

# Bookmine Basics for Purchase Ordering, And Receiving

## How to get Help

Primary sources of help in Bookmine:

The **F1** key is your friend and a great first port of call. Most screens have their own context-sensitive help file, so this is an excellent way to get help on the task you are working on.

**Tooltips** – every button has a tooltip attached to it. When the mouse pointer is held over a field or command for a few seconds the tooltip appears (unless tooltips have been turned off under User Options – see User Options for details on how to turn off tooltips and how to turn them back on again).

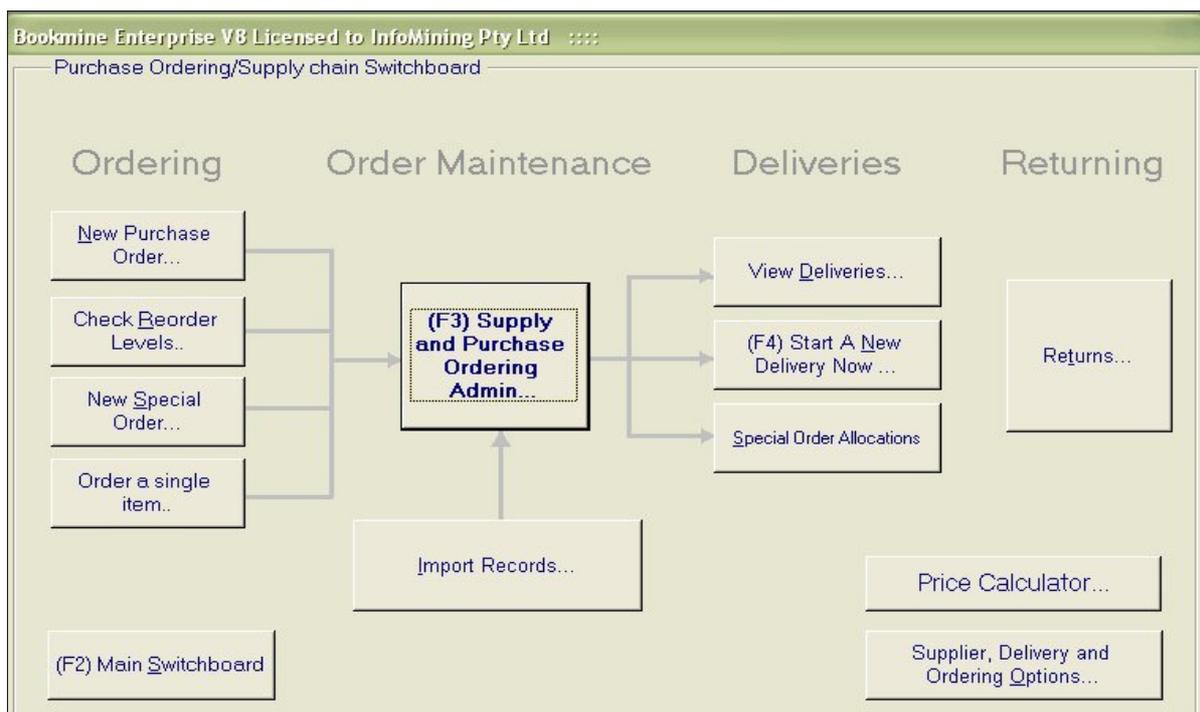
**Training** – Bookmine is a comprehensive program that will enable you to automate many of the functions needed to run your business more efficiently. Training is essential to maximise your return from Bookmine.

**Glossary** – At the back of this guide there is a glossary of terms. Every word in blue is included in the glossary to help with any new terminology introduced.

## Overview

The following document is a beginner's guide to some of the supply chain functions in BookMine. It is not intended to be a comprehensive guide to every function. It is a guide that can be used to familiarise yourself or quickly refresh your memory whenever you need help carrying out a core function

**Opening the Supply Chain Interface** - From the main switchboard of Bookmine click on F7 Supply and Purchase Orders to go to the Purchase Ordering/Supply Chain Switchboard.



