

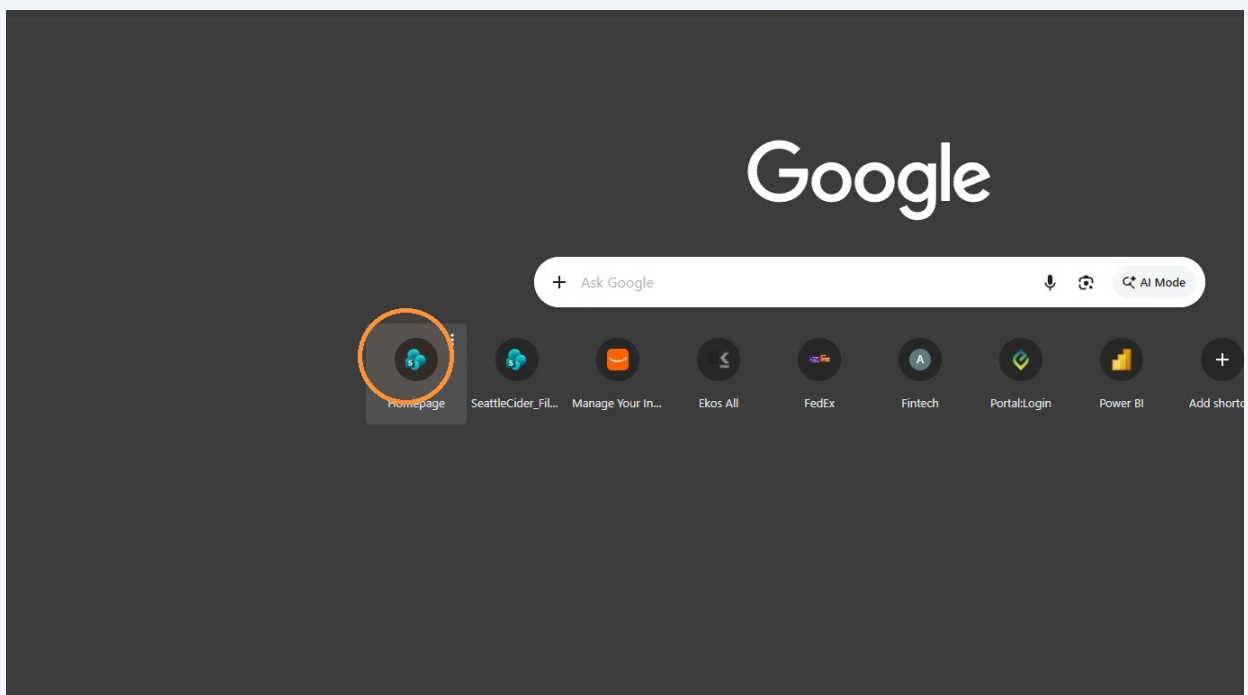
How To Process An Eclor Purchase Order

Learn how to process an Eclor purchase orders once it has been received. This guide will show you how to search the Fermented Juice Excel spreadsheet to retrieve the date of the invoice and verify the gallons and tank number and process the PO in BC

