



ACQUISITION INFORMATION SYSTEM FOR A SPARE PART AUTO COMPANY

by

MS. KANJANA RUNGSAENGTHIVAKORN

Final Report of the Three - Credit Course
CS 6998 System Development Project

Submitted in Partial Fulfillment
of the Requirements for the Degree of
Master of Science
in Computer Information Systems
Assumption University

January, 1997

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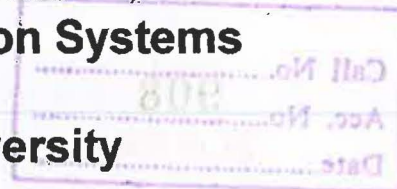
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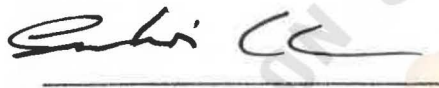


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The Graduate School of Assumption University had approved this final report of the three-credit course, CS 6998 System development Project, submitted in partial fulfillment of the requirements for the degree of Master of Science in Computer Information Systems.

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CONTENTS

ABSTRACT	i
ACKNOWLEDGEMENT	ii
LIST OF FIGURES	iii
LIST OF TABLES	vii
1 INTRODUCTION	
1.1 COMPANY OVERVIEW	1
1.2 EXISTING BUSINESS FUNCTIONS	2
1.3 BACKGROUND OF ACQUISITION SYSTEM	3
1.4 THE OBJECTIVES OF ACQUISITION SYSTEM	4
1.5 SCOPE OF THE SYSTEM	4
2 THE EXISTING SYSTEM STUDY	5
2.1 CURRENT SYSTEM STUDY	5
2.2 PRESENT PROBLEM	9
3 PROPOSED SYSTME	11
3.1 NEW SYSTEM REQUIREMENTS	11
3.2 NEW SYSTEM DESIGN	11
4 COST AND BENEFIT ANALYSIS	29
4.1 COST ANALYSIS	29
4.2 BENEFIT ANALYSIS	30
4.3 SYSTEM IMPLEMENTATION	30
5 CONCLUSIONS AND RECOMMENDATIONS	39
REFERENCES	42
APPENDIX-A : EXISTING DOCUMENTS	43
APPENDIX-B : SYSTEM MASTER and FILE LIST	47
APPENDIX-C : INPUT/OUTPUT DESIGN	53

ABSTRACT

This Project is a Acquisition Information System for a spare part Company. Eventhough Acquisition plays minor role in the spare part company, it also affectsthe performance of the company. The effectiveness and efficiency in procuring will help reduce costs and increase profit. The Best Auto Parts & Recessories Co., Ltd. is used as an example in project. The company is in concentrate auto parts business at Bangkok with sales amount of 20 million Bahts per year. it employs about 100 persons. The company information systems currently are processed by personal computer with the application in accounting at Bangkok and stock control at warehouse. Sometimes, the computers are used to issue letters with Word Processors and do forecasting by Lotus. The management plans to use computer to assist in purchasing section so that the system can support his work in planning and forecasting. Presently the acquisition system is work in manual. The new system not only does support managerial work but also help purchasers perform their work efficiently and effectively.

The system will cover a typical purchase sequences which are purchase requisition, supplier records, purchase order, advice note and invoice. There are many techniques in developing a new system such as information engineering, structured analysis and design, structured requirements definition, Jackson system development, System prototyping etc. Each technique has its own strengths and weaknesses. However, should they be used properly, they should result in good system. In this project, the structured analysis and design is selected to develop the system.

ACKNOWLEDGEMENT

This project cannot be completed without many people's contributions in unique way. The author is grateful to all his lecturers at Assumption University who guide, suggest and instruct all courses of Computer Information System, which enlighten the author to have an academic and practical concept in developing the project.

Finally, the author emphatically thanks Prof. Dr. Srisakdi Charmonman, his advisor, who gives recommendations and suggestions in developing the project.



LIST OF FIGURES

1 - 1	EXISTING SYSTEM DATA FLOW DIAGRAM LEVEL 0 (PHYSICAL)	3
2 - 2	EXISTING SYSTEM DATA FLOW DIAGRAM LEVEL 0 (LOGICAL)	7
3 - 1	ORGANIZATION CHART	8
2 - 1	NEW SYSTEM DATA FLOW DIAGRAM LEVEL 0 (PHYSICAL)	13
3 - 2	NEW SYSTEM DATA FLOW DIAGRAM LEVEL 0 (LOGICAL)	14
3 - 3	NEW SYSTEM DATA FLOW DIAGRAM LEVEL 1 (PROCESS 1.0)	15
3 - 4	NEW SYSTEM DATA FLOW DIAGRAM LEVEL 1 (PROCESS 2.0)	16
3 - 5	NEW SYSTEM DATA FLOW DIAGRAM LEVEL 1 (PROCESS 3.0)	17
3 - 6	SYSTEM STRUCTURED CHART	21
3 - 7	PROCESS PURCHASE REQUEST	22
3 - 8	CREATE PURCHASE ORDER	23
3 - 9	GENERATE ADVICE NOTE	24
3 - 10	PROCESS MATERIAL DELIVERY CONTROL	25
4 - 1	PROJECT GANTT CHART	30
4 - 2	IMPLEMENTATION SCHEDULE	32
4 - 3	USER INTERFACE MENU SEQUENCE	34
4 - 4	DATA INPUT SEQUENCE	35
4 - 5	PURCHASE ORDER SEQUENCE	35
4 - 6	INVOICE INPUT SEQUENCE	36
4 - 7	MATERIAL DELIVERY CONTROL INPUT SEQUENCE	37
4 - 8	MASTER INPUT SEQUENCE	38
A - 1	PURCHASE ORDER FORM	44
A - 2	MATERIAL DELIVERY CONTROL SHEET	45
A - 3	PURCHASE REQUISITION	46
C - 1	MAIN MENU	54
C - 2	DATA INPUT MENU	55

C - 3	INQUIRY MENU	56
C - 4	MASTER MAINTENANCE MENU	57
C - 5	REPORT MENU	58
C - 6	PURCHASE REQUEST INPUT SCREEN 1	59
C - 7	PURCHASE REQUEST INPUT SCREEN 2	60
C - 8	PURCHASE REQUEST ADD SCREEN	61
C - 9	PURCHASE REQUEST DELETE SCREEN	62
C - 10	PURCHASE ORDER INPUT SCREEN 1	63
C - 11	PURCHASE ORDER INPUT SCREEN 2	64
C - 12	PURCHASE ORDER NEW ITEMS INPUT SCREEN	65
C - 13	PURCHASE ORDER MODIFY ITEMS SCREEN 1	66
C - 14	PURCHASE ORDER MODIFY ITEMS SCREEN 2	67
C - 15	PURCHASE ORDER DELETE SCREEN	68
C - 16	INVOICE INPUT SCREEN 1	69
C - 17	INVOICE INPUT SCREEN 2	70
C - 18	INVOICE INPUT SCREEN 3	71
C - 19	MATERIAL DELIVERY CONTROL INPUT SCREEN	72
C - 20	MATERIAL DELIVERY CONTROL NEW ITEMS INPUT SCREEN 1	73
C - 21	MATERIAL DELIVERY CONTROL NEW ITEMS INPUT SCREEN 2	74
C - 22	MATERIAL DELIVERY CONTROL NEW ITEMS INPUT SCREEN 3	75
C - 23	MATERIAL DELIVERY CONTROL MODIFY ITEMS SCREEN 1	76
C - 24	MATERIAL DELIVERY CONTROL MODIFY ITEMS SCREEN 2	77
C - 25	MATERIAL DELIVERY CONTROL DELETE ITEMS SCREEN	78
C - 26	AUTHORIZED PERSONNEL MASTER INPUT SCREEN 1	79
C - 27	AUTHORIZED PERSONNEL MASTER INPUT SCREEN 2	80
C - 28	AUTHORIZED PERSONNEL MASTER MODIFY SCREEN	81
C - 29	AUTHORIZED PERSONNEL MASTER DELETE SCREEN	82
C - 30	VENDOR MASTER INPUT SCREEN	83

C - 31	VENDOR MASTER NEW ITEMS INPUT SCREEN	84
C - 32	VENDOR MASTER MODIFY ITEMS SCREEN	85
C - 33	VENDOR MASTER DELETE ITEMS SCREEN	86
C - 34	MATERIAL MASTER INPUT SCREEN	87
C - 35	MATERIAL MASTER NEW ITEMS INPUT SCREEN	88
C - 36	MATERIAL MASTER MODIFY ITEMS SCREEN	89
C - 37	MATERIAL MASTER DELETE ITEMS SCREEN	90
C - 38	MATERIAL UNIT MASTER INPUT SCREEN	91
C - 39	MATERIAL UNIT MASTER NEW ITEMS INPUT SCREEN	92
C - 40	MATERIAL UNIT MASTER MODIFY ITEMS SCREEN	93
C - 41	MATERIAL UNIT MASTER DELETE ITEMS SCREEN	94
C - 42	COST CENTRE MASTER INPUT SCREEN	95
C - 43	COST CENTRE MASTER NEW ITEMS INPUT SCREEN	96
C - 44	COST CENTRE MASTER MODIFY ITEMS SCREEN	97
C - 45	COST CENTRE MASTER DELETE ITEMS SCREEN	98
C - 46	PURCHASE ORDER INQUIRY SCREEN 1	99
C - 47	PURCHASE ORDER INQUIRY SCREEN 2	100
C - 48	VENDOR MASTER INQUIRY SCREEN 1 (BY CODE)	101
C - 49	VENDOR MASTER INQUIRY SCREEN 2	102
C - 50	VENDOR MASTER INQUIRY SCREEN 3 (BY NAME)	103
C - 51	VENDOR MASTER INQUIRY SCREEN 4	104
C - 52	COST CENTRE MASTER INQUIRY SCREEN 1	105
C - 53	COST CENTRE MASTER INQUIRY SCREEN 2	106
C - 54	MATERIAL PRICE REFERENCED MASTER INQUIRY SCREEN 1	107
C - 55	MATERIAL PRICE REFERENCED MASTER INQUIRY SCREEN 2	108
C - 56	MATERIAL MASTER INQUIRY SCREEN 1 (BY CODE)	109
C - 57	MATERIAL MASTER INQUIRY SCREEN 2	110
C - 58	MATERIAL MASTER INQUIRY SCREEN 3 (BY NAME)	111

C - 59	MATERIAL MASTER INQUIRY SCREEN 4	112
C - 60	VENDOR MASTER LIST	113
C - 61	VENDOR MASTER LIST (CONTINUED)	114
C - 62	COST CENTRE MASTER LIST	115
C - 63	MATERIAL MASTER LIST	116
C - 64	MATERIAL UNIT LIST	117
C - 65	MATERIAL PRICE REFERENCED LIST	118
C - 66	PURCHASE ORDER PENDING LIST	119
C - 67	PURCHASE REQUEST MONTHLY REPORT	120
C - 68	PURCHASE ORDER MONTHLY REPORT	121
C - 69	MATERIAL DELIVERY CONTROL REPORT	122
C - 70	ACCOUNT PAYEE REPORT /ADVICE NOTE	123
C - 71	VENDOR PERFORMANCE REPORT	124



LIST OF TABLES

B - 1	ACQUISITION SYSTEM MASTER AND LILE LIST	48
B - 2	AUTHORIZED PERSONAL MASTER PURCHASE CODE MASTER	49
B - 3	MATERIAL MASTER	49
B - 4	PURCHASE REQUEST MASTER	49
B - 5	VENDOR MASTER	50
B - 6	PURCHASE ORDER MASTER	50
B - 7	PURCHASE ORDER CONTROL MASTER	50
B - 8	MATERIAL DELIVERY CONTROL MASTER	51
B - 9	VENDOR PERFORMANCE MASTER	51
B - 10	MATERIAL PRICE REFERENCED MASTER	51
B - 11	COST CENTRE CODE	51
B - 12	MATERIAL UNIT CODE	51
B - 13	ACCOUNT PAYEE PRINT FILE	52
B - 14	MATERIAL DELIVERY CONTROL MASTER	52

1. INTRODUCTION

1.1 COMPANY OVERVIEW

The company summaries are as follows :

Company Name : The Best Auto Parts & Accessories Co., Ltd.
Established : 1 January 1985
Registered Capital : 30 Million Bahts
Managing Director : Mr. K. Good
Address : 175 New Road, Bangrak BKK. 10120
Employees : 100 Persons
Kind of Business : Automobile Parts And Accessories Dealer

The company is in automobile spare parts and accessories business. The company sells the real-branded products which are supplied by both from local and foreign suppliers. The most salable line is the one-ton truck parts and accessories which covers about of company total sales.

Due to 10,000 items of inventory, Mr. K. Good has asked our team to develop the control system for the inventory so that they can monitor and control more efficiently. Therefore, we propose the inventory control system using relational database approach to replace the original manual system.

1.2 EXISTING BUSINESS FUNCTIONS

The existing business functions are as following (refer to figure 1 - 1)

The company consists of five directors acting as a board members. The managing director is one of the board member by position. A general manager is under the managing director. He will either receive the policy or propose some ideas to the board through the managing director. Furthermore, he is one who involves in dealing with daily operation and is a commercial division manager.

The main functions are divided into

1.2.1 Operation Division.

The operation division is divided into personnel section and warehouse sections. Other sections of personnel section has personnel and administration.

1.2.2 Commercial Division.

This division concerns other activities besides production, which are finance, accounting, purchasing and marketing. The division is separated into financial and accounting department which has Bangkok section. The sales and collection section is also included in the department. The other section is purchasing section which is directly under command of commercial division. Since the sales transactions are dealt in contractual basis and in large quantities, therefore the general manager will handle all procedures until the deals are settled. So the marketing function is done by the manager with the approval from board of directors.

In financial and accounting department, the name has already implied its function, which keeps recording all company financial transactions. However, it keeps the records in two locations which are Bangkok being the Head Office and at Saraburi office being a branch.

For purchasing section, it is also separated into two offices. The one locates at Bangkok, another at Saraburi province. The Bangkok office will handle all the functions of processing e.g. receiving purchase request, contacting suppliers, issuing purchase orders, invoicing, inspecting the supplies and providing transportation to destination. The Saraburi office will receive the supplies, check the quantities received, and deliver goods to requesters.

1.3 BACKGROUND OF ACQUISITION SYSTEM

The purchasing section serves all departments and business sections in acquiring goods, services or relevant information concerning goods or services for other business functions. Total purchase is approximately twenty million Bath per year with eight thousand transactions.

The present manual system steps are concluded as following

- Receiving the Purchase Requisition
- Searching the items from the previous Invoices to check the prices and contacting the vendor for quotations.
- Typing Purchase Order and sending or keeping it through proper channels.
- Receiving Invoices, checking and distributing to those related.

Being a section to provide service for all business functions in acquiring all needs for business operations, the section can fulfill daily operation in certain level only. Moreover, on the management aspect, there are no information to support management work efficiently.

The processes confront both operational managerial problems, which are

1.3.1 Operational Problems are

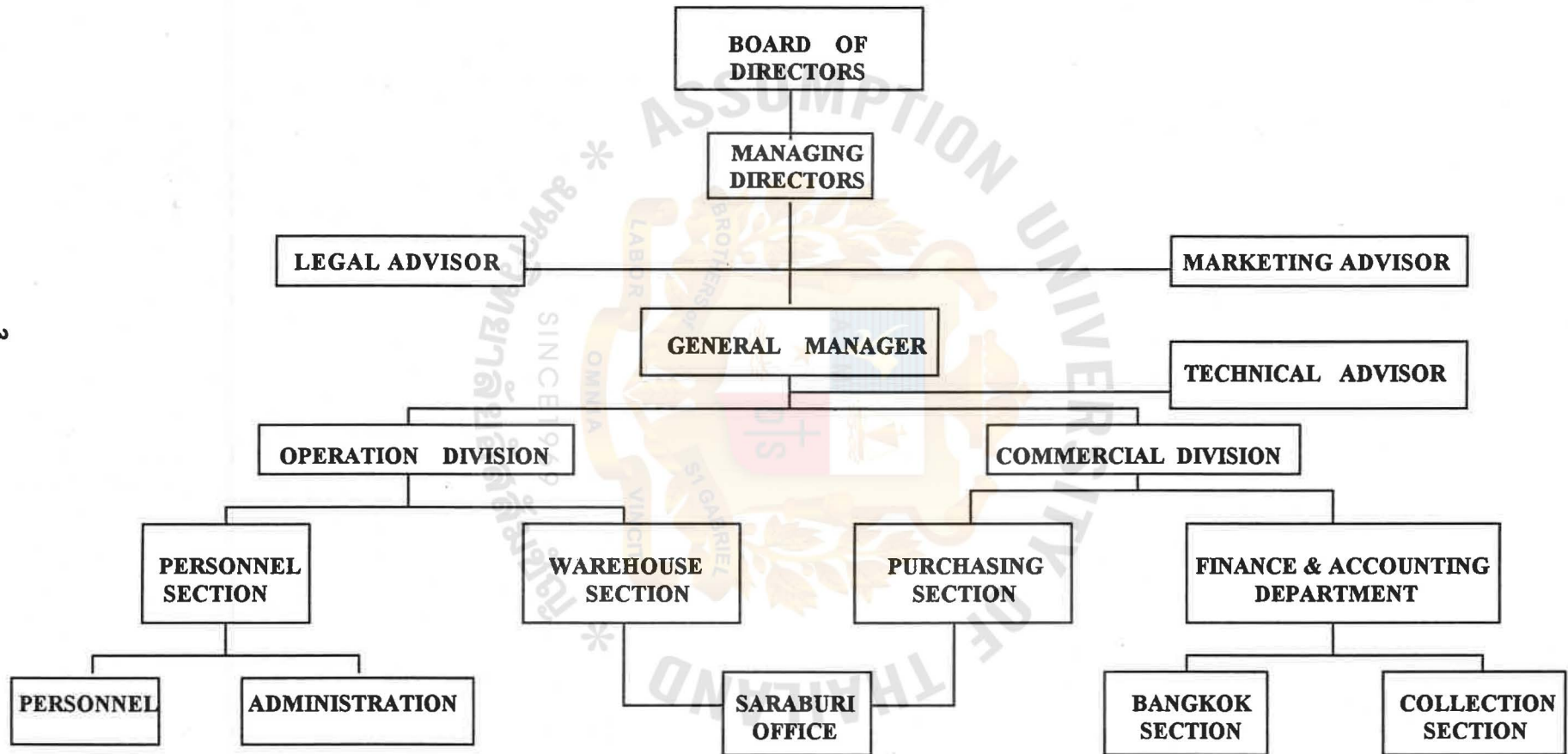
- Requiring much time in tedious typing.
- Having frequent errors and omissions.
- Causing misunderstanding due to spelling errors in purchase order descriptions
- Requiring much time in searching the old information for contacting vendors, following pending purchase order, or checking invoices.
- Requiring much space to keep files and documentation.
- Incurring more costs in making documents since it needs more copies and causes more errors.

1.3.2 Managerial Problems are

- Having no information to support management work.
- Being unable to increase efficiencies and effectiveness in managerial processes since there is no up-to-date information.

Because of these problems, management believes that computers can be introduced for processing acquisition information so that they can support business functions both managerial and operational levels.

ORGANIZATION CHART



1.4 THE OBJECTIVES OF ACQUISITION SYSTEM

Since there are many problems in existing system and management believes that there are some means to solve and relieve the problems, therefore, the new acquisition system will aim at

1.4.1 Solving operational problems by

- Improving efficiency in issuing documentation.
- Reducing redundancy and inconsistency of filing operations and paper work.
- Reducing errors and omissions.
- Improving ability in tracking, searching and following the information in purchasing procedures more efficiently and effectively.
- Reducing space allocation for filing and documentation by eliminating duplicated documents.
- Providing more time for operational level to do more important jobs, such as negotiation and planning.
- Reducing problems in reconciling documents.

1.4.2 Solving managerial problems

- Improving accuracy and more up-to-date information permitting faster decision making.
- Having required information for supporting managerial functions.

1.5 SCOPE OF THE SYSTEM

The system will be installed at the Bangkok office. Scope of system will encompass acquisition cycle which begins with receiving purchasing requisition and terminates when users get the things required with satisfaction. Furthermore, the system will provide accounts payable information for subsequent processes. Precisely, the system will emphasize two significant points, which are

Firstly, every action that takes place once the purchase order has been generated is available for reference.

Secondly, information concerned those departments or sections are available to them.

2. THE EXISTING SYSTEM STUDY

In this study, analyst must understand the existing system so that he can gain some ideas about problems and find methods for improvement.. In other word, the idea of developing a new system occurs to the user when he recognizes that he has a problem in the way that he currently carries out his business or when he identifies an opportunity to improve his business, which system analyst must get through the existing system to enhance his ideas and help to attain objective.

The approaches used in this phase are

- to discuss with purchasers and purchasing manager.
- to study relevant documents concerning purchasing process.
- to use analysis tool to depict the system which structured analysis

and design technique is selected.

Details of approaches are covered into two areas which are

(1) Current system study and (2) Present problems

2.1 CURRENT SYSTEM STUDY

The process of existing system which depicts in data flow diagram is manual system. The system is divided into five main typical purchase processes (1) which are

- Issuing purchase request
- Selecting the vendors
- Issuing the purchase order
- Validating invoices
- Following up pending items

2.1.1 Issuing the Purchase Request

The purchase request may be made on the following cases :

- To fill the level of existing stock up to the usage requirement.

When the stock of supplies or materials are less than the minimum level, the warehouse

chief is authorized to approve this transaction by sending traveling card.

In case, warehouse chief deems it appropriate to purchase more than the maximum stock requirement, the purchase request must be approved by the manager.

- To fill the project requirement. This is done due to the special project requirement, The project authorization number must be indicated in the purchase request. When the supply is sent, it will be delivered to the person who request immediately.

In conclusion, warehouse section will issue either purchase request to ask for purchasing new items or existing items which are required more than maximum stock.

After receiving purchase request purchasing section will check validity of purchase request. If it is correct, the purchasing section will proceed to do the next step, otherwise, the section will ask for correction from warehouse.

2.1.2 Selecting the vendors

Before preparing purchase order, purchaser will select vendors. The vendor selection procedure is simple, since the company has established for many years, so there are about 30 local and 4 foreign vendors in hand. However, we can divide the procedures into two categories as following :-

- purchase of existing items. In purchasing of the existing items, purchaser will follow the traveling card sent by warehouse section. The card provides the permanent data such as description, approved vendors, price, quantity on hand, maximum and minimum quantity. Should the vendor's price is greater than the previous purchase price, the purchaser will contact the other vendors to compare the prices before making decision.

- purchase of new items. Presently, these items are rarely occurred since almost supplies and equipment required have ever been purchased except the special new project items. If there are requisitions for the items, the purchaser will contact the existing vendors to provide the information. If there is no information from the existing suppliers, which is hardly happened because the existing vendors will always provide the information for the purchaser, he will contact the new vendors from the telephone directories.

2.1.3 Issuing the Purchase Order

After purchaser agrees with vendor about the prices, quantities, terms of payment and delivery schedule, the purchaser will issue the purchase order to the vendor. The purchase order has seven copies. The first is for vendor, the second is for vendor's acknowledge, the third for accounts payable payment file, the fourth is for requisition's copy, the fifth is for receiving-store copy, the sixth is for acknowledge of material received by store and sent to accounting department and the last is for extra copy used by purchasing section. Therefore, the purchasing section will have two copies of purchase order. The first one will be kept by purchase order number and the second is kept by sequencing alphabetically Vendor's name.

2.1.4 Validate invoices

All goods purchased will be sent to purchasing section before delivering to warehouse. Purchaser will inspect the goods before sending to warehouse. If there are discrepancies either quantities or qualities between invoices, purchase order of physical items, purchaser will contact vendor for settlement. However, if goods sent to user cannot be used due to technical problem, purchase still has responsible to deal with vendor for correction.

Due to warehouse section is located far away from purchasing section, the purchasing section will prepare Material Delivery Control Sheet (MDCS) and attach the (MDCS) , together with the physical items, identifying descriptions, quantities, unit and referenced purchase order or traveling card deliver to the warehouse section. The warehouse section will check physical items delivered with MDCS whether the items received agreed with MDCS. If they are correct, the warehouse section will acknowledge MDCS and send back to purchasing section. On the contrary, if they have some

The diagram illustrates the purchasing process flow, showing the interaction between a Purchaser and Suppliers. The process is divided into three main steps:

- 1.0** Purchaser issues purchase order to suppliers
- 2.0** Suppliers deliver materials to purchaser
- 3.0** Purchaser checks physical materials, invoices, with purchase order

The flow of documents and information is as follows:

- Step 1.0:** The Purchaser issues a **PURCHASE ORDER SHEET** to the Suppliers.
- Step 2.0:** The Suppliers deliver materials to the Purchaser.
- Step 3.0:** The Purchaser checks physical materials, invoices, with purchase order. This step involves the Purchaser sending **INVOICES** to the Suppliers and receiving **INVOICE** from the Suppliers.

The diagram also shows a feedback loop where the Purchaser sends **INVALID INVOICES** back to the Suppliers.

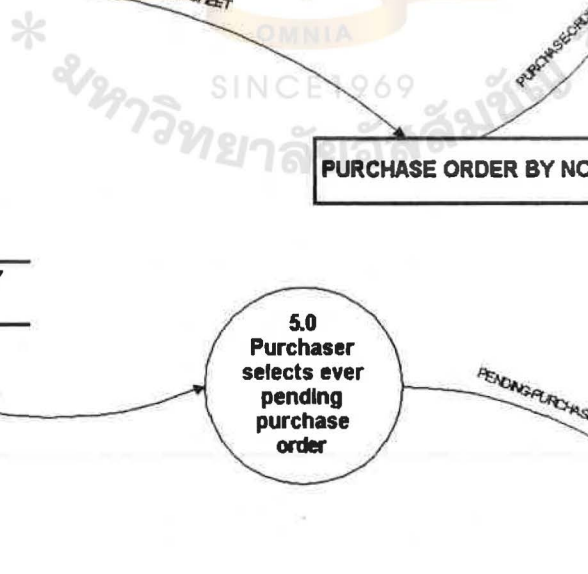


Figure 2 - 1 Existing System Data Flow Diagram Level 0 (Physical)

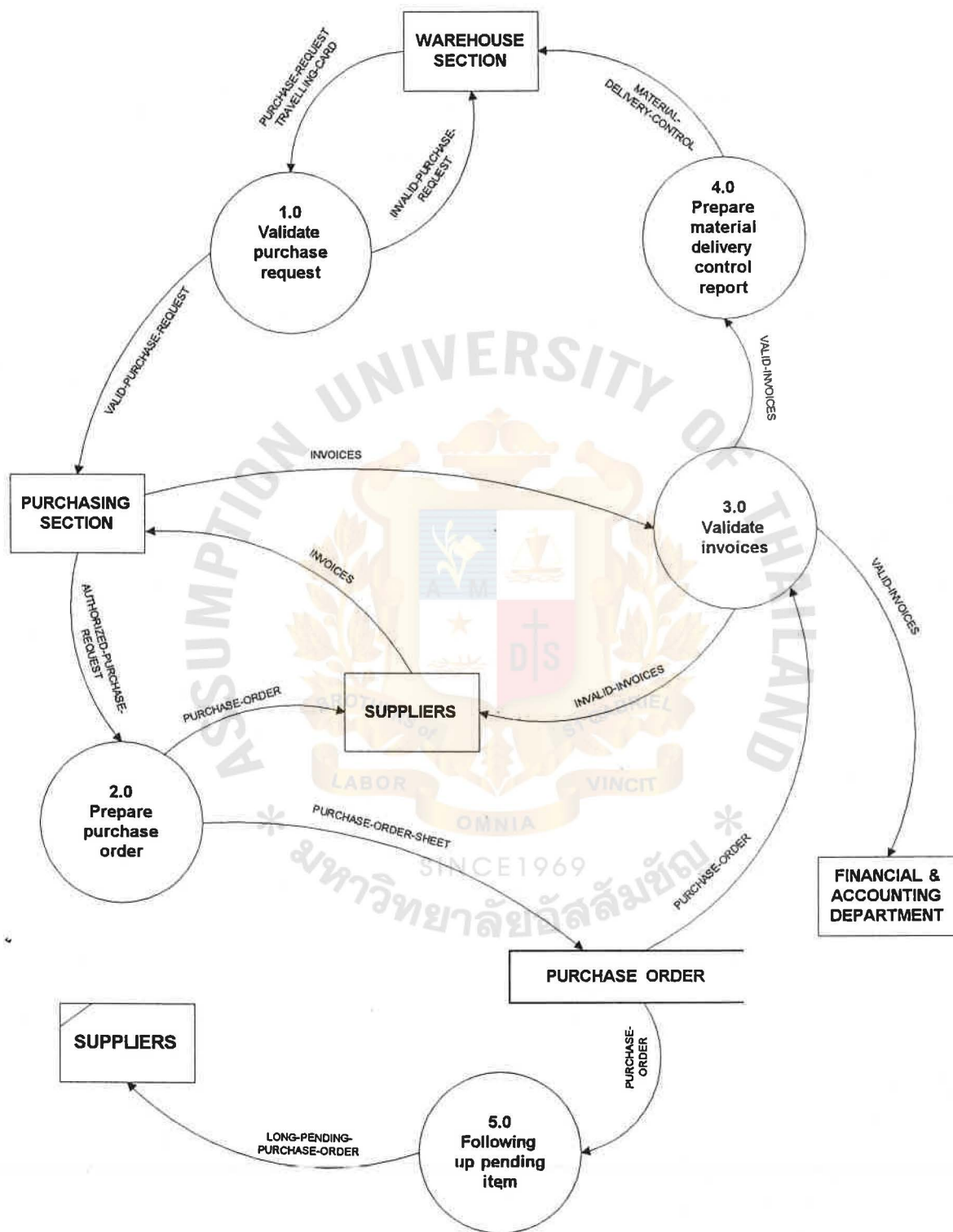


Figure 2 - 2 Existing Data Flow Diagram Level 0 (Logical)

discrepancies, the warehouse section will note down the quantities received on MDCS and send back the sheet to purchasing section. The purchasing section will keep the correct MDCS in file and check the causes of differences between delivered items and MDCS and find out responsible persons.

2.1.5 Following up pending items

Whenever pending items are overdue, purchasers must inquire vendors and urge them to send purchased items as soon as possible. The purchasers are responsible to check pending items from pending file and follow up the matters they order until the purchase processes are finished.

2.2 PRESENT PROBLEMS

Since the present system is manual system, there are three purchasers, a typist and a manager in charge of the section. The purchaser's functions are divided into three areas which are technical, general, and contractual purchasing. However, if one is absent, others must be able to represent him to follow the pending procedures, which are difficult since each purchaser has his own system in preparing documents and dealing with vendor. The other problems are

2.2.1 Redundancy of paper work.

The present system requires many copies of purchase order, for Example, in purchasing department, there are two copies sequencing by P.O. number and vendors' names so that purchaser can follow the pending jobs. In addition, the accounting department also needs two copies for preparing the accounts payable and controlling the payment procedures. These will take each department having several files for same purchase order.

2.2.2 No standard purchasing procedures.

There are three purchasers from different background. When they select vendors, they arbitrarily choose vendors without their past record or any standard criteria. Furthermore, when they instruct to type a purchase order, they may assign the same product with different name and code. The vendors' names something misspelling, which causes to keep duplicated vendors in the same file. Another point is that when different purchaser deals with the same vendor, the sales conditions and payment terms are differences, which causes inconsistency to the section and company in contacting with outsiders.

2.2.3 Many errors and omissions.

In issuing an P.O. by typing, there are many errors needed for corrections. Moreover, some fields may be overlooked especially the significant one, which is needed returned back for amendment. All these processes may cause obvious delay, which make user complaints.

2.2.4 Lack of operation and management controls.

Presently, there are no other operational or managerial reports to support both levels.

Neither managers nor purchasers know the status of purchasing, vendor performance, the material price history immediately. They need time to search, compile and arrange, which may take a few days to a few weeks.

In conclusion, these problems concern with timing, completeness or the arrangement of the current system's report.



3. PROPOSED SYSTEM

After analyzing the existing system, it can be seen that there are several areas can be improved and solved through computerization. However, with awareness of budgets and constraints, new system will be developed in accordance with users and management point of view which are

- improving work productivity for users.
- easy to understand and perform.
- within the available of budgets.

The proposed system will be classified into following processes

3.1 New system requirements

3.2 New System Design

3.1 NEW SYSTEM REQUIREMENTS

Based on present system problems, the new system is introduced to solve the present problems together with providing the additional information to facilitate both managerial and operational work in more efficiency and effectiveness.

Following is a lists of all requirements :

- (1) To improve typing work. New system will reduce typing time, typing errors and prevent misunderstanding about product description.
- (2) To reduce operational costs. This will be done by decreasing time in searching documents, following pending, purchase orders and checking invoices. In addition, the system will reduce space in keeping files and unnecessary copies of documents.
- (3) To increase efficiency in controlling purchase function by warning the purchase pending items :
- (4) To support managerial work by provide all necessary reports both ad hoc and timely basis.

3.2 NEW SYSTEM DESIGN

There are many techniques in developing a new system as noted on an abstract, However structural approach is used to accomplish this development, therefore in this phase, the jobs done will be grouped into following steps:

- (1) Develop New Data Flow Diagram
- (2) Develop Data Dictionary and Data Access Diagram
- (3) Design Input and Output Format
- (4) Design System Structured Charts
- (5) Write Process Description

3.2.1 Develop New Data Flow Diagram

In order to present new system concept to user and management, the system must be converted into concrete format which is understandable. In structured analysis and design, the data flow diagram will be presented for discussion. According to Figure 4, explanations of each work process are as following.

3.2.1.1 Validate Purchase Request

Purchase request will be issued from warehouse section and sent to purchasing section through mail or facsimile. There will be only purchase request form required. Since all items required are kept in the system. In validation, purchaser will check all authorization required as present process. But for validation of requested items, they will be processed by the system. Should there any errors or omissions, purchase request will be rectified and processed again until it is valid. Then the valid purchase request will be transferred to next step.

3.2.1.2 Prepare Purchase Order

This step will be more effective and efficient than the existing system because in present, purchaser must type, check and calculate purchase order by himself but the new system will manipulate all items in purchase order except material code. Furthermore, all calculations are done by the system. The purchase order sheet will be issued and sent to the vendor.

3.2.1.3 Validate Invoices

After vendor receives purchase order, he will prepare all ordered materials and invoices, then he will send both to purchase section. Purchaser will check physical items with invoices. If there is any discrepancy, he will notify to the vendors for correction. If there is no error, he will accept the invoice and check the invoice items with purchase order master in the system. The system will generate advice note for advising purchaser and vendor about details of invoices received and payment date. Since vendor may send many materials altogether for several purchase order, this note will facilitate both purchaser and vendor for acknowledge of purchase order status.

In this stage system will also update invoice item to invoice master for later process.

3.2.1.4 Update Items

This process is a new feature for the system. The process is to update relevant fields to master concerned in order to prepare either ad hoc inquiry or monthly reports. The process will change the purchase order status into completed status.

3.2.1.5 Prepare Material Delivery Control Sheet

This process function is same as existing system. However, the new system will automate MDCS report instead of manual. Purchaser need to select the items required to be sent then report will be issued, which will reduced time tedious typing.

3.2.1.6 Prepare Monthly Reports

Presently, there are no reports available to support both managerial and operational function. Therefore, this process will provide all necessary information for both level. Moreover, the new system master file will be used to provide ad-hoc report at any time, which is convenient for monitoring, planning and following up the purchase activities. This process is also a new feature of the system.

NEW SYSTEM DATA FLOW DIAGRAM LEVEL 0 (PHYSICAL)

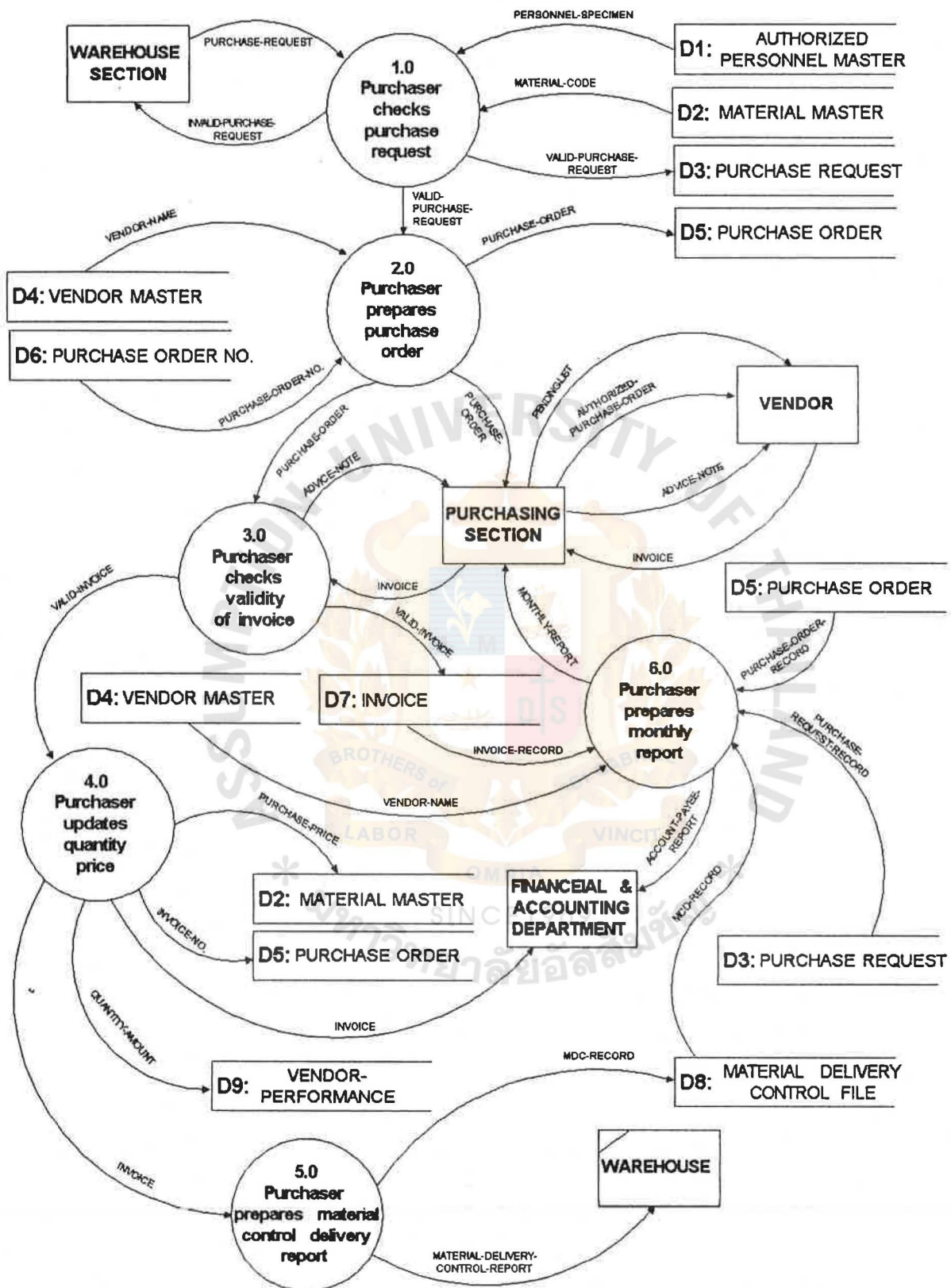


Figure 3 - 1 New System Data Flow Diagram Level 0 (Physical)

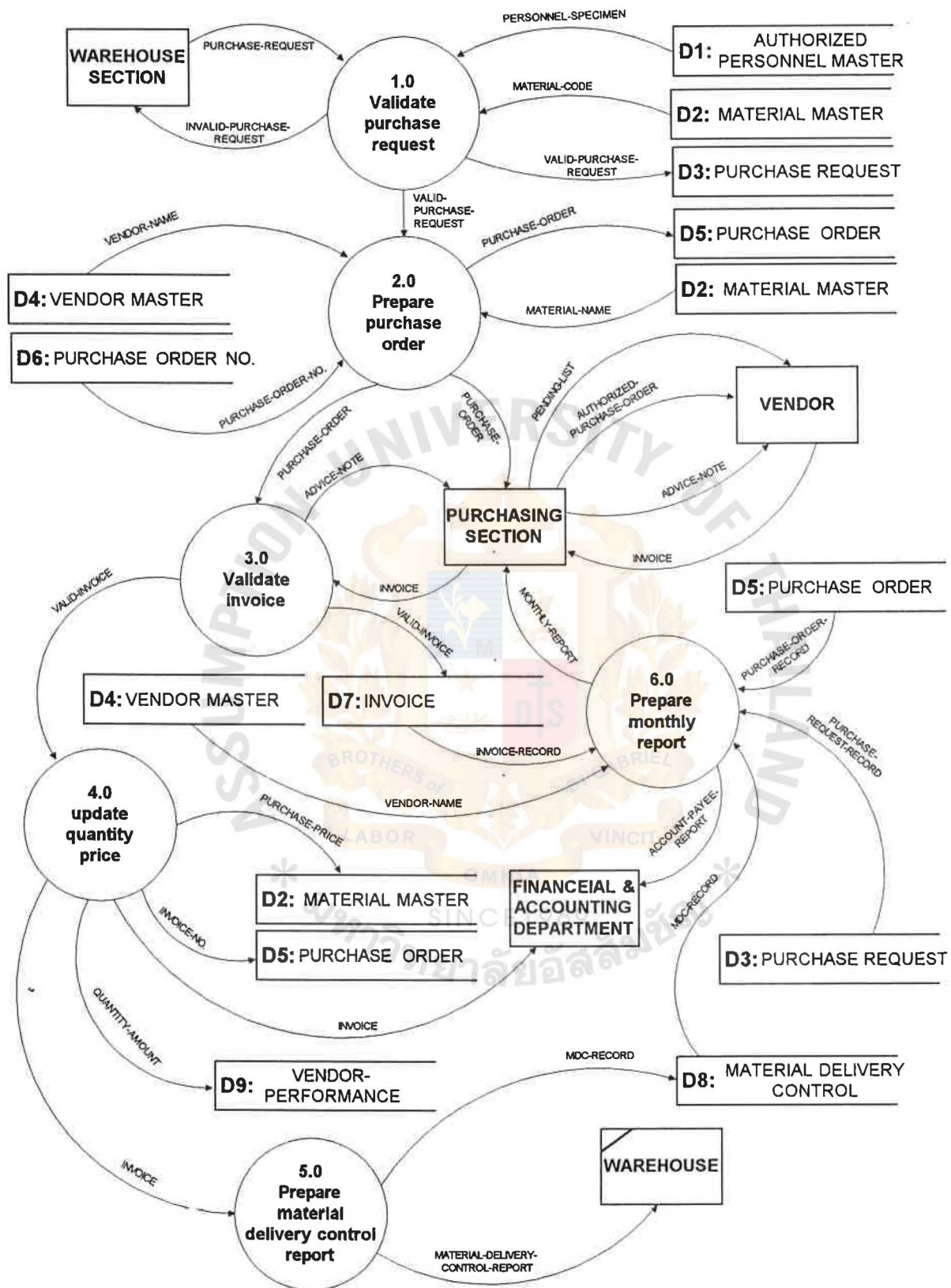


Figure 3 - 2 New System Data Flow Diagram Level 0 (Logical)

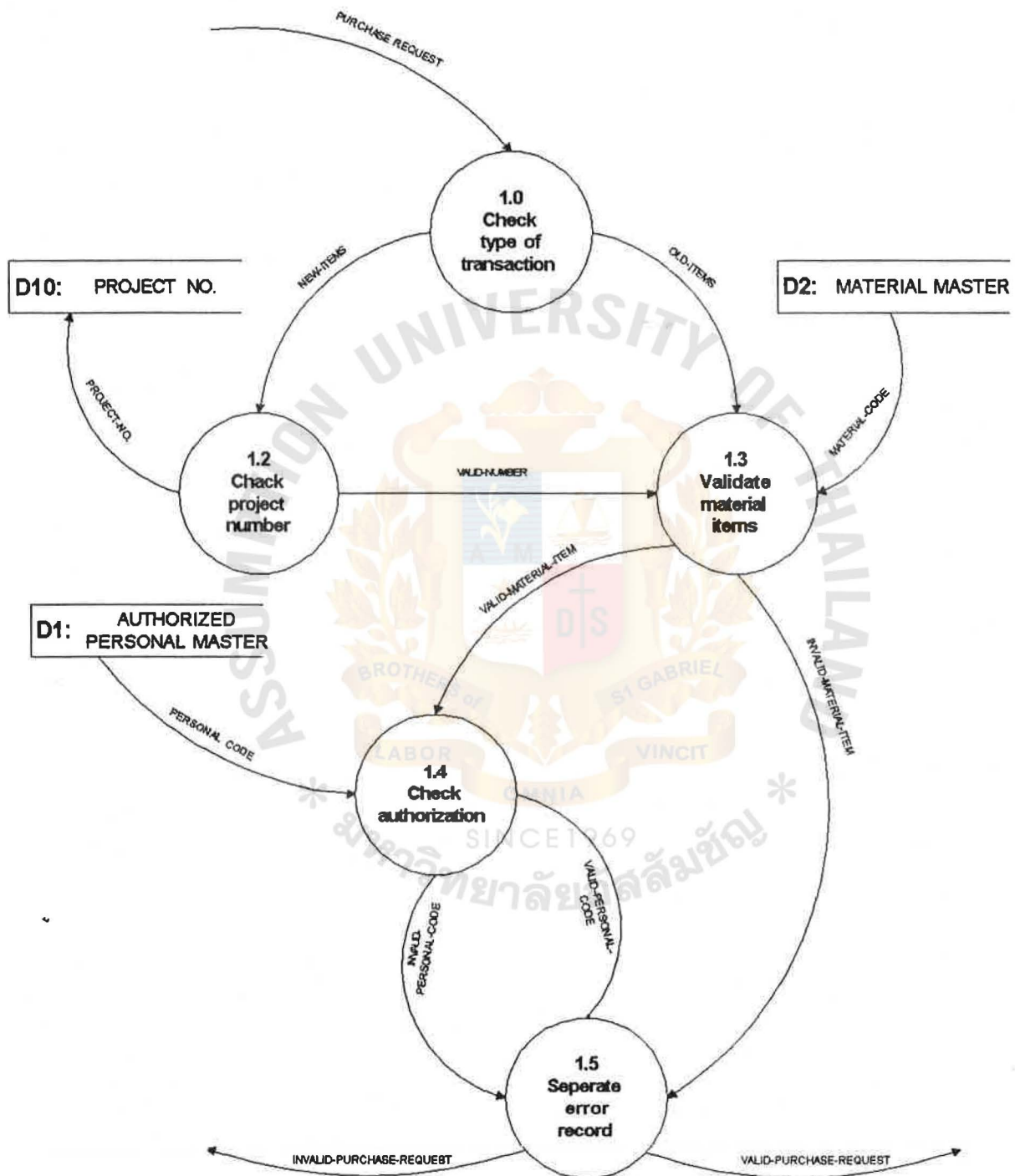
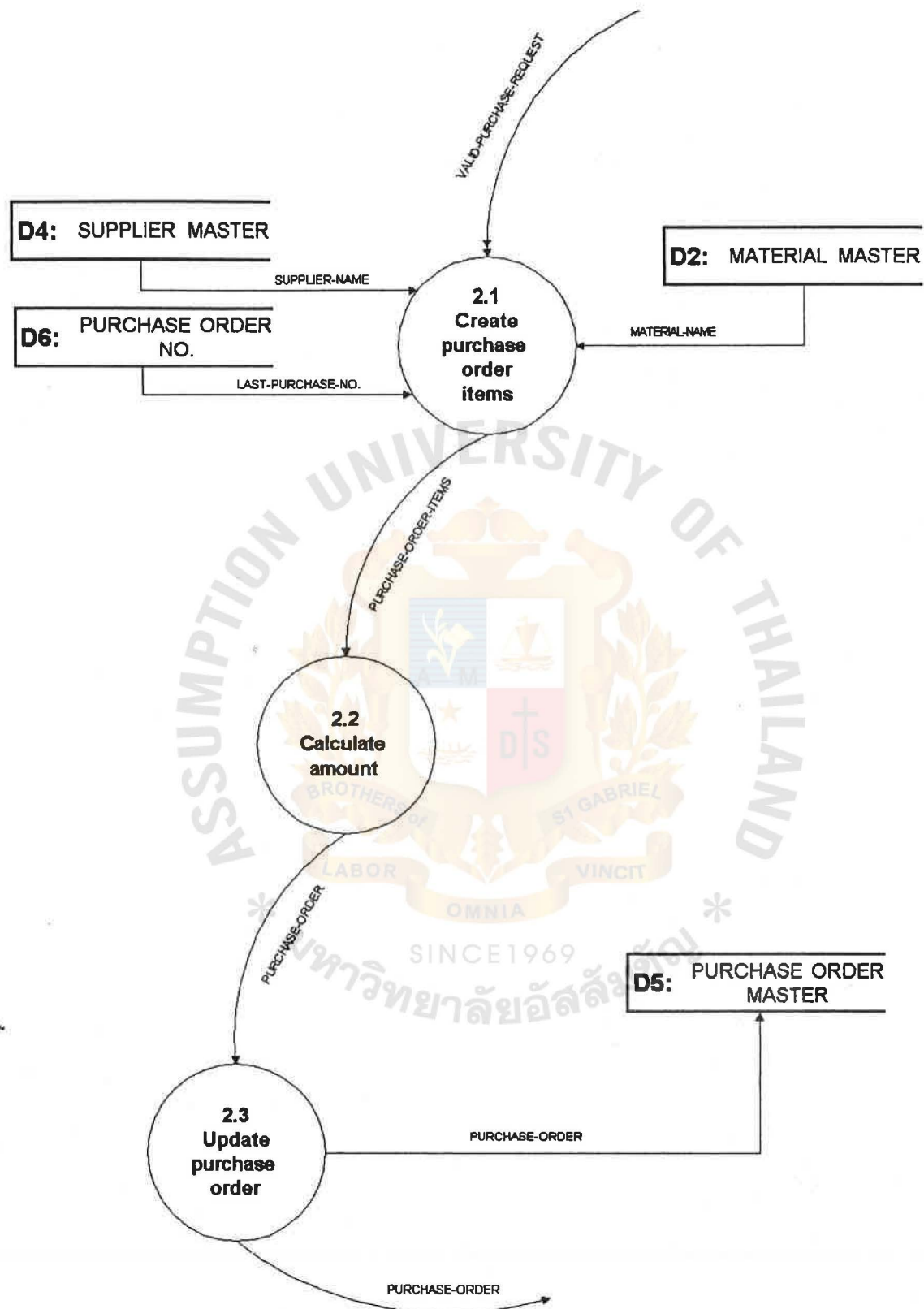
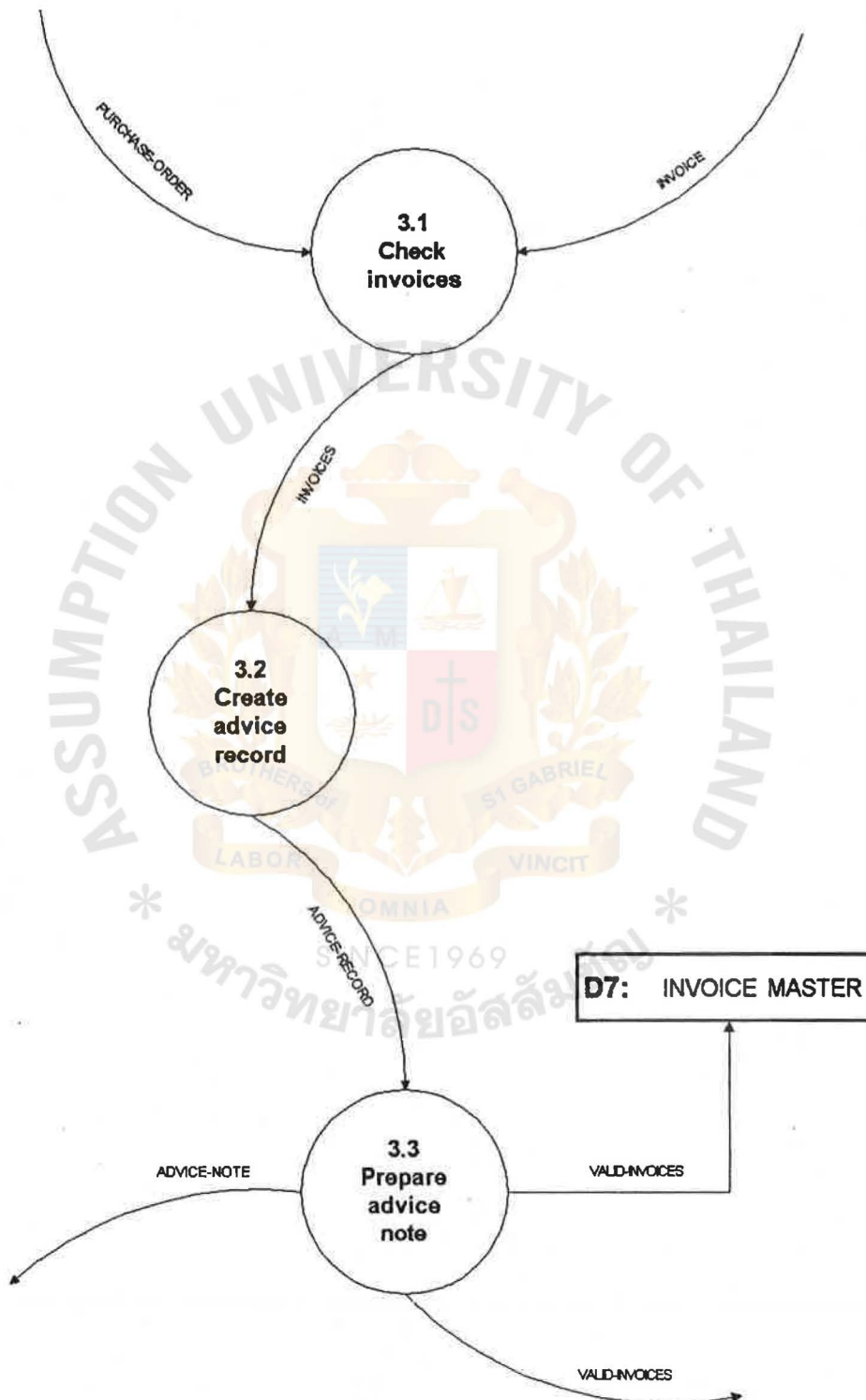


Figure 3 - 3 New System Level 1 (Logical)
(Process 1.0)



**Figure 3 - 4 New System Data Flow Daigram Level 1
(Process 2.0)**



**Figure 3 - 5 New System Data Flow Daigram Level 1
(Process 3.0)**

The reports that system provides are as following

- Purchaser performance Report will provide information of purchase order issued such as purchase order date , amount, purchaser name, vendor name, authorization name, which will reflect purchasers activities in each month.
- Pending purchase order It provides over pending status to purchaser so that he can follow up the purchase order.
- Purchase order report by department This report will help us to identify each department order so that costs can be applied to each cost center.
- Vendor performance The report will indicate vendor activities such as amount supplied, schedule status, payment term, and his pricing tendency.
- Account payee report This report will group invoice sequencing by vendor to facilitate booking accounting records.
- Purchase request report The report will provide monthly purchase request quantity including purchase order reference so that requester can know his status of purchase request.
- Material delivery control report This report will provide reference to both warehouse and purchasing section about materials sent and received within a month.

The data flow diagram describes main process of the system. there are some processes which are prerequisite above process. The processes are to build several master files such as material master, authorized personal master, purchase order number and MDCS control master. Since all these masters are general purpose masters which are applicable to other systems therefore, they are not included into any specific system data flow diagram.

3.2.2 Develop Data Dictionary And Data Access Diagram

This is one of an important stage in structural design. The definition of both terms are as following:-

"A data dictionary is documentation that supports data flow diagram. It contains all terms and their definitions for data flows and data stores that relate the data flows and data stores, with the exception of the process that are defined separately through the use of process description "

"A data access diagram is used to picture the more detailed representation of each data structure, the corresponding relationships between data structures, and the access path between them "

Derivation of data dictionary is to study the existing data elements and add new required data elements which are necessary included in the system. In creation of data diagram. It is required the process of normalization to accomplish the task. After performing the above tasks, final relational files are derived and shown in Appendix B.

3.2.3 Design Input and Output Format

This step is to design the user interface which provides screen input/output and output reports for user. Purpose of the step is to provide users clear understanding and have acknowledged both input and output format from the system. Since the system is created for users, it must be user friendliness so that users are satisfied to work and cooperate with the system.

The step can be divided into two stages which are

- a. Input Design
- b. Output Design

a. Input Design consists of

1. Functional Menu provides facilities for user to access the system according to his intention. The menu has its own implication. They are

- Procurement System Main Menu
- Data Entry Menu
- Master Maintenance
- Inquiry
- Report Menu

2. Data Entry helps user to input data involved to system such as

- Purchase Request
- Purchase Order
- Invoice

3. Master Maintenance facilitates user to handle with record in master file such as create, update or delete the record. They are

- Authorized Personal Master
- Vendor Master
- Material Master
- Material Unit Master
- Cost Center Master

4. Inquiry assists user in searching record required. They are

- Purchase Order
- Vendor Master
- Material Unit
- Cost Center
- Material Price Referenced Master

5. Report helps user to create designated reports

b. Output Design consists of all reports required

- Purchase Order Sheet
- Material Delivery Control Sheet
- Purchase Request Monthly Report
- Purchase Order Monthly Report
- Material Price Referenced List
- Vendor Master List
- Material Master List
- Cost Center List
- Material Unit list

- Account Payee Report
- Vendor Performance Report
- Purchaser Performance Report

Sometimes, it is difficult to identify exactly which one is input or which one is output. For example, the inquiry of record may be considered to be both input and output. However, for simplicity, all printer outputs are grouped into output category.

The Input/ Output designs are in Appendix C.

3.2.4 Design System Structured Charts

A System structured chart is a hierarchy diagram that shows the control structure imposed on the system process. It shows the subordination or the hierarchical levels of rank between process. The objective is to show which module is the boss and which is the worker.

In this system, method used are both transform and transaction analysis to create system structured charts. The charts are divided into following modules.

3.3.4.1 System module combines all sub-modules that support system operation.

3.3.4.2 System Sub-module consists of

- Process Purchase Request
- Create Purchase Order
- Generate Advice Note
- Process Material Delivery Control (MDC)
- Process Monthly Reports

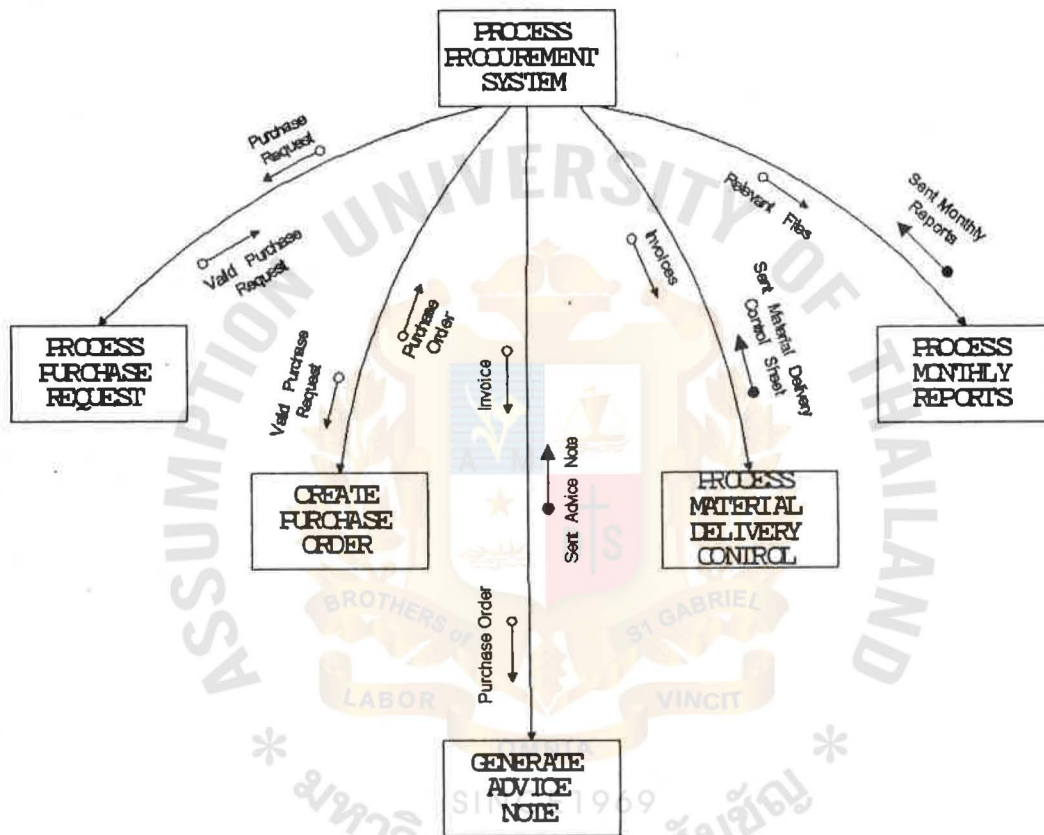


Figure 3 - 6 System Structured Chart

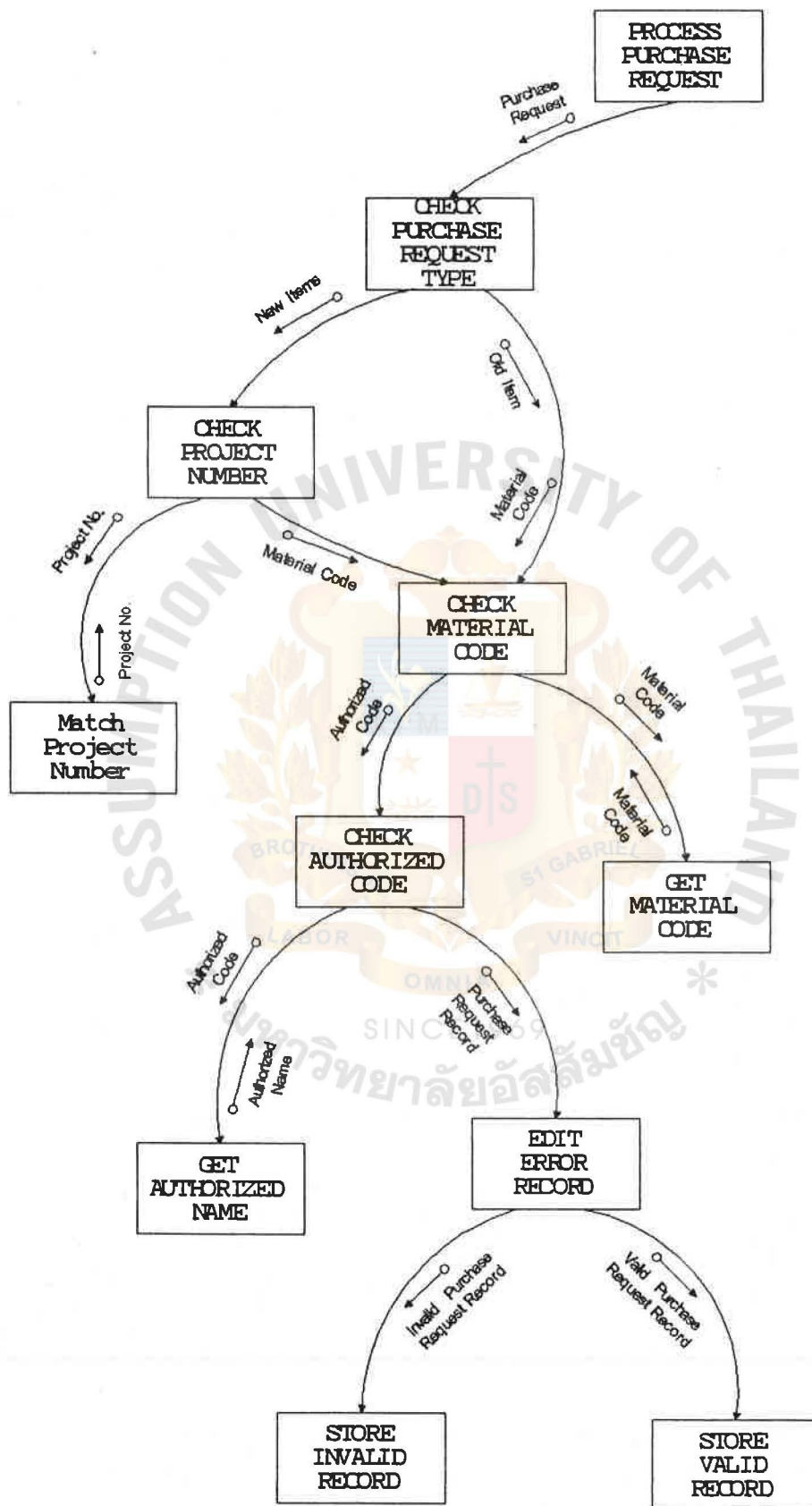


Figure 3 - 7 Process Purchase Request

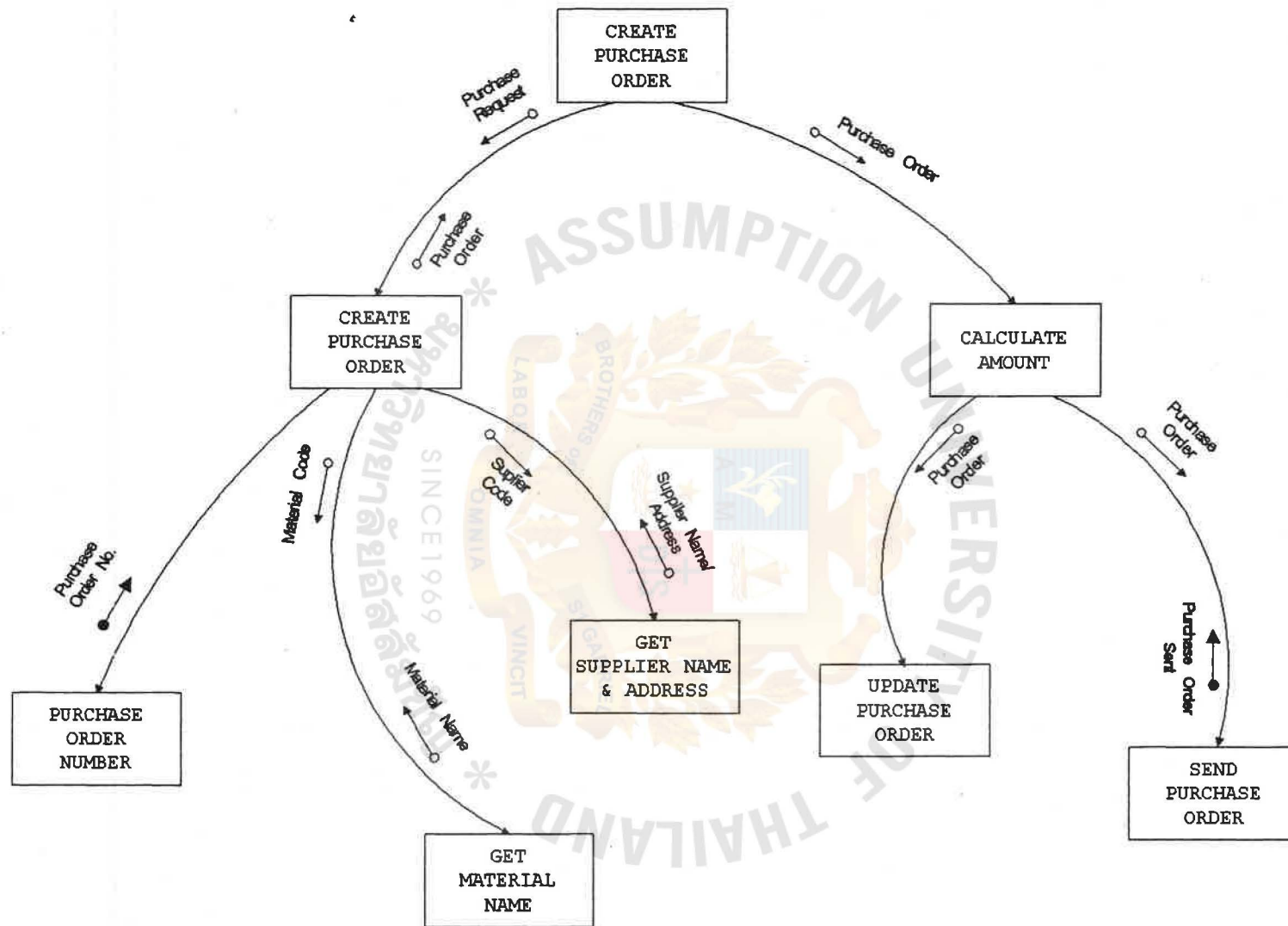


Figure 3 - 8 Create Purchase Order

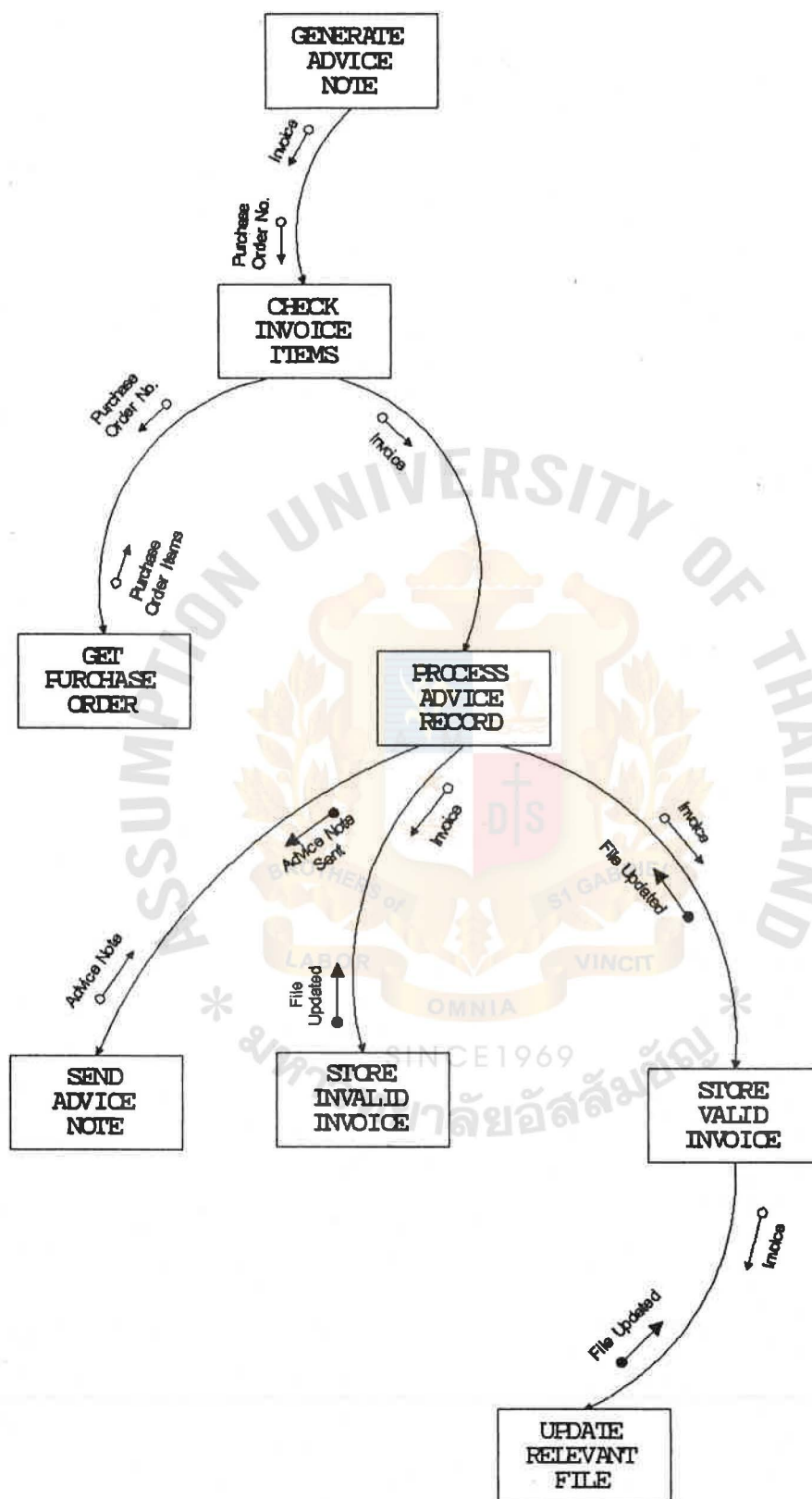


Figure 3 - 9 Generate Advice Note

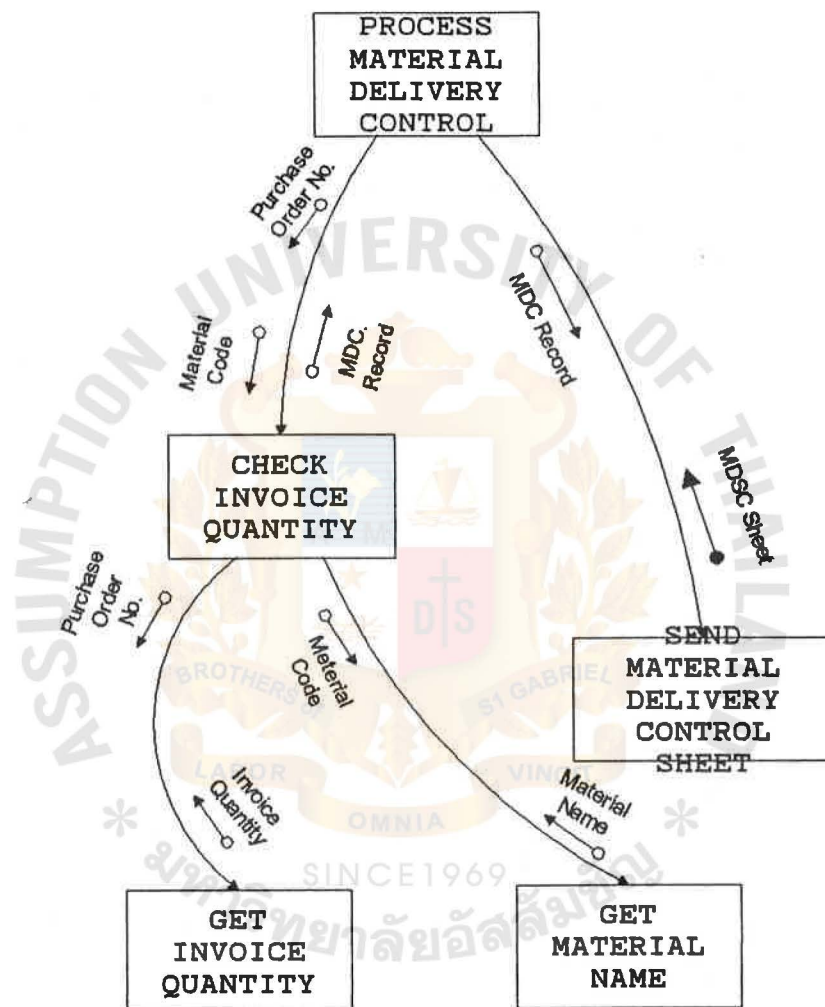


Figure 3 - 10 Process Material Delivery Control

3.3.5 Writer Process Description

All processes in a Data Flow Diagram must have a process description. Different methods can be used to describe system processes. Top level processes are usually described using natural language. Low level process involve detailed computation that must be defined precisely and unambiguously. In this project, process descriptions are generated according to above concept.

Process 1.0 Validate Purchase Request

This process is to check purchase request sent from warehouse whether it is valid according to the criteria set by management concerning authority, amounts and quantities. In addition, the process also checks the validity of material code, king of request. Then, it will issue warning message for invalid items. The process will be broken down into lower level as following.

Process 1.1 Check Type Of Transaction

BEGIN

IF type not equal '1'

THEN

GOTO Process 1.2

ELSE GOTO process 1.3

ENDIF

END

Process 1.2 Check Project Number

BEGIN

IF Type equal '3'

THEN

IF project number not equal *BLANK

THEN GOTO process 1.3

ELSE type equal '2'

THEN CREATE new material code

OTHERWISE EDIT ' error code'

ENDIF

IF error code equal *BLANK

GOTO process 1.3

ELSE GOTO process 1.5

ENDIF

END

Process 1.3 Validate Material Items

BEGIN

GET purchase request record

GET material code from material master

IF purchase request and material code not match master

THEN EDIT ' error code'

ELSE GOTO process 1.4

ENDIF

END

Process 1.4 Check Authorization

BEGIN

READ purchase request record

GET authorized personnel code from master

IF personal code in purchase request not match master

THEN EDIT 'error code'

GO TO process 1.5

END

Process 1.5 Separate Error Record

BEGIN

IF error control not equal *BLANK

WRITE to invalid item file

ELSE GOTO process 2.0

ENDIF

END

Process 2.0 Prepare Purchase Order

 In this process, valid purchase request record will be used to create purchase order record and generate purchase order

Process 2.1 Create Purchase Order Items

BEGIN

CREATE purchase order record from purchase request record

GET last purchase order number from purchase order no. file

GET supplier name from supplier master

GET material name from material master

IF it is the last record of group

THEN

ADD 1 to purchase order number

UPDATE purchase order number

ENDIF

END

Process 2.2 Calculate Amount

BEGIN

GET purchase order record

GET amount equal unit price *quantity

GET total amount equal total amount add amount

END

Process 2.3 Update Purchase Order

BEGIN

UPDATE purchase order record to
 purchase order master

END

Process 3.0 Validate Invoice

Invoice sent by vendor will be checked with physical material and purchase order. If there are discrepancies in quantity, quality or specification, the invoice will be rejected. If the invoice is correct, then it will be updated to invoice master. The advice note will be issued to the purchaser.

Process 3.1 Check Invoices

BEGIN

READ Invoice record

GET purchase order record

IF material code in invoice match material code
in purchase order

THEN

UPDATE invoice number to purchase order

ENDIF

END

Process 3.2 Create Advice Record

BEGIN

READ invoice record

GENERATE advice record

END

Process 3.3 Prepare Advice Note

BEGIN

READ advice record

PRINT advice note

END

4. COST AND BENEFIT ANALYSIS

New project could not be developed by neglecting comparison between costs and benefits of the project. Even though the project is clearly better than the existing one, because there are scarce resources in the organization.

The approach to computer system development involving cost/benefit analysis are both direct and indirect costs, tangible and intangible benefits.

This system is divided analysis as following :-

4.1 Cost Analysis

4.2 Benefit Analysis

4.1 COST ANALYSIS

Since acquisition system is a small system, the transaction volumes are estimated sixty purchase order sheets per months and approximated five items per sheet, total master records are around two thousand records. Therefore, the system will be developed on micro computer system. We will consider cost in two categories which are

(1) Direct Costs

(2) Indirect Costs

4.1.1 DIRECT COSTS

Direct costs are divided into hardware and software costs.

a. Hardware Costs consist of

- 2 PC for purchase section	90,000.00
- 1 printer	25,000.00
- 1 switching box	
- 2 sets of computer tables & chairs	6,000.00
- 1 set of printer table	3,000.00
- 1 set of 1 KVA UPS	<u>30,000.00</u>
	<u>154,000.00</u>

Normally, a stand-alone computer is enough for operation. However, another computer is added for other relevant paper work and for stand-by operation.

b. Software Costs are as following

- system cost	30,000.00
- application cost	<u>60,000.00</u>
	<u>90,000.00</u>

Disk Operating System with Dbase III plus are decided to be system software and programming language. Conventionally, the computer vendor will provide them without charge. But the amount is reserved for contingency. The application cost concerns cost of developing programs and user-friendly-interfaced menu.

4.1.2 Indirect Costs

Indirect costs for system include personnel training, conversion of operational procedure and parallel operation, which are estimate within 20,000 Bahts budget.

4.2 BENEFIT ANALYSIS

It is obscure to derive benefits in term of monetary measurement. However, the benefits of the system can be classified as following :

- (1) Direct and indirect cost reductions
- (2) Operational benefits
- (3) Intangible benefits

4.2.1 Direct and indirect cost reductions are concerned those costs of reducing time consuming in daily operations such as issuing purchase order filing documents, searching information for specific purpose, reducing error in processing.

4.2.2 Operational benefits include being easy, efficient and effective in operation. Furthermore, the system provides more reliable, ad hoc and accurate information for both purchaser and manager in their operational and decision process.

4.2.3 Intangible benefits relate to improve purchaser morale, smooth operational flow and reduce volumes of document being produced. Because if is obvious that the system is done by computer, therefore, purchaser can know the section process and each of them can perform their colleague duties, so they can answer and follow other purchasers duties. In addition, they don't need to keep many documents since they can easily access to the system.

4.3 SYSTEM IMPLEMENTATION

Implementation consists of the installation of the new system and the removal of current system.

From the **GANTT** Chart, it depicts the main activities of the project as following.

Activities

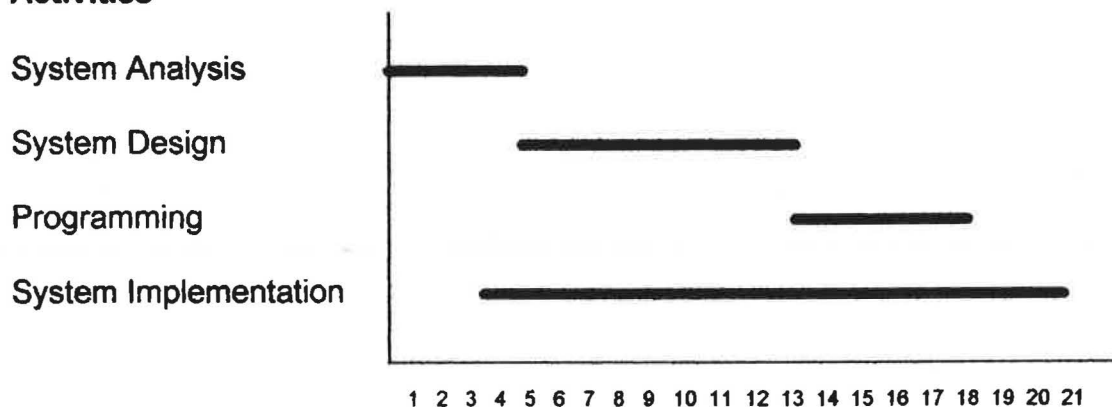


Figure 4-1 Project Gantt Chart

The activities before the analysis phase in the chart are not provided because those activities have been approved.

From the above chart, the project duration is five months or twenty weeks. Each activity takes time as following

System Analysis	5	weeks
System Design	8	weeks
Programming	4	weeks
System Implementation	16	weeks

There are activities overlapping in system design, programming and system implementing since they can be done concurrently.

In system implementation, the process is broadly involved

- (1) Application Software Development
- (2) People ware
- (3) System Conversion
- (4) User Manual

4.3.1 Application Software Development

All programs coding and testing will be done by outsiders since company has no company department. The duration of this process is about four weeks.

For system testing, it involves the testing of overall modules, this step will take about two weeks, which is done jointly by programmer's representative, system analyst and users.

4.3.2 People ware

Three purchases are required to use this system. Therefore, they must be trained to use the system which involves data entering processing data, maintaining and taking care of hardware and software. A purchaser will be trained to perform system operator function such as prepare monthly reports, contact computer vendors and software house personnel.

Times required for training system operator is about a week. For other user are done on the job training.

4.3.3 System Conversion

In conversion a manual system to a computerized system, all the relevant data must be loaded into the new files and data structures. In this system, steps of conversion are :-

- Master files conversion. Input form for master creation are provided because it is easy to refer back if there are some errors although it takes much time. The material master, vendor master.

- Acceptance testing. In this step, Input data are entered and simulated the results for checking and comparing with the old system. The result will be needed approval from users.

-Implementing defects. If on prior step there are some problems which are not approved, the matters must be discussed until agreed.

- Cutting over the old system. After the outcomes are approved, old system will be convert and the new system will be put into production.

The steps will be done jointly by purchasers, programmers and supervised by system analyst.

All implementation processes including user manual preparation will be displayed in the PERT diagram as following

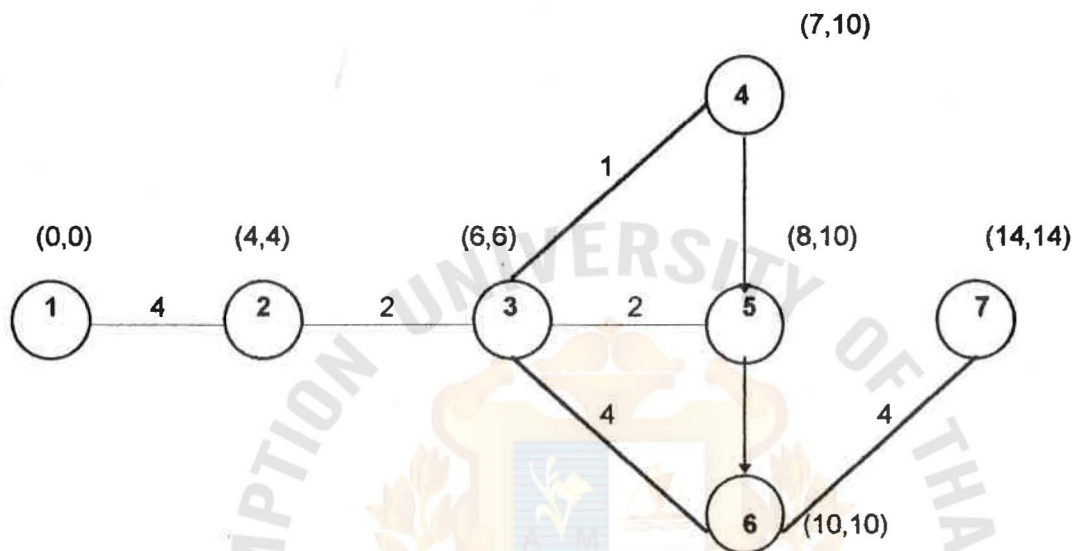


Figure 4-2 Implementation Schedule

activity	Process
1,2	Program coding and testing
2,3	System Testing
3,4	Personnel Training
3,5	Acceptance testing
3,6	User manual
6,7	Follow up

Form diagram, personnel training, acceptance testing and user manual are arranged at the same time. Four weeks will be spent for follow up in order to complete one processing cycle.

4.3.4 User Manual

In this section, it concerns topics for discussion which are

4.3.4.1 Initial input for master files

4.3.4.2 User interface menus

4.3.4.3 Data input screens

4.3.4.1 Initial input for master files

This step is an establishment of master files. It is one time process which needs purchaser to fill each master file form before entering to the system so that it can be referred. The forms are as following

a. Authorized Personal Master

Each record consists two fields which are personal code and personal name. Code is derived by using alphanumeric sequence. The first letter represents title and the second is numerical sequence.

b. Material master

There are several fields needed explanations as following

Kind	:	Local or Import
Category	:	Types of material purchased such as vehicles, machine, consumption & supply ect.
Code	:	Material code
Name	:	Material name
Addr Name	:	Material short name
Unit	:	Unit measurement such as each, pair, bag etc.
Unit Price	:	price per unit
Min. Ord. Qty	:	minimum order quantity
Max. Ord. Qty	:	maximum order quantity
Vendor Code	:	the last vendor supplying material
Date	:	input / operation date

c. Vendor Master

This master keep details about vendor. The items concerns are

Kind	:	either local or foreign
Vendor Code	:	numerical sequence running number
Vendor Name	:	name
Vendor Address	:	there are three fields describing details of address
Telephone No	:	as indicated
Fax No	:	as indicated
Currency	:	describing currency used only for foreign vendors

d. Cost Center Master

Purpose of keeping cost center master is to provide the management knowing each center requesting what quantities and amounts of material within a certain period.

The cost center will describes

Center Code	:	code of business unit request
Center Name	:	name of business unit

e. Material Unit Master

This master keeps material unit of measurement which concerns

Code : unit code

Unit : unit name

These file master files are needed created before system test..

Other master files can be generated during processing.

4.3.4.2 User interface menus

User can interface the system through five menus and two procedures which are arranged in hierarchy as following

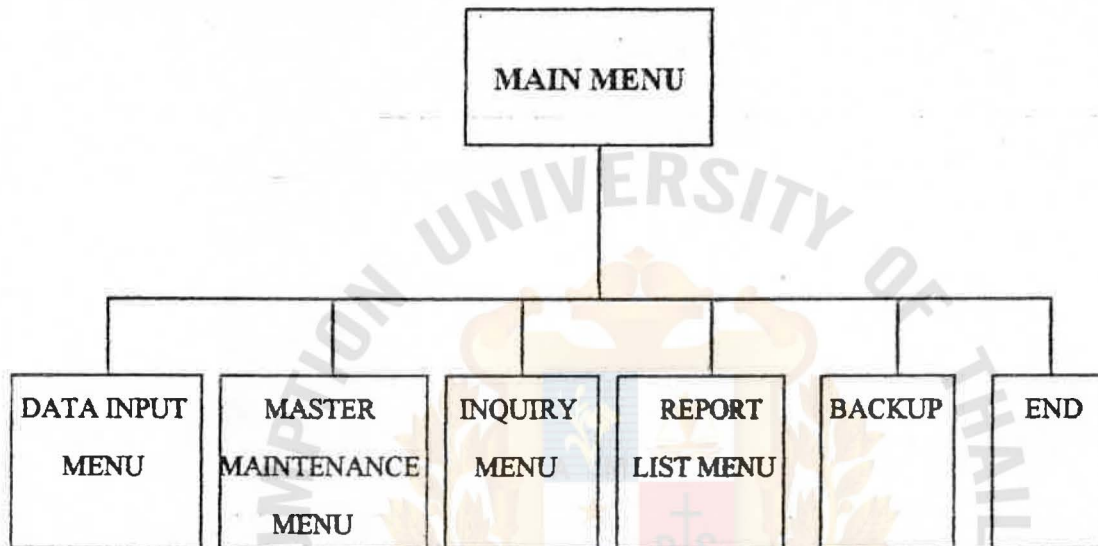


Figure 4-3 User interface Menu Sequence

Main menu is the first menu of the system which user can access by entering correct identification code.

There are six options for user to select according to his requirement which are

- Option number one leading to data input menu, serves all related data maintenance such as purchase request, purchase order, invoice and material control

- Option number two leading to master maintenance, menu concerns creating master record which is not automatic generated by system such as vendor, material, cost center material unit and authorized personnel name.

- Option three linking to inquiry menu, facilitates user to search for some items which he would like to clear.

- Option four passing to report menu which provides user to issue reports.

- Option five provides user for backing up all files.

- Option six is used for leaving the system

4.3.4.3 Data input screens

Data input screen consists of purchase request, purchase order, invoice and material delivery control. Each process can be explained as following

a. Purchase Request are arranged as following

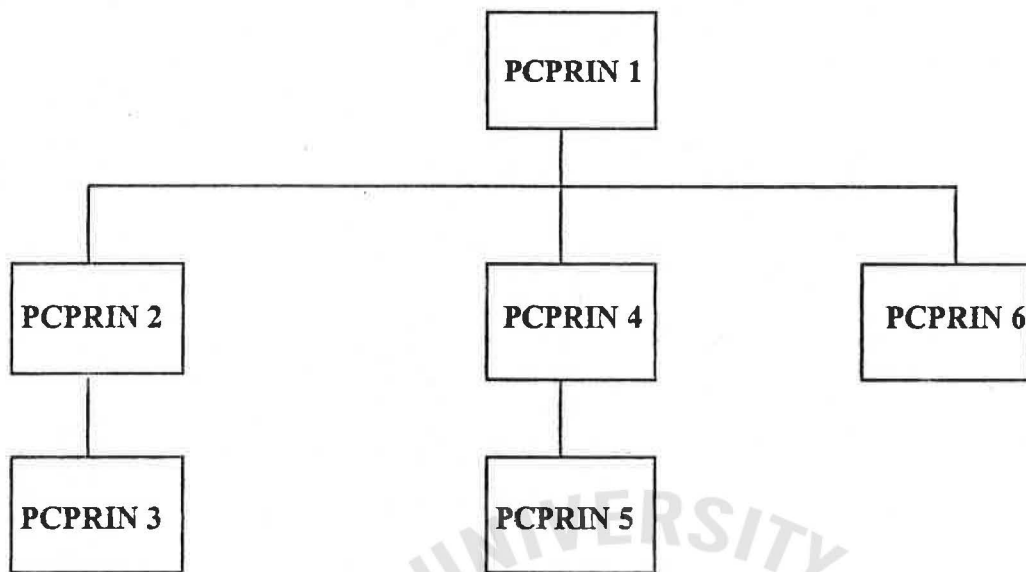


Figure 4-4 Data Input Sequence

- **PCPRIN 1** requires user to input type of transaction and purchase request number.
- **PCPRIN 2** and **PCPRIN 3** concerns adding new records
- **PCPRIN 4** and **PCPRIN 5** concerns modifying existing records
- **PCPRIN 6** concerns deleting records.

The system requires user to input in panel **PCPRIN 1** and it will direct to either **PCPRIN 2** **PCPRIN 4** **PCPRIN 6** depending on type of transaction which user chooses.

b. Purchase Order are arranged in the same sequence as purchase request.

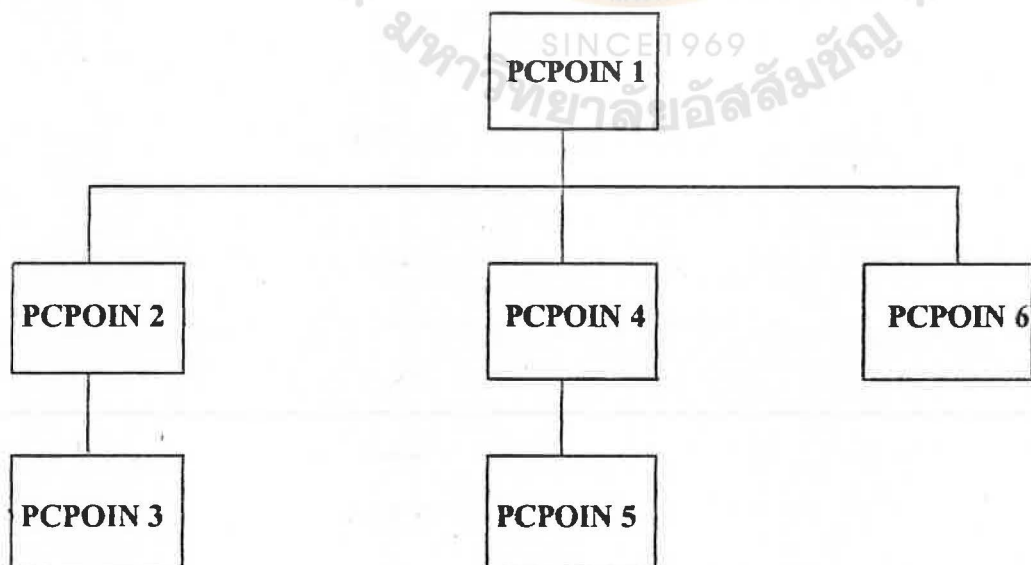


Figure 4-5 Purchase Order Sequence

- **PCPOIN 1** provides type of transaction and purchase order number input

- **PCPOIN 2** and **PCPOIN 3** provide adding new purchase order

- **PCPOIN 4** and **PCPOIN 5** provide user to modify existing purchase order

- **PCPOIN 6** provides user to delete existing purchase order

The menu paths are same as purchase request

c. Invoice There are three panels for invoice input as following

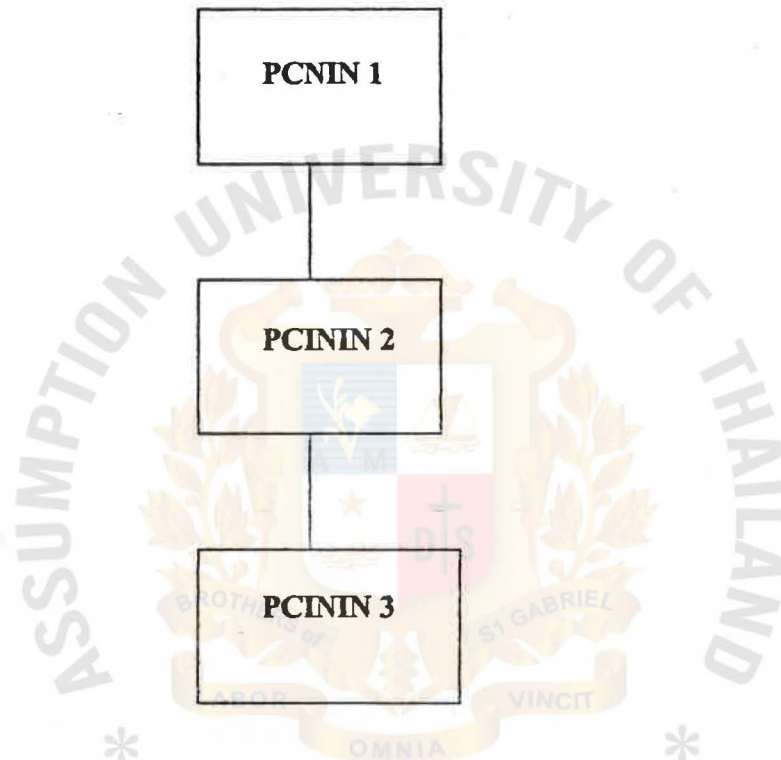


Figure 4-6 invoice Input Sequence

- **PCININ 1** requires user to input corresponding purchase order number

- **PCININ 2** provides user to input invoice number and delivery date

- **PCININ 3** provides user to input purchase order item number, material code, invoice quantity and invoice amount.

Since invoice from vendor is sent corresponding to purchase order, therefore it must be referred according to purchase order.

d. Material Delivery Control There are six panels involved as following

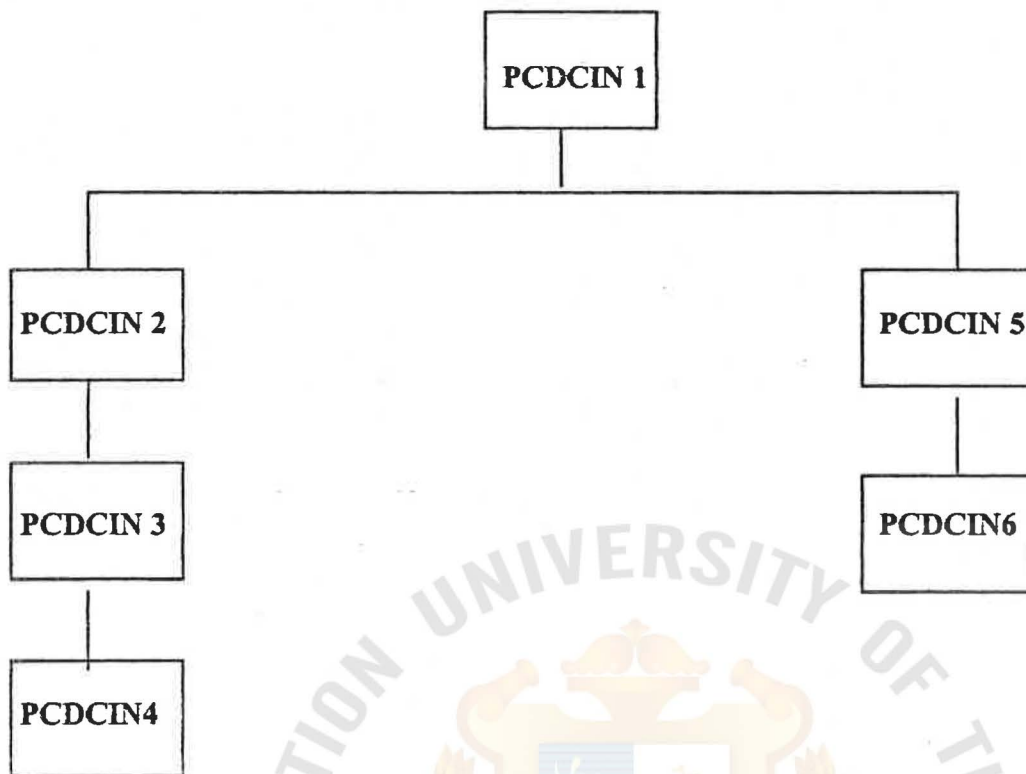


Figure 4-7 Material Delivery Control input Sequence

- **PVFCIN 1** provides inputting transaction type and material delivery control number. If transaction

type is new, it will lead to panel **PCDCIN 2** **PCDCIN 3** **PCDCIN 4** accordingly. If the type is modify,

it will go to panel **PCDCIN 5** and **PCDCIN 6**

e. Master Input They are as following

- authorized personnel master
- vendor master
- material master
- material unit master
- cost center master

All these master have panel paths in the same pattern being depicted as following

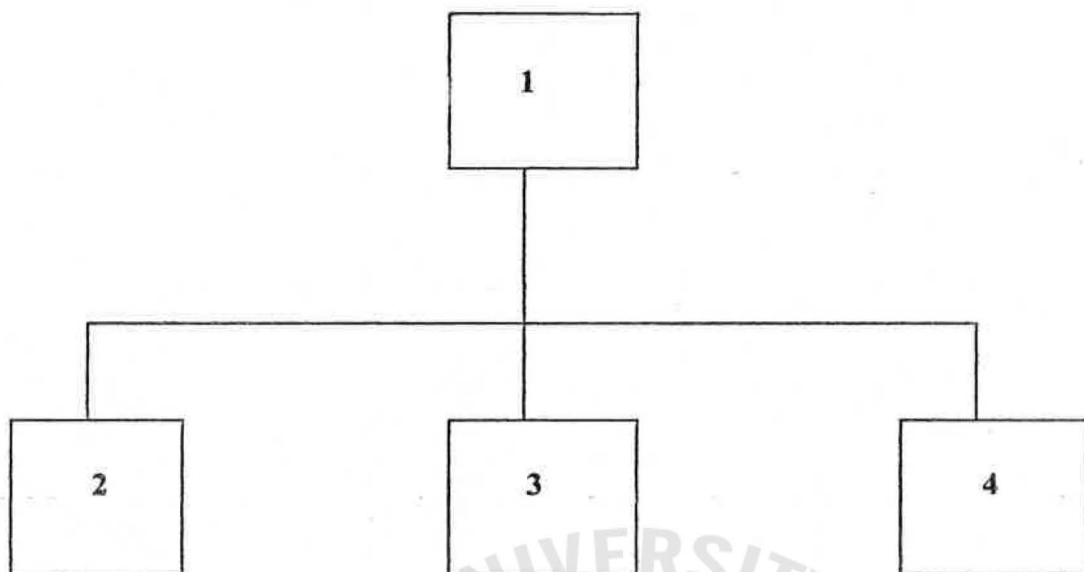


Figure 4-8 Master Input Sequence

- Panel 1 Provides inputting type of transaction and code identification and lead to panel 1 or 2 or
- Panel 2 facilitates to add new record.
- Panel 3 allows to modify existing record.
- Panel 4 allows deleting record.

5. CONCLUSIONS & RECOMMENDATIONS

5.1 Conclusions

This acquisition system is developed for a spare auto company with its purchasing office in Bangkok. The system objectives are to solve existing problems which occur both operational and managerial levels. In addition, it aims at improving productivity in handling purchasing functions for operational staff and increasing capability for performing managerial functions at high level.

Previously, with high cost of computer, it was impossible for company to introduce the system. Therefore, the system was done manually. The event of low price personnel computer equipped with high power making it feasible for introducing this system into the company. However, the system must be worth investing according to management's view point and within approval budgets

Even though there are many approaches in system development, structured analysis and design is used in this system because it is easy to understand, reliable, flexible, long lasting, smoothly developed, and efficient operate. With cooperation from purchasers, data flow diagram, data dictionary, structured chart and structured English are produced.

In cost aspects there are two types of costs needed to be pondered, which are direct and indirect costs. Direct cost is calculated in term value of money covering hardware and software costs approximately two hundred sixty thousand Baths. Indirect costs include training, conversion and parallel operation, which are estimated twenty thousand Bahts. In terms of time spent, total time required to develop this system is about five months. The system are participated by a system analyst, outside programmers and purchasing staffs. Furthermore, top management understand and fully support the development.

System benefits are evaluated into short term and long term. Though the system serves a small volume of transactions, in short term, the system supports purchasers to perform their daily work efficiently and effectively and provide useful information for upper level management. Furthermore, it will help staffs involved to get used in working computer so that they can understand how the computer assists them to work in other areas. In the long run, when data volumes are much more, the system will facilitate them working with it without any change since the accustomed to it.

5.2 Recommendations

There are three points needed to be discussed, which are

Firstly, a good designed and developed system can be unsuccessful if the people involved do not agree and cooperation to the system. In order to solve this problem, there needs to be a consensus about what information is within an organization, who has it, in what form is it kept, who is responsible for its management, and most importantly, how to harness and use the information that exists within company. Therefore, all persons concerned should understand and work with the system from the beginning. In addition, at least a senior executive must stand up for the system. In this acquisition system, the general manager understands and supports the development process. So there is no problem in this system.

Secondly, the system cannot be expected to serve all needs of all people since there must be traded off between costs and benefits in doing accordance with everyone's idea.

Sometimes, there may be conflicted of interest among those ideas which are needed being solved during developing process. Therefore, information needs and requirements must be identified. Through negotiations between levels and units, a common vocabulary must be established. This makes possible the widespread access and distribution of meaningful information which is used for the benefit of the enterprise as a whole. It must be made sure that the system is suited the way users work. So in this system, all purchasers are involved in participating system development.

Lastly, we cannot expect the system to serve eternity. The best suitable design for today will not fit for tomorrow. In other word, business is going in and be adapted to its environment. For example, in today business, the famous terms know as globalization and reengineering are generalized. They indicate that today business is non boundary and every company must reengineer or drastically change in order to compete with its environment for long term survival. The information system is a unit in business entity, therefore it must be adapted according to the large unit which is the company being served by the system. This acquisition system is developed at specific time during business cycle, so it can serve during this time and may be modified to support the function during a few year later. After the company environment has been changed, the system may be abolished because there may be better alternative to serve the function such as a new hot issue of Electronic Data Interchange (EDI) Which provides may be advantage to both purchaser and vendor. EDI concept is a way of using information technology to replace paper documents used in routine business transactions.

However, the next system modification must be introduced by using Local Area Network (LAN) which provides several users to access the system through server. Later on, the other new systems must be developed such as inventory control, production control and accounting system. Then there must be integrated all these systems so that all processing will automate from same source and same database.

Whether which alternative is used at the future, it depends on management and users' perspectives. In this final word, it must be emphasized that every system has its life cycle no matter whether its life is short or long.



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APPENDIX - A



No. 1462

NO. _____

DATE _____

TRUCK-NO _____

LICENSE NO. _____

TO _____

COMPANY : _____

DRIVER : _____

FROM : _____

[illegible]

DRIVER

SENDER :

FROM MATV88

CONSIGNEE - COPY

44

175 NEW ROAD, BANGRAK BANGKOK 10120, THAILAND.

TEL. 222-1222

TELEX : 82876 BESAU TH

NO.

PLEASE ENTER THIS ORDER SUBJECT
TO ITS TERMS, CONDITIONS AND
INSTRUCTIONS, SEE REVERSE SIDE

THE ABOVE NUMBER MUST APPEAR ON ALL
INVOICES, BILLS OF LADING, SHIPPING ORDERS,
AND CORRESPONDENCE, SEE SHIPPING MARKING
INSTRUCTIONS FOR CONTAINERS.

ORDER DATE _____

DELIVERY TERMS	SHIPPING POINT	SHIP VIA	DELIVERY TIME	TERMS
SHIPPING INSTRUCTIONS		ATTENTION	ORDER BY	REQUISITION NUMBER
SHIP				REQUISITIONED BY
TO				APPROVED BY
SPECIAL INSTRUCTIONS			<input type="radio"/> YOUR DELIVERY ORDER NO. <input type="radio"/> YOUR TELEX <input type="radio"/> YOUR QUOTATION	COST CODE
				SHIPPING MARKS

ITEM NO.	MATERIAL NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL

COMMENTS : _____ BY _____

ESTIMATED SHIP DATE _____

PURCHASING AGENT

ACCEPTED _____

VENDOR'S CHOP AND SIGNATURE

2. ACKNOWLEDGEMENT COPY

THIS COPY TO BE RETURNED

Figure A-1 Purchase Order Sheet

<input type="radio"/> Purchase <input type="radio"/> Service/Repair <input type="radio"/> Operation Cost <input type="radio"/> Investment			<input type="radio"/> Inquiry				<input type="radio"/> Requisition				No. _____ Date : _____			
Govern mark			<input type="radio"/> Quotation(s) <input type="radio"/> Catalogue(s)				Actions Required : <input type="radio"/> Purchase acc. The best / attached quotation <input type="radio"/> Reconfirm with Warehouse before placing order <input type="radio"/> Reconfirm with Technical/Commercial Management before <input type="radio"/> Placing order <input type="radio"/> Attach to verbal order given by radio By : _____ To : _____ Date : _____							
						Requisitioner Name		Signature		Requ. Code		Requisitioner Name		Signature
Item	Quantity	Unit	Description			Del. Code	Cost Code		Supplier 1		Supplier 2		Supplier 3	

Material Department		
Signature _____ Date : _____		
Delivery Code	1 : 15 Days (ASAP)	5 : 90 Days
	2 : 30 Days	6 : 120 Days
	3 : 45 Days	7 : 180 Days
	4 : 60 Days	9 : Reveived

Management Approval	
Technical	Commercial
Date : _____	Date : _____
Signature : _____	Signature : _____

Figure A-3 Purchase Requisition

APPENDIX - B



Table B-1 Acquisition System Master and File List

DESCRIPTION	NAME	PURPOSE
1. AUTHORIZED-PERSONAL-MASTER	PXPAPM 1	use to check personal authorization code.
2. MATERIAL-MASTER	PXPMTM 1	stores all relevant information concerning material.
3. PURCHASE-REQUEST-MASTER	PXPPRM 1	keeps purchase request record.
4. VENDOR-MASTER	PXPVDM 1	keeps related informations about vendor
5. PURCHASE-ORDER-MASTER	PXPPOM 1	stores purchase order record
6. PURCHASE-ORDER-CONTROL-MASTER	PXPPOCM	controls P/O issued number
7. INVOICE-MASTER	PXPINM 1	keeps invoice records
8. MATERIAL-DELIVERY-CONTROL-MASTER	PXDMTCM	control MDCS issued number
9. VENDOR-PERFORMANCE-MASTER	PXPVPM 1	keeps vendors activities
10. MATERIAL-PRICE-REFERENCED-MASTER	PXPPRM 1	uses for historical price check within three consecutives time
11 COST-CENTRE-CODE	PXPCSM 1	describes the strategic business unit name
12 PURCHASE-ORDER-DEFINE-FILE	PTPPO 01	uses for relevant purposes related purchase order master
13 MATERIAL-UNIT-CODE	PXPUCM 1	describing measurement per unit of material
14 ACCOUNT-PAYEE-PRINT-FILE	PTPAP 1	file created for account payee report

Table B - 2 Authorized Personal Master/Purchaser Code Master

DESCRIPTION	NAME	TYPE	WIDTH	DEC	ACCESS KEY
CODE	APCODE	Character	2		1
NAME	APNAME	Character	20		
AMOUNT	APAMNT	Numeric	11	2	

Table B - 3 Material Master

DESCRIPTION	NAME	TYPE	WIDTH	DEC	ACCESS KEY
TYPE	MTTYPE	Character	1		1
CATEGORY	MTCATE	Character	2		2
CPDE	MTCODE	Character	5		3
NAME	MTNAME	Character	25		
ABBREVIATION NAME	MTABBR	Character	10		
UNIT	MTUNIT	Character	2		
UNIT PRICE	MTUPRC	Numeric	11	2	
MIN. OR. QTY	MTMINQ	Numeric	7	0	
MAX. OR. QTY	MTMAXQ	Numeric	7	0	
VENDOR CODE	MTVDCD	Character	5		
ACTIVATED DATE	MTACDT	Numeric	6	0	

Table B - 4 Purchase Request Master

DESCRIPTION	NAME	TYPE	WIDTH	DEC	ACCESS KEY	P/O INPUT
PURCHASE REQUEST NUMBER	PRNUMB	Character	5		1	
COST CENTER LOCATION	PRLCCDP	Character	1		2	
COST CENTRE CODE	RCSCD	Character	2		3	
AUTHORIZED PERSONAL CODE	PRAUCD	Character	2		4	
TYPESVIATION NAME	PRTYP	Character	2		5	
CLASS	PRCLAS	Character	1			
REQUEST DATE	PRDATE	Numeric	6			
REQUEST DUE DATE	PRDUED	Numeric	6	0		
MATERIAL CODE	PRMTCD	Character	5	0		
MATERIAL UNIT	PRMTUN	Character	2			
REQUEST QUANTITY	PRQNTY	Numeric	7	0		
UNIT PRICE	PRVPRI	Numeric	11	2		
PURCHASE REQUEST TYPE	PRTYPE	Character	1			
ORDER QUANTITY	PRORDQ	Numeric	7	0		X
PURCHASE ORDER NUMBER	PRPONO	Character	5			X
PURCHASE ORDER DATE	PRPODT	Numeric	6	0		X
ACTIVATED DATE	PRACDT	Numeric	6	0		X
ERROR CONTROL	PRERR	Character	8			

Table B - 5 Vendor Master

DESCRIPTION	NAME	TYPE	WIDTH	DEC	ACCESS KEY
KIND	VDKIND	Character	1		1
VENDOR CODE	VDCODE	Character	5		2
VENDOR NAME	VDNAME	Character	25		3
VENDOR ADDRESS 1	VDADR1	Character	30		
VENDOR ADDRESS 2	VDADR2	Character	25		
VENDOR ADDRESS 3	VDADR3	Character	15		
TELEPHONE NUMBER	VDTELN	Character	20		
FAX NUMBER	VDFAXN	Character	15		
CURRENCY	VDCUR	Character	5		

Table B - 6 Purchase Prder Master

DESCRIPTION	NAME	TYPE	WIDTH	DEC	ACCESS KEY	P/O INPUT
TYPE	POTYPE	Character	1		1	
P/O NUMBER	PONUMB	Character	5		2	
P/O DATE	PODATE	Numeric	6	0		
P/O DUE DATE	PODUE	Numeric	6	0		
VENDOR CODE	POVDCD	Character	5			
ITEM	POITEM	Numeric	2			
MATERIAL CODE	POMTCD	Character	5			
MATERIAL UNIT	POMTUN	Character	6			
ORDER QUANTITY	POORQT	Numeric	7	0		
ORDER UNIT PRICE	POORUP	Numeric	11	2		
INVOICE NUMBER	POINNO	Character	5			X
DELIVERY DATE	POINDT	Numeric	6	0		X
TOTAL QUANTITY DELIVERY	POINQT	Numeric	7	0		X
TOTAL DELIVERY AMOUNT	POINAM	Numeric	11	2		X
PURCHASE REQUEST NUMBER	POPRNO	Character	5			
COST LOCATION	POLCCO	Character	1			
COST CENTRE CODE	POCCCD	Character	2			
PURCHASER CODE	POPCOD	Numeric	5			
DELIVERY TERM	POTERM	Character	2			
SHIPPING POINT	POSHPP	Character	10			
PAYMENT TERM	POPTRM	Character	2			
PURCHASER CODE	POPUCD	Character	5			
MDCS CONTROL	POMDCS	Character	1			

Table B - 7 Purchase Order Control Master

DESCRIPTION	NAME	TYPE	WIDTH	DEC	ACCESS KEY
TYPE	POCTYP	Character	1		1
YEAR	POCYER	Character	2		2
PURCHASE ORDER NUMBER	POCNOT	Character	5		

Table B - 8 Material Delivery Control Master

DESCRIPTION	NAME	TYPE	WIDTH	DEC	ACCESS KEY
MDCS NO	MDCSNO	Character	5		1
ACTIVATE DATE	MDCSDT	Numeric	6	0	

Table B - 9 Vendor Performance Master

DESCRIPTION	NAME	TYPE	WIDTH	DEC	ACCESS KEY
VENDOR CODE	VPCODE	Character	5		1
MATERIAL CODE	VPMTCD	Character	5		
AVERAGE U. PRICE	VPAVUP	Numeric	11	2	
ACCUMULATED AMOUNT	VPACAM	Numeric	11	2	

Table B - 10 Material Price Referred Master

DESCRIPTION	NAME	TYPE	WIDTH	DEC	ACCESS KEY
TYPE	MRTYPE	Character	1		1
CODE	MRCODE	Character	5		2
VENDOR CODE 1	MRVDC1	Character	5		
UNIT PRICE 1	MRUPR1	Numeric	11	2	
VENDOR CODE 2	MRVDC2	Character	5		
UNIT PRICE 2	MRUPR2	Numeric	11	2	
VENDOR CODE 3	MRVDC3	Character	5		
UNIT PRICE 3	MRUPR3	Numeric	11	2	

Table B - 11 Cost Centre Code

DESCRIPTION	NAME	TYPE	WIDTH	DEC	ACCESS KEY
COST LOCATION CODE	CCLOCD	Character	1		1
COST CENTRE CODE	CCCODE	Character	2		2
COST CENTRE NAME	CCNAME	Character	15		

Table B - 12 Material Unit Code

DESCRIPTION	NAME	TYPE	WIDTH	DEC	ACCESS KEY
UNIT CODE	MUCODE	Character	2		1
UNIT NAME	MUNAME	Character	20		

Table B - 13 Account Payee Print File

DESCRIPTION	NAME	TYPE	WIDTH	DEC	ACCESS KEY
VENDOR CODE	APVDCD	Character	5		1
INVOICE NUMBER	APINNO	Character	8		3
PAYMENT DATE	APPMDT	Numeric	6	0	2
AMOUNT	APAMNT	Numeric	11	2	
P/O NUMBER	APONO	Character	5		

Table B - 14 Material Delivery Control Master

DESCRIPTION	NAME	TYPE	WIDTH	DEC	ACCESS KEY
MDCS NO	MDCSNO	Character	5		1
MDCS DATE	MDDATE	Numeric	6	0	2
COMPANY	MDCOMP	Character	20		
TRUCK NO	MDTRUC	Character	10		
DRIVER	MDDRIV	Character	15		
LICENSE	MDLICS	Character	10		
LOCATION FROM	MDLCFR	Character	1		
LOCATION TO	MDLCTO	Character	1		
ITEM	MDITEM	Numeric	2	0	
MATERIAL NO	MDMTNO	Character	5		
QUANTITY	MDQUAN	Numeric	7	0	
UNIT	MDUNIT	Character	2		
P/R NUMBER	MDPRNO	Character	5		
P/O NUMBER	MDPONO	Character	5		

APPENDIX - C



1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCMAIN)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(MAIN MENU)

HH.MM.SS

1. DATA INPUT
2. MASTER MAINTENANCE
3. INQUIRY
4. REPORT LIST
5. BACK UP
6. END

SELECT OPTION NO. ---> _



FIGURE C - 1 MAIN MENU

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCDTA)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(DATA INPUT)

HH.MM.SS

1. PURCHASE REQUEST
2. PURCHASE ORDER
3. INVOICE
4. MATERIAL DELIVERY CONTROL

SELECT OPTION NO. ---> _

F1 : RETURN TO MAIN MENU

FIGURE C - 2 DATA INPUT MENU

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCINQY)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(INQUIRY)

HH.MM.SS

1. PURCHASE ORDER
2. VENDOR MASTER (CODE)
3. VENDOR MASTER (NAME)
4. COST CENTRE
5. MATERIAL PRICE REFERENCED MASTER
6. MATERIAL MASTER (CODE)
7. MATERIAL MASTER (NAME)

SELECT OPTION NO. —> —

F1 : RETURN TO MAIN MENU

FIGURE C - 3 INQUIRY MENU

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCMAST)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(MASTER MAINTENANCE)

HH.MM.SS

1. AUTHORIZED PERSONNEL MASTER
2. VENDOR MASTER
3. MATERIAL MASTER
4. MATERIAL UNIT MASTER
5. COST CENTRE MASTER

SELECT OPTION NO. ----> _

F1 : RETURN TO MAIN MENU

FIGURE C - 4 MASTER MAINTENANCE MENU

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCRPR)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(REPORT)

HH.MM.SS

REQUESTED LIST

1. VENDOR MASTER LIST
2. COST CENTRE MASTER LIST
3. MATERIAL MASTER LIST
4. MATERIAL UNIT MASTER LIST
5. MATERIAL PRICE REFERENCED LIST
6. PURCHASE ORDER PENDING LIST

PERIODIC REPORT

7. PURCHASE REQUEST MONTHLY REPORT
8. PURCHASE ORDER MONTHLY REPORT
9. MATERIAL DELIVERY CONTROL REPORT
10. ACCOUNT PAYEE REPORT
11. VENDOR PERFORMANCE REPORT
12. PURCHASE PERFORMANCE REPORT

SELECT OPTION NO. —> __

F1 : RETURN TO MAIN MENU

FIGURE C - 5 REPORT MENU

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCPRIN1)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(PURCHASE ORDER)

HH.MM.SS

TYPE : _____ 1 : NEW 2 : MODIFY 3 : DELETE

PR.NO. : _____

F1 : RETURN TO MAIN MENU F2 : NEXT SCREEN

FIGURE C - 6 PURCHASE REQUEST INPUT SCREEN 1

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCPRIN2)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(PURCHASE REQUEST)

HH.MM.SS

TYPE : XXXXX

PR.NO. : XXXXX

COST CENTRE :

AUTH.PERSON :

KIND :

CLASS :

DATE :

DUE DATE :

F1 : RETURN TO MAIN MENU

F2 : NEXT SCREEN

FIGURE C - 7 PURCHASE REQUEST INPUT SCREEN 2

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCPRIN3) *** ACQUISITION SYSTEM *** YY/MM/DD
(PURCHASE REQUEST) HH.MM.SS

TYPE : XXXXX KIND : XXXXXXXXX CLASS : XXXXXXXX
PR.NO. : XXXXX DATE : XX/XX/XX DUE DATE : XX/XX/XX
CENTRE : XXXXXXXXXXXXXXXX
MAT.NO. : _____ QTY. : _____

MAT.CODE	MAT.NAME	UNIT	QTY.
XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	99,999	99,999,999
XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	99,999	99,999,999
XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	99,999	99,999,999
XXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	99,999	99,999,999

F1 : PREVIOUS SCREEN F2 : UPDATE

ERROR : MESSAGE

FIGURE C - 8 PURCHASE REQUEST ADD SCREEN

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCPRIN4)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(PURCHASE REQUEST)

HH.MM.SS

TYPE : XXXXX KIND : XXXXXXXXXX CLASS : XXXXXXXXXX

PR.NO. : XXXXX DATE : XX/XX/XX DUE DATE : XX/XX/XX

CENTRE : XXXXXXXXXXXXXXXXXX

F1 : PREVIOUS SCREEN F2 : DELETE & RETURN TO FIRST SCREEN

ERROR : MESSAGE

FIGURE C - 9 PURCHASE REQUEST DELETE CREEN

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCPOIN1)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(PURCHASE ORDER)

HH.MM.SS

TYPE : _ 1 : NEW 2 : MODIFY 3 : DELETE

PO.NO. : _



F1 : RETURN TO MENU F2 : NEXT SCREEN

ERROR : MESSAGE

FIGURE C - 10 PURCHASE ORDER INPUT SCREEN

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCPOIN2)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(PURCHASE ORDER)

HH.MM.SS

TYPE : NEW

PO.NO. : XXXXX

VENDOR

DEL.TERM

PO. DATE

PO. DUE DATE

PR. REFERENCE

PURCHASE

F1 : RETURN TO MENU

F2 : NEXT SCREEN

ERROR : MESSAGE

FIGURE C - 11 PURCHASE ORDER INPUT SCREEN 2

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCPOIN3)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(PURCHASE ORDER)

HH.MM.SS

TYPE : NEW PO. NO. : XXXXX DATE : XX/XX/XX DUE DATE : XX/XX/XX

VEDOR : XXXXXXXXXXXXXXXXXXXXX PR. REFERENCE : XXXXX TERM : XXXXX

PURCHASER : XXXXXXXXXXXXXXXXXXXXX

MAT. NO. : _____ QTY : _____ UNIT PRICE : _____

ITEM	MAT. NO.	MAT. NAME	QUANTITY	U.PRICE	AMOUNT
1	XXXXX	XXXXXXXXXXXXXXXXXXXXX	9,999,999	9,999,999.99	99,999,999.99
2	XXXXX	XXXXXXXXXXXXXXXXXXXXX	9,999,999	9,999,999.99	99,999,999.99
3	XXXXX	XXXXXXXXXXXXXXXXXXXXX	9,999,999	9,999,999.99	99,999,999.99
4	XXXXX	XXXXXXXXXXXXXXXXXXXXX	9,999,999	9,999,999.99	99,999,999.99
TOTAL			9,999,999		99,999,999.99

F1 : RETURN TO MENU

F2 : UPDATE

ERROR : MESSAGE

FIGURE C - 12 PURCHASE ORDER NEW ITEMS INPUT SCREEN

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCPOIN4)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(PURCHASE ORDER)

HH.MM.SS

TYPE : MODIFY PO. NO. : XXXXX DATE : XX/XX/XX DUE DATE : XX/XX/XX

VEDOR : XXXXXXXXXXXXXXXXXXXXX PR. REFERENCE : XXXXX TERM : XXXXX

PURCHASER : XXXXXXXXXXXXXXXXXXXXX

ITEM NO. : _____



F1 : RETURN TO PREVIOUS SCREEN

F2 : NEXT SCREEN

ERROR : MESSAGE

FIGURE C - 13 PURCHASE ORDER MODIFY ITEMS INPUT SCREEN 1

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCPOIN5)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(PURCHASE ORDER)

HH.MM.SS

TYPE : NEW PO. NO. : XXXXX DATE : XX/XX/XX DUE DATE : XX/XX/XX

VEDOR : XXXXXXXXXXXXXXXXXXXXX PR. REFERENCE : XXXXX TERM : XXXXX

PURCHASER : XXXXXXXXXXXXXXXXXXXXX

ITEM NO. : XX MAT. NO. : XXXXXX QTY : 9,999,999 U.PRICE : 9,999,999.99

ITEM	MAT. NO.	MAT. NAME	QUANTITY	U.PRICE	AMOUNT
1	XXXXXX	XXXXXXXXXXXXXXXXXXXXX	9,999,999	9,999,999.99	99,999,999.99
2	XXXXXX	XXXXXXXXXXXXXXXXXXXXX	9,999,999	9,999,999.99	99,999,999.99
3	XXXXXX	XXXXXXXXXXXXXXXXXXXXX	9,999,999	9,999,999.99	99,999,999.99
4	XXXXXX	XXXXXXXXXXXXXXXXXXXXX	9,999,999	9,999,999.99	99,999,999.99
TOTAL			9,999,999		99,999,999.99

F1 : RETURN TO MENU

F2 : UPDATE

ERROR : MESSAGE

FIGURE C - 14 PURCHASE ORDER MODIFY ITEMS SCREEN 2

1 2 3 4 5 6 7 8
0123456789012345678901234567890123456789012345678901234567890

(PCPOIN6)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(PURCHASE ORDER)

HH.MM.SS

TYPE : NEW PO. NO. : XXXXX DATE : XX/XX/XX DUE DATE : XX/XX/XX

VEDOR : XXXXXXXXXXXXXXXXXXXXX PR. REFERENCE : XXXXX TERM : XXXXX

PURCHASER : XXXXXXXXXXXXXXXXXXXXX



F1 : RETURN TO FIRST SCREEN F2 : DELETE & RETURN TO FIRST SCREEN

ERROR : MESSAGE

FIGURE C - 15 PURCHASE ORDER DELETE SCREEN

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCININ1)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(INVOICE)

HH.MM.SS

PO. NUMBER : _____



F1 : RETURN TO MENU

F2 : NEXT SCREEN

ERROR : MESSAGE

FIGURE C - 16 INVOICE INPUT SCREEN 1

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCININ2)

*** ACQUISITION SYSTEM ***

YY/MM/DD

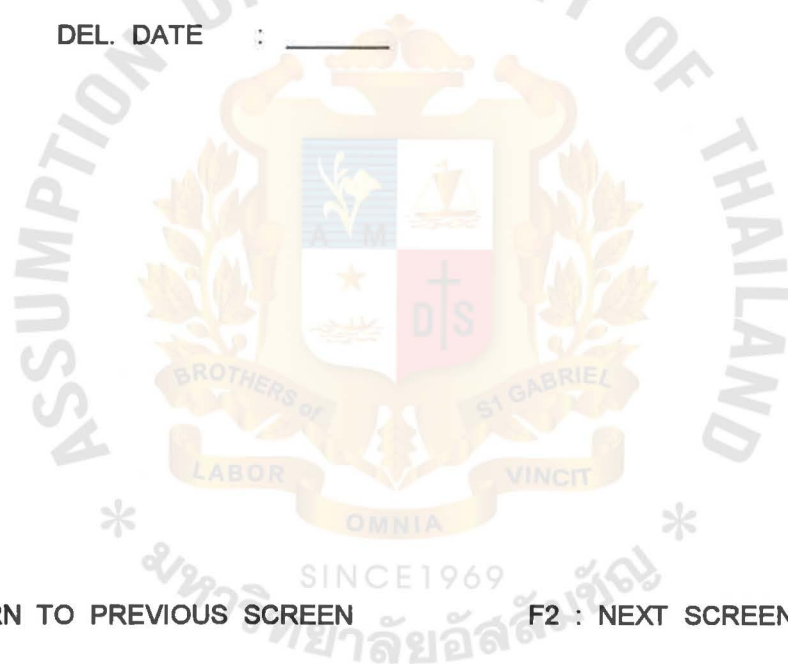
(INVOICE)

HH.MM.SS

PO. NUMBER : XXXXX

INV. NUMBER :

DEL. DATE :



F1 : RETURN TO PREVIOUS SCREEN

F2 : NEXT SCREEN

ERROR : MESSAGE

FIGURE C - 17 INVOICE INPUT SCREEN 2

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCININ3)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(INVOICE)

HH.MM.SS

PO. NO. : XXXXX INV. NO. : XXXXXXXX DEL. DATE : XX/XX/XX

VEDOR : XXXXXXXXXXXXXXXXXXXX PURCHASER : XXXXXXXXXXXXXXXXXXXX

ITEM NO. : MAT. NO. : INV. QTY : INV. AMOUNT :

ITEM	MAT. NO.	MAT. NAME	PO. QTY	INV. QTY	INV.AMT
1	XXXXX	XXXXXXXXXXXXXXXXXXXX	9,999,999	9,999,999.99	99,999,999.99
2	XXXXX	XXXXXXXXXXXXXXXXXXXX	9,999,999	9,999,999.99	99,999,999.99
3	XXXXX	XXXXXXXXXXXXXXXXXXXX	9,999,999	9,999,999.99	99,999,999.99
4	XXXXX	XXXXXXXXXXXXXXXXXXXX	9,999,999	9,999,999.99	99,999,999.99
TOTAL			9,999,999	9,999,999.99	99,999,999.99

F1 : RETURN TO FIRST SCREEN

F2 : UPDATE

ERROR : MESSAGE

FIGURE C - 18 INVOICE INPUT SCREEN 3

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCDCIN1)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(MATERIAL DELIVERY CONTROL)

HH.MM.SS

TYPE : _ 1: NEW 2: MODIFY 3: DELETE

MDSC. NO : _

F1 : RETURN TO MENU F2 : NEXT SCREEN

ERROR : MESSAGE

FIGURE C - 19 MATERIAL DELIVERY CONTROL INPUT SCREEN 1

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCDCIN2)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(MATERIAL DELIVERY CONTROL)

HH.MM.SS

TYPE : NEW

MDSC. NO : XXXXX

MSCD. DATE :

COMPANY :

TRUCK NO. :

DRIVER :

F1 : RETURN TO MENU F2 : NEXT SCREEN

ERROR : MESSAGE

FIGURE C - 20 MATERIAL DELIVERY CONTROL NEW ITEMS INPUT SCREEN 1

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCDCIN3)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(MATERIAL DELIVERY CONTROL)

HH.MM.SS

TYPE : NEW MDSC. NO : XXXXX DATE : XX/XX/XX COMPANY : XXXXXXXXXXXX

TRUCK NO. : XXXXXXXXXX DRIVER : XXXXXXXXXXXXXXXXXXXX

PO. NO. : _____ ITEM : _____

F1 : RETURN TO PREVIOUS SCREEN F2 : NEXT SCREEN

ERROR : MESSAGE

FIGURE C - 21 MATERIAL DELIVERY CONTROL NEW ITEMS INPUT SCREEN 2

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCDCIN4)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(MATERIAL DELIVERY CONTROL)

HH.MM.SS

TYPE : NEW MDSC. NO : XXXXX DATE : XX/XX/XX COMPANY : XXXXXXXXXXXXX

TRUCK NO. : XXXXXXXXXX DRIVER : XXXXXXXXXXXXXXXXXXXXX

PO. NO. : XXXXX ITEM : 99

MAT. NO. : XXXXX MAT. NAME : XXXXXXXXXXXXX QTY : 9999

ITEM	MAT. NO.	MAT. NAME	QUANTITY	UNIT	PO. NO.	PR. NO.
1	XXXXX	XXXXXXXXXXXXXXXXXXXXX	99,999	XX	XXXXX	XXXXX
2	XXXXX	XXXXXXXXXXXXXXXXXXXXX	99,999	XX	XXXXX	XXXXX
3	XXXXX	XXXXXXXXXXXXXXXXXXXXX	99,999	XX	XXXXX	XXXXX
4	XXXXX	XXXXXXXXXXXXXXXXXXXXX	99,999	XX	XXXXX	XXXXX
5	XXXXX	XXXXXXXXXXXXXXXXXXXXX	99,999	XX	XXXXX	XXXXX
TOTAL			99,999			

F1 : RETURN TO FIRST SCREEN

F2 : UPDATE

ERROR : MESSAGE

FIGURE C - 22 MATERIAL DELIVERY CONTROL NEW ITEMS INPUT SCREEN 3

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCDCIN5)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(MATERIAL DELIVERY CONTROL)

HH.MM.SS

TYPE : MODIFY MDSC. NO : XXXXX DATE : XX/XX/XX COMPANY : XXXXXXXXXXXX

TRUCK NO. : XXXXXXXXXX DRIVER : XXXXXXXXXXXXXXXXXXXX

ITEM :

F1 : RETURN TO PREVIOUS SCREEN F2 : NEXT SCREEN

ERROR : MESSAGE

FIGURE C - 23 MATERIAL DELIVERY CONTROL MODIFY ITEMS INPUT SCREEN 1

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCDCIN6)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(MATERIAL DELIVERY CONTROL)

HH.MM.SS

TYPE : MODIFY MDSC. NO : XXXXX DATE : XX/XX/XX COMPANY : XXXXXXXXXXXX

TRUCK NO. : XXXXXXXXXX DRIVER : XXXXXXXXXXXXXXXXXXXX

PO. NO. : XXXXX ITEM : 99

MAT. NO. : XXXXX MAT. NAME : XXXXXXXXXXXX QTY : 9999

ITEM	MAT. NO.	MAT. NAME	QUANTITY	UNIT	PO. NO.	PR. NO.
1	XXXXX	XXXXXXXXXXXXXXXXXXXX	99,999	XX	XXXXX	XXXXX
2	XXXXX	XXXXXXXXXXXXXXXXXXXX	99,999	XX	XXXXX	XXXXX
3	XXXXX	XXXXXXXXXXXXXXXXXXXX	99,999	XX	XXXXX	XXXXX
4	XXXXX	XXXXXXXXXXXXXXXXXXXX	99,999	XX	XXXXX	XXXXX
5	XXXXX	XXXXXXXXXXXXXXXXXXXX	99,999	XX	XXXXX	XXXXX
TOTAL			99,999			

F1 : RETURN TO FIRST SCREEN F2 : UPDATE

ERROR : MESSAGE

FIGURE C - 24 MATERIAL DELIVERY CONTROL MODIFY ITEMS INPUT SCREEN 2

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCDCIN7)

*** ACQUISITION SYSTEM ***

YY/MM/DD

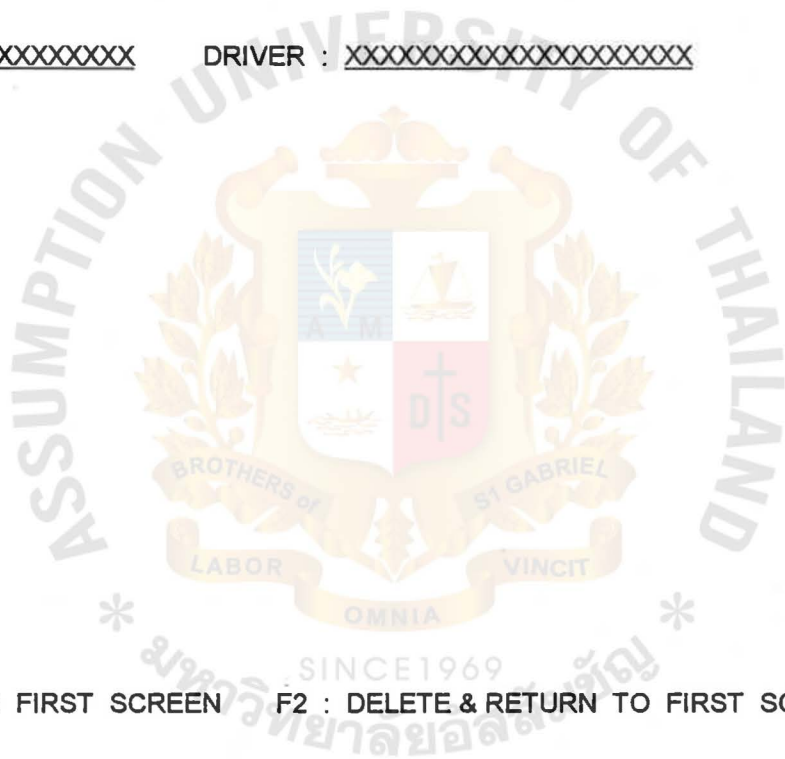
(MATERIAL DELIVERY CONTROL)

HH.MM.SS

TYPE : DELETE MDSC. NO : XXXXX DATE : XX/XX/XX COMPANY : XXXXXXXXXXXX

TRUCK NO. : XXXXXXXXXX

DRIVER : XXXXXXXXXXXXXXXXXXXX



F1 : RETURN TO FIRST SCREEN F2 : DELETE & RETURN TO FIRST SCREEN

ERROR : MESSAGE

FIGURE C - 25 MATERIAL DELIVERY CONTROL DELETE ITEMS

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCAUPS1)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(AUTHORIZED PERSONNEL MASTER)

HH.MM.SS

TYPE : — 1:NEW 2:MODIFY 3:DELETE

PERSONNEL CODE : —

F1 : RETURN TO MENU

F2 : NEXT SCREEN

ERROR : MESSAGE

FIGURE C - 26 AUTHORIZED PERSONNEL MASTER INPUT SCREEN 1

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCAUPS2)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(AUTHORIZED PERSONNEL MASTER)

HH.MM.SS

TYPE : NEW

PERSONNEL CODE : XX

NAME : _____

F1 : RETURN TO PREVIOUS SCREEN

F2 : UPDATE & RETURN TO PREVIOUS SCREEN

ERROR : MESSAGE

FIGURE C - 27 AUTHORIZED PERSONNEL MASTER INPUT SCREEN 2

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCAUPS3)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(AUTHORIZED PERSONNEL MASTER)

HH.MM.SS

TYPE : MODIFY

PERSONNEL CODE : XX

NAME : XXXXXXXXXXXXXXXXXXXXXX

F1 : RETURN TO PREVIOUS SCREEN

F2 : UPDATE & RETURN TO PREVIOUS SCREEN

ERROR : MESSAGE

FIGURE C - 28 AUTHORIZED PERSONNEL MASTER MODIFY SCREEN

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCAUPS4)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(AUTHORIZED PERSONNEL MASTER)

HH.MM.SS

TYPE : DELETE

PERSONNEL CODE : XX

NAME : XXXXXXXXXXXXXXXXXXXXX

F1 : RETURN TO PREVIOUS SCREEN

F2 : UPDATE & RETURN TO PREVIOUS SCREEN

ERROR : MESSAGE

FIGURE C - 29 AUTHORIZED PERSONNEL MASTER DELETE SCREEN

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCEND1)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(VENDOR MASTER)

HH.MM.SS

TYPE : _ 1 : NEW 2 : MODIFY 3 : DELETE

KIND : _ 1 : LOCAL 2 : FOREIGN

VENDOR CODE : _

F1 : RETURN TO MENU

F2 : NEXT SCREEN

ERROR : MESSAGE

FIGURE C - 30 VENDOR MASTER INPUT SCREEN

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCEND2)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(VENDOR MASTER)

HH.MM.SS

TYPE : NEW

KIND : LOCAL/ FOREIGN

VENDOR CODE : XXXXX

NAME : _____

ADDRESS 1 : _____

ADDRESS 2 : _____

ADDRESS 3 : _____

TELEPHONE NO.: _____

FAX NO. : _____

CURRENCY : _____

F1 : RETURN TO PREVIOUS SCREEN

F2 : UPDATE & RETURN TO PREVIOUS SCREEN

ERROR : MESSAGE

FIGURE C - 31 VENDOR MASTER NEW ITEMS INPUT SCREEN

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCEND3)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(VENDOR MASTER)

HH.MM.SS

TYPE : MODIFY

KIND : LOCAL/ FOREIGN

VENDOR CODE : XXXXX

NAME : XXXXXXXXXXXXXXXXXXXXX

ADDRESS 1 : XXXXXXXXXXXXXXXXXXXXXXXXXXXXX

ADDRESS 2 : XXXXXXXXXXXXXXXXXXXXXXXXXXXXX

ADDRESS 3 : XXXXXXXXXXXXXXXXXXXXXXXXXXXXX

TELEPHONE NO.: XXXXXXXXXXXXXXXXXXXXX

FAX NO. : XXXXXXXXXXXXXXX

CURRENCY : XXXXX

F1 : RETURN TO PREVIOUS SCREEN

F2 : UPDATE & RETURN TO PREVIOUS SCREEN

ERROR : MESSAGE

FIGURE C - 32 VENDOR MASTER MODIFY ITEMS SCREEN

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCVEND4)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(VENDOR MASTER)

HH.MM.SS

TYPE : DELETE

KIND : LOCAL/ FOREIGN

VENDOR CODE : XXXXX

NAME : XXXXXXXXXXXXXXXXXXXXX

ADDRESS 1 : XXXXXXXXXXXXXXXXXXXXX

ADDRESS 2 : XXXXXXXXXXXXXXXXXXXXX

ADDRESS 3 : XXXXXXXXXXXXXXXXXXXXX

TELEPHONE NO.: XXXXXXXXXXXXXXXXXXXXX

FAX NO. : XXXXXXXXXXXXX

CURRENCY : XXXXX

F1 : RETURN TO PREVIOUS SCREEN

F2 : UPDATE & RETURN TO PREVIOUS SCREEN

ERROR : MESSAGE

FIGURE C - 33 VENDOR MASTER DELETE ITEMS SCREEN

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCMATE1)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(MATERIAL MASTER)

HH.MM.SS

TYPE : _ 1: NEW 2: MODIFY 3: DELETE
KIND : _ 1: DOMESTIC 2: IMPORT
CATEGORY : _
CODE : _

F1 : RETURN TO MENU

F2 : NEXT SCREEN

ERROR : MESSAGE

FIGURE C - 34 MATERIAL MASTER INPUT SCREEN

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCMATE2)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(MATERIAL MASTER)

HH.MM.SS

TYPE : NEW

KIND : DOMESTIC/IMPORT

CATEGORY : XXXXXXXXXX

CODE : XXXXX

NAME : _____

ADDR.NAME : _____

UNIT : _____

U. PRICE : _____

MIN.ORD.QTY. : _____

MAX.ORD.QTY. : _____

F1 : RETURN PREVIOUS TO SCREEN

F2 : UPDATE & RETURN TO PREVIOUS SCREEN

ERROR : MESSAGE

FIGURE C - 35 MATERIAL MASTER NEW ITEMS INPUT SCREEN

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCMATE3)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(MATERIAL MASTER)

HH.MM.SS

TYPE : MODIFY
KIND : DOMESTIC/IMPORT
CATEGORY : XXXXXXXXXX
CODE : XXXXX
NAME : XXXXXXXXXXXXXXXXXXXX
ADDR.NAME : XXXXXXXXXXXXXXXXXXXXXXXXXXXX
UNIT : XX
U. PRICE : 999999999999
MIN.ORD.QTY. : 99999999
MAX.ORD.QTY. : 99999999

F1 : RETURN PREVIOUS TO SCREEN

F2 : UPDATE & RETURN TO PREVIOUS SCREEN

ERROR : MESSAGE

FIGURE C - 36 MATERIAL MASTER MODIFY ITEMS INPUT SCREEN

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCMATE4)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(MATERIAL MASTER)

HH.MM.SS

TYPE : DELETE
KIND : DOMESTIC/IMPORT
CATEGORY : XXXXXXXXXX
CODE : XXXXX
NAME : XXXXXXXXXXXXXXXXXXXX
ADDR.NAME : XXXXXXXXXXXXXXXXXXXXXXXXXXXX
UNIT : XX
U. PRICE : 99999999999
MIN.ORD.QTY. : 99999999
MAX.ORD.QTY. : 99999999

F1 : RETURN PREVIOUS TO SCREEN

F2 : DELETE & RETURN TO PREVIOUS SCREEN

ERROR : MESSAGE

FIGURE C - 37 MATERIAL MASTER DELETE ITEMS INPUT SCREEN

1 2 3 4 5 6 7 8
0123456789012345678901234567890123456789012345678901234567890

(PCUNIT1)

*** ACQUISITION SYSTEM ***

YY/MM/DD

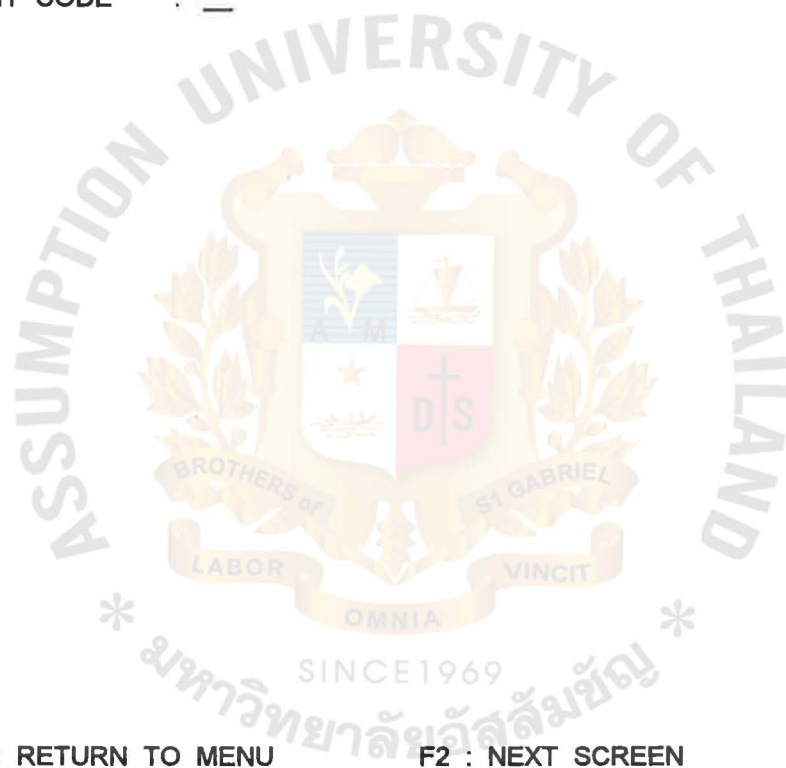
(MATERIAL UNIT MASTER)

HH.MM.SS

TYPE : —

1 : NEW 2 : MODIFY 3 : DELETE

UNIT CODE : —



F1 : RETURN TO MENU

F2 : NEXT SCREEN

ERROR : MESSAGE

FIGURE C - 38 MATERIAL UNIT MASTER INPUT SCREEN

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCUNIT2)

*** ACQUISITION SYSTEM ***

YY/MM/DD

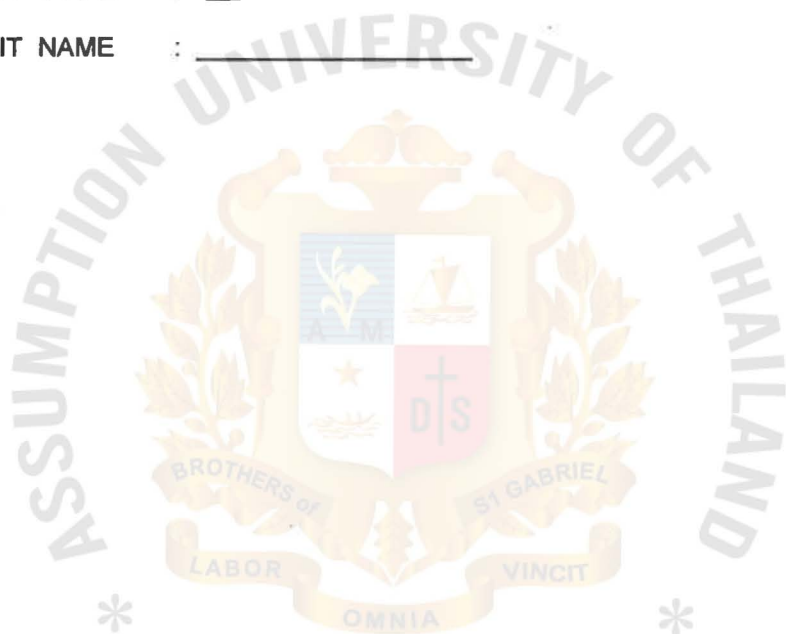
(MATERIAL UNIT MASTER)

HH.MM.SS

TYPE : NEW

UNIT CODE : XX

UNIT NAME : _____



F1 : RETURN TO PREVIOUS SCREEN

F2 : UPDATE & RETURN TO PREVIOUS SCREEN

ERROR : MESSAGE

FIGURE C - 39 MATERIAL UNIT MASTER NEW ITEMS INPUT SCREEN

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCUNIT3)

*** ACQUISITION SYSTEM ***

YY/MM/DD

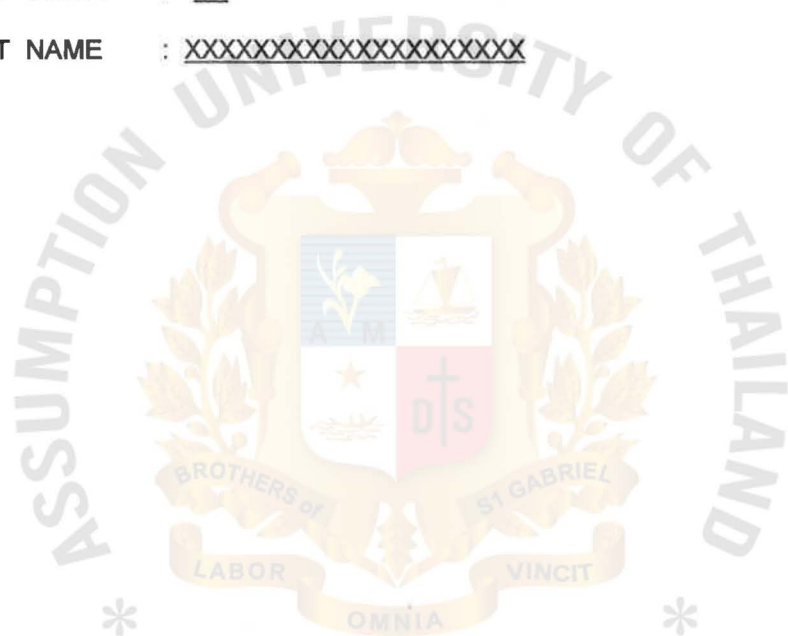
(MATERIAL UNIT MASTER)

HH.MM.SS

TYPE : MODIFY

UNIT CODE : XX

UNIT NAME : XXXXXXXXXXXXXXXXXXXXXX



F1 : RETURN TO PREVIOUS SCREEN

F2 : UPDATE & RETURN TO PREVIOUS SCREEN

ERROR : MESSAGE

FIGURE C - 40 MATERIAL UNIT MASTER MODIFY ITEMS INPUT SCREEN

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCUNIT4)

*** ACQUISITION SYSTEM ***

YY/MM/DD

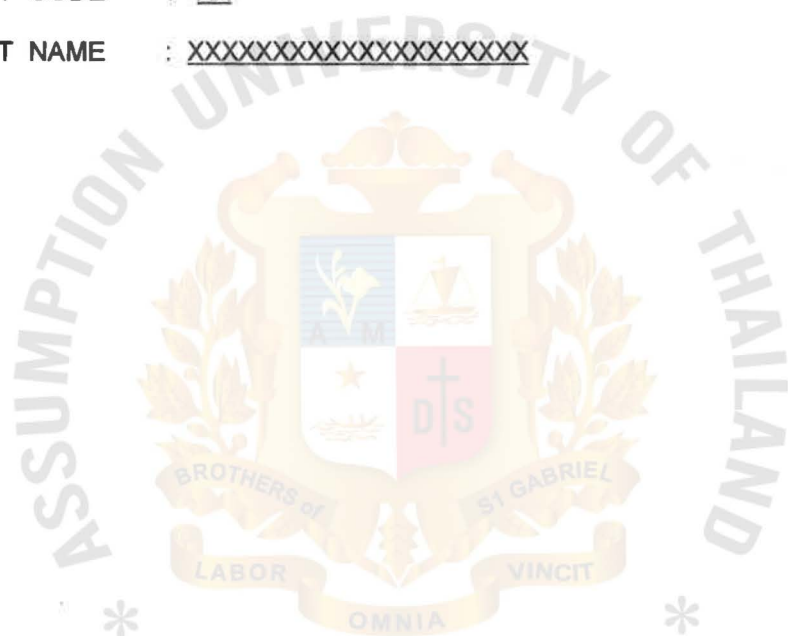
(MATERIAL UNIT MASTER)

HH.MM.SS

TYPE : DELETE

UNIT CODE : XX

UNIT NAME : XXXXXXXXXXXXXXXXXXXXXX



F1 : RETURN TO PREVIOUS SCREEN

F2 : DELETE & RETURN TO PREVIOUS SCREEN

ERROR : MESSAGE

FIGURE C - 41 MATERIAL UNIT MASTER DELETE ITEMS INPUT SCREEN

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCCCTR1)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(COST CENTRE MASTER)

HH.MM.SS

TYPE : — 1:NEW 2.MODIFY 3.DELETE

CENTRE CODE : —

F1 : RETURN TO MENU

F2 : NEXT SCREEN

ERROR : MESSAGE

FIGURE C - 42 COST CENTRE MASTER INPUT SCREEN

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCCCTR2)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(COST CENTRE MASTER)

HH.MM.SS

TYPE : NEW

CENTRE CODE : XX

NAME : _____



F1 : RETURN TO PREVIOUS SCREEN

F2 : UPDATE & RETURN TO PREVIOUS SCREEN

ERROR : MESSAGE

FIGURE C - 43 COST CENTRE MASTER NEW ITEMS INPUT SCREEN

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCCCTR3)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(COST CENTRE MASTER)

HH.MM.SS

TYPE : MODIFY

CENTRE CODE : XX

NAME : XXXXXXXXXXXXXXXXXXXXXX



F1 : RETURN TO PREVIOUS SCREEN

F2 : UPDATE & RETURN TO PREVIOUS SCREEN

ERROR : MESSAGE

FIGURE C - 44 COST CENTRE MASTER MODIFY ITEMS SCREEN

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCCCTR4)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(COST CENTRE MASTER)

HH.MM.SS

TYPE : DELETE

CENTRE CODE : XX

NAME : XXXXXXXXXXXXXXXXXXXXX



F1 : RETURN TO PREVIOUS SCREEN

F2 : DELETE & RETURN TO PREVIOUS SCREEN

ERROR : MESSAGE

FIGURE C - 45 COST CENTRE MASTER DELETE ITEMS SCREEN

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCIQPO1)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(PURCHASE ORDER INQUIRY)

HH.MM.SS

P.O. NUMBER : _____

F1 : RETURN TO MENU F2 : NEXT SCREEN

ERROR : MESSAGE

FIGURE C - 46 PURCHASE ORDER INQUIRY SCREEN 1

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCIQPO2)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(PURCHASE ORDER INQUIRY)

HH.MM.SS

P.O. NAME : _____ DATE : XX/XX/XX DUE DATE : XX/XX/XX

VENDOR : XXXXXXXXXXXXXXXXXXXX PR.REFERENCE : XXXXX TERM : XXXXX

PURCHASER : XXXXXXXXXXXXXXXXXXXXXXXXXXXX

ITEM	MAT NO.	MAT. NAME	QUANTITY	U.PRICE	AMOUNT
1	XXXXX	XXXXXXXXXXXXXXXXXXXX	9,999,999	9,999,999	99,999,999.99
2	XXXXX	XXXXXXXXXXXXXXXXXXXX	9,999,999	9,999,999	99,999,999.99
3	XXXXX	XXXXXXXXXXXXXXXXXXXX	9,999,999	9,999,999	99,999,999.99
4	XXXXX	XXXXXXXXXXXXXXXXXXXX	9,999,999	9,999,999	99,999,999.99
5	XXXXX	XXXXXXXXXXXXXXXXXXXX	9,999,999	9,999,999	99,999,999.99
TOTAL			9,999,999		99,999,999.99

F1 : RETURN TO PREVIOUS SCREEN

ERROR : MESSAGE

FIGURE C - 47 PURCHASE ORDER INQUIRY SCREEN 2

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCIQDV1) *** ACQUISITION SYSTEM *** YY/MM/DD
(VENDOR MASTER INQUIRY) HH.MM.SS

KIND : _ 1 : LOCAL 2 : FOREIGN
VENDOR CODE : _

F1 : RETURN TO MENU F2 : NEXT SCREEN

ERROR : MESSAGE

FIGURE C - 48 VENDOR MASTER INQUIRY SCREEN 1 (BY CODE)

1 2 3 4 5 6 7 8
0123456789012345678901234567890123456789012345678901234567890

(PCIQDV2)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(VENDOR MASTER INQUIRY)

HH.MM.SS

KIND : LOCAL/FOREIGN

VENDOR CODE : XXXXX

NAME : XXXXXXXXXXXXXXXXXXXXXXXX

ADDRESS 1 : XXXXXXXXXXXXXXXXXXXXXXXX

ADDRESS 2 : XXXXXXXXXXXXXXXXXXXXXXXX

ADDRESS 3 : XXXXXXXXXXXXXXXXXXXXXXXX

TELEPHONE NO. : XXXXXXXXXXXXXXX

FAX. NO. : XXXXXXXXXXXXXXX

CURRENCY : XXXXX

F1 : RETURN TO PREVIOUS SCREEN

ERROR : MESSAGE

FIGURE C - 49 VENDOR MASTER INQUIRY SCREEN 2

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCIQDV3)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(VENDOR MASTER INQUIRY)

HH.MM.SS

KIND : _ 1 : LOCAL 2 : FOREIGN

VENDOR CODE : _____

F1 : RETURN TO MENU F2 : NEXT SCREEN

ERROR : MESSAGE

FIGURE C - 50 VENDOR MASTER INQUIRY SCREEN 3 (BY NAME)

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCIQDV4)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(VENDOR MASTER INQUIRY)

HH.MM.SS

KIND : LOCAL/FOREIGN

VENDOR CODE : XXXXX

NAME : XXXXXXXXXXXXXXXXXXXXXXXX

ADDRESS 1 : XXXXXXXXXXXXXXXXXXXXXXXX

ADDRESS 2 : XXXXXXXXXXXXXXXXXXXXXXXX

ADDRESS 3 : XXXXXXXXXXXXXXXXXXXXXXXX

TELEPHONE NO. : XXXXXXXXXXXXXXXX

FAX. NO. : XXXXXXXXXXXXXXXX

CURRENCY : XXXXX

F1 : RETURN TO PREVIOUS SCREEN

ERROR : MESSAGE

FIGURE C - 51 VENDOR MASTER INQUIRY SCREEN 4

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCIQCC1) *** ACQUISITION SYSTEM *** YY/MM/DD
(COST CENTRE MASTER INQUIRY) HH.MM.SS

COST CENTRE : _

F1 : RETURN TO MENU F2 : NEXT SCREEN

ERROR : MESSAGE

FIGURE C - 52 COST CENTRE MASTER INQUIRY SCREEN 1

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCIQCC2) *** ACQUISITION SYSTEM *** YY/MM/DD
(COST CENTRE MASTER INQUIRY) HH.MM.SS

COST CENTRE : XX
NAME : XXXXXXXXXXXXXXXXXXXXXXXX



F1 : RETURN TO PREVIOUS SCREEN

ERROR : MESSAGE

FIGURE C - 53 COST CENTRE MASTER INQUIRY SCREEN 2

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCIQPR1)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(MATERIAL PRICE REFERENCED MASTER)

HH.MM.SS

TYPE : _ 1 : LOCAL 2 : IMPORT

MAT. CODE : _

F1 : RETURN TO MENU F2 : NEXT SCREEN

ERROR : MESSAGE

FIGURE C - 54 MATERIAL PRICE REFERENCED MASTER INQUIRY SCREEN 1

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCIQPR2)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(MATERIAL PRICE REFERENCED MASTER)

HH.MM.SS

TYPE : LOCAL/IMPORT MAT. NO. : XXXXX MAT.NAME : XXXXXXXXXXXXXXXXXX

CODE	VENDOR NAME	U.PRICE	TELEPHONE NO.	FAX. NO.
XXXXX	XXXXXXXXXXXXXXXXXX	9,999,999.99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
XXXXX	XXXXXXXXXXXXXXXXXX	9,999,999.99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
XXXXX	XXXXXXXXXXXXXXXXXX	9,999,999.99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
XXXXX	XXXXXXXXXXXXXXXXXX	9,999,999.99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX
XXXXX	XXXXXXXXXXXXXXXXXX	9,999,999.99	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX

F1 : RETURN TO PREVIOUS SCREEN

ERROR : MESSAGE

FIGURE C - 55 MATERIAL PRICE REFERENCED MASTER INQUIRY SCREEN 2

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCIQMM1)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(MATERIAL MASTER)

HH.MM.SS

KIND : — 1 : DOMESTIC 2 : IMPORT
CATEGORY : —
CODE : —

F1 : RETURN TO MENU F2 : NEXT SCREEN

ERROR : MESSAGE

FIGURE C - 56 MATERIAL MASTER INQUIRY SCREEN 1 (BY CODE)

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCIQMM2) *** ACQUISITION SYSTEM *** YY/MM/DD
(MATERIAL MASTER) HH.MM.SS

KIND : DOMESTIC/IMPORT
CATEGORY : XXXXXXXXXXXXXXXXX
CODE : XXXXX
NAME : XXXXXXXXXXXXXXXXXXXXXXXX
ADDR. NAME : XXXXXXXXXXXXXXXXXXXXXXXX
UNIT : XX
U.PRICE : 9,999,999.99
MIN.ORD.QTY : 9,999,999
MAX.ORD.QTY : 9,999,999

F1 : RETURN TO PREVIOUS SCREEN

ERROR : MESSAGE

FIGURE C - 57 MATERIAL MASTER INQUIRY SCREEN 2

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCIQMM3)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(MATERIAL MASTER)

HH.MM.SS

ADDR. NAME

F1 : RETURN TO MENU

F2 : NEXT SCREEN

ERROR : MESSAGE

FIGURE C - 58 MATERIAL MASTER INQUIRY SCREEN 3 (BY NAME)

1 2 3 4 5 6 7 8
01234567890123456789012345678901234567890123456789012345678901234567890

(PCIQMM4)

*** ACQUISITION SYSTEM ***

YY/MM/DD

(MATERIAL MASTER)

HH.MM.SS

KIND : DOMESTIC/IMPORT
CATEGORY : XXXXXXXXXXXXXXXX
CODE : XXXXX
NAME : XXXXXXXXXXXXXXXXXXXXXXXX
ADDR. NAME : XXXXXXXXXXXXXXXXXXXXXXXX
UNIT : XX
U.PRICE : 9,999,999.99
MIN.ORD.QTY : 9,999,999
MAX.ORD.QTY : 9,999,999

* F1 : RETURN TO PREVIOUS SCREEN *

ERROR : MESSAGE

FIGURE C - 59 MATERIAL MASTER INQUIRY SCREEN 4

(PCVDLST)

*** VENDOR MASTER LIST ***

YY/MM/DD

PAGE : XXX

K.	VENDOR CODE	VENDOR NAME	ADDRESS	TELEPHONE NO.	FAX NO.	CURRENCY
1	XXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXX
	XXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXX
	XXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXX
TOTAL DOMESTIC VENDOR		999				

FIGURE C - 60 VENDOR MASTER LIST

(PCVDLST)

*** VENDOR MASTER LIST ***

YY/MM/DD

PAGE : XXX

K.	VENDOR CODE	VENDOR NAME	ADDRESS	TELEPHONE NO.	FAX NO.	CURRENCY
2	XXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXX
	XXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXX
	XXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXX
TOTAL FOREIGN VENDOR			999			
GRAND TOTAL			999			

FIGURE C - 61 VENDOR MASTER LIST (CONTD.)

CENTRE CODE	CENTRE NAME
XX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
TOTAL RECORDS	99

FIGURE C - 62 COST CENTRE MASTER LIST

(PCMTLST)

*** MATERIA L MASTER LIST ***

YY/MM/DD

PAGE : XXX

K.	CATE.	MAT.CODE	MAT. NAME	ADDR.NAME	UNIT	U.PRICE	MIN.ORD	MAX.ORD	VENDOR
X	XX	XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XX	9,999,999,.99	9,999,999	9,999,999	XXXXXXXXXXXXXXXXXXXX
		XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XX	9,999,999,.99	9,999,999	9,999,999	XXXXXXXXXXXXXXXXXXXX
		XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XX	9,999,999,.99	9,999,999	9,999,999	XXXXXXXXXXXXXXXXXXXX
TOTAL IMPORTED MATERIAL			999						
X	XX	XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XX	9,999,999,.99	9,999,999	9,999,999	XXXXXXXXXXXXXXXXXXXX
		XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XX	9,999,999,.99	9,999,999	9,999,999	XXXXXXXXXXXXXXXXXXXX
		XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XX	9,999,999,.99	9,999,999	9,999,999	XXXXXXXXXXXXXXXXXXXX
TOTAL IMPORTED MATERIAL			999						

FIGURE C - 63 MATERIAL MASTER LIST

UNIT CODE	UNIT NAME
XX	XXXXXXXXXXXXXXXXXXXXX
XX	XXXXXXXXXXXXXXXXXXXXX
XX	XXXXXXXXXXXXXXXXXXXXX
XX	XXXXXXXXXXXXXXXXXXXXX
XX	XXXXXXXXXXXXXXXXXXXXX
XX	XXXXXXXXXXXXXXXXXXXXX
TOTAL RECORDS	99

FIGURE C - 64 MATERIAL UNIT MASTER LIST

(PCPRLST)

*** MATERIAL PRICE REFERANCED LIST ***

YY/MM/DD

PAGE : XXX

MAT.NO	MAT. NAME	ADDR.NAME	V.CODE	V.NAME	U.PRICE	TELEPHONE NO.	FAX.NO.
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	999,999,.99	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	999,999,.99	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	999,999,.99	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	999,999,.99	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	999,999,.99	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	999,999,.99	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX

TOTAL RECORDS

999

FIGURE C - 65 MATERIAL PRICE REFERANCED LIST

(PCPDLST)

*** PURCHASE ORDER PENDING LIST ***
AS END OF XX/XX/XX

YY/MM/DD PAGE : XXX

PO.NO.	DATE	DUE DATE	VENDOR NAME	TELEPHONE NO.	FAX.NO.	PURCHASER NAME	AMOUNT
XXXXX	XX/XX/XX	XX/XX/XX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	99,999,999.99
XXXXX	XX/XX/XX	XX/XX/XX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	99,999,999.99
XXXXX	XX/XX/XX	XX/XX/XX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	99,999,999.99
XXXXX	XX/XX/XX	XX/XX/XX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	99,999,999.99
XXXXX	XX/XX/XX	XX/XX/XX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	99,999,999.99
XXXXX	XX/XX/XX	XX/XX/XX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	99,999,999.99

TOTAL PENDING RECORDS

999

FIGURE C - 66 PURCHASE ORDER PENDING LIST

(PCPRMRP)

*** PURCHASE REQUEST MONTHLY REPORT ***
FOR THE MONTH OF XXXXXXXX XXXX

YY/MM/DD

PAGE : XXX

C.CENTRE	K	CL	AUTH.PERSON	PR.NO.	DATE	DUE DATE	QUANTITY	VENDOR NAME	U.PRICE
XX	XX	X	XXXXXXXXXXXXXXXXXXXX	XXXXX	XX/XX/XX	XX/XX/XX	9,999,999	XXXXXXXXXXXXXXXXXXXX	99,999,999.99
	XX	X	XXXXXXXXXXXXXXXXXXXX	XXXXX	XX/XX/XX	XX/XX/XX	9,999,999	XXXXXXXXXXXXXXXXXXXX	99,999,999.99
	XX	X	XXXXXXXXXXXXXXXXXXXX	XXXXX	XX/XX/XX	XX/XX/XX	9,999,999	XXXXXXXXXXXXXXXXXXXX	99,999,999.99
TOTAL RECORDS BY COST CENTRE				999					
XX	XX	X	XXXXXXXXXXXXXXXXXXXX	XXXXX	XX/XX/XX	XX/XX/XX	9,999,999	XXXXXXXXXXXXXXXXXXXX	99,999,999.99
	XX	X	XXXXXXXXXXXXXXXXXXXX	XXXXX	XX/XX/XX	XX/XX/XX	9,999,999	XXXXXXXXXXXXXXXXXXXX	99,999,999.99
	XX	X	XXXXXXXXXXXXXXXXXXXX	XXXXX	XX/XX/XX	XX/XX/XX	9,999,999	XXXXXXXXXXXXXXXXXXXX	99,999,999.99
TOTAL RECORDS BY COST CENTRE				999					
GRAND TOTAL				9,999					

FIGURE C - 67 PURCHASE REQUEST MONTHLY REPORT

(PCPOMRP)

*** PURCHASE ORDER MONTHLY REPORT ***
FOR THE MONTH OF XXXXXXXX XXXX

YY/MM/DD

PAGE : XXX

PR.NO.	DATE	DUE DATE	VENDOR NAME	SHIP.POINT	TERM	PR.NO.	METERIAL	QUANTITY	AMOUNT
XXXXX	XX/XX/XX	XX/XX/XX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XX	XXXXX	XXXXX XXXXXXXXXXXXXXXX	9,999,999	9,999,999.99
							XXXXX XXXXXXXXXXXXXXXX	9,999,999	9,999,999.99
							XXXXX XXXXXXXXXXXXXXXX	9,999,999	9,999,999.99
								* * 9,999,999	9,999,999.99
XXXXX	XX/XX/XX	XX/XX/XX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XX	XXXXX	XXXXX XXXXXXXXXXXXXXXX	9,999,999	9,999,999.99
							XXXXX XXXXXXXXXXXXXXXX	9,999,999	9,999,999.99
								* * 9,999,999	9,999,999.99
XXXXX	XX/XX/XX	XX/XX/XX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XX	XXXXX	XXXXX XXXXXXXXXXXXXXXX	9,999,999	9,999,999.99
								* * 9,999,999	9,999,999.99
TOTAL MONTHLY PURCHASE ORDER				999				* * * 9,999,999	9,999,999.99

FIGURE C - 68 PURCHASE ORDER MONTHLY REPORT

(PCMDCRP)

*** MATERIAL DELIVERY CONTROL REPORT ***
FOR THE MONTH OF XXXXXXXX XXXX

YY/MM/DD PAGE : XXX

MDCS.NO.	DATE	DESTINATION	PR.REF.	ITEM	MAT.NO.	NAME	UNIT	QUANTITY
XXXXX	XX/XX/XX	XXXXXXXXXXXXXXXXXX	XXXXX	XX	XXXXX	XXXXXXXXXXXXXXXXXXXX	XX	9,999,999
				XX	XXXXX	XXXXXXXXXXXXXXXXXXXX	XX	9,999,999
				XX	XXXXX	XXXXXXXXXXXXXXXXXXXX	XX	9,999,999
							* *	9,999,999
XXXXX	XX/XX/XX	XXXXXXXXXXXXXXXXXX	XXXXX	XX	XXXXX	XXXXXXXXXXXXXXXXXXXX	XX	9,999,999
				XX	XXXXX	XXXXXXXXXXXXXXXXXXXX	XX	9,999,999
				XX	XXXXX	XXXXXXXXXXXXXXXXXXXX	XX	9,999,999
							* *	9,999,999
TOTAL MONTHLY MDCS.			999					

FIGURE C - 69 MATERIAL DELIVERY CONTROL REPORT

(PCAPMRP)

*** ACCOUNT PAYEE REPORT ***
*** ADVICE NOTE ***
FOR THE MONTH OF XXXXXXXX XXXX

YY/MM/DD PAGE : XXX

VENDOR CODE	VENDOR NAME	PMT.DATE	INV.NO.	P.O.REF.	AMOUNT
XXXXX	XXXXXXXXXXXXXXXXXXXXX	XX/XX/XX	XXXXXXX	XXXXX	9,999,999.99
		XX/XX/XX	XXXXXXX	XXXXX	9,999,999.99
		XX/XX/XX	XXXXXXX	XXXXX	9,999,999.99
		TOTAL			9,999,999.99
XXXXX	XXXXXXXXXXXXXXXXXXXXX	XX/XX/XX	XXXXXXX	XXXXX	9,999,999.99
		XX/XX/XX	XXXXXXX	XXXXX	9,999,999.99
		TOTAL			9,999,999.99
		GRAND TOTAL			99,999,999.99

FIGURE C - 70 ACCOUNT PAYEE REPORT/ADVICE NOTE

VENDOR NAME		MATERIAL		AVR.U.PRICE	AMOUNT
XXXXX	XXXXXXXXXXXXXXXXXXXXX	XXXXX	XXXXXXXXXXXXXXXXXXXXX	999,999.99	999,999.99
		XXXXX	XXXXXXXXXXXXXXXXXXXXX	999,999.99	999,999.99
		XXXXX	XXXXXXXXXXXXXXXXXXXXX	999,999.99	999,999.99
		TOTAL BY VENDOR			999,999.99
XXXXX	XXXXXXXXXXXXXXXXXXXXX	XXXXX	XXXXXXXXXXXXXXXXXXXXX	999,999.99	999,999.99
		XXXXX	XXXXXXXXXXXXXXXXXXXXX	999,999.99	999,999.99
		XXXXX	XXXXXXXXXXXXXXXXXXXXX	999,999.99	999,999.99
		TOTAL BY VENDOR			999,999.99

FIGURE C - 71 VENDOR PERFORMANCE REPORT

(PCPOYRP)

*** PURCHASE ORDER YEARLY REPORT
FOR THE YEAR OF XXXX

*** YY/MM/DD

PAGE : XXX

125

VENDOR NAME	PR.NO.	DATE	PR.NO.	METERIAL	QUANTITY	AMOUNT
XXXXXXXXXXXXXXXX	XXXXX	XX/XX/XX	XXXXX	XXXXXXXXXXXXX	9,999,999	9,999,999.99
	XXXXX	XX/XX/XX	XXXXX	XXXXXXXXXXXXX	9,999,999	9,999,999.99
	XXXXX	XX/XX/XX	XXXXX	XXXXXXXXXXXXX	9,999,999	9,999,999.99
TOTAL VENDOR					9,999,999	9,999,999.99
XXXXXXXXXXXXXXXX	XXXXX	XX/XX/XX	XXXXX	XXXXXXXXXXXXX	9,999,999	9,999,999.99
	XXXXX	XX/XX/XX	XXXXX	XXXXXXXXXXXXX	9,999,999	9,999,999.99
	XXXXX	XX/XX/XX	XXXXX	XXXXXXXXXXXXX	9,999,999	9,999,999.99
TOTAL VENDOR					9,999,999	9,999,999.99
XXXXXXXXXXXXXXXX	XXXXX	XX/XX/XX	XXXXX	XXXXXXXXXXXXX	9,999,999	9,999,999.99
	XXXXX	XX/XX/XX	XXXXX	XXXXXXXXXXXXX	9,999,999	9,999,999.99
	XXXXX	XX/XX/XX	XXXXX	XXXXXXXXXXXXX	9,999,999	9,999,999.99
TOTAL VENDOR					9,999,999	9,999,999.99
XXXXXXXXXXXXXXXX	XXXXX	XX/XX/XX	XXXXX	XXXXXXXXXXXXX	9,999,999	9,999,999.99
	XXXXX	XX/XX/XX	XXXXX	XXXXXXXXXXXXX	9,999,999	9,999,999.99
	XXXXX	XX/XX/XX	XXXXX	XXXXXXXXXXXXX	9,999,999	9,999,999.99
TOTAL VENDOR					9,999,999	9,999,999.99
XXXXXXXXXXXXXXXX	XXXXX	XX/XX/XX	XXXXX	XXXXXXXXXXXXX	9,999,999	9,999,999.99
	XXXXX	XX/XX/XX	XXXXX	XXXXXXXXXXXXX	9,999,999	9,999,999.99
	XXXXX	XX/XX/XX	XXXXX	XXXXXXXXXXXXX	9,999,999	9,999,999.99
TOTAL VENDOR					9,999,999	9,999,999.99
TOTAL YEARLY PURCHASE ORDER					9,999,999	9,999,999.99

FIGURE C - 72 PURCHASE ORDER YEARLY REPORT

(PCPORTN)

*** PURCHASE ORDER RETURN REPORT
VENDOR NAME XXXXXXXXXXXXX

*** YY/MM/DD PAGE: XXX

PO.NO.	DATE	PR.NO.	METERIAL	QUANTITY	AMOUNT
XXXXX	XX/XX/XX	XXXXX	XXXXXXXXXXXXX	9,999,999	9,999,999.99
		XXXXX	XXXXXXXXXXXXX	9,999,999	9,999,999.99
		XXXXX	XXXXXXXXXXXXX	9,999,999	9,999,999.99
TOTAL				9,999,999	9,999,999.99
XXXXX	XX/XX/XX	XXXXX	XXXXXXXXXXXXX	9,999,999	9,999,999.99
		XXXXX	XXXXXXXXXXXXX	9,999,999	9,999,999.99
		XXXXX	XXXXXXXXXXXXX	9,999,999	9,999,999.99
TOTAL				9,999,999	9,999,999.99
XXXXX	XX/XX/XX	XXXXX	XXXXXXXXXXXXX	9,999,999	9,999,999.99
		XXXXX	XXXXXXXXXXXXX	9,999,999	9,999,999.99
		XXXXX	XXXXXXXXXXXXX	9,999,999	9,999,999.99
TOTAL				9,999,999	9,999,999.99
XXXXX	XX/XX/XX	XXXXX	XXXXXXXXXXXXX	9,999,999	9,999,999.99
		XXXXX	XXXXXXXXXXXXX	9,999,999	9,999,999.99
		XXXXX	XXXXXXXXXXXXX	9,999,999	9,999,999.99
TOTAL				9,999,999	9,999,999.99
TOTAL PURCHASE ORDER RETURN				9,999,999	9,999,999.99

FIGURE C - 73 PURCHASE ORDER RETURN REPORT / ADVICE NOTE

126

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