

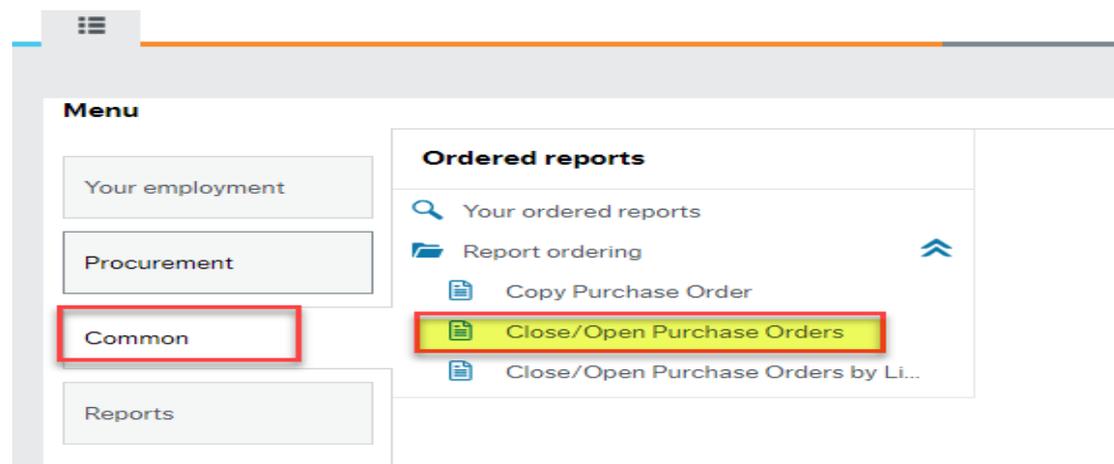
WEBPO4. Closing /Re-Opening Orders

If an order needs to be closed, then this can be done through this specific process. The order can be fully closed or re-opened or can individual order lines can be closed/re-opened.

Please note an order cannot be closed or re-opened if the order status of the order is F – Fully invoiced or T- Terminated

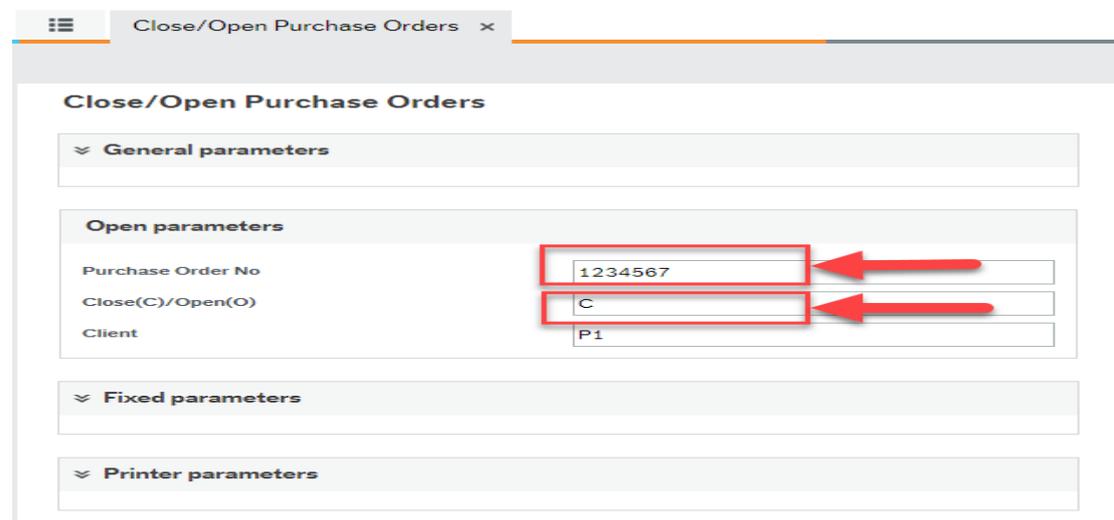
WEBPO4.1 Closing or Re-Opening an Order

1. Access the required screen by clicking on:



The screenshot shows the WEBPO4 application interface. On the left, there is a 'Menu' section with four items: 'Your employment', 'Procurement', 'Common', and 'Reports'. The 'Common' item is highlighted with a red box. On the right, there is an 'Ordered reports' section with four items: 'Your ordered reports', 'Report ordering', 'Copy Purchase Order', and 'Close/Open Purchase Orders'. The 'Close/Open Purchase Orders' item is highlighted with a red box. There are also two red arrows pointing to the 'Close/Open Purchase Orders' item.