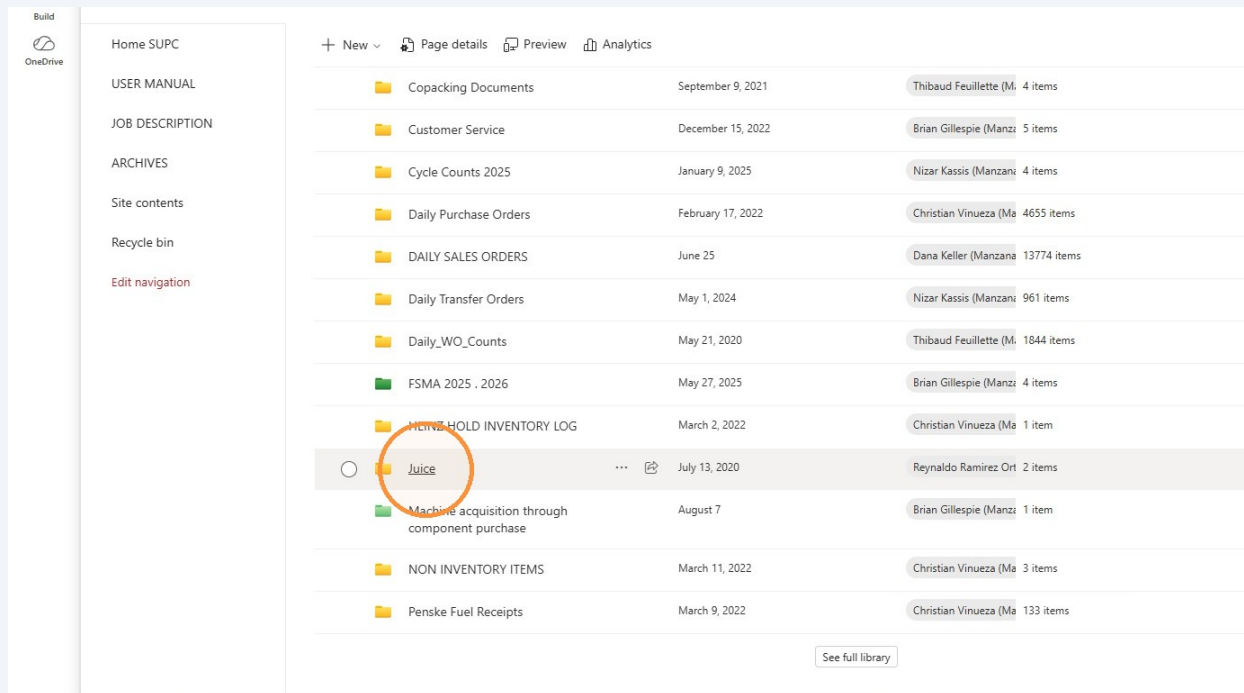
Open the Workbook

1

From SharePoint



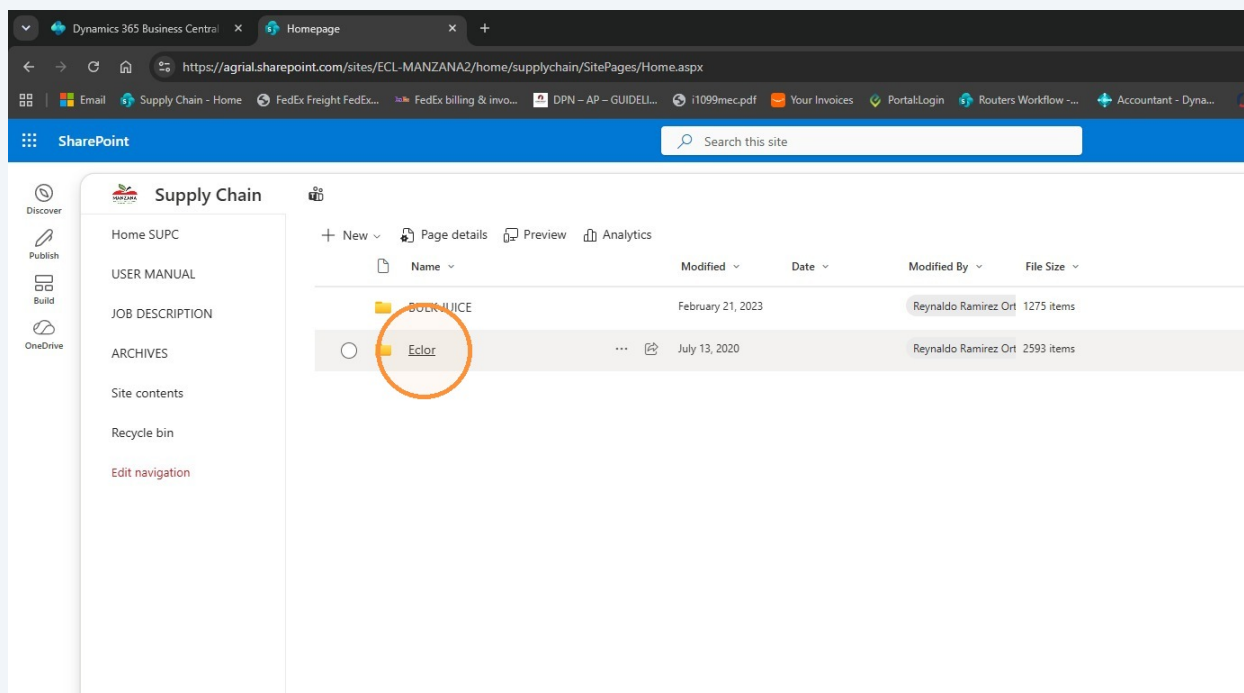
2 Click "Juice"



The screenshot shows a SharePoint library interface. On the left is a navigation pane with links: Home SUPC, USER MANUAL, JOB DESCRIPTION, ARCHIVES, Site contents, Recycle bin, and Edit navigation. The main area displays a list of folders with columns for Name, Modified, Date, and Modified By. The folder 'Juice' is highlighted with an orange circle. Below the list is a 'See full library' button.

Name	Modified	Date	Modified By
Copacking Documents	September 9, 2021		Thibaud Feuillette (M)
Customer Service	December 15, 2022		Brian Gillespie (Manzi)
Cycle Counts 2025	January 9, 2025		Nizar Kassis (Manzan)
Daily Purchase Orders	February 17, 2022		Christian Vinueza (Ma)
DAILY SALES ORDERS	June 25		Dana Keller (Manzana)
Daily Transfer Orders	May 1, 2024		Nizar Kassis (Manzan)
Daily_WO_Counts	May 21, 2020		Thibaud Feuillette (M)
FSMA 2025 . 2026	May 27, 2025		Brian Gillespie (Manzi)
NEVER HOLD INVENTORY LOG	March 2, 2022		Christian Vinueza (Ma)
Juice	July 13, 2020		Reynaldo Ramirez Ort
Machine acquisition through component purchase	August 7		Brian Gillespie (Manzi)
NON INVENTORY ITEMS	March 11, 2022		Christian Vinueza (Ma)
Penske Fuel Receipts	March 9, 2022		Christian Vinueza (Ma)

3 Click "Eclor"



The screenshot shows a SharePoint library interface for the 'Supply Chain' site. The left navigation pane includes links: Discover, Publish, Build, and OneDrive. The main area displays a list of folders with columns for Name, Modified, Date, Modified By, and File Size. The folder 'Eclor' is highlighted with an orange circle.

Name	Modified	Date	Modified By	File Size
BOLEK JUICE	February 21, 2023		Reynaldo Ramirez Ort	1275 items
Eclor	July 13, 2020		Reynaldo Ramirez Ort	2593 items

4 Click "France Fermented Juice 2026"

The screenshot shows the SharePoint 'Supply Chain' site. The left sidebar contains navigation links: Discover, Publish, Build, and OneDrive. The main content area displays a list of folders and files. The folder 'France Fermented Juice 2026' is highlighted with an orange circle. The table below shows the details of the items in the list.

