

5.2. Purchase orders (PO)

OCLanguage represents a tool for autonomic creation of Purchase Order (PO) document.

The user is able to download created PO and send it to the vendor manually or let the system autonomically send issued POs to the vendor (for more information see “7.14. How to issue PO document for vendor”).

PO is adjusted to translation agency template. The table below reveals the data that is included in PO.

Data	Description
Logotype and company details	Set up during implementation process
Task	General document No. (to which this task belongs) from project details
Executor	Vendor, to whom this PO is assigned
Date	PO issuance date
Price	Price for translation service including information about task amount
Translation	Language pair
Deadline	Deadline for task
Send e-mail	E-mail address of translation agency for receiving a translated document
Link to document	Link in web browser for downloading the document
Order submitted by	Translation agency manager that has issued and sent the PO to vendor
Order accepted by	Vendor name

Below you can see the sample of PO document.



www.kiev-bridge.com.ua
+38 (044) 587-92-16
+38 (044) 287-11-63

01033, Украина, г. Киев, ул. Саксаганского 39-Б, офис 3

Task

LLC , Reg. No. 40002154241
Riga, Brivibas 81

Executor: Martin John

Date: 19.07.2017

Price: 80 USD for 4 pages

Notary approval	
From language	Into language
English	Hungarian

Deadline: 2017-07-20 2017-07-18

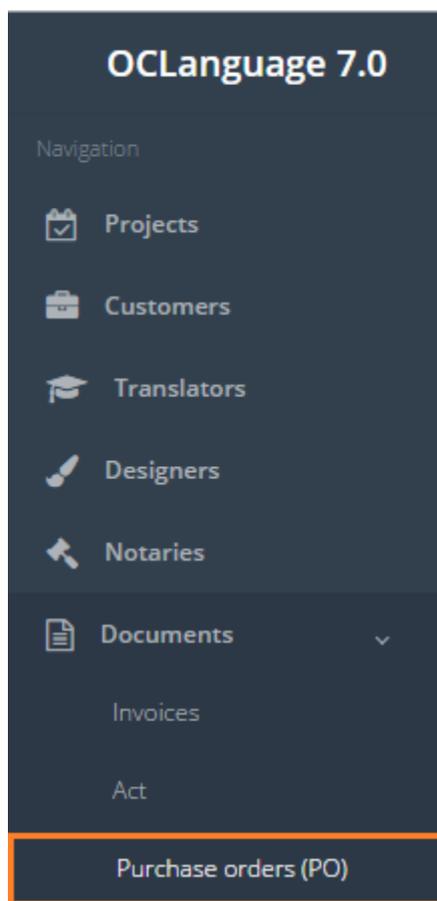
Send e-mail:

All information that is provided by the company LLC is highly confidential during the process of the translation and after completion of the project.

Order submitted by: Karlis

Order accepted by: Martin John

To manage a Purchase orders list, browse “Documents -> Purchase orders (PO)”.



Purchase orders are revealed in the following system sections:

- Projects

User can filter data in PO database by using 3 methods:

1. Type letters or numbers in “Search” field and click “Enter”

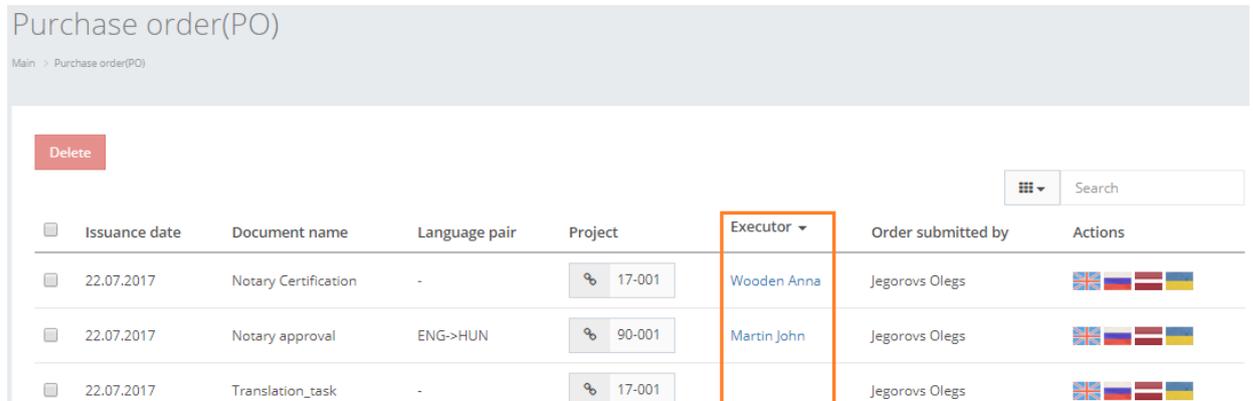


Below you will see a list of parameters (column names) the system searches data for:

- Issuance date
- Document name
- Language
- Project #
- Executor (vendor)
- Order submitted by (manager).

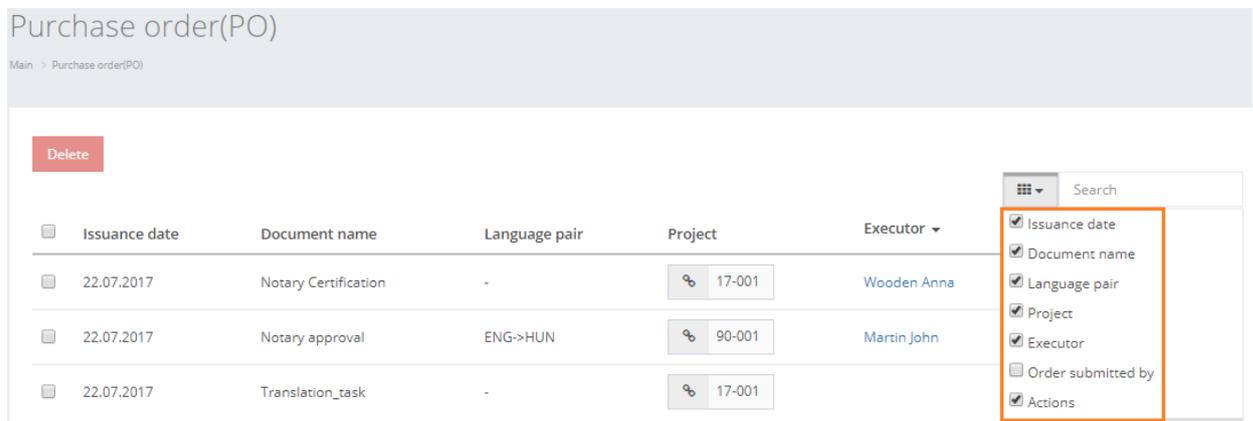
! Please note that data filter can be removed by deleting text in “Search” field and clicking “Enter”.

2. Filter data by sorting data from A to Z and vice versa by clicking on the column name.



3. Review the columns that you want to see in the PO table. To add or remove a particular column from the table, simply click [grid icon] and select the columns that you want (or do not want) to view in the PO database. This feature is especially relevant, if there are big databases with many columns and/or relatively small monitor/tablet/smartphone screen.

! Please note that the system will save these settings for upcoming user sessions.



The table below reveals the data of columns from Purchase orders section.

Column name	Description
Issuance date	Invoice issuance date
Document name	Translation document name (saved in project document data window)
Language pair	Language pair names
Project	Project number (autonomically assigned by the system)
Executor	Vendor name
Order submitted by	Manager name
Actions	By clicking on flag icon, the system opens a Purchase order document in .pdf format

In order to remove a particular Purchase order, check the box next to the purchase order(s) that you want to delete and click "Delete".

Purchase order(PO)

Main > Purchase order(PO)

Delete

☰ Search

<input type="checkbox"/>	Issuance date	Document name	Language pair	Project	Executor	Order submitted by	Actions
<input checked="" type="checkbox"/>	27.04.2015		ENG->RUS	89-001-01	Оксана Гапоненко	Olegs Jegorovs	