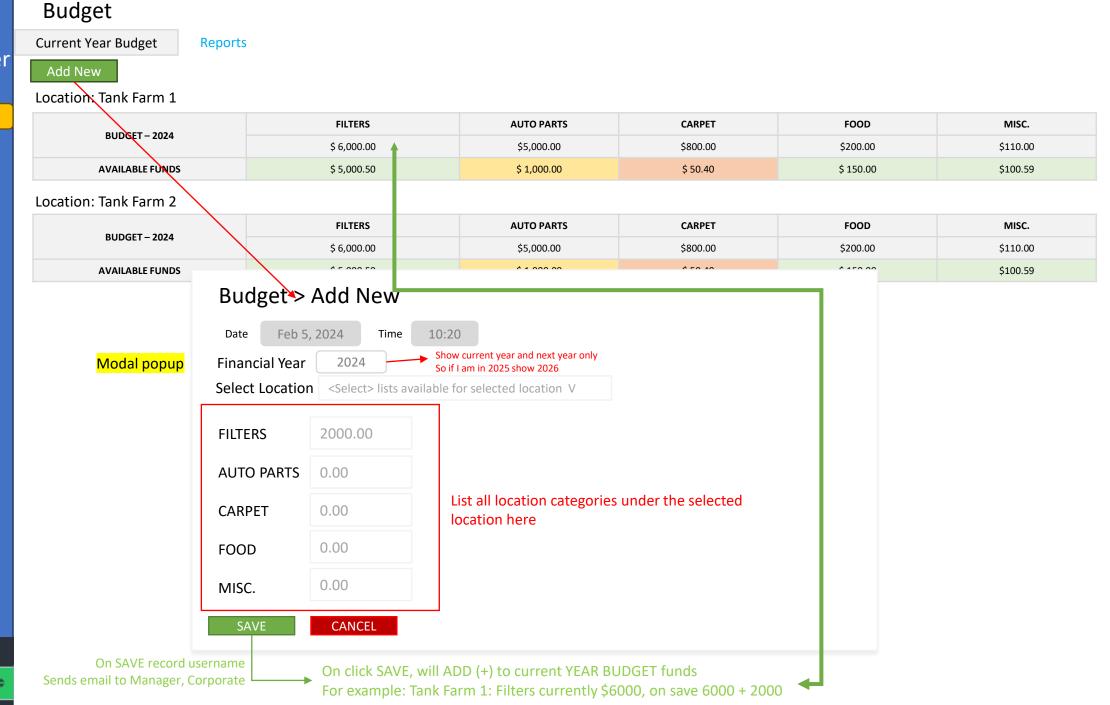1) Each time a user does any action on /po system it needs to be logged on a page where superadmin can view
2) Responsive theme cellphone and pc
3) Login screen
4) This /po will be later connected with /inventory
5) Create a separate db tbl

Budget

Current Year Budget	Reports

Add New

Location: Tank Farm 1

	FILTERS	AUTO PARTS	CARPET	FOOD	MISC.
BUDGET – 2024	$ 6,000.00	$5,000.00	$800.00	$200.00	$110.00
AVAILABLE FUNDS	$ 5,000.50	$ 1,000.00	$ 50.40	$ 150.00	$100.59

Location: Tank Farm 2

	FILTERS	AUTO PARTS	CARPET	FOOD	MISC.
BUDGET – 2024	$ 6,000.00	$5,000.00	$800.00	$200.00	$110.00
AVAILABLE FUNDS	$ 5,000.50	$ 1,000.00	$ 50.40	$ 150.00	$100.59

Dashboard
Purchase Order
Settings
Budget

Location

Tank Farm 1

Budget > Add New

Modal popup

Date	Feb 5, 2024	Time	10:20

Financial Year   2024   →   Show current year and next year only
So if I am in 2025 show 2026

Select Location   <Select> lists available for selected location V

FILTERS	2000.00
AUTO PARTS	0.00
CARPET	0.00
FOOD	0.00
MISC.	0.00

List all location categories under the selected location here

SAVE   **CANCEL**

On SAVE record username
Sends email to Manager, Corporate

On click SAVE, will ADD (+) to current YEAR BUDGET funds
For example: Tank Farm 1: Filters currently $6000, on save 6000 + 2000

Budget

Dashboard
Purchase Order
Settings
Budget

Current Year Budget   Reports

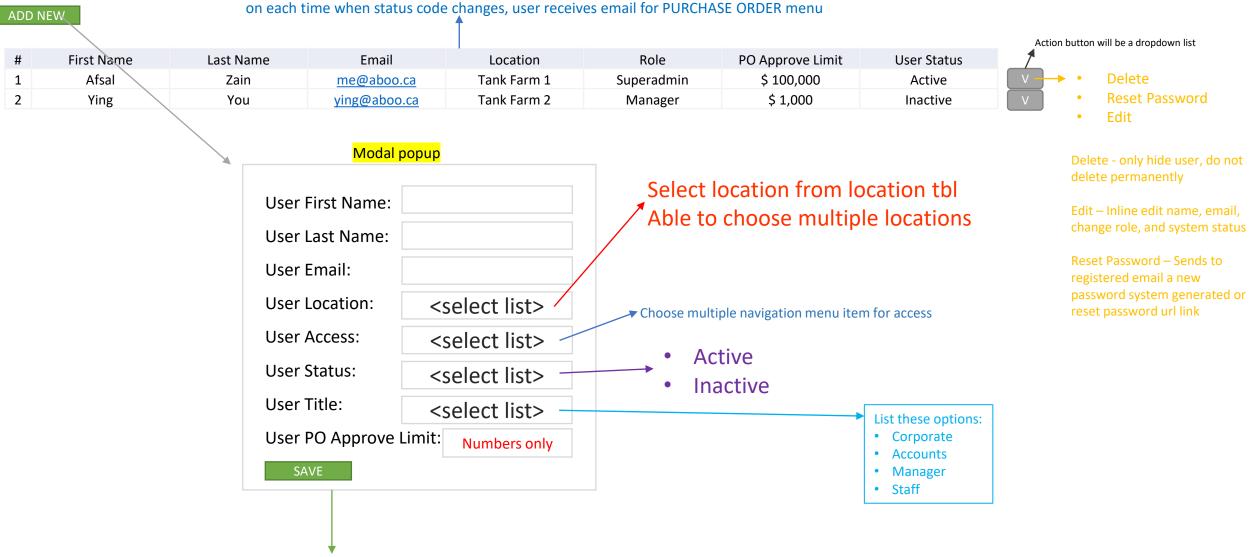| DATE	TIME	LOCATION	FILTERS	AUTO PARTS	CARPET	FOOD	MISC.	CORPORATE USER
5-Feb-24	10:20 AM	Tank Farm 1	$6,000.00	$5,000.00	$800.00	$200.00	$110.00	Afsal