Name	Modified	Date	Modified By	File Size
BULK JUICE	February 21, 2023		Sharepoint scan	699 items
France Fermented Juice 2022	July 7, 2022		Kristi Pierson (Manzar)	2 items
France Fermented Juice 2023	January 9, 2023		Yazmin Ortega (Manz)	3 items
France Fermented Juice 2024	December 13, 2023		Kristi Pierson (Manzar)	3 items
France Fermented Juice 2025	October 14, 2025		Kristi Pierson (Manzar)	3 items
France Fermented Juice 2026	October 14, 2025		Kristi Pierson (Manzar)	5 items
Iris	December 19, 2025		Pete Lobash (Manzan)	0 items
L242501 France Fermented Juice	September 16, 2025		Pete Lobash (Manzan)	2 items
L242501 NOP - complete	April 29		Pete Lobash (Manzan)	403 items
L252601 NOP	September 16, 2025		Pete Lobash (Manzan)	492 items
NOP CERTS 2024	January 25, 2024		Yazmin Ortega (Manz)	329 items
AAMU2604748_PO0034995.pdf	August 12, 2025	August 8, 2025	Iris Mejia	1.34 MB
AAMU2629258_PO0034631.pdf	July 8, 2025	July 7, 2025	Iris Mejia	1.81 MB
AAMU2629730_PO0033288.pdf	February 14, 2025	February 14, 2025	Iris Mejia	1.63 MB

5 Click "Eclor Fermented Juice - 2026 Working Document .xlsx"

The screenshot shows the SharePoint 'Supply Chain' site. The left sidebar contains navigation links: Discover, Publish, Build, and OneDrive. The main content area displays a list of files. The file 'Eclor Fermented Juice - 2026 Working Document .xlsx' is highlighted with an orange circle. The table below shows the details of the items in the list.

Name	Modified	Date	Modified By	File Size
260810 ONEU3032564 Damaged RE S2601960188 - BODA04578.msg	August 10	August 10	Kristi Pierson (Manzar)	714 KB
BRN3C2AF4C76855_20260313_05530_290227(1).pdf	March 13	March 13	Iris Mejia	2.43 MB
Eclor Fermented Juice - 2026 Working Document .xlsx	About an hour ago	October 14, 2025	Iris Mejia	177 KB
FW S2601960188 - BODA04578 - Damaged container in France - ONEU3032564.msg	June 12	June 12	Kristi Pierson (Manzar)	584 KB
ONEU3032564 Damaged S2601960188 - BODA04578.msg	June 2	June 2	Kristi Pierson (Manzar)	512 KB

Filter the Data

6

Because the spreadsheet is used by multiple people the filters may have been adjusted for their needs and not reset. Filter data on Invoice # from smallest to largest.

The screenshot shows an Excel spreadsheet with the following columns: A (Forecasted QTY), B (CONTAINER), C (INVOICE #), D (ALCON INV), E (ECLOR CODE), F (M2 ITEM), G (TOTAL EURO), H (LITERS), I (GALS PER PO), J (EURO / GA), K (M2 PO), L (RECEIVING DOCS), M (DATE), N (WEI GHT), O (TANK #), P (Ocean Freight USD (\$)), and Q (Ocean Freight #). The 'INVOICE #' column is highlighted in yellow, and the 'DATE' column is highlighted in green. A red circle is drawn around the 'INVOICE #' header, and a red arrow points to it from the text 'Needs to be updated'.

7

Click on the date highlighted in green

The screenshot shows an Excel spreadsheet with the following columns: F (M2 ITEM), G (TOTAL EURO), H (LITERS), I (GALS PER PO), J (EURO / GA), K (M2 PO), L (RECEIVING DOCS), M (DATE), N (WEI GHT), O (TANK #), P (Ocean Freight USD (\$)), Q (Ocean Freight #), R (Clearance USD (\$)), S (Customs Clearance USD (\$)), T (Total Freight USD (\$)), and U (NOP). The 'DATE' column is highlighted in green, and a red circle is drawn around the date '8/29/26' in the 'DATE' column.

8 Select the month and day for the POs that you have received the backup

[More Give Feedback](#) [Trust Workbook Links](#) [Manage Workbook Links](#)

TOTAL EURO	LITERS	GALS PER PO	EURO / GAL	MZ PO	RECEIVING DOCS	DATE	MZ	Ocean	Clearance USD (\$)	Customs Clearance USD (\$)	Total Freight USD (\$)	NOP	CARRIER	SHI
9,518.57	21,993	5,810	1.63833	1001915	CAAU2866708	8/13/26								
9,527.23	22,013	5,815	1.63833	1001916		8/14/26								
9,509.91	21,973	5,805	1.63833	1001917		8/14/26								
9,478.32	21,900	5,785	1.63833	1001918	ONEU3141713	8/13/26								
9,519.87	21,996	5,811	1.63833	1001919		8/14/26								
9,511.21	21,976	5,805	1.63833	1001920		8/14/26								
9,502.56	21,956	5,800	1.63833	1001921		8/14/26								
9,504.29	21,960	5,801	1.63833	1001922		8/14/26								
9,746.66	22,520	5,949	1.63833	1001898	EXFU6692539	8/12/26								
9,755.31	22,540	5,954	1.63833	1001899		8/12/26								
9,634.13	22,260	5,880	1.63833	1001900	UTCU5019534	8/12/26								
9,729.34	22,480	5,939	1.63833	1001901		8/14/26								
9,815.90	22,680	5,991	1.63833	1001902		8/14/26								
9,694.72	22,400	5,917	1.63833	1001908	HOYU9666262	8/12/26								
9,729.34	22,480	5,939	1.63833	1001909	HGFU1602839	8/12/26								
9,738.00	22,500	5,944	1.63833	1001910		8/12/26								
9,738.00	22,500	5,944	1.63833	1001911		8/12/26								
9,738.00	22,500	5,944	1.63833	1001912	HGFU1604127	8/12/26								
9,746.66	22,520	5,949	1.63833	1001903		8/12/26								
9,746.66	22,520	5,949	1.63833	1001904	EXFU6693181	8/12/26								
9,755.31	22,540	5,954	1.63833	1001905		8/14/26								
9,538.91	22,040	5,822	1.63833	1001906		8/17/26								
9,729.34	22,480	5,939	1.63833	1001907		8/13/26								
9,461.01	21,860	5,775	1.63833	1002011	UETU3150048	8/11/26								
9,486.98	21,920	5,791	1.63833	1002012	MSBU3856816	8/12/26								
9,530.26	22,020	5,817	1.63833	1002013	UETU3186185	8/12/26								

Sort Oldest to Newest
Sort Newest to Oldest
Sort By Color
Custom Sort
Sheet View
Clear Filter from 'DATE'
Filter By Color
Date Filters
Q Search
☐ 11
☐ 12
☐ 13
☐ 14
☐ 17
+ ☐ 2023
☐ NOT COMING
Apply

