

## - How to Create Purchase order ?

Purchase Orders Products Reporting Configuration

New Requests for Quotation Purchase Orders Vendors

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All RFQs: 10 To Send, 0 Waiting, 11 Late

My RFQs: 7 To Send, 0 Waiting, 8 Late

Avg Order Value: 47,927.86 LE

Purchased Last 7 Days: 18,236.00 LE

Lead Time to Purchase: -2.91 Days

RFQs Sent Last 7 Days: 0

Referen...	Vendor	Company	Buyer	Order Deadli...	Activities	Source Document	Total	Status
P00022	شركة الرواد	My Company (San Franc...	Mitchell Adm...	Today			80,000.00 LE	RFQ
P00021	Ready Mat	My Company (San Franc...	Mitchell Adm...				5,736.00 LE	Purchase Ord...
P00020	Azure Interior	My Company (San Franc...	Mitchell Adm...				2,505.00 LE	Purchase Ord...
P00019	Gemini Furniture	My Company (San Franc...	Mitchell Adm...				12,500.00 LE	Purchase Ord...
P00018	Wood Corner	My Company (San Franc...	Mitchell Adm...				6,465.50 LE	Purchase Ord...
P00017	Ready Mat	My Company (San Franc...	Mitchell Adm...	Today	Check competitors		1,222.50 LE	RFQ
P00016	Wood Corner	My Company (San Franc...	Mitchell Adm...	Today	Check optional prod...		1,335.00 LE	RFQ
P00015	Deco Addict	My Company (San Franc...	Mitchell Adm...	Today	Get approval		8,658.00 LE	RFQ

In purchase Module :

Order Button Then Purchase order

Purchase Orders Products Reporting Configuration

New Requests for Quotation P00022

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Vendor: شركة الرواد

Vendor Reference:

Currency: EGP

Order Deadline: 10/18/2024 19:21:57

Expected Arrival: 10/18/2024 19:21:57

50% On-Time Delivery

Deliver To: Main Warehouse: Receipts

Products Other Information

Product	Description	Quantity	UoM	Unit Price	Taxes	Tax excl.
كمبيوتر ديل اوبتي بلكس 7000 تاور	كمبيوتر ديل اوبتي بلكس 7000 تاور	4.00	Units	20,000.00		80,000.00 LE

Add a product Add a section Add a note Catalog

Define your terms and conditions ...

Total: 80,000.00 LE

Set the right quantity and price.

Then after that, receive it in the warehouse.

Purchase Orders Products Reporting Configuration

My Company (San Francisco)

New Requests for Quotation / P00022 MW/IN/00018

Detailed Operations

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Validate Print Print Labels Cancel Draft Ready Done

★ MW/IN/00018

Receive From شركة الرواد

Destination Location MW/Stock

Scheduled Date 10/18/2024 19:21:57

Deadline 10/18/2024 19:21:57

Source Document P00022

Operations Additional Info Note

Product	Demand	Quantity	Unit
كمبيوتر ديل اوبتي بلكس 7000 تاور	4.00	4.00	Units
Add a line			

Then comes the manufacturing turn to collect the necessary materials.

- How to prepare Bill of Materials
- BOM Type (KIT)

Manufacturing Operations Planning Products Reporting Configuration

My Company (San Francisco)

New Bills of Materials Computer

Operations Performance BoM Overview

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Product Computer

Quantity 1.00 Units

Reference

BoM Type ☐ Manufacture this product ☒ Kit

A BoM of type Kit is not produced with a manufacturing order. Instead, it is used to decompose a BoM into its components when:

- it is added as a component in a manufacturing order
- it is moved via a transfer, such as a receipt or a delivery order for instance.

