



## **Orden de Compra**

### **Como generar una orden de compra manualmente**

Software Development  
RIMSS Business Systems Technology

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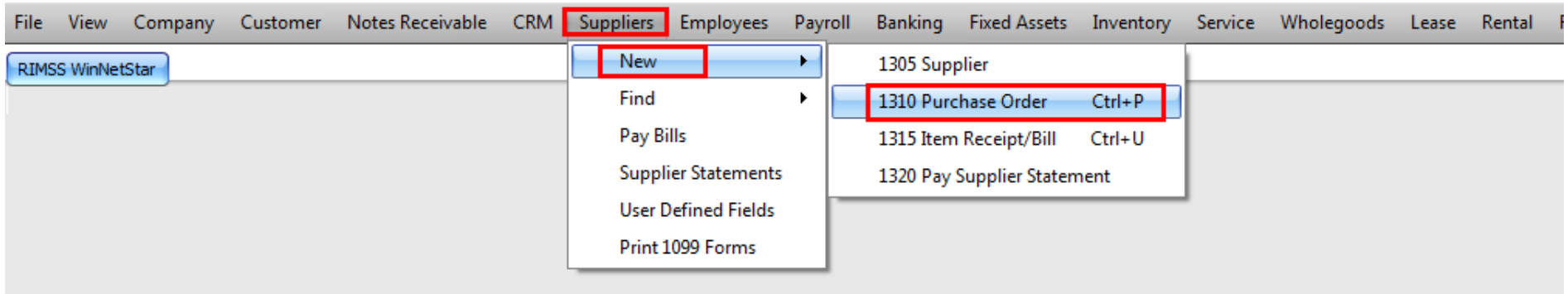
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## Instrucciones para generar una orden de compra manualmente

Presione la secuencia de pestañas: Proveedores/Suppliers → Nueva/New → Orden de Compra/Purchase Order



Se abrirá una ventana con la orden de compra en blanco.

The screenshot shows the 'New Purchase Order' window in RIMSS WinNetStar. The window has a title bar with 'RIMSS WinNetStar' and 'New Purchase Order'. Below the title bar is a menu bar with options: Save, Save and Close, Save and New, Save and Approve PO, Save and Print, Export..., Grid Print, Void, Edit Approved PO, Print Receiving Report, Pre-Order Edit, and Add Wholegood Line Items. Below the menu bar are two tabs: 'General' (selected) and 'Attachments'. The main area is divided into several sections:

- Purchase Order Header (Ctrl-F9)**: Contains fields for Document Status (Open), PO # (0), Doc. Date (2/6/2017), Export Date, Approval Status (Unapproved), App. By, App. Date, and Supplier Order #.
- Supplier Information**: Contains fields for Name, Address 1, Address 2, City, State, Zip Code, Phone, and Fax.
- Shipping Information**: Contains fields for Ship To (Location selected), Name (RIMSS TRUCKS), Address 1 (103 EAST BOULEVARD), Address 2 (P.O. BOX 671), Attention, City (WILLIAMSTON), State (NC), Zip Code (27892), Exp. Delivery Date (2/6/2017), and Shipping Method.
- Messages**: Contains fields for Supplier Message and Internal Memo.

Below these sections is a field for 'Item Number (Ctrl-N)'. At the bottom is a table titled 'Purchase Order Detail' with the following columns: Line Type, Number/Name, Description, Primary Bin, Order Type, Reference, Memo, Quantity, Unit Cost, Total, Qty Rcvd, Status, Source Doc Type, Source Doc Number, and Source Salesman. The table has one row with a blue background for the 'Qty Rcvd' column.

Seleccione el nombre de su Proveedor/Supplier

RIMSS WinNetStar New Purchase Order

Save Save and Close Save and New Save and Approve PO Save and Print Export... Grid Print Void Edit Approved PO Print Receiving Report Pre-Order Edit Add Wholegood Line Items

General Attachments

**Purchase Order Header (Ctrl-F9)**

Document Status: Open PO #: 0 Doc. Date: 2/6/2017  
Approval Status: Unapproved App. By: App. Date:

**Supplier Information**

Name: Address 1: Address 2: City: State: Zip Code: Phone: Fax:

**Shipping Information**

Ship To: Location Customer Name: Address 1: Address 2: Attention: City: State: Shipping Method: Exp. Delivery Date: 2/6/2017

Item Number (Ctrl-V):

