Rocky Mountain NetSuite User Group Meeting

Procure to Pay (P2P)

March 15, 2023

Presented by:

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About the Presenter and Presentation

About the Presenter:

- Director of Operations & NetSuite Administrator at PlantScan Corp – a manufacturer and distributor of ultrasonic leak detectors in the B2B marketplace
- Working with NetSuite since 2002
- Board member of the RMNSUG
- P2P process experience: At PlantScan and as a part-time consultant for several companies focused on business process engineering, reengineering and implementation; written approval workflows for clients

Regarding the Presentation:

- First time we are presenting on the P2P process, so would really appreciate feedback through the evaluation form on what you liked and what changes you'd like to see in the future renditions
- Using screen captures instead of a live NS instance because response time in the demo environment is unpredictable and there have been several incidents lately where NetSuite environments have been unavailable
- Recording and PowerPoint should be posted within a week to 10 days

Regarding Questions:

- Enter your questions in the chat window for board (BOD) members and you members to respond to, as I know there are some of you attending that are just as experienced as I am with P2P
- I will take breaks between a few of the major sections to address quick questions that haven't been addressed in the chat window. I may ask that you hold off until then end or address them off-line if they are more time consuming. I will ask that the BOD members bring these to my attention.
- At the end we hope to have time for Q&A where we can open it up to all of you to ask questions directly

Safe Harbor Statement

The following is intended to provide information on the Procure to Pay (P2P) process. Although every effort has been made to confirm the accuracy of the information based on the presenter's experience with NetSuite, research, and testing, there may be errors. It is intended to share and summarize the presenter's experience of key information as it pertains to the P2P process. Over time some of this information may change, so if viewing in the future it may not be the same as what is shared today.

Or as they say in Latin "Caveat Emptor" – Let the Buyer Beware

Agenda

- Terminology
- Records/Transactions Involved in Standard P2P Flow
- Anatomy of a Purchase Order
- Procure to Pay (P2P) Walk Through
- Break Time
- Related Records, Fields, and Tabs
- Drop Ship Purchase Order
- Drop Ship and Special Order PO from a Sales Order
- Vendor Returns and Bill Credit Walk Through
- Vendor Prepayments
- Blanket Purchase Order Options
- Key Reports
- P2P Approval Options
- Advanced Procurement Module

NetSuite Terminology

- **Entity** – **Vendor**, Customer, Contact, **Employee**, Lead, Prospect, Project, Partner,...

- **Vendor** – Company/individual that provides goods or services to your company

- **Items** – Physical or non-physical (Inventory, Assembly, Non-inventory, Service, Other Charge, Description, Discount ...)

- **Expenses** – Company costs that go directly to an account in the Chart of Accounts (COA) in lieu of using an item that goes indirectly to an account in the COA

- **Purchase Order (PO)** – A transaction for a vendor to provide items, materials or services to your company. In NetSuite, you can create POs for expenses as well as items. POs are non-posting and do not impact your ledger accounts.

- **Item Receipt** – A transaction that tracks receipt of items (from a purchase order). May be kept in inventory or not. This step may or may not occur for your business.

- **Bill** – A transaction that is an invoice FROM a vendor for goods or services

- **Invoice** – A transaction that is a bill you send TO a customer for goods or services

- **Sublist**– a list of records that you see when a list appears on a record/transaction subtab

Records/Transactions Involved
Help: Vendors, Purchasing, and Receiving

⊟ Vendors, Purchasing, and Receiving
- ⊟ Vendors
  - ⊞ Vendor Records
  - ⊞ Vendor Bills
  - ⊞ Vendor Payments
  - ⊞ Vendor Prepayments
  - ⊞ Vendor Returns
  - ⊞ Vendor Credits
- ⊟ Purchasing and Receiving
  - ⊞ Requisitions
  - ⊞ Purchase Requests
  - ⊞ Request for Quote
  - ⊞ Purchase Contracts and Blanket Orders
  - ⊞ Purchasing
  - ⊞ Receiving Orders
  - ⊞ Expenses
  - ⊞ Procurement Dashboard
  - ⊞ Purchases Workbooks

Advanced Procurement Module

Anatomy of a PO

Sublist

If set up expense categories could have just typed the category name

Expenses on POs

Side Note

Setup > accounting > accounting preferences > Order Management tab

Accounting Preferences

| General | Items/Transactions | Order Management | Time & Expenses | Approval R... |

Purchasing

Allow Expenses on Purchases ☑

Allow Purchase of Assembly Items ☑

Default Location for Purchase Orders Aspen

* Maximum Purchase Lines to Consolidate 200

Allow Default Email o... ...e Orders using ...teflo... ...val Routing ...o Not Allow...

From the Employee Center Role

Purchase Request 🔍

| Save ▼ | Cancel | Copy Previous | Actions ▾ |

Primary Information

Receive By

| Items | Relationships | Communication | Custom | Tax Reporting | Spain SII Rep... |

Expenses 0.00   Items 0.00

Category *   Amount * Memo

▼

Mileage-pickup/delivery   Copy Pr...
Supplies
Travel
...el-other (rental parking)

Setup > accounting > Expense Categories

Expense Categories

Edit	Internal ID	Name ▲	Expense Account
Edit	3	Mileage-pickup/delivery	Vehicles : Gas & Oil
Edit	4	Supplies	Office : Supplies Expense
Edit	5	Travel	Travel and Entertainment : Travel and Conventions - 100% deduct...
Edit			

Expense Category

Name Supplies

Description

Expense Account 6200-500 Supplies Expense

Personal Corporate Card ☐
Expense

This is the only way for a expense to be selected coming from the Employee Center since the Employee Center does not have access to the underlying COA

P2P Process Flow

Purchase to Pay Process Overview

Transactions

Purchase Order

⬇

Item Receipt

(increments inventory if stocked)

⬇

Vendor Bill

⬇

Payment

Text in red = related to inventory transactions

P2P Process starting point options:

- Purchase Request from Employee Center
- Purchase Requisition from Employee Center or full user seat internally (addt'l module)
- Export from Vendor and import CSV file into NetSuite
- Purchasing SuiteApp
- Purchase Order
- Sales Order
- Order Items page (addt'l module)
- Work Order (addt'l module)

Purchase to Pay Process Overview
Directly From Vendor Bill

Transactions

Vendor Bill

⬇

(increments inventory if stocked)

⬇

Payment

Text in red = related to inventory transactions

Reminders Portlet

Recommend to create
saved searches specific to
your company needs and
use them as reminders

Roles need appropriate approval permissions to access some reminders

Purchasing and Receiving Preferences

Accounting > Accounting Preferences > Order Management tab

Setup > Company > Enable Features > Transactions tab

- Checking Advanced Receiving gives your receiving and accounting departments separate steps for receiving and entering the vendor bills.
- Provides the ability to receive items before entering the bill.
- If not enabled then there will be a receive button on the PO and when you click receive it will open up the Vendor Bill

Items in this P2P Walk Through

Standard Inventory Item

Inventory Item 🔍
INV_iPad Pro 12.9 inch - 128 GB

Edit | Back | | Actions ▾

Primary Information

Item Name/Number
INV_iPad Pro 12.9 inch - 128 GB
Subitem of

Segmentation

Department
Sales

Class
Class D

Non-inventory Item for Purchase 🔍
Non-inventory can be received yes accruals

Edit | Back | | Convert to Inventory ▾ | | Actions ▾

Primary Information

Item Name/Number   Primary Units Typ·
Non-inventory can be received yes accruals
Display Name/Code   Primary Purchase

tion / Amortization   Matrix   Web Store   Related Records   Commu   Preferences   System Info·

☑ Can be Fulfilled/Received   ☐ Offer Support
☑ Generate Accruals

Recommend that if you want to be able to identify discrepancies between your PO/Item Receipt quantities & rates and the associated Bills that you check **Generate Accruals**

Notes:
- Can be Fulfilled/Received – if checked then will display on the item receipt. Once checked and added to a transaction it cannot be unchecked.
- Generate Accruals – requires that 'Can be Fulfilled/Received' be checked. If checked can modify the item receipt rate. Posts an accrual to the GL. Can be unchecked and checked anytime.

P2P Process
Our Starting Point – Pending Approval State

PO546 Frees Electronics	PENDING SUPERVISOR APPROVAL	

Edit | Back | Get Predictions | Approve | Reject | Actions ▾

Primary Information

Vendor
Frees Electronics

Employee
Margie Komninos

Receive By

Date
2/11/2023

PO #
PO546

Requestor
Margie Komninos

Memo

Approval Status
Pending Approval

Summary
Total 3,045.00

Location
US-1

Items | Billing | Relationships | Communication | Related Records | System Information | Custom | Approver List | EET | France Tax Reporting | Bill Distribution Details

Expenses 0.00 | Items 3,045.00 ▾

Item	Vendor Name	Received	Billed	Quantity	Units	Expected Receipt Date	Description	Rate	Amount	Options
INV_iPad Pro 12.9 inch - 128 GB	Apple	0	0	5	Ea	2/11/2023	iPad Pro 12.9 inch - 128 GB	600.00	3,000.00	
Non-inventory can be received yes accruals		0	0	1		4/1/2023	Non-inventory item that can be received/fulfilled and accruals is checked	15.00	15.00	

- No Receive button since not approved
- If you are the approver then you can click the <u>Approve</u> or <u>Reject</u> button you could change that status from Pending Approval to Approved, if there was a workflow on this PO

P2P Process
Step 1-2 – Approve/Notify Vendor

It's now been approved – how do you notify the vendor?

