

Knowledge Base



Introduction to Purchasing in Gojee

Last updated on September 27th, 2023

Introduction

The Gojee purchasing module provides you the functionality to ensure your stock is always kept in check, and the requirements of your jobs are being fulfilled simultaneously. In Gojee you can raise:

- [low stock re-orders](#) – order what items you're low on so you always have sufficient stock available.
- [job stock orders](#) – order what's required for one or more jobs.
- [combined stock and job orders](#) – a combination of the above all in the one process to minimise freight and simplify your purchasing process.

Purchase orders are created with your customised branding themes so they look great, and they can be emailed directly out of Gojee to save time. Your orders are synchronised with Xero, and automatically update on Xero as the status of the orders change, i.e. when orders are marked as sent, awaiting delivery or fully billed.

In Gojee, you can filter your purchase orders based on their status, you can receive goods against the purchase orders, and you can close the process out by raising a supplier bill which is also synchronised into Xero.

To get started, refer to the [Creating Purchase Orders](#) section.