Location

Tank Farm 1

Settings

- User Management
- Location
- Purchase Order – Branding
- Purchase Order – Billing and Receiving Address
- Purchase Order – Category
- Purchase Order – Type
- Purchase Order – Vendors, Suppliers, Customers
- Purchase Order – Status

Settings > User Management

ADD NEW

on each time when status code changes, user receives email for PURCHASE ORDER menu

#	First Name	Last Name	Email	Location	Role	PO Approve Limit	User Status		
1	Afsal	Zain	me@aboo.ca	Tank Farm 1	Superadmin	$ 100,000	Active	V	
2	Ying	You	ying@aboo.ca	Tank Farm 2	Manager	$ 1,000	Inactive	V	

Action button will be a dropdown list

- Delete
- Reset Password
- Edit

Delete - only hide user, do not delete permanently

Edit – Inline edit name, email, change role, and system status

Reset Password – Sends to registered email a new password system generated or reset password url link

Modal popup

User First Name: _____

User Last Name: _____

User Email: _____

User Location: <select list>

User Access: <select list>

User Status: <select list>

User Title: <select list>

User PO Approve Limit: Numbers only

SAVE

Select location from location tbl
Able to choose multiple locations

Choose multiple navigation menu item for access

- Active
- Inactive

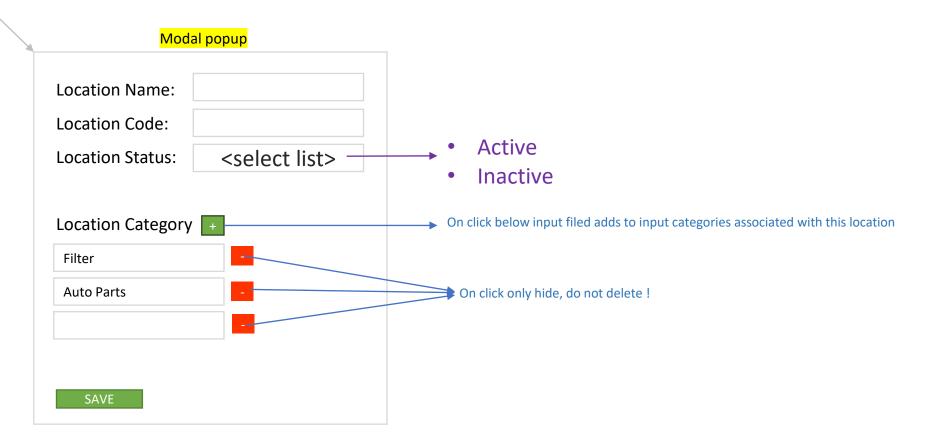List these options:
- Corporate
- Accounts
- Manager
- Staff

On clicking SAVE, user's email receive login URL link to setup a password and start using the system

Settings > Location

ADD NEW

#	Location	Location Code	Location Status	Address Line 1	Address Line 2	City	Postal Code	Province	Country	Phone
1	Tank Farm 1	TF1	Active	123 Ave	#123	Vietnam	V9X V9X	BC	Uganda	+1 234 567 8910
2	Tank Farm 2	TF2	Inactive							

V
V
- Delete
- Edit

Delete - only hide location, do not delete permanently
Edit – Inline edit name, email, change role, and system status

<mark>Modal popup</mark>

Location Name: [ ]

Location Code: [ ]

Location Status: [<select list>] →
- Active
- Inactive

Location Category [+] → On click below input filed adds to input categories associated with this location

Filter [-]

Auto Parts [-] → On click only hide, do not delete !

[ ] [-]

SAVE

Settings > Purchase Order – Branding

Company Logo	aboo
Upload	Filename.jpg [UPLOAD]

[SAVE]

Settings > Purchase Order – Billing and Receiving Address

ADD NEW → On clicking ADD NEW, make sure a modal popup opens and have all below table data input fields
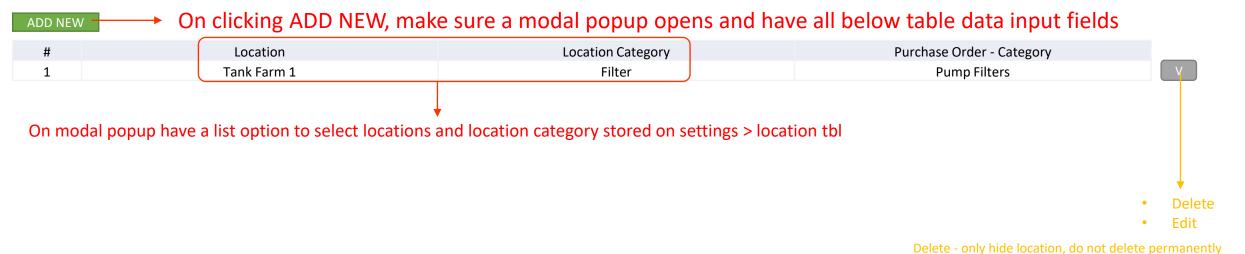
#	Company Name	Address Line 1	Address Line 2	City	Postal Code	Province	Country	Phone	Web	Receiving Address	Shipping Address	Email	
1	Aboo Inc.	123 Ave	#123	Vietnam	V9X V9X	BC	Uganda	+1 234 567 8910	www.aboo.ca	☑	☑	me@aboo.ca	V

Is it possible to fetch address using google maps address api?

