Recording a Delivery Against a Purchase Order

Knotical PMS — Planned Maintenance System
User Guide

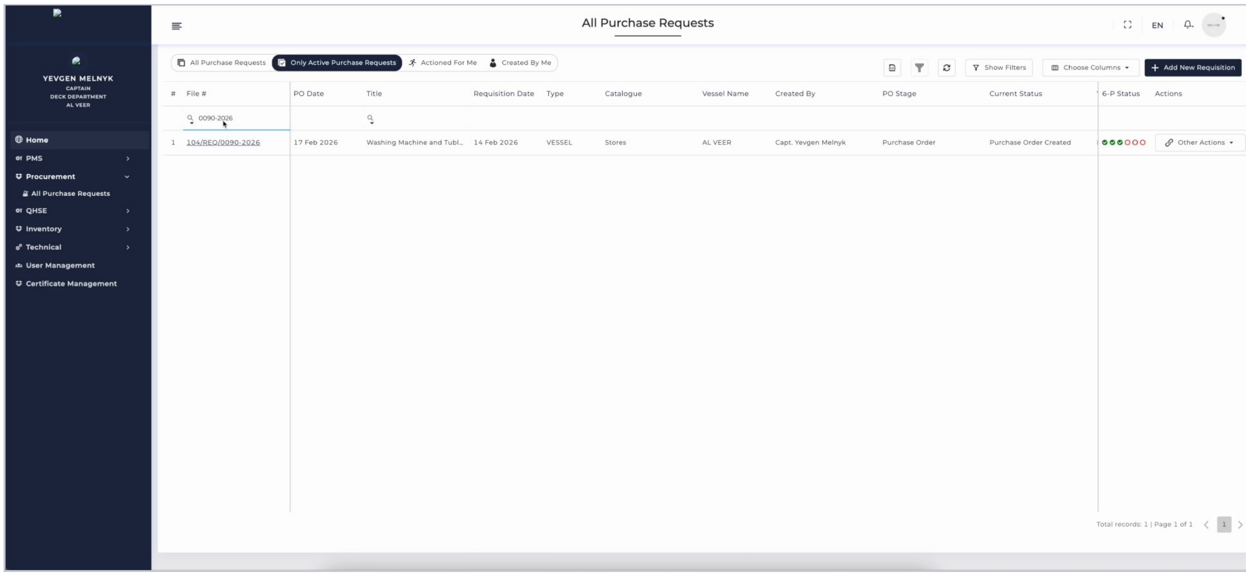
June 2026

Overview

This guide explains how to record a delivery against a purchase order in Knotical PMS. Once an order has been raised, you log a **delivery confirmation** each time goods arrive — noting how much of each item was received — so the system tracks what has been delivered and what is still pending.