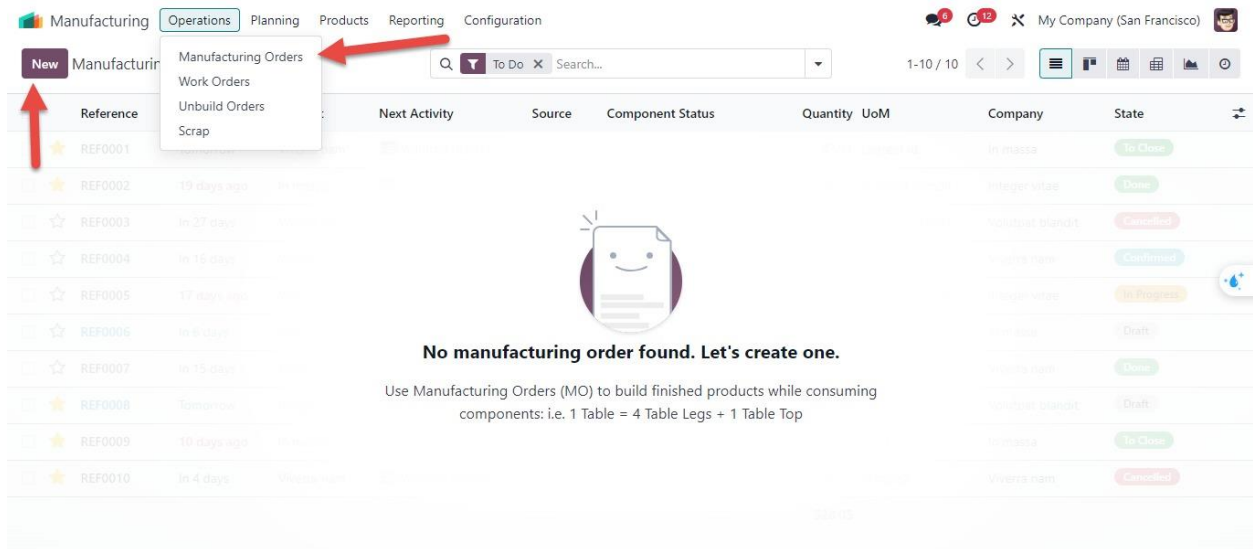
Company My Company (San Francisco)

Components Operations Miscellaneous

Component	Quantity	Product	Unit of Measure
Mouse	0	1.00	Units
Screen	0	1.00	Units
Keyboard	0	1.00	Units

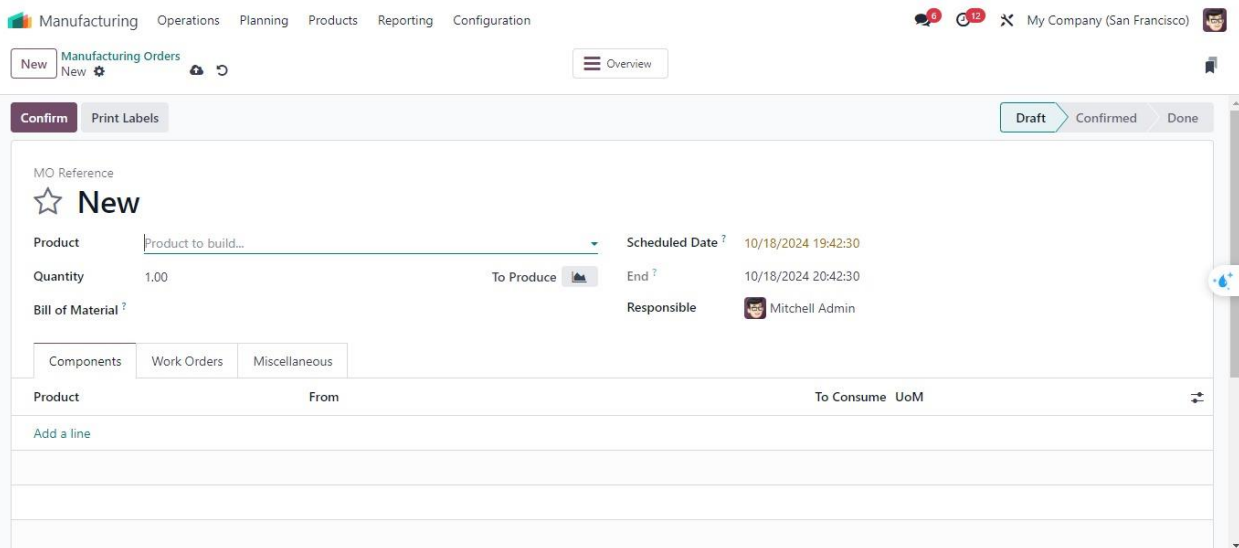
Then we make a manufacturing order.

1-



2-Select the BOM type and quantity to start the production process.

Then Confirm



Sales Quotations are the first step in the process of the creation of sales orders in a business. To create a sales quotation click on the new button.

The screenshot shows the Odoo Sales Orders interface. The 'New' button is highlighted with a red arrow and a red box. The dropdown menu shows 'Quotations' as the selected option. Below the menu, there are four main sections: 'Company Data', 'Documents Layout', 'Order Confirmation', and 'Sample Quotation'. At the bottom, there is a table listing existing quotations and orders.

Number	Creation Date	Customer	Salesperson	Activities	Total	Status
S00043	10/18/2024 20:15:23	شركة الرواد	M Sarah Abdulakher	🕒	1.14 LE	Quotation
S00039	10/18/2024 16:05:50	Gemini Furniture	Marc Demo	🕒	1,990.00 LE	Sales Order
S00038	10/18/2024 16:05:50	Gemini Furniture	Marc Demo	🕒	4,350.00 LE	Sales Order
S00037	10/18/2024 16:05:50	Gemini Furniture	Marc Demo	🕒	1,475.00 LE	Sales Order
S00036	10/18/2024 16:05:50	Gemini Furniture	Marc Demo	🕒	2,175.00 LE	Sales Order
https://edu-ramadan-group.odoo.com/web/reload=true&debug=1#menu_id=187&action=318						
			Marc Demo	🕒 Order Unsell	1,186.50 LE	Sales Order

Then add the name of the customer, product details and all other required data to create a purchase order.