- Delete
- Edit

Delete - only hide location, do not delete permanently
Edit – Inline edit name, email, change role, and system status

Settings > Purchase Order – Category

ADD NEW → On clicking ADD NEW, make sure a modal popup opens and have all below table data input fields

#	Location	Location Category	Purchase Order - Category	
1	Tank Farm 1	Filter	Pump Filters	V

On modal popup have a list option to select locations and location category stored on settings > location tbl

- Delete
- Edit

Delete - only hide location, do not delete permanently
Edit – Inline edit name, email, change role, and system status

Settings > Purchase Order – Type

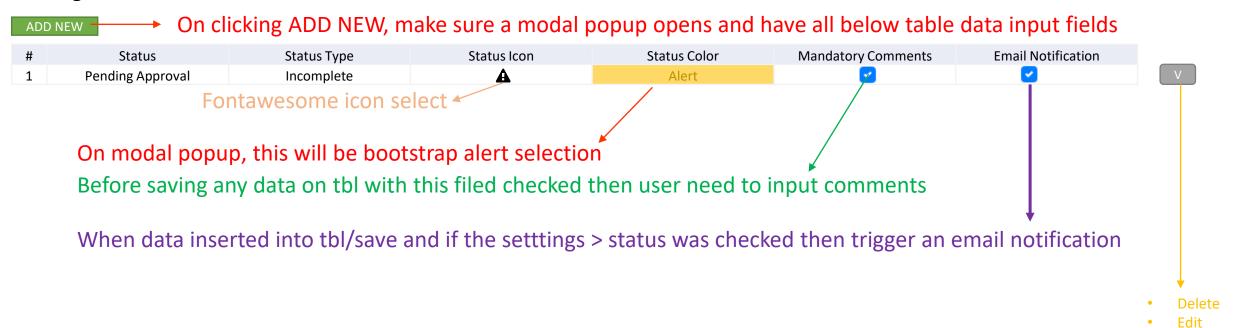| #	PO Type
1	Email Order

V

- Delete
- Edit

Delete - only hide location, do not delete permanently

Edit – Inline edit name, email, change role, and system status

Settings > Purchase Order – Suppliers

ADD NEW → On clicking ADD NEW, make sure a modal popup opens and have all below table data input fields

#	Payment Terms	Supplier Name	Address Line 1	Address Line 2	City	Postal Code	Country	Phone	Email	
1	Net 30 Days	Aboo Inc.	123 Ave	#123	Vietnam	V9X V9X	Uganda	+1 234 567 8910	me@aboo.ca	V

Is it possible to fetch address using google maps address api?

On the form input field <list> only show Vendors, Suppliers, Customers for now
Create a tbl for this

- Delete
- Edit

Delete - only hide location, do not delete permanently
Edit – Inline edit name, email, change role, and system status

Settings > Purchase Order – Status

#	Status	Status Type	Status Icon	Status Color	Mandatory Comments	Email Notification	
1	Pending Approval	Incomplete	⚠	Alert	✔	✔	V

Fontawesome icon select

On modal popup, this will be bootstrap alert selection

Before saving any data on tbl with this filed checked then user need to input comments

When data inserted into tbl/save and if the setttings > status was checked then trigger an email notification

- Delete
- Edit

Delete - only hide location, do not delete permanently
Edit – Inline edit name, email, change role, and system status

Purchase Order > Create

Purchase Order

- **Create**
- Receive
- Payment
- Locate

Settings

BUDGET – 2024	FILTERS	AUTO PARTS	CARPET	FOOD	MISC.
	$ 6,000.00	$5,000.00	$800.00	$200.00	$110.00
AVAILABLE FUNDS	$ 5,000.50	$ 1,000.00	$ 50.40	$ 150.00	$100.59

ADD NEW

#	DATE	TIME	PO #	LOCATION CATEGORY	PO TYPE	PO SUPPLIER NAME	PO ITEMS	PO TOTAL	RECIVING ETA	PO STATUS	STAFF	
1	Feb 5, 2024	10:20 AM	TF1.20001	Filter	E-Commerce	T&T	10	$ 100.00	Feb 10, 2024	⚠ Pending Approval	Afsal	V

PREVIEW

Location

Tank Farm 1

BUDGET – 2024	FILTERS	AUTO PARTS	CARPET	FOOD	MISC.
	$ 6,000.00	$5,000.00	$800.00	$200.00	$110.00
AVAILABLE FUNDS	$ 5,000.50	$ 1,000.00	$ 50.40	$ 150.00	$100.59

ADD NEW

#	DATE	TIME	PO #	LOCATION CATEGORY	PO TYPE	PO SUPPLIER NAME	PO ITEMS	PO TOTAL	RECIVING ETA	PO STATUS	STAFF	
1	Feb 5, 2024	10:20 AM	TF1.20001	Filter	E-Commerce	T&T	10	$ 100.00	Feb 10, 2024	⚠ Pending Approval	Afsal	V

