



Section : Stock Control

Sub-section : 2.21.000 Search Old Purchase Order

Target audience : **Store Rep/Manager** | **Stock Control** | Administrator | Financial Controller | Management
 Industry type : Generic

Welcome to ClickPOS Video Tutorials

Search Old Purchase Order is a powerful tool used for various tasks within the system.

It's primary use would be to search and edit existing purchase orders.

You may also approve purchase orders before releasing the to their respective supplier.



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 www.clickpos.com
 Modified : Dec 2008

My Company Pty Ltd

JSmith (Administrator) Head Office 100 - training

ClickPOS



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Orders



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Change Prices



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Faulty Replacement



Stocktake



To search orders,
click **Stock**, then
Search Orders



Search Old Purchase Orders



Search by Order Number

Order ID

Search

Search by Supplier or Product

Status

All

☐ All Overdue

Supplier

All

Date From

15/01/2009

To

15/01/2009

* Maximum range is 3 months

Product Filter

Search By

☒ Supplier☐ Product

Search

☐ Please select branches☐ Brisbane (102)☐ Los Angeles (700)☐ San Francisco (900)☒ Head Office (100)☐ Melbourne (105)☐ Sydney (106)☐ London (800)

Search Old Purchase Orders



Search by Order Number

Order ID

Search

Search by Supplier or Product

Status

All

☐ All Overdue

Supplier

All

Date From

15/01/2009

To

15/01/2009

* Maximum range is 3 months

Product Filter

Search By

☒ Supplier☐ Product

Search

☐ Please select branches☐ Brisbane (102)☐ Los Angeles (700)☐ San Francisco (900)☒ Head Office (100)☐ Melbourne (105)☐ Sydney (106)☐ London (800)

There are 2 searching methods.
First, to search by purchase order number.



Search Old Purchase Orders



Search by Order Number

Order ID

Search

Search by Supplier or Product

Status

All

☐ All Overdue

Supplier

All

Date From

15/01/2009

To

15/01/2009

* Maximum range is 3 months

Product Filter

Search By

☒ Supplier☐ Product

Search

☐ Please select branches☐ Brisbane (102)☐ Los Angeles (700)☐ San Francisco (500)☒ Head Office (100)☐ Melbourne (105)☐ Sydney (106)☐ London (800)

Search Old Purchase Orders



Search by Order Number

Order ID

Search

Search by Supplier or Product

Status

All

☐ All Overdue

Supplier

All

Date From

15/01/2009

To

15/01/2009

* Maximum range is 3 months

Product Filter

Search By

☒ Supplier☐ Product

Search

☐ Please select branches☐ Brisbane (102)☐ Los Angeles (700)☐ San Francisco (500)☒ Head Office (100)☐ Melbourne (105)☐ Sydney (106)☐ London (800)

Also, search by supplier or product.

Both options limit users, only returning results for branches they have access to.

Here are some examples..



Search Old Purchase Orders



Search by Order Number

Order ID

Search

Search by Supplier or Product

Status

All

☐ All Overdue

Supplier

All

Date From

15/01/2009

To

15/01/2009

* Maximum range is 3 months

Product Filter

Search By

☒ Supplier☐ Product

Search

☐ Please select branches☐ Brisbane (102)☐ Los Angeles (700)☐ San Francisco (900)☒ Head Office (100)☐ Melbourne (105)☐ Sydney (106)☐ London (800)

Search Old Purchase Orders



Search by Order Number

Order ID

10054

Search

Search by Supplier or Product

Status

All

☐ All Overdue

Supplier

All

Date From

15/01/2009

To

15/01/2009

* Maximum range is 3 months

Product Filter

Search By

☒ Supplier☐ Product

Search

☐ Please select branches☐ Brisbane (102)☐ Los Angeles (700)☐ San Francisco (900)☒ Head Office (100)☐ Melbourne (105)☐ Sydney (106)☐ London (800)



Search Old Purchase Orders



Search by Order Number

Order ID

10054

Search

Search by Supplier or Product

Status

All

☐ All Overdue

Supplier

All

Date From

15/01/2009

To

15/01/2009

* Maximum range is 3 months

Product Filter

Search By ☒ Supplier☐ Product

Search

☐ Please select branches☐ Brisbane (102)☐ Los Angeles (700)☐ San Francisco (900)☒ Head Office (100)☐ Melbourne (105)☐ Sydney (106)☐ London (800)

Search Old Purchase Orders



Search by Order Number

Order ID

10054

Search

Search

Search by Supplier or Product

Status

All

☐ All Overdue

Supplier

All

Date From

15/01/2009

To

15/01/2009

* Maximum range is 3 months

Product Filter

Search By ☒ Supplier☐ Product

Search

☐ Please select branches☐ Brisbane (102)☐ Los Angeles (700)☐ San Francisco (900)☒ Head Office (100)☐ Melbourne (105)☐ Sydney (106)☐ London (800)



Purchase Order - 10054



Main Order Wizard Current Order

Supplier *

Date Of Order *

Approved ☐ Yes ☒ No

Status

Delivery Branch *

Shipped via

Date Required *

Freight Cost

Notes

OR [Customer](#)

Incomplete Orders (Status = Open & On Hold)

☐	ID	Supplier	Shipped via	Ordered By	Date Of Order	Date Required
☒	10054	Brightpoint		JSmith	30/12/2008	31/12/2008



Purchase Order - 10054



Main Order Wizard Current Order

Supplier *

Date Of Order *

Approved ☐ Yes ☒ No

Status

Delivery Branch *

Shipped via

Date Required *

Freight Cost

Notes

OR [Customer](#)

Incomplete Orders (Status = Open & On Hold)

☐	ID	Supplier	Shipped via	Ordered By	Date Of Order	Date Required
☒	10054	Brightpoint		JSmith	30/12/2008	31/12/2008

This order has **not been approved** and the status is **open**. This can be edited by any user that has access.

As a general note, you may deny users from making changes to an order that has been approved.



Purchase Order - 10054



Main

Order Wizard

Current Order

Supplier * Brightpoint

Date Of Order * 30/12/2008

Approved ☐ Yes ☒ No

Status Open

Delivery Branch * Head Office

OR

Shipped via

Date Required * 31/12/2008

Freight Cost 0.00

Notes

Customer

OK

Clear

Print

Labels

Incomplete Orders (Status = Open & On Hold)

☐	ID	Supplier	Shipped via	Ordered By	Date Of Order	Date Required
☐	10054	Brightpoint		JSmith	30/12/2008	31/12/2008

Delete



Purchase Order - 10054



Main

Order Wizard

Current Order

☒ Product ☐ Phone

Barcode *

Prod Name *

Sup. Prod. Code

Qty * 0

Purchase price \$ 0.00 ☐ Tick to Add Tax

Tax % 0.00

Discount 0.00

Notes

OK

Clear

Current Orders

☐	ID	Sup. Prod. Code	Type	Ex Tax Unit Price	Price	Qty	Total Purch Price
☐	166	NOKGEN	Nokia 62xx Battery	10.91	12.00	3	36.00
☐	167	JABBSHS	Jabra Bluetooth Headset PHF	20.27	22.30	1	22.30
☐	168	NOK-6101-LCC	Nokia 6101 Leather Case	4.03	4.43	1	4.43
☐	169	nokbs4w	Nokia bs4w Battery	5.00	5.50	1	5.50
☐	171	JABBSHS	Jabra Bluetooth Headset PHF	20.27	22.30	3	66.90
☐	172	NOK999S	Nokia 999	318.18	350.00	2	700.00
☐	174		LGTU550 (Next G)	435.24	478.76	5	2393.80

Delete

Total Purch Price \$3228.93

Total Qty 16



Purchase Order - 10054



Main

Order Wizard

Current Order

Product Phone

Barcode *

Prod Name *

Sup. Prod. Code

Qty *

0

OK

Clear

Click on **Current Order**, to view or edit the order.

In this exercise, we will delete an item from the list. We are deleting this item because the supplier no longer supplies it.

To remove the item from **Incoming Orders**, tick the box to the left, then click delete.

Current Orders

☐	ID	Sup. Prod. Code	Type	Ex. Tax Unit Price	Price	Qty	Total Purch Price	
☐	166	NOKGEN	Nokia 62xx Battery	10.91	12.00	3	36.00	
☐	167	JABBSHS	Jabra Bluetooth Headset PHF	20.27	22.30	1	22.30	
☐	168	NOK-6101-LCC	Nokia 6101 Leather Case	4.03	4.43	1	4.43	
☐	169	nokbs4w	Nokia bs4w Battery	5.00	5.50	1	5.50	
☐	171	JABBSHS	Jabra Bluetooth Headset PHF	20.27	22.30	3	66.90	
☐	172	NOK999S	Nokia 999	318.18	350.00	2	700.00	
☐	174		LGTU550 (Next G)	435.24	478.76	5	2393.80	
				Total Purch Price		\$3228.93		Total Qty 16

Delete



Purchase Order - 10054



Main

Order Wizard

Current Order

Product Phone

Barcode *

Prod Name *

Sup. Prod. Code

Qty *

0

Purchase price \$

0.00

☐ Tick to Add Tax

Tax %

0.00

Discount

0.00

Notes

OK

Clear

Current Orders

☐	ID	Sup. Prod. Code	Type	Ex. Tax Unit Price	Price	Qty	Total Purch Price	
☐	166	NOKGEN	Nokia 62xx Battery	10.91	12.00	3	36.00	
☐	167	JABBSHS	Jabra Bluetooth Headset PHF	20.27	22.30	1	22.30	
☐	168	NOK-6101-LCC	Nokia 6101 Leather Case	4.03	4.43	1	4.43	
☐	169	nokbs4w	Nokia bs4w Battery	5.00	5.50	1	5.50	
☐	171	JABBSHS	Jabra Bluetooth Headset PHF	20.27	22.30	3	66.90	
☐	172	NOK999S	Nokia 999	318.18	350.00	2	700.00	
☐	174		LGTU550 (Next G)	435.24	478.76	5	2393.80	
				Total Purch Price		\$3228.93		Total Qty 16

Delete



Purchase Order - 10054



Main

Order Wizard

Current Order

Product Phone

Barcode *

Prod Name *

Sup.Prod.Code

Qty *

Qty Last Received Date

Total Qty Received

Purchase price \$ ☐ Tick to Add Tax

Tax %

Discount

Notes

OK

Clear

Current Orders

☐ ID	<u>Sup.Prod.Code</u>	<u>Type</u>	Ex Tax Unit Price	Price	Qty	Total Purch Price	
☐ 166	NOKGEN	Nokia 62xx Battery	10.91	12.00	3	36.00	
☐ 167	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	1	22.30	
☐ 168	NOK-6101-LCC	Nokia 6101 Leather Case	4.43	4.43	1	4.43	
☐ 169	nokbs4w	Nokia bs4w Battery	5.00	5.50	1	5.50	
☐ 171	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	3	66.90	
☐ 172	NOK999S	Nokia 999	318.18	350.00	2	700.00	
☐ 174		LGTU550 (Next G)	435.24	478.76	5	2393.80	
						Total Purch Price \$3228.93	Total Qty 16

Delete



Purchase Order - 10054



Main

Order Wizard

Current Order

Product Phone

Barcode *

Prod Name *

Sup.Prod.Code

Qty *

Qty Last Received Date

Total Qty Received

Purchase price \$ ☐ Tick to Add Tax

Tax %

Discount

Notes

OK

Clear

Current Orders

☐ ID	<u>Sup.Prod.Code</u>	<u>Type</u>	Ex Tax Unit Price	Price	Qty	Total Purch Price	
☐ 166	NOKGEN	Nokia 62xx Battery	10.91	12.00	3	36.00	
☐ 167	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	1	22.30	
☐ 168	NOK-6101-LCC	Nokia 6101 Leather Case	4.43	4.43	1	4.43	
☒ 169	nokbs4w	Nokia bs4w Battery	5.00	5.50	1	5.50	
☐ 171	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	3	66.90	
☐ 172	NOK999S	Nokia 999	318.18	350.00	2	700.00	
☐ 174		LGTU550 (Next G)	435.24	478.76	5	2393.80	
						Total Purch Price \$3228.93	Total Qty 16

