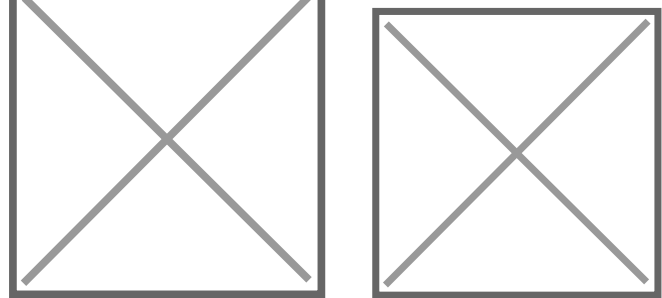


# Purchase Order

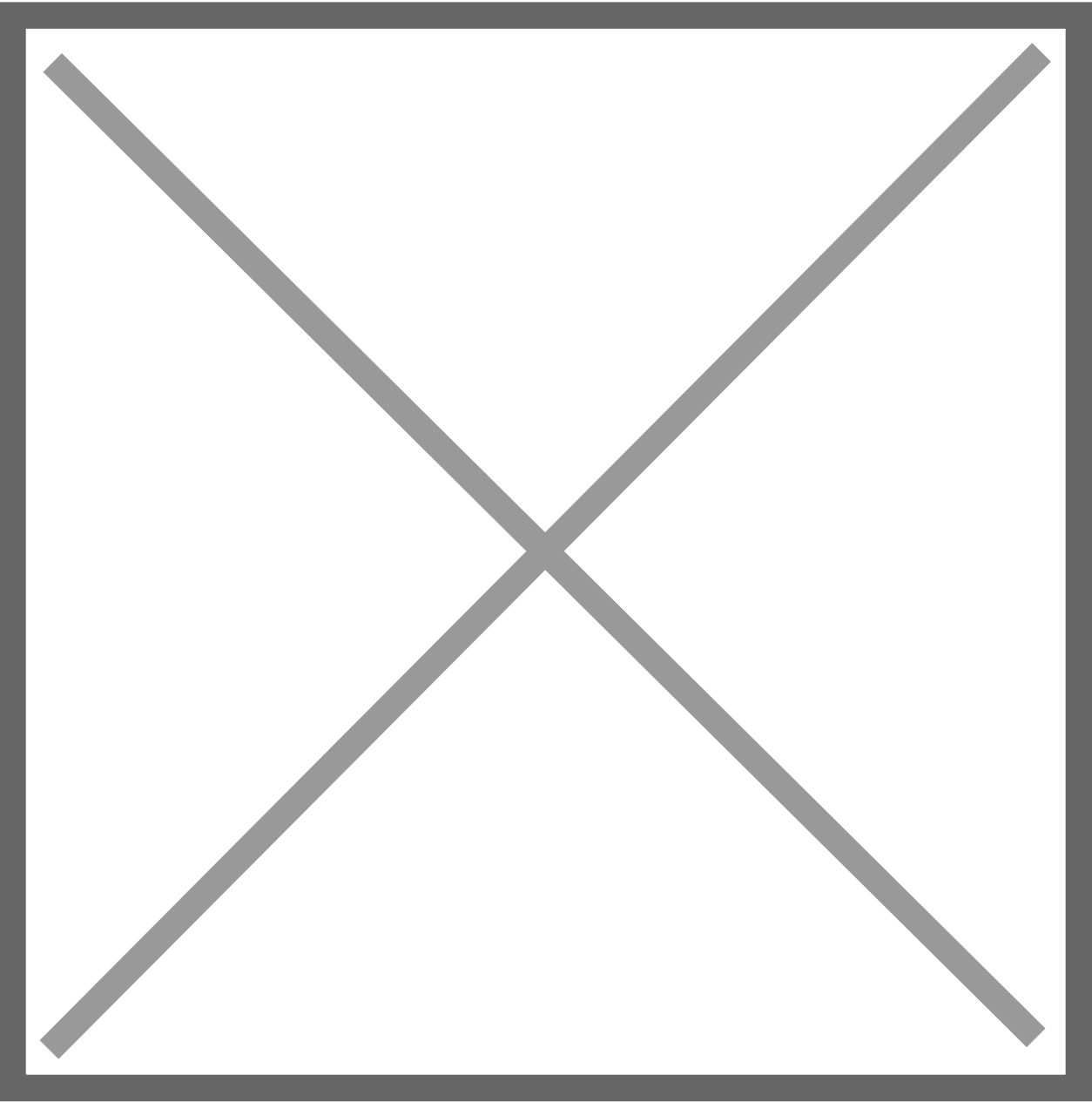
- [Purchase Order](#)
- [Purchase Order Window Search](#)
- [New Purchase Order](#)
- [Menus](#)