Only visible for user title
- Corporate
- Manager

Display all location_categoryies here, if we add new category add here

Dashboard
Purchase Order
- Create
- Receive
- Payment
- Locate

Settings

Location

Tank Farm 1

Dashboard
Purchase Order
- **Create**
- Receive
- Payment
- Locate

Settings

BUDGET – 2024	FILTERS	AUTO PARTS	CARPET	FOOD	MISC.
	$ 6,000.00	$5,000.00	$800.00	$200.00	$110.00
AVAILABLE FUNDS	$ 5,000.50	$ 1,000.00	$ 50.40	$ 150.00	$100.59

ADD NEW → See next page

#	DATE	TIME	PO #	LOCATION CATEGORY	PO TYPE	PO SUPPLIER NAME	PO ITEMS	PO TOTAL	RECIVING ETA	PO STATUS	STAFF
1	Feb 5, 2024	10:20 AM	TF1.20001	Filter	E-Commerce	T&T	10	$ 100.00	Feb 10, 2024	⚠ Pending Approval	Afsal

V

Only visible for user title : Corporate, Manager

On click PO STATUS changes to **Awaiting Delivery**
once approved donot list on this page and user not able to edit fully
Must record username and time who approved

Cancel - PO STATUS changes as **Cancelled**, must record username and time

Edit
Approve
Cancel
Download PDF

Download PDF – See last page
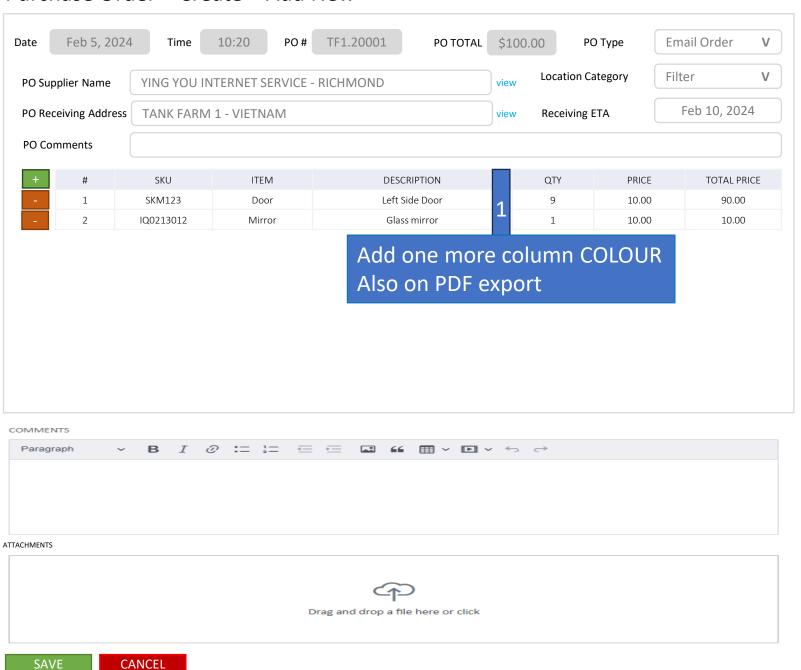
Each button, make sure modal popup user confirm YES/NO before change status except for EDIT

Location

Tank Farm 1

Purchase Order > Create > Add New

| Date | Feb 5, 2024 | Time | 10:20 | PO # | TF1.20001 | PO TOTAL | $100.00 | PO Type | Email Order V |

PO Supplier Name | YING YOU INTERNET SERVICE - RICHMOND | view

Location Category | Filter V

PO Receiving Address | TANK FARM 1 - VIETNAM | view

Receiving ETA | Feb 10, 2024

PO Comments

+	#	SKU	ITEM	DESCRIPTION		QTY	PRICE	TOTAL PRICE
-	1	SKM123	Door	Left Side Door	1	9	10.00	90.00
-	2	IQ0213012	Mirror	Glass mirror		1	10.00	10.00

Add one more column COLOUR
Also on PDF export

COMMENTS

Paragraph V **B** *I* 🔗 ≔ ≔ ⇤ ⇥ 🖼 66 ⊞ V ▶ V ↶ ↷

ATTACHMENTS

Drag and drop a file here or click

SAVE   CANCEL

Purchase Order > Create > Add New

Dashboard
Purchase Order
- **Create**
- Receive
- Locate

Settings

Date	Feb 5, 2024	Time	10:20	PO #	TF1.20001	PO TOTAL	$100.00

PO Type: Email Order ∨

PO Supplier Name: YING YOU INTERNET SERVICE - RICHMOND   view

Location Category: Filter ∨

PO Receiving Address: TANK FARM 1 - VIETNAM   view

Receiving ETA: Feb 10, 2024

PO Comments:

+	#	SKU	ITEM	DESCRIPTION	QTY	PRICE	TOTAL PRICE
-	1	SKM123	Door	Left Side Door	9	10.00	90.00
-	2	IQ0213012	Mirror	Glass mirror	1	10.00	10.00

COMMENTS

Paragraph ∨ | B | I | 🔗 | ☰ | ☰ | ☰ | ☰ | 🖼 | 66 | ▦ ∨ | ▶ ∨ | ↶ | ↷

ATTACHMENTS

Drag and drop a file here or click

Location

Tank Farm 1

SAVE   CANCEL

Dashboard
Purchase Order
- **Create**
- Receive
- Locate

Settings

Location

Tank Farm 1

Purchase Order > Create > Add New

PO # starts with LOCATION_CODE.Number

| Date | Feb 5, 2024 | Time | 10:20 | PO # | TF1.10001 | PO TOTAL | $100.00 |

PO Type: Email Order ∨ → List all data from Purchase Order – Type tbl

PO Supplier Name: YING YOU INTERNET SERVICE - RICHMOND   view

Location Category: Filter ∨ → List all data from location tbl for user selected location only

PO Receiving Address: TANK FARM 1 - VIETNAM   view

Receiving ETA: Feb 10, 2024

PO Comments: <text input field>

+	#	SKU	ITEM	DESCRIPTION	QTY	PRICE	TOTAL PRICE
-	1	SKM123	Door	Left Side Door	9	10.00	90.00
-	2	IQ0213012	Mirror	Glass mirror	1	10.00	10.00

COMMENTS

Paragraph | B | I | ...