Delete



Purchase Order - 10054



Main

Order Wizard

Current Order

Product Phone

Barcode *

Prod Name *

Sup.Prod.Code

Qty *

Qty Last Received Date

Total Qty Received

Purchase price \$ ☐ Tick to Add Tax

Tax %

Discount

Notes

OK

Clear

Current Orders

☐ ID	Sup.Prod.Code	Type	Ex Tax Unit Price	Price	Qty	Total Purch Price	
☐ 166	NOKGEN	Nokia 62xx Battery	10.91	12.00	3	36.00	
☐ 167	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	1	22.30	
☐ 168	NOK-6101-LCC	Nokia 6101 Leather Case	4.43	4.43	1	4.43	
☒ 169	nokbs4w	Nokia bs4w Battery	5.00	5.50	1	5.50	
☒ 171	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	3	66.90	
☐ 172	NOK999S	Nokia 999	318.18	350.00	2	700.00	
☐ 174		LGTU550 (Next G)	435.24	478.76	5	2393.80	
						Total Purch Price \$3228.93	Total Qty 16

Delete



Purchase Order - 10054



Main

Order Wizard

Current Order

Product Phone

Barcode *

Prod Name *

Sup.Prod.Code

Qty *

Qty Last Received Date

Total Qty Received

Purchase price \$ ☐ Tick to Add Tax

Tax %

Discount

Notes

OK

Clear

Current Orders

☐ ID	Sup.Prod.Code	Type	Ex Tax Unit Price	Price	Qty	Total Purch Price	
☐ 166	NOKGEN	Nokia 62xx Battery	10.91	12.00	3	36.00	
☐ 167	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	1	22.30	
☐ 168	NOK-6101-LCC	Nokia 6101 Leather Case	4.43	4.43	1	4.43	
☒ 169	nokbs4w	Nokia bs4w Battery	5.00	5.50	1	5.50	
☐ 171	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	3	66.90	
☐ 172	NOK999S	Nokia 999	318.18	350.00	2	700.00	
☐ 174		LGTU550 (Next G)	435.24	478.76	5	2393.80	
						Total Purch Price \$3228.93	Total Qty 16

Delete

Delete



Purchase Order - 10054



Main

Order Wizard

Current Order

Product Phone

Barcode *



Prod Name *

Sup. Prod. Code

Qty *

Purchase price \$

☐ Tick to Add Tax

Tax %

Discount

Notes

OK

Clear

Current Orders

☐	ID	Sup. Prod. Code	Type	Ex Tax Unit Price	Price	Qty	Total Purch Price	
☐	166	NOKGEN	Nokia 62xx Battery	10.91	12.00	3	36.00	
☐	167	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	1	22.30	
☐	168	NOK-6101-LCC	Nokia 6101 Leather Case	4.03	4.43	1	4.43	
☐	171	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	3	66.90	
☐	172	NOK999S	Nokia 999	318.16	350.00	2	700.00	
☐	174		LGTU550 (Next G)	435.24	476.76	5	2383.80	
				Total Purch Price		\$3223.43	Total Qty 15	

Delete

System Message



Delete successful



Purchase Order - 10054



Main

Order Wizard

Current Order

Product Phone

Barcode *



Prod Name *

Sup. Prod. Code

Qty *

Purchase price \$

☐ Tick to Add Tax

Tax %

Discount

Notes

OK

Clear

Current Orders

☐	ID	Sup. Prod. Code	Type	Ex Tax Unit Price	Price	Qty	Total Purch Price	
☐	166	NOKGEN	Nokia 62xx Battery	10.91	12.00	3	36.00	
☐	167	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	1	22.30	
☐	168	NOK-6101-LCC	Nokia 6101 Leather Case	4.03	4.43	1	4.43	
☐	171	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	3	66.90	
☐	172	NOK999S	Nokia 999	318.16	350.00	2	700.00	
☐	174		LGTU550 (Next G)	435.24	476.76	5	2383.80	
				Total Purch Price		\$3223.43	Total Qty 15	

Delete



Purchase Order - 10054



Main

Order Wizard

Current Order

Supplier * Brightpoint

Date Of Order * 30/12/2008

Approved ☐ Yes ☒ No

Status Open

Delivery Branch * Head Office

Shipped via

Date Required * 31/12/2008

Freight Cost 0.00

Notes

OR Customer

OK Clear Print Labels

Incomplete Orders (Status = Open & On Hold)

☐	ID	Supplier	Shipped via	Ordered By	Date Of Order	Date Required
☐	10054	Brightpoint		JSmith	30/12/2008	31/12/2008

Delete



Purchase Order - 10054



Main

Order Wizard

Current Order

Supplier * Brightpoint

Date Of Order * 30/12/2008

Approved ☐ Yes ☒ No

Status Open

Delivery Branch * Head Office

Shipped via

Date Required * 31/12/2008

Freight Cost 0.00

Notes

OR Customer

OK Clear Print Labels

Incomplete Orders (Status = Open & On Hold)

☐	ID	Supplier	Shipped via	Ordered By	Date Of Order	Date Required
☐	10054	Brightpoint		JSmith	30/12/2008	31/12/2008

Delete



Search Old Purchase Orders



Search by Order Number

Order ID

Search

Search by Supplier or Product

Status

All

☐ All Overdue

Supplier

All

Date From

15/01/2009

To

15/01/2009

* Maximum range is 3 months

Product Filter

Search By

☒ Supplier☐ Product

Search

☐ Please select branches☐ Brisbane (102)☐ Los Angeles (700)☐ San Francisco (500)☒ Head Office (100)☐ Melbourne (105)☐ Sydney (106)☐ London (800)

Search Old Purchase Orders



Search by Order Number

Order ID

Search

Search by Supplier or Product

Status

All

☐ All Overdue

Supplier

All

Date From

15/01/2009

To

15/01/2009

* Maximum range is 3 months

Product Filter

Search By

☒ Supplier☐ Product☐ Please select branches☐ Brisbane (102)☐ Los Angeles (700)☐ San Francisco (500)☒ Head Office (100)☐ Melbourne (105)☐ Sydney (106)☐ London (800)

Now, we will cover other ways of searching.

As a stock controller, one of your duties may be identify and eliminate over stocking.

The list displays all orders created by each store. You can view and approve each order.

We will search for all items using the date range.



Search Old Purchase Orders



Search by Order Number

Order ID

Search

Search by Supplier or Product

Status

All

☐ All Overdue

Supplier

All

Date From

Approved

* Maximum range is 3 months

Product Filter

Unapproved

Open

On Hold

Closed

Search By

☒ Supplier☐ Product

You have the ability to search by status, including All, Approved, Unapproved, Open, On Hold or Closed.

☐ Please select branches☐ Brisbane (102)☐ Los Angeles☒ Head Office (100)☐ Melbourne☐ London (800)

Search Old Purchase Orders



Search by Order Number

Order ID

Search

Search by Supplier or Product

Status

All

☐ All Overdue

Supplier

All

Date From

Approved

* Maximum range is 3 months

Product Filter

Unapproved

Open

On Hold

Closed

Search By

☒ Supplier☐ Product

Search

☐ Please select branches☐ Brisbane (102)☐ Los Angeles (700)☐ San Francisco (800)☒ Head Office (100)☐ Melbourne (105)☐ Sydney (106)☐ London (800)



Search Old Purchase Orders



Search by Order Number

Order ID

Search

Search by Supplier or Product

Status

All

☐ All Overdue

Supplier

All

Date From

Approved

* Maximum range is 3 months

Product Filter

Unapproved

Search By

Open

OnHold

Closed

Search

☐ Please select branches☐ Brisbane (102)☐ Los Angeles (700)☐ San Francisco (900)☒ Head Office (100)☐ Melbourne (105)☐ Sydney (106)☐ London (800)

Search Old Purchase Orders



Search by Order Number

Order ID

Search

Search by Supplier or Product

Status

All

☐ All Overdue

Supplier

All

Date From

Approved

* Maximum range is 3 months

Product Filter

Unapproved

Search By

Open

OnHold

Closed

Search

☐ Please select branches☐ Brisbane (102)☐ Los Angeles (700)☐ San Francisco (900)☒ Head Office (100)☐ Melbourne (105)☐ Sydney (106)☐ London (800)



Search Old Purchase Orders



Search by Order Number

Order ID

Search

Search by Supplier or Product

Status

All

☐ All Overdue

Supplier

All

Date From

Unapproved

* Maximum range is 3 months

Product Filter

Open

Search By

☒ Supplier☐ Product

Search

☐ Please select branches☐ Brisbane (102)☐ Los Angeles (700)☐ San Francisco (900)☒ Head Office (100)☐ Melbourne (105)☐ Sydney (106)☐ London (800)

Search Old Purchase Orders



Search by Order Number

Order ID

Search

Search by Supplier or Product

Status

All

☐ All Overdue

Supplier

All

Date From

01/12/2008

To

15/01/2009

* Maximum range is 3 months

Product Filter

Search By

☒ Supplier☐ Product

Search

☐ Please select branches☐ Brisbane (102)☐ Los Angeles (700)☐ San Francisco (900)☒ Head Office (100)☐ Melbourne (105)☐ Sydney (106)☐ London (800)



Search Old Purchase Orders



Search by Order Number

Order ID

Search

Search by Supplier or Product

Status

All

☐ All Overdue

Supplier

All

Date From

01/12/2008

To

15/01/2009

* Maximum range is 3 months

Product Filter

Search By

☒ Supplier☐ Product

Search

☐ Please select branches☐ Brisbane (102)☐ Los Angeles (700)☐ San Francisco (500)☒ Head Office (100)☐ Melbourne (105)☐ Sydney (106)☐ London (800)

Search Old Purchase Orders



Order Search

Date From: 01/12/2008 To: 15/01/2009

Brightpoint

Order ID: [10053](#) Ordered By: Head Office Ordered Date: 30/12/2008 Required By: 31/12/2008 Approved: ☒ Yes ☐ No

Description	Barcode	Sup.Prod.Code	Ord. Qty	Rec. Qty	Unit Price	Total Notes
ERIC GH318 H/FREE KIT	9318018049999	DPY101881	12	12	\$120.00	\$1,440.00
Horn Alert-Low Current Piezo	00770	B-0103	2	2	\$10.00	\$20.00
LGTU550 (Next G)			3	3	\$478.76	\$1,436.28
Motorola 9505a Satellite Handset			2	2	\$1,895.00	\$3,790.00
Motorola RAZR V3			3	3	\$1,000.00	\$3,000.00
Nokia 62xx Battery	9100000000	NOKGEN	2	2	\$12.00	\$24.00
Nokia bs5w Battery	BATTNOKBS5W	nokbs5w	3	3	\$17.85	\$53.55
Nokia E65 Accessory Pack	321654	11221122	5	5	\$11.30	\$56.50
Total			32	32		\$9,820.33

Order ID: [10054](#) Ordered By: Head Office Ordered Date: 30/12/2008 Required By: 31/12/2008 Approved: ☐ Yes ☒ No

Description	Barcode	Sup.Prod.Code	Ord. Qty	Rec. Qty	Unit Price	Total Notes
Jabra Bluetooth Headset PHF	9143338588659	JABBHS	1	1	\$22.30	\$22.30
Jabra Bluetooth Headset PHF	9143338588659	JABBHS	3	2	\$22.30	\$66.90
LGTU550 (Next G)			5	0	\$478.76	\$2,393.80
Nokia 6101 Leather Case	9418774101624	NOK-6101-LCC	1	1	\$4.43	\$4.43
Nokia 62xx Battery	9100000000	NOKGEN	3	3	\$12.00	\$36.00
Nokia 999		NOK999S	2	2	\$350.00	\$700.00
Total			15	9		\$3,223.43



Search Old Purchase Orders

Order Search

Date From: 01/12/2008 To: 16/01/2009

Brightpoint

Order ID: 10053 Ordered By: Head Office Ordered Date: 30/12/2008 Required By: 31/12/2008 Approved: ☒ Yes ☐ No

Description	Barcode	Sup.Prod.Code	Ord. Qty	Rec. Qty	Unit Price	Total Notes
ERIC GH318 H/FREE KIT	9318018049999	DPY101881	12	12	\$120.00	\$1,440.00
Horn Alert-Low Current Piezo	00770					
LGTU550 (Next G)						
Motorola 9505a Satellite Handset						
Motorola RAZR V3						
Nokia 62xx Battery	9100000000					
Nokia bs5w Battery	BATTNOKBS5W	nokbs5w	3	3	\$17.85	\$53.55
Nokia E65 Accessory Pack	321654	11221122	5	5	\$11.30	\$56.50
Total			32	32		\$9,820.33

This order is now approved. However, orders can be approved by ticking the quick approve option.

