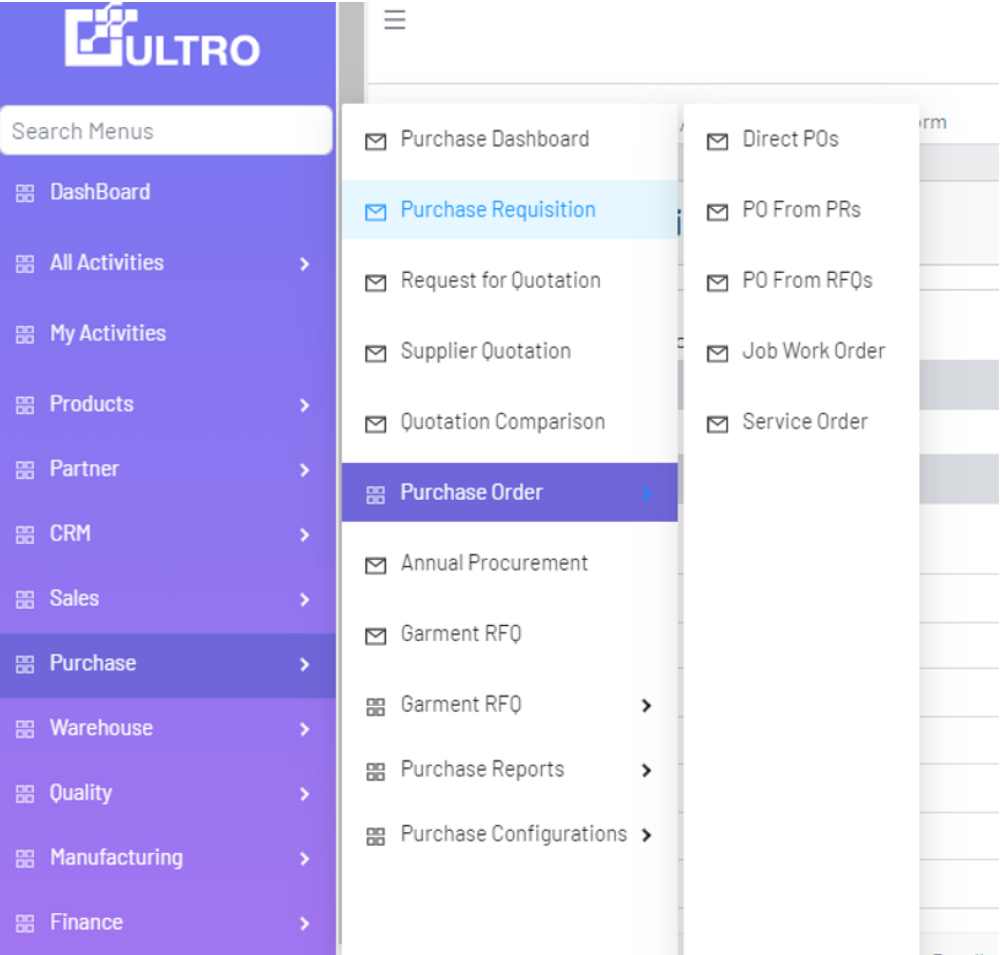


Purchase Order

Navigation:

Go to Purchase → Purchase Order → PO from PR → Add New.



Home / PO From PR

PO From PR										<div>Add New</div> <div>Actions</div>	
<input type="checkbox"/>	PO No.	Date Order	Partner Name	Status	Summary	Purchase Person Na...	Team	Currency	Total Amount		
<input type="checkbox"/>	POJ0027	2024-10-17T09:22:11.57	IIP India Sales Private Limited	Fully Processed		Erp Admin			80000		
<input type="checkbox"/>	POJ0026	2024-10-17T09:08:33.61	M/s Hagur Tech Private Limited	Draft		Erp Admin					
<input type="checkbox"/>	POJ0025	2024-10-17T07:41:03.18	TOSHIBA JSW POWER SYSTEMS	Draft		Erp Admin					
<input type="checkbox"/>	POJ0024	2024-10-17T07:34:08.48	Crest Digital Private Limited	Fully Processed		Erp Admin			5000		
<input type="checkbox"/>	POJ0023	2024-10-17T07:33:48.34	Crest Digital Private Limited	Confirmed		Erp Admin			10000		
<input type="checkbox"/>	POJ0022	2024-10-17T07:29:51.59	Crest Digital Private Limited	Confirmed		Erp Admin			1000		
<input type="checkbox"/>	POJ0021	2024-10-17T07:29:51.59	Crest Digital Private Limited	Confirmed		Erp Admin			1000		

Instructions:

Fill the Mandatory Fields:

Vendor: Select the vendor for the order.