The screenshot shows the Odoo Sales Orders interface. The 'New' button is highlighted with a red arrow and a red box. The dropdown menu shows 'Quotations' as the selected option. Below the menu, there are four main sections: 'Company Data', 'Documents Layout', 'Order Confirmation', and 'Sample Quotation'. At the bottom, there is a table listing existing quotations and orders.

**New**

Customer ? Azure Interior  
4557 De Silva St  
Fremont CA 94538  
United States – US12345677

Expiration ? 11/17/2024

Quotation Date ? 10/18/2024 20:48:25

Pricelist ? Default EGP pricelist (EGP)

Payment Terms ? End of Following Month

Order Lines

Product	Description	Quantity	UoM	Unit Price	Taxes	Disc.%	Tax excl.
Mouse	Mouse	1.00	Units	3,000.00	14%	0.00	3,000.00 LE
Keyboard	Keyboard	1.00	Units	5,000.00	14%	0.00	5,000.00 LE

[Add a product](#) [Add a section](#) [Add a note](#) [Catalog](#)

When you send the quotation by email the status will be quotation sent. You can confirm it by clicking on the confirm button which will convert this sales quotation into a sales order.

Sales Orders To Invoice Products Reporting Configuration

New Quotations S00044

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Send by Email Send PRO-FORMA Invoice Confirm Preview Cancel Quotation Quotation Sent Sales Order

**S00044**

Customer ? Azure Interior  
4557 De Silva St  
Fremont CA 94538  
United States – US12345677

Expiration ? 11/17/2024  
Quotation Date ? 10/18/2024 20:19:09  
Pricelist ? Default EGP pricelist (EGP)

Sales Orders To Invoice Products Reporting Configuration

New Quotations S00045

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Confirm Send PRO-FORMA Invoice Send by Email Preview Cancel Quotation Quotation Sent Sales Order

**S00045**

Customer ? Azure Interior  
4557 De Silva St  
Fremont CA 94538

Expiration ? 11/17/2024  
Quotation Date ? 10/18/2024 20:48:25

Sales Orders To Invoice Products Reporting Configuration

New Quotations S00045

Delivery 1

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Create Invoice Send PRO-FORMA Invoice Send by Email Preview Cancel Quotation Quotation Sent Sales Order

**S00045**

Customer ? Azure Interior  
4557 De Silva St  
Fremont CA 94538  
United States – US12345677

Order Date ? 10/18/2024 20:56:39  
Pricelist ? Default EGP pricelist (EGP)  
Payment Terms ? End of Following Month

When you confirm a sales order, the create invoice button will appear in sales orders form. You can click on this button to create an invoice.

The screenshot shows the top navigation bar with 'Sales', 'Orders', 'To Invoice', 'Products', 'Reporting', and 'Configuration'. Below the navigation bar, there's a 'New' button and a 'Quotations S00045' button. A red arrow points to the 'Create Invoice' button, which is highlighted with a red box. Other buttons include 'Send PRO-FORMA Invoice', 'Send by Email', 'Preview', and 'Cancel'. The 'Sales Order' button is also visible. The main content area shows the quotation details for S00045, including customer information (Azure Interior, 4557 De Silva St, Fremont CA 94538, United States - US12345677), order date (10/18/2024 20:56:39), pricelist (Default EGP pricelist (EGP)), and payment terms (End of Following Month). Below this, there's a table with columns: Product, Description, Quantity, Invoiced, UoM, Unit Price, Taxes, Disc.%, and Tax excl. The table contains two rows: Mouse (1.00, 0.00, Units, 3,000.00, 14%, 0.00, 3,000.00 LE) and Keyboard (1.00, 0.00, Units, 5,000.00, 14%, 0.00, 5,000.00 LE). At the bottom, there are links: 'Add a product', 'Add a section', 'Add a note', and 'Catalog'.

When clicking on create invoice button a pop up will appear to select the invoice type based on your company's policy. You can select a Regular invoice , Down payment (percentage), or Down payment (fixed amount).Then click on create a draft invoice.

The screenshot shows the same sales order form as before, but with a 'Create Invoice' pop-up dialog box open. The dialog box has a title 'Create invoices' and a close button. It contains three radio buttons: 'Regular invoice' (selected), 'Down payment (percentage)', and 'Down payment (fixed amount)'. A red arrow points to the 'Create Draft Invoice' button at the bottom of the dialog box. The background shows the same quotation details and table as the previous screenshot.