

Purchase Order

Procurement and sourcing > Common > Purchase orders > All purchase orders

Summary Purchase orders track requests from suppliers for goods and services. Products are ordered, received, and invoiced from Purchase orders.

Steps

1. Create a new Purchase order
2. Add Purchase order lines
3. Generate Purchase order document

Tips

- To track spending of services against a cap, create Purchase lines with the following:
Quantity = Total dollars
Unit of measure = "Dollars"
Price = 1

Create a new Purchase order

- Click the new **Purchase order button**.
- Select the **Vendor account**.
- Click **OK**.

Create purchase order (1 - ceu)

Vendor

One-time supplier: ☐

Vendor account: 1000

Name: Pear, Inc.

Contact:

Address

Name: Contoso Entertainment Systems (West)

Address: 123 Coffee Street
Suite 300
Redmond, WA 98052
USA

Delivery address: Contoso Entertainment Systems (Wes

General 000462

Administration

OK Cancel

Vendor with whom the purchase order is placed.

Add Purchase order lines

- Choose the **Item number**.
- Type the **Quantity** to purchase.

Purchase order (1 - ceu) - Purchase order: 000462, Pear, Inc.

File Purchase order

Purchase order From a sales order New Edit Request change Maintain Delete Cancel Header view Line view Show From all From journal Copy Totals View Generate from template Attachments Attachments

000462 : 1000 - Pear, Inc. Open order

Purchase order header

Purchase order lines

Add line Add lines Remove Purchase order line Financials Inventory >>

Type	Line number	Item number	Product name	Procurement cate...	Quantity	Unit	Unit price	Net amount
	10	9026	iPad - 32GB Wifi - White	Tablets	10.00	Pcs	499.00	4,990.00

Interactive 3.2 Purchase Order Lines

Header view (Copy) From all

Purchase order (1 - ceu) - Purchase order: 000462, Pear, Inc.

File Purchase order

Purchase order New From a sales order New Edit Request change Maintain Delete Cancel Header view Show Line view Copy From all From journal Totals View Generate from template Attachments Attachments

000462 : 1000 - Pear, Inc. Purchase order header Open order

Purchase order header

Purchase order lines

Add line Add lines Remove Purchase order line Financials Inventory >>

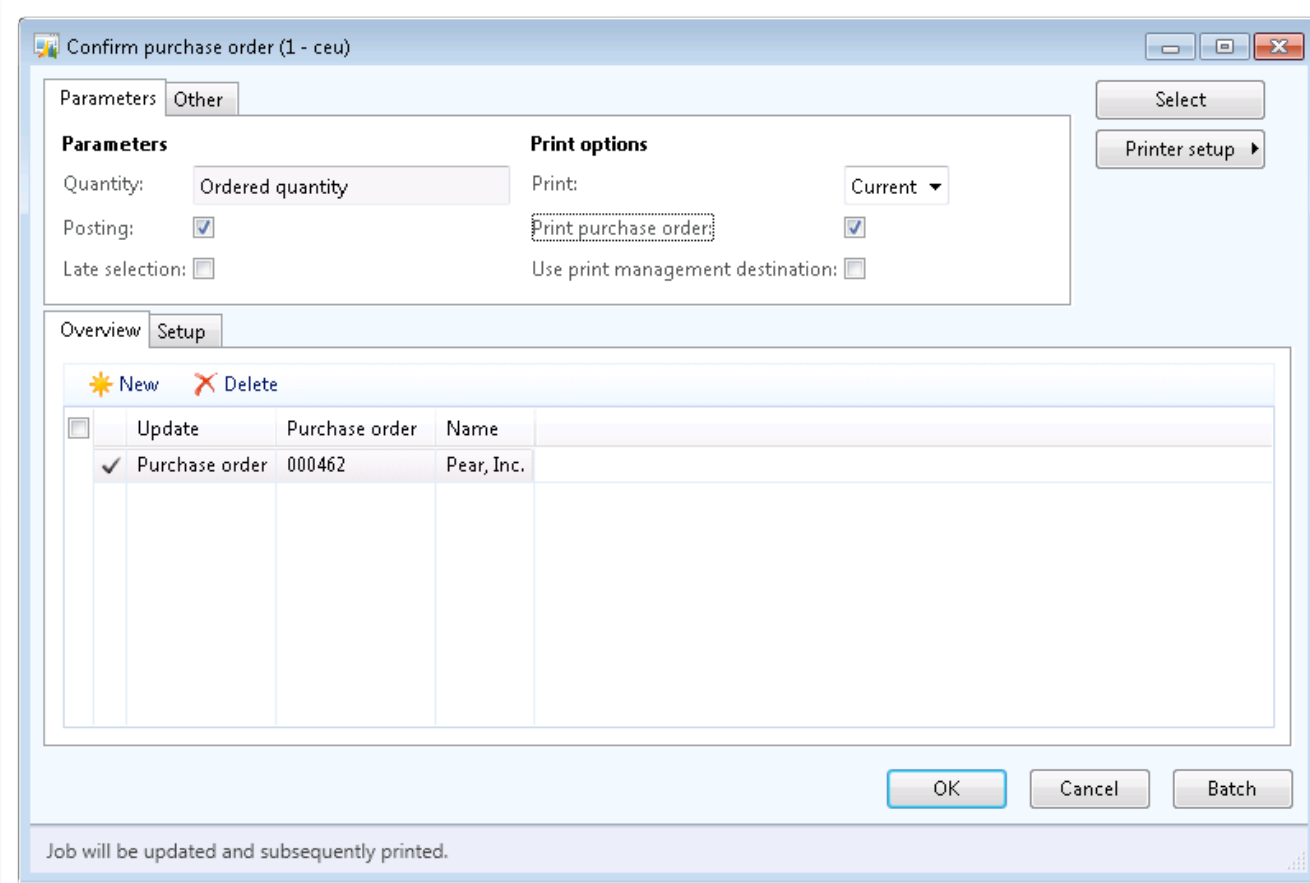
Type	Line number	Item number	Product name	Procurement cate...	Quantity	Unit	Unit price	Net amount
	10	9026	iPad - 32GB Wifi - White	Tablets	10.00	Pcs	499.00	4,990.00

Add line

1 2 3 4

Generate Purchase order document

- On the **Purchase tab**, generate the **Purchase order**.
- Check **Posting** and **Print purchase order**.
- Click **OK**.



Confirm purchase order (1 - ceu)

Parameters Other

Parameters

Quantity: Ordered quantity

Posting: ☒

Late selection: ☐

Print options

Print: Current

Print purchase order: ☒

Use print management destination: ☐

Select

Printer setup ▶

Overview Setup

New Delete

	Update	Purchase order	Name
<input checked="" type="checkbox"/>	Purchase order	000462	Pear, Inc.

OK Cancel Batch

Job will be updated and subsequently printed.

Movie 3.2 Purchase Order

Purchase order (1 - ceu) - Purchase order 000464 - Pear, Inc.

File Purchase order Purchase Manage Receive Invoice General

Purchase order New From a sales order Edit Request change Maintain Delete Cancel Header view Show Line view From all From journal Totals View Generate from template Attachments Attachments

000464 : 1000 - Pear, Inc. Open order Latest purchase o... ▼

► Purchase order header

Purchase order lines

Add line Add lines Remove Purchase order line Financials Inventory Product and supply >>

Type	Line number	Item number	Product name	Quantity	Unit	Unit price	Net amount	Receive now
		9027	iPad - 64GB - White	5.00	Yes	699.00	3,495.00	

► Line details

Unit in which the item is purchased.

USD ceu Close