BellHawk Purchase Order Receiving Module User Manual

Introduction

This manual describes the additional features that are available with the Purchase Order (PO) Receiving Module for the RT-OPS and LP-MTS base systems.

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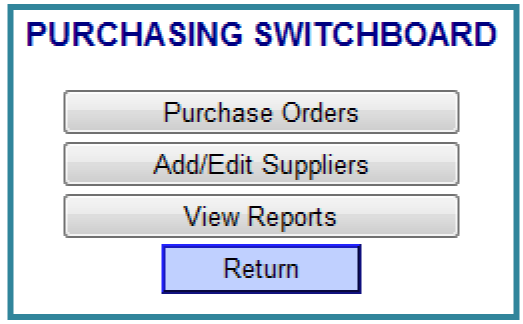
Overview



The functions that the Purchase Order (PO) Receiving Module makes available are:

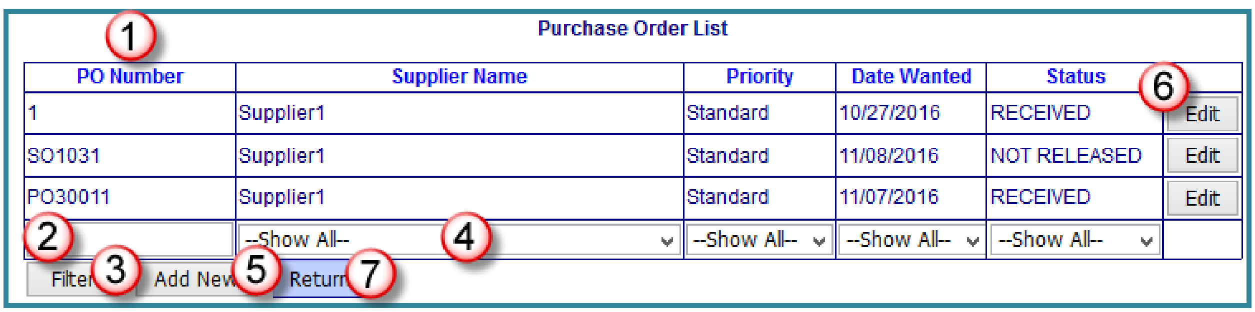
1. Ability to enter or import supplier purchase order or advanced shipment notice (ASN) information.
2. Ability to receive materials against these supplier POs/ASNs.

Staff with a purchasing role can click on the Purchasing button from the Main Switchboard. This brings up the Purchasing Switchboard shown here. From here staff members can enter POs, add or edit suppliers and view receiving related reports.

Once purchase orders have been entered and the materials have been physically received, receiving personnel can record the receipt of materials using the functions available through the Receiving role on the Transaction Switchboard. Also receiving supervisors can track and control the recording of the receipt of materials through the Shipping/Receiving switchboard off the Main Switchboard.

Entering or Viewing Purchase Orders

On the Purchasing Switchboard, click on the "Purchase Orders" button as shown above; this will bring up a list of open purchase orders:



This shows a list of purchase orders that are open or have been closed within the past 2 days.

If there are many purchase orders in the list, you can order the purchase orders by a specific column, such as date wanted, by clicking on the column headers.

You can also enter a purchase order in the filter box (2) at the bottom of column (1) and just see that entry after pressing the filter button (3). This can include multiple POs if % wild-cards (that match one or more characters) are used in the filter box.

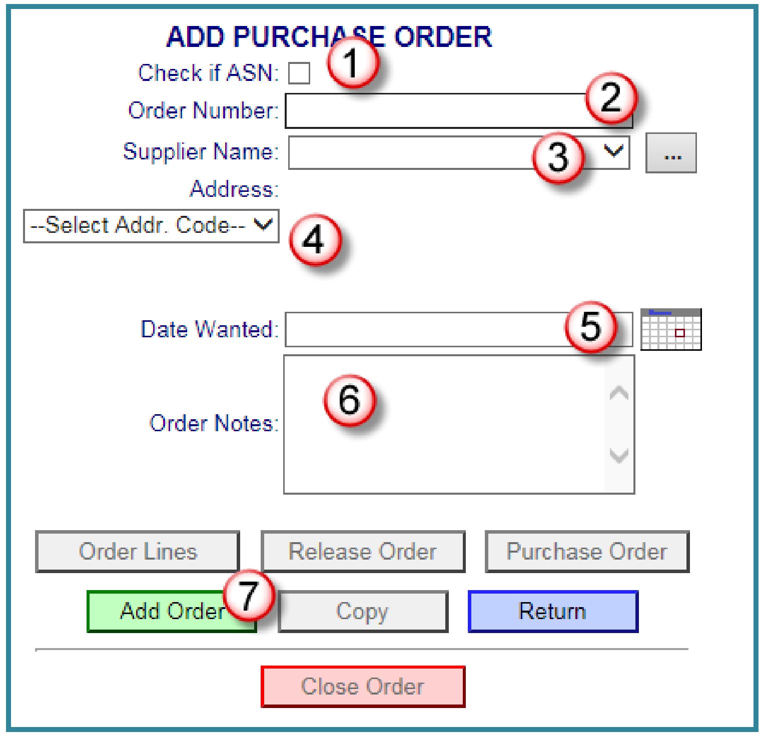
The POs can also be selected by Supplier, Priority, Date Wanted or Status from the drop-down boxes, such as those at (4).

You can enter a new purchase order with the Add New button (5). Alternately, you can view or edit an existing purchase order by clicking on the Edit button (6) for a purchase order.

The Return button (7) appears on all pages and takes users to the next highest level in the hierarchy of pages in the web-site. Note that this is different from the Back button, which is disabled in BellHawk.

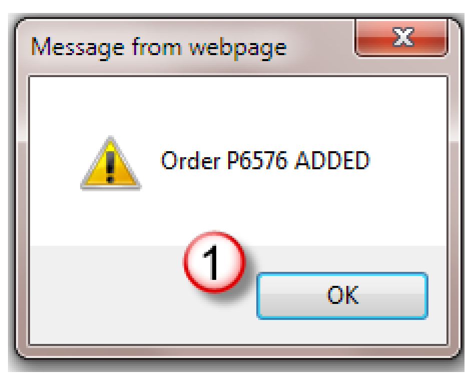
Add a New or View existing Purchase Order

When the Add-New button is selected from the page showing the list of purchase orders, the page shown at right is shown. Here you can:



1. Select whether this is an Advanced Shipment Notice (ASN) for customer owned materials (1). The receiving process identical to that for POs except that the materials are marked as customer owned.
2. Enter the purchase order number (2)
3. Select the Supplier Name from a drop-down list or click on the Ellipses to view a more detailed list of all suppliers that can be filtered.(3)
4. Select the supplier from the drop-down list (4) or use the ellipses to select from a more detailed listing.
5. Type in the date wanted in a standard format such as 12/31/2010 or select the date from a pop-up calendar control (5).
6. Enter any notes for the order (6)

Then, once you have entered all the above information, you can click on Add Order (7) to create the order. Please note that if you click on the Return button, this will simply return to the next highest level page without saving your information, so you have to remember to click on the Add Order button before clicking on the Return button.



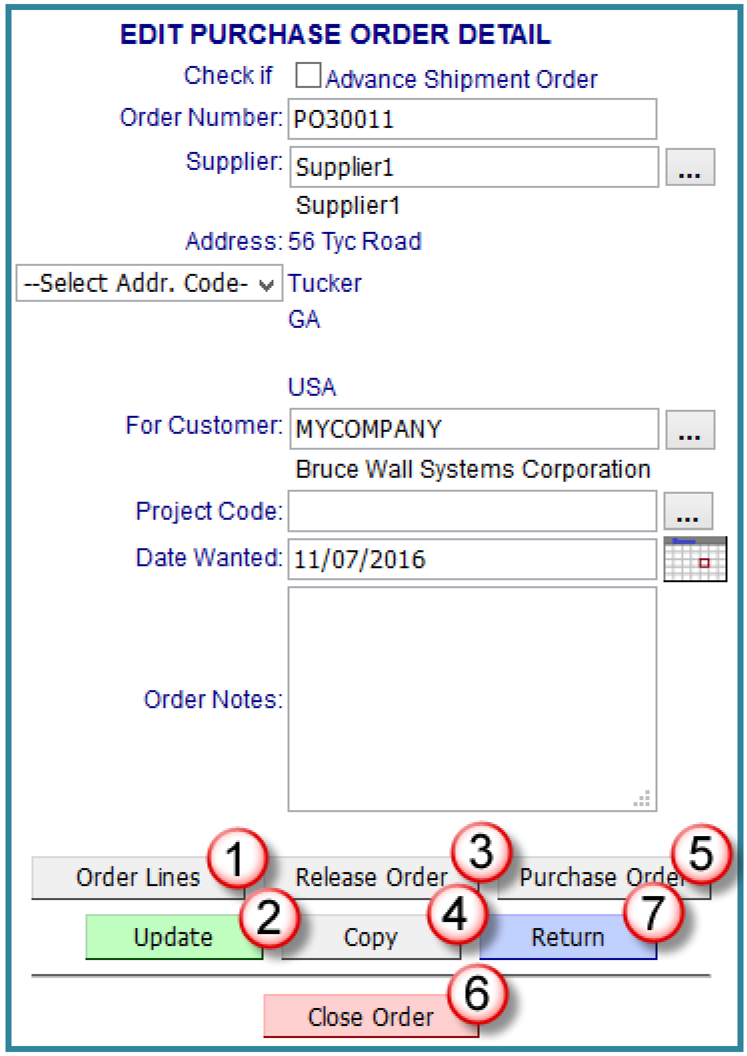
Once the Add Order button (7) above is clicked you will get an acknowledgement such as that shown here. Click on the OK button (1) on the Message Popup to return to the prior screen.