## Supply Chain Overview

The Supply chain refers to the stages that goods undergo as they progress from suppliers, through your business, to your customers. The steps involved in this chain are:

- **Purchase orders** are sent from Bookmine to the supplier for specific items
- Some time later the goods are delivered and **received** into Bookmine.
- The goods are displayed for sale and hopefully all sell.
- Returnable goods that do not sell within a specified period are **returned** to the supplier.

Bookmine can be used in every stage of this process to help you track and order goods as they are required. When used properly you can achieve just in time delivery of goods which will cut overhead costs of storing goods.

## Purchase Ordering Overview

Referring to the Ordering column on the “Purchase Ordering/Supply Chain Switchboard” . Purchase orders are raised as a result of a combination of placing *Special Orders for customers*, placing orders for new release titles, importing ONIX or BISAC files, and using the replenishment module (Checking Reorder Levels on SWBD). In every case goods are added to a pending (active) purchase order for the supplier under consideration. At some stage these pending purchase orders are actioned by either emailing them or sending hard copies of them to the supplier.

## Deliveries/Receiving Overview

Receiving of goods that have been purchase ordered is straightforward. This operation can be carried out in several different ways with the same end result – after receiving the quantities are reflected in stock immediately with the number of copies received and the price and discount details.

If an item arrives that was not purchase ordered through Bookmine it can still be received using *Demand Mode Delivery*, although it is recommended that such goods should be carefully checked before accepting them into the system. There are times when demand mode should be used. Two examples of this are: (i) A small supplier has brought copies of their book into the shop and left them with you to sell without a purchase order being raised beforehand (ii) An extra book or two may have been added to an invoice/delivery by phone after the purchase order has been sent and in error a purchase order has not been created to support this further order.

## Returns Overview

Goods that were received into Bookmine are automatically tagged with returns windows, based on each supplier’s returns conditions. Typically these allow return of goods between 3 and 12 months after delivery. Bookmine will display candidates for returning based on criteria you enter to limit the display. These can then be added to a return claim. Some time later the supplier will issue a claim approval, the goods are returned and credits are issued. All these

stages can be tracked by Bookmine.

## Purchase Ordering – The Basics

Purchase orders are the core of the ordering process, no matter how they are raised. Purchase orders are raised as a result of placing Special Orders, explicitly ordering single items, bulk ordering as part of the process of importing new release ONIX listings or as part of a replenishment process using the Check Reorder Levels command. When a purchase order is raised it is a PENDING order. All items ordered from a supplier, no matter how the order is processed, will be automatically added to **the** pending order for that supplier. There can be only one pending purchase order per supplier at any given time.

### Using the “Check Reorder Levels” interface (Recommended)

This interface displays all candidates for reordering based on current stock levels and the reorder warning levels set in the **Supply Condition** records for the goods. From here you can Set Criteria to limit candidates displayed to a specific supplier only, sold in a specific period, and other criteria.

Once you have selected the criteria Click the Refresh Display (F3) command.

BookMine does not automatically add items to purchase orders when they are sold or even when the quantity in stock falls below the warning level you have set. A purchasing officer does this as part of an active process. This feature puts you in control of ordering and saves your business from inadvertently ordering stock when a title is no longer as popular as it once was.

Open the **Reorder Levels** screen (see below). It will initially come up with the upper section displayed with a red background. This colour is to remind you to set the criteria to limit the candidates on display. You can select any combination of the following options, all accessible by selecting their various boxes at the top of the screen:

all of the items where the quantity on hand is below or within a set margin of the reorder warning level (you can choose this by changing the options);

