

# 11.2 Purchase Orders

Through Add Purchase Order from the reports menu of the supplier data sheet, you can attach a pre-filled order with the link to the supplier in question.

The rationale of the Purchase Order is the same as that of the Sales Order that has already been covered, with fewer options. This document can also be exported in PDF or other formats using the PDF Maker tool.

<b>Subject</b>	Order title
<b>Vendor Name</b>	Link to the supplier registry present in vtenext
<b>Requisition No</b>	If you use this code
<b>Tracking Number</b>	If you have the identifier for tracking the shipment
<b>Contact Name</b>	Connection to the order contact person
<b>Due Date</b>	Order expiry date
<b>Carrier</b>	Carrier who will make the shipment
<b>Sales Commission</b>	If applied
<b>Excise Duty</b>	Information on taxes, if applied
<b>Status</b>	Important for knowing the state of progress of this delivery
<b>Assigned</b>	User of vtenext that manages the order

**Purchase Order Information**

Subject	Additional Users pack	PurchaseOrder No	PO1
Vendor Name	Jennifer	Requisition No	
Tracking Number	po1425	Contact Name	Taylor Dorothy
Due Date	21-04-2007	Carrier	FedEx
Sales Commission	0.000	Excise Duty	0.000
Status	Created	Assigned To	
Time created	30-04-2018 14:44:53	Modified Time	10-05-2018 17:44:01
Creator			

**SHORTCUTS**

- Item Details
- Talks
- Notes

**RELATIONS**

- Activities
- Documents
- Messages
- Processes

For the product line compilation, see the details in Sales Orders section.

## Received Shipment

Once the Status = Received Shipment has been set, the system will automatically update the stock of the products: the quantity indicated in the purchase order will be added to current stock. The stock of a product is indicated in the Quantity in Stock field in the product data sheet.

Revision #1

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