This use of pop-up acknowledgements is common to all the management "submit" actions on the BellHawk website. If you don't get an acknowledgement, click on the Add Order button (or whatever the "submit" button is for the screen in question) again.

In general, when you click on a button to submit data you have entered, you will either get a positive acknowledgement, as shown here, in which case the data was successfully entered in the

BellHawk database or an error message indicating that there was something wrong in the data you submitted, in which case the data was not stored.

After the Purchase Order form has been filled out and the data submitted, then the order form will be as shown here, which is the same that you would see if you selected a PO from the list of existing purchase orders.



At this point, you can select the Order Lines button(1) to view a list of purchase order lines for this PO and then add new items to the purchase order or modify existing order lines, as described in a following section

You can modify the order, such as by changing the date wanted, and then submit the changed order, using the Update button (2). You cannot change the order number but you can make a copy of the order (4) with a new PO number and then close the original purchase order (6).

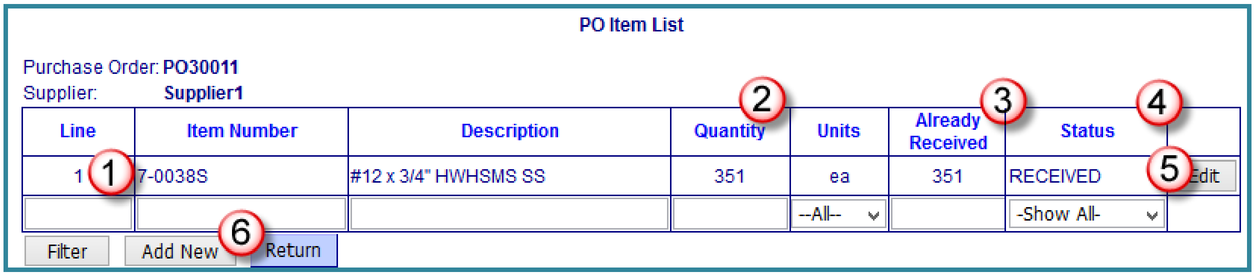
Please note that all buttons that take non-reversible actions, such as closing a purchase order, are red in color. They are also placed under a horizontal line, for those who are color blind. You will also be asked for a confirmation after selecting such a button to avoid mistakes.

Once you have entered the PO lines, as described in the next section then you can print out a copy of the Purchase Order (5) or save it as a PDF file and attached it to an Email to the supplier. Then you should Release (3) the purchase order so that materials can be received against this PO.

Finally select Return (7) to return to the list of purchase orders.

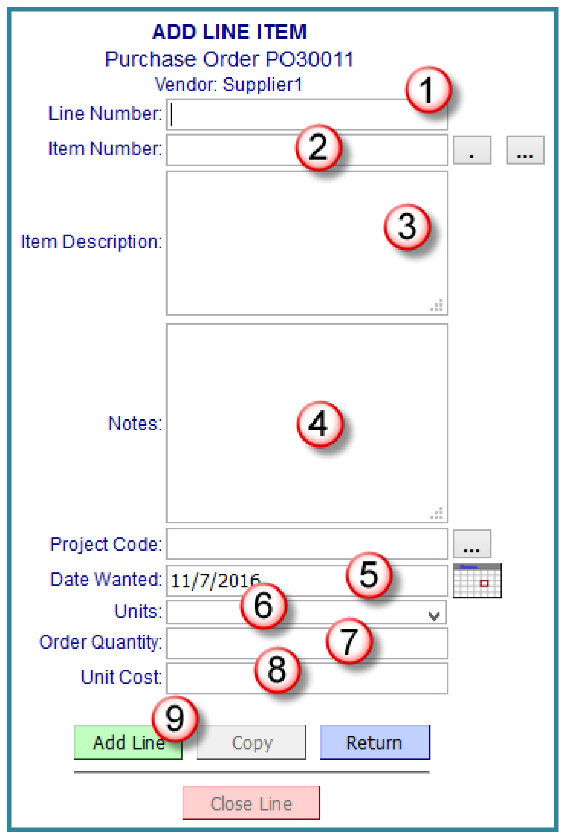
Add or View Purchase Order Lines

When the Purchase Order Lines button is selected from the detail screen for a purchase order, the following screen appears:



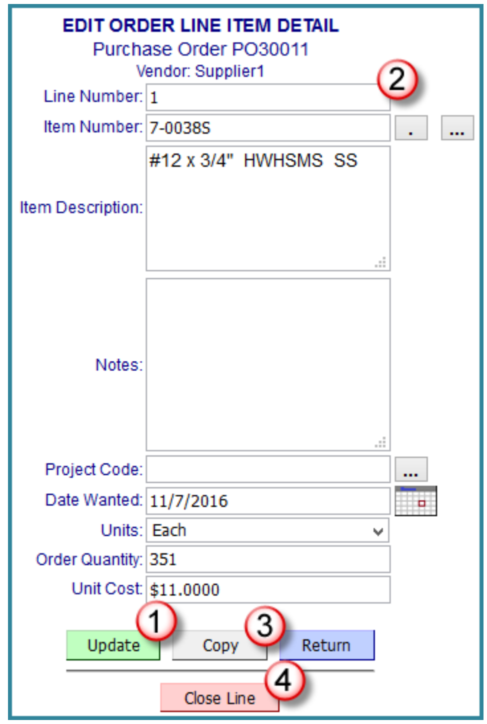
This shows the list of items (1) being ordered on the selected purchase order. It shows the quantity on order (2) and the quantity already received (3). It also shows the status of each line item (4).

Selecting the Edit button (5) will bring up the detail screen for that line item as shown below in view-edit mode. To add a new PO Line items, click on the Add New button (6) to simply return from this screen, click on Return.



Clicking on the Add New button, brings up the screen shown here, where you can enter:

1. The line number (1) – this can be alphanumeric if needed.
2. You can enter the item number or select it from a drop-down list, using the ellipses (2), as described for entering material into inventory in the base BellHawk Material Tracking System User manual. Alternately you can select the single dot button to select from among pre-defined supplier parts, as described in a later section of this manual.
3. When the item number is entered or selected, then the standard description for that item appears in the Item Description box (3). This can be edited, if an alternate description is required.
4. The notes (4) are optional and do not impact the standard functionality of BellHawk.
5. The date wanted is set automatically based on the date wanted for the PO itself. This can be over-ridden through the Calendar control (5), if this line item has a different wanted date from other items on the PO.
6. Units of Measure (6) are selected from those available for the item
7. The Order Quantity (7) and finally, the Unit Cost (8) is entered.



Once all the values have been entered then the line item can be submitted for entry into the BellHawk database using the Add Line entry (9) followed by selecting the Return button.

Once the PO Line data is submitted, or if an existing order line is selected from the list of purchase orders, then the screen appears as shown at right.

Here the user can change any entry, except the line number, and then select the Save Line button (1) to submit the changes.

