

procurement_magento2

version

BoostMyShop

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Procurement for Magento2

1. Overview

Procurement for Magento2 provides every tools to manage suppliers and purchase orders :

- Manage suppliers
- Manage supplier products, with buying prices, supplier sku... (supports multiple supplier for one single sku)
- Supply needs support : list products to purchase (low stock or backorders)
- Purchase order management with supplier notification and receptions to update stock

2. Installation

First Installation

To install a boostmyshop magento2 extension on your platform, process the following steps :

- Download zip archive from your boostmyshop customer account
- Upload files on your server
- Connect on your server via ssh and run the following commands :

```
php bin/magento setup:upgrade
php bin/magento setup:di:compile
php bin/magento setup:static-content:deploy
```

Once everything is done, go back in Magento, select menu system > web setup wizard, then click on the component manager button : you should see the new extension here

Upgrade

The upgrade process is exactly the same as the installation process

Disable extension

To disable an extension, select menu system > web setup wizard, then click on the component manager button Find the extension you want to disable and select "disable" in the "Actions" column

3. Supplier Management

Suppliers

The first step is to setup the suppliers from the "suppliers" menu.

Most of the supplier settings are obvious, however here are some details about import fields :

- **Email** : very important as the system will use this email address to notify the supplier for a purchase order
- **Minimum of order** : displays a warning message in the purchase order if the order total doesn't reach the minimum value
- **Carriage Free Amount** : displays a warning message in the purchase order if the order total doesn't reach the carriage free amount
- **Currency** : used to initialize the PO currency (can be changed then)
- **Tax rate** : used to initialize the PO tax rate (can be changed then)

4. Supply Needs

Note

Note : you can import suppliers from a CSV file using the “Import” button from the main suppliers screen.

Product / Supplier association

Once suppliers are created, you can associate them to products : our extension supports multiple suppliers for one single product.

Association products and suppliers provide several advantages :

- Apply filter by supplier in most of the screens
- Automatically fill the supplier sku and buying price when you create a new PO
- Compare supplier prices from the supply needs screen, to optimize the purchase costs

For each product / supplier association, you can define :

- **Supplier sku** : this is the sku of your supplier, it is used in the purchase order PDF sent to your supplier
- **Buying price** : this is the buying price using the supplier currency.
- **Primary** : select a supplier as primary (favorite - mainly used for the drop shipping extension)

To manage associations, use the “Product /Supplier association” menu :

- To associate a product and a supplier, apply the filters in the grid, then select the “Associate to supplier” mass action and click on the submit button.
- To remove a product / supplier association, apply the filters in the grid, then select from the drop-down mass action at the top left corner the “Remove” mass action and click on the submit button. Then you should see in the ‘Associated’ column value to ‘No’ for the product(s) you just removed association with the supplier.

You can also export the list using the same screen.

4. Supply Needs

Supply needs is a key feature in the Procurement extension : it summarizes every products the system recommends to purchase :

- Products for which you have orders to ship but no stock (backorders)
- Low stock products (stock below the notify level)

If a product fulfill one of these requirements, then it is displayed in the supply needs grid.

Understand the different columns

Qty for backorders

This is the quantity you need to purchase to fulfill backorders.

- If you use only the procurement extension, the quantity for backorder applies for products with negative quantity : if product stock level is -2, the quantity for backorders is 2
- If you also use Embedded ERP or the Inventory extension, the backorder quantity is equal to the quantity to ship minus the quantity on hand for the product warehouses

Qty for low stock

This is the quantity you need to purchase to reach the “ideal” stock level

- If you use only the procurement extension, this is the difference between the current stock level and the “Notify for quantity below” setting (available in the “advanced inventory” popup from the product view)
- If you also use Embedded ERP or the Inventory extension, the qty for low stock follow these rules :

4. Supply Needs

- Applies only if the quantity available is below the warning stock level
- Then, calculate the quantity required to reach the ideal stock level

Qty to receive

This is the quantity expected from purchase with status “Expected” : orders with another status are not considered.

