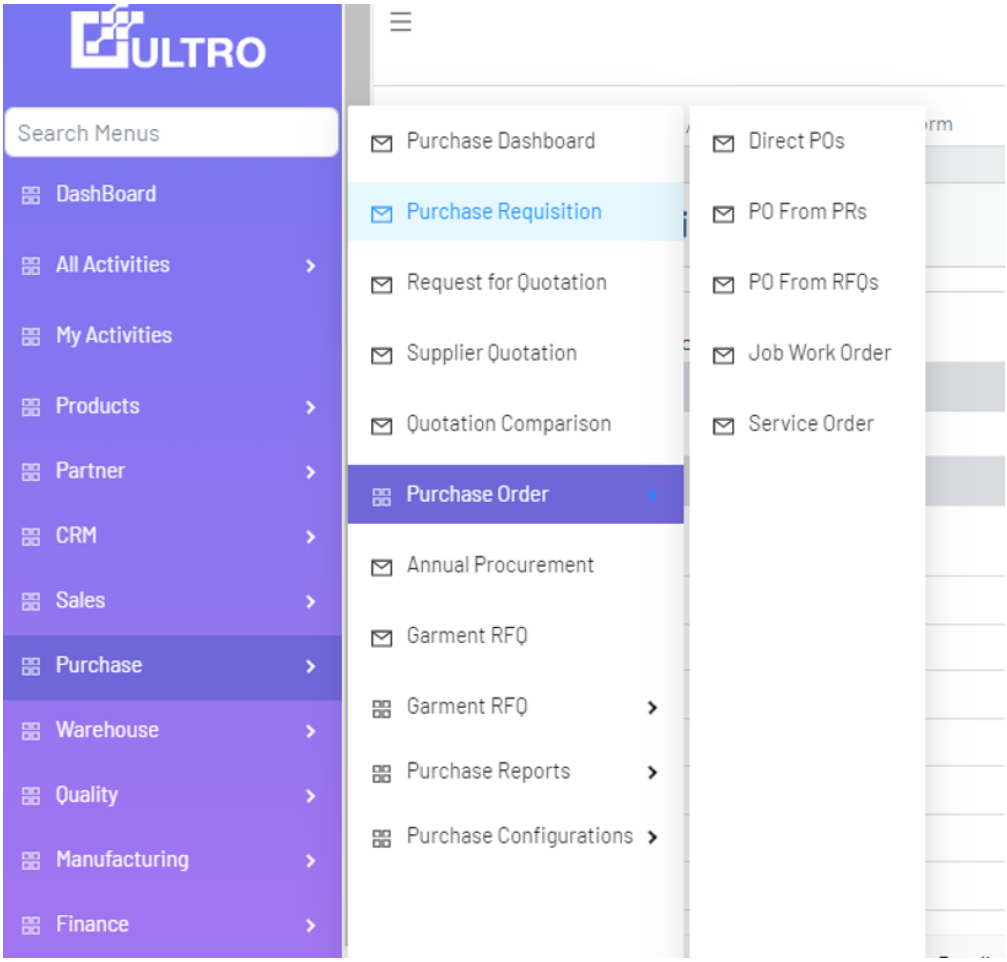
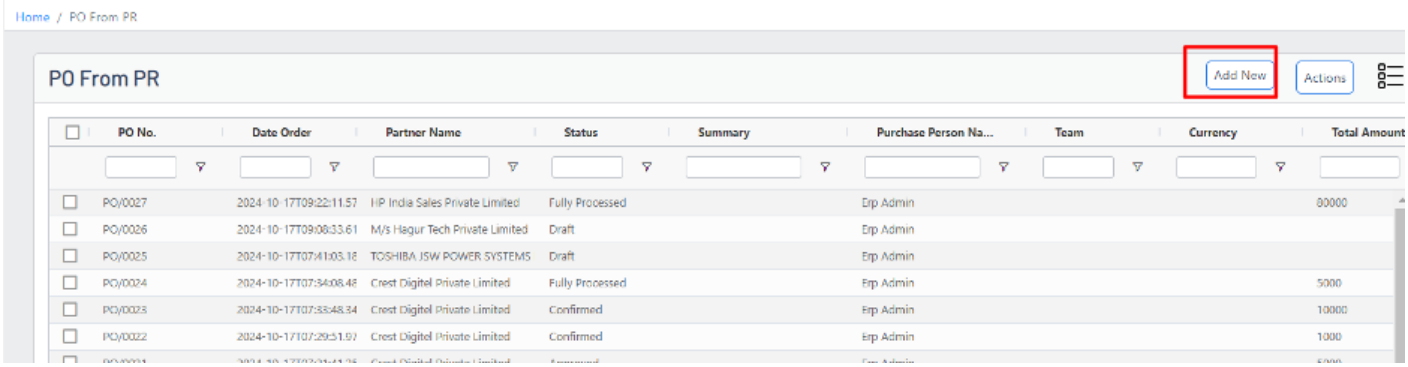
Purchase Order