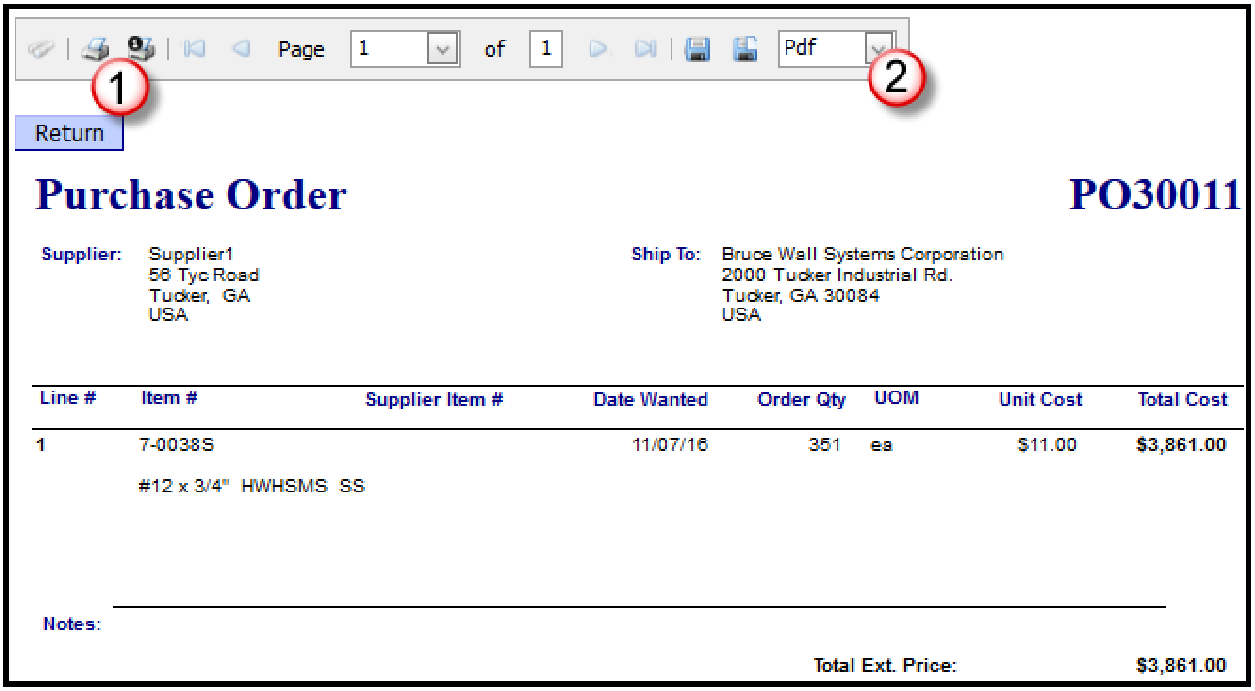
Please note that line numbers (2) cannot be changed or deleted once submitted. To add a new PO line you have to [Return] to the list of PO Lines and click on the Add New button again. To replace an existing line, you can Copy (3) and existing entry and give it a new line number and then Close (4) the original line. The reason for this is that receipts may have already taken place against the original line.

Once closed, no further receipts can be recorded against these PO lines.

Printing or Emailing the Purchase Order

Once a Purchase Order has been entered into BellHawk then a staff member with a purchasing role can print out and mail, or Email, a copy of the purchase order to their supplier.

This is done from the Purchase Order button on the Purchase Order Detail Screen for the PO in question. Selecting this button brings up the following screen.



From this screen, the staff user can print out the PO on any local office printer using the print icon (1). They can also save the PO as a PDF file (2) and then attach it to an Email to their supplier.

The supplier address selected in the PO setup will appear on this PO. If an address has not been selected then this field will be blank.

Multiple addresses can be set up for each supplier as described in a later section of this document.

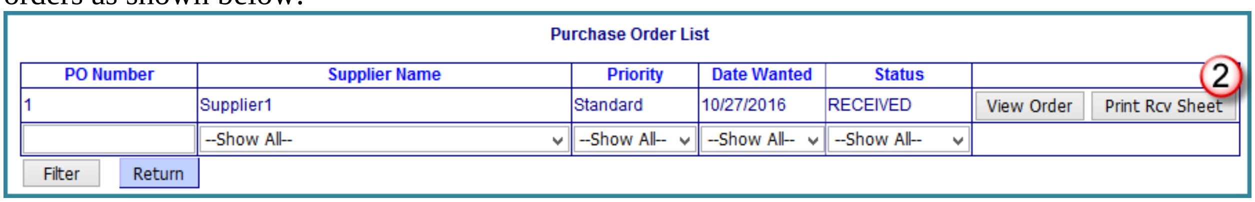
Printing a Barcoded Receiving Sheet

Once a Purchase Order has been released by a staff member acting in the purchasing role, a receiving supervisor can print out a barcoded receiving sheet to assist in receiving materials.

While this is not essential, as receiving can be done in a paperless manner, many organizations find that this replicates their existing method of giving the receiving people copies of the receiving sheet which they can then compare with the supplier packing slip.

Printing out these receiving sheets is performed through the Shipping/Receiving Switchboard which is reach from the Main Switchboard using the Shipping/Receiving Button. This is only accessible to a staff member who has the shipping/receiving supervisor role.

Selecting the Purchase Orders button (1) from this switchboard brings up a list of purchase orders as shown below:

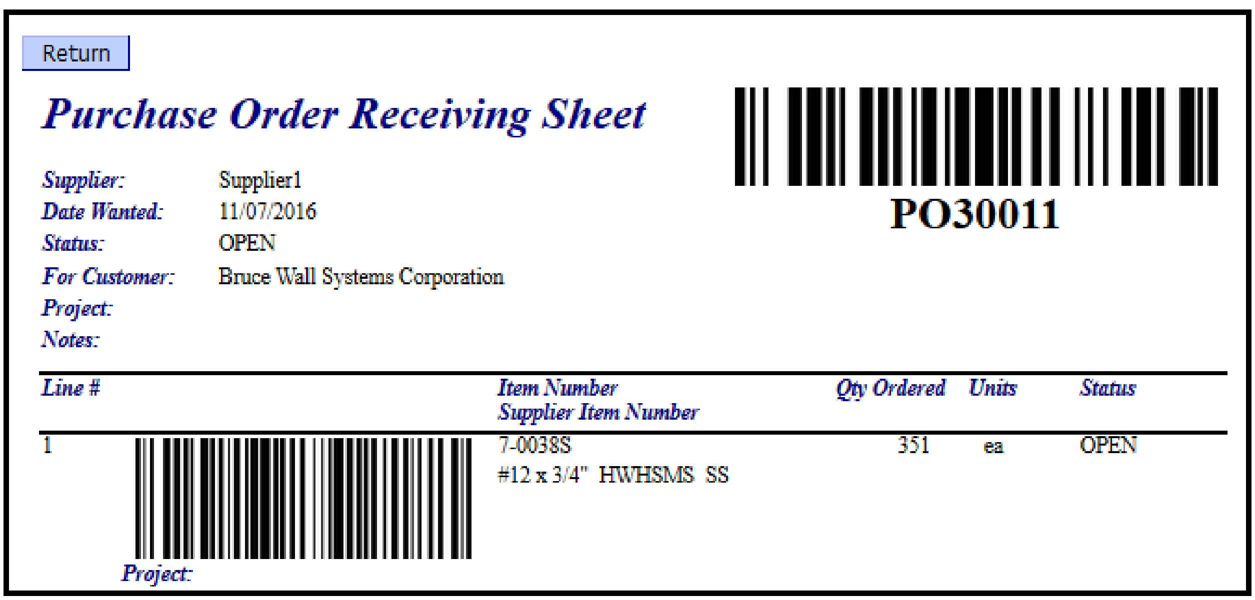


Purchase Order List

PO Number	Supplier Name	Priority	Date Wanted	Status	2
1	Supplier1	Standard	10/27/2016	RECEIVED	View Order Print Rcv Sheet
	--Show All--	--Show All--	--Show All--	--Show All--	

Filter Return

Please note that the receiving supervisor cannot modify the POs but they can view the status of the POs and print out copies of the receiving sheet, an example of which is shown below:



Return

Purchase Order Receiving Sheet

PO30011

Supplier:	Supplier1
Date Wanted:	11/07/2016
Status:	OPEN
For Customer:	Bruce Wall Systems Corporation
Project:	
Notes:	

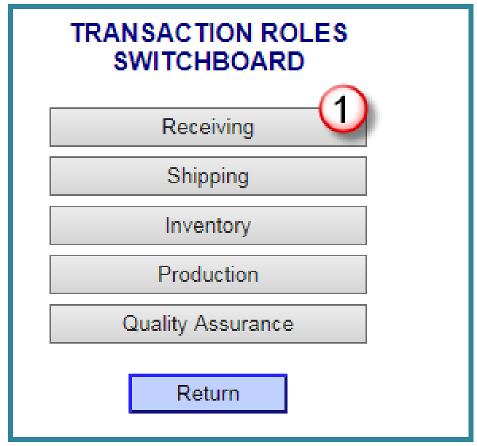
Line #	*Item Number* *Supplier Item Number*	*Qty Ordered*	*Units*	*Status*
1 *Project:*	7-0038S #12 x 3/4" HWHSMS SS	351	ea	OPEN

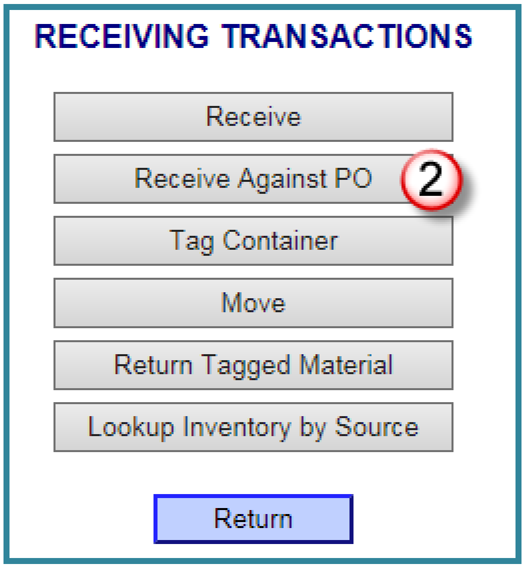
This receiving sheet has a barcode for the Purchase Order and a barcode for each line item.

