



TO RAISE A PURCHASE REQUISITION

1. Click on **smartbuy®** (formally NetXpress) link in either the 'Resources' section of the AGD Portal or on the 'Infolink Homepage'
2. Login into smartbuy®
3. Click on **CATALOGUES** to access Corporate Express, Click on Corporate Express link



Fig 1 smartbuy® Home screen

4. Search for & add <items> you wish to procure from Corporate Express
5. Click **View Current Order**, & Click **Complete Order** & Click **Return Cart** to return to smartbuy® current requisition screen
6. Enter relevant information in <**special instructions**> field – if applicable
7. If you purchase for different Business Centres, select the relevant <**Department**> from the drop down box, Click **APPLY**
8. Go to **Delivery** tab, select address if different from default, then **APPLY**
9. Go to **Invoice** tab, and check address is correct – if not, speak with Grahame Maher
10. Click **SUBMIT** and Click **OK** (top far right hand side of screen)

An email is sent to your approver who may approve/reject line items, if approved, a purchase order will be sent electronically to the supplier.

Use the **Open Requisition** and **Closed Requisition** menus to monitor your submitted requisitions.

ALWAYS quote the **PURCHASE ORDER NUMBER** to the Supplier, from your **Purchase Order List**.

When goods are delivered you **MUST** raise an acceptance advice - ie receipt the goods in smartbuy®.



TO RECEIPT GOODS (RAISE ACCEPTANCE ADVICE/S) WHEN:

ALL GOODS ORDERED ARE DELIVERED

1. Click **Purchase Order List**
2. Click *<purchase order number>* from the list

HINT: Scroll down the screen, Click **Order Transaction Summary** to view the history, see if any acceptance advices have been raised, click *<purchase order number>* (top of the screen) to return to order.

3. Click **Raise Acceptance Advice**
4. Click **Accept All**, Click **Create AA** and click **OK**

WHEN GOODS ORDERED ARE ONLY PARTIALLY DELIVERED

1. Click **Purchase Order List**
2. Click *<purchase order number>* from the list

To check whether you have receipted this order or not, scroll down the screen

3. Click **Order Transaction Summary** to view the history, see if any acceptance advices have been raised,
4. Click on *<purchase order number>* to return to the purchase order