**Purchase Order Detail**

| Line Type | Number/Name | Description | Primary Bin | Order Type | Reference | Memo |
|-----------|-------------|-------------|-------------|------------|-----------|------|
|-----------|-------------|-------------|-------------|------------|-----------|------|

**Select Name**

System ID Ref ID Name Fetch

Default

Drag a column header here to group by that column

| Inactive | Supplier Name | Supplier Ref Id | Supplier Type | Primary Contact | Primary Contact Work Phone | Primary Contact Mobile Number | Bill To Address 1 | Bill To Address 2 | Bill To Address City | Bill To Address... |
|----------|---------------|-----------------|---------------|-----------------|----------------------------|-------------------------------|-------------------|-------------------|----------------------|--------------------|
|----------|---------------|-----------------|---------------|-----------------|----------------------------|-------------------------------|-------------------|-------------------|----------------------|--------------------|

[Inactive] = 'False' Edit Filter

En el campo "Nombre/Name" presione en los puntos suspensivos(...) para abrir la ventana de búsqueda "Seleccionar Nombre/Select Name"

Busque usando cualquiera de los campos "Identificación del Sistema/System ID", "Identificación de Referencia/Reference ID" o "Nombre/Name"

**Select Name**

System ID Ref ID Name Fetch

Default

Drag a column header here to group by that column

| Inactive | Supplier Name          | Supplier Ref Id | Supplier Type | Primary Contact | Primary Contact Work Phone | Primary Contact Mobile Number | Bill To Address 1 | Bill To Address 2 | Bill To Address City | Bill To Address... |
|----------|------------------------|-----------------|---------------|-----------------|----------------------------|-------------------------------|-------------------|-------------------|----------------------|--------------------|
| False    | ABF FREIGHT SYSTEM INC | 510             |               |                 |                            |                               |                   |                   |                      |                    |
| False    | CON-WAY FREIGHT INC    | 5540            |               |                 |                            |                               |                   |                   |                      |                    |
| False    | SOUTHEASTERN FREIG...  | 21002           |               |                 |                            |                               |                   |                   |                      |                    |
| False    | CAROLINA FREIGHTLIN... | 23010           |               |                 |                            |                               |                   |                   |                      |                    |
| False    | TRIAD FREIGHTLINER     | 22900           |               |                 |                            |                               |                   |                   |                      |                    |
| False    | UPS FREIGHT            | 23425           |               |                 |                            |                               |                   |                   |                      |                    |
| False    | FEDEX FREIGHT          | 4851            |               |                 |                            |                               |                   |                   |                      |                    |
| False    | SAIA LTL FREIGHT       | 5843            |               |                 |                            |                               |                   |                   |                      |                    |

[Inactive] = 'False' Edit Filter

Usar el asterisco (\*) en el campo de "Nombre/Name" ayuda a buscar el nombre del Proveedor más eficientemente.

Después de seleccionar el Nombre del Proveedor/Supplier Name, tendrá la opción de introducir 2 tipos diferentes de líneas. Artículo/Item (Número de Parte) o Catálogo de Cuentas Contables/GL Account

**Purchase Order Header (Ctrl-F9)**

Document Status: Open PO #: 0 Doc. Date: 2/6/2017 Export Date:   
Approval Status: Unapproved App. By: App. Date: Supplier Order #:

**Supplier Information**

Name: NAVISTAR INC. Address 1: SUITE N800 Address 2: City: KNOXVILLE State: TN Zip Code: 37919-3805 Phone: Fax:   
Ship To: Location Name: RIMSS TRUCKS Address 1: 103 EAST BOULEVARD Address 2: P.O. BOX 671 Attention: City: WILLIAMSTON State: NC Zip Code: 27892 Shipping Method: Exp. Delivery Date: 2/6/2017

**Messages**

Supplier Message: Internal Memo:

**Purchase Order Detail**

| Line Type | Number/Name | Description | Primary B |
|-----------|-------------|-------------|-----------|
| Item      |             |             |           |
| GL        |             |             |           |

Presione la flecha ▼ del de menú desplegable y seleccione el tipo de cargo al que se le esta dando entrada, "Artículo/Item" o Cuenta Contable CC/GL.

## Agregar manualmente en “Número de artículo/Item Number” a la Orden de Compra

Si conoce el número completo del artículo-parte, dele entrada o solamente escriba una parte del número en el campo Número de Artículo. También podrá usar el asterisco (\*) para ayudarlo en la búsqueda del número de artículo/Item Number.

