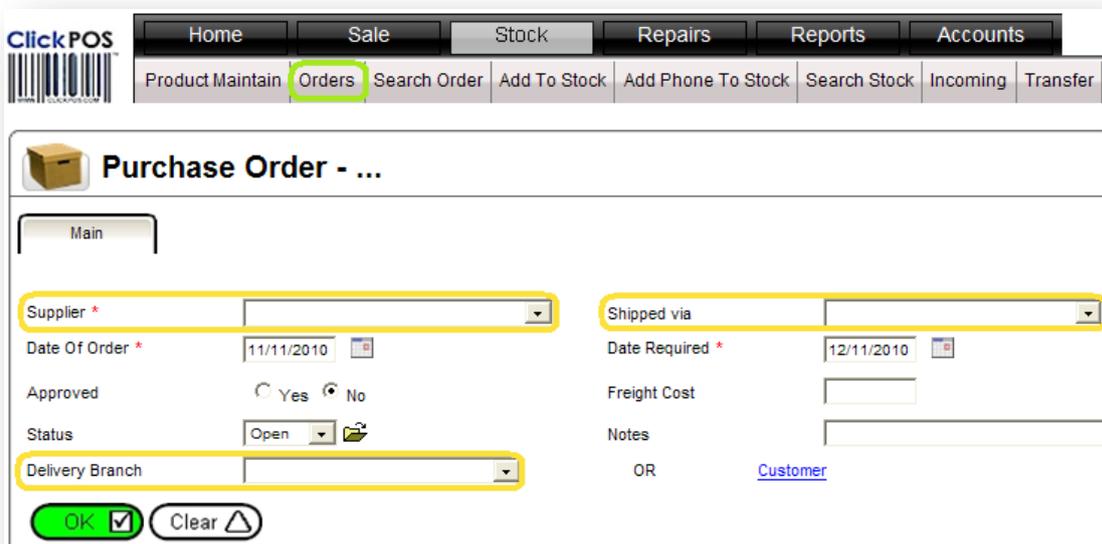# Purchase Orders

Purchase Order Overview – Video Tutorial

1. To place a Purchase Order from a Supplier navigate to **"Stock"** and **"Orders"**.
2. The main fields you need to enter in are the **"Supplier"**, **"Delivery Branch"** and **"Shipped Via"**.

3. The **"Approved"** checkbox is used when the order is complete and approved by a Manager/Administrator. Click **"OK"** and a purchase order will be generated. Click on the purchase order hyperlink to add items.

4. There are several ways of adding products to the purchase order. If you choose the **"Wizard"** tab you can search by Category, Barcode, Product Name and Supplier Product Code for a product. There is also Phone option where you can also search by Phone type.

5. On the "**Current Order**" tab you see what items you have added to the current order. It also will allow you to make changes in the ordered amounts by clicking on the product displayed.

Search Order

- *Search Old and existing purchase order. These can be current, outstanding or old.*

   Search old Purchase Order – Video Tutorial

1. To search for an old order navigate to **"Stock"** and **"Search Order"**. This will give you multiple fields in how you can search for any old purchase order such as **"Supplier"**, **"Date"** and **"Status"**. If you know the invoice number you can also enter this in and press **"Search"**.

Receive Incoming Orders

- *Receive Incoming supplier purchase orders*

1. Navigate to **"Stock"**, then **"Incoming"**.
2. Drop down the Supplier from the list and enter in the Supplier Invoice Number.
3. Press **"Search"**.

4. You will be directed into the Purchase Order where you need to tick the checkboxes of the stock items you have received from the Supplier. If it is a product that is serialised you will be required to click on the **"Add Manually"** hyperlink to enter in the IMEI/Serial numbers.

5. Press **"OK"** to complete stock in.

Stock Confirmation

- *Used in combination with supplier orders*
- *Enter either Supplier Invoice number or Packing list number to get confirmation (print if required)*

1. Once you have received the stock into the system you should perform a stock confirmation to make sure that the invoice matches what has been entered. Navigate to **"Stock"** and **"Stock Confirmation"**.
2. Enter in the supplier invoice number in the search field and press **"Search"**. The system will now bring up all of the items that have come in under that supplier invoice number.

3. Make sure that the amount match up and that the total amount is correct.

4. If all of the prices are correct the stock controller can now print the report and attach it to the supplier invoice.