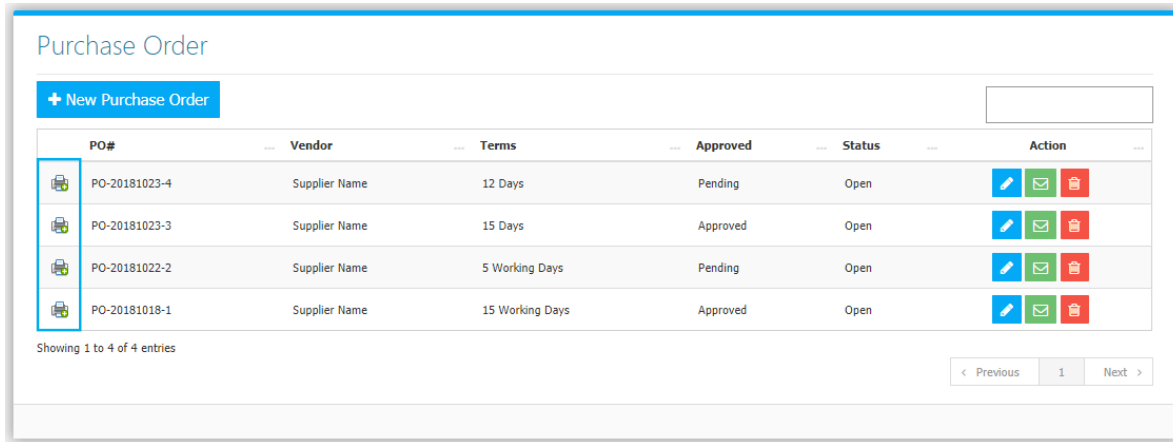














PURCHASE ORDER

Listed in the *Figure 1* are the Purchase Orders created. A **Purchase Order** is an official order that is issued by the company to a supplier. It has information on the specific products or services ordered as well as the quantities and the prices that were agreed upon. This is a legally binding agreement on the part of the purchaser to actually buy and pay for what was ordered.

Figure 1

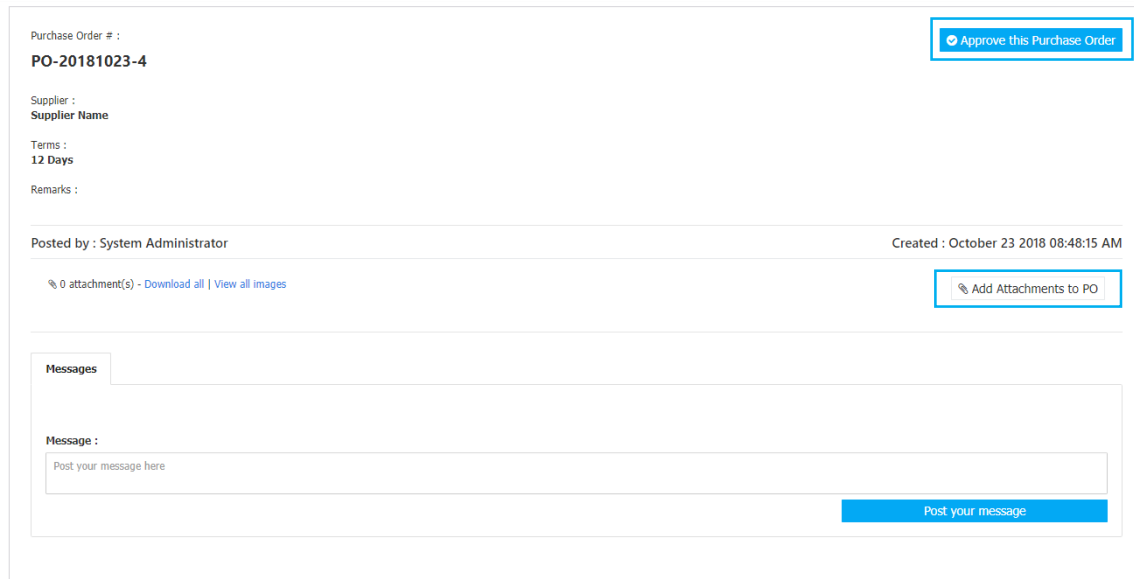


The screenshot shows a web interface titled "Purchase Order". At the top left is a blue button labeled "+ New Purchase Order". Below it is a table with the following columns: PO#, Vendor, Terms, Approved, Status, and Action. There are four rows of data. The first row is highlighted with a blue border. At the bottom of the table, it says "Showing 1 to 4 of 4 entries". To the right of the table is a pagination control with "< Previous", "1", and "Next >".