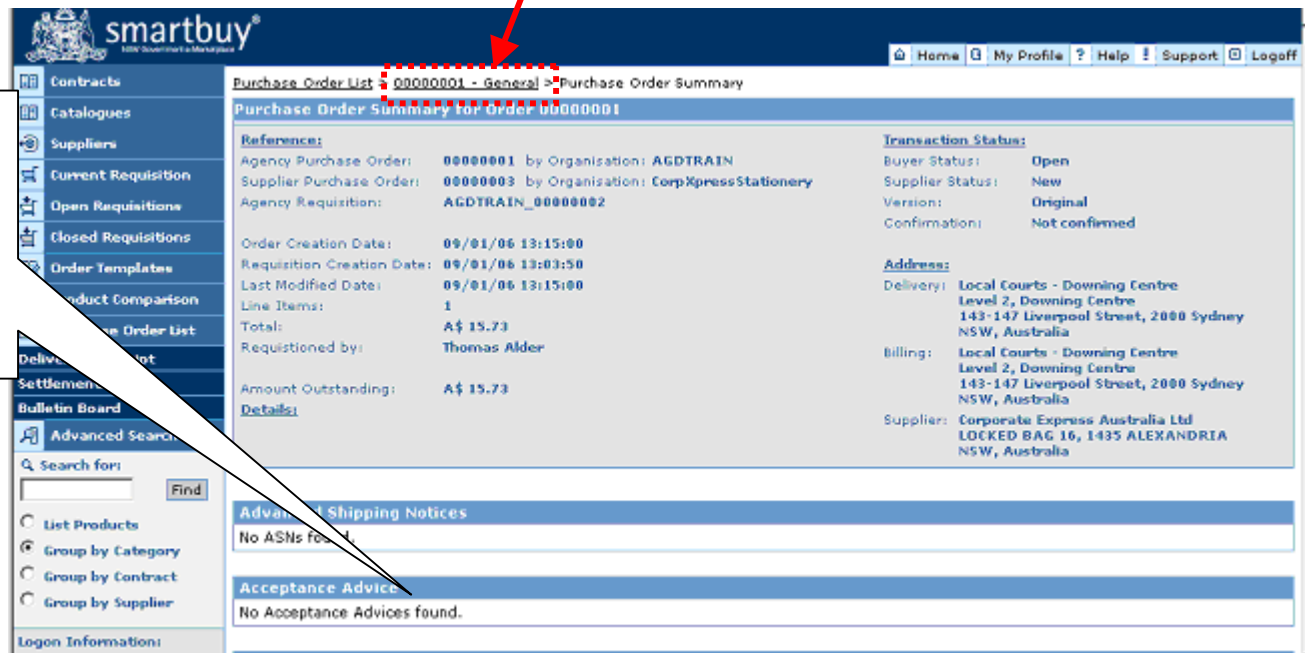


Fig 2 Purchase Order Summary screen

5. Click **Raise Acceptance Advice**

Enter notes if relevant

Select item that has been delivered

De-select (un-tick) item if not delivered

You can change the quantity of the line item if partially accepting ie less than the ordered quantity was delivered

The screenshot shows the 'New Acceptance Advice' screen with the following details:

- Transaction Details:** Goods Accepted Date (dd-mm-yyyy): 03-05-2006. Acceptance Comments/Notes: Dividers were not delivered.
- Reference:** Requisitioned by: Thomas Alder. Agency Purchase Order No.: 00000002 by Organisation: AGDTRAIN. Supplier Purchase Order No.: 00000028 by Organisation: CorpXpressStationery.
- Table:** A table with columns: Acceptance Choice, Reason, Other Ref, Accepted Qty, Qty, Name. The 'Clear All' button is circled in red. A red dashed box highlights the 'Accepted Qty' column.

Figure 3 New Acceptance Advice screen

6. Select items that have been delivered, and **de-select items NOT** delivered.

HINT: Click **Clear All** to deselect all items. When you de-select an item it will “grey-out” from the list and it will not appear on the acceptance advice. See **Fig 4** for an example where 2 items (the dividers) were not delivered so not receipting them in this acceptance advice.

Deselected items are now greyed out and the Acceptance Choice field has changed to “Fully Rejected”

Deselected items how have quantity of “0”.

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- Transaction Details:** Goods Accepted Date (dd-mm-yyyy): 03-05-2006. Acceptance Comments/Notes: Dividers were not delivered.
- Reference:** Requisitioned by: Thomas Alder. Agency Purchase Order No.: 00000002 by Organisation: AGDTRAIN. Supplier Purchase Order No.: 00000028 by Organisation: CorpXpressStationery.
- Table:** A table with columns: Acceptance Choice, Reason, Other Ref, Accepted Qty, Qty, Name, Product ID, Unit. The 'Fully Rejected' items are highlighted with a red dashed box. The 'Accepted Qty' for these items is 0.

Fig 4 New Acceptance Advice screen – Example 1

- 7. Click **CREATE AA** and **OK** (at top of the screen)
- 8. Click **Back to Purchase Order**, Click **Purchase Order Transaction Summary**

Purchase Order List > 00000002 - General > Purchase Order Summary

Purchase Order Summary for Order 00000002

Reference:
Agency Purchase Order: 00000002 by Organisation: AGDTRAIN
Supplier Purchase Order: 00000028 by Organisation: CorpXpressStationery
Agency Requisition: AGDTRAIN_00000004

Transaction Status:
Buyer Status: Open
Supplier Status: New
Version: Original
Confirmation: Not confirmed