9 Find the container number for the PO form you have received. The number is listed on the left side of the PO.

File Home Insert Share Page Layout Formulas Data Review View Automate Help Draw

Trust workbook links? This workbook links to data in external workbooks. [Learn More Give Feedback](#) [Trust Workbook Links](#) [Manage Workbook Links](#)

B392 X ✓ fx TEMU4678054

Forecasted QTY	CONTAINER	INVOICE #	ALCON INV	ECOR CODE	MZ ITEM	TOTAL EURO	LITERS	GALS PER PO	EURO / GAL	MZ PO	RECEIVING DOCS	DATE	MZ	Ocean	Ocean Freight USD (\$)
389	6/9/2026	TEMU2522278	26006411	6.70	7187 102974	9,527.23	22,013	5,815	1.63833	1001913		8/14/26	48,240	49	
392	6/9/2026	TEMU4678054	26006416	6.70	7187 102974	9,527.23	22,013	5,815	1.63833	1001916		8/14/26	48,320	49	
393	6/9/2026	ONEU2535271	26006417	6.73	7187 102974	9,509.91	21,973	5,805	1.63833	1001917		8/14/26	48,260	49	
395	6/10/2026	BMOU1524848	26006516	6.71	7187 102974	9,519.87	21,996	5,811	1.63833	1001919		8/14/26	48,220	49	
396	6/10/2026	ONEU2022788	26006517	6.71	7187 102974	9,511.21	21,976	5,805	1.63833	1001920		8/14/26	48,300	49	
397	6/10/2026	ONEU2447592	26006518	6.71	7187 102974	9,502.56	21,956	5,800	1.63833	1001921		8/14/26	48,460	49	
398	6/10/2026	ONEU3014679	26006519	6.67	7187 102974	9,504.29	21,960	5,801	1.63833	1001922		8/14/26	48,240	49	
402	6/11/2026	EXFU6694125	26006626	6.64	7187 102974	9,729.34	22,480	5,939	1.63833	1001901		8/14/26	49,500	49	
403	6/11/2026	WINU2656997	26006638	6.62	7187 102974	9,815.90	22,680	5,991	1.63833	1001902		8/14/26	49,780	49	
411	6/15/2026	UTCU5038088	26006739	6.74	7187 102974	9,755.31	22,540	5,954	1.63833	1001905		8/14/26	49,540	49	

10 Verify the gallons match the total listed on the attached weight tag

Workbook links? This workbook links to data in external workbooks. [Learn More](#) [Give Feedback](#) Trust Workbook Links Manage Workbook Links

Workbook Name: 202b Working Document

Formula Bar: =TEMU4678054

CONTAINER	INVOICE #	ALC ON INV	ECLOR CODE	MZ ITEM	TOTAL EURO	LITERS	GALS PER PO	EURO / GAL	MZ PO	RECEIVING DOCS	DATE	MZ WEI GHT	TANK #	Ocean Freight USD (\$)	Ocean Freight #	Clearance USD (\$)
6/9/2026 FTU2522278	26006411	6.70	7187 102974	9,527.23	22,013	5,815	1.63833	1001913	8/14/26	48,240	49					
6/9/2026 TEMU4678054	26006416	6.70	7187 102974	9,527.23	22,013	5,815	1.63833	1001916	8/14/26	48,320	49					
6/9/2026 ONEU2535271	26006417	6.73	7187 102974	9,509.91	21,973	5,805	1.63833	1001917	8/14/26	48,260	49					
5/10/2026 BMOU1524848	26006516	6.71	7187 102974	9,519.87	21,996	5,811	1.63833	1001919	8/14/26	48,220	49					
5/10/2026 ONEU2022788	26006517	6.71	7187 102974	9,511.21	21,976	5,805	1.63833	1001920	8/14/26	48,300	49					
5/10/2026 ONEU2447592	26006518	6.71	7187 102974	9,502.56	21,956	5,800	1.63833	1001921	8/14/26	48,460	49					
5/10/2026 ONEU3014679	26006519	6.67	7187 102974	9,504.29	21,960	5,801	1.63833	1001922	8/14/26	48,240	49					
5/11/2026 EXFU6694125	26006626	6.64	7187 102974	9,729.34	22,480	5,939	1.63833	1001901	8/14/26	49,500	49					
5/11/2026 WINU2656997	26006638	6.62	7187 102974	9,815.90	22,680	5,991	1.63833	1001902	8/14/26	49,780	49					
5/15/2026 UTCU5038088	26006739	6.74	7187 102974	9,755.31	22,540	5,954	1.63833	1001905	8/14/26	49,540	49					

11 Verify the tanker number matches the weight tag. If either of these do not match contact Iris

Workbook links? This workbook links to data in external workbooks. [Learn More](#) [Give Feedback](#) Trust Workbook Links Manage Workbook Links

Workbook Name: 202b Working Document

Formula Bar: =H392*0.264172

CONTAINER	INVOICE #	ALC ON INV	ECLOR CODE	MZ ITEM	TOTAL EURO	LITERS	GALS PER PO	EURO / GAL	MZ PO	RECEIVING DOCS	DATE	MZ WEI GHT	TANK #	Ocean Freight USD (\$)	Ocean Freight #	Clearance USD (\$)
J2522278	26006411	6.70	7187 102974	9,527.23	22,013	5,815	1.63833	1001913	8/14/26	48,240	49					
IU4678054	26006416	6.70	7187 102974	9,527.23	22,013	5,815	1.63833	1001916	8/14/26	48,320	49					
IJ2535271	26006417	6.73	7187 102974	9,509.91	21,973	5,805	1.63833	1001917	8/14/26	48,260	49					
IJ1524848	26006516	6.71	7187 102974	9,519.87	21,996	5,811	1.63833	1001919	8/14/26	48,220	49					
IJ2022788	26006517	6.71	7187 102974	9,511.21	21,976	5,805	1.63833	1001920	8/14/26	48,300	49					
IJ2447592	26006518	6.71	7187 102974	9,502.56	21,956	5,800	1.63833	1001921	8/14/26	48,460	49					
IJ3014679	26006519	6.67	7187 102974	9,504.29	21,960	5,801	1.63833	1001922	8/14/26	48,240	49					
IJ694125	26006626	6.64	7187 102974	9,729.34	22,480	5,939	1.63833	1001901	8/14/26	49,500	49					
IJ2656997	26006638	6.62	7187 102974	9,815.90	22,680	5,991	1.63833	1001902	8/14/26	49,780	49					
U5038088	26006739	6.74	7187 102974	9,755.31	22,540	5,954	1.63833	1001905	8/14/26	49,540	49					

12

In BC, navigate to the Purchase Orders. My example below is filter by PO that have an amount greater than zero and vendors starting with ecl.

