

User Manual

Purchase Request & Request for Quotation

Project:
**ODOO Implementation for
PT Canopus Konverta Industri**

Created by:

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Created on:

24 Februari 2025

Approval		Department	Sign	Date
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Document Change History

Release Date	Revision Number	Action Taken (Add/Del/ Change)	Revision Description
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1 Deskripsi

Purchase Requests (PR) adalah fitur dalam Odoo yang digunakan untuk mengajukan permintaan pembelian barang sebelum dilakukan proses pembelian yang sesungguhnya. Dengan fitur ini, pengguna dapat mencatat kebutuhan barang, menentukan jumlah yang diperlukan, serta menyampaikan permintaan kepada tim pengadaan untuk diproses lebih lanjut.

Setelah PR diajukan, proses berikutnya adalah persetujuan PR (Approve PR) oleh pihak yang berwenang. Jika PR telah disetujui, langkah selanjutnya adalah membuat Request for Quotation (RFQ), yaitu permintaan penawaran harga kepada vendor.

Setelah RFQ dibuat, vendor akan memberikan penawaran harga, dan pengguna dapat melakukan persetujuan RFQ (Approve RFQ). Jika RFQ telah disetujui, maka sistem akan membuat Purchase Order (PO) secara otomatis. Purchase Order (PO) adalah dokumen resmi yang berfungsi sebagai bukti persetujuan pembelian yang dikeluarkan oleh perusahaan kepada vendor setelah Purchase Requests (PR) disetujui.

Return pada Purchase Requests (PR) dilakukan apabila barang yang diterima dari vendor tidak sesuai dengan spesifikasi, mengalami kerusakan, atau terdapat kesalahan dalam jumlah barang yang diterima.

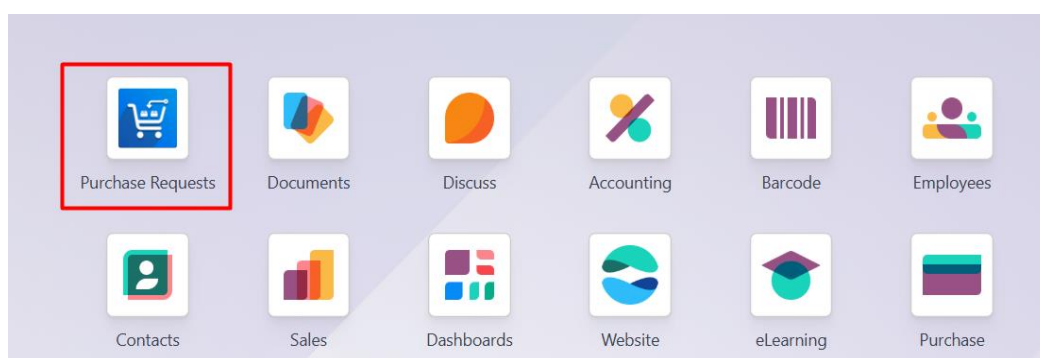
2 Tujuan

Panduan ini bertujuan untuk membantu pengguna memahami langkah-langkah dalam membuat Purchase Requests di Odoo, sehingga proses permintaan pembelian dapat dilakukan dengan lebih efektif, terstruktur, dan sesuai dengan prosedur perusahaan.