P2P Process
Step 2 - Email the Vendor

Can set global default to use the popup email template and not automatically send email when you click the email button
- **Go to Setup > Company** > **Email Preferences** and check **Use Popup for Main Transaction Email Button**

P2P Process
Step 3 – Item Receipt

Reminders

0 Bills to Approve	73 Bills to Pay
67 Purchase Orders to Bill	1 Purchase Order to Print
4 Vendor Return Authorizations to Re...	
45 Orders to Receive	

Reminders Portlet links to Receive Orders page

Receive Orders

[Submit] [Mark All] [Unmark All]

Vendor
- All -

Posting Period
Mar 2023

[Customize]

Receive	Process	Transaction Type	Item Fulfillment	Date ▲	PO #	Vendor Name	Bill To	Memo	Order Total	Currency	Target Subsidia...
☐	Receive	Purchase Order		1/13/2023	PO87	Atlas US (Canada)	2800 Rincon Road San Francisco CA		500.00	US Dollar	United States
☐	**Receive**	Purchase Order		1/5/2023							
☐	Receive	Purchase Order		1/5/2023							

Purchase Order

PO546 Frees Electronics   APPROVED BY SUPERVISOR/PENDING RECEIPT

[Edit] [Back] [**Receive**] [Bill] [Enter Prepayment] [Close] 🖨 🗎▾ Actions▾

Primary Information

Vendor: Frees Electronics
Employee: Marge Komninos
Receive By:
Date: 2/11/2023
PO #: PO546
Requestor: Marge Komninos

Memo:
Approval Status: Approved
Subsidiary: United States - West
Location: US-1

Summary
Total 3,045.00

| Items | Billing | Relationships | Communication | Related Records | System Information | Custom | Approver List | EXT | Finance Tax Reporting | Bill Distribution Details | De... |

Expenses 0.00   Items 3,045.00 ▾

Item	Vendor Name	Received	Billed	Quantity	Units	Expected Receipt Date	Description	Rate	Amount	Options	De...
INV_iPad Pro 12.9 inch - 128 GB	Apple	0	0	5	Ea	2/11/2023	iPad Pro 12.9 inch - 128 GB	600.00	3,000.00		Sale...
Non-inventory can be received yes: accruals		0	0	1		4/1/2023	Non-inventory item that can be received/fulfilled and accruals is checked	15.00	15.00		

OR from the packing slip (with changes noted) bring up the PO by typing in the global search field and click on the Receive button

P2P Process
Step 3 - Enter Item Receipt

Item Receipt 🔍

To Be Generated

[Save & Bill ▼] [Cancel]

Primary Information

CUSTOM FORM *	REFERENCE #	POSTING PERIOD
.FF PRM - Item Receipt ▼	To Be Generated	Feb 2023
VENDOR	SUBSIDIARY	Memo
Frees Electronics	United States - West	Recommend entering Memo
DATE *		
2/11/2023		

Segmentation | **Transaction Information**

TO LOCATION	CREATED FROM
US-1 ▼	Purchase Order #PO545

Items & Expenses | Relationships | Communication | System Information | EFT | Approver List | Demo Reference | Payout

Items • Expense

[Mark All] [Unmark All]

RECEIVE	ITEM	RATE	CURRENCY	ON HAND	TO LOCATION	REMAINING	QUANTITY	UNITS
☑	INV_iPad Pro 12.9 inch - 128 GB	600.00	US Dollar	186	US-1 ▼	5	3	Ea
☑	Non-inventory can be received yes accruals	15.00	US Dollar	0	US-1 ▼	1	1	

On PO

INV_iPad Pro 12.9 inch - 128 GB	5	600.00
Non-inventory can be received yes accruals	1	15.00

P2P Process
Step 4 – Vendor Bill

Reminders

0 Bills to Approve	73 Bills to Pay
67 Purchase Orders to Bill	
0 Purchase Requests to Approve	
4 Vendor Return Authorizations to	
0 Purchase Requisitions to Approve	
45 Orders to Receive	

Reminders Portlet links to Bill Purchase Orders page

Bill Purchase Order

More

[Submit] | [Mark All] [Unmark All]

Vendor
- All - ▼ ⬈

[Customize]

Bill	Date ▲	PO #	Vendor Name	Order Total	Currency	Status
☑	12/1/2021	PO03	Frees Electronics	885.00	US Dollar	Pending Bill
☐	1/1/2022	PO04	Frees Electronics	1,500.00	US Dollar	Pending Bill
☐						
☐						

📄 **Purchase Order** 🔍

PO03 Frees Electronics   **APPROVED BY SUPERVISOR/PENDING BILL**

[Edit] [Back] [Bill] [Authorize Return] [Close] | 🖶 ⬥▾ Actions▾

Primary Information

PO #	Subsidiary	Currency
PO03	United States - West	US Dollar

Items	Billing	Shipping	Relationships	Communication	Related Records

Expense 0.00   Items 885.00 •

Item	Vendor Name	Description	Department	Class		
NIN_Dell 23" UltraSharp		Dell 23" UltraSharp Monitor	Operations	Class A	5	295.00

OR from the PO by typing in the global search field and click on the Bill button

P2P Process
Step 4 - Enter Vendor Bill

Bill 🔍

2321 Frees Electronics **OPEN**

[Edit] [Back] [Credit] [Authorize Return] [Make Payment] | 🖨 📥▾ Actions ▾

Primary Information

Transaction Number	Exchange Rate	Due Da
514	1.00	3/13/201
Reference No.	Disc. Amt.	Bill Tota
2321	40.02	2,001
Vendor	Disc. Date	Payn
Frees Electronics	2/21/2023	
	Payment Hold	

Expenses and Items | Billing | Relationships | Communication | Related Records | System Information | Custom | FF | A Repo

Expense 0.00   Items 1,991.00 •

[Add Multiple] [Clear All Lines] [Show Files from Selected Line Item]

Item *	Quantity	Ordered/Recv'd	Rate	Received rate	Amount
INV_iPad Pro 12.9 inch - 128 GB	4	5 3	600.00	600	2,400.00
Non-inventory can be received yes accruals	1	1 1	13.00	15	13.00

Not part of the form. Displayed here to remind you of the original quantity and rate on the PO

P2P Process
Step 5 – Analyze PO to Identify & Fix Problems

- Recommend adding **Bill Variance Status** field to the Purchase Order which identifies items where there is a mismatch between quantity or pricing between item receipts and bills
- if over received or under received and will NOT be received/billed for the open amount then close the PO or individual line items
- Closing PO using the Close button closes ALL open line items under it

P2P Process
Step 5 – Analyze PO to Identify & Fix Problems

Post Vendor Bill Variance Page

From here you can see what line items on POs have been identified as having some kind of discrepancy between the item receipts and the vendor bills

For details on how to use this feature go to www.rmnsug.org and in the Posts tab search enter "Matching Bills to Receipts and POs" to see a presentation on this feature

Custom Sublist Displays Discrepancies

Also recommend to create a custom sublist that shows each and every item receipt and bill with the quantities and amounts which are summed and display the discrepancies.

For details on how to create a custom sublist go to www.rmnsug.org and in the Posts subtab search enter "Custom Sublists" to see a Tip & Trick presented on this subject

P2P Process
Step 6 - Pay Vendor Bills

Reminders

0 Bills to Approve	**73 Bills to Pay**
67 Purchase Orders to Bill	1 Purchase Order to Print
0 Purchase Requests to Approve	0 Vendor Return Authorizations to Approve
4 Vendor Return Authorizations to Refund	1
0 Purchase Requisitions to Approve	8

Pay Bills page

Bill Payments 🔍

[Save] [Cancel] | Actions ▾

Primary Information

A/P Account	Posting Period	End Date
2110 Payables : A/P Trade	Feb 2023	3/15/2023
Account	Amount	☐ To Be Printed
1000 Cash	0.00	☐ Use Bill-to Address from Vendor
Balance	Subsidiary	
-66,115.00	United States - West	
Date *	Start Date	
2/11/2023	1/5/2023	

☐	Date Due ▲	Type	ID	Vendor	Ref No.	Original Amount	Amount Due	Disc. Date	Disc. Avail.	Disc. Taken
☐	1/5/2023	Bill		Micro Shop		750.00	750.00	12/15/2022	15.00	
☐	1/11/2023	Bill		Micro Shop	CP1	11,250.00	11,250.00	12/21/2022	225.00	
☐	1/12/2023	Bill		Micro Shop		750.00	750.00	12/22/2022	15.00	
☐	1/15/2023	Bill		GEIFARM	VB_SVBAmtAlloc	3,500.00	3,500.00	12/25/2022	70.00	
☐	1/17/2023	Bill		Micro Shop	CSR 02	2,396.00	2,396.00	12/28/2022	47.92	
☐	1/26/2023	Bill		ACOM Business Solutions		6,000.00	6,000.00			
☐	1/27/2023	Bill		Cables R Us	B5590	3,200.00	3,200.00			
☐	2/6/2023	Bill		Apple Store	123-2023	8,400.00	4,400.00			
☐	3/13/2023	Bill		Frees Electronics	2321	1,989.00	1,989.00	2/21/2023	39.78	39.78
		Bill Credit		Core4Solutions	10	-135.00	-135.00			

Can pay vendor bills:

- From Pay Bills page – checkboxes
- From Purchase Order – <u>Bill</u> button
- From Bill – <u>Make Payment</u> button
- From Vendor – <u>Make Payment</u> button
- Pay Single Vendor page

