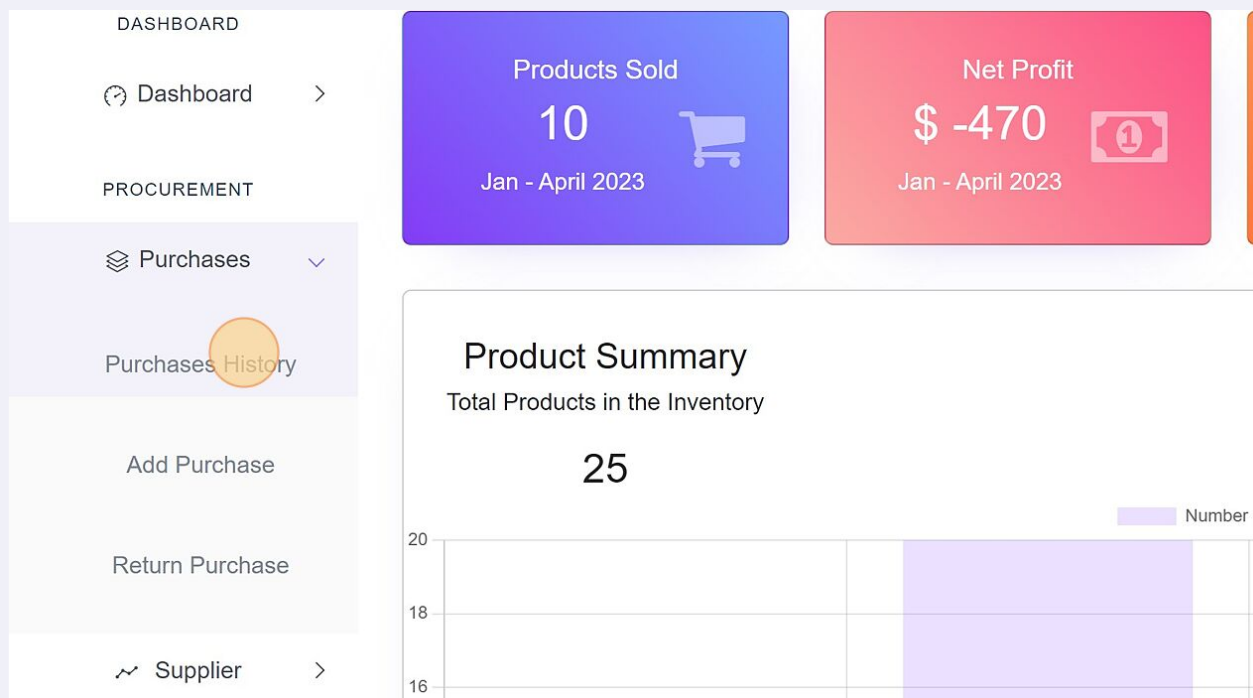


Add, View and Return Purchase

User manual regarding how to add, view and return purchases.

- 1 Click "Purchases History" to view all purchase records.



- 2 You could choose a start and end date and click "OK" to see all purchases within the dates you have chosen.

Per Page ▾

Search

Purchases History

Start Date:

yyyy/mm/日



End Date:

yyyy/mm/日



Base	↓↑ Name	↓↑ Type	↓↑ Quantity	↓↑ Price	↓↑ Total	↓↑ Product ID	↓↑ Supplier Name	Des
	Oat Milk	Drink	8	4.00	32.00	1	UNNC	80%
	Chips	Food	10	10.00	100.00	2	UNUK	

Search

Search

Purchases History

Start Date:





2023/03/16



End Date:

yyyy/mm/日



pe	↓↑ Quantity	↓↑ Price	↓↑ Total	↓↑ Product ID	↓↑ Supplier Name	↓↑ Description	↓↑ Date	Edi
	8	4.00	32.00	1	UNNC	80% off	2023-03-08	 
	10	10.00	100.00	2	UNUK	aaa	2023-03-16	 

Purchases History

Start Date:



End Date:



Quantity	Price	Total	Product ID	Supplier Name	Description	Date	Edit
8	4.00	32.00	1	UNNC	80% off	2023-03-08	
10	10.00	100.00	2	UNUK	aaa	2023-03-16	