Suggested qty to order

This is the SUM of the quantity needed for backorder, plus the quantity needed for low stock, minus the quantity to receive

Status

This is the status of the supply need :

- **Backorders** : you must order this product because there are backorders (and maybe also low stock)
- **Low stock** : you must order this product to reach a certain level of stock
- **Waiting for reception** : there is one or several PO expected that cover the needs. Once the PO are received, the product will be removed from the supply needs screen

Qty to order

Select here the quantity to add to the purchase order :

- you can manually fill the quantity wanted
- Use the button on the left of the textbox to select quantity required for backorders
- Use the button on the right of the textbox to select quantity required for backorders + low stock

Suppliers

Use this column to filter the supply needs by supplier.

If a product is associated to one or several suppliers, associated suppliers are displayed with the buying price

Additional columns with ERP

If use Embedded ERP, additional columns are available :

Sales history

Display the sales history (based on the 3 ranges set in the configuration)

Average sales per week

Calculate the average sales per week from the history statistics.

Run out

Number of days before the out of stock (calculated using the current stock level and the averages sales per week).

Create a Purchase Order

The purpose of the supply needs screen is to help you to create a new Purchase Order easily.

First, you must apply the filters to identify products for the supplier you want to place a purchase order for :

- Using the “Supplier” column
- Using filters by product name
- Optionnaly, using the “Status” column (if you want to order only products required for backorders)

Once you have filtered the products, you must set for each product the quantity to purchase :

- You can fill this value manually in each textbox
- Use both button around the textbox (see above for more details)
- Use the “Fill with X qty” buttons at the top to mass fill the quantities (you can of course manually edit quantities after)

5. Purchase Order

Once product quantities are filled, you can create a new Purchase Order using the “Create a new Purchase order” button : a list of suppliers drops, click on the wanted supplier and a new purchase order is create for the selected supplier, with the selected products and quantites.

5. Purchase Order

Purchase order Workflow

There are 2 ways to create a new Purchase Order :

- From scratch from the “Purchase order” menu, using the button “Create a new Purchase Order”
- From the supply needs screen (see the previous section in this help)

At the very first stage, a Purchase Order is in status “Draft”, it means that it is NOT considered by Magento.

You can then edit the PO details, product details (quantity, prices) and add new products.

Once the Purchase Order is “ready” for you, you can notify your supplier using the “Notify” button : it sends an email to the supplier with the PDF details.

You can use the different statuses to manage the communication between you and the supplier and check the progress, but there is one very important status to consider : “Expected” : this is the ONLY status for which the extension will consider your purchase order, and update the quantity expected for the products. If you do NOT switch to this status, Supply needs are not updated and you may re-order the same products several times

You can track products to be received from the “Products in transit” menu.

When you receive the goods, you must create a reception for the Purchase Order : go within the PO and click on the “Receive” button : you can then enter the quantities received (using a barcode scanner or simply filling the quantities). Then, it will increase the product stock level according to the quantities enters and update received quantity for the PO.

Purchase order Details

General Tab

- **Status** : You can manage the PO progress using every statuses before the Expected one, for all these statuses, the PO is not considered by the module. Once the status become “Expected”, the extension assumes that you will receive the products and update the quantity expected for the product. Once the PO is closed (no products are expected anymore) its status becomes “Complete”
- **Reference** : the reference is created automatically, however you can manually edit it
- **Estimated time of arrival** : this is the date expected for the reception, this field is required but you can update it later. (you can also assign custom dates at the product level).
- **Warehouse for receiving** : this is the warehouse to use to update stock during receptions

Miscellaneous Tab

- **Currency** : the currency for the current PO (initialized using the supplier currency)
- **Change rate** : change rate between the PO currency and your base currency (used to update the product cost and convert currency)
- **Shipping cost / additional cost** : used to calculate landing fees, they are then distributed at the product level to calculate the net cost for the products

Products

You can add products in the PO using the “Add products” tab : check the products you want to add, fill the quantity (or keep empty for 1) and click on the save button.