Can select one or multiple bills to pay and will consolidate into 1 payment

Important Fields on Related Records

- Employee Record

- Vendor Record
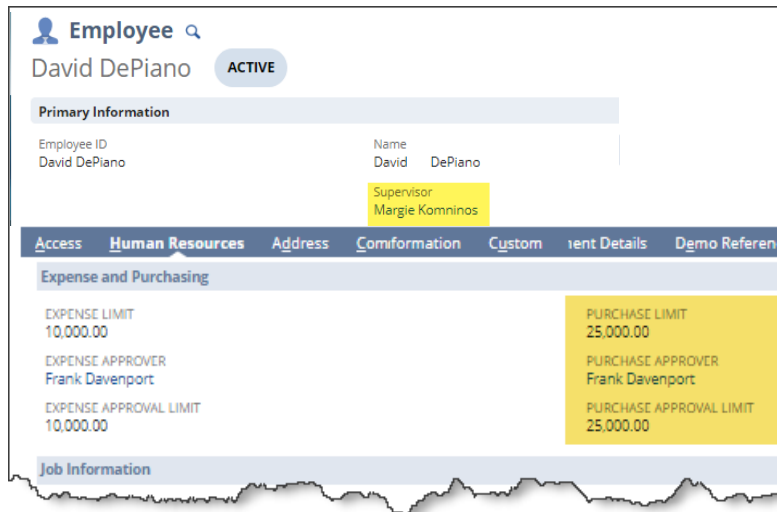
- Item Record

Employee Record
Enables Approvals without Workflows

Lists > Employees
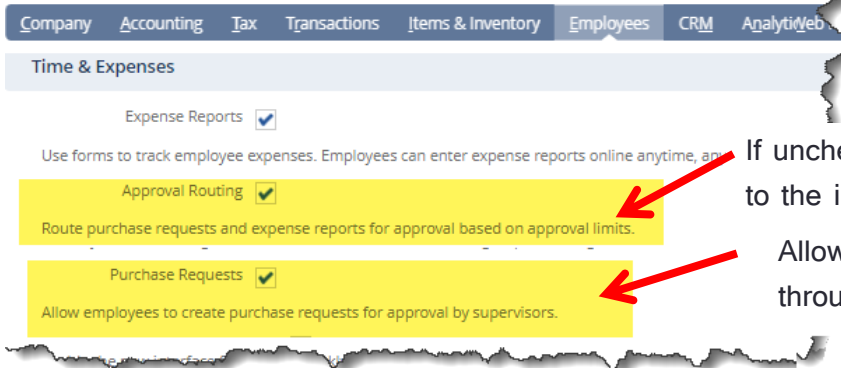
- **ONLY for Purchase Requests from the Employee Center**
- Set limits to what that employee can purchase (or approve for other employees)
- If Purchase Approver is left blank then the supervisor is the approver
- The approval requests are routed to supervisor/approver via email – also a reminder available to display the requests

Setup > Accounting > Accounting Preferences

Check to send the approver email messages when they need to approve a PO

Setup > Company > Enable Features > Employees tab
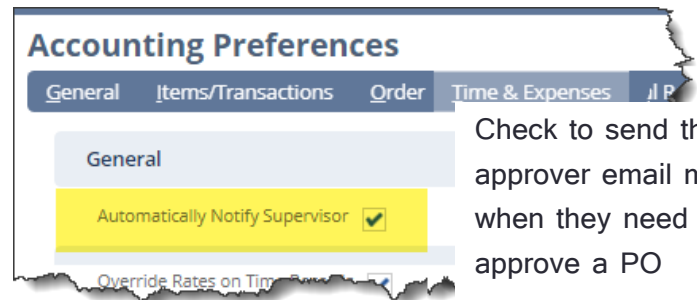
If unchecked these transactions are routed only to the immediate supervisor

Allows employees to enter purchase requests through the Employee Center

See SuiteAnswers 11108/11109

Vendor Record

Lists > Relationships > Vendors

- This allows NS to automatically display the method of payment when you pay a vendor bill

- May need to customize vendor form to add to financial tab

Vendor Record
View Transactions

Normally have to go to Financial tab and scroll down to Transactions tab

Recommend modifying form and bringing it to the top level since this is used frequently

Vendor Record
Items Subtab

Vendor 🔍 ☁

Delltronics

[Edit] [Back] [Make Payment] 🖨 ⊞▾ Actions ▾ | StickyNotes ▾ New: ▮

Vendor ID Delltronics
Type Company
Address Delltronics, Inc.
3620 South Huron Street
Englewood CO 80110 Map

Contacts • Activities • User Notes • System Notes • Messages • Transactions • **Items** •

View Vendor Items ▾

[Import Price List...] [Customize View]

Edit	Name ▾	Purchase Description	Vendor Price
Edit	RM MP : Tube PSX	Tube, PSX-Case	30.50
Edit	RM MP : Rear Cap PSX	Rear Cap, PSX, Rev C	26.60
Edit	RM MP : Front Panel, MX Case (GN)	Front Panel, MX Case (1 Port)	6.95
Edit	RM MP : Front Panel PSn	Front Panel PSn	10.75
Edit	RM MP : Front Panel Laser Port	front panel laser port	10.50
Edit	RM MP : Front H...	...using, PSX	

sublist

Shows Items that can be sold by this vendor. The view can be customized.

By default it is under **Financial > Items subtab**

Tied to the Item records. The Items show here because they are listed under the Vendors subtab in the items record.

Vendor Record
Messages Subtab

Recommend that you email POs to vendors and request confirmation of receipt by replying to email which is auto captured back into the vendor record

Note: the message also appears on the PO messages subtab

Vendor Record
Make Payment

Vendor Dashboard

- See vendor data pulled from vendor records without having to search records individually
- Vendor dashboards show Key Performance Indicators (KPIs), trend graphs, report snapshots and reports that will filter on that vendor
- Can be customized

Item Record Fields
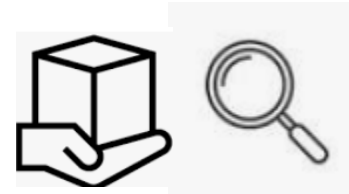
Inventory Item 🔍

BLD200

Save ▼ | **Cancel** | **Supply Chain Snap**

Primary Information

CUSTOM FORM
Standard Inventory Part Form

ITEM NAME/NUMBER *
BLD200

UPC CODE

DISPLAY NAME/CODE
Fan Blade

VENDOR NAME/CODE
CDW

Primary Units Type
Each

Primary Stock Unit *
Each

Primary Purchase Unit *
BX100

Primary Sale Unit *
Each

PRIMARY CONSUMPTION UNIT *
Each

PRIMARY BASE UNIT
Ea

PRODUCT NAME

SUBITEM OF

| Purchasing/Inventory | Inventory Detail | SaDangerous Goods | Web Store | Related Records | tem Information | Custom | Advanced Manufactur |

Item/Cost Detail

☑ TRACK LANDED COST

COSTING METHOD
Average

COST CATEGORY *
BLD200

TOTAL VALUE

PURCHASE PRICE
2.75   per Ea

LAST PURCHASE PRICE
2.75   per Ea

PURCHASE DESCRIPTION
Fan Blade

☐ COPY FROM SALES ORDER

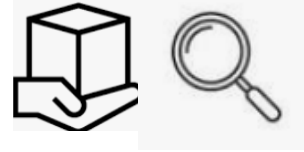**STOCK DESCRIPTION**

☐ DROP SHIP ITEM
☑ SPECIAL ORDER ITEM
☑ MATCH BILL TO RECEIPT

The next slide will Discuss Drop Ship and Special Order Item checkboxes

Item Record
Special Order & Drop Ship Fields

Only relevant if creating a Purchase Order from a Sales Order

Inventory Item 🔍 ← → List Se
BLD200

| Purchasing/Inventory | Sales / Pricing | Pack Station | Warranty Information |

Item/Cost Detail

☐ Track Landed Cost   ☐ Copy from Sales Order

Costing Method   Stock Description
Standard

Cost Category   ☐ Drop Ship Item
BLD200   ☑ **Special Order Item**

Total Value   ☐ Match Bill To Receipt
12,531.75

Special Order Item
- When a SO is created it auto-creates a PO which is tied to the SO for items being received at one of your company locations

Inventory Item 🔍 ← →
BLD200

| Purchasing/Inventory | Sales / Pricing | Pack Station | Warranty Info |

Item/Cost Detail

☐ Track Landed Cost   ☐ Copy from Sales Order

Costing Method   Stock Description
Standard

Cost Category   ☑ **Drop Ship Item**
BLD200   ☐ Special Order Item

Total Value   ☐ Match Bill To Receipt
12,531.75

Drop Ship Item
- When a SO is created it auto-creates a drop ship PO which is tied to the SO for items being drop-shipped from your vendor to your customers

Note: if you leave both blank you can still set in the SO to drop-ship or special order

We will investigate more later

Item Record
Vendors Sublist Tab

Must have these 2 fields to use for an auto-generated drop ship/special order from a SO

This ties the item to the vendor record that we viewed in a prior slide and why we saw them in that Vendor record sublist