Quantity	Price	Total	Product ID	Supplier Name	Description	Date	Edit
10	10.00	100.00	2	UNUK	aaa	2023-03-16	
100	1.00	100.00	3	CA	BBB	2023-03-16	
5	3.00	15.00	6	UNNC	Null	2023-03-21	
12	12.00	144.00	8	CA	ssdf	2023-03-22	

Total stock:127

[Previous](#)[1](#)[Next](#)

3

If you would like to add a new purchase, you could either click "+" button in this page or click "Add Purchase" button on the left navigation bar.

English

Search

Search

Purchases History

Start Date:
2023/03/16

End Date:
2023/03/22

Quantity	Price	Total	Product ID	Supplier Name	Description	Date	Edit
10	10.00	100.00	2	UNUK	aaa	2023-03-16	

PROCUREMENT

Purchases

Purchases History

Add Purchase

Purchase Return

Supplier

INVENTORY

Chips

Type

Please choose a type

Quantity

e.g. 20

Purchase

e.g. 20

Supplier Name

e.g. Tom

Description

4

After filling out the form, click "Add purchase" to add a new purchase in your purchase table. You will see a message showing "The purchase is added successfully", which means you have added it successfully. Then click "View Purchases" button in this page to see the update purchase table.

Jump to



Create New Purchase

Name

Chips



Type

Please choose a type



Quantity

e.g. 20

Purchase Price

UNUK



Description

aaa

Date

2023/03/16



Add purchase

View Purchases

Copyright © Designed & Developed by GRP Team202205



? Eng

Create New Purchase

The purchase is added successfully!

Name

Chips



Type

Please choose a type



Quantity

Description

e.g. Fragile; handle with care!

