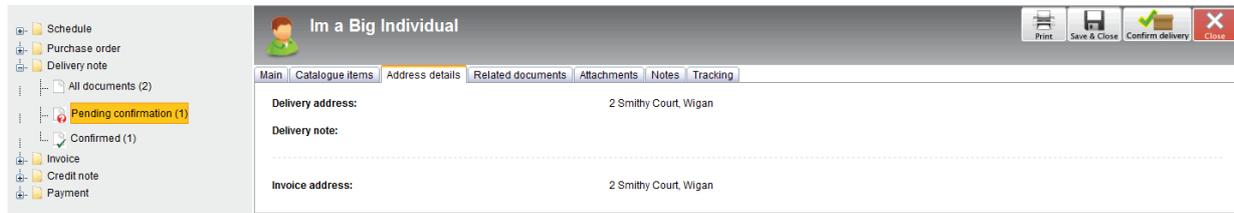


Fig. 4 Address Details

Related documents tab - this tab displays a list of documents related to a purchase order. You can open a document by clicking on the relevant link.

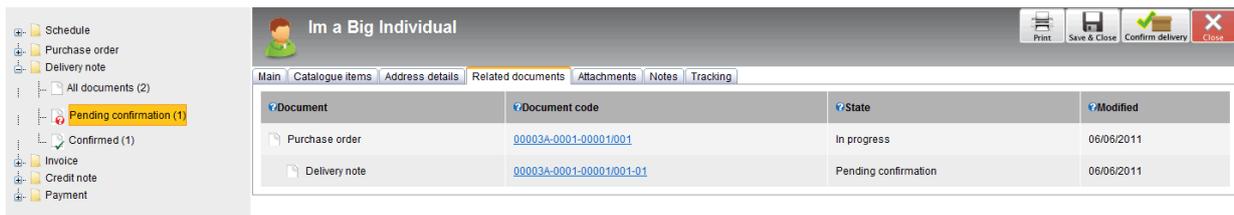


Fig. 5 Related Documents

Attachments tab – this tab displays a list of attachments related to a purchase order. You can open an attachment by clicking on the relevant link.

Notes tab – this tab contains any notes related to a purchase order. You can view all the notes and add your own notes by clicking the Add button.

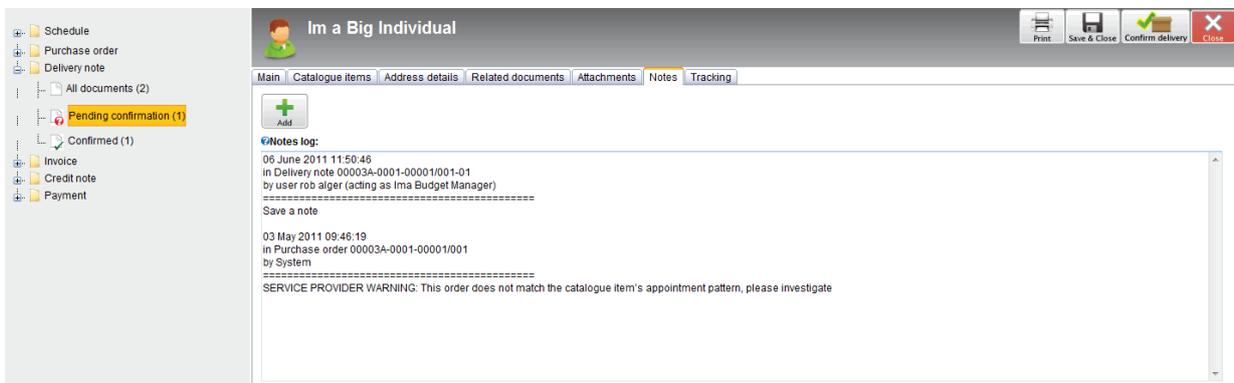


Fig. 6 Notes

Tracking tab - this tab tracks the progress of the order and displays any major changes to the order, who made the changes and the date the changes were made.



Fig. 7 Tracking