Internal Management System of Orders

Bioinformatics Support Group @ IMBB
Benefits of the new web application

- Easier **creation** of a new order by the **lab members**
- Better **tracking** and **reporting** of the orders by **PIs**
- Easier **handling** by the **Purchasing & Accounting Department**
- Well **organized archive** of past orders
- Easier **search** of past orders with the use of filters
The URL of the web application

http://www.imbb.forth.gr/orders/
Internal Management System of Orders

You are here: Home

You need to login first.

Username
Password

Remember Me
Log in

Forgot your username?
Forgot your password?
## New Order

**Date:**
09-11-2016

**Supplier:**
IMBB Stockroom

**Order Type:**
Consumables

**Currency:**
EUR

**Shipping cost:**
0

<table>
<thead>
<tr>
<th>a/a</th>
<th>Catalogue No. (*)</th>
<th>Description (*)</th>
<th>Quantity (*)</th>
<th>Vat (%) (*)</th>
<th>Item Value (*)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>0</td>
<td>24</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>0</td>
<td>24</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>0</td>
<td>24</td>
<td>0</td>
<td>0.00</td>
</tr>
</tbody>
</table>
## New Order

**Date:**
09-11-2016

**Supplier:**
IMBB Stockroom

**Order Type:**
Consumables

**Currency:**
EUR

**Shipping cost:**
0

### Item Details

<table>
<thead>
<tr>
<th>1</th>
<th>Catalogue No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Vat(%)</th>
<th>Item Value</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>24</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>0</td>
<td>24</td>
<td>0</td>
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<tr>
<td>3</td>
<td></td>
<td></td>
<td>0</td>
<td>24</td>
<td>0</td>
<td>0.00</td>
</tr>
</tbody>
</table>
### New Order

**Date:**
08-11-2016

**Supplier:**
IMBB Stockroom

**Currency:**
EUR

**Shipping cost:**
0

<table>
<thead>
<tr>
<th>a/a</th>
<th>Catalogue No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Vat(%)</th>
<th>Item Value</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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<td>24</td>
<td>0</td>
<td>0.00</td>
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</tr>
<tr>
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<td></td>
<td></td>
<td>0</td>
<td>24</td>
<td>0</td>
<td>0.00</td>
</tr>
</tbody>
</table>
## New Order

**Date:**
- 09-11-2016

**Supplier:**
- IMBB Stockroom

**Order Type:**
- Consumables

**Shipping cost:**
- 0

<table>
<thead>
<tr>
<th>a/a</th>
<th>Catalogue No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Vat%</th>
<th>Item Value</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
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<td>24</td>
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<td>0.00</td>
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<td>0.00</td>
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<tr>
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<td></td>
<td></td>
<td>0</td>
<td>24</td>
<td>0</td>
<td>0.00</td>
</tr>
</tbody>
</table>
# New Order

**Date:**

09-11-2016

**Supplier:**

IMBB Stockroom

**Order Type:**

Consumables

**Currency:**

EUR

**Shipping cost:**

15

<table>
<thead>
<tr>
<th>a/a</th>
<th>Catalogue No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Vat(%)</th>
<th>Item Value</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>00012319</td>
<td>Test product (20 litres)</td>
<td>2</td>
<td>24</td>
<td>10</td>
<td>20.00</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>0</td>
<td>24</td>
<td>0</td>
<td>0.00</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>---</td>
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<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>18</td>
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<tr>
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<td>0</td>
<td>24</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
<td>0</td>
<td>24</td>
<td>0</td>
<td>0.00</td>
</tr>
</tbody>
</table>

| SUB TOTAL | 20.00 |
| TOTAL VAT  | 4.80  |
| Shipping cost | 15.00 |

| GRAND TOTAL | 39.80 |

**History of the Order**

<table>
<thead>
<tr>
<th>Date</th>
<th>Member</th>
<th>Action</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-11-09 02:52:15</td>
<td>Lab Member</td>
<td>NEW_ORDER_SAVE</td>
<td></td>
</tr>
</tbody>
</table>
View Order

ID:
3

P.O. No:
Enter the P.O. Number

Date:
09-11-2016

Supplier:
IMBB Stockroom

Order Type:
Consumables

Currency:
EUF

Shipping cost:
15.000€
**ITE-IMBB**

**ORDER FORM**

<table>
<thead>
<tr>
<th>Supplier</th>
<th>IMBB Stockroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab</td>
<td>Lab A</td>
</tr>
<tr>
<td>Account No</td>
<td>-</td>
</tr>
<tr>
<td>Ordered By</td>
<td>Lab Member</td>
</tr>
<tr>
<td>Approved By</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>a/a</th>
<th>Catalogue No.</th>
<th>Description</th>
<th>Qty</th>
<th>Vat(%)</th>
<th>Item Value (EUR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>00012319</td>
<td>Test product (20 litres)</td>
<td>2</td>
<td>24.00</td>
<td>10.00</td>
</tr>
</tbody>
</table>