Order Creation Date: 03/05/06 15:55:30
Requisition Creation Date: 24/04/06 21:36:19
Last Modified Date: 03/05/06 15:55:33
Line Items: 7
Total: A\$ 81.06
Requisitioned by: Thomas Alder

Address:
Delivery: Local Courts - Downing Centre Level 2, Downing Centre 143-147 Liverpool Street, 2000 NSW, Australia
Billing: Local Courts - Downing Centre Level 2, Downing Centre 143-147 Liverpool Street, 2000 NSW, Australia
Supplier: Corporate Express Australia Locked Bag 16, 1435 ALEXANDRIA NSW, Australia

Amount Outstanding: A\$ 81.06

Advanced Shipping Notices
No ASNs found.

Acceptance Advice	Status	Creation Date	Amount
00000001	Open	03/05/06 15:56:55	A\$ 65.11

Figure 5 Purchase Order Summary Screen

HINT: Click <Acceptance Advice Number> to view the Acceptance Advice.

You can also print this Acceptance Advice (Click **Printer Version**), so that when the remaining goods are delivered, you know what you have received previously.

When the remaining goods are delivered, raise another acceptance advice until you have finished with this order. Note that all items ordered will appear in the acceptance advice.

See Example 2 in **Fig 6** – which is accepting the remaining 2 items – which weren't received in the first delivery. So select only those items.

Goods Accepted Date (dd-mm-yyyy): 03-05-2006

Acceptance Comments/Notes: Dividers delivered.

Line Items: 7
Acceptance Raised By:

Reference:
Requisitioned by: Thomas Alder

Agency Purchase Order No.: 00000002 by Organisation: AGDTRAIN
Supplier Purchase Order No.: 00000028 by Organisation: CorpXpressStationery

Agency GRN No.:
GRN Creation Date (dd-mm-yyyy): 03-05-2006

Select	Acceptance Choice	Reason	Other Ref	Accepted Qty	Qty	Name
<input type="checkbox"/>	Fully Rejected	N/A		0	5.0	ADHESIVE, Home/Office/School, Blu-tack, 75mm
<input type="checkbox"/>	Fully Rejected	N/A		0	2.0	BINDER, Insert, 2 D-Ring, A4, 25mm, PVC, Blue
<input type="checkbox"/>	Fully Rejected	N/A		0	5.0	BINDER, Insert, 2 D-Ring, A4, 38mm, PVC, White
<input type="checkbox"/>	Fully Rejected	N/A		0	50.0	CLIP, BINDER OR BULLDOG, Foldback, 19mm, Metal
<input type="checkbox"/>	Fully Rejected	N/A		0	50.0	CLIP, BINDER OR BULLDOG, Foldback, 25mm, Metal
<input checked="" type="checkbox"/>	Fully Accepted	N/A		10	10.0	DIVIDER, LOOSE-LEAF BINDER, Cardboard, Bright Coloured, A4, Blank, 10 Tab
<input checked="" type="checkbox"/>	Fully Accepted	N/A		10	10.0	DIVIDER, LOOSE-LEAF BINDER, Cardboard, White, A4, Blank, 10 Tab

Accept All | Select All

Create AA

Back to AA List

Fig 6 New Acceptance Advice screen – Example 2

- 9. Click **CREATE AA** and **OK** (at top of the screen)