3 Transaksi

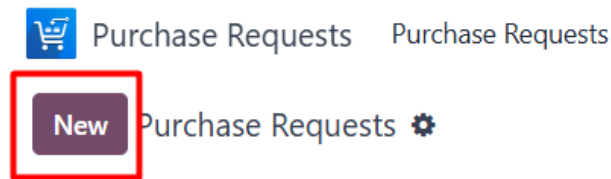
3.1 Create Purchase Request

- ❖ Pilih menu Purchase Requests



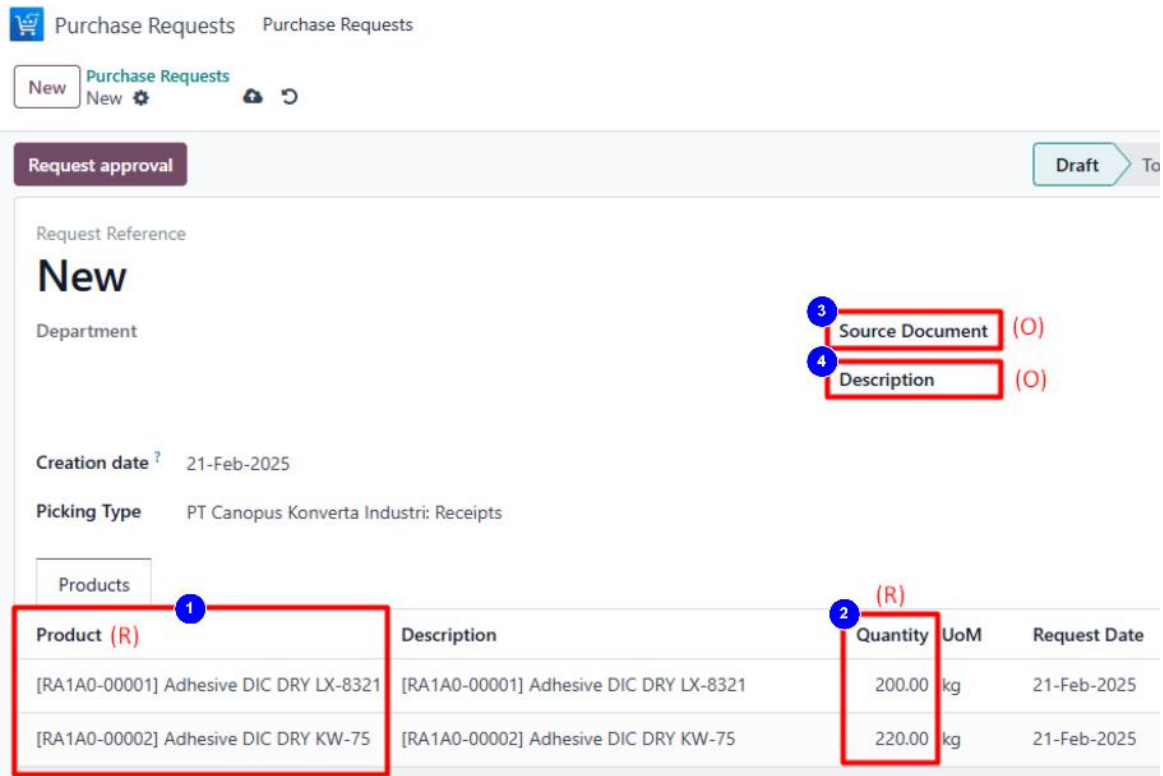
User Manual

- ❖ Klik 'New' untuk membuat Purchase Requests baru



- ❖ Pada tampilan Purchase Requests ikuti langkah-langkah berikut:

1. Inputkan Product (Required)
2. Inputkan Quantity sesuai dengan Contained Quantity packaging (Required)
3. Inputkan Source Document (Optional)
4. Inputkan Description (Optional)



Purchase Requests Purchase Requests

New Purchase Requests ⚙️

Request approval Draft To

Request Reference

New

Department

Creation date ? 21-Feb-2025

Picking Type PT Canopus Konverta Industri: Receipts

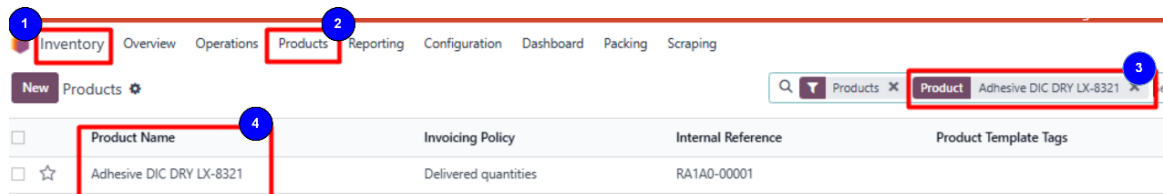
Products

Product (R)	Description	Quantity (R)	UoM	Request Date
[RA1A0-00001] Adhesive DIC DRY LX-8321	[RA1A0-00001] Adhesive DIC DRY LX-8321	200.00	kg	21-Feb-2025
[RA1A0-00002] Adhesive DIC DRY KW-75	[RA1A0-00002] Adhesive DIC DRY KW-75	220.00	kg	21-Feb-2025

Source Document (O)

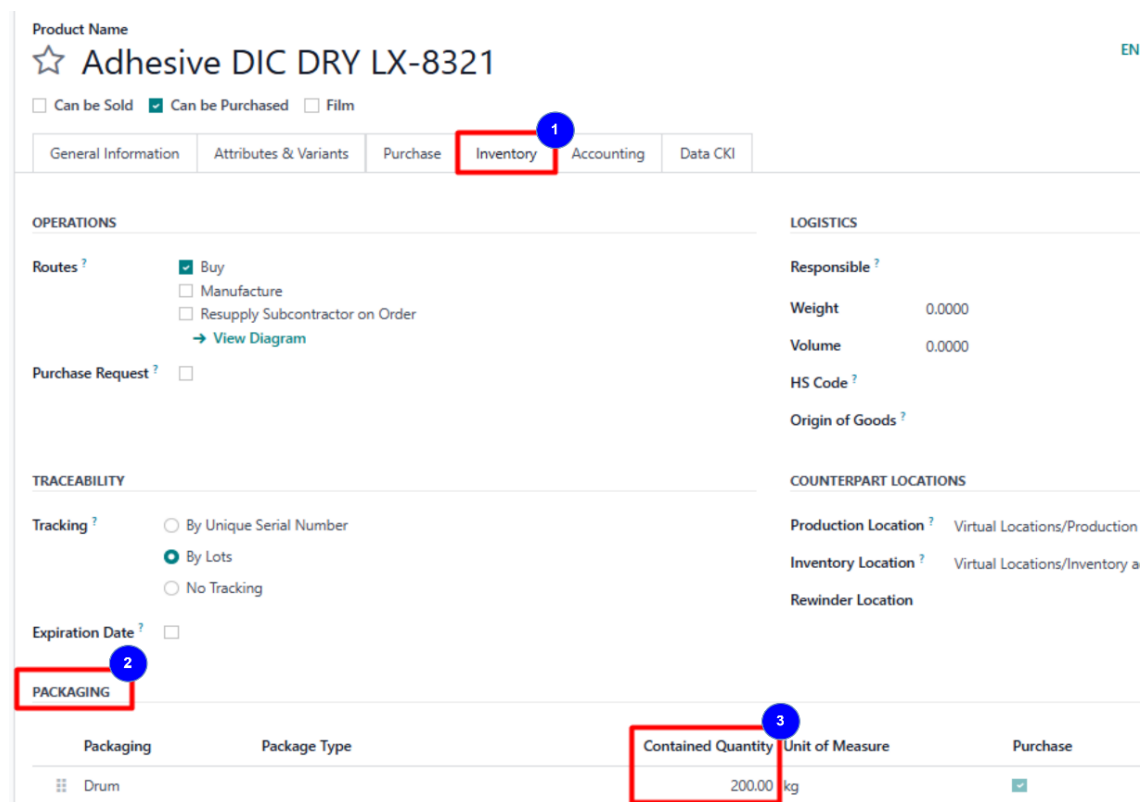
Description (O)