Click on the date to select the PO you want to process

Dynamics 365 Business Central

MANZANA PRODUCTS CO., INC. | Posted Documents | Purchase Documents | Reports | All Reports

Purchase Orders: All | Search: ecl | + New | Delete | Home | Release | Post...

Views

- All
- Pending Confirmation
- Upcoming Orders
- Outstanding Purchase Orders
- Partially Invoiced
- Received Not Invoiced

Filter list by:

Amount Received Not Invoiced (\$)

>0

+ Filter...

Filter totals by:

Date Filter: 08/17/26

Edit

Reset filters

Posting Date	Document Date	Q. No.	Q. Buy-from Vendor No.	Q. Buy-from Vendor Name	Q. Location Code
8/14/2026	8/14/2026	PO1001901	V000919	ECLOR BOISSONS	GREEN
8/14/2026	8/14/2026	PO1001902	V000919	ECLOR BOISSONS	GREEN
8/14/2026	8/14/2026	PO1001905	V000919	ECLOR BOISSONS	GREEN
8/14/2026	8/14/2026	PO1001916	V000919	ECLOR BOISSONS	GREEN
8/14/2026	8/14/2026	PO1001917	V000919	ECLOR BOISSONS	GREEN
8/14/2026	8/14/2026	PO1001919	V000919	ECLOR BOISSONS	GREEN
8/14/2026	8/14/2026	PO1001920	V000919	ECLOR BOISSONS	GREEN
8/14/2026	8/14/2026	PO1001921	V000919	ECLOR BOISSONS	GREEN
8/14/2026	8/14/2026	PO1001922	V000919	ECLOR BOISSONS	GREEN
8/17/2026	8/17/2026	PO1001907	V000919	ECLOR BOISSONS	GREEN

Details

Vendor Details

Vendor No. V000919

Name ECLOR BOISSONS

Phone No.

Email amerceron@eclorsa.com

Fax No.

Contact

13

Click "Reopen" to be able to make adjustment to the purchase order's line items

Dynamics 365 Business Central

Purchase Order PO1001916 · ECLOR BOISSONS

Home | Prepare | **Reopen** | Send | Request Approval | Order | EDI | More options

Post... | Reopen | Create Whse. Receipt | Create Inventory Put-away/Pick... | Archive Document

General

Vendor No. V000919 | Due Date 8/14/2026

Vendor Name ECLOR BOISSONS | Vendor Invoice No. *

Buy-from

Address 3 AVENUE BELLE FONTAINE

Address 2 BATIMENT ENERGIES A

City 35510 CESSON SEVIGNE

ZIP Code

Country/Region FR

Contact No. CT000973

Phone No.

Mobile Phone No.

Email amerceron@eclorsa.com

Your Reference

Purchaser Code

No. of Archived Versions 1

Order Date 6/19/2026

Quote No.

Vendor Order No. TEMU4678054

Vendor Shipment No. 26006416

Vendor Authorization No. S2602332095

Alternate Vendor Address

Receive from Address Co.

Summary

Vendor Statistics

Vendor No. V000919

Balance (\$) 6,468,552.52

Balance (\$) As C... 0.00

Outstanding Or... 730,639.41

Amt. Rcd. Not In... 121,558.06

Outstanding Inv... 0.00

Total (\$) 7,320,749.99

Overdue Amount... 6,468,552.52

Invoiced Prepay... 0.00

Payments (\$) 948,160.00

Refunds (\$) 0.00

Last Payment Date 12/22/2026

14 Click in the Vendor Invoice No. to enter the invoice number from the Eclor invoice.

Verify the Vendor Order No. matches the PO form.

Unlike other purchase orders, there is no need to change the document date.

Business Central Environment: ECL-ENV-USA-PROD-FR

Purchase Order

PO1001916 · ECLOR BOISSONS

Home Prepare Print/Send Request Approval Order EDI More options

Post... Release... Create Whse. Receipt Create Inventory Put-away/Pick... Archive Document

General Show less

Vendor No. V000919 Due Date 8/14/2026

Vendor Name ECLOR BOISSONS Vendor Invoice No. *

Buy-from

Address 3 AVENUE BELLE FONTAINE

Address 2 BATIMENT ENERGIES A

City 35510 CESSON SEVIGNE

ZIP Code

Country/Region FR

Contact No. CT000973

Phone No.

Mobile Phone No.

Email amerceron@eclorsa.com

Your Reference

Purchaser Code

No. of Archived Versions 1

Order Date 6/19/2026

Quote No.

Vendor Order No. TEMU4678054

Vendor Shipment No. 26006416

Vendor Authorization No. S2602332095

Alternate Vendor Address

Receive from Address Co.

Summary Preview

Details

Vendor Statistics

Vendor No. V000919

Balance (\$) 6,468,552.52

Balance (\$) As C... 0.00

Outstanding Or... 730,639.41

Amt. Rcd. Not In... 121,558.06

Outstanding Inv... 0.00

Total (\$) 7,320,749.99

Overdue Amoun... 6,468,552...

Invoiced Prepay... 0.00

Payments (\$) 948,160.00

Refunds (\$) 0.00

Last Payment Date 1/22/2026

15

In the Direct Unit Coast Escl. Tax take the invoice total and divide it by the quantity.

