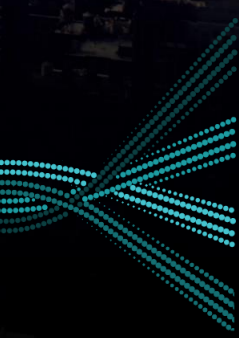




Day 6 – Project Implementation Form

Purchase, Delivery and Returns
Version: K3|pebblestone Cloud 1.0



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1. Customer and Project Data

Customer Name	
Implementing Consultant	
Date	
Project & Activities	Purchase, Delivery and Returns
Time Scheme	We estimate a seven-hour duration to discuss the topics listed below.

2. Attendees by Functional Area

		Name of K3 pebblestone users per functional area
KEY	Key user	
SD	Sales Department	
PD	Purchase Department	
WD	Logistics / Warehouse Department	
FD	Finance Department / Accounting	
ALL	All K3 pebblestone users	

These will be the users that will have a role in the implementation of K3|pebblestone. It is important that they attend to the sessions for their functional area. When the necessary users don't attend, this could cause serious delays for further implementations.

3. Targets for the End of the 6th Day

- Create Purchase order
- Supply planning and Receiving
- Delivery the collection to the customer
- Return Sales orders, Return Purchase orders and Credit memos

4. Pre-requisites Day 6

To make sure that we cover all the topics planned for day 6, it is essential to watch the following E-learning videos and make sure that you prepare questions if you have any.

- Demo videos:
 - K3|pebblestone Presales Plan
 - Purchase Order creation within K3|pebblestone
 - K3|pebblestone Item Supply Planning
 - K3|pebblestone Delivery Plan
- Online Academy
 - Item Management
 - Item Supply Planning
 - Purchase
 - Purchase Order creation through Presales Plan
 - Purchase Order creation
 - Logistics
 - Delivery Worksheet creation

5. Customer Form Day 6 – Purchase, Delivery and Returns

To deliver a clear and complete implementation within the set timeframe it is important that the tasks are completed within the estimated time.

Tasks	Estimated time (mins)	Attendees on functional area	Completed	N/A
Answering the questions from day 5, or from watching the videos to prepare for day 6.	30	KEY		
Purchase orders creation through Presales plan	60	PD		
Small Break	15			
Purchase order creation for NOOS items	60	PD		
Supply planning	30	SD/ PD		
Lunch Break	30			
Receipt Worksheet	30	WD		
Delivery Worksheet	60	WD		
Small Break	15			
How to adjust stock (using the Item Journal)	30	WD		
Reversed Logistics (sales return orders)	30	SD/ WD		
Creation of Sales Credit Memo's and Posting	30	SD/ FD		
Review day 6				
Total hours spent	7 hours			

Additional time spent on (to be invoiced)	Minutes

Tasks for the customer	Deadline

Tasks for the implementor	Deadline

Remarks

Dates	
Signature for acceptance	

Disputes concerning the time spent and the subjects discussed must be announced to COMPANYNAME within 3 business days after the visit of the implementer.