Non-inventory/Service/Other Charge Item Fields
for Purchase or Resale
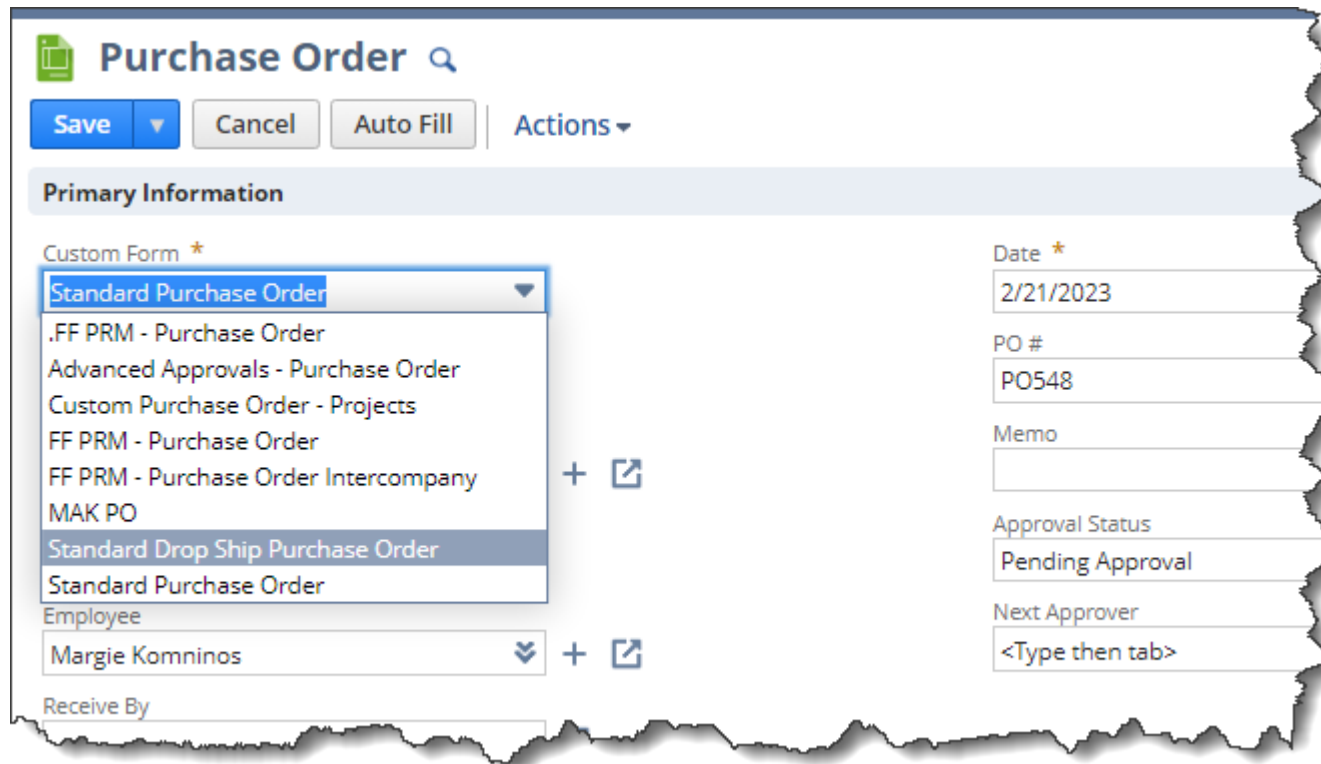
Can be Fulfilled/Received once checked an added to a transaction it cannot be changed

Generate Accruals provides easy way to identify discrepancies between bills and item receipts from the PO since it posts an accrual to the GL

Select the Form for the PO

Select the appropriate form from the Custom Form drop down

Drop Ship PO

Ship items directly from Vendor to a customer but can use it to ship to non-customers (e.g. vendors)

Drop Ship PO Transaction Form

Extra
Tab
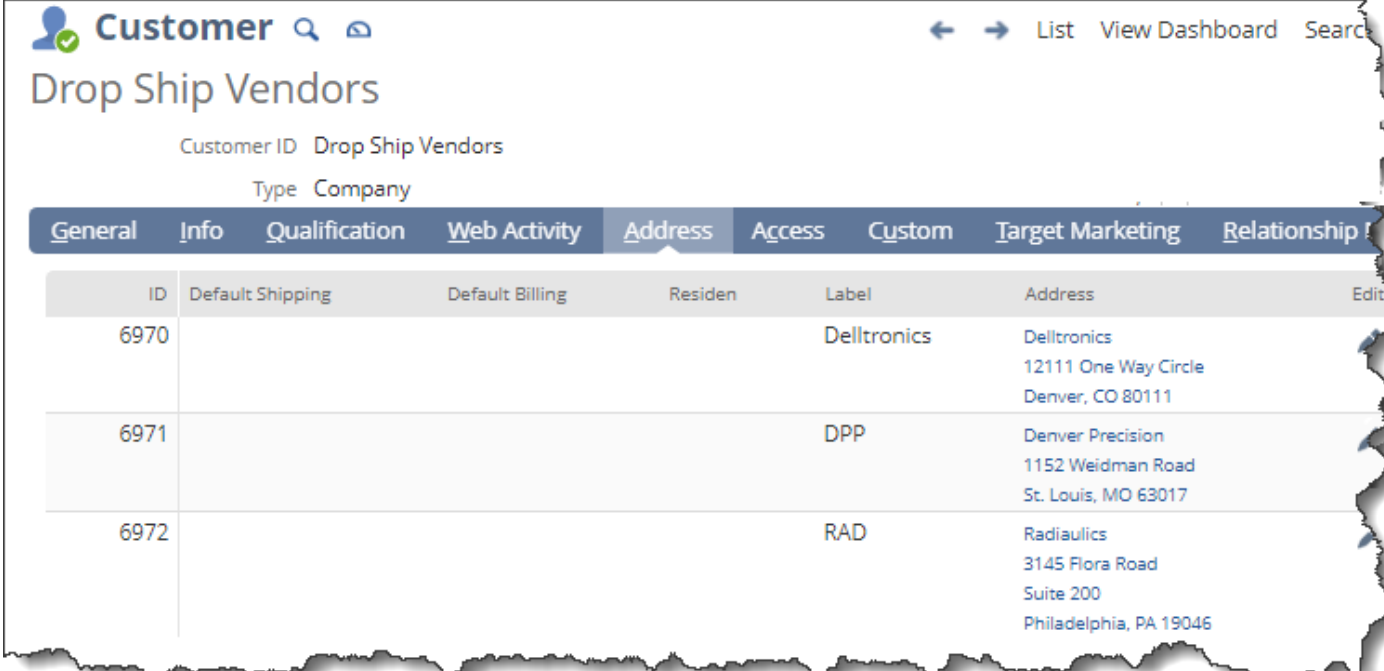
- Drop Ship in NetSuite assumes to a customer but doesn't have to be

- Options for a Drop Ship PO form

  - Use the NetSuite Drop Shipment Purchase order form

  - Customize a regular PO form and modify it to display the Shipping tab

- A Drop Ship PO has an extra tab that isn't normally on the regular PO; other than that it's just like a regular PO UNLESS it is generated from a SO

Drop Ship
to a 3rd Party – Not a Customer

Ship to Vendor, 3rd Party Shipper, …

Create a Customer with multiple addresses of your various vendors or 3rd parties so you can select it as a customer on the prior slide

Need this if doing a Drop Ship PO that you will email to the vendor

Drop Ship PO
Where to Receive?

Location	Quantity On Hand	Quantity On Hand (Base Unit)	Value	Average Cost	Last Purchase Price	Reorder Point	S
AUD-1							
CAN-1	19	19	8,285.45	436.07631579	437.54608696		
CAN-2	36	36	15,091.89	419.21916667	437.54619048		
CAN-3	29	29	12,015.23	414.31827586	437.546		
Corporate HQ							
UK-1	111	111	27,162.35	244.70585586	252.45		
US-1	225	225	76,500.00	340.00	340.00	210	
US-2	139	139	47,260.00	340.00	340.00		
US-3	81	81	27,540.00	340.00	340.00		

When receiving a Drop Ship standalone PO you must select a location, but if it's a customer/vendor there is no location and if to a Vendor you might not have a location for it

See enhancement 351951

Drop Ship PO
Where to Receive?

	Vendors	Locations •					
Location	Quantity On Hand	Quantity On Hand (Base Unit)	Value	Average Cost	Last Purchase Price	Reorder Point	Prefer Stock
AUD-1							
CAN-1	19	19	8,285.45	436.07631579	437.54608696		
CAN-2	36	36	15,091.89	419.21916667	437.54619048		
CAN-3	29	29	12,015.23	414.31827586	437.546		
Corporate HQ							
Drop Ship							
UK-1	111	111	27,162.35	244.70585586	252.45		
US-1	225	225	76,500.00	340.00	340.00	210	
US-2	139	139	47,260.00	340.00	340.00		
US-3	81	81	27,540.00	340.00	340.00		

Create a Drop Ship location that will be used for all your standalone Drop Ship POs

If you have vendors or other 3rd parties that you ship to then use 2 Drop Ship locations
- Drop Ship Customers – still needs an item fulfillment unless drop ship from a SO
- Drop Ship Vendors/3rd Parties

Can Also Drop Ship from a SO

Ties the PO to this specific SO and can't be used in NetSuite for any other order

Use Drop Shipment:

- Large orders to a distributor/reseller that arrive on pallets or in containers
- Avoid extra shipping charges – If this item is something you resell to a end customer and can ship directly from the vendor to the customer
- Avoid time delay to ship to you and then reship

If you always drop ship this item from a SO then check the Drop Ship checkbox in the item record

Drop Ship from a SO

- If status is set to Pending Fulfillment and Drop Shipment was selected prior to saving the SO, after you SAVE it auto-creates the PO
- Must have a Preferred Vendor and a Purchase Price on Item record if Drop Ship is checked on the Item record OR if to auto-creating the PO
- All options consolidate the SO items from the same vendor onto 1 PO

If the PO is auto-created then this page will show after the SO is saved and approved. Otherwise, a PO will pop up in another page for you to complete

After the PO has been created the PO number and link appear on the SO

Receiving Drop Ship PO from a SO

Option 1 - Mark Shipped from the Receive Orders Page

Receive button missing

Reminders

0 Bills to Approve	73 Bills to Pay
67 Purchase Orders to B...	
4 Vendor Return Author...	
45 Orders to Receive	

Receive Orders

Process	Transaction Type	Mark Shipped	Item Fulfillment	Item Fulfillment Date	Item Fulfillment Memo
Receive	Purchase Order				
Receive	Purchase Order	Mark Shipped			

📗 Purchase Order 🔍
05-2594-2023 Plano   PENDING RECEIPT

Edit | Back | Get Predictions | **Mark Shipped** | Enter Prepayment | Close | 🖨

Items | Shipping | Billing | Relationships | Communication | Related Records | System Inform...

Expenses 0.00 | Items 30.30 • | Product Release | MK Receipts & Bills | Item Recipts - Details

Item	Vendor Name	Allocated Demand	Received	Billed	Quantity	Units	Inventory Detail	Description
Carrying Case Large 73-0000-0001	1010164	0	0	0	1			Dual Gun Case
Carrying	110137							Single G...