These can be scanned as part of the receiving procedure as described in the next section.

Receiving Against Purchase Orders

Receiving (1) is performed from the Receiving Roles switchboard, which is reached from the main Transaction switchboard, which is reached from the Main Switchboard using the Transactions button.



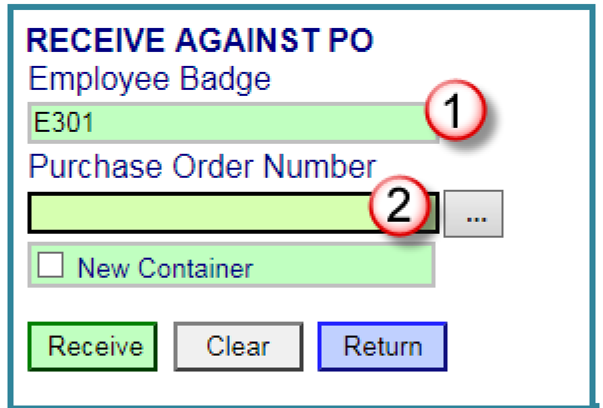


This brings the receiving person to the receiving roles switchboard as shown at left.

Receiving against a PO is then performed by selecting the Receive Against PO button (2).

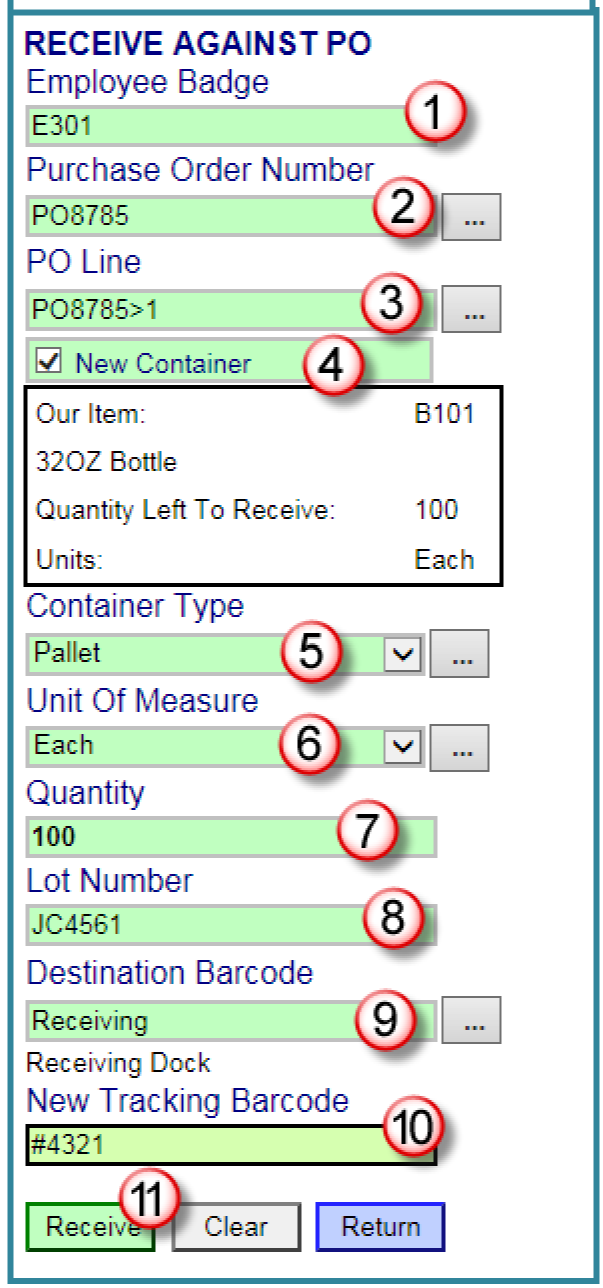
Note that simple receives, not against a PO, can still be performed using the Receive button.

This brings the user to the Receive Against PO transaction screen, as shown here. When first selected, it requests the following items:



1. The employee badge number (common to all transactions). (1)
2. The purchase order number can be entered or selected using the ellipses (2). This brings up a list of purchase orders from which the PO number can be selected.

Once the PO Number (2) has been scanned or selected from a list of POs using the ellipses button. Then the screen changes to look as shown at right.



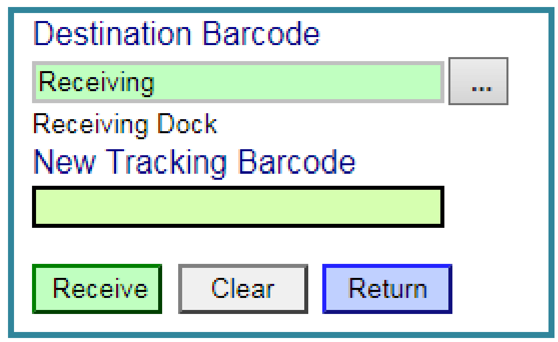
3. Once the PO number is selected a similar text box for selecting the PO line will appear (3). The PO line can be scanned or selected using the ellipses.
4. Just like an Enter into inventory transaction, you can apply a tracking barcode to a single use container or an individually barcoded item. If this is the case then check this checkbox. If the material is being placed (or recorded as being) in an existing container (such as a multi-use container) which has a tracking barcode known to BellHawk then do not check this box.
5. If the new container checkbox is checked then BellHawk will request the Container Type (5), which can be selected from a drop-down list or from a filterable list, using the ellipses.
6. Select the Unit of Measure (UOM) to receive in. This will default to the UOM on the PO but any compatible UOM for the item on the line may be selected.(6)
7. The quantity (7) is the quantity per container that is being received in the unit of measure selected in (6). It will be translated and stored in the primary internal UOM for the Item from the selected line.
8. If the Item Master Part is designated as being lot controlled then the Lot Number (8) is requested.
9. The Destination (9) is then selected as described for the Enter transaction. This may be a physical

location or an existing container. In this case we have chosen from amongst the available generic receiving locations using the ellipses.

10. If the New Container checkbox was selected then the tracking barcode affixed to the container can then be scanned (10)

11. Finally the Receive button (11) is selected to enter the received material into inventory. The user will receive an acknowledgement that the item was successfully received unless there was some error in the submission when they will be so notified.

Note that BellHawk incrementally checks the contents of each data entry box, if the user presses the enter key after entering a data field. As such, barcode scanners should be setup to automatically generate carriage return and line feed characters after each scan. There is also a final check of all data when the Receive button is selected before the data is stored away in the BellHawk database.



The receive against supplier PO transaction will then be displayed with all the same fields filled in, except that the New Tracking Barcode will be blank (and the focus of attention). This enables the user to scan and receive a sequence of identical containers without re-entering any other data.

Alternately the user can select a new PO line and continue to receive against that line number with only entering needed additional information.

This ability to keep using the same form for receiving multiple items can save a lot of time.

Note that, as with the Enter transaction, on which this transaction is based, if the new Container checkbox is left blank then it is assumed that loose (untagged) material is being received into the destination location or container.

Reviewing and Editing Receipts

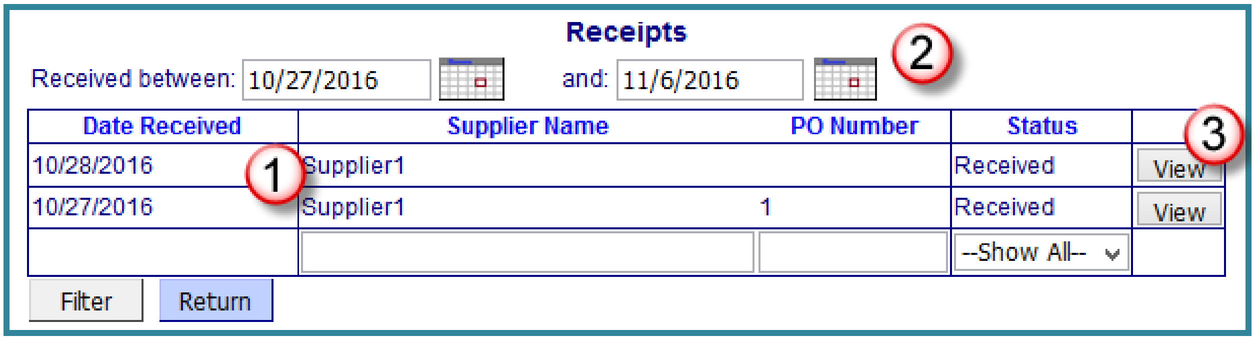
Once receipts have been made, a Receiving Supervisor can review them, and correct any mistakes that may have been made, using the Edit Receipts button (1).

The Receiving Supervisor can also View Reports about what has been received (2).

While it is not essential to review the receipt transactions, this is highly recommended as good practice.

Please note that the Shipping and Receiving Supervisor roles have been combined in one switchboard, as these are usually performed by one and the same person.

If the Ship Order (SO) module has not been licensed then the features related to this module will not be visible.