Order ID: 10054 Ordered By: Head Office Ordered Date: 30/12/2008 Required By: 31/12/2008 Approved: ☐ Yes ☒ No

Description	Barcode	Sup.Prod.Code	Ord. Qty	Rec. Qty	Unit Price	Total Notes
Jabra Bluetooth Headset PHF	9143338588659	JABBHS	1	1	\$22.30	\$22.30
Jabra Bluetooth Headset PHF	9143338588659	JABBHS	3	2	\$22.30	\$66.90
LGTU550 (Next G)			5	0	\$478.76	\$2,393.80
Nokia 6101 Leather Case	9418774101624	NOK-6101-LCC	1	1	\$4.43	\$4.43
Nokia 62xx Battery	9100000000	NOKGEN	3	3	\$12.00	\$36.00
Nokia 999		NOK999S	2	2	\$350.00	\$700.00
Total			15	9		\$3,223.43

RFO Telstra



Search Old Purchase Orders

Order Search

Date From: 01/12/2008 To: 16/01/2009

Brightpoint

Order ID: 10053 Ordered By: Head Office Ordered Date: 30/12/2008 Required By: 31/12/2008 Approved: ☒ Yes ☐ No

Description	Barcode	Sup.Prod.Code	Ord. Qty	Rec. Qty	Unit Price	Total Notes
ERIC GH318 H/FREE KIT	9318018049999	DPY101881	12	12	\$120.00	\$1,440.00
Horn Alert-Low Current Piezo	00770	B-0103	2	2	\$10.00	\$20.00
LGTU550 (Next G)			3	3	\$478.76	\$1,436.28
Motorola 9505a Satellite Handset			2	2	\$1,895.00	\$3,790.00
Motorola RAZR V3			3	3	\$1,000.00	\$3,000.00
Nokia 62xx Battery	9100000000	NOKGEN	2	2	\$12.00	\$24.00
Nokia bs5w Battery	BATTNOKBS5W	nokbs5w	3	3	\$17.85	\$53.55
Nokia E65 Accessory Pack	321654	11221122	5	5	\$11.30	\$56.50
Total			32	32		\$9,820.33

Order ID: 10054 Ordered By: Head Office Ordered Date: 30/12/2008 Required By: 31/12/2008 Approved: ☐ Yes ☒ No

Description	Barcode	Sup.Prod.Code	Ord. Qty	Rec. Qty	Unit Price	Total Notes
Jabra Bluetooth Headset PHF	9143338588659	JABBHS	1	1	\$22.30	\$22.30
Jabra Bluetooth Headset PHF	9143338588659	JABBHS	3	2	\$22.30	\$66.90
LGTU550 (Next G)			5	0	\$478.76	\$2,393.80
Nokia 6101 Leather Case	9418774101624	NOK-6101-LCC	1	1	\$4.43	\$4.43
Nokia 62xx Battery	9100000000	NOKGEN	3	3	\$12.00	\$36.00
Nokia 999		NOK999S	2	2	\$350.00	\$700.00
Total			15	9		\$3,223.43

RFO Telstra



Search Old Purchase Orders

Order Search

Date From: 01/12/2008 To: 15/01/2009

Brightpoint

Order ID: 10053 Ordered By: Head Office Ordered Date: 30/12/2008 Required By: 31/12/2008 Approved: ☒ Yes ☐ No

Description	Barcode	Sup.Prod.Code	Ord. Qty	Rec. Qty	Unit Price	Total Notes
ERIC GH318 H/FREE KIT	9318018049999	DPY101881	12	12	\$120.00	\$1,440.00
Horn Alert-Low Current Piezo	00770	B-0103	2	2	\$10.00	\$20.00
LGTU550 (Next G)			3	3	\$478.76	\$1,436.28
Motorola 9505a Satellite Handset			2	2	\$1,895.00	\$3,790.00
Motorola RAZR V3			3	3	\$1,000.00	\$3,000.00
Nokia 62xx Battery	9100000000	NOKGEN	2	2	\$12.00	\$24.00
Nokia bs5w Battery	BATTNOKBS5W	nokbs5w	3	3	\$17.85	\$53.55
Nokia E65 Accessory Pack	321654	11221122	5	5	\$11.30	\$56.50
Total			32	32		\$9,820.33

Order ID: 10054 Ordered By: Head Office Ordered Date: 30/12/2008 Required By: 31/12/2008 Approved: ☐ Yes ☒ No

Description	Barcode	Sup.Prod.Code	Ord. Qty	Rec. Qty	Unit Price	Total Notes
Jabra Bluetooth Headset PHF	914333858859	JABBHS	1	1	\$22.30	\$22.30
Jabra Bluetooth Headset PHF	914333858859	JABBHS	3	2	\$22.30	\$66.90
LGTU550 (Next G)			5	0	\$478.76	\$2,393.80
Nokia 6101 Leather Case	9418774101624	NOK-6101-LCC	1	1	\$4.43	\$4.43
Nokia 62xx Battery	9100000000	NOKGEN	3	3	\$12.00	\$36.00
Nokia 999		NOK999S	2	2	\$350.00	\$700.00
Total			15	6		\$3,223.43

RFO Telstra



Search Old Purchase Orders

Order Search

Date From: 01/12/2008 To: 15/01/2009

Brightpoint

Order ID: 10053 Ordered By: Head Office Ordered Date: 30/12/2008 Required By: 31/12/2008 Approved: ☒ Yes ☐ No

Description	Barcode	Sup.Prod.Code	Ord. Qty	Rec. Qty	Unit Price	Total Notes
ERIC GH318 H/FREE KIT	9318018049999	DPY101881	12	12	\$120.00	\$1,440.00
Horn Alert-Low Current Piezo	00770	B-0103	2	2	\$10.00	\$20.00
LGTU550 (Next G)			3	3	\$478.76	\$1,436.28
Motorola 9505a Satellite Handset			2	2	\$1,895.00	\$3,790.00
Motorola RAZR V3			3	3	\$1,000.00	\$3,000.00
Nokia 62xx Battery	9100000000	NOKGEN	2	2	\$12.00	\$24.00
Nokia bs5w Battery	BATTNOKBS5W	nokbs5w	3	3	\$17.85	\$53.55
Nokia E65 Accessory Pack	321654	11221122	5	5	\$11.30	\$56.50
Total			32	32		\$9,820.33

Order ID: 10054 Ordered By: Head Office Ordered Date: 30/12/2008 Required By: 31/12/2008 Approved: ☐ Yes ☒ No

Description	Barcode	Sup.Prod.Code	Ord. Qty	Rec. Qty	Unit Price	Total Notes
Jabra Bluetooth Headset PHF	914333858859	JABBHS	1	1	\$22.30	\$22.30
Jabra Bluetooth Headset PHF					00	\$66.90
LGTU550 (Next G)					76	\$2,393.80
Nokia 6101 Leather Case					43	\$4.43
Nokia 62xx Battery					00	\$36.00
Nokia 999					00	\$700.00
Total						\$3,223.43

Remember that by approving, you are locking the order, so that the order cannot be modified. This signifies that the order is ready to be released to the supplier.

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Search Old Purchase Orders



Order Search

Date From: 01/12/2008 To: 16/01/2009

Brightpoint

Order ID: [10053](#) Ordered By: Head Office Ordered Date: 30/12/2008 Required By: 31/12/2008 Approved: ☒ Yes ☐ No

Description	Barcode	Sup.Prod.Code	Ord. Qty	Rec. Qty	Unit Price	Total Notes
ERIC GH318 HIFREE KIT	9318018049999	DPY101881	12	12	\$120.00	\$1,440.00
Horn Alert-Low Current Piezo	00770	B-0103	2	2	\$10.00	\$20.00
LGTU550 (Next G)			3	3	\$478.76	\$1,436.28
Motorola 9505a Satellite Handset			2	2	\$1,895.00	\$3,790.00
Motorola RAZR V3			3	3	\$1,000.00	\$3,000.00
Nokia 62xx Battery	9100000000	NOKGEN	2	2	\$12.00	\$24.00
Nokia ba5w Battery	BATTNOKBS5W	nokba5w	3	3	\$17.85	\$53.55
Nokia E65 Accessory Pack	321654	11221122	5	5	\$11.30	\$56.50
Total			32	32		\$9,820.33

Order ID: [10054](#) Ordered By: Head Office Ordered Date: 30/12/2008 Required By: 31/12/2008 Approved: ☒ Yes ☐ No

Description	Barcode	Sup.Prod.Code	Ord. Qty	Rec. Qty	Unit Price	Total Notes
Jabra Bluetooth Headset PHF	9143338588659	JABBHS	1	1	\$22.30	\$22.30
Jabra Bluetooth Headset PHF	9143338588659	JABBHS	3	2	\$22.30	\$66.90
LGTU550 (Next G)			5	0	\$478.76	\$2,393.80
Nokia 6101 Leather Case	9418774101624	NOK-6101-LCC	1	1	\$4.43	\$4.43
Nokia 62xx Battery	9100000000	NOKGEN	3	3	\$12.00	\$36.00
Nokia 999		NOK999S	2	2	\$350.00	\$700.00
Total			15	9		\$3,223.43

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Search Old Purchase Orders



Horn Alert-Low Current Piezo	00770	B-0103	2	2	\$10.00	\$20.00
LGTU550 (Next G)			3	3	\$478.76	\$1,436.28
Motorola 9505a Satellite Handset			2	2	\$1,895.00	\$3,790.00
Motorola RAZR V3			3	3	\$1,000.00	\$3,000.00
Nokia 62xx Battery	9100000000	NOKGEN	2	2	\$12.00	\$24.00
Nokia ba5w Battery	BATTNOKBS5W	nokba5w	3	3	\$17.85	\$53.55
Nokia E65 Accessory Pack	321654	11221122	5	5	\$11.30	\$56.50
Total			32	32		\$9,820.33

Order ID: [10054](#) Ordered By: Head Office Ordered Date: 30/12/2008 Required By: 31/12/2008 Approved: ☒ Yes ☐ No

Description	Barcode	Sup.Prod.Code	Ord. Qty	Rec. Qty	Unit Price	Total Notes
Jabra Bluetooth Headset PHF	9143338588659	JABBHS	1	1	\$22.30	\$22.30
Jabra Bluetooth Headset PHF	9143338588659	JABBHS	3	2	\$22.30	\$66.90
LGTU550 (Next G)			5	0	\$478.76	\$2,393.80
Nokia 6101 Leather Case	9418774101624	NOK-6101-LCC	1	1	\$4.43	\$4.43
Nokia 62xx Battery	9100000000	NOKGEN	3	3	\$12.00	\$36.00
Nokia 999		NOK999S	2	2	\$350.00	\$700.00
Total			15	9		\$3,223.43

RFO Telstra

Order ID: [10055](#) Ordered By: Head Office Ordered Date: 30/12/2008 Required By: 31/12/2008 Approved: ☒ Yes ☐ No

Description	Barcode	Sup.Prod.Code	Ord. Qty	Rec. Qty	Unit Price	Total Notes
Nokia 999		NOK999S	1	0	\$350.00	\$350.00
Total			1	0		\$350.00