- Clicking Mark Shipped bypasses the item receipt and goes right to the Item Fulfillment
- No history will be provided that you normally see if there is an item receipt
- It will be as if the item is a non inventory item and average cost and LPP will not be updated
- No way to handle Landed Costs
- This option is ONLY available for drop shipments initiated from a SO

Receiving Drop Ship PO from a SO
Option 2 - Link to Item Receipt from Receive Orders Page

Reminders

0 Bills to Approve
67 Purchase Orders to Bill
4 Vendor Return Authorization
45 Orders to Receive

Receive Orders

Process	Transaction Type	Mark Shipped	Item Fulfillment	Item Fulfillm Date
Receive	Purchase Order			
Receive	Purchase Order	Mark Shipped		

Item Receipt
4572-2023

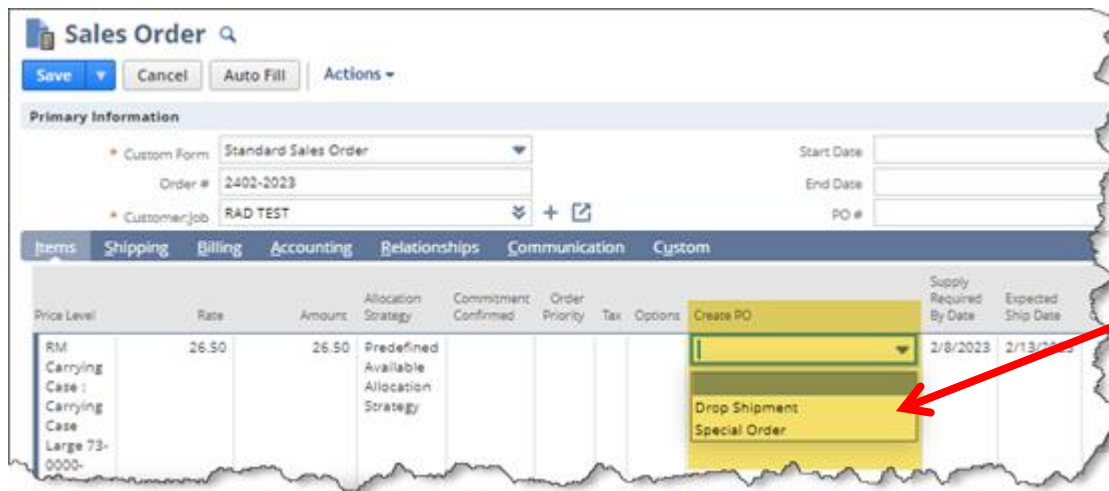| Receive	#	Item	Vendor Name	delivery date	Location	Quantity	Rate
✔		Carrying Case Large	1010164		Drop Ship	1	
✔		Carrying Cas 2023	110137		Drop Ship	1	

Clicking the Receive link from the Receive Order page opens up the Item Receipt and you can process like a normal PO.

Recommend that you create a location that is a temporary holding area for drop ship items because you need to do a manual fulfillment to send to the customer.

This is the ONLY option available for drop shipments
NOT initiated from a SO but from a Drop Shipment PO

Create a Special Order PO from a SO

Special Order creates a regular PO which will go to one of your locations listed under your locations subtab

Will be either a drop down or a link depending on what stage you select to create the PO from the SO

Remember that it ties the PO to this specific SO and can't be used in NetSuite for any other order

Use Special Order:

- In store pick up – a customer places an order for an item not currently in stock
- Online order – a customer places an order and you want that item committed to just this SO and not used by other SO or as part of an assembly
- Ship Complete – a customer places an order for multiple items and wants it shipped complete and an item is missing
- International Shipment – a customer outside the US places an order and the vendor won't ship internationally

Drop Ship & Special Order
## Preference Settings

**Setup > Accounting >
Accounting Preferences >
Order Management tab**

- Automatically updates the quantity of a drop ship or special order item on linked transactions when a SO or PO quantity is changed.
- This preference applies only when the following conditions are met:
  - The sales order line has not been fulfilled.
  - The purchase order line has not been received or marked shipped.
  - Neither the sales order nor purchase order line have been manually closed.
- This preference applies only to assembly items and inventory items.

Caution: If these are left unchecked and the SO and PO quantities do not match, the item is no longer treated as a drop shipment or special order and your inventory may be affected

Vendor Return Process Flow
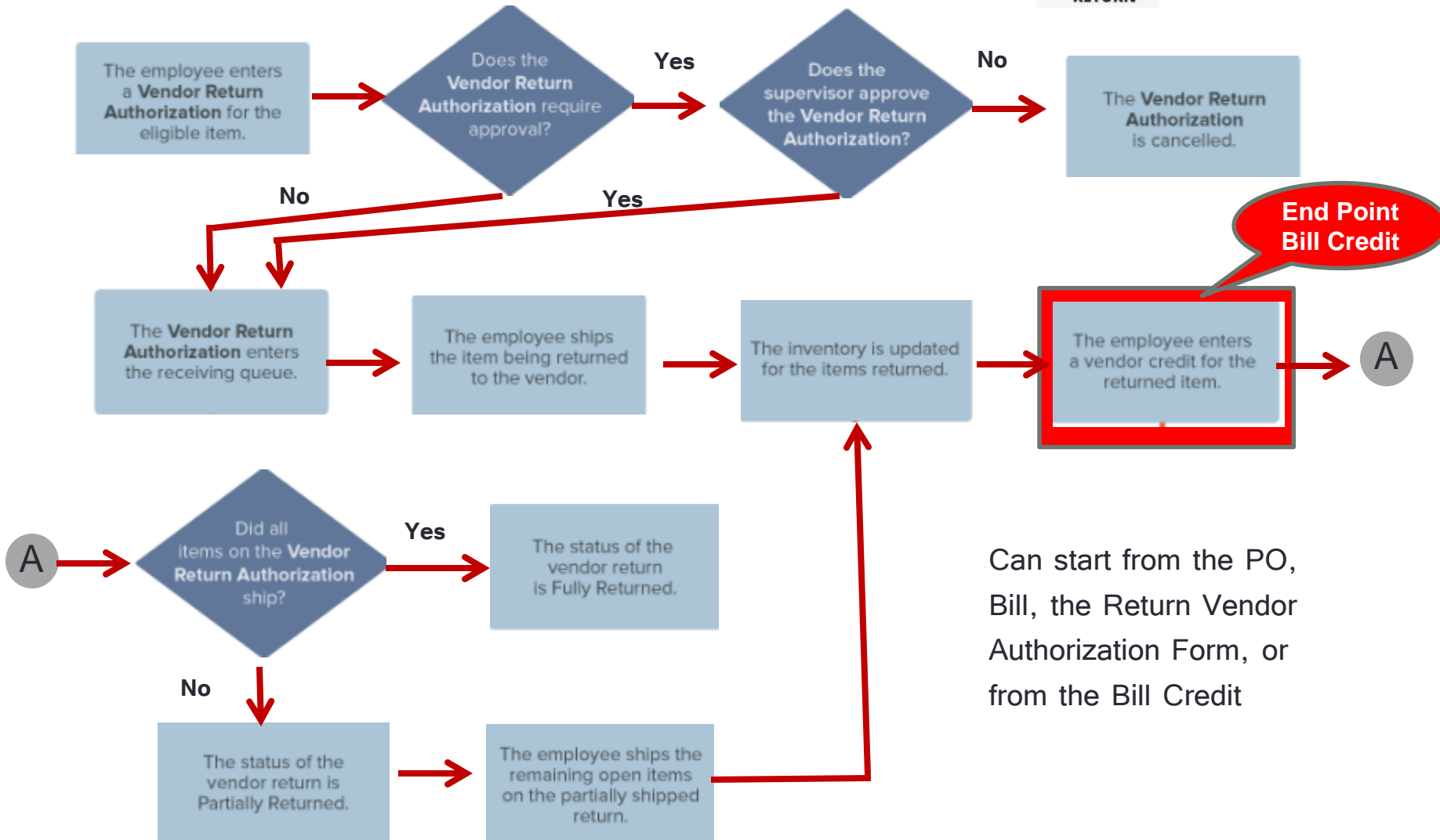
List of Bill Credits

Bill Credit View: Results

Edit | View	Internal ID	Date ▼	Print	Type	Created From	Document Number	Transaction	Name	unt
Edit | View	45177	2/26/2023	Print	Bill Credit		CM AW 1234	16	Advertising World	l0 rabl...
Edit | View	45073	2/23/2023	Print	Bill Credit	Bill #APL 12345	APL 12345	13	Apple Store	l0 rable P de
Edit | View	45074	2/23/2023	Print	Bill Credit	Vendor Return Authorization #11	Apple - 12345	14	Apple Store	l0 a P de
Edit | View	45075	2/23/2023	Print	Bill Credit	Bill #APL 12345	CM APL 12345	15	Apple Store	l0 a P de
Edit | View	2106	12/31/2022	Print	Bill Credit	Vendor Return Authorization #VRMA03	VRMA03	4	Digital Supply	l0

Notice where these were created from
- Empty – from Bill Credit
- From a Bill
- From a Vendor Return Authorization (directly or indirectly from a PO or Bill)

No Product Return
Refund Only Process
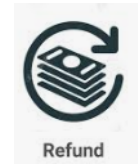
Bill 🔍

APL 12345 Apple Store   PAID IN FULL

Edit | Credit | Authorize Return | 🖨 📄▾ Actions ▾

Primary Information

Transaction Number
380

Refere
APL 1

Vendo
Apple

Amou
46,64

Curre

Bill Credit 🔍

APL 12345 Apple Store   ←

Edit | GL Impact | 🖨 📄▾ Actions ▾

Primary Information

Vendor   Reference N
Apple Store   APL 12345

Date   Amount
2/23/2023   272.00

Items | Billing | Relationships | Communication | Relation | Custom | GL Impact | Tax Reporting | EFT

Item	Vendor Name	Description	Quantity	Units	Rate	Amount	Ta
INV_iPad Pro 9.7 inch - 32GB	Apple	iPad Pro 9.7 inch - 32GB	1	Ea	340.00	340.00	VA GB

