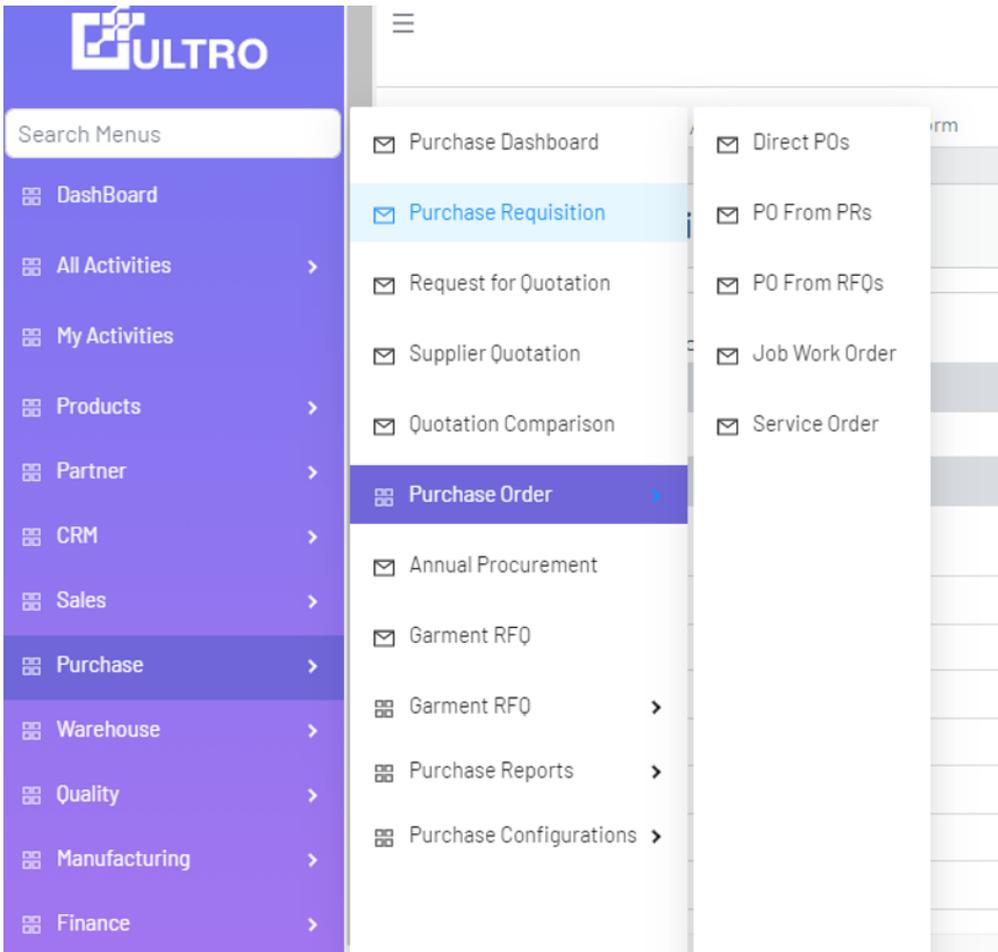


Purchase Order

Navigation:

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



Home / PO From PR

PO From PR Add New Actions

<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 Hegur 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	2024-10-17T07:53:48.34	Crest Digital Private Limited	Confirmed		Erp Admin			10000
<input type="checkbox"/>	POJ0022	2024-10-17T07:29:51.57	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.

The screenshot shows a 'Purchase Order' form with the following fields and values:

- Purchase Order No.: [Redacted]
- Purchase Order Date: Oct 17, 2024
- Supplier: HP India Sales Private Limited (highlighted in red)
- Purchase Person (Buyer): Erp Admin
- Shipment Due On: [Empty]
- PO Source: From PRs
- Price List: -Select-
- Currency: Indian rupee
- Currency Rate: [Empty]
- Transportation Mode: Courier
- PO Category: -Select-
- Fulfillment To (Warehouse): RVS D-59 (highlighted in red)
- Location: D-59/Stock (highlighted in red)
- Source Document: [Empty]
- Supplier Reference: [Empty]
- Cost Center: -Select-
- Project: GSM antenna Repair
- For Style/Product: Select
- Upload Attachment: [Button]

Navigation tabs at the bottom include: Purchase Requisitions, Product, Freight & Other Charges, Addresses, Advance Payment, Terms & Other Info, Acknowledgement.

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.	Purchase Order Date	Summary
<input type="text"/>	Oct 17, 2024	<input type="text"/>
Supplier *	Purchase Person (Buyer) *	
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
Indian rupee	<input type="text"/>	Courier
Fulfilment To (Warehouse)*	Location	
RVS D-59	D-59/Stock	
Source Document	Supplier Reference	Cost Center
<input type="text"/>	<input type="text"/>	-Select-
For Style/Product		<input type="button" value="Upload Attachment"/>
-Select-		

- [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

Requesting

For Style/Product	<input type="button" value="Upload Attachment"/>					
-Select-						
Purchase Requisitions	Product	Freight & Other Charges	Addresses	Advance Payment	Terms & Other Info	Acknowledgement
Purchase Requisitions						
Select Purchase Requisitions						<input type="button" value="Load PR Lines"/>
PR/0017						
PR Line						
S.No	PR No.	PR Line Id	Requested By	Requesting Department	Requesting Warehouse	
1	PR/0017	8	Erp Admin	Finance	-Select-	
<input type="button" value="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 x 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	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-	
Currency Indian rupee	Currency Rate	Transportation Mode Courier
Fulfilment To (Warehouse)* RVS D-59		PO Category -Select-
Source Document	Supplier Reference	Location D-59/Stock
		Cost Center -Select-
		Project GSM antenna Repa

Purchase Order No. Purchase Order Date

Supplier *

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

Currency Currency Rate

Fulfilment To (Warehouse)*

Source Document Supplier Reference

For Style/Product

Summary

Purchase Person (Buyer) * Shipmer

Price List

Transportation Mode PO Cate

Location

Cost Center Project

Products

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. Purchase Order Date

Supplier *

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

Currency Currency Rate

Fulfilment To (Warehouse)*

Source Document Supplier Reference

For Style/Product

Summary

Purchase Person (Buyer) * Shipmer

Price List

Transportation Mode PO Cate

Location

Cost Center Project

Products

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 # PO to be created from PR or RPO) From PRs Price List -Select-

Currency Indian rupee Currency Rate Transportation Mode Courier PO Category -Select-

Fulfillment To (Warehouse)* RVS D-59 Location D-59/Stock

Source Document Supplier Reference Cost Center -Select- Project GSM antenna Repair

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 # PO to be created from PR or RPO) From PRs Price List -Select-

Currency Indian rupee Currency Rate Transportation Mode Courier PO Category -Select-

Fulfillment To (Warehouse)* RVS D-59 Location D-59/Stock

Source Document Supplier Reference Cost Center Project

Next Action dropdown menu:
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 New  Pending Approval

Purchase Order No. Purchase Order Date Summary

Supplier * Purchase Person (Buyer) * Shipment Due On

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

Currency Currency Rate Transportation Mode PO Category

Fulfillment To (Warehouse)* Location

Source Document Supplier Reference Cost Center Project

For Style/Product Upload Attachment

- Approval Workflow
- Duplicate
- Audit History
- Add Activity
- Show All Activities
- Approve

Purchase Order Short Close PO Next Action Print Update Close New  Approved

Purchase Order No. Purchase Order Date Summary

Supplier * Purchase Person (Buyer) * Shipment Due On

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

Currency Currency Rate Transportation Mode PO Category

Fulfillment To (Warehouse)*

Location

Revision #1

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