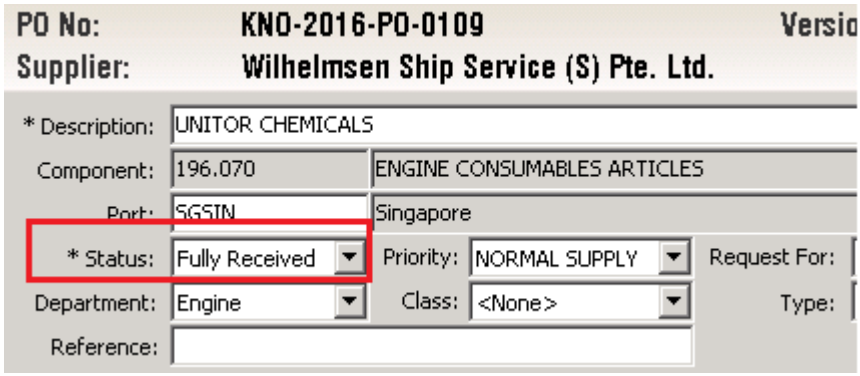
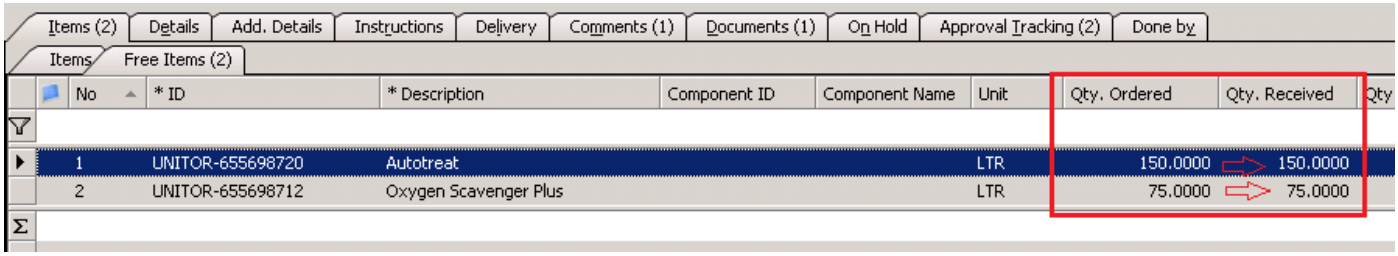
VESSEL: _____ DATE: _____

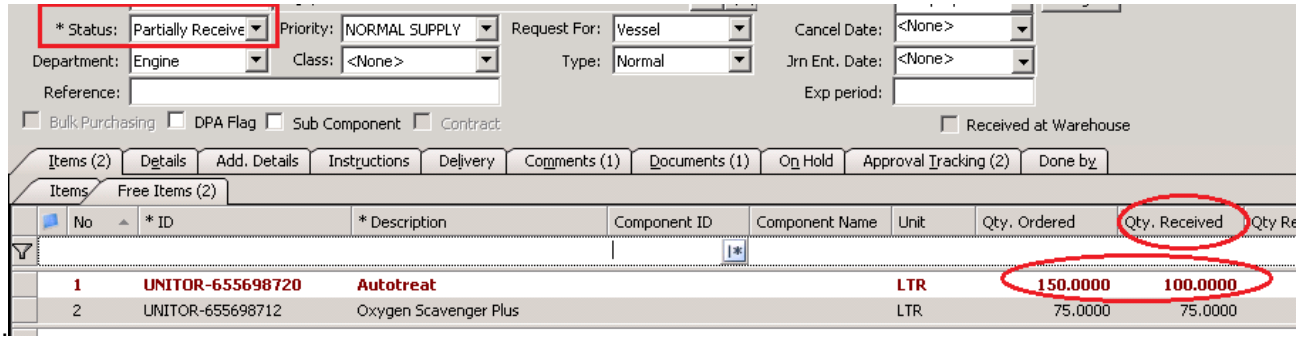
Details of Training: BASSnet Procurement - Updating PO Goods Received

- The update of PO's in BASSnet is an important part in the procurement cycle as it indicates to all what is the status of the PO at any point.
- Once the items ordered on the PO e.g. spares or stores are delivered onboard, an Officer will check the items received against the packing list from Supplier or Delivery note. Check that it has the PO No for reference so it can be updated in BASSnet.
- Open the PO in BASSnet. Go to Procurement -> Purchase Order. Look for the PO number as mentioned in the packing list or delivery note. Open the PO by double clicking on it.
- Check on the PO line items and compare that all items delivered with the "Qty. Ordered"
- If all items on the PO are received as per the ordered quantity, from the "Status" field choose the value "Fully Received" to indicate that the PO has been fully received.
- This will copy the quantity ordered to "Qty. received" column on the PO lines.

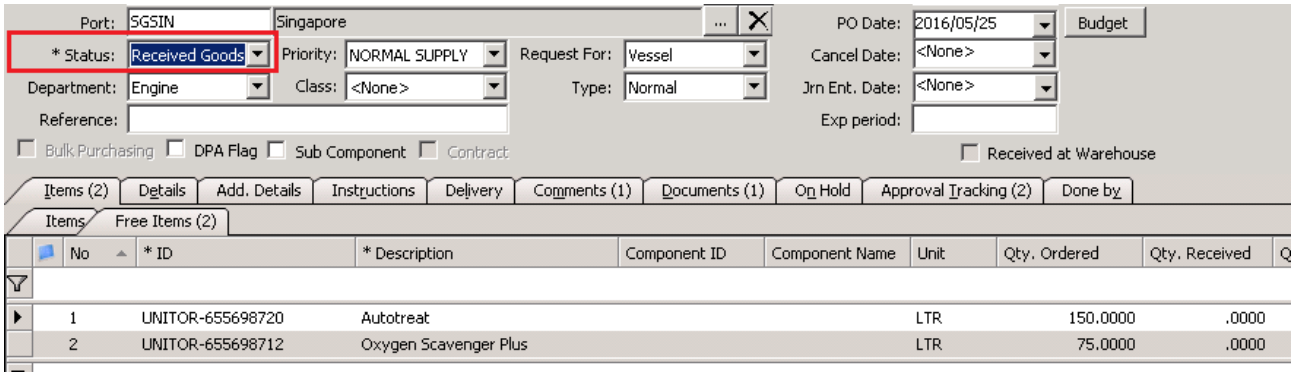




- If there are items that are not received or partially received then firstly choose the PO status as "Received goods" or "Partially Received". It will open up the "Qty. Received" column to be updated on the PO lines.
- Then accordingly update the "Qty. Received" Column with the right quantity. In this case the PO status will change automatically to "Partially Received".
- The PO line that has a shortage will be highlighted in RED color red



- If the Packages of Goods have been delivered onboard, but the items on the PO have not yet been checked individually due to Short Port stay or time constraints then the PO status can be chosen as “Received Goods”. This will help to indicate to the Procurement department in Office that the goods have been received onboard.
- Once the items have been checked properly for receipt then the PO should be updated again to show the correct “Qty. Received”.



- The Update of the PO to indicate the receipt of Goods should be done as soon as possible and should not be postponed to end of month as it is important for the Office staff to know the latest status of the Requisitions and PO’s.

Reference – Ch. 13 – Fleet procedure manual – Section 6 and 7

Above read and understood:

CO: _____

2O: _____

3O: _____

CEO _____

2EO _____

3EO _____

4EO _____

Verified by: Master _____

Vessel: _____