- ❖ Sebelum mengisi jumlah Quantity Product pada Purchase Requests, lakukan pengecekan terlebih dahulu pada detail Quantity Packaging dengan mengikuti langkah-langkah berikut:
 1. Perhatikan menu Inventory.
 2. Pilih Products.
 3. Gunakan fitur Search untuk mencari produk.
 4. Pilih item berdasarkan Product Name, lalu double klik untuk melihat detail produk

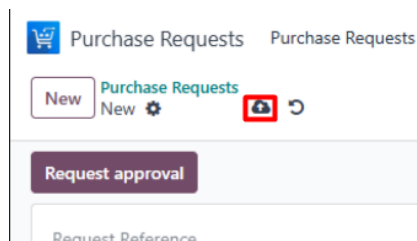


❖ Langkah selanjutnya, ikuti prosedur berikut:

1. Pilih Tab Inventory
2. Periksa field Packaging
3. Perhatikan Contained Quantity untuk menyesuaikan jumlah saat membuat Purchase Request



❖ Pilih save untuk menyimpan data



- ❖ Nomor Purchase Request akan otomatis ditampilkan

 Purchase Requests Purchase Requests

New [Purchase Requests](#)
PR/2025/00002506 

Request approval Draft To

Request Reference
PR/2025/00002506

Department Source Document
Description

Creation date ? 21-Feb-2025
Picking Type PT Canopus Konverta Industri: Receipts

Products

Product	Description	Quantity	UoM	Request Date
[RA1A0-00002] Adhesive DIC DRY KW-75	[RA1A0-00002] Adhesive DIC DRY KW-75	220.00	kg	21-Feb-2025
[RA1A0-00001] Adhesive DIC DRY LX-8321	[RA1A0-00001] Adhesive DIC DRY LX-8321	200.00	kg	21-Feb-2025

3.2 Approve Purchase Request

- ❖ Klik 'Request Approval'

 Purchase Requests Purchase Requests

New [Purchase Requests](#)
PR/2025/00002506 

Request approval Draft To b

Request Reference
PR/2025/00002506

Department Source Document
Description

Creation date ? 21-Feb-2025
Picking Type PT Canopus Konverta Industri: Receipts

Products

Product	Description	Quantity	UoM	Request Date
[RA1A0-00002] Adhesive DIC DRY KW-75	[RA1A0-00002] Adhesive DIC DRY KW-75	220.00	kg	21-Feb-2025
[RA1A0-00001] Adhesive DIC DRY LX-8321	[RA1A0-00001] Adhesive DIC DRY LX-8321	200.00	kg	21-Feb-2025

- ❖ Request Approval digunakan untuk memberitahu release Purchase Requests (Meminta Persetujuan). Klik 'Approve'

 Purchase Requests Purchase Requests

New **Purchase Requests** PR/2025/00002506 

Lines 2

Reset **Approve** Reject Draft **To be approved**

Request Reference
PR/2025/00002506

Department Source Document
Description

Creation date ? 21-Feb-2025
Picking Type PT Canopus Konverta Industri: Receipts

Products

Item	Quantity	UoM	Request Date	Estimated Cost Per Unit	RFQ/PO Qty	Purchase Status
-00002] Adhesive DIC DRY KW-75	220.00	kg	21-Feb-2025	Rp 0.00	0.00	
-00001] Adhesive DIC DRY LX-8321	200.00	kg	21-Feb-2025	Rp 0.00	0.00	

3.3 Create Request for Quotation

- ❖ Klik 'Create RFQ'

