

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

The screenshot displays the vtenext application's user interface. On the left is a dark blue sidebar with navigation links: Home, Leads, Accounts, Contacts, Campaigns, Trouble Tickets, Potentials, Reports, Vendors, Purchase Order (highlighted), Modules, Settings, and a search bar at the bottom.

The main header area includes a search bar, system status icons (notifications, messages, calendar, etc.), and a breadcrumb trail: "PurchaseOrder Additional Users pack". To the right of the breadcrumb are action buttons: "Edit" (green) and several circular icons for sharing or linking.

Below the header, there are four tabs: "INFORMATION" (selected), "PROCESS GRAPH", "PROCESS HISTORY", and "HISTORY".

The "Purchase Order Information" section contains two columns of data:

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

On the far right, a white panel titled "SHORTCUTS" lists "Item Details", "Tasks", and "Notes". Below it, a "RELATIONS" section lists "Activities", "Documents", "Messages", and "Processes", each accompanied by a small icon.

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 23 August 2023 07:23:43 by Thomas

Updated 23 August 2023 10:45:34 by Thomas