

# 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

Home

Leads

Accounts

Contacts

Campaigns

Trouble Tickets

Potentials

Reports

Vendors

Purchase Order

Modules

Settings

Search...

Collapse

Search...

PurchaseOrder Additional Users pack

Edit

INFORMATIONS

PROCESS GRAPH

PROCESS HISTORY

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

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

Created 25 May 2022 17:25:41 by Alberto

Updated 6 June 2022 12:30:15 by Alberto