Home Prepare Print/Send Request Approval Order EDI More options

Post... Release Create Whse. Receipt Create Inventory Put-away/Pick... Archive Document

Contact Assigned User ID
 Document Date 8/14/2026 Status Open
 Invoice Received Date Linked with E-Document
 Posting Date 8/14/2026 Appt. Time

Summary Preview

Details

Vendor Statistics

Vendor No. V000919
 Balance (\$) 6,468,552.52
 Balance (\$) As C... 0.00
 Outstanding Or... 730,639.41
 Amt. Rcd. Not In... 121,558.06
 Outstanding Inv... 0.00
 Total (\$) 7,320,749.99
 Overdue Amoun... 6,468,552.52
 Invoiced Prepay... 0.00
 Payments (\$) 948,160.00
 Refunds (\$) 0.00
 Last Payment Da... 1/23/2026

Incoming Docu...

Name
 (There is nothing to show in this ...)

Lines Manage Line Functions Order

New Line Delete Line Select items...

Type	No.	Description	Loc... Code	Quantity	Direct Unit Cost Excl. Tax	Line Amount Excl. Tax	Qty. to Receive
Item	102974	ORG PURCH FERMENTED JUIC...	GREEN	5,815	1.6383	9,526.71	
Comment	*	Storage					

Subtotal Excl. Tax (EURO) 9,526.71 Total Excl. Tax (EURO) 9,526.71
 Inv. Discount Amount (E... 0.00 Total Tax (EURO) 0.00
 Invoice Discount % 0 Total Incl. Tax (EURO) 9,526.71

16

Click on the three dots to add a line if the total doesn't match the invoice by a few pennies. And only if there is a note in the description column

Home Prepare Print/Send Request Approval Order EDI More options

Post... Release Create Whse. Receipt Create Inventory Put-away/Pick... Archive Document

Contact Assigned User ID
 Document Date 8/14/2026 Status Open
 Invoice Received Date Linked with E-Document
 Posting Date 8/14/2026 Appt. Time

Summary Preview

Details

Vendor Statistics

Vendor No. V000919
 Balance (\$) 6,468,552.52
 Balance (\$) As C... 0.00
 Outstanding Or... 730,639.41
 Amt. Rcd. Not In... 121,558.06
 Outstanding Inv... 0.00
 Total (\$) 7,320,749.99
 Overdue Amoun... 6,468,552.52
 Invoiced Prepay... 0.00
 Payments (\$) 948,160.00
 Refunds (\$) 0.00
 Last Payment Da... 1/23/2026

Incoming Docu...

Name
 (There is nothing to show in this ...)

Lines Manage Line Functions Order

New Line Delete Line Select items...

Type	No.	Description	Loc... Code	Quantity	Direct Unit Cost Excl. Tax	Line Amount Excl. Tax	Qty. to Receive
Item	102974	ORG PURCH FERMENTED JUIC...	GREEN	5,815	1.63839	9,527.24	
Comment	*	Storage					

Subtotal Excl. Tax (EURO) 9,527.24 Total Excl. Tax (EURO) 9,527.24
 Inv. Discount Amount (E... 0.00 Total Tax (EURO) 0.00
 Invoice Discount % 0 Total Incl. Tax (EURO) 9,527.24

17 Click "New Line"

Home Prepare Print/Send Request Approval Order EDI More options

Post... Release Create Whse. Receipt Create Inventory Put-away/Pick... Archive Document

Contact Assigned User ID
 Document Date 8/14/2026 Status Open
 Invoice Received Date Linked with E-Document
 Posting Date 8/14/2026 Appt. Time

Lines Manage Line Functions Order

New Line Delete Line Select items...

Type	No.	Description	Loc... Code	Quantity	Direct Unit Cost Excl. Tax	Line Amount Excl. Tax	Qty. to Receive
Item	102974	ORG PURCH FERMENTED JUIC...	GREEN	5,815	1.63839	9,527.24	
Comment		Storage					
New Line							
Delete Line							
Select More							

Subtotal Excl. Tax (EURO) 9,527.24 Total Excl. Tax (EURO) 9,527.24
 Inv. Discount Amount (E... 0.00 Total Tax (EURO) 0.00
 Invoice Discount % 0 Total Incl. Tax (EURO) 9,527.24

Summary Preview

Details

Vendor Statistics

Vendor No. V000919
 Balance (\$) 6,468,552.52
 Balance (\$) As C... 0.00
 Outstanding Or... 730,639.41
 Amt. Rcd. Not In... 121,558.06
 Outstanding Inv... 0.00
 Total (\$) 7,320,749.99
 Overdue Amount... 6,468,552....
 Invoiced Prepay... 0.00
 Payments (\$) 948,160.00
 Refunds (\$) 0.00
 Last Payment Da... 1/23/2026

Incoming Docu...

Name

(There is nothing to show in this)

18 From the dropdown Click "G/L Account"

Home Prepare Print/Send Request Approval Order EDI More options

Post... Release Create Whse. Receipt Create Inventory Put-away/Pick... Archive Document

Contact Assigned User ID
 Document Date 8/14/2026 Status Open
 Invoice Received Date Linked with E-Document
 Posting Date 8/14/2026 Appt. Time

Lines Manage Line Functions Order

New Line Delete Line Select items...

Type	No.	Description	Loc... Code	Quantity	Direct Unit Cost Excl. Tax	Line Amount Excl. Tax	Qty. to Receive
Item	102974	ORG PURCH FERMENTED JUIC...	GREEN	5,815	1.63839	9,527.24	
Comment							
G/L Account							
Item							
Resource							
Fixed Asset							

Sub... (EURO) 9,527.24
 Inv... (O) 0.00
 Invoice Discount % 0 Total Incl. Tax (EURO) 9,527.24

Summary Preview

Details

Vendor Statistics

Vendor No. V000919
 Balance (\$) 6,468,552.52
 Balance (\$) As C... 0.00
 Outstanding Or... 730,639.41
 Amt. Rcd. Not In... 121,558.06
 Outstanding Inv... 0.00
 Total (\$) 7,320,749.99
 Overdue Amount... 6,468,552....
 Invoiced Prepay... 0.00
 Payments (\$) 948,160.00
 Refunds (\$) 0.00
 Last Payment Da... 1/23/2026

Incoming Docu...