Navigation:

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

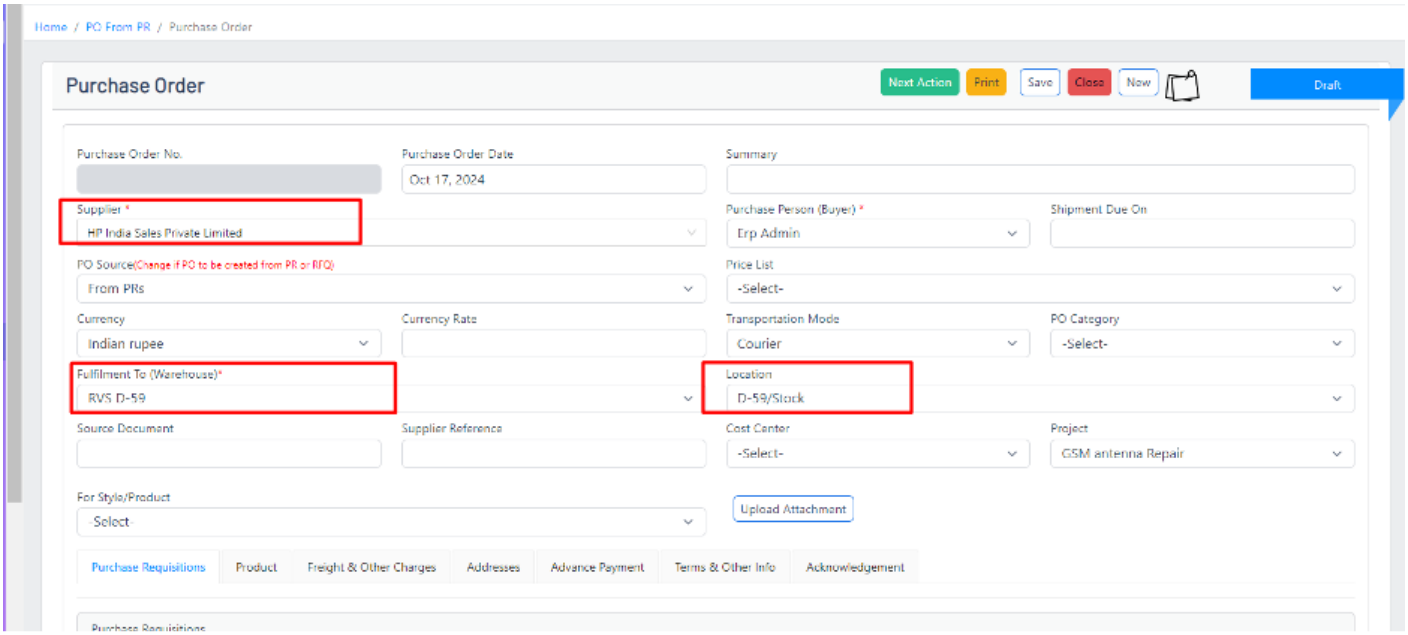




Instructions:

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.



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:

Home / PO From PR / Purchase Order

Purchase Order No.