When you add a product to the PO, the supplier SKU and the buying price are automatically filled from the product / supplier association tab (depending of the setting used in procurement > purchase order product > default buying price)

Print Purchase Order

You can print the PDF for the PO with the “Print” button:

- The logo in the header is the one configured in stores > configuration > sales > sales > invoice and packing slip designs
- The bill to and ship to sections are filled with settings in stores > configuration > procurement > PDF (if you use Embedded ERP, the ship to address comes from the warehouse address)

Supplier notification

You can notify the supplier using the “Notify” button : it sends an email to the supplier email address.

To modify the template for the email sent :

- Go in Marketing > Communications > Email template, and create a new template loading the default template “Purchase Order” and save this template
- Configure this new template in stores > configuration > boostmyshop > procurement > Purchase Order > Email template for supplier notification

Products in transit

You can track every products expected from suppliers in menu “Products in transit”.

From this screen, you have every details about expected delivery(ies) per product and a quick link to the purchase orders.

This list summarizes every products matching to these conditions :

- Belong to a purchase order with status “Expected”
- Has a quantity received below the quantity ordered

Products Reception

When you receive the products in the warehouse, you must create the reception to update the inventory.

To create a new reception :

- Go in menu “Purchase order”
- Click on the purchase order (you can apply a filter by status = expected to restrict the list)
- In the purchase order view, click on button “Receive” in the top right corner

To fill the received products, you have 2 options :

- Use a barcode scanner to scan the products (it will increase by one the product at each scan). Note : to use the barcode scanner feature, you must configure the barcode attribute in stores > configuration > procurement > general).
- Manually fill the quantity received for each products (you can also use the “Fill all quantities” button to fill the text boxes with the quantity expected, you can then update quantities manually if required)

Note

Note : you can fill quantities received greater than the quantity ordered, or lower (partial reception)

Once the quantities are filled, click on the “Save” button to save the reception.

Saving a reception has several impacts :

- Creates a new reception for the PO (receptions history is visible in the “Receptions” tab for a PO)
- Updates the PO delivery progress (can be higher than 100 if you received more than ordered)

6. Supplier Payments

- Updates products inventory (if you use Embedded ERP, it will also create stock movements)
- Updates supply needs (most of the time, it removes supply needs with status “Waiting for reception”)
- Updates product cost in the product view (if option stores > configuration > procurement > purchase order product > Update product cost is enabled)

If the delivery progress reaches 100, the Purchase Order status is automatically toggled to “Complete”.

In case of partial reception for which the missing products will NOT be delivered, you must change the PO status to “Complete” manually : this is important because if you miss this part, the extension will still expect the products and will not warn you about new supply needs.

Buying price / Cost Management

The extension handles 2 different costs for a product in a purchase order:

- **Buying price** : this is the gross buying price which is filled into the “products” tab in a purchase order.
- **Buying price with landing costs** : this cost is calculated using the product buying price plus the landing costs. Landing costs are calculated at the PO level, using the shipping cost and the additional cost fields available in the “Miscellaneous tab”. To distribute these costs at the product level, you can choose between 2 distribution modes, by quantity or by price (the mode can be configured in stores > configuration > procurement > Purchase order product > landing cost distribution. Using the right method, the extension is able to calculate the total cost for a product (buying price + landing costs).

There are also 2 other places where the extension stores cost information :

- **In the product / supplier association** : available in menu “Product / supplier association”, the buying price fields contains the gross cost, without the landing fees. This buying price is update with the PO information when a purchase order status goes to complete.
- **Cost attribute in the product view** : *depending of the configuration, this field can contain :*
 - **The gross buying price (useful if you have only ONE supplier per product). In this case, apply the following settings :**
 - stores > configuration > procurement > purchase order product > default buying price : Use product cost attribute
 - stores > configuration > procurement > purchase order product > update product cost : No
 - **The average cost** : *the cost attribute will contain the average of the buying prices + landing costs from the purchase orders that lead to the current stock level. in this case, apply the following settings :*
 - stores > configuration > procurement > purchase order product > default buying price : leave empty OR use product / supplier association
 - stores > configuration > procurement > purchase order product > update product cost : yes

6. Supplier Payments

Supplier Invoices

The grid is available at Embedded ERP - Suppliers Management - Supplier Invoices and list all supplier invoices.