PO#	Vendor	Terms	Approved	Status	Action
PO-20181023-4	Supplier Name	12 Days	Pending	Open	  
PO-20181023-3	Supplier Name	15 Days	Approved	Open	  
PO-20181022-2	Supplier Name	5 Working Days	Pending	Open	  
PO-20181018-1	Supplier Name	15 Working Days	Approved	Open	  

Use the **Search Field** to search for the information from inside the table. Click the **Trash Button** to delete, **Pencil Button** to edit. Click the **Message Button** to open messaging module as shown in *Figure 2*. You can send messages and attach documents to send for every user to see.

Figure 2



The screenshot shows the details of a purchase order. At the top, it says "Purchase Order # : PO-20181023-4". Below this, it lists "Supplier : Supplier Name", "Terms : 12 Days", and "Remarks :". To the right of the PO number is a blue button labeled "Approve this Purchase Order". Below the details, it says "Posted by : System Administrator" and "Created : October 23 2018 08:48:15 AM". There is a link "0 attachment(s) - Download all | View all images" and a button "Add Attachments to PO". At the bottom, there is a "Messages" section with a text input field labeled "Message :" and a button "Post your message".

Purchase Order # : PO-20181023-4

Supplier : Supplier Name

Terms : 12 Days

Remarks :

Posted by : System Administrator Created : October 23 2018 08:48:15 AM

0 attachment(s) - Download all | View all images

Add Attachments to PO

Messages

Message : Post your message here

Post your message

Click the **New Purchase Order Button** to create. Fill the form (Figure 3) then click **Save Changes Button** to save.

Figure 3

PO # : PO-XXXX

Department * :
Admin x ▼

Supplier * :
Supplier Name x ▼

Deliver to Address * :
Office

PO # :
PO-YYYYMMDD-XXX

Contact Person :
Mr. Alboro

Terms :
15 Days

Enter PLU or Search Item : Refresh

Enter PLU or Search Item

Qty	UM	Item	Unit Price	Discount(%)	Total	Action
1.00	Piece ▼	TSHIRT V COLLAR 30	35.00	0.00	35.00	
1.00	Piece ▼	TSHIRT V COLLAR 25	28,540.00	0.00	28,540.00	
Discount (%) :					0.00	
Total Before Tax :					25,513.39	
Tax :			3,061.61	Total After Tax :	28,575.00	

Remarks :
Purchase Order from Supplier

Save Changes Cancel

Clicking the **Print Button** will open the transaction/Purchase Order as shown in Figure 3. It can be printed and downloaded as pdf if it is already approved.

Figure 3

Purchase Order

P.O. # : PO-20181023-3
Date : 10/23/2018

Supplier / Address:
Supplier Name

Deliver to :
12

Terms :
15 Days









Ref # :

Description	UM	Qty	Unit Price	Discount (%)	Amount
TSHIRT V COLLAR 30	Piece	1.00	35.00	10.00	28.35
Remarks:					
Prepared By:			Global Discount %:		10.00
			Total Discount :		6.65
			Total Before Tax:		25.31
Received By:			Total Tax Amount:		3.04
			Total After Tax:		28.35
Date			Total:		28.35

Print PO Download as PDF

Approval of Purchase Orders is located in **Dashboard** (Figure 4). Only **Authorized Users** can see and approve Purchase Orders. Click the **Check Button** to Approve, **Message Button** to see messages.

Figure 4





PURCHASE ORDER FOR APPROVAL						
Search Purchase Order						
PO #	Vendor	Terms	Posted by			Action
 PO-20181023-4	Supplier Name	12 Days	System Administrator	0		 
 PO-20181022-2	Supplier Name	5 Working Days	System Administrator	0		 

Showing 1 to 2 of 2 entries

< Previous 1 Next >

Click the **+ Button** to open or review (Figure 5). You can also click **Mark this as Approved Button** to approve the Purchase Order.

Figure 5

	PO-20181023-4	Supplier Name	12 Days	System Administrator	0		 
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P.O. # : PO-20181023-4
Date : 10/23/2018

Supplier / Address: Supplier Name
Deliver to : 12
Terms : 12 Days
Ref # :

Description	UM	Qty	Unit Price	Discount (%)	Amount
TSHIRT V COLLAR 30	Piece	1.00	35.00	10.00	28.35

Remarks:

Prepared By:	Global Discount %:	10.00
	Total Discount :	6.65
	Total Before Tax:	25.31
Received By:	Total Tax Amount:	3.04
	Total After Tax:	28.35
Date	Total:	28.35

 Mark this as Approved

Note: Only **Approved** Purchase Order can be used in creating a Purchase Invoice. Purchase Order is an **optional** feature. If your company does not use Purchase Order, you can **skip** this module and go directly to Purchase Invoice to record Deliveries. Purchase Orders are not included in the *computation of Stocks On Hand or Inventory*.

Purchasing Flowchart