Step 1. Open the requisition

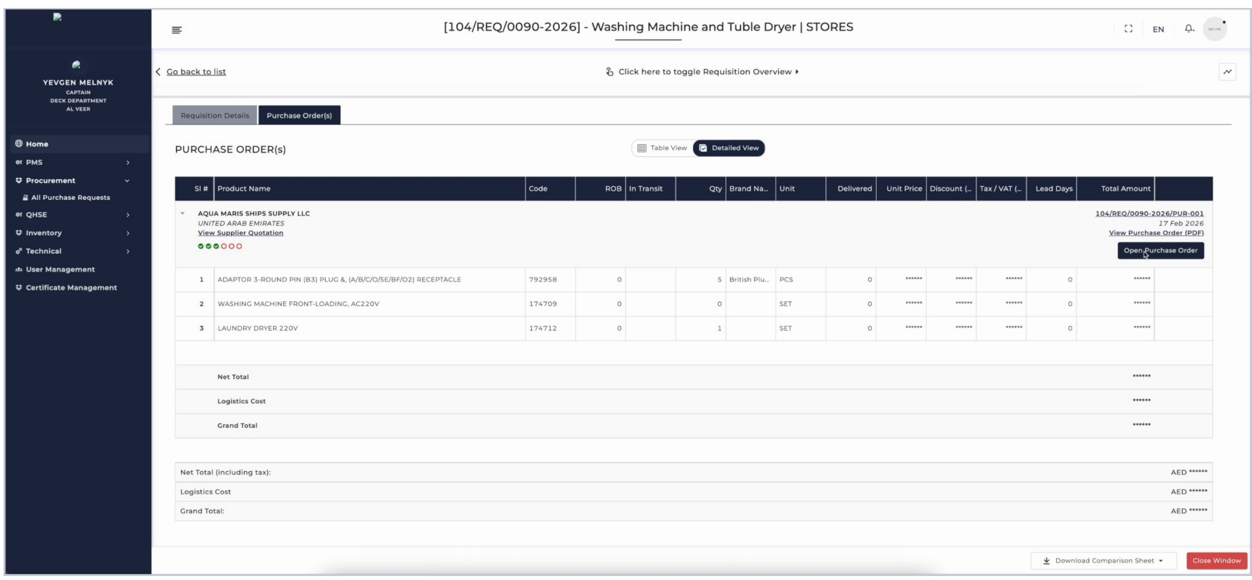
Go to **Procurement** → **All Purchase Requests** and open the requisition whose order you are receiving against — it will show a **PO Stage** of Purchase Order and a status of Purchase Order Created.



All Purchase Requests. Open the requisition whose purchase order has been created.

Step 2. Open the purchase order

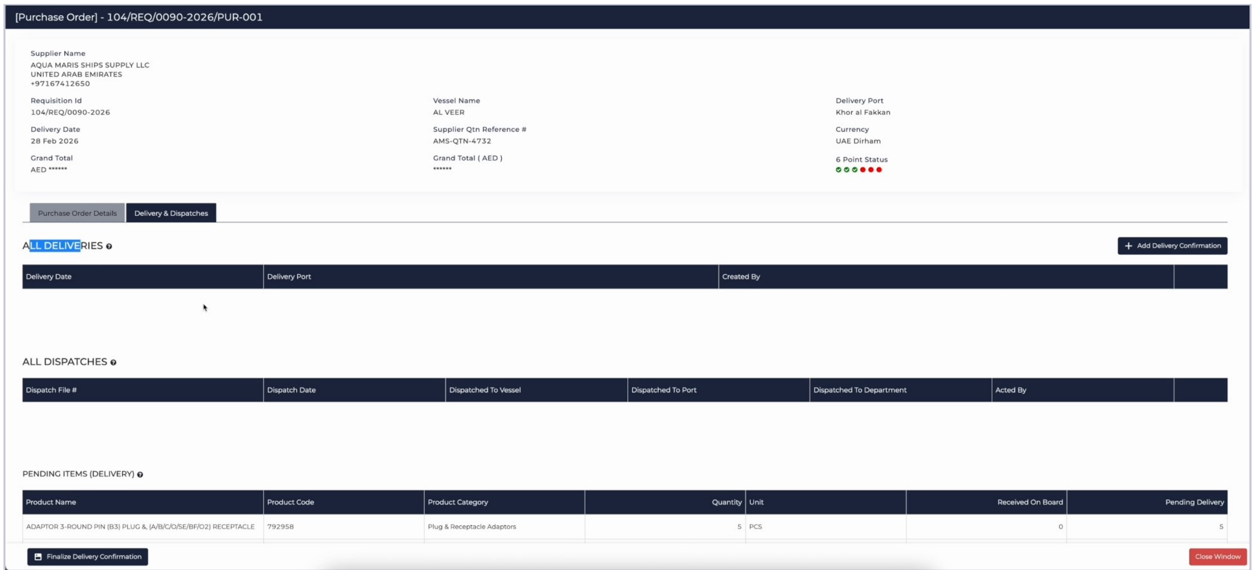
On the **Purchase Order(s)** tab, find the supplier's order and click **Open Purchase Order**. This opens the purchase order in its own window.