ATTACHMENTS

Drag and drop a file here or click

SAVE   CANCEL

- Create
- Receive
- Locate

Settings

Purchase Order > Create > Add New

| Date | Feb 5, 2024 | Time | 10:20 | PO # | TF1.20001 | PO TOTAL | $100.00 | PO Type | Email Order ∨ |

PO Supplier Name YING YOU INTERNET SERVICE - RICHMOND   view   **Location Category** Filter ∨

PO Receiving Address TANK FARM 1 - VIETNAM   view   **Receiving ETA** Feb 10, 2024

PO Comments

+	#	SKU	ITEM	DESCRIPTION	QTY	PRICE	TOTAL PRICE
-	1	SKM123	Door	Left Side Door	9	10.00	90.00
-	2	IQ0213012	Mirror	Glass mirror	1	10.00	10.00

COMMENTS

| Paragraph ∨ | B | I | 🔗 | ≔ | ≔ | ⇤ | ⇥ | 🖼 | ❝ | ▦ ∨ | ▶ ∨ | ↺ | ↻ |

ATTACHMENTS

Drag and drop a file here or click

Location

Tank Farm 1

Searchable list, display all suppliers from tbl
And also display all receiving address from tbl

SAVE   CANCEL

Dashboard

Purchase Order
- **Create**
- Receive
- Locate

Settings

| Date | Feb 5, 2024 | Time | 10:20 | PO # | TF1.20001 | PO TOTAL | $100.00 | PO Type | Email Order ⌄ |

PO Supplier Name | YING YOU INTERNET SERVICE - RICHMOND | view | Location Category | Filter ⌄

On click view show full details of SUPPLIER selected by user on a modal popup

PO Receiving Address | TANK FARM 1 - VIETNAM | view | Receiving ETA | Feb 10, 2024

On click view show full details of RECEIVING ADDRESS on modal popup

PO Comments | |

+	#	SKU	ITEM	DESCRIPTION	QTY	PRICE	TOTAL PRICE
-	1	SKM123	Door	Left Side Door	9	10.00	90.00
-	2	IQ0213012	Mirror	Glass mirror	1	10.00	10.00

COMMENTS

| Paragraph ⌄ | **B** | *I* | 🔗 | ☰ | ☰ | ≡ | ≡ | 🖼 | 66 | ▦ ⌄ | ▶ ⌄ | ↶ | ↷ |

ATTACHMENTS

☁
Drag and drop a file here or click

Location

Tank Farm 1 ⇅

SAVE | CANCEL

Dashboard
Purchase Order
- **Create**
- Receive
- Locate

Settings

Location

Tank Farm 1

Purchase Order > Create > Add New

Tally TOTAL PRICE column automatically

| Date | Feb 5, 2024 | Time | 10:20 | PO # | TF1.20001 | PO TOTAL | $100.00 | PO Type | Email Order ∨ |

PO Supplier Name: YING YOU INTERNET SERVICE - RICHMOND   view   Location Category: Filter ∨

PO Receiving Address: TANK FARM 1 - VIETNAM   view   Receiving ETA: Feb 10, 2024

PO Comments:

+	#	SKU	ITEM	DESCRIPTION	QTY	PRICE	TOTAL PRICE
-	1	SKM123	Door	Left Side Door	9	10.00	90.00
-	2	IQ0213012	Mirror	Glass mirror	1	10.00	10.00

COMMENTS

| Paragraph ∨ | B | I | 🔗 | ☰ | ☷ | ⬚ | ⬚ | 🖼 | 66 | ⊞ ∨ | ▶ ∨ | ↶ | ↷ |

ATTACHMENTS

☁
Drag and drop a file here or click

SAVE   CANCEL

Dashboard
Purchase Order
- **Create**
- Receive
- Locate

Settings

| Date | Feb 5, 2024 | Time | 10:20 | PO # | TF1.20001 | PO TOTAL | $100.00 | PO Type | Email Order V |

PO Supplier Name | YING YOU INTERNET SERVICE - RICHMOND | view | Location Category | Filter V

PO Receiving Address | TANK FARM 1 - VIETNAM | view | Receiving ETA | Feb 10, 2024

PO Comments |

+	#	SKU	ITEM	DESCRIPTION	QTY	PRICE	TOTAL PRICE
-	1	SKM123	Door	Left Side Door	9	10.00	90.00
-	2	IQ0213012	Mirror	Glass mirror	1	10.00	10.00
	3						0.00

On click a new row inserts to type SKU, ITEM, DESCRIPTION, QTY, PRICE
On click # automatically inserts number

COMMENTS

| Paragraph V | **B** | *I* | 🔗 | ≔ | ≔ | ⇤ | ⇥ | 🖼 | 66 | ▦ V | ▶ V | ↶ | ↷ |

ATTACHMENTS

Drag and drop a file here or click

Location

Tank Farm 1

SAVE   CANCEL

Purchase Order

- **Create**
- Receive
- Locate

Settings

Location

Tank Farm 1

Purchase Order > Create > Add New

| Date | Feb 5, 2024 | Time | 10:20 | PO # | TF1.20001 | PO TOTAL | $100.00 | PO Type | Email Order ∨ |

PO Supplier Name | YING YOU INTERNET SERVICE - RICHMOND | view

Location Category | Filter ∨

PO Receiving Address | TANK FARM 1 - VIETNAM | view

Receiving ETA | Feb 10, 2024

PO Comments |

+	#	SKU	ITEM	DESCRIPTION	QTY	PRICE	TOTAL PRICE
-	1	SKM123	Door	Left Side Door	9	10.00	90.00
-	2	IQ0213012	Mirror	Glass mirror	1	10.00	10.00