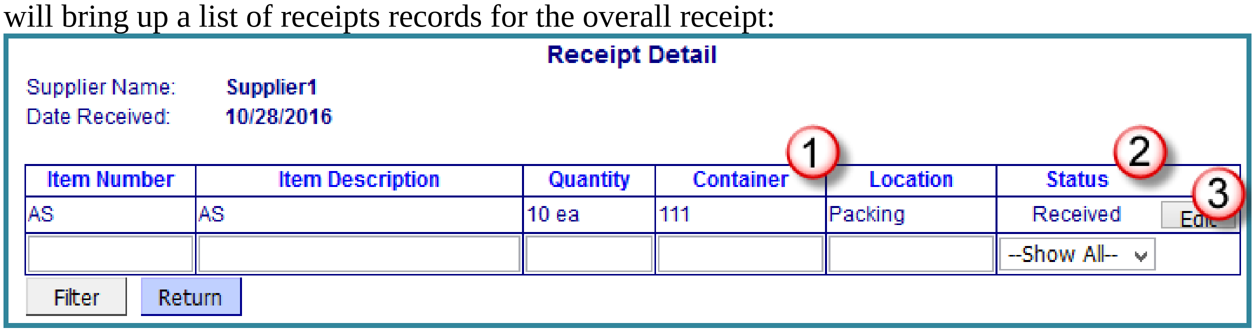
When the Edit Receipts button is selected the following screen appears:

Here we see a list of open POs (1) against which receipts have been recorded during the data range selected (2). By default, the data range is set to the seven days ending midnight yesterday. The date range can be changed using the calendar controls (2) or by typing in the dates.

BellHawk groups receipts by PO number and date received. What you are seeing here is the list of receipt headers. Multiple receipts against the same PO occurring on different dates will have a separate header record.

When receipts are exported to another system using MilramX, the receipt header and a group of receipt lines are sent at the same time. If the header and some or all of the receipt detail records have been sent then the Status will change to Exported.

The details of a receipt can be viewed by clicking on the View button (3) for the receipt. This will bring up a list of receipts records for the overall receipt:



There is one receipts record for each “Receive Against PO” transaction submitted to BellHawk by selecting the Receive button in this transaction.

If the receipt record was for material in a single use (type 1) container then the Container number will be shown (1). If the material was loose or untagged and placed in a location or mailto-use (type 2) container then this field will be blank.

The status (2) will be shown as Received or Exported (if being used with MilramX).

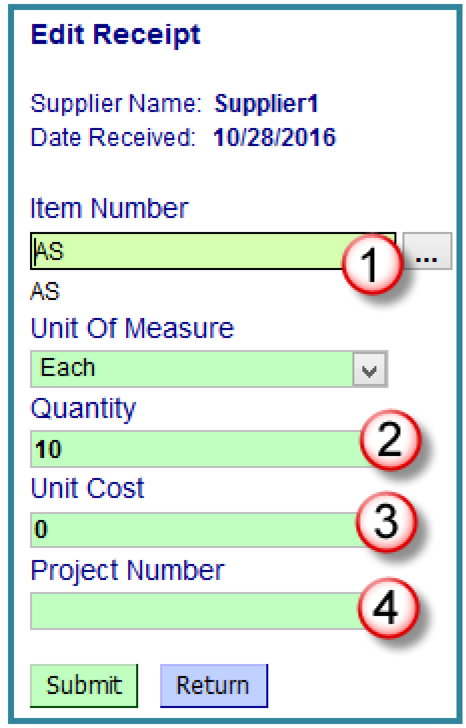
The details of the receipt viewed and edited by clicking on the Edit button (3) which brings up the detail screen shown below:

In this Edit Receipt screen, the user cannot edit the line number (or the related Item number) (1) but they can use the ellipses to select an alternate PO line for this receipt.

They can edit the Quantity (2) – the most common mistake that needs correcting - as well as the Unit Cost (3) and the Lot Number (4) and then submit this change (5).

Please note that this does change the corresponding inventory record but only changes the receipt record.

A corresponding change in the quantity in the container can be made using an Adjust transaction or by having the Materials Manager edit the Container detail record.

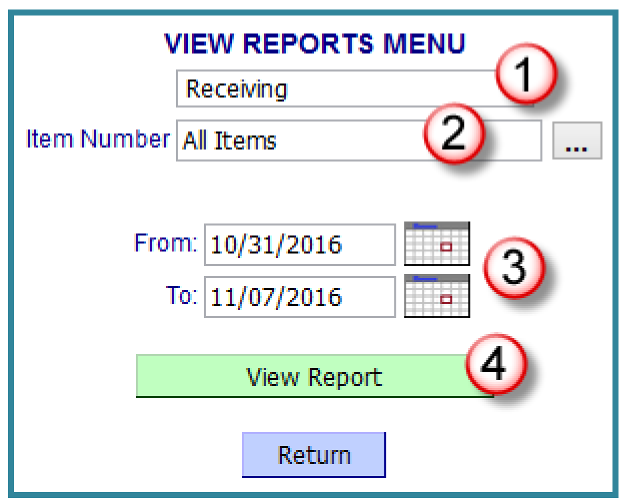


Receiving Report

The Receiving Supervisor can click on the Reports button on the Shipping/Receiving Switchboard and select the Receiving report (1).

This then enables the user to select All Items (2) or just for a specific Item as well as to select the inclusive date range for the shipments (3).

Then View Report (4) brings up the report shown below:



This shows the individual receipts summarized by Item, PO Number, and Lot Number (if lot tracked).

Receiving Log from 10/31/2016 to 11/7/2016

All Item Numbers;

Date Received	*Item Number*	*Item Description*	*Quantity*	*Supplier*	*PO Number*	*Lot Number*
11/7/2016 12:00:00 AM	7-0038S	#12 x 3/4" HWHSMS SS	351 ea	Supplier1	PO30011	

Managers can also export the same data in the form of an Excel spreadsheet, for subsequent analysis:

Receiving Report

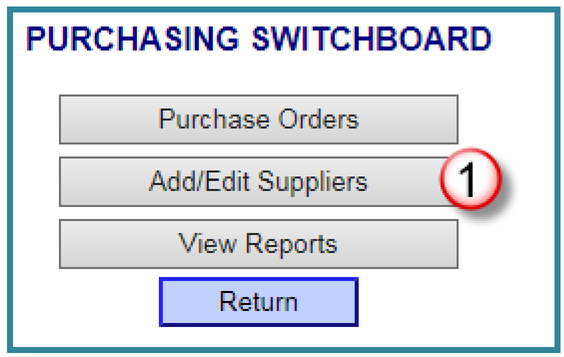
Date Received	**Item Number**	**Item Description**	**Quantity**	**UOM**	**Supplier**	**P.O. #**	**Lot**
11/7/2016	7-0038S	#12 x 3/4" HWHSMS SS	351	ea	Supplier1	PO30011	

Receipts also appear in the Material Transaction Log reports and Excel exports.

Viewing and Entering Suppliers

Suppliers can be setup through the main Setup switchboard. They can also be viewed and setup through the Purchasing Switchboard, as shown here.

Selecting the Add/Edit Suppliers button (1) will bring up the list of existing suppliers in BellHawk as shown below:



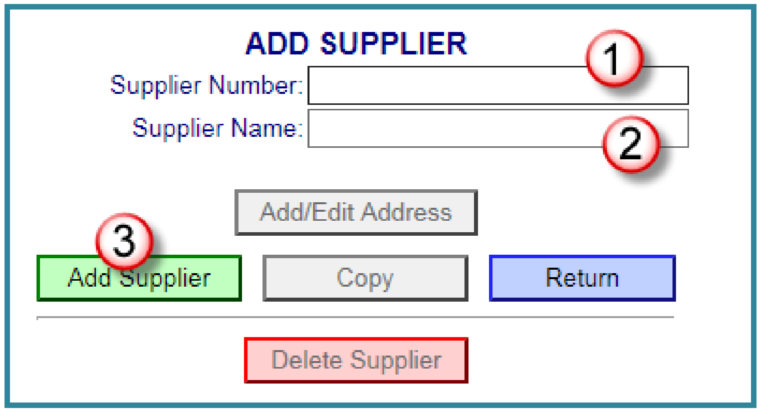
Supplier List

Supplier Number	Supplier Name	Edit
BS100	Bottle Suppliers Wholsale	Edit
V102	Flavoring Wholesale	2 Edit
IGW	Ingredient Wholesalers Ltd	Edit
V101	Juice Suppliers Inc	Edit
3	1	

Filter | Add New | Return

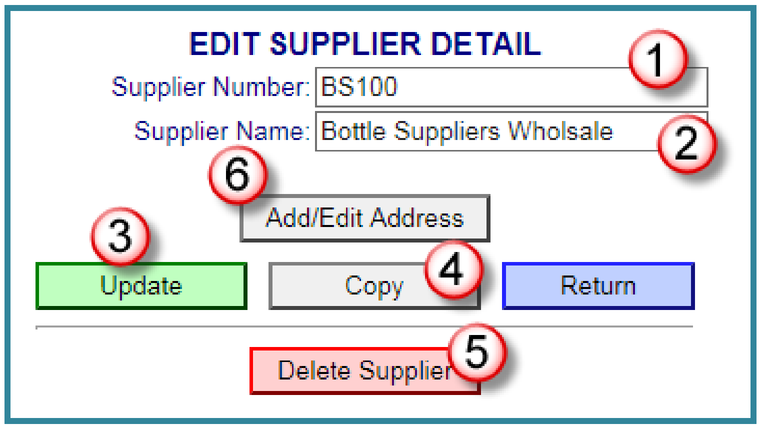
On the Supplier List screen, the user can use the Filter boxes (1) to find specific suppliers, view/edit (2) existing supplier records or (3) Add a new supplier.

If the user clicks on the Add New button the setup screen shown at right appears. In this the user can enter a unique supplier number or alphanumeric code (1) and a Name (2) to appear on reports etc.



The user can then select the Add Supplier button (3) to add the Supplier to the database.

After receiving an acknowledgement, the user is then presented with a screen that looks as shown at right.

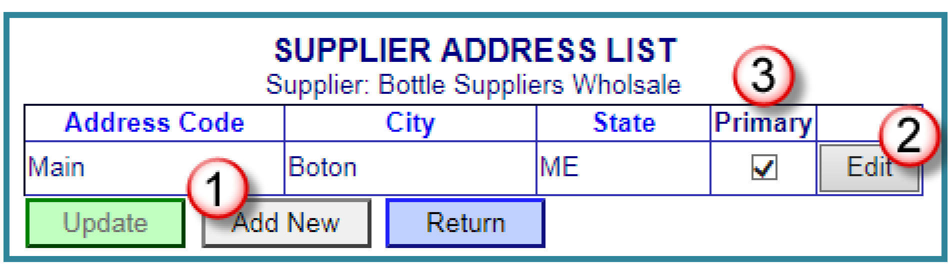


This is the same screen that would be seen, if the Edit button had been selected for an existing supplier from the Supplier List screen.

On this screen the user cannot change the Supplier Number (1) as this is how BellHawk identifies the Supplier but they can change the Supplier Name (2) and then select the Update button (3).

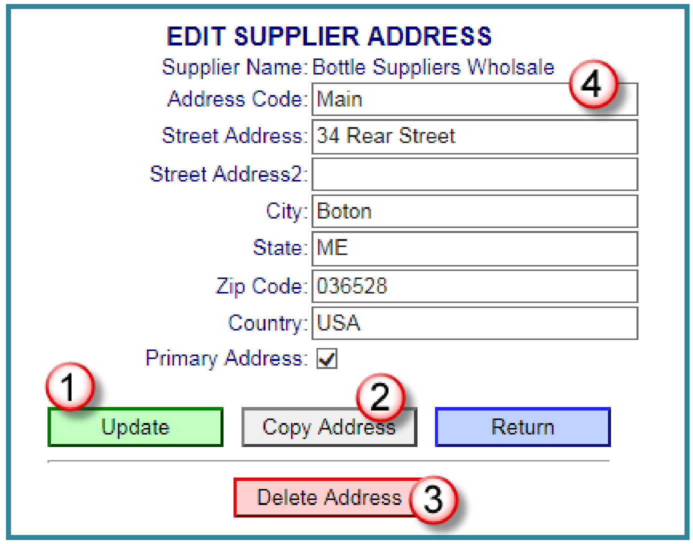
If it is desired to change the Supplier Number, then Copy (4) the record and give it a new number and Delete (5) the original supplier record.

Suppliers do not need to have addresses assigned but, if you are printing out purchase orders from BellHawk to mail or Email to suppliers then it is probably a good idea to set these up. To do this select the Add/Edit Address button (6) which brings up the list of existing addresses, as shown below:



From this screen, users can add new addresses (1) or view/edit existing addresses (2). Only one of these addresses is flagged as the primary address (3). This is the address that is used as the default address for purchase orders, but other addresses may be substituted. It is also stored as the Bill-To address in the PO header record so that this can be exported to accounting and ERP systems, if needed.

If the Edit button is selected on the above screen, then the Edit Supplier Address screen shown at right appears. The user will get an almost identical screen when they select the Add New button on the above screen, except that the data entry field will be blank, the Update button (1) will be labeled Save Address, and the Copy (2) and Delete (3) buttons will be grayed out until the address is saved.



The Address Code (4) must be unique within the addresses for that supplier. Where there is only one address, we use Main as standard practice.

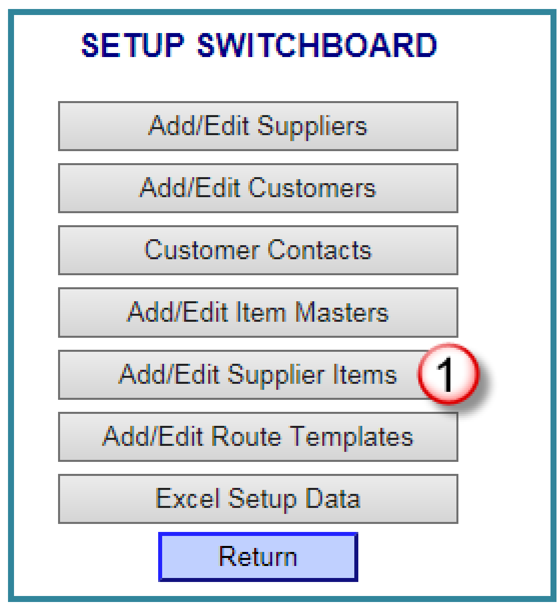
Once an address is stored, this Address Code cannot be edited. Instead the record must be copied (2) and given a new Address Code and then the old address marked as Deleted (3).

Please note that when object instances, such as suppliers, are “deleted” from the BellHawk database, they are not removed from the database but are marked as deleted.

In this way, if an old PO refers to a supplier that is now deleted, the Supplier for that PO and the receipts against that PO still shows up correctly in reports. For this reason, you cannot reuse a deleted supplier number (or any other deleted object number). You have to issue a new number.

Setting up Supplier Items

Supplier Items are a way of translating between supplier part numbers and internal company part numbers.

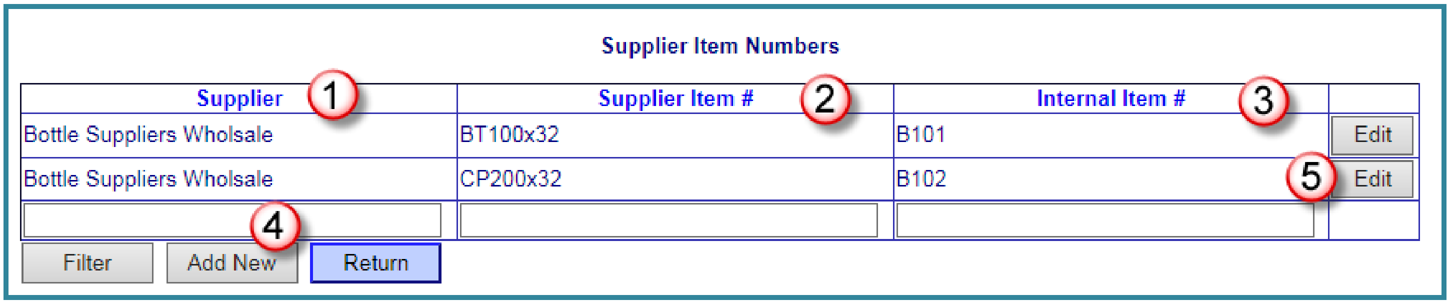


For example a company may use a certain type of screw for which they have their own internal part number and track in unit quantities. But they may purchase these from two different suppliers, one of whom sells them in bags of 25 and another who sells them in boxes of 100.

This enables users of BellHawk to issue purchase orders to suppliers, using the supplier part numbers (such as for a bag of 25 screws) and be able to receive these in supplier units and yet record the resultant inventory changes in terms of internal part numbers and quantities.

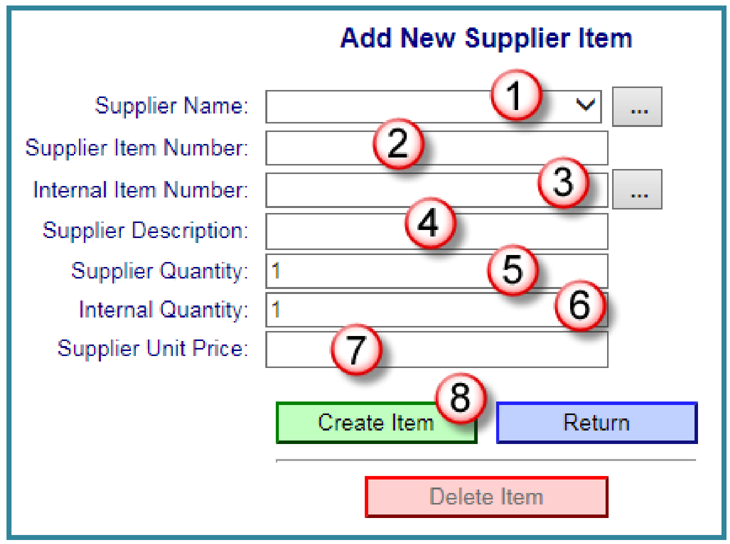
To setup or view supplier items, select the Add/Edit Supplier Items (1) on the Setup Switchboard, which is accessed from the Main Switchboard.

This brings up the screen shown below:



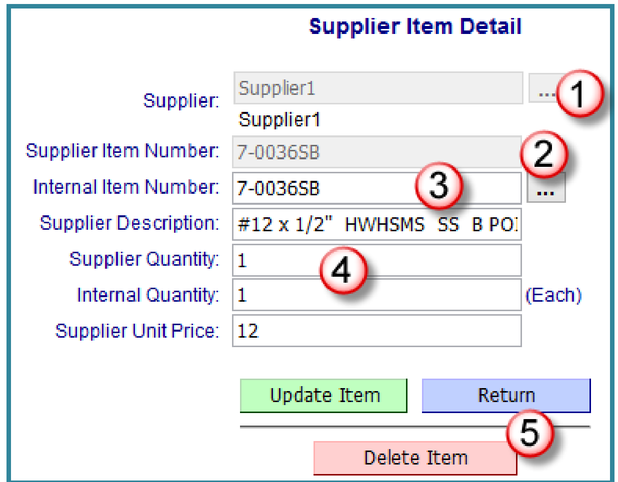
This shows the Supplier (1), The Suppliers Item Number (2) and the Company's Internal Item Number (3). These can be filtered down to a single supplier or to the suppliers for a specific internal item number using the Filter boxes.

Users can add a new supplier item using the Add New button (4) or View/Edit an existing supplier item number entry (5).



When the Add New button is selected from the above screen, the data entry screen shown at right appears. Here:

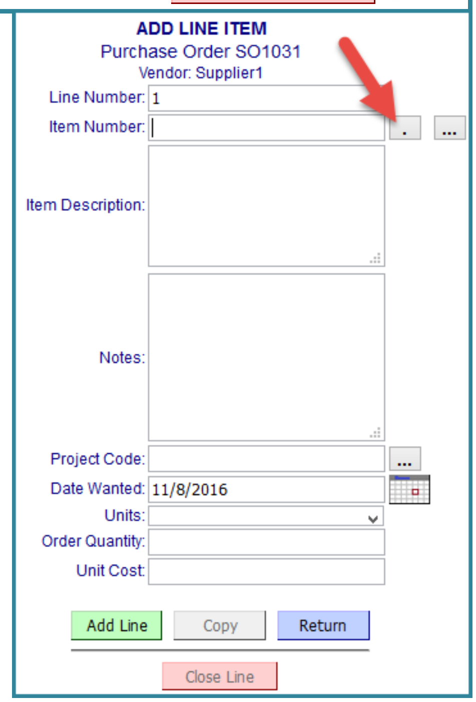
1. The supplier name (1) can be selected from a drop-down list or from a screen with filter boxes using the ellipses.
2. The supplier item number is entered. This may well be for a certain quantity in a specific container. (2)
3. The corresponding internal number is selected using the ellipses. (3)
4. The supplier description for their part is entered in (4).
5. Then the corresponding ratio between the supplier part quantity (5) and the internal part quantity (6) is entered.
6. This is followed by entering the supplier's unit price for their item.
7. Finally select the Create Item button (8) to create the entry in the supplier parts table in BellHawk.



After a positive acknowledgement this then brings up the Supplier Item Detail screen shown at right, which is the same as what the user will see if they select a supplier item Edit button from the Supplier Item Numbers screen.

In this detail screen, users cannot edit the supplier but can select an alternate supplier for the same supplier part number using the ellipses (1).

They also cannot change the supplier item number once it is entered but can Delete the record (5) and re-enter it with the correct part number.



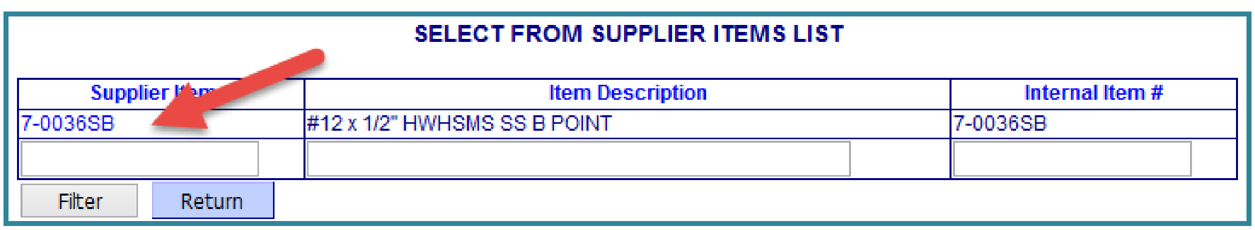
Users can also change the internal part number (3) corresponding to the supplier part number. They can also change the ratio quantities (4). Here we see that the customer sells pallets of 100 bottles but that internally the company tracks it bottles in eaches.

Please note that the supplier quantity and the internal quantity are entered in the primary internal unit of measure for the selected internal item.

When setting up a PO, a user can access the Supplier Items by clicking on the single dot button as shown at right.

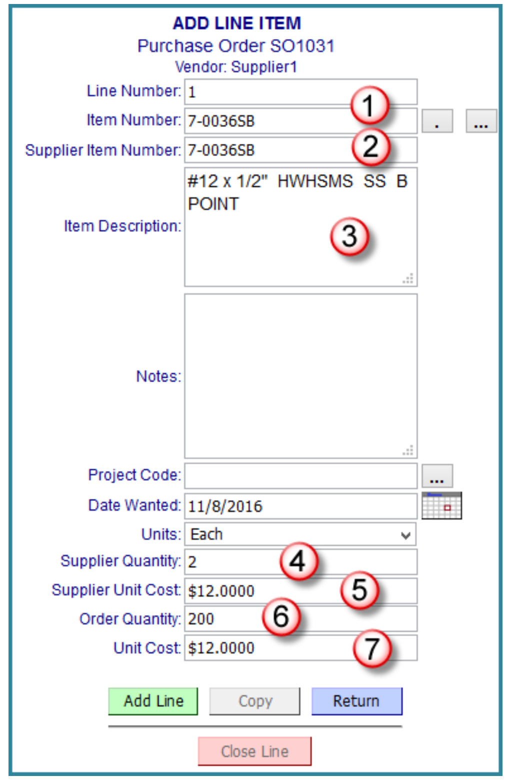
This brings up all the known parts in BellHawk for the previously selected supplier, as shown below:

From here the Purchasing person can select the supplier item they wish to add to the PO by clicking on the appropriate supplier item.

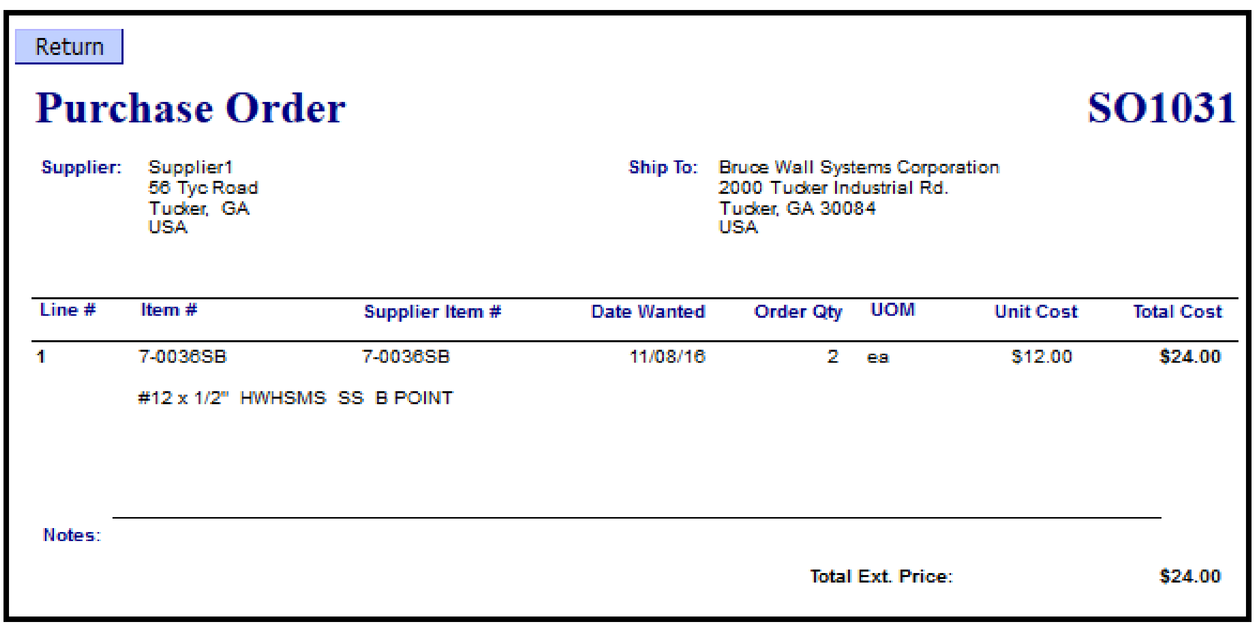


The PO line entry screen then appears as shown at right. Here:

1. The corresponding internal item number (1) is shown after selecting the suppliers item number, which is shown below this (2).
2. The item description (3) is the suppliers item description.
3. The order quantity for the supplier's part is entered (4) and the default unit cost is shown (5) but can be changed.
4. The corresponding internal order quantity (6) is shown along with the corresponding Unit Cost (7)



Once the line is added then the PO can be printed out as shown below. Please note that all the quantities are in supplier units and prices.


