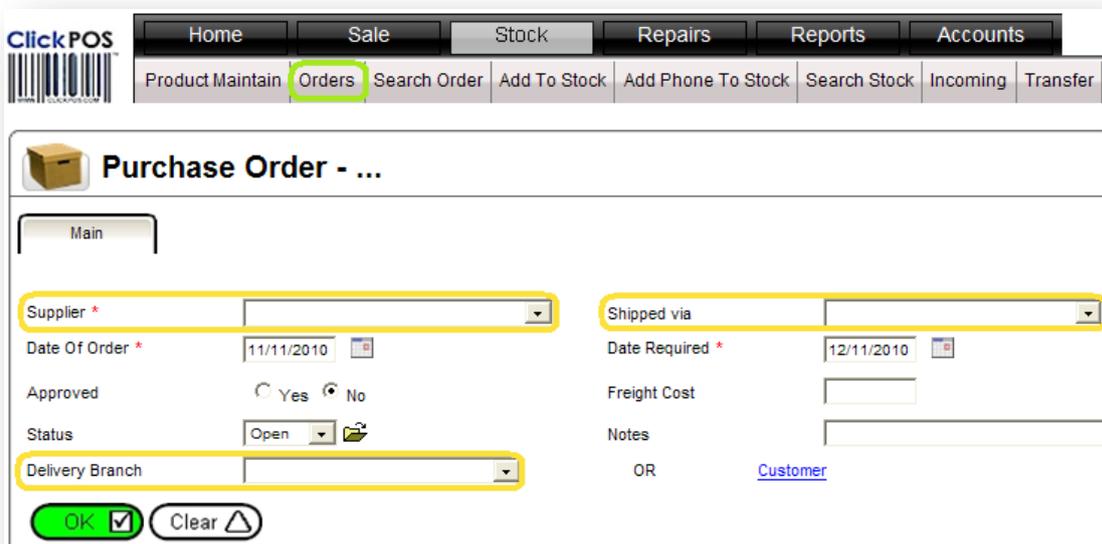


Purchase Orders

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”**.



ClickPOS Home Sale Stock Repairs Reports Accounts
 Product Maintain **Orders** Search Order Add To Stock Add Phone To Stock Search Stock Incoming Transfer

Purchase Order - ...

Main

Supplier * [Dropdown] Shipped via [Dropdown]
 Date Of Order * 11/11/2010 Date Required * 12/11/2010
 Approved Yes No
 Status Open [Dropdown] Freight Cost [Text]
 Delivery Branch [Dropdown] Notes [Text]
 OR [Customer](#)

OK Clear

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.

ID	Supplier	Shipped via	Ordered By
310104	CMI ACCESSORIES	Australia Post	auser7

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**”.

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Home Sale Stock Repairs Reports Accounts

Product Maintain Orders Search Order Add To Stock Add Phone To Stock Search Stock **Incoming** Transfer

Incoming Stock

Incoming Transfers
Click Search to view incoming stock transfers from company owned stores in transit to Head Office [Search](#)

Incoming Purchase Orders
Incoming stock delivered from suppliers

Supplier: Force

Supplier Invoice Number: F987654

Packing List Number:

Freight Cost: 0 Check to add tax to freight

Supplier Invoice Date: 12/11/2010

[Search](#)

- 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.

Incoming Stock

Incoming Purchase Order

Supplier
Supplier Invoice Number F987654
Packing List Number
Freight Cost \$0.00
Supplier Invoice Date 12/11/2010

Force

Order ID: [310106](#) Ordered By: Head Office Ordered Date: 12/11/2010 Required By: 13/11/2010 Approved: True Sent to Supplier: False

Description	Barcode	Sup.Prod.Code	Ord. Qty	Rec.Qty	Tot Qty Received	Unit Price	Total	Tick Products Received	
Leather Case Force Nokia 6120	9319655025735	L-5612	10	0	0	\$5.00	\$50.00	<input checked="" type="checkbox"/>	Add Manually
LG 9100 Leather Case	93125465	C-Is91	5	0	0	\$9.95	\$49.75	<input checked="" type="checkbox"/>	Add Manually
Total			15		0		\$99.75		

- 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)*
- 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”**.
 - 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.

ClickPOS

Home Sale **Stock** Repairs Reports Accounts Maintain Card File

Product Maintain Orders Search Order Add To Stock Add Phone To Stock Search Stock Incoming Transfer Change Prices Faulty Replacement Stocktake **Stock Confirmation**

Stock Entry Confirmation Report

Confirm Stock Imei Status

Search By: Supplier Invoice Number T123456789 Search

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

In Stock

<input type="checkbox"/>	Purchase Date	Branch	Supplier	Sup.Prod.Code	Description	IMEI/Barcode	Quantity	Tax %	Item Price	Total Price
<input type="checkbox"/>	15/11/2010	Head Office	Telstra Cloc	555111	Apple iPhone 4 16GB	012789123456780	1	10.00	836.00	836.00
<input type="checkbox"/>	15/11/2010	Head Office	Telstra Cloc	555111	Apple iPhone 4 16GB	012789123456781	1	10.00	836.00	836.00
<input type="checkbox"/>	15/11/2010	Head Office	Telstra Cloc	555111	Apple iPhone 4 16GB	012789123456782	1	10.00	836.00	836.00
<input type="checkbox"/>	15/11/2010	Head Office	Telstra Cloc	555111	Apple iPhone 4 16GB	012789123456783	1	10.00	836.00	836.00
<input type="checkbox"/>	15/11/2010	Head Office	Telstra Cloc	555111	Apple iPhone 4 16GB	012789123456784	1	10.00	836.00	836.00
<input type="checkbox"/>	15/11/2010	Head Office	Telstra Cloc	555111	Apple iPhone 4 16GB	012789123456785	1	10.00	836.00	836.00
<input type="checkbox"/>	15/11/2010	Head Office	Telstra Cloc	555111	Apple iPhone 4 16GB	012789123456786	1	10.00	836.00	836.00
<input type="checkbox"/>	15/11/2010	Head Office	Telstra Cloc	555111	Apple iPhone 4 16GB	012789123456787	1	10.00	836.00	836.00
<input type="checkbox"/>	15/11/2010	Head Office	Telstra Cloc	555111	Apple iPhone 4 16GB	012789123456788	1	10.00	836.00	836.00
<input type="checkbox"/>	15/11/2010	Head Office	Telstra Cloc	555111	Apple iPhone 4 16GB	012789123456789	1	10.00	836.00	836.00
Total Count				10						
Total Purchase Price				8360.00						
Grand Total Count				10						
Grand Total Purchase Price				8360.00						
Grand Freight				0.00						
Total Purchase Price + Freight				8360.00						

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