 Purchase Requests Purchase Requests

New **Purchase Requests** PR/2025/00002506 

Lines 2

Reset **Create RFQ** Reject Draft To be approved **Approved**

Request Reference
PR/2025/00002506

Department Source Document
Description

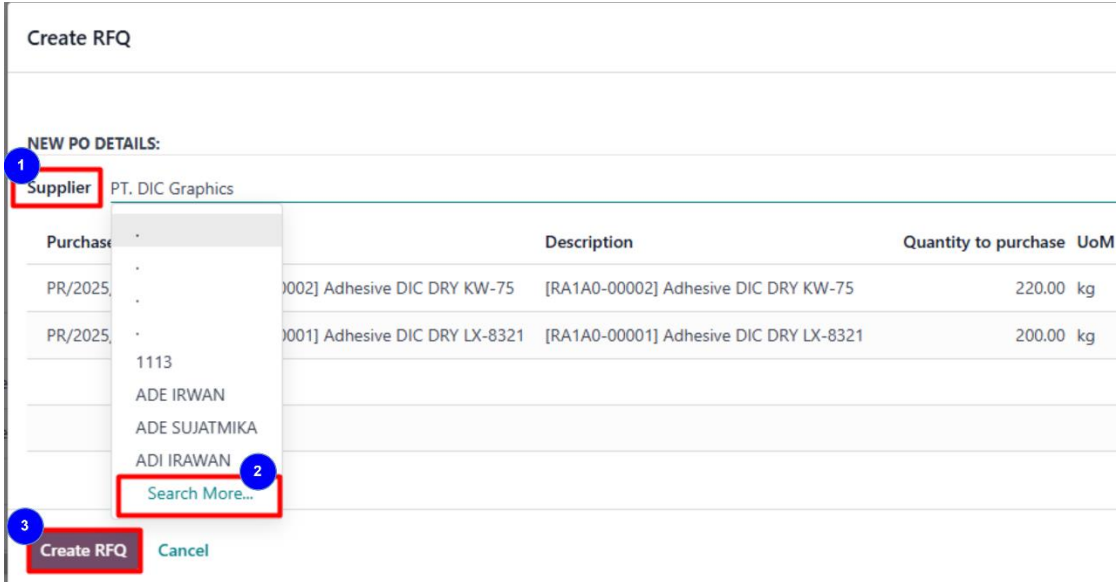
Creation date ? 21-Feb-2025
Picking Type PT Canopus Konverta Industri: Receipts

Products

Item	Quantity	UoM	Request Date	Estimated Cost Per Unit	RFQ/PO Qty	Purchase Status
-00002] Adhesive DIC DRY KW-75	220.00	kg	21-Feb-2025	Rp 0.00	0.00	
-00001] Adhesive DIC DRY LX-8321	200.00	kg	21-Feb-2025	Rp 0.00	0.00	

User Manual

- ❖ Selanjutnya, ikuti prosedur berikut:
 1. Inputkan Supplier sesuai dengan vendor produk.
 2. Klik Search More... untuk melihat daftar lengkap supplier jika diperlukan.
 3. Klik Create RFQ untuk membuat permintaan penawaran



Create RFQ

NEW PO DETAILS:

1 **Supplier** PT. DIC Graphics

Purchase	Description	Quantity to purchase	UoM
PR/2025/0002	Adhesive DIC DRY KW-75 [RA1A0-00002] Adhesive DIC DRY KW-75	220.00	kg
PR/2025/0001	Adhesive DIC DRY LX-8321 [RA1A0-00001] Adhesive DIC DRY LX-8321	200.00	kg

1113

ADE IRWAN

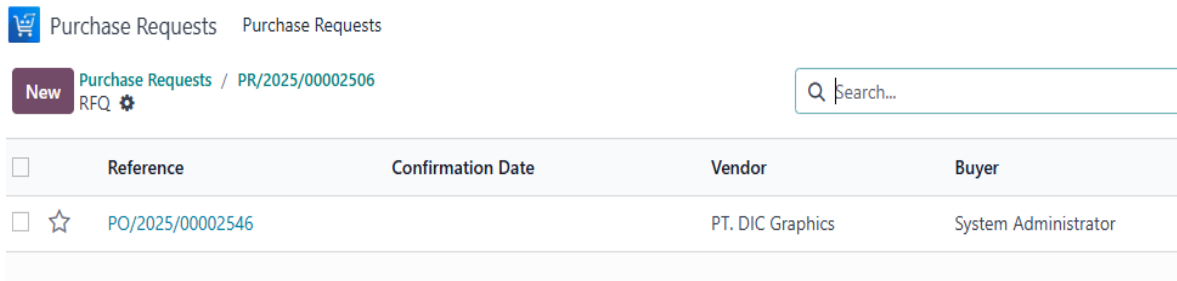
ADE SUJATMIKA

ADI IRAWAN

2 **Search More...**

3 **Create RFQ** Cancel

- ❖ Tampilan setelah dilakukan create RFQ. Selanjutnya, pilih nomor Purchase Request, lalu double klik untuk menyetujui (Approve) RFQ



Purchase Requests Purchase Requests

New Purchase Requests / PR/2025/00002506 RFQ

Search...