Name

(There is nothing to show in this)

19

Enter 6175 into the No. field for the Miscellaneous account. In the quantity field of 1 positive or negative to be written off. Enter the amount the needs to added or taken to reach the amount of the invoice. In the Description Finance

Home Prepare Print/Send Request Approval Order EDI More options

Post... Release Create Whse. Receipt Create Inventory Put-away/Pick... Archive Document

Contact Assigned User ID
 Document Date 8/14/2026 Status Open
 Invoice Received Date Linked with E-Document
 Posting Date 8/14/2026 Appt. Time

Lines Manage Line Functions Order

New Line Delete Line Select items...

Type	No.	Description	Loc. Code	Quantity	Direct Unit Cost Excl. Tax	Line Amount Excl. Tax	Qty. to Receive
Item	102974	ORG PURCH FERMENTED JUIC...	GREEN	5,815	1.63839	9,527.24	
G/L Account	*						
Comment		Storage					

Subtotal Excl. Tax (EURO) 9,527.24 Total Excl. Tax (EURO) 9,527.24
 Inv. Discount Amount (E... .. 0.00 Total Tax (EURO) 0.00
 Invoice Discount % 0 Total Incl. Tax (EURO) 9,527.24

Summary Preview

Details

Vendor Statistics

Vendor No. V000919
 Balance (\$) 6,468,552.52
 Balance (\$) As C... 0.00
 Outstanding Or... 730,639.41
 Amt. Rcd. Not In... 121,558.06
 Outstanding Inv... 0.00
 Total (\$) 7,320,749.99
 Overdue Amount... 6,468,552.52
 Invoiced Prepay... 0.00
 Payments (\$) 948,160.00
 Refunds (\$) 0.00
 Last Payment Da... 1/23/2026

Incoming Docu...

Name

(There is nothing to show in this...)

20

Click "Order"

Dynamics 365 Business Central Environment: ECL-ENV-USA-PROD-FR

Purchase Order PO1001916 · ECLOR BOISSONS

Home Prepare Print/Send Request Approval Order EDI More options

Post... Release Create Whse. Receipt Create Inventory Put-away/Pick... Archive Document

Contact Assigned User ID
 Document Date 8/14/2026 Status Open
 Invoice Received Date Linked with E-Document
 Posting Date 8/14/2026 Appt. Time

Lines Manage Line Functions Order

New Line Delete Line Select items...

Type	Line Amount Excl. Tax	Qty. to Receive	CW Qty. Received	Quantity Received	Qty. to Invoice	Department Code	Prod line Code	Proj
Item	9,527.24		0	5,815	5,815			
G/L Account	-0.01	-1	0	-	-1	FINANCE	VI BULK	
Comment			0	-				

Summary Preview

Details

Vendor Statistics

Vendor No. V000919
 Balance (\$) 6,468,552.52
 Balance (\$) As C... 0.00
 Outstanding Or... 730,639.41
 Amt. Rcd. Not In... 121,558.67
 Outstanding Inv... 0.00
 Total (\$) 7,320,750.60
 Overdue Amount... 6,468,552.52
 Invoiced Prepay... 0.00
 Payments (\$) 948,160.00
 Refunds (\$) 0.00
 Last Payment Da... 1/23/2026

21 Click "Statistics"

Dynamics 365 Business Central

Environment: ECL-BNV-USA-PROD-FR

Purchase Order

PO1001916 · ECLOR BOISSONS

Home Prepare Print/Send Request Approval **Order** EDI More options

Statistics Comments Approvals Vendor Prepayment Invoices Attachments Invoices Receipts Prepayment Credit Memos

Contact: ... Assigned User ID: ...

Document Date: 8/14/2026 Status: Open

Invoice Received Date: ... Linked with E-Document: ...

Posting Date: 8/14/2026 Appt. Time: ...

Summary Preview

Details

Vendor Statistics

Vendor No. V000919

Balance (\$) 6,468,552.52

Balance (\$) As C... 0.00

Outstanding Or... 730,639.41

Amt. Rcd. Not In... 121,558.67

Outstanding Inv... 0.00

Total (\$) 7,320,750.60

Overdue Amount... 6,468,552.52

Invoiced Prepay... 0.00

Payments (\$) 948,160.00

Lines Manage Line Functions Order

New Line Delete Line Select items...

Type	Line Amount Excl. Tax	Qty. to Receive	CW Qty. Received	Quantity Received	Qty. to Invoice	Department Code	Prod line Code	Proj
Item	9,527.24		0	5,815	5,815		VI BULK	
→ G/L Account	-0.01	-1	0	-	-1	FINANCE		
Comment			0	-				

22 Verify the Total Excl Tax matches the total due on the invoice

Home Prepare Print/Send Request Approval **Order** EDI More options

Statistics Comments Approvals Vendor Prepayment Invoices Attachments Invoices Receipts Prepayment Credit Memos

Contact: ... Assigned User ID: ...

Document Date: 8/14/2026 Status: Open

Invoice Received Date: ... Linked with E-Document: ...

Posting Date: 8/14/2026 Appt. Time: ...

Summary Preview

Details

Vendor Statistics

Vendor No. V000919

Balance (\$) 6,468,552.52

Balance (\$) As C... 0.00

Outstanding Or... 730,639.41

Amt. Rcd. Not In... 121,558.67

Outstanding Inv... 0.00

Total (\$) 7,320,750.60

Overdue Amount... 6,468,552.52

Invoiced Prepay... 0.00

Payments (\$) 948,160.00

Lines Manage Line Functions Order

New Line Delete Line Select items...