Search Old Purchase Orders



Horn Alert-Low Current Piezo	00770	B-0103	2	2	\$10.00	\$20.00
LGTU550 (Next G)			3	3	\$478.76	\$1,436.28
Motorola 9505a Satellite Handset			2	2	\$1,895.00	\$3,790.00
Motorola RAZR V3			3	3	\$1,000.00	\$3,000.00
Nokia 62xx Battery	9100000000	NOKGEN	2	2	\$12.00	\$24.00
Nokia ba5w Battery	BATTNOKBS5W	nakba5w	3	3	\$17.85	\$53.55
Nokia E65 Accessory Pack	321654	11221122	5	5	\$11.30	\$56.50
Total			32	32		\$9,820.33

Order ID: [10054](#) Ordered By: Head Office Ordered Date: 30/12/2008 Required By: 31/12/2008 Approved: ☒ Yes ☐ No

Description	Barcode	Sup.Prod.Code	Ord. Qty	Rec. Qty	Unit Price	Total Notes
Jabra Bluetooth Headset PHF	9143338588659	JABBSH	1	1	\$22.30	\$22.30
Jabra Bluetooth Headset PHF	9143338588659	JABBSH	3	2	\$22.30	\$66.90
LGTU550 (Next G)			5	0	\$478.76	\$2,393.80
Nokia 6101 Leather Case	9418774101624	NOK-6101-LCC	1	1	\$4.43	\$4.43
Nokia 62xx Battery	9100000000	NOKGEN	3	3	\$12.00	\$36.00
Nokia 999		NOK999S	2	2	\$350.00	\$700.00
Total			15	9		\$3,223.43

RFO Telstra

Order ID: [10055](#) Ordered By: Head Office Ordered Date: 30/12/2008 Required By: 31/12/2008 Approved: ☒ Yes ☐ No

Description	Barcode	Sup.Prod.Code	Ord. Qty	Rec. Qty	Unit Price	Total Notes
Nokia 999		NOK999S	1	0	\$350.00	\$350.00
Total			1	0		\$350.00



Search Old Purchase Orders



Horn Alert-Low Current Piezo	00770	B-0103	2	2	\$10.00	\$20.00
LGTU550 (Next G)			3	3	\$478.76	\$1,436.28
Motorola 9505a Satellite Handset			2	2	\$1,895.00	\$3,790.00
Motorola RAZR V3			3	3	\$1,000.00	\$3,000.00
Nokia 62xx Battery	9100000000	NOKGEN	2	2	\$12.00	\$24.00
Nokia ba5w Battery	BATTNOKBS5W	nakba5w	3	3	\$17.85	\$53.55
Nokia E65 Accessory Pack	321654	11221122	5	5	\$11.30	\$56.50
Total			32	32		\$9,820.33

Order ID: [10054](#) Ordered By: Head Office Ordered Date: 30/12/2008 Required By: 31/12/2008 Approved: ☒ Yes ☐ No

Description	Barcode	Sup.Prod.Code	Ord. Qty	Rec. Qty	Unit Price	Total Notes
Jabra Bluetooth Headset PHF	9143338588659	JABBSH	1	1	\$22.30	\$22.30
Jabra Bluetooth Headset PHF	9143338588659	JABBSH	3	2	\$22.30	\$66.90
LGTU550 (Next G)			5	0	\$478.76	\$2,393.80
Nokia 6101 Leather Case	9418774101624	NOK-6101-LCC	1	1	\$4.43	\$4.43
Nokia 62xx Battery	9100000000	NOKGEN	3	3	\$12.00	\$36.00
Nokia 999		NOK999S	2	2	\$350.00	\$700.00
Total			15	9		\$3,223.43

RFO Telstra

Order ID: [10055](#) Ordered By: Head Office Ordered Date: 30/12/2008 Required By: 31/12/2008 Approved: ☒ Yes ☐ No

Description	Barcode	Sup.Prod.Code	Ord. Qty	Rec. Qty	Unit Price	Total Notes
Nokia 999		NOK999S	1	0	\$350.00	\$350.00
Total			1	0		\$350.00



Back



Search Old Purchase Orders



Search by Order Number

Order ID

Search

Search by Supplier or Product

Status

All

☐ All Overdue

Supplier

All

Date From

01/12/2008

To

15/01/2009

* Maximum range is 3 months

Product Filter

Search By

☒ Supplier☐ Product

Search

☐ Please select branches☐ Brisbane (102)☐ Los Angeles (700)☐ San Francisco (900)☒ Head Office (100)☐ Melbourne (105)☐ Sydney (106)☐ London (800)

Search Old Purchase Orders



Search by Order Number

Order ID

Search

Search by Supplier or Product

Status

All

☐ All Overdue

Supplier

All

Date From

01/12/2008

To

15/01/2009

* Maximum range is 3 months

Product Filter

Search By

☒ Supplier☐ Product

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☐ Please select branches☐ Brisbane (102)☐ Los Angeles (700)☐ San Francisco (900)☒ Head Office (100)☐ Melbourne (105)☐ Sydney (106)☐ London (800)



Search Old Purchase Orders



Search by Order Number

Order ID

Search

Search by Supplier or Product

Status

All

☐ All Overdue

Supplier

All

Date From

01/12/2008

To

15/01/2009

* Maximum range is 3 months

Product Filter

Search By

☐ Supplier☒ Product

Search

☐ Please select branches☐ Brisbane (102)☒ Head Office (100)☐ London (800)

Another option is to group all orders by products.



Search Old Purchase Orders



Search by Order Number

Order ID

Search

Search by Supplier or Product

Status

All

☐ All Overdue

Supplier

All

Date From

01/12/2008

To

15/01/2009

* Maximum range is 3 months

Product Filter

Search By

☐ Supplier☒ Product

Search

Search

☐ Please select branches☐ Brisbane (102)☐ Los Angeles (700)☐ San Francisco (900)☒ Head Office (100)☐ Melbourne (105)☐ Sydney (106)☐ London (800)



Search Old Purchase Orders



Order Search

Date From: 01/12/2008 To: 16/01/2009

Order ID	Product	Colour	Ship To	Supplier	Ordered Date	OO SOH	Unit Price	Ord. Qty	Rec. Qty	OO All	SOH All	Total Price
10053	ERIC GH318 HIFREE KIT		Head Office	Brightpoint	30/12/2008	0 15	\$120.00	12	12	0	6	\$1,440.00
	ERIC GH318 HIFREE KIT Subtotal							12	12			\$1,440.00
10053	Horn Alert-Low Current Piezo		Head Office	Brightpoint	30/12/2008	0 2	\$10.00	2	2	0	0	\$20.00
	Horn Alert-Low Current Piezo Subtotal							2	2			\$20.00
10054	Jabra Bluetooth Headset PHF		Head Office	Brightpoint	30/12/2008	1 15	\$22.30	4	3	0	7	\$89.20
	Jabra Bluetooth Headset PHF Subtotal							4	3			\$89.20
10053	LGTU550 (Next G)		Head Office	Brightpoint	30/12/2008	5 3	\$478.76	3	3	0	0	\$1,436.28
10054	LGTU550 (Next G)		Head Office	Brightpoint	30/12/2008	5 3	\$478.76	5	0	0	0	\$2,393.80
	LGTU550 (Next G) Subtotal							8	3			\$3,830.08
10053	Motorola 9505a Satellite Handset		Head Office	Brightpoint	30/12/2008	0 2	\$1,895.00	2	2	0	0	\$3,790.00
	Motorola 9505a Satellite Handset Subtotal							2	2			\$3,790.00
10053	Motorola RAZR V3		Head Office	Brightpoint	30/12/2008	0 3	\$1,000.00	3	3	0	0	\$3,000.00
	Motorola RAZR V3 Subtotal							3	3			\$3,000.00
10054	Nokia 6101 Leather Case		Head Office	Brightpoint	30/12/2008	0 1	\$4.43	1	1	0	0	\$4.43
	Nokia 6101 Leather Case Subtotal							1	1			\$4.43
10053	Nokia 62xx Battery		Head Office	Brightpoint	30/12/2008	0 6	\$12.00	2	2	0	0	\$24.00
10054	Nokia 62xx Battery		Head Office	Brightpoint	30/12/2008	0 6	\$12.00	3	3	0	0	\$36.00
	Nokia 62xx Battery Subtotal							5	5			\$60.00
10054	Nokia 999		Head Office	Brightpoint	30/12/2008	1 3	\$350.00	2	2	0	0	\$700.00
10055	Nokia 999		Head Office	RFO Telstra	30/12/2008	1 3	\$350.00	1	0	0	0	\$350.00
	Nokia 999 Subtotal							3	2			\$1,050.00
10053	Nokia bs5w Battery		Head Office	Brightpoint	30/12/2008	0 11	\$17.85	3	3	3	0	\$53.55
	Nokia bs5w Battery Subtotal							3	3			\$53.55
10053	Nokia E65 Accessory Pack		Head Office	Brightpoint	30/12/2008	0 5	\$11.30	5	5	0	0	\$56.50
	Nokia E65 Accessory Pack Subtotal							5	5			\$56.50
	Total							48	41			\$13,393.76



Search Old Purchase Orders



Order Search

Date From: 01/12/2008 To: 16/01/2009

Order ID	Product	Colour	Ship To	Supplier	Ordered Date	OO SOH	Unit Price	Ord. Qty	Rec. Qty	OO All	SOH All	Total Price
10053	ERIC GH318 HIFREE KIT		Head Office	Brightpoint	30/12/2008	0 15	\$120.00	12	12	0	6	\$1,440.00
	ERIC GH318 HIFREE KIT Subtotal							12	12			\$1,440.00
10053	Horn Alert-Low Current Piezo		Head Office	Brightpoint	30/12/2008	0 2	\$10.00	2	2	0	0	\$20.00
	Horn Alert-Low Current Piezo Subtotal							2	2			\$20.00
10054	Jabra Bluetooth Headset PHF		Head Office	Brightpoint	30/12/2008	1 15	\$22.30	4	3	0	7	\$89.20
	Jabra Bluetooth Headset PHF Subtotal							4	3			\$89.20
10053	LGTU550 (Next G)		Head Office	Brightpoint	30/12/2008	5 3	\$478.76	3	3	0	0	\$1,436.28
10054	LGTU550 (Next G)		Head Office	Brightpoint	30/12/2008	5 3	\$478.76	5	0	0	0	\$2,393.80
	LGTU550 (Next G) Subtotal							8	3			\$3,830.08
10053	Motorola 9505a Satellite Handset		Head Office	Brightpoint	30/12/2008	0 2	\$1,895.00	2	2	0	0	\$3,790.00
	Motorola 9505a Satellite Handset Subtotal							2	2			\$3,790.00
10053	Motorola RAZR V3		Head Office	Brightpoint	30/12/2008	0 3	\$1,000.00	3	3	0	0	\$3,000.00
	Motorola RAZR V3 Subtotal							3	3			\$3,000.00
10054	Nokia 6101 Leather Case		Head Office	Brightpoint	30/12/2008	0 1	\$4.43	1	1	0	0	\$4.43
	Nokia 6101 Leather Case Subtotal							1	1			\$4.43
10053	Nokia 62xx Battery		Head Office	Brightpoint	30/12/2008	0 6	\$12.00	2	2	0	0	\$24.00
10054	Nokia 62xx Battery		Head Office	Brightpoint	30/12/2008	0 6	\$12.00	3	3	0	0	\$36.00
	Nokia 62xx Battery Subtotal							5	5			\$60.00
10054	Nokia 999		Head Office	Brightpoint	30/12/2008	1 3	\$350.00	2	2	0	0	\$700.00
10055	Nokia 999		Head Office	RFO Telstra	30/12/2008	1 3	\$350.00	1	0	0	0	\$350.00
	Nokia 999 Subtotal							3	2			\$1,050.00
10053	Nokia bs5w Battery		Head Office	Brightpoint	30/12/2008	0 11	\$17.85	3	3	3	0	\$53.55
	Nokia bs5w Battery Subtotal							3	3			\$53.55
10053	Nokia E65 Accessory Pack		Head Office	Brightpoint	30/12/2008	0 5	\$11.30	5	5	0	0	\$56.50
	Nokia E65 Accessory Pack Subtotal							5	5			\$56.50
	Total							48	41			\$13,393.76

Product search results by grouping each product by name. You can also easily identify the quantity being ordered by each branch.