Reference	Confirmation Date	Vendor	Buyer
PO/2025/00002546		PT. DIC Graphics	System Administrator

3.4 Approve RFQ (Request for Quotation)

- ❖ Langkah-langkah sebelum menyetujui RFQ:
 1. Sesuaikan Unit Price untuk Purchase Order (PO)
 2. Klik Approve untuk menyetujui RFQ

Purchase Requests Purchase Requests

New / PR/2025/00002506 / RFQ
PO/2025/00002546

Send by Email Approve Cancel

Request for Quotation
☆ PO/2025/00002546

Department

Purchase Request PR/2025/00002506

Vendor ? PT. DIC Graphics

Vendor Reference ?

Currency IDR

Tanggal PO 21-Feb-2025 16:28:26

Order Deadline ? 21-Feb-2025 16:28:26

Expected Arrival ? 21-Feb-2025 07:00:00

☐ Ask confirmation

Deliver To ? PT Canopus Konverta Industri: Receipts

Products Other Information

Product	Description	Quantity	UoM	Packaging Quantity	Packaging	Unit Price	Taxes
A0-00002] Adhesive DIC D...	[RA1A0-00002] Adhesive DIC DRY KW-75	220.00	kg	1.00	Drum	75,000.00	P-PPN-11
A0-00001] Adhesive DIC D...	[RA1A0-00001] Adhesive DIC DRY LX-8321	200.00	kg	1.00	Drum	48,000.00	P-PPN-11

- ❖ Setiap PO yang kita buat akan mengambil unit cost article/material yang sudah ada. Namun pengisian unit price secara actual biasa dilakukan oleh pihak purchasing untuk melakukan permintaan penawaran harga kepada vendor. Klik 'Receipt

Purchase Requests Purchase Requests

New / PR/2025/00002506 / RFQ
PO/2025/00002546

Receipt 1

Receive Products Create Bill Send PO by Email Confirm Receipt Date Cancel Lock Close PO

RFQ RFQ Sent Purchase Order

Purchase Order
☆ PO/2025/00002546

Department

Purchase Request PR/2025/00002506

Vendor ? PT. DIC Graphics

Vendor Reference ?

Currency IDR

Tanggal PO 21-Feb-2025 16:28:26

Confirmation Date 21-Feb-2025 17:44:46

Expected Arrival ? 21-Feb-2025 07:00:00

☐ Ask confirmation

Deliver To ? PT Canopus Konverta Industri: Receipts

Products Other Information

- ❖ Setelah muncul seperti pada tampilan berikut, klik garis tiga untuk memasukkan lot/Serial Number

New ... / RFQ / PO/2025/00002544
CKI/IN/2025/00010443

Allocation Detailed Operations

Validate Print Print Labels Cancel Draft Ready Done

☆ CKI/IN/2025/00010443

Receive From PT. DIC Graphics Scheduled Date ? 11-Feb-2025 07:00:00

Department Deadline ? 11-Feb-2025 07:00:00

Destination Location CKI/Receiving Area Source Document ? PO/2025/00002544

Nomor Surat Jalan

Operations Additional Info Note

Product	Packaging	Demand	Quantity	Unit		
[RA1A0-00001] Adhesive DIC DRY LX-8321	Drum	200.00	200.00	kg		
[RA1A0-00002] Adhesive DIC DRY KW-75	Drum	220.00	220.00	kg		

- ❖ Selanjutnya ikuti langkah berikut:

1. Inputkan Lot/Serial Number
2. Klik save

Open: Stock move

Product [RA1A0-00001] Adhesive DIC DRY LX-8321

Demand ? 200.00 kg

Import Serials/Lots

1 Lot/Serial Number (R) Store To Destination Package Quantity Unit of Measure

Bacth00004	CKI/Receiving Area	200.00	kg
e.g. SN000001 I	CKI/Receiving Area	0.00	kg

Add a line

200.00

2 Save Discard

Open: Stock move

Product [RA1A0-00002] Adhesive DIC DRY KW-75

Demand ? 220.00 kg

Import Serials/Lots

1 Lot/Serial Number (R) Store To Destination Package Quantity Unit of Measure

Batch00005 CKI/Receiving Area 220.00 kg

Add a line

220.00

2 Save Discard

- ❖ Pada step 3 dan 4 ini tidak semua product membutuhkan supply Lot/Serial Number.
- ❖ Selanjutnya ikuti langkah berikut:
 1. Inputkan nomor Surat Jalan
 2. Klik Validate
 3. Klik save