Warehouse: Specify the receiving warehouse.

Expected Date: Input the date when the goods are expected to arrive.

Home / PO From PR / Purchase Order

Purchase Order

Next Action Print Save Close Now Draft

Purchase Order No.	Purchase Order Date	Summary	
	Oct 17, 2024		
Supplier *	Purchase Person (Buyer) *	Shipment Due On	
HP India Sales Private Limited	Erp Admin		
PO Source(Change if PO to be created from PR or RFQ)	Price List		
From PRs	-Select-		
Currency	Currency Rate	Transportation Mode	PO Category
Indian rupee		Courier	-Select-
Fulfillment To (Warehouse)*	Location	Cost Center	Project
RVS D-59	D-59/Stock	-Select-	GSM antenna Repair
Source Document	Supplier Reference		
For Style/Product	Upload Attachment		
Select			

Purchase Requisitions Product Freight & Other Charges Addresses Advance Payment Terms & Other Info Acknowledgement

Purchase Requisition

Link the Approved PR:

Locate the PR Field.

Select the relevant Purchase Requisition.

Click Load PR Lines to auto-fill the details from the PR.

Enter PO Quantity:

Purchase Order No. <div></div>		Purchase Order Date <div>Oct 17, 2024</div>	Summary <div></div>
Supplier * <div>HP India Sales Private Limited</div>		Purchase Person (Buyer) * <div>Erp Admin</div>	
PO Source(Change if PO to be created from PR or RFQ) <div>From PRs</div>		Price List <div>-Select-</div>	
Currency <div>Indian rupee</div>	Currency Rate <div></div>		Transportation Mode <div>Courier</div>
Fulfilment To (Warehouse)* <div>RVS D-59</div>		Location <div>D-59/Stock</div>	
Source Document <div></div>	Supplier Reference <div></div>		Cost Center <div>-Select-</div>
For Style/Product <div>-Select-</div>			<div>Upload Attachment</div>

Purchase Requisitions

Product

Freight & Other Charges

Addresses

Advance Payment

Terms & Other Info

Acknowledge

Purchase Requisitions

Select Purchase Requisitions

-Select-

PR/0017

PR/0016

PR/0013

Load PR Lines

Requesting

For Style/Product <div>-Select-</div>		<div>Upload Attachment</div>	
Purchase Requisitions		Product	
Freight & Other Charges		Addresses	
Advance Payment		Terms & Other Info	
Acknowledgement			

Purchase Requisitions

Select Purchase Requisitions

PR/0017

Load PR Lines

PR Line

S.No	PR No.	PR Line Id	Requested By	Requesting Department	Requesting Warehouse
1	PR/0017	8	Erp Admin	Finance	-Select-

Update PO Order Lines

Untaxed Amount:₹

Total Tax Amount:₹

Total SubTotal:₹

For Style/Product
-Select- Upload Attachment

Purchase Requisitions Product Freight & Other Charges Addresses Advance Payment Terms & Other Info Acknowledgement

Purchase Requisitions

Select Purchase Requisitions
PR/0017 Load PR Lines

PR Line

	PR Quantity	PR Planned Quantity (RFQ + Direct PO)	PR Open Quantity	Priority	PO Quantity
	100		100		100

Update PO Order Lines

Untaxed Amount: ₹

Scroll to the Product Tab.

Review the loaded PR lines.

Update the PO Quantity as needed.

Click Update PO Order Lines to confirm changes.

A confirmation message will appear.

PrLines to PoLines mapping completed ×

Purchase Order Short Close PO Next Action Print Update Close New

Purchase Order No.
PO/0028

Purchase Order Date
Oct 17, 2024

Supplier *
HP India Sales Private Limited

PO Source(Change if PO to be created from PR or RFQ)
From PRs

Currency
Indian rupee

Currency Rate

Fulfilment To (Warehouse)*
RVS D-59

Source Document

Supplier Reference

Summary

Purchase Person (Buyer) *
Erp Admin

Shipment Due On

Price List
-Select-

Transportation Mode
Courier

PO Category
-Select-


Location
D-59/Stock

Cost Center
-Select-

Project
GSM antenna Repa

Purchase Order No. PO/0028	Purchase Order Date Oct 17, 2024	Summary
Supplier * HP India Sales Private Limited	Purchase Person (Buyer) * Erp Admin	Shipmer
PO Source(Change if PO to be created from PR or RFQ) From PRs	Price List -Select-	
Currency Indian rupee	Currency Rate	Transportation Mode Courier
Fulfilment To (Warehouse)* RVS D-59	Location D-59/Stock	PO Cate -Sele
Source Document	Supplier Reference	Cost Center -Select-
For Style/Product -Select-	Upload Attachment	Project GSM
Purchase Requisitions	Product	Freight & Other Charges
Addresses	Advance Payment	Terms & Other Info
Acknowledgement		