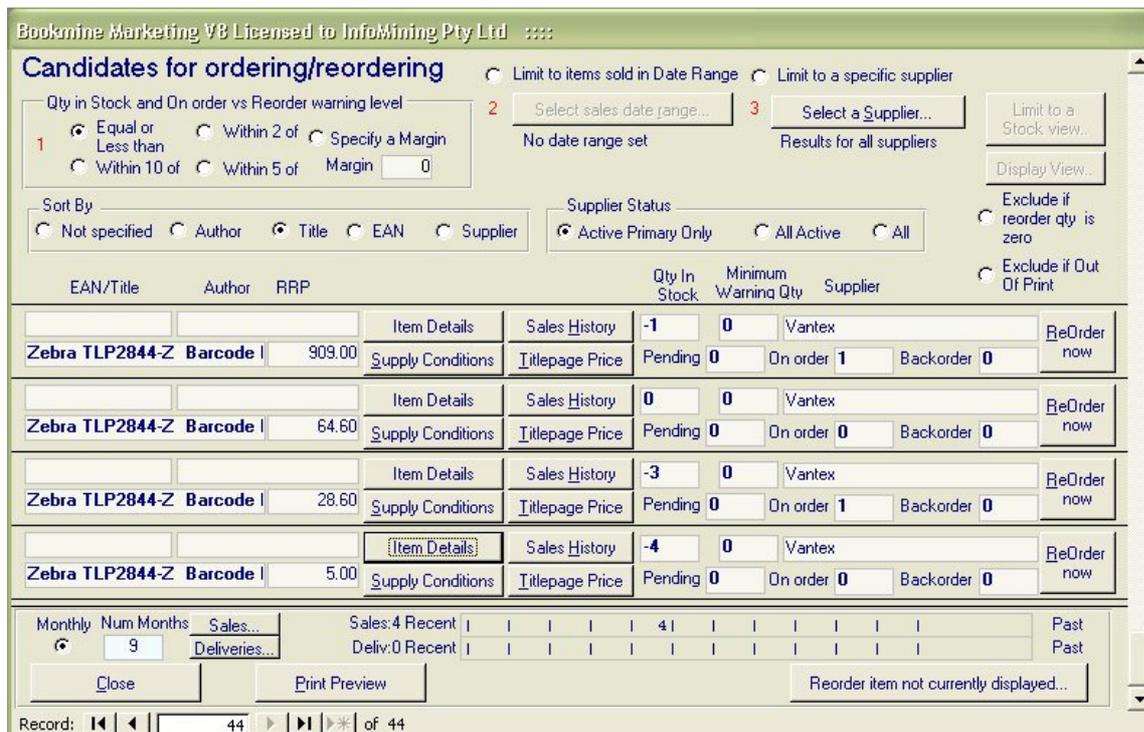
all items sold in the last week or month or within any other set of dates;

all titles sourced from a particular supplier (where supplier is primary only or any active).

Omit candidates where the reorder warning level has not been explicitly set

Omit if out of print.

When finished setting criteria click the **F3 Update Screen Now** button and the titles which conform to the criteria you entered will be displayed. It is then a very easy matter to reorder from the **ReOrder Now** button on the right of each line item. A very useful graphic of sales and deliveries relating to current title is displayed along the lower portion of the screen as supporting evidence to help in reordering. This shows deliveries and sales by month or week, the most recent being on the left hand side.



As you scroll between line items using the up/down arrow the sales/deliveries graphic is automatically updated. In addition you can look up Titlepage Price and Availability for that item using the Titlepage command button. If the item is currently listed online the price and availability is displayed.

As you go through the ordering process purchase orders are automatically raised for each supplier ordered from if no pending order already exists. After this process one or more orders will be pending, waiting to be sent. Go back to the Purchase Order Summary Interface (see below) and view all Pending Orders. To send any order display it in detailed mode and either lock it, email it or print it.

## Special orders

When *special orders* are placed by operators at the POS and through any of the interfaces throughout Bookmine the quantity required is added to the *pending purchase order for the item's primary supplier*. If a pending purchase order did not exist at the time of the special order is placed a new purchase order is automatically created.