Subtotal: 20.00
Tax: 4.80
Shipping cost: 15.00
Total (EUR): 39.80

Approved
View Order

ID:
3

P.O. No:
Enter the P.O. Number

Date:
09-11-2016

Supplier:
IMBB Stockroom

Order Type:
Consumables

Currency:
EUF

Shipping cost:
15.000€

Status
Stage: PENDING_CHECK_BY_RESEARCHER

Pre-Approved:
Market Check:
Financial Check:
Final Approval:

Toolbox
Export PDF:
## History of the Order

<table>
<thead>
<tr>
<th>Date</th>
<th>Member</th>
<th>Action</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-11-09 10:58:24</td>
<td>Lab Member</td>
<td>NEW_ORDER_SAVE</td>
<td></td>
</tr>
<tr>
<td>2016-11-09 10:58:30</td>
<td>Lab Member</td>
<td>NEW_ORDER_SUBMIT</td>
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</tbody>
</table>
View Order

ID: 3

P.O. No: 
Enter the P.O. Number

Date: 09-11-2016

Supplier: IMBB Stockroom

Order Type: Consumables

Currency: EUF

Shipping cost: 15.000€

Status
Stage: PENDING_CHECK_BY_RESEARCHER

Pre-Approved: ✓

Market Check:
Financial Check:
Final Approval:

Toolbox
Export PDF: PDF
View Order

ID:
3

P.O. No:
Enter the P.O. Number

Date:
09-11-2016

Suppliers:
IMBB Stockroom

Order Type:
Consumables

Currency:
EUF

Shipping cost:
15.000€

Status:
Stage: PENDING_CHECK_BY_RESEARCHER
Pre-Approved: ✔
Market Check: ✔
Financial Check:
Final Approval:

Toolbox
Export PDF:
ID: 3
P.O. No: Enter the P.O. Number
Date: 09-11-2016
Supplier: IMBB Stockroom
Order Type: Consumables
Currency: EUF
Shipping cost: 15.000€

Status:
Stage: PENDING_CHECK_BY_RESEARCHER
Pre-Approved:
Market Check:
Financial Check:
Final Approval:

Toolbox
Export PDF: PDF
Upload a digitally signed PDF

Select PDF

Choose File  No file chosen  Upload
<table>
<thead>
<tr>
<th>Name</th>
<th>Unit</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Member</td>
<td>Lab A</td>
<td>Delete</td>
</tr>
</tbody>
</table>
### Internal Management System of Orders

#### Filter By
- **Owner**: Any unit
- **Stage**: PENDING_CHECK_BY_RESEAF
- **Order Type**: For any type
- **Supplier**: For any type
- **P.O. No.**: 

#### Table
<table>
<thead>
<tr>
<th>ID</th>
<th>P.O. No</th>
<th>Date</th>
<th>Stage</th>
<th>Member</th>
<th>Items</th>
<th>Cost</th>
<th>Cur.</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td></td>
<td>09-11-2016</td>
<td>CHKBYRE</td>
<td>Lab Member</td>
<td>1</td>
<td>39.80</td>
<td>EUR</td>
<td>Review Order</td>
</tr>
</tbody>
</table>

- **Hi Lab Researcher,**
  - **Log out**
For the period 01-01-2016 - 09-11-2016 found 2 orders.

<table>
<thead>
<tr>
<th>ID</th>
<th>P.O. No</th>
<th>Cost</th>
<th>TOTAL VAT</th>
<th>Shipping cost</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td>50.00</td>
<td>12.00</td>
<td>100.00</td>
<td>162.00</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>20.00</td>
<td>4.80</td>
<td>15.00</td>
<td>30.80</td>
</tr>
</tbody>
</table>

**SUB TOTAL** 70.00

**TOTAL VAT** 16.80

**Shipping cost** 115.00

**GRAND TOTAL** 201.80
Future additions

- Duplication of a past order
- Auto-complete of product’s code & description fields (based on pasted orders)
- Better reports for PIs
- Your suggested feature!
Thank you for your time !!

Useful resources:

● Video Tutorial: [http://www.imbb.forth.gr/orders/images/documentation/imbb_orders_introduction.mp4](http://www.imbb.forth.gr/orders/images/documentation/imbb_orders_introduction.mp4) (check your video codecs or play via Chrome or VLC)

Contact us at orders@imbb.forth.gr or at 1126.