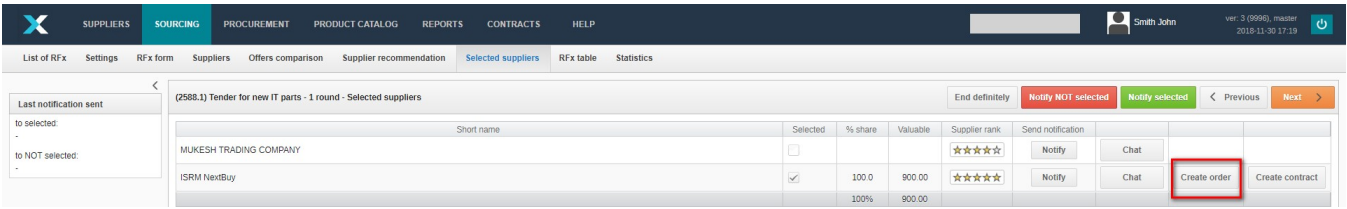


Creating an order

The order can be created in three ways:

a) in the **RFx selected suppliers** must be clicked to **create an order**,



A window will appear in which you must select the order **type** and the **default VAT rate** . The system also allows you to copy attachments from the tender.

New order

Type

standard

Default VAT rate

23%

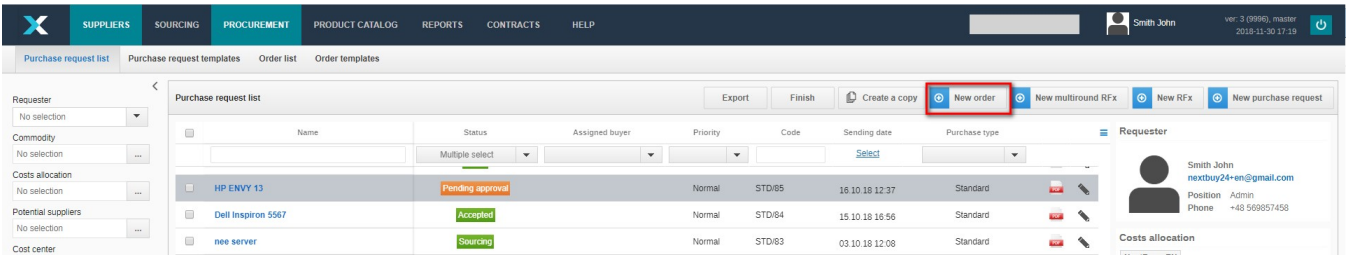
☐

Copy attachments from RFx

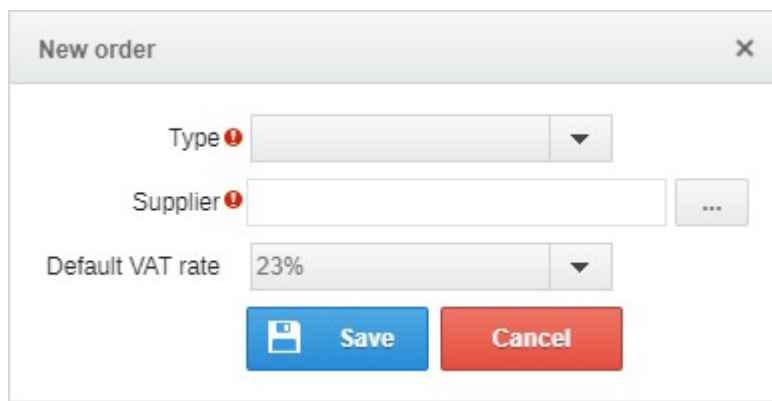
Save

Cancel

b) clicking on the **procurement** tab> **purchase request list**, then select the purchase request and click on the **new order** button,

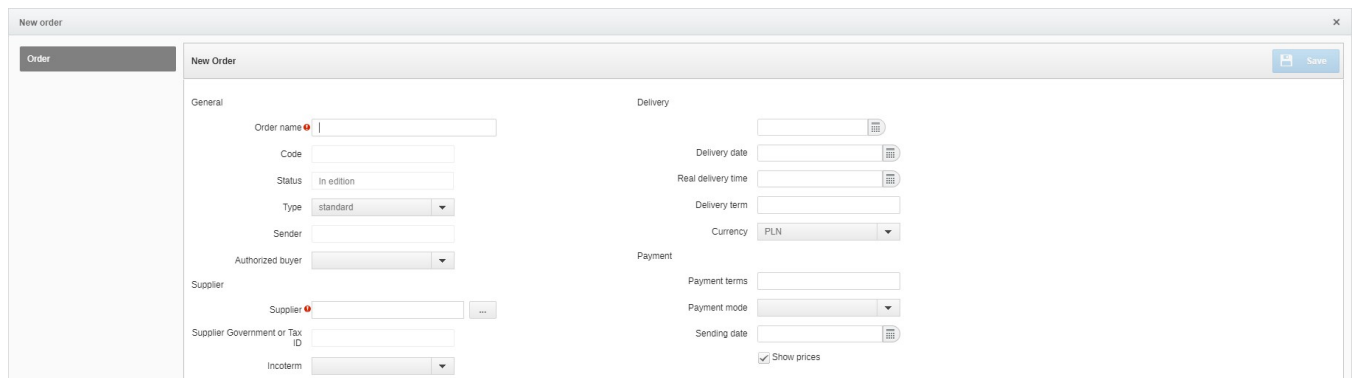


A window will open in which you should select the **type** of order, assign the **supplier** and the **default VAT rate**, then click the **save** button.