For details of how to place special orders, please refer to the Special Orders section in *Bookmine Basics POS*.

# Purchase Order (PO) Summaries interface

This interface is used to manage purchase ordering. From here you can show all pending purchase orders, all orders for a specific supplier, limit to pending orders that have special orders linked to them and many more functions. You can access it from the *Purchase Ordering/Supply Chain Switchboard* by clicking on *F3 (Supply and Purchase Order Admin)*

- Purchase orders with Special Orders are colour
- Click to view details of any purchase order
- Pending orders have blank Date Sent are coded red
- Click on any column heading to sort entries ASC/DESC by that

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### Purchase Order Summaries

All Pending Purchase Orders

Go To Purchase Order ID

Purchase Order ID	Supplier	Date Order was Raised	Date Order was Sent	Status	Expected Cost for Order	Cost To date	Projected Amount
983	Random House Australi	1/Feb/2007		Not Completed	Refresh	35.95	35.95
982	NAM	30/Jan/2007		Not Completed	Refresh	23.00	0.00
981	Press Books	30/Jan/2007		Not Completed	Refresh	45.00	45.00
979	Allen and Unwin	15/Jan/2007		Not Completed	Refresh	564.94	284.09
978	Nagle	11/Jan/2007		Not Completed	Refresh	139.10	42.35
977	Peribo Pty Limited	11/Jan/2007		Not Completed	Refresh	175.50	44.85
935	Alliance Distribution Ser	3/Dec/2004		Not Completed	Refresh	129.84	0.00
931	Asian Studies Associatio	24/Nov/2004		Not Completed	Refresh	0.00	0.00
929	milis	22/Nov/2004		Not Completed	Refresh	334.61	0.00
915	Thames and Hudson	7/Sep/2004		Not Completed	Refresh	225.00	225.00
909	China Books	2/Sep/2004		Not Completed	Refresh	22.13	22.13

Displaying: Pending Orders, Order Value under, Order Value OK, Not completed, Total Cost: 5,016.58

w Specials or Request  Pending w Specials  Pending w Specials - Value OK  A Supplier's

Pending

Use these buttons to view pending orders, pending order that have Special orders, orders that have reached

Use raised command buttons to carry out tasks. Tooltips give explanation. To view hold mouse pointer over the button.

# Purchase Order (PO) Details Interface

This interface is used for explicitly ordering items, transferring items to other suppliers orders and removing items. Please note: The Reordering Interface is the recommended method for carrying out most ordering.

The Purchase Order Details screen is used for:

Creating new purchase orders;

Viewing and editing existing Purchase Orders;

And processing Purchase Order Based Deliveries.(not recommended way to process deliveries)

This interface can be accessed from the Purchase Ordering/Supply Chain Switchboard (click F3)

By clicking on the Order Id on any line item in the Purchase Order Summary interface;

Or via buttons on the Stock and the Contacts forms.

The PO Details interface shows the Supplier (click *Supplier Details* for more information on the supplier) and the items already included in the PO. If the PO is still pending (It will be coloured green) items can be *Added, Removed, Edited* or *Transferred* to another supplier's *pending purchase order* if required. Items must have *Item supply Conditions records* set up for them already or the user is prompted to enter the details as part of adding the item to the PO.

**Purchase Order**  
 PO ID: 979 Go to ID:   
 Status: Not Completed  
 Raised: 15/Jan/2007 Sent: **PENDING**  
 Text to include with this PO:

**Supplier/Contact Information**  
 Supplier: Allen and Unwin ID: 17514 [Supplier details](#)  
 Account No:  Currency: AU\$ Exchng Rate: 1 Std Dis: 37.50  
 Min Order Value: 250.00 Disc. Value: 564.94 Gross Value: 903.91 [Totals...](#)