**Al teclear un número parcial de artículo, se abrirá la ventana de búsqueda. Presione dos veces "Número de Artículo/Item Number" para seleccionarlo. El "Tipo/Type" de línea será seleccionado**

**Presione dos veces el número de artículo para agregar a la orden de compra.**

| Associations | Inactive | Has Associations                    | Data Source | Location  | Price Book | Item Number | Oem Vendor | Oem Division | Description   | Package Multiple | QOH | Committed |
|--------------|----------|-------------------------------------|-------------|-----------|------------|-------------|------------|--------------|---------------|------------------|-----|-----------|
| > D          | False    | <input checked="" type="checkbox"/> | Location    | WILLIA... | CAS        | 104221A2R   | 198        |              | REMAN-STARTER | 0.0              | 0.0 | 0.0       |
| D            | False    | <input checked="" type="checkbox"/> | Location    | WILLIA... | CAS        | 104220A2R   | 198        |              | REMAN-STARTER | 0.0              | 0.0 | 0.0       |

Una vez que ha seleccionado el “Número de Artículo/Item Number”, le pedirá que agregue la “Cantidad/Quantity”. La Cantidad/Quantity que aparece por omisión es 1.0, introduzca la cantidad requerida y presione OK.

**Item Quantity**

Quantity:

**OK**

Como agregar una Cuenta Contable/GL a una Orden de Compra.

RIMSS WinNetStar **New Purchase Order**

Save Save and Close Save and New Save and Approve PO Save and Print Export... Grid Print Void Edit Approved PO Print Receiving Report Pre-Order Edit Add Wholegood Line Items

**General** Attachments

**Purchase Order Header (Ctrl-F9)**

Document Status: Open PO #: 0 Doc. Date: 2/6/2017 Export Date:   
 Approval Status: Unapproved App. By: App. Date: Supplier Order #:

**Supplier Information**

Name: NAVISTAR INC. Address 1: SUITE N800 Address 2: City: KNOXVILLE State: TN Zip Code: 37919-3805 Phone: Fax:   
**Shipping Information**

Ship To: Location Name: RIMSS TRUCKS Address 1: 103 EAST BOULEVARD Address 2: P.O. BOX 671 Attention: City: WILLIAMSTON State: NC Zip Code: 27892 Shipping Method: Exp. Delivery Date: 2/6/2017   
**Messages**

Supplier Message: Internal Memo:

Item Number (Ctrl-N):

**Purchase Order Detail**

| Line Type | Number/Name   | Description | Primary Bin | Order Type | Reference |
|-----------|---------------|-------------|-------------|------------|-----------|
| Item      | 104221A2R-198 | REMAN-ST... | B-30        |            |           |
| Item      |               |             |             |            |           |
| GL        |               |             |             |            |           |

Se ve agragar un cargo a una "CC/GL" presione la flecha ▼ en el menú despegable de la columna "Tipo de Linea/Line Type". Esto abrirá una ventana del "CC/GL Account" como se muestra abajo.

Select GL Account

Drag a column header to the filter bar

Puede buscar por "Sucursal/Location", "# de Cuenta/Account #" o "Descripción/Description"

| Location    | Acct. #        | Description | Type    |
|-------------|----------------|-------------|---------|
|             |                | Tire I      |         |
| WILLIAMSTON | WIL-4-35126-12 | TIRE LABOR  | REVENUE |

Presione dos veces el campo, para agregar la cuenta deseada.

Starts with([Description], 'Tire I')

Edit Filter

RIMSS WinNetStar **New Purchase Order**

Save Save and Close Save and New Save and Approve PO Save and Print Export... Grid Print Void Edit Approved PO Print Receiving Report Pre-Order Edit Add Wholegood Line Items

**General** Attachments

**Purchase Order Header (Ctrl-F9)**

Document Status: Open PO #: 0 Doc. Date: 2/6/2017 Export Date:

Approval Status: Unapproved App. By: App. Date: Supplier Order #:

**Supplier Information**

Name: NAVISTAR INC. Address 1: SUITE N800 Address 2: City: KNOXVILLE State: TN Zip Code: 37919-3805 Phone: Fax:

**Shipping Information**

Ship To: Location Name: RIMSS TRUCKS Address 1: 103 EAST BOULEVARD Address 2: P.O. BOX 671 Attention: WILLIAMSTON City: NC Zip Code: 27892 Shipping Method: Exp. Delivery Date: 2/6/2017