Search Old Purchase Orders



Order Search

Date From: 01/12/2008 To: 16/01/2009

Order ID	Product	Colour	Ship To	Supplier	Ordered Date	OO	SOH	Unit Price	Ord. Qty	Rec. Qty	OO All	SOH All	Total Price
10053	ERIC GH318 HIFREE KIT		Head Office	Brightpoint	30/12/2008	0	15	\$120.00	12	12	0	6	\$1,440.00
	ERIC GH318 HIFREE KIT Subtotal								12	12			\$1,440.00
10053	Horn Alert-Low Current Piezo		Head Office	Brightpoint	30/12/2008	0	2	\$10.00	2	2	0	0	\$20.00
	Horn Alert-Low Current Piezo Subtotal								2	2			\$20.00
10054	Jabra Bluetooth Headset PHF		Head Office	Brightpoint	30/12/2008	1	15	\$22.30	4	3	0	7	\$89.20
	Jabra Bluetooth Headset PHF Subtotal								4	3			\$89.20
10053	LGTU550 (Next G)		Head Office	Brightpoint	30/12/2008	5	3	\$478.76	3	3	0	0	\$1,436.28
10054	LGTU550 (Next G)		Head Office	Brightpoint	30/12/2008	5	3	\$478.76	5	0	0	0	\$2,393.80
	LGTU550 (Next G) Subtotal								8	3			\$3,830.08
10053	Motorola 9505a Satellite Handset		Head Office	Brightpoint	30/12/2008	0	2	\$1,895.00	2	2	0	0	\$3,790.00
	Motorola 9505a Satellite Handset Subtotal								2	2			\$3,790.00
10053	Motorola RAZR V3		Head Office	Brightpoint	30/12/2008	0	3	\$1,000.00	3	3	0	0	\$3,000.00
	Motorola RAZR V3 Subtotal								3	3			\$3,000.00
10054	Nokia 6101 Leather Case		Head Office	Brightpoint	30/12/2008	0	1	\$4.43	1	1	0	0	\$4.43
	Nokia 6101 Leather Case Subtotal								1	1			\$4.43
10053	Nokia 62xx Battery		Head Office	Brightpoint	30/12/2008	0	6	\$12.00	2	2	0	0	\$24.00
10054	Nokia 62xx Battery		Head Office	Brightpoint	30/12/2008	0	6	\$12.00	3	3	0	0	\$36.00
	Nokia 62xx Battery Subtotal								5	5			\$60.00
10054	Nokia 999		Head Office	Brightpoint	30/12/2008	1	3	\$350.00	2	2	0	0	\$700.00
10055	Nokia 999		Head Office	RFO Telstra	30/12/2008	1	3	\$350.00	1	0	0	0	\$350.00
	Nokia 999 Subtotal								3	2			\$1,050.00
10053	Nokia bs5w Battery		Head Office	Brightpoint	30/12/2008	0	11	\$17.85	3	3	3	0	\$53.55
	Nokia bs5w Battery Subtotal								3	3			\$53.55
10053	Nokia E65 Accessory Pack		Head Office	Brightpoint	30/12/2008	0	5	\$11.30	5	5	0	0	\$56.50
	Nokia E65 Accessory Pack Subtotal								5	5			\$56.50
	Total								48	41			\$13,393.76



Search Old Purchase Orders



Order Search

Date From: 01/12/2008 To: 16/01/2009

Order ID	Product	Colour	Ship To	Supplier	Ordered Date	OO	SOH	Unit Price	Ord. Qty	Rec. Qty	OO All	SOH All	Total Price
10053	ERIC GH318 HIFREE KIT		Head Office	Brightpoint	30/12/2008	0	15	\$120.00	12	12	0	6	\$1,440.00
	ERIC GH318 HIFREE KIT Subtotal								12	12			\$1,440.00
10053	Horn Alert-Low Current Piezo		Head Office	Brightpoint	30/12/2008	0	2	\$10.00	2	2	0	0	\$20.00
	Horn Alert-Low Current Piezo Subtotal								2	2			\$20.00
10054	Jabra Bluetooth Headset PHF		Head Office	Brightpoint	30/12/2008	1	15	\$22.30	4	3	0	7	\$89.20
	Jabra Bluetooth Headset PHF Subtotal								4	3			\$89.20
10053	LGTU550 (Next G)		Head Office	Brightpoint	30/12/2008	5	3	\$478.76	3	3	0	0	\$1,436.28
10054	LGTU550 (Next G)		Head Office	Brightpoint	30/12/2008	5	3	\$478.76	5	0	0	0	\$2,393.80
	LGTU550 (Next G) Subtotal								8	3			\$3,830.08
10053	Motorola 9505a Satellite Handset		Head Office	Brightpoint	30/12/2008	0	2	\$1,895.00	2	2	0	0	\$3,790.00
	Motorola 9505a Satellite Handset Subtotal								2	2			\$3,790.00
10053	Motorola RAZR V3		Head Office	Brightpoint	30/12/2008	0	3	\$1,000.00	3	3	0	0	\$3,000.00
	Motorola RAZR V3 Subtotal								3	3			\$3,000.00
10054	Nokia 6101 Leather Case		Head Office	Brightpoint	30/12/2008	0	1	\$4.43	1	1	0	0	\$4.43
	Nokia 6101 Leather Case Subtotal								1	1			\$4.43
10053	Nokia 62xx Battery		Head Office	Brightpoint	30/12/2008	0	6	\$12.00	2	2	0	0	\$24.00
10054	Nokia 62xx Battery		Head Office	Brightpoint	30/12/2008	0	6	\$12.00	3	3	0	0	\$36.00
	Nokia 62xx Battery Subtotal								5	5			\$60.00
10054	Nokia 999		Head Office	Brightpoint	30/12/2008	1	3	\$350.00	2	2	0	0	\$700.00
10055	Nokia 999		Head Office	RFO Telstra	30/12/2008	1	3	\$350.00	1	0	0	0	\$350.00
	Nokia 999 Subtotal								3	2			\$1,050.00
10053	Nokia bs5w Battery		Head Office	Brightpoint	30/12/2008	0	11	\$17.85	3	3	3	0	\$53.55
	Nokia bs5w Battery Subtotal								3	3			\$53.55
10053	Nokia E65 Accessory Pack		Head Office	Brightpoint	30/12/2008	0	5	\$11.30	5	5	0	0	\$56.50
	Nokia E65 Accessory Pack Subtotal								5	5			\$56.50
	Total								48	41			\$13,393.76



Search Old Purchase Orders



Order Search

Date From: 01/12/2008 To: 16/01/2009

Order ID	Product	Colour	Ship To	Supplier	Ordered Date	OO SOH	Unit Price	Ord. Qty	Rec. Qty	OO All	SOH All	Total Price
10053	ERIC GH318 HIFREE KIT		Head Office	Brightpoint	30/12/2008	0 15	\$120.00	12	12	0	6	\$1,440.00
	ERIC GH318 HIFREE KIT Subtotal							12	12			\$1,440.00
10053	Horn Alert-Low Current Piezo		Head Office	Brightpoint	30/12/2008	0 2	\$10.00	2	2	0	0	\$20.00
	Horn Alert-Low Current Piezo Subtotal							2	2			\$20.00
10054	Jabra Bluetooth Headset PHF		Head Office	Brightpoint	30/12/2008	1 15	\$22.30	4	3	0	7	\$89.20
	Jabra Bluetooth Headset PHF Subtotal							4	3			\$89.20
10053	LGTU550 (Next G)		Head Office	Brightpoint	30/12/2008	5 3	\$478.76	3	3	0	0	\$1,438.28
10054	LGTU550 (Next G)		Head Office	Brightpoint	30/12/2008	5 3	\$478.76	5	0	0	0	\$2,393.80
	LGTU550 (Next G) Subtotal							8	3			\$3,830.08
10053	Motorola 9505a Satellite Handset		Head Office	Brightpoint	30/12/2008	0 2	\$1,895.00	2	2	0	0	\$3,790.00
	Motorola 9505a Satellite Handset Subtotal							2	2			\$3,790.00
10053	Motorola RAZR V3		Head Office	Brightpoint	30/12/2008	0 3	\$1,000.00	3	3	0	0	\$3,000.00
	Motorola RAZR V3 Subtotal							3	3			\$3,000.00
10054	Nokia 6101 Leather Case		Head Office	Brightpoint	30/12/2008	0 1	\$4.43	1	1	0	0	\$4.43
	Nokia 6101 Leather Case Subtotal							1	1			\$4.43
10053	Nokia 62xx Battery		Head Office	Brightpoint	30/12/2008	0 6	\$12.00	2	2	0	0	\$24.00
10054	Nokia 62xx Battery		Head Office	Brightpoint	30/12/2008	0 6	\$12.00	3	3	0	0	\$36.00
	Nokia 62xx Battery Subtotal							5	5			\$60.00
10054	Nokia 999		Head Office	Brightpoint	30/12/2008	1 3	\$350.00	2	2	0	0	\$700.00
10055	Nokia 999		Head Office	RFO Telstra	30/12/2008	1 3	\$350.00	1	0	0	0	\$350.00
	Nokia 999 Subtotal							3	2			\$1,050.00
10053	Nokia bs5w Battery		Head Office	Brightpoint	30/12/2008	0 11	\$17.85	3	3	3	0	\$53.55
	Nokia bs5w Battery Subtotal							3	3			\$53.55
10053	Nokia E65 Accessory Pack		Head Office	Brightpoint	30/12/2008	0 5	\$11.30	5	5	0	0	\$56.50
	Nokia E65 Accessory Pack Subtotal							5	5			\$56.50
	Total							48	41			\$13,393.76

By moving the mouse over the quantity, ClickPOS will display the quantity of items on order and stock on hand for all stores. This powerful option helps the user make informative decisions prior to releasing the order to supplier.

Brisbane: 2
Melbourne: 2
Sydney: 3



Search Old Purchase Orders



Order Search

Date From: 01/12/2008 To: 16/01/2009

Order ID	Product	Colour	Ship To	Supplier	Ordered Date	OO SOH	Unit Price	Ord. Qty	Rec. Qty	OO All	SOH All	Total Price
10053	ERIC GH318 HIFREE KIT		Head Office	Brightpoint	30/12/2008	0 15	\$120.00	12	12	0	6	\$1,440.00
	ERIC GH318 HIFREE KIT Subtotal							12	12			\$1,440.00
10053	Horn Alert-Low Current Piezo		Head Office	Brightpoint	30/12/2008	0 2	\$10.00	2	2	0	0	\$20.00
	Horn Alert-Low Current Piezo Subtotal							2	2			\$20.00
10054	Jabra Bluetooth Headset PHF		Head Office	Brightpoint	30/12/2008	1 15	\$22.30	4	3	0	7	\$89.20
	Jabra Bluetooth Headset PHF Subtotal							4	3			\$89.20
10053	LGTU550 (Next G)		Head Office	Brightpoint	30/12/2008	5 3	\$478.76	3	3	0	0	\$1,438.28
10054	LGTU550 (Next G)		Head Office	Brightpoint	30/12/2008	5 3	\$478.76	5	0	0	0	\$2,393.80
	LGTU550 (Next G) Subtotal							8	3			\$3,830.08
10053	Motorola 9505a Satellite Handset		Head Office	Brightpoint	30/12/2008	0 2	\$1,895.00	2	2	0	0	\$3,790.00
	Motorola 9505a Satellite Handset Subtotal							2	2			\$3,790.00
10053	Motorola RAZR V3		Head Office	Brightpoint	30/12/2008	0 3	\$1,000.00	3	3	0	0	\$3,000.00
	Motorola RAZR V3 Subtotal							3	3			\$3,000.00
10054	Nokia 6101 Leather Case		Head Office	Brightpoint	30/12/2008	0 1	\$4.43	1	1	0	0	\$4.43
	Nokia 6101 Leather Case Subtotal							1	1			\$4.43
10053	Nokia 62xx Battery		Head Office	Brightpoint	30/12/2008	0 6	\$12.00	2	2	0	0	\$24.00
10054	Nokia 62xx Battery		Head Office	Brightpoint	30/12/2008	0 6	\$12.00	3	3	0	0	\$36.00
	Nokia 62xx Battery Subtotal							5	5			\$60.00
10054	Nokia 999		Head Office	Brightpoint	30/12/2008	1 3	\$350.00	2	2	0	0	\$700.00
10055	Nokia 999		Head Office	RFO Telstra	30/12/2008	1 3	\$350.00	1	0	0	0	\$350.00
	Nokia 999 Subtotal							3	2			\$1,050.00
10053	Nokia bs5w Battery		Head Office	Brightpoint	30/12/2008	0 11	\$17.85	3	3	3	0	\$53.55
	Nokia bs5w Battery Subtotal							3	3			\$53.55
10053	Nokia E65 Accessory Pack		Head Office	Brightpoint	30/12/2008	0 5	\$11.30	5	5	0	0	\$56.50
	Nokia E65 Accessory Pack Subtotal							5	5			\$56.50
	Total							48	41			\$13,393.76