Purchase Order Date: Oct 17, 2024

Summary

Supplier *: HP India Sales Private Limited

Purchase Person (Buyer) *: Erp Admin

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

Source Document

Supplier Reference

Cost Center: -Select-

For Style/Product: -Select-

Upload Attachment

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

Purchase Requisitions

Select Purchase Requisitions: -Select-

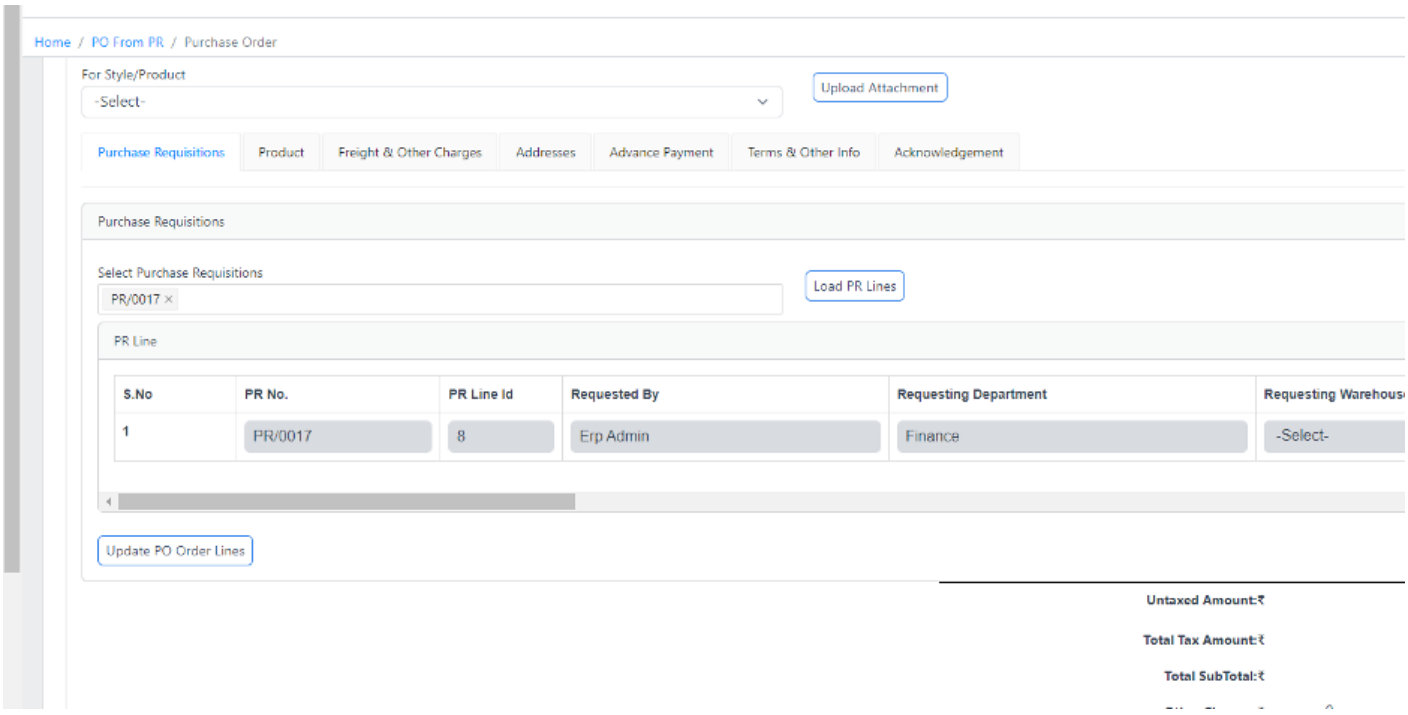
Load PR Lines

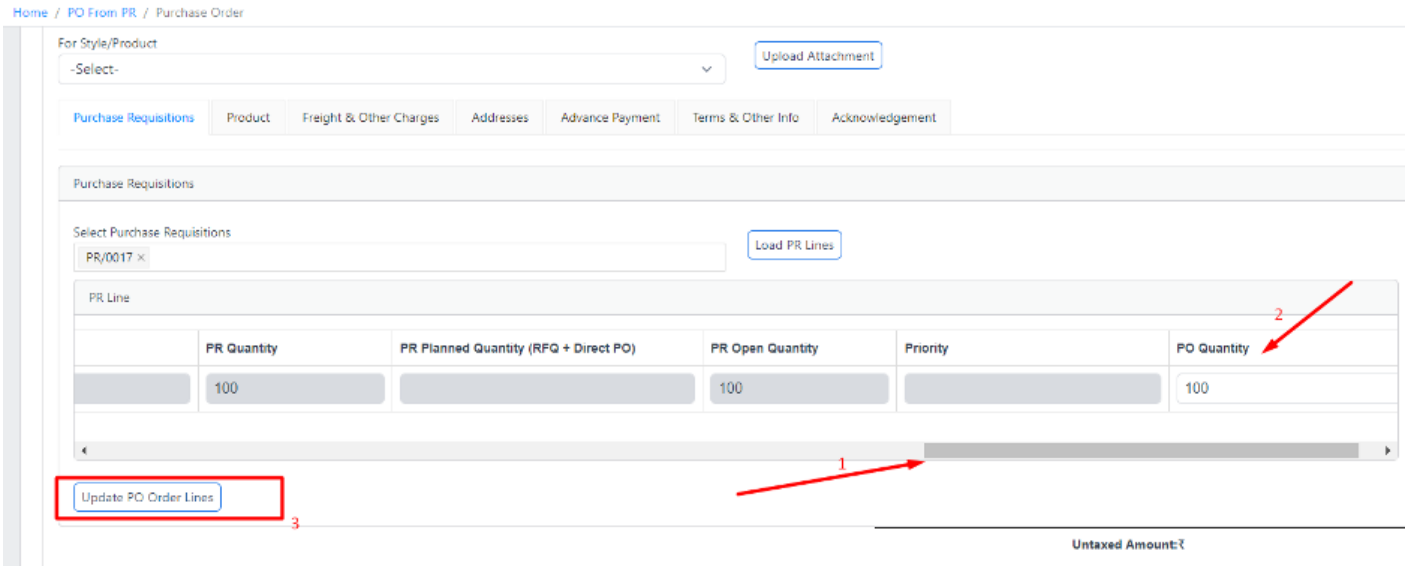
PR/0017

PR/0016

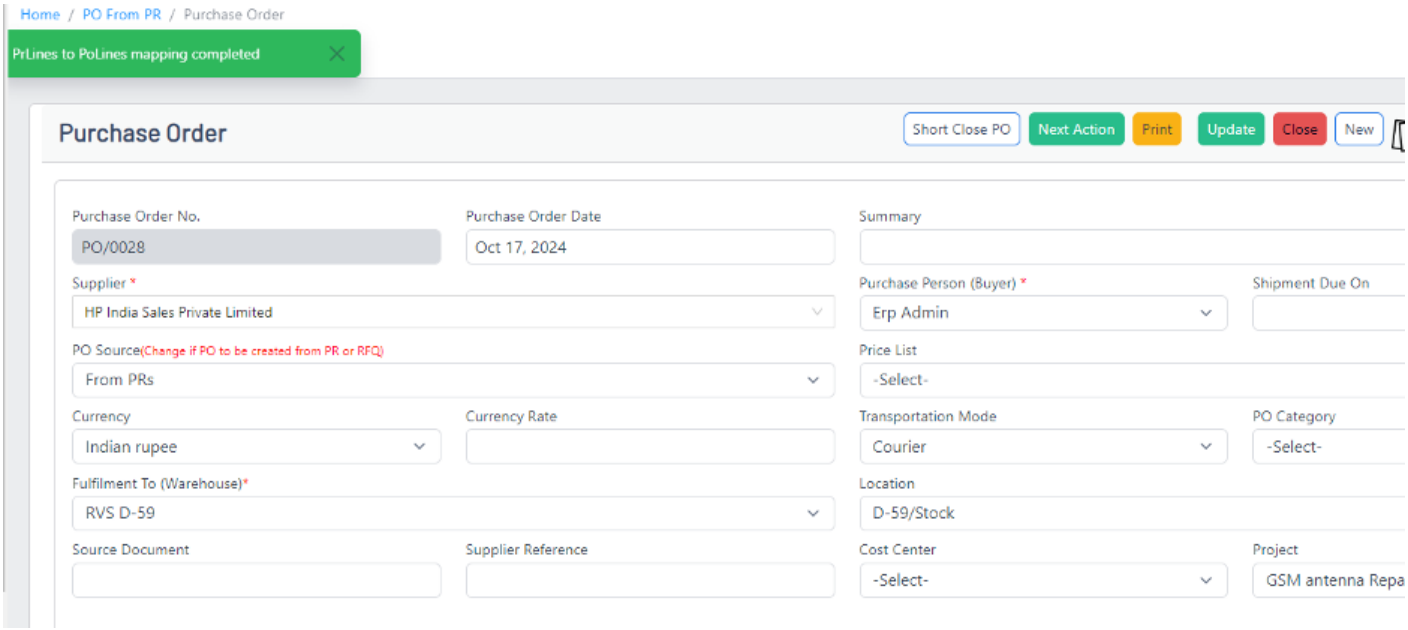
PR/0013

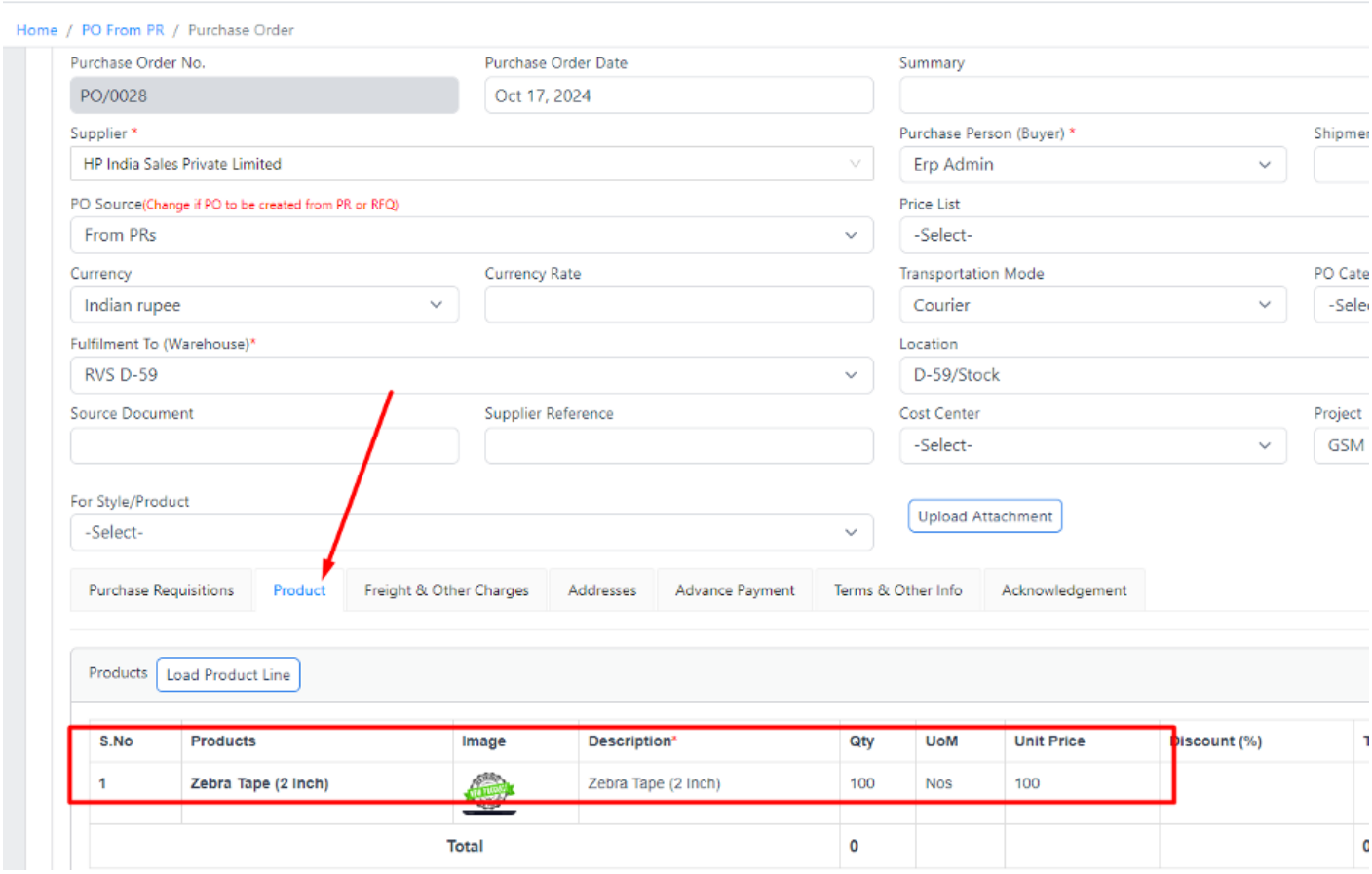
Requesting