On click deletes the row

COMMENTS

Paragraph ∨ | **B** | *I* | 🔗 | ≔ | ≔ | ⇤ | ⇥ | 🖼 | 66 | ⊞ ∨ | ▶ ∨ | ↶ | ↷

ATTACHMENTS

Drag and drop a file here or click

SAVE   CANCEL

Purchase Order

- **Create**
- Receive
- Locate

Settings

Purchase Order > Create > Add New

Date	Feb 5, 2024	Time	10:20	PO #	TF1.20001	PO TOTAL	$100.00	PO Type	Email Order ∨

PO Supplier Name | YING YOU INTERNET SERVICE - RICHMOND | view | Location Category | Filter ∨

PO Receiving Address | TANK FARM 1 - VIETNAM | view | Receiving ETA | Feb 10, 2024

PO Comments |

+	#	SKU	ITEM	DESCRIPTION	QTY	PRICE	TOTAL PRICE
-	1	SKM123	Door	Left Side Door	9	10.00	90.00
-	2	IQ0213012	Mirror	Glass mirror	1	10.00	10.00

When user click's SAVE ensure thes items are also stored on a separate tbl call it as ITEMS
In the future if user clicks + and start typing the item detail, it will auto fetch from tbl on the column, this way we can avoid duplicate entry on tbl

COMMENTS

| Paragraph ∨ | B | I | 🔗 | ≔ | ≔ | ← | → | 🖼 | 66 | ⊞ ∨ | ▶ ∨ | ↶ | ↷ |

ATTACHMENTS

Drag and drop a file here or click

Location

Tank Farm 1

SAVE   CANCEL

Purchase Order > Create > Edit

Date   Feb 5, 2024   Time   10:20   PO #   TF1.20001   PO TOTAL $100.00   PO Type   Email Order   V

PO Supplier Name   YING YOU INTERNET SERVICE - RICHMOND   view   Location Category   Filter   V

PO Receiving Address   TANK FARM 1 - VIETNAM   view   Receiving ETA   Feb 10, 2024

PO Comments

+	#	SKU	ITEM	DESCRIPTION	QTY	PRICE	TOTAL PRICE
-	1	SKM123	Door	Left Side Door	9	10.00	90.00
-	2	IQ0213012	Mirror	Glass mirror	1	10.00	10.00

Edit PO same as Create

COMMENTS

Paragraph   V   **B**   *I*   🔗   :≡   1≡   ←≡   ≡→   🖼   66   ⊞ V   ▶ V   ↶   ↷

ATTACHMENTS

Drag and drop a file here or click

SAVE   CANCEL

Sidebar

Dashboard
Purchase Order
- Create
- Receive
- Locate

Settings

Location

Tank Farm 1

Purchase Order > Receive

#	DATE	TIME	PO #	LOCATION CATEGORY	PO TYPE	PO SUPPLIER NAME	PO QTY	BO QTY	RECIVING ETA	PO STATUS	STAFF	
1	Feb 5, 2024	10:20 AM	TF1.20001	Filter	E-Commerce	T&T	10	6	Feb 10, 2024	Awaiting Delivery	Afsal	V
2	Feb 5, 2024	10:20 AM	TF1.20001	Filter	E-Commerce	T&T	10	10	Feb 20, 2024	Awaiting Delivery	Afsal	V

PREVIEW

Purchase Order > Receive
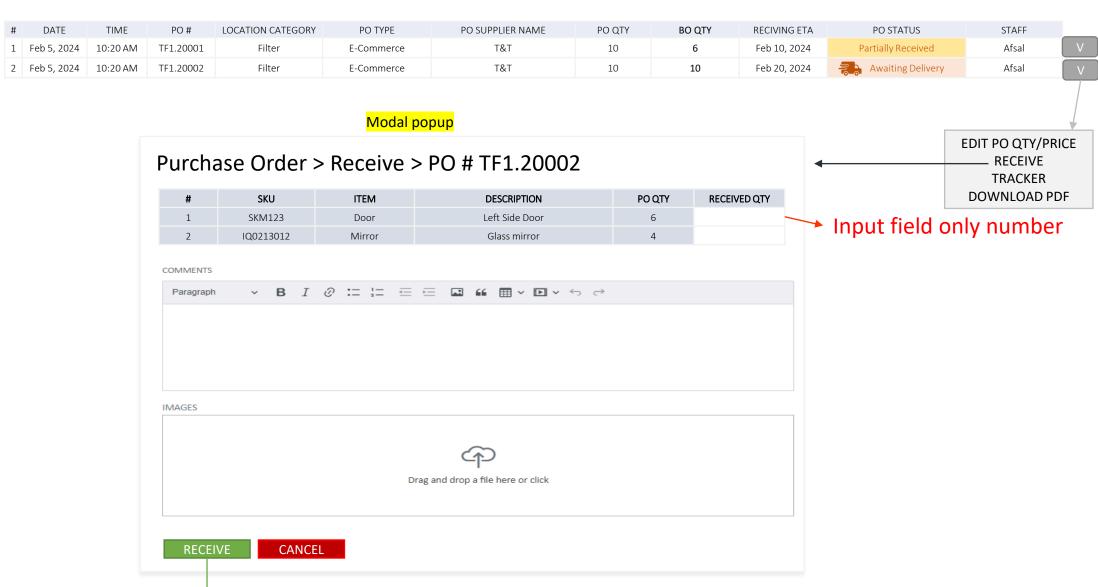
#	DATE	TIME	PO #	LOCATION CATEGORY	PO TYPE	PO SUPPLIER NAME	PO QTY	BO QTY	RECIVING ETA	PO STATUS	STAFF	
1	Feb 5, 2024	10:20 AM	TF1.20001	Filter	E-Commerce	T&T	10	4	Feb 10, 2024	Partially Received	Afsal	V
2	Feb 5, 2024	10:20 AM	TF1.20002	Filter	E-Commerce	T&T	10	10	Feb 20, 2024	🚚 Awaiting Delivery	Afsal	V