---

1. From the **Vendor Bill**

    Click **Credit** since not returning items which transitions to the **Bill Credit** form

2. From the **Bill Credit** form

    • Modify line items to only reflect what's being credited or create an expense line that reflects the credit or the discount you have been provided

    • Delete shipping or Landed Cost lines

Note: Although you could start from the Bill Credit form it would not be tied to the original bill

Vendor Return/Refund Process
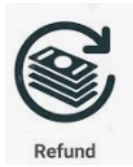
1. From **Bill** or **Purchase Order**
   - Click **Authorize Return** Button which transitions to **Vendor Return Authorization** form

2. From **Vendor Return Authorization** form
   - Modify line items to only reflect what's being returned
   - Delete shipping or Landed Cost lines (if there are any)
   - Save and Click **Approve Return** button

3. From **Ship Vendor Returns** page
   - Check the checkbox of the return which brings up the **Item Fulfillment** form

   OR

   From the **Vendor Return Authorization** form
   - click **Return** button which transitions to the **Item Fulfillment** form

4. From **Item Fulfillment** form
   - Complete and Save which transitions back to the **Vendor Return Authorization** form

5. From **Vendor Return Authorization** form
   - click **Refund** button which brings up the **Bill Credit** form

6. From **Bill Credit** form
   - Enter any restocking fees (as a negative expense or discount item) and Save

Vendor Return
Step 1 - from Bill or Purchase Order

Clicking on **Authorize Return** button transitions to **Vendor Return Authorization** form

Vendor Return

Step 2 – from Vendor Return Authorization Form

- Change the quantity
- Remove any lines that you aren't returning
- Delete any lines for landed cost

Click the **Approve Return** button

Vendor Return
Step 3 – from Ship Vendor Returns OR Vendor Return Authorization Form

Transactions > Purchases > Ship Vendor Returns

Ship Vendor Return Authorization   More

Submit

Vendor
- All -

Orders •

Customize

Return	Date ▲	Return #	Vendor Name	Memo	Return Total	Currency	Target Subsidiary
☑	11/30/2021	VRMA06	Frees Electronics	Replacement Laptop	3,750.00	US Dollar	United States - West
☐	2/23/2023	11	Apple Store		257.45	US Dollar	United Kingdom

Check the return being shipped which transitions to the **Item Fulfillment** form

OR

Click the **Return** button transitions to the **Item Fulfillment** form

Vendor Return Authorization 🔍

10 Core4Solutions   **PENDING RETURN**

Edit   Back   Close   Return   GL Impact   🖨   ➕▾   Actions▾

Primary Information

VENDOR
Core4Solutions

DATE
2/6/2023

Segmentation

Vendor Return
Step 4 – Complete Item Fulfillment

After saving it transactions back to the **Vendor Return Authorization** form

Vendor Return

Step 5 – from Vendor Return Authorization form

Clicking the **Refund** button transitions to the **Bill Credit** form

Vendor Return
Steps 6 - from Bill Credit form

Add any lines for restocking fees. A restocking fee is added as a Discount item or expense line

Next step would be to do one of the following:

- Wait for the refund check. See SA 66801 "How to Record a Received Check From Vendor Refund" and 11160 "Associating a Vendor Credit with a Deposit"
- Apply the vendor credit to open bills from the vendor. See SA 11159 "Applying a Vendor Credit"

Vendor Credits and Vendor Refunds Accounting Role

Vendor Refund
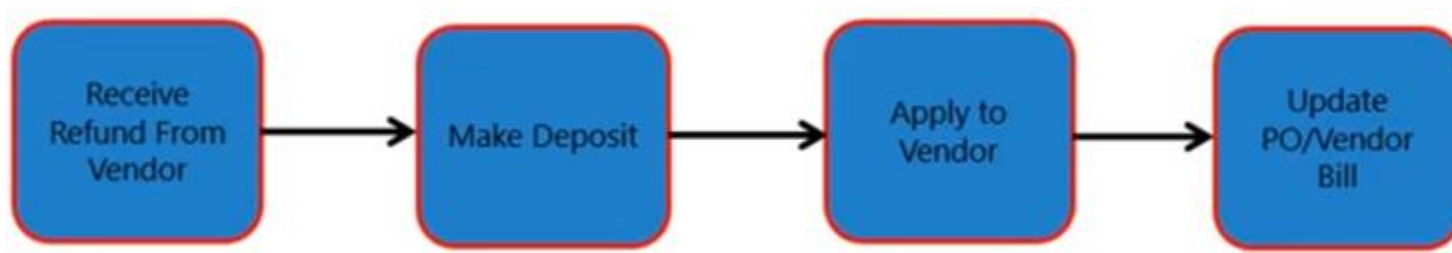
Vendor Credit

- Directly from a vendor return (items and $ automatically completes the credit form and credit is associated with the return)

Vendor Prepayments

Allows you to prepay a vendor – partial or in full prior to receiving the items/services

Alternative to "Bill in Advance of Receipt" option from the accounting preferences
- Allows you to bill POs before you receive them
- Causes problems with the Post Vendor Bill Variances feature since there is no way to match the item receipt to the vendor bill (item receipt doesn't show on bill)
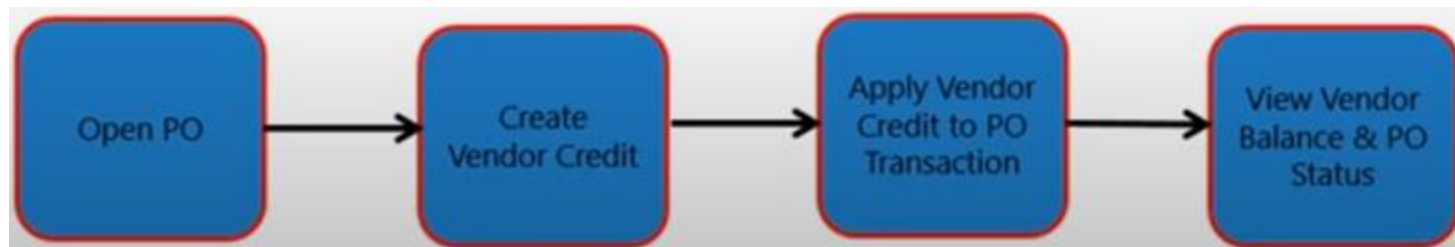- When you go to **Bill Purchase Orders** page all the POs show up even if not received

Setup

Go to **Setup > Company > Setup Tasks > Enable Features**
- Click the Accounting subtab
- Under the Basic Features section, verify that the A/P box is checked
- Under the Advanced Features section, check the Vendor Prepayments box

Go to **Setup > Accounting > Preferences > Accounting Preferences > General subtab**
- Under the Accounts Payable section, select an account from the Vendor Prepayment Account dropdown list
- Check the Auto-Apply Vendor Payments box to automatically apply your vendor prepayments

Vendor Prepayments
Add Action Button instead of Drop Down

Vendor Prepayments

PREPAID

Display Prepayment Balance on Vendor record

Vendor Prepayments Options

- Associated with a Purchase Order

  - Can associate 1 or more prepayments that can be automatically applied to the vendor bill

  - From PO click on <u>Vendor Prepayment</u> button

- Not associated with a specific Purchase Order

  - Can enter a vendor prepayment independent of a PO by creating a Vendor Prepayment directly

    Transactions > Payables > Enter Vendor Prepayment

  - Can apply the prepayment(s) to the vendor bills automatically or selectively.

Enter Vendor Prepayments from PO

PREPAID

Purchase Order 🔍

PO539 Apple Store   APPROVED BY SUPERVISOR/PENDING RECEIPT

← → List

Edit | Back | Receive | **Enter Prepayment** | Close | 🖨 📄▾

Primary Information

VENDOR

Step 1

Click Enter Prepayment button

Vendor Prepayment 🔍

Save ▾ | Cancel

Primary Information

TRANSACTION NUMBER
To Be Generated

PAYEE
Apple Store

PURCHASE ORDER
PO539

ACCOUNT *
1010 Cash : US Checking ▾

BALANCE
841,356.40

PAYMENT AMOUNT *
8,400.00

CURRENCY
US Dollar

EXCHANGE RATE *
1.00

DATE *
2/6/2023

POSTING PERIOD *
Feb 2023 ▾

PREPAYMENT ACCOUNT
1360 Prepaid - Deposits ⌄

☐ TO BE PRINTED ☐ VOUCHER

CHECK #
115

MEMO

Step 2 (can start here)
Complete the form

After saving it will show in related records on PO

Vendor Prepayments
View on the PO

Vendor Prepayments
After Saving the Vendor Bill

When you enter the bill the prepayment amount is auto applied to bill

- If prepaid full amount then bill is PIF
- If partial payment when you click on **Make Payment** button only the balance shows is due
- If overpaid on the vendor prepayment NS can handle that and allows you to apply to other bills

Vendor Prepayment Leftover Funds Apply to Other Bills

From the open Vendor Prepayments page click on the prepayment to apply to other bills
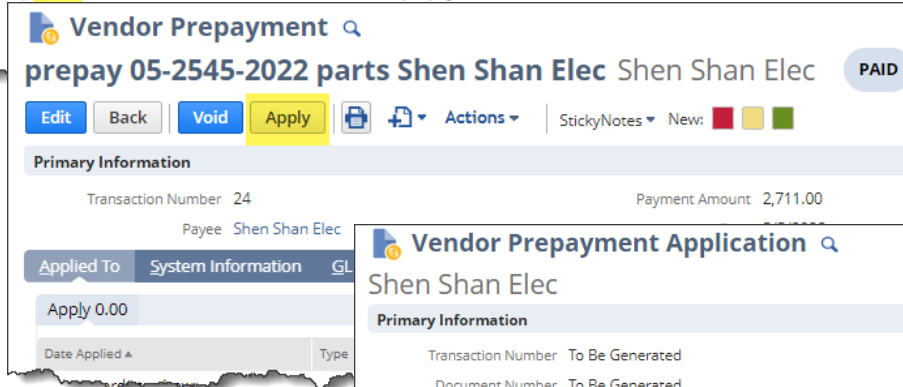
From the Vendor Prepayment click on the Apply button