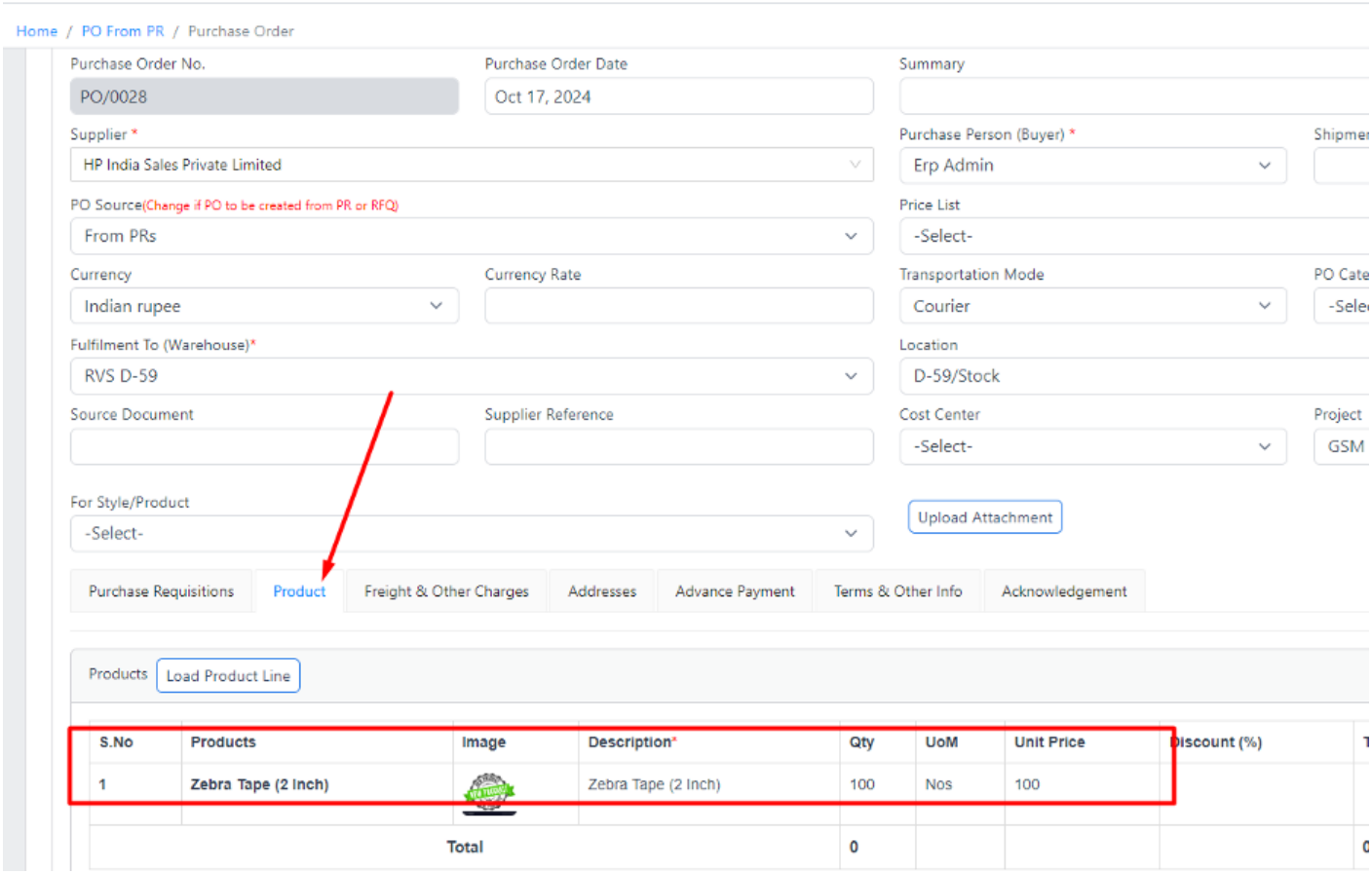


Scroll to the Product Tab.
Review the loaded PR lines.
Update the PO Quantity as needed.
Click Update PO Order Lines to confirm changes.
A confirmation message will appear.