New / RFQ / PO/2025/00002546

CKI/IN/2025/00010446

Allocation Detailed Operations

2 Validate Print Print Labels Cancel

Draft Ready

☆ CKI/IN/2025/00010446

Receive From PT. DIC Graphics

Department

Destination Location CKI/Raw Material

Scheduled Date ? 21-Feb-2025 07:00:00

Deadline ? 21-Feb-2025 07:00:00

1 Source Document ? PO/2025/00002546

Nomor Surat Jalan SJ000020

Operations Additional Info Note

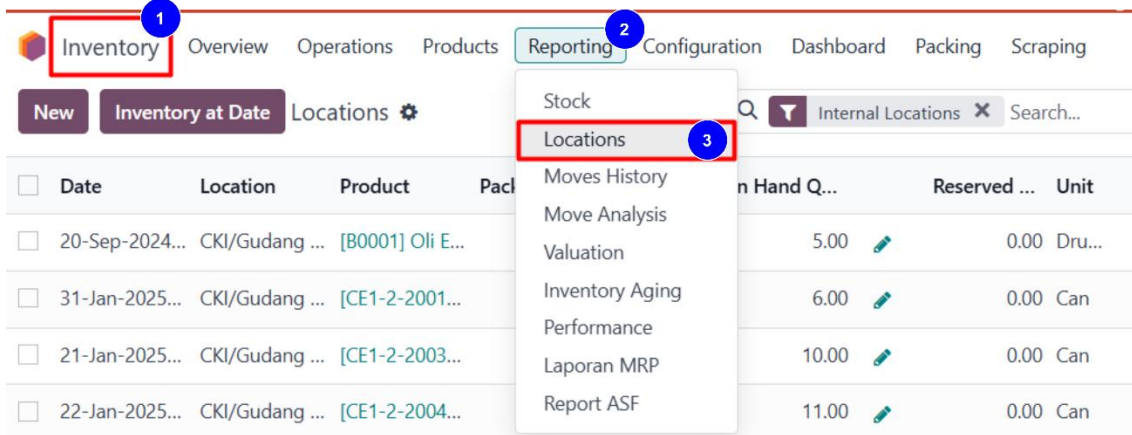
Product	Packaging	Demand	Quantity	Unit
[RA1A0-00002] Adhesive DIC DRY KW-75	Drum	220.00	220.00	kg
[RA1A0-00001] Adhesive DIC DRY LX-8321	Drum	200.00	200.00	kg

Add a line

- ❖ Jika telah divalidasi, maka secara otomatis proses Goods Receipt Note (GRN) telah dilakukan.

❖ Untuk melakukan pengecekan Receipt ikuti langkah berikut:

1. Masuk menu Inventory
2. Pilih Reporting
3. Pilih Locations



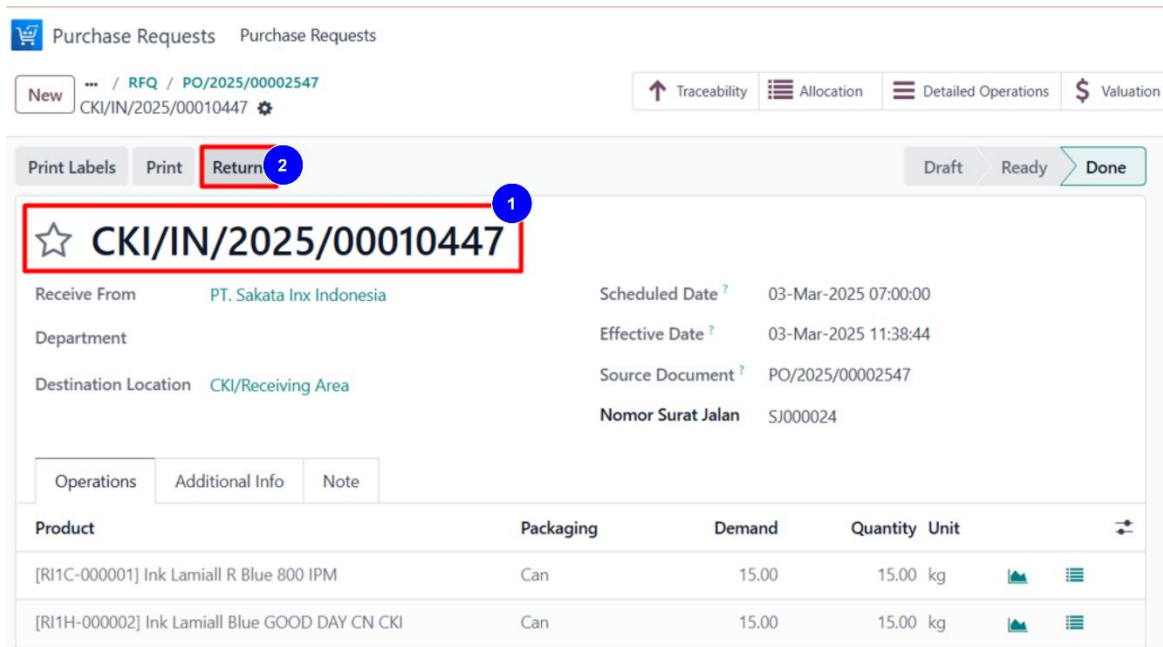
The screenshot shows the Canopus Inventory Reporting interface. A red box labeled '1' highlights the 'Inventory' menu item. A red box labeled '2' highlights the 'Reporting' menu item. A red box labeled '3' highlights the 'Locations' option in the dropdown menu under 'Reporting'.