Select the other bills for the prepayment to be applied to

Enter Vendor Prepayments
Not Linked to PO

PREPAID

Vendor Prepayment

Save ▼ | Cancel

Primary Information

Transaction Number
To Be Generated

Currency *

Payee *
Apple Store

Purchase Order
<Type then tab>

Account *
2195 BF - Credit Card

Balance
0.00

Payment Amount *
200.00

Vendor Prepayment

Apple Store   PAID

Edit | Back | Void | Apply

Primary Information

Transaction Number
3

Payee
Apple Store

Purchase Order

Account
2195 BF - Credit Card

Payment Amount
200.00

Vendor Prepayment Application   List Search Scripts

3 Apple Store

Save | Cancel | Actions ▾

Primary Information

Transaction Number
3

Document Number
3

Payee
Apple Store

Account *
2110 A/P Trade

Currency

Date *
2/6/2023

Posting Period *
Feb 2023

Prepayment Date
2/6/2023

Application Of
Vendor Prepayment #115

Summary

Total   4,000.00
Applied   0.00
Unapplied   4,000.00

Apply | System Information | Custom | EFT

Bills 0.00 ▾

Auto Apply | Clear

Apply	Date Due	Type	Ref No.	Orig. Amt.	Amt. Due	Currency	
☐	2/6/2023	Bill	123-2023	8,400.00	8,400.00	US Dollar	
☐	12/22/2022	Bill	A1522	340.00	340.00	US Dollar	
☐	12/7/2022	Bill	CSR01	3,400.00	3,400.00	US Dollar	
☐	12/22/2022	Bill		9,400.00	9,400.00	US Dollar	

Blanket PO Options

Options

- Create PO with duplicate line items with different delivery dates.

- Create a custom body field to indicate the name of the Blanket Purchase Order (e.g. quote number) or use a Project number and then make a copy of the PO and modify every time you need a release. Or number the POs so that they all relate to the same PO (prefixed with something in common). **However**, you will need to create a saved search so that you can easily find all releases related to that PO.

- Create PO with the item quantities and create a custom record that is linked to it for the releases

- Buy the Advanced Procurement Module from NetSuite

- Buy a SuiteApp

Note: Recommend adding a custom body field checkbox on the Purchase Order to indicate that the PO is a blanket PO which will allow you to search Purchase Orders by that field if not buying an add-on module

Blanket PO
Using Custom Record for Product Releases

from PO click on
Product Release

Created a custom sublist to show this sublist information in the custom record

Then send release email directly from custom record or create a saved search if there are many different releases for the same vendor and email from the saved search

Key Reports

Purchases

Purchase by Vendor
→ Detail

Purchase by Item
→ Detail

Purchase Order Register

Open Purchase Orders

Purchase Order History

Vendors/Payables

A/P Aging
→ Detail

A/P Register

A/P Payment History by Bill

A/P Payment History by Payment

Open Bills

Create your own reports by customizing the above

Create your own saved searches or use Suite Analytics

A/P Aging Report Summary

A/P Aging Summary   ⤴ View Detail

VENDOR	CURRENT Open Balance	1/22/2023 - 2/20/2023 (30) Open Balance	12/23/2022 - 1/21/2023 (60) Open Balance	11/23/2022 - 12/22/2022 (90) Open Balance	BEFORE 11/23/2022 (>90) Open Balance	TOTAL Open Balance
☐ Vendor						
AAA Consulting	$0.00	$0.00	$750.00	$100,000.00	$0.00	$100,750.00
Apple Store	$0.00	$4,400.00	$34,695.00	$169,607.00	$0.00	$208,702.00
Brocade Communications Systems, Inc.	$0.00	$0.00	$55,085.00	$0.00	$0.00	$55,085.00
Enbridge Gas	$0.00	$0.00	$0.00	$0.00	$220.00	$220.00
Frees Electronics	$1,989.00	$0.00	$3,430.00	$1,795.00	$0.00	$7,214.0
GEIFARM	$0.00	$0.00	$13,500.00	$0.00	$0.00	$13,500.00
Interco Vendor - US-West, CAD	$0.00	$0.00	$0.00	$1,019.92	$0.00	$1,019

Micro Shop	$0.00	$0.00	$14,811.00	$233,830.00	
Planning Partners, LLC	$0.00	$0.00	$0.00	$0.00	
Sintech Company	$0.00	$0.00	$0.00	$0.00	
Spencers LLC	$0.00	$0.00	$1,500.00	$0.00	
State Farm	$0.00	$0.00	$0.00	$0.00	
SVB Vendor - USW - USE	$0.00	$0.00	$2,000.00	$0.00	
United Healthcare	$0.00	$0.00	$20,000.00	$0.00	
Total - Vendor	**$1,989.00**	**$13,465.00**	**$153,771.00**	**$180,152.43**	

Aging Based On ○ Transaction Date ● Due Date

Age As Of [today]   [2/21/2023] 📅

Interval ● Regular ○ Irregular

[3] bands [30] [Days ▼] each

[OK]

te (Custom)   As of [2/21/2023] 📅 Subsidiary Context [United States - West ▼]

[Refresh] [Customize]

Click on the Vendor Name to take you directly to the Vendor record

A/P Aging Report
From Vendor Record link to Vendor to Payment

Open Purchase Orders

Open Purchase Orders

ACCOUNT	DATE	DOCUMENT NUMBER	VENDOR	CURRENT STATUS	CURRENT AMOUNT	TOTAL (TRANSACTION)
Purchase Orders						
	12/1/2021	PO03	Frees Electronics	Pending Bill	$885.00	$885.00
	1/1/2022	PO04	Frees Electronics	Pending Bill	$1,500.00	$1,500.00
	8/1/2022	PO50	Frees Electronics	Pending Bill	$1,500.00	$1,500.00
	10/15/2022	PO51	Micro Shop	Pending Bill	$1,085.00	$1,085.00
	10/15/2022	PO99	AAA Consulting	Pending Bill	$750.00	$750.00
	10/20/2022	PO28	Frees Electronics	Pending Bill	$1,500.00	$1,500.00
	10/26/2022	PO116	Brocade Communications Systems, Inc.	Pending Receipt	$1,046,615.00	$1,101,700.00
	10/26/2022	PO148	Brocade Communications Systems, Inc.	Pending Bill	$110,170.00	$110,170.00
	10/31/2022	PO27	Micro Shop	Pending Bill	$300.00	$300.00
	11/1/2022	PO80	Frees Electronics	Pending Bill	$3,750.00	$3,750.00
	11/1/2022	PO90	Spencers LLC	Pending Bill	$3,500.00	$3,500.00
	11/14/2022	PO109	AAA Consulting	Pending Receipt	$750.00	$750.00
	11/15/2022	PO77	Frees Electronics	Pending Bill	$750.00	$750.00
	11/15/2022	PO82	Frees Electronics	Pending Receipt	$1,045.00	$1,045.00
	11/23/2022	PO147	United Healthcare	Pending Receipt	$75,000.00	$75,000.00
	11/30/2022	PO49	Micro Shop	Pending Receipt	$1,085.00	$1,085.00
	11/30/2022	PO75	Frees Electronics	Pending Receipt	$750.00	$750.00
	12/2/2022	PO137	Apple Store	Pending Receipt	$3,392.00	$3,392.00
	12/2/2022	PO143	Bist Electronics	Pending Receipt	$1,079.00	$1,079.00
	12/2/2022	PO144	Davidson Leasing	Pending Bill	$1,948.00	$1,948.00

This is a good one to run every month to see if there are POs that need to be addressed

- POs that might really be done, but line items haven't been closed (maybe over or under received?)
- POs that show pending receipt and will never be received

Purchase Order History Report

Purchase Order History

TRANSACTION TYPE	DOCUMENT NUMBER	STATUS	PURCHASE ORDER QUANTITY	RECEIPT QUANTITY	BILL QUANTITY	RATE	EXCHANGE RATE	CURRENCY	PURCHASE ORDER AMOUNT	RECEIPT AMOUNT	BILL AMOUNT	RECEIPT MINUS AMO
Purchase Order #PO01 - Frees Electronics												
NIN_Dell 23" UltraSharp Monitor												
Purchase Order	PO01	Fully Billed	1			$295.00	1.00 US Dollar		$295.00			
Item Receipt	IR01			1			1.00 US Dollar					
Bill		Open			1	$295.00	1.00 US Dollar				$295.00	($295.
Total - NIN_Dell 23" UltraSharp Monitor			1	1	1				$295.00		$295.00	($295
NIN_Dell 14" Laptop												
Purchase Order	PO01	Fully Billed	1			$750.00	1.00 US Dollar		$750.00			
Item Receipt	IR01			1			1.00 US Dollar					
Bill		Open			1	$750.00	1.00 US Dollar				$750.00	($75
Total - NIN_Dell 14" Laptop			1	1	1				$750.00		$750.00	($750
Total - Purchase Order #PO01 - Frees Electronics			2	2	2				$1,045.00		$1,045.00	($1,
Purchase Order #PO03 - Frees Electronics												
NIN_Dell 23" UltraSharp Monitor												
Purchase Order	PO03	Pending Bill	3			$295.00	1.00 US Dollar		$885.00			
Item Receipt	IR03			3			1.00 US Dollar					
Total - NIN_Dell 23" UltraSharp Monitor			3	3					$885.00			
Total - Purchase Order #PO03 - Frees Electronics			3	3					$885.00			
Purchase Order #PO04 - Frees Electronics												
NIN_Dell 14" Laptop												
Purchase Order	PO04	Pending Bill	2			$750.00	1.00 US Dollar		$1,500.00			
Item Receipt	IR04			2			1.00 US Dollar					
Total - NIN_Dell 14" Laptop			2	2					$1,500.00			
al - Purchase Order #PO04			2						$1,500.0			