Search Old Purchase Orders



Date From: 01/12/2008 To: 16/01/2009

Order ID	Product	Colour	Ship To	Supplier	Ordered Date	OO	SOH	Unit Price	Ord. Qty	Rec. Qty	OO All	SOH All	Total Price
10053	ERIC GH318 HiFREE KIT		Head Office	Brightpoint	30/12/2008	0	15	\$120.00	12	12	0	6	\$1,440.00
	ERIC GH318 HiFREE KIT Subtotal								12	12			\$1,440.00
10053	Horn Alert-Low Current Piezo		Head Office	Brightpoint	30/12/2008	0	2	\$10.00	2	2	0	0	\$20.00
	Horn Alert-Low Current Piezo Subtotal								2	2			\$20.00
10054	Jabra Bluetooth Headset PHF		Head Office	Brightpoint	30/12/2008	1	15	\$22.30	4	3	0	7	\$89.20
	Jabra Bluetooth Headset PHF Subtotal								4	3			\$89.20
10053	LGTU550 (Next G)		Head Office	Brightpoint	30/12/2008	5	3	\$478.76	3	3	0	0	\$1,436.28
10054	LGTU550 (Next G)		Head Office	Brightpoint	30/12/2008	5	3	\$478.76	5	0	0	0	\$2,393.80
	LGTU550 (Next G) Subtotal								8	3			\$3,830.08
10053	Motorola 9505a Satellite Handset		Head Office	Brightpoint	30/12/2008	0	2	\$1,895.00	2	2	0	0	\$3,790.00
	Motorola 9505a Satellite Handset Subtotal								2	2			\$3,790.00
10053	Motorola RAZR V3		Head Office	Brightpoint	30/12/2008	0	3	\$1,000.00	3	3	0	0	\$3,000.00
	Motorola RAZR V3 Subtotal								3	3			\$3,000.00
10054	Nokia 6101 Leather Case		Head Office	Brightpoint	30/12/2008	0	1	\$4.43	1	1	0	0	\$4.43
	Nokia 6101 Leather Case Subtotal								1	1			\$4.43
10053	Nokia 62xx Battery		Head Office	Brightpoint	30/12/2008	0	6	\$12.00	2	2	0	0	\$24.00
10054	Nokia 62xx Battery		Head Office	Brightpoint	30/12/2008	0	6	\$12.00	3	3	0	0	\$36.00
	Nokia 62xx Battery Subtotal								5	5			\$60.00
10054	Nokia 999		Head Office	Brightpoint	30/12/2008	1	3	\$350.00	2	2	0	0	\$700.00
10055	Nokia 999		Head Office	RFO Telstra	30/12/2008	1	3	\$350.00	1	0	0	0	\$350.00
	Nokia 999 Subtotal								3	2			\$1,050.00
10053	Nokia bs5w Battery		Head Office	Brightpoint	30/12/2008	0	11	\$17.85	3	3	3	0	\$53.55
	Nokia bs5w Battery Subtotal								3	3			\$53.55
10053	Nokia E65 Accessory Pack		Head Office	Brightpoint	30/12/2008	0	5	\$11.30	5	5	0	0	\$56.50
	Nokia E65 Accessory Pack Subtotal								5	5			\$56.50
	Total								48	41			\$13,393.76



Search Old Purchase Orders



Date From: 01/12/2008 To: 16/01/2009

Order ID	Product	Colour	Ship To	Supplier	Ordered Date	OO	SOH	Unit Price	Ord. Qty	Rec. Qty	OO All	SOH All	Total Price
10053	ERIC GH318 HiFREE KIT		Head Office	Brightpoint	30/12/2008	0	15	\$120.00	12	12	0	6	\$1,440.00
	ERIC GH318 HiFREE KIT Subtotal								12	12			\$1,440.00
10053	Horn Alert-Low Current Piezo		Head Office	Brightpoint	30/12/2008	0	2	\$10.00	2	2	0	0	\$20.00
	Horn Alert-Low Current Piezo Subtotal								2	2			\$20.00
10054	Jabra Bluetooth Headset PHF		Head Office	Brightpoint	30/12/2008	1	15	\$22.30	4	3	0	7	\$89.20
	Jabra Bluetooth Headset PHF Subtotal								4	3			\$89.20
10053	LGTU550 (Next G)		Head Office	Brightpoint	30/12/2008	5	3	\$478.76	3	3	0	0	\$1,436.28
10054	LGTU550 (Next G)		Head Office	Brightpoint	30/12/2008	5	3	\$478.76	5	0	0	0	\$2,393.80
	LGTU550 (Next G) Subtotal								8	3			\$3,830.08
10053	Motorola 9505a Satellite Handset		Head Office	Brightpoint	30/12/2008	0	2	\$1,895.00	2	2	0	0	\$3,790.00
	Motorola 9505a Satellite Handset Subtotal								2	2			\$3,790.00
10053	Motorola RAZR V3		Head Office	Brightpoint	30/12/2008	0	3	\$1,000.00	3	3	0	0	\$3,000.00
	Motorola RAZR V3 Subtotal								3	3			\$3,000.00
10054	Nokia 6101 Leather Case		Head Office	Brightpoint	30/12/2008	0	1	\$4.43	1	1	0	0	\$4.43
	Nokia 6101 Leather Case Subtotal								1	1			\$4.43
10053	Nokia 62xx Battery		Head Office	Brightpoint	30/12/2008	0	6	\$12.00	2	2	0	0	\$24.00
10054	Nokia 62xx Battery		Head Office	Brightpoint	30/12/2008	0	6	\$12.00	3	3	0	0	\$36.00
	Nokia 62xx Battery Subtotal								5	5			\$60.00
10054	Nokia 999		Head Office	Brightpoint	30/12/2008	1	3	\$350.00	2	2	0	0	\$700.00
10055	Nokia 999		Head Office	RFO Telstra	30/12/2008	1	3	\$350.00	1	0	0	0	\$350.00
	Nokia 999 Subtotal								3	2			\$1,050.00
10053	Nokia bs5w Battery		Head Office	Brightpoint	30/12/2008	0	11	\$17.85	3	3	3	0	\$53.55
	Nokia bs5w Battery Subtotal								3	3			\$53.55
10053	Nokia E65 Accessory Pack		Head Office	Brightpoint	30/12/2008	0	5	\$11.30	5	5	0	0	\$56.50
	Nokia E65 Accessory Pack Subtotal								5	5			\$56.50
	Total								48	41			\$13,393.76





Search Old Purchase Orders



Search by Order Number

Order ID

Search

Search by Supplier or Product

Status

All

☐ All Overdue

Supplier

All

Date From

01/12/2008

To

15/01/2009

* Maximum range is 3 months

Product Filter

Search By

☐ Supplier☒ Product

Search

☐ Please select branches☐ Brisbane (102)☐ Los Angeles (700)☐ San Francisco (900)☒ Head Office (100)☐ Melbourne (105)☐ Sydney (106)☐ London (800)

Search Old Purchase Orders



Search by Order Number

Order ID

Search

Search by Supplier or Product

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All

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☐ Supplier☒ Product

Search

☐ Please select branches☐ Brisbane (102)☐ Los Angeles (700)☐ San Francisco (900)☒ Head Office (100)☐ Melbourne (105)☐ Sydney (106)☐ London (800)

The **overdue** option displays any items that has passed the **Date Required** option, set when the order was originally created.



Search Old Purchase Orders



Search by Order Number

Order ID

Search

Search by Supplier or Product

Status

All

☒ All Overdue

Supplier

All

Date From

01/12/2008

To

15/01/2009

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Product Filter

Search By

☐ Supplier☒ Product

Search

Search

☐ Please select branches☐ Brisbane (102)☐ Los Angeles (700)☐ San Francisco (900)☒ Head Office (100)☐ Melbourne (105)☐ Sydney (106)☐ London (800)

Search Old Purchase Orders



Order Search

Order ID	Product	Colour	Ship To	Supplier	Ordered Date	OO SOH	Unit Price	Ord. Qty	Rec. Qty	OO All	SOH All	Total Price
10054	Jabra Bluetooth Headset PHF		Head Office	Brightpoint	30/12/2008	1 15	\$22.30	3	2	0	7	\$66.90
	Jabra Bluetooth Headset PHF Subtotal							3	2			\$66.90
10054	LGTU550 (Next G)		Head Office	Brightpoint	30/12/2008	5 3	\$476.76	5	0	0	0	\$2,393.80
	LGTU550 (Next G) Subtotal							5	0			\$2,393.80
10055	Nokia 999		Head Office	RFO Telstra	30/12/2008	1 3	\$350.00	1	0	0	0	\$350.00
	Nokia 999 Subtotal							1	0			\$350.00
	Total							9	2			\$2,810.70

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Search Old Purchase Orders



Order Search

Order ID	Product	Colour	Ship To	Supplier	Ordered Date	OO SOH	Unit Price	Ord. Qty	Rec. Qty	OO All	SOH All	Total Price
10054	Jabra Bluetooth Headset PHF		Head Office	Brightpoint	30/12/2008	1 15	\$22.30	3	2	0	7	\$66.90
	Jabra Bluetooth Headset PHF Subtotal							3	2			\$66.90
10054	LGTU550 (Next G)		Head Office	Brightpoint	30/12/2008	5 3	\$476.76	5	0	0	0	\$2,393.80
	LGTU550 (Next G) Subtotal							5	0			\$2,393.80
10055	Nokia 999		Head Office	RFO Telstra	30/12/2008	1 3	\$350.00	1	0	0	0	\$350.00
	Nokia 999 Subtotal							1	0			\$350.00
	Total							9	2			\$2,810.70



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Search Old Purchase Orders



Order Search

Order ID	Product	Colour	Ship To	Supplier	Ordered Date	OO SOH	Unit Price	Ord. Qty	Rec. Qty	OO All	SOH All	Total Price
10054	Jabra Bluetooth Headset PHF		Head Office	Brightpoint	30/12/2008	1 15	\$22.30	3	2	0	7	\$66.90
	Jabra Bluetooth Headset PHF Subtotal							3	2			\$66.90
10054	LGTU550 (Next G)		Head Office	Brightpoint	30/12/2008	5 3	\$476.76	5	0	0	0	\$2,393.80
	LGTU550 (Next G) Subtotal							5	0			\$2,393.80
10055	Nokia 999		Head Office	RFO Telstra	30/12/2008	1 3	\$350.00	1	0	0	0	\$350.00
	Nokia 999 Subtotal							1	0			\$350.00
	Total							9	2			\$2,810.70



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Search Old Purchase Orders



Search by Order Number

Order ID

Search

Search by Supplier or Product

Status

All

☒ All Overdue

Supplier

All

Date From

01/12/2008

To

15/01/2009

* Maximum range is 3 months

Product Filter

Search By

☒ Supplier☐ Product

Search

☐ Please select branches☐ Brisbane (102)☐ Los Angeles (700)☐ San Francisco (900)☒ Head Office (100)☐ Melbourne (105)☐ Sydney (106)☐ London (800)

Search Old Purchase Orders



Search by Order Number

Order ID

Search

Search by Supplier or Product

Status

All

☒ All Overdue

Supplier

All

Date From

01/12/2008

To

15/01/2009

* Maximum range is 3 months

Product Filter

Search By

☒ Supplier☐ Product

Search

☐ Please select branches☐ Brisbane (102)☐ Los Angeles (700)☐ San Francisco (900)☒ Head Office (100)☐ Melbourne (105)☐ Sydney (106)☐ London (800)



Search Old Purchase Orders



Search by Order Number

Order ID

Search

Search by Supplier or Product

Status

All

☒ All Overdue

Supplier

All

Date From

01/12/2008

To

15/01/2009

* Maximum range is 3 months

Product Filter

Search By

☒ Supplier☐ Product

Search

Search

Now, let's edit an order that has already been approved and closed.