Update price if PO QTY / PRICE/UNIT values changed

EDIT PO QTY/PRICE
RECEIVE
TRACKER
DOWNLOAD PDF

Modal popup

Purchase Order > Edit PO QTY/PRICE > PO # TF1.20002

#	SKU	ITEM	DESCRIPTION	PO QTY	PRICE / UNIT	TOTAL PRICE
1	SKM123	Door	Left Side Door	6	100.59	600.59
2	IQ0213012	Mirror	Glass mirror	4	10.59	40.59

Input field only numbers
PRICE allows decimal value

Fetch PO QTY price for this PO from tbl, and user can edit

UPDATE   CANCEL

Dashboard
Purchase Order
- Create
- Receive
- Payment
- Locate

Settings

Location

Tank Farm 1

Navigation
- Dashboard
- Purchase Order
  - Create
  - **Receive**
  - Payment
  - Locate
- Settings

Location

Tank Farm 1

#	DATE	TIME	PO #	LOCATION CATEGORY	PO TYPE	PO SUPPLIER NAME	PO QTY	BO QTY	RECIVING ETA	PO STATUS	STAFF	
1	Feb 5, 2024	10:20 AM	TF1.20001	Filter	E-Commerce	T&T	10	6	Feb 10, 2024	Partially Received	Afsal	v
2	Feb 5, 2024	10:20 AM	TF1.20002	Filter	E-Commerce	T&T	10	10	Feb 20, 2024	Awaiting Delivery	Afsal	v

EDIT PO QTY/PRICE
RECEIVE
TRACKER
DOWNLOAD PDF

Modal popup

Purchase Order > Receive > PO # TF1.20002

#	SKU	ITEM	DESCRIPTION	PO QTY	RECEIVED QTY
1	SKM123	Door	Left Side Door	6	
2	IQ0213012	Mirror	Glass mirror	4	

Input field only number

COMMENTS

Paragraph   **B** *I* 🔗 ≔ ≔ ⇤ ⇥ 🖼 ❝ ▦ ▶ ↶ ↷

IMAGES

Drag and drop a file here or click

RECEIVE   CANCEL

Once clicked RECEIVE, sends email to user title: **Accounts, Manager**
Sample email text next page

Received Email Notification

PO # **TF1.20002**
PO Supplier Name: **T&T**
PO Status: **Received**
PO QTY: **10**
PO PDF: **Url link here**

Received QTY: **10**
Received Date: **February 11, 2023**
Received By: **Username**
Received Time: **10:10 AM**

PO # **TF1.20002**
PO Supplier Name: **T&T**
PO Status: **Partially Received**
PO QTY: **10**
PO PDF: **Url link here**

Received QTY: **6**
Received Date: **February 11, 2023**
Received By: **Username**
Received Time: **10:10 AM**

Dashboard

Purchase Order

- Create
- **Receive**
- Payment
- Locate

Settings

Location

Tank Farm 1

Purchase Order > Receive

#	DATE	TIME	PO #	LOCATION CATEGORY	PO TYPE	PO SUPPLIER NAME	PO QTY	BO QTY	RECIVING ETA	PO STATUS	STAFF	
1	Feb 5, 2024	10:20 AM	TF1.20001	Filter	E-Commerce	T&T	10	6	Feb 10, 2024	Partially Received	Afsal	V
2	Feb 5, 2024	10:20 AM	TF1.20002	Filter	E-Commerce	T&T	10	10	Feb 20, 2024	🚚 Awaiting Delivery	Afsal	V

EDIT PO QTY/PRICE
RECEIVE
TRACKER
DOWNLOAD PDF

Purchase Order > Tracker > PO # TF1.20002

DATE	TIME	UPDATES	USER
5-Feb-24	10:20 AM	Created	Afsal
5-Feb-24	10:25 AM	Edited	Afsal
9-Feb-24	11:00 PM	Approved and Awaiting Delivery	Ying You
16-Feb-24	8:20 AM	Partially Received	Nguyen

CLOSE

Purchase Order > Payment

#	DATE	TIME	PO #	LOCATION CATEGORY	PO TYPE	PO SUPPLIER NAME	PO QTY	BO QTY	RECIVING ETA	PO STATUS	STAFF	
1	Feb 5, 2024	10:20 AM	TF1.20001	Filter	E-Commerce	T&T	10	**6**	Feb 10, 2024	**Received**	Afsal	V
2	Feb 5, 2024	10:20 AM	TF1.20001	Filter	E-Commerce	T&T	10	**10**	Feb 20, 2024	**Received**	Afsal	V

PREVIEW

Dashboard
Purchase Order
- Create
- Receive
- **Payment**
- Locate

Settings

#	DATE	TIME	PO #	LOCATION CATEGORY	PO TYPE	PO SUPPLIER NAME	PO QTY	BO QTY	RECIVING ETA	PO STATUS	STAFF	
1	Feb 5, 2024	10:20 AM	TF1.20001	Filter	E-Commerce	T&T	10	6	Feb 10, 2024	Received	Afsal	V
2	Feb 5, 2024	10:20 AM	TF1.20001	Filter	E-Commerce	T&T	10	10	Feb 20, 2024	Received	Afsal	V