Our Stockid	PO ID	Title	Specials Orders	Item Order Status	Qty. Ordered	Qty Supplied to date		
57379	979	Berkelana dalam Rimba.	1	On Order	3	0	<a href="#">Supply Info</a>	<a href="#">Deliveries</a>
28600	979	Bert Birtell's Greece Left Book Club	1	On Order	1	0	<a href="#">Supply Info</a>	<a href="#">Deliveries</a>
14925	979	Bert Brown of Papua.	1	On Order	1	0	<a href="#">Supply Info</a>	<a href="#">Deliveries</a>
17457	979	Breakaway House.	2	On Order	3	0	<a href="#">Supply Info</a>	<a href="#">Deliveries</a>
63741	979	Early Modern Japan.	2	On Order	2	0	<a href="#">Supply Info</a>	<a href="#">Deliveries</a>
22	979	GEOGRAPHY FOR YOUNG CHILDRE	1	On Order	1	0	<a href="#">Supply Info</a>	<a href="#">Deliveries</a>
1503	979	Old Colonial By-Ways.	1	On Order	1	0	<a href="#">Supply Info</a>	<a href="#">Deliveries</a>

Record: 1 of 17

[New PO](#) [Add Item](#) [Edit item](#) [Remove Item](#) [Transfer item](#) [To Excel](#) [Print Preview](#) [Email PO](#)  
[PO Summaries](#) [Main SwBd](#) [Contacts](#) [Stock](#) [Reorder levels](#) [Lock/Deactivate](#) [Reactivate](#) [Totals...](#)

Display full details for this stock item

Special Orders are highlighted using colour coding and the quantity special ordered is listed. Click to see details of the special order

Manually set the Item Status to reflect the status of any item. If the supplier has informed you an item has been cancelled change the status here.

Commands available from here are the PO Details Interface:

New PO - raise a new PO for any supplier

Add item to PO

Remove item from PO – follow the prompts.

Edit item already in PO – Change the number on order or the conditions of supply in a pending PO.

Transfer Item to another suppliers PO

Replenishment / Reorder – check reorder levels for the supplier of the PO displayed

## Deliveries/Receiving

Typically, deliveries can only be processed against items that have been ordered via the standard ordering system. In addition the Purchase Order must be deactivated (locked). An exception to this is *Demand Mode Delivery*, which is only available in the Enterprise version or for single items in the non enterprise version. Individual items can be delivered in Demand Mode in the middle of a *Purchase Order Based Delivery* but care must be taken that items shipped to you in error are not delivered without carefully checking.

Deliveries can be processed from several locations within the program. The main ones are:

**Supplier Invoice Based Delivery** (Recommended) - process deliveries in loop mode from a supplier's invoice using the (F3) Deliveries button on the PO Summary page or the (F4) Start a New Delivery Now button on the Purchase Ordering/Supply Chain Switchboard.

**Item-Based Delivery - Individual** items can be processed from the Main Stock form using the *Delivery* button in the top right or from the list of items supplied by any supplier.

**Purchase Order Based Delivery** - Deliveries can also be processed by displaying the PO on the *Purchase Order* screen and clicking the *Delivery* button in turn for the items to be delivered.

Infomining recommends that whenever possible you should deliver in *Supplier Invoice Based* mode, although you can mix and match delivery modes to suit individual situations. For example you may want to deliver a single item from a large shipment to satisfy an immediate customer's requirements. In this case an *Item-Based Delivery* will produce the fastest result. Any delivery can be resumed at a later time in any mode available by just selecting the same supplier's delivery invoice ID during the delivery cycle.

Once started the actual delivery process is identical no matter how it was started but one method may be more suitable for your operation than another. During the delivery process you can branch off to do searches and even create new records and supply conditions for them. In all cases you will be returned to the loop where the delivery can be continued.

### Supplier Invoice Based delivery mode (recommended method)

#### Overview – Starting/Continuing a Delivery

- Start a New delivery - use this even if continuing a delivery.