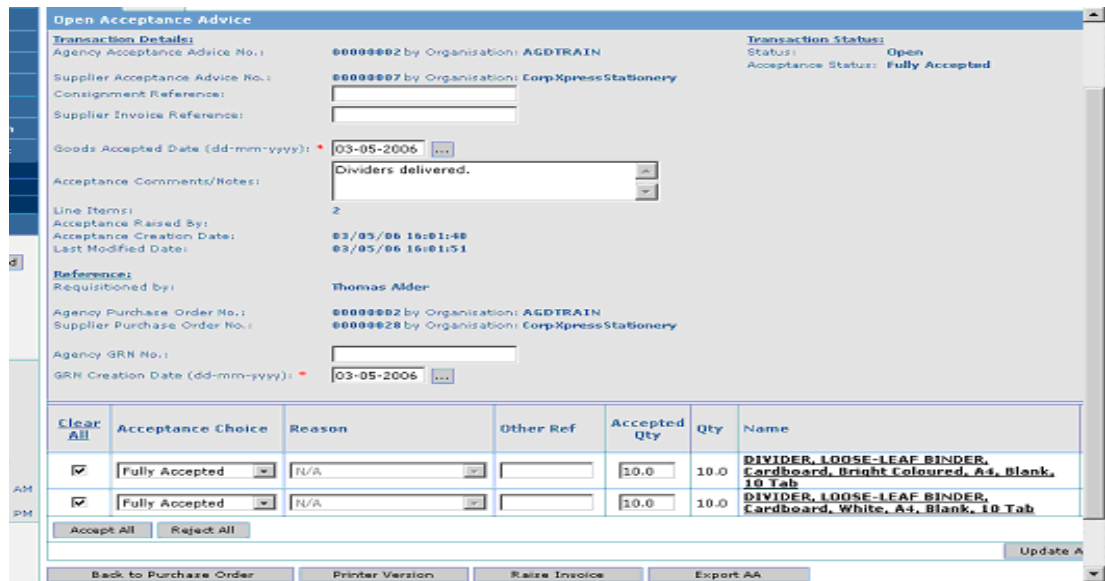


Fig 7 Acceptance Advice screen

This Acceptance Advice contains the outstanding items from the order.

10. Click **Back to Purchase Order**, Click **Purchase Order Transaction Summary** to view the details of what you have received.

TO CANCEL AN ACCEPTANCE ADVICE/S CREATED

1. Click <Acceptance Advice Number> to view the Acceptance Advice
2. Click **Cancel AA** (far right hand side of screen) and click **OK**.

TO VIEW ALL ACCEPTANCE ADVICE/S CREATED

1. Click **DELIVERY & RECEIPT**, Click **ACCEPTANCE LIST**

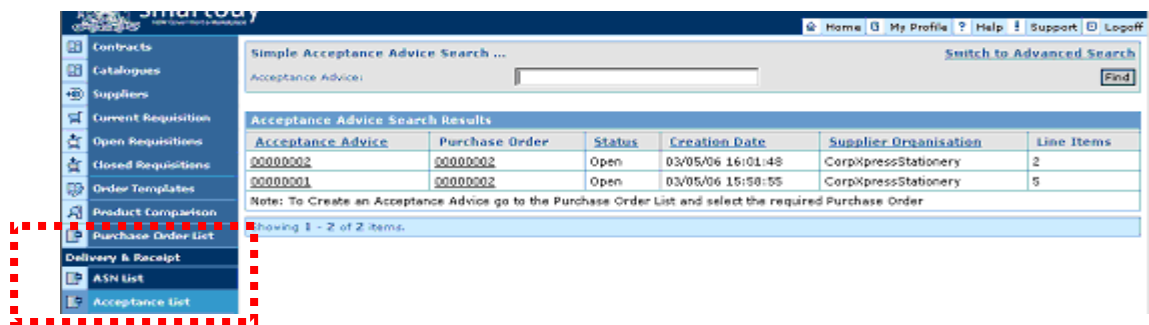


Fig 8 Acceptance Advice List screen

TO COMPLETE PURCHASE ORDER

Once you have receipted all goods delivered from your orders, you should then complete your Order. **DO NOT** Complete Order until you have raised all necessary Acceptance Advice/s.

1. Click **Purchase Order List**,
2. Select <PO number>, Click **Set Order Status to Complete** and click **OK**

TO CHANGE MY DETAILS

(eg email address, password, authentication questions)

1. Click **MY PROFILE** (top right hand side of Welcome Screen), Change relevant details, Click **APPLY**