

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.

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

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HISTORY

Purchase Order Information

Subject

Additional Users pack

Vendor Name

Jennifer

Tracking Number

po1425

Due Date

21-04-2007

Sales Commission

0.000

Status

Created

Time created

30-04-2018 14:44:53

Creator

PurchaseOrder No

PO1

Requisition No

Contact Name

Taylor Dorothy

Carrier

FedEx

Excise Duty

0.000

Assigned To

Modified Time

10-05-2018 17:44:01

SHORTCUTS

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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

Created 25 May 2022 17:25:41 by Alberto

Updated 6 June 2022 12:30:15 by Alberto