Supplier Invoices

Q 🔔 👤 admin

Add New Invoice

Export to: CSV Export

Search Reset Filter 1 records found

20 per page 1 of 1

Invoice id	Date	Due date	Reference	Type	Supplier	Status	Total	Balance due	Balance to apply	Related orders
1	Jan 15, 2018	Jan 31, 2018	20170115-0001	Invoice	BoostMyShop	Paid	\$350.00	\$0.00	\$0.00	PO-20170823-0001, PO-20170904-0001

6. Supplier Payments

Create an invoice

When you are on the “Supplier Invoices” grid, click on the “Add New Invoice” button.

Supplier Invoice 20170115-0001 for BoostMyShop

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[← Back](#) [Delete](#) [Save](#)

SUPPLIER INVOICE	Total \$350.00	Status paid	Balance due \$0.00	Total to apply \$0.00
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General

Orders

Payments

Main

Supplier: BoostMyShop

Date: 1/15/18

Due date: 1/31/18

Reference: 20170115-0001

Type: Invoice

Total: 350.00

Status: Paid

Notes:

Attachment: [Choisissez un fichier](#) / Aucun fic...er choisi

Associate a purchase order

You can associate as many purchase orders as you want with a supplier invoice.

Supplier Invoice 20170115-0001 for BoostMyShop

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[← Back](#) [Delete](#) [Save](#)

SUPPLIER INVOICE	Total \$350.00	Status paid	Balance due \$0.00	Total to apply \$0.00
-------------------------	--------------------------	-----------------------	------------------------------	---------------------------------

General

Orders

Payments

Link order

Order (date & reference & total to apply & status)

2017-10-30 & PO-20171030-0001 & -\$338.00 & expected	Total	Action
<input type="text"/>	<input type="text"/>	Associate

Related orders

Date	Reference	Supplier reference	Status	Total	Amount applied	Remove
2017-08-23 12:56:56	PO-20170823-0001		complete	230.0000	<input type="text" value="230,00"/>	<input type="checkbox"/>
2017-09-04 15:25:38	PO-20170904-0001		draft	120.0000	<input type="text" value="120,00"/>	<input type="checkbox"/>

You just need to select the PO in the drop-down list, then fill the total to invoice and click on “Associate”

The PO is then associated with the “Related Orders” section, and the supplier invoice amount is updated.

Add a payment

When you receive a payment from your supplier, you can enter it in the “Payments” tab to update your invoice status.

6. Supplier Payments

Supplier Invoice 20170115-0001 for BoostMyShop

Search, Notifications, admin

← Back Delete Save

Total	\$350.00	Status	paid
Balance due	\$0.00	Total to apply	\$0.00

SUPPLIER INVOICE

- General
- Orders
- Payments

Add payment

Date:

Method:

Total:

Notes:

Create

Date	Method	Total	Notes	Remove
Jan 15, 2018	Bank Transfer	\$350.00		<input type="checkbox"/>

Supplier Payments

The grid is available at Embedded ERP - Suppliers Management - Supplier Payments and list all payments from the supplier invoices.

Supplier Payments

Search, Notifications, admin

Search Reset Filter 1 records found

Export to: CSV Export

20 per page 1 of 1

Payment date	Payment method	Payment amount	Comments	Supplier	Supplier invoice #
<input type="text" value="From"/> <input type="text" value="To"/>	<input type="text"/>	<input type="text" value="From"/> <input type="text" value="To"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Jan 15, 2018	Bank Transfer Payment	\$350.00		BoostMyShop	20170115-0001