



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.

#	File #	PO Date	Title	Requisition Date	Type	Catalogue	Vessel Name	Created By	PO Stage	Current Status	6-P Status	Actions
1	104/REQ/0090-2026	17 Feb 2026	Washing Machine and Tub...	14 Feb 2026	VESSEL	Stores	AL VEER	Capt. Yevgen Melnyk	Purchase Order	Purchase Order Created	●●●●●●	Other Actions

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.

SI #	Product Name	Code	ROB	In Transit	Qty	Brand Na.	Unit	Delivered	Unit Price	Discount L.	Tax / VAT L.	Lead Days	Total Amount
1	ADAPTOR 3-ROUND PIN (B3) PLUG & (A/B/C/D/E/B/F/O2) RECEPTACLE	792958	0		5	British Plu...	PCS	0	*****	*****	*****	0	*****
2	WASHING MACHINE FRONT-LOADING, AC220V	174709	0		0		SET	0	*****	*****	*****	0	*****
3	LAUNDRY DRYER 220V	174712	0		1		SET	0	*****	*****	*****	0	*****
Net Total													*****
Logistics Cost													*****
Grand Total													*****
Net Total (including tax):													AED *****
Logistics Cost													AED *****
Grand Total:													AED *****

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.

[Purchase Order] - 104/REQ/0090-2026/PUR-001

Supplier Name AQUA MARIS SHIPS SUPPLY LLC UNITED ARAB EMIRATES +97147412650 Requisition Id 104/REQ/0090-2026 Delivery Date 28 Feb 2026 Grand Total AED *****	Vessel Name AL VEER Supplier Qtn Reference # AMS-QTN-4732 Grand Total (AED) *****	Delivery Port Khor al Fakkan Currency UAE Dirham 6 Point Status ●●●●●●
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Delivery & Dispatches

ALL DELIVERIES + Add Delivery Confirmation

Delivery Date	Delivery Port	Created By
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ALL DISPATCHES

Dispatch File #	Dispatch Date	Dispatched To Vessel	Dispatched To Port	Dispatched To Department	Acted By
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PENDING ITEMS (DELIVERY)

Product Name	Product Code	Product Category	Quantity	Unit	Received On Board	Pending Delivery
ADAPTOR 3-ROUND PIN (B3) PLUG & (A/B/C/D/E/B/F/O2) RECEPTACLE	792958	Plug & Receptacle Adaptors	5	PCS	0	5

Finalize Delivery Confirmation Close Window

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**.

[Purchase Order] - 104/REQ/0090-2026/PUR-001

Add Delivery Confirmation

Delivery Details

Delivery Date: 23 Feb 2026 Port Of Delivery: Khor al Fakkan Vessel Name: AL VEER

Line Items

Product Name	Product Catg.	Quantity	Unit	Received before	Pending Deliv.	Received now	Store	Expiry Date
ADAPTOR 3-ROUND PIN (B3) PLUG & (A/B/C/D/E/B/F/O2) RECEPTACLE	Plug & Receptac...	5	PCS	0	5	3		
LAUNDRY DRYER 220V	Laundry Dryer E...	1	SET	0	1	0		

Total records: 2 | Page 1 of 1

Delivery Note Attachment

File Name	Size	Added By	Action
No Attachments			

+ Add Attachments

Populate All Items As Delivered Save Delivery Confirmation Cancel

PENDING ITEMS (DELIVERY)

Product Name	Product Code	Product Category	Quantity	Unit	Received On Board	Pending Delivery
ADAPTOR 3-ROUND PIN (B3) PLUG & (A/B/C/D/E/B/F/O2) RECEPTACLE	792958	Plug & Receptacle Adaptors	5	PCS	0	5

Finalize Delivery Confirmation Close Window

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.