Date	Location	Product	Pack	Hand Q...	Reserved ...	Unit
20-Sep-2024...	CKI/Gudang ...	[B0001] Oli E...		5.00	0.00	Dru...
31-Jan-2025...	CKI/Gudang ...	[CE1-2-2001...		6.00	0.00	Can
21-Jan-2025...	CKI/Gudang ...	[CE1-2-2003...		10.00	0.00	Can
22-Jan-2025...	CKI/Gudang ...	[CE1-2-2004...		11.00	0.00	Can

3.5 Return Receipt pada Purchase Requests

❖ Langkah-langkah sebelum melakukan return receipt pada Purchase Requests:

1. Pastikan Purchase Requests telah dibuat terlebih dahulu
2. Pilih opsi Return untuk mengembalikan produk



The screenshot shows the Canopus Purchase Requests Return Receipt interface. A red box labeled '1' highlights the 'Return' button. A red box labeled '2' highlights the 'Return' button in the top navigation bar.

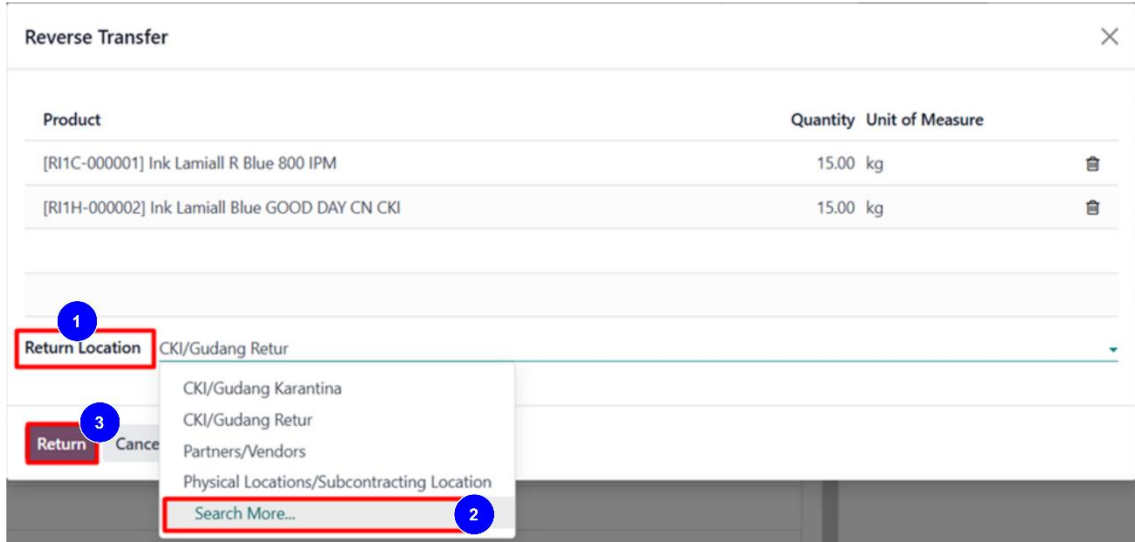
Star icon CKI/IN/2025/00010447

Receive From: PT. Sakata Inx Indonesia
 Department:
 Destination Location: CKI/Receiving Area

Scheduled Date: 03-Mar-2025 07:00:00
 Effective Date: 03-Mar-2025 11:38:44
 Source Document: PO/2025/00002547
 Nomor Surat Jalan: SJ000024

Product	Packaging	Demand	Quantity	Unit
[R11C-000001] Ink Lamiall R Blue 800 IPM	Can	15.00	15.00	kg
[R11H-000002] Ink Lamiall Blue GOOD DAY CN CKI	Can	15.00	15.00	kg

- ❖ Langkah selanjutnya, ikuti prosedur berikut:
 1. Pilih lokasi pengembalian barang pada Return Locations
 2. Klik Search More untuk memilih opsi lokasi lainnya
 3. Klik Return untuk memproses pengembalian