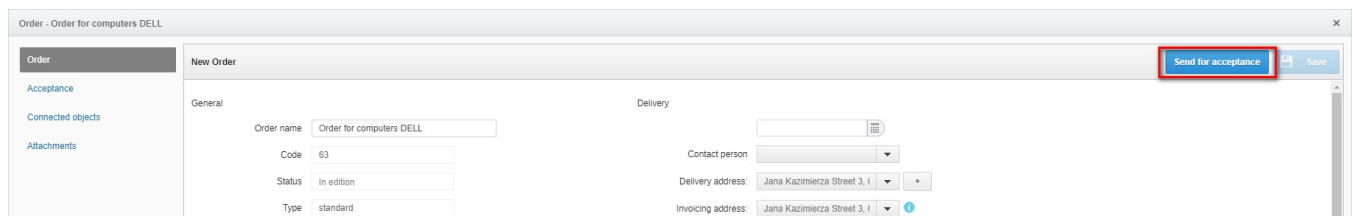
A screenshot of a 'New order' dialog box. It contains three input fields: 'Type' with a dropdown arrow, 'Supplier' with a text box and a three-dot menu button, and 'Default VAT rate' with a dropdown arrow showing '23%'. At the bottom are two buttons: a blue 'Save' button with a floppy disk icon and a red 'Cancel' button.

c) By clicking the **new order** button in the **procurement** tab> **list of orders**. An empty form will appear, where all fields should be filled in. After filling it, click the **save** button.



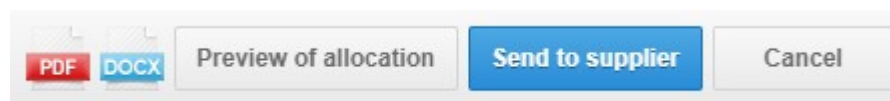
A screenshot of a 'New order' form with a sidebar. The sidebar has tabs: 'Order' (selected), 'Acceptance', 'Connected objects', and 'Attachments'. The main area is titled 'New Order' and has a 'Save' button. It is divided into 'General' and 'Delivery' sections. The 'General' section includes fields for Order name, Code, Status (set to 'In edition'), Type (set to 'standard'), Sender, Authorized buyer, Supplier (with a three-dot menu), Supplier Government or Tax ID, and Incoterm. The 'Delivery' section includes fields for Delivery date, Real delivery time, Delivery term, Currency (set to 'PLN'), Payment terms, Payment mode, and Sending date. There is also a 'Show prices' checkbox.

After completing all information, click the **send for acceptance** button.



A screenshot of the 'New order' form, now filled with data. The 'Order' tab is selected in the sidebar. The 'General' section shows 'Order name' as 'Order for computers DELL', 'Code' as '63', 'Status' as 'In edition', and 'Type' as 'standard'. The 'Delivery' section shows 'Contact person' as a dropdown, 'Delivery address' as 'Jana Kazimierza Street 3, 1', and 'Invoicing address' as 'Jana Kazimierza Street 3, 1'. A red box highlights the 'Send for acceptance' button in the top right corner, next to the 'Save' button.

After accepting the order by colleagues, there are two options:



A screenshot of a button bar. It contains three buttons: a 'PDF' button with a document icon, a 'DOCX' button with a document icon, and a 'Preview of allocation' button. To the right of these are two more buttons: a blue 'Send to supplier' button and a 'Cancel' button.

a) allocation preview

Allocation of costs					
Dell Inspiron 5567					
Organization Units	Cost center	Division (quantity)	Division (%)	Value	Comment
NextBuy - EN		1	100	650	

b) send to the supplier (to be able to send the order, please specify the contact person)

Send

Upload empty template

English

Contact person

Adam Pietruszewski

To message

B

I

U

S

Background

Foreground

Hello,

I hereby send to you order number: [58](#)

To view order, please click [Go to order](#)

Confirm orders arrival

Reject order

Best regards,

Smith John
NextBuy demo EN
nextbuy24+en@gmail.com
+48 569857458

Email generated automatically, please do not respond

In case of any technical problems, please contact NextBuy technical support by email: support@nextbuy24.com or phone +48 730 602 375

It is also possible to add attachments to the order. Only the person creating the order can add an attachment.

Order - Dell Inspiron 5567

Order

Acceptance

Connected objects

Sent versions

Attachments

Delivery

Attachments

Upload

scrum.pub

Drop file here to add.

B

I

U

S

Background

Foreground

User Smith John added a file scrum.pub 04.01.19 11:58

Save

Also check:

