



Purchase Orders

Instructions From Customer

For More information and Quick Tutorial videos please go to http://www.firstport.co.uk/about-us/contractors-and-suppliers/purchase-to-pay

Click the Se Action to Invoice from a Purchase Order

				1	/iew	All	~	Search	٥
PO Number	Order Date	Status	Acknowledged At	Items	Uı	nanswered Comments	Tota	al Assigned To	Actions
1012593	13/01/2021	Issued	None	PM-WO-DRYRUNXW687 E2E - Service Description fir PM-WO-DRYRUNXW687 E2E - Service Description Nam	No		160.0 GE		3 9 39
1012592	13/01/2021	Issued	None	PM-WO-DRYRUNXW686 E2E - Service Description fir PM-WO-DRYRUNXW686 E2E - Service Description Nam	No)	195.0 GE	-	E
10125 42	19/11/2020	ISSUEU	None	rest wo	NO		100.0 GE		\$ ₀ \$ 0
1012539	18/11/2020	Issued	None	internal door broken - has been kicker open - h	d No)	60.0 GE	_	3 9 39
1012532	18/11/2020	Cancelled	None	floor on 1st floor needs cleaning - son	ne No)	500.0	0	

Send a support request

If you want to check the order click on the individual PO number to open it



Step Two

Configure PO Delivery

Purchase Order #1012621

There is a pending change request on this purchase order. Click to view pending change

Status Issued - Sent via Email

Order Date 18/01/2021

Revision Date 18/01/2021

Requester Mike Davies

Email mike.davies@firstport.co.uk

Payment Term END1M

* Type Planned

* Urgency n/a - Planned Order

Start Date None

End Date None

In Progress?

Asbestos No

Shipping

Ship-To Address 12591 Upgrade street

12591 Upgrade street2 San Mateo, CA 11111 United States Attn: Mike Davies

Tax Registration VAT1111

 $\mbox{\bf Hazard}~~\mbox{THERE IS ASBESTOS ON THIS SITE: If there is}$

any likelihood that the works being carried out will disturb asbestos on site then the asbestos survey must be sent to the contractor before the works

commence.

Compliance Surveys 63099 - Asbestos Reinspection - 13.06.2017.pdf

Terms DDP

The Yellow bar shows that a price change request has been submitted on this order



will disturb asbestos on site then the asbestos survey must be sent to the contractor before the

works commence.

13.06.2017.pdf

Compliance Surveys 63099 - Asbestos Reinspection -

Terms DDP

§ Supplier

Ship To User Mike Davies

Department None

Payment Term END1M

Status Date None

Insurance? Yes

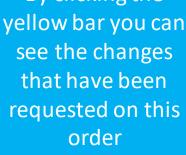
* Type Planned

* Urgency n/a - Planned Order

Status Comments None

Step Three

By clicking the yellow bar you can see the changes that have been requested on this order





Description

Transmission Method Supplier default (Email)

Work Order ID PM-WO-DRYRUNXW730

Additional Images No

Asbestos No

Retry None

Attachments None

Lines

Туре	Item	Qty	Unit	Price	Total
6	PM-WO-DRYRUNXW730 E2E - Service Description first hour reactive			90.00	90.00
	Plumbing			80.00	80.00
				GBP	GBP
Need By					
24/09/2020					
	PM-WO-DRYRUNXW730 E2E - Service Description Name Example			90.00	90.00
				80.00	80.00
				GBP	GBP
Need By					
24/09/2020					

Total 180.00 160.00 GBP

Step Four

By scrolling down you can see the individual amendments you have made to the order