Products	Load Product Line
----------	-------------------

S.No	Products	Image	Description*	Qty	UoM	Unit Price	Discount (%)	1
1	Zebra Tape (2 Inch)		Zebra Tape (2 Inch)	100	Nos	100		
Total				0				0

Purchase Order line can see in product tab:

Purchase Order No. PO/0028	Purchase Order Date Oct 17, 2024	Summary
Supplier * HP India Sales Private Limited	Purchase Person (Buyer) * Erp Admin	Shipmer
PO Source(Change if PO to be created from PR or RFQ) From PRs	Price List -Select-	
Currency Indian rupee	Currency Rate	Transportation Mode Courier
Fulfilment To (Warehouse)* RVS D-59	Location D-59/Stock	PO Cate -Sele
Source Document	Supplier Reference	Cost Center -Select-
For Style/Product -Select-	Upload Attachment	Project GSM
Purchase Requisitions	Product	Freight & Other Charges
Addresses	Advance Payment	Terms & Other Info
Acknowledgement		

Products	Load Product Line
----------	-------------------

S.No	Products	Image	Description*	Qty	UoM	Unit Price	Discount (%)	1
1	Zebra Tape (2 Inch)		Zebra Tape (2 Inch)	100	Nos	100		
Total				0				0

Click on update button:

Home / PO From PR / Purchase Order

Purchase Order

Short Close PO

Next Action

Print

Update

Close

New

Draft

Purchase Order No.

PO/0028

Purchase Order Date

Oct 17, 2024

Summary

Supplier *

HP India Sales Private Limited

Purchase Person (Buyer) *

Erp Admin

Shipment Due On

PO Source(Change if PO to be created from PR or RFQ)

From PRs

Price List

-Select-

Transportation Mode

Courier

PO Category

-Select-

Currency

Indian rupee

Currency Rate

Location

D-59/Stock

Fulfillment To (Warehouse)*

RVS D-59

Cost Center

-Select-

Project

GSM antenna Repair

Source Document

Supplier Reference

For Style/Product

-Select-

Upload Attachment

Send for Approval:

Click Next Action → Send for Approval.

Home / PO From PR / Purchase Order

Purchase Order

Short Close PO

Next Action

Print

Update

Close

New

Draft

Purchase Order No.

PO/0028

Purchase Order Date

Oct 17, 2024

Summary

Supplier *

HP India Sales Private Limited

Purchase Person (Buyer) *

Erp Admin

Shipment Due On

PO Source(Change if PO to be created from PR or RFQ)

From PRs

Price List

-Select-

Transportation Mode

Courier

PO Category

-Select-

Currency

Indian rupee

Currency Rate

Location

D-59/Stock

Fulfillment To (Warehouse)*

RVS D-59

Cost Center

-Select-

Project

GSM antenna Repair

Source Document

Supplier Reference

For Style/Product

-Select-

Upload Attachment

Approval Workflow

Duplicate

Audit History

Add Activity

Show All Activities

Send for Approval

After the approver confirms the PO, the status changes from Pending Approval to Approved.

Purchase Order

Short Close PO

Next Action

Print

Update

Close

Now

Pending Approval

Purchase Order No.
PO/0028

Purchase Order Date
Oct 17, 2024

Summary

Supplier *
HP India Sales Private Limited

Purchase Person (Buyer) *
Erp Admin

Price List
-Select-

PO Source(Change if PO to be created from PR or RFQ)
From PRs

Transportation Mode
Courier

PO Category
-Select-

Currency
Indian rupee

Currency Rate

Location
D-59/Stock

Fulfillment To (Warehouse)*
RVS D-59

Cost Center
-Select-

Project
GSM antenna Repair

Source Document

Supplier Reference

For Style/Product
-Select-

Upload Attachment

Purchase Order

Short Close PO

Next Action

Print

Update

Close

Now

Approved

Purchase Order No.
PO/0028

Purchase Order Date
Oct 17, 2024

Summary

Supplier *
HP India Sales Private Limited

Purchase Person (Buyer) *
Erp Admin

Price List
-Select-

PO Source(Change if PO to be created from PR or RFQ)
From PRs

Transportation Mode
Courier

PO Category
-Select-

Currency
Indian rupee

Currency Rate

Location

Fulfillment To (Warehouse)*

Revision #1

Created 25 January 2025 20:46:53 by Ultro Docs

Updated 28 January 2025 06:45:14 by Ultro Docs