**Messages**

Supplier Message: Internal Memo:

Item Number (Ctrl-N):

**Purchase Order Detail**

| Line Type | Number/Name                 | Description | Primary Bin | Order Type | Reference | Memo | Quantity | Unit Cost  | Total    | Qty Rcvd | Status | Source Doc Type | Source Doc Number | Source Salesman |
|-----------|-----------------------------|-------------|-------------|------------|-----------|------|----------|------------|----------|----------|--------|-----------------|-------------------|-----------------|
| Item      | 104221A2R-198               | REMAN-ST... | B-30        |            |           |      | 3.0      | \$212.0000 | \$636.00 | .0       | Open   |                 | 0                 |                 |
| GL        | WIL-4-35126-12 (TIRE LABOR) |             |             |            |           |      | 1.0      | \$50.0000  | \$50.00  | .0       | Open   |                 | 0                 |                 |

Introduzca el "Costo por Unidad/Unit Cost" en la línea de la "CC/GL"

Después de que todas las partidas sean agregadas manualmente, puede incluir un mensaje o memorándum según sea necesario.

RIMSS WinNetStar **New Purchase Order**

Save Save and Close Save and New Save and Approve PO Save and Print Export... Grid Print Void Edit Approved PO Print Receiving Report Pre-Order Edit Add Wholegood Line Items

**General** Attachments

**Purchase Order Header (Ctrl-F9)**

Document Status: Open PO #: 0 Doc. Date: 2/6/2017 Export Date:

Approval Status: Unapproved App. By: App. Date: Supplier Order #:

**Supplier Information**

Name: NAVISTAR INC. Address 1: SUITE N800 Address 2: City: KNOXVILLE State: TN Zip Code: 37919-3805 Phone: Fax:

**Shipping Information**

Ship To: Location Name: RIMSS TRUCKS Address 1: 103 EAST BOULEVARD Address 2: P.O. BOX 671 Attention: WILLIAMSTON City: NC Zip Code: 27892 Shipping Method: Exp. Delivery Date: 2/6/2017

**Messages**

Supplier Message: Contact Accounts Payable with any questions Internal Memo: Discussed with Mr Smith regarding Tire Labor

Item Number (Ctrl-N):

**Purchase Order Detail**

| Line Type | Number/Name                 | Description | Primary Bin | Order Type | Reference | Memo | Quantity | Unit Cost  | Total    | Qty Rcvd | Status | Source Doc Type | Source Doc Number | Source Salesman |
|-----------|-----------------------------|-------------|-------------|------------|-----------|------|----------|------------|----------|----------|--------|-----------------|-------------------|-----------------|
| Item      | 104221A2R-198               | REMAN-ST... | B-30        |            |           |      | 3.0      | \$212.0000 | \$636.00 | .0       | Open   |                 | 0                 |                 |
| GL        | WIL-4-35126-12 (TIRE LABOR) |             |             |            |           |      | 1.0      | \$50.0000  | \$50.00  | .0       | Open   |                 | 0                 |                 |

Introduzca un "Mensaje a Proveedor/Supplier Message" o un "Memo Interno/Internal Memo" según lo necesite.

“Estatus de Aprobación/Approval Status” = “No Aprobado/Unapproved”

RIMSS WinNetStar    Purchase Order - 48805

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**Save**   Save and Close   Save and New   **Save and Approve PO**   Save and Print   Export...   Grid Print   Void   Edit Approved PO   Print Receiving Report   Pre-Order Edit   Add Whologood Line Items

**Purchase Order Header (Ctrl-F9)**

|                                    |                    |                              |                          |
|------------------------------------|--------------------|------------------------------|--------------------------|
| <b>Document Status:</b> Open       | <b>PO #:</b> 48805 | <b>Doc. Date:</b> 2/6/2017 ▼ | <b>Export Date:</b>      |
| <b>Approval Status:</b> Unapproved | <b>App. By:</b>    | <b>App. Date:</b>            | <b>Supplier Order #:</b> |