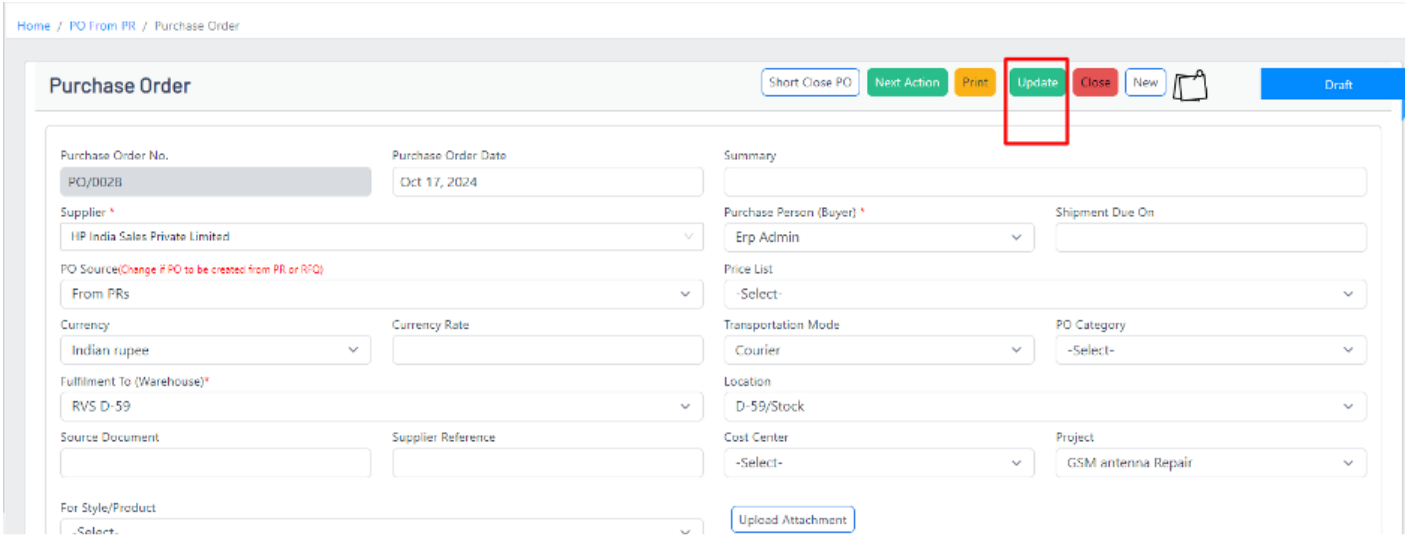




Purchase Order line can see in product tab:

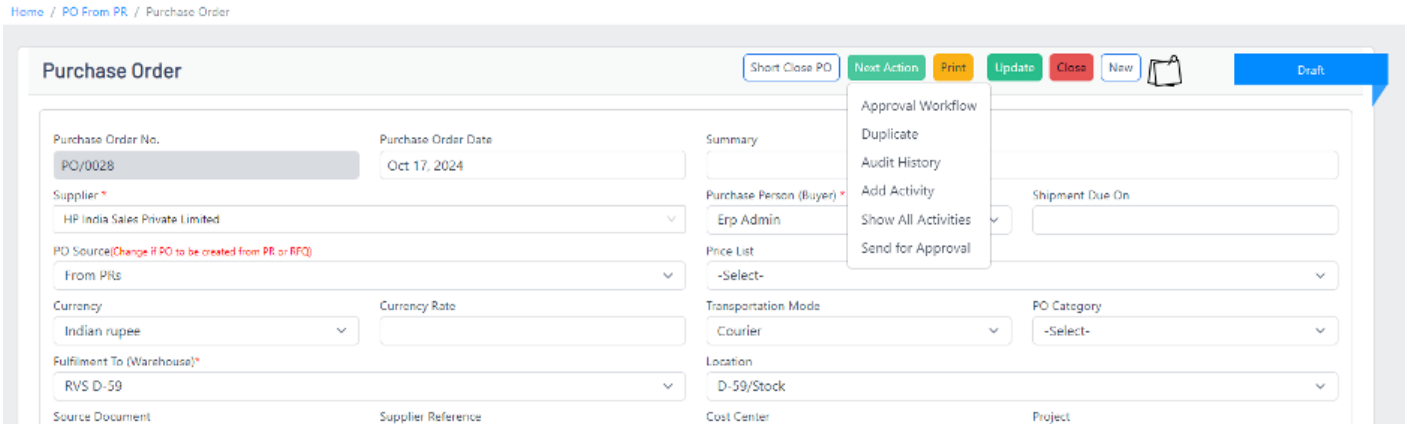


Click on update button:

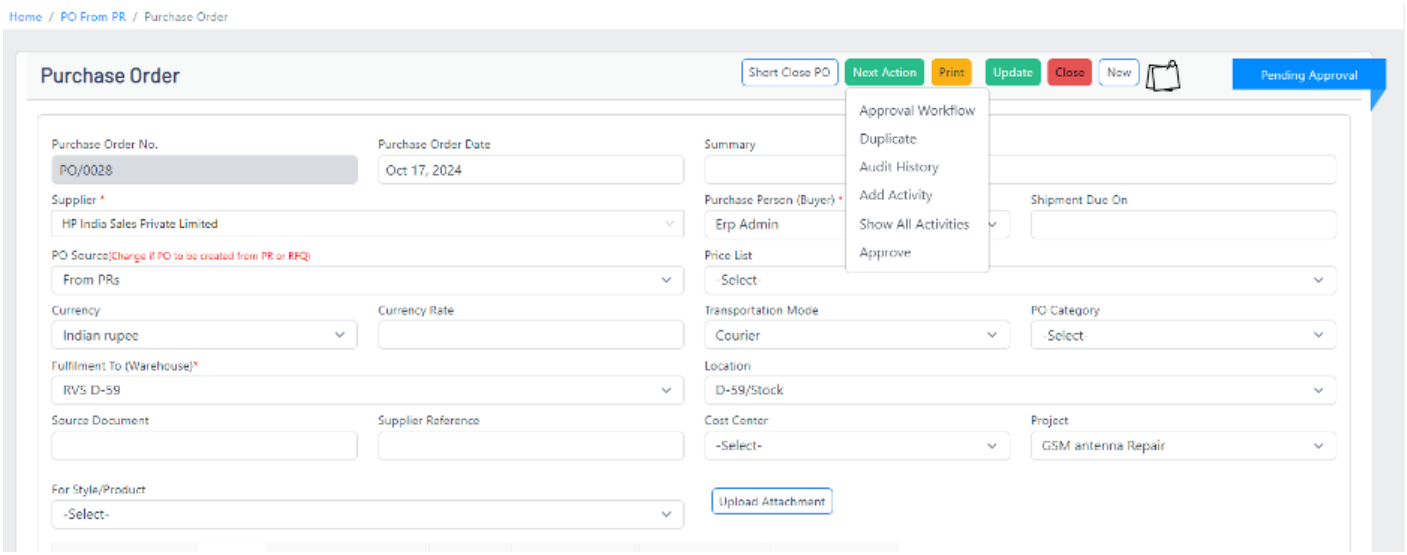


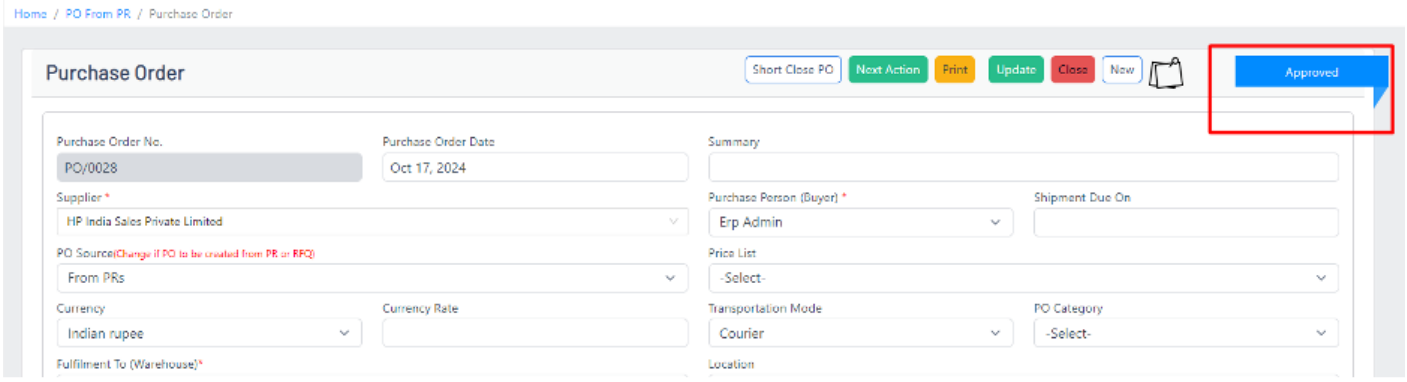
Send for Approval:

Click Next Action → Send for Approval.



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





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