Type	Line Amount Excl. Tax	Qty. to Receive	CW Qty. Received	Quantity Received	Qty. to Invoice	Department Code	Prod line Code	Proj
Item	9,527.24		0	5,815	5,815		VI BULK	
→ G/L Account	-0.01	-1	0	-	-1	FINANCE		
Comment			0	-				

Subtotal Excl. Tax (EURO) 9,527.23

Inv. Discount Amount (EURO) 0.00

Invoice Discount % 0.00

Total Excl. Tax (EURO) 9,527.23

Total Incl. Tax (EURO) 9,527.23

Purchase (\$)

Amount Excl. Tax 9,527.23 Quantity 5,814

Inv. Discount Amount 0.00 Parcels 0

Total Excl. Tax 9,527.23 Net Weight 0

Tax Amount 0.00 Gross Weight 0

Total Incl. Tax 9,527.23 Volume 0

Purchase (\$) 10,942.02 No. of Tax Lines 2

Close

23 Click "Close"

General

Amount Excl. Tax	9,527.23	Quantity	5,814
Inv. Discount Amount	0.00	Parcels	0
Total Excl. Tax	9,527.23	Net Weight	0
Tax Amount	0.00	Gross Weight	0
Total Incl. Tax	9,527.23	Volume	0
Purchase (\$)	10,942.02	No. of Tax Lines	2

Invoicing

Amount Excl. Tax	9,527.23	Quantity	5,814
Inv. Discount Amount	0.00	Parcels	0
Total Excl. Tax	9,527.23	Net Weight	0
Tax Amount	0.00	Gross Weight	0
Total Incl. Tax	9,527.23	Volume	0
Purchase (\$)	10,942.02	No. of Tax Lines	2

Close

24 Click "Home"

Purchase Order

PO1001916 · ECLOR BOISSONS

Home Prepare Print/Send Request Approval Order EDI More options

Dimensions Comments Approvals Vendor Prepayment Invoices

Statistics Attachments Invoices Receipts Prepayment Credit Memos

Contact Document Date 8/14/2026 Invoice Received Date Posting Date 8/14/2026

Assigned User ID Status Open Linked with E-Document Appt. Time

Lines Manage Line Functions Order

New Line Delete Line Select items...

Type	Line Amount Excl. Tax	Qty. to Receive	CW Qty. Received	Quantity Received	Qty. to Invoice	Department Code	Prod line Code	Proj
Item	9,527.24		0	5,815	5,815		VI BULK	
G/L Account	-0.01	-1	0		-1	FINANCE		
Comment			0					

Summary Preview

Details

Vendor Statistics

Vendor No.	V000919
Balance (\$)	6,468,552.52
Balance (\$)	As C...
Outstanding Or...	730,639.40
Amt. Rcd. Not In...	121,558.67
Outstanding Inv...	0.00
Total (\$)	7,320,750.59
Overdue Amoun...	6,468,552...
Invoiced Prepay...	0.00
Payments (\$)	948,160.00

25 Click "Post..."

Dynamics 365 Business Central

Environment: ECL-BNV-USA-PROD-FR

Purchase Order

PO1001916 · ECLOR BOISSONS

Home Prepare Print/Send Request Approval Order EDI More options

Post... Release Create Whse. Receipt Create Inventory Put-away/Pick... Archive Document

Contact: ... Assigned User ID: ...

Document Date: 8/14/2026 Status: Open

Invoice Received Date: ... Linked with E-Document: ...

Posting Date: 8/14/2026 Appt. Time: ...

Summary Preview

Details

Vendor Statistics

Vendor No. V000919

Balance (\$) 6,468,552.52

Balance (\$) As C... 0.00

Outstanding Or... 730,639.40

Amt. Rcd. Not In... 121,558.67

Outstanding Invo... 0.00

Total (\$) 7,320,750.59

Overdue Amount... 6,468,552.52

Invoiced Prepaym... 0.00

Payments (\$) 948,160.00

Refunds (\$) 0.00

Last Payment Date 1/23/2026

Lines Manage Line Functions Order

New Line Delete Line Select items...

Type	Line Amount Excl. Tax	Qty. to Receive	CW Qty. Received	Quantity Received	Qty. to Invoice	Department Code	Prod line Code	Proj
Item	9,527.24		0	5,815	5,815		VI BULK	
→ G/L Account	-0.01	-1	0	-	-1	FINANCE		
Comment			0	-				

26 Click "OK"

Home Prepare Print/Send Request Approval Order EDI More options

Post... Release Create Whse. Receipt Create Inventory Put-away/Pick... Archive Document

Contact: ... Assigned User ID: ...

Document Date: 8/14/2026 Status: Open

Invoice Received Date: ... Linked with E-Document: ...

Posting Date: 8/14/2026

Summary Preview

Details

Vendor Statistics

Vendor No. V000919

Balance (\$) 6,468,552.52

Balance (\$) As Cu... 0.00

Outstanding Ord... 730,639.40

Amt. Rcd. Not Inv... 121,558.67

Outstanding Invoi... 0.00

Total (\$) 7,320,750.59

Overdue Amount... 6,468,552.52

Invoiced Prepaym... 0.00

Payments (\$) 948,160.00

Refunds (\$) 0.00

Last Payment Date 1/23/2026

Incoming Docum...

Name

(There is nothing to show in this view)

Lines Manage Line Functions Order

New Line Delete Line Select items...

Type	Line Amount Excl. Tax	Qty. to Receive	CW Qty. Received	Quantity Received	Qty. to Invoice	Department Code	Prod line Code	Project
Item	9,527.24		0	5,815	5,815		VI BULK	
→ G/L Account	-0.01	-1	0	-	-1	FINANCE		
Comment			0	-				

Subtotal Excl. Tax (EURO) 9,527.23 Total Excl. Tax (EURO) 9,527.23

Inv. Discount Amount (EURO) 0.00 Total Tax (EURO) 0.00

Invoice Discount % 0 Total Incl. Tax (EURO) 9,527.23

Receive Invoice Receive and Invoice

OK Cancel