| <b>Supplier Information</b> |               |           |            | <b>Shipping Information</b> |             |  |  | <b>Messages</b> |                    |           |       |                   |                                              |
|-----------------------------|---------------|-----------|------------|-----------------------------|-------------|--|--|-----------------|--------------------|-----------|-------|-------------------|----------------------------------------------|
| Name:                       | NAVISTAR INC. |           |            | Ship To:                    | Location    |  |  | Name:           | RIMSS TRUCKS       |           |       | Supplier Message: | Contact Accounts Payable with any questions  |
| Address 1:                  | SUITE N800    |           |            |                             | Customer    |  |  | Address 1:      | 103 EAST BOULEVARD |           |       | Internal Memo:    | Discussed with Mr Smith regarding Tire Labor |
| Address 2:                  |               |           |            | Shipping Method:            | ▼           |  |  | Address 2:      | P.O. BOX 671       |           |       |                   |                                              |
| City:                       | KNOXVILLE     |           |            | Exp. Delivery Date:         | 2/6/2017 ▼  |  |  | Attention:      |                    |           |       |                   |                                              |
| State:                      | TN            | Zip Code: | 37919-3805 | City:                       | WILLIAMSTON |  |  | State:          | NC                 | Zip Code: | 27892 |                   |                                              |
| Phone:                      |               |           |            |                             |             |  |  |                 |                    |           |       |                   |                                              |
| Fax:                        |               |           |            |                             |             |  |  |                 |                    |           |       |                   |                                              |

Item Number (Ctrl-N):

### Purchase Order Detail

| > | Line Type | Number/Name                 | Description | Primary Bin | Order Type | Reference | Memo | Quantity | Unit Cost  | Total    | Qty Rcvd | Status | Source Doc Type | Source Doc Number | Source Salesman |
|---|-----------|-----------------------------|-------------|-------------|------------|-----------|------|----------|------------|----------|----------|--------|-----------------|-------------------|-----------------|
| > | Item      | 104221A2R-198               | REMAN-ST... | B-30        |            |           |      | 3.0      | \$212.0000 | \$636.00 | .0       | Open   |                 | 0                 |                 |
| * | G/L       | WIL-4-35126-12 (TIRE LABOR) |             |             |            |           |      | 1.0      | \$50.0000  | \$50.00  | .0       | Open   |                 | 0                 |                 |

## Posteriormente de ser Aprobada

Una vez que la "Orden de Compra/Purchase Order" ha sido aprobada, no se podrá agregar ninguna partida a menos que se presione la pestaña de "Editar OC Aprobada/Edit Approved PO".

RIMSS WinNetStar **Purchase Order - 48805**

Save Save and Close Save and New Save and Approve PO Save and Print Export... Grid Print Void **Edit Approved PO** Print Receiving Report Pre-Order Edit Add Wholegood Line Items

**General** Attachments

**Purchase Order Header (Ctrl-F9)**

Document Status: Open PO #: 48805 Doc. Date: 2/6/2017 Export Date:   
Approval Status: Approved App. By: leerimss App. Date: 2/7/2017 Supplier Order #:

**Supplier Information** **Shipping Information** **Messages**

Name: NAVISTAR INC. Ship To: Location Name: RIMSS TRUCKS  
Address 1: SUITE N800 Address 1: 103 EAST BOULEVARD  
Address 2: Address 2: P.O. BOX 671  
City: KNOXVILLE Shipping Method: Attention:  
State: TN Zip Code: 37919-3805 City: WILLIAMSTON  
Phone: Exp. Delivery Date: State: NC Zip Code: 27892  
Fax: 2/6/2017

Supplier Message: Contact Accounts Payable with any questions  
Internal Memo: Discussed with Mr Smith regarding Tire Labor

Item Number (Ctrl-N):

**"Estatus Aprobación/Approval Status" - "Aprobado Por/Approved By"**

**Purchase Order Detail**

| Line Type | Number/Name                 | Description | Primary Bin | Order Type | Reference | Memo | Quantity | Unit Cost  | Total    | Qty Rcvd | Status | Source Doc Type | Source Doc Number | Source Salesman |
|-----------|-----------------------------|-------------|-------------|------------|-----------|------|----------|------------|----------|----------|--------|-----------------|-------------------|-----------------|
| > Item    | 104221A2R-198               | REMAN-ST... | B-30        |            |           |      | 3.0      | \$212.0000 | \$636.00 | .0       | Open   |                 | 0                 |                 |
| G/L       | WIL-4-35126-12 (TIRE LABOR) |             |             |            |           |      | 1.0      | \$50.0000  | \$50.00  | .0       | Open   |                 | 0                 |                 |