

Milestone 4: Purchases

Activity 1: Purchase Order Creation

Books | Search in Purchase Orders (/) | You are cur... Upgrade | Bright ideas consulting

New Purchase Order

Vendor Name* Randstad technologies INR

[Open Purchase Orders](#)

BILLING ADDRESS [Add new address](#) SHIPPING ADDRESS [Add new address](#)

GST Treatment: Registered Business - Regular [GSTIN: 33AAAAA0000A15A](#)

Source Of Supply* [TN] - Tamil Nadu

Destination Of Supply* [TN] - Tamil Nadu

Deliver To* ☒ Organization ☐ Customer
sabrinfayaj24

Purchase Order## PO-00001

Reference#

Date 05/04/2023
To create transaction dated before 01/07/2017, click [here](#)

Expected Delivery Date dd/MM/yyyy Payment Terms Due on Receipt

Shipment Preference Choose the shipment preference or type t
☐ This transaction is applicable for reverse charge

☐ Tax Exclusive ☒ At Transaction Level [Bulk Update Line Items](#)

ITEM DETAILS	ACCOUNT	QUANTITY	RATE	TAX	AMOUNT
Office Equipment	Furniture and Equipment	20	10000	GST18 [18%]	2,00,000.00

Books

Search in Purchase Orders (/)

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Purchases

Vendors

Expenses

Purchase Orders

Bills

Payments Made

Vendor Credits

Time Tracking

e-Way Bills

GST Filing

Accountant

Reports

Will be displayed on purchase order

Sub Total 2,00,000.00

Discount 0 % 0.00

CGST9 [9%] 18,000.00

SGST9 [9%] 18,000.00

Total Tax Amount 36000.00 INR

Adjustment 0.00

TCS Select a Tax 0

Total (₹) 2,36,000.00

Terms & Conditions

Attach File(s) to Purchase Order

Books

Search in Purchase Orders (/)

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Total (₹) 2,36,000.00

Terms & Conditions

Enter the terms and conditions of your business to be displayed in your transaction

Attach File(s) to Purchase Order

Upload File

You can upload a maximum of 10 files, 5MB each

Email Communications

Add New

No contact persons found.

Additional Fields: Start adding custom fields for your purchase orders by going to Settings > Purchases > Purchase orders.

Save as Draft

Save and Send

Cancel

Template: 'Standard Template' Change