ENTER PAYMENT
DOWNLOAD PDF

Purchase Order > Payment > PO # TF1.20002

Payment Date | mmm dd, yyy

Payment Mode | Select List

Payment Amount | $ 0.00

COMMENTS

Paragraph | B | I | 🔗 | ≔ | ≔ | ≔ | ≔ | 🖼 | 66 | ⊞ | ▶ | ↺ | ↻

ATTACHMENT (IMAGES / PDF)

Drag and drop a file here or click

UPDATE   CANCEL
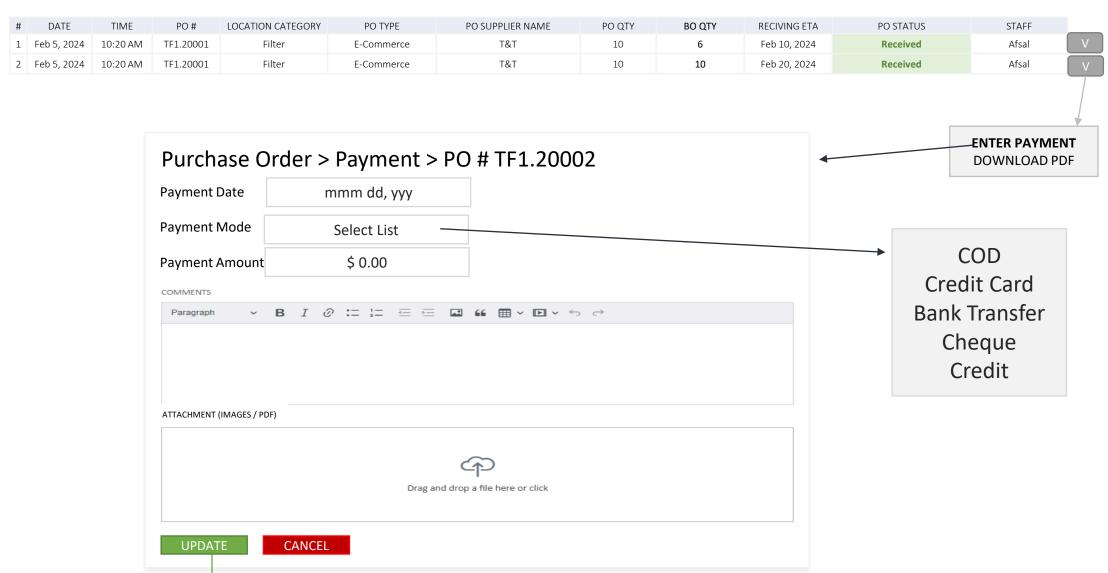
COD
Credit Card
Bank Transfer
Cheque
Credit

Once clicked UPDATE, sends email to user title: **Manager**
Sample email text next page

Location

Tank Farm 1

Received Email Notification

PO # **TF1.20002**
PO Supplier Name: **T&T**
PO Status: **Paid**
PO PDF: **Url link here**

Payment Amount: $100.00
Payment By: Username

Purchase Order > Locate

#	DATE	TIME	PO #	LOCATION CATEGORY	PO TYPE	PO SUPPLIER NAME	PO QTY	BO QTY	RECIVING ETA	PO STATUS	STAFF	
1	Feb 5, 2024	10:20 AM	TF1.20001	Filter	E-Commerce	T&T	10	6	Feb 10, 2024	Paid	Afsal	V
2	Feb 5, 2024	10:20 AM	TF1.20001	Filter	E-Commerce	T&T	10	10	Feb 20, 2024	Cancelled	Afsal	V

DOWNLOAD PDF

PREVIEW

Location

Tank Farm 1

Create
After Approved
Download PDF

PURCHASE ORDER
PO No: TF1.20001
PO Date: Feb 12, 2024
PO ETA: Feb 12, 2024
PO Status: AWAITING DELIVERY

TO: TOM TOM STORE
123 Ave, Singapore, V9X XX0, QC, Japan
Phone: 123-456-7890
Email: info@tomtomstore.com
PO Terms: Net 30 Days

BILL TO	**SHIP TO**
Tank Farm 1, 123 Ave, Vietnam, V9X V9X, BC, Uganda	Tank Farm 1, 123 Ave, Vietnam, V9X V9X, BC, Uganda
Phone: +1 234 567 8910 Emai: me@aboo.ca	Phone: +1 234 567 8910 Emai: me@aboo.ca

#	SKU	ITEM	DESCRIPTION	QTY	PRICE	TOTAL PRICE
1	SKM123	Door	Left Side Door	9	10.00	90.00
2	IQ0213012	Mirror	Glass mirror	1	10.00	10.00
					SUB TOTAL	100.00

1

PO COMMENTS

Test Po

Add one more column COLOUR
Also on PDF export

After RECEIVED
After PAID
Download PDF

PURCHASE ORDER

aboo

PO No: TF1.20001
PO Date: Feb 12, 2024
PO ETA: Feb 12, 2024
PO Status: PAID

TO: TOM TOM STORE
123 Ave, Singapore, V9X XX0, QC, Japan
Phone: 123-456-7890
Email: info@tomtomstore.com
PO Terms: Net 30 Days

BILL TO
Tank Farm 1, 123 Ave, Vietnam, V9X V9X, BC, Uganda
Phone: +1 234 567 8910 Emai: me@aboo.ca

SHIP TO
Tank Farm 1, 123 Ave, Vietnam, V9X V9X, BC, Uganda
Phone: +1 234 567 8910 Emai: me@aboo.ca

#	SKU	ITEM	DESCRIPTION	QTY	RECEIVED QTY	PRICE	TOTAL PRICE
1	SKM123	Door	Left Side Door	9	9	10.00	90.00
2	IQ0213012	Mirror	Glass mirror	1	1	10.00	10.00
						SUB TOTAL	100.00

1

Add one more column COLOUR
Also on PDF export

PO COMMENTS

COMMENTS
Great

If no comments, don't display