# Purchase Order

Capture a purchase order to order stock



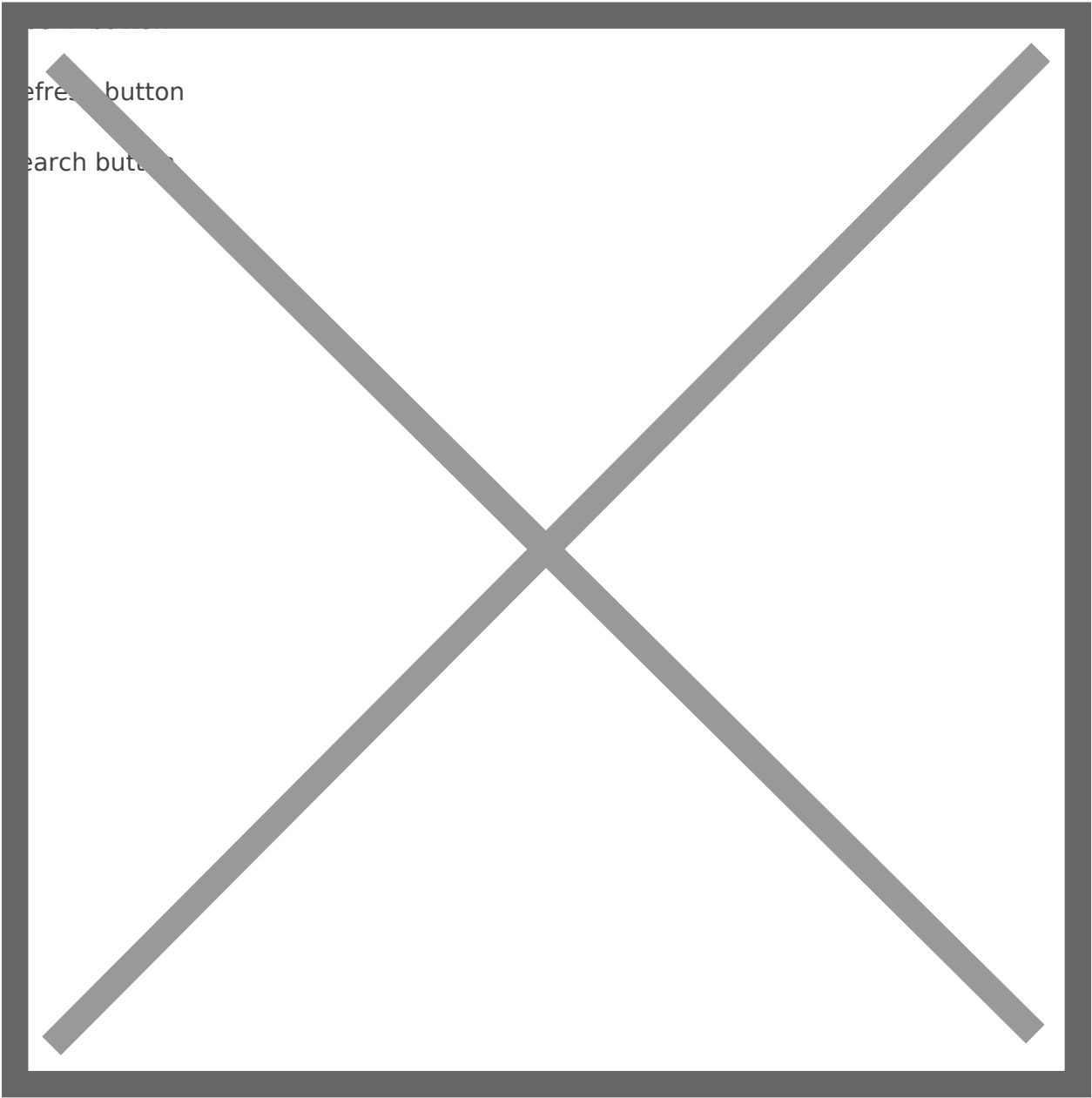
Purchase orders refresh and add new



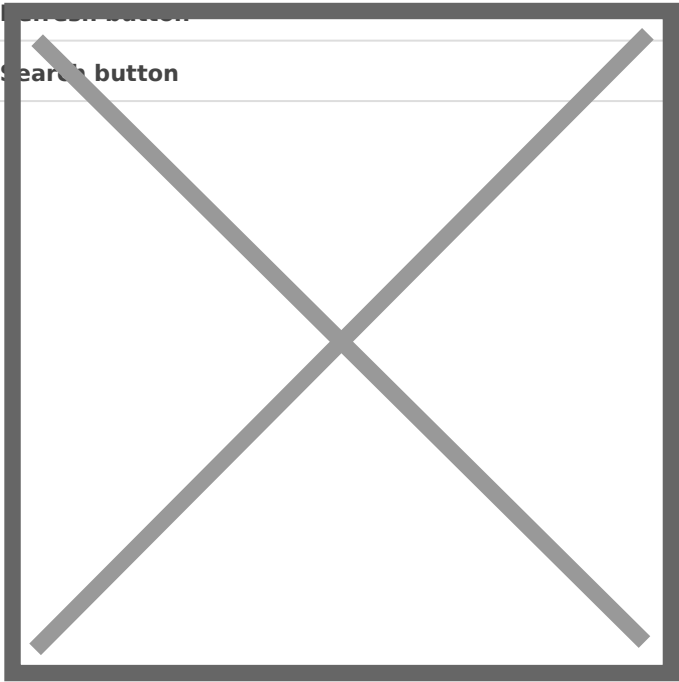
# Purchase Order Window Search

The search window has three main sections

- 1. Search bar
- 2. Refresh button
- 3. Search button



|                |                                                           |
|----------------|-----------------------------------------------------------|
| Plus + button  | Add a new purchase order                                  |
| Minus - button | Click on this button to see existing open purchase orders |
| Search button  | Search for specific purchase order                        |



# New Purchase Order

To capture a new purchase order, Click on the Plus + button

## Then add general Details

|             |                                                             |
|-------------|-------------------------------------------------------------|
| Supplier    | Enter the supplier for the purchase order                   |
| Date        | The date will show the current date and can also be changed |
| Description | Enter a description of the purchase order                   |
| Reference   | Enter a reference                                           |

Webatar

Purchase Order

General Details

Shipping

Items

Photos

Attachments

Email To Self

Send To Approval

Balance Enquiry

Order

General Details

Supplier:

MAD SOUND EQUIPMENT

Delivery Date:

2024/02/22

Description:

Limited Edition speakers

Reference:

Limited Edition speakers

Job:

Region:

None

Division:

None

GRV Group:



# Menus

|                         |                                                 |
|-------------------------|-------------------------------------------------|
| <b>Attachments</b>      | Add attachments to the Purchase Order           |
| <b>Email to self</b>    | Send the copy of the purchase order to yourself |
| <b>Send to approval</b> | Send the purchase order for approval            |
| <b>Balance enquiry</b>  | Get a balance of the account                    |