Date

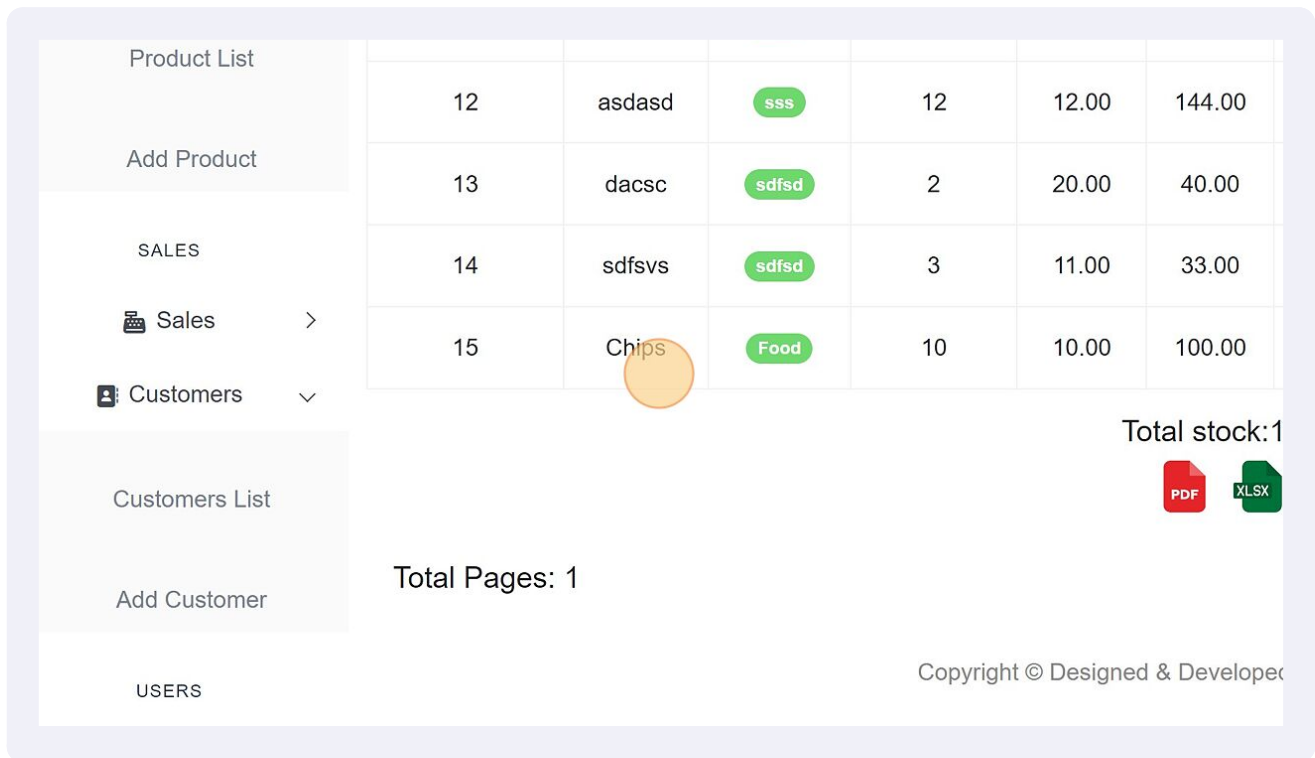
yyyy/mm/日



Add purchase

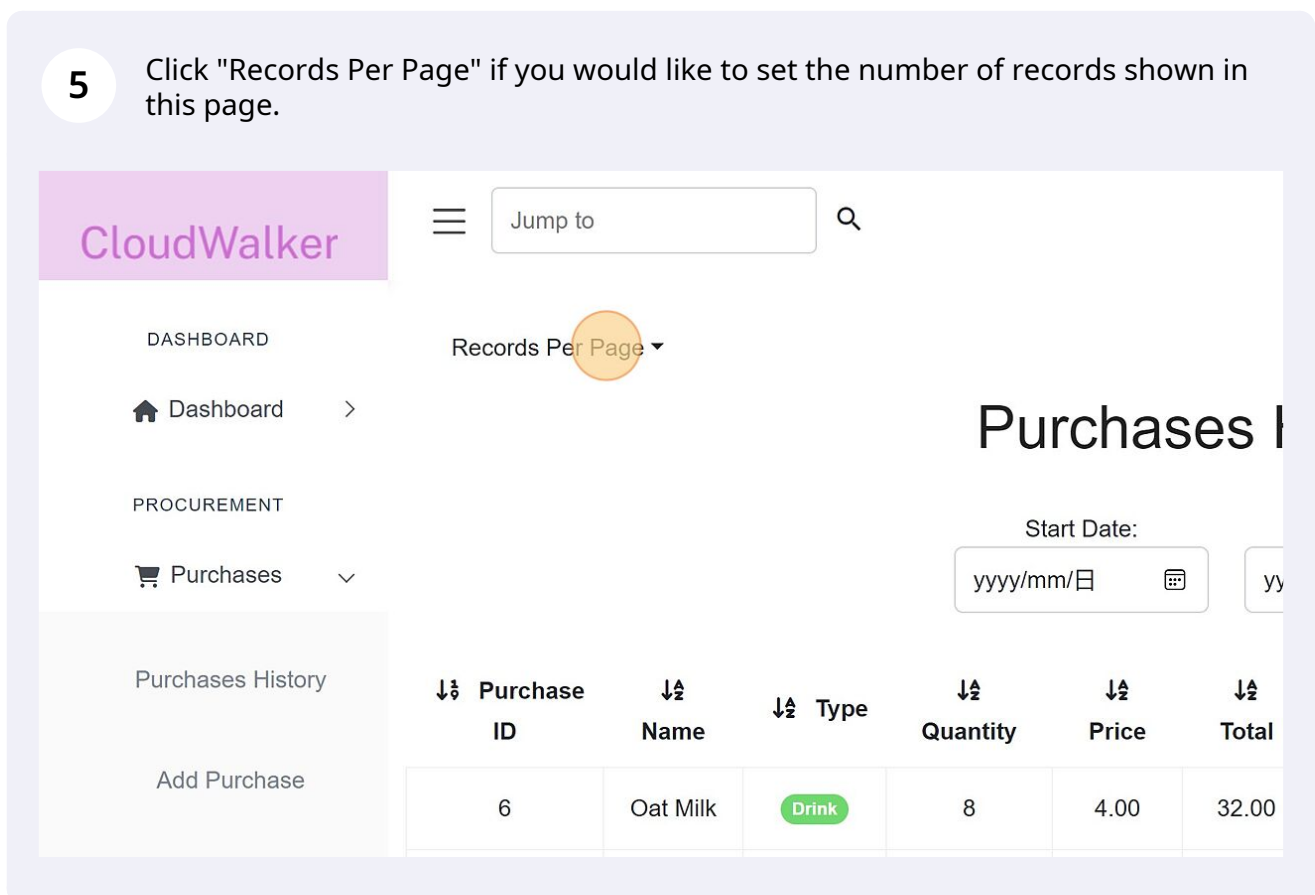
View Purchases

Copyright © Designed & Developed by GRP Team202205



5

Click "Records Per Page" if you would like to set the number of records shown in this page.





Records Per Page ▾

5

10

15

Purchases History

Start Date:

yyyy/mm/日



yy

↓↑ Purchase ID	↓↑ Name	↓↑ Type	↓↑ Quantity	↓↑ Price	↓↑ Total
6	Oat Milk	Drink	8	4.00	32.00



6

Click PDF or XLSX icon if you want to download a PDF or XLSX format of the purchase table.

↓↑ Name	↓↑ Type	↓↑ Quantity	↓↑ Price	↓↑ Total	↓↑ Product ID	↓↑ Supplier Name	↓↑ Description
Oat Milk	Drink	8	4.00	32.00	1	UNNC	80% off
Chips	Food	10	10.00	100.00	2	UNUK	aaa
Pencils	Stationary	100	1.00	100.00	3	CA	BBB
TV	Appliances	2	100.00	200.00	4	UNNC	80% off
Orange juice	Drink	9	2.00	18.00	5	UNUK	Brittle










Total stock: 129



↓↑ Name	↓↑ Type	↓↑ Quantity	↓↑ Price	↓↑ Total	↓↑ Product ID	↓↑ Supplier Name	↓↑ Description
Hot Milk	Drink	8	4.00	32.00	1	UNNC	80% off
Chips	Food	10	10.00	100.00	2	UNUK	aaa
Pencils	Stationary	100	1.00	100.00	3	CA	BBB
TV	Appliances	2	100.00	200.00	4	UNNC	80% off
Orange Juice	Drink	9	2.00	18.00	5	UNUK	Brittle
Total stock:129							
 							

7

Click "Return" icon if the purchase needs to be returned for some reason. Note that you need to confirm the return quantity and return price.