Search Old Purchase Orders



Order Search

Brightpoint

Order ID: [10054](#) Ordered By: Head Office Ordered Date: 30/12/2008 Required By: 31/12/2008 Approved: ☒ Yes ☐ No

Description	Barcode	Sup.Prod.Code	Ord. Qty	Rec. Qty	Unit Price	Total Notes
Jabra Bluetooth Headset PHF	9143336588659	JABBHS	1	1	\$22.30	\$22.30
Jabra Bluetooth Headset PHF	9143336588659	JABBHS	3	2	\$22.30	\$66.90
LGTU550 (Next G)			5	0	\$478.76	\$2,393.80
Nokia 6101 Leather Case	9418774101624	NOK-6101-LCC	1	1	\$4.43	\$4.43
Nokia 62xx Battery	9100000000	NOKGEN	3	3	\$12.00	\$36.00
Nokia 999		NOK999S	2	2	\$350.00	\$700.00
Total			15	8		\$3,223.43

RFO Telstra

Order ID: [10055](#) Ordered By: Head Office Ordered Date: 30/12/2008 Required By: 31/12/2008 Approved: ☒ Yes ☐ No

Description	Barcode	Sup.Prod.Code	Ord. Qty	Rec. Qty	Unit Price	Total Notes
Nokia 999		NOK999S	1	0	\$350.00	\$350.00
Total			1	0		\$350.00

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Search Old Purchase Orders



Order Search

Brightpoint

Order ID: [10054](#) Ordered By: Head Office Ordered Date: 30/12/2008 Required By: 31/12/2008 Approved: ☒ Yes ☐ No

Description	Barcode	Sup.Prod.Code	Ord.Qty	Rec.Qty	Unit Price	Total Notes
Jabra Bluetooth Headset PHF	9143336588659	JABBHS	1	1	\$22.30	\$22.30
Jabra Bluetooth Headset PHF	9143336588659	JABBHS	3	2	\$22.30	\$66.90
LGTU550 (Next G)			5	0	\$478.76	\$2,393.80
Nokia 6101 Leather Case	9418774101624	NOK-6101-LCC	1	1	\$4.43	\$4.43
Nokia 62xx Battery	9100000000	NOKGEN	3	3	\$12.00	\$36.00
Nokia 999		NOK999S	2	2	\$350.00	\$700.00
Total			15	9		\$3,223.43

RFO Telstra

Order ID: [10055](#) Ordered By: Head Office Ordered Date: 30/12/2008 Required By: 31/12/2008 Approved: ☒ Yes ☐ No

Description	Barcode	Sup.Prod.Code	Ord.Qty	Rec.Qty	Unit Price	Total Notes
Nokia 999		NOK999S	1	0	\$350.00	\$350.00
Total			1	0		\$350.00



Purchase Order - 10054



Main

Current Order

Supplier * Date Of Order * Approved ☒ Yes ☐ NoStatus Delivery Branch * Shipped via Date Required * Freight Cost Notes OR [Customer](#)



Purchase Order - 10054



Main

Current Order

Supplier * Brightpoint

Date Of Order * 30/12/2008

Approved ☒ Yes ☐ No

Status Closed

Delivery Branch * Head Office

Shipped via

Date Required * 31/12/2008

Freight Cost 0.00

Notes

OR [Customer](#) 

Purchase Order - 10054



Main

Current Order

Supplier * Brightpoint

Date Of Order * 30/12/2008

Approved ☐ Yes ☒ No

Status Closed

Delivery Branch * Head Office

Shipped via

Date Required * 31/12/2008

Freight Cost 0.00

Notes

OR [Customer](#)



Purchase Order - 10054

Main **Current Order**

Supplier *

Date Of Order *

Approved ☐ Yes ☒ No

Status

Delivery Branch *

Shipped via

Date Required *

Freight Cost

Notes

OR [Customer](#)

Purchase Order - 10054

Main **Current Order**

Supplier *

Date Of Order *

Approved ☐ Yes ☒ No

Status

Delivery Branch *

Shipped via

Date Required *

Freight Cost

Notes

OR [Customer](#)



Purchase Order - 10054



Main Current Order

Supplier * Brightpoint

Date Of Order * 30/12/2008

Approved ☐ Yes ☒ No

Status Closed

Delivery Branch * Open

Shipped via

Date Required * 31/12/2008

Freight Cost 0.00

Notes

OR Customer

OK Clear Print Labels



Purchase Order - 10054



Main Current Order

Supplier * Brightpoint

Date Of Order * 30/12/2008

Approved ☐ Yes ☒ No

Status Open

Delivery Branch * Head Office

Shipped via

Date Required * 31/12/2008

Freight Cost 0.00

Notes

OR Customer

OK Clear Print Labels

Change approved to "No",
Status to "Open",
then click OK.



Purchase Order - 10054



Main

Current Order

Supplier * Brightpoint

Date Of Order * 30/12/2008

Approved ☐ Yes ☒ No

Status Open

Delivery Branch * Head Office

Shipped via

Date Required * 31/12/2008

Freight Cost 0.00

Notes

OR Customer

OK ☒ Clear ☐ Print ☐ Labels ☐

OK



Purchase Order - 10054



Main

Order Wizard

Current Order

Supplier * Brightpoint

Date Of Order * 30/12/2008

Approved ☐ Yes ☒ No

Status Open

Delivery Branch * Head Office

Shipped via

Date Required * 31/12/2008

Freight Cost 0.00

Notes

OR Customer

OK ☒ Clear ☐ Print ☐ Labels ☐

OK

Incomplete Orders (Status = Open & On Hold)

☐	ID	Supplier	Shipped via	Ordered By	Date Of Order	Date Required
☒	10054	Brightpoint		JSmith	30/12/2008	31/12/2008

Delete ☐

System Message X

☒ Save Successful



Purchase Order - 10054



Main

Order Wizard

Current Order

Supplier * Brightpoint

Date Of Order * 30/12/2008

Approved ☐ Yes ☒ No

Status Open

Delivery Branch * Head Office

Shipped via

Date Required * 31/12/2008

Freight Cost 0.00

Notes

OR Customer

OK ☒ Clear ☐ Print ☐ Labels ☐

Incomplete Orders (Status = Open & On Hold)

ID	Supplier	Shipped via	Ordered By	Date Of Order	Date Required
☐ 10054	Brightpoint		JSmith	30/12/2008	31/12/2008

Delete ☐

System Message

☒ Save Successful

Purchase Order - 10054



Main

Order Wizard

Current Order

☒ Product ☐ Phone

Barcode *

Prod Name *

Sup. Prod. Code

Qty * 0

Notes

☐ Tick to Add Tax

OK ☒ Clear ☐

Now you may change the items listed under the **Current Order** tab.

Current Orders

ID	Sup. Prod. Code	Type	Ex Tax Unit Price	Price	Qty	Total Purch Price
☐ 166	NOKGEN	Nokia 6230 Battery	10.91	12.00	3	36.00
☐ 167	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	1	22.30
☐ 168	NOK-6101-LCC	Nokia 6101 Leather Case	4.03	4.43	1	4.43
☐ 171	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	3	66.90
☐ 172	NOK999S	Nokia 999	318.16	350.00	2	700.00
☐ 174		LGTU550 (Next G)	435.24	478.76	5	2393.80
Total Purch Price						\$3223.43
						Total Qty 15

Delete ☐



Purchase Order - 10054



Main

Order Wizard

Current Order

Product Phone

Barcode *

Prod Name *

Sup. Prod. Code

Qty *

0

Purchase price \$

0.00

☐ Tick to Add Tax

Tax %

0.00

Discount

0.00

Notes

OK

Clear

Current Orders

☐	ID	Sup. Prod. Code	Type	Ex. Tax Unit Price	Price	Qty	Total Purch Price	
☐	166	NOKGEN	Nokia 62xx Battery	10.91	12.00	3	36.00	
☐	167	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	1	22.30	
☐	168	NOK-6101-LCC	Nokia 6101 Leather Case	4.03	4.43	1	4.43	
☐	171	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	3	66.90	
☐	172	NOK999S	Nokia 999	318.16	350.00	2	700.00	
☐	174		LGTU550 (Next G)	435.24	476.76	5	2383.80	
				Total Purch Price		\$3223.43	Total Qty 15	

Delete



Purchase Order - 10054



Main

Order Wizard

Current Order

Product Phone

Barcode *

Prod Name *

Sup. Prod. Code

Qty *

0

Purchase price \$

0.00

☐ Tick to Add Tax

Tax %

0.00

Discount

0.00

Notes

OK

Clear

Current Orders

☐	ID	Sup. Prod. Code	Type	Ex. Tax Unit Price	Price	Qty	Total Purch Price	
☐	166	NOKGEN	Nokia 62xx Battery	10.91	12.00	3	36.00	
☐	167	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	1	22.30	
☐	168	NOK-6101-LCC	Nokia 6101 Leather Case	4.03	4.43	1	4.43	
☐	171	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	3	66.90	
☐	172	NOK999S	Nokia 999	318.16	350.00	2	700.00	
☐	174		LGTU550 (Next G)	435.24	476.76	5	2383.80	
				Total Purch Price		\$3223.43	Total Qty 15	

Delete



Purchase Order - 10054



Main

Order Wizard

Current Order

Product Phone

Barcode * 9143338586659
 Prod Name * Jabra Bluetooth Headset PHF
 Sup.Prod.Code JABBHS
 Qty * 3
 Qty Last Received 2 Date 30/12/2008
 Total Qty Received 2

Purchase price \$ 22.30 ☐ Tick to Add Tax
 Tax % 10.00
 Discount 0
 Notes

OK

Clear

Current Orders

☐	ID	Sup.Prod.Code	Type	Ex Tax Unit Price	Price	Qty	Total Purch Price	
☐	166	NOKGEN	Nokia 62xx Battery	10.91	12.00	3	36.00	
☐	167	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	1	22.30	
☐	168	NOK-6101-LCC	Nokia 6101 Leather Case	4.03	4.43	1	4.43	
☐	171	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	3	66.90	
☐	172	NOK999S	Nokia 999	318.18	350.00	2	700.00	
☐	174		LGTU550 (Next G)	435.24	478.76	5	2393.80	
Total Purch Price							\$3223.43	Total Qty 15

Delete



Purchase Order - 10054



Main

Order Wizard

Current Order

Product Phone

Barcode * 9143338586659
 Prod Name * Jabra Bluetooth Headset PHF
 Sup.Prod.Code JABBHS
 Qty * 3
 Qty Last Received 2 Date 30/12/2008
 Total Qty Received 2

Purchase price \$ 22.30 ☐ Tick to Add Tax
 Tax % 10.00
 Discount 0
 Notes

OK

For this exercise we will change the order quantity.
 We requested 3 items, when the order was originally created, however we only received 2. The Supplier advised that we will not receive the 3rd item.
 We now need to change the order quantity to 2.
 Unless we adjust the quantity, this item will stay outstanding.

