

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 vtenext web application interface. The main content area displays the 'Purchase Order Information' for a purchase order titled 'Additional Users pack'. The details are as follows:

Field	Value
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	[Redacted]
PurchaseOrder No	PO1
Requisition No	[Redacted]
Contact Name	Taylor Dorothy
Carrier	FedEx
Excise Duty	0.000
Assigned To	[Redacted]
Modified Time	10-05-2018 17:44:01

The sidebar on the left contains navigation options: Home, Leads, Accounts, Contacts, Campaigns, Trouble Tickets, Potentials, Reports, Vendors, Purchase Order (selected), Modules, and Settings. The right-hand panel shows shortcuts for Item Details, Talks, and Notes, and relations 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.

Revision #1

Created 2026-01-28 14:56:21 UTC by Admin

Updated 2026-01-28 14:56:21 UTC by Admin