

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 shows the 'Purchase Order Information' page in the vtenext application. The page is divided into several sections:

- Navigation:** A dark blue sidebar on the left contains menu items: Home, Leads, Accounts, Contacts, Campaigns, Trouble Tickets, Potentials, Reports, Vendors, Purchase Order (highlighted), Modules, and Settings. A search bar and a collapse button are also present.
- Page Header:** At the top, there is a search bar, a breadcrumb trail 'PurchaseOrder Additional Users pack', and an 'Edit' button. A top navigation bar contains various utility icons.
- Information Tabs:** Below the header, there are four tabs: 'INFORMATIONS' (selected), 'PROCESS GRAPH', 'PROCESS HISTORY', and 'HISTORY'.
- Purchase Order Information:** This section displays key details in a two-column layout:
 - Subject:** Additional Users pack
 - PurchaseOrder No:** PO1
 - Vendor Name:** Jennifer
 - Requisition No:** [Redacted]
 - 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:** [Redacted]
 - Time created:** 30-04-2018 14:44:53
 - Modified Time:** 10-05-2018 17:44:01
 - Creator:** [Redacted]
- Shortcuts and Relations:** On the right side, there are two panels: 'SHORTCUTS' with links for Item Details, Talks, and Notes; and 'RELATIONS' with links for Activities, Documents, Messages, and 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.

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