Shows all information for the items on a PO – including all item receipts and bills

Options for Approving Transactions

- Use the built-in approval option for Purchase Requests from the Employee Center discussed earlier

- Create custom fields or use some of the accounting preferences fields and create different transaction forms exposing those approval fields based on field level permissions and limiting the role to specific forms

  - Vendor Bill – approve Bills and access to reminder
  - Return Auth. – approve Return Authorizations and access to the reminder
  - Vendor Return Authorization – approve Vendor Returns and access to reminder

- Use Workflows
  - Create a workflow using a NetSuite template as the starting point
  - Use NetSuite's FREE SuiteApprovals bundle which can be customized
  - Install NetSuite's FREE 3-way match approval workflow that can be customized
  - Install a SuiteApp
  - Buy the NetSuite Advanced Procurement module that has approvals built in

PO Basic Approval Workflow Template

Customization > Workflows > New > From Template

Workflow: Purchase Order Basic Approval
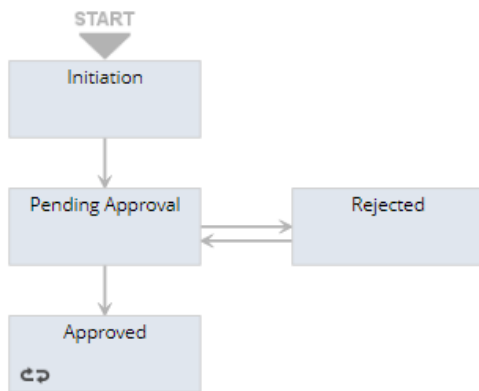
- Allows the user to create and edit POs and send them for approval. Once approved the PO is locked to all users except the approver.

- If the approver rejects the PO its status changes to rejected, and the PO becomes editable for the person who created the PO and account administrators.

- Rejected POs can be resubmitted for approval.

- Workflow needs to be customized

See SuiteAnswers 41969 for other setup requirements

Setup > Accounting > Accountng Preferences > Approval Routing tab

Provides extra fields needed for the workflow such as Approval Status: Pending Approval/Approved/Rejected

Approval Workflows
SuiteApprovals Bundle 203059

Provides standard capabilities for managing approvals of the following record types:

- Journal Entry
- Engineering Change Order
- Expense Report
- Purchase Order
- Requisition
- Sales Order
- Vendor Bill
- Email Approval Log

Can copy and make your own workflows using these as a starting point

You can create approval rules, each consisting of a set of criteria and approval hierarchy, to manage the validation and approval routing of supported records.

You can choose to route records for approval through hierarchical approval or custom approval, with the option for users to delegate approval authority

Type **SuiteApprovals SuiteApp** in the Help Center or go to Suite Answers **98710**

P2P Process Flow
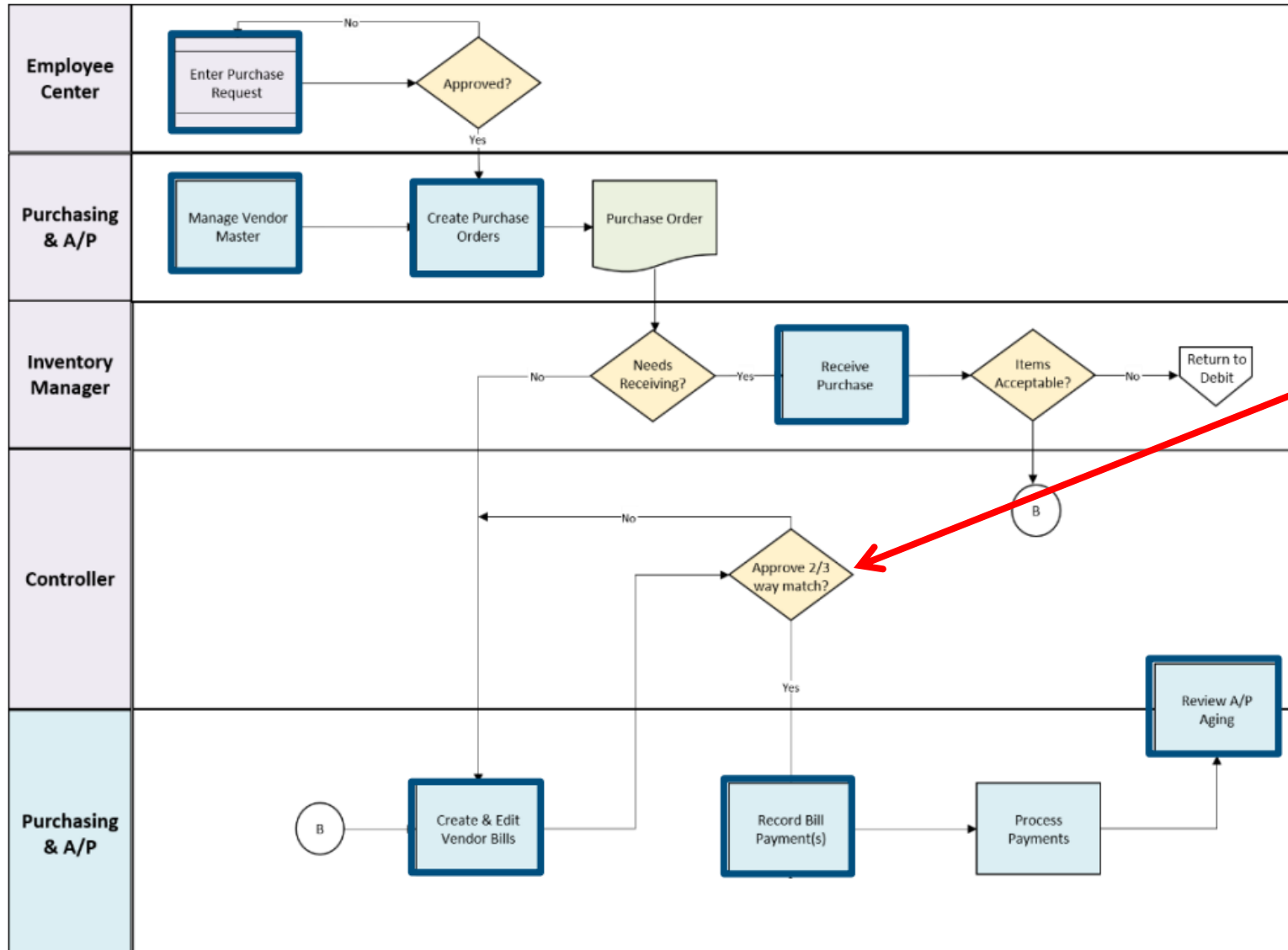
Approval Workflows
NetSuite Approvals Workflow Bundle 240841

A specific workflow that sets up 3 way matching between PO, Item Receipt, and Vendor Bill

It checks the vendor bill for discrepancies before it is processed for payment

It validates the details of a vendor bill against the details of its corresponding purchase order and item receipt

Bills with identified discrepancies are automatically routed to the assigned supervisor for review and approval

Benefits:

- Identifies issues by highlighting specific variances between the transactions, allowing the approvers or buyers to quickly address the issues

- By finding the variances, inventory levels are accurately maintained

- Eliminates cost variances to ensure that there is no overpayment for items that have not been received

Limitation – Item Receipts that have been partially received are not supported

See SuiteAnswers 19338 for installing the bundle and SuiteAnswers 40176 for information on how to set it up

NetSuite Advanced Procurement Module

Requisition

Streamlines the requisition and approval process for acquiring goods and services:

- Date Entry form for employees to submit requests without having to know the vendor name(s) for the item(s) to be purchased or the exact price
- Intelligent workflow to expedite approvals by routing requests to the proper levels of management
- Real-time visibility and status tracking to view purchase orders linked to requisitions
- Item consolidations from multiple requisitions onto a single purchase order

Blanket Purchase Order

Enhances the purchasing process for annual needs of goods and services:

- Blanket purchase orders that support fixed pricing for pre-determined quantities and deliveries using pre-specified schedules over a time horizon
- Easier purchase order creation that automatically includes contracted terms and pricing information from purchase contracts or blanket purchase orders

Request for Quote from Vendor & Purchase Contract

Enhances the purchasing process for goods and services:

- Requesting for quotes from one or more vendors for products/services
- Purchase contracts that support tiered pricing with potential total purchase amount discounts

Procurement Dashboard

Displays consolidated procurement-related information from transactions and records on one page. Key information is available in the form of reports, reminders, tables, and other monitoring and management tools. You can keep track of outstanding transactions, vendor performance, and expenditures

Purchase Requisitions vs. Purchase Requests

- Purchase Requests come standard with NetSuite but only work from the Employee Center
- Requisitions can be entered from anywhere (Employee Center and from any role with permissions)
- Requisitions are simpler for any employee to enter, even with limited information

Differences Between Requisitions and Purchase Requests

	Requisition	Purchase Request
Transaction numbering is distinct from purchase order numbering?	Yes	No
Requires vendor for each item/expense?	No	Yes
All items/expenses on the form must be for only one vendor?	No	Yes
Can consolidate demand from many employees into one purchase?	Yes (many requisitions can generate one purchase order)	No (One purchase request = one purchase order)
Employee can enter one requisition with items sourced from multiple vendors?	Yes	No (One purchase request = one vendor)
Can be processed in bulk?	Yes	No

See SuiteAnswers 100244

Q&A: What We Covered Today

- Terminology
- Records/Transactions Involved in Standard P2P Flow
- Anatomy of a Purchase Order
- Procure to Pay (P2P) Walk Through
- Break Time
- Related Records, Fields, and Tabs
- Drop Ship Purchase Order
- Drop Ship and Special Order PO from a Sales Order
- Vendor Returns and Bill Credit Walk Through
- Vendor Prepayments
- Blanket Purchase Order Options
- Key Reports
- P2P Approval Options
- Advanced Procurement Module

Question not answered?

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