<div> <div>Start Date:</div> <div>End Date:</div> <div> <div>yyyy/mm/日</div> <div>yyyy/mm/日</div> <div>✓</div> </div> </div>							
↓↑ Quantity	↓↑ Price	↓↑ Total	↓↑ Product ID	↓↑ Supplier Name	↓↑ Description	↓↑ Date	Edit
8	4.00	32.00	1	UNNC	80% off	2023-03-08	 
10	10.00	100.00	2	UNUK	aaa	2023-03-16	 
100	1.00	100.00	3	CA	BBB	2023-03-16	 
2	100.00	200.00	4	UNNC	80% off	2023-03-12	 
9	2.00	18.00	5	UNUK	Brittle	2023-03-	

Return Purchase

Return Price:

8

Return Quantity:

CloseSend

						Supplier Name	Description
Oat Milk	Drink	8	4.00	32.00	1	UNNC	80% off

Return Price:

4

Return Quantity:

8

CloseSend

						Supplier Name	Description	Date
Drink	8	4.00	32.00	1	UNNC	80% off		2023-03-08
Food	10	10.00	100.00	2	UNUK	aaa		2023-03-16
Stationary	100	1.00	100.00	3	CA	BBB		2023-03-16

8

Click "Return Purchase" and you will see the purchase you just returned in the purchase return table.

Purchases History

Add Purchase

Return Purchase

Supplier

Suppliers List

↓¹₉ Purchase ID

↓^A_Z Name

↓^A_Z T

3

Wine

Drin



The same as in the purchase table, you could see the returned purchases within the dates you like. You could also set the number of purchase records shown in this page and download a PDF or XLSX format of the purchase return table.