- Select the supplier
- Specify the options for the delivery
- When prompted enter a new supplier's invoice ID or select from existing if continuing a delivery.
- In loop scan or search for items to be delivered (even create new items)
- Review the full Stock record (optional)
- Print barcode labels (optionally either to a printer or to a global queue)
- Print a Summary of the delivery (Optional).

### **Details – Starting/Continuing a Delivery**

Click the F3 Deliveries button on the Purchase Order/Supply chain Switchboard or from the Main PO Summary screen.

Click New Delivery command.

You are prompted to select the supplier.

After selecting the supplier you are presented with a summary list of the Supplier's Invoices. Either select an existing invoice, if you are continuing a delivery, or use the **(F3) Deliveries** button to start a new delivery. You are prompted to specify the supplier, which you do via a **Search Supplier Contacts** screen. Select the desired supplier.

Delivery Options: You are presented with the **Delivery Options** screen (see next page). Please read carefully and set the desired options for this delivery cycle. The defaults for the supplier will be automatically selected but you may want to change some of them for this delivery only or for all future deliveries against this supplier. For example, you may be delivering a batch of **Firm Sale** items from a supplier that normally accepts returns. Tick the **Firm Sale** option and answer **No** to set this as the default for future deliveries. If the supplier is normally Firm Sale this option would already be ticked for you and you can untick it to change it in much the same way.

When you have set all the required options press **F3 Continue**.

A list of existing **Delivery Invoice IDs** made against the supplier is displayed. If you are continuing a delivery select the appropriate Delivery ID from the list. Otherwise enter the supplier's invoice number.

You are presented with the **Inventory Search Screen** (see above). Scan or search for items using any of the search commands available. Once you scan an item Bookmine determines if it is on order against that supplier. If not it warns you and prompts you to search again. It will allow you to deliver single items in **Demand Mode** if you agree and enter an enabling password. Note: Items that are not specifically ordered may be shipped in error by the supplier – demand mode is a way to deliver these if you wish to accept them.

Use these options to customise your average cost-based delivery. (Enterprise edition only)

you can select between Purchase Order-based, Demand-based and Average Cost-based Delivery here. (Enterprise edition only)

Choose whether or not to have stock records automatically augmented by Bookfind Online or Bookfind CD by ticking these boxes. (Enterprise edition only)

Use General options to alter the specifics of the process; firm/returnable, prompts for changed sell-prices, and the option for the express delivery screen, which has reduced functionality.

These options allow you to choose the same department, main topic and/or location for every item in the delivery. A great time-saver. (Enterprise edition only).

Select Stock items for delivery:

Scan a barcode, enter a title or a stockid to start delivery of an item

Do full stock search for item. Search Bookfind Online to create an item, Create a new stock record

Enter the delivery Details for the item being delivered in this interface

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Add NEW Delivery record

**Purchase Order : 50    Supplier : Peribo Pty Ltd**

**Supplier**  
 Peribo Pty Ltd  
 Supplier's Invoice ID per1268745  
 Supplier's Invoice Date 10/Mar/2007  
 Qty Ordered 0    Supplied To date 0    Due

**Item Details**  
 Title Percival Serle 1871-1951. Biographer, Bibliog  
 EAN    Sell price 45.00  
 Most recent Price (full) delivered SC 45.00  
 RRP or Catalogue Price(full) SC 45.00  
 Publication Date 10-Mar-2007  
 Qty On Hand -12    Qty In Storage

**Delivery Date**  
 10/Mar/2007     Returnable?     Firm Sale?  
 Earliest return date 8/Jun/2007    Latest return date 9/Mar/2008

Quantity being Delivered    Available  
 Qty to release to Stock on hand 0    Qty to hold in storage    Location

**Costs in Supplier's currency**  
 Add barcode labels to print que     Add price sticker labels to pri  
 Full Unit price Supplier's Cur (SC) 45.00     Cost Includes Tax (GST, etc)  
 Actual Discount on item 35.00    Freight per item (SC) 0.00  
 Discounted Unit cost Supplied (SC) 29.25    Misc item cost (SC) 0.00  
 Exchange Rate applying 1.000    Landed Cost (SC) 29.25