Return

Purchase Order SO1031

Supplier: Supplier1
56 Tyc Road
Tucker, GA
USA

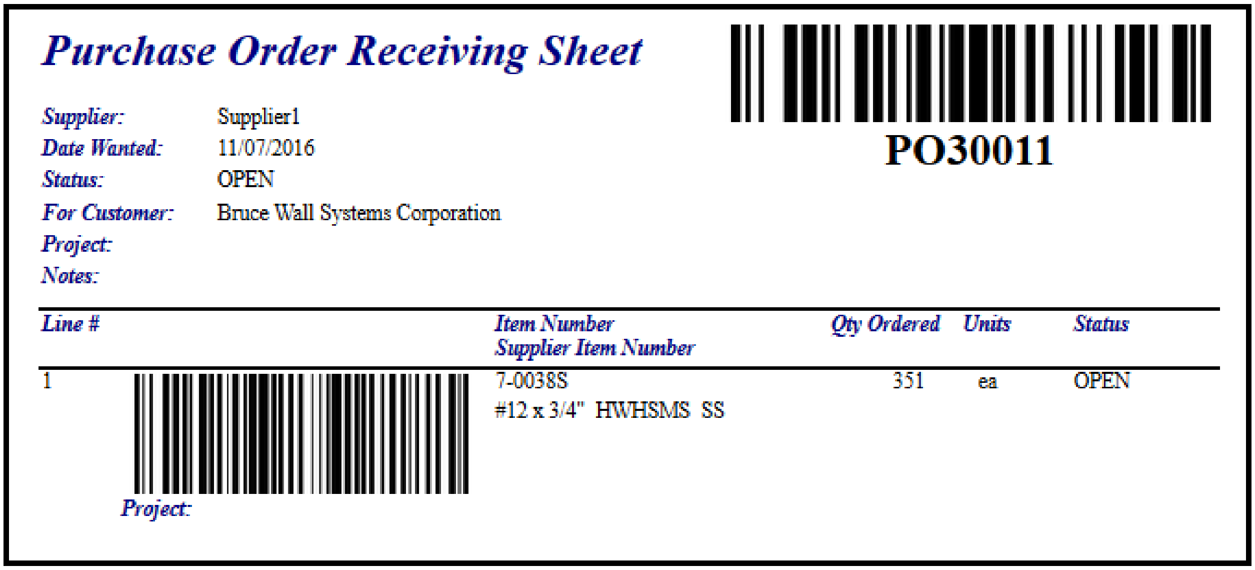
Ship To: Bruce Wall Systems Corporation
2000 Tucker Industrial Rd.
Tucker, GA 30084
USA

Line #	Item #	Supplier Item #	Date Wanted	Order Qty	UOM	Unit Cost	Total Cost
1	7-0036SB	7-0036SB	11/08/16	2	ea	$12.00	$24.00
	#12 x 1/2" HWHSMS SS B POINT						

Notes:

Total Ext. Price: $24.00

But the receiving sheet lists both internal and supplier part descriptions as shown below, with the quantity ordered listed in internal units.



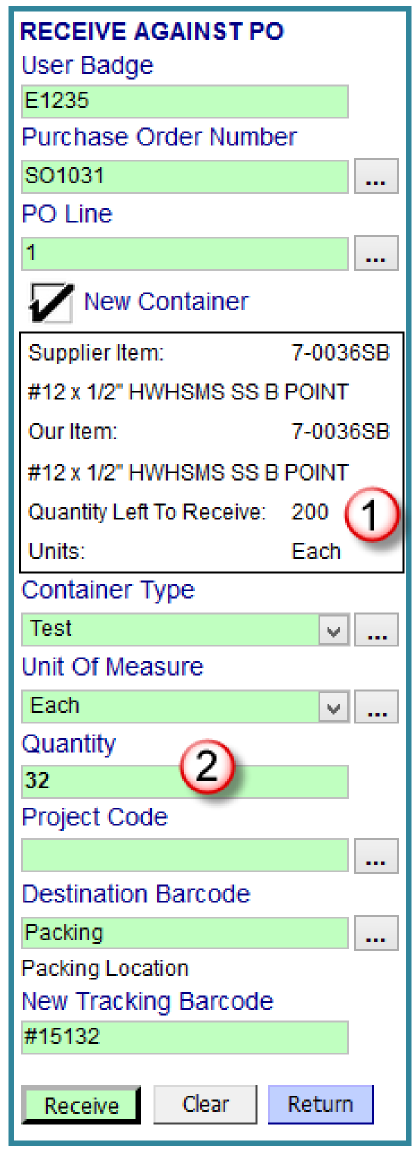
Purchase Order Receiving Sheet

PO30011

Supplier:	Supplier1
Date Wanted:	11/07/2016
Status:	OPEN
For Customer:	Bruce Wall Systems Corporation
Project:	
Notes:	

Line #	Item Number / Supplier Item Number	Qty Ordered	Units	Status
1	7-0038S #12 x 3/4" HWHSMS SS	351	ea	OPEN

Project:



When the PO Receive transaction is used to receive a supplier part, it looks as shown at right.

Here, both the supplier information and the internal part number information is shown (1).

Generally, the New Container checkbox will be checked and a tracking barcode applied to each pallet or other supplier container that contains a single part number.

Then the Quantity (2) will be entered in internal units of measure (not supplier units) for the quantity on a pallet or in another supplier container, such as a bag or box. This is to be consistent with receiving when a supplier part is not involved.

Note that, if the supplier parts come as a kit or collection of different parts in a container, and the parts are to be tracked separately internally, then:

1. The tag for the outer multi-use container needs to be recorded in a Tag Container transaction.
2. Each part needs to be recorded as being received separately with its destination as the outer container.

Importing Purchase Order Setup Data

Purchase Order setup data can also be imported in the form of Excel spreadsheets. How to import data is described in the Excel Setup Data section of the BellHawk Setup Users Manual.

Importing starts out with importing the supplier data for any new suppliers, so that BellHawk knows about the suppliers before they are referenced in a purchase order.

SUPPLIER	SupplierNumber	SupplierName
	BS100	Bottle Suppliers Wholsale
	V102	Flavoring Wholesale
	IGW	Ingredient Wholesalers Ltd
	V101	Juice Suppliers Inc

The format of a supplier import spreadsheet is shown above.

Please note that the spellings used in the header row must be exactly as show because they are used to recognize which data is in which column. These headers can be exported using the Excel Setup function of BellHawk, as described in the Setup Users Manual.

The format for importing supplier addresses is:

SUPPLIERADDR	SupplierNumber	AddressCode	StreetAddress	StreetAddress2	City	State	Zip	Country	IsPrimary
	IGW	Main	23 Best Street		Myhawa	MA	01535	USA	Y
	BS100	Main	34 Rear Street		Boton	ME	036528	USA	Y

The format for importing supplier items is:

SUPPLIERITEM	SupplierCode	SupplierItemNumber	InternalItemNumber	SupplierItemDescription	SupplierQty	InternalQty	UnitPrice
	BS100	BT100x32	B101	Pallette 100 32OZ Bottle	1	100	150
	BS100	CP200x32	B102	Box 200 32OZ Bottle Closure	1	200	15

The format for purchase order headers is:

	A	B	C	D	E	F
1	PO	PONumber	SupplierNumber	Notes	DateWanted	DateExpected
2		1	Supplier1		10/27/2016	10/27/2016
3		SO1031	Supplier1		11/8/2016	
4		PO30011	Supplier1		11/7/2016	11/7/2016

The format for purchase order lines is:

	A	B	C	D	E	F	G	H	I	J	K
1	POL	PONumber	SeqNo	LineNumber	Item	Notes	Qty	UnitCost	ERPIdentifier	DateWanted	DateExpected
2		1	1	1	A		5			10/27/2016	10/27/2016
3		PO30011	1	1	7-0038S		351	11		11/7/2016	11/7/2016

Please note that precursor information, such as the PO number and Item number for PO Lines, must already be known to BellHawk otherwise the import will be rejected. Multiple groups of objects, such as POs and PO Lines can be imported from the same spreadsheet provided that they are correctly ordered and each section has its own header row.