Reverse Transfer

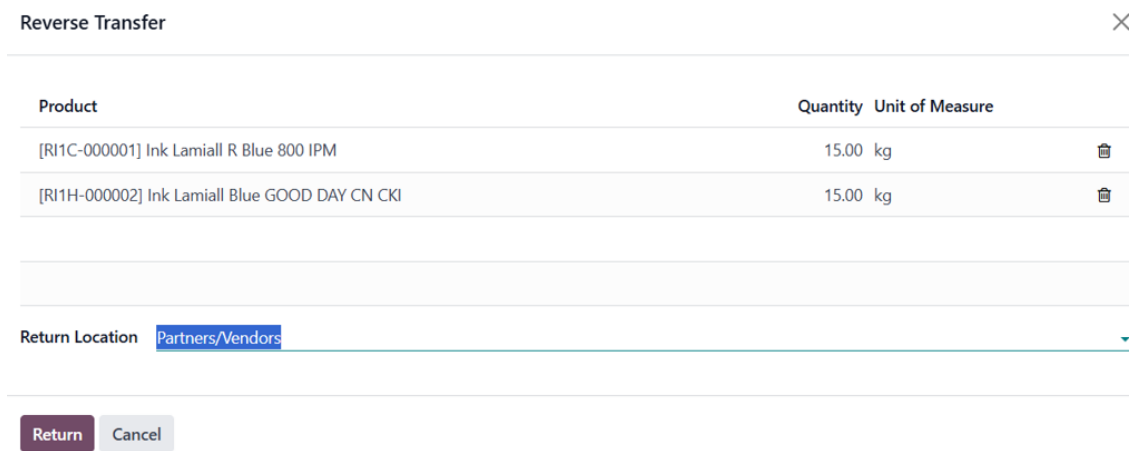
Product	Quantity	Unit of Measure
[R11C-000001] Ink Lamiall R Blue 800 IPM	15.00	kg
[R11H-000002] Ink Lamiall Blue GOOD DAY CN CKI	15.00	kg

Return Location CKI/Gudang Retur

Return **Cancel**

Search More...

- ❖ Saat melakukan return location receipt, produk akan dikembalikan ke Partner/Vendor



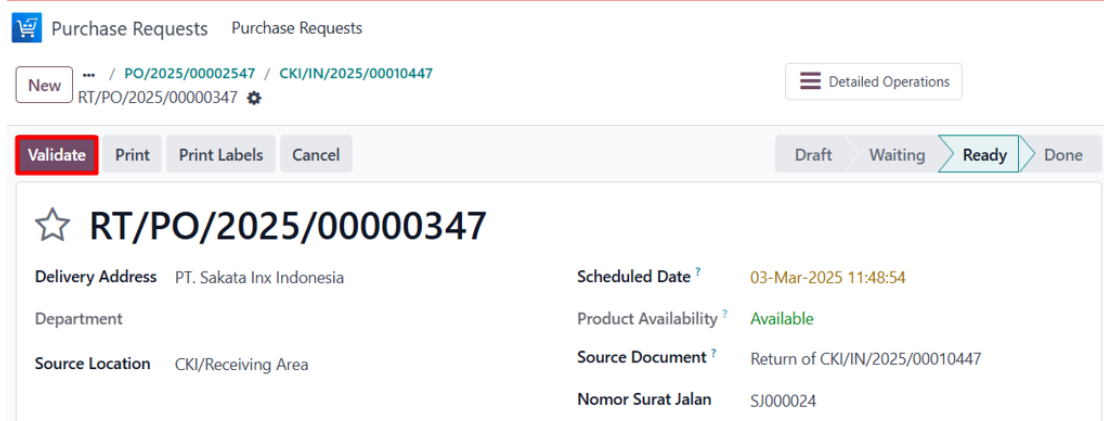
Reverse Transfer

Product	Quantity	Unit of Measure
[R11C-000001] Ink Lamiall R Blue 800 IPM	15.00	kg
[R11H-000002] Ink Lamiall Blue GOOD DAY CN CKI	15.00	kg

Return Location Partners/Vendors

Return **Cancel**

- ❖ Ketika sudah terbentuk nomor returnnya, pilih validate



Purchase Requests Purchase Requests

New / PO/2025/00002547 / CKI/IN/2025/00010447

RT/PO/2025/00000347

Validate **Print** **Print Labels** **Cancel**

Draft **Waiting** **Ready** **Done**

☆ **RT/PO/2025/00000347**

Delivery Address PT. Sakata Inx Indonesia

Department

Source Location CKI/Receiving Area

Scheduled Date 03-Mar-2025 11:48:54

Product Availability Available

Source Document Return of CKI/IN/2025/00010447

Nomor Surat Jalan SJ000024

❖ Return berhasil dan sudah berstatus Done

 Purchase Requests Purchase Requests

New ... / PO/2025/00002547 / CKI/IN/2025/00010447
RT/PO/2025/00000347 ⚙

 Traceability  Detailed Operations  Valuation

Print Labels Print

Draft Waiting Ready **Done**

☆ RT/PO/2025/00000347

Delivery Address [PT. Sakata Inx Indonesia](#)

Scheduled Date [?] 03-Mar-2025 11:48:54

Department

Effective Date [?] 03-Mar-2025 11:50:28

Operation Type PT Canopus Konverta Industri: Z_Purchase Return

Source Document [?] Return of CKI/IN/2025/00010447

Source Location [CKI/Receiving Area](#)

Nomor Surat Jalan SJ000024

Operations Additional Info Note

Product	Packaging	Demand	Quantity	Unit	
[R11C-000001] Ink Lamiall R Blue 800 IPM	Can	15.00	15.00	kg	
[R11H-000002] Ink Lamiall Blue GOOD DAY CN CKI	Can	15.00	15.00	kg	