2. The following screen will appear:

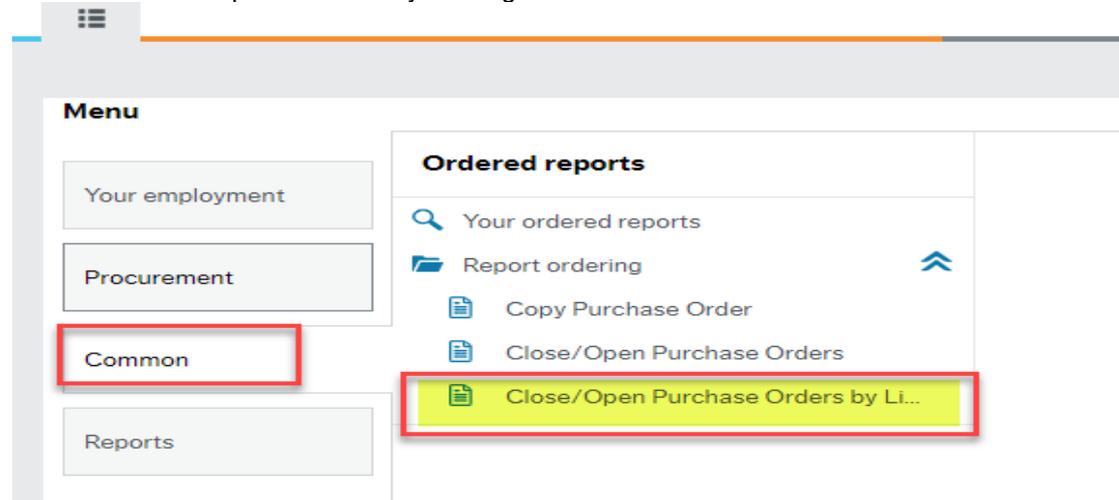


The screenshot shows the 'Close/Open Purchase Orders' form. The form has four sections: 'General parameters', 'Open parameters', 'Fixed parameters', and 'Printer parameters'. The 'Open parameters' section contains three input fields: 'Purchase Order No' with the value '1234567', 'Close(C)/Open(O)' with the value 'C', and 'Client' with the value 'P1'. The 'Purchase Order No' and 'Close(C)/Open(O)' fields are highlighted with red boxes, and there are two red arrows pointing to them from the right.

3. Enter the Order Number to be Closed/ Re-opened
4. Select the C- to close Order, or, O – Re-open Order
5. Click on 
6. Agresso will allocate an 'job/order' number to the report. Once this job has finished the order will either be closed or re-opened depending on option chosen.

WEBPO4.2 Closing or Re-Opening an Order Line

1. Access the required screen by clicking on:



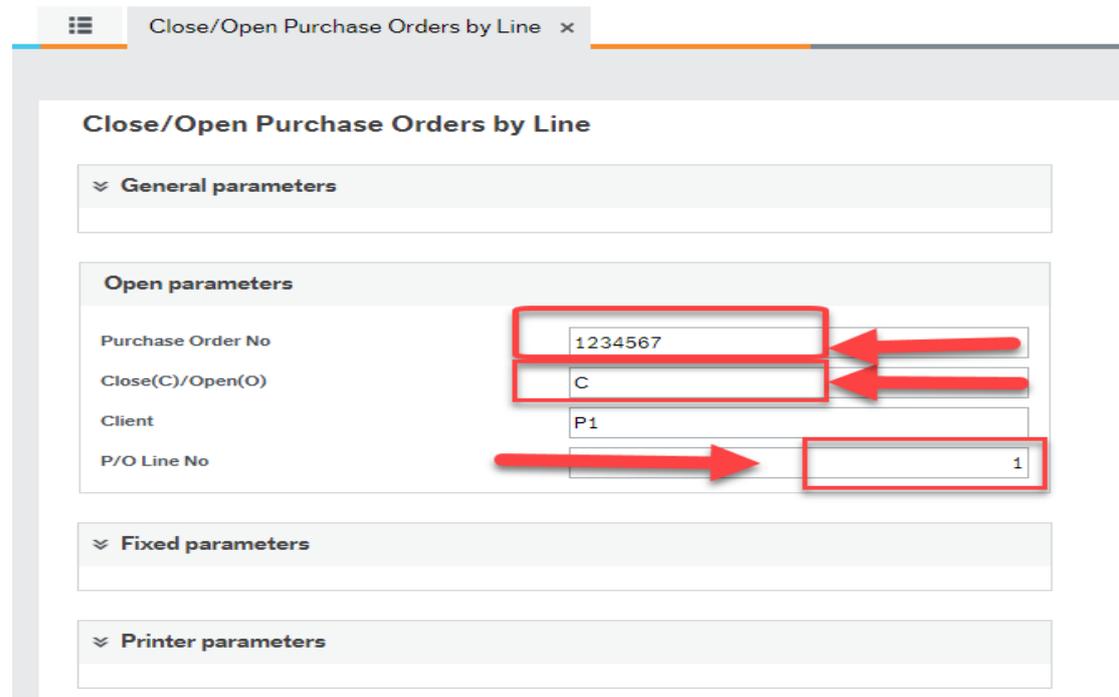
Menu

- Your employment
- Procurement
- Common**
- Reports

Ordered reports

- Your ordered reports
- Report ordering
 - Copy Purchase Order
 - Close/Open Purchase Orders
 - Close/Open Purchase Orders by Li...**

2. The following screen will appear:



Close/Open Purchase Orders by Line

General parameters

Open parameters

Purchase Order No: 1234567

Close(C)/Open(O): C

Client: P1

P/O Line No: 1

Fixed parameters

Printer parameters

3. Enter the Order Number to be Closed/ Re-opened
4. Select the C- to close Order, or, O – Re-open Order
5. Enter the P/O Line No to be Closed/ Re-opened
6. Click on 
7. Agresso will allocate an 'job/order' number to the report. Once this job has finished the order line will either be closed or re-opened depending on option chosen.