Supplier's Currency (SC)    Local Currency (LC)  
 Full    0.00  
 Discounted    0.00

Current Sell price (Local Curr) 45.00    Landed Cost (Local Curr) 29.25  
 Reqd Margin(%) 35.00  
 Suggested Sell price (Local Curr) 45.00

(F3) Accept    (F2) Cancel    (F5) Price Calculator

Display totals for delivery to date...  
 Comments (max 100 chars)

Fill in the quantity being delivered and optionally the price, discount and exchange rate if different to the values in the fields.

Use the Suggested Sell price calculator to compute a SSP.

Manually override the returns window if needed.

Once an item has been matched to an undelivered item in a purchase order the **Item Delivery** screen is displayed (see above) where the operator can fill in the quantity being delivered, cost information and discounts.

**Suggested selling Price calculator**

For more complicated deliveries – such as those from overseas suppliers, you can also set the exchange rate, freight costs and any miscellaneous costs incurred in landing the goods. These are combined with the Required Margin to determine a Suggested Selling Price (SSP), which is displayed as the very last line on the screen. The SSP is computed as a guideline only to ensure you are getting the expected margin based on costs and your sell price and to avoid gross errors.

Note: Each of the costs should be listed in the currency used by your invoice (SC); so for example a shipment from the US sold in US dollars should have the **Full Unit price, Freight per Item** and **Misc costs** entered in US dollars. So long as the Exchange rate is set (in the formula 1 unit of Local currency buys X.XX Supplier Currency) and Tax applicability is correctly selected or not selected the suggested price will be worked out.

(Tax applicability (shown as a tick or empty box next to the words **Cost Includes Tax**) must be set in the Supplier Supply Conditions, so if it is incorrect for your shipment you will have to cancel the delivery cycle, modify the Supply Conditions, and then resume the delivery.)

When all data has been entered click the **F3 Accept** button on the bottom left. The barcode print screen is displayed if the option to print barcode labels was selected.

### Print or Queue Barcode labels

You'll then be presented with a screen asking if you'd like to print barcode labels (see right). This screen will be automatically primed to print the correct number of labels for the item being delivered. Click **F3 Print Barcode Labels** (or **F3 Queue Barcode Labels** if no printer is connected to your computer) to complete the delivery process.



This is the final process in the delivery of a single item. The Scan/Add selection screen is displayed to start delivery of another item.

This process is repeated in a loop until you are finished delivering against the invoice or wish to take a break (the delivery can be resumed by going back to the start of the process). You are then prompted to print a **delivery report**, which is ideal for detecting anomalies in costs and quantities delivered by comparing it with the supplier's invoice.

A delivery report can be printed at any time in the future by navigating to the **Deliveries by Supplier Invoice** screen (**F3** from the **PO Summaries** screen), then clicking on the **Details** button next to the relevant delivery. From here you can print a delivery report by clicking the **Print Delivery Report** button at the bottom centre of the screen.

## Returns

See the **Bookmine Basis Returns** document for details of returns.

### **GLOSSARY TERMS:**

F1 – F1 Key at top left of keyboard

Tooltips – Onscreen help windows that pop up when the cursor lingers over a command or field.

Training

Purchase Order – a list of items to be ordered from a specific supplier.

Special Order – details of an item purchase ordered for a specific customer.

ONIX File – listing of bibliographic records in XML.

Demand Mode Delivery – delivery of goods not explicitly ordered via Bookmine.

Supplier's Default Conditions – conditions of supply for a supplier.

Lock/Deactivate – prevent changes being made to an order after it has been sent.

Pending Supply Purchase Order – not sent to supplier yet.

Purchase Order Based Deliveries – deliveries recorded against a PO.

Supplier Invoice Based Deliveries – items delivered against a supplier's invoice

Firm Sale – goods are not returnable. No returns window is recorded on delivery.