The Purchase Order(s) tab. Click Open Purchase Order to open the order.

Step 3. Go to Delivery & Dispatches

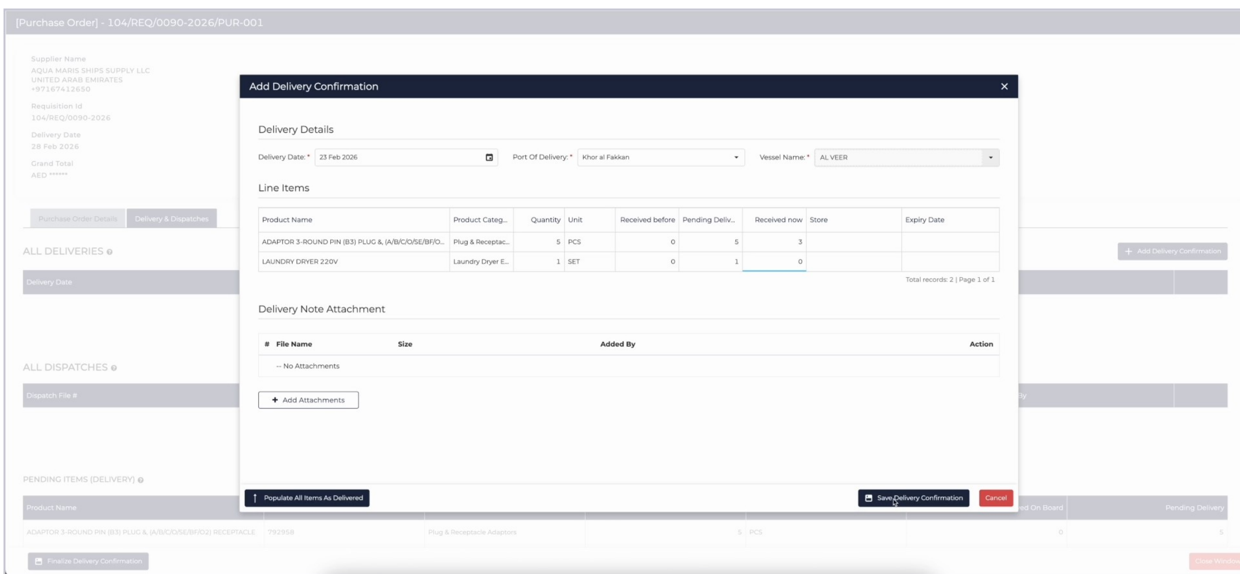
In the purchase order window, open the **Delivery & Dispatches** tab. Here you can see **All Deliveries** recorded so far and the **Pending Items (Delivery)** — the quantity ordered, what has been received on board, and what is still outstanding. Click **Add Delivery Confirmation** in the top-right corner to record a new delivery.



The Delivery & Dispatches tab, showing deliveries, dispatches, and pending items.

Step 4. Add the delivery confirmation

In the **Add Delivery Confirmation** dialog, set the **Delivery Date**, **Port Of Delivery**, and **Vessel Name**. For each line item, enter the quantity received in **Received now** — the dialog shows what was received before and what is still pending — and add a **Store** or **Expiry Date** where relevant. You can attach the supplier's delivery note under **Delivery Note Attachment** with **Add Attachments**. Then click **Save Delivery Confirmation**.



The Add Delivery Confirmation dialog. Enter the quantity received now for each item, then save.

> **Tip:** If the whole order has arrived, use Populate All Items As Delivered to fill the received quantities in one click. When all items are accounted for, Finalize Delivery Confirmation closes off the delivery for the order.

This completes recording a delivery in Knotical PMS. The delivery appears under All Deliveries, and the pending quantities update to reflect what is still outstanding.