Current Orders

☐	ID	Sup.Prod.Code	Type	Ex Tax Unit Price	Price	Qty	Total Purch Price	
☐	166	NOKGEN	Nokia 62xx Battery	10.91	12.00	3	36.00	
☐	167	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	1	22.30	
☐	168	NOK-6101-LCC	Nokia 6101 Leather Case	4.03	4.43	1	4.43	
☐	171	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	3	66.90	
☐	172	NOK999S	Nokia 999	318.18	350.00	2	700.00	
☐	174		LGTU550 (Next G)	435.24	478.76	5	2393.80	
Total Purch Price							\$3223.43	Total Qty 15

Delete



Purchase Order - 10054



Main

Order Wizard

Current Order

Product Phone

Barcode * 9143338586659

Prod Name * Jabra Bluetooth Headset PHF

Sup.Prod.Code JABBHS

Qty * 3

Qty Last Received 2 Date 30/12/2008

Total Qty Received 2

Purchase price \$ 22.30

☐ Tick to Add Tax

Tax % 10.00

Discount 0

Notes

OK

Clear

Current Orders

☐	ID	Sup.Prod.Code	Type	Ex Tax Unit Price	Price	Qty	Total Purch Price	
☐	166	NOKGEN	Nokia 62xx Battery	10.91	12.00	3	36.00	
☐	167	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	1	22.30	
☐	168	NOK-6101-LCC	Nokia 6101 Leather Case	4.43	4.43	1	4.43	
☐	171	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	3	66.90	
☐	172	NOK999S	Nokia 999	318.18	350.00	2	700.00	
☐	174		LGTU550 (Next G)	435.24	478.76	5	2393.80	
Total Purch Price							\$3223.43	Total Qty 15

Delete



Purchase Order - 10054



Main

Order Wizard

Current Order

Product Phone

Barcode * 9143338586659

Prod Name * Jabra Bluetooth Headset PHF

Sup.Prod.Code JABBHS

Qty * 3

Qty Last Received 0 Date 30/12/2008

Total Qty Received 2

Purchase price \$ 22.30

☐ Tick to Add Tax

Tax % 10.00

Discount 0

Notes

OK

First, change the "Quantity Last Received" to Zero, then change the order "Quantity" to the received quantity.

Current Orders

☐	ID	Sup.Prod.Code	Type	Ex Tax Unit Price	Price	Qty	Total Purch Price	
☐	166	NOKGEN	Nokia 62xx Battery	10.91	12.00	3	36.00	
☐	167	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	1	22.30	
☐	168	NOK-6101-LCC	Nokia 6101 Leather Case	4.43	4.43	1	4.43	
☐	171	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	3	66.90	
☐	172	NOK999S	Nokia 999	318.18	350.00	2	700.00	
☐	174		LGTU550 (Next G)	435.24	478.76	5	2393.80	
Total Purch Price							\$3223.43	Total Qty 15

Delete

Please note that you may change the "Quantity Last Received" to a **negative** to reduce total received. For example, to reduce by one, enter -1.



Purchase Order - 10054



Main

Order Wizard

Current Order

Product Phone

Barcode * 9143338586659

Prod Name * Jabra Bluetooth Headset PHF

Sup.Prod.Code JABBHS

Qty * 2

Qty Last Received 0 Date

Total Qty Received 2

Purchase price \$ 22.30 ☐ Tick to Add Tax

Tax % 10.00

Discount 0

Notes

OK

Clear

Current Orders

☐ ID	Sup.Prod.Code	Type	Ex Tax Unit Price	Price	Qty	Total Purch Price	
☐ 166	NOKGEN	Nokia 62xx Battery	10.91	12.00	3	36.00	
☐ 167	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	1	22.30	
☐ 168	NOK-6101-LCC	Nokia 6101 Leather Case	4.43	4.43	1	4.43	
☐ 171	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	3	66.90	
☐ 172	NOK999S	Nokia 999	318.18	350.00	2	700.00	
☐ 174		LGTU550 (Next G)	435.24	478.76	5	2393.80	
						Total Purch Price \$3223.43	Total Qty 15

Delete



Purchase Order - 10054



Main

Order Wizard

Current Order

Product Phone

Barcode * 9143338586659

Prod Name * Jabra Bluetooth Headset PHF

Sup.Prod.Code JABBHS

Qty * 2

Qty Last Received 0 Date

Total Qty Received 2

Purchase price \$ 22.30 ☐ Tick to Add Tax

Tax % 10.00

Discount 0

Notes

OK

Clear

Current Orders

☐ ID	Sup.Prod.Code	Type	Ex Tax Unit Price	Price	Qty	Total Purch Price	
☐ 166	NOKGEN	Nokia 62xx Battery	10.91	12.00	3	36.00	
☐ 167	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	1	22.30	
☐ 168	NOK-6101-LCC	Nokia 6101 Leather Case	4.43	4.43	1	4.43	
☐ 171	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	3	66.90	
☐ 172	NOK999S	Nokia 999	318.18	350.00	2	700.00	
☐ 174		LGTU550 (Next G)	435.24	478.76	5	2393.80	
						Total Purch Price \$3223.43	Total Qty 15

Delete



Purchase Order - 10054



Main

Order Wizard

Current Order

Product Phone

Barcode * 9143338586659

Prod Name * Jabra Bluetooth Headset PHF

Sup.Prod.Code JABBHS

Qty * 2

Qty Last Received 0 Date

Total Qty Received 2

Purchase price \$ 22.30 ☐ Tick to Add Tax

Tax % 10.00

Discount 0

Notes

OK ☒ Clear

Current Orders

☐ ID	Sup.Prod.Code	Type	Ex Tax Unit Price	Price	Qty	Total Purch Price	
☐ 166	NOKGEN	Nokia 62xx Battery	10.91	12.00	3	36.00	
☐ 167	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	1	22.30	
☐ 168	NOK-6101-LCC	Nokia 6101 Leather Case	4.43	4.43	1	4.43	
☐ 171	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	3	66.90	
☐ 172	NOK999S	Nokia 999	318.18	350.00	2	700.00	
☐ 174		LGTU550 (Next G)	435.24	478.76	5	2393.80	
						Total Purch Price \$3223.43	Total Qty 15

Delete ☒

Purchase Order - 10054



Main

Order Wizard

Current Order

Product Phone

Barcode * 9143338586659

Prod Name * Jabra Bluetooth Headset PHF

Sup.Prod.Code JABBHS

Qty * 2

Qty Last Received 0 Date

Total Qty Received 2

Purchase price \$ 22.30 ☐ Tick to Add Tax

Tax % 10.00

Discount 0

Notes

OK ☒ Clear

Current Orders

☐ ID	Sup.Prod.Code	Type	Ex Tax Unit Price	Price	Qty	Total Purch Price	
☐ 166	NOKGEN	Nokia 62xx Battery	10.91	12.00	3	36.00	
☐ 167	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	1	22.30	
☐ 168	NOK-6101-LCC	Nokia 6101 Leather Case	4.43	4.43	1	4.43	
☐ 171	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	2	44.60	
☐ 172	NOK999S	Nokia 999	318.18	350.00	2	700.00	
☐ 174		LGTU550 (Next G)	435.24				
						Total Purch Price	

Delete ☒

System Message X

☒ Save Successful



Purchase Order - 10054



Main Order Wizard Current Order

Product Phone

Barcode * 9143338586659
 Prod Name * Jabra Bluetooth Headset PHF
 Sup.Prod.Code JABBHS
 Qty * 2
 Qty Last Received 0 Date
 Total Qty Received 2

Purchase price \$ 22.30 ☐ Tick to Add Tax
 Tax % 10.00
 Discount 0
 Notes

OK Clear

Current Orders

☐ ID	Sup.Prod.Code	Type	Ex Tax Unit Price	Price	Qty	Total Purch Price	
☐ 166	NOKGEN	Nokia 62xx Battery	10.91	12.60	3	36.00	
☐ 167	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	1	22.30	
☐ 168	NOK-6101-LCC	Nokia 6101 Leather Case	4.43	4.43	1	4.43	
☐ 171	JABBHS	Jabra Bluetooth Headset PHF	20.27	22.30	2	44.60	
☐ 172	NOK999S	Nokia 999	318.18	350.00	2	700.00	
☐ 174		LGTU550 (Next G)	435.24	478.76	5	2393.80	
Total Purch Price						\$3201.13	Total Qty 14

Delete



Purchase Order - 10054



Main Order Wizard Current Order

Supplier *
 Date Of Order * 30/12/2008
 Approved ☐ Yes ☒ No
 Status Open
 Delivery Branch * Head Office

Shipped via
 Date Required * 31/12/2008
 Freight Cost 0.00
 Notes

OR Customer

OK Clear Print Labels

Incomplete Orders (Status = Open & On Hold)

☐ ID	Supplier	Shipped via	Ordered By	Date Of Order	Date Required
☐ 10054	Brightpoint		JSmith	30/12/2008	31/12/2008

Delete



Purchase Order - 10054



Main

Order Wizard

Current Order

Supplier * Brightpoint

Date Of Order * 30/12/2008

Approved ☐ Yes ☒ No

Status Open

Delivery Branch * Head Office

Shipped via

Date Required * 31/12/2008

Freight Cost 0.00

Notes

OR Customer

OK Clear Print Labels

Incomplete Orders (Status = Open & On Hold)

☐	ID	Supplier	Shipped via	Ordered By	Date Of Order	Date Required
☐	10054	Brightpoint		JSmith	30/12/2008	31/12/2008

Delete



Purchase Order - 10054



Main

Order Wizard

Current Order

Supplier * Brightpoint

Date Of Order * 30/12/2008

Approved ☒ Yes ☐ No

Status Open

Delivery Branch * Head Office

Shipped via

Date Required * 31/12/2008

Freight Cost 0.00

Notes

OR Customer

OK Clear Print Labels

Incomplete Orders (Status = Open & On Hold)

☐	ID	Supplier	Shipped via	Ordered By	Date Of Order	Date Required
☐	10054	Brightpoint		JSmith	30/12/2008	31/12/2008

Delete



Purchase Order - 10054



Main

Order Wizard

Current Order

Supplier * Brightpoint

Shipped via

Date Of Order * 30/12/2008

Date Required * 31/12/2008

Approved ☒ Yes ☐ No

Freight Cost 0.00

Status Closed

Notes

Delivery Branch *

OK

Clear

The adjustment is made, you may close the order by changing approved back to "Yes".

Incomplete Order

☐	ID	Supplier	Shipped via	Ordered By	Date Of Order	Date Required
☒	10054	Brightpoint		JSmith	30/12/2008	31/12/2008

Delete



Purchase Order - 10054



Main

Order Wizard

Current Order

Supplier * Brightpoint

Shipped via

Date Of Order * 30/12/2008

Date Required * 31/12/2008

Approved ☒ Yes ☐ No

Freight Cost 0.00

Status Closed

Notes

Delivery Branch * Head Office OR Customer

OK

Clear

Print

Labels

Incomplete Orders (Status = Open & On Hold)

☐	ID	Supplier	Shipped via	Ordered By	Date Of Order	Date Required
☒	10054	Brightpoint		JSmith	30/12/2008	31/12/2008

Delete



Purchase Order - 10054



Main

Current Order

Supplier * Brightpoint

Date Of Order * 30/12/2008

Approved ☒ Yes ☐ No

Status Closed

Delivery Branch * Head Office

Shipped via

Date Required * 31/12/2008

Freight Cost 0.00

Notes

OR Customer

 

Purchase Order - 10054



Main

Current Order

Supplier * Brightpoint

Date Of Order * 30/12/2008

Approved ☒ Yes ☐ No

Status Closed

Delivery Branch * Head Office

Shipped via

Date Required * 31/12/2008

Freight Cost 0.00

Notes

OR Customer

OK

System Message X

☒ Save Successful



Tutorial Complete



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