

VIDEO TUTORIAL 1

IDEMPIERE QUICK START - PURCHASE ORDER & MATERIAL RECEIPT

Access into Idempiere with the pwn user and password, we use the standard login *SuperUser*

BUY A PRODUCT AND STORE IT INTO A WAREHOUSE LOCATOR

- **Open “Purchase Order” window and press “new” for creating a new purchase order**
 - if vendor send its own purchase order we can insert the order reference and attach the documents into the purchase order
 - create new vendor, Plutone spa: 2 ways for inserting it... we choose the first one because is faster. The second one is to enter into the complete board of vendor
 - rapid seen of document sequence: we have customize the sequence by adding a prefix “SOL”, this could help for searching the order and categorize it by new vendors
 - choose the unique warehouse: HQWarehouse, rapid seen of warehouse screen: warehouse could have one or more locators. In our case has only one locator called HQLocator. The locator is where phisically is stored the product once is receipt
 - complete purchase order with the order line:
 - which product we want to buy? In this case we want buy almost 1000 seeds of pumpkins. We are going now to configuring it...
 - create new product in the product screen and configure it for having a single instance once receipt into warehouse. The instance could be the serial number, the lot, new customized fileds...in our case we have created a customized “certificate” instance for each product.
 - In the product board we want stock, sell and buy the same product

- in the POLine we have created a new product “SemiZucca” and we have configure two pricelist version. One for purchase and one for sale. There are many ways for creating the pricelist and we have used one of this.
- Resume: we want to buy almost 1000qty of “semiZucca” from the PlutoneVendor. Each semiZucca is receipt by an instance of lot. The price i taken from the priceList created.
- Come bach to the header of purchase order and complete it!
- **Open “Material Receipt” and receipt the material ordered**
 - Create a new material receipt document and create the lines from the purchase order created before
 - select only the material phisically receipt. In out case all the 1000 qty ordered.
 - Before to proceed to complete the material receipt docs, we have to insert the attribute instance! In this case we are receipt a certified lot of seeds! We are receiving 1000 seeds of lot CERT000003
 - perfect! Rapid seen of product screen!
 - We have stored into HQLocator (by material receipt docs) 1000 qty of pumpkin seeds of lot CERT000003
 - rapid seen into locator screen...we can see the 1000qty of seeds with “CERT000003” attribute instance.
 - The attribute